CITY OF MELROSE

CITY COUNCIL

ORDERS OF THE DAY● AUGUST 15, 2022

Council Chamber, First Floor, Melrose City Hall Regular Meeting **7:45 PM**
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. READING OF THE MINUTES

City Council - Regular Meeting - Jul 18, 2022 7:45 PM

IV. PUBLIC COMMENT

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

V. COMMUNICATIONS FROM HIS HONOR, THE MAYOR AND OTHER CITY OFFICIALS

VI. NEW BUSINESS

A. Filings by the Honorable Mayor

1. **ORDER-2023-6 :** Authorization for the Procurement Officer or his/ her delegate to increase the contract term on all future Management Agreements for the Operation of the Mt. Hood Memorial Park & Golf Course from 3 years to 5 years.

   Offered by: Mayor Paul Brodeur

2. **ORDER-2023-7 :** Disposition of personal property belonging to Melrose Public Library

   Offered by: Mayor Paul Brodeur

   Sponsored by: Director Linda C.W. Gardener

3. **ORDER-2023-8 :** Appointment of Doug DiBrielle, 39 Reading Ave, to the Melrose Human Rights Commission, for a three-year term, said term to expire on the last day of February, 2025.

   Offered by: Mayor Paul Brodeur

4. **ORDER-2023-9 :** Appointment of Craig Molway, 58 Gross Ave, to the Melrose Conservation Commission, for a two-year term, said term to expire on the last day of February, 2024.

   Offered by: Mayor Paul Brodeur

5. **ORDER-2023-10 :** Appointment of Shane Egan, 21 Boston Rock Ave, to the Melrose Historical Commission, for a three-year term, said term to expire on the last day of February, 2025.

   Offered by: Mayor Paul Brodeur

6. **ORDER-2023-11 :** Appointment of Kate Roberts, 25 Rockland St, to the Melrose Historical Commission, for a three-year term, said term to expire on the last day of February, 2025.

   Offered by: Mayor Paul Brodeur

7. **ORDER-2023-13 :** Lead Water Service Planning SRF Loan

   Sponsored by: Mayor Paul Brodeur

B. Filings by the Honorable City Council

1. **RES-2023-2 :** Request for State Action to Mitigate Impacts From MBTA Orange Line Public Transit Shut Down Serving the City of Melrose

   Sponsored by: Ward 6 Jen Grigoraitis, At-Large Leila Migliorelli

VII. LICENSES

1. **LIC-2023-1 :** Gasoline & Storage License Post Deadline Renewal 2022

VIII. INFORMATION ITEMS

1. **INFO-2023-4:** Calling A State Election - Tuesday, the Eighth Day of November, 2022

   Sponsored by: President Christopher Cinella

2. **INFO-2023-5:** 2022 State Election - November 8, 2022 - Early in-person voting schedule

   Sponsored by: President Christopher Cinella

IX. REPORTS FROM COMMITTEES

1. **INFO-2023-1:** Net Zero Action Plan Presentation

2. **ORDER-2022-153 :** Appointment of Randall Carter, 50 Mystic Ave, to the Melrose Human Rights Commission for a three-year term, said term to expire on the last day of February, 2025.

   Offered by: Mayor Paul Brodeur

   From: Appropriations & Oversight Committee OUGHT TO PASS

3. **ORDER-2022-154 :** Appointment of Tesfay Aradom, 126 Green Street, to the Melrose Human Rights Commission for a three-year term, said term to expire on the last day of February, 2025.

   Offered by: Mayor Paul Brodeur

   From: Appropriations & Oversight Committee OUGHT TO PASS

4. **ORDER-2022-151 :** Appointment of Forrest Tiedeman, 50 Orris Street, to the Melrose Conservation Commission, as an Associate Member, for a one-year term.

   Offered by: Mayor Paul Brodeur

   From: Public Service Committee OUGHT TO PASS

5. **INFO-2023-2:** 2022 State Primary - September 6, 2022 - Early in-person voting schedule

   Sponsored by: President Christopher Cinella

   From: Finance Committee RECOMMEND PLACE ON FILE

6. **INFO-2023-3:** Calling A State Primary - Tuesday, the Sixth Day of September, 2022

   Sponsored by: President Christopher Cinella

   From: Finance Committee RECOMMEND PLACE ON FILE

7. **ORDER-2023-5 :** Polling location officer detail pursuant to Chapter 92 of the Acts of 2022 also known as the VOTES Act

   Sponsored by: President Christopher Cinella

   From: Finance Committee OUGHT TO PASS

8. **ORDER-2022-152 :** Appointment of Julie Delillo, 13 Circuit Street, to the Board of Registrars of Voters for a three-year term; said term to expire on the last day of February 2025

   Offered by: Mayor Paul Brodeur

   From: Finance Committee OUGHT TO PASS

9. **ORDER-2022-150 :** Appointment of Roseann Trionfi-Mazzuchelli as Veterans Services District Director effective July 5, 2022

Offered by: Mayor Paul Brodeur

From: Health, Education & Welfare Committee OUGHT TO PASS

10. **ORDER-2023-1 :** Appointment of Benjamin Rosenberg, 76 Ardsmoor Road, as a Regular Member of the Zoning Board of Appeals (ZBA) to fill the unexpired term of David Roache, whose term shall expire on the last day of February 2023.

    Offered by: Mayor Paul Brodeur

    Sponsored by: City Planner Denise Gaffey

    From: Protection and License Committee RECOMMITTED TO COUNCIL

11. **ORDER-2023-2 :** Appointment of Michael Aveni, 16 Hillside Ave, to the Planning Board to fill the term of Robert Mercado which expired in February 2022. Mr. Aveni's term shall expire on the last day of February 2027.

    Offered by: Mayor Paul Brodeur

    Sponsored by: City Planner Denise Gaffey

    From: Protection and License Committee OUGHT TO PASS

12. **ORDER-2023-3 :** Re-appointment of Bryan Thorp, 77 Wentworth Road, to a five-year term as a Regular Member on the Zoning Board of Appeals; said term to expire the last day of February 2026.

    Offered by: Mayor Paul Brodeur

    Sponsored by: City Planner Denise Gaffey

    From: Protection and License Committee OUGHT TO PASS

13. **ORDER-2023-4 :** Re-appointment of Megan Carriere, 36 Larrabee Street, to a two-year term as an Associate Member on the Zoning Board of Appeals ; said term to expire on the last day of February 2024.

    Offered by: Mayor Paul Brodeur

    Sponsored by: City Planner Denise Gaffey

From: Protection and License Committee OUGHT TO PASS

X. UNFINISHED BUSINESS

XI. EXPIRIES

XII. RULE 53 REPORTS

XIII. ADJOURNMENT

CITY OF MELROSE

CITY COUNCIL

MINUTES• JULY 18, 2022

Council Chamber, First Floor, Melrose City Hall Regular Meeting **8:17 PM**
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Jack Eccles	At-Large	Present	
Mark Garipay	Ward 4	Present	
Jen Grigoraitis	Ward 6	Present	
Maya Jamaleddine	At-Large	Present	
Manjula Karamcheti	Ward 1	Present	
Shawn M. MacMaster	Ward 5	Present	
Leila Migliorelli	At-Large	Present	
John Obremski	Ward 2	Absent	
Robb Stewart	Ward 3	Present	
Ryan Williams	Ward 7	Present	
Christopher Cinella	President	Present	

II. PLEDGE OF ALLEGIANCE

III. READING OF THE MINUTES

City Council - Regular Meeting - Jun 21, 2022 7:45 PM

President Cinella moves, by unanimous consent, to accept the minutes without reading. No objection.

RESULT:	**ACCEPTED [10 TO 0]**
MOVER:	Christopher Cinella, President
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Stewart, Williams, Cinella
ABSENT:	John Obremski

IV. PUBLIC COMMENT

Remote Link for Public Comment:
https://cityofmelrose.webex.com/cityofmelrose/onstage/g.php?MTID=e3a6896a8cbb9892f59acd16c39ca31b2

Motion: Public Comment

Motion: Open Public Comment by unanimous consent
By: President Cinella, No objection

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

No members of the public are present - President notes ongoing technical difficulty with remote public comment link.

Motion: Close Public Comment by unanimous consent
By: President Cinella, No objection

RESULT:	**PASSED [10 TO 0]**
MOVER:	Christopher Cinella, President
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Stewart, Williams, Cinella
ABSENT:	John Obremski

V. NEW BUSINESS

A. Filings by the Honorable Mayor

1. **ORDER-2023-1 :** Appointment of Benjamin Rosenberg, 76 Ardsmoor Road, as a Regular Member of the Zoning Board of Appeals (ZBA) to fill the unexpired term of David Roache, whose term shall expire on the last day of February 2023.

   Offered by: Mayor Paul Brodeur

   Sponsored by: City Planner Denise Gaffey

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Protection and License Committee

2. **ORDER-2023-2 :** Appointment of Michael Aveni, 16 Hillside Ave, to the Planning Board to fill the term of Robert Mercado which expired in February 2022. Mr. Aveni's term shall expire on the last day of February 2027.

   Offered by: Mayor Paul Brodeur

   Sponsored by: City Planner Denise Gaffey

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Protection and License Committee

3. **ORDER-2023-3 :** Re-appointment of Bryan Thorp, 77 Wentworth Road, to a five-year term as a Regular Member on the Zoning Board of Appeals; said term to expire the last day of February 2026.

   Offered by: Mayor Paul Brodeur

   Sponsored by: City Planner Denise Gaffey

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Protection and License Committee

4. **ORDER-2023-4 :** Re-appointment of Megan Carriere, 36 Larrabee Street, to a two-year term as an Associate Member on the Zoning Board of Appeals ; said term to expire on the last day of February 2024.

   Offered by: Mayor Paul Brodeur

   Sponsored by: City Planner Denise Gaffey

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Protection and License Committee

5. **ORDER-2023-5 :** Polling location officer detail pursuant to Chapter 92 of the Acts of 2022 also known as the VOTES Act

   Sponsored by: President Christopher Cinella

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Finance Committee

B. Filings by the Honorable City Council

VI. COMMUNICATIONS FROM HIS HONOR, THE MAYOR AND OTHER CITY OFFICIALS

1. **INFO-2023-1:** Net Zero Action Plan Presentation

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ASSIGN TO COMMITTEE**
TO:	Public Service Committee

2. **INFO-2023-2:** 2022 State Primary - September 6, 2022 - Early in-person voting schedule

Sponsored by: President Christopher Cinella

RESULT:	**ASSIGN TO COMMITTEE**
TO:	Finance Committee

3. **INFO-2023-3:** Calling A State Primary - Tuesday, the Sixth Day of September, 2022

Sponsored by: President Christopher Cinella

RESULT:	**ASSIGN TO COMMITTEE**
TO:	Finance Committee

VII. REPORTS FROM COMMITTEES

VIII. EXPIRIES

IX. RULE 53 REPORTS

X. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn
By: Councilor Karamcheti, Second: Councilor Garipay - motion carried.

Meeting adjourned at 8:22 p.m.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Cinella
ABSENT:	Ryan Williams

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES• JUNE 21, 2022

Council Chamber, First Floor, Melrose City Hall Regular Meeting **7:45 PM**
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Jack Eccles	At-Large	Present	
Mark Garipay	Ward 4	Present	
Jen Grigoraitis	Ward 6	Present	
Maya Jamaleddine	At-Large	Present	
Manjula Karamcheti	Ward 1	Present	
Shawn M. MacMaster	Ward 5	Present	
Leila Migliorelli	At-Large	Present	
John Obremski	Ward 2	Present	
Robb Stewart	Ward 3	Absent	
Ryan Williams	Ward 7	Present	
Christopher Cinella	President	Present	

II. PLEDGE OF ALLEGIANCE

III. READING OF THE MINUTES

By unanimous consent, President Cinella moves to accept the minutes of the June 6th and June 13th meetings without reading. No objection.

1. City Council - Regular Meeting - Jun 6, 2022 7:45 PM

RESULT:	**ACCEPTED [10 TO 0]**
MOVER:	Christopher Cinella, President
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

2. City Council - Special Meeting - Jun 13, 2022 7:45 PM

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ACCEPTED [10 TO 0]**
MOVER:	Christopher Cinella, President
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

IV. PUBLIC COMMENT

Remote link for Public Comment:
https://cityofmelrose.webex.com/cityofmelrose/onstage/g.php?MTID=e2af2b456afec87724aefeab00eb8b1bb

Public Comment

President Cinella moves to open Public Comment by unanimous consent. No objections.

No one comes forward.

President Cinella moves to close Public Comment by unanimous consent. No objections.

V. NEW BUSINESS

A. Filings by the Honorable Mayor

1. **ORDER-2022-150 :** Appointment of Roseann Trionfi-Mazzuchelli as Veterans Services District Director effective July 5, 2022

   Offered by: Mayor Paul Brodeur

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Health, Education & Welfare Committee

2. **ORDER-2022-151 :** Appointment of Forrest Tiedeman, 50 Orris Street, to the Melrose Conservation Commission, as an Associate Member, for a one-year term.

   Offered by: Mayor Paul Brodeur

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Public Service Committee

3. **ORDER-2022-152 :** Appointment of Julie Delillo, 13 Circuit Street, to the Board of Registrars of Voters for a three-year term; said term to expire on the last day of February 2025

Offered by: Mayor Paul Brodeur

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Finance Committee

4. **ORDER-2022-153 :** Appointment of Randall Carter, 50 Mystic Ave, to the Melrose Human Rights Commission for a three-year term, said term to expire on the last day of February, 2025.

Offered by: Mayor Paul Brodeur

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

5. **ORDER-2022-154 :** Appointment of Tesfay Aradom, 126 Green Street, to the Melrose Human Rights Commission for a three-year term, said term to expire on the last day of February, 2025.

Offered by: Mayor Paul Brodeur

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration
By: Councilor Grigoraitis - No Objection

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

6. **ORDER-2022-155 :** Proposed FY23 Water Rates

Offered by: Mayor Paul Brodeur

Councilor Grigoraitis advises the order is before council to provide proper notice, due to an administrative clerical error made when the water and sewer rates were previously posted. The rates were properly heard in all the posted public hearings and within all of the committee discussions with the Public Works Director.

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

B. Filings by the Honorable City Council

VI. COMMUNICATIONS FROM HIS HONOR, THE MAYOR AND OTHER CITY OFFICIALS

VII. LICENSES

Motion: Order from Committee

Motion: Take LIC 2022-13 from Committee
By: Councilor Garipay, Second: Councilor Eccles - motion carried.

RESULT:	**PASSED [10 TO 0]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

1. **LIC-2022-13 :** License: Gasoline and Storage Licenses Not Renewed 2022

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

From: Protection and License Committee OUGHT TO PASS

RESULT:	**PLACE ON FILE [10 TO 0]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Shawn M. MacMaster, Ward 5
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Motion: Order from Committee

Motion: Take LIC 2022-14 from Committee
By: Councilor Garipay, Second: Councilor MacMaster - motion carried.

RESULT:	**PASSED [10 TO 0]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Shawn M. MacMaster, Ward 5
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

2. **LIC-2022-14 :** Gasoline and Storage Licenses Renewals 2022

From: Protection and License Committee OUGHT TO PASS

RESULT:	**PLACE ON FILE [10 TO 0]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Shawn M. MacMaster, Ward 5
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

VIII. REPORTS FROM COMMITTEE

1. **ORDER-2022-113 :** Petition of National Grid to install one new manhole over newly installed conduits.

Offered by: Mayor Paul Brodeur

From: Public Works Committee OUGHT TO PASS

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Shawn M. MacMaster, Ward 5
SECONDER:	Mark Garipay, Ward 4
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

2. **ORDER-2022-118 :** Acceptance of the FY22 AED Grant Program awarded to the Melrose Fire Department by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR), in the amount of $2,500.00.

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

3. **ORDER-2022-119 :** City of Melrose Operating Budget for Fiscal Year 2023 in the amount of $95,256,080 (Ninety Five Million, Two Hundred Fifty-Six Thousand and Eighty Dollars)

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

4. **ORDER-2022-120 :** Reauthorization of City of Melrose Revolving Fund table as first adopted by City Ordinance June 18th, 2018 and annually thereafter. Revolving Funds are further authorized under Massachusetts General Law Chapter 44 Section 53E 1/2.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

5. **ORDER-2022-121 :** Ambulance Enterprise Operating Budget for Fiscal 2023 in the amount of $1,001,312 (One Million, One Thousand, Three Hundred and Twelve Dollars).

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

6. **ORDER-2022-122 :** Mt. Hood Operating Budget for Fiscal 2023 in the amount of $1,572,549 (One Million, Five Hundred Seventy-Two Thousand, Five Hundred and Forty-Nine Dollars)

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

7. **ORDER-2022-123 :** Water Enterprise Operating Budget for Fiscal 2023 in the amount of $6,119,429 (Six Million, One Hundred Nineteen Thousand, Four Hundred Twenty-Nine Dollars).

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [9 TO 1]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Williams, Cinella
NAYS:	Shawn M. MacMaster
ABSENT:	Robb Stewart

8. **ORDER-2022-124 :** Sewer Enterprise Operating Budget for Fiscal 2023 in the amount of $8,793,909 (Eight Million, Seven Hundred Ninety-Three Thousand, Nine Hundred and Nine Dollars)

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [9 TO 1]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Williams, Cinella
NAYS:	Shawn M. MacMaster
ABSENT:	Robb Stewart

9. **ORDER-2022-126 :** Acceptance of One Hundred and Fifty Thousand Dollars ($150,000) from An Act Relative to Immediate Covid-19 Recovery Needs for accessibility and safety improvements for the 2 elevators at the Melrose High School

Offered by: Mayor Paul Brodeur

From: Appropriations & Oversight Committee OUGHT TO PASS

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

10. **ORDER-2022-127 :** Acceptance of Three (3) MassDOT Shared Streets and Spaces Program Grants for various equipment and pedestrian safety measures funded at a total of $158,843.

Offered by: Mayor Paul Brodeur

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Ryan Williams, Ward 7
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

11. **ORDER-2022-128 :** Proposed FY23 Sewer Rates

Offered by: Mayor Paul Brodeur

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

12. **ORDER-2022-130 :** An Appropriation from Free Cash, account 01-324001, in the amount of $341,621.03 (Three Hundred Forty-One Thousand, Six Hundred Twenty-One Thousand Dollars and Three Cents) to various Public Works Snow and Ice accounts as set forth herein.

From: Appropriations & Oversight Committee OUGHT TO PASS

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Ryan Williams, Ward 7
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

13. **ORDER-2022-131 :** Authorizing a Bond for the replacement of the Salt Shed.

Offered by: Mayor Paul Brodeur

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [9 TO 1]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
NAYS:	Mark Garipay
ABSENT:	Robb Stewart

14. **ORDER-2022-137 :** An Appropriation from Free Cash, account 01-324001, in the amount of $267,000 (Two Hundred Sixty-Seven Thousand Dollars) to various school accounts as set forth herein.

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

15. **ORDER-2022-135 :** An Appropriation from Free Cash, account 01-324001, in the amount of $783,025.22 (Seven Hundred Eighty-Three Thousand, Twenty-Five Dollars and Twenty-Two Cents) to various Public Works Accounts as set forth herein.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Ryan Williams, Ward 7
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

16. **ORDER-2022-139 :** Appointment of Janet Nevin, 415 East Foster Street, to the Council on Aging; said term to expire on the last day of February 2023.

Offered by: Mayor Paul Brodeur

From: Health, Education & Welfare Committee OUGHT TO PASS

RESULT:	**ADOPTED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Mark Garipay, Ward 4
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

17. **ORDER-2022-140 :** Appointment of Kristin Thorp, of 77 Wentworth Road, to the City of Melrose Council on Aging Board, for a three-year term, said term to expire the last day of February 2025.

Offered by: Mayor Paul Brodeur

From: Health, Education & Welfare Committee OUGHT TO PASS

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ADOPTED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

18. **ORDER-2022-144 :** An Appropriation from Water Retained Earnings, account 6100-319000, in the amount of $570,098.10 (Five Hundred Seventy Thousand, ninety-eight dollars and ten cents) to various water accounts as set forth herein.

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Maya Jamaleddine, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

19. **ORDER-2022-145 :** An Appropriation from Sewer Retained Earnings, account 6000-319000) in the amount of $1,123,629.51 (One Million, One Hundred Twenty-Three Thousand, Six Hundred Twenty-Nine Thousand and fifty- one Cents) to various Sewer accounts as set forth herein.

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Motion: Join eleven items currently in the Appropriations and Oversight committee.

Motion: Conjoin
By: Councilor Grigoraitis, Second: Councilor Eccles - motion carried.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

For orders:
* 2022-129,
* 2022-132,
* 2022-133,
* 2022-134,
* 2022-136,
* 2022-138,
* 2022-141,
* 2022-143,
* 2022-146,
* 2022-147,
* 2022-149

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Motion: Remove eleven items in the Appropriations and Oversight for concurent action by the City Council

Motion: Concurrent Action
By: Councilor Grigoraitis, Second: Councilor Miglorelli - motion carried.

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

20. **ORDER-2022-129 :** A Transfer from Human Resource Salary and Wages (011521-511000) in the amount of $2,000 (Two Thousand Dollars) to Human Resource Advertising (011522-520500).

From: Appropriations & Oversight Committee OUGHT TO PASS

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

21. **ORDER-2022-132 :** An Appropriation from Free Cash, account 01-324001, in the amount of $1,225,000 (One Million, Two Hundred Twenty-Five Thousand Dollars), to various stabilization accounts as set forth herein.

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

22. **ORDER-2022-133 :** An Appropriation from Free Cash, account 01-324001, in the amount of $34,010.35 (Thirty-Four Thousand, Ten Dollars and 35 Cents) to Pine Banks, Capital Outlay, account 016523-551099. This appropriation will be used to pave the parking lot by the playground & lodge.

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

23. **ORDER-2022-134 :** An Appropriation from Free Cash, account 01-324001, in the amount of $270,000 (Two Hundred Seventy Thousand Dollars) to various IT accounts as set forth herein.

From: Appropriations & Oversight Committee OUGHT TO PASS

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

24. **ORDER-2022-136 :** An Appropriation from Free Cash, account 01-324001, in the amount of $75,967.40 (Seventy-Five Thousand, Nine Hundred Sixty-Seven Dollars and Forty Cents) to various Community Service line items as set forth herein.

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

25. **ORDER-2022-138 :** An Appropriation from Free Cash, account 01-324001 in the amount of $76,400 (Seventy Six Thousand and four hundred dollars) to various general government accounts as set forth herein.

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

26. **ORDER-2022-141 :** A Transfer from Temporary Interest, account 017522-549100, in the amount of $74,000 (Seventy Four Thousand Dollars) and a transfer from Health Insurance, account 019142-549201, in the amount of $81,000 (Eighty One Thousand Dollars) to the City Solicitor budget as set forth herein.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

27. **ORDER-2022-143 :** An Appropriation from Mt. Hood Retained Earnings, account 620000-319000, in the amount of $92,000 (Ninety-Two Thousand Dollars) to Mt. Hood Professional Services, account 620000-529000 to fulfill contract obligations.

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

28. **ORDER-2022-146 :** An Appropriation from Ambulance Retained Earnings, account number 6500-31900, in the amount of $73,355.98 (Seventy Three Thousand, Three Hundred Fifty-five dollars and ninety-eight cents) to various ambulance accounts as set forth herein.

From: Appropriations & Oversight Committee OUGHT TO PASS

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

29. **ORDER-2022-147 :** An Appropriation from the Peg Access Cable Fund (#2922) in the amount of $276,764.16 (Two Hundred Seventy - Six thousand, Seven Hundred Sixty-Four Thousand and sixteen cents) to MMTV and Melrose Public Schools.

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Motion: Order from Legal and Legislative Committee

Motion: Take Order 2022-148 from Committee
By: Councilor Miglorelli, Second: - motion carried.

RESULT:	**PASSED [10 TO 0]**
MOVER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

30. **ORDER-2022-148 :** Reauthorize the previously adopted Order to Create an Education, Public Safety & Substance Abuse Prevention Stabilization Fund.

Offered by: Mayor Paul Brodeur

From: Legal & Legislative Committee RECOMMEND AS AMENDED

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

31. **ORDER-2022-149 :** An acceptance of the Municipal Fiber Grant awarded to Melrose MA in the amount of $237,500 (Two Hundred Thirty Seven Thousand Dollars) with a $12,500 (Twelve Thousand Five Hundred Dollar) match from IT Operating funds

Sponsored by: Chief Financial Officer Patrick Dello Russo

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Ryan Williams, Ward 7
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Motion: Order from Health, Education and Welfare Committee

Motion: Take Order 2022-142 from Health, Education and Welfare Committee
By: Councilor Eccles, Second: Councilor Karamcheti - motion carried.

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

32. **ORDER-2022-142 :** The appointment of Ana Vasconcelos, of 37 Washington Street Apt 106, to the City of Melrose Commission on Women, for a three-year term, said term to expire the last day of February 2025.

Offered by: Mayor Paul Brodeur

From: Health, Education & Welfare Committee OUGHT TO PASS

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ADOPTED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

IX. EXPIRIES

1. **ORDER-2022-30 :** An Order on the Status of Green and Howard St. Electrical transmission Line

Sponsored by: Ward 4 Mark Garipay, Jeff McNaught

From: Public Works Committee HOLD

Councilor MacMaster advises the order comes from the Public Works committee (without recommendation) as a result of Rule 8 of the *Rules of Order of the City Council* specifying action on a pending legislative matter within 45 days.

RESULT:	**PLACED ON FILE [10 TO 0]**
MOVER:	Shawn M. MacMaster, Ward 5
SECONDER:	Mark Garipay, Ward 4
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

X. RULE 53 REPORTS

Point of Personal Privilege

Motion: Point of Personal Privilege
By: Councilor Karamcheti

Councilor Karamcheti reminds the council and viewers of the community forum meeting tomorrow night (June 22nd) from 6 - 7:30 p.m. to discuss the results of the DEI survey. Register via the city website to participate in the Zoom meeting.

XI. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

By: Councilor Eccles, Second: Councilor Migliorelli - motion carried.

Meeting adjourned at 8:23 p.m.

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES● JUNE 6, 2022

Council Chamber, First Floor, Melrose City Hall Regular Meeting **7:46 PM**
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Jack Eccles	At-Large	Present	
Mark Garipay	Ward 4	Present	
Jen Grigoraitis	Ward 6	Present	
Maya Jamaleddine	At-Large	Present	
Manjula Karamcheti	Ward 1	Present	
Shawn M. MacMaster	Ward 5	Present	
Leila Migliorelli	At-Large	Present	
John Obremski	Ward 2	Late	7:57 PM
Robb Stewart	Ward 3	Present	
Ryan Williams	Ward 7	Present	
Christopher Cinella	President	Present	

II. READING OF THE MINUTES

City Council - Joint Meeting with the School Committee - May 16, 2022 7:30 PM

By unanimous consent, President Cinella moves to accept the minutes without reading. No objection.

RESULT:	**ACCEPTED [10 TO 0]**
MOVER:	Christopher Cinella, President
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Stewart, Williams, Cinella
ABSENT:	John Obremski

City Council - Regular Meeting - May 16, 2022 7:45 PM

By unanimous consent, President Cinella moves to accept the minutes without reading. No objection.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ACCEPTED [10 TO 0]**
MOVER:	Christopher Cinella, President
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Stewart, Williams, Cinella
ABSENT:	John Obremski

III. PUBLIC COMMENT

Motion: Public Comment

President Cinella moves by unanimous consent to open public comment. No objection.

In Person
Ms. Connors of 49 Court Street, Wakefield, MA speaks regarding LIC 2022-12 and describes business interactions and a MAOM hosted Love for Lou fundraiser event and shares concerns of business practices. Asks that no license is granted.

Ms. Barry of 49 Vine Street, Saugus, MA speaks regarding LIC 2022-12 and the MAOM hosted Love for Lou fundraiser event and donations. She was at the door volunteering at the event and has concerns regarding recordkeeping, disbursement of money.

Ms. Peevy, proprietor of Buckalew's, expresses concern regarding the license process and is hopeful the new business development liaison in the mayor?s office will help businesses. City doesn't address things when they should and then decides to shut a business down. There should be clear process for complaints and a way to address things. How does government get involved in which business should/should not be able to operate?

Ms. Bates, 30-year Melrose homeowner, relays issue with Glitterati prom gowns valued at approximately $2,2K and ensuing dissatisfaction concern regarding garment retrieval or payment process with MAOM, LIC 2022-12.

President Cinella moves by unanimous consent to close public comment. No objection.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Christopher Cinella, President
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

IV. PUBLIC HEARINGS

8:00 PM

LIC 2022-11 Article II, section 93-5, Special License to house four (4) dogs at 58 Trenton Street, Melrose

Order 2022-123: Water Enterprise Operating Budget for Fiscal 2023 in the amount of $6,119,429 (Six Million, One Hundred Nineteen Thousand, Four Hundred Twenty-Nine Dollars).

Order 2022-124: Sewer Enterprise Operating Budget for Fiscal 2023 in the amount of $8,793,909 (Eight Million, Seven Hundred Ninety-Three Thousand, Nine Hundred and Nine Dollars).

8:15 PM

Order 2022-119: City of Melrose Operating Budget for Fiscal Year 2023 in the amount of $95,256,080 (Ninety Five Million, Two Hundred Fifty-Six Thousand and Eighty Dollars)

Motion: 8 PM Public Hearing

Motion: Open the 8 PM Public Hearing
By: Councilor MacMaster, Second: Councilor Williams - motion carried.
The Public Hearing commences at 8:00 p.m.

J. Pelrine of Howard St comments on 2022-124 and questions personnel charge-offs to the water line that now appear to be in double digits. How much money does this represent?

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Shawn M. MacMaster, Ward 5
SECONDER:	Ryan Williams, Ward 7
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Motion: 8:15 PM Public Hearing

8:15 PM

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Order 2022-119: City of Melrose Operating Budget for Fiscal Year 2023 in the amount of $95,256,080 (Ninety Five Million, Two Hundred Fifty-Six Thousand and Eighty Dollars)

Motion: Open the 8:15 PM Public Hearing
By: Councilor Grigoraitis, Second: Councilor Migliorelli- motion carried.

The Public Hearing commences at 8:15 p.m.

Also offers comments on 2022-119 and questions water/sewer line $1.7M transfers to "said accounts" -there is no description of the accounts. Queries how can we have that much money at the end of the year? Are we being overcharged? The funds should go back to rate payers, and we should have no rate hike.

Motion: Close the 8:15 PM Public Hearing
By: Councilor Grigoraitis, Second: Councilor Migliorelli - motion carried.

The Public Hearing closes at 8:19 p.m.

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Suspend the Rules

President Cinella moves to suspend the rules of order by unanimous consent. No objection.

V. NEW BUSINESS

A. Filings by the Honorable Mayor

1. **ORDER-2022-126 :** Acceptance of One Hundred and Fifty Thousand Dollars ($150,000) from An Act Relative to Immediate Covid-19 Recovery Needs for accessibility and safety improvements for the 2 elevators at the Melrose High School

Offered by: Mayor Paul Brodeur

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

2. **ORDER-2022-127 :** Acceptance of Three (3) MassDOT Shared Streets and Spaces Program Grants for various equipment and pedestrian safety measures funded at a total of $158,843.

   Offered by: Mayor Paul Brodeur

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

3. **ORDER-2022-128 :** Proposed FY23 Sewer Rates

   Offered by: Mayor Paul Brodeur

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

4. **ORDER-2022-129 :** A Transfer from Human Resource Salary and Wages (011521-511000) in the amount of $2,000 (Two Thousand Dollars) to Human Resource Advertising (011522-520500).

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

5. **ORDER-2022-130 :** An Appropriation from Free Cash, account 01-324001, in the amount of $341,621.03 (Three Hundred Forty-One Thousand, Six Hundred Twenty-One Thousand Dollars and Three Cents) to various Public Works Snow and Ice accounts as set forth herein.

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

6. **ORDER-2022-131 :** Authorizing a Bond for the replacement of the Salt Shed.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Offered by: Mayor Paul Brodeur

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

7. **ORDER-2022-132 :** An Appropriation from Free Cash, account 01-324001, in the amount of $1,225,000 (One Million, Two Hundred Twenty-Five Thousand Dollars), to various stabilization accounts as set forth herein.

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

8. **ORDER-2022-133 :** An Appropriation from Free Cash, account 01-324001, in the amount of $34,010.35 (Thirty-Four Thousand, Ten Dollars and 35 Cents) to Pine Banks, Capital Outlay, account 016523-551099. This appropriation will be used to pave the parking lot by the playground & lodge.

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

9. **ORDER-2022-134 :** An Appropriation from Free Cash, account 01-324001, in the amount of $270,000 (Two Hundred Seventy Thousand Dollars) to various IT accounts as set forth herein.

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

10. **ORDER-2022-135 :** An Appropriation from Free Cash, account 01-324001, in the amount of $783,025.22 (Seven Hundred Eighty-Three Thousand, Twenty-Five Dollars and Twenty-Two Cents) to various Public Works Accounts as set forth herein.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

11. **ORDER-2022-136 :** An Appropriation from Free Cash, account 01-324001, in the amount of $75,967.40 (Seventy-Five Thousand, Nine Hundred Sixty-Seven Dollars and Forty Cents) to various Community Service line items as set forth herein.

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

12. **ORDER-2022-137 :** An Appropriation from Free Cash, account 01-324001, in the amount of $267,000 (Two Hundred Sixty-Seven Thousand Dollars) to various school accounts as set forth herein.

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

13. **ORDER-2022-138 :** An Appropriation from Free Cash, account 01-324001 in the amount of $76,400 (Seventy Six Thousand and four hundred dollars) to various general government accounts as set forth herein.

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

14. **ORDER-2022-139 :** Appointment of Janet Nevin, 415 East Foster Street, to the Council on Aging; said term to expire on the last day of February 2023.

Offered by: Mayor Paul Brodeur

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Health, Education & Welfare Committee

15. **ORDER-2022-140 :** Appointment of Kristin Thorp, of 77 Wentworth Road, to the City of Melrose Council on Aging Board, for a three-year term, said term to expire the last day of February 2025.

Offered by: Mayor Paul Brodeur

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Health, Education & Welfare Committee

16. **ORDER-2022-141 :** A Transfer from Temporary Interest, account 017522-549100, in the amount of $74,000 (Seventy Four Thousand Dollars) and a transfer from Health Insurance, account 019142-549201, in the amount of $81,000 (Eighty One Thousand Dollars) to the City Solicitor budget as set forth herein.

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

17. **ORDER-2022-142 :** The appointment of Ana Vasconcelos, of 37 Washington Street Apt 106, to the City of Melrose Commission on Women, for a three-year term, said term to expire the last day of February 2025.

Offered by: Mayor Paul Brodeur

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Health, Education & Welfare Committee

18. **ORDER-2022-143 :** An Appropriation from Mt. Hood Retained Earnings, account 620000-319000, in the amount of $92,000 (Ninety-Two Thousand Dollars) to Mt. Hood Professional Services, account 620000-529000 to fulfill contract obligations.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

19. **ORDER-2022-144 :** An Appropriation from Water Retained Earnings, account 6100-319000, in the amount of $570,098.10 (Five Hundred Seventy Thousand, ninety-eight dollars and ten cents) to various water accounts as set forth herein.

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

20. **ORDER-2022-145 :** An Appropriation from Sewer Retained Earnings, account 6000-319000) in the amount of $1,123,629.51 (One Million, One Hundred Twenty-Three Thousand, Six Hundred Twenty-Nine Thousand and fifty- one Cents) to various Sewer accounts as set forth herein.

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

21. **ORDER-2022-146 :** An Appropriation from Ambulance Retained Earnings, account number 6500-31900, in the amount of $73,355.98 (Seventy Three Thousand, Three Hundred Fifty-five dollars and ninety-eight cents) to various ambulance accounts as set forth herein.

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

22. **ORDER-2022-147 :** An Appropriation from the Peg Access Cable Fund (#2922) in the amount of $276,764.16 (Two Hundred Seventy - Six thousand, Seven Hundred Sixty-Four Thousand and sixteen cents) to MMTV and Melrose Public Schools.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

23. **ORDER-2022-148 :** Reauthorize the previously adopted Order to Create an Education, Public Safety & Substance Abuse Prevention Stabilization Fund.

Offered by: Mayor Paul Brodeur

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Legal & Legislative Committee

B. Filings by the Honorable City Council

VI. COMMUNICATIONS FROM HIS HONOR, THE MAYOR AND OTHER CITY OFFICIALS

VII. LICENSES

Motion: Take LIC 2022-12 Out of Order

Motion: Take Lic 2022-12 Out of Order
By: Councilor Grigoraitis, Second: Councilor Eccles - motion carried.

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration for Lic 2022-12
By: Councilor Grigoraitis - No Objection

In order for the City to make a decision on the matter.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

1. **LIC-2022-12 :** License: Application for Madison Ave of Melrose (MAOM Holding Company)

Attorney Gill representing the secondhand apparel shop proprietor, Ms. Murphy, provides a statement. He feels the proprietor has been slandered and maligned. States Ms. Wright has been in business since 2017 and he questions the secondhand dealer licensing process. Says issues like these are usually handled in court or resolved by the parties. Business complaints should be resolved in court by evidence and witness cross-examined. He describes meeting with Chief Lyle for more details regarding five complaints and the investigation by Melrose police. Says there was a finding of no criminal involvement. Investigating officer advised complainants they could pursue civil complaints. Says Detective McNamara found no criminal finding and texted Ms. Murphy that no issues were found.

Gill met with Chief Lyle to determine how to resolve the issues and was advised to make complainants whole. Questions if the council was in the business of deciding what a jury or judge should decide - effectively denying a license and thus putting someone out of business? Says the proper forum to adjudicate this matter would be civil court. Says emotions need to be tempered and asks for consideration from the council. Gill agrees the proprietor could improve her business practices, policies and procedures and references a consignment policy in Massachusetts - not in the law - that if unsold goods are not picked up within 90 days, then the goods belong to the store. Indicates contracts aren't required by law. Indicates the prom dresses (referred to by a resident at public comment) were donated to DCF as the proprietor is product of the foster care system with close ties to the DCFS adolescent program. Proprietor has an online business. Gill asks for opportunity to seek a resolution with the complainants and adds that he has never seen a business dragged into oblivion due to unhappy customers.

Questions from Council:

Councilor Jamaleddine says there is a big difference between unhappy clients and the experiences relayed during public comment. This is not about someone walking into the store unhappy with what they purchased; it is about family not given time to grieve. Apologizes for the city not handling the matter appropriately and notes to the Buckalews proprietor (in attendance) that the

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council supports good businesses. Asks the applicant how this will be fixed? Attorney Gill says he can try but this may not be fixable.

Point of order by Councilor MacMaster -this is not a back-and-forth discussion with Attorney Gill. This is the council's opportunity to ask questions and notes Councilor Jamaleddine hasn't been able to complete her questions because the attorney has interjected twice.

Councilor MacMaster. Confirms the council is not here because someone came to the City Clerk or Police Department but rather because they are the licensing authority reviewing the application. He asks how many formal complaints have been filed regarding the business practices of Madison Ave, either by phone, or in person? Chief Lyle says several including one on Sunday. Councilor MacMaster asks if all the complainants know the application is being reviewed? Chief Lyle says he doesn't know if they are aware but believes some audience members picked it up on social media. Councilor MacMaster questions whether the Chief has any reason to believe, based on filed reports, that complainants are coordinating with each other as Attorney Gill suggested. Chief Lyle states social media seems to be how individuals are made aware. Councilor MacMaster reviews the Chief's employment history (chief for 15 years and an officer for a total of 36 years). Asks if based on his experience whether it is unusual for a crime victim to delay filing a report and asks if it is possible there are others that choose not to report what happened. What concerns Councilor MacMaster, based on information provided by multiple people, is that this is not an isolated allegation. There is probable cause to believe there was an intent to defraud members of the public by false pretenses. He asks the Chief if there a reason this wasn't brought before a clerk magistrate in Malden District Court? Chief Lyle responds there was a complaint before the district attorney's office and that was denied. Councilor MacMaster asks if the district attorney was made aware of the other complaints? Chief said he does not know - most of the complaints are one and done. Councilor encourages referring this to the district attorney's office based on multiple incidents beginning in 2019 up through this past Sunday.

Councilor MacMaster agrees with Attorney Gill that this is not a court of law, the councilors aren't judges or a jury but there is a consumer protection matter that is of public interest. Takes exception to the characterization of a witch hunt with torches and pitchforks because what is before council is a business application and members of the public raising concerns of consumer protection. He was deferential to the request for immediate consideration and notes that the council did not have to allow the matter this evening. He objects to the characterization that council has no jurisdiction - the council has jurisdiction over licenses. There is a level of oversight at the municipal level.

Councilor Migliorelli feels horrible for this situation. Is irritated that matter

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was brought forth necessitating characterizations of a business owner and members of the public sharing painful stories since the council can't offer anything in return. The council is not a judge or a jury. This is not a court, and this is not the appropriate avenue. These complaints need to be handled through appropriate channels. Disagrees with Councilor MacMaster that this is the appropriate venue.

Councilor Grigoraitis says this process is unfair to everyone present. Concerned with level of decision making without thought to the consequences. Notes most of this council has been in place since 2019 and in reading the city code (providing direction for licensing) this is an annual May license to be presented to council. She says this is the first time most of the body has seen this type of license and is taken aback by the city solicitor's decision to issue a cease and desist on a license the municipality has not been consistently tracking or reissuing. The council is not able to make any of the complainants whole. The police chief's decision was to treat the complaints singularly rather than as a pattern of crime filed with D. A's office. Chief Lyle indicates he is in attendance solely on the license denial. Councilor Grigoraitis notes criminal matters are pursued by the D.A. versus civil complaints and chapter 93A attorney general/small claims court matters. She is does not want emotions to rule a licensing decision and recognizes that through no fault its own, the council has not been doing their job because for the past couple of years licenses have not been brought forward.

Councilor Eccles asks Chief Lyle whether he has petitioned for suspension or revocation of this applicants' license. Chief Lyle says the business never had a license to revoke.

Councilor Garipay feels frustrated that the administration did not sit down with the business and try to work it out and instead it was brought to council. Questions where do we stop? Must be careful where we (council) fall on this issue.

Councilor Migliorelli asks how were attendees notified of matter? Chief Lyle states he called the five complainants to determine if the issues were resolved and they asked.

Councilor Stewart asks if the parties were able to resolve the issues would that change the denial. Chief Lyle explains he told Attorney Gill if the parties were made whole it would be resolved. Councilor Stewart continues that it is difficult to decide tonight so to allow time for resolution he moves to hold in council. This is seconded by Councilor MacMaster. On discussion Councilor Grigoraitis indicates the business has been closed since April and to hold would be unfair. Recognizes there are ongoing concerns including her own about how an Attorney and the Chief work out situations that usually involve a court. If there was a willingness to withdraw the motion, the council could

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issue a temporary 90-day license bringing the matter through the summer so the business could participate in events held on Main Street. Gives the applicant ample time to resolve matters.

Councilor Stewart withdraws. Councilor MacMaster does not withdraw. On discussion, he has no concerns with issuing a temporary 90-day decision, but he has questions for city solicitor regarding cease and desist. Not comfortable without opportunity to ask questions. Councilor Eccles is favorable for 90-day temporary license but believes there may be cause for revocation. Councilor Grigoraitis moves for a temporary license and requests the presence of the City Solicitor at the September 12th council meeting. Councilor Karamcheti feels for the complainants but notes that the council is not looking to shut down businesses. Pursue the appropriate avenue. She hopes involved parties look at business policies and consider positive ways forward. Councilor Jamaleddine hopes applicant will reflect on what was heard and will improve business decisions. She is very support of Melrose businesses. Councilor Eccles notes something to consider is what a resolution of the issue looks like after 90 days -what does council want done in 90 days?

RESULT:	**GRANTED WITH RESTRICTIONS [9 TO 2] Next: 9/12/2022 7:45 PM**
TO:	City Council
MOVER:	Jen Grigoraitis, Leila Migliorelli
SECONDER:	Mark Garipay, Ward 4
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Williams, Cinella
NAYS:	Shawn M. MacMaster, Robb Stewart

Motion: Recommend a 90 day license for MAOM until the September 12th council meeting

Motion: Recommend a temporary license.
By: Councilor Grigoraitis, Second: Councilor - motion carried.

RESULT:	**PASSED [9 TO 2]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Mark Garipay, Ward 4
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Williams, Cinella
NAYS:	Shawn M. MacMaster, Robb Stewart

Point of Order

Motion: Point of Order
By: Councilor MacMaster

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Motion: Hold

Motion: Hold
By: Councilor Stewart, Second: Councilor MacMaster - motion defeated

Councilor Stewart moves to hold, seconded by Councilor MacMaster. On discussion Councilor Stewart withdraws motion. Councilor MacMaster does not. Vote to hold taken and defeated 9 opposed.

RESULT:	**DEFEATED [2 TO 9]**
MOVER:	Robb Stewart, Ward 3
SECONDER:	Shawn M. MacMaster, Ward 5
AYES:	Shawn M. MacMaster, Robb Stewart
NAYS:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Williams, Cinella

Motion: Recess

Motion: Recess
By: Councilor Grigoraitis, Second by Councilor Williams - motion carried.

At 9 PM the City Council recesses to resume the previously started Appropriations and Oversight budget hearing.

At 9:36 PM the City Council meeting resumes.

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Ryan Williams, Ward 7
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration
By: Councilor Stewart - No Objection

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Robb Stewart, Ward 3
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

2. **LIC-2022-11 :** Request for Special License to house four (4) dogs at 58 Trenton Street, Melrose, MA

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Ward 3 Councilor Stewart advises there are no concerns expressed by abutters/residents in the neighborhood and that the applicant has completed all required paperwork noted in Article 93 section 5 of the city ordinances. These small dogs are between 10-15 years old. Councilor MacMaster asks if the applicant intends to breed the dogs. Councilor Stewart advises there is no intent to breed.

RESULT:	**GRANTED [UNANIMOUS]**
MOVER:	Robb Stewart, Ward 3
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

3. **LIC-2022-13 :** License: Gasoline and Storage Licenses Not Renewed 2022

RESULT:	**ASSIGNED TO COMMITEE**
TO:	Protection and License Committee

4. **LIC-2022-14 :** Gasoline and Storage Licenses Renewals 2022

RESULT:	**ASSIGNED TO COMMITEE**
TO:	Protection and License Committee

VIII. UNFINISHED BUSINESS

IX. REPORTS FROM COMMITTEES

1. **ORDER-2022-116 :** A transfer from Seminars (011122 540700) in the amount of five hundred thirty five dollars ($535.00) to City Council Printing Services (011122 521000) to fund FY23 Budget Public Hearing ads and office supplies for the Council.

Offered by: Mayor Paul Brodeur

Sponsored by: Mayor Paul Brodeur

From: Finance Committee OUGHT TO PASS

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Maya Jamaleddine, At-Large
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

2. **ORDER-2022-117 :** Acceptance of a Fifty Thousand Dollar Grant from the Executive Office of Administration and Finance for Streetscape Infrastructure Upgrades

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

3. **ORDER-2022-125 :** Re-Appointment of Joseph Nevin, of 415 East Foster Street, to the City of Melrose Liquor License Commission for another six-year term, said term to expire the first day of June 2028.

Offered by: Mayor Paul Brodeur

From: Protection and License Committee OUGHT TO PASS

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Robb Stewart, Ward 3
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

4. **INFO-2022-7:** Information Item Updating City Council on Salt Shed

From: Appropriations & Oversight Committee RECOMMEND PLACE ON FILE

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**FILED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

5. **LIC-2022-6 :** 2nd hand dealer - Transfer of ownership; Apple of My Eye

From: Protection and License Committee OUGHT TO PASS

RESULT:	**GRANTED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

6. **LIC-2022-7 :** 2nd Hand Dealer Renewals 2022

From: Protection and License Committee OUGHT TO PASS

RESULT:	**GRANTED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

7. **LIC-2022-8 :** Livery Car Service Renewals commencing May 1, 2022

From: Protection and License Committee OUGHT TO PASS

RESULT:	**GRANTED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

8. **LIC-2022-9 :** Livery car service - Non renewal 2022

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

From: Protection and License Committee OUGHT TO PASS

RESULT:	**GRANTED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Robb Stewart, Ward 3
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

9. **LIC-2022-10 :** Hackney Carriage (Taxi) licenses renewals commencing May 1, 2022

From: Protection and License Committee OUGHT TO PASS

RESULT:	**GRANTED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Robb Stewart, Ward 3
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

X. EXPIRIES

XI. RULE 53 REPORTS

XII. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn
By: Councilor Stewart, Second: Councilor Williams - motion carried.

Meeting adjourned at 9:53 p.m.

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Robb Stewart, Ward 3
SECONDER:	Ryan Williams, Ward 7
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES● MAY 16, 2022

Council Chamber, First Floor, Melrose City HallJoint Meeting with the School Committee **7:30 PM**
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Jack Eccles	At-Large	Present	
Mark Garipay	Ward 4	Present	
Jen Grigoraitis	Ward 6	Present	
Maya Jamaleddine	At-Large	Present	
Manjula Karamcheti	Ward 1	Present	
Shawn M. MacMaster	Ward 5	Present	
Leila Migliorelli	At-Large	Present	
John Obremski	Ward 2	Present	
Robb Stewart	Ward 3	Present	
Ryan Williams	Ward 7	Present	
Christopher Cinella	President	Present	

School Committee
Mayor Paul Brodeur
Chair Jen McAndrew
Vice Chair Jennifer Razi-Thomas
Lizbeth DeSelm -- absent
Margaret Driscoll -- absent
Ed O'Connell
Dorie Withey

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

By unanimous consent President Cinella moves to open Public Comment. No objection

No one comes forward.

By unanimous consent President Cinella moves to close Public Comment. No objection.

IV. COMMUNICATIONS FROM HIS HONOR, THE MAYOR AND OTHER CITY OFFICIALS

Suspend the Rules

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

By unanimous consent President Cinella moves to suspend the rules. No objection.

INFO-2022-6: Joint Meeting of the City Council and the School Committee to be held at 7:30 p.m. on Monday, May 16, 2022 on the financial condition of the City, revenue and expenditure forecasts, and other relevant information in preparation of the FY2023 Operating Budget

Mayor Brodeur speaks to the City's fiscal picture for 2023. Highlights include his continued responsible spending. Urges residents to watch the budget hearings that are about to begin. The priorities this year include the health and well-being of residents including growth and (re)development with an expanded reach of the newly renamed health and wellness department. He discusses ARPA opportunities, free cash requests and notes a focus on meeting the economic and social/emotional needs of residents. Looking to find additional ways to bring social connection and community mental health services. He will continue to support, enhance, and expand Melrose businesses as he looks to boost foot traffic downtown with live entertainment in open public spaces. Says we must have a commitment to a shared set of ethics to truly be one community open to all when referencing the recent racially motivated shooting in Buffalo, New York.

RESULT:	**FILED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

V. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn
By: Councilor Garipay, Second: Councilor Stewart - motion carried.

Meeting adjourned at 7:50 p.m.

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Robb Stewart, Ward 3
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

INFO-2022-6

Joint Meeting of the City Council and the School Committee to be held at 7:30 p.m. on Monday, May 16, 2022 on the financial condition of the City, revenue and expenditure forecasts, and other relevant information in preparation of the FY2023 Operating Budget

Offered by

BE IT ORDERED

In accordance with the City Charter, Article 6, Finance and Fiscal Procedures, Section 6-2: Annual Budget Policy, a Joint Meeting of the City Council, School Committee, and Superintendent of Schools is hereby called for on Monday, May 16, 2021, at 7:30 p.m. on the Financial Condition of the City, revenue and expenditure forecasts, and other relevant information in preparation for the FY2023 Operating Budget.

FINANCIAL IMPACT:

N/A

05/16/22 City Council FILED

RESULT:	**FILED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES• MAY 16, 2022

Council Chamber, First Floor, Melrose City Hall Regular Meeting **7:53 PM**
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Jack Eccles	At-Large	Present	
Mark Garipay	Ward 4	Present	
Jen Grigoraitis	Ward 6	Present	
Maya Jamaleddine	At-Large	Present	
Manjula Karamcheti	Ward 1	Present	
Shawn M. MacMaster	Ward 5	Present	
Leila Migliorelli	At-Large	Present	
John Obremski	Ward 2	Present	
Robb Stewart	Ward 3	Present	
Ryan Williams	Ward 7	Present	
Christopher Cinella	President	Present	

II. PLEDGE OF ALLEGIANCE

Pledge taken at joint meeting at 7:30 pm

III. READING OF THE MINUTES

City Council - Regular Meeting - May 2, 2022 7:45 PM

By unanimous consent President Cinella moves to accept the minutes without reading. No objection.

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Christopher Cinella, President
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

IV. PUBLIC COMMENT

By unanimous consent President Cinella moves to open public comment. No objection.

Members of Zero Waste Melrose discuss their multi-layered concerns regarding the re-turfing of Fred Green, Order 2022-108.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Procedural Note: A resident was in queue to speak via remote link - speakers not operable/malfunctioned. President Cinella tries twice to provide access. Speaker advised via chat function to email clerk of committees to read comment into the record.

By unanimous consent President Cinella moves to close public comment. No objection.

V. PUBLIC HEARING - 8 PM

The Public Hearing commences at 8:04 p.m.

By unanimous consent President Cinella moves to open public comment in the public hearing. No objection.

No one comes forward.

By unanimous consent President Cinella moves to close public comment. No objection.

VI. NEW BUSINESS

A. Filings by the Honorable Mayor

1. **INFO-2022-7:** Information Item Updating City Council on Salt Shed

RESULT:	**ASSIGN TO COMMITTEE**
TO:	Appropriations & Oversight Committee

2. **ORDER-2022-116 :** A transfer from Seminars (011122 540700) in the amount of five hundred thirty five dollars ($535.00) to City Council Printing Services (011122 521000) to fund FY23 Budget Public Hearing ads and office supplies for the Council.

Offered by: Mayor Paul Brodeur

Sponsored by: Mayor Paul Brodeur

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Finance Committee

3. **ORDER-2022-117 :** Acceptance of a Fifty Thousand Dollar Grant from the Executive Office of Administration and Finance for Streetscape Infrastructure Upgrades

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

4. **ORDER-2022-118 :** Acceptance of the FY22 AED Grant Program awarded to the Melrose Fire Department by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR), in the amount of $2,500.00.

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

5. **ORDER-2022-119 :** City of Melrose Operating Budget for Fiscal Year 2023 in the amount of $95,256,080 (Ninety Five Million, Two Hundred Fifty-Six Thousand and Eighty Dollars)

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

6. **ORDER-2022-120 :** Reauthorization of City of Melrose Revolving Fund table as first adopted by City Ordinance June 18th, 2018 and annually thereafter. Revolving Funds are further authorized under Massachusetts General Law Chapter 44 Section 53E 1/2.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

7. **ORDER-2022-121 :** Ambulance Enterprise Operating Budget for Fiscal 2023 in the amount of $1,001,312 (One Million, One Thousand, Three Hundred and Twelve Dollars).

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

8. **ORDER-2022-122 :** Mt. Hood Operating Budget for Fiscal 2023 in the amount of $1,572,549 (One Million, Five Hundred Seventy-Two Thousand, Five Hundred and Forty-Nine Dollars)

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

9. **ORDER-2022-123 :** Water Enterprise Operating Budget for Fiscal 2023 in the amount of $6,119,429 (Six Million, One Hundred Nineteen Thousand, Four Hundred Twenty-Nine Dollars).

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

10. **ORDER-2022-124 :** Sewer Enterprise Operating Budget for Fiscal 2023 in the amount of $8,793,909 (Eight Million, Seven Hundred Ninety-Three Thousand, Nine Hundred and Nine Dollars)

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

11. **ORDER-2022-125 :** Re-Appointment of Joseph Nevin, of 415 East Foster Street, to the City of Melrose Liquor License Commission for another six-year term, said term to expire the first day of June 2028.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Offered by: Mayor Paul Brodeur

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Protection and License Committee

B. Filings by the Honorable City Council

VII. COMMUNICATIONS FROM HIS HONOR, THE MAYOR AND OTHER CITY OFFICIALS

VIII. LICENSES

1. **LIC-2022-6 :** 2nd hand dealer - Transfer of ownership; Apple of My Eye

RESULT:	**ASSIGNED TO COMMITEE**
TO:	Protection and License Committee

2. **LIC-2022-7 :** 2nd Hand Dealer Renewals 2022

RESULT:	**ASSIGNED TO COMMITEE**
TO:	Protection and License Committee

3. **LIC-2022-8 :** Livery Car Service Renewals commencing May 1, 2022

RESULT:	**ASSIGNED TO COMMITEE**
TO:	Protection and License Committee

4. **LIC-2022-9 :** Livery car service - Non renewal 2022

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ASSIGNED TO COMMITEE**
TO:	Protection and License Committee

5. **LIC-2022-10 :** Hackney Carriage (Taxi) licenses renewals commencing May 1, 2022

RESULT:	**ASSIGNED TO COMMITEE**
TO:	Protection and License Committee

IX. UNFINISHED BUSINESS

X. REPORTS FROM COMMITTEES

1. **ORDER-2022-106 :** Authorizing a Bond under the Water Enterprise System through MWRA Local Water System Assistance Program bonds for FY2022 in the amount of Six Hundred Eighty Five Thousand Dollars ($685,000)

Offered by: Mayor Paul Brodeur

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Ryan Williams, Ward 7
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

2. **ORDER-2022-107 :** Appointment of Carolyn Federoff, 108 Ashland Street, to the Affordable Housing Trust for a three-year term.

Offered by: Mayor Paul Brodeur

From: Health, Education & Welfare Committee OUGHT TO PASS

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

3. **ORDER-2022-108 :** An Appropriation From Free Cash, Account Number 01-324001, in the Amount of Six Hundred Thousand Dollars ($600,000) to Parks - Turf Replacement, Account Number 014753-551177

Offered by: Mayor Paul Brodeur

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [9 TO 2]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Mark Garipay, Ward 4
AYES:	Eccles, Garipay, Grigoraitis, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Cinella
NAYS:	Maya Jamaleddine, Ryan Williams

4. **ORDER-2022-109 :** Acceptance of a grant from the Massachusetts Cultural Council in the amount of $1,500

Offered by: Mayor Paul Brodeur

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

5. **ORDER-2022-110 :** Acceptance of a MassSave Community First Partnership Award in the Amount of Twenty-Five Thousand Dollars to Support Energy Efficiency Measures for Melrose Homes and Businesses

Offered by: Mayor Paul Brodeur

From: Appropriations & Oversight Committee OUGHT TO PASS

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

6. **ORDER-2022-111 :** Appointment of Alaine Breen, of 18 Woodcrest Ave, to the City of Melrose Commission on Disability.

Offered by: Mayor Paul Brodeur

From: Health, Education & Welfare Committee OUGHT TO PASS

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

7. **ORDER-2022-112 :** Appointment of Christopher Bernard, of 71 Cranmore Lane, to the City of Melrose Soldiers and Sailors Memorial Building Board of Trustees.

Offered by: Mayor Paul Brodeur

From: Public Service Committee OUGHT TO PASS

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Robb Stewart, Ward 3
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

8. **ORDER-2022-114 :** Drainage Easement Appropriation

Offered by: Mayor Paul Brodeur

From: Appropriations & Oversight Committee OUGHT TO PASS

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

9. **ORDER-2022-115 :** Easement Acquisition 9 Wildwood Rd.

Offered by: Mayor Paul Brodeur

Sponsored by: Mayor Paul Brodeur

From: Appropriations & Oversight Committee OUGHT TO PASS

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

10. **ORDER-2022-66 :** An Order Relative to Property Tax Relief for Active Duty Members of the National Guard (Item # 9604)

Sponsored by: Ward 5 Shawn M. MacMaster, Ward 1 Manjula Karamcheti

From: Legal & Legislative Committee OUGHT TO PASS

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

11. **ORDNC-2022-3:** An Order to Amend Revised Local Options for Property Tax Exemptions

Sponsored by: Mayor Paul Brodeur

From: Legal & Legislative Committee OUGHT TO PASS

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED AS AMENDED [UNANIMOUS]**
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

12. **ORDNC-2022-4:** Revocation of Chapter 59, Section 5 Clause 57 to Allow for Qualifying Tax Relief

Sponsored by: Ward 5 Shawn M. MacMaster, Ward 1 Manjula Karamcheti

From: Legal & Legislative Committee OUGHT TO PASS

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

XI. EXPIRIES

XII. RULE 53 REPORTS

XIII. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn
By: Councilor Stewart, Second: Councilor Williams - motion carried.

Meeting adjourned at 8:25 p.m.

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Robb Stewart, Ward 3
SECONDER:	Ryan Williams, Ward 7
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

INFO-2022-7

Information Item Updating City Council on Salt Shed

Offered by

BE IT ORDERED

Please accept the attached memo as information regarding the Department of Public Works' request for replacement of the City Salt Shed as well as other possible options. As part of the informational presentation, representatives from Weston and Sampson are expected to be available to answer questions regarding the current conditions, structure options, cost estimates, and construction schedule. Thank you very much for your consideration.

05/16/22	**City Council**	**ASSIGN TO COMMITTEE**

RESULT:	**ASSIGN TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

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

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4172
Fax – (781) 662-6873
E-mail: eproakis@cityofmelrose.org

MEMORANDUM

Date: May 10, 2022

To: Melrose City Council

From: Elena Proakis Ellis, P.E., Director of Public Works
Sponsored by Mayor Paul Brodeur

Subject: Salt Shed Informational Order

The Melrose Department of Public Works' salt shed, constructed in the 1970s, is well beyond the end of its useful life and presents substantial hazards to both employees and to the public in its present shape. As discussed previously with the City Council in 2021 and 2020, the City needs to determine an alternative that allows us to demolish the existing salt shed as soon as possible with a plan in place for its replacement or a suitable alternative.

The DPW had bid our recommended design in 2021 with a construction bid price of approximately $1.44 million. The City Council did not approve the related borrowing order in 2021. Since the time has now elapsed for awarding that contract, we have put the design documents back out to bid, to obtain new pricing. Given the uncertainty in the construction industry, we did not feel confident that a bid price from 2021 could be used to accurately estimate the current construction costs. The bid opening is scheduled for late-May, and the contract would need to be executed within 30 days under the present bid language if we decide to proceed with seeking approval for that option.

We are simultaneously investigating other options, which we would like to present to the Council via this informational order, to allow the Council to ask questions and obtain additional information from both City staff and our consultants from Weston and Sampson. Based on the outcome of this discussion and the bid results, we will then determine whether to submit a borrowing order for consideration in early June.

Additional information will be submitted prior to the discussion before the Council for your consideration. We appreciate the opportunity to reopen this discussion and hopefully arrive at a preferred option that meets the needs of all involved.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-116

A transfer from Seminars (011122 540700) in the amount of five hundred thirty five dollars ($535.00) to City Council Printing Services (011122 521000) to fund FY23 Budget Public Hearing ads and office supplies for the Council.

Offered by Mayor Paul Brodeur

BE IT ORDERED

I respectfully request that the City Council approve the transfer of $535.00 from Seminars to Printing to fund the rising costs of newspaper ads for the FY23 budget public hearings and supplies for the council.

Thank you,
Andrew Ghobrial
Clerk of Committees

FINANCIAL IMPACT:

n/a

05/16/22	**011122-521000 · Council Printing**	**$535.00**
05/16/22	**011122-540700 · Council Seminars & Schooling**	**($535.00)**
	TOTAL:	**$0.00**

05/16/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT: **ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-117

Acceptance of a Fifty Thousand Dollar Grant from the Executive Office of Administration and Finance for Streetscape Infrastructure Upgrades

Offered by

BE IT ORDERED

I respectfully request that the Honorable City Council accept a grant in the amount of Fifty Thousand Dollars ($50,000) from the Executive Office of Administration and Finance. These funds shall be used to purchase trash and recycling receptacles and for the fabrication and installation of signage and public art in support of the City's wayfinding, public art and economic development efforts. The funds will be deposited into fund #2923.

FINANCIAL IMPACT:

None

05/16/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

3.1

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

CONTRACTOR LEGAL NAME: City of Melrose and d/b/a):		**COMMONWEALTH DEPARTMENT NAME: Exec Office for Administration and Finance** **MMARS Department Code: ANF**	
Legal Address: (W-9, W-4): 562 MAIN ST, Melrose, MA, 02176-3142		**Business Mailing Address: 24 Beacon St., Room 373 ,Boston, MA, 02133**	
Contract Manager: Denise Gaffey	**Phone: 781-979-4194**	**Billing Address (if different):**	
E-Mail: dgaffey@cityofmelrose.org	**Fax:**	**Contract Manager: Debora Collins**	**Phone: 617-413-1301**
Contractor Vendor Code: VC6000192115		**E-Mail: debora.collins3@mass.gov**	**Fax:**
Vendor Code Address ID (e.g. "AD001"): AD001 **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s): FY22TOWNOFMELROSEANF** **RFR/Procurement or Other ID Number: Not applicable**	

_X_ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

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

___ CONTRACT AMENDMENT

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

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

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

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

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.
__ **Rate Contract.** (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
_X_ Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). **$50,000.00**

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

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Funding to fulfill earmark in line item 1599-0026 "provided further, that not less than $50,000 shall be expended to the city of Melrose for streetscape infrastructure upgrades"

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

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

CONTRACT END DATE: Contract performance shall terminate as of **June 30, 2022,** 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:	**AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:**
X: _____. **Date:** _____.	**X:** _____. **Date:** _____.
(Signature and Date Must Be Handwritten At Time of Signature)	**(Signature and Date Must Be Handwritten At Time of Signature)**
Print Name:	**Print Name: Daniel Shark**
Print Title:	**Print Title: Chief Financial Officer**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-118

Acceptance of the FY22 AED Grant Program awarded to the Melrose Fire Department by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR), in the amount of $2,500.00.

Offered by

BE IT ORDERED

The City of Melrose Fire Department has been awarded $2,500.00 in funding from the FY22 Automated External Defibrillator Equipment Program offered by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR).

The Melrose Fire Department applied to purchase an AED which will replace a current AED on our Ladder 1.

FINANCIAL IMPACT:

Funds available to supply the department with a new AED.

05/16/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

March 30, 2022

Mr. Paul Brodeur, Mayor
Melrose Fire Department
576 Main Street
Melrose, MA 02176

Dear Mr. Brodeur,

Congratulations! We are pleased to inform you that the **Melrose Fire Department** has been awarded **$2,500.00** in funding from the Automated External Defibrillator Equipment Program offered by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR).

If you have any questions, please feel free to email your grant point of contact Samantha Frongillo, at samantha.frongillo@mass.gov.

Once again, congratulations on your award and we look forward to working with you and your municipality on this important public safety initiative.

Sincerely,

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Commonwealth of Massachusetts Executive Office of Public Safety and Security
Office of Grants & Research

FY22 Automated External Defibrillators Equipment Program
For Municipal Public Safety and First Responder Vehicles
Certifications and Assurances

In accordance with the Commonwealth of Massachusetts' FY22 appropriations, the Office of Grants and Research (OGR) is making available up to **$2,500** per AED requested for municipalities to purchase an Automated External Defibrillator (AED) for public safety and first responder vehicles. This initiative is being supported by state funds authorized by Chapter 24 of the Massachusetts Acts of 2021, An Act Making Appropriations for Fiscal Year 2022.

By submitting this application, the eligible applicant confirms the following:

- AED training has/will be completed by the receiving agency personnel;
- Requested AED is compatible with existing AEDs already in use within the municipality, if applicable;
- If the cost of the requested AED exceeds the award amount from the Office of Grants and Research under the AED Grant Program, then the municipality agrees to absorb the additional costs;
- If a grant award is received, the municipality will not incur costs until a final, counter-signed, executed contract is received from the Office of Grants and Research, confirming the official start date of the program; and
- Requested AED will be purchased and received by the AED Equipment Program's end date of May 31, 2022.

Signature of Official *The following must be completed and signed by a Municipal Official (Mayor/City or Town Manager/Select Board Chair), on behalf of the municipality submitting this application, in acknowledgment of the project requirements.*

As the Senior Municipal Authorizing Official for this City/Town, I am requesting grant funds from the Automated External Defibrillator (AED) Equipment Program, as administered by OGR. I have reviewed and approve the content contained in this application being submitted for consideration of funding and I agree to comply with the required program requirements listed above.

Municipality: Melrose **Department Selected to Receive AED:** Fire Dept.

Municipal Authorizing Official Name: Paul Brodeur

Municipal Authorizing Official Title: Mayor

Signature: _____ **Date:** 1/10/2022

NOTE:

- Electronic signature is allowable on this fillable PDF form as long as the signature is visible, includes the signatory's name and title, and is accompanied by a signature date; hard copy form may be hand-signed and scanned. More information on acceptable forms of signature may be found here.
- **FY22 AED Equipment Program Certification/Assurance Form,** signed by the authorizing municipal official, must be uploaded within the one-page Online Application Template
- **Application Due Date: January 14, 2022**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Purchase Order Form

stryker

Account Manager : Robert Stewart

Cell Phone :

Purchase Order Date : 04-01-2022 14:34:00 -0400

Expected Delivery Date :

Stryker Quote Number : 10473425

Customer PO Number :

Bill To	Customer # : 1237509
Company Name :	CITY OF MELROSE FIRE DEPT
Contact or Department :	
Street Address :	576 MAIN ST
Addt'l Address Line :	
City, ST, ZIP :	MELROSE, Massachusetts, 02176
Phone :	

Authorized Customer Initials EJC

Ship To / End User	Customer # : 1237509
Company Name :	CITY OF MELROSE FIRE DEPT
Contact or Department :	
Street Address :	576 MAIN ST
Addt'l Address Line :	
City, ST, ZIP :	MELROSE, Massachusetts , 02176
Phone :	

Authorized Customer Initials EJC

Deliver To	Customer # : 1237509
Company Name :	
Contact or Department :	
Street Address :	
Addt'l Address Line :	
City, ST, ZIP :	
Phone :	

Authorized Customer Initials EJC

Description	Total
	$2,493.03

Total : $2,493.03

Attachment: Stryker Quote Number : 10473425

Stryker Terms and Conditions
www.strykeremergencycare.com/terms

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Purchase Order Form

stryker

Accounts Payable Contact Information

Name : Rachel Jacobsmeyer

Email : rjacobsmeyer@cityofmelrosc.org

Phone : 781-979-4404

Authorized Customer Signature

Name : Ed Collina

Title : Chief of Dept.

Signature : Edward J Collina

Date : 4/8/22

Attachment: Stryker Quote Number : 10473425

Stryker Terms and Conditions
www.strykeremergencycare.com/terms

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

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

PAUL A. BRODEUR
Mayor

Contract/Grant Approval Form

All contracts and/or grant agreements requiring Mayoral signature must comply with the following requirements prior to presentment for signature:

1. **Originating Department**: Melrose Fire Department

2. **Brief Summary of Purpose for Entering into Contract or Grant**: The City of Melrose Fire Department has been awarded $2,500.00 in funding from the FY22 Automated External Defibrillator Equipment Program offered by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR). The Melrose Fire Department applied to purchase an AED which will replace a current AED on our Ladder 1.

3. **Vendor/Awarding Agency Name**: Executive Office of Public Safety and Security's Office of Grants and Research (OGR)

4. **Value of Contract/Grant**: $2,500.00

5. **Type of Contract/Grant Agreement (new or renewal)**: New

6. **Confirmation of compliance with G.L. c.30B, and any other procurement laws:**

   YES _____

   NO __X__

7. **Identification of fund and account number from which contract/grant is being supported/expended:** Upon acceptance from City Council

   Fund: _____

   Account Number:

8. **Contract/grant date/term:** February 15, 2022 - May 31, 2022

9. **City Auditor signature:** YES _____ NO ____

10. **City Solicitor approval:** YES _____ NO ____

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FIRE DEPARTMENT
CITY OF MELROSE

OFFICE OF THE CHIEF

Edward J. Collina
Chief of Department

Fire Headquarters, 576 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4404
Fax - (781) 662-2304

To: City of Melrose – City Council
From: Chief Edward J. Collina
Date: May 4, 2022
RE: FY22 AED Grant

The City of Melrose Fire Department has been awarded $2,500.00 in funding from the FY22 Automated External Defibrillator Equipment Program offered by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR).

The Melrose Fire Department applied to purchase an AED which will replace a current AED on our Ladder 1.

Respectfully,

Edward J. Collina
Chief of Dept.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-119

City of Melrose Operating Budget for Fiscal Year 2023 in the amount of $95,256,080 (Ninety Five Million, Two Hundred Fifty-Six Thousand and Eighty Dollars)

Offered by

BE IT ORDERED

City of Melrose Operating Budget for Fiscal Year 2023 in the amount of $95,256,080 (Ninety Five Million, Two Hundred Fifty-Six Thousand and Eighty Dollars)

FINANCIAL IMPACT:

$95,256,080

05/16/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

05/16/22	**Appropriations and Oversight**	**HELD IN COMMITTEE**

RESULT:	**HELD IN COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

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CITY OF MELROSE

Fiscal Year 2023
Municipal Budget

Proposed

Paul Brodeur



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City of Melrose, Massachusetts

Budget Proposal Supplement, Fiscal Year 2023

Mayor

Paul Brodeur

City Council

Christopher C. Cinella, President
Jack Eccles, Councilor-at-Large
Maya Jamaleddine, Councilor-at-Large
Leila B. Migliorelli, Councilor-at-Large
Manjula Karamcheti, Ward 1
John Obremski, Ward 2
Robb Stewart, Ward 3
Mark D. Garipay, Ward 4
Shawn MacMaster, Ward 5
Jen Grigoraitis, Ward 6
Ryan Williams, Ward 7

Melrose Public Schools

Dr. Julie Kukenberger, Superintendent of Schools

School Committee

Jen McAndrew, Chair
Jennifer Razi-Thomas, Vice Chair
Lizbeth DeSelm
Margaret Raymond Driscoll
Paul Brodeur
Ed O'Connell
Dorie Withey

Patrick Dello Russo, CFO
Auditor Kerriann Golden, Assistant Auditor
Margot Fleischman, Director of Strategic Initiatives and Communication
Lily Wall, Communications & Community Outreach Coordinator

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CITY OF MELROSE

PAUL BRODEUR
Mayor

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

May 12, 2022

Dear Honorable City Council and Melrose Community members,

Pursuant to M.G.L. c. 44 § 32 and § 6-3 of the Melrose City Charter, I respectfully submit for your consideration the City of Melrose's proposed operating budget for Fiscal Year 2023. With this letter, I hope to provide assurance to our community and the City Council that we have successfully managed, and will continue to manage, downturns of the economy such as the fiscal dips that we have overcome during the COVID-19 pandemic.

With that said, I am pleased to share the details of this year's proposed balanced budget with total estimated operating expenses of $95,256,808, representing a 4.7% increase over Fiscal Year 2022. Please also note that FY23 budgets have been adjusted to reflect a 53-week year, rather than a 52-week year.

A top priority of my administration is to guarantee the residents of Melrose that we will be able to successfully navigate any economic storm and maintain a stable level of services. The total FY23 Operating Budget accomplishes these objectives for both the City and the Melrose Public Schools.

This budget delivers on a commitment to our residents to:

- provide first-rate education by investing in our schools
- enhance quality of life by supporting seniors, continuing sustainability efforts, advancing diversity, equity, and inclusion in our community, and increasing support for community members experiencing mental health crisis
- use data to drive decision-making by investing in critical infrastructure such as IT
- and use what we learned through the pandemic to drive us forward.

We will propose a 4.18% budget increase for the School Department which represents an increase of over $1.4 million for Fiscal Year 2023, and we will meet the state mandated Net School Spending requirement. We will propose balanced budgets for the Water, Sewer, Mt. Hood and Ambulance Enterprise Funds.

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In developing the Fiscal Year 2023 Operating Budget, the City formulated the budget utilizing the following:

- new tax revenue resulting from the 2½ Tax Levy;
- approximately 75% of the New Growth realized last year;
- an increase in Net State Aid of $1,285,000 or just over 12.0%, (principally driven by revenues received through the New Student Opportunity Act in Chapter 70 Educational Aid);
- and we are also recognizing approximately 75% of the total Local Receipts revenue realized in the last full fiscal year.

In developing this strategic plan, we have also requested an increase in the amount to be deposited into the City's Stabilization Funds. We have requested $1,225,000 be deposited into these funds prior to July 1, 2022. This is a significant deposit into the City's Stabilization Funds and continues the administration's effort of insuring solid fiscal health.

If approved, in conjunction with our FY23 requested budgetary funding for the Stabilization and OPEB funds, over $8.4 million dollars will reside in our Stabilization Funds as of July 1, 2022 (the highest level in the City's history).

I am equally committed to increasing transparency in our City's finances. As Mayor, it is also my goal to inspire and increase civic engagement within our community. To achieve these goals, my office has once again collaborated with the Auditor's department to deliver an interactive FY23 budget tool. This interactive budget presentation makes the numbers clear, accessible, and digestible. Transparency is nothing without accessibility, and the budget tool allows for both.

Finally, I also offer the following pages as a supplement to the clear and accessible numbers you will find on our budget presentation's dashboard. These subsequent pages add context and texture to the services City departments provide.

Respectfully submitted,



Paul Brodeur
Mayor of Melrose

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General Government

Executive Office of the Mayor

Mission & Overview

The Mayor is the Chief Executive Officer of the City of Melrose, elected by the voters at large every 4 years. The Mayor oversees all City operations and is responsible for appointing Department Heads, city officers, and the members of multi-member bodies (Boards & Commissions). Paul Brodeur is the 23rd Mayor of Melrose and assumed office on November 15, 2019.

Mayor's Office Departmental Organization

- His Honor, the Mayor
- Director of Strategic Initiatives & Communication (Mayor's Chief of Staff)
- Communications & Outreach Coordinator
- Director of Economic Recovery and Business Development

Changes from FY22 to FY23

Staffing Changes:

In FY22, the Mayor's Office welcomed back Senior volunteers, high school interns, and Property Tax Write-Off program participants to help staff the Mayor's Office front desk. In FY23, the Mayor's Office will be creating a part-time administrative position to provide a consistent level of staffing for the office, answer phones, coordinate volunteers, and provide billing and payroll administrative support for Mayor's Office and other departments on an as-needed basis.

In FY22, the Mayor added a new economic recovery and business development position to better serve the needs of small businesses and arts/culture sector non-profits. This is a grant funded position that will continue in FY23, and therefore does not affect the Mayor's Office operating budget.

What is the percentage increase in your budget over FY22?
The Mayor's Office budget increase for FY23 is 14.6%.

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What are the major changes to the Mayor's budget?

- Increase to Salary and Wages
- Increase in Dues and Membership

What are the reasons for these changes (major cost drivers)?

- Salary and Wages has been adjusted to reflect a 53-week year
- Salary and Wages for a PT administrative position has been added
- Dues and Membership had been underbudgeted for several years so was adjusted to reflect the actual cost of Metropolitan Area Planning Council (MAPC) dues for FY23

City Council

Mission & Overview

The City Council is the legislative branch of The City of Melrose consisting of eleven elected members, one from each of the seven wards (Ward Councilors), and four city-wide representatives (At-Large Councilors). All terms of office are two years.

The Council adopts ordinances, orders and resolutions; reviews and approves the annual budget; approves appropriations, appointments and other matters proposed by the Mayor. Annually, the Council selects one member to serve as President who then presides over the bimonthly Council meetings, decides committee assignments and assures that information and member discussion is conducted fairly and democratically. The Council is governed by its own Rules of Order and follows Roberts Rules of Order.

Department Organization

The City Council oversees the City Clerk's Office and the Clerk of Committees.

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Clerk of Committees

Mission & Overview

The Clerk of Committees, an office of one, supports the eleven-member council. The Clerk oversees the posting of agendas for each of the seven committees he supports. He runs their meetings, be it remote or in person. He acts as a liaison between each department head and the Mayor. The Clerk oversees the Boards and Commissions operating under the Administrative Code. He provides guidance on applicable law and ensures that all members have received oaths and have met all onboarding standards.

Department Organization

- One Clerk

Why Do People Contact Us?

- For assistance with City services
- To determine their ward or who their ward councilor is
- To schedule Oaths of Office and Notary appointments

Clerk of Committees by the Numbers

- 75 Total meetings held from July 1, 2021 – May 6, 2022
  - 22 City Council Meetings
  - 17 Appropriations & Oversight Committee Meetings
  - 6 Finance Committee Meetings
  - 9 Health, Education & Welfare Committee Meetings
  - 7 Legal and Legislative Committee Meetings
  - 4 Protection and License Committee Meetings
  - 4 Public Service Committee Meetings
  - 6 Public Works Committee including one site visit
- Rendered assistance in 45 different requests for website updates
- Aided with Granicus / IQM2 in 15 different occasions.
- Hosted 2 workshops to assist with remote meeting setup and virtual public comment for other city departments.
- 47 Notaries performed

Little Known Facts/Common Misconceptions

- This office does not have your vital record!

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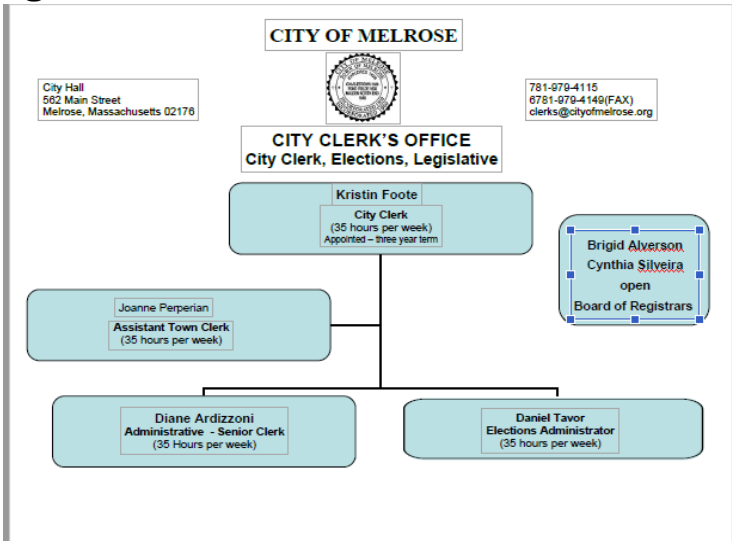
City Clerk & Elections

Mission & Overview

The City Clerk's office is a service-oriented office and typically the first stop in the building. As the official record keeper and clerk of the municipal organization, the City of Melrose, our mission is to maintain and preserve records in the best possible manner. We are here to serve the public by providing information in an efficient and timely manner. The City Clerk supports the City Council with meeting agenda preparation, producing minutes and clerking the meetings as well as posting meetings for all appointive bodies in the City. The Clerk ensures the City charter and administrative codes are kept current with new ordinances and zoning regulations. The City Clerk serves as a member of the Board of Registrars of Voters and supervises the Election Administrator. The City Clerk is also responsible for all functions related to elections.

As one of five Records Access Officers (RAO), the City Clerk is responsible for public records requests general in nature. The Clerk's office serves as custodian of all vital records (Birth, Death, & Marriage) dating back to the 1800s and oversees the issuance of common victualer, business, and dog licenses. The city clerk is also a justice of the peace and hosts many weddings in city hall.

Department Organization



Why Do People Contact Us?

- Business and dog licensing and raffle permits
- Vital records & historical research
- Getting married at city hall
- To register to vote

City Clerk by the Numbers:

- 18 Vital Records Issued per day on average
- 207 Marriage Intentions (previous staff elevated the FY 22 figure – there were 145 intentions)

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- 57 Weddings Performed
- 124 New Business Certificates
- 36 Common Victualer Licenses issued
- 1 special election for the Northeast Vocation school building vote
- 68 Election Day Poll Workers
- 15,089 City Census Forms Mailed

Little Known Facts

- The Clerk's Office issues fortune teller licenses.
- We are responsible for over a century's worth of public records

Goals for FY23

- Having met the 25% paper reduction goal of FY22, continue this by enhancing online services.
- Respond to customer request to increase cloud-based transaction options to enhance resident access. This workflow has increased staff productivity and efficiency.
- Conduct a comprehensive review of the charter and administrative code to create a calendar noting stated deadlines.

What is the percentage increase in your budget over FY22?

The City Clerk's budget changes by 5.96% and the Election/Registrar changes by 7.51%

What are the major changes to your budget?

Clerk - lines increased: overtime, public hearing notices, printing, recodification, paper. Elections – supplies; printing, postage

What are the reasons for these changes (major cost drivers)?

- Permanent changes to the fall elections process including the covid accommodations, changes to the administrative code/charter, increases cost of supplies like paper, replacing broken time/date stamp, 14 retractable banners for polling identification, re-precinct postcards and postage.

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Community Services Division

Mission & Overview

The City of Melrose benefits from having a consortium of department heads who work together to offer life-enhancing services to our community members. The Community Services Division is headed by Director of Strategic Initiatives and Communications and is comprised of the following department heads:

- Council on Aging Director
- Melrose Free Public Library Director
- Executive Director, Soldiers and Sailors Memorial Building ("Memorial Hall")
- Superintendent of Mount Hood and Open Spaces
- Recreation Director
- Veterans' Services Director

Together, these department heads collaborate to provide cultural, social, and wellness events, connect Melrose residents to resources such as COVID-19 vaccination clinics, and most recently, coordinating with the Director of Health and Human Services to address community mental health needs through the development of initiatives and training for mental health and wellness.

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Council on Aging

Mission/Overview

To advocate for older adults and connect them with available programs that promote their health and well-being and help them live with dignity. Our job is to enrich the lives of our seniors and create a community where they can age in place with dignity and respect. The Council on Aging operates on a "no wrong door policy." Not only do we serve the older residents of Melrose, but we also operate as a resource hub for anyone in need.

Department Organization

- Executive Director
- Administrative Assistant/Program Coordinator
- Milano Center Manager
- Social Worker – 18 hours
- 7 Drivers- total 30 hours per week
- 2 Senior Center Assistants- total 20 hours per week
- 36 Volunteers

Why Do People Contact Us?

- Adult learning, skills, and craft workshops/classes
- Social and recreational activities including excursions
- Congregate meals
- Resource/Referral Assistance

Council on Aging by the Numbers

- 15 employees – 233 hours per week
- 81 average weekly wellness check calls
- 3,125 older adult contacts in Milano Center database
- 841 newsletters mailed monthly, 1,346 electronic versions, 876 public locations
- 99 referrals to Mystic Valley Elder Services (services, ombudsman, protective)
- 189 Benefits Assistance referrals (fuel assistance, snap, mass health, etc.)
- 49 Melrose Emergency Board cases (housing assistance)
- 87 Melrose Emergency Fund cases (rent, necessities, utilities, etc.)
- 23 Housing applications assistance
- 82 unduplicated participants in outdoor activities
- 1200 additional square feet of outdoor space coming with the canopy project for the patio.
- 100% Covid compliant HVAC system installed at the Milano Center

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Little Known Facts/Common Misconceptions

- We operate as a resource portal for *all* Melrose residents in need
- We believe that teaching life skills along the younger age spectrum hopefully positions one to plan better for their later years

Changes from FY22 to FY23

- Transportation services resumed with increased hours of operation and multiple busses supported by service fees and formula grant
- 53 weeks of payroll

Goals for FY23

- Community needs assessment
- Resume strategic planning

Melrose Public Library

Mission & Overview

Melrose Public Library's staff, building and collections provide a portal for all to explore, imagine and engage. The library is where literacy, local history and community connect! We serve as an educational and cultural hub for residents and visitors alike.

Department Organization

- Library Director
- Assistant Director
- Head of Children's Services
- Adult Services & Circulation Librarian
- Teen Services & Circulation Librarian
- Reference & Technology Librarian
- Reference & Local History Librarian
- 3 Senior Library Assistants (Children's Assistant Librarian; Office Coordinator; Acquisitions Manager)
- 3 Library Assistants
- 3 Part time Reference Librarian (14 hours/week total)
- 6 Part time Library Assistants (52 hours/week total)

Why Do People Contact Us?

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- Finding fiction and nonfiction reading, listening or viewing material
- Readers' Advisory Services
- Technical help (computers and technology)
- Genealogical and School Research
- Space to meet/gather
- Questions about programming

Melrose Public Library by the Numbers:

- Third highest NOBLE circulations, averaging 15,444 physical items per month between July 1, 2021, and April 30, 2022
- 45,383 e-audiobooks, e-books and e-magazines (including e-picture books) circulated from Overdrive and Hoopla from July 1, 2021 – April 30, 2022
- 951 new library cards issued from July 1, 2021 – April 30, 2022
- 237 Programs were held – 16 hybrid, 123 in-person, 15 passive, 82 virtual (10 recorded), with total attendance of 4,938. 542 people/devices watched the recorded programs.
- 939 take-home kits were used for crafting programs
- 14,246 active Melrose patrons

Little Known Facts/Common Misconceptions

- We value access to information in all formats, not just books. We now use mobile hotspots and laptops to help increase access to the internet and our library databases from home, for patrons who may not have this technology.

Changes from FY22 to FY23

- No major financial changes
- We will be moving in early Fall to a portion of the Beebe School when construction on the library building project begins. Although will have limited space, we will be open our full hours.

Goals for FY23

- Partner with other City departments and community stakeholders to provide library programming during our time in temporary quarters.
- Conduct Diversity Audit on collections for all ages to ensure broad representation in our library materials.
- Provide access to library materials and services in our temporary location by ensuring that all residents are made aware of where the library is located, and what services we will be offering.

Percentage Increase Budget over FY22?

The library budget has a 4.6% increase in the total budget.

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Major changes to the Library Budget FY22 to FY23

The mileage line (523000) has decreased 50%. However, the dollar amount represents a $500 budget cut to $250, so the financial impact is not significant. The contract maintenance line (527702) has a 15.1% increase. Physical format budgets for the Supplies and Materials section have been level funded or reduced, while electronic and downloadable format budgets have been increased. The overall increase is 3.5%, which includes contractual increases.

Reasons for these changes

The decrease in the mileage budget is due to the continuation of virtual meetings and trainings for library staff. The increase in contract maintenance includes a variety of contracts including microfilm machine maintenance, software contracts for the library's museum pass program and calendar program, as well as an increase in wireless hotspots available to the public. The changes in the Supplies and Materials section are due to the limited physical space at our temporary location, combined with continuing demand for downloadable and electronic resources.

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Memorial Hall

Mission & Overview

The mission of the Soldiers & Sailors Memorial Building is to provide the City with a commemorative monument to the patriotism of service men and women from Melrose who died for their country. It is also a cultural center for the community. It continues for the usage of meetings of the veterans and for commemorative ceremonies marking certain dates in the history of the Veterans of the United States as well as inaugural ceremonies for the city of Melrose.

Department Organization

- Executive Director
- (4) part time Operations Assistants: average @ 17.5 hours/week per person

Why Do People Contact Us?

1. Rental inquiries
2. Scheduled Events Information: Ticket sales, HP access to building and seating, parking, time doors open, length of event, organization contact information and general event information

Memorial Hall by the Numbers:

Memorial Hall is seeing an overall increase in the number of event bookings and the attendance at the events as the public becomes comfortable with indoor events. In FY22, we are on target for 225 event bookings and will welcome over 37,000 guests (attendees) to Memorial Hall. As of April 2022, we have received requests for 191 event dates in FY23. Our customer database is made up of 75% nonprofits organizations and 25% businesses, (dance companies, private businesses, individuals for private events, etc.). 78% of our customers are listed as Melrose addresses, with 22% outside Melrose.

We partnered with several City of Melrose departments to use Memorial Hall for public programs:

- Melrose Recreation Department: a summer robotics program for 3 weeks in July which will be increased to 4 weeks in FY23 due to its great success
- Melrose Health Department: Vaccine Booster Clinic run by the MHD, (2,181 attendees), five Vaccine clinics run by the MHD and MA state PHD contractors, (750 attendees), and a MHD Public Information Meeting (100 attendees)
- Melrose Veterans Services Department: Monthly Veterans Food Mart serving 4 communities in conjunction with the Boston Food Bank
- Mayor's Office: Senior Resource Fair (207 attendees) and the city of Melrose Inauguration (200 attendees)
- Council on Aging: due to temporary closure of Milano Center, hosted 6 events (265 attendees)
- Melrose Emergency Management: Hosted 2 Active Shooter Training sessions for

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city of Melrose employees (96 attendees)

Little Known Facts/Common Misconceptions

- Memorial Hall operates as a business with the staff of Memorial Hall responsible for the facilities management, i.e., service plans, maintenance plans, daily maintenance and repairs, annual inspections, etc. and all aspects of event management. Melrose DPW is responsible for the exterior i.e. landscaping, trash disposal, snow plowing
- Revenue generated is from facility rental fees only.

Percent increase in Memorial Hall's Budget

- Memorial Building budget increase is 3.33%

Budget changes from FY22 to FY23

- Increase to elevator line item due to approximate 4% union wages increase for service plan
- Increase to Professional Services line item for MERV Filter replacements
- 53 weeks in Salary line item

Goals for FY23

- Completion of the Melrose Civil War Heritage Project, which will identify, catalogue, restore and preserve the artifacts housed at Memorial Hall and to research the history of our local veterans to ensure that all Civil War veterans who resided in Melrose are recognized
- Building Envelope Improvements at the Soldiers and Sailors Memorial Building: construction project will occur Summer 2022 through Spring 2023 coordinated around event schedule
- Increase event bookings to pre-COVID levels
- Interior renovation plan finalized

Park Department/Mount Hood

Mission & Overview

The goal of the Melrose Park Department is to protect, maintain and develop the City's parks, fields and recreational facilities for the benefit of Melrose residents.
The Park Department is responsible for the City's parks, fields and open spaces including Mount Hood Golf Course and Memorial Park. Apart from Mount Hood, these properties are maintained by the Department of Public Works. Mount Hood is operated and maintained under a management agreement between the City of Melrose and Mass. Golf Management, LLC.

Why Do People Contact Us?

- Park permits
- Golf

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- Guidance on how to use outdoor spaces

Department Organization

- Superintendent of Mt. Hood and Open Spaces
- Executive Assistant

Parks by the Numbers

- **3219** Permits Issued across 27 parks
- **81** Parks and Fields Overseen
- **50** Adopt-a-Sites
- **40** gardening beds added at 2 Greenwood Pl
- **45,693** Rounds of golf played in 2021
- **$2.5 million** Total Revenue
- **$1.9 million** Golf Revenue
- **$390K** Food & BeverageRevenue
- **$148K** Pro Shop Revenue

Little Known Facts/Common Misconceptions

- Our department does not control the weather

Changes from FY22 to FY23

Mt. Hood's budget is comprised of revenue brought in by the golf course and functions. It is not funded out of the City's general fund. In our contract with the management company, we contractually have agreed to spend a minimum of $50K on capital improvements each year.

Goals for FY23

January 1, 2023, we look forward to starting a relationship with a new management company for Mt. Hood Memorial Park and Golf Course. GMC has had 4-5-year contracts with the City and will not be putting in a bid for the 2023 Management Contract for Mt. Hood, due to internal changes/illness within their company. The transition should start internally once we review the bids and pick the vendor, (expected beginning of June). Our shift to the new company will be as smooth as possible by the end of year. Golf course revenue is driven by weather. Parks and Open Spaces requires comfortable weather for residents to take advantage of all the wonderful sports fields, parks, playgrounds, hiking trails, dog parks, community gardens, skateboard park, and bike paths Melrose has to offer.

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Recreation Department

Mission & Overview

The Melrose Recreation Department creates high quality recreational programs and events that are affordable, safe, and fun for residents of all ages and abilities.

Through our programming we provide resources and opportunities to strengthen our community while

promoting social, cultural, and physical well-being. On average our department has over 8,000+ residents participate in our programs and events per year. Some of our largest programs include Melrose Youth Basketball (1000+ participants, 200+ volunteers), Melrose Flag Football (300+ participants, 50+ volunteers) and Middle School Afterschool Athletics & Clubs (600+ participants, 25+ volunteers). In total we have 300+ community volunteers and 80+ seasonal / part-time workers helping us make our programs run.

Additionally, we typically provide 60+ scholarships per year for families who are experiencing financial hardships. A face for the City, our department works and interacts with residents ranging from ages 2 to 100. Daily, we can have contact with hundreds of residents.

Department Organization

- Recreation Director
- Recreation Coordinator
- 2 Recreation Assistants (Part-time)

Why Do People Contact Us?

1. Register for a program
2. Apply for job
3. Drop volunteer paperwork

Recreation by the Numbers:

- 3,000+ Program Participants
- 200+ Programs Offered
- 60+ Scholarships
- $3,000+ Fundraising/Donations
- $350,000 Approx. Revolving Budget

Little Known Facts/Common Misconceptions

- The Recreation Department is revenue-generating
- The Recreation Department is level funded and has received a 0% budget increase over the past 10+ years
- Our department's operations never stopped through the pandemic
    - While other communities' rec. departments shut down, we continued programming on top of the ways we assisted with COVID response

Budget Requests & Changes

- Overall percentage increase of 31.2% for FY23
- One request: $20,000 increase to Salary & Wages line item
- Requesting funds to fill vacancy of the Recreation Coordinator position. During HR compensation study it was determined that the position was grossly underpaid compared to surrounding communities.
    - These additional funds will allow us to hire a qualified candidate with a competitive

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salary. The Recreation Department has responsibly held this vacancy since November 2021 (understaffed) waiting to confirm financial support from the City prior to hiring. Funds will allow the Recreation Department to return to two full-time employees and continue to provide quality programs and events for the Melrose community.

- Note: The Recreation Department has received 0% budget increase in the past 10+ years.

Changes from FY22 to FY23

- Filling of Recreation Coordinator position and returning to full staff
- Expanding offerings to include programming that supports mental health

Goals for FY23

- Continue to adapt ourselves and programming to meet the changing needs of our residents

Veterans' Services

Mission & Overview

Melrose Veterans' Services is led in the Melrose-Wakefield-Saugus (MWS) Veterans Services District. The MWS Veterans' Services District seeks to advocate on behalf of all the district's veterans and provide them with guidance on local, state and federal benefit programs, quality support services and to direct an emergency financial assistance program for those veterans and their dependents who are in need.

Goals and Objectives

- To execute timely and accurate benefit delivery for all veterans seeking help from the Federal, State and Local branches of government
- To provide dignity, compassion, respect and privacy to all veterans seeking assistance
- To empower veterans through technology, information sharing, and networking, where they can assist themselves and their fellow veterans by connecting services
- To continue the fight against homelessness and joblessness within the veteran community
- To be honest and forthright with our veterans, researching the correct answer and providing results as quickly as accuracy allows
- To see the office as a base of operations, not a home, bringing services to the veteran wherever they are whenever they need

Department Organization

- Director of Veterans' Services
- Administrative Assistant

Why Do People Contact Us?

- Department of Defense (DoD) questions, Chapter 115*, VA Claims, VA Healthcare,

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anything VA related in addition to local ceremonies for veterans.
- Vaccine inquiries
- Home healthcare inquiries

The Chapter 115 Benefits Program is run by the Massachusetts Department Veterans' Services (DVS). This program is run locally and benefits are reimbursed up to 75% by the State. he U.S. Department of Veterans Affairs (VA) offers federal benefits and at the local level we aid veterans and their families in applying for them.

Veterans' Services by the Numbers:

- 3 Municipalities served
- 75–100 Chapter 115* clients served across the 3 communities
- Average 30 Disability claims filed annually
- Average 10 VA pensions for Aid and Attendance filed annually
- Over $625,000 brought back to VA beneficiaries who reside in the City of Melrose between VA disability compensation and VA pensions and survivor benefits.

Little Known Facts/Common Misconceptions

- While we are seen publicly at events, the office runs much more than events and ceremonies
- We run the MVMMS Operation club and trip annually which involves meeting with the students weekly culminating in a trip to Washington DC in May. (Hoping to start back up in school year 2022-23)
- We help with all the events and fundraising efforts the VAB does.
- We serve as a source of socialization for some of our senior veterans.
- Assist from cradle to grave with VA disability claims and pensions

COVID-19 Response

The Veterans' Services Office was busier than ever during the pandemic.

- Continued providing services and filing claims
- Admin Assistant helped with Friday food delivery for veterans in need of food

Changes from FY22 to FY23

- Increase in Veterans Benefit line 015432/544000 by 6% in anticipation of DVS COLA adjustment in July 2022 to match Social Security COLA increase of 5.9% in January 2022.

Goals for FY23

- Increase current part-time Melrose Veterans Administrative Assistant to full-time based on number of residents in the District/State compliance (greater than 70K residents)

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Finance and Administrative Services

Finance and administrative services departments act as the organizational engine of municipal government operations. While some of these departments are public facing (e.g., Treasurer/Collector), most operate internally, playing a critical role in ensuring the City's assets are stable and protected (Assessor, Auditor, City Solicitor), and that your public servants have the support they need to provide the customer service our residents deserve (Human Resources).

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Assessor

Mission & Overview

The mission of the Melrose Assessing Department is to determine the valuation of all real and personal property within the City in a fair, transparent, and cost-effective manner. To taxation, the Assessing Department is obligated under law to assess all property at full and fair market value as of January 1st of each year.

The Assessing Department is responsible for the following functions:

- Ensuring the accuracy of real property valuation through annual inspection of all sale properties, all properties for which building permits have been taken out, and all abatement application properties.
- Routine re-inspection of all properties on a ten-year cycle.
- Discovering, listing, and valuing over 8,760 residential properties, including single-family homes, multi-family homes, condominiums, and apartment buildings. There are 294 commercial, industrial and mixed-use properties, 424 exempt properties and 473 business personal property accounts which are also valued on an annual basis.
- Maintenance and administration of the assessing databases and maps.
- Recording all changes in property ownership, land subdivisions, and changes in land use codes.
- Analyzing real estate sales transactions and annually adjusting property assessments to reflect market value.
- Processing property tax exemption applications for income-eligible senior citizens, veterans with service-related disabilities, and persons who are legally blind.
- Processing Motor Vehicle Excise tax abatements. The City of Melrose annually issues over 22,000 excise tax bills and more than 750 excise abatements.
- Capturing new growth from building permit activity as defined by Mass. General Law.

Department Organization

- Chief Assessor
- Assistant Assessor
- Assessing Clerk

Why Do People Contact Us?

- Excise abatements
- Personal exemptions
- Valuation information
- Assessors Maps

Little Known Facts/Common Misconceptions

- The Assessor's Office is incredibly innovative in its use of technology
- We save the City money by ensuring 100% valuation on all Melrose properties

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COVID-19 Response

- The Assessing Office was already innovating and was able to transition to a virtual format and meet the requirements of the department in a remote setting
- As a result of the digitizing the Assessing Office did ahead of the pandemic, the Department served as a model for conducting remote municipal work
- We were able to effectively communicate with the public and facilitate transactions, enhance resident support and assist people with navigating government functions throughout the pandemic
- External inspections continue with aerial cameras and lasers to measure outside of buildings, as well as incorporating the use of street-view cameras

Changes from FY22 to FY23

- 5% **decrease** in overall budget
- 7.6% **decrease** in Salary & Wages line due to staffing changes
- No other funding changes

Goals for FY23

- Continue to be a leader in using data to drive decision-making
- Collaborate with Building Department and GIS Manager to integrate mapping and permitting data systems with Assessors Database
- Collaborate with Treasurer/Collector to develop efficiencies and streamline tax billing and abatement processes

Auditor

Mission & Overview

The mission of the Office of the Auditor is to protect the City's assets. We serve as the financial foundation for all the City's operations by ensuring every bill, every payroll, every purchase, every grant that comes across our Office is lawful, accurate, and in line with the Council's approved budget.

Department Organization

- City Auditor/CFO
- Assistant City Auditor
- Financial Manager
- Senior Accounting Clerk

Why Do People Contact Us?

1. Vendors checking the status of payments
2. Internal help desk for MUNIS software
3. Payroll inquiries from employees

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Little Known Facts/Common Misconceptions

- All departments must flow through the Office of the Auditor to achieve their goals
- This Office keeps *all* the City's finances secure
- While the Office of the Auditor does not have much direct contact with the public, we have a very direct impact on the lives of residents by ensuring appropriate application of all public monies

Changes from FY22 to FY23

- Salary and Wage adjustments for staff
- Increase in hours for union employee from 30 to 35

Goals for FY23

- Continue to develop and train All MUNIS users on enhancements (version 2021) and best practices.
- Continue to work on MUNIS projects that create efficiencies for all departments.
- Collaborate with School Finance Team to identify efficiencies.
- Collaborate with Treasurer's Office to move to electronic payments for larger vendors.

City Solicitor

Mission & Overview

The City Solicitor's office functions as a full-time law office handling the City's litigation and other legal functions in-house to the greatest extent possible. The office serves to provide high quality legal representation and advice to the City Council, School Committee, Mayor, and to all departments, agencies and multiple-member bodies of the City in numerous areas, including but not limited to: zoning, employment & labor law, elections, civil rights, civil service, contracts and procurement, permitting and licensing, real estate, workers' compensation, education law, ethics, conflict of interest law, open meeting law, public records law, and tort actions involving personal injury and property damage claims.
The City Solicitor's office strives to successfully prosecute and defend any actions before state and federal courts and administrative agencies, provide well-reasoned and timely legal opinions, draft legislation, draft and review contracts, leases, and deeds, and help facilitate the lawful implementation of programs, policies and best practices throughout all City operations. Its staff has broad expertise in various areas of municipal law.

Department Organization

- City Solicitor
- Assistant City Solicitor

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- Executive Assistant

Why Do People Contact Us?

- Requests for Advice and Legal Opinions
- Departmental Operation Items
- Insurance Claims Processing

Little Known Facts/Common Misconceptions

- Legal department oversees the Melrose Liquor Commission

Budget Changes from FY22 to FY23

- Overall Budget Increase of 19.26%
- Increase Assistant City Solicitor hours from 30 to 35 hours. Former City Solicitor's departure occurred right in the middle of switching this employee from 30 to 35 hours. For FY22, this position was budgeted for only 30 hours.
- Increase of $15,000 for Professional Services. Increase reflects cost of specialized Labor Counsel this coming fiscal year to assist in Main Table Collective Bargaining Negotiations for Public Safety Contracts and continued use of Outside Counsel for Cable License Negotiations with Verizon/Comcast.
- Increase in annual subscription cost for online legal database Westlaw
- Increased education/seminar line to allow for more advanced opportunities for professional development and growth for Law Department staff. For example, City Solicitor and Assistant City Solicitor review/draft contracts and advise on the procurement process on a very regular basis on the School and City side. The Massachusetts Certified Public Purchasing Official (MCPPO) program classes and training would greatly benefit their specializing in these tasks. In addition, since COVID-19 there has also been an increase in online course offerings and legal updates that would greatly benefit the Law Department personnel in its goal of staying up to date on the current state of municipal law and best practices.
- Increase in Property Insurance coverage to reflect new Pole chargers that were not part of the FY22 budget due to timing. Increase in coverage is also reflective of capital acquisitions in process at a regular basis and insurance cost increases to cover liability/defense of public safety employees. This number is also reflective of a 5% assumed increase across existing policies.

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Human Resources

Mission & Overview

The Human Resources Department ensures that the City of Melrose follows fair and consistent employment practices, supports employees and retirees in health and welfare benefits, complies with federal and state laws and collective bargaining agreements, and effectively communicates employment matters to all City employees. By providing

exemplary service to City employees, and ensuring a safe and inclusive work environment, the HR Department strives to create an environment where employees of all backgrounds can succeed and thrive while providing citizens of all backgrounds with excellent municipal services.

Department Organization

- Director of Human Resources and Labor Relations
- Human Resources Coordinator
- Human Resources Assistant

Percentage Increase in HR Budget over FY22

152 Human Resources- overall increase **5.6%**

- Salaries and Wages
  - 6% increase due to having 53 payroll Fridays in FY2023
- Dues and Membership
  - 83.6% ($230) increase for SHRM membership, which offers useful tools, Employment news and legal updates, and best practices for HR professionals.
- Education/Training (for HR)
  - A new line item of $500. Training is an important element for the professional development of employees, keeping up with the ever-changing HR field, aiding in performance boost and retention of HR staff

912 Worker's Comp - no changes

- Level-funded

913 Unemployment- no changes

- Level-funded

914 Employee Benefits - overall increase **4.3%**

- Health Contractual Benefits – 4.7% increase
  - FY23 health insurance increase is 4.3% for the City cost (calculation used 3/1 membership enrollment)
    - Non- Medicare health plan rates increased between 2.9% to 10.2%
    - Medicare health plan rates increased between 1.2 % to 3.0%

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- The health budget projection is always a snapshot of a moment in time and cannot predict the behavior of employees, life events or economic changes that may affect future enrollment.

- Salaries and Wages
  - 7.1% increase due to having 53 payroll Fridays in FY2023

What are the major changes to your budget?

The HR department doesn't have major changes to the budget in FY2023

What are the reasons for these changes (major cost drivers)?

The Health Insurance budget, which has the largest financial impact on our budget is a contractual obligation for the City of Melrose and is primarily driven by the healthcare inflation, which we don't control. The 5% average increase of the health insurance plans has been consistent over the last few years.

HR by the Numbers:

Clients Served

- **22** Departments
- **396** City Employees: 265 Benefit Eligible & 131 Non-Benefit Eligible (not including election help)
- **503** School Benefit Eligible
- **762** retirees/survivors

Benefits & Budget Administration

- Administrate **the following benefits for active employees:**
  - 14 Health plans
  - 2 Dental Insurance plans (Employee and Retiree)
  - 3 Life Insurance plans
  - 3 Deferred Compensation plans
  - Disability Insurance
  - Pet Insurance
  - Flexible Spending Account
  - Opt. Out Incentive program
- Administrate **the following Benefits for retirees:**
  - Health Insurance
  - Dental Insurance
  - Basic Life Insurance
  - Optional Life Insurance
  - Medicare Part B Reimbursement for **654 retirees & their spouses.**

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Financial Management: We manage approximately $15 million.

Recruitment:
Oversaw and participated in the recruitment, screening, hiring and orientation for positions in the Police Fire, Public Works, Library and City Hall departments and three Regional offices:

- Health and Human Services: Melrose, Wakefield
- Veterans: Melrose, Wakefield, Saugus
- Pine Banks: Melrose, Malden

- FY 2022 new hires (through May 2022):
  36 Benefit eligible
  46 non-benefit eligible (excluding election help)

City Staffing Changes:

- FY 2022 (through May 2022):
  30 Retirements (9 School; 21 City)
  18 Resignations
  26 Deceased Retirees

Little Known Facts/Common Misconceptions

- We are a department of three employees with a broad range of responsibilities:
  - Benefit Administration
  - Finance Management
  - Labor Relations
  - Performance Management
  - Recruiting and retention
  - Succession Planning
  - Unemployment
  - Worker's Comp and 111F Administration
  - Supporting 22 departments, 400+ City employees, and 700 retirees

COVID-19 Continued Response

- In FY22, HR continued to play a major role in interpreting the ever-changing federal and state regulations around pandemic protocols and response.
  - Created new testing, quarantine and leave policies based on guidelines, educated and supported staff and managers on their application
  - Tracked pandemic-related leaves and reported to the state for reimbursement

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Goals for FY23

- Implement the new Comp and Class system; develop a compensation administration policy based on a hybrid model of length of service and performance and create a uniform performance guide for managers to support the new policy.
- Develop and implement Employee Recognition and Retention strategy for employees to feel appreciated, supported, and engaged in the workplace, which further enhances the morale and performance of staff and translates into higher retention and excellent service for the residents of Melrose.
- Continue supporting the DEI mission of the administration and work on implementing the recommendations of Visions Consultants, HRS' Organizational Needs Assessment and DEI Taskforce.
- Work closely with the Executive Police Chief Search Consultant and coordinate the process for the successful selection, hiring and transition of a new Police Chief.
- *Long term goals and projects:* streamline resumes submission, automate processes, including new hire paperwork collection, leaves management, etc.; research a new Benefit Tracking software product since current software is outdated; continue developing partnerships and researching best practices for the purposes of attracting and retaining a talented diverse workforce and building up a DEI employer brand.

Treasurer/Collector

Mission & Overview

The Treasurer Collector department is responsible for the billing and collection of water and sewer bills, real estate, personal property and auto excise taxes and the receipt of various fees for permits, licenses and miscellaneous payments. The department is also responsible for the reconciliation of all bank accounts, short-term and long-term investments, short-term and long-term borrowing, management of Tax Title accounts, payroll processing, W-2 issuance, income tax reporting and other required governmental filings, and the funding of all disbursements.

Department Organization

Treasurer Collector	Head Collector – Real Estate Tax
Assistant Treasurer	Senior Collector – Excise Tax
Parking/Treasury Clerk	Senior Collector – Water & Sewer

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Why Do People Contact Us?

- Billing questions: not understanding water liens, missed payments, excise tax
- Parking questions: tickets, stickers, overnight parking.
- Payroll questions: deduction changes, lost checks, employment verification, W2 information

Little Known Facts/Misconceptions

- Every dollar received or spent in City Hall flows through our office.
- We manage maintenance of the postage machine.

FY22 Accomplishments/Changes

- Clean-up of over 200 legacy reconciling items in the General Ledger
- Implementation of the Munis Cash Management module in April 2022
- Internal promotion of Head Clerk and hiring of new Senior Clerk - Water and Sewer
- Implemented PayByPhone payment app at the train stations in collaboration with the DPW
- Implemented debit and credit card payments at the Collector's window for real estate and personal property tax and water/sewer payments
- Collaborated with outward facing departments on the collection of outstanding taxes prior to the issuance of permits and licenses
- Finalized two IRS audits with minimal findings

Percentage Increase in FY22 Budget

- The overall Treasurer Collector department budget is 8% higher than FY22.
- The Parking Budget is flat to FY22.

Changes to FY22 Budget and Reasons

- Salaries – up 1.6% or $6,105 due to contractual step ups/COLA increases on a fully staffed team.
- Printing – up 121.7% or $13,000 due to the reallocation of certain Kelley & Ryan processing charges that should be booked to printing rather than Postage.
- Postage – up 6.4% or $3,000. Estimated cost of two elections offset a large portion of the reallocation of certain Kelley & Ryan processing fees plus impact of potential increase in postage rates.
- Bank Fees – $6,000 low interest rate on bank accounts do not generate enough interest to offset lockbox fees. This was not a budgeted item in past years as the processing costs were always offset by the interest earned. This cost will decrease and potentially eliminate as rates rise over time.
- Professional Services – up 25% or $3,000 based on average bill of Clifton Larson after FY22 price increase.

Goals for FY23

- Address Personal Property tax receivables.
- Research options for automating excise tax payments from leasing companies.
- Vet certain processing providers to ensure best price for best product/service.

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Public Safety and Infrastructure

Local government operations are like a clock: many pieces move independently of one another but rely on one another's success to function. While no one department can truly optimally perform without another, what the following departments do is truly bedrock to the City of Melrose.

Municipal government operates best in the background of our lives. We typically only notice it when something goes wrong: when a sidewalk is cracked, the WiFi at school goes out, a traffic light breaks. What we don't see are the fires prevented because of strong building codes and talented inspectors; the lives saved this year because of a dedicated health department's commitment to ensuring public safety as the COVID-19 pandemic continued to have a major impact in 2021 and early 2022; the hours spent collaborating on logistics to bring cultural events to our public spaces while ensuring all attendees are safe and the crowds manageable; the family dinners missed to respond to winter storms, so our children can get to school safely.

It is my hope that the following pages will demonstrate that capital investments are nothing without the talented and dedicated public employees who implement them.

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Department of Public Works

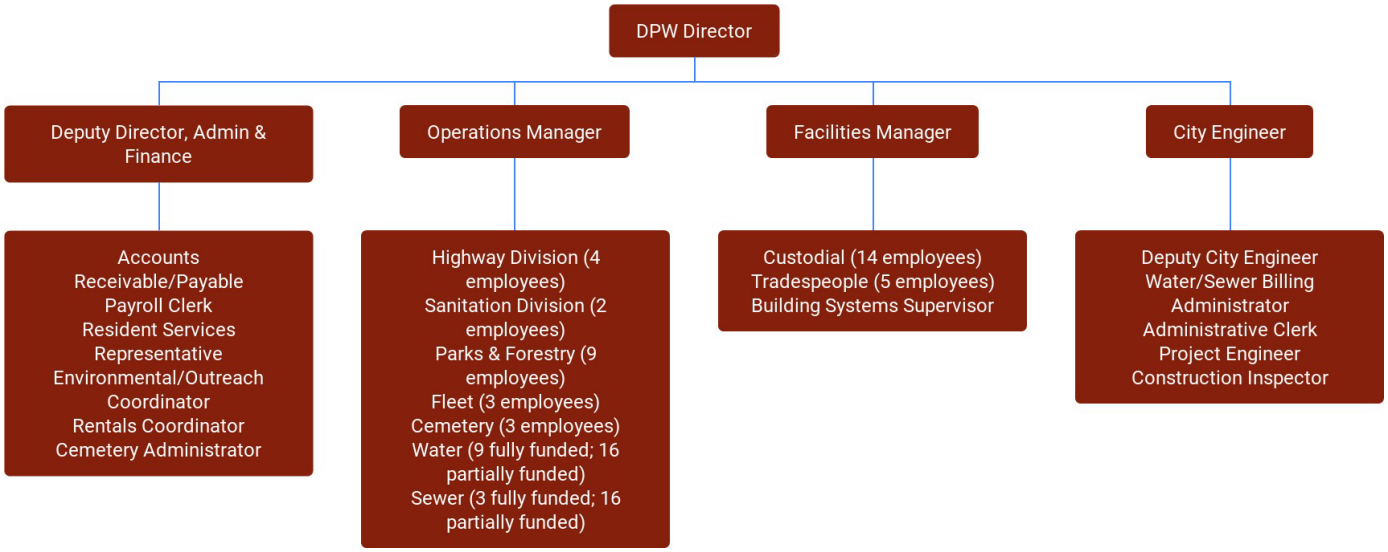
Mission & Overview

The Department of Public Works is one of the most diverse branches of city government, working to ensure the safety and wellbeing of all residents of Melrose by providing essential services with the responsibility of maintaining critical infrastructure for the City such as streets, sidewalks, water, sewer, catch basins, rubbish and recyclable collection, and vehicle and equipment maintenance.

The Department is also responsible for response to snow, ice and other emergency services; responsible for the care of all City trees, for the maintenance of all parks and fields, for the maintenance and general operations of the cemetery, for enforcing of water, sewer and street ordinances; and engineering design and construction management for capital improvement and maintenance projects. To accomplish these functions, the Department is organized into eleven divisions:

Administration, Engineering, Facilities, Fleet, Highway, Parks, Sanitation, Sewer, Trees, Water, and Wyoming Cemetery

Department Organization



Why Do People Contact Us?

- Potholes and other road/pavement maintenance issues.
- Trash pickup questions
- Snow removal

DPW by the Numbers:

Since the beginning of Fiscal Year 2022, these are some of the items DPW has addressed:

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- potholes filled: 547 locations
- storms responded to: 51.6 inches of snow
- vehicles in fleet maintained: 140 pc. of equipment
- tonnage of trash/recycling:
    - 1.6,923 tons of trash
    - 1.2408 tons of recycling
- parks/fields/open spaces maintained: 81 locations
- total work orders: 3250 resolved
- invoices processed: 2393 purchase orders YTD
- recycled 290 mattresses as part of the new mattress recycling program
- provided 919 affordable barrels to residents through the temporary barrel purchasing program

The Department of Public Works also played a critical role in several large projects/events:

- Capital projects including paving, water main replacement, sewer main improvements, and drainage improvements
- Support of all City events including school sports, elections, memorials, Earth Week,
    - Healthy Melrose, and private facility rental events
- Continued delivery of COVID-related services such as additional cleaning and disinfection of buildings and assisting with storage and delivery of supplies
- Launched and managed a temporary barrel purchasing program to provide affordable and compliant barrels to the community

Little Known Facts/Common Misconceptions

- DPW functions mostly in the background of the lives of people in Melrose yet we are foundational to all City operations.
- We play a key role in putting on community and cultural events like Home for the Holidays, Earth Week, Victorian Fair, Summer Stroll, etc.

COVID-19 Response

- DPW provides essential services to the City, and we did not miss a beat despite the pandemic
- Met the guidelines for school safety in an environment that needed to shift frequently as a result of COVID rates
- Spearheaded deep cleaning efforts in City facilities throughout the pandemic
- Installed and maintained four parklets, oversaw changes to Central Terrace (alley next to the YMCA) into a public amenity, and provided materials for Mayor Brodeur's Safe Streets initiative

Changes from FY22 to FY23

- Contractual increases in salaries (step increases for both union and non-union staff). Please note that union cost-of-living increases are currently being negotiated and have therefore not been included at this time.
- Annual increase in Massachusetts Water Resource Authority assessment in water and sewer

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funds.

- In the Administration and Engineering Budget, increases to the line items of Professional Services and Professional Development are due to the additional contracted services that provide oversight on projects and the professional association memberships for our staff. Similarly, professional services are needed for the Facilities Division, which has been tasked with many small capital projects for which outside consultant support is frequently required to assist with bid document preparation and construction administration. (These services for larger capital projects are typically included in the capital project budget, but for smaller projects paid for with operating funds, they do not presently have a funding source.)
- Some of the biggest challenges facing the DPW are with costs associated with delivering facilities maintenance services. Rising costs for supplies and materials have affected the Facilities Division more than any other DPW Division. To address the rising cost and inventory need to deliver services, we have requested increases to three supply line items. These increases assume that costs will level off.
- The Highway Division budget is drastically affected by our obligations for NPDES MS4 drain services under the related federal permit, thus resulting in increases requested to those line items Additional traffic markings (bike lanes, etc.) have resulted in increased cost to maintain these markings, through both materials costs for in-house efforts and contractual costs with our on-call line painting contractor.
- For Snow and Ice Operations, it should be noted that our 5-year average annual spending is $996,049. Although the budget has been adjusted each year, the average budgeted amount in the same period has been $574,103.
- Our Solid Waste and Recycling hauling and disposal contract will be entering the second of three option years. The base cost of the contract will increase to $835,000. Disposal costs increase to $68/ton. At a projection of 8,500 tons of trash, the result is a cost of $578,000 in FY23. We will also see an increase in recycling costs that project to a $159,000 need in order to fully fund the contract Lastly, in response to resident and City Council requests to increase downtown barrel pickup, the additional costs to the overtime line item are $2,000 to provide this added service.
- Requested increases in the Parks & Forestry Division are associated with our contracts to maintain our City trees with the increase in windstorms in recent years.

Goals for FY23

- Meeting the obligations of all regulatory programs, such as lead water service removals, NPDES MS4 drainage requirements, and hazardous materials reduction/removal
- Fostering a positive work environment through enhanced professional development

Emergency Management

Mission & Overview

Melrose Emergency Management, using the guidelines of the Federal Emergency Management Agency (FEMA), facilitates planning, secures and provides resources to assist and help protect the residents,

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business community, and city government from hazards that threaten Melrose. This is done through the four phases of Emergency Management: Preparedness (Planning, Training, Exercising), Response, Mitigation and Recovery.

Working in close partnership with City Departments and our Regional/State Partners, EM plans and prepares for emergencies, educates the public about emergency preparedness, conducts training exercises and performs other services to support the City's overall preparedness. EM follows an all-hazards approach, preparing for various types of emergencies – natural or man-made.

Department Organization

- Emergency Management Director

Why Do People Contact Us?

The Emergency Management Director rarely interfaces with the public and generally acts as a liaison between the State and the City, as well as the Chiefs of Police and Fire.

Little Known Facts/Common Misconceptions

- Every municipality is required by state law to have an Emergency Management Director
- The EMD spearheads coordination of City Departments for planned and demand response events using the Federal Incident Management System (NIMS) and the Federal Incident Command System (ICS)
- In the event of a disaster, fire or flood, the EMD would coordinate emergency relief for residents, (food, temporary sheltering, etc.)
- Melrose Emergency Management is the third-tier layer of emergency management system, our partners are the Massachusetts Emergency Management Agency (MEMA) and the Federal Emergency Management Agency (FEMA)
- Melrose Emergency Management makes application to MEMA and FEMA for grants and all reimbursement from Declarations of Emergencies

Changes from FY22 to FY23

With the effects of COVID-19 becoming less life threatening, the ordering of PPE supplies has stopped as we maintain a sufficient supply.

Goals for FY23

- Phase back to normal operations
- For all event planning, foster the use of NIMS and ICS
- Complete the EOC/Training Center upgrade
- Conduct Tabletop Exercises with city departments, State and Federal Agencies and local constituents to plan and train for events that could have a negative or disastrous impact on the City
- Establish written evacuation plans for City Hall

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Fire Department

Mission & Overview

The Melrose Fire Department (MFD) strives to improve and safeguard the quality of life within the City of Melrose. The members of the department guarantee the citizens and visitors of Melrose that we will provide dependable service in a responsible fashion, while showing care and compassion for those in need. As public servants, our first and foremost duty is to serve the community. We will treat those we serve fairly, regardless of their race, color, creed, sex, age, lifestyle, national origin, or economic status. We ensure that any service we provide adds value to our citizens'/customers quality of life. The department recognizes the individuality of everyone who works here. We will treat one another with respect, kindness, and sense of importance of teamwork. We continue to foster a spirit of excellence throughout the organization while we serve our citizens.

The MFD responds promptly and efficiently to structure fires and emergency medical incidents. The members of the MFD continuously train in all aspects such as fire safety, hazmat operations, technica rescue operations, EMS training, specialty team training, water rescue, and automobile extrications.

Department Organization

- Fire Chief
- Financial Administrator
- Fire Alarm Superintendent
- 7 Captains
- 9 Lieutenants
- 40 Firefighters

Why Do People Contact Us?

- Emergency response calls
- Master-box plug outs
- Fire prevention

Melrose Fire Department by the Numbers: (July 1, 2021 - May 6, 2022)

- 3,797 Emergency Response Calls
- 95 Training Activities consisting of 1,320 personnel hours
- Fire Prevention/Code Enforcement Activities:
    - 1 Complaint
    - 11 School Fire Drills
    - 528 Permits Issued
    - 538 Inspections Conducted

Little Known Facts/Common Misconceptions

- We are a multi-faceted all-hazard fire department

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FY22 Accomplishments

In July of 2022, the Fire Department received 16 new hand-held thermal imaging cameras (TIC's) as a result of a Firefighter Safety Equipment Grant. This allows each riding position to hold their own TIC during each shift. Also in this grant, we received scene lighting for fire prevention investigations.

The Tremont Street Fire Station received a new 2021 Seagrave Pumper in place of the 2007 Seagrave Pumper. The 2007 engine will replace the 1999 engine which is now a reserve. The 2021 pumper was placed in service on November 17, 2021. Approximately 5 minutes after being in service, the first call came in to respond to a house fire on Marmion Road.

The Fire Department is also anticipating a delivery of a new tractor drawn aerial truck (TDA ladder truck) mid-May of 2022.

COVID-19 Response

The Fire Department continues to respond at the frontline of the Covid-19 pandemic.

In FY22, the Fire Department was able to procure funds to purchase a patient simulator (SimMan 3G Plus). With this patient simulator, our members can train on the proper techniques and interventions when faced with bodily fluids. Staying ahead of the curve starts with proper training. With the patient simulator we can help prepare our team to develop clinical knowledge to manage severe cases of a patient suffering from Coronavirus and other infections. Scenarios can be run as an individual scenario or back-to-back in series. The scenarios focus on key decisions regarding invasive care and patient management. The patient simulator allows providers to remain proficient with interventions and clinical judgement. Scenarios will allow providers to properly complete a scene size up and deploy proper PPE to protect themselves and others.

Percentage Increase in the Fire Budget for FY23

The Fire Department will receive an overall budget increase of 6% for FY23

- .5% increase in overtimes due to contractual raises
- 100% increase in fire contracts for Metro Fire Chief's annual dues. Metro Fire Chief's is a consortium of cities and towns within the 128-belt known as Metro Boston
- 20.5% increase in professional services for in-house fit testing and in-house annual Hazmat training

Goals for FY23

• Increase our training to stay in line with national standards as well as documenting said training by implementing Lexipol/Fire Rescue Academy. Lexipol/Fire Rescue Academy is an online training module that sends out and tracks the training performed by the Fire Department members. The Lexipol side of the module holds policies and procedures, most

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mandated by the State. The Fire Rescue Academy side of the module contains training videos and allows our department to upload our own videos for training purposes.

Health and Human Services Department

Mission & Overview

The Melrose Health and Human Services Department promotes the personal and environmental health of the community through education and policy development supported by enforceable regulations, and collaboration with other people and organizations.
Our goal in the public health sector is to protect and promote health. The Melrose Health Department offers a wide variety of services and functions for the City of Melrose to accomplish just that. The services range from a variety of topics, including, but not limited to, vaccinations, health permits and applications, informational sheets, healthy eating and living activities, pest control, tobacco use control, substance abuse prevention, animal control, and more.

The Melrose Board of Health is the policymaking, rule-making, and adjudicatory body for public health in the county or counties in Melrose. State legislature gives boards of health specific powers and duties.

Department Organization

- Health Director for Melrose & Wakefield
- Public Health Nurse
- Health Inspector
- Sr. Health Inspector
- Public Health Specialist
- Mass in Motion Coordinator
- Regional Tobacco Control Coordinator
- Animal Control Officer
- 11 School Nurses

Why Do People Contact Us?

- Complaints about trash/housing/food establishments/noise/pests
- Flu shots

- Clarification on the Governor's 60 Orders and Standards
- How to get a mask (in the beginning when these were scarce)
- Reporting COVID protocol violations
- Vaccination inquiries

Health and Human Services Department by the Numbers:

- 4,138 vaccine doses administered

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- 1,925 COVID-19 cases (excluding non-residents working in Melrose)
- 16 contact Tracers
- 32 personnel working on COVID issues
- 40 weekly hours currently being spent on contact tracing
- 125 complaints January 2020 through April 2021

Little Known Facts/Common Misconceptions

- Melrose shares a Health department with Wakefield
- Melrose Health and Human Services Department is responsible for working with schools through School Nursing

COVID-19 Response

Everything changed at the outset of the pandemic. All staff members were cross trained to help with contact tracing and answering phones. We utilized volunteers and Wakefield personnel to expand our contact tracing. We shifted resources and ensured everyone performed COVID-related work. The biggest challenge was the incredible stress and working 24/7. There was no work life balance over the last year. Another main challenge included the State providing information last minute and making the City responsible for execution, as announcements were often made before infrastructure was in place to execute at the local level.

Changes from FY22 to FY23

- 5.8% increase in salary and wages; to respond appropriately and in a timely manner, the department needs more health inspections capacity to fulfill the City's needs. We are proposing an increase of 0.5 FTE in the Health Inspector position to fulfill the volume of complaints and mandatory routine food inspections.

Goals for FY23

- Reduce stigma around mental health and increase behavioral health resources
- Formalize and expand shared services with the Mystic Valley Public Health Coalition
- Reinstate the Substance Use Prevention Program

Information Technology

Mission & Overview

The City of Melrose IT Department strives to make technology services better, quicker, effective, and efficient for all students, families, employees and residents.
The IT Department is responsible for installing and maintaining critical infrastructure for the City of Melrose including the schools. We provide all technology-related equipment and software in the City and Schools including but not limited to, networks, copiers, projectors, printers, smartboards, wireless access points, telephones (both analog and Voice over IP (VoIP),

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Public Address (PA) systems, uninterrupted battery backup systems, security systems, door hardware, fobs, cameras & intercoms, computers, monitors, laptops, Chromebooks, police cruiser computer systems, Public safety devices, servers, virtual servers, email, websites, mobile phones, fiber optic network on street poles, desktop support for City and School personnel, backup and disaster recovery systems, running new cabling and repairing old cabling, and reverse 911 systems. We are also responsible for designing, contracting and leading projects for the City and Schools to upgrade or install new systems. We communicate with City and School leaders to understand needs and provide technical solutions to those needs.

Department Organization

- IT Director/Chief Information Officer
- Assistant IT Director
- IT Systems Analyst
- IT Project Manager
- Financial Systems Analyst
- School Systems Administrator
- School Elementary Desktop Technician
- School MVMMS/HS/Franklin Desktop Technician
- School SIS Data Coordinator

IT Department by the Numbers:

- FY21: 1,510 Tickets processed. FY22 (so far): 1,241
- FY21: 2,996 Tickets processed. FY22 (so far): 3,553
- $242,360 received in successful grants and $250,000 in potential grants written

There are also dozens of both small and large-scale projects the IT department spearheaded this fiscal year which cannot be distilled in neat qualitative numbers. Some of these include:

- M365 implementation and migration
- M365 training for entire city
- All Roosevelt projectors, Interactive White Boards (Smartboards), and room audio amplifiers were replaced
- All Horace Mann projectors, Interactive White Boards (Smartboards), and room audio amplifiers were replaced and 3 interactive touchpanels installed
- Field camera installed on Fred Green Field Press Box for MMTV coverage of games
- Distributed 1,042 new Chromebooks to secondary students as part of our 1 device for every student program (1:1).
- Cameras installed in the MHS Gym and the MVMMS Gym for MMTV broadcast
- Completed Telephone system implementation to all buildings
- Roosevelt telephone system replaced (in-house) and new phones installed throughout the building
- 74 Mobile phones replaced and upgraded
- Successful MCAS Exam conducted with students in school and students testing remotely on Chromebooks

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- WIDA ACCESS for English Language Learners - Successful Implementation under pandemic conditions
- K and Pre-K web registrations built and implemented
- Moved Veteran's office to Milano Center
- Implemented cybersecurity training throughout the City and the Schools
- 44 Chromebooks repaired in-house (parts replaced)
- 6 computer labs rebuilt
- 22 new laptops rolled out to City staff
- New camera security system installed at the School Central Administration Office
- Conferencing setup including room camera, microphone, speakerbar and 75" LCD touchpanel in the Emergency Management Training Room at City Hall
- Began scanning invoices and quotes straight into Munis
- New wireless system installed at the Milano Center
- Created internal data dashboard for COVID-19 cases in the schools
- Successfully submitted many state-mandated reports
- Installed digital signage hardware and software at the Police Station lobby
- Design work with vendor for a city-wide fiber-optic upgrade and extension of critical public safety radios

Little Known Facts/Common Misconceptions

- IT is responsible for over 10,914 pieces of equipment up from 5,322 6 years ago
- IT has a fleet of over 4,000 Chromebooks

Changes from FY22 to FY23

- Munis support
    - This change reflects the traditional annual 5% increase for all MUNIS products
- Computer Paper and Printing Supplies
    - Toner and paper will now be consolidated to the Office Supply line
- Software Licenses
    - Microsoft M365 cost added
    - Microsoft M365 backup software added
    - New helpdesk ticketing system added
    - Offsite Disaster recovery added
    - Antivirus renewal added

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Inspectional Services

Mission & Overview

The Inspectional Services Department is responsible for the health and public safety of the community and for the monitoring of improvements for both residential and commercial properties. Our goal is to help the residents of Melrose by providing timely and quality service and providing answers to questions regarding building and zoning issues. We also ensure compliance with the Architectural Access Barriers Board regulations to ensure everyone living, working, and moving through Melrose can adequately access our buildings and spaces.

Department Organization

- Director of Inspectional Services
- Executive Assistant to the Director
- Part- Time Plumbing and Gas Inspector (26 Hrs.)
- Part-Time Wire Inspector/Sealer of Weights & Measures (28 Hrs.)
- Part-Time Local Building Inspector (28 Hrs.)

Why Do People Contact Us?

- Permit Applications for Building, Electric, Plumbing, Gas or Occupancy
- Information regarding application requirements and zoning
- Information about opening a business
- To learn and understand the Codes and Ordinances
- To complain/inquire about:
    - if permits were issued
    - obstructions to intersections
    - unregistered vehicles on a property
    - the condition of a house/building

ISD by the Numbers (in an average year):

- 7,000 emails fielded
- $800,000 in permit fees collected
- 3,300 inspections
- 6,000 in-office customer visits
- 3,100 permits issued

This year (as of May 5, 2022):

- 2694 permits issued
- $869,670.00 in fees collected
- 3234 inspections
- 300 walk-throughs (were not ready for inspection)

Little Known Facts/Common Misconceptions

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- There is a tremendous number of nuances in zoning and building codes and it requires a huge amount of knowledge and agility to keep up with the changes
- Regulations are constantly changing but funding does not always come down from higher government levels to accommodate those regulation changes
- Building and inspectional services provide public safety. If we don't ensure compliance with all codes, this could result in loss of life. We keep residents safe with stringent building codes, talented and dedicated inspectors, and thorough processes
- Housing stock in Melrose remains the way it is because of the work of ISD. The work we do is foundational to making Melrose an attractive place to live

COVID-19 Response

- Developed system to accept and process permit applications and payments online
- Performed virtual inspections
- Had system in place within two weeks of the pandemic hitting
- Challenge faced: not having access to historical hard files which contain construction documents, letters, plans, applications etc.
    - Looking forward, digitizing our records will allow us to operate fully remotely when needed

Changes from FY22 to FY23

- Work to develop and institute online permitting for Melrose
- We are happy to announce that we have gone live to the public with online permitting
- Upgraded local Building Inspector to a permanent 28-hour-per-week position

Office of Planning and Community Development

Mission & Overview

It is the mission of the Office of Planning and Community Development (OPCD) to protect and enhance the quality of life in Melrose. To accomplish this mission, OPCD provides long range planning, manages the capital improvement program, reviews and recommends changes in zoning, applies for and administers grants and community development programs, implements special projects, oversees sustainability efforts throughout the City and provides mapping and GIS (Geographic Information System) support. Additionally, OPCD supports the work of several Boards and Commissions in the City and reviews all major land use proposals, including subdivision plans and significant residential and commercial development proposals. OPCD provides staff support to the following Boards and Commissions: Planning Board, Board of Appeals (ZBA), Historic District Commission, and Energy Commission.

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Department Organization

- Director of Planning and Community Development
- Senior Planner
- Account Manager & GIS Analyst
- Sustainability Manager
- Assistant Planner

Why Do People Contact Us?

- Property owners & developers inquiring about land
- Affordable housing opportunities
- Questions about electricity pricing
    - Questions about establishing a business in Melrose

OPDC by the Numbers:

Planning Board Activity

- 12 Meetings
- 25 ZBA cases reviewed
- 2 Subdivision applications reviewed
- 6 Site Plan Review Applications permitted: 2 pending
- 22 housing units permitted: 61 housing units pending
- 2 Zoning Subcommittee Meetings
- 1 Design Review Subcommittee Meeting

Zoning Board of Appeals Activity

- 12 Meetings
- 25 permit applications reviewed and decision filed

Historic District Commission Activity

- 5 Meetings
- 9 Cases Reviewed for Certificate of Appropriateness

Housing Production Plan

- Community Engagement #2 on Housing Goals, Types and Locations
    - Online Open House – 375 participants
    - Webinar – 30 participants
- Plan presented and approved by Planning Board and City Council and submitted to DHCD for approval

Affordable Housing Activity

- 2 deed restricted housing units permitted with 9 units pending permitting
- 2 lotteries held for 3 affordable homes
- 2 lotteries pending for 21 affordable homes
- Current Affordable Housing percentage on the Subsidized Housing Inventory – 8%

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Capital Improvements

- Evaluated 96 capital projects representing over $90M in requests for the FY22-26 timeframe
- Produced FY22 CIP Report with prioritized list of capital requests and recommendations for FY22 funding
- Secured grant approvals for 2 school roof projects
- Secured additional $1.5 million capital funding for Memorial Hall Building Envelope Project
- Participated in effort to secure $21 million funding for Library Renovations & Addition Project

Geographic Information Systems (GIS)/Mapping/Sign making –

- Worked with CDM Sewer App project
- Renamed and geo located 7000 sewer tie cards for CDM & Arc Reader Map
- Created Trash survey app for DPW
- Worked with Weston & Sampson on Catch Basin Cleaning App
- Worked on 2020 Census redistricting data, mailing notification address changes for the state, and created new 2020 Ward Precinct Maps
- Edited and researched the water, sewer, drainage, and easement GIS layers.
- Assisted Inspectional Services with new Permitting software
- Continued with scanning plans - vault drainage cabinet plans

FY22 Sustainability

- Melrose Net Zero Action Plan - Completed and released in April 2022, charting a roadmap to reach community-wide greenhouse gas emissions reduction goals for 2030 and 2050 for buildings, transportation, and energy supply
- Green Community Grant #6 for $104,663
- Municipal Vulnerability Preparedness Grant #2 for $101,108
- MassSave Community First Partnership award for $25,000 annually for three years for energy outreach and coaching
- Melrose Community Power – Introduced new contract and rates for 2021 – 2024 that includes a standard product with 10% more local renewable energy than required by the state
- First 15 pole-mounted EV chargers on the east coast – installation completed
- Events – Participated in Victorian Fair, Senior Resource Fair, Earth Week, Healthy Melrose, EV Showcase and various other webinars and virtual events

Little Known Facts/Common Misconceptions

- OPCD oversees a sign and façade grant program to help small business defray the cost of new signage
- OPCD does not decide what kinds of businesses come to Melrose
- OPCD manages the capital improvement program and has overseen renovations projects in many of the City's school and municipal buildings

COVID-19 Response/Impacts

OPCD did not miss a beat during the pandemic and had to contend with an increasing workload while pivoting to a completely new working modality which added to the complexity of the work.

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- All employees went fully remote until City Hall re-opened
- Shifted to staggering staff to keep office open while City Hall was open to the public
- Instituted routine virtual meetings with staff
- Shifted to online platform for permitting and virtual meeting platform for public hearings
- Post permit review application materials online for all applications to facilitate access by the public

Changes from FY22 to FY23

- Upgraded part time Planning Coordinator position to a full time Assistant Planner position to better respond to demands of the Department

Goals for FY23

- Continue to assist residents, developers, and business owners and provide technical and administrative support to the Boards and Commissions under OPCD purview
- Continue to provide mapping and GIS support to enhance the City's GIS capabilities and Maps Online functionality
- Implement the Housing Production Plan and support the newly formed Affordable Housing Trust
- Implement the Net Zero Action Plan
- Increase total number of residents purchasing 100% renewable energy through our aggregate
- Continue to provide project management support for the Library Renovations, Roof Replacements and other Capital Projects

Police Department

Mission & Overview

The Melrose Police Department pledges to maintain the highest standards of integrity, ethics, excellence and teamwork in the performance of our mission while at the same time protecting the Constitutional rights of the citizens. Our mission is to strengthen public confidence in the organization, develop and maintain positive relationships with the community and promote the concept of teamwork for the benefit of all, while at the same time promoting a safe and friendly community through enforcement and education.

Department Organization

- Chief of Police
- Executive Office Manager
- Administrative Assistant
- 4 Lieutenants
- 10 Sergeants
- 31 Patrol Officers
- 5 Academy Recruits
- 1 Explosives K-9; 1 Patrol K-9

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Little Known Facts/Common Misconceptions

Police departments do not write laws; they are tasked with the responsibility of enforcing laws that are enacted by elected officials in the legislature and that are interpreted by the courts. Enforcing laws is just one of many different roles of the police. Other important roles include working with communities to prevent crimes and solve various "quality of life" problems, maintaining order, and conducting investigations. Police officials are responsible for performing their various roles and responsibilities in a way that protects everyone's constitutional rights. This means that policing must be conducted in accordance with the parameters set by the U.S. Constitution, state constitutions, and the many court decisions that have defined in greater detail what the text of the Constitution means in terms of the everyday practices of policing.

Changes from FY22 to FY23

- Three officers separated from the Melrose Police Department as well as the Patrol Commander, Lieutenant DeCroteau
- One officer was promoted to Sergeant, one Sergeant was promoted to Lieutenant, and one Lieutenant was promoted to Patrol Commander
- Both Unions' contracts expired in FY21, negotiations are ongoing
- The introduction of the Massachusetts Peace Officer Standards and Training (POST) State-mandated training and policies has significantly impacted the police department budget

Goals for FY23

- Complete Accreditation Compliance
- Implement Police HUB Program
- Implement Social Media Investigation Trial Program
- Rotate in a new SRO for Melrose High School

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City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

112 CITY COUNCIL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CITY COUNCIL SALARIES							
011121 - 511000	SALARY & WAGES	97,191.88	109,276.00	109,276.00	86,977.79	105,751.00	-3.2%
CITY COUNCIL SALARIES TOTAL		97,191.88	109,276.00	109,276.00	86,977.79	105,751.00	-3.2%
CITY COUNCIL CONTRACTUAL							
011122 - 520500	ADVERTISING	163.29	125.00	125.00	0.00	125.00	0.0%
011122 - 521000	PRINTING	421.43	500.00	500.00	591.58	500.00	0.0%
011122 - 523100	EXPENSES	11,000.00	11,000.00	11,000.00	9,166.74	11,000.00	0.0%
011122 - 525308	IQM2 SOFTWARE CONTRACT	12,348.48	12,189.00	12,189.00	12,189.00	18,926.00	55.3%
CITY COUNCIL CONTRACTUAL TOTAL		23,933.20	23,814.00	23,814.00	21,947.32	30,551.00	28.3%
CITY COUNCIL OTHER CHARGES							
011122 - 540700	SEMINARS & SCHOOLING	0.00	535.00	535.00	0.00	535.00	0.0%
CITY COUNCIL OTHER CHARGES TOTAL		0.00	535.00	535.00	0.00	535.00	0.0%
112 CITY COUNCIL BUDGET TOTAL		**121,125.08**	**133,625.00**	**133,625.00**	**108,925.11**	**136,837.00**	**2.4%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

121 MAYOR

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MAYOR SALARIES							
011211 - 511000	SALARY & WAGES	258,721.74	268,696.00	268,696.00	241,545.82	311,268.00	15.8%
MAYOR SALARIES TOTAL		258,721.74	268,696.00	268,696.00	241,545.82	311,268.00	15.8%
MAYOR CONTRACTUAL							
011212 - 521000	PRINTING	0.00	750.00	750.00	576.22	750.00	0.0%
011212 - 523100	EXPENSE ACCOUNT	7,000.24	7,000.00	7,000.00	6,192.52	7,000.00	0.0%
011212 - 529000	PROFESSIONAL SERVICES	2,934.00	5,900.00	35,900.00	4,695.00	6,000.00	1.7%
MAYOR CONTRACTUAL TOTAL		9,934.24	13,650.00	43,650.00	11,463.74	13,750.00	0.7%
MAYOR OTHER CHARGES							
011212 - 540500	DUES & MEMBERSHIPS	21,944.00	19,444.00	19,444.00	22,533.00	24,000.00	23.4%
011212 - 540600	EDUCATION/SEMINARS	105.00	2,134.00	2,134.00	0.00	2,134.00	0.0%
011212 - 548950	COMMUNITY OUTREACH	7,025.83	18,500.00	18,500.00	13,663.65	18,500.00	0.0%
MAYOR OTHER CHARGES TOTAL		29,074.83	40,078.00	40,078.00	36,196.65	44,634.00	11.4%
121 MAYOR BUDGET TOTAL		**297,730.81**	**322,424.00**	**352,424.00**	**289,206.21**	**369,652.00**	**14.6%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

135 AUDITOR

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
AUDITOR SALARIES							
011351 - 511000	SALARY & WAGES	356,207.57	367,067.00	367,067.00	325,513.07	394,042.00	7.3%
AUDITOR SALARIES TOTAL		356,207.57	367,067.00	367,067.00	325,513.07	394,042.00	7.3%
AUDITOR CONTRACTUAL							
011352 - 528600	AUDITING SERVICES	46,140.00	48,640.00	48,640.00	48,640.00	48,640.00	0.0%
011352 - 529000	PROFESSIONAL SERVICES	11,660.00	11,800.00	11,800.00	11,800.00	11,800.00	0.0%
AUDITOR CONTRACTUAL TOTAL		57,800.00	60,440.00	60,440.00	60,440.00	60,440.00	0.0%
AUDITOR OTHER CHARGES							
011352 - 540500	DUES & MEMBERSHIPS	0.00	200.00	200.00	0.00	200.00	0.0%
011352 - 540600	EDUCATION/SEMINARS	700.00	3,000.00	3,000.00	2,620.00	3,000.00	0.0%
AUDITOR OTHER CHARGES TOTAL		700.00	3,200.00	3,200.00	2,620.00	3,200.00	0.0%
135 AUDITOR BUDGET TOTAL		**414,707.57**	**430,707.00**	**430,707.00**	**388,573.07**	**457,682.00**	**6.3%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

141 ASSESSORS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
ASSESSORS SALARIES							
011411 - 511000	SALARY & WAGES	243,041.94	253,228.00	253,228.00	185,351.16	233,867.00	-7.6%
ASSESSORS SALARIES TOTAL		243,041.94	253,228.00	253,228.00	185,351.16	233,867.00	-7.6%
ASSESSORS CONTRACTUAL							
011412 - 521000	PRINTING	0.00	250.00	250.00	189.00	250.00	0.0%
011412 - 523000	MILEAGE	0.00	1,000.00	1,000.00	500.80	1,000.00	0.0%
011412 - 528000	FEES	0.00	300.00	300.00	210.00	300.00	0.0%
011412 - 529000	PROFESSIONAL SERVICES	9,564.00	15,900.00	15,900.00	10,000.00	15,900.00	0.0%
011412 - 529300	REVALUATION	61,277.44	103,500.00	103,500.00	92,004.34	103,500.00	0.0%
ASSESSORS CONTRACTUAL TOTAL		70,841.44	120,950.00	120,950.00	102,904.14	120,950.00	0.0%
ASSESSORS SUPPLIES & MATERIAL							
011412 - 530200	COPY MACHINE SUPPLIES	172.14	200.00	200.00	114.98	200.00	0.0%
011412 - 537500	FURNITURE & FIXTURES	2,237.98	4,000.00	4,000.00	29.98	4,000.00	0.0%
ASSESSORS SUPPLIES & MATERIAL TOTAL		2,410.12	4,200.00	4,200.00	144.96	4,200.00	0.0%
ASSESSORS OTHER CHARGES							
011412 - 540500	DUES & MEMBERSHIPS	670.00	700.00	700.00	807.50	700.00	0.0%
011412 - 540600	EDUCATION/SEMINARS	4,000.00	4,000.00	4,000.00	1,433.30	4,000.00	0.0%
011412 - 540700	SEMINARS & SCHOOLING	2,000.00	2,000.00	2,000.00	1,135.00	2,000.00	0.0%
ASSESSORS OTHER CHARGES TOTAL		6,670.00	6,700.00	6,700.00	3,375.80	6,700.00	0.0%
141 ASSESSORS BUDGET TOTAL		**322,963.50**	**385,078.00**	**385,078.00**	**291,776.06**	**365,717.00**	**-5.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

145 TREASURER/COLLECTOR

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
TREASURER/COLLECTOR SALARIES							
011451 - 511000	SALARY & WAGES	365,298.66	374,226.00	374,226.00	309,480.97	380,331.00	1.6%
TREASURER/COLLECTOR SALARIES TOTAL		365,298.66	374,226.00	374,226.00	309,480.97	380,331.00	1.6%
TREASURER/COLLECTOR CONTRACTUAL							
011452 - 521000	PRINTING	4,818.37	12,178.00	12,178.00	4,309.96	27,000.00	121.7%
011452 - 521500	POSTAGE	49,517.17	47,000.00	47,000.00	43,473.37	50,000.00	6.4%
011452 - 521801	FOLDER INSERTER MAINTENANCE	1,195.00	1,200.00	1,200.00	1,195.00	1,200.00	0.0%
011452 - 525303	SOFTWARE LICENSES	0.00	0.00	0.00	0.00	2,000.00	0.0%
011452 - 527600	OFFICE EQUIPMENT MAINTENANCE	933.22	1,900.00	1,900.00	1,143.71	1,900.00	0.0%
011452 - 528001	BANK SERVICE FEES	0.00	0.00	0.00	0.00	6,000.00	0.0%
011452 - 528002	TAX TITLE FEES	3,765.00	1,500.00	1,500.00	315.00	1,500.00	0.0%
011452 - 529000	PROFESSIONAL SERVICES	12,642.50	12,000.00	12,000.00	22,460.06	15,000.00	25.0%
TREASURER/COLLECTOR CONTRACTUAL TOTAL		72,871.26	75,778.00	75,778.00	72,897.10	104,600.00	38.0%
TREASURER/COLLECTOR OTHER CHARGES							
011452 - 540500	DUES & MEMBERSHIPS	100.00	235.00	235.00	235.00	250.00	6.4%
011452 - 540600	EDUCATION/SEMINARS	25.00	2,000.00	2,000.00	1,204.65	3,000.00	50.0%
011452 - 544100	SURETY BOND	1,125.00	800.00	800.00	375.00	1,125.00	40.6%
TREASURER/COLLECTOR OTHER CHARGES TOTAL		1,250.00	3,035.00	3,035.00	1,814.65	4,375.00	44.2%
145 TREASURER/COLLECTOR BUDGET TOTAL		**439,419.92**	**453,039.00**	**453,039.00**	**384,192.72**	**489,306.00**	**8.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

151 CITY SOLICITOR

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CITY SOLICITOR SALARIES							
011511 - 511000	SALARY & WAGES	298,729.68	204,620.00	204,620.00	178,472.53	211,736.00	3.5%
01151771 - 511000	SALARY & WAGES	0.00	89,224.00	89,224.00	91,460.88	111,533.00	25.0%
CITY SOLICITOR SALARIES TOTAL		298,729.68	293,844.00	293,844.00	269,933.41	323,269.00	10.0%
CITY SOLICITOR CONTRACTUAL							
011512 - 523100	EXPENSES	236.00	2,475.00	2,475.00	641.25	2,475.00	0.0%
011512 - 529000	PROFESSIONAL SERVICES	6,590.60	15,000.00	15,000.00	16,268.25	30,000.00	100.0%
CITY SOLICITOR CONTRACTUAL TOTAL		6,826.60	17,475.00	17,475.00	16,909.50	32,475.00	85.8%
CITY SOLICITOR SUPPLIES & MATERIAL							
011512 - 534200	BOOKS & PERIODICALS	696.00	495.00	495.00	0.00	495.00	0.0%
011512 - 534250	ELECTRONIC MASS GENERAL LAWS	3,673.05	4,600.00	4,600.00	1,078.86	4,800.00	4.3%
CITY SOLICITOR SUPPLIES & MATERIAL TOTAL		4,369.05	5,095.00	5,095.00	1,078.86	5,295.00	3.9%
CITY SOLICITOR OTHER CHARGES							
011512 - 540500	DUES & MEMBERSHIPS	2,451.00	2,710.00	2,710.00	701.00	2,710.00	0.0%
011512 - 540600	EDUCATION/SEMINARS	655.00	990.00	990.00	195.00	3,000.00	203.0%
011512 - 544310	PROPERTY & CASUALTY INSURANCE	577,194.80	579,448.00	579,448.00	627,171.60	708,000.00	22.2%
011512 - 544500	SUITS & CLAIMS	4,040.70	10,000.00	10,000.00	3,963.00	10,000.00	0.0%
CITY SOLICITOR OTHER CHARGES TOTAL		584,341.50	593,148.00	593,148.00	632,030.60	723,710.00	22.0%
151 CITY SOLICITOR BUDGET TOTAL		**894,266.83**	**909,562.00**	**909,562.00**	**919,952.37**	**1,084,749.00**	**19.3%**

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152 HUMAN RESOURCES

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
HUMAN RESOURCES SALARIES							
011521 - 511000	SALARY & WAGES	163,257.14	138,276.00	138,276.00	114,559.88	146,614.00	6.0%
HUMAN RESOURCES SALARIES TOTAL		163,257.14	138,276.00	138,276.00	114,559.88	146,614.00	6.0%
HUMAN RESOURCES CONTRACTUAL							
011522 - 520500	ADVERTISING	6,990.27	10,000.00	10,000.00	9,475.77	10,000.00	0.0%
011522 - 521000	PRINTING	88.50	100.00	100.00	88.50	100.00	0.0%
011522 - 529000	PROFESSIONAL SERVICES	-23,666.67	0.00	0.00	0.00	0.00	0.0%
HUMAN RESOURCES CONTRACTUAL TOTAL		-16,587.90	10,100.00	10,100.00	9,564.27	10,100.00	0.0%
HUMAN RESOURCES OTHER CHARGES							
011522 - 540500	DUES & MEMBERSHIPS	275.00	275.00	275.00	350.00	505.00	83.6%
011522 - 540600	EDUCATION/SEMINARS	0.00	0.00	0.00	0.00	500.00	0.0%
011522 - 540700	SCHOOLING	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.0%
011522 - 543000	PHYSICAL EXAMS	5,069.70	8,000.00	8,000.00	4,715.80	8,000.00	0.0%
HUMAN RESOURCES OTHER CHARGES TOTAL		10,344.70	13,275.00	13,275.00	5,065.80	14,005.00	5.5%
152 HUMAN RESOURCES BUDGET TOTAL		**157,013.94**	**161,651.00**	**161,651.00**	**129,189.95**	**170,719.00**	**5.6%**

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155 INFORMATION TECHNOLOGY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
INFORMATION TECHNOLOGY SALARIES							
011551 - 511000	SALARY & WAGES	303,945.24	383,656.00	383,656.00	305,910.61	396,766.00	3.4%
INFORMATION TECHNOLOGY SALARIES TOTAL		303,945.24	383,656.00	383,656.00	305,910.61	396,766.00	3.4%
INFORMATION TECHNOLOGY CONTRACTUAL							
011552 - 522000	TELEPHONE	84,958.00	116,100.00	116,100.00	122,880.33	116,100.00	0.0%
011552 - 522004	WAN COMMUNICATIONS	0.00	6,077.00	6,077.00	5,900.00	6,077.00	0.0%
011552 - 525105	COMPUTER MAINTENANCE	10,513.69	12,880.00	12,880.00	4,398.31	12,880.00	0.0%
011552 - 525106	TELEPHONE MAINTENANCE	0.00	1,000.00	1,000.00	103.94	1,000.00	0.0%
011552 - 525203	NETWORKING SERVICES	1,983.00	5,000.00	5,000.00	1,693.00	5,000.00	0.0%
011552 - 525301	MUNIS SOFTWARE ANNUAL SUPPORT	113,078.35	129,248.00	129,248.00	118,597.25	129,248.00	0.0%
011552 - 525303	SOFTWARE LICENSES	23,536.75	66,100.00	66,100.00	40,215.46	167,791.00	153.8%
011552 - 525305	IT COMMUNITY NOTIFICATION SYST	7,416.50	7,416.50	7,416.50	6,867.13	7,417.00	0.0%
011552 - 525309	OSDBA SUPPORT CONTRACT	-3,570.00	10,000.00	10,000.00	1,821.89	10,000.00	0.0%
011552 - 525402	INTERNET ACCESS	6,726.75	9,180.00	9,180.00	11,713.96	9,180.00	0.0%
011552 - 529000	PROFESSIONAL SERVICES	-423.27	10,000.00	10,000.00	2,524.00	10,000.00	0.0%
INFORMATION TECHNOLOGY CONTRACTUAL TOTAL		244,219.77	373,001.50	373,001.50	316,715.27	474,693.00	27.3%
INFORMATION TECHNOLOGY SUPPLIES & MATERIAL							
011552 - 530110	COMPUTER PAPER & PRINTING SUP	8,266.15	9,976.00	9,976.00	7,587.30	0.00	-100.0%
011552 - 530120	COMPUTER MISC SUPPLIES	1,940.43	2,000.00	2,000.00	855.90	2,000.00	0.0%
INFORMATION TECHNOLOGY SUPPLIES & MATERIAL TOTAL		10,206.58	11,976.00	11,976.00	8,443.20	2,000.00	-83.3%
INFORMATION TECHNOLOGY OTHER CHARGES							
011552 - 540700	SEMINARS & SCHOOLING	-180.00	5,000.00	5,000.00	0.00	5,000.00	0.0%
INFORMATION TECHNOLOGY OTHER CHARGES TOTAL		-180.00	5,000.00	5,000.00	0.00	5,000.00	0.0%
155 INFORMATION TECHNOLOGY BUDGET TOTAL		**558,191.59**	**773,633.50**	**773,633.50**	**631,069.08**	**878,459.00**	**13.5%**

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161 CITY CLERK

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CITY CLERK SALARIES							
011611 - 511000	SALARY & WAGES	267,094.93	275,445.00	275,445.00	209,495.77	285,137.00	3.5%
011611 - 513000	OVERTIME	6,739.01	6,000.00	6,000.00	1,066.04	8,000.00	33.3%
CITY CLERK SALARIES TOTAL		273,833.94	281,445.00	281,445.00	210,561.81	293,137.00	4.2%
CITY CLERK CONTRACTUAL							
011612 - 520500	ADVERTISING	93.98	500.00	500.00	-31.00	700.00	40.0%
011612 - 521000	PRINTING	2,109.47	2,300.00	2,300.00	1,660.70	2,300.00	0.0%
011612 - 525109	DOG PROGRAM MAINTENANCE	488.24	700.00	700.00	355.60	700.00	0.0%
011612 - 525401	WEBSITE	6,375.00	9,000.00	9,000.00	6,615.00	9,000.00	0.0%
011612 - 529000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	500.00	0.0%
011612 - 529301	RECODIFICATION	1,612.00	6,000.00	16,000.00	10,743.58	10,000.00	66.7%
011612 - 529400	BINDING	437.92	1,100.00	1,100.00	441.78	0.00	-100.0%
CITY CLERK CONTRACTUAL TOTAL		11,116.61	19,600.00	29,600.00	19,785.66	23,200.00	18.4%
CITY CLERK SUPPLIES & MATERIAL							
011612 - 530501	VITAL RECORD SUPPLIES	0.00	0.00	0.00	0.00	4,400.00	0.0%
CITY CLERK SUPPLIES & MATERIAL TOTAL		0.00	0.00	0.00	0.00	4,400.00	0.0%
CITY CLERK OTHER CHARGES							
011612 - 540500	DUES & MEMBERSHIPS	150.00	500.00	500.00	310.00	500.00	0.0%
011612 - 540600	EDUCATION/SEMINARS	503.31	1,200.00	1,200.00	571.77	2,000.00	66.7%
011612 - 544100	SURETY BOND	100.00	100.00	100.00	0.00	100.00	0.0%
CITY CLERK OTHER CHARGES TOTAL		753.31	1,800.00	1,800.00	881.77	2,600.00	44.4%
CITY CLERK MISCELLANEOUS							
011612 - 560100	VITAL STATISTICS	1,775.40	2,300.00	2,300.00	1,568.35	0.00	-100.0%
CITY CLERK MISCELLANEOUS TOTAL		1,775.40	2,300.00	2,300.00	1,568.35	0.00	-100.0%
161 CITY CLERK BUDGET TOTAL		**287,479.26**	**305,145.00**	**315,145.00**	**232,797.59**	**323,337.00**	**6.0%**

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0100 GENERAL FUND

162 ELECTION/REGISTRAR

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
ELECTION/REGISTRAR SALARIES							
011621 - 511000	SALARY & WAGES	4,566.12	4,566.12	4,566.12	3,464.42	4,569.00	0.1%
011621 - 512000	PART TIME SALARIES & WAGES	55,000.00	40,000.00	40,000.00	29,976.58	41,000.00	2.5%
ELECTION/REGISTRAR SALARIES TOTAL		59,566.12	44,566.12	44,566.12	33,441.00	45,569.00	2.3%
ELECTION/REGISTRAR CONTRACTUAL							
011622 - 521000	PRINTING	7,333.59	15,000.00	15,000.00	21,845.24	19,000.00	26.7%
011622 - 521500	POSTAGE	10,251.19	9,000.00	9,000.00	6,962.58	9,500.00	5.6%
011622 - 525102	EQUIP MAINTENANCE/PROGRAMMING	2,017.00	7,500.00	7,500.00	9,049.12	7,500.00	0.0%
011622 - 529000	PROFESSIONAL SERVICES	7,571.42	8,000.00	8,000.00	665.00	8,000.00	0.0%
ELECTION/REGISTRAR CONTRACTUAL TOTAL		27,173.20	39,500.00	39,500.00	38,521.94	44,000.00	11.4%
ELECTION/REGISTRAR SUPPLIES & MATERIAL							
011622 - 530506	ELECTION SUPPLIES	1,998.14	1,500.00	1,500.00	1,056.99	2,500.00	66.7%
ELECTION/REGISTRAR SUPPLIES & MATERIAL TOTAL		1,998.14	1,500.00	1,500.00	1,056.99	2,500.00	66.7%
ELECTION/REGISTRAR OTHER CHARGES							
011622 - 540500	DUES & MEMBERSHIPS	0.00	175.00	175.00	0.00	175.00	0.0%
011622 - 540600	EDUCATION/SEMINARS	85.00	900.00	900.00	585.84	900.00	0.0%
ELECTION/REGISTRAR OTHER CHARGES TOTAL		85.00	1,075.00	1,075.00	585.84	1,075.00	0.0%
162 ELECTION/REGISTRAR BUDGET TOTAL		**88,822.46**	**86,641.12**	**86,641.12**	**73,605.77**	**93,144.00**	**7.5%**

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165 LIQUOR COMMISSION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
LIQUOR COMMISSION CONTRACTUAL							
011652 - 529000	PROFESSIONAL SERVICES	77.97	1,000.00	1,000.00	0.00	1,000.00	0.0%
011652 - 529027	COMPLIANCE CHECK	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
LIQUOR COMMISSION CONTRACTUAL TOTAL		77.97	2,000.00	2,000.00	0.00	2,000.00	0.0%
165 LIQUOR COMMISSION BUDGET TOTAL		**77.97**	**2,000.00**	**2,000.00**	**0.00**	**2,000.00**	**0.0%**

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171 CONSERVATION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CONSERVATION SALARIES							
011711 - 511000	SALARIES	9,500.00	9,500.00	9,500.00	8,896.72	15,200.00	60.0%
CONSERVATION SALARIES TOTAL		9,500.00	9,500.00	9,500.00	8,896.72	15,200.00	60.0%
CONSERVATION CONTRACTUAL							
011712 - 520500	ADVERTISING	51.00	150.00	150.00	150.00	150.00	0.0%
011712 - 521000	PRINTING	0.00	250.00	250.00	250.00	250.00	0.0%
011712 - 528810	CONSERVATION MAINTENANCE	5,589.95	9,925.00	9,925.00	2,284.95	9,925.00	0.0%
CONSERVATION CONTRACTUAL TOTAL		5,640.95	10,325.00	10,325.00	2,684.95	10,325.00	0.0%
CONSERVATION OTHER CHARGES							
011712 - 540500	DUES & MEMBERSHIPS	645.00	645.00	645.00	696.00	710.00	10.1%
011712 - 540600	EDUCATION/SEMINARS	20.00	355.00	355.00	293.83	355.00	0.0%
CONSERVATION OTHER CHARGES TOTAL		665.00	1,000.00	1,000.00	989.83	1,065.00	6.5%
171 CONSERVATION BUDGET TOTAL		**15,805.95**	**20,825.00**	**20,825.00**	**12,571.50**	**26,590.00**	**27.7%**

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175 PLANNING BOARD

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PLANNING BOARD SALARIES							
011751 - 511000	SALARY & WAGES	290,123.10	317,234.00	317,234.00	271,717.34	362,014.00	14.1%
PLANNING BOARD SALARIES TOTAL		290,123.10	317,234.00	317,234.00	271,717.34	362,014.00	14.1%
PLANNING BOARD CONTRACTUAL							
011752 - 520500	ADVERTISING	1,011.39	730.00	730.00	386.26	730.00	0.0%
011752 - 521000	PRINTING	399.73	1,030.00	1,030.00	715.32	1,030.00	0.0%
011752 - 529000	PROFESSIONAL SERVICES	0.00	0.00	0.00	2,830.46	0.00	0.0%
011752 - 529026	MESSINA ARTS GRANT	2,933.66	10,000.00	10,000.00	0.00	10,000.00	0.0%
PLANNING BOARD CONTRACTUAL TOTAL		4,344.78	11,760.00	11,760.00	3,932.04	11,760.00	0.0%
PLANNING BOARD OTHER CHARGES							
011752 - 540500	DUES & MEMBERSHIPS	300.00	300.00	300.00	300.00	300.00	0.0%
011752 - 540600	EDUCATION/SEMINARS	50.00	50.00	50.00	50.00	50.00	0.0%
PLANNING BOARD OTHER CHARGES TOTAL		350.00	350.00	350.00	350.00	350.00	0.0%
175 PLANNING BOARD BUDGET TOTAL		**294,817.88**	**329,344.00**	**329,344.00**	**275,999.38**	**374,124.00**	**13.6%**

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196 ENERGY COMMISSION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
ENERGY COMMISSION CONTRACTUAL							
011962 - 529000	PROFESSIONAL SERVICES	979.15	2,500.00	2,500.00	195.00	2,500.00	0.0%
ENERGY COMMISSION CONTRACTUAL TOTAL		979.15	2,500.00	2,500.00	195.00	2,500.00	0.0%
196 ENERGY COMMISSION BUDGET TOTAL		**979.15**	**2,500.00**	**2,500.00**	**195.00**	**2,500.00**	**0.0%**

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211 POLICE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
POLICE SALARIES							
012111 - 511000	SALARY & WAGES	4,434,245.67	4,512,237.17	4,575,237.17	3,825,943.96	4,657,560.00	3.2%
012111 - 513000	OVERTIME	497,434.26	457,000.00	457,000.00	690,893.99	482,000.00	5.5%
012111 - 514000	COURT TIME	13,207.70	35,000.00	35,000.00	23,017.33	45,000.00	28.6%
POLICE SALARIES TOTAL		4,944,887.63	5,004,237.17	5,067,237.17	4,539,855.28	5,184,560.00	3.6%
POLICE CONTRACTUAL							
012112 - 521000	PRINTING	2,539.72	2,500.00	2,500.00	1,806.85	2,500.00	0.0%
012112 - 521500	POSTAGE	1,462.14	2,550.00	2,550.00	629.93	3,600.00	41.2%
012112 - 523500	LAUNDRY & CLEANING	192.45	800.00	800.00	591.00	800.00	0.0%
012112 - 525103	LEAPS REPAIR/MAINTENANCE COMP	730.00	1,240.00	1,240.00	730.00	1,240.00	0.0%
012112 - 525108	GENERATOR MAINTENANCE	399.00	1,500.00	1,500.00	160.00	1,500.00	0.0%
012112 - 525202	COMPUTER SUPPORT	25,354.12	36,200.00	36,200.00	29,052.26	47,897.00	32.3%
012112 - 525404	BESAFE	1,440.00	1,440.00	1,440.00	1,440.00	1,440.00	0.0%
012112 - 527305	RADIO SYSTEMS UPGRADE	21,936.62	29,000.00	29,000.00	9,739.85	29,000.00	0.0%
012112 - 527601	COPY MACHINE MAINTENANCE	5,323.68	4,500.00	4,500.00	4,875.80	4,500.00	0.0%
012112 - 529000	PROFESSIONAL SERVICES	10,709.23	2,500.00	2,500.00	2,163.30	2,500.00	0.0%
POLICE CONTRACTUAL TOTAL		70,086.96	82,230.00	82,230.00	51,188.99	94,977.00	15.5%
POLICE SUPPLIES & MATERIAL							
012112 - 530120	COMPUTER MISC SUPPLIES	26.88	250.00	250.00	204.76	300.00	20.0%
012112 - 530202	FILM SUPPLIES	960.92	590.00	590.00	870.71	590.00	0.0%
012112 - 530501	MISC SUPPLIES	3,144.49	1,800.00	1,800.00	536.61	2,969.00	64.9%
012112 - 530505	RADAR	3,981.00	5,000.00	5,000.00	1,007.09	5,000.00	0.0%
012112 - 533400	ACCREDITATION - SUPP & MAT	3,469.80	6,900.00	6,900.00	6,298.75	13,600.00	97.1%
012112 - 534200	BOOKS & PERIODICALS	3,099.30	1,200.00	1,200.00	747.76	1,200.00	0.0%
012112 - 535400	FOOD FOR PRISONERS	95.00	500.00	500.00	293.00	500.00	0.0%
012112 - 535500	UNIFORMS	92,693.18	73,500.00	138,500.00	85,214.81	73,500.00	0.0%
012112 - 535600	NARCAN	600.00	2,500.00	2,500.00	733.60	2,500.00	0.0%
012112 - 535700	AMMUNITION	14,808.55	5,750.00	9,350.00	2,768.11	10,500.00	82.6%
POLICE SUPPLIES & MATERIAL TOTAL		122,879.12	97,990.00	166,590.00	98,675.20	110,659.00	12.9%
POLICE OTHER CHARGES							
012112 - 540500	DUES & MEMBERSHIPS	11,647.75	10,500.00	10,500.00	4,927.00	10,500.00	0.0%
012112 - 540702	TRAINING	28,042.48	50,000.00	69,600.00	32,487.92	75,000.00	50.0%
POLICE OTHER CHARGES TOTAL		39,690.23	60,500.00	80,100.00	37,414.92	85,500.00	41.3%
211 POLICE BUDGET TOTAL		**5,177,543.94**	**5,244,957.17**	**5,396,157.17**	**4,727,134.39**	**5,475,696.00**	**4.4%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

221 FIRE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
FIRE SALARIES							
012211 - 511000	SALARY & WAGES	3,783,308.49	4,187,473.00	4,491,166.00	3,828,575.77	4,504,672.00	7.6%
012211 - 513000	OVERTIME	611,114.49	490,000.00	504,000.00	458,175.42	515,000.00	5.1%
012211 - 515000	MUTUAL AID	0.00	1,500.00	1,500.00	0.00	1,500.00	0.0%
FIRE SALARIES TOTAL		4,394,422.98	4,678,973.00	4,996,666.00	4,286,751.19	5,021,172.00	7.3%
FIRE CONTRACTUAL							
012212 - 521000	PRINTING	219.88	250.00	250.00	243.50	250.00	0.0%
012212 - 527311	LIFE/SAFETY EQUIPMENT	7,351.48	10,900.00	10,900.00	9,313.32	10,900.00	0.0%
012212 - 527500	MOTOR VEHICLE REPAIR & MAINT	102,300.92	100,000.00	100,000.00	79,970.71	100,000.00	0.0%
012212 - 527605	FIRE CONTRACTS	2,500.00	2,500.00	2,500.00	2,500.00	5,000.00	100.0%
012212 - 527606	RADIO MAINT CONTRACT	2,391.60	13,500.00	13,500.00	5,119.52	13,500.00	0.0%
012212 - 527801	RADIO REPAIRS	1,060.77	0.00	0.00	0.00	0.00	0.0%
012212 - 529000	PROFESSIONAL SERVICES	31,628.09	30,000.00	30,000.00	14,617.40	36,140.00	20.5%
FIRE CONTRACTUAL TOTAL		147,452.74	157,150.00	157,150.00	111,764.45	165,790.00	5.5%
FIRE SUPPLIES & MATERIAL							
012212 - 530100	COMPUTER PURCHASES & UPGRADES	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
012212 - 530503	FIRE PREVENTION SUPPLIES	0.00	2,500.00	2,500.00	0.00	2,500.00	0.0%
012212 - 531000	GAS & OIL	57.24	500.00	500.00	0.00	500.00	0.0%
012212 - 531200	TIRES	3,000.00	6,000.00	6,000.00	3,928.58	6,000.00	0.0%
012212 - 531500	BATTERIES	473.00	1,500.00	1,500.00	137.75	1,500.00	0.0%
012212 - 532000	CLEANING & DISINFECTANT SUP	4,756.02	4,800.00	4,800.00	4,080.17	4,800.00	0.0%
012212 - 533000	PAINTS	0.00	500.00	500.00	10.04	500.00	0.0%
012212 - 533200	ELECTRICAL SUPPLIES	-149.68	1,000.00	1,000.00	-708.79	1,000.00	0.0%
012212 - 533300	ALARM SYSTEM	4,576.91	5,000.00	5,000.00	2,558.94	5,000.00	0.0%
012212 - 533500	TOOLS & HARDWARE	1,082.82	2,400.00	2,400.00	1,229.08	2,400.00	0.0%
012212 - 534200	BOOKS & PERIODICALS	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
012212 - 535500	UNIFORMS	47,100.00	57,100.00	57,100.00	49,269.98	57,100.00	0.0%
012212 - 535501	CLOTHING	0.00	500.00	500.00	0.00	500.00	0.0%
012212 - 535502	PROTECTIVE CLOTHING	0.00	2,400.00	2,400.00	37.47	2,400.00	0.0%
012212 - 535505	FIRE TURNOUT GEAR	71,327.00	75,000.00	75,000.00	0.00	75,000.00	0.0%
FIRE SUPPLIES & MATERIAL TOTAL		132,223.31	163,200.00	163,200.00	60,543.22	163,200.00	0.0%
FIRE OTHER CHARGES							
012212 - 540500	DUES & MEMBERSHIPS	830.00	975.00	975.00	690.00	975.00	0.0%
012212 - 540600	EDUCATION/SEMINARS	0.00	1,500.00	1,500.00	618.00	1,500.00	0.0%
FIRE OTHER CHARGES TOTAL		830.00	2,475.00	2,475.00	1,308.00	2,475.00	0.0%

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0100 GENERAL FUND

221 FIRE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
FIRE MISCELLANEOUS (continued from previous page)							
FIRE MISCELLANEOUS							
012212 - 560200	EDUCATION REIMBURSEMENT	10,920.00	24,356.00	24,356.00	14,462.64	24,356.00	0.0%
012212 - 568000	FIRE NEW HOSE	595.00	3,700.00	3,700.00	615.00	3,700.00	0.0%
FIRE MISCELLANEOUS TOTAL		11,515.00	28,056.00	28,056.00	15,077.64	28,056.00	0.0%
221 FIRE BUDGET TOTAL		**4,686,444.03**	**5,029,854.00**	**5,347,547.00**	**4,475,444.50**	**5,380,693.00**	**7.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

241 INSPECTION SERVICES

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
INSPECTION SERVICES SALARIES							
012411 - 511000	SALARY & WAGES	249,623.01	309,283.00	309,283.00	266,733.46	328,407.00	6.2%
012411 - 513000	OVERTIME	1,562.63	2,000.00	2,000.00	775.67	2,000.00	0.0%
INSPECTION SERVICES SALARIES TOTAL		251,185.64	311,283.00	311,283.00	267,509.13	330,407.00	6.1%
INSPECTION SERVICES CONTRACTUAL							
012412 - 521000	PRINTING	400.00	400.00	400.00	400.00	400.00	0.0%
012412 - 529000	PROFESSIONAL SERVICES	39,086.10	10,000.00	10,000.00	5,250.00	10,000.00	0.0%
INSPECTION SERVICES CONTRACTUAL TOTAL		39,486.10	10,400.00	10,400.00	5,650.00	10,400.00	0.0%
INSPECTION SERVICES SUPPLIES & MATERIAL							
012412 - 530502	WEIGHTS & MEASURES SUPPLIES	60.00	1,250.00	1,250.00	993.76	1,500.00	20.0%
012412 - 534200	BOOKS & PERIODICALS	139.00	883.00	883.00	0.00	1,080.00	22.3%
INSPECTION SERVICES SUPPLIES & MATERIAL TOTAL		199.00	2,133.00	2,133.00	993.76	2,580.00	21.0%
INSPECTION SERVICES OTHER CHARGES							
012412 - 540500	DUES & MEMBERSHIPS	340.00	500.00	500.00	545.00	500.00	0.0%
012412 - 540600	EDUCATION/SEMINARS	0.00	800.00	800.00	0.00	1,000.00	25.0%
012412 - 540700	SEMINARS & SCHOOLING	0.00	300.00	300.00	125.00	300.00	0.0%
INSPECTION SERVICES OTHER CHARGES TOTAL		340.00	1,600.00	1,600.00	670.00	1,800.00	12.5%
241 INSPECTION SERVICES BUDGET TOTAL		**291,210.74**	**325,416.00**	**325,416.00**	**274,822.89**	**345,187.00**	**6.1%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

291 EMERGENCY MANAGEMENT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
EMERGENCY MANAGEMENT SALARIES							
012911 - 511000	SALARY & WAGES	25,530.00	28,080.00	28,080.00	23,550.00	28,080.00	0.0%
EMERGENCY MANAGEMENT SALARIES TOTAL		25,530.00	28,080.00	28,080.00	23,550.00	28,080.00	0.0%
EMERGENCY MANAGEMENT CONTRACTUAL							
012912 - 521000	PRINTING	0.00	100.00	100.00	0.00	100.00	0.0%
012912 - 521500	POSTAGE	0.00	25.00	25.00	0.00	25.00	0.0%
EMERGENCY MANAGEMENT CONTRACTUAL TOTAL		0.00	125.00	125.00	0.00	125.00	0.0%
EMERGENCY MANAGEMENT SUPPLIES & MATERIAL							
012912 - 530703	RADIO - EMERGENCY MGMT	0.00	2,000.00	2,000.00	505.80	2,000.00	0.0%
012912 - 535501	CLOTHING	0.00	250.00	250.00	0.00	250.00	0.0%
EMERGENCY MANAGEMENT SUPPLIES & MATERIAL TOTAL		0.00	2,250.00	2,250.00	505.80	2,250.00	0.0%
EMERGENCY MANAGEMENT OTHER CHARGES							
012912 - 540000	OTHER CHARGES AND EXPENDITURES	0.00	1,555.00	1,555.00	87.54	1,555.00	0.0%
012912 - 540500	DUES & MEMBERSHIPS	195.00	195.00	195.00	0.00	195.00	0.0%
012912 - 540702	TRAINING	0.00	250.00	250.00	0.00	250.00	0.0%
EMERGENCY MANAGEMENT OTHER CHARGES TOTAL		195.00	2,000.00	2,000.00	87.54	2,000.00	0.0%
291 EMERGENCY MANAGEMENT BUDGET TOTAL		**25,725.00**	**32,455.00**	**32,455.00**	**24,143.34**	**32,455.00**	**0.0%**

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0100 GENERAL FUND

296 PARKING

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PARKING SALARIES							
012961 - 511000	SALARY & WAGES	14,669.26	13,369.00	13,369.00	11,796.02	13,370.00	0.0%
PARKING SALARIES TOTAL		14,669.26	13,369.00	13,369.00	11,796.02	13,370.00	0.0%
PARKING CONTRACTUAL							
012962 - 521000	PRINTING	1,164.00	3,500.00	3,500.00	1,151.00	3,500.00	0.0%
012962 - 527950	GROVE/MYRTLE ST PARKING	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.0%
012962 - 529000	PROFESSIONAL SERVICES	11,544.98	25,000.00	25,000.00	17,197.00	25,000.00	0.0%
PARKING CONTRACTUAL TOTAL		42,708.98	58,500.00	58,500.00	48,348.00	58,500.00	0.0%
296 PARKING BUDGET TOTAL		**57,378.24**	**71,869.00**	**71,869.00**	**60,144.02**	**71,870.00**	**0.0%**

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0100 GENERAL FUND

300 SCHOOL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
SCHOOL SALARIES							
013001 - 511000	SALARY & WAGES	0.00	34,085,441.00	34,085,441.00	0.00	35,511,659.00	4.2%
SCHOOL SALARIES TOTAL		0.00	34,085,441.00	34,085,441.00	0.00	35,511,659.00	4.2%
300 SCHOOL BUDGET TOTAL		**0.00**	**34,085,441.00**	**34,085,441.00**	**0.00**	**35,511,659.00**	**4.2%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

399 REGIONAL SCHOOL ASSESSMENT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
REGIONAL SCHOOL ASSESSMENT OTHER CHARGES							
013012 - 547100	REGIONAL SCHOOL ASSESS EXP	767,490.00	754,661.00	754,661.00	754,661.00	1,050,138.00	39.2%
013012 - 547300	ESSEX NORTH SHORE AGRICULTURAL	96,590.00	143,985.00	143,985.00	143,985.00	143,985.00	0.0%
REGIONAL SCHOOL ASSESSMENT OTHER CHARGES TOTAL		864,080.00	898,646.00	898,646.00	898,646.00	1,194,123.00	32.9%
399 REGIONAL SCHOOL ASSESSMENT BUDGET TOTAL		**864,080.00**	**898,646.00**	**898,646.00**	**898,646.00**	**1,194,123.00**	**32.9%**

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401 PW ADMINISTRATION/ ENGINEERING

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PW ADMINISTRATION/ ENGINEERING SALARIES							
014011 - 511000	SALARY & WAGES	655,044.07	726,007.00	726,007.00	661,692.50	743,684.00	2.4%
014011 - 512000	PART TIME SALARIES & WAGES	5,948.79	21,840.00	21,840.00	7,117.50	21,840.00	0.0%
014011 - 513000	OVERTIME	1,359.64	7,905.00	7,905.00	2,038.42	7,905.00	0.0%
PW ADMINISTRATION/ ENGINEERING SALARIES TOTAL		662,352.50	755,752.00	755,752.00	670,848.42	773,429.00	2.3%
PW ADMINISTRATION/ ENGINEERING CONTRACTUAL							
014012 - 520500	ADVERTISING	4,098.84	4,000.00	4,000.00	4,410.31	4,000.00	0.0%
014012 - 521000	PRINTING	1,358.50	4,500.00	4,500.00	4,948.50	4,500.00	0.0%
014012 - 521500	POSTAGE	4,353.18	4,250.00	4,250.00	2,502.96	4,250.00	0.0%
014012 - 527601	COPY MACHINE MAINTENANCE	1,204.24	0.00	0.00	1,950.60	0.00	0.0%
014012 - 529000	PROFESSIONAL SERVICES	33,675.22	32,000.00	32,000.00	35,239.42	40,000.00	25.0%
014012 - 529304	WELLNESS	0.00	1,500.00	1,500.00	1,000.00	1,500.00	0.0%
014012 - 529500	GIS SERVICES	5,700.00	6,000.00	6,000.00	3,000.00	6,000.00	0.0%
01401772 - 529025	PW SCHOOL OUTREACH	0.00	3,500.00	3,500.00	0.00	3,500.00	0.0%
PW ADMINISTRATION/ ENGINEERING CONTRACTUAL TOTAL		50,389.98	55,750.00	55,750.00	53,051.79	63,750.00	14.3%
PW ADMINISTRATION/ ENGINEERING SUPPLIES & MATERIAL							
014012 - 533502	PROFESSIONAL TOOLS & EQUIP	3,604.52	5,000.00	5,000.00	4,724.20	5,000.00	0.0%
014012 - 533503	OPERATIONS TOOLS & EQUIP	3,033.74	10,000.00	10,000.00	1,109.25	10,000.00	0.0%
014012 - 535501	CLOTHING	39,884.74	39,015.00	39,015.00	22,730.51	39,015.00	0.0%
014012 - 535509	SAFETY EQUIPMENT	405.16	8,000.00	8,000.00	6,374.39	8,000.00	0.0%
PW ADMINISTRATION/ ENGINEERING SUPPLIES & MATERIAL TOTAL		46,928.16	62,015.00	62,015.00	34,938.35	62,015.00	0.0%
PW ADMINISTRATION/ ENGINEERING OTHER CHARGES							
014012 - 540704	PROFESSIONAL DEVELOPMENT	6,844.29	13,500.00	13,500.00	6,396.95	15,000.00	11.1%
PW ADMINISTRATION/ ENGINEERING OTHER CHARGES TOTAL		6,844.29	13,500.00	13,500.00	6,396.95	15,000.00	11.1%
401 PW ADMINISTRATION/ ENGINEERING BUDGET TOTAL		**766,514.93**	**887,017.00**	**887,017.00**	**765,235.51**	**914,194.00**	**3.1%**

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0100 GENERAL FUND

402 PW FACILITY MAINTENANCE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PW FACILITY MAINTENANCE SALARIES							
014021 - 511000	SALARY AND WAGES	172,383.53	176,524.00	176,524.00	157,741.43	188,238.00	6.6%
014021 - 512004	INTERNS & SEASONAL STAFFING	25,360.25	65,000.00	65,000.00	12,528.00	69,120.00	6.3%
014021 - 513000	OVERTIME	15,734.86	16,275.00	16,275.00	30,973.83	16,275.00	0.0%
01402531 - 512002	LIBRARY PART TIME SALARIES	9,729.00	25,000.00	25,000.00	23,418.00	25,000.00	0.0%
01402771 - 511041	SALARIES CUSTODIANS	621,049.04	649,037.00	649,037.00	568,319.72	686,248.00	5.7%
01402771 - 511042	MAINTENANCE SALARIES	315,283.45	345,343.00	345,343.00	255,173.55	353,914.00	2.5%
01402771 - 511170	SALARY ED STATIONS	0.00	0.00	0.00	1,406.25	0.00	0.0%
01402771 - 512003	ALL SCHOOL PART TIME SALARIES	78,119.15	25,000.00	25,000.00	40,563.50	25,000.00	0.0%
01402771 - 513000	OVERTIME SCH BUILDING	54,720.84	77,910.00	77,910.00	122,420.82	77,910.00	0.0%
01402771 - 513008	OT FRED GREEN MHS ATHLETIC	14,001.52	8,379.00	8,379.00	20,944.45	8,379.00	0.0%
01402771 - 513160	OT SCHOOL RENTAL	0.00	0.00	0.00	414.75	0.00	0.0%
01402771 - 513170	OT ED STATIONS	0.00	0.00	0.00	4,283.54	0.00	0.0%
PW FACILITY MAINTENANCE SALARIES TOTAL		1,306,381.64	1,388,468.00	1,388,468.00	1,238,187.84	1,450,084.00	4.4%
PW FACILITY MAINTENANCE CONTRACTUAL							
014022 - 522525	ESCO PROJECT	202,639.26	209,288.44	209,288.44	209,288.44	216,138.00	3.3%
014022 - 522526	ESCO QC	11,502.18	16,621.00	16,621.00	6,310.00	16,621.00	0.0%
014022 - 527700	MUNICIPAL BLDG REPAIR & MAINT	212,235.40	120,000.00	120,000.00	188,844.77	120,000.00	0.0%
014022 - 527759	MUNBLD MAJOR CLEANING	16,488.33	30,000.00	30,000.00	31,402.02	30,000.00	0.0%
014022 - 529000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	20,000.00	0.0%
01402502 - 522506	CITY HALL ELECTRICITY	36,950.17	45,000.00	45,000.00	36,565.72	45,000.00	0.0%
01402502 - 522611	CITY HALL GAS & OIL HEAT	11,067.72	18,700.00	18,700.00	10,887.48	18,700.00	0.0%
01402512 - 522507	STREET LIGHTS ELECTRICITY	126,613.16	140,000.00	140,000.00	115,042.11	140,000.00	0.0%
01402522 - 522509	COA ELECTRICITY	5,110.03	6,800.00	6,800.00	4,258.24	6,800.00	0.0%
01402522 - 522613	COA GAS & OIL HEAT	2,602.37	4,910.00	4,910.00	2,819.60	4,910.00	0.0%
01402532 - 522510	LIBRARY ELECTRICITY	15,821.26	23,923.00	23,923.00	19,090.35	23,923.00	0.0%
01402532 - 522614	LIBRARY GAS & OIL HEAT	10,299.97	10,350.00	10,350.00	10,758.06	10,350.00	0.0%
01402542 - 522511	POLICE ELECTRICITY	16,748.53	18,500.00	18,500.00	13,718.75	18,500.00	0.0%
01402542 - 522615	POLICE GAS & OIL HEAT	6,175.37	7,500.00	7,500.00	6,422.78	7,500.00	0.0%
01402552 - 522512	FIRE ELECTRICITY	25,448.67	27,750.00	27,750.00	22,481.08	27,750.00	0.0%
01402552 - 522616	FIRE GAS & OIL HEAT	15,479.00	20,000.00	20,000.00	14,104.70	20,000.00	0.0%
01402582 - 522515	PARKS ELECTRICITY	17,566.31	26,500.00	26,500.00	19,414.96	26,500.00	0.0%
01402592 - 522516	CEMETERY ELECTRICITY	2,858.96	5,750.00	5,750.00	2,486.08	5,750.00	0.0%
01402592 - 522619	CEMETERY GAS & OIL HEAT	3,724.15	4,250.00	4,250.00	4,298.21	4,250.00	0.0%
01402602 - 522508	OPERATIONS FACILITY ELECTRICIT	23,414.71	40,200.00	40,200.00	19,327.29	40,200.00	0.0%
01402602 - 522612	OPERATIONS GAS & OIL HEAT	24,256.02	33,000.00	33,000.00	24,603.11	33,000.00	0.0%

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

402 PW FACILITY MAINTENANCE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PW FACILITY MAINTENANCE CONTRACTUAL (continued from previous page)							
01402772 - 522524	ALL SCHOOL ELECTRICITY	636,743.53	700,000.00	700,000.00	638,160.49	700,000.00	0.0%
01402772 - 522627	SCHOOL GAS & OIL HEAT	305,829.83	260,000.00	260,000.00	249,015.62	260,000.00	0.0%
01402772 - 527550	SCHOOL CLEANING CONTRACT	124,863.00	275,000.00	275,000.00	247,357.82	275,000.00	0.0%
01402772 - 527551	SCHOOL GROUNDS MAINTENANCE	8,871.08	25,000.00	25,000.00	14,955.90	25,000.00	0.0%
01402772 - 527552	SCHOOL EQUIPMENT MAINTENANCE	33,698.95	47,500.00	47,500.00	127,014.15	47,500.00	0.0%
01402772 - 527553	SCHOOL SYSTEMS CONTROL	-14,515.00	21,800.00	21,800.00	16,694.35	21,800.00	0.0%
01402772 - 527554	SCHOOL DOOR SECURITY	917.90	5,000.00	5,000.00	7,374.48	5,000.00	0.0%
01402772 - 527555	SCHOOL SECURITY MAINTENANCE	1,667.99	10,000.00	10,000.00	19,578.65	10,000.00	0.0%
PW FACILITY MAINTENANCE CONTRACTUAL TOTAL		1,885,078.85	2,153,342.44	2,153,342.44	2,082,275.21	2,180,192.00	1.2%
PW FACILITY MAINTENANCE SUPPLIES & MATERIAL							
014022 - 533100	CLEANING SUPPLIES & MATERIALS	11,271.83	18,000.00	18,000.00	35,334.72	20,000.00	11.1%
014022 - 533107	CLEANING EQUIP TOOLS&HARDWARE	14,011.70	12,500.00	12,500.00	19,735.25	13,750.00	10.0%
01402772 - 531825	SCHOOL CONTRACTUAL	268,425.40	500,000.00	500,000.00	447,249.67	500,000.00	0.0%
01402772 - 533115	SCH BLDG CUSTODIAL SUPPLIES	100,174.25	132,495.00	132,495.00	150,010.59	146,000.00	10.2%
01402772 - 533116	SCHOOL MAINTENANCE SUPPLIES	88,117.20	98,000.00	98,000.00	85,651.27	98,000.00	0.0%
PW FACILITY MAINTENANCE SUPPLIES & MATERIAL TOTAL		482,000.38	760,995.00	760,995.00	737,981.50	777,750.00	2.2%
402 PW FACILITY MAINTENANCE BUDGET TOTAL		**3,673,460.87**	**4,302,805.44**	**4,302,805.44**	**4,058,444.55**	**4,408,026.00**	**2.4%**

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422 PUBLIC WORKS HIGHWAY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PUBLIC WORKS HIGHWAY SALARIES							
014221 - 511000	SALARY & WAGES	238,685.00	252,121.00	252,121.00	213,725.39	269,586.00	6.9%
014221 - 512004	INTERNS & SEASONAL STAFFING	4,560.00	4,800.00	4,800.00	3,240.00	4,800.00	0.0%
014221 - 513000	OVERTIME	30,414.18	32,603.00	32,603.00	28,256.45	32,603.00	0.0%
PUBLIC WORKS HIGHWAY SALARIES TOTAL		273,659.18	289,524.00	289,524.00	245,221.84	306,989.00	6.0%
PUBLIC WORKS HIGHWAY CONTRACTUAL							
014222 - 520200	TRAFFIC SIGNALS MAINTENANCE	10,463.99	17,000.00	17,000.00	13,129.30	17,000.00	0.0%
014222 - 520450	STREET LIGHTING MAINTENANCE	21,171.13	21,400.00	21,400.00	15,000.00	21,400.00	0.0%
014222 - 524000	HIRED EQUIPMENT	22,017.72	32,500.00	32,500.00	4,810.46	32,500.00	0.0%
014222 - 526900	TRAFFIC MARKING	33,711.23	50,000.00	50,000.00	45,006.00	60,000.00	20.0%
014222 - 527100	CATCH BASIN CLEANING	25,608.00	24,000.00	24,000.00	24,000.00	24,000.00	0.0%
014222 - 527101	PW NPDES STORM DRAIN MAINT	0.00	40,000.00	40,000.00	40,000.00	70,000.00	75.0%
014222 - 527102	PW STORM DRAIN MAINTENANCE	1,500.00	15,250.00	15,250.00	24,149.40	15,250.00	0.0%
014222 - 527105	MS4 DRAIN PROGRAM	323.51	24,725.00	24,725.00	25,627.00	44,725.00	80.9%
014222 - 527307	SIDEWALK REPAIRS	-19,244.39	35,100.00	35,100.00	37,457.29	35,100.00	0.0%
014222 - 529012	STREET SWEEPING	56,365.00	50,000.00	50,000.00	45,277.00	50,000.00	0.0%
PUBLIC WORKS HIGHWAY CONTRACTUAL TOTAL		151,916.19	309,975.00	309,975.00	274,456.45	369,975.00	19.4%
PUBLIC WORKS HIGHWAY SUPPLIES & MATERIAL							
014222 - 533000	PAINTS	141.82	8,266.00	8,266.00	7,915.50	8,266.00	0.0%
014222 - 533504	BARRICADE	0.00	2,100.00	2,100.00	0.00	2,100.00	0.0%
014222 - 535800	BUTUMINOUS PATCH	35,113.76	44,000.00	44,000.00	38,805.80	44,000.00	0.0%
014222 - 536000	CEMENT & CONCRETE	1,036.03	4,536.00	4,536.00	0.00	4,536.00	0.0%
014222 - 536210	ROADWAY STRUCTURES	11,833.28	7,560.00	7,560.00	5,000.00	7,560.00	0.0%
014222 - 537200	LUMBER	580.32	2,400.00	2,400.00	2,033.21	2,400.00	0.0%
014222 - 538000	SIGN MATERIALS	7,957.07	15,000.00	15,000.00	13,580.26	15,000.00	0.0%
PUBLIC WORKS HIGHWAY SUPPLIES & MATERIAL TOTAL		56,662.28	83,862.00	83,862.00	67,334.77	83,862.00	0.0%
422 PUBLIC WORKS HIGHWAY BUDGET TOTAL		**482,237.65**	**683,361.00**	**683,361.00**	**587,013.06**	**760,826.00**	**11.3%**

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423 PUBLIC WORKS SNOW REMOVAL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PUBLIC WORKS SNOW REMOVAL SALARIES							
014231 - 513000	OVERTIME	212,059.88	125,000.00	125,000.00	186,809.19	125,000.00	0.0%
PUBLIC WORKS SNOW REMOVAL SALARIES TOTAL		212,059.88	125,000.00	125,000.00	186,809.19	125,000.00	0.0%
PUBLIC WORKS SNOW REMOVAL CONTRACTUAL							
014232 - 524000	HIRED EQUIPMENT	344,992.98	248,700.00	248,700.00	378,276.51	273,700.00	10.1%
014232 - 529015	YOUTH SNOW SHOVELING FORCE	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
014232 - 529220	WEATHER SERVICE	2,331.00	2,300.00	2,300.00	2,331.00	2,300.00	0.0%
PUBLIC WORKS SNOW REMOVAL CONTRACTUAL TOTAL		347,323.98	252,000.00	252,000.00	380,607.51	277,000.00	9.9%
PUBLIC WORKS SNOW REMOVAL SUPPLIES & MATERIAL							
014232 - 531000	GAS & OIL	41,592.54	15,000.00	15,000.00	61,395.75	15,000.00	0.0%
014232 - 531201	TIRE CHAINS & BELTS	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
014232 - 531203	SNOWPLOW PARTS	13,583.93	30,000.00	30,000.00	28,752.11	30,000.00	0.0%
014232 - 531800	MOTOR VEHICLE PARTS & REPAIRS	97,243.32	35,000.00	35,000.00	85,895.33	35,000.00	0.0%
014232 - 533500	TOOLS & HARDWARE	6,898.57	2,000.00	2,000.00	3,714.85	2,000.00	0.0%
014232 - 534900	SALT & CHEMICALS	219,567.16	222,000.00	222,000.00	292,615.85	222,000.00	0.0%
014232 - 535000	SAND & GRAVEL	0.00	15,000.00	15,000.00	0.00	15,000.00	0.0%
014232 - 535401	SNOW REMOVAL MEALS	871.94	2,000.00	2,000.00	1,830.44	2,000.00	0.0%
PUBLIC WORKS SNOW REMOVAL SUPPLIES & MATERIAL TOTAL		379,757.46	323,000.00	323,000.00	474,204.33	323,000.00	0.0%
423 PUBLIC WORKS SNOW REMOVAL BUDGET TOTAL		**939,141.32**	**700,000.00**	**700,000.00**	**1,041,621.03**	**725,000.00**	**3.6%**

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433 PUBLIC WORKS SANITATION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PUBLIC WORKS SANITATION SALARIES							
014331 - 511000	SALARY & WAGES	109,344.47	120,593.00	120,593.00	103,563.82	128,060.00	6.2%
014331 - 512000	PART TIME SALARIES & WAGES	7,332.00	7,500.00	7,500.00	8,694.00	7,500.00	0.0%
014331 - 513000	OVERTIME	52,340.52	55,892.00	55,892.00	40,592.74	58,000.00	3.8%
PUBLIC WORKS SANITATION SALARIES TOTAL		169,016.99	183,985.00	183,985.00	152,850.56	193,560.00	5.2%
PUBLIC WORKS SANITATION CONTRACTUAL							
014332 - 522700	TRASH DISPOSAL	430,245.28	569,500.00	569,500.00	588,859.92	578,000.00	1.5%
014332 - 522702	HAZARDOUS COLLECTION	8,877.85	7,000.00	7,000.00	3,777.82	7,000.00	0.0%
014332 - 522710	TRASH & RECYCLING COLLECTION	674,785.24	800,000.00	800,000.00	801,822.90	825,000.00	3.1%
014332 - 522712	RECYCLING	885.50	16,200.00	16,200.00	1,233.45	159,000.00	881.5%
014332 - 524000	HIRED EQUIPMENT	59,788.11	50,000.00	50,000.00	48,710.92	50,000.00	0.0%
PUBLIC WORKS SANITATION CONTRACTUAL TOTAL		1,174,581.98	1,442,700.00	1,442,700.00	1,444,405.01	1,619,000.00	12.2%
433 PUBLIC WORKS SANITATION BUDGET TOTAL		**1,343,598.97**	**1,626,685.00**	**1,626,685.00**	**1,597,255.57**	**1,812,560.00**	**11.4%**

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475 PW PARK & FORESTRY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PW PARK & FORESTRY SALARIES							
014751 - 511000	SALARY & WAGES	495,557.62	542,464.00	542,464.00	474,341.43	574,794.00	6.0%
014751 - 512000	PART TIME SALARIES & WAGES	15,318.00	24,000.00	24,000.00	17,647.50	24,000.00	0.0%
014751 - 513000	OVERTIME	52,846.64	42,500.00	42,500.00	42,214.51	42,500.00	0.0%
PW PARK & FORESTRY SALARIES TOTAL		563,722.26	608,964.00	608,964.00	534,203.44	641,294.00	5.3%
PW PARK & FORESTRY CONTRACTUAL							
014752 - 524006	FORESTRY HIRED EQUIPMENT	27,878.75	18,500.00	18,500.00	19,853.25	21,500.00	16.2%
014752 - 524007	PARKS HIRED EQUIPMENT	23,330.82	30,000.00	30,000.00	22,003.27	30,000.00	0.0%
014752 - 527400	IRRIGATION SYSTEM REPAIR	8,791.81	12,000.00	12,000.00	10,000.00	12,000.00	0.0%
014752 - 527806	PLAYGROUND & EQUIP REPAIRS	7,025.19	6,500.00	6,500.00	627.00	6,500.00	0.0%
014752 - 528805	MOWING & MAINTENANCE	27,436.00	68,000.00	68,000.00	40,020.57	68,000.00	0.0%
PW PARK & FORESTRY CONTRACTUAL TOTAL		94,462.57	135,000.00	135,000.00	92,504.09	138,000.00	2.2%
PW PARK & FORESTRY SUPPLIES & MATERIAL							
014752 - 531826	EQUIPMENT & FIELD PARTS	2,691.06	6,500.00	6,500.00	3,367.26	6,500.00	0.0%
014752 - 533050	FIELDMARKING	7,009.25	7,500.00	7,500.00	2,215.95	7,500.00	0.0%
014752 - 533505	LANDSCAPING EQUIP & HARDWARE	2,824.67	6,500.00	6,500.00	0.00	6,500.00	0.0%
014752 - 535200	LANDSCAPING SUPPLIES	52,425.94	54,000.00	54,000.00	63,044.98	54,000.00	0.0%
014752 - 537300	FENCE MATERIALS	6,533.71	4,200.00	4,200.00	1,913.53	4,200.00	0.0%
014752 - 537610	BENCHES & BARRELS	268.56	4,200.00	4,200.00	1,200.00	4,200.00	0.0%
014752 - 537640	ADOPT-A-SITE	343.00	5,000.00	5,000.00	6,397.00	5,000.00	0.0%
PW PARK & FORESTRY SUPPLIES & MATERIAL TOTAL		72,096.19	87,900.00	87,900.00	78,138.72	87,900.00	0.0%
475 PW PARK & FORESTRY BUDGET TOTAL		**730,281.02**	**831,864.00**	**831,864.00**	**704,846.25**	**867,194.00**	**4.2%**

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485 PW AUTOMOTIVE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PW AUTOMOTIVE SALARIES							
014851 - 511000	SALARY & WAGES	138,854.47	178,201.00	178,201.00	136,436.57	191,189.00	7.3%
014851 - 513000	OVERTIME	7,562.82	6,484.00	6,484.00	3,344.50	6,484.00	0.0%
PW AUTOMOTIVE SALARIES TOTAL		146,417.29	184,685.00	184,685.00	139,781.07	197,673.00	7.0%
PW AUTOMOTIVE SUPPLIES & MATERIAL							
014852 - 531000	GAS & OIL	70,607.18	140,000.00	140,000.00	45,489.58	140,000.00	0.0%
014852 - 531200	TIRES	15,958.73	21,775.00	21,775.00	16,666.52	21,775.00	0.0%
014852 - 531204	POLICE TIRES	2,267.41	3,308.00	3,308.00	3,555.62	3,308.00	0.0%
014852 - 531205	WELDING SUPPLIES	1,584.31	2,040.00	2,040.00	1,942.10	2,040.00	0.0%
014852 - 531500	BATTERIES	536.23	4,245.00	4,245.00	66.88	4,245.00	0.0%
014852 - 531800	MOTOR VEHICLE PARTS & REPAIRS	101,732.07	98,313.00	98,313.00	122,040.54	98,313.00	0.0%
014852 - 532000	CLEANING & DISINFECTANT SUP	1,774.95	3,360.00	3,360.00	1,679.48	3,360.00	0.0%
014852 - 533500	TOOLS & HARDWARE	4,634.75	4,500.00	4,500.00	3,325.82	4,500.00	0.0%
01485542 - 531804	POLICE MOTOR VEHICLE REPAIRS	14,547.92	25,650.00	25,650.00	30,415.88	25,650.00	0.0%
01485772 - 531814	ALL SCHOOL MV REPAIR	11,533.79	8,400.00	8,400.00	6,988.79	8,400.00	0.0%
PW AUTOMOTIVE SUPPLIES & MATERIAL TOTAL		225,177.34	311,591.00	311,591.00	232,171.21	311,591.00	0.0%
485 PW AUTOMOTIVE BUDGET TOTAL		**371,594.63**	**496,276.00**	**496,276.00**	**371,952.28**	**509,264.00**	**2.6%**

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491 CEMETERY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CEMETERY SALARIES							
014911 - 511000	SALARY & WAGES	199,158.59	206,366.00	206,366.00	171,144.74	189,491.00	-8.2%
014911 - 512000	PART TIME SALARIES & WAGES	22,080.00	24,650.00	24,650.00	9,922.50	24,650.00	0.0%
014911 - 513000	OVERTIME	17,821.45	16,210.00	16,210.00	15,063.74	16,210.00	0.0%
CEMETERY SALARIES TOTAL		239,060.04	247,226.00	247,226.00	196,130.98	230,351.00	-6.8%
CEMETERY CONTRACTUAL							
014912 - 524000	HIRED EQUIPMENT	682.85	4,800.00	4,800.00	3,306.30	4,800.00	0.0%
CEMETERY CONTRACTUAL TOTAL		682.85	4,800.00	4,800.00	3,306.30	4,800.00	0.0%
CEMETERY SUPPLIES & MATERIAL							
014912 - 530704	CEMETERY MARKERS	2,221.34	2,500.00	2,500.00	0.00	2,500.00	0.0%
014912 - 531205	WELDING SUPPLIES	0.00	850.00	850.00	0.00	850.00	0.0%
014912 - 532000	CLEANING & DISINFECTANT SUP	519.76	900.00	900.00	389.87	900.00	0.0%
014912 - 535200	LANDSCAPING SUPPLIES	17,958.91	15,000.00	15,000.00	14,642.84	15,000.00	0.0%
014912 - 536000	CEMENT & CONCRETE	-2,400.00	4,500.00	4,500.00	0.00	4,500.00	0.0%
014912 - 536100	PIPES & FITTINGS	61.92	1,500.00	1,500.00	0.00	1,500.00	0.0%
014912 - 537300	FENCING MATERIALS	0.00	200.00	200.00	4,040.00	200.00	0.0%
CEMETERY SUPPLIES & MATERIAL TOTAL		18,361.93	25,450.00	25,450.00	19,072.71	25,450.00	0.0%
CEMETERY OTHER CHARGES							
014912 - 544310	PROPERTY & CASUALTY INSURANCE	2,400.00	2,400.00	2,400.00	2,400.00	3,300.00	37.5%
CEMETERY OTHER CHARGES TOTAL		2,400.00	2,400.00	2,400.00	2,400.00	3,300.00	37.5%
491 CEMETERY BUDGET TOTAL		**260,504.82**	**279,876.00**	**279,876.00**	**220,909.99**	**263,901.00**	**-5.7%**

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511 HEALTH

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
HEALTH SALARIES							
015111 - 511000	SALARY & WAGES	405,623.73	448,112.00	448,112.00	356,976.30	473,959.00	5.8%
01511771 - 511000	SALARY SCHOOL NURSE	565,002.53	632,603.00	632,603.00	448,025.36	658,109.00	4.0%
HEALTH SALARIES TOTAL		970,626.26	1,080,715.00	1,080,715.00	805,001.66	1,132,068.00	4.8%
HEALTH CONTRACTUAL							
015112 - 520500	ADVERTISING	0.00	200.00	200.00	0.00	800.00	300.0%
015112 - 521000	PRINTING	398.50	496.00	496.00	265.50	500.00	0.8%
015112 - 522711	SHARPS DISPOSAL	1,505.00	1,764.00	1,764.00	1,330.00	1,800.00	2.0%
015112 - 523000	MILEAGE	297.10	1,000.00	1,000.00	103.89	1,000.00	0.0%
015112 - 524500	PEST CONTROL	19,791.00	18,791.00	18,791.00	18,791.00	24,000.00	27.7%
015112 - 529000	PROFESSIONAL SERVICES	1,778.30	1,366.00	1,366.00	120.00	1,400.00	2.5%
015112 - 529031	ANIMAL SHELTERING	766.16	3,000.00	3,000.00	2,762.30	3,000.00	0.0%
015112 - 529032	INTERFACE	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	0.0%
01511772 - 529000	PROFESSIONAL SERVICES	210.00	9,000.00	9,000.00	3,585.00	9,000.00	0.0%
HEALTH CONTRACTUAL TOTAL		40,746.06	51,617.00	51,617.00	42,957.69	57,500.00	11.4%
HEALTH SUPPLIES & MATERIAL							
015112 - 530501	MISC SUPPLIES	1,638.95	558.00	558.00	853.70	600.00	7.5%
015112 - 533500	TOOLS & HARDWARE	79.69	600.00	600.00	0.00	600.00	0.0%
015112 - 535501	CLOTHING	250.00	250.00	250.00	250.00	250.00	0.0%
01511772 - 532100	MEDICAL & SURGICAL SUPPLES	8,100.55	8,900.00	8,900.00	4,193.60	8,900.00	0.0%
HEALTH SUPPLIES & MATERIAL TOTAL		10,069.19	10,308.00	10,308.00	5,297.30	10,350.00	0.4%
HEALTH OTHER CHARGES							
015112 - 540500	DUES & MEMBERSHIPS	150.00	250.00	250.00	295.00	600.00	140.0%
015112 - 540700	SEMINARS & SCHOOLING	170.00	950.00	950.00	1,295.00	1,500.00	57.9%
015112 - 547000	RIVERSIDE ASSESSMENT	3,100.00	6,200.00	6,200.00	0.00	6,200.00	0.0%
015112 - 547001	COMMNUNITAS	8,460.00	8,460.00	8,460.00	0.00	8,460.00	0.0%
HEALTH OTHER CHARGES TOTAL		11,880.00	15,860.00	15,860.00	1,590.00	16,760.00	5.7%
511 HEALTH BUDGET TOTAL		**1,033,321.51**	**1,158,500.00**	**1,158,500.00**	**854,846.65**	**1,216,678.00**	**5.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

540 BEEBE ESTATE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
BEEBE ESTATE CONTRACTUAL							
015402 - 522505	BEEBE ESTATE ELECTRIC	1,104.98	1,800.00	1,800.00	1,128.64	1,800.00	0.0%
015402 - 522605	BEEBE ESTATE GAS	4,662.36	3,900.00	3,900.00	4,128.71	3,900.00	0.0%
015402 - 527700	BUILDING REPAIR & MAINTENANCE	1,932.66	2,000.00	2,000.00	2,523.15	2,000.00	0.0%
BEEBE ESTATE CONTRACTUAL TOTAL		7,700.00	7,700.00	7,700.00	7,780.50	7,700.00	0.0%
BEEBE ESTATE SUPPLIES & MATERIAL							
015402 - 530501	MISC SUPPLIES	200.00	200.00	200.00	0.00	200.00	0.0%
BEEBE ESTATE SUPPLIES & MATERIAL TOTAL		200.00	200.00	200.00	0.00	200.00	0.0%
540 BEEBE ESTATE BUDGET TOTAL		**7,900.00**	**7,900.00**	**7,900.00**	**7,780.50**	**7,900.00**	**0.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

541 COUNCIL ON AGING

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
COUNCIL ON AGING SALARIES							
015411 - 511000	SALARY & WAGES	173,177.07	226,769.00	226,769.00	177,410.88	252,442.00	11.3%
COUNCIL ON AGING SALARIES TOTAL		173,177.07	226,769.00	226,769.00	177,410.88	252,442.00	11.3%
COUNCIL ON AGING CONTRACTUAL							
015412 - 521000	PRINTING	0.00	50.00	50.00	94.50	600.00	1,100.0%
015412 - 523000	MILEAGE	0.00	100.00	100.00	0.00	100.00	0.0%
015412 - 527304	FIRE ALARM/SPRINKLER INSP	0.00	300.00	300.00	0.00	300.00	0.0%
COUNCIL ON AGING CONTRACTUAL TOTAL		0.00	450.00	450.00	94.50	1,000.00	122.2%
COUNCIL ON AGING SUPPLIES & MATERIAL							
015412 - 530200	COPY MACHINE SUPPLIES	150.00	150.00	150.00	0.00	0.00	-100.0%
015412 - 530501	PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	1,300.00	0.0%
015412 - 532500	HOUSEHOLD SUPPLIES	150.00	150.00	150.00	0.00	0.00	-100.0%
015412 - 534200	BOOKS & PERIODICALS	0.00	50.00	50.00	0.00	0.00	-100.0%
015412 - 535500	UNIFORMS	0.00	0.00	0.00	0.00	500.00	0.0%
COUNCIL ON AGING SUPPLIES & MATERIAL TOTAL		300.00	350.00	350.00	0.00	1,800.00	414.3%
COUNCIL ON AGING OTHER CHARGES							
015412 - 540500	DUES & MEMBERSHIPS	100.00	200.00	200.00	126.59	2,885.00	1,342.5%
COUNCIL ON AGING OTHER CHARGES TOTAL		100.00	200.00	200.00	126.59	2,885.00	1,342.5%
541 COUNCIL ON AGING BUDGET TOTAL		**173,577.07**	**227,769.00**	**227,769.00**	**177,631.97**	**258,127.00**	**13.3%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

542 WOMEN'S COMMISSION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
WOMEN'S COMMISSION OTHER CHARGES							
015422 - 540000	OTHER CHARGES AND EXPENDITURES	0.00	2,000.00	2,000.00	245.00	2,000.00	0.0%
WOMEN'S COMMISSION OTHER CHARGES TOTAL		0.00	2,000.00	2,000.00	245.00	2,000.00	0.0%
542 WOMEN'S COMMISSION BUDGET TOTAL		**0.00**	**2,000.00**	**2,000.00**	**245.00**	**2,000.00**	**0.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

543 VETERANS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
VETERANS SALARIES							
015431 - 511000	SALARY & WAGES	146,302.33	148,820.34	148,820.34	138,292.60	152,962.00	2.8%
VETERANS SALARIES TOTAL		146,302.33	148,820.34	148,820.34	138,292.60	152,962.00	2.8%
VETERANS CONTRACTUAL							
015432 - 523000	MILEAGE	0.00	500.00	500.00	0.00	500.00	0.0%
015432 - 525303	SOFTWARE LICENSES	449.00	700.00	700.00	449.00	700.00	0.0%
015432 - 527803	WAR MEMORIALS MAINTENANCE	2,495.92	4,000.00	4,000.00	1,525.88	4,000.00	0.0%
015432 - 529000	PROFESSIONAL SERVICES	0.00	0.00	20,000.00	20,000.00	0.00	0.0%
VETERANS CONTRACTUAL TOTAL		2,944.92	5,200.00	25,200.00	21,974.88	5,200.00	0.0%
VETERANS OTHER CHARGES							
015432 - 540500	DUES & MEMBERSHIPS	25.00	160.00	160.00	75.00	160.00	0.0%
015432 - 540600	EDUCATION/SEMINARS	415.97	2,000.00	2,000.00	38.70	2,000.00	0.0%
015432 - 542501	RENTAL OF QUARTERS - VETERANS	0.00	1,550.00	1,550.00	8.55	1,550.00	0.0%
015432 - 544000	VETERANS' BENEFITS	214,865.17	270,000.00	270,000.00	174,427.14	275,000.00	1.9%
015432 - 544020	OUTREACH PROGRAM	559.96	2,000.00	2,000.00	5.00	2,000.00	0.0%
VETERANS OTHER CHARGES TOTAL		215,866.10	275,710.00	275,710.00	174,554.39	280,710.00	1.8%
543 VETERANS BUDGET TOTAL		**365,113.35**	**429,730.34**	**449,730.34**	**334,821.87**	**438,872.00**	**2.1%**

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544 HUMAN RIGHTS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
HUMAN RIGHTS CONTRACTUAL							
015442 - 521000	PRINTING	275.00	525.00	525.00	500.00	525.00	0.0%
015442 - 529000	PROFESSIONAL SERVICES	2,459.00	2,475.00	2,475.00	950.00	2,475.00	0.0%
HUMAN RIGHTS CONTRACTUAL TOTAL		2,734.00	3,000.00	3,000.00	1,450.00	3,000.00	0.0%
544 HUMAN RIGHTS BUDGET TOTAL		**2,734.00**	**3,000.00**	**3,000.00**	**1,450.00**	**3,000.00**	**0.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

545 DISABILITY COMMISSION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
DISABILITY COMMISSION OTHER CHARGES							
015452 - 540000	OTHER CHARGES AND EXPENDITURES	0.00	2,500.00	2,500.00	436.80	2,500.00	0.0%
DISABILITY COMMISSION OTHER CHARGES TOTAL		0.00	2,500.00	2,500.00	436.80	2,500.00	0.0%
545 DISABILITY COMMISSION BUDGET TOTAL		**0.00**	**2,500.00**	**2,500.00**	**436.80**	**2,500.00**	**0.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

611 LIBRARY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
LIBRARY SALARIES							
016111 - 511000	SALARY & WAGES	872,970.77	941,814.12	941,814.12	854,706.79	988,138.00	4.9%
016111 - 513000	OVERTIME	10,663.58	15,225.00	15,225.00	7,480.97	15,454.00	1.5%
LIBRARY SALARIES TOTAL		883,634.35	957,039.12	957,039.12	862,187.76	1,003,592.00	4.9%
LIBRARY CONTRACTUAL							
016112 - 521000	PRINTING	2,694.03	1,000.00	1,000.00	0.00	1,000.00	0.0%
016112 - 521500	POSTAGE	1,192.20	1,500.00	1,500.00	944.15	1,400.00	-6.7%
016112 - 522000	TELEPHONE	4,126.58	2,500.00	2,500.00	1,298.12	2,500.00	0.0%
016112 - 523000	MILEAGE	0.00	500.00	500.00	17.92	250.00	-50.0%
016112 - 525104	NOBLE ASSESSMENT & MAINTENANCE	51,166.02	51,166.00	51,166.00	42,638.35	52,087.00	1.8%
016112 - 527702	CONTRACT MAINTENANCE	10,601.00	13,241.00	13,241.00	12,580.60	15,235.00	15.1%
LIBRARY CONTRACTUAL TOTAL		69,779.83	69,907.00	69,907.00	57,479.14	72,472.00	3.7%
LIBRARY SUPPLIES & MATERIAL							
016112 - 530100	COMPUTER PURCHASES & UPGRADES	1,500.73	1,500.00	1,500.00	1,500.00	1,500.00	0.0%
016112 - 530500	OFFICE SUPPLIES	5,076.61	8,000.00	8,000.00	8,000.00	8,000.00	0.0%
016112 - 534100	AUDIO VISUAL MATERIALS	2,240.70	5,000.00	5,000.00	3,185.72	4,000.00	-20.0%
016112 - 534150	VIDEO FORMATS	2,940.83	5,400.00	5,400.00	2,450.79	4,000.00	-25.9%
016112 - 534200	BOOKS & PERIODICALS	63,833.04	42,000.00	42,000.00	45,989.93	42,000.00	0.0%
016112 - 534210	ELECTRONIC FORMATS	6,149.15	6,437.00	6,437.00	1,793.04	6,530.00	1.4%
016112 - 534220	NETWORK ECONTENT	16,325.00	16,325.00	16,325.00	16,325.00	18,407.00	12.8%
016112 - 534230	DOWNLOADABLE AV	13,493.14	7,319.00	7,319.00	7,319.00	10,069.00	37.6%
016112 - 534240	ELECTRONIC DATABASES	15,270.95	14,671.00	14,671.00	14,671.00	16,026.00	9.2%
016112 - 534300	LIBRARY MUSEUM PASSES	350.00	2,000.00	2,000.00	2,000.00	2,000.00	0.0%
016112 - 534800	RECREATIONAL SUPPLIES	800.85	1,000.00	1,000.00	1,000.00	1,000.00	0.0%
LIBRARY SUPPLIES & MATERIAL TOTAL		127,981.00	109,652.00	109,652.00	104,234.48	113,532.00	3.5%
LIBRARY OTHER CHARGES							
016112 - 540500	DUES & MEMBERSHIPS	373.00	300.00	300.00	620.00	300.00	0.0%
016112 - 540600	EDUCATION/SEMINARS	49.00	500.00	500.00	129.00	500.00	0.0%
016112 - 542700	RECREATIONAL PROGRAMS	2,978.00	2,600.00	2,600.00	2,485.00	2,600.00	0.0%
LIBRARY OTHER CHARGES TOTAL		3,400.00	3,400.00	3,400.00	3,234.00	3,400.00	0.0%
611 LIBRARY BUDGET TOTAL		**1,084,795.18**	**1,139,998.12**	**1,139,998.12**	**1,027,135.38**	**1,192,996.00**	**4.6%**

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0100 GENERAL FUND

631 RECREATION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
RECREATION SALARIES							
016311 - 511000	SALARY & WAGES	44,130.18	44,130.18	44,130.18	35,779.56	64,130.00	45.3%
RECREATION SALARIES TOTAL		44,130.18	44,130.18	44,130.18	35,779.56	64,130.00	45.3%
RECREATION OTHER CHARGES							
016312 - 542702	INCLUSIVE PROGRAMMING	3,600.00	3,600.00	3,600.00	2,049.30	3,600.00	0.0%
016312 - 542704	RECREATION SCHOLARSHIP	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.0%
016312 - 548950	COMMUNITY OUTREACH	2,500.00	2,500.00	2,500.00	2,564.23	2,500.00	0.0%
RECREATION OTHER CHARGES TOTAL		10,100.00	10,100.00	10,100.00	8,613.53	10,100.00	0.0%
RECREATION CAPITAL OUTLAY							
016312 - 551067	TEEN PROGRAMMING	9,800.00	9,800.00	9,800.00	8,189.50	9,800.00	0.0%
RECREATION CAPITAL OUTLAY TOTAL		9,800.00	9,800.00	9,800.00	8,189.50	9,800.00	0.0%
631 RECREATION BUDGET TOTAL		**64,030.18**	**64,030.18**	**64,030.18**	**52,582.59**	**84,030.00**	**31.2%**

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652 PINE BANKS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PINE BANKS SALARIES							
016521 - 511000	SALARY & WAGES	211,418.04	211,467.00	211,467.00	127,048.08	213,514.00	1.0%
016521 - 513000	OVERTIME	1,802.56	6,100.00	6,100.00	1,960.43	6,100.00	0.0%
PINE BANKS SALARIES TOTAL		213,220.60	217,567.00	217,567.00	129,008.51	219,614.00	0.9%
PINE BANKS CONTRACTUAL							
016522 - 522000	TELEPHONE	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.0%
016522 - 522500	ELECTRICITY	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	0.0%
016522 - 527500	MOTOR VEHICLE REPAIR & MAINT	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.0%
016522 - 527700	BUILDING REPAIR & MAINTENANCE	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.0%
016522 - 528600	AUDITING SERVICES	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	0.0%
016522 - 528804	ATHLETIC FIELD MAINT	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	0.0%
016522 - 529000	PROFESSIONAL SERVICES	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.0%
PINE BANKS CONTRACTUAL TOTAL		44,300.00	44,300.00	44,300.00	44,300.00	44,300.00	0.0%
PINE BANKS SUPPLIES & MATERIAL							
016522 - 530500	OFFICE SUPPLIES	500.00	500.00	500.00	500.00	500.00	0.0%
016522 - 530800	HEATING FUEL	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	0.0%
016522 - 531000	GAS & OIL	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	0.0%
016522 - 532000	CLEANING & DISINFECTANT SUP	500.00	500.00	500.00	500.00	500.00	0.0%
016522 - 533000	PAINTS	500.00	500.00	500.00	500.00	500.00	0.0%
016522 - 533500	TOOLS & HARDWARE	500.00	500.00	500.00	500.00	500.00	0.0%
016522 - 535100	PARKS & FIELDS MAINTENANCE SUP	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.0%
016522 - 537200	LUMBER	500.00	500.00	500.00	500.00	500.00	0.0%
PINE BANKS SUPPLIES & MATERIAL TOTAL		40,500.00	40,500.00	40,500.00	40,500.00	40,500.00	0.0%
PINE BANKS OTHER CHARGES							
016522 - 543201	WORKERS' COMP INS - PINE BANKS	4,225.00	5,225.00	5,225.00	5,225.00	5,225.00	0.0%
016522 - 544320	FIRE INSURANCE	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.0%
016522 - 544325	PINE BANKS LIABILITY INSURANCE	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	0.0%
016522 - 544330	AUTO INSURANCE	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	0.0%
PINE BANKS OTHER CHARGES TOTAL		9,225.00	10,225.00	10,225.00	10,225.00	10,225.00	0.0%
PINE BANKS CAPITAL OUTLAY							
016523 - 551095	PINE BANKS EQUIPMENT	10,700.00	7,500.00	7,500.00	7,500.00	7,500.00	0.0%
PINE BANKS CAPITAL OUTLAY TOTAL		10,700.00	7,500.00	7,500.00	7,500.00	7,500.00	0.0%
652 PINE BANKS BUDGET TOTAL		**317,945.60**	**320,092.00**	**320,092.00**	**231,533.51**	**322,139.00**	**0.6%**

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692 COMMUNITY EVENTS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
COMMUNITY EVENTS MISCELLANEOUS							
016922 - 560300	CELEBRATIONS EXPENSE	0.00	6,000.00	6,000.00	0.00	6,000.00	0.0%
016922 - 560301	CELEBRATIONS - VETERANS	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
COMMUNITY EVENTS MISCELLANEOUS TOTAL		0.00	8,000.00	8,000.00	0.00	8,000.00	0.0%
692 COMMUNITY EVENTS BUDGET TOTAL		**0.00**	**8,000.00**	**8,000.00**	**0.00**	**8,000.00**	**0.0%**

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693 MEMORIAL BUILDING

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MEMORIAL BUILDING SALARIES							
016931 - 511000	SALARY & WAGES	99,585.81	146,700.00	146,700.00	105,562.80	152,183.00	3.7%
MEMORIAL BUILDING SALARIES TOTAL		99,585.81	146,700.00	146,700.00	105,562.80	152,183.00	3.7%
MEMORIAL BUILDING CONTRACTUAL							
016932 - 522500	ELECTRICITY	11,933.36	20,700.00	20,700.00	12,832.42	20,700.00	0.0%
016932 - 522600	GAS HEAT	12,267.71	12,295.00	12,295.00	11,220.04	12,295.00	0.0%
016932 - 527303	ELEVATOR MAINTENANCE	4,518.48	4,632.00	4,632.00	4,878.60	5,200.00	12.3%
016932 - 527700	BUILDING REPAIR & MAINTENANCE	9,130.84	6,273.00	6,273.00	1,312.69	6,273.00	0.0%
016932 - 529000	PROFESSIONAL SERVICES	19,616.40	15,000.00	15,000.00	16,754.31	16,000.00	6.7%
MEMORIAL BUILDING CONTRACTUAL TOTAL		57,466.79	58,900.00	58,900.00	46,998.06	60,468.00	2.7%
MEMORIAL BUILDING SUPPLIES & MATERIAL							
016932 - 530501	MISC SUPPLIES	4,117.59	5,170.00	5,170.00	4,259.30	5,170.00	0.0%
016932 - 530508	MARKETING SUPPLIES	194.95	800.00	800.00	95.00	800.00	0.0%
MEMORIAL BUILDING SUPPLIES & MATERIAL TOTAL		4,312.54	5,970.00	5,970.00	4,354.30	5,970.00	0.0%
693 MEMORIAL BUILDING BUDGET TOTAL		**161,365.14**	**211,570.00**	**211,570.00**	**156,915.16**	**218,621.00**	**3.3%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

711 MUNICIPAL DEBT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT MISCELLANEOUS							
017112 - 565000	MUNICIPAL DEBT	2,885,400.00	2,193,500.00	2,193,500.00	2,193,500.00	2,190,000.00	-0.2%
017112 - 565010	EXEMPT PRINCIPAL	1,463,009.35	1,525,409.35	1,525,409.35	1,525,409.35	1,588,910.00	4.2%
MUNICIPAL DEBT MISCELLANEOUS TOTAL		4,348,409.35	3,718,909.35	3,718,909.35	3,718,909.35	3,778,910.00	1.6%
711 MUNICIPAL DEBT BUDGET TOTAL		**4,348,409.35**	**3,718,909.35**	**3,718,909.35**	**3,718,909.35**	**3,778,910.00**	**1.6%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

751 MUNICIPAL DEBT INTEREST

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT INTEREST OTHER CHARGES							
017512 - 549102	MUNICIPAL DEBT INTEREST	1,072,273.87	1,014,965.10	1,014,965.10	1,014,965.04	920,261.00	-9.3%
017512 - 549103	EXEMPT INTEREST	468,530.68	412,160.50	412,160.50	412,160.50	353,273.00	-14.3%
MUNICIPAL DEBT INTEREST OTHER CHARGES TOTAL		1,540,804.55	1,427,125.60	1,427,125.60	1,427,125.54	1,273,534.00	-10.8%
751 MUNICIPAL DEBT INTEREST BUDGET TOTAL		**1,540,804.55**	**1,427,125.60**	**1,427,125.60**	**1,427,125.54**	**1,273,534.00**	**-10.8%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

752 PROJECTED DEBT & TEMP INTEREST

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PROJECTED DEBT & TEMP INTEREST OTHER CHARGES							
017522 - 549100	PROJECTED DEBT & TEMP INTEREST	0.00	84,283.48	74,283.48	0.00	31,777.00	-62.3%
PROJECTED DEBT & TEMP INTEREST OTHER CHARGES TOTAL		0.00	84,283.48	74,283.48	0.00	31,777.00	-62.3%
752 PROJECTED DEBT & TEMP INTEREST BUDGET TOTAL		**0.00**	**84,283.48**	**74,283.48**	**0.00**	**31,777.00**	**-62.3%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

911 PENSION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PENSION SALARIES							
019111 - 511010	CONTRIBUTORY RETIREMENT	6,396,652.00	6,650,843.00	6,650,843.00	6,650,843.00	7,039,967.00	5.9%
PENSION SALARIES TOTAL		6,396,652.00	6,650,843.00	6,650,843.00	6,650,843.00	7,039,967.00	5.9%
911 PENSION BUDGET TOTAL		**6,396,652.00**	**6,650,843.00**	**6,650,843.00**	**6,650,843.00**	**7,039,967.00**	**5.9%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

912 WORKER'S COMPENSATION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
WORKER'S COMPENSATION OTHER CHARGES							
019122 - 543100	WORKERS' COMP MEDICAL	98,830.57	100,000.00	100,000.00	97,762.95	100,000.00	0.0%
019122 - 543101	WORKERS' COMP EXPENSES	42,167.01	50,000.00	50,000.00	33,660.93	50,000.00	0.0%
019122 - 543102	WORKERS' COMP BENEFITS	157,698.10	200,000.00	200,000.00	149,530.63	200,000.00	0.0%
019122 - 543200	INDEMNIFICATION	19,065.69	70,000.00	70,000.00	5,932.03	70,000.00	0.0%
WORKER'S COMPENSATION OTHER CHARGES TOTAL		317,761.37	420,000.00	420,000.00	286,886.54	420,000.00	0.0%
912 WORKER'S COMPENSATION BUDGET TOTAL		**317,761.37**	**420,000.00**	**420,000.00**	**286,886.54**	**420,000.00**	**0.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

913 UNEMPLOYMENT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
UNEMPLOYMENT OTHER CHARGES							
019132 - 544400	UNEMPLOYMENT EXPENSES	60,906.02	100,000.00	100,000.00	31,585.15	100,000.00	0.0%
UNEMPLOYMENT OTHER CHARGES TOTAL		60,906.02	100,000.00	100,000.00	31,585.15	100,000.00	0.0%
913 UNEMPLOYMENT BUDGET TOTAL		**60,906.02**	**100,000.00**	**100,000.00**	**31,585.15**	**100,000.00**	**0.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

914 EMPLOYEE BENEFITS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
EMPLOYEE BENEFITS SALARIES							
019141 - 511000	SALARY & WAGES	76,640.48	86,610.18	86,610.18	67,333.06	92,736.00	7.1%
EMPLOYEE BENEFITS SALARIES TOTAL		76,640.48	86,610.18	86,610.18	67,333.06	92,736.00	7.1%
EMPLOYEE BENEFITS OTHER CHARGES							
019142 - 549201	GROUP HEALTH PROVIDERS	10,746,647.29	11,927,565.00	11,927,565.00	9,610,150.85	12,482,900.00	4.7%
019142 - 549214	LIFE INSURANCE PREMIUM	86,070.70	118,000.00	118,000.00	79,482.91	118,000.00	0.0%
019142 - 549215	SENTINEL FSA PREMIUM	36,725.50	17,500.00	17,500.00	30,672.73	17,500.00	0.0%
019142 - 549217	PART B MEDICARE PREMIUM (70%)	716,240.04	780,000.00	780,000.00	766,188.08	785,000.00	0.6%
019142 - 549218	PART B MEDICARE PENALTIES	29,393.90	35,000.00	35,000.00	24,060.00	35,000.00	0.0%
019142 - 549223	HIATUS REIMBURSEMENT	11,684.15	0.00	0.00	5,121.92	0.00	0.0%
019142 - 549224	HEALTH OPT-OUT PROGRAM	817,296.45	867,500.00	867,500.00	666,045.59	892,500.00	2.9%
EMPLOYEE BENEFITS OTHER CHARGES TOTAL		12,444,058.03	13,745,565.00	13,745,565.00	11,181,722.08	14,330,900.00	4.3%
914 EMPLOYEE BENEFITS BUDGET TOTAL		**12,520,698.51**	**13,832,175.18**	**13,832,175.18**	**11,249,055.14**	**14,423,636.00**	**4.3%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

916 MEDICARE TAX CITY PORTION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MEDICARE TAX CITY PORTION OTHER CHARGES							
019162 - 548000	MEDICARE TAX, CITY PORTION	820,706.06	877,000.00	877,000.00	692,758.29	885,000.00	0.9%
MEDICARE TAX CITY PORTION OTHER CHARGES TOTAL		820,706.06	877,000.00	877,000.00	692,758.29	885,000.00	0.9%
916 MEDICARE TAX CITY PORTION BUDGET TOTAL		**820,706.06**	**877,000.00**	**877,000.00**	**692,758.29**	**885,000.00**	**0.9%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

930 DEPARTMENTAL EQUIPMENT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
DEPARTMENTAL EQUIPMENT CONTRACTUAL							
019302 - 525305	IT COMMUNITY NOTIFICATION SYST	8,324.00	10,800.00	10,800.00	10,432.96	0.00	-100.0%
019302 - 527602	INFO TECH COPY MACHINE LEASE	7,558.55	27,707.00	27,707.00	28,071.84	27,707.00	0.0%
DEPARTMENTAL EQUIPMENT CONTRACTUAL TOTAL		15,882.55	38,507.00	38,507.00	38,504.80	27,707.00	-28.0%
DEPARTMENTAL EQUIPMENT SUPPLIES & MATERIAL							
019302 - 530100	IT COMPUTER PURCHASES & UPGRAD	5,644.32	28,000.00	28,000.00	20,040.78	28,000.00	0.0%
019302 - 530103	IT PRINTER PURCHASES	1,969.22	2,000.00	2,000.00	0.00	2,000.00	0.0%
019302 - 530500	OFFICE SUPPLIES	6,404.94	24,000.00	24,000.00	35,357.85	33,329.00	38.9%
DEPARTMENTAL EQUIPMENT SUPPLIES & MATERIAL TOTAL		14,018.48	54,000.00	54,000.00	55,398.63	63,329.00	17.3%
DEPARTMENTAL EQUIPMENT CAPITAL OUTLAY							
019303 - 551059	PERMITTING SOFTWARE	67,534.23	60,000.00	60,000.00	49,235.15	60,000.00	0.0%
DEPARTMENTAL EQUIPMENT CAPITAL OUTLAY TOTAL		67,534.23	60,000.00	60,000.00	49,235.15	60,000.00	0.0%
930 DEPARTMENTAL EQUIPMENT BUDGET TOTAL		**97,435.26**	**152,507.00**	**152,507.00**	**143,138.58**	**151,036.00**	**-1.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

931 CAPITAL OUTLAY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CAPITAL OUTLAY CAPITAL OUTLAY							
019313 - 551049	POLICE VEHICLES	-28,084.00	0.00	0.00	0.00	0.00	0.0%
019313 - 551098	CITY IT TECHNOLOGY	-211,000.00	50,000.00	50,000.00	0.00	50,000.00	0.0%
019313 - 551099	PINE BANKS CAPITAL PROJECTS	101,294.18	101,294.18	101,294.18	101,294.18	101,295.00	0.0%
019313 - 551102	PINE BANKS FACILITY SHED	0.00	48,597.67	48,597.67	48,597.67	48,598.00	0.0%
019313 - 551155	MUNIS UPGRADES	-39,874.33	0.00	0.00	0.00	0.00	0.0%
019313 - 551156	PHONE SYSTEM	-450.48	0.00	0.00	0.00	0.00	0.0%
01931773 - 551097	SCHOOL IT	0.00	50,000.00	50,000.00	2,646.63	50,000.00	0.0%
CAPITAL OUTLAY CAPITAL OUTLAY TOTAL		-178,114.63	249,891.85	249,891.85	152,538.48	249,893.00	0.0%
931 CAPITAL OUTLAY BUDGET TOTAL		**-178,114.63**	**249,891.85**	**249,891.85**	**152,538.48**	**249,893.00**	**0.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

942 STABILIZATION FUNDS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
STABILIZATION FUNDS MISCELLANEOUS							
019422 - 561300	STABILIZATION TRUST	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0.0%
019422 - 561400	OPEB TRUST	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0.0%
STABILIZATION FUNDS MISCELLANEOUS TOTAL		100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	0.0%
942 STABILIZATION FUNDS BUDGET TOTAL		**100,000.00**	**100,000.00**	**100,000.00**	**100,000.00**	**100,000.00**	**0.0%**

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City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
General Fund BUDGET TOTAL		**52,799,158.59**	**91,000,522.33**	**91,519,415.33**	**50,843,886.69**	**95,256,080.00**	**4.7%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023 MAYOR
112	CITY COUNCIL				
51	SALARIES				
011121	511000 - SALARY & WAGES				105,751.00 *
	GHOBRIAL, ANDREW CLERK OF COMMITTEES		1.00	61,151.00	61,151.00
	CITY COUNCILORS		11.00	4,000.00	44,000.00
	UNUSED SICK TIME		1.00	600.00	600.00
	TOTAL SALARIES				105,751.00
	TOTAL CITY COUNCIL				105,751.00
121	MAYOR				
51	SALARIES				
011211	511000 - SALARY & WAGES				311,268.00 *
	BRODEUR, PAUL MAYOR		1.00	127,404.00	127,404.00
	WALL, LILY COMMUNICATIONS & OUTREACH COORDINATOR		1.00	65,703.00	65,703.00
	FLEISCHMAN, MARGOT DIRECTOR OF STRATEGIC INITIATIVES & COMMUNICATIONS		1.00	96,896.00	96,896.00
	REQUESTED POSITION PART TIME ADMIN		1.00	19,965.00	19,965.00
	UNUSED SICK TIME		1.00	1,300.00	1,300.00

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					311,268.00
	TOTAL MAYOR					311,268.00
135	AUDITOR					
51	SALARIES					
011351	511000 - SALARY & WAGES					394,042.00 *
	DELLO RUSSO, PATRICK CFO/CITY AUDITOR		1.00	158,347.00		158,347.00
	GOLDEN, KERRIANN ASSISTANT CITY AUDITOR		1.00	96,125.00		96,125.00
	IRVIN, JILL ACCOUNTS PAYABLE		1.00	64,914.00		64,914.00
	KENAWELL, KATIE FINANCE MANAGER		1.00	72,256.00		72,256.00
	UNUSED SICK TIME		1.00	2,400.00		2,400.00
	TOTAL SALARIES					394,042.00
	TOTAL AUDITOR					394,042.00
141	ASSESSORS					
51	SALARIES					
011411	511000 - SALARY & WAGES					233,867.00 *
	MACLELLAN, SARAH CHIEF ASSESSOR		1.00	93,979.00		93,979.00
	HOARE, TRISTAN ASSISTANT ASSESSOR		1.00	53,553.00		53,553.00
	VACANCY HEAD CLERK		1.00	59,165.00		59,165.00
	PITTS, JANE		1.00	12,279.00		12,279.00

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	GIS ANALYST					
			3.00	4,347.00		13,041.00
	BOARD OF ASSESSORS					
			1.00	1,850.00		1,850.00
	SICK LEAVE INCENTIVE					
	TOTAL SALARIES					233,867.00
	TOTAL ASSESSORS					233,867.00
145	TREASURER/COLLECTOR					
51	SALARIES					
011451	511000 - SALARY & WAGES					380,331.00 *
	ARMATA, KATHRYN TREASURER COLLECTOR		1.00	114,308.00		114,308.00
	CIAMPI, STEPHANIE ASSISTANT TREASURER		1.00	77,590.00		77,590.00
	DEAN, PATRICIA HEAD CLERK		1.00	60,567.00		60,567.00
	OLESKY, RENEE CLERK		1.00	42,321.00		42,321.00
	NICHOLS, ANDREA PAYROLL CLERK		1.00	37,725.00		37,725.00
	VERMA, MONIKA CLERK		1.00	44,220.00		44,220.00
	SICK LEAVE INCENTIVE		1.00	3,600.00		3,600.00

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					380,331.00
	TOTAL TREASURER/COLLECTOR					380,331.00
151	CITY SOLICITOR					
51	SALARIES					
011511	511000 - SALARY & WAGES					211,736.00 *
	COGAVIN, KELLY EXECUTIVE ASSISTANT		1.00	76,182.00		76,182.00
	PHILLIPS, SHANNON CITY SOLICITOR		1.00	134,354.00		134,354.00
	SICK LEAVE INCENTIVE		1.00	1,200.00		1,200.00
01151771	511000 - SALARY & WAGES					111,533.00 *
	LINDQUIST, AMY ASSISTANT SOLICITOR FOR SCHOOL & LABOR		1.00	111,533.00		111,533.00
	SICK LEAVE INCENTIVE		.00	.00		.00
	TOTAL SALARIES					323,269.00
	TOTAL CITY SOLICITOR					323,269.00
152	HUMAN RESOURCES					
51	SALARIES					
011521	511000 - SALARY & WAGES					146,614.00 *
	LATTA, POLINA DIRECTOR OF HUMAN RESOURCES		1.00	81,268.00		81,268.00
	BARRETT, DIANE HUMAN RESOURCE COORDINATOR		1.00	37,409.00		37,409.00
	TRAVERS, MATTHEW HUMAN RESOURCE ASSISTANT		1.00	27,187.00		27,187.00

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	SICK LEAVE INCENTIVE		1.00	750.00		750.00
	TOTAL SALARIES					146,614.00
	TOTAL HUMAN RESOURCES					146,614.00
155	INFORMATION TECHNOLOGY					
51	SALARIES					
011551	511000 - SALARY & WAGES					396,766.00 *
	ELLIS, NEAL DIRECTOR OF IT (CITY & SCHOOL)		1.00	87,431.00		87,431.00
	CAMERLENGO, JARED IT ANALYST		1.00	75,665.00		75,665.00
	SMULLIGAN, THOMAS ASSISTANT IT DIRECTOR		1.00	94,255.00		94,255.00
	CARDILLO, DONNA SYSTEMS ANALYST		1.00	64,244.00		64,244.00
	NICHOLS, ANDREA AP CLERK STIPEND		1.00	3,500.00		3,500.00
	VACANCY ANALYST		1.00	69,101.00		69,101.00
	SICK LEAVE INCENTIVE		1.00	2,570.00		2,570.00

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					396,766.00
	TOTAL INFORMATION TECHNOLOGY					396,766.00
161	CITY CLERK					
51	SALARIES					
011611	511000 - SALARY & WAGES					285,137.00 *
	FOOTE, KRISTIN CITY CLERK		1.00	97,082.00		97,082.00
	PERPERIAN, JOANNE ASSISTANT CITY CLERK		1.00	70,158.00		70,158.00
	TAVOR, DANIEL ELECTIONS ADMINISTRATOR		1.00	59,247.00		59,247.00
	ARDIZZONI, DIANE ADMINISTRATIVE CLERK		1.00	56,250.00		56,250.00
	SICK LEAVE INCENTIVE		1.00	2,400.00		2,400.00
	TOTAL SALARIES					285,137.00
	TOTAL CITY CLERK					285,137.00
162	ELECTION/REGISTRAR					
51	SALARIES					
011621	511000 - SALARY & WAGES					4,569.00 *
	BOARD OF REGISTRARS		3.00	1,023.00		3,069.00
	FOOTE, KIRSTIN CITY CLERK/BOARD OF REGISTRARS		1.00	1,500.00		1,500.00

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					4,569.00
	TOTAL ELECTION/REGISTRAR					4,569.00
171	CONSERVATION					
51	SALARIES					
011711	511000 - SALARIES					15,200.00 *
	DEVLIN, ERIC CONSERVATION COMMISSION AGENT		1.00	15,200.00		15,200.00
	TOTAL SALARIES					15,200.00
	TOTAL CONSERVATION					15,200.00
175	PLANNING BOARD					
51	SALARIES					
011751	511000 - SALARY & WAGES					362,014.00 *
	MASSA, LORI SENIOR PLANNER		1.00	73,349.00		73,349.00
	GAFFEY, DENISE DIRECTOR OF COMMUNITY DEVELOPMENT		1.00	133,067.00		133,067.00
	PITTS, JANE ACCOUNTING MANAGER & GIS ANALYST		1.00	61,507.00		61,507.00
	GROVER, MARTHA ENERGY EFFICIENCY MANAGER		1.00	30,390.00		30,390.00
	NOVISKI, MAYA ASSISTANT PLANNER		1.00	60,701.00		60,701.00
	SICK LEAVE INCENTIVE		1.00	3,000.00		3,000.00

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023 MAYOR
	TOTAL SALARIES				362,014.00
	TOTAL PLANNING BOARD				362,014.00
211	POLICE				
51	SALARIES				
012111	511000 - SALARY & WAGES				4,657,560.00 *
	AKELL, DAVID SERGEANT		1.00	98,853.00	98,853.00
	ALLEY, RON PATROL OFFICER		1.00	82,274.00	82,274.00
	APPLEGATE, JAMES PATROL OFFICER		1.00	94,865.00	94,865.00
	BALDWIN, ASHLEY PATROL OFFICER		1.00	65,518.00	65,518.00
	BARRANCO, ALEX PATROL OFFICER		1.00	85,749.00	85,749.00
	BROWN, ALAN PATROL OFFICER		1.00	94,423.00	94,423.00
	COLLINS, JOSEPH PATROL OFFICER		1.00	88,096.00	88,096.00
	CONNORS, RICHARD PATROL OFFICER		1.00	72,799.00	72,799.00
	COONEY, RICHARD SERGEANT		1.00	90,541.00	90,541.00
	CROWLEY, JOSHUA SERGEANT		1.00	110,554.00	110,554.00
	DOHERTY, JOHN PATROL OFFICER		1.00	74,505.00	74,505.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
		1.00	79,945.00	79,945.00
DIFRANZA, LEVI				
		1.00	73,536.00	73,536.00
EHLERS, DANIEL PATROL OFFICER				
		1.00	72,850.00	72,850.00
FORESTELL, GREG PATROL OFFICER				
		1.00	75,375.00	75,375.00
GALVIN, STEPHEN PATROL OFFICER				
		1.00	113,330.00	113,330.00
GOC, JONATHAN SERGEANT				
		1.00	69,233.00	69,233.00
GOODHUE, JOHN PATROL OFFICER				
		1.00	62,735.00	62,735.00
GRANT, THOMAS PATROL OFFICER				
		1.00	79,656.00	79,656.00
GREEN, RICHARD PATROL OFFICER				
		1.00	20,048.00	20,048.00
HALL, ROBERT PARKING ENFORCEMENT				
		1.00	72,794.00	72,794.00
HANLEY, DANIEL PATROL OFFICER				
		1.00	69,934.00	69,934.00
HICKEY, CAMERON PATROL OFFICER				
		1.00	75,407.00	75,407.00
KAESTNER, LUCAS PATROL OFFICER				
		1.00	11,925.00	11,925.00
KARELAS, ERNIE PARKING ENFORCEMENT				
		1.00	105,855.00	105,855.00
LADNER, BRIAN SERGEANT				

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
		1.00	145,988.00	145,988.00
LYLE, MICHAEL CHIEF/NEW CHIEF				
		1.00	111,877.00	111,877.00
LYNCH, MICHAEL SERGEANT				
		1.00	93,770.00	93,770.00
MACINTOSH, NIKOLAUS SERGEANT				
		1.00	128,508.00	128,508.00
MACKEY, DAVID LIEUTENANT				
		1.00	19,561.00	19,561.00
MACLEOD, DEBORAH PART TIME ACCOUNTING CLERK				
		1.00	130,616.00	130,616.00
MAHER, TIM LIEUTENANT				
		1.00	69,445.00	69,445.00
MALONEY, MICHAEL PATROL OFFICER				
		1.00	88,627.00	88,627.00
MANN, ROBERT PATROL OFFICER				
		1.00	114,299.00	114,299.00
MCNAMARA, PAUL SERGEANT				
		1.00	82,488.00	82,488.00
MORRIS, SEAN PATROL OFFICER				
		1.00	129,748.00	129,748.00
MULRENAN, JAMES LIEUTENANT				
		1.00	104,222.00	104,222.00
MULRENAN, KEVIN SERGEANT				
		1.00	85,749.00	85,749.00
NALLY, TRAVIS PATROL OFFICER				
		1.00	130,616.00	130,616.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
NORTON, PAUL		1.00	73,581.00	73,581.00
PARSONS, DALE PATROL OFFICER		1.00	111,877.00	111,877.00
PIASECKI, JON SERGEANT		1.00	70,677.00	70,677.00
PLUMER, MICHAEL PATROL OFFICER		1.00	80,103.00	80,103.00
RIORDAN, DANIEL PATROL OFFICER		1.00	74,913.00	74,913.00
RUBY, ANDREW PATROL OFFICER		1.00	85,749.00	85,749.00
SASSO, PAUL PATROL OFFICER		1.00	68,894.00	68,894.00
STAMEGNA, JOSEPH PATROL OFFICER		1.00	75,012.00	75,012.00
TRAINOR, BRIAN PATROL OFFICER		1.00	55,541.00	55,541.00
UPTON, KIM OFFICE MANAGER		1.00	76,674.00	76,674.00
WILSON, ALEX PATROL OFFICER		6.00	59,800.00	358,800.00
GILL, HINCHEY, KOYTIKH, STAMEGNA, TROCHE-VELL PATROL OFFICER RECRUITS		1.00	82,800.00	82,800.00
SICK LEAVE INCENTIVE		1.00	62,500.00	62,500.00
STIPENDS NARCAN, HAZMAT, DEFIB				

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023 MAYOR	
			1.00	4,125.00	4,125.00	
	TOTAL SALARIES				4,657,560.00	
	TOTAL POLICE				4,657,560.00	
221	FIRE					
51	SALARIES					
012211	511000 - SALARY & WAGES				4,504,672.00	*
	ALLEY, SCOTT FIREFIGHTER		1.00	77,498.00	77,498.00	
	BALL, DAVID FIREFIGHTER		1.00	84,487.00	84,487.00	
	BELL, MICHAEL FIREFIGHTER		1.00	82,880.00	82,880.00	
	BORNSTEIN, DEVIN FIREFIGHTER		1.00	83,149.00	83,149.00	
	BRAMMER, MATTHEW CAPTAIN		1.00	105,971.00	105,971.00	
	CANAVAN, BARRY LIEUTENANT		1.00	96,501.00	96,501.00	
	CARLSON, SCOTT FIREFIGHTER		1.00	81,942.00	81,942.00	
	CARPENTER, MICHAEL FIREFIGHTER		1.00	81,290.00	81,290.00	
	CHRISTOPHER, ERIC FIREFIGHTER		1.00	82,993.00	82,993.00	
	COLARUSSO, ALESSANDRO FIREFIGHTER		1.00	79,866.00	79,866.00	
			1.00	145,803.00	145,803.00	

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
COLLINA, EDWARD		1.00	93,907.00	93,907.00
COLLINA, PAUL LIEUTENANT		1.00	78,007.00	78,007.00
CONSTANTINE, MARC FIREFIGHTER		1.00	81,811.00	81,811.00
COOK, CHRISTOPHER FIREFIGHTER		1.00	103,695.00	103,695.00
DILLON, CHRISTOPHER CAPTAIN		1.00	79,866.00	79,866.00
DOBBINS, WILLIAM FIREFIGHTER		1.00	86,736.00	86,736.00
DRISCOLL, ROBERT FIREFIGHTER		1.00	79,866.00	79,866.00
DUNCGA, JEREMY FIREFIGHTER		1.00	79,866.00	79,866.00
FERREIRA, AUSTIN FIREFIGHTER		1.00	110,218.00	110,218.00
GIBSON, JAMES CAPTAIN		1.00	83,260.00	83,260.00
GLABICKY, JOHN FIREFIGHTER		1.00	108,070.00	108,070.00
GRANT, PETER CAPTAIN		1.00	77,498.00	77,498.00
GROGAN, CHRISTOPHER FIREFIGHTER		1.00	83,149.00	83,149.00
HOLM, WILLIAM FIREFIGHTER				

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
		1.00	50,816.00	50,816.00
JACOBSMEYER, RACHEL				
		1.00	93,053.00	93,053.00
JOHNSON, ALAN LIEUTENANT				
		1.00	79,317.00	79,317.00
JUDGE, STEPHEN FIREFIGHTER				
		1.00	78,007.00	78,007.00
KELEGHAN, SEAN FIREFIGHTER				
		1.00	80,983.00	80,983.00
LEPORE, PAUL FIREFIGHTER				
		1.00	94,637.00	94,637.00
MACINTOSH, KENNETH LIEUTENANT				
		1.00	78,061.00	78,061.00
MACLEOD, DARYL FIREFIGHTER				
		1.00	93,733.00	93,733.00
MADDEN, DERMOTT LIEUTENANT				
		1.00	78,007.00	78,007.00
MCCARRON, JOHN FIREFIGHTER				
		1.00	84,156.00	84,156.00
MCGREGOR, IAIN FIREFIGHTER				
		1.00	82,880.00	82,880.00
MERRIGAN, SEAN FIREFIGHTER				
		1.00	92,803.00	92,803.00
MORAN, BRIAN LIEUTENANT				
		1.00	96,453.00	96,453.00
MORNEAULT, JOHN LIEUTENANT				
		1.00	101,590.00	101,590.00
NOBILE, KEVIN CAPTAIN				

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
OCONNOR, MICHAEL LIEUTENANT		1.00	95,281.00	95,281.00
PARSONS, SAMUEL LIEUTENANT		1.00	92,860.00	92,860.00
SANDS, JOHN FIREFIGHTER		1.00	81,811.00	81,811.00
SCALISI, ANTHONY FIREFIGHTER		1.00	80,604.00	80,604.00
STARE, WILLIAM FIREFIGHTER		1.00	78,007.00	78,007.00
SULLIVAN, MICHAEL CAPTAIN		1.00	113,590.00	113,590.00
WALSH, CHRISTOPHER FIREFIGHTER		1.00	81,811.00	81,811.00
WALSH, KEVIN FIRE ALARM TECHNCIAN		1.00	77,019.00	77,019.00
WHITE, JOHN CAPTAIN		1.00	107,942.00	107,942.00
FIGUEIREDO, ALFRED FIREFIGHTER		1.00	74,355.00	74,355.00
HARRIS, KRISTINA FIREFIGHTER		1.00	79,866.00	79,866.00
ORNAE, DANIEL FIREFIGHTER		1.00	74,363.00	74,363.00
ZUNIGA, MICHAEL FIREFIGHTER		1.00	74,338.00	74,338.00

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
			1.00	60,000.00		60,000.00
TOTAL SALARIES						4,504,672.00
TOTAL FIRE						4,504,672.00
241	INSPECTION SERVICES					
51	SALARIES					
012411	511000 - SALARY & WAGES					328,407.00 *
	BUCCIERO, PATRICIA ASSISTANT DIRECTOR OF INSPECTIONAL SERVICES		1.00	61,457.00		61,457.00
	JOHNSON, PAUL DIRECTOR OF INSPECTIONAL SERVICES		1.00	105,190.00		105,190.00
	KOTOWSKI, WILLIAM WIRE INSPECTOR		1.00	49,629.00		49,629.00
	ROGERS, KENNETH PLUMBING INSPECTOR		1.00	45,058.00		45,058.00
	DOUCET, STEPHEN INSPECTOR		1.00	64,452.00		64,452.00
	SICK LEAVE INCENTIVE		1.00	2,621.00		2,621.00
TOTAL SALARIES						328,407.00
TOTAL INSPECTION SERVICES						328,407.00
291	EMERGENCY MANAGEMENT					
51	SALARIES					
012911	511000 - SALARY & WAGES					28,080.00 *
	ALPERT, ALLAN PART TIME EMERGENCY MANAGEMENT DIRECTOR		1.00	28,080.00		28,080.00

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ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					28,080.00
	TOTAL EMERGENCY MANAGEMENT					28,080.00
296	PARKING					
51	SALARIES					
012961	511000 - SALARY & WAGES					13,370.00 *
	CLERK STIPEND		3.00	1,300.00		3,900.00
	NICHOLS, ANDREA PARKING CLERK		1.00	9,470.00		9,470.00
	TOTAL SALARIES					13,370.00
	TOTAL PARKING					13,370.00
300	SCHOOL					
51	SALARIES					
013001	511000 - SALARY & WAGES				35,511,659.00	
	TOTAL SALARIES				35,511,659.00	
	TOTAL SCHOOL				35,511,659.00	
401	PW ADMINISTRATION/ ENGINEERING					
51	SALARIES					
014011	511000 - SALARY & WAGES					743,684.00 *
	DIXON, SCOTT STAFF ENGINEER		1.00	33,354.00		33,354.00
	ELSHANI, ARDI PROJECT ENGINEER		1.00	9,790.00		9,790.00
	GARRON, LYNDA RESIDENT SERVICES CLERK		1.00	30,293.00		30,293.00
	HOBBS, JOSEPH		1.00	59,825.00		59,825.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
OPERATIONS MANAGER		1.00	56,927.00	56,927.00
REIS, VONNIE CITY ENGINEER		1.00	72,395.00	72,395.00
PROAKIS-ELLIS, ELENA DIRECTOR OF PUBLIC WORKS		1.00	67,640.00	67,640.00
THOMPSON, MARK FACILITIES TECHNICIAN		1.00	78,956.00	78,956.00
MCNEIL, JAY FACILITIES MANAGER		1.00	59,969.00	59,969.00
TROUP, JAMES ASSISTANT DIRECTOR OF PUBLIC WORKS		1.00	25,208.00	25,208.00
COY, JASON DEPUTY CITY ENGINEER		1.00	66,125.00	66,125.00
BRIGHT, TINA ACCOUNTS PAYABLE CLERK		1.00	48,632.00	48,632.00
PISACRETA, ANGELA CEMETERY ADMINISTRATOR		1.00	35,986.00	35,986.00
VACANCY ENVIRONMENTAL OUTREACH COORDINATOR		1.00	50,428.00	50,428.00
BELL, JOAN SUPERINTENDENT OF PARKS AND OPEN SPACES		1.00	14,074.00	14,074.00
BRICKLEY, CINDY EXECUTIVE ASSISTANT		1.00	29,693.00	29,693.00
BOLGER, JANE SCHOOL RENTAL ADMINISTRATOR				

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
			1.00	4,389.00		4,389.00
TOTAL SALARIES						743,684.00
TOTAL PW ADMINISTRATION/ ENGINEERING						743,684.00
402	PW FACILITY MAINTENANCE					
51	SALARIES					
014021	511000 - SALARY AND WAGES					188,238.00 *
	GUEVIN, DANIEL MUNICIPAL CUSTODIAN		1.00	64,892.00		64,892.00
	PECK, LOUIS MUNICIPAL CUSTODIAN		1.00	58,839.00		58,839.00
	ALTIDOR, WILL MUNICIPAL CUSTODIAN		1.00	61,807.00		61,807.00
	SICK LEAVE INCENTIVE		1.00	2,700.00		2,700.00
01402771	511041 - SALARIES CUSTODIANS					686,248.00 *
	MACKENZIE, ROBERT SCHOOL CUSTODIAN		1.00	57,349.00		57,349.00
	DACOVA, ANGELO SCHOOL CUSTODIAN		1.00	58,275.00		58,275.00
	CRONIN, KEVIN SCHOOL CUSTODIAN		1.00	73,480.00		73,480.00
	MACLEAN, LENNY SCHOOL CUSTODIAN		1.00	68,385.00		68,385.00
	SHELTON, NICK SCHOOL CUSTODIAN		1.00	53,505.00		53,505.00
	MROZOWSKI, ED SCHOOL CUSTODIAN		1.00	66,110.00		66,110.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
		1.00	63,019.00		63,019.00
THOMAS, PAUL SCHOOL CUSTODIAN					
		1.00	63,366.00		63,366.00
MACKEY, MIKE SCHOOL CUSTODIAN					
		1.00	63,366.00		63,366.00
RUDOLPH, TREVOR SCHOOL CUSTODIAN					
		1.00	60,166.00		60,166.00
CURRAN, RICHARD SCHOOL CUSTODIAN					
		1.00	49,327.00		49,327.00
MARTINEZ, WALTER SCHOOL CUSTODIAN					
		1.00	9,900.00		9,900.00
SICK LEAVE INCENTIVE					
01402771 511042 - MAINTENANCE SALARIES					353,914.00 *
		1.00	76,871.00		76,871.00
MEANS, RYAN FACILITIES TRADESMAN					
		1.00	74,219.00		74,219.00
ENOS, SCOTT DIVISION FOREMAN					
		1.00	67,883.00		67,883.00
BELLIVEAU, JOHN FACILITIES TRADESMAN					
		1.00	63,300.00		63,300.00
FILIPIAK, DAVID FACILITIES TRADESPERSON					
		1.00	67,141.00		67,141.00
HICKEY, PETER FACILITIES TRADESMAN					
		1.00	4,500.00		4,500.00
SICK LEAVE INCENTIVE					

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					1,228,400.00
	TOTAL PW FACILITY MAINTENANCE					1,228,400.00
422	PUBLIC WORKS HIGHWAY					
51	SALARIES					
014221	511000 - SALARY & WAGES					269,586.00 *
	LANPHERE, DEREK OPERATIONS FOREMAN		1.00	88,108.00		88,108.00
	BARTLEBAUGH, JOHN HMEO		1.00	71,971.00		71,971.00
	CUTLIP, RICHARD LABORER		1.00	49,946.00		49,946.00
	THOMAS, CHARLES MEO TRUCK DRIVER		1.00	55,961.00		55,961.00
	SICK LEAVE INCENTIVE		1.00	3,600.00		3,600.00
	TOTAL SALARIES					269,586.00
	TOTAL PUBLIC WORKS HIGHWAY					269,586.00
433	PUBLIC WORKS SANITATION					
51	SALARIES					
014331	511000 - SALARY & WAGES					128,060.00 *
	HELLER, NICK DIVISION FOREMAN		1.00	78,006.00		78,006.00
	ECHEVARRIA, MARCOS LABORER		1.00	50,054.00		50,054.00
	SICK LEAVE INCENTIVE		.00	.00		.00

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					128,060.00
	TOTAL PUBLIC WORKS SANITATION					128,060.00
475	PW PARK & FORESTRY					
51	SALARIES					
014751	511000 - SALARY & WAGES					574,794.00 *
	SORRENTINO, CARMEN FORESTRY FOREMAN		1.00	67,895.00		67,895.00
	VROOMAN, NICK HMEO		1.00	66,320.00		66,320.00
	GUERRA, AL MEO DRIVER		1.00	70,664.00		70,664.00
	SASSO, MICHAEL PARK FOREMAN		1.00	69,244.00		69,244.00
	FOSS, SHAUN LABORER		1.00	62,331.00		62,331.00
	WEST, BRYAN SKILLED LABORER		1.00	62,741.00		62,741.00
	RUSH, SCOTT LABORER		1.00	60,668.00		60,668.00
	SUPPLE, SCOTT LABORER		1.00	49,482.00		49,482.00
	NEE, MIKE MEO		1.00	57,349.00		57,349.00
	SICK LEAVE INCENTIVE		1.00	8,100.00		8,100.00

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					574,794.00
	TOTAL PW PARK & FORESTRY					574,794.00
485	PW AUTOMOTIVE					
51	SALARIES					
014851	511000 - SALARY & WAGES					191,189.00 *
	MECHANIC		1.00	57,817.00		57,817.00
	FOREMAN		1.00	76,897.00		76,897.00
	NASCIMENTO, JOHNATHAN JR. MECHANIC		1.00	53,775.00		53,775.00
	SICK LEAVE INCENTIVE		1.00	2,700.00		2,700.00
	TOTAL SALARIES					191,189.00
	TOTAL PW AUTOMOTIVE					191,189.00
491	CEMETERY					
51	SALARIES					
014911	511000 - SALARY & WAGES					189,491.00 *
	ROSSI, JACK DIVISION FOREMAN		1.00	81,523.00		81,523.00
	MEDEIROS, MICHAEL LABORER		1.00	50,921.00		50,921.00
	FAWCETT, TIMOTHY HMEO EQUIPMENT OPERATOR		1.00	54,347.00		54,347.00
	SICK LEAVE INCENTIVE		1.00	2,700.00		2,700.00

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					189,491.00
	TOTAL CEMETERY					189,491.00
511	HEALTH					
51	SALARIES					
015111	511000 - SALARY & WAGES					473,959.00 *
	CHUI, ANTHONY HEALTH DIRECTOR MELROSE & WAKEFIELD		1.00	116,936.00		116,936.00
	HOPE, CORAL SENIOR HEALTH INSPECTOR MELROSE & WAKEFIELD		1.00	83,277.00		83,277.00
	VACANCY HEALTH INSPECTOR		1.00	55,734.00		55,734.00
	LOWRY, MELISSA PUBLIC HEALTH NURSE MELROSE & WAKEFIELD		1.00	77,009.00		77,009.00
	HATCHOUEL, EMILY PUBLIC HEALTH SPECIALIST		1.00	67,615.00		67,615.00
	SLANE, DENISE ADMINISTRATIVE ASSISTANT		1.00	44,102.00		44,102.00
	VACANCY ANIMAL CONTROL OFFICER		1.00	25,686.00		25,686.00
	SICK LEAVE INCENTIVE		1.00	3,600.00		3,600.00

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR: GENERAL FUND	VENDOR	QUANTITY	UNIT COST	2023 MAYOR	
01511771 511000 - SALARY SCHOOL NURSE				658,109.00	*
HANKS, DONNA SCHOOL NURSE LEADER		1.00	88,565.00	88,565.00	
ABRAMO, MARIA SCHOOL NURSE		1.00	69,383.00	69,383.00	
MORRIS, KATHY SCHOOL NURSE		1.00	75,626.00	75,626.00	
HOOD, JENNA SCHOOL NURSE		1.00	62,629.00	62,629.00	
DENNISON, LEANNE PART TIME SCHOOL NURSE		1.00	41,735.00	41,735.00	
BROCKLESBY, KAREN PART TIME SCHOOL NURSE		1.00	27,359.00	27,359.00	
CABRAL-PINI, MELODY SCHOOL NURSE		1.00	75,212.00	75,212.00	
MINSK, SUZANNE SCHOOL NURSE		1.00	78,744.00	78,744.00	
MACADAM, AMANDA SCHOOL NURSE		1.00	65,619.00	65,619.00	
ZAGARELLA, ANNE SCHOOL NURSE		1.00	67,837.00	67,837.00	
SICK LEAVE INCENTIVE		1.00	5,400.00	5,400.00	

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES				1,132,068.00	
	TOTAL HEALTH				1,132,068.00	
541	COUNCIL ON AGING					
51	SALARIES					
015411	511000 - SALARY & WAGES				252,442.00	*
	BROWN, ERICA SENIOR CENTER COORDINATOR		1.00	58,287.00	58,287.00	
	RIZZO, DEB PROGRAM ASSISTANT		1.00	53,502.00	53,502.00	
	MINCHELLO, STACEY DIRECTOR COA		1.00	90,921.00	90,921.00	
	CORDELLA, RACHEL SOCIAL WORKER		1.00	16,447.00	16,447.00	
	MINIBUS DRIVERS		1.00	31,485.00	31,485.00	
	SICK LEAVE INCENTIVE		1.00	1,800.00	1,800.00	
	TOTAL SALARIES				252,442.00	
	TOTAL COUNCIL ON AGING				252,442.00	
543	VETERANS					
51	SALARIES					
015431	511000 - SALARY & WAGES				152,962.00	*
	PINETTE, JAMES DISTRICT VSO		1.00	29,136.00	29,136.00	
	MANGAN, DAVID DISTRICT VSO		1.00	25,232.00	25,232.00	
	BURKE, KAREN DIRECTOR VETERANS SERVICES		1.00	78,448.00	78,448.00	

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	MELROSE- WAKEFIELD - SAUGUS					
			1.00	19,546.00		19,546.00
	VACANY ADMINISTRATIVE ASSISTANT					
			1.00	600.00		600.00
	SICK LEAVE INCENTIVE					
TOTAL SALARIES						152,962.00
TOTAL VETERANS						152,962.00
611	LIBRARY					
51	SALARIES					
016111	511000 - SALARY & WAGES					988,138.00 *
	DUGAN-POTTER, KATHLEEN LIBRARY ASSISTANT PART TIME		1.00	9,135.00		9,135.00
	COGAN, RENEE SENIOR CHILDREN'S ASSISTANT		1.00	62,042.00		62,042.00
	CONNOLLY, JILL LIBRARIAN		1.00	65,333.00		65,333.00
	D'AMBRA-O'BRIEN, SHELLEY REFERENCE LIBRARIAN		1.00	70,885.00		70,885.00
	JONES, PENNY LIBRARY ASSISTANT PART TIME		1.00	8,563.00		8,563.00
	D'INNOCENZO, ANDREA SENIOR ACQUISITIONS ASSISTANT		1.00	65,742.00		65,742.00
	LE MON, REBECCA LIBRARY ASSISTANT PART TIME		1.00	13,130.00		13,130.00
	FANTOZZI, ELIZABETH LIBRARY ASSISTANT		1.00	46,834.00		46,834.00
			1.00	8,232.00		8,232.00

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
STANTON, MARIANNE		1.00	100,826.00	100,826.00
GARDENER, LINDA C.W. LIBRARY DIRECTOR		1.00	65,402.00	65,402.00
LEWIS, ERIN LIBRARIAN		1.00	2,697.00	2,697.00
LUCEY, PETER LIBRARIAN PART TIME		1.00	45,847.00	45,847.00
MCKENNA, NOREEN LIBRARY ASSISTANT		1.00	65,694.00	65,694.00
MORRISSEY, CHRISTINE OFFICE COORDINATOR		1.00	58,749.00	58,749.00
ROWE, VIRGINIA LIBRARY ASSISTANT		1.00	7,686.00	7,686.00
SOOHOO, MAYOI LIBRARY ASSISTANT PART TIME		1.00	6,850.00	6,850.00
SULLIVAN, JUDITH LIBRARY ASSISTANT PART TIME		1.00	13,701.00	13,701.00
WALL, BRADLEY LIBRARY ASSISTANT PART TIME		1.00	86,766.00	86,766.00
WALL, DIANE ASSISTANT LIBRARY DIRECTOR		1.00	59,786.00	59,786.00
ODONNELL, MARY CLARE HEAD OF CHILDREN'S SERVICES		1.00	55,100.00	55,100.00
HELLER-WALLACE, MUHL LIBRARIAN		1.00	8,766.00	8,766.00
MACINTOSH, EMELYN PART TIME REFERENCE LIBRARIAN				

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR	
			1.00	8,766.00		8,766.00	
	SCHOFIELD, PAM						
			1.00	8,104.00		8,104.00	
	SUNDAY STAFF						
			1.00	1,935.00		1,935.00	
	SUBSTITUTES						
			1.00	5,765.00		5,765.00	
	SICK LEAVE INCENTIVE						
			1.00	35,802.00		35,802.00	
	LIBRARY PAGES						
	TOTAL SALARIES					988,138.00	
	TOTAL LIBRARY					988,138.00	
631	RECREATION						
51	SALARIES						
016311	511000 - SALARY & WAGES					64,130.00	*
			1.00	43,100.00		43,100.00	
	OLIVIERI, FRANK RECREATION DIRECTOR						
			1.00	21,030.00		21,030.00	
	VACANCY RECREATION COORDINATOR						
	TOTAL SALARIES					64,130.00	
	TOTAL RECREATION					64,130.00	
652	PINE BANKS						
51	SALARIES						
016521	511000 - SALARY & WAGES					213,514.00	*
			1.00	73,626.00		73,626.00	
	BENNER, KEVIN SUPERINTENDENT						
			1.00	38,328.00		38,328.00	
	VACANY SKILLED LABORER						
			1.00	44,152.00		44,152.00	

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023 MAYOR	
	WRIGHT, JOHN		1.00	38,328.00	38,328.00	
	VACANCY PART TIME SKILLED LABORER		1.00	19,080.00	19,080.00	
	TOTAL SALARIES				213,514.00	
	TOTAL PINE BANKS				213,514.00	
693	MEMORIAL BUILDING					
51	SALARIES					
016931	511000 - SALARY & WAGES				152,183.00	*
	PIGOTT-BRODEUR, KATHY EXECUTIVE DIRECTOR		1.00	88,393.00	88,393.00	
	CODAIR, DAVE PART TIME OPERATIONS ASSISTANT		1.00	18,824.00	18,824.00	
	MASON, ROB PART TIME OPERATIONS ASSISTANT		1.00	20,335.00	20,335.00	
	SANTOS, DANIEL PART TIME OPERATIONS ASSISTANT		1.00	18,776.00	18,776.00	
	DUMOT, WILLIAM PART TIME OPERATIONS ASSISTANT		1.00	5,255.00	5,255.00	
	SICK LEAVE INCENTIVE		1.00	600.00	600.00	

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					152,183.00
	TOTAL MEMORIAL BUILDING					152,183.00
911	PENSION					
51	SALARIES					
019111	511010 - CONTRIBUTORY RETIREMENT				7,039,967.00	
	TOTAL SALARIES					7,039,967.00
	TOTAL PENSION					7,039,967.00
914	EMPLOYEE BENEFITS					
51	SALARIES					
019141	511000 - SALARY & WAGES					92,736.00 *
	LATTA, POLINA DIRECTOR OF HUMAN RESOURCES		1.00	27,090.00		27,090.00
	BARRETT, DIANE HUMAN RESOURCE COORDINATOR		1.00	37,409.00		37,409.00
	TRAVERS, MATTHEW HUMAN RESOURCE ASSISTANT		1.00	27,187.00		27,187.00
	SICK LEAVE INCENTIVE		1.00	1,050.00		1,050.00
	TOTAL SALARIES					92,736.00
	TOTAL EMPLOYEE BENEFITS					92,736.00
	TOTAL GENERAL FUND					61,415,920.00
	GRAND TOTAL					61,415,920.00

** END OF REPORT - Generated by Kerriann Golden **

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CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Margot Fleischman, Director of Strategic Initiatives and Communications
Re: FY23 Budgets for Boards and Commissions
Date: May 16, 2022

In preparation for the review of Fiscal Year 2023 budgets, I am pleased to provide the Honorable City Council a summary of the commissions with budgetary allocations. As you will note from the chart below, the only commission that will see an increase in FY23 is the Conservation Commission. The Conservation Commission requested an increase in the salary and wages line of $5,700. This will allow the Conservation Agent to work 16 hours weekly versus the current 10 hours weekly.

		FY22	FY23	$ Change	% Change
165	Liquor Commission	2,000.00	2,000.00	0.00	0.00%
171	Conservation	20,825.00	26,590.00	5,765.00	27.68%
196	Melrose Energy Commission	2,500.00	2,500.00	0.00	0.00%
540	Beebe Estate	7,900.00	7,900.00	0.00	0.00%
542	Women's Commission	2,000.00	2,000.00	0.00	0.00%
544	Human Rights Commission	3,000.00	3,000.00	0.00	0.00%
545	Commission on Disability	2,500.00	2,500.00	0.00	0.00%

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CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Margot Fleischman, Director of Strategic Initiatives and Communications
Re: FY23 Mayor's Office Budgets (121 and 692)
Date: May 16, 2022

In preparation for the review of Fiscal Year 2023 budgets, I am pleased to provide the Honorable City Council a summary of the proposed changes to the Mayor's Office budgets.

The Mayor's Office operating budget (121) for FY23 reflects a 14.6% increase over FY22. The main cost drivers for this increase are Dues and Membership and Salary and Wages.

In the case of Dues and Memberships, the Mayor's Office budget has been underfunded for the past several years relative to the current annual dues paid by the City to the Massachusetts Municipal Association (MMA) and the Metropolitan Area Planning Council (MAPC). This line item has been increased by $4,556 (23.4%) to reflect the actual cost of these dues.

The Salary and Wages line item has been increased by $42,572 (15.8%) to reflect the 53-week year, as well as funding for a part-time (18 hours per week) administrative position in the Mayor's Office in FY23.

Mayor Brodeur's office is currently comprised of three employees:

- Director of Strategic Initiatives & Communication Margot Fleischman, who also serves as the Mayor's Chief of Staff
- Communications & Outreach Coordinator Lily Wall
- Director of Economic Recovery and Business Development Lauren Grymek

The Mayor's Office has traditionally relied on volunteers and participants in the Property Tax Work Program (PTWP) to staff our phones and front desk. While we value and deeply appreciate the contributions our excellent senior volunteers make to our office, there are some limitations to this set-up: PTWP participants are limited in the number of hours they work, and as they reach their maximum benefit of $1000, their turn-over means that we must continue to train and recruit new volunteers throughout the year.

Reliance on volunteers also means that it is not always possible to provide coverage during all the hours of the work week. There are frequently times when all members of the Mayor's staff need to be out of the office, in meetings, or on webinars, and there is no one available to answer phones or greet visitors to the Mayor's Office. Since our office has also taken over the responsibility to receive general calls on

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the City Hall main phone number, members of the public are unable to reach a live person when they call during business hours if our front desk is unstaffed.

This new part-time position will provide a consistent level of staffing for the office, answering phones, coordinating volunteers, and providing billing and payroll administrative support for the Mayor's Office and other departments as needed. We will continue to utilize volunteers and PTWP participants to cover the front desk for the remaining 17 hours per week.

Finally, the Mayor's Office recently welcomed Lauren Grymek as the City's first Director of Economic Recovery and Business Development. This new role was created by the Mayor to address the economic impacts of the COVID-19 pandemic and will be funded using ARPA funds. This position will continue through FY23-FY25, but as it is grant funded, there is no impact to the Mayor's Office operating budget.

The Community Events Budget (692) which is overseen by the Mayor's Office will remain unchanged from FY22 as we anticipate that the Memorial Day parade will return next year.

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

Allan I. Alpert
Director

MEMORANDUM

DATE: May 5, 2022
TO: Honorable City Council
FROM: Director Alpert
SUBJECT: FY Budget 2023

Below are the answers to your questionnaire.

1. Please identify any noteworthy changes or events that took place during FY22 in your department (staffing changes, technology upgrades, new regulations, or procedures, etc.)

1.1 The director was relocated to a first-floor office. 1.2 Using MEMA EMPG and HMEP Grant Funding, the EOC/training center was upgraded with new furniture, laptop computers and large screen monitors.

2. Do all your department's salaries come from the same budget, if not, please identify the split among multiple budgets?

Yes

3. Are there any significant changes to your FY22 budget compared to previous years? Please explain.

None

4. Any events or changes you anticipate in your department for 23?
4.1 Publish Evacuation Plans for City Hall. 4.2 Assess all city buildings (with the police department) to determine what is required to safely secure the location in the event of an intruder (armed or unarmed). 4.3 Prepare a protocol for intruder notification to departments and the police, 4.4 Establish a policy for an active intruder incident. 4.5 Conduct tabletop exercises for City Plans 4.6 Install radio equipment in the EOC/Training Center for FD & PD training, emergency use and EOC Operations.

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CITY OF MELROSE

SOLDIERS & SAILORS MEMORIAL BUILDING

590 Main Street
Melrose, Massachusetts 02176
Telephone (781) 979-4185
www.melrosememorialhall.com

KATHY PIGOTT-BRODEUR
Executive Director/Operations Manger
Kpigottbrodeur@cityofmelrose.org

MEMORANDUM

TO: The Honorable Melrose City Council
FR: Kathy Pigott-Brodeur, Executive Director/Operations Manager, Memorial Hall
DATE: May 5, 2022
RE: FY23 Memorial Hall (693) Budget

The following is an overview of the Soldiers and Sailors Memorial Building, (Memorial Building 693), FY23 budget and projects that will occur in FY23.

The Memorial Hall FY23 budget has an overall increase of 3.3%. The increases are due to:

- Elevator Maintenance line item: Memorial Hall has a stand-alone elevator service contract as Memorial Hall requires 24 hours on demand service, (ex: elevator needs repair during an event on Saturday night). The $568 increase (12.3%) is due to the annual contractual International Union of Elevator Contractors labor rates.

- Professional Services line item: There is an increase of $1,000 (6.7%). We are now required to use MERV Filter replacements in the HVAC system which have a higher cost than the filters that were used in the past.

- Salary and Wages line item: FY23 has an increase of $5,483 (3.7%) due to the 53 week-year and the annual steps for staff
    - Memorial Hall staff includes one Executive Director/Operations Manager, (4) part time Operations Assistants and (1) temporary summer custodian
    - All Memorial Hall salaries are in the Memorial Hall Salary and Wages line item

In FY23, the Memorial Hall Building Envelope Improvements project will occur. Construction will begin in Summer of 2022 with completion expected in Fall of 2023. As this project will include mostly exterior work, the construction will be scheduled around the event schedule to avoid disruption. Updates on the progress of the project will be posted weekly on the Memorial Hall city website page during construction.

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With the awarding of a matching SHRAB grant, the Melrose Civil War Veterans Heritage Project will be started in FY23. The project, will identify, catalogue, restore and preserve the artifacts housed at Memorial Hall and to research the history of our local veterans to ensure that all Civil War veterans who resided in Melrose are recognized. If it is discovered there are Civil War Veterans who have not been recognized, the next step will be to determine how and where to recognize these heroic veterans.

In FY22, we are on target to host 225 events, with approximately 37,000 guests in attendance. These events including symphony concerts, live concert performances and comedy shows fundraisers, business meetings, dance recitals, private music school performances, private family parties, rehearsals for surrounding communities and out of state professional music organizations (choral, music, symphonies, etc.), boxing, wrestling and muay thai amateur and professional matches, out of state dance company performances, vaccination clinics and the annual Nutcracker performances. As of April 2022, for FY23 we have requests for 191 event dates at Memorial Hall. For FY23 our main goal is to return to pre-COVID event bookings level, (FY19: 301 events).

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– – –

Annual Report

of

PINE BANKS PARK

– – –

January 2022

– – –

Budget for Fiscal 2023

– – –

Report of Activities

for

Calendar 2021

– – –

PINE BANKS PARK



Superintendent Kevin Benner
Dr. Jessica Zaks
Baby Thomas "TJ" Benner's First Christmas

2022 Report of the Trustees

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Clerk's Certificate
Pine Banks Park

A meeting of the Board of Trustees of Pine Banks Park was held at 5:00 P.M. on Tuesday, May 10, 2022, due notice of which was given to all members in advance thereof, via ZOOM Conferencing from 350 Main Street, Malden, Massachusetts.

Present at the meeting were the following members:

C. Henry Kezer, of Melrose, Presiding, Hon Gary Christenson, Mayor of Malden, Hon Paul A. Brodeur, Mayor of Melrose, Richard R. Burns, Jr. of Malden, Peter M. Carroll, of Malden, and Richard C. Rudolph, at large. John W. Lynch, of Melrose was personally consulted in advance by Mr. Kezer, and approved by proxy.

A quorum was declared present and voting.

Section 6. of St. 1905, Chap. 393 states:

> The board shall annually in the month of January make a full report to the cities of Malden and Melrose of its receipts and expenditures, with its estimate of the amount required for maintenance for the ensuing year.

Section 7. of St. 1905, Chap. 393 states:

> The Cities of Malden and Melrose shall in their annual appropriation bills each appropriate and place at the disposal of said board one half of the amount determined by said board to be necessary for the maintenance of said property for that year, and set forth in its annual report as provided in section six.

Wherefore, the Annual Report of Pine Banks Park for January 2022, containing the Budget for the fiscal year 2023, and the report of the Superintendent of operations for Calendar 2021 was presented for the consideration of the board.

Upon motion duly made and seconded, it was unanimously:

VOTED: To adopt the report and budget, and submit the same to the Cities of Malden and Melrose for the purposes set forth in St. 1905, Chap. 393.

A true copy

C. Henry Kezer

C. Henry Kezer, Clerk

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MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Malden
CITY

TAX RATE RECAPITULATION
Fiscal Year 2022

I. TAX RATE SUMMARY

Ia.	Total amount to be raised (from page 2, IIe)	$ 218,910,537.67
Ib.	Total estimated receipts and other revenue sources (from page 2, IIIe)	117,237,894.70
Ic.	Tax Levy (Ia minus Ib)	$ 101,672,642.97
Id.	Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	79.7756	81,109,960.97	8,210,295,767.00		
Net of Exempt			6,567,322,967.00	12.35	81,106,438.64
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	11.2395	11,427,496.71	596,220,995.00	19.17	11,429,556.47
Net of Exempt					
Industrial	4.6447	4,722,389.25	246,386,492.00	19.17	4,723,229.05
SUBTOTAL	***95.6598***		***9,052,903,254.00***		***97,259,224.16***
Personal	4.3402	4,412,796.05	230,225,290.00	19.17	4,413,418.81
TOTAL	***100.0000***		***9,283,128,544.00***		***101,672,642.97***

MUST EQUAL 1C

Assessors

Robert Donnelly, Assessor , Malden , bdonnelly@cityofmalden.org 781-397-7100 | 12/1/2021 9:38 AM

Comment:

Gregory Lucey, City Clerk , Malden , glucey@cityofmalden.org 781-397-7000 | 12/1/2021 11:01 AM

Comment:

Nathaniel Cramer, Assessor , Malden , ncramer@cityofmalden.org 781-397-7100 | 12/1/2021 9:28 AM

Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Susan Whouley
Date: 12/06/2021
Approved: Anthony Rassias
Director of Accounts: Deborah A. Wagner

NOTE : The information was Approved on 12/6/2021

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MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Melrose
CITY

TAX RATE RECAPITULATION
Fiscal Year 2022

I. TAX RATE SUMMARY

Ia.	Total amount to be raised (from page 2, IIe)	$ 118,016,420.33
Ib.	Total estimated receipts and other revenue sources (from page 2, IIIe)	46,844,764.34
Ic.	Tax Levy (Ia minus Ib)	$ 71,171,655.99
Id.	Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	91.9297	65,427,889.84	6,190,050,331.00	10.57	65,428,832.00
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	4.4174	3,143,936.73	174,343,349.00	18.03	3,143,410.58
Net of Exempt					
Industrial	0.5275	375,430.49	20,820,720.00	18.03	375,397.58
SUBTOTAL	***96.8746***		***6,385,214,400.00***		***68,947,640.16***
Personal	3.1254	2,224,398.94	123,350,850.00	18.03	2,224,015.83
TOTAL	***100.0000***		***6,508,565,250.00***		***71,171,655.99***

MUST EQUAL 1C

Assessors

Cathy A Gulino, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/8/2021 8:50 AM

Comment:

Sarah MacLellan, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/9/2021 10:45 AM

Comment:

Lee A Phalen, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/8/2021 8:51 PM

Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Susan Whouley
Date: 12/14/2021
Approved: Thomas Guilfoyle
Director of Accounts: Deborah A. Wagner

NOTE : The information was Approved on 12/14/2021

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Municipal Funding Formula **Fiscal 2023**
Pine Banks Park
Chapter 393 of 1905; as Amended by Chapter 162 of 1906

Total Assessed Valuation - All Classes		Smaller Assessed Value	
Real Property Excluding Municipal and		City of Melrose	$ 6,385,214,400.00
Tax Exempt Property		"1 Percent"	$ 63,852,144.00
Prior Fiscal Year	2022	"1/150th Part" of 1%	$ 425,680.96
City	Total Assessed Value	Maximum Budget Requisition	
City of Malden	$ 9,052,903,254	City of Melrose - 50%	$ 425,680.96
City of Melrose	$ 6,385,214,400	City of Malden - 50%	$ 425,680.96
		Total	$ 851,361.92

Statutory Excerpt: St. 1905 Chapter 393; amended by St. 1906 Chapter 162

Section 6.

Said Board of trustees shall have the absolute control and management of the property, and shall have power to make rules and regulations regarding its use and management, in such manner as it shall deem best.

The board shall annually in the month of January make a full report to the cities of Malden and Melrose of its receipts and expenditures, with its estimate of the amount required for maintenance for the ensuing year. Its expenditures in any year shall not exceed the sum of the appropriations for that year and the income at the disposal of said trustees by reason of any gifts received under the authority of section two of this act.

Section 7.

The cities of Malden and Melrose shall in their annual appropriation bills each appropriate and place at the disposal of said board one half of the amount determined by said board to be necessary for the maintenance of said property for that year, and set forth in its annual report as provided in section six.

If either of said cities shall in any year fail to make such appropriation, the said board shall upon the written request of said donors or their heirs or devisees who may then hold their estate, reconvey said property to said heirs or devisees free from all trusts;

but the amount required of each city by said board to work a forfeiture shall not in any year exceed one one hundred and fiftieth part of one per cent of the assessed valuation for the preceding year of the city having the smaller assessed valuation.

Said cities may, if in their judgment the proper maintenance or improvement of said property shall require it, appropriate in equal amounts and place at the disposal of said board sums in excess of the amount which said board is hereby authorized to require of said cities.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

	Pine Banks Park - Budget Summary - Fiscal Year		2023	3:25 PM	12-May-22		Budg Code	
1	Compensation & Benefits Summary	Prior FY	**Budget**	$ increase	% increase	/City	Increase/City	Maid	Melr
2	Salaries & Wages	$ 217,567.00	$ 217,546.73	($20.29)	-0.01%	$108,773.36	($10.14)		
3	Pensions, Benefits & Insurance	$ 180,930.14	$ 174,720.77	($6,209.37)	-3.43%	$87,360.39	($3,104.68)		
4		---	---	---	---	---	---		
5	Total from Compensation Schedule	$ 398,497.14	$ 392,267.50	($6,229.65)	-1.56%	$196,133.75	($3,114.83)		
6	Utilities	Budget	Budget	$ increase	% increase	/City	Increase/City		
7	Telephone[1]	$ 5,000.00	$ 8,800.00	$3,800.00	76.00%	$4,400.00	$1,900.00	52217	522000
8	Electric	$ 26,000.00	$ 25,800.00	($200.00)	-0.77%	$12,900.00	($100.00)	52218	522500
9	Fuel/Heating Oil[2]	$ 9,000.00	$ 15,000.00	$6,000.00	66.67%	$7,500.00	$3,000.00	54311	530800
10		---	---	---	---	---	---		
11	Total	$ 40,000.00	$ 49,600.00	$9,600.00	24.00%	$24,800.00	$4,800.00		
12	Insurance	Budget	Budget	$ increase	% increase	/City	Increase/City		
13	Liability	$ 10,450.00	$ 8,600.00	($1,850.00)	-17.70%	$4,300.00	($925.00)	52418	543201
14	Auto Ins	$ 3,500.00	$ 3,500.00	$0.00	0.00%	$1,750.00	$0.00	52417	544330
15	D & O Liab.	$ 2,500.00	$ 2,500.00	$0.00	0.00%	$1,250.00	$0.00		
16	Fire Ins[3]	$ 4,000.00	$ 7,000.00	$3,000.00	75.00%	$3,500.00	$1,500.00	52415	544320
17		---	---	---	---	---	---		
18	Total	$ 20,450.00	$ 21,600.00	$1,150.00	5.62%	$10,800.00	$575.00		
19	Vehicles	Budget	Budget	$ increase	% increase	/City	Increase/City		
20	Gasoline/Grease	$ 7,000.00	$ 7,000.00	$0.00	0.00%	$3,500.00	$0.00	54312	531000
21	Repair & Maint MVE	$ 5,000.00	$ 5,000.00	$0.00	0.00%	$2,500.00	$0.00	52250	527500
22		---	---	---	---	---	---		
23	Total	$ 12,000.00	$ 12,000.00	$0.00	0.00%	$6,000.00	$0.00		
24	Maintenance	Budget	Budget	$ increase	% increase	/City	Increase/City		
25	Repair & Maint Bldng	$ 20,000.00	$ 15,000.00	($5,000.00)	-25.00%	$7,500.00	($2,500.00)	52252	527700
26	Field/Park Maint.	$ 60,000.00	$ 75,000.00	$15,000.00	25.00%	$37,500.00	$7,500.00	54319	535100
27		---	---	---	---	---	---		
28	Total	$ 80,000.00	$ 90,000.00	$10,000.00	12.50%	$45,000.00	$5,000.00		
29	Supplies & Materials	Budget	Budget	$ increase	% increase	/City	Increase/City		
30	Office Supplies	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54310	530500
31	Clean/Disinfect	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54325	532000
32	Paint	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54332	533000
33	Hardware	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54330	533500
34	Lumber	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54334	537200
35	Misce Expenses	$ 6,600.00	$ 6,600.00	$0.00	0.00%	$3,300.00	$0.00	57247	528804
36		---	---	---	---	---	---		
37	Total	$ 11,600.00	$ 11,600.00	$0.00	0.00%	$5,800.00	$0.00		
38	Professional Services	Budget	Budget	$ increase	% increase	/City	Increase/City		
39	Audit & Accounting	$ 16,000.00	$ 18,700.00	$2,700.00	16.88%	$9,350.00	$1,350.00	5300	528600
40	Web Site/Scheduling Admin	$ 10,000.00	$ 10,000.00	$0.00	0.00%	$5,000.00	$0.00		529000
41				---	---	---	---		
42	Total	$ 26,000.00	$ 28,700.00	$2,700.00	10.38%	$14,350.00	$1,350.00		
43	Eqpmt/Captl Purch	Budget	Budget	$ increase	% increase	/City	Increase/City		
44	***Last Year & Continuing***								
45	Ballfield Project Amortization	$ 202,588.36	$ 202,588.36	$0.00	0.00%	$101,294.18	$0.00	58539	551044
46	Supplemental Facility Shed	$ 97,195.33	$ 97,195.33	$0.00	0.00%	$48,597.67	$0.00		
47	Total Last & Continuing	$ 299,783.69	$ 299,783.69	$0.00	0.00%	$149,891.85	$0.00		
48									
49	***New Initiatives***								
50	Entrance Signage	$ 15,000.00	$0.00	$0.00	0.00%	$0.00	$0.00		
51	Pave Parking Lot by Lodge / Playground	$ 0.00	$ 68,020.70	$0.00	100.00%	$34,010.35	$0.00		
52		---	---	---	---	---	---		
53	Total New Initiatives	$ 15,000.00	$ 68,020.70	$53,020.70	353.47%	$34,010.35	$26,510.35		551020
54		---	---	---	---	---	---		
55	Total	$ 314,783.69	$ 367,804.39	$53,020.70	16.84%	$183,902.20	$26,510.35		
56	Summary	Budget	Budget	$ increase	% increase	/City	Increase/City		
57	***Compensation and Benefits line 5***	$398,497.14	$392,267.50	($6,229.65)	-1.56%	$196,133.75	($3,114.83)		
58									
59	Operating Expenses								
60	Utilities line 11	$40,000.00	$49,600.00	$9,600.00	24.00%	$24,800.00	$4,800.00		
61	Insurance line 18	$18,450.00	$21,600.00	$1,150.00	6.23%	$10,800.00	$575.00		
62	Vehicles line 23	$12,000.00	$12,000.00	$0.00	0.00%	$6,000.00	$0.00		
63	Maintenance line 28	$80,000.00	$90,000.00	$10,000.00	12.50%	$45,000.00	$5,000.00		
64	Supplies & Materials line 37	$11,600.00	$11,600.00	$0.00	0.00%	$5,800.00	$0.00		
65	Professional Services line 42	$26,000.00	$28,700.00	$2,700.00	10.38%	$14,350.00	$1,350.00		
66		---	---	---	---	---	---		
67	***Operating Expenses lines 59 - 64***	$188,050.00	$213,500.00	$23,450.00	12.47%	$106,750.00	$11,725.00		
68		---	---	---	---	---	---		
69	***Eqpmt/Captl Purch line 54***	$314,783.69	$367,804.39	$53,020.70	16.84%	$183,902.20	$26,510.35		
70	***Total***	$901,330.83	$973,571.89	$70,241.05	7.79%	$486,785.94	$35,120.52		
71	Statutory Mandate Amount	$ 794,823.49	$ 851,361.92	$56,538.43	7.11%	$425,680.96	$28,269.22		
72	Total Budget Amount	$ 901,330.83	$ 973,571.89	$72,241.05	8.01%	$486,785.94	$36,120.53		
73	Amount Over/(Under) Mandate	$ 106,507.34	$ 122,209.97	$15,702.62	14.74%	$61,104.98	$7,851.31		

[1] Alarm & internet to new office [2] Propane for Utility Bldng [3] New Bldng

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

	Pine Banks Park - - -	Fiscal Year		2023		7:38 PM	9-May-22
	Compensation & Benefits Summary	*Prior FY*	***Budget***	*$ increase*	*% increase*	*/City*	*Increase/City*
1	*Salaries & Wages*						
2	Superintendent	$ 81,553.75	$ 70,800.00	($10,753.75)	-13.19%	$35,400.00	($5,376.88)
3	Asst Superintendent (vacant)	$ 50,576.53	$ 0.00	($50,576.53)	-100.00%	$0.00	($25,288.27)
4	Skilled Laborer	$ 42,469.45	$ 43,531.00	$1,061.55	2.50%	$21,765.50	$530.78
5	Skilled Laborer	$ 36,867.28	$ 37,789.00	$921.72	2.50%	$18,894.50	$460.86
6	Skilled Laborer (mechanic)	$ 0.00	$ 41,600.00	$41,600.00	100%	$20,800.00	$20,800.00
7	Skilled Laborer (part time)	$ 0.00	$ 18,720.00	$18,720.00	100%	$9,360.00	$9,360.00
8		- - -	- - -	- - -	- - -	- - -	- - -
9	Total	$ 211,467.00	$ 212,440.00	$973.00	0.46%	$106,220.00	$486.50
10							
11	Reserve for Overtime	$ 6,100.01	$ 5,106.73	($993.29)	-16.28%	$2,553.36	($496.64)
12							
13	Total Current Compensation	***$ 217,567.01***	***$ 217,546.73***	($20.29)	-0.01%	$108,773.36	($10.14)
14	*Pensions, Benefits & Insurance*						
15	Pension Benefits						
16	Pensions Benefits Active Staff	$ 65,843.00	$ 59,840.00	($6,003.00)	-9.12%	$29,920.00	($3,001.50)
17	Pension Benefits to Retirees	$ 50,563.20	$ 52,080.11	$1,516.91	3.00%	$26,040.06	$758.46
18		- - -	- - -	- - -	- - -	- - -	- - -
19	Total Pension Benefits	$ 116,406.20	$ 111,920.11	($4,486.09)	-3.85%	$55,960.06	($2,243.05)
20							
21	Health Insurance						
22	Health Insurance Active Staff	$ 46,591.61	$ 44,171.16	($2,420.45)	-5.20%	$22,085.58	($1,210.23)
23	Health Insurance Retirees	$ 11,561.26	$ 12,425.28	$864.02	7.47%	$6,212.64	$432.01
24		- - -	- - -				
25	Total Health Insurance	$ 58,152.87	$ 56,596.44	($1,556.43)	-2.68%	$28,298.22	($778.21)
26							
27	Misce						
28	Employers % Life Insurance	$ 904.80	$ 723.84	($180.96)	-20.00%	$361.92	($90.48)
29	Employers % Medicare Tax	$ 3,066.27	$ 3,080.38	$14.11	0.46%	$1,540.19	$7.05
30	Unemployment InsuranceH	$ 0.00	$ 0.00	$0.00	0.00%	$0.00	$0.00
31	Workingman's CompI	$ 0.00	$ 0.00	$0.00	0.00%	$0.00	$0.00
32	Sick Leave Buyback (4x $600)	$ 2,400.00	$ 2,400.00	$0.00	0.00%	$1,200.00	$0.00
33		- - -	- - -				
34	Total Miscellaneous	$ 6,371.07	$ 6,204.22	($166.85)	-2.62%	$1,902.11	($83.43)
35		- - -	- - -	- - -	- - -	- - -	- - -
36	*Total Pensions & Insurance*	***$ 180,930.14***	***$ 174,720.77***	($6,209.37)	-3.43%	$87,360.39	($3,104.68)
37	*Total Current Compensation*	$ 217,567.01	$ 217,546.73	($20.29)	-0.01%	$108,773.36	($10.14)
38	*Total Pensions & Insurance*	$ 180,930.14	$ 174,720.77	($6,209.37)	-3.43%	$87,360.39	($3,104.68)
39	*Total Compensation*	**$ 398,497.15**	**$ 392,267.50**	($6,229.66)	-1.56%	**$196,133.75**	($3,114.83)
40							

41	Reserve for Overtime Reconciliation.	
42	Year Round Budgeted Amount	$ 212,440.00
43	Per week (52)	$ 4,085.38
44	Reserve - 1.25 x One Week	$ 5,106.73

45

46 *Notes:*

47 Administered through and with current payments made through the City of Melrose HR Department.

48 Reimbursements from the City of Malden - estimated quarterly --> **$ 49,033.44**

49 Annualized Increase o/ prior yr --> **-1.56%**

50 Active employee pension cost based on per capita cost over all Melrose Employees.

51 H Unemployment Insurance funded semi-annually and if a PB employee is laid off Malden will contribute 1/2 actual cost.

52 I Melrose self insures Workingman's Compensation and Malden will pay 1/2 of claims as they actually occur.

53 Cost might change if employees or retirees change their benefits during Open Enrollment with effective date of change July 1.

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pine banks park

ANNUAL REPORT
OF
PINE BANKS PARK

Fiscal Year 2022

July 1, 2021 through June 30, 2022

Board of Trustees

C. Henry Kezer, President and Chairman, Melrose
Richard R. Burns, Jr., Treasurer, Malden
Peter M. Carroll, Malden
John Lynch, Melrose
Gary Christenson (Ex Officio), Mayor of Malden
Paul Brodeur (Ex Officio), Mayor of Melrose
Richard Rudolph (Provisional at-Large)

Staff Members of Pine Banks Park

Kevin Benner, Superintendent
Russell P. Kezer, Skilled Laborer
John Wright, Skilled Laborer
Frank Celona, Mechanic/Skilled Laborer

Report of the Superintendent.

As Superintendent of Pine Banks Park, I herewith submit the following report for the year 2022.

The park's overall usage has been very busy and is basically back to the 2019 schedule for organized programs, since the lifting of restrictions due to the pandemic. We were once again able to provide picnic reservations for three picnic sites which are available from May 1st through October 31st. The sports fields are heavily used by the cities of Malden and Melrose for high school and youth organizations, and any time left over is for reservation for private rental by travel programs and other athletic user groups for a set fee. The track and dog park continue to be very popular, as well as the hiking trails, which our staff tries to maintain regularly to keep a safe and consistent walking path.

Thanks to the Trustees and the cities of Malden and Melrose, the new maintenance building will be completed for this summer. This building will create a better operation for maintenance of every aspect of the park, and for the first time we will have everything needed at one location. The building process started in the summer of 2021 with the demolition of the old building and has continued throughout the fall and winter and is now in its final stages before completion.

For the first time since 2019, the park was able to hold the Santa event back in the Santa house on Main Street on Saturday December 18th from 2PM-6PM. Also, the Fairy House event was held on Saturday August 28th from 12PM-

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

4PM. Special thanks to Malden city councilor Barbara Murphy and her Ward 5 volunteers for organizing both events and making it very special for all who attended.

We continued again this year to hire a private tree service to prune and remove certain trees which pose a threat and create hazards to areas such as roadways, parking areas, pond and playground areas, or anywhere there is a potential target. On October 27th, we had to make an emergency call for a large oak tree which split at the base and was hung up several feet in the air, hung up in another tree and compressed on the road surface. The trees were cleared and later a large section of trunk scheduled for crane removal. We had that same tree service come in a couple of other times for similar work but was based upon scheduled set-up location to remove hazardous trees and limbs. Some of the logs were kept onsite to decrease cost and were cut up by park staff safely (always wearing proper personal protective equipment, hard hat, face shield, leg chaps, as well as a work plan and focus on continued education involving tree work). The logs were then split and piled as firewood.

There are 13 maple trees at the field areas located along the road from field BB1 and ending at the track by Main Street. Most recently we had one small dead maple removal, and nine others were pruned of all dead wood. These trees are all in decline and have suffered from past road construction, compaction, storm damage and other factors. A project for tree planting throughout this area mentioned as well as removals should be strongly considered.

Though this year has been tough without a maintenance building, the new building will create a terrific environment for successful maintenance throughout the park. Overall, this year was a success. The park continues to see an interest from outside renters, and the revenue has been very good, but we are probably at capacity. The sports fields are heavily used, but with our regular maintenance, they still hold up well and can handle the heavy use.

This year, I was appointed to the NESTMA (New England Sports Turf Managers Association) Board of Directors, and hopefully either this fall or next spring we will be able to host a field day event. On May 18th, the park will be holding a field day for the Massachusetts Tree Wardens and Foresters Association, which will provide lunch, as well as a tree planting demonstration and risk assessment and vendor booths. Organizations such as the ones mentioned have helped me so much and offer education and advice for all in these related fields of open space and recreation.

The support of the Pine Banks Park Board of Trustees and the cities of Malden and Melrose make all of this possible for this just over 100 acre gem to be used for these communities as a public park. I think Mr. Converse would be proud of what it has become.

I would like to thank the Pine Banks staff – Russell Kezer, John Wright and newly hired mechanic/skilled laborer Frank Celona. The work that they do, and all their continued efforts are so important for this facility.

Finally, I would like to thank the Board of Trustees for giving me this opportunity to be Superintendent, it is a great honor and means a great deal to me. I would also like to thank past Superintendent, Andrew Walsh for all that he did for Pine Banks over five years. Also, to all that have had a part in the new building, whether it be in architecture or design, engineering, whatever it may be, thank you so much.

Respectfully submitted

Kevin D. Benner

Superintendent

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Scheduled Field Usage

The following is a list of participants using the sports fields on an annual basis:

Malden:
Varsity, JV & Freshman Baseball
Varsity & JV Soccer
Varsity, JV & Freshman Field Hockey
High School Cross Country
Girls' Varsity & JV Lacrosse
Boys' Varsity & JV Lacrosse
Malden Youth Soccer (with lights)
Malden Babe Ruth Baseball (with lights)
Malden Pop Warner Football
Malden Youth Softball

Melrose:
Varsity, JV & Freshman Baseball
Boys' Varsity & JV Soccer
High School Girls' Varsity & JV Soccer
High School Girls' Field Hockey
High School Girls' Varsity Softball
High School Girls' Lacrosse
High School Boys' Lacrosse
Babe Ruth Baseball (with lights)
Pop Warner Football practice (with lights)
Melrose Youth Soccer (with lights)
Melrose Youth Lacrosse

Other Organizations:
Kendall Wanderers AFC Soccer
Melrose Running Club
Mystic River Rugby Club (with lights)
Melrose Men's Softball League (with lights)
Vikings AAU baseball
Team Boston AAU baseball
Malden Youth Flag Football
North East Baseball Tournament
Boston City Football Club

Special Events Calendar

A sample of groups which hold their "Special Events" at the Park during the season. They included:

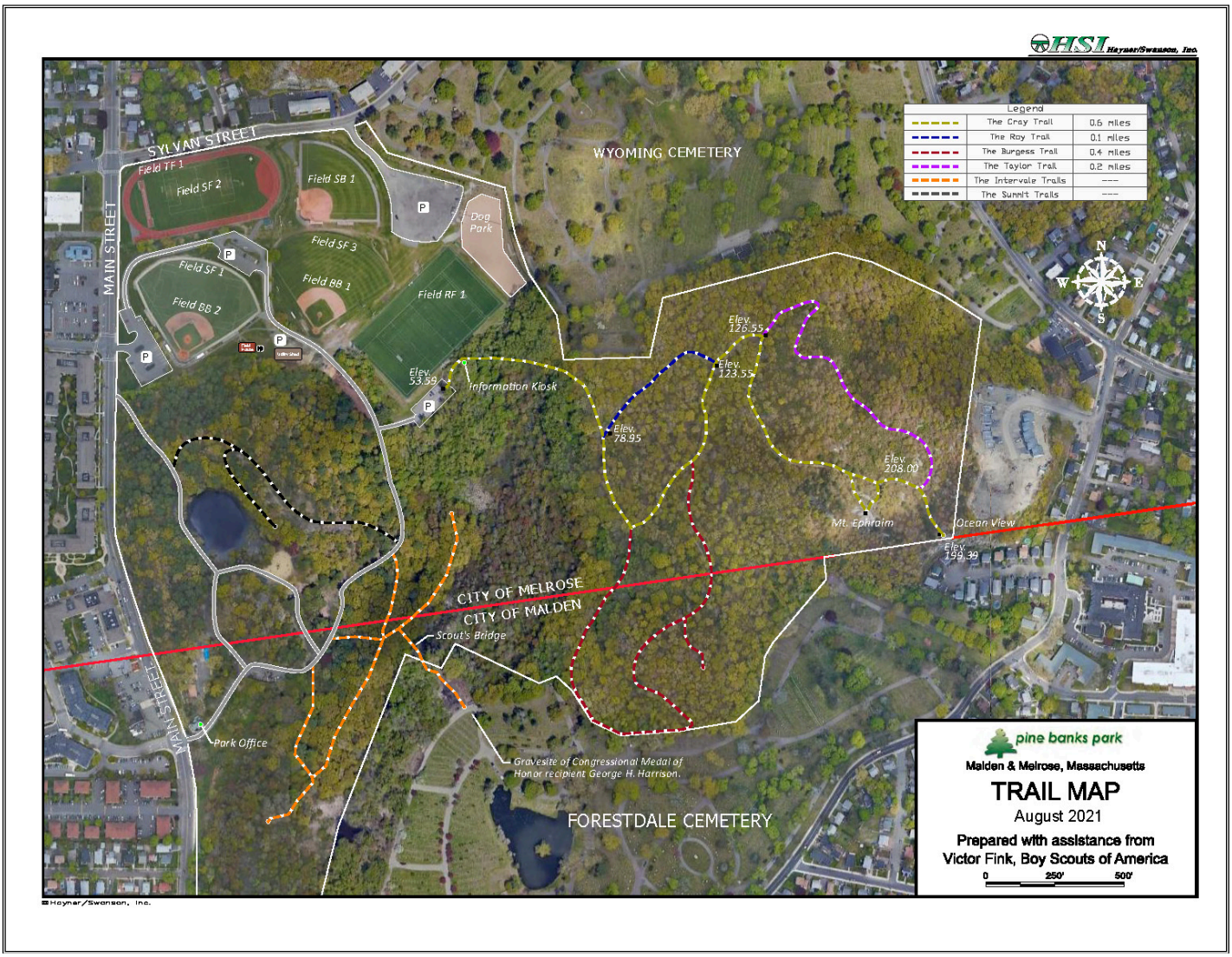
A. Melrose Running Club Mother's Day 5K Race
B. Bread of Life Walk
C. Melrose High School Marching Band Memorial Day Picnic
D. Melrose and Malden Boy Scouts Camp Out
E. Mayors' Cup (Malden vs. Melrose scholastic teams).
F. Malden YMCA Summer Program (a day camp)
G. Malden YWCA 5k road race.
H. Melrose Victorian Fair Road Race
I. Fundraising event for the Jimmy Fund
J. Learn to Cope Run and Walk Race
K. Weekly AA Meetings
L. Mystic River Rugby Club – Youth Rugby Summer Camp June – July



Youth Rugby Summer Camp

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Pine Banks Park – Satellite Photo.



This is a satellite photo of Pine Banks Park as it is presently configured, with an overlay of the locations of improvements and adjoining streets. The trail mapping was part of Victor Fink's Eagle Scout project, and was accomplished with a hand held GPS unit that provided exact locations and elevations. Victor stopped every six feet along the way to get these. His original work has been placed on the updated satellite image showing the new track, softball, dog park and parking area. This has been provided to us by our Civil Engineer, John Vancor, of Hayner/Swanson, and his son, Thomas Vancor, and our thanks goes out to them for it.

It is always interesting to see that the portion of the Park dedicated to the ball fields is a small portion of the total. It is also interesting to see the extensive trails running through the area, which a not well known to residents of either city.

A good portion is covered by a tributary stream to the Malden River. This comes down through the notch in our boundary with Wyoming Cemetery, running in a Southwesterly direction along our border with Forestdale Cemetery. This is the reason that there are no trails on the map where the boundaries for Melrose and Malden are shown. This low area is in contrast to the area to the East, which runs up to the high point at Mt. Ephraim and the view from Ocean View. Anyone who has not been up to visit these areas should try to make it and see the great views of Boston and the Ocean that available at Pine Banks Park.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Pine Banks Park - Trustees' Notes 2022

Contributions.

In support of various projects, the trustees received the following contributions during the fiscal year:

- The Adelaide Breed Bayrd Foundation is in the renewed its grant of $250,000 over five years. Total contributions from them now exceed $1 million for park improvements. An additional grant for a similar amount to support capital improvements is to be submitted.
- The Adelaide Breed Bayrd Foundation contributed $25,000 for the purpose of acquiring miscellaneous equipment, improvements and other initiatives.
- The Adelaide Breed Bayrd Foundation contributed $5,000 for the hiring of a student from Malden as an intern during the late Spring and Summer. .
- The Piccolo Family Charitable Foundation contributed $25,000 for the purpose of acquiring miscellaneous equipment, improvements and other initiatives.
- The Piccolo Family Charitable Foundation contributed $5,000 for the hiring of a college student as an intern from the city of Melrose during the late Spring and Summer.

Capital Projects – Adelaide Breed Bayrd Foundation Loan.

As mentioned last year, the 1963 storage shed was to be replaced with a new Field Utility Building. This is the before picture:



Construction on the building began in the summer of 2021. Due to the East Boston Savings Bank acquisition by Rockland Trust Company, and the departure of key lending personnel, we lost our primary funding source since obtaining the MassDevelopment Bond. As an alternative, the trustees of the Adelaide Breed Bayrd

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Foundation agreed to loan the Pine Banks Park Foundation, Inc. the principal amount of $800,000.00 payable at 4.00% interest fixed over a term of ten years as had previously been discussed with East Boston Savings Bank. From the borrower's perspective, this is an advantageous arrangement in providing a fixed below market loan facility with minimum administrative overhead. From the lender's perspective, it allows the Adelaide Breed Bayrd Foundation to create an innovative and flexible charitable benefit to a local operating charity, like Pine Banks Park, while providing a fixed income investment at competitive rates. And all the Bayrd Trustees grew up at Pine Banks Park.

This loan was closed on February 16, 2022, and has been deployed toward the completion of the building. This loan was included in the FY 2022 budget, and is shown on the FY 2023 budget on line 46 of the Budget Summary.

This is a picture of the new building taken in May 2022, with occupancy set for Memorial Day 2022.



The main entrance is provided by two large overhead doors to the left, and behind the parked truck. To the right is the repair shop, with its own door for access. Inside is a complete vehicle workshop, complete with a lift for repair of park vehicles. Behind the workshop, but not visible here, is the office entrance to the right, The staff area consists of the Superintendent's office, a common break room with kitchenette, staff lockers, and bath and shower facilities. This new facility will provide Pine Banks Park with increased storage, maintenance capacity, and administrative space for the next fifty years. It took a lot of effort from all the friends of Pine Banks Park, but it came in on budget and on time. Our thanks to all.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Pine Banks Park – Budget Summary – Fiscal 2023 Line Item Notes.

Pine Banks Park organizes its funding into three parts:

Part I Income - Compensation and Benefits. Lines 1 – 5 page 5.

The Park 'Leases' its employees from the City of Melrose. All compensation and benefits are administered through the Human Resources Department of the City of Melrose, and the entire scope of the costs are shown on the Park Budget. The City of Malden advances to the City of Melrose one half of the amounts required quarterly as shown on page 6. We include all costs related to benefits and retirement to be sure that the amounts are shared equally. The process was put into place in November 2012, and has been working extremely well, with thanks to the Human Resources Department of Malden and Melrose. Detail information is shown on the Compensation & Benefits Summary on page 6. These figures have remained flat from last year.

Part II Income – Operations - Budget Summary Lines 6 - 42. & 59 – 67.

These expenditures are made through a segregated central operating account at the Park, funded by monthly disbursements from each city. This has allowed a more accurate and timely control over expenses, which previously were made by each city on a per-expenditure basis. It also provides a more accurate basis for budgeting. The process has indicated areas to focus for more effective application of resources. These figures show and increase of $23,450 due to increased overhead in the operation of the new building, including heat, burglar alarm & internet totaled on line 67. The figures in the red box represent funds advanced from each city during the year.

Part III Income - Equipment and Capital Purchases Lines 43 - 55.

Capital expenses and acquisitions are shown on lines 43 - 55. These items are allocated and billed to each city as they are incurred during the year. Line 45 is the continuing amortization payment for the field improvements, and line 46 is for the supplemental funding of the Field Utility Building. Line 51 is a new one time capital expenditure to pave the parking lot by the playground.

Conclusion.

The Summary of expenditures is on lines 56 through 70. The Statutory Mandate is shown on line 71, and due to growth in assessed values has grown $56,538.43 this year to $851,361.92. The proposed budget is $973,571.89 and exceeds the mandate by $122,209.97, attributable largely to capital improvements.

The Trustees wish to express their appreciation to the citizens of Malden and Melrose for making this project possible. Those contributions together with the private grants that we continue to receive have permitted the Park to greatly improve its services for the citizens of both communities.

Respectfully submitted,

C. Henry Kezer, President & Chairman.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-120

Reauthorization of City of Melrose Revolving Fund table as first adopted by City Ordinance June 18th, 2018 and annually thereafter. Revolving Funds are further authorized under Massachusetts General Law Chapter 44 Section 53E 1/2.

Offered by

BE IT ORDERED

Reauthorization of City of Melrose Revolving Fund table as first adopted by City Ordinance June 18th, 2018 and annually thereafter. Revolving Funds are further authorized under Massachusetts General Law Chapter 44 Section 53E 1/2.

FINANCIAL IMPACT:

n/a

05/16/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

05/16/22	**Appropriations and Oversight**	**HELD IN COMMITTEE**

RESULT:	**HELD IN COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

	A	B	C	D	E	F	G
Fund #	Revolving Fund	Department, Board, Committee, Agency or Officer Authorized to Spend from the Fund	Fees, Charges or Other Receipts Credited to Fund	Program of Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable from Fund	Other Requirements/ Reports	Fiscal years
2607	Veterans	Veterans Service Officer and Board	Donations	Supplies, administrative fees and permits for any programs related to Veteran Services and Melrose Community events.	$15,000 Annual Cap		Fiscal Year 2023 and subsequent years
2652	Recreation	Park Commission	Registration and User fees collected for Recreation Department sponsored programs	Costs associated with the various programs sponsored by the Recreation Department including the Director and Assistant Director's salary, program coordinator salaries as well as supplies and equipment needed to run the program.	$450,000 Annual Cap		Fiscal Year 2023 and subsequent years
2657	Recycling	Director of Public Works	Fees collected from the collection and recycling of white goods and metal, TV's monitors and special recycling events, sale of recycled paper and other products collected at our facility, sale of yard waste, compost, etc.	Hazardous household recycling funding, purchase, repairs and preplacement of recycling bins, rolls-offs, trucks, equipment, containers and maintenance of the Public Works Operations Facility Recycling drop-off area and salaries	$65,000 Annual Cap		Fiscal Year 2023 and subsequent years
2658	Inspectional Services	Director of Inspectional Services	Fees from inspections of multifamily homes	State-Mandated certificates of inspections, multifamily inspections, equipment, contracted inspectors, education and printing.	$15,000 Annual Cap. Salaries related to contracted inspectors are only paid from this fund.		Fiscal Year 2023 and subsequent years
2659	Health	Director of Health Department	Fees associated with public health programs	Costs associated with flu clinics, sale of bike helmets, salaries and CPR classes	$60,000 Annual Cap		Fiscal Year 2023 and subsequent years
2665	Police False Alarm	Chief of Police	Fees associated with excessive false alarm responses from private homes and businesses throughout the City	Maintenance of Police Department Fleet	$10,000 Annual Cap. No salaries are paid from this fund		Fiscal Year 2023 and subsequent years
2669	Park Permits	Park Commission	Rental Fees and Custodial charges received from activities hosted by user groups and organizations that do not reside within the City.	Supplies and maintenance costs associated with parks, fields and playgrounds where permits are issued.	$40,000 Annual Cap		Fiscal Year 2023 and subsequent years

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2750	Beebe Estate	Beebe Estate Trustees	Fees associated with the rental of this building and donations	Fees related to maintaining the Beebe Estate in a safe and sanitary manner.	$30,000 Annual Cap. No salaries are paid from this fund		Fiscal Year 2023 and subsequent years
2811	Council on Aging	Council on Aging Director	Donations	Council on Aging and Milano Center Programs and services, minibus related expenses and costs associated with maintaining the Milano Center in a safe and sanitary manner, Salary for Social Service Coordinator	$60,000 Annual Cap		Fiscal Year 2023 and subsequent years

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-121

Ambulance Enterprise Operating Budget for Fiscal 2023 in the amount of $1,001,312 (One Million, One Thousand, Three Hundred and Twelve Dollars).

Offered by

BE IT ORDERED

Ambulance Enterprise Operating Budget for Fiscal 2023 in the amount of $1,001,312 (One Million, One Thousand, Three Hundred and Twelve Dollars).

FINANCIAL IMPACT:

$1,001,312

05/16/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

05/10/2022 12:18 pm

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

6500 AMBULANCE ENTERPRISE FUND

231 AMBULANCE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
AMBULANCE SALARIES							
650051 - 511000	SALARY & WAGES	586,521.77	608,753.00	653,616.00	561,463.68	666,212.00	9.4%
650051 - 513000	OVERTIME	100,145.11	120,000.00	122,000.00	59,248.75	120,000.00	0.0%
AMBULANCE SALARIES TOTAL		686,666.88	728,753.00	775,616.00	620,712.43	786,212.00	7.9%
AMBULANCE CONTRACTUAL							
650052 - 521000	PRINTING	29.68	250.00	250.00	80.25	250.00	0.0%
650052 - 522709	MEDICAL WASTE DISPOSAL	140.00	1,000.00	1,000.00	140.00	1,000.00	0.0%
650052 - 527300	SPECIAL EQUIPMENT MAINTENANCE	474.81	4,000.00	4,000.00	1,046.00	4,000.00	0.0%
650052 - 527801	RADIO REPAIRS	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
650052 - 527804	DEFIBRILLATOR MAINTENANCE	0.00	1,500.00	1,500.00	0.00	1,500.00	0.0%
650052 - 527805	SCBA MAINTENANCE	800.00	800.00	800.00	0.00	800.00	0.0%
650052 - 528003	ALS FEES	0.00	2,000.00	2,000.00	400.00	2,000.00	0.0%
650052 - 529000	PROFESSIONAL SERVICES	54,601.61	65,000.00	65,000.00	68,655.23	65,000.00	0.0%
AMBULANCE CONTRACTUAL TOTAL		56,046.10	75,550.00	75,550.00	70,321.48	75,550.00	0.0%
AMBULANCE SUPPLIES & MATERIAL							
650052 - 530500	OFFICE SUPPLIES	581.71	2,700.00	2,700.00	179.22	2,700.00	0.0%
650052 - 530514	EMS SUPPLIES	29,233.40	25,000.00	25,000.00	37,356.83	25,000.00	0.0%
650052 - 530706	FIRE EQUIPMENT	1,780.47	4,000.00	4,000.00	97.80	4,000.00	0.0%
650052 - 530711	FIRE STRETCHER	1,000.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
650052 - 531200	TIRES	1,000.00	3,500.00	3,500.00	0.00	3,500.00	0.0%
650052 - 531601	OXYGEN AMBULANCE	1,500.00	1,500.00	1,500.00	1,804.50	1,500.00	0.0%
650052 - 531800	MOTOR VEHICLE PARTS & REPAIRS	7,011.25	10,000.00	10,000.00	3,667.17	10,000.00	0.0%
650052 - 532000	CLEANING & DISINFECTANT SUP	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
650052 - 535500	UNIFORMS	8,000.00	8,500.00	8,500.00	8,000.00	8,500.00	0.0%
650052 - 535501	CLOTHING	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
650052 - 535505	FIRE TURNOUT GEAR	3,118.00	10,000.00	10,000.00	0.00	10,000.00	0.0%
AMBULANCE SUPPLIES & MATERIAL TOTAL		53,224.83	69,200.00	69,200.00	51,105.52	69,200.00	0.0%
AMBULANCE OTHER CHARGES							
650052 - 540702	TRAINING	5,500.00	25,000.00	25,000.00	14,686.66	25,000.00	0.0%
650052 - 544310	PROPERTY & CASUALTY INSURANCE	11,582.00	11,100.00	11,100.00	12,277.00	11,100.00	0.0%
AMBULANCE OTHER CHARGES TOTAL		17,082.00	36,100.00	36,100.00	26,963.66	36,100.00	0.0%
231 AMBULANCE BUDGET TOTAL		**813,019.81**	**909,603.00**	**956,466.00**	**769,103.09**	**967,062.00**	**6.3%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6500 AMBULANCE ENTERPRISE FUND

711 MUNICIPAL DEBT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT MISCELLANEOUS							
6500711 - 565000	MUNICIPAL DEBT	55,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.0%
MUNICIPAL DEBT MISCELLANEOUS TOTAL		55,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.0%
711 MUNICIPAL DEBT BUDGET TOTAL		**55,000.00**	**30,000.00**	**30,000.00**	**30,000.00**	**30,000.00**	**0.0%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6500 AMBULANCE ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT INTEREST OTHER CHARGES							
6500751 - 549102	MUNICIPAL DEBT INTEREST	7,625.00	5,750.00	5,750.00	5,750.00	4,250.00	-26.1%
MUNICIPAL DEBT INTEREST OTHER CHARGES TOTAL		7,625.00	5,750.00	5,750.00	5,750.00	4,250.00	-26.1%
751 MUNICIPAL DEBT INTEREST BUDGET TOTAL		**7,625.00**	**5,750.00**	**5,750.00**	**5,750.00**	**4,250.00**	**-26.1%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6500 AMBULANCE ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
General Fund BUDGET TOTAL		**875,644.81**	**945,353.00**	**992,216.00**	**804,853.09**	**1,001,312.00**	**5.9%**

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PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR: AMBULANCE ENTERPRISE FUND		VENDOR	QUANTITY	UNIT COST	2023 MAYOR
231	AMBULANCE				
51	SALARIES				
650051	511000 - SALARY & WAGES				666,212.00 *
	BALESTRACI, MEGHAN PARAMEDIC		1.00	79,866.00	79,866.00
	BOONE, JONATHAN PARAMEDIC		1.00	83,149.00	83,149.00
	CUMMING, DAVID PARAMEDIC		1.00	83,149.00	83,149.00
	FURTADO, JUSTIN PARAMEDIC		1.00	79,866.00	79,866.00
	LINSTAD, SARAH PARAMEDIC		1.00	82,142.00	82,142.00
	MERCIER, JUSTIN PARAMEDIC		1.00	83,149.00	83,149.00
	RISSO, DANA PARAMEDIC		1.00	83,149.00	83,149.00
	SHEDD, SCOTT PARAMEDIC		1.00	82,142.00	82,142.00
	SICK LEAVE INCENTIVE		1.00	9,600.00	9,600.00
TOTAL SALARIES					666,212.00
TOTAL AMBULANCE					666,212.00
TOTAL AMBULANCE ENTERPRISE FUND					666,212.00
GRAND TOTAL					666,212.00

** END OF REPORT - Generated by Kerriann Golden **

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-122

Mt. Hood Operating Budget for Fiscal 2023 in the amount of $1,572,549 (One Million, Five Hundred Seventy-Two Thousand, Five Hundred and Forty-Nine Dollars)

Offered by

BE IT ORDERED

Mt. Hood Operating Budget for Fiscal 2023 in the amount of $1,572,549 (One Million, Five Hundred Seventy-Two Thousand, Five Hundred and Forty-Nine Dollars)

FINANCIAL IMPACT:

$1,572,549

05/16/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

05/16/22	**Appropriations and Oversight**	**OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Leila Migliorelli, Vice Chair
AYES:	Grigoraitis, Migliorelli, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Obremski, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

6200 MT HOOD ENTERPRISE FUND

653 MOUNT HOOD

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MOUNT HOOD SALARIES							
620000 - 511000	SALARY & WAGES	98,010.88	102,012.60	102,012.60	90,195.63	106,720.00	4.6%
MOUNT HOOD SALARIES TOTAL		98,010.88	102,012.60	102,012.60	90,195.63	106,720.00	4.6%
MOUNT HOOD CONTRACTUAL							
620000 - 523300	OUTSIDE CONTRACTORS	16,089.14	20,000.00	20,000.00	14,709.81	20,000.00	0.0%
620000 - 527309	SECURITY	276.00	5,000.00	5,000.00	1,222.00	5,000.00	0.0%
620000 - 528600	AUDITING SERVICES	6,360.00	6,360.00	6,360.00	6,360.00	6,360.00	0.0%
620000 - 528800	PLOWING AND SANDING	0.00	6,000.00	6,000.00	0.00	6,000.00	0.0%
620000 - 528900	LEGAL COUNSEL	0.00	15,000.00	15,000.00	0.00	15,000.00	0.0%
620000 - 529000	PROFESSIONAL SERVICES	989,251.86	978,000.00	978,000.00	903,464.00	978,000.00	0.0%
620000 - 529006	MT HOOD CAPITAL IMPROVEMENT	68,565.00	50,000.00	50,000.00	21,997.48	50,000.00	0.0%
MOUNT HOOD CONTRACTUAL TOTAL		1,080,542.00	1,080,360.00	1,080,360.00	947,753.29	1,080,360.00	0.0%
MOUNT HOOD SUPPLIES & MATERIAL							
620000 - 530500	OFFICE SUPPLIES	0.00	4,000.00	4,000.00	0.00	4,000.00	0.0%
620000 - 530501	MISC SUPPLIES	10,564.98	12,000.00	12,000.00	7,073.27	12,000.00	0.0%
MOUNT HOOD SUPPLIES & MATERIAL TOTAL		10,564.98	16,000.00	16,000.00	7,073.27	16,000.00	0.0%
MOUNT HOOD OTHER CHARGES							
620000 - 548960	MT HOOD COMMUNITY EVENTS	10,000.00	10,000.00	10,000.00	1,496.32	10,000.00	0.0%
MOUNT HOOD OTHER CHARGES TOTAL		10,000.00	10,000.00	10,000.00	1,496.32	10,000.00	0.0%
653 MOUNT HOOD BUDGET TOTAL		**1,199,117.86**	**1,208,372.60**	**1,208,372.60**	**1,046,518.51**	**1,213,080.00**	**0.4%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6200 MT HOOD ENTERPRISE FUND

711 MUNICIPAL DEBT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT MISCELLANEOUS							
627112 - 565000	MUNICIPAL DEBT	0.00	200,000.00	200,000.00	0.00	215,000.00	7.5%
MUNICIPAL DEBT MISCELLANEOUS TOTAL		0.00	200,000.00	200,000.00	0.00	215,000.00	7.5%
711 MUNICIPAL DEBT BUDGET TOTAL		**0.00**	**200,000.00**	**200,000.00**	**0.00**	**215,000.00**	**7.5%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6200 MT HOOD ENTERPRISE FUND

	Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
	MUNICIPAL DEBT INTEREST OTHER CHARGES							
	627512 - 549102	MUNICIPAL DEBT INTEREST	0.00	152,768.76	152,768.76	0.00	144,469.00	-5.4%
	MUNICIPAL DEBT INTEREST OTHER CHARGES TOTAL		0.00	152,768.76	152,768.76	0.00	144,469.00	-5.4%
751	**MUNICIPAL DEBT INTEREST BUDGET TOTAL**		**0.00**	**152,768.76**	**152,768.76**	**0.00**	**144,469.00**	**-5.4%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6200 MT HOOD ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
General Fund BUDGET TOTAL		**1,199,117.86**	**1,561,141.36**	**1,561,141.36**	**1,046,518.51**	**1,572,549.00**	**0.7%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR: MT HOOD ENTERPRISE FUND		VENDOR	QUANTITY	UNIT COST	2023 MAYOR	
653	MOUNT HOOD					
51	SALARIES					
620000	511000 - SALARY & WAGES				106,720.00	*
	BELL, JOAN SUPERINTENDENT OF MT. HOOD AND OPEN SPACES		1.00	50,127.00	50,127.00	
	BRICKLEY, CINDY EXECUTIVE ASSISTANT		1.00	55,813.00	55,813.00	
	SICK LEAVE INCENTIVE		1.00	780.00	780.00	
	TOTAL SALARIES				106,720.00	
	TOTAL MOUNT HOOD				106,720.00	
	TOTAL MT HOOD ENTERPRISE FUND				106,720.00	
	GRAND TOTAL				106,720.00	

** END OF REPORT - Generated by Kerriann Golden **

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

PARKS DEPARTMENT
100 Slayton Road
Melrose, MA 02176

Joan Bell
Superintendent of Mount Hood
& Public Open Space
jbell@cityofmelrose.org

On behalf of the Melrose Parks Department, I am pleased to present to the City Council the budget for the Mt. Hood Enterprise.

The mission of the Parks Department is to protect, maintain and develop the City's parks, fields and recreational facilities for the benefit of Melrose residents. The Park Department is responsible for the City's parks, fields and open spaces including Mount Hood Golf Course and Memorial Park. Apart from Mount Hood, these properties are maintained by the Department of Public Works. Mount Hood is operated and maintained under a management agreement between the City of Melrose and Mass. Golf Management, LLC.

The Mount Hood Enterprise budget is comprised of revenue brought in by the golf course and functions. It is not funded out of the City's general fund.

The proposed Mt. Hood Enterprise Budget for FY is $1,572,549. This represents a 0.7% change over the FY22 budget. The increase is due to a small uptick ($11,407) in the Salary and Wages line item, primarily due to the 53-week year.

In our contract with the management company, we contractually have agreed to spend a minimum of $50K on capital improvements each year, which will continue in FY23.

January 1, 2023, we look forward to starting a relationship with a new management company for Mt. Hood Memorial Park and Golf Course. GMC has had 4-5-year contracts with the City and will not be putting in a bid for the 2023 Management Contract for Mt. Hood, due to internal changes/illness within their company. The transition should start internally once we review the bids and pick the vendor, (expected beginning of June).

Our shift to the new company will be as smooth as possible by the end of year. Golf course revenue is driven by weather. Parks and Open Spaces requires comfortable weather for residents to take advantage of all the wonderful sports fields, parks, playgrounds, hiking trails, dog parks, community gardens, skateboard park, and bike paths Melrose has to offer.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-123

Water Enterprise Operating Budget for Fiscal 2023 in the amount of $6,119,429 (Six Million, One Hundred Nineteen Thousand, Four Hundred Twenty-Nine Dollars).

Offered by

BE IT ORDERED

Water Enterprise Operating Budget for Fiscal 2023 in the amount of $6,119,429 (Six Million, One Hundred Nineteen Thousand, Four Hundred Twenty-Nine Dollars).

FINANCIAL IMPACT:

$6,119,429

05/16/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

6100 WATER ENTERPRISE FUND

451 WATER

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
WATER SALARIES							
614511 - 511000	SALARY & WAGES	813,914.30	878,996.00	878,996.00	740,544.39	921,211.00	4.8%
614511 - 512000	PART TIME SALARIES & WAGES	10,266.00	15,900.00	15,900.00	9,000.00	15,900.00	0.0%
614511 - 513000	OVERTIME	41,650.02	68,250.00	68,250.00	51,138.48	68,250.00	0.0%
WATER SALARIES TOTAL		865,830.32	963,146.00	963,146.00	800,682.87	1,005,361.00	4.4%
WATER CONTRACTUAL							
614512 - 521500	POSTAGE	20,753.61	18,000.00	18,000.00	15,070.20	18,000.00	0.0%
614512 - 522401	HYDRANT FLUSHING SYSTEM	0.00	32,500.00	32,500.00	14,533.12	32,500.00	0.0%
614512 - 522500	ELECTRICITY	13,242.72	14,763.00	14,763.00	11,489.36	14,763.00	0.0%
614512 - 522600	GAS HEAT	721.65	5,110.00	5,110.00	1,073.88	5,110.00	0.0%
614512 - 524002	CONSTRUCTION	15,487.90	54,000.00	54,000.00	31,136.00	54,000.00	0.0%
614512 - 525204	COMPUTER CONSULT W & S	-774.51	18,500.00	18,500.00	0.00	18,500.00	0.0%
614512 - 525406	DEA PROGRAM	0.00	2,500.00	2,500.00	0.00	2,500.00	0.0%
614512 - 527104	BIANNUAL LEAK DETECTION	10,455.00	17,500.00	17,500.00	9,995.00	17,500.00	0.0%
614512 - 527202	WATER SERVICE REPLACEMENT	18,340.02	50,000.00	50,000.00	33,600.00	50,000.00	0.0%
614512 - 527302	WATER REPAIRS	79,874.04	46,500.00	46,500.00	25,119.00	46,500.00	0.0%
614512 - 527400	WATER BACK FLOW PREVENTION	-1,201.34	17,500.00	17,500.00	4,200.00	17,500.00	0.0%
614512 - 527701	PUMP STATION MAINTENANCE	4,327.24	25,000.00	25,000.00	21,024.09	25,000.00	0.0%
614512 - 528600	AUDITING SERVICES	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.0%
614512 - 529000	PROFESSIONAL SERVICES	13,141.35	40,000.00	40,000.00	40,518.75	40,000.00	0.0%
614512 - 529200	MWRA ASSESSMENT	3,105,037.40	3,526,693.00	3,526,693.00	3,511,330.00	3,499,715.00	-0.8%
614512 - 529205	MALDEN RT99 WATER	4,672.94	25,000.00	25,000.00	12,424.02	25,000.00	0.0%
614512 - 529210	SAFE DRINKING WATER ACT	7,033.24	10,000.00	10,000.00	6,827.19	10,000.00	0.0%
WATER CONTRACTUAL TOTAL		3,301,111.26	3,913,566.00	3,913,566.00	3,748,340.61	3,886,588.00	-0.7%
WATER SUPPLIES & MATERIAL							
614512 - 530500	OFFICE SUPPLIES	654.49	1,000.00	1,000.00	757.83	1,000.00	0.0%
614512 - 531000	GAS & OIL	10,630.60	22,750.00	22,750.00	13,647.62	22,750.00	0.0%
614512 - 533500	TOOLS & HARDWARE	6,591.23	12,500.00	12,500.00	3,480.95	12,500.00	0.0%
614512 - 535000	SAND & GRAVEL	1,297.59	3,605.00	3,605.00	744.52	3,605.00	0.0%
614512 - 535501	CLOTHING	5,366.76	9,150.00	9,150.00	5,978.80	9,150.00	0.0%
614512 - 535509	SAFETY EQUIPMENT	817.34	2,000.00	2,000.00	1,142.68	2,000.00	0.0%
614512 - 535800	PATCHING	15,862.39	25,235.00	25,235.00	15,876.10	25,235.00	0.0%
614512 - 536100	PIPES & FITTINGS	23,580.00	62,000.00	62,000.00	67,057.40	62,000.00	0.0%
614512 - 536300	HYDRANTS	10,929.46	40,800.00	40,800.00	32,725.40	40,800.00	0.0%
614512 - 536310	WATER METERS	13,802.58	5,000.00	5,000.00	27,990.50	5,000.00	0.0%

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6100 WATER ENTERPRISE FUND

451 WATER

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
WATER SUPPLIES & MATERIAL (continued from previous page)							
614512 - 536320	EQUIMENT PARTS	24,286.01	27,250.00	27,250.00	6,007.91	27,250.00	0.0%
WATER SUPPLIES & MATERIAL TOTAL		113,818.45	211,290.00	211,290.00	175,409.71	211,290.00	0.0%
WATER OTHER CHARGES							
614512 - 540700	SEMINARS & SCHOOLING	0.00	0.00	0.00	533.00	0.00	0.0%
614512 - 540704	PROFESSIONAL DEVELOPMENT	5,000.00	6,000.00	6,000.00	4,958.00	6,000.00	0.0%
WATER OTHER CHARGES TOTAL		5,000.00	6,000.00	6,000.00	5,491.00	6,000.00	0.0%
WATER CAPITAL OUTLAY							
614513 - 551002	PW VEHICLE & EQUIPMENT	0.00	0.00	46,500.00	46,500.00	0.00	0.0%
WATER CAPITAL OUTLAY TOTAL		0.00	0.00	46,500.00	46,500.00	0.00	0.0%
451 WATER BUDGET TOTAL		**4,285,760.03**	**5,094,002.00**	**5,140,502.00**	**4,776,424.19**	**5,109,239.00**	**0.3%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6100 WATER ENTERPRISE FUND

711 MUNICIPAL DEBT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT MISCELLANEOUS							
617112 - 565000	MUNICIPAL DEBT	831,797.70	966,235.00	966,235.00	949,400.00	969,400.00	0.3%
MUNICIPAL DEBT MISCELLANEOUS TOTAL		831,797.70	966,235.00	966,235.00	949,400.00	969,400.00	0.3%
711 MUNICIPAL DEBT BUDGET TOTAL		**831,797.70**	**966,235.00**	**966,235.00**	**949,400.00**	**969,400.00**	**0.3%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

6100 WATER ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT INTEREST OTHER CHARGES							
617512 - 549102	MUNICIPAL DEBT INTEREST	66,472.50	36,960.00	36,960.00	53,795.00	40,790.00	10.4%
MUNICIPAL DEBT INTEREST OTHER CHARGES TOTAL		66,472.50	36,960.00	36,960.00	53,795.00	40,790.00	10.4%
751 MUNICIPAL DEBT INTEREST BUDGET TOTAL		**66,472.50**	**36,960.00**	**36,960.00**	**53,795.00**	**40,790.00**	**10.4%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6100 WATER ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
General Fund BUDGET TOTAL		**5,184,030.23**	**6,097,197.00**	**6,143,697.00**	**5,779,619.19**	**6,119,429.00**	**0.4%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR: WATER ENTERPRISE FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
451	WATER					
51	SALARIES					
614511	511000 - SALARY & WAGES				921,211.00	*
	CAHILL, BRENDAN METER TECHNICIAN		1.00	62,701.00	62,701.00	
	HANLON, DOUG MEO TRUCK DRIVER		1.00	66,980.00	66,980.00	
	BRANCATO, JOE HMEO		1.00	66,924.00	66,924.00	
	BAGARELLA, THOMAS WORKING FOREMAN		1.00	69,096.00	69,096.00	
	WHEELOCK,RYAN MEO TRUCK DRIVER		1.00	55,478.00	55,478.00	
	CASHMAN, DENNIS LABORER		1.00	62,998.00	62,998.00	
	ARRIA, ERIC HMEO		1.00	66,858.00	66,858.00	
	SASSO, JOHN SKILLED LABORER		1.00	52,336.00	52,336.00	
	VACANCY DIVISION FOREMAN		1.00	80,274.00	80,274.00	
	PROAKIS ELLIS, ELENA DIRECTOR OF PUBLIC WORKS		1.00	36,198.00	36,198.00	
	TROUP, JIM ASSISTANT DIRECTOR OF PUBLIC WORKS		1.00	29,984.00	29,984.00	
	HOBBS, JOSEPH		1.00	29,912.00	29,912.00	

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR: WATER ENTERPRISE FUND	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
OPERATIONS MANAGER		1.00	28,463.00	28,463.00
REIS, VONNIE CITY ENGINEER		1.00	25,208.00	25,208.00
COY, JASON DEPUTY CITY ENGINEER		1.00	16,677.00	16,677.00
DIXON, SCOTT STAFF ENGINEER		1.00	37,099.00	37,099.00
PATTERSON, LISA WATER & SEWER BILLING ADMINISTRATOR		1.00	32,785.00	32,785.00
KELLEY, MARISSA SENIOR CLERK AP & PAYROLL		1.00	15,146.00	15,146.00
GARRON, LYNDA RESIDENT SERVICES CLERK		1.00	8,455.00	8,455.00
THOMPSON, MARK FACILITIES TECHNICIAN		1.00	16,919.00	16,919.00
MCNEIL, JAY FACILITIES MANAGER		1.00	6,566.00	6,566.00
PITTS, JANE GIS MANAGER		1.00	10,767.00	10,767.00
CARDILLO, DONNA SYSTEMS ANALYST		1.00	25,131.00	25,131.00
ROSA, JENNIFER WATER & SEWER BILLING CLERK		1.00	7,711.00	7,711.00
VACANCY ENVIRONMENTAL OUTREACH COORDINATOR		1.00	10,545.00	10,545.00

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR:
WATER ENTERPRISE FUND **VENDOR QUANTITY UNIT COST 2023 MAYOR**

SICK LEAVE INCENTIVE

TOTAL SALARIES	921,211.00
TOTAL WATER	921,211.00
TOTAL WATER ENTERPRISE FUND	921,211.00
GRAND TOTAL	921,211.00

** END OF REPORT - Generated by Kerriann Golden **

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-124

Sewer Enterprise Operating Budget for Fiscal 2023 in the amount of $8,793,909 (Eight Million, Seven Hundred Ninety-Three Thousand, Nine Hundred and Nine Dollars)

Offered by

BE IT ORDERED

Sewer Enterprise Operating Budget for Fiscal 2023 in the amount of $8,793,909 (Eight Million, Seven Hundred Ninety-Three Thousand, Nine Hundred and Nine Dollars)

FINANCIAL IMPACT:

$8,793,909

05/16/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6000 SEWER ENTERPRISE FUND

441 SEWER

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
SEWER SALARIES							
604411 - 511000	SALARY & WAGES	477,630.78	557,309.00	557,309.00	424,829.34	572,989.00	2.8%
604411 - 512000	PART TIME SALARIES & WAGES	10,302.00	15,900.00	15,900.00	3,360.00	15,900.00	0.0%
604411 - 513000	OVERTIME	17,031.37	27,825.00	27,825.00	19,454.46	27,825.00	0.0%
SEWER SALARIES TOTAL		504,964.15	601,034.00	601,034.00	447,643.80	616,714.00	2.6%
SEWER CONTRACTUAL							
604412 - 521500	POSTAGE	14,617.55	18,000.00	18,000.00	18,035.22	18,000.00	0.0%
604412 - 522500	ELECTRICITY	20,938.69	20,000.00	20,000.00	26,589.16	20,000.00	0.0%
604412 - 524002	CONSTRUCTION	45,611.58	45,000.00	45,000.00	40,448.00	45,000.00	0.0%
604412 - 525204	COMPUTER CONSULT SEWER	0.00	5,000.00	5,000.00	0.00	5,000.00	0.0%
604412 - 525406	DEA PROGRAM	0.00	2,500.00	2,500.00	0.00	2,500.00	0.0%
604412 - 527302	SEWER REPAIRS	45,524.00	45,000.00	45,000.00	30,992.39	45,000.00	0.0%
604412 - 527701	PUMP STATION MAINTENANCE	2,224.24	45,000.00	45,000.00	28,607.37	45,000.00	0.0%
604412 - 528600	AUDITING SERVICES	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.0%
604412 - 529000	PROFESSIONAL SERVICES	-11,728.21	25,000.00	25,000.00	4,279.27	25,000.00	0.0%
604412 - 529200	MWRA ASSESSMENT	6,642,072.60	6,889,551.00	6,889,551.00	6,842,727.00	7,240,440.00	5.1%
SEWER CONTRACTUAL TOTAL		6,769,260.45	7,105,051.00	7,105,051.00	7,001,678.41	7,455,940.00	4.9%
SEWER SUPPLIES & MATERIAL							
604412 - 530500	OFFICE SUPPLIES	689.97	1,000.00	1,000.00	389.32	1,000.00	0.0%
604412 - 531000	GAS & OIL	11,538.80	15,000.00	15,000.00	36,167.06	15,000.00	0.0%
604412 - 532000	CLEANING & DISINFECTANT SUP	4,651.25	6,695.00	6,695.00	2,501.22	6,695.00	0.0%
604412 - 533500	TOOLS & HARDWARE	6,776.07	9,500.00	9,500.00	3,577.50	9,500.00	0.0%
604412 - 535000	SAND & GRAVEL	5,010.93	4,500.00	4,500.00	1,471.77	4,500.00	0.0%
604412 - 535501	CLOTHING	2,366.76	3,800.00	3,800.00	1,800.00	3,800.00	0.0%
604412 - 535504	GLOVES, BOOTS, ETC	359.88	1,000.00	1,000.00	0.00	1,000.00	0.0%
604412 - 535509	SAFETY EQUIPMENT	369.95	2,000.00	2,000.00	1,262.76	2,000.00	0.0%
604412 - 535800	PATCHING	0.00	8,750.00	8,750.00	4,000.00	8,750.00	0.0%
604412 - 536000	CEMENT & CONCRETE	1,669.34	7,500.00	7,500.00	3,632.79	7,500.00	0.0%
604412 - 536100	PIPES & FITTINGS	11,815.02	13,621.00	13,621.00	11,643.47	13,621.00	0.0%
604412 - 536320	EQUIMENT PARTS	20,922.96	20,125.00	20,125.00	6,672.36	20,125.00	0.0%
SEWER SUPPLIES & MATERIAL TOTAL		66,170.93	93,491.00	93,491.00	73,118.25	93,491.00	0.0%
SEWER OTHER CHARGES							
604412 - 540700	SEMINARS & SCHOOLING	0.00	0.00	0.00	533.00	0.00	0.0%
604412 - 540704	PROFESSIONAL DEVELOPMENT	1,685.00	4,000.00	4,000.00	3,000.00	4,000.00	0.0%
SEWER OTHER CHARGES TOTAL		1,685.00	4,000.00	4,000.00	3,533.00	4,000.00	0.0%

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6000 SEWER ENTERPRISE FUND

441 SEWER

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
SEWER CAPITAL OUTLAY (continued from previous page)							
SEWER CAPITAL OUTLAY							
604413 - 551002	PW VEHICLE & EQUIPMENT	0.00	80,000.00	126,500.00	126,500.00	80,000.00	0.0%
SEWER CAPITAL OUTLAY TOTAL		0.00	80,000.00	126,500.00	126,500.00	80,000.00	0.0%
441 SEWER BUDGET TOTAL		**7,342,080.53**	**7,883,576.00**	**7,930,076.00**	**7,652,473.46**	**8,250,145.00**	**4.6%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6000 SEWER ENTERPRISE FUND

711 MUNICIPAL DEBT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT MISCELLANEOUS							
607112 - 565000	MUNICIPAL DEBT	490,644.76	492,266.77	492,266.77	492,266.77	505,228.00	2.6%
MUNICIPAL DEBT MISCELLANEOUS TOTAL		490,644.76	492,266.77	492,266.77	492,266.77	505,228.00	2.6%
711 MUNICIPAL DEBT BUDGET TOTAL		**490,644.76**	**492,266.77**	**492,266.77**	**492,266.77**	**505,228.00**	**2.6%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6000 SEWER ENTERPRISE FUND

	Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
	MUNICIPAL DEBT INTEREST OTHER CHARGES							
	607512 - 549102	MUNICIPAL DEBT INTEREST	59,807.89	50,452.47	50,452.47	50,452.47	38,536.00	-23.6%
	MUNICIPAL DEBT INTEREST OTHER CHARGES TOTAL		59,807.89	50,452.47	50,452.47	50,452.47	38,536.00	-23.6%
751	**MUNICIPAL DEBT INTEREST BUDGET TOTAL**		**59,807.89**	**50,452.47**	**50,452.47**	**50,452.47**	**38,536.00**	**-23.6%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6000 SEWER ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
General Fund BUDGET TOTAL		**7,892,533.18**	**8,426,295.24**	**8,472,795.24**	**8,195,192.70**	**8,793,909.00**	**4.4%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR: SEWER ENTERPRISE FUND		VENDOR	QUANTITY	UNIT COST	2023 MAYOR
441	SEWER				
51	SALARIES				
604411	511000 - SALARY & WAGES				572,989.00 *
	DIVOLA, ROBERT WORKING FOREMAN		1.00	75,831.00	75,831.00
	VOZZELLA, KRIS HMEO		1.00	72,561.00	72,561.00
	GOULD, PAUL LABORER		1.00	67,073.00	67,073.00
	PITTS, JANE GIS MANAGER		1.00	6,566.00	6,566.00
	PROAKIS ELLIS, ELENA DIRECTOR OF PUBLIC WORKS		1.00	36,198.00	36,198.00
	HOBBS, JOSEPH OPERATIONS MANAGER		1.00	29,912.00	29,912.00
	TROUP, JIM ASSISTANT PUBLIC WORKS DIRECTOR		1.00	29,984.00	29,984.00
	REIS, VONNIE CITY ENGINEER		1.00	28,463.00	28,463.00
	DIXON, SCOTT STAFF ENGINEER		1.00	16,677.00	16,677.00
	PATTERSON, LISA WATER & SEWER BILLING ADMINISTRATOR		1.00	37,099.00	37,099.00
	ROSA, JENNIFER WATER & SEWER ADMIN		1.00	25,131.00	25,131.00
			1.00	32,785.00	32,785.00

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR: SEWER ENTERPRISE FUND	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
KELLEY, MARISA		1.00	15,146.00	15,146.00
GARRON, LYNDA RESIDENT SERVICES CLERK		1.00	16,919.00	16,919.00
MCNEIL, JAY FACILITIES MANAGER		1.00	10,767.00	10,767.00
CARDILLO, DONNA SYSTEMS ANALYST		1.00	8,455.00	8,455.00
THOMPSON, MARK FACILITIES TECHNICIAN		1.00	50,416.00	50,416.00
COY, JASON DEPUTY CITY ENGINEER		1.00	5,295.00	5,295.00
SICK LEAVE INCENTIVE		1.00	7,711.00	7,711.00
VACANCY ENVIRONMENTAL OUTREACH COORDINATOR				
TOTAL SALARIES				572,989.00
TOTAL SEWER				572,989.00
TOTAL SEWER ENTERPRISE FUND				572,989.00
GRAND TOTAL				572,989.00

** END OF REPORT - Generated by Kerriann Golden **

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-125

Re-Appointment of Joseph Nevin, of 415 East Foster Street, to the City of Melrose Liquor License Commission for another six-year term, said term to expire the first day of June 2028.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Re-appointment of Joseph Nevin, of 415 East Foster Street, to the City of Melrose Liquor License Commission for another six-year term, said term to expire the first day of June 2028. Nevin's current appointment as Chair for the Commission expired on the first day of June 2022.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

05/16/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Melrose Liquor License Commission Re-appointment
Date: May 11, 2022

I respectfully request the Honorable City Council confirm the re-appointment of Joseph Nevin, of 415 East Foster Street, to the City of Melrose Liquor License Commission for another six-year term, said term to expire the first day of June 2028. Nevin's current appointment as Chair for the Commission expired on the first day of June 2022.

For over a decade, Nevin has exceeded expectations in his capacity Chair of the Commission – going above and beyond to build relationships with the Melrose community, routinely visiting every establishment, and operating as Chair in a fair and diplomatic nature. Outside of the Commission, Nevin's professional experience with the hospitality industry as an architect has lent the commission a unique perspective, helped foster these relationships with our local businesses, and more.

I am eager for Nevin to continue his work supporting the local business community and the residents of Melrose through his service, and I look forward to having the opportunity to discuss my confidence in Nevin with you.

Thank you for your consideration.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

NEVIN

Mayor Paul Brodeur
City of Melrose
562 Main Street
Melrose, MA 02176

Re: Reappointment to Liquor Licensing Commission

Dear Mayor Brodeur,

I am writing you to let you know that I would like to continue my work on the City of Melrose's Liquor Licensing Commission in my current role as Chair. I respectfully request your consideration for reappointment.

It is a privilege to serve the City of Melrose in this volunteer capacity as a special municipal employee and I look forward to continuing the work of the commission and serving the people of Melrose, the Administration, and our local businesses.

If you have any questions or comments, please do not hesitate to contact me.

Warm regards,

Joseph P. Nevin, Jr.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Joseph P. Nevin Jr. 415 East Foster Street, Melrose, MA 02176 jpnjr58@gmail.com (617) 775-3150

City Council
Melrose City Hall
Melrose, MA 02176

Meeting: 05/16/22 07:45 PM
Department: City Clerk
Category: License - Second Hand Dealer
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors:
DOC ID: 9898

TABLED

LICENSE 2022-6

2nd hand dealer - Transfer of ownership; Apple of My Eye

Pursuant to the City of Melrose Administrative Code, Article II, Chapter 143 Junk, Secondhand and Precious Metals Dealers, please find an application for Apple of My Eye - transfer of ownership. New owner is Ranee Doubleday d/b/a **Apple of My Eye** - 377 Franklin Street, Melrose - same location, business name and secondhand goods.

RESULT: ASSIGNED TO COMMITEE

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

Second Hand Dealer
Application Check List

- ✓ Completed Application (PRINT or TYPE Clearly). – The application must have a "wet" signature
- ✓ Contact the Office of Fire Prevention for inspection and approval signature. (see form)
- ✓ Completed State Tax ID Form
- ✓ Completed Worker's Compensation Affidavit (please include a copy of the Declaration page)
- Fee: $ 125.00, make checks payable to City of Melrose.

Review the current business listing we have on file. If you need to make changes, please correct in the updated listing column. By signing below you are requesting a renewal of your existing Second Hand Dealer License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

	Current listing	Updated listing
Business Name (If applicable)	Apple of My Eye	Apple of My Eye
Owner's Name	Kathleen Kankel	Ranee Doubleday
Business Address	377 Franklin St	377 Franklin St.
Mailing Address	150 Floral Ave Malden, MA 02148	46 Mt Hood Ter Melrose, MA 02176
Telephone Number of Owner	[redacted]	[redacted]
Email Address of Owner (required)	[redacted]	raneedd@gmail.co
24 hour Emergency Contact info	Ranee Doubleday	[redacted]

Signature of petitioner 1 _____ Date of Birth [redacted]

Signature of petitioner 2 _____ Date of Birth _____

Return to:
Melrose City Clerk's Office
562 Main Street
Melrose, MA 02176
If you have any questions – call Kristin at (781) 979-4113 or via email at kfoote@cityofmelrose.org

2012-114-2023

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLE

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

TAX CERTIFICATION FORM
(Do Not Leave Anything Blank)

License Year: 2022-2023

Licensee Name: Apple of My Eye, LLC d/b/a Apple of My Eye

Physical Address: 377 Franklin St Melrose, MA 02176

Mailing Address: 46 Mt. Hood Ter. Melrose MA 02176

City, State, Zip: Melrose, MA 02176

Business Owner: Renee Doubleday

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used [redacted] ed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

TREASURER/COLLECTOR'S OFFICE

Renewal Class: **Second Hand Dealer**

License ID#

Business Name:

Located at:

License Fee:

Approval: _____ **Date:** 4.1.2022

Melrose Treasurer/Collector's Office – 781-979-4120

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

FIRE DEPARTMENT

REPORT OF INVESTIGATION

Renewal Class: **Second Hand Dealer**

License ID#

Business Name:

Located at:

License Fee: **$125**

Approval: _____ **Date:** 4/1/22

Melrose Fire Department Captain Gibson– (781-665-0500)

****When the Fire Department visits your site for inspection, they will need to see your latest fire protection systems and fire alarm inspection reports. There may be a fee associated with a site inspection****

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

COMMONWEALTH OF MASSACHUSETTES

CITY OF MELROSE

CERTIFICATE OF OCCUPANCY PERMIT

PERMISSION IS HEREBY GRANTED TO:

Owner Ranee Doubleday Property Owner: John Farrell

Applicant: Ranee Doubleday Tenant: Apple of My Eye

Location: 377 Franklin Street

Issued on: 4/21/2022 Expires: N/A

TO OCCUPY FOR: Clothing Retail

THIS PERMIT MAY BE REVOKED BY THE CIY OF MELROSE UPON VIOLATION OF ANY OF ITS RULES, REGULATIONS OR ORDINANANCES.

FEE: $115.00 PD.

TRACKING # 62,831 **SIGNATURE:**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Stee
Melrose, Massachusetts 0217
Telephone - (781) 979-411
Fax - (781) 979-414

POLICE DEPARTMENT

REPORT OF INVESTIGATION - RELATIVE TO RENEWAL FOR

Second Hand Dealer

Business Name: Apple of My Eye

Business Address: **377 Franklin Street, Melrose Ma**

Expiration date: March 31, 2022

Name Proprietor 1:

Name Proprietor 2:

Date: 4/5/2022

	Denied
✓	Approved

Police Department Authorization (signature and printed name)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City Council
Melrose City Hall
Melrose, MA 02176

TABLED

Meeting: 05/16/22 07:45 PM
Department: City Clerk
Category: License - Second Hand Dealer
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors:
DOC ID: 9415

LICENSE 2022-7

2nd Hand Dealer Renewals 2022

Pursuant to the General Legislation of the City of Melrose Administrative Code, Article II, Chapter 143 Junk, Secondhand and Precious Metals Dealers, below is the renewal list for 2022.

License: Secondhand dealer - Renewal 2022

- Joseph J. Dunne d/b/a Executive Antiques - 954 Main Street, Melrose
- Philip Higgins d/b/a Morgan Jewelers - 695 Main Street, Melrose
- Steve Pina d/b/a The Music Shop - 128 West Emerson Street, Melrose

FINANCIAL IMPACT:

None

RESULT: ASSIGNED TO COMMITEE

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City Council
Melrose City Hall
Melrose, MA 02176

TABLED

Meeting: 05/16/22 07:45 PM
Department: City Clerk
Category: License - Hackney License
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors:
DOC ID: 9748

LICENSE 2022-8

Livery Car Service Renewals commencing May 1, 2022

Pursuant to the General Legislation of the City of Melrose Administrative Code Article II Licenses, Ch. 222 Vehicle for Hire, below is the list of renewing livery service operators for 2022.

License: Private Livery Car Service - Renewal 2022

1. Sahin Kaya, owner of **ASLK, Inc.** - 117 Penny Road, Melrose
2. Ahmed Elhaissouni, owner of **RAR Transportation Inc**. - 849 Main St, Melrose
3. Mohamed Nidali Oubella., owner of **Boston Limousine Ride, Inc**. - 163 Pleasant St. #C, Melrose

FINANCIAL IMPACT:

N/A

RESULT: ASSIGNED TO COMMITEE

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City Council
Melrose City Hall
Melrose, MA 02176

TABLED

Meeting: 05/16/22 07:45 PM
Department: City Clerk
Category: License
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors:
DOC ID: 9900 A

LICENSE 2022-9

Livery car service - Non renewal 2022

Private Livery Car Service - Non Renewal 2022

1. Bereket K. Meshesha, owner of Bless Ride, LLC, 189 W. Wyoming Ave, Melrose, MA
2. Izu Ofoma, owner of Boston Jaunt, LLC 49 Melrose Street, Melrose MA

RESULT: ASSIGNED TO COMMITEE

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City Council
Melrose City Hall
Melrose, MA 02176

TABLED

Meeting: 05/16/22 07:45 PM
Department: City Clerk
Category: License - Hackney License
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors:
DOC ID: 9360

LICENSE 2022-10

Hackney Carriage (Taxi) licenses renewals commencing May 1, 2022

Pursuant to the General Legislation of the City of Melrose Administrative Code, Chapter 222 Vehicle for Hire (hackney carriage a/k/a taxi) below is the non-renewing license list for 2022.

License: Taxi/Hackney - Renewal 2022

- Abdinasir Ahmed, owner of Galmudug Inc. - 28 Academy Ct. Roxbury Ma

FINANCIAL IMPACT:

None

RESULT: ASSIGNED TO COMMITEE

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-106

Authorizing a Bond under the Water Enterprise System through MWRA Local Water System Assistance Program bonds for FY2022 in the amount of Six Hundred Eighty Five Thousand Dollars ($685,000)

Offered by Mayor Paul Brodeur

BE IT ORDERED

The Department of Public Works requests the Authorization to borrow funds to continue Water System Improvements. Construction of said improvements would begin in the Spring of 2022 and continue throughout the 2022 construction season. Projects proposed include the replacement and upgrade of over one mile of water infrastructure at the following locations:

1. Appleton Street
2. Irving Street
3. Elliott Street
4. Frost Avenue

REQUEST FOR AUTHORIZATION OF BOND (WATER)

The Department of Public Works respectfully requests that the City Council authorize the City Treasurer, with approval from the Mayor, to issue bonds or notes of the City to the aggregate principal amount of **Six Hundred Eighty Five Thousand Dollars ($685,000)** under the Water Enterprise System through MWRA LWSAP bonds for FY2022. In general, the borrowing will fund design, engineering and construction of programs that will continue to address water system improvement projects aimed at addressing leak history, fire flow capacity and water quality in the above mentioned corridors and other areas throughout the system as required. This is a zero percent (0%) interest loan with a ten (10) year pay-back period commencing in FY 2023 (FY23).

*The City Council of the City of Melrose, appropriates the sum of Six Hundred Eighty Five Thousand Dollars and No Cents **($685,000.00)** to*

> *-pay costs of designing and constructing water system improvement projects aimed at addressing leak history, fire flow capacity and water quality in the Appleton Street, Irving Street, Elliott Street, and Frost Avenue corridors and throughout the City's water system, which projects shall be undertaken in conjunction with loan funding to be received by the City through the MWRA's Local Water System Assistance Program,*

and that to meet the aforesaid appropriation, the Treasurer with the approval of the Mayor is hereby authorized to borrow said amount, under and pursuant to Chapter 44, Section 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

The funds borrowed pursuant to this Order will be deposited into Fund 6149.

The MWRA's Local Water System Assistance Program provides interest-free loans to member water communities for local water system improvement projects. Loan funds have been approved for distribution from fiscal year 2011 through fiscal year 2022. MWRA's goal in providing financial assistance to member communities is to improve local water systems to help maintain high quality water as it passes from MWRA's facilities through local pipelines to customers' taps. As of May 2022, Melrose has $685,000 in eligible funding available to borrow within the parameters of this program. It is requesting the authorization to borrow said amount.

FINANCIAL IMPACT:

None

04/25/22 City Council ASSIGNED TO COMMITTEE

RESULT:	**ASSIGNED TO COMMITTEE**

05/05/22 Appropriations and Oversight OUGHT TO PASS

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Ryan Williams
SECONDER:	Mark Garipay
AYES:	Grigoraitis, Migliorelli, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Obremski, Williams, Cinella

05/16/22 City Council PASSED

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Ryan Williams, Ward 7
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

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

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

MEMORANDUM

To: Mayor Paul Brodeur
Melrose City Council

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

cc: Patrick Dello Russo, CFO/Auditor
Kathryn Armata, Treasurer Collector
Shannon Phillips, City Solicitor
James Troup, Assistant DPW Director – Administration & Finance

Date: April 13, 2022

Re: Authorization to Borrow MWRA LWSAP Funds for Water System Improvements

The Department of Public Works requests the Authorization to borrow funds to continue Water System Improvements. Construction of said improvements would begin in the Spring of 2022 and continue throughout the 2022 construction season. Projects proposed include the replacement and upgrade of over one mile of water infrastructure at the following locations:

1. Appleton Street
2. Irving Street
3. Elliott Street
4. Frost Avenue

REQUEST FOR AUTHORIZATION OF BOND (WATER)
The Department of Public Works respectfully requests that the City Council authorize the City Treasurer, with approval from the Mayor, to issue bonds or notes of the City to the aggregate principal amount of **Six Hundred Eighty Five Thousand Dollars ($685,000)** under the Water Enterprise System through MWRA LWSAP bonds for FY2022. In general, the borrowing will fund design, engineering and construction of programs that will continue to address water system improvement projects aimed at addressing leak history, fire flow capacity and water quality in the above mentioned corridors and other areas throughout the system as required. This is a zero percent (0%) interest loan with a ten (10) year pay-back period commencing in FY 2023 (FY23).

*The City Council of the City of Melrose, appropriates the sum of Six Hundred Eighty Five Thousand Dollars and No Cents **($685,000.00)** to*

-pay costs of designing and constructing water system improvement projects aimed at addressing leak history, fire flow capacity and water quality in the Appleton Street, Irving Street, Elliott Street, and Frost Avenue corridors and throughout the City's water system, which projects shall be undertaken in conjunction with loan funding to be received by the City through the MWRA's Local Water System

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Assistance Program,

and that to meet the aforesaid appropriation, the Treasurer with the approval of the Mayor is hereby authorized to borrow said amount, under and pursuant to Chapter 44, Section 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

The funds borrowed pursuant to this Order will be deposited into Fund 6149.

The MWRA's Local Water System Assistance Program provides interest-free loans to member water communities for local water system improvement projects. Loan funds have been approved for distribution from fiscal year 2011 through fiscal year 2022. MWRA's goal in providing financial assistance to member communities is to improve local water systems to help maintain high quality water as it passes from MWRA's facilities through local pipelines to customers' taps. As of May 2022, Melrose has $685,000 in eligible funding available to borrow within the parameters of this program. It is requesting the authorization to borrow said amount.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4162
Collector - (781) 979-4120
Fax - (781) 665-6877

To: Mayor Paul Brodeur
Members of the City Council
From: Kathryn Armata
Meeting Date: May 3, 2022
Subject: Loan Order – MWRA Water Main Bonds

ORDERED: That the City appropriates $685,000 to pay costs of water main improvements, including designing and constructing water main improvements that will address leaks, fire flow capacity and water quality in the Appleton Street, Irving Street, Elliott Street and Frost Avenue corridors and throughout the City's water system, including all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 8(5) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; that the Treasurer, with the approval of the Mayor, is authorized to borrow all or a portion of such amount from the Massachusetts Water Resources Authority (the "MWRA") and, in connection therewith, to enter into a loan agreement and/or financial assistance agreement with the MWRA and otherwise to contract with the MWRA with respect to such loan; and that the Mayor is authorized to take any other action necessary to carry out this project.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Repayment Schedule:

Massachusetts Water Resources Authority loan

Principal:	$	685,000.00
Term:		10 yrs
Interest:		0%

Repayment Schedule - 1/10 of principal on each anniversary date

2023	$	68,500.00
2024	$	68,500.00
2025	$	68,500.00
2026	$	68,500.00
2027	$	68,500.00
2028	$	68,500.00
2029	$	68,500.00
2030	$	68,500.00
2031	$	68,500.00
2032	$	68,500.00
Total	$	685,000.00

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

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

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

MEMORANDUM

To: Mayor Paul Brodeur
Melrose City Council

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

cc: Patrick Dello Russo, CFO/Auditor
Kathryn Armata, Treasurer Collector
Shannon Phillips, City Solicitor
James Troup, Assistant DPW Director – Administration & Finance

Date: May 9, 2022

Re: Timing of MWRA Water Local Assistance Program Borrowing Authorization

Following up on the request of the City Council Appropriations Committee at the May 5, 2022 meeting, this memorandum outlines the required timeframes for authorizing this borrowing request, according to the City's Bond Counsel:

- The intent to borrow must be posted 21 days prior to the City Council vote
- The bond order must be placed on two agendas of the full City Council
- There is a 21-day waiting period after the vote, prior to finalizing the loan, to provide the public time to make comments or objections

Based on these requirements and the date the order was submitted to IQM2, the City Council can take a final vote on the current loan order on or after May 16th.

Thank you for your attention to this added detail regarding this order.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

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

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

MEMORANDUM

To: Mayor Paul Brodeur
Melrose City Council

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

cc: Patrick Dello Russo, CFO/Auditor
Kathryn Armata, Treasurer Collector
Shannon Phillips, City Solicitor
James Troup, Assistant DPW Director – Administration & Finance

Date: May 9, 2022

Re: Timing of MWRA Water Local Assistance Program Borrowing Authorization

Following up on the request of the City Council Appropriations Committee at the May 5, 2022 meeting, this memorandum outlines the required timeframes for authorizing this borrowing request, according to the City's Bond Counsel:

- The intent to borrow must be posted 21 days prior to the City Council vote
- The bond order must be placed on two agendas of the full City Council
- There is a 21-day waiting period after the vote, prior to finalizing the loan, to provide the public time to make comments or objections

Based on these requirements and the date the order was submitted to IQM2, the City Council can take a final vote on the current loan order on or after May 16th.

Thank you for your attention to this added detail regarding this order.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-107

Appointment of Carolyn Federoff, 108 Ashland Street, to the Affordable Housing Trust for a three-year term.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Appointment of Carolyn Federoff, 108 Ashland Street, to the Affordable Housing Trust for a three-year term, said term to expire the last day of February 2025.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

04/25/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

05/05/22	**Health, Education & Welfare**	**OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [5 TO 0]**
MOVER:	Ryan Williams
SECONDER:	Manjula Karamcheti, Vice Chair
AYES:	Eccles, Karamcheti, Stewart, Williams, Cinella
ABSENT:	Shawn M. MacMaster

05/16/22	**City Council**	**ADOPTED**

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Carolyn Federoff
108 Ashland Street
Melrose, MA 02176

April 11, 2022

Melrose City Council
Melrose City Hall
Melrose, MA 02176

Dear Honorable Councilors,

Please accept this letter of interest in serving as a Trustee for the Melrose Affordable Housing Trust.

I spent my career pursuing affordable housing for families, persons with disabilities and elders. At the time I joined the US Department of Housing and Urban Development, I focused on fair housing, especially as it relates to large-scale housing development and public housing. Within five years, however, I was reassigned to the development team. I did not anticipate the passion I would find developing affordable housing.

I always understood the need for affordable housing. I also intuitively understood the challenge developing affordable housing. But I did not know how enjoyable resolving the challenges could be. The challenges might include land acquisition, zoning, neighborhood resistance, sustainability, and, of course, funding.

I am proud to live in a city that has prioritized inclusive and affordable housing. I would be honored to accept new challenges as a Trustee to the Melrose Affordable Housing Trust.

Please find a simple resume below. If you have questions or would like to talk with me, I may be contacted at [redacted]

Sincerely,

Carolyn Federoff

Experience

1986-2016 Attorney, U.S. Department of Housing and Urban Development
- primarily responsible for the development and preservation of affordable housing for low income families, people with disabilities, and elders in Massachusetts.

Residency

2001-present Homeowner at 108 Ashland Street, Melrose, Massachusetts.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

PAUL BRODEUR
Mayor

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Affordable Housing Trust Appointment
Date: April 19, 2022

I respectfully request the Honorable City Council confirm the appointment of Carolyn Federoff, 108 Ashland Street, to the City of Melrose Affordable Housing Trust for a three-year term, said term to expire the last day of February 2025.

Carolyn Federoff has spent the bulk of her career dedicated to pursuing affordable housing for persons with disabilities, elders, and families an attorney for the United States Department of Housing and Urban Development.

Ms. Federoff understands the challenges that come with the development of affordable housing - funding, zoning, land acquisition, neighborhood resistance, sustainability, challenges - and in turn understands how to navigate them. I am confident that she will serve the Melrose community well in her role as a member of the Affordable Housing Trust.

Thank you for your consideration.

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CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-108

An Appropriation From Free Cash, Account Number 01-324001, in the Amount of Six Hundred Thousand Dollars ($600,000) to Parks - Turf Replacement, Account Number 014753-551177

Offered by Mayor Paul Brodeur

BE IT ORDERED

DPW/Parks Department respectfully requests $600,000.00 from free cash to replace the athletic fabric on Fred Green Football Field and for the replacement of the surrounding fence.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

04/25/22	**014753-551177 · Parks-Turf Replacement**	**$600,000.00**
04/25/22	**01-324001 · Available Free Cash**	**($600,000.00)**
	TOTAL:	**$0.00**

04/25/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

05/05/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Mark Garipay
SECONDER:	Robb Stewart
AYES:	Grigoraitis, Migliorelli, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Obremski, Williams, Cinella

05/16/22 **City Council** **PASSED**

RESULT:	**PASSED [9 TO 2]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Mark Garipay, Ward 4
AYES:	Eccles, Garipay, Grigoraitis, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Cinella
NAYS:	Maya Jamaleddine, Ryan Williams

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[9 to 2]

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

DPW-PARKS DEPARTMEN

TO: Mayor Paul Brodeur, Patrick Dello Russo, CFO/Auditor

FROM: Joan Bell, Superintendent of Mt. Hood & Public Open Space
Elena Proakis Ellis, Director of Public Works

SUBJECT: Fred Green Field - Fabric Replacement

DATE: April 15, 2022

DPW/ Parks is respectfully requesting $600,000.00 dollars to replace the athletic fabric on Fred Green Football Field and the replacement of the surrounding fence.

The field was installed in 2011 with a 10-year life expectancy. There are some tell-tale signs of its age: it is frequently losing inlays that pose tripping hazards, splitting, and shedding turf fibers and worn inlays and lines are significantly more worn than the turf in the body of the field. Over time infill migrates, displaces, compacts, and breaks down. Because of these issues the City is paying more for repairs each year as the fabric ages. This is our primary field for high school sports and our only field for high school football. Our youth and recreation programs benefit from it as well. It is also used for many community events throughout the year.

The fence that encloses the field is in need of replacement. There are many top and bottom rail pipes missing, and in some areas the fence is bowed from impact and stretched beyond repair. We are looking to add additional gates for entrance onto the field where we can spread the wear patterns to other areas than just one.

We recently had the field tested, and the drainage and crumb rubber were determined to still be in great condition, with an anticipated 30-year total lifespan on those elements of the field. Thus the proposed replacement will include replenishing of a minimum amount of rubber, followed by replacement of the “carpet” that comprises the playing surface. This means that the City will not have to remove and dispose of any of the existing rubber pellets, which is environmentally preferable.

We have received a vendor quote for approximately $525,000 to perform the replacement. We are required by state procurement laws to publicly bid the labor component of this estimate, at a minimum, which will entail the assistance of a design engineer/landscape architect to develop plans and specifications suitable for a public bid. With the combined costs of the design, implementation, construction oversight, and desired fencing improvements, we have estimated the total cost of the project to be $600,000. We anticipate a project schedule of design in spring/summer 2022, bidding in fall 2022, and construction in summer 2023. This will allow us to plan and coordinate with the various users of the field and ensure its availability during the desired construction period. It is also anticipated to be the most realistic schedule given current employee and materials shortages.

We respectfully request your consideration of an appropriation from retained earnings in the amount of $600,000 to implement this project.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Ghobrial, Andrew

From: Rebecca Interbartolo <[redacted]>
Sent: Sunday, May 15, 2022 11:15 PM
To: City Council
Subject: Fred Green Field

Dear City Councilors,

I am writing in regards to the proposed replacement of the turf at Fred Green field. I have a few questions and concerns and would appreciate your time and consideration to these before deciding how you will vote.

$600,000 is a significant financial investment to be making every 10 years. What is the cost to return the field to grass and what was the yearly upkeep costs when the field was grass?

Has there been an increase of injuries among Melrose athletes on the turf field over previous years when the field was grass? The health and safety of our children and all athletes who use the field should be considered. The NFL Players Association has been asking owners for years to replace all turf fields with grass surfaces due to the higher occurrence of injuries on turf fields. FIFA does not allow any Men's World Cup games to be played on turf and after a discrimination lawsuit filed by the US Women's Soccer Team the Women's World Cup games will also only be played on grass fields.

https://nflpa.com/posts/only-natural-grass-can-level-the-nfls-playing-field

https://www.coworker.org/petitions/fifa-the-world-cup-should-be-played-on-natural-grass

Injuries Related to Artificial Turf



Injuries Related to Artificial Turf

Artificial turf has become an increasingly popular option for sports fields. However, artificial turf comes with...

Artificial turf fields are hazardous to the environment. The materials contain toxic chemicals and the infill particles migrate and lead to plastic pollution in our wetlands and waterways.

Environmental Impacts of Artificial vs. Natural Turfgrass | Sod Solutions

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Environmental Impacts of Artificial vs. Natural Turfgrass | Sod Solutions

Massachusetts Toxics Use Reduction Institute (TURI) discusses environmental impacts artificial turf has versus t...

Artificial turf field are much hotter than grass fields. On summer days, artificial turf temperatures have been measured at over 150 degrees. These temperatures can burn skin and increase the risk of heat-related illness among athletes. What will happen to the 40,000 pounds of turf that will be removed very 10 years? This material is not recyclable and likely will end up in a landfill. Melrose should be striving to lower our carbon footprint, not contribute to climate change and continue our dependence on fossil fuels with turf fields.

https://static1.squarespace.com/static/57fe8750d482e926d718f65a/t/58ac9519be65945383e844ff/1487705370548/Climate+Change+Impacts.pdf

Recycled or reused? Destination of old artificial turf uncertain



Recycled or reused? Destination of old artificial turf uncertain

Paul Leighton Staff Writer

BEVERLY — City officials say the artificial turf that is being replaced at Beverly High School will be reused or...

Thank you for taking the time to read through these materials. I hope you will consider what is best for our city and vote no on replacing the turf at Fred Green field. As a community we can and should do better for our children and the environment.

Thanks for all you do,
Rebecca Interbartolo

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[redacted]

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Ghobrial, Andrew

From: Jeana McNeil <[redacted]>
Sent: Sunday, May 15, 2022 9:47 PM
To: City Council
Cc: Rebecca Interbartolo; Thomas Middleton
Subject: Zero Waste Melrose asks City Council to vote "no" on artificial turf project funding
Attachments: InfoPack_artificialturf_or_grass_ZWM_5.15.2022.pdf

Fred Green Artificial Turf Playing Field Project: Artificial Turf Field Concerns and Alternatives

Zero Waste Melrose is asking Melrose City Council to vote "no" on the requested $600,000 to fund updates to the Fred Green artificial turf field, without a more in-depth analysis of the risks and costs of the field relative to a natural grass field.

Reasons:

- Plan for the future with the most up-to-date information: Making the Fred Green Field artificial turf may have been the right decision when the project was funded more than 10 years ago. Since then, extensive research has been done on the dangers of artificial turf fields to health and safety. Has the City reviewed the data, and made an informed decision that keeping artificial turf is the right decision for the community?
- Fiscal responsibility: Before the City spends $600,000 to replace the plastic "grass" carpet and do minimal infill replacement, has there been a total-cost-of-ownership (TCO) analysis on the artificial turf field relative to a natural grass field? Before making a very large investment to maintain this field, we ask that the City do a comprehensive analysis of the complete long-term cost of the artificial turf field, relative to reverting the field back to a natural grass surface.
- Recyclability of the "carpet" surface: As a City committed to being a green community, has the City determined the disposal method of the plastic grass carpet and whether it will be land-filled or incinerated, or if it can be recycled? Research by Zero Waste Melrose shows that this material is very difficult to recycle and costly to dispose of, which can lead to improper disposal. In Franklin MA in 2019, residents discovered improperly disposed of piles of artificial turf piled near a wetlands. https://www.bostonglobe.com/metro/2019/10/09/toxic-chemicals-found-blades-artificial-turf/1mlVxXjzCAqRahwgXtfy6K/story.html
- Data on the human safety and environmental risks of artificial turf:
    - Plastic pollution: Synthetic particles migrate into the environment, contributing to microplastic pollution.
    - Toxics exposure: Toxic chemicals have been measured in artificial grass fibers, according to the Toxics Use Research Institute (TURI). Analysis of the turf discarded in Franklin MA also showed PFAS (carcinogenic "forever chemicals") in the turf.
    - Heat island effect of the artificial turf field: On summer days, artificial turf temperatures have been measured at over 150 degrees. These temperatures can burn skin and increase the risk of heat-related illness among athletes. In addition, the City should be seeking to reduce environmental temperatures with heat mitigation, not creating a heat island effect.
    - Player safety: Has the City of Melrose reviewed the data on player injuries that occur on artificial turf versus natural grass fields? The NFL Players Association has asked the NFL to replace all artificial-surface fields with natural grass, based on injury data. A study published in Current Orthopaedic Practice in 2021 shows injury incidence is higher on artificial turf compared with natural grass among high school athletes

The enclosed documents provide useful background documents from the Toxics Use Research Institute (TURI), based at UMass Lowell, that collaborates with businesses, community organizations and government agencies to reduce the use

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of toxic chemicals, protect public health and the environment. Artificial turf is an area of study for TURI.
https://www.turi.org/Our_Work/Community2/Athletic_Playing_Fields

Also included are articles about player safety on artificial turf.

With best regards,

Jeana McNeil Rebecca Interbartolo Thomas Middleton *Zero Waste Melrose*

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Artificial Turf Concerns

Infills



- Tire crumb contains chemicals that are known to be hazardous to human health and the environment
- Other infills can also contain chemicals of concern

Other Materials



- Toxic chemicals have been measured in artificial grass fibers
- Shock pads can be made with chemicals of concern
- Maintenance may require application of hazardous antimicrobials

Heat



- On summer days, artificial turf temperatures have been measured over 150 degrees F
- Can burn skin and increase the risk of heat-related illness among athletes

Disposal



- In most cases artificial turf cannot be completely recycled
- Most turf and infill is not recycled
- Most waste artificial turf goes to landfills

Environme t



- Synthetic particle migrate into the environment, contributing to microplastic pollution
- Replacing natura grass reduces habitat for small organisms

Find more details on our research at: www.turi.org/artificialturf

Safer Alternative? Natural grass managed organically.

Visit: www.turi.org/organicgrass

Support for research on this topic provided by The Heinz Endowments.

TOXICS USE REDUCTION INSTI

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Associated Press

NFL urged by players association to replace all artificial-surface fields with natural grass

Published: Oct. 1, 2020 at 9:33 a.m. ET

By Associated Press

Noncontact knee and ankle injuries occur more frequently on synthetic surfaces, according to an analysis of the league's official injury reports



San Francisco 49ers defensive end Nick Bosa is driven off the field after being injured during the first half of a Sept. 20 game against the New York Jets in East Rutherford, N.J.
ASSOCIATED PRESS

BEREA, Ohio (AP) — Fifteen NFL teams play their home games on artificial turf. Cleveland Browns center J.C. Tretter wants to see that number reduced to zero.

The NFL Players Association president cited the league's official injury reports from 2012 to 2018 to state his case that natural grass fields provide a much lower risk for injuries, compared to artificial surfaces, during practices and games.

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The analysis shows that players have a 28% overall higher rate of noncontact lower-extremity injuries on turf. Noncontact knee injuries occur at a 32% higher clip, and noncontact foot or ankle injuries are 69% percent more likely on artificial fields.

“The data stands out, and the numbers are staggering in the difference in injury rate,” Tretter said Wednesday. “We all should be working toward the safest style of play, and we know the dangers of playing on turf.

“It’s not good for players, it’s not good for the GMs and the head coaches, it’s not good for the owners, and it’s not good for the fans. Increased injuries are not good for anybody.”

Tretter, who detailed the data in his monthly newsletter to union members, spoke extensively on the subject before Cleveland’s afternoon practice at the club’s suburban training facility.

The seven-year veteran was elected NFLPA president on March 10 after winning a three-way election over Michael Thomas of the New York Giants and Sam Acho of the Tampa Bay Buccaneers. He has advocated for player safety while maintaining a diplomatic approach.

“Anecdotally, I know how my body responds playing on turf versus grass,” said Tretter, who graduated from Cornell University, an Ivy League institution. “The data backs that up, which was my main reason for writing it. It’s something that from here on out, I think we need to make a priority.”

The subject of field safety moved to the forefront in Week 2 when San Francisco standout Nick Bosa and teammate Solomon Thomas both suffered season-ending torn anterior cruciate ligaments in a road win over the New York Jets. Several 49ers players described the synthetic turf at MetLife Stadium as “sticky,” prompting NFL representatives to inspect — and confirm the quality of — the field before the team returned in Week 3 to play the Giants.

“Until we can find a way to get synthetic turf to respond and react like natural grass, it’s too much of a danger to continue to play on and expect different results,” Tretter said. “It’s possible to get grass in every location, and it’s about pushing for that.”

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The 6-foot-4, 307-pounder noted that natural fields are used in cold-weather markets like Cleveland (FirstEnergy Stadium), Green Bay (Lambeau Field) and Pittsburgh (Heinz Field), in addition to enclosed stadiums in Arizona (State Farm Stadium) and Las Vegas (Allegiant Stadium).

Seventeen NFL teams play their home games on grass, while 15 franchises do so on artificial turf. The latter include the Rams and Chargers, who share SoFi Stadium in suburban Los Angeles, and the co-owners Giants and Jets in East Rutherford, N.J.

“You add in the increase in injury rate, just based on how synthetic turf is built and grass’ ability to tear away and release your ankles or your knees from compromised situations,” Tretter said. “When you put so much force and so much torque in the ground, eventually something has to give. When you’re on turf, it’s going to be your joint.”

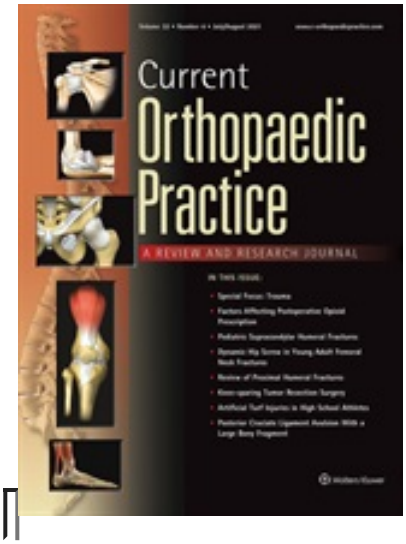
Before any surface is deemed playable, the NFL uses the Clegg Impact Tester to determine if the field is too hard, but does not measure other safety factors. The players association has a committee of engineers developing a more comprehensive method.

In his new role, Tretter says lobbying for grass fields will be a key talking point in any labor negotiations with the league.

“If we know grass is significantly more safe than synthetic turf, it’s about continuing to push forward and making it a priority,” Tretter said. “This is about continuing to push to provide us with the safest work environment possible. Player safety will always be a priority for us and for the union.”

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Original Research

Injury incidence is higher on artificial turf compared with natural grass in high school athletes: a retrospective cohort study

Paliobeis, Andrew BS[a,b]; Sivasundaram, Lakshmanan MD[a,b,c]; Knapik, Derrick M. MD[a,b,c]; Labelle, Mark W. MD[a,b,c]; Olson, Matthew BS[a,b]; Karns, Michael R. MD[a,b,c]; Salata, Michael J. MD[a,b,c]; Voos, James E. MD[a,b,c]

Author Information
[a]University Hospitals Cleveland Medical Center, Cleveland, Ohio

Case Western Reserve University, School of Medicine, Cleveland, Ohio

University Hospitals Sports Medicine Institute, Cleveland, Ohio

The preliminary data from this study was presented at American Orthopaedic Society for Sports Medicine (AOSSM) Annual Meeting in Boston, MA July 11 to 14, 2019 and can be found at https://www.uhhospitals.org/for-clinicians/articles-and-news/articles/2019/08/artificial-turf-versus-natural-grass.

Financial Disclosure: The authors report no conflicts of interest.

Correspondence to Andrew Paliobeis, BS, 10900 Euclid Avenue, Cleveland, OH, 44106 Tel: +440-477-2488; fax: +(216) 844-8481; e-mail: Asp73@case.edu.

Current Orthopaedic Practice: July/August 2021 - Volume 32 - Issue 4 - p 355-360
doi: 10.1097/BCO.0000000000001012

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Abstract

Background:

Prior investigations have demonstrated increased injury risk on artificial turf at the collegiate and professional levels. However, no prior study has examined this risk among high school athletics beyond football. The purpose of this study was to compare injury incidences on artificial versus natural playing surfaces among high school athletes.

Methods:

Data collected from 26 high schools was analyzed to compare injury incidences on artificial turf versus natural grass based on sport. Analyses were also performed to compare injury incidence by injury location (upper extremity, lower extremity, torso), sport, level of competitive play (freshman, junior varsity, varsity), and practice versus competition.

Results:

We identified 953 injuries, with 61% (n=585) occurring on turf and 39% (n=368) on grass. Athletes were 58% more likely to sustain injuries on artificial turf than natural grass relative risk ratio [RR] 1.5897, confidence interval [CI]: 1.4062 to 1.7971, $P<0.0001$). Lower extremity (RR 1.9597, CI: 1.6169 to 2.3752, $P<0.0001$), torso (RR 1.8636, CI: 1.1123 to 3.1225, $P=0.0181$), and upper extremity (RR 1.4494, CI: 1.1104 to 1.8919, $P=0.0063$) injuries were significantly more likely to occur on artificial turf. Football (RR 1.4572, CI: 1.2726 to 1.6687, $P<0.0001$), girls soccer (RR 1.7073, CI: 1.1857 to 2.4583, $P=0.0040$), boys soccer (RR 1.8286, CI: 1.2296 to 2.7194, $P=0.0029$), and rugby (RR 23.0000, CI: 3.1998 to 165.3244, $P=0.0018$) had higher injury incidences on artificial turf.

Conclusions:

Athletes were 58% more likely to sustain an injury on artificial turf. Football, soccer, and rugby athletes were at a significantly greater injury risk on artificial turf. Upper and lower extremity and torso injuries also occurred with higher incidence on artificial turf.

Level of Evidence:

Level IV.

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Athletic Playing Fields

Choosing Safer Options for Health and the Environment





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TURI Report #2018-002
December 2018
(updated April 2019)

TURI
TOXICS USE REDUCTION INSTITUTE
UMASS LOWELL

Acknowledgments

This report was prepared by Rachel Massey, Joy Onasch and Lindsey Pollard (Toxics Use Reduction Institute), with input from: Elizabeth Harriman (Toxics Use Reduction Institute); Richard Clapp, David Kriebel, Polly Hoppin, and Molly Jacobs (Lowell Center for Sustainable Production); Rebekah Thomson (Field Fund); and Ken Geiser and Daniel Schmidt (University of Massachusetts Lowell). Testing of infill PAH content was conducted by Homero Harari (Icahn School of Medicine at Mount Sinai). Organic turf management information was provided by Chip Osborne (Osborne Organics) and Patrick Sullivan and Adam Anulewicz (Springfield Parks Department). Some of the information presented here has been previously posted on TURI's website at www.turi.org/artificialturf. Work on this report was supported by a grant from The Heinz Endowments. This report was updated in April 2019 to include new information on PAH testing.

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Athletic Playing Fields: Choosing Safer Options for Health and the Environment

Introduction

Municipalities, universities, schools and other institutions frequently need to make decisions about maintenance and installation of athletic playing fields. This may include choosing between natural grass and artificial turf (also referred to as synthetic turf). Factors that may be considered include cost of installation and maintenance, number of days the field can be used, likelihood of player injuries, temperature of the playing environment, and athletes' exposure to chemicals.

A number of communities have requested technical assistance from TURI in evaluating the questions they face as they make these decisions. In response to these requests, TURI has conducted research on individual materials used in artificial turf. TURI has also worked with municipalities and other institutions to facilitate the adoption of athletic field management practices that are cost-effective and preferable for human health and the environment. This area of work has included projects to help communities eliminate or reduce the use of pesticides and facilitate the adoption of organic grass management practices.

This document provides information based on TURI's research on selected materials used in artificial turf. It also includes information on organic management of natural grass. TURI has identified organically managed natural grass as a safer alternative for sports surfaces. Additional educational documents and video resources are available on TURI's website.[1]

Principles of Toxics Use Reduction

TURI's work is based on the principles of toxics use reduction (TUR). The TUR approach focuses on identifying opportunities to reduce or eliminate the use of toxic chemicals as a means to protect human health and the environment. Projects to reduce the use of toxic chemicals often have additional benefits, such as lower life-cycle costs.

Children's Environmental Health

People of all ages benefit from a safe and healthy environment for work and play. However, special concerns exist for children. Children are uniquely vulnerable to the effects of toxic chemicals because their organ systems are developing rapidly and their detoxification mechanisms are immature. Children also breathe more air per unit of body weight than adults, and are likely to have more hand-to-mouth exposure to environmental contaminants than adults.[2] For these reasons, it is particularly important to make careful choices about children's exposures.

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Artificial Turf Components

Artificial turf generally has several components, including a base layer made from gravel or stone; an artificial grass carpet, including a backing material and artificial grass fibers; and one or more infill materials, used to hold the grass fibers upright and provide cushioning, among other functions. Infill is the portion of the artificial turf that mimics the role of soil in a natural grass system. Many artificial turf fields also include a shock pad below the carpet for additional cushioning.[3] Depending on the infill type, this shock pad may be an optional component of the turf system, or may be required in order to provide a sufficiently resilient playing surface.

This document provides information on several infill materials. It is important to note that the materials available on the market may change frequently and the information presented here is not comprehensive. It is also important to understand that infill is just one component of an artificial turf system. This document focuses primarily on infill, but in evaluating the health and environmental impact of artificial turf, it is also important to consider the impacts of all the components, including the artificial grass blades, shock pad, and lower structural layers.

Regulatory/Testing Standards

There is no comprehensive regulatory or testing regimen specifically for artificial turf.

The standard cited most frequently by vendors is European Standard EN 71-3 – "Safety of Toys Part 3: Migration of certain elements" (the European Toy Safety Standard). For communities applying this standard, it is important to understand that it focuses only on metals. It does not cover other compounds that may be found in artificial turf materials, such as volatile organic compounds (VOCs), polyaromatic hydrocarbons (PAHs), phthalates, and others. The standard includes three different safety levels, so it is important to understand which level has been applied. Detailed information on this regulation is available in another TURI publication, *Chemicals in Artificial Turf Infill: Overview*.[4]

Other standards sometimes applied by researchers to artificial turf include regulatory standards for contamination of soil (e.g., comparing lead levels to those considered by the US EPA to pose a "soil-lead hazard" in play areas);[5] and checking metals in artificial turf runoff against federal and state regulatory levels for drinking water, surface waters and groundwater.[6] Studies in Europe have checked chemical levels in infill against a variety of regulatory standards for soil, sediment, and building materials, among other standards.[7] Germany has developed a regulation specifically for artificial turf, including requirements related to leaching of certain metals and organic compounds.[8]

Another relevant standard is California's Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65). This law requires disclosure of the presence of chemicals that are identified by the state of California as causing cancer or reproductive harm.

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Artificial Turf: Chemicals in Infill

TURI has received many queries from communities and institutions that are working to understand the health and safety profiles of a variety of infill types. Therefore, TURI has reviewed existing literature on these infill types, with a focus on chemicals found in the materials. Additional detail on selected individual infills can be found on TURI's website.[9]

It is important to note that chemicals in infill are just one piece of the picture. The artificial grass blades pose concerns as well. Toxic chemicals such as lead are found in the artificial grass blades in some cases.[10] It is also important to understand and research the materials used in any pad or underlayment used in the layers below the infill.

Overview

Crumb rubber made from recycled tires, also referred to as **tire crumb** or as styrene butadiene rubber (SBR), is present in a large number of artificial turf fields.

A number of materials are currently marketed as alternatives to recycled tires. Some are based on synthetic materials, while others are mineral- or plant-based, or contain a mixture of natural and synthetic materials. Alternative synthetic infills include **ethylene propylene diene terpolymer (EPDM)**, **thermoplastic elastomer (TPE)**, and **waste athletic shoe materials**, among others. **Mineral-based** and **plant-derived** materials used in infill can include sand, zeolite, cork, coconut hulls, olive cores, and walnut shells, among other materials. Infill can also be made with acrylic-coated sand.

Some vendors may also offer an option of tire crumb coated with polyurethane. Limited information is available on the chemicals in the coating, the ability of the coating to reduce exposure to chemicals in the tire crumb, or the durability of the coating.[11]

Relatively little information is available on the chemicals present in, or emitted from, alternative infills. Some of them may pose less of a concern than tire crumb, but some may introduce serious hazards. Some available information on these materials is provided here, but there is a need for more research on all of these materials. Some of these materials have also been evaluated in a 2017 review by the Norwegian Environmental Agency[12] and in a 2018 review by the National Institute for Public Health and the Environment (RIVM) in the Netherlands.[13]

This overview is not comprehensive. New infills are introduced to the market frequently. It is important to understand that any synthetic material used as infill will pose some concerns related to introduction of rubber or plastic particles into the environment, as well as whatever specific chemicals may be found in the material. Mineral- and plant-based infills can pose hazards as well. In addition to any issues associated with infill, all artificial turf introduces synthetic materials into the environment through the other components, including breakdown over time of the artificial grass carpet.

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Understanding rubber and plastic products: terminology

For those interested in understanding more about rubber and plastic products, the following terminology may be useful.

Thermosets vs. thermoplastics. Both natural and synthetic rubbers are **thermosets**. A key characteristic of a thermoset is that although heat is used in the initial manufacture of the material, once the material has been formed, it cannot be melted. For this reason, tires and other products made from thermosets cannot be melted and re-formed into new products. Among the materials used in artificial turf infills, SBR, EPDM and shoe sole materials are all thermosets.

Thermoplastics, in contrast, are materials that can be melted and re-formed into new shapes. Thermoplastic elastomers (TPEs) are one broad category within the larger category of thermoplastics.

Curing/crosslinking/vulcanization. Thermosets gain their stability through a process of **curing**, also referred to as crosslinking or vulcanization. Curing is a process of creating links among polymer strands in order to create a stable, three-dimensional structure. In the case of a thermoset, these links are composed of irreversible chemical bonds.

A variety of chemicals can be used in the curing process. These include chemicals that become part of the crosslinking bond, as well as chemicals that catalyze or accelerate the crosslinking process. The term "vulcanization" is often used specifically to refer to crosslinking with sulfur.

In contrast to the large molecules of a polymer, the molecules added in the curing process are often relatively small. Some of these molecules may remain present as free molecules in the final material, and these may be released during product use.

Plasticizers. Plasticizers are added to stiff or rigid materials to make them more pliable. One important category of plasticizers is the phthalate esters, also commonly referred to simply as phthalates. Mineral oil can also be used as a plasticizer. The specific plasticizers used in a given product are frequently not disclosed.

Other additives. A variety of other additives may be used in rubber and plastic products. **Fillers** such as carbon black or silica can be used to attain specific material properties or simply to extend the volume of the material. **Stabilizers** can be added to decrease the effect of light, heat or other environmental conditions on the material. Other additives that may be used include **pigments** and **antimicrobial agents**.

Tire crumb

A large number of chemicals are found in tire crumb. Many of these have adverse effects on human health or the environment. In a literature review, the US Environmental Protection Agency (EPA) identified just over 350 chemicals or chemical categories that were discussed in existing literature on tire crumb.[14] The presence and amount of a given chemical can vary depending on the sample of tire crumb.

Table 1 shows the categories of chemicals considered by EPA, with examples of individual chemicals in each category.[15] As shown in the table, these include metals, such as lead and zinc; volatile organic compounds (VOCs); semi-volatile organic compounds (SVOCs); and a variety of uncategorized chemicals including vulcanization compounds (chemicals used in rubber curing). The broad category of SVOCs includes PAHs, phthalate esters, and chemicals that may be applied to the crumb rubber as biocides during the life of the artificial turf.

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Some of the chemicals found in tire crumb are endocrine disrupters (e.g., phthalate esters); some are known or suspected carcinogens (e.g., arsenic, cadmium, benzene, styrene); and some are associated with other human health effects.[16] A recent study evaluated the potential carcinogenicity of 306 chemicals found in tire crumb and found that 197 of them met certain carcinogenicity criteria, while 58 were actually listed as carcinogens by a government agency.[17]

Table 1: Selected categories of chemicals found in tire crumb

Category[a]	Subcategory	Examples
Metals		Aluminum, arsenic, barium, cadmium, chromium, copper, lead, nickel, zinc
VOCs		Benzene, benzothiazole, hexane, naphthalene, styrene, toluene, xylenes
SVOCs	PAHs	Anthracene, benz(a)anthracene, fluoranthene, naphthalene, phenanthrene, pyrene
	Phthalate esters	Benzylbutyl phthalate, di(2-ethylhexyl)phthalate [a.k.a. bis(2-ethylhexyl)phthalate]
	Biocide product ingredients	May include quaternary ammonium compounds such as alkylbenzyldimethyl ammonium chloride, alcohol ethoxylate 6, or others[b]
Other[c]		4-tert-(octyl)-phenol [a.k.a. 4-t-octylphenol], butylated hydroxytoluene

Sources:
Thomas K, Irvin-Barnwell E, Giuseppi-Elie A, Ragin-Wilson A. August 2016. *Research Protocol: Collections Related to Synthetic Turf Fields with Crumb Rubber Infill.* US EPA, CDC and ATSDR. Accessed at https://www.epa.gov/sites/production/files/2016-08/documents/tcrs_research_protocol_final_08-05-2016.pdf, January 2, 2017.
US EPA. December 2016. *Federal Research Action Plan on Recycled Tire Crumb Used on Playing Fields and Playgrounds: Status Report.* EPA/600/R-16/364. Accessed at https://www.epa.gov/chemical-research/december-2016-status-report-federal-research-action-plan-recycled-tire-crumb, March 21, 2017.

[a] Note: Categorization shown here follows categories used in EPA's August 2016 publication.
[b] Thomas et al. note these have been identified by the California Office of Environmental Health Hazard Assessment (OEHHA) as "potential turf biocides."
[c] As organized by Thomas et al., this category includes "potential rubber curatives, antioxidants/antiozonants, and other chemicals reported in literature."

Exposure to low doses of multiple chemicals can have health effects that may not be predicted based on the expected effects of each exposure individually. For this reason, some studies have considered the mix of chemicals in tire crumb, rather than looking at each individually. A study of a tire shredding facility in Taiwan tested airborne particulates from the facility for mutagenicity, and found that they showed "a substantial presence" of mutagens.[18] Another study considered the mutagenicity of dust and fumes at two tire-shredding facilities; they found "high mutagenic activity" of dust and fumes at one facility and "almost no mutagenic activity" at the other, a difference they attributed both to choices of chemicals and to the way in which each facility operated.[19]

EPDM

EPDM rubber is a specialty elastomer that can be mixed with high levels of additives and oils while retaining its desirable physical properties, including strength and resistance to tearing. Additives can include oil, carbon black, and other materials. EPDM may be manufactured with anywhere from 15 to 100 parts of oil per 100 parts of polymer.[20] Like tire crumb, EPDM is a vulcanized (cured) rubber product, so it can be expected to contain vulcanization compounds. Not all EPDM infills are necessarily the same, so it is important to find out what chemicals are present in any given EPDM product.

There has been limited examination of EPDM granules to evaluate their suitability from a public

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health and environmental perspective. In one study published in 2004, the Norwegian Building Institute (NBI) examined levels of selected chemicals in one sample of EPDM infill, comparing these levels with those found in three samples of recycled tires. The study found that the EPDM rubber contained more chromium than the tire material, similar amounts of zinc, and lower concentrations of PAHs, phthalate esters, and phenols. Polychlorinated biphenyls (PCBs), which were found in one sample of recycled rubber, were not found in the EPDM. The authors state that "with the exception of chromium and zinc, the EPDM rubber contains lower concentrations of hazardous substances than the recycled rubber types overall."[21] A 2008 study by the Danish Ministry of the Environment also included tests of one sample of EPDM.[22] A study supported in part by the tire industry in France found that EPDM emitted larger amounts of VOCs than tire crumb.[23]

In reviewing pros and cons of EPDM infill, the Norwegian Environmental Agency notes possible concerns about VOC emissions at indoor fields, introduction of microplastics into the environment, and aquatic toxicity from leachate, among other factors.[24]

RIVM reviewed the limited existing literature on EPDM infill as well as conducting limited testing of its own. RIVM concludes that EPDM infill is likely to contain PAHs but at lower levels than tire crumb; carbon black may be a concern in black EPDM, but not in EPDM of other colors; and phthalate esters such as diethylhexyl phthalate (DEHP), an endocrine disrupter, may be present in the material. Nonyl- and octylphenols, also endocrine disrupters, are detected at low levels in both EPDM and tire crumb. RIVM also notes that leaching of zinc from EPDM could potentially pose a concern similar to the level of concern posed by tire crumb.[25]

In summary, EPDM may pose some of the same health and environmental concerns posed by tire crumb, although it may contain lower levels of some important categories of chemicals of concern and a smaller number of chemicals of concern, compared with tire crumb. Additional detail on EPDM infill is available on TURI's website.[26]

TPE

Thermoplastic elastomer[27] (TPE) is a general term that can encompass a variety of materials. TPEs are composed of two materials: one that is hard at room temperature and one that is soft and rubbery at room temperature. The two materials can be either chemically bonded or blended together.

TPEs generally do not require curing or vulcanization during manufacturing. However, some products marketed as TPE do contain a vulcanized material as one part of the mix, further complicating the distinctions among material types.

As with EPDM infill, TPE infill has not been studied extensively. Based on the limited information available on TPE used in artificial turf infill materials, it appears to contain lower levels of many toxic chemicals than tire crumb. In particular, measurements indicate that TPE infill emits fewer VOCs. Furthermore, since TPE does not require vulcanization (curing), it is generally expected to be free of the vulcanizing agents that are used in crumb rubber made from tires.[28] However, TPE infill can contain and emit some chemicals of concern, and since individual TPE products may vary widely, it is important to obtain information on the chemicals found in any individual product that is under consideration.

Although the term TPE encompasses a broad category of materials, TURI examined details about one TPE infill to better understand the chemical composition. Using information obtained from Safety Data Sheets and the US National Library of Medicine's database (ChemID*plus)*, the TPE sample was found to be composed of styrene block copolymer, polyethylene, paraffin oil, calcium carbonate (chalk), carbon black, and unspecified stabilizers/antioxidants. Carbon black is identified

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by the International Agency for Research on Cancer as a possible human carcinogen (Group 2B), and many forms contain a variety of adsorbed compounds, including PAHs.[29]

A 2006 study by the Norwegian Pollution Control Authority compared three indoor fields: two containing crumb rubber (SBR) infill made from tires, and one containing TPE infill.[30] In measurements of airborne dust, the quantity of fine particulate matter ($PM_{2.5}$) was elevated for the two SBR fields, while quantities were in the expected ranges for an indoor setting for the TPE field. The researchers also noted that the dust generated by the TPE field was free of the vulcanization compounds, preservative compounds, and carbon black found in the SBR fields. Dust from all locations contained PAHs, but the levels in the dust generated by the TPE field were lower than those in the SBR dust. Total VOCs measured at the TPE field were also lower than those measured at the tire crumb fields. Phthalate esters were present at comparable levels at all locations; phthalate esters measured in airborne dust during one time period were slightly lower at the TPE field, but were higher at the TPE field during another time period.

RIVM's literature review suggests that little information is available on TPE infills, but that they are likely to contain lower levels of metals and VOCs than tire crumb or EPDM, lower or comparable levels of PAHs, and comparable levels of phthalate esters.[31]

In summary, based on the limited information that is available, TPE infill is likely to contain fewer chemicals of concern than tire crumb, but is still likely to contain some chemicals of concern. Communities considering purchasing a TPE infill product may wish to request additional information from the vendor on the specific type of TPE used. Additional detail on TPE infill is available on TURI's website.[32]

Waste shoe material

Infill made from post industrial waste shoe material can be made from a single brand of shoe product, or from several mixed together. For example, the Sole Revolution brand of infill may draw materials from a variety of shoe manufacturers, while Nike Grind is made from Nike® shoe material.[33]

Shoe manufacturing uses a wide variety of materials, and manufacturers' choices about these materials vary over time. Factors relevant to the environmental, health and safety characteristics of athletic shoe materials include the polymers used in shoe soles, the additives that impart key performance characteristics to those polymers, and the mandatory and voluntary testing protocols used to limit toxics in shoe materials.

Some shoe materials are governed by Restricted Substances Lists (RSLs) developed by shoe manufacturers to minimize or eliminate the use of certain chemicals that pose particularly high concerns. For example, Nike has an RSL that "restricts approximately 350 substances that have been regulated or voluntarily phased out of [their] manufacturing processes,"[34] and Nike Grind materials are governed by the RSL.[35]

According to Nike's RSL, certain VOCs (such as benzene or toluene) are subject to tight control in the manufacturing process. Thus, these substances are not necessarily absent from Nike products but they are used in the minimum quantity possible to achieve the desired effect. Nike also limits the levels of other categories of chemicals of concern, such as specific PAHs and specific phthalate esters.[36]

Waste shoe material can contain some of the same chemicals of concern as other rubber infills, although it offers the advantage that levels of some of the chemicals of highest concern may be regulated by an RSL. Neither of the recent assessments by European government agencies considered waste shoe material in detail as an

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alternative to tire crumb. TURI has not identified detailed independent studies of waste shoe material as used in infill.

Acrylic-coated sand

TURI was able to gather information on one acrylic-coated sand product that is currently marketed for use in artificial turf.[37] According to the manufacturer, this product is composed of well-rounded sand, a proprietary (undisclosed) acrylic, a Microban® antimicrobial, and a pigment.[38]

The specific acrylic used in the product is a proprietary component of the manufacturer's production process, so no other information was available on its health and environmental properties. According to the manufacturer, it does not contain any additives beyond the pigment and antimicrobial.[39] Laboratory test results provided by the manufacturer show that all PAHs for which tests were conducted were below the detection limit.[40] The manufacturer also states that the product was below the detection limit for all VOCs for which tests were conducted.[41]

The antimicrobial helps to protect the acrylic coating from deterioration. The company currently uses ZPTech®, a zinc-based antimicrobial. According to the Microban website, "ZPTech is a broad-spectrum antimicrobial."[42] According to Microban, the product "encapsulates zinc pyrithione in customized carriers." Zinc is released when the material is exposed to water.[43] The product is also available without the antimicrobial.

According to the manufacturer, the antimicrobial product originally used in the product was triclosan, but the transition to the zinc-based antimicrobial has been complete since the end of 2016.[44] Triclosan poses concerns based on bioaccumulation and adverse health and environmental effects.[45]

Test data are available both for presence of metals in the material and for leaching of metals from the material. The metal that appears in the largest quantity is zinc (18 and 57 mg/kg in two samples respectively). Tests show that the material leaches 0.82 mg/L of iron and 0.13 mg/L of zinc.[46]

Many of the categories of organic chemicals of concern that are present in the other synthetic infills may be lower, or absent, in acrylic-coated sand. On the other hand, there may be a need for more research on the environmental implications of the broad use of sand coated with an antimicrobial-infused polymer.

Mineral- or plant-based materials

A growing list of mineral- or plant-based materials is marketed for use in infill. At least one of these options, zeolite, poses serious health concerns. The other materials have generally not been studied in depth. As with the other materials discussed in this report, it is essential to gather detailed information on these materials to understand their potential health or environmental impacts. This section mentions a few areas of concern, but is not comprehensive.

Zeolite. Zeolite poses a respiratory hazard. Animal studies suggest that exposure to some types of zeolites may be associated with increased risk of developing mesothelioma.[47] Erionite, one type of zeolite, poses particular concerns; its health effects can be similar to those of asbestos.[48]

Cork. Respiratory disease has been documented in cork workers exposed to cork dust. For example, a 1973 study concluded that workers in the cork industry may suffer from various complaints related to the inhalation of cork dust. It states that "workers in factories where cork is processed and transformed into commercial products may acquire incapacitating disease of the respiratory tract."[49] Respiratory disease associated with cork dust exposure is known as suberosis. Fungi that frequently colonize cork appear to play some role in the disease, although the disease is not fully understood.[50]

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Coconut fiber. Some individuals are allergic to coconut, although coconut allergies are relatively rare. The American College of Allergy, Asthma & Immunology notes that "coconut is not a botanical nut; it is classified as a fruit, even though the Food and Drug Administration recognizes coconut as a tree nut. While allergic reactions to coconut have been documented, most people who are allergic to tree nuts can safely eat coconut."[51]

Walnut shells. Nut shells may pose concerns related to allergies if nut allergens are present on the shells. Walnut shells are used as an alternative to silica in sand blasting, and there is one report of an individual developing an allergic reaction in that context.[52] According to the manufacturer, USGreentech, the shells used in Safeshell[53] (a proprietary infill made from walnut shells) are processed to remove allergens to "below 2.5 parts per million."[54]

Fibers. A variety of respirable plant-based fibers can cause disease and disability. For example, cotton dust is a well-known source of respiratory disease.[55] TURI has not identified any studies that consider possible hazards related to plant-based fibers in infill.

Comparing infills

As noted above, infills are just one part of an artificial turf system and all portions of the system should be evaluated as part of the decision making process. Table 2 provides comparative information on selected chemicals or chemical categories in infill materials.

Most infill vendors are able to provide test results for a number of metals. The information on metals in this table is drawn primarily from one set of tests on individual infill products provided by a vendor of multiple infill types. The table shows specific information on lead because it is a particular concern for children's health, and zinc because it has been flagged as a possible environmental concern associated with artificial turf. However, other metals may be equally or more important. Communities working to make a decision should request the most up-to-date results on metals present in the specific product they are considering.

Information on other chemicals may not be as readily available from vendors. Communities may wish to request information on organic chemicals, such as VOCs or PAHs, found in any specific product. Note that the term "organic" in this context refers to any chemical that is based on carbon. This is not the same as the use of "organic" to describe pesticide-free management of natural grass systems.

As shown in the table, vulcanization compounds are likely to be found in tire crumb, EPDM, and shoe materials. VOCs have been measured in many of the materials, but are higher in some than in others. Similarly, PAHs may be present in varying quantities depending on the material. There may be some increased predictability when purchasing waste shoe materials if they are subject to an RSL. Mineral- and plant-based materials are unlikely to pose concerns related to the four broad categories of synthetic chemicals listed in the table, but some pose other significant concerns. It is important to note that even in cases where the chemicals listed below may be absent, infills may pose other hazards.

In the course of TURI's research, a number of data gaps were identified. For example, not all vendors were able to provide information on PAHs in infill products. To help address this data gap and better understand the presence of PAHs in these materials, TURI contracted with the Icahn School of Medicine at Mount Sinai to conduct limited testing on samples of commercial infill products. As shown in Table 2, the tire crumb sample contained the largest total PAH concentration, with over 500 mg/kg. Waste athletic shoe material and EPDM had the next largest total PAH concentrations, although they were both an order of magnitude lower than tire crumb (55 and 20 mg/kg respectively).[56]

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Table 2: Comparing infills: Selected categories of chemicals of concern						
Category	**Tire crumb**	**EPDM**	**Shoe materials[a]**	**TPE**	**Acrylic-coated sand**	**Mineral- or plant-based**
Lead[b]	Present	Present	Present	Present	Below detection limit[c]	Absent in some cases
Zinc[b]	Present	Present	Present	Present	Present[c]	Present in some cases
Other metals[b]	Present	Present	Present	Present	One additional metal present[c]	Present
Vulcanization compounds[d]	Present	Present	Present	Generally absent	Expected to be absent	Zeolite, when present, poses serious respiratory hazard. Plant-based materials can pose concerns related to dust, fungi, or allergens. Vulcanization compounds and phthalates are expected to be absent; VOCs and PAHs are expected to be low or absent.[h]
Phthalates	Present[e]	Present (lower)[f]	May be present, but subject to RSL	Present[g]	Expected to be absent	
VOCs	Present[e]	Present (lower in some cases, higher in others)[f]	Expected to be present, but subject to RSL	Present (lower)[g]	Expected to be absent	
PAHs	Present[e]	Present (lower)[f]	May be present, but subject to RSL	Present (lower)[g]	Below detection limit[c]	
PAHs (TURI sample)[i]	Present (highest) (548 mg/kg)	Present (20 mg/kg)	Present (55 mg/kg)	Present (below 10 mg/kg)		

[a] Some information in this column is drawn from Nike's RSL. *VOCs:* Nike's RSL restricts benzene to 5 ppm and a number of other VOCs to a total of 1,000 ppm. *PAHs:* Nike's RSL restricts certain PAHs to 1 ppm each and sets a 10 ppm total for all PAHs on the list. *Phthalate esters:* Certain phthalate esters are listed on the Restricted Substances Lists (RSLs) of major shoe manufacturers. Specifically, Nike restricts all ortho-phthalates to a total of 1,000 ppm.

[b] Except where otherwise noted, information is drawn from Labosport. 2014. *Technical Report: Toxicological Analysis of Performance Infill for Synthetic Turf Fields according to EN 71-3 Standard – Safety of Toys Part 3: Migration of Certain Elements.* Report #R14565CAN-A1, provided to Jason Smollett, FieldTurf.®

[c] AIRL, Inc. 2018. Lab report #304074, provided to Ross Vocke, US Greentech. Detection limit 10 µg/Kg for PAHs, 0.25mg/Kg for metals.

[d] By definition, the vulcanized rubber products (tire crumb, EPDM and shoe materials) may contain residual vulcanization compounds. TPE is not vulcanized; however, in some cases, products marketed as TPE are a blend that also contains vulcanized rubber.

[e] US EPA. 2016. *Federal Research Action Plan on Recycled Tire Crumb Used on Playing Fields and Playgrounds: Status Report.* EPA/600/R-16/364. Viewed on October 23, 2018, at https://www.epa.gov/sites/production/files/2016-12/documents/federal_research_action_plan_on_recycled_tire_crumb_used_on_playing_fields_and_playgrounds_status_report.pdf.

[f] Norwegian Building Research Institute (NBI - BYGGFORSK). 2004. "Potential Health and Environmental Effects Linked to Artificial Turf Systems: Final Report." Report prepared for the Norwegian Football Association. Project no. 0-10820. September 10, 2004. Authors: Thale S.W. Plesser, Ole J. Lund. Moretto R. 2007. *Environmental and health assessment of the use of elastomer granules (virgin and from used tires) as filling in third-generation artificial turf.* Report prepared for ADEME/ALIAPUR/Fieldturf Tarkett. Note: The terms "lower" and "higher" refer to the comparison with tire crumb.

[g] Dye, Christian, A. Bjerke, N. Schmidbauer, S. Manø. 2006. *Measurement of Air Pollution in Indoor Artificial Turf Halls.* Trondheim, Norway: Norwegian Pollution Control Authority/Norwegian Institute for Air Research. Report #NILU OR 03/2006. TA number: TA-2148/2006. ISBN number 82-425-1716-9. Note that in this study, phthalates measured in airborne dust at a TPE field were found to be lower at one time, and higher at another time, compared with levels measured at a tire crumb field.

[h] Plants can produce some substances that are classified as VOCs. However, based on currently available information, the plant-based materials used in infill are not expected to pose concerns related to VOCs. PAHs can be taken up by plants from ambient pollution in some cases.

[i] Toxics Use Reduction Institute. 2019. "Artificial Turf Infill: Laboratory Testing Results: PAHs." Fact sheet available at www.turi.org/Our_Work/Community/Artificial_Turf/PAH_Test_Results. TURI contracted with the Icahn School of Medicine at Mount Sinai to conduct limited testing to supplement information available in existing literature.

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When researching turf options, communities should evaluate materials carefully and may wish to require additional testing to ensure they have considered the full range of chemicals. Existing tests generally apply only to the sample on which they were conducted, so it is important to obtain data on the specific product in question.

Environmental Concerns

Environmental concerns include loss of wildlife habitat and contaminated runoff into the environment. A study by the Connecticut Department of Environmental Protection identified concerns related to a number of chemicals in stormwater runoff from artificial turf fields. These include both metals and organic compounds. They noted high zinc concentrations in stormwater as a particular concern for aquatic organisms. They also noted the potential for leaching of high levels of copper, cadmium, barium, manganese and lead in some cases. The top concerns identified in the study were toxicity to aquatic life from zinc and from whole effluent toxicity (WET).[57] WET is a methodology for assessing the aquatic toxicity effects of an effluent stream as a whole.[58] In another example, a study found that leachate from several artificial turf systems was toxic to aquatic organisms.[59]

Another environmental concern is migration of synthetic particles into the surrounding environment. Both infill particles and broken synthetic grass fibers do not stay limited to the boundaries of the artificial turf field. Photographic evidence collected by community members in Massachusetts show broken pieces of artificial grass fibers widely dispersed in environments surrounding artificial turf fields. Field maintenance protocols provide for periodic addition of infill to replace infill lost from the field in the course of play, further demonstrating that not all infill particles remain in place within the field. With growing concern about global microplastic pollution, some communities are working actively to reduce the amount of plastic they introduce into the environment. Little or no research has been conducted on ways in which dust and broken particles from artificial turf fields may contribute to microplastic pollution in the environment.



Acrylic-coated sand particles, according to the manufacturer, pose less risk of migrating into waterways compared with other infills because they do not float; however, they could still generate dust that may move offsite. To the extent that particles migrate off the original field site and enter water resources, there could be concerns about whether sedimentary organisms could incorporate these materials and whether they could enter the food chain in this way.

Disposal of the synthetic materials, including the infill and the shock pad, poses an additional concern. Some synthetic materials may be reusable one or more times, while others may have to be disposed of in a landfill or through incineration when the field is due for replacement. RIVM notes that it may be possible to use waste material from a replaced artificial turf field in some other sporting applications, but also notes that due to the degradation of the material over time, this will not always be possible. RIVM

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also notes that the substructure elements of an artificial turf field may need to be cleaned prior to recycling, if they are contaminated with any chemicals that have leached from infill. For the limited set of infills it analyzes, RIVM assumes an average 10 year service life for artificial turf fields and assumes that the infill materials are not reused on additional fields.[60]

Artificial Turf and Heat Stress

In sunny, warm weather, artificial turf can become much hotter than natural grass, raising concerns related to heat stress for athletes playing on the fields.[61] Research indicates that all artificial turf reaches higher temperatures than natural grass,[62] although some infill materials may reach higher temperatures than others.

A report by the New York State Department of Environmental Conservation found that surface temperatures on an artificial turf field were 35°F to 42°F higher than those on natural grass.[63]

Another study found that the highest temperature measured on artificial turf was 60.3°F greater than that observed on natural grass.[64]

In another study, artificial turf fibers reached temperatures of 156°F under direct sunlight, while the crumb rubber infill reached 101°F.[65]

Measurements taken by sports managers at Brigham Young University found that the surface temperature of artificial turf was 37°F higher than asphalt and 86.5°F hotter than natural turf. The hottest surface temperature recorded during the study was 200°F on a 98°F day. Even in October, the surface temperature reached 112.4°F.[66]

Irrigation can lower field temperature for a short time. A study by Penn State's Center for Sports Surface Research found that frequent, heavy irrigation reduces temperatures on artificial turf, but temperatures rebound quickly under sunny conditions.[67] Another study found that irrigation could lower temperatures by 10 to 20 degrees for a period of at least 20 minutes.[68] Another found that irrigation lowered the surface temperature from 174°F to 85°F; however, the temperature rebounded to 164°F after 20 minutes.[69]

Heat-related illness can be a life-threatening emergency. Experts note that athletic coaches and other staff need to be educated about heat-related illness and understand how to prevent it, including cancelling sport activities when appropriate.[70] In one example, a number of students developed heat-related illness after band practice on a new artificial turf field.[71]

Heat can also affect chemical emissions. For example, one study expressed concern about PAH emissions from tire crumb at elevated temperatures. [72]

Additional information on heat is available in TURI's website.[73]

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Injuries



Injury rates can be affected by a variety of factors, including the type and condition of the playing surface as well as equipment used and type and level of sport. Studies show variable outcomes in the rates and types of injuries experienced by athletes playing on natural and on artificial turf.[74]

One particular concern is increased rates of turf burns (skin abrasions) associated with playing on artificial turf. For example, a study by the California Office of Environmental Health Hazard Assessment found a two- to three-fold increase in skin abrasions per player hour on artificial turf compared with natural grass turf.[75] These study authors noted that these abrasions are a risk factor for serious bacterial infections, although they did not assess rates of these infections among the players they studied.

Additional information on injuries is available in TURI's website.[76]

Current Federal and State Studies on Artificial Turf and Tire Crumb

As noted above, a number of existing studies have examined the chemicals present in artificial turf, with a particular focus on tire crumb. Some of these studies include a risk assessment, in which an effort is made to estimate the number of cases of disease that could result from exposure to a subset of the chemicals found in tire crumb.

After reviewing the studies, federal and state officials have identified a need for additional information. Two current studies are described here.

California Office of Environmental Health Hazard Assessment

In 2015, the California Office of Environmental Health Hazard Assessment (OEHHA), an office within the California Environmental Protection Agency, began a new study of the potential health effects of exposure to artificial turf as well as playground mats made from recycled waste tires. The study includes analyses of samples of new and used artificial turf and playground mats; the development of exposure scenarios; and the development of a risk assessment based on this information. OEHHA has sampled more than 30 fields in a range of climate regions within California, including both new and old fields.[77] OEHHA is also examining the range of routes by which players and bystanders can be exposed to chemicals found in the artificial turf materials, including through skin contact, breathing, and ingestion. As part of this effort, OEHHA has conducted a survey of both child and adult athletes to learn more about whether they report getting infill materials on their skin, in their eyes, and/or in their mouths during the course of play.[78]

In the future, OEHHA may also examine people's actual exposures through measurement of biological specimens or use of personal monitors.[79]

Research by federal agencies

Three federal agencies are also engaged in an assessment of potential health effects of exposure to artificial turf. The agencies working on the study

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are the US EPA, the Consumer Product Safety Commission (CPSC), and the Agency for Toxic Substances and Disease Registry (ATSDR) within the Centers for Disease Control. As background on the need for this study, EPA noted that "limited studies have not shown an elevated health risk from playing on fields with tire crumb, but the existing studies do not comprehensively evaluate the concerns about health risks from exposure to tire crumb."[80] EPA further states, "While this effort won't provide all the answers about whether synthetic turf fields are safe, it represents the first time that such a large study is being conducted across the U.S."[81]

In this project, the federal agencies are working to identify chemicals of concern found in tire crumb, and gain a better understanding of how people are exposed to tire crumb on playing fields and in playgrounds. The study has four components: a literature review and analysis of gaps in current knowledge; a tire crumb characterization study; a sports turf exposure characterization study; and a playground study.[82]

The agencies have issued summary documents based on the work they completed in 2016, including a summary of all the literature that was reviewed and a detailed spreadsheet showing information on which chemicals were examined in each study.[83] These are useful resources for people interested in learning more about the studies that have been conducted to date.

Among other information, the federal agencies' preliminary report on their work provides an overview of knowledge gaps about tire crumb used in playing surfaces. For example, with regard to characterizing tire crumb materials, there are gaps related to chemical characterization, emissions assessments, microbial assessments, bioaccessibility, and variability.[84] For example, EPA notes that there is a lack of studies that measure a wide range of tire crumb samples and consider the full range of chemicals that can be found in tires. Regarding emissions, EPA notes that "few laboratory-based studies have investigated VOC and SVOC emissions from synthetic fields and playgrounds under different temperature conditions," and those studies that do exist have considered only a limited set of chemical emissions. Regarding bioaccessibility (the likelihood that the human body will take up the chemicals present in the material), there is a lack of studies that "systematically measure a wider range of metal and organic chemical constituents, using multiple simulated biological fluids, and across a large range of tire crumb rubber samples." Finally, EPA notes that "most studies characterizing tire crumb rubber from synthetic fields and playgrounds in the United States have been relatively small, and restricted to a few fields or playgrounds. Measurements for samples collected from a wider range of tire recycling plants, synthetic fields, and playgrounds across the United States is lacking."

Additional gaps exist with regard to other important areas of study. For example, with regard to characterizing exposure and risk, there are gaps related to exposure factors, dermal or ingestion exposures, exposure through broken skin or through eyes, and more. EPA notes that while a number of studies have examined possible exposures through inhalation, "more limited information is available for understanding dermal and ingestion exposures." EPA also notes that "little information is available on the potential for increased exposures via broken skin (i.e., due to cuts and scrapes) and through ocular fluids," and that few studies have examined the potential cumulative effects of exposures through multiple routes, including inhalation, ingestion, and skin exposure.

Other parts of the federal agencies' work are still in progress at the time of publication of this report. EPA and CDC/ATSDR have completed the collection and analysis of samples for the exposure and tire crumb characterization parts of the study, and the draft report is now undergoing technical peer

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review, according to EPA's website, updated September 2018.

In addition, CPSC has completed a study of how children interact with recycled tire materials on playgrounds. CPSC used a combination of focus groups, field observations, and a national survey of parents and child-care providers to collect information on children's behavior when playing on playground surfacing made from recycled tires or other materials. CPSC focused in particular on the behavior and experience of toddlers on playgrounds. Among other findings, CPSC noted that children "may be commonly exposed to rubber surfacing materials in various ways, such as chewing the materials and being scraped by them." They noted concerns including children mouthing and chewing rubber surfacing materials; stains from rubber surfacing left on children's skin and clothing; children picking up rubber mulch; children being exposed through bare feet; and children eating snacks at playgrounds. The CPSC found that the study findings raise concerns that deserve further investigation.[85]

What is a Risk Assessment?

Many existing studies on the use of tire crumb in artificial turf are quantitative risk assessments. Risk assessment is a methodology used by researchers to estimate the number of cases of disease that could result from anticipated exposure. To develop a risk assessment, researchers may bring together information on chemical toxicity, level of exposure, route of exposure, expected ages at which exposure may occur, expected duration of exposure, and expected ways in which the body may absorb and process the chemicals. Since risk assessments often consider just a subset of the chemicals present in artificial turf, they may not present a complete picture. In addition, a number of assumptions have to be made in the course of the assessment, and the final result is an estimated number of cases of disease (e.g., an expected number of cancer cases per million people exposed). This number may be used in discussions about levels of risk that are considered acceptable.

The Toxics Use Reduction approach does not rely on quantitative risk assessments; rather, the focus is on reducing or eliminating toxic chemical use when possible.

New Regulatory Initiatives in Europe

The European Union regulates chemicals under its Registration, Evaluation and Authorisation of Chemicals (REACH) regulation. The Netherlands has developed a proposal under REACH to regulate the presence of PAHs in sports turf infills.[86] Specifically, the proposal would limit the level of eight PAHs in sports turf infills, as well as in materials used in loose form on playgrounds. The proposed restriction is based on a finding that the EU's current exposure limits for these materials are not sufficiently protective. The proposed restriction would limit the sum of the eight PAHs to 17 mg/kg in granules or mulches used as infill or as playground surfacing in order to reduce the estimated cancer risk for exposed individuals to 2.6×10^{-6} (2.6 per million).[87] The proposed restriction was developed in response to concerns about PAHs in waste tires but would apply to any alternative material as well. This is the first step in a multi-stage regulatory and consultation process. If there is agreement on the restriction, the estimated timeline is that it would be adopted in 2020.[88]

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Laboratory Testing of Artificial Turf

A number of communities have asked TURI what types of information they should gather as they make decisions about artificial turf fields. All the issues noted above are relevant for decision making, but confusion often arises around the testing that may be conducted on turf infill and grass blades.

In general, manufacturers are able to provide test data covering a number of metals of concern. Manufacturers often provide a comparison between this information and the standards provided in the European Toy Safety Standard.

Communities may choose to order their own tests on metal contents as well.

Less information tends to be available on other, non-metal chemicals that may be present in either the infill or the grass blades. Therefore, communities may wish to either conduct their own testing or request test results from the vendor on these other chemicals. For example, it may be useful to ask the vendor for data on VOCs, SVOCs, and PAHs present in the product.

Safer Alternative: Natural Grass

Natural grass fields can be the safest option for recreational space, by eliminating many of the concerns noted above. Grass fields may be maintained organically or with conventional or integrated pest management (IPM) practices. Organic turf management eliminates the use of toxic insecticides, herbicides and fungicides.



Photo credit: Adam Anulewicz

Forest Park, Springfield, MA, 2018.

Natural grass can reduce a field's overall carbon footprint by capturing carbon dioxide. A natural grass field can also provide a number of ecosystem services, such as providing habitat for invertebrates and microorganisms, reducing the heat island effect in urban areas, and helping to control flooding, among others.

Table 3 shows a broad comparison between artificial turf and natural grass, including conventionally and organically managed grass. As shown in the table, artificial turf can pose chemical hazards related to chemicals either present in the surfacing material or applied to the surface. Cleaners, disinfectants and even herbicides may sometimes be applied to the artificial turf surface as well. Natural grass, on the other hand, only contains whatever is already in the ambient environment and generally does not include polymers, rubber and plastic additives, or respiratory hazards such as zeolite. Conventionally managed natural grass may be treated with synthetic pesticides or fertilizers; organically managed natural grass builds soil health, making it unnecessary to apply chemical treatments.

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Table 3: Comparing artificial turf with natural grass				
Category	**Subcategory**	**Artificial turf**	**Natural grass – conventional**	**Natural grass – organic**
Chemicals	**Present in surface**	Polymers, additives; respiratory hazards, e.g., zeolite	Ambient environmental exposures only	
	Applied to surface	Cleaners, disinfectants, herbicides	Synthetic pesticides, fertilizers	Soil health built through aeration, proper mowing practices, organic soil amendments, and other approaches
Other health hazards	**Heat**	Higher	Lower	
	Risk of skin abrasions and infections	Higher	Lower	
	Other injuries	Variable injury patterns		
Other environmental considerations	**Ecosystem services**	None	Habitat for a range of organisms; carbon fixation; water/flood control; reduction of heat island effect in urban areas	
	Migration of materials	Particles of infill & artificial grass blades can migrate into environment	Possible fertilizer runoff or pesticide drift	n/a
	Water use	Irrigation may be used to lower temperature	Irrigation may be used to support grass growth	Irrigation may be used to support grass growth; organic management reduces irrigation needs by supporting root development

Organic Management of Recreational Field Space

Organic management of a recreational field space requires a site-specific plan to optimize soil health and minimize long-term costs. Over time, a well-maintained organic field is more robust for recreational use due to a stronger root system than that found in a conventionally managed grass field. Water needs also decrease over time. Key elements of organic management include the following steps.[89]

- **Field construction**: Construct field with appropriate drainage, layering, grass type, and other conditions to support healthy turf growth. Healthy, vigorously growing grass is better able to outcompete weed pressures, and healthy soil biomass helps to prevent many insect and disease issues.
- **Soil maintenance**: Add soil amendments as necessary to achieve the appropriate chemistry, texture and nutrients to support healthy turf growth. Elements include organic fertilizers, soil amendments, microbial inoculants, compost teas, microbial food sources, and topdressing as needed with high-quality finished compost.
- **Grass maintenance**: Maintain turf health through specific cultural practices, including appropriate mowing, aeration, irrigation, and over-seeding. Address trouble spots through composting and re-sodding where necessary.

It is important to note that organic turf management requires proper training. Conventional turf management may follow a similar protocol each year; organic turf managers make adjustments based on changing conditions.

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Installation/Maintenance Costs: Comparing Artificial Turf with Natural Grass

In analyzing the costs of artificial vs. natural grass systems, it is important to consider full life cycle costs, including installation, maintenance, and disposal/replacement. Artificial turf systems of all types require a significant financial investment at each stage of the product life cycle. In general, the full life cycle cost of an artificial turf field is higher than the cost of a natural grass field.

Cost information is available through university entities, turf managers' associations, and personal communications with professional grounds managers. Information is also available on the relative costs of conventional vs. organic management of natural grass.

Installation

According to the Sports Turf Managers Association (STMA), the cost of installing an artificial turf system may range from $4.50 to $10.25 per square foot. For a football field with a play area of 360x160 feet plus a 15-foot extension on each dimension (65,625 square feet), this yields an installation cost ranging from about $295,000 to about $673,000. These are costs for field installation only, and full project costs may be higher. Costs for a larger field would also be higher. A range of choices in materials and underlayments can influence the total cost of the field.

In one site-specific example, information provided by the town of Natick, Massachusetts, shows that the full project budget for the installation in 2015 of a new artificial turf field (117,810 square feet), along with associated landscaping, access and site furnishings, totaled $1.2 million.[90]

For natural grass, installation of a new field may not be necessary. For communities that do choose to install a new field, costs can range from $1.25 to $5.00 per square foot, depending on the type of field selected. For the dimensions noted above, this would yield an installation cost ranging from about $82,000 to about $328,000.[91]

Maintenance

Maintenance of artificial turf systems can include fluffing, redistributing and shock testing infill; periodic disinfection of the materials; seam repairs and infill replacement; and watering to lower temperatures on hot days. Maintenance of natural grass can include watering, mowing, fertilizing, replacing sod, and other activities. In both cases, specialized equipment is needed. Communities shifting from natural grass to artificial turf may need to purchase new equipment for this purpose. According to STMA, maintenance of an artificial turf field may cost $5,000 to $8,000 per year for materials and 300 to 500 hours of labor per year. These estimates are higher for artificial turf fields used for multiple sports. Maintenance of a natural grass field may cost $4,000 to $14,000 per year for materials plus 250 to 750 hours of labor.[92]

Organic turf maintenance can be cost-competitive with conventional management of natural grass. One study found that once established, an organic turf management program can cost 25% less than a conventional turf management program.[93]

Fifteen acres of playing fields in Marblehead, MA are managed organically. Annual maintenance costs are $2,400–$3,000 per 2-acre playing field, not including mowing costs. Mowing costs for a 2-acre field were estimated in 2010 to be $10,000 annually. Thus, total maintenance costs per 2-acre field are $12,400 to $13,000 annually (or $0.14 to $0.15 per square foot per year).[94]

Disposal/replacement

Artificial turf also requires disposal at the end of its useful life. STMA estimates costs of $6.50 to $7.80 per square foot for disposal and resurfacing.[95] Those estimates yield $426,000 to $512,000 for a

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65,625 square foot field and $552,000 to $663,000 for an 85,000 square foot field.

Annualized costs

In 2008, a Missouri University Extension study calculated annualized costs for a 16-year scenario. The calculation included the capital cost of installation; annual maintenance; sod replacement costing $25,000 every four years for the natural fields; and surface replacement of the synthetic fields after eight years. Based on this calculation, a natural grass soil-based field is the most cost effective, followed by a natural grass sand-cap field, as shown in Table 5.[96] Another study, conducted by an Australian government agency, found that the 25-year and 50-year life cycle costs for artificial turf are about 2.5 times greater than those for natural grass.[97]

Planning over time

Each municipality or institution will face its own considerations as it works to develop plans for athletic fields. Some municipalities are working from a baseline of an existing, poorly-maintained grass field, or a field with poor drainage, and may wish to research options for upgrading these existing resources. In planning for the medium term, it is necessary to have a maintenance plan, whether the field is grass or artificial. For an artificial turf field, the community also needs to plan for disposal.

Summary

In summary, when the full product life cycle is taken into account, natural grass is likely to be more cost effective than artificial turf. Organic management of natural grass can further lower costs over time by building healthy soil and robust root systems. When assessing the cost of any option, whether natural grass or artificial turf, it is also important to note that there can be cost gradations depending whether a basic or a premium field is needed. More detailed cost information is also available on TURI's website.[98]

Organic Management of Playing Fields: Springfield, MA

The city of Springfield, Massachusetts, manages many of its sports fields organically. According to the Springfield Parks Department, organic management has improved the overall condition of these fields. Many hours of both formal and informal sports play occur on these fields, and there are few or no cancellations due to weather-related field conditions.[99]



Forest Park, Springfield, MA, 2018.

The consultant working with Springfield was able to provide TURI with cost figures for the first three years of organic management. The cost was $1,740/acre in the first year, $1,245/acre in the second year, and $1,110/acre in the third year. Thus, maintenance costs decreased each year as the health of the soil and vegetation improved.[100]

The consultant was also able to provide an estimate of the hours of play on one of the organically managed fields. The field has 650 scheduled hours annually. In addition to this, physical education classes are held on the field and there is an estimated 100 hours of non-programmed use. The consultant estimated that this adds up to a total of about 1,000 hours of field use per year.[101]

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Conclusions

Artificial turf poses a number of health and environmental concerns. Those communities that have decided to install artificial turf are encouraged to make careful choices among the materials available to them. This is likely to include requiring some additional testing to get information on organic compounds as well as metals. Communities should bear in mind that existing tests apply only to the sample on which they are conducted, and materials used in artificial turf may vary widely in composition. From an environmental and health standpoint, organically managed natural grass is a safer choice for sports fields. When the full product life cycle is considered, organically managed natural grass also offers lower costs over time.

Glossary of Acronyms

ATSDR	Agency for Toxic Substances and Disease Registry
CPSC	Consumer Product Safety Commission
EPA	US Environmental Protection Agency
EPDM	Ethylene propylene diene terpolymer
FDA	US Food and Drug Administration
IPM	Integrated pest management
NBI	Norwegian Building Institute
OEHHA	California Office of Environmental Health Hazard Assessment
PAHs	Polyaromatic hydrocarbons
$PM_{2.5}$	Particulate matter with diameter less than 2.5 micrometers
REACH	European Union's Registration, Evaluation and Authorisation of Chemicals
RIVM	National Institute for Public Health and the Environment (Netherlands)
RSLs	Restricted Substances Lists
SBR	Styrene Butadiene Rubber
STMA	Sports Turf Managers Association
SVOCs	Semi-volatile organic compounds
TPE	Thermoplastic elastomer
TUR	Toxics Use Reduction
TURI	Massachusetts Toxics Use Reduction Institute
TVOCs	Total volatile organic compounds
VOCs	Volatile organic compounds
WET	Whole effluent toxicity

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Natural Grass Playing Field Case Study: Martha's Vineyard, MA

Improving the quality of grass playing fields with data collection and organic management

COMMUNITIES ON THE ISLAND of Martha's Vineyard, Massachusetts – Chilmark, Edgartown, Oak Bluffs, and West Tisbury – have chosen to work with a non-profit group, The Field Fund, to manage their natural grass playing fields. The Field Fund was formed in 2017 with a goal of providing quality grass playing fields that can support the full demands of local youth and adult recreational activities, and increase community access to pesticide-free play spaces. This case study provides information on maintenance practices, costs, use, successes, and challenges for three natural grass field complexes managed by The Field Fund.



Children playing soccer at West Tisbury School field

In its work with towns and schools, The Field Fund has chosen to use a combination of established organic management techniques and innovative technologies to pinpoint the needs of each field and allocate resources with precision. The Field Fund worked with a consultant to design the project and to create individualized maintenance plans for the fields. The Field Fund places a high priority on maximizing availability of the fields for play. Their techniques are designed to ensure that fields are never closed for maintenance.

Elements of organic management include frequent aeration, frequent mowing, soil testing, and the use of organic fertilizer and soil amendments. These practices are designed to create a healthy ecosystem with an active soil microbial community and a strong root system. In addition to these organic techniques, The Field Fund uses technologies such as drone photography and soil moisture mapping to assess field maintenance needs. Information collected through these techniques makes it possible to target the field areas needing additional maintenance, and to reduce total maintenance costs. The Field Fund also chose a mixture of grass types that are resilient in the Massachusetts climate and provide maximum root stability to withstand sports activity.

The Field Fund tailors maintenance to the use needs of each field. Some fields need only simple maintenance; others benefit from more support, including use of innovative technologies, to match their usage demands. Annual costs per acre range from $4,900 to $10,600. These costs are about 30% higher than would be faced by mainland communities for the same activities, due to additional costs associated with transporting materials and equipment to an island, as well as higher labor costs overall.

Fields maintained by The Field Fund are fully meeting the needs of their communities. None of The Field Fund partner fields were closed due to field conditions in 2019. By using organic maintenance practices, they are protecting their limited water resources and creating quality fields both for general use and for organized sports.

TURI
TOXICS USE REDUCTION INSTITUTE
UMASS LOWELL

December 2020

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Introduction

This case study focuses on the organic management of natural grass on athletic fields on Martha's Vineyard, managed by The Field Fund in collaboration with town and school partners. This is the third in a series of case studies created by the Toxics Use Reduction Institute (TURI), intended to share the experiences of communities that have chosen to invest in organically managed natural grass athletic fields. The first two case studies described the experiences of the City of Springfield and the Town of Marblehead. The Springfield and Marblehead case studies show what can be accomplished with use of core organic management techniques. This case study presents how precision technologies can be used alongside core organic management techniques, for those communities that have resources for additional investment.

This case study, and the companion case studies, help to answer questions faced by many communities. These include questions about annual costs of maintenance, field use hours, and how to make the transition to organic management.

Overview

Children, teens and adults on Martha's Vineyard have played on grass fields for generations. As in other communities, these fields are used for physical education (P.E.), organized sports, pick-up games, and general use. In 2017, a group of Martha's Vineyard parents established The Field Fund, Inc. (www.fieldfundinc.org), with a goal of providing support to Martha's Vineyard schools and towns seeking to improve, or better maintain, their grass playing fields using organic practices. The Field Fund's services are funded through donations and grants. Their services include assistance with ongoing maintenance, purchase of materials and equipment, education/training for groundskeepers and other community members, and assistance in redesigning existing fields and adjacent playing surfaces.

The Field Fund received a TURI community grant award in fall 2017 to support its healthier playing fields initiative. The funds purchased an $8,500 slicing aerator, used to reduce compaction, improve drainage, and encourage healthy root systems.

As of September 2020, The Field Fund was supporting five athletic field complexes in partnership with four schools and towns, each with different use needs. Table 1 summarizes these field areas and their uses. Data presented in this case study were collected throughout 2019.

Table 1: Organically managed athletic fields in Martha's Vineyard

Park	Area (sq. ft.)	Sports/other information
Oak Bluffs School	119,790	Soccer, lacrosse, recess and P.E. activities
West Tisbury School	87,120	Soccer, track, and P.E. activities
West Tisbury Town	60,984	Soccer, Little League baseball, and pick-up games
Edgartown School	54,450	Recess and P.E. activities, pickup games, lacrosse camps
Chilmark School	26,136	Recess and P.E. activities, informal baseball, soccer, lawn tennis, summer camp, recreational use, and community gatherings

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Project Design and Startup

The Field Fund's work is tailored to the needs of each school or town. Individual fields have varying needs depending on the amount of formal and informal recreational use they receive each year.

The Field Fund begins each new project by meeting with stakeholders, including school administrators, local Parks and Recreation departments, and facilities caretakers, to identify existing or desired field usage, existing maintenance practices and challenges, time constraints, and town regulations. Once a relationship is formed, The Field Fund coordinates directly with facilities staff regarding mowing and scheduling maintenance around school activities. The Field Fund also works with natural grass athletic field consultants at Natural Grass Advisory Group (NGAG) to develop a rehabilitation plan and to create a maintenance plan by season that includes organic grass management techniques.

The Field Fund uses soil testing, an important step in organic grass care, to understand existing physicochemical characteristics and balance of nutrients for each field. Fostering a healthy balance of these soil characteristics is essential to supporting healthy grass root systems. Soil test findings are used to create a unique maintenance for each field.

The Field Fund coordinates field maintenance with each field's respective school or town partner and places a high priority on ensuring that fields can be used continuously, regardless of maintenance activities. Partnering towns and schools have never been asked to close a field during or after maintenance by The Field Fund.

Hours of Activity: Examples from Three Athletic Fields

Decision makers often ask how many hours of activity they will be able to schedule on a natural grass playing field. NGAG applies the principle that a natural grass field can accommodate any amount of play; maintenance practices simply need to be adjusted based on amount and type of activity. Thus, the number of hours recorded for the fields highlighted in this case study were not the maximum number of hours possible. Rather, the fields were used for the number of hours needed by the community, and The Field Fund was able to focus on improving the overall quality of their playing fields.

Playing fields in Martha's Vineyard cover a wide range of use needs. Some fields are needed for school related activities only. Other fields, such as Oak Bluffs, are also regular practice and game locations for sports leagues. Towns and schools that have partnered with The Field Fund have been able to meet all of their use needs, with few cancellations due to weather-related field conditions.

Based on information provided by Martha's Vineyard athletic directors, P.E. teachers, and The Field Fund, TURI was able to compile scheduled sports team use as well as estimated informal recreational use hours for three field complexes: Oak Bluffs School fields, West Tisbury School fields, and West Tisbury Town field. These complexes are used primarily by youth, but also by some adult sport teams. They are used mainly in the spring and fall, but are open year-round.

Hours of sports team use were estimated by multiplying the number of scheduled practices and games per week by the number of hours scheduled for each activity.

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Field Closures

None of The Field Fund partner fields were closed due to field conditions in 2019. The Field Fund encourages schools and towns to leave fields open for play unless there is standing water on the fields. Pooling is uncommon on these fields due to the regular aeration and the relatively high amount of sand in the soil. However, if pooling occurs after a rainstorm, coaches are able to shift play away from the puddled area to a drier area on the field.

Oak Bluffs School Fields

The Oaks Bluff School field complex consists of one regulation 11v11 soccer field and one regulation 9v9 soccer field.[1] The total playing area of the two playing fields at Oak Bluffs measure 2.75 acres, or approximately 120,000 square feet. The fields are mainly used for soccer in the fall and spring as well as hosting recess and physical activity for 445 students. The Oak Bluffs fields host some of the practices and games for Martha's Vineyard Island League Soccer and the Martha's Vineyard Youth Lacrosse league, as well as school activities (e.g., recess, P.E. classes).

The Oak Bluffs school fields were rebuilt in the summer of 2018. Work began on June 27, 2018. Both fields were open for the start of the school year just over two months later, on September 4, 2018, three weeks after seeding. Both fields were overseeded again on September 3 and the grass continued to fill in throughout the season.



A. Oak Bluffs School fields rebuild project: Excavation on July 3, 2018; B. Seeding of fields, August 15, 2018; C. Overseeding before first game on new field, September 3, 2018; D. Oak Bluffs School fields on May 21, 2019

[1] 11v11 indicates 11 players per team and 9v9 indicates nine players per team.

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The Oak Bluffs fields have the highest use needs of the three athletic fields highlighted in this case study. Over the course of 2019, the Oak Bluffs School fields were jointly used by sports teams for just over 380 hours. Adding recess and P.E. time leads to an estimated total of just over 890 hours of use for 2019. Approval is generally required for organized sports teams to use the Oak Bluffs School field complex. However, the fields are available for community use without special arrangements. Informal recreation was not included in the 2019 annual estimate of use hours, as the campus was closed during the summer for school building renovations. Table 2 shows estimates of the total number of use hours by sports teams and the school in 2019.

Table 2: Oak Bluffs School fields (two fields)

Sport	Age group	Season	Weeks	Total use: hours per week	Total use hours per season[a]
MV Island League Soccer	Youth	Fall	8	42	340
Lacrosse	Youth	Spring	12	4	48
Total documented sports team use – all seasons					**380**
Recess	Youth	Fall, spring	37	3	110
Physical education	Youth	Fall, spring	16	25	400
Estimated total hours – all seasons					**890**

Note: Informal recreation was not included in the 2019 annual estimate of use hours, as the campus was closed during the summer for school building renovations.

[a] Due to rounding to two significant digits, totals may not correspond to the sum of the separate figures.

West Tisbury School Fields

The West Tisbury School (pre-K through 8th grade) has two multi-purpose fields with a total area of two acres, or just over 87,000 square feet. The fields host a variety of school activities, scheduled sports, and informal recreational uses. The West Tisbury School fields are the main site for the island's recreational soccer program, which hosts 300 children aged four to ten annually. These fields also host the school's track team activities as well as the school's daily recess and P.E. classes. During the spring, the field is used primarily by the recreational soccer program and the West Tisbury School P.E. classes for around 15 hours per week.



Soccer game at West Tisbury School

In the fall, these fields are used by the recreational soccer program, the school track team, and the school for recess and P.E. classes, for a combined total of 26 hours per week. Over the course of 2019, the West Tisbury School fields were used by sports teams for just over 220 hours in the fall and spring seasons. Adding estimated school use time and informal summer recreation leads to an estimated total of around 470 hours of use in 2019. Table 3 shows the total number of hours of field use for each sport per season.

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Table 3: West Tisbury School fields (main field) [a]					
Sport	**Age group**	**Season**	**Weeks**	**Total use: hours per week**	**Total use hours per season[a,b]**
MV Soccer Recreation Program	Youth	Spring, fall	15	11	170
MV Island League Soccer	Youth	Fall	8	3	24
Track	Youth	Fall	8	4	32
Total documented sports team use – all seasons					**220**
Physical education	Youth	Spring	10	4	40
Physical education	Youth	Fall	10	5	50
Recess	Youth	Spring, fall	36	3	110
Informal recreation[c]	Youth/adult	Summer	10	5	50
Estimated total hours – all seasons					**470**

[a] Hours are presented for main 75 x 110 yard field. A small grass play area is located adjacent to this field and is also used for some recess and informal recreation.
[b] Due to rounding to two significant digits, totals may not correspond to the sum of the separate figures.
[c] This is a conservative estimate that includes pickup games and occasional camp use.

West Tisbury Town Field

The West Tisbury Town field is adjacent to the West Tisbury School's fields and covers 1.4 acres, or approximately 61,000 square feet. This field is used for youth soccer, youth baseball, adult soccer, and pick-up games by community members year round. In the spring, the West Tisbury Town field was used for 12 hours per week for soccer practice and games. In summer, the women's adult soccer league used the West Tisbury Town field for four hours per week for practice and games. During the fall season, this field was used for the Island League youth soccer program for 12 hours per week for eight weeks. The informal recreational use by the surrounding community occurs throughout the entire year.



Aeration at West Tisbury Town field

Over the course of 2019, the West Tisbury Town field was used by sports teams for around 250 hours. Adding estimated informal use time leads to an estimated total of around 390 hours of use for 2019. Table 4 shows the total number of hours used by adult and youth teams as well as informal recreational use for 2019.

Table 4: West Tisbury Town field					
Sport	**Age group**	**Season**	**Weeks**	**Total use: hours per week**	**Total use hours per season[a]**
MV Island League Soccer	Youth	Fall	8	12	96
Little League baseball	Youth	Spring	10	12	120
Women's Soccer League	Adult	Summer	8	4	32
Total documented sports team use – all seasons					**250**
Estimated informal recreation use [b]			28	5	140
Estimated total hours – all seasons					**390**

[a] Due to rounding to two significant digits, totals may not correspond to the sum of the separate figures.
[b] This is a conservative estimate that includes pickup games and occasional camp use.

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Maintenance

The Field Fund's maintenance protocols focus on improving overall soil health and increasing soil organic matter in order to create athletic fields that can recover quickly from compaction and tolerate drought conditions. Maintenance plans range from basic best practices to high-tech, depending on the athletic demands of the field. Costs are about 30% higher than would be faced by mainland communities for the same activities, due to additional costs associated with transporting materials and equipment to an island, as well as higher labor costs overall. Fields used mainly for formal sports use require more maintenance; less maintenance is required for fields used mainly for P.E. classes and other lower-impact activities. In addition to applying best practices such as regular aeration and soil testing for all fields, The Field Fund employed a natural grass athletic field consulting group, NGAG, to help create tailored rehabilitation and maintenance plans for each field. All maintenance labor was subcontracted.

Soil Testing

Soil samples were analyzed by Logan Labs in Ohio for pH and soil nutrients such as phosphorus, potassium, and nitrogen. Soil at Oak Bluffs fields and West Tisbury School fields was tested using a paste extraction. Paste extractions measure the same variables as a standard soil test, but can also identify which nutrients are immediately available for use by grass roots when dissolved in water. Soil samples from Oak Bluffs fields and West Tisbury School fields were also used to determine the proportions of clay, silt, sand, organic matter, and fine gravel.



Soil sample collected from playing field in Chilmark

Aeration and Mowing

Aeration is a critical part of The Field Fund's organic grass maintenance because it relieves compaction, resulting in improved drainage, decreased need for irrigation, and a softer, more protective playing surface. For surface aeration, The Field Fund uses a spike aerator, which drives large spikes into the soil to create space to allow oxygen, water, and any added products to reach the plant roots. This aerator opens 14% of the field surface area each time it is used, without damaging the grass. In 2019, The Field Fund also rented a deep reaching hollow-tine aerator for subsurface aeration. This aerator relieves compaction by pulling out plugs of soil. The Field Fund aerated the entire fields two to three times per year, and high traffic areas an additional one or two times per year.



Spike aerator used by The Field Fund

It is important to mow grass frequently and with sharpened blades, especially in the summer during peak growing season. Fields managed by The Field Fund are mowed twice per week in the peak grass-growing season, and once per week or as needed in the shoulder seasons.

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Choosing and Adding Grass Seed

The Field Fund adapts to Martha's Vineyard's sandy soils and weather conditions by using a combination of perennial ryegrasses and Kentucky bluegrass. Kentucky bluegrass creates a strong root structure, while the perennial ryegrasses fill in plentiful grass blades. This seed combination creates heat-tolerant, durable fields that are able to support heavy use nearly year round.

Two techniques are used to plant grass seeds on The Field Fund fields: slit seeding and overseeding. Slit seeding uses a slice aerator to create holes to drop the seeds under the soil surface. Overseeding involves spreading the seeds on the surface of the soil using a spreader. Slit seeding is typically performed twice a year.

Fertilizers and Soil Amendments

Decisions about fertilizer and soil amendments are based on soil test results and the unique conditions of each field. The Field Fund works with NGAG and a practicing turf grass agronomist to create the nutrient management plan. The exact products used vary based on nutrient testing, availability, and cost. The Field Fund uses organic fertilizer and soil amendments, such as humic acid and calcium silicate, to balance soil pH and physical properties of the soil. The Field Fund also works to increase organic matter in the soil, which can decrease the need for fertilizer over time and improve water retention capacity. Loam and sand are used for field repairs and topdressing high-use areas.

The Chilmark School field and the smaller field at West Tisbury School are not fertilized due to their proximity to wellheads. The Field Fund plans to begin using organic liquid worm casting as a nutrient source.[2]

Other Diagnostic and Maintenance Technologies

NGAG uses technologies such as drone photography and soil sensors to pinpoint irrigation issues and compacted areas in need of extra attention. These additional technologies are not necessary for a successful organic management program, and other communities whose experience TURI has documented have not made use of them. However, these techniques provide valuable supplementary options. Directing resources to targeted problem areas rather than the entire field can help reduce costs.

Soil sensors. Periodically, NGAG uses a wireless sensor tool called POGO to measure soil water content, soil salinity, field surface temperature, and GPS location. These data are used to create a map to identify specific areas on the field in need of extra maintenance. Low soil moisture is an indicator of compaction or low organic matter



Example of moisture map using POGO sensors, provided by NGAG

content. Field crews are able to address compaction and low organic matter in these areas by adjusting irrigation or maintenance. This style of targeted maintenance is useful for fields with heavy use in particular areas, such as in the middle of soccer fields.

[2] Several other Massachusetts communities have also made decisions about athletic field surfacing based on wellhead zoning. For information on Zone 1 wellhead protection zones, visit MassDEP's website.

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Drone photography. The Field Fund also uses drone photography to determine the areas in need of specific maintenance. This unique view of the fields allows for identification of wear patterns in the fields as well as helping to monitor irrigation function. This allows The Field Fund to tailor maintenance practices while saving time and resources.

"Smart" irrigation. In an effort to conserve water in the island's sole source aquifer, The Field Fund irrigates the Oak Bluff fields using non-potable water, and controls irrigation using a HydroPoint WeatherTRAK ET Pro3 controller. The HydroPoint is a "smart" irrigation system programmed to water the field only when necessary based on rainfall and soil moisture. The irrigation controller also takes account of site characteristics including soil type, grass type, sprinkler type, land slope, and sun exposure.

Choosing the Best Maintenance Plan

Maintenance plans for the Martha's Vineyard fields demonstrate a wide range of approaches to creating field surfaces that perform for different purposes. Some fields, such as Chilmark and Edgartown School fields, are used primarily for school recreation. Maintenance on these lightly used fields requires only foundational organic techniques: aeration, frequent mowing, and adding fertilizers and soil amendments based on soil testing. Other fields, such as Oak Bluffs, are used more regularly to accommodate practices and games for sports leagues and require extra attention. Table 5 summarizes the maintenance techniques used for Oak Bluffs School, West Tisbury Town, and West Tisbury School fields.

The West Tisbury Town field has some specific requirements due to the particular conditions of the location. The field tends to become compacted because it is not irrigated. Regular surface and subsurface aeration serve to keep the soil decompacted. West Tisbury School Field has a unique challenge of underground tree stumps, which decompose and leave sunken areas. This is treated by filling and overseeding these areas an additional two times per year.

Table 5: Summary of maintenance practices

Field	Maintenance
Oak Bluffs School Fields	• Aerated soil on entire field 3-4 times per year[a] • Overseeded 2 times per year • Mowed 2 times per week during growing season and as needed other times of the year • Fertilized according to soil tests • Irrigated using HydroPoint controller
West Tisbury Town Field	• Aerated soil on entire field 2-3 times per year[a] • Mowed 2 times per week during growing season and as needed other times of the year • Fertilized according to soil test and weather • No irrigation
West Tisbury School Fields	• Aerated soil on entire field 2-3 times per year[a] • Fertilized according to soil tests • Mowed 2 times per week during growing season and as needed other times of the year • Filled and overseeded sunken areas due to underground tree stumps • Irrigated with well water

[a] High use areas are aerated twice during each aeration event.

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Costs

Annual maintenance costs include soil testing, mowing, surface and subsurface aeration, slice seeding, grass seed, fertilizer, and irrigation adjustments. In 2019, the total annual cost of all fields managed by The Field Fund ranged from $4,900 to $10,600 per acre. Table 6 summarizes annual costs needed to maintain playing fields with organic practices in 2019. The costs cited in this section are specific to work on Martha's Vineyard, which was subcontracted. These numbers also reflect a 30% "island markup." The Field Fund receives funding from private donors to cover costs for maintenance.

As noted earlier, fertilizer and soil amendments are not applied on two of the fields due to their close proximity to public water sources on the island.

Table 6: Estimated annual costs for athletic fields managed by The Field Fund using organic maintenance

	Oak Bluffs School fields	West Tisbury School - large field	West Tisbury School - small field	West Tisbury Town Field	Edgartown School	Chilmark School	Total for all fields[a]
Acres (sq. ft.)	2.75 (120,000)	2 (86,000)	0.6 (25,000)	1.4 (60,000)	1.25 (55,000)	0.6 (25,000)	**8.6 (371,000)**
Products							
Seed	$3,460	$2,450	$324	$1,770	$1,600	$762	**$10,400**
Fertilizer	$3,660	$2,010	-	$1,550	$1,690	-	**$8,920**
Humic acid	$772	$558	-	$386	$386	-	**$2,100**
Calcium silicate	$834	$626	-	$417	$382	-	**$2,260**
Loam/ sand	$100	$260	-	$250	$40	$160	**$810**
Labor and rentals							
Slice seeding[b]	$2,250	$1,800	$900	$900	$900	$1,350	**$8,100**
Slice aeration[b]	$2,250	$1,800	$900	$900	$900	$1,350	**$8,100**
Labor[c]	$2,630	$2,270	$358	$986	$1,200	$398	**$7,840**
Mowing	$3,080	$4,610	$210[d]	$3,700	- [d]	$2,100	**$13,700**
Core Aerator Rental[e]	$1,080	$784	$235	$549	$490	$235	**$3,370**
Total costs	**$20,100**	**$17,200**	**$2,930**	**$11,400**	**$7,590**	**$6,360**	**$65,600**
Annual costs per acre	$7,320	$8,580	$4,880	$8,150	$6,070	$10,600	$7,620

[a] Due to rounding to three significant digits, totals may not correspond to the sum of the separate figures.
[b] Price for a contractor to truck the equipment owned by The Field Fund to each site and pull with his tractor 2-3 times per year.
[c] Labor includes spreading seed, fertilizer and amendments, and filling holes by contractors.
[d] Some mowing was completed by school facilities staff.
[e] Rented at a discounted rate from Finch Turf.

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Summary and Lessons Learned

The fields maintained by The Field Fund met community needs and had few to no game or practice cancellations due to poor field conditions or maintenance in 2019. Through both field renovations and rebuilds, The Field Fund was able to revitalize fields swiftly by taking account of varying field needs, utilizing available field technology, and keeping up with regular field maintenance. The Field Fund's data-driven maintenance practices created protective play surfaces and avoided rainouts.



Playing field at Edgartown School

It is worth noting that the fields highlighted in this case study were not used for the maximum number of hours possible. Rather, they were used for the number of hours needed by the community. The information in this case study illustrates the type and frequency of maintenance activities, and associated costs, used to provide a quality play surface for the amount of activity that is desired by the communities described here. Some communities are particularly concerned about maximizing number of playable hours. In the examples described here, the primary concern was to improve the quality of the play surface while meeting the needs of the community.

It is also important to note that hours of play are not adjusted to account for type of activity. For communities comparing artificial turf with natural grass options, it is important to understand that expected hours of use are often adjusted for activity type (e.g., one hour of football may be calculated as two hours from the perspective of wear and maintenance). No such adjustment has been made for the information presented here.

Maintenance efforts, such as aerating, mowing, and irrigation, were based on use needs of the fields. The Field Fund used innovative technologies to diagnose and maintain the more heavily used areas of fields throughout the year. For example, in 2019 the Oak Bluffs School fields were used around 380 hours by sports leagues, and an estimated total of around 890 hours including school use. This field complex has an advanced, high-efficiency irrigation system, useful in conserving the limited water supply on the island.

While the maintenance practices highlighted here were created to match Martha's Vineyard's specific soil, climate, community needs, and sports culture, these methods can be adapted to any town, school, or community looking for a cost-effective way to maintain their playing fields.

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The Toxics Use Reduction Institute is a multi-disciplinary research, education, and policy center established by the Massachusetts Toxics Use Reduction Act of 1989. The Institute sponsors and conducts research, organizes education and training programs, and provides technical support to help Massachusetts companies and communities reduce the use of toxic chemicals.

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Natural Grass Playing Field Case Study: Marblehead, MA

20 Acres of Organically Managed Playing Fields

THE TOWN OF MARBLEHEAD, Massachusetts, has managed all of its playing fields organically since 2002. This approach had its origins in a policy adopted by Marblehead's Board of Health in 1998, which noted the adverse health and environmental effects of pesticides and made a commitment to protecting children's health.

The town has achieved its performance goals by focusing on building and maintaining a healthy ecosystem with active microbial life in the soil and a strong root system. Key elements of the program are frequent aeration, frequent mowing, soil testing, and the use of organic fertilizer and soil amendments.



Organically managed fields at Veterans' Middle School located in Marblehead, MA

This case study provides detailed information on the number of hours played at four multi-use fields in Marblehead. Each of these fields may serve as a useful model for other communities interested in organic field management. For example, the Seaside Park field is used for baseball and field hockey. The scheduled practice and play time on this 105,000 square foot field totaled about 1,180 hours in 2018. With estimated informal recreation included, the field was used for approximately 1360 hours.

The annual cost of organic management of Marblehead's fields, including products, mowing, aeration, and other activities, is approximately $4,250 - $4,500 per acre.

Marblehead also has one artificial turf field, installed in 2013. Information is provided on maintenance costs for the artificial turf field, including grooming, cleaning, compaction testing, decompaction, and disinfection.

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Introduction

This case study has been developed by the Toxics Use Reduction Institute (TURI) as part of an effort to provide information to municipalities, schools and other institutions as they make decisions about play surfaces. TURI has documented information on the materials often used in artificial turf playing fields.[1] TURI has also gathered information on natural grass fields and has developed a series of case studies to share experiences.

This case study focuses on the organic management of natural grass on 20 acres of sports fields by the town of Marblehead. The organic practices described in this case study can be used on grass properties of any size.

Communities often have questions about whether natural grass can meet their recreation needs and be cost-effective. TURI has compiled the following information for other communities to learn from the successes of Marblehead.

Overview

In 1998, the Board of Health of the Town of Marblehead adopted a statement on pesticides that enumerated the adverse health and environmental effects of pesticides, with a particular emphasis on children's health. In this statement, the Board of Health made a commitment to phasing out pesticide use, stating: "The Board of Health of the Town of Marblehead hereby commits itself to the goal of reduction and eventual phase-out of pesticide use in the Town of Marblehead, both on public and private property."[2]

With support from a TURI grant, in 1999-2000 Marblehead developed the state's first municipal organic lawn demonstration site, serving as a resource for residents interested in alternatives to pesticides. The town also developed the state's first organic pest management policy,[3] and served as host to a wide variety of educational programs for landscapers, homeowners and others. Building on this commitment, Marblehead began organic management of all its publicly managed land, including sports fields. All of Marblehead's fields have been managed organically since 2002.

Marblehead currently has twenty acres of publicly owned grass fields, all of them managed organically. This total area includes both grass and skinned surfaces (i.e., clay in infield areas of baseball and softball fields).

Specifically, the fields include the following: five little-league baseball fields; four girls' softball fields; three all-purpose fields (soccer, lacrosse, youth football, and other activities); one 90-foot regulation baseball field where the outfield is also used for field hockey; one 90-foot regulation baseball field where the outfield is also used for all-purpose practice, including football; and additional areas used for informal recreation, including a neighborhood pocket park. [4] The town is also planning to build a new, fully renovated field, which will be organically managed from the outset.

[1] Massachusetts Toxics Use Reduction Institute (TURI). 2018. *Athletic Playing Fields: Choosing Safer Options for Health and the Environment.* TURI Report #2018-002. Retrieved from www.turi.org/artificialturfreport

[2] Town of Marblehead Board of Health. 1998. *Statement on Pesticides, May 14, 1998.* Retrieved from www.turi.org/Our_Work/Community/Topic_Areas/Pesticides/Marblehead_Organic_Lawn_and_Garden_Demonstration_Project/Project_Materials/Town-Statement-on-Pesticides

[3] Town of Marblehead Board of Health. 2001. Organic Pest Management Policy for Turf and Landscape, May 3, 2001.

[4] 90-foot refers to the distance in feet between bases. This is a standard baseball field size.

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This case study focuses on four of the athletic fields in Marblehead, as shown in Table 1. The Seaside Park field is a well-designed park with good drainage and few maintenance difficulties; the Hopkins Field is a high-use park; the Veterans' Middle School field is used for physical education and recess and was used for field hockey in the past; and the Village School Lower Field back half field is a field with very high use and some design problems. This case study helps to illustrate the successes of a 100% organic management program, as well as the ways in which the grounds managers have overcome specific difficulties that can be faced by many communities using or renovating existing fields.

Table 1: Marblehead athletic fields included in this case study[a]

Park	Area (sq. ft.)[b]	Sports/other information
Seaside Park	105,000	Fitness trail, cross country meets, conditioning, baseball (adult & youth), field hockey
Hopkins Field	65,000	Football, soccer, lacrosse, middle school physical education
Veterans' Middle School field	90,000	Girls' youth softball, high school softball, middle school physical education, middle school advisory, high school field hockey, youth flag football, middle school ultimate Frisbee[c]
Village School Lower Field back half	65,340[d]	High school lacrosse, boys' youth lacrosse, youth soccer, middle school recess, high school soccer, youth soccer

[a] Marblehead has 20 acres of athletic fields, all of them managed organically. This table only shows the fields for which detailed information is provided in this case study.

[b] Area shown is total for grass only.

[c] Advisory is an activity break in which the students play outdoor games and do team-building activities

[d] The full Village School field is 3 acres, but the section covered in this case study is 1.5 acres (65,340 sq. ft.).

Hours of Activity: Examples from Four Sports Fields

Decision-makers often have questions about how many hours of use a natural grass field can accommodate. Marblehead documented the use of their athletic fields in 2018. Total hours of use are presented for each activity and age group, and include practice and games for sports. Hours of use per season were estimated by multiplying the number of hours booked for each activity by the number of weeks each activity was played per season.

These fields are also used by Marblehead residents for informal activities, such as pick-up games, or passive recreation, such as picnics. These activities take place during open park hours that have not been scheduled for team use, or on areas of the complex that are not in use during formally scheduled activities. In the absence of data on informal activities, TURI estimated that each case study park was used an additional 14 hours per week for informal/unscheduled activity.

Cancellations

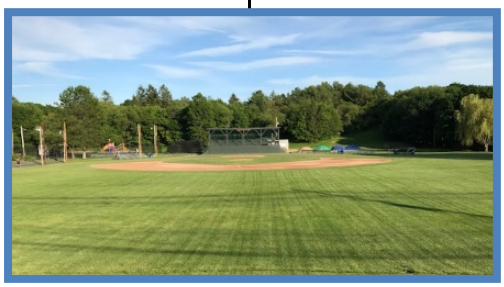
Marblehead chooses to cancel games when there is standing water on fields. Notifications are sent by email to residents. Youth groups have learned about the importance of preserving the grass in good condition; the youth are protective of the fields and careful not to play when they are too wet. In 2018, between April 1 and November 15, the fields were closed five times due to rain and twice due to extreme heat. Each was a one-day closure. The heat-related closures were the first that the town has experienced.

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Seaside Park: Baseball and Field Hockey Field within a Larger Park

Seaside Park is a 34-acre park that offers a network of walking trails as well as a play area, including a baseball diamond, a playing field, tennis courts, basketball courts, and other resources. The baseball field is a regulation 90-foot baseball field. The outfield of the 90-foot regulation baseball diamond is also used for field hockey. The total grass area is 105,000 square feet.

The fitness trail and part of the field space are used for cross-country meets. Several teams use the fitness trail for conditioning as well.



Baseball and field hockey fields at Seaside Park

Youth and high school baseball are played on the field in the spring and summer, and field hockey is played on the field in the fall. In 2018, there were about 1,180 scheduled hours of practice and play on the field.[5] Adding estimated informal recreation time in the summer months, the estimated total is about 1,360 hours of use. This total does not account for the five day-long closures that occurred in 2018.

Table 2: Seaside Park baseball and field hockey complex: hours of use, 2018

Sport	Age group	Season	Total use: hours per week	Weeks per season	Approximate hours per season[a]
Baseball	Youth	Spring	31	13	400
	High school	Spring	20	13	260
	Youth	Summer	35	9	320
Field hockey	Middle school	Fall	15	13	200
Total scheduled use – all seasons					**1180**
Estimated informal recreation hours (summer only)			14	13	180
Estimated total hours – all seasons					**1360**

Note: Hours shown here do not account for cancellations. In 2018, there were five day-long closures of Marblehead fields due to rain and two due to heat.

[a] Totals rounded to the nearest 10.

Hopkins Field: Full-Sized Football Field

Hopkins Field is a full-sized football field surrounded by a track. The total grass area is 65,000 sq. ft. The field is used for soccer, lacrosse, and middle school physical education in the spring, and soccer, football, and middle school physical education in the fall. Other youth soccer-related activities are also scheduled weekly between the end of June and the end of August. In 2018, there were about 1,680 hours of scheduled practice and play on the Hopkins Field. Adding estimated informal recreation time in the summer months, the estimated total is about 1,860 hours of use, not accounting for the five day-long closures that occurred in 2018.

When organic management of Hopkins Field began in 2004, 35% of the field was covered in weeds,

[5] In summer 2019, the Seaside playing field was temporarily shut down for improvements, allowing only one third of the season to be played on this field.

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primarily broadleaf plantain. The high percentage of weeds was due to compaction of the fields. Compaction led to low oxygen levels, creating anaerobic conditions that fostered the growth of microbes that were not conducive to a healthy root system for the grass. The situation was reversed over time through the application of organic techniques.



Hopkins Field, a full-sized football field

Table 3: Hopkins Field full-sized football field: hours of use, 2018

Sport	Age group	Season	Total use: hours per week	Weeks per season	Approximate hours per season[a]
Lacrosse	Youth	Spring	21	13	270
Soccer	Youth	Spring	8	13	100
Soccer	Adult	Spring	4	13	50
Phys Ed	Middle School	Spring	30	8	240
Soccer	High School	Fall	17.5	13	230
Soccer	Youth	Fall	11.5	13	150
Soccer	Adult	Fall	2	13	30
Football	Youth	Fall	13.5	13	180
Phys Ed	Middle School	Fall	30	8	240
Other youth soccer activities (summer only)					190
Total scheduled use – all seasons					**1,680**
Estimated informal recreation hours (summer only)			14	13	180
Estimated total hours – all seasons					**1,860**

Note: Hours shown here do not account for cancellations. In 2018, there were five day-long closures of Marblehead fields due to rain, and two due to heat.

[a] Totals rounded to the nearest 10.

Veterans' Middle School Field: Softball Diamonds and Playing Field

The Veterans' Middle School field consists of two softball diamonds, one with an extended outfield. Together, these fields have an area of 90,000 square feet of grass.[6] In the spring, the field is used for high school and youth softball, and middle school physical education and school advisory. In the fall, the field is used for high school field hockey, youth flag football, middle school ultimate Frisbee, and middle school physical education and advisory.[7] During the summer in 2018, the field was used 189 hours for additional youth soccer activities. A total of about 2,140 hours of practice and play were scheduled on the field in 2018. Including estimated informal recreation, the field complex was used for about 2,320 hours.

[6] Each softball infield is 8,000 square feet. There is some sharing of outfields.

[7] Advisory is an activity break in which the students play outdoor games and do team building activities.

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Table 4: Veterans' Middle School Field two softball diamonds and overlapping playing field: hours of use, 2018					
Sport	**Age group**	**Season**	**Total use: hours per week**	**Weeks per season**	**Approximate hours per season[b]**
Softball	High school	Spring	34	13	440
Softball	Youth	Spring	55	13	720
Phys ed	Middle school	Spring	30	8	240
Advisory	Middle school	Spring	5	8	40
Field Hockey	High school	Fall	15	13	200
Flag Football	Youth	Fall	10	14	140
Phys Ed	Middle school	Fall	30	10	300
Advisory[a]	Middle school	Fall	5	10	50
Ultimate Frisbee	Middle school	Fall	1	6	6
Total scheduled use – all seasons					**2,140**
Estimated informal recreation hours (summer only)			14	13	180
Estimated total hours – all seasons					**2,320**

Note: Hours shown here do not account for cancellations. In 2018, there were five day-long closures of Marblehead fields, and two due to heat.

[a] Advisory is an activity break in which the students play outdoor games and do team-building activities.

[b] Totals rounded to the nearest 10.

To aid in comparing the activity level on this field with fields in other communities, it may be helpful to consider the softball activities separately from other activities that occur on the field. The softball hours on the two diamonds total about 1,160 hours, or an average of about 580 hours per field (although there is some overlap of the outfields). Other scheduled field activities total about 980 hours.

Table 5: Veterans' Middle School Field: Subtotals of scheduled hours	
Softball only	1160
All other scheduled field activities	980

Village School Lower Field Back Half: Two U10 Soccer Fields[8]

The Village School Lower Field back half is equivalent in size to two soccer fields for age group U10, or one full sized, plus a quarter sized field. The total area is 65,340 square feet.[9] For practices, the field can accommodate four teams simultaneously; for games, it accommodates fewer teams. The field is used for youth soccer in the spring and fall, boys' lacrosse in the spring, high school soccer in the fall, and middle school recess in both fall and spring. In the summer, the field is scheduled for other youth soccer-related activities for just over 300 hours and use by a medical sports clinic for 380 hours. Thus, in spring, summer and fall 2018, a total of 2030 hours of practice, games, and recess were scheduled on the field. In addition, there were an estimated 180 hours of informal use, leading to an estimated total of 2210 hours for all seasons.

[8] U10 is a soccer age group classification of 10 years and under

[9] The full Village School field measures 3 acres, but the section covered in this case study is 1.5 acres (65,340 sq. ft.).

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Table 6: Village School Lower Field back half two U10 soccer fields: hours of use, 2018					
Sport	**Age group**	**Season**	**Total use: hours per week**	**Weeks per season**	**Approximate hours per season[a]**
Soccer	Youth	Spring	32	13	410
Lacrosse	Youth	Spring	9	13	120
Soccer	High school	Fall	18	13	230
Soccer	Youth	Fall	25	13	330
Recess	Middle school	Spring, fall	7	37	250
Other youth soccer activities (summer only)					310
Medical sports clinic (summer only)					380
Total scheduled use – all seasons					**2030**
Estimated informal recreation hours (summer only)			14	13	180
Estimated total hours – all seasons					**2210**

Note: Hours shown here do not account for cancellations. In 2018, there were five day-long closures of Marblehead fields due to rain, and two due to heat.

[a] Totals rounded to the nearest 10.

Maintenance

The elements of field maintenance include mowing, aeration and application of products such as fertilizer and soil amendments. Field areas with extra heavy use, such as in front of soccer goals, are also "over-seeded" with grass seeds to allow fuller plant grown to withstand more wear.

Chip Osborne, Chair of the Marblehead Recreation and Parks Commission, designed the maintenance and testing protocols for the fields. He uses soil testing to determine the appropriate amount of products to use and the most effective maintenance approach for individual fields. This eliminates over-application of products and allows the town to adjust maintenance according to the performance needs of each field. Soil testing measures several characteristics of soil, including nutrients (such as nitrogen, potassium, and phosphorus), physical elements (such as soil texture), and biologicals (such as nematodes).

Marblehead has divided field management practices into three tiers according to intensity of use. Tier 1 fields (totaling 12 acres) receive the top level of management for heavy sports use; Tier 2 fields (totaling four acres) receive the same amount of mowing but half of other maintenance activities; and Tier 3 fields (totaling four acres) receive mowing only, with occasional fertilizer.

Over the years, the Marblehead field manager has experimented with a variety of approaches to optimize soil health and grass quality. The details described here represent the current approach, but can be varied.

Fertilizers and Soil Amendments

Marblehead uses organic fertilizers and soil amendments from PJC Organics, a small consulting company and fertilizer producer/distributor in Massachusetts. Amount of product ordered and their application schedules for each park are based on soil results along with the performance needs of each individual field.

The fields are fertilized four times a year with a granular fertilizer at a low dose. These granular applications are carried out in late April, mid-June, late August, and early October. In addition to the granular applications, there are three liquid

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fertilizer applications, in June, August, and early October.

The industry standard for use of granular fertilizers on a conventionally managed field is one pound of nitrogen per 1,000 square feet for each application. Because Marblehead uses soil testing to estimate the amount of fertilizer needed for individual fields, the most heavily used fields receive 3/4 pound of fertilizer per 1000 square feet for each application. For fields with lighter use, such as some of the baseball fields, a smaller amount of nitrogen is used.

A mycorrhizal inoculation and a biological supplement are also added to certain fields in June and August. The mycorrhizal inoculation strengthens the system of beneficial fungi that colonize root systems and supports healthy plant growth.

Marblehead field managers also add a soil conditioner to fields to jump-start microbial activity. The soil conditioner is made with biochar (charcoal), kelp, molasses, and soybean and is used to improve the chemistry, structure, and biological activity in the soil.

Aeration, Mowing, and Irrigation

Aeration is accomplished by pulling up plugs of soil and grass using a riding or push machine. This process relieves soil compaction and grass thatching and allows air, water, and added nutrients to penetrate the soil. Aeration can be a time-consuming process, but is arguably the most important step for maintaining healthy, organic grass.

The groundskeeping crew uses two types of aerators interchangeably throughout the year to penetrate 4 inches into the soil. One is a hydraulic core aerator, and the other is a shatter-tine aerator. The crew aims to aerate the fields five times a year, although some years they aerate four times depending on staff availability and weather.

Mowing frequency changes throughout the year. Fields are mowed once a week, except during the peak grass growing season in July, August and September, when fields are mowed twice a week. Fields are irrigated once a week for 26 weeks.

Community Participation in Field Rehabilitation

At the beginning of the organic management program for Seaside Park, the density of weeds was high. This was reversed using organic techniques over the course of five years. The last stage of the field's rehabilitation occurred when a number of weed species had already been reduced and knotweed was the only remaining weed of concern in the field. This was addressed through mechanical means: The girls' hockey team, a group of 40 players, spent several hours walking systematically across the field and pulling up all the knotweed. The next day, the field was aerated and seeded, and grass grew to fill in the spaces created by removing the knotweed. In this way, the team was able to participate in the management of the field, and the weeds were removed without using herbicides.

Costs

The principal costs associated with organic maintenance of fields in Marblehead cover products, labor for organic management activities such as aeration, and labor for mowing.

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Annual product costs, including fertilizer and soil amendments, are typically $1,500 - $1,750 per acre, or $30,000 - $35,000 for the full 20 acres.

A dedicated Turf Specialist with a salary (including benefits) around $75,000 per year was responsible for aerating, seeding, applying fertilizer and soil amendments to the fields. The Turf Specialist spent slightly under half of annual work time on these activities, costing around $34,400.[10] Separate staff members were responsible for mowing all 20 acres 25 times per year. Average salary for these staff members was $60,000 (including benefits). Mowing one acre took around 50 minutes, plus 25 minutes additional time for staging (travel, set-up, break-down). Thus, total labor costs for mowing were approximately $20,500 for the year. This brings the total cost for products and labor per acre to $4,250 - $4,500 per year.

Table 7: Estimated annual costs associated with organic management of 20 acres of athletic fields in Marblehead, MA

Cost category	Costs per acre	Total costs (20 acres)
Products (e.g. fertilizer, soil amendments)	$1,500 - $1,750	$30,000 - $35,000
Maintenance labor (e.g. aeration, other activities)	$1,720	$34,400
Mowing labor	$1,030	$20,500
Annual total for 20 acres of athletic fields	**$4,250- $4,500**	**$84,900 - $89,900**

Note: Cost values were revised in November 2020 based on information provided by Marblehead Recreation and Parks.

Artificial Turf

For a maintenance and cost comparison, TURI also gathered information on Marblehead's 1.5-acre (65,340 square foot) synthetic turf field.[11] The field was installed in 2013; funding of $1.3 million was obtained privately for this project, and youth leagues pay a per-player fee to help support maintenance costs. Maintenance for the synthetic turf field requires grooming, cleaning, compaction testing, and decompaction.

The cost information presented here refers only to field maintenance, not to the initial acquisition and installation of the field. For detailed information on both acquisition and maintenance costs, see TURI's sports turf alternatives assessment cost analysis.[12]

For field maintenance, the town made a capital investment of between $10,000 and $14,000 for a Gator utility vehicle, and $7,500 for a brusher to attach to it. The field is groomed by an in-house Marblehead Recreation and Parks Department staff member who spends about a half day every three weeks in the spring and fall and every four weeks in the summer. That equates to $1,000 - $1,400 in labor costs (including fringe).

Marblehead received a bid for a disinfection product that contains several potential human carcinogens. For two applications per year, the total annual disinfection bid was $6,000. A less toxic, enzyme-based treatment could be provided for a higher cost, but specific figures are not available for this option. Assuming use of the lower-cost disinfection option, total annual costs for the 1.5-acre field add up to $7,000 - $7,400, not

[10] The Turf Specialist's time allocated to field maintenance was estimated for the time periods April-June, July-August, and September-October at 90%, 65%, and 75%, respectively, for an annual total of approximately 46% time.

[11] Marblehead All Sports Foundation. Web page available at marbleheadallsports.com/track/masf/.

[12] Sports Turf Alternatives Assessment: Preliminary Results Cost Analysis. Toxics Use Reduction Institute. 2016. Available at turi.org/artificialturf.

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including up-front capital costs for field installation or maintenance equipment.

To gain more information on cost options, the town of Marblehead obtained a cost quote for synthetic turf maintenance performed entirely by an outside contractor. For two maintenance visits per year (including grooming, cleaning, de-compacting, field inspection, impact testing and infill depth measurements) the total cost would be $5,300 per year. A higher cost option would provide six visits per year, with disinfectant applied at each visit, as well as minor repairs. This option is offered for $6,800 per year for maintenance of the 1.5-acre field. Other costs to consider include those associated with disposal and replacement of synthetic turf surfacing and padding after 8-10 years of wear.

Summary

Marblehead has maintained high quality, organically managed grass fields throughout the community over a period of more than 15 years. Young athletes are invested in the goal of protecting and maintaining their fields, and take pride in the results

The town has focused on maintaining high quality fields on a limited budget. They are able to maintain a healthy soil ecosystem on 20 acres of natural grass with the use of soil testing, aeration, frequent mowing, and the use of organic fertilizer and soil amendments.

"Marblehead's twenty-year example of organic fields shows that success can be achieved in a variety of ways. It is an approach that focuses on healthy, biologically active soil combined with best management cultural practices and the exclusive use of natural, organic inputs. It is not measured in terms of 60 or 90 days, but rather over multiple years when results meet or exceed expectations. The goal here in Marblehead always has been playing fields that are free from harmful pesticides and meet community expectations."

- Chip Osborne, Chair, Marblehead Recreation and Parks Commission

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The Toxics Use Reduction Institute is a multi-disciplinary research, education, and policy center established by the Massachusetts Toxics Use Reduction Act of 1989. The Institute sponsors and conducts research, organizes education and training programs, and provides technical support to help Massachusetts companies and communities reduce the use of toxic chemicals.

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Natural Grass Playing Field Case Study: Springfield, MA

Organic Grass Fields Meet Athletes' Needs and Protect Connecticut River Watershed

THE CITY OF SPRINGFIELD, Massachusetts, manages 12 properties, or a total of 67 acres, organically. This includes sports fields, park areas, and other public properties. Springfield's organically managed fields fully meet the community's needs for sports and other recreational activities, with high quality grass and soil.

Since starting the organic program in 2014, the city has doubled the number of properties in the program and experienced an increase in overall recreational use due to the improvement in soil and grass conditions.

This case study provides detailed information on the number of hours played at three parks in Springfield: two large complexes and one single, full-sized soccer field. Communities wishing to estimate the number of playable hours on a soccer field can use Treetop Park, the full-sized soccer field, as the most relatable model of the three parks discussed here. Treetop Park is used for approximately 1,050 hours of practice, play, and informal activity annually.



Children playing a pick-up soccer game on an organically-managed field in Springfield.

Aeration of the fields is a central element of successful organic maintenance. Other key elements include product application plans based on performance needs and soil testing for each field. Field management costs in 2018, including products, irrigation maintenance, and all labor costs, were just under $1,500 per acre across all the properties.

Springfield's organic management of natural grass has eliminated the need for pesticides, while providing a practical playing surface that fully meets the needs of athletes and others who use the parks. The Parks Department also notes that their field management choices help to protect water quality in the Connecticut River.

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Introduction

This case study has been developed by the Toxics Use Reduction Institute (TURI) as part of an effort to provide information to municipalities, schools, and other institutions as they make decisions about play surfaces. TURI has documented information on the materials often used in artificial turf playing fields.[1] TURI has also gathered information on natural grass fields and has developed a series of case studies to share experiences.

This case study focuses on the organic management of natural grass on city properties, including sports fields, by the Department of Parks, Buildings, and Recreation Management in the city of Springfield, Massachusetts ("the Parks Department"). This large, city-wide program includes management of nearly three million square feet, or 67 acres. However, the organic practices described in this case study can be used on grass properties of any size.



Forest Park baseball outfield. This area is converted to a soccer field in the fall.

Communities often have questions about whether natural grass can meet their athletic and recreational needs, and whether organic management of natural grass is cost-effective. TURI has compiled this case study so that other communities can learn from the successes in Springfield.

Overview

In 2014, the Springfield Department of Parks, Buildings, and Recreation Management made a commitment to begin organic management of its natural grass fields and parks. Springfield received support through a TURI grant to design and implement organic land care and grass turf management practices on municipal and school properties.

The city began with six pilot sites. Over time, the city expanded organic care practices to additional school properties and public land. As of June 2019, these properties include 12 organically managed sites (Table 1). The Parks Department hopes to expand the program city-wide within the next few years.

This case study provides information on maintenance and costs for all the fields currently under organic management. It also provides detailed use information on three individual field areas. Each of these fields is used for scheduled sports team activities. In addition, each field is used for other activities, such as concerts, pick-up games, and informal picnics.

Communities may have a variety of reasons for choosing organic practices for grass maintenance. For Springfield, the motivation was to protect the surrounding watershed and provide healthy playing spaces for youth.

[1] Massachusetts Toxics Use Reduction Institute. "Artificial Turf: Seeking Safer Alternatives for Athletic Playing Fields." Available at www.turi.org/artificialturf.

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Table 1: Springfield organically managed properties in order from largest to smallest, June 2019		
Park	**Area (sq. ft.)**	**Sports/Other Information**
Blunt Park	757,508	Baseball, softball, football, soccer, lacrosse, and concerts
Forest Park Playing Field	733,165	Baseball, softball, football, soccer and concerts
Van Horne	459,994	Baseball, soccer, rugby concerts
Nathan Bill Park	306,662	Baseball, softball, soccer
Central High School	231,739	Baseball, soccer; two separate fields included in organic program
Treetop Park	117,771	Soccer
Sweeny Athletic Field at High School of Commerce	104,108	Athletic play and physical education classes
Court Square	74,862	Park in downtown Springfield across the street from City Hall; heavy foot traffic
Camp Wilder	64,577	Park with playground, pond, and small playing field; leisure sports; organically managed since construction
Terrace at Mason Square	25,350	Irrigated small park in downtown Springfield
Merrick Park	24,956	Small park in downtown Springfield
Mary Troy Park	22,700	Small park in the city; includes playground
Total organically managed area	**2,923,392**	

Project Design and Startup

The first steps in the organic management program were to conduct soil testing, identify priority actions to improve soil health, and allocate staff time for maintenance activities. Chip Osborne of Osborne Organics designed the testing protocol, analyzed results, and developed a detailed maintenance plan for the city.

Soil Testing

The soil testing provided information on physiochemical characteristics of the soil such as texture and acidity (pH), and levels of key nutrients such as phosphorus, potassium, nitrogen and calcium (Table 2). Soil testing also provided information on microorganisms in the soil, including bacteria, fungi, and nematodes. The correct balance of physiochemical and biological variables is essential to healthy soil and a healthy grass root system.

Since the project startup, Springfield has repeated selected soil tests every two to three years in order to estimate an accurate amount of fertilizer and other soil amendments to add to fields throughout the year.

Table 2: Variables measured during soil testing (examples)		
Physiochemical	**Nutrients**	**Biological**
Texture	Phosphorus	Total organic biomass
Moisture	Potassium	Active bacterial biomass
pH	Nitrate	Active fungal biomass
Organic content	Calcium	Nematodes

Source: Osborne, Chip. 2015. *Organic Land Care Project: Springfield, MA: Technical Review.* Report provided to Patrick Sullivan, Director, Springfield Parks Department.

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Hours of Activity: Examples from Three Sports Fields

One of the questions frequently asked by decision-makers is how many hours of activity they will be able to schedule on a natural grass playing field. According to the Parks Department, organic management has improved the overall condition of these fields. Many hours of both formal and informal sports play occur on these fields, and there are few cancellations due to weather-related field conditions.

The Parks Department provided TURI with scheduled sports team use hours for two sports field complexes, Forest Park and Blunt Park, and one full-sized soccer field, Treetop Park.

Youth and adult (high school and adult league) sports teams generally use city fields from late March through late November. Hours of sports team use were estimated by multiplying the number of scheduled practices and games per week by the number of hours booked for each activity. Table 3 shows the number of weeks each sport is played per season, and the amount of time allotted for practices and games for each sport and age group.

Table 3: Weeks per season, hours of use per practice, and hours of use per game for each sport played on case study fields

Sport	Age Group	Weeks per Season	Hours per Practice	Hours per Game
Baseball/softball (Mid-March to June)	Adult	14	2	3
	Youth	14	1.5	2.5
Football (Mid-Aug to Nov)	Adult	14	3	3
	Youth	14	2	2
Soccer (Mid-Aug to Nov)*	Adult	14	2	2
	Youth	14	1.5	1
Lacrosse (Mid-April to June)	Adult	10	2	none **

*Soccer is played in both the spring and fall at Treetop Park. Treetop is the only park with a longer soccer season.

**Lacrosse games are not played on case study fields; only practice is held on these fields.

These fields are also used by Springfield residents for informal activities, such as pick-up games, or passive recreation, such as picnics. These activities take place during open park hours that have not been scheduled for team use, or on areas of the complex that are not in use during formally scheduled activities. Though this type of use is not formally tracked, the Parks Department noted steady use for unscheduled activities throughout the year. In the absence of data on informal activities, TURI estimated that Forest Park and Blunt Park were used for an additional 14 hours per week, and Treetop Park an additional seven hours per week, of informal/ unscheduled activity.

Cancellations

Baseball games and practices are rescheduled during active rain. In general, baseball field use is cancelled during rain because puddles form on the clay areas in the infield. This is unrelated to the organically managed grass, and is standard for baseball fields. An estimated total of 30 baseball

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games/practices were cancelled in 2018 in both Forest Park and Blunt Park, primarily due to rain at the time of the scheduled activity.

In contrast, soccer, football, and lacrosse generally do not need to be cancelled due to rain. Cancellations occur only if there has been heavy rain for an extended period of time (a full day or more). For soccer, football and lacrosse in 2018, there were 10 individual game or practice cancellations at Forest Park, zero cancellations at Blunt Park, and 12 individual game or practice cancellations at Treetop Park.

Forest Park: Baseball and Soccer Complex

The playing field area at Forest Park is around 730,000 square feet and includes four 60-foot diamonds and two 90-foot diamonds with converging outfields.[2] The fields are open seven days a week from dawn until dusk. Scheduled play occurs each weekday from 2 p.m. to 8 p.m., and weekend days from 9 a.m. to 7 p.m. During these time periods, the area is in continuous use by sports teams.

In the spring and summer, the sports complex is used primarily for baseball and softball team games and a few weeks of pre-season practices. An average of 20 adult and 25 youth baseball and softball team games were played weekly in the spring/summer season of 2018.

In the fall, the baseball outfields are merged together to form three soccer fields used for both team practices and games. In 2018, adult teams used the fields for 10 games and 10-15 practices per week. Youth teams used the fields for 15 games and 10-15 practices per week.

Over the course of 2018, sports teams used the Forest Park sporting complex just over 200 hours per week, or nearly 2,900 hours for the entire year, for sports practice and games. Adding estimated informal use time leads to an estimated total of nearly 3,300 hours per year. Table 4 shows the total number of hours used by adult and youth teams for each sport per season.

Table 4: Forest Park baseball and soccer complex (733,165 sq. ft.): Hours of use for sports practice and games, 2018

Sport	Age Group	Season	Total Use: Hours per Week*	Total Use: Hours per Season
Baseball/softball	Adult	Spring	67	940
	Youth	Spring	68	950
Soccer	Adult	Fall	40	560
	Youth	Fall	30	420
Total documented sports team use – all seasons			**205**	**2,870**
Estimated informal recreation hours			14	392
Estimated total hours – all seasons			**219**	**3,262**

*Baseball/ softball and soccer seasons were 14 weeks each. Informal use hours were calculated for 28 weeks.
Hours do not account for cancellations. There were approximately 60 hours of baseball cancellations and 20 hours of soccer cancellations in 2018.

[2] "60 foot" and "90 foot" refers to number of feet between bases. The sizes of these fields are standard for baseball and softball diamonds.

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Blunt Park: Baseball, Soccer, Football, and Lacrosse Complex

Blunt Park's field area measures around 760,000 square feet and is open from dawn until dusk. The sports complex contains four 60-foot fields and two 90-foot diamonds, along with space for other recreation. The complex is mainly used for baseball/softball, football, soccer, and lacrosse practices and games. The park is also used for pickup games and many other non-sports events, such as concerts, throughout the year. Table 5 shows the total number of hours used by adult and youth teams for each sport per season.

In spring and summer 2018, the fields were used for 35-40 adult baseball/softball practices per week before the start of the season. During the game season, they were used for an average of 20 adult games per week. Youth teams used the fields for 15-20 youth practices and an average of 10 games per week. Blunt Park outfields were also used for five youth lacrosse practices per week during the spring.

In the fall, these baseball/softball outfields are combined and converted into two football fields and one combination field area for soccer, football, and lacrosse. During the 2018 football season, the outfield complex was used for 15 adult and five youth football practices per week. The field was also used for eight adult and five youth football games per week. During the fall soccer season, the field was used for five adult and five youth practices per week throughout the season. In addition, the field was used for five adult lacrosse practices per week during the fall. The estimated hours of use by sports teams on the complex totaled just over 230 hours per week and just over 3,200 hours for the year. Including estimated informal recreation, the field complex was used for about 3,600 hours in 2018.

Table 5: Blunt Park baseball, soccer, football, and lacrosse complex (757,508 sq. ft.): Hours of use for sports practice and games, 2018

Sport	Age Group	Season	Total Use: Hours per Week*	Total Use: Hours per Season
Baseball/softball	Adult	Spring	70	980
	Youth	Spring	48	665
Lacrosse	Adult	Spring	10	100
Football	Adult	Fall	69	966
	Youth	Fall	20	280
Soccer	Adult	Fall	10	140
	Youth	Fall	8	105
Total documented sports team use – all seasons			**234**	**3,236**
Estimated informal recreation hours			14	392
Estimated total hours – all seasons			**248**	**3,628**

*Baseball/ softball, football, and soccer seasons were 14 weeks each. Lacrosse season was 10 weeks. Informal use hours were calculated for 28 weeks.

Hours do not account for cancellations. There were approximately 60 hours of baseball cancellations in 2018.

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Treetop Park: Full-Sized Soccer Field

Treetop Park is around 118,000 square feet and is primarily reserved for scheduled soccer practices and games in the spring, summer, and fall. The field is used less frequently for informal recreation than Forest Park and Blunt Park, as the entrance to the parking lot is locked. Table 6 summarizes the number of hours used for each sport and age group in 2018.

Forest Park and Blunt Park both include multiple overlapping fields. In contrast, Treetop Park is a single, full-sized soccer field. Communities wishing to estimate number of playable hours on a soccer field can use Treetop Park as the most comparable model.

In spring 2018, the field was used for five adult and 10 youth practices per week, two weeks prior to the start of the official spring playing season. During the official season, the field was used for five adult and 10 youth games per week. In the fall, Treetop was used for five practices and five games by adult teams, and five practices and 10 games by youth teams per week. The soccer field was estimated to have been used by sports teams for about 60 hours per week and just over 850 hours for the year. If estimated informal use is included, usage in 2018 totals about 1,050 hours.

Table 6: Treetop Park soccer field (117,771 sq. ft.): Hours of use for sports practice and games, 2018

Sport	Age Group	Season	Total Use: Hours per Week*	Total Use: Hours per Season
Soccer	Adult	Spring	11	160
	Youth	Spring	12	170
Soccer	Adult	Fall	20	280
	Youth	Fall	18	245
Total documented sports team use – all seasons			**61**	**855**
Estimated informal recreation hours			7	196
Estimated total hours – all seasons			**68**	**1,051**

*Soccer is played year-round at Treetop Park. Spring and fall seasons were 14 weeks each. Informal use hours were calculated for 28 weeks.

Hours do not account for cancellations. There were approximately 24 hours of soccer cancellations in 2018.

Maintenance

Maintenance occurs throughout the playing season, and includes aeration and the application of organic products including fertilizer and soil amendments. Soil amendments are materials added to soil to improve physical and/or chemical properties. Table 7 shows the 2018 schedule for aeration and application of organic products for the three parks highlighted in this case study.

Aeration

Aeration is accomplished by pulling up plugs of soil and grass using a riding or push machine. This process relieves compaction of soil and thatching of grass and allows air, water, and added nutrients to penetrate the soil. Aeration can be a time-consuming process, but is arguably the most important step for maintaining healthy, organic grass.

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All of the organically managed fields in Springfield are aerated four times per year (Table 7). The Park Environmental Specialist aerates all the fields, at times with the assistance of one additional staff member. Choosing the type of aerator to use depends on the size of the grass area. A riding aerator is used for large, open areas with space for wide, gradual turns. A smaller push aerator is used for smaller areas or tight spaces near sports equipment or trees.



Springfield's tractor-led aerator used for large areas

Fertilizers and Soil Amendments

Springfield uses organic fertilizers and soil amendments and utilizes services provided by PJC Organics, a small consulting company and fertilizer producer/distributor in Massachusetts. PJC organizes soil testing and recommends products and their application schedules for each park based on these results along with performance needs.

Recommendations include how many pounds of product are needed per field, per acre, and per application. These site-specific recommendations help avoid over-application of products.

Springfield uses an organic granular fertilizer made from soybean meal, feather meal, and potassium sulfate. Fertilizer is added to each field twice per year: once early in the summer, and again in late summer (Table 7). Springfield uses a Lely Broadcast Spreader to apply all products to fields.

Springfield also uses soil amendments including a soil conditioner and lime. The soil conditioner is made with biochar (charcoal), kelp, molasses, and soybean and is used to improve the chemistry, structure, and biological activity in the soil. Conditioner is added to the fields in the spring or early summer to jump-start microbial activity. Lime is added to the fields in October to adjust soil pH.

Key elements of Springfield's organic grass management:

- Soil testing for physical, chemical, and biological characteristics
- Aerating grass and soil
- Using organic fertilizer & soil amendments
- Mowing regularly

Table 7: Aeration and organic product applications schedule, 2018

Location	Field Aeration				Fertilizer		Conditioner	Lime
	Round 1	Round 2	Round 3	Round 4	Round 1	Round 2		
Blunt Park	May	Jun	Sep	Nov	Jun	Sep	Jun	Oct
Forest Park	Apr	Jun	Sep	Oct	May	Sep	Jun	Oct
Treetop Park	May	Jun	Aug	Oct	Jun	Oct	spring	Oct

This table shows only the fields highlighted in this case study. The other organically managed properties follow a similar schedule.

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Costs

The majority of costs fall into three main categories: products, irrigation maintenance, and staffing. In general, costs associated with organic grass management often decrease after the first few establishing years, as the health of the soil and vegetation improves. The following are cost figures for 2018, the fourth year of Springfield's organics program.

Products

Products include organic fertilizer, soil conditioner and lime. The amount of product needed for a field depends on soil properties and intended use of individual fields. Grass seed was used to fill in small areas of heavy use, such as the areas in front of soccer goals. The amount of grass seed needed to accomplish this was small, and the cost was negligible for the year.

In 2018, Springfield used 440 pounds of fertilizer (total for two applications), 420 pounds of soil conditioner, and 230 pounds of lime per acre of land (Table 8). Springfield spent a total of $670 per acre, or $45,280 total, on soil products in 2018. A further breakdown of product cost estimates per organic property is shown in Table 9.

Irrigation Maintenance

Maintenance costs associated with irrigation include repairs on sprinkler heads and water lines, as well as the winterization of the system during months when the ground freezes. Springfield spent a total of $7,200 on irrigation maintenance in 2018 (Table 9).

The total cost for the Parks Department's organic management of 12 grass properties was $98,080 in 2018 (Table 9). Broken down by acre of land, the city paid around $1,460 per acre.

Table 8: Annual amount of soil products used and associated costs per acre in Springfield's organic management program, 2018

Product	Pounds Used per Acre	Cost per Acre
Fertilizer (two applications)	440	$410
Conditioner	420	$200
Lime	230	$60
Totals	**1,090**	**$670**

Totals are rounded to the nearest 10.

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Table 9: Estimated annual costs for 12 organically managed grass properties in Springfield								
Products								
Location	**Acres**	**Fertilizer (per acre)**		**Soil conditioner (per acre)**		**Lime (per acre)**		**Total Cost**
		Pounds	**Cost**	**Pounds**	**Cost**	**Pounds**	**Cost**	
Blunt Park	**17.4**	**7,650**	**$7,190**	**7,220**	**$3,500**	**3,830**	**$1,030**	**$11,720**
Forest Park Playing Field	**16.8**	**7,410**	**$6,960**	**6,990**	**$3,390**	**3,700**	**$1,000**	**$11,350**
Van Horne	10.6	4,650	$4,370	4,380	$2,130	2,320	$630	$7,130
Nathan Bill Park	7.0	3,100	$2,910	2,920	$1,420	1,550	$420	$4,750
Central High School playing field	5.3	2,340	$2,200	2,210	$1,070	1,170	$320	$3,590
Treetop Park	**2.7**	**1,190**	**$1,120**	**1,120**	**$540**	**600**	**$160**	**$1,820**
Sweeny Athletic Field at High School of Commerce	2.4	1,050	$990	990	$480	530	$140	$1,610
Court Square	1.7	760	$710	710	$350	780	$100	$1,160
Camp Wilder	1.5	650	$610	620	$300	330	$90	$1,000
Terrace at Mason Square	0.6	250	$240	240	$120	130	$40	$400
Merrick Park	0.6	250	$240	240	$120	130	$30	$390
Mary Troy Park	0.5	230	$220	220	$110	120	$30	$360
Annual total for products on 12 fields								$45,280
Maintenance								
Irrigation maintenance	Includes all repairs: broken sprinkler heads, lines, startup, shutdown and winterization							$7,200
Labor								
Labor costs for all fields	Includes full-time staff and assistant for 120 days of work							$45,600
Annual total for products, maintenance, and labor on 12 fields								$98,080
Annual total for products, maintenance, and labor per acre								**$1,460**

Totals have been rounded to the nearest 10. Case study fields are highlighted in green text.

Summary and Lessons Learned

Between the beginning of the program in 2014 and the end of 2018, the city has doubled the number of properties in its organic program and experienced an increase in overall recreational use due to the improvement in soil and grass conditions. These results were accomplished through frequent aeration of the fields, and the creation of field-specific product application plans based on performance needs and soil testing for each field. Field management costs in 2018, including products, irrigation maintenance, and all labor costs, were just under $1,500 per acre across all the properties.

Springfield's experience is that the organically managed fields fully meet the community's needs for sports and other recreational activities. They have also found that all of the organically managed

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properties have higher quality grass and soil than those outside of the program.

The Parks Director notes that field needs have changed over time. In the past, there were few or no formally scheduled sports after the baseball season ended in early July. Today, sporting requirements continue throughout the year. The fields never shut down during open hours, and game cancellations are rare.

For 2018 use information, this case study focused on three fields: Forest Park, Blunt Park, and Treetop Park. Formal use of the Forest Park sports complex totaled about 2,900 hours by baseball and soccer teams, and about 3,300 hours per year with estimated informal use included. Blunt Park sports complex totaled about 3,200 hours of use by baseball, football, and lacrosse teams, and about 3,600 hours with estimated informal use included. Treetop Park was used about 850 hours by soccer teams, and a total of about 1,050 hours with an estimated informal use included. Treetop Park is the best field to use for comparison of playable hours on an individual field, as it is composed of a single, full-sized soccer field.

> "The organically managed fields are definitely in better condition than they were before organic management. When you look at a natural meadow, it's self-sustaining. That's what we're replicating with our organic fields. And our parks are part of the Connecticut River watershed, all of our choices affect that broader ecosystem."
>
> – Patrick Sullivan, Director, Springfield Parks Department

The Parks Department Director recommends using organic management as soon as a field is constructed, when possible. Camp Wilder, a field measuring 64,577 square feet and used for general recreation by a summer camp, has been managed organically since it was constructed. Planning for organic management at the beginning of the field's life saved Springfield time and money on restructuring soil and grass in the future.

Staff working on the organic program note that the process is time-consuming but that they derive satisfaction from the process and its results. They consider field aeration to be the most essential element of the program.

The Parks Department notes that their choices affect water quality in the Connecticut River, illustrating that there are broad advantages to choosing the organic approach. The Parks Department has set a goal of reaching out to homeowners to educate them about the advantages of organic grass management, further expanding the benefits of this project.

To view our video documenting the Springfield Parks Department's experience, visit:

www.turi.org/Our_Work/Community/Organic_Lawn_Care

Acknowledgments

This case study was prepared by Lindsey Pollard and Rachel Massey (Toxics Use Reduction Institute). Information for this case study was provided by Adam Anulewicz, Randy Piteo, Peter Krupczak, and Patrick Sullivan (Springfield Department of Parks, Buildings and Recreation Management); Chip Osborne (Osborne Organics); and Fred Newcombe (PJC Organics). Polly Hoppin and Liz Harriman provided input on the case study. Funding for the preparation of this case study was provided by the Heinz Endowments.

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TURI
TOXICS USE REDUCTION INSTITUTE
UMASS LOWELL

The Toxics Use Reduction Institute is a multi-disciplinary research, education, and policy center established by the Massachusetts Toxics Use Reduction Act of 1989. The Institute sponsors and conducts research, organizes education and training programs, and provides technical support to help Massachusetts companies and communities reduce the use of toxic chemicals.

Toxics Use Reduction Institute, University of Massachusetts Lowell • The Offices at Boott Mills West • 126 John Street, Suite 14 • Lowell, MA 01852-1152 • (978) 934-3275 • www.turi.org

Ghobrial, Andrew

From: Joanne Mujalli <[redacted]>
Sent: Monday, May 16, 2022 12:43 PM
To: City Council
Subject: Fred Green Field - artificial turf replacement

Good afternoon,

I am writing to voice my concerns about the proposed replacement of the artificial turf at Fred Green Field. Having kids that often play sports at that field, I have worried about their exposure to the highly toxic PFAS chemicals and other hazardous chemicals contained in this type of turf. PFAS chemicals specifically accumulate in the body and do not break down, and are linked to various types of cancer.

It is impossible to completely eliminate these chemicals from our bodies due to the society that we live in, but we can do our best to limit them and to use better options whenever possible, especially for our children who are the most vulnerable. This has become an issue in many communities, and some now use organically managed grass without chemical fertilizers and pesticides, and over time the costs and time needed to maintain it gets less and less.

Thank you very much for your consideration of healthier options for Fred Green Field, and for all you do for our city!

Best,
Joanne Mujalli
[redacted]

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Ghobrial, Andrew

From: Karamcheti, Manjula
Sent: Monday, May 16, 2022 2:55 PM
To: City Council; Foote, Kristin
Subject: From an 8th grader at MVMMS

Hi All - I was asked to forward this to all of the City Councilors - its from an 8th grader at MVMMS. I think she wasn't able to send from her MPS email account.

Hello City Councilors,

My name is Aisling Donegan and I am an eighth grade student at MVMMS. I heard that you all plan to talk about the opportunity of returfing the Fred Green and possibly the Cabbage Patch. I honestly think that the field that needs the turf is the West Knoll over the Cabbage Patch and Fred Green. Melrose, out of all the fields doesn't have one soccer dedicated turf field as all the others either share with football, rugby, baseball and more which allows them to all have priority. The MHS girls soccer team has practices at the Pine Banks rugby field which is turf but they have to wait until after Malden finishes practice. The Fred Green is occupied by other sports and teams so turfing the West Knoll could allow the team to have an easy commute to practice and not have to wait until after another team. Also, for games they have to get to Pine Banks and no bus is provided so the option being across the street could definitely make life much easier. The knoll is also a dangerous field to play on and has no draining system whatsoever making it prone to cancellations after some rain. Turf though would completely eliminate this allowing draining to be simpler. The knoll also causes injuries because of the numerous holes that just can't be avoided during the middle of a soccer game. If you take a fall all you land on is solid dirt and goose poop, which can easily injure a player and is also unsanitary. The knoll would also require zero trees needed to be cut down which is also good for the environment as it wouldn't ruin any of it. I appreciate your time and thank you for hearing my opinion. I know it may just be one person but I can guarantee there are many more kids agreeing with me too. I plan to continue pushing for this with my 8th grade Civics Action Project.

Thanks
Aisling Donegan

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Ghobrial, Andrew

From: Bruce Herrmann <[redacted]>
Sent: Monday, May 16, 2022 3:57 PM
To: City Council
Subject: Please do NOT allow artificial turf at Fred Green Field

City Councilors,
I'm writing this to you concerning the turf replacement at Fred Green field at the High School. I feel STRONGLY that artificial turf (i.e. green carpeting) is the wrong choice. Although it may be less work for DPW and/or the school to maintain, it will NOT be healthy for the kids who play on it.

More injuries occur on artificial turf than natural grass. In fact, many fields that now have artificial turf are being replaced with natural grass. The NFL Players Association has requested the NFL replace artificial grass and the Current Orthopaedic Practice, the medical journal for the orthopaedic profession, indicates injury rates are higher on artificial surfaces.

Artificial surfaces are warmer than grass, often well over 100ºF on sunny days. It can increase storm runoff while limiting or preventing water from percolating into the earth. Plus, the plastics and synthetic materials that constitute astroturf can be toxic.

Artificial turf will NOT be the best surface for the kids to play ball on. Please do not allow it to be used.

Sincerely,
Bruce Herrmann
[redacted]

****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.****

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Ghobrial, Andrew

From: Richard Hichar <[redacted]>
Sent: Monday, May 16, 2022 4:27 PM
To: City Council
Subject: Plastic Turf

why spend $600,000 for resurfacing grass field with something that will harm our children playing it, hurt their lungs (studies have show), and hurt the environment. The NFL is getting away from plastic tur.

$600,000 will cut a lot of grass.

I'm against replacing the grass.

Sent from Dick's iPhone
****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.****

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-109

Acceptance of a grant from the Massachusetts Cultural Council in the amount of $1,500

Offered by Mayor Paul Brodeur

BE IT ORDERED

I respectfully request the Honorable City Council accept funding from the Massachusetts Cultural Council (MCC) in the amount of $1,500. The grant comes from the MCC's FY22 Festivals Program and will support City of Melrose's annual Healthy Melrose Family Wellness and Fitness Fair scheduled for May 7, 2022.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

04/25/22 City Council ASSIGNED TO COMMITTEE

RESULT:	**ASSIGNED TO COMMITTEE**

05/05/22 Appropriations and Oversight OUGHT TO PASS

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Manjula Karamcheti
AYES:	Grigoraitis, Migliorelli, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Obremski, Williams, Cinella

05/16/22 City Council PASSED

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

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CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

To: Melrose City Council

From: Lauren Grymek, Director of Economic Development, on behalf of Mayor Paul Brodeur

Re: Acceptance of Massachusetts Cultural Council Grant for Healthy Melrose

Date: April 12, 2022

On behalf of Mayor Brodeur, I am pleased to present the Honorable City Council with a request to accept funding from the Massachusetts Cultural Council (MCC) in the amount of $1,500.

The grant is being awarded for the City of Melrose's annual Healthy Melrose Family Wellness and Fitness Fair scheduled for May 7, 2022. The grant comes from the MCC's FY22 Festivals Program. 100% of the funds will be disbursed to the City upon receipt of the signed MCC Standard Contract Form. There is no match required, and funds are required to be spent by June 30, 2022.

This funding will allow for additional marketing and promotion of Healthy Melrose to encourage attendance, production or technical costs related to photography and videography of the event and added programming for attendees to participate in.

About Healthy Melrose:
Since 2009, the Healthy Melrose Wellness and Fitness Fair has been led by a local team of educators, City leaders, and health and fitness professionals. The mission of Healthy Melrose is to create enthusiasm around adopting and nurturing a healthy and physically active lifestyle in the Melrose community. The event aims to improve the quality of life of attendees by helping them find new ways to make health and fitness a priority in accessible and meaningful ways with a focus on the science of exercise, nutrition and mental health.

With over 40 vendors exhibiting, this year's Healthy Melrose fair will showcase local fitness, wellness and mental health options through demos, fitness activities, displays, information and samples from local service providers and health/wellness experts across all ages.

The in-person event returns to Fred Green Field at the Melrose Athletic Complex after being cancelled in 2021 and held virtually in 2020 due to the COVID-19 pandemic.

I respectfully request acceptance of these funds so that this recovery work may move forward. Thank you for your consideration.

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CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-110

Acceptance of a MassSave Community First Partnership Award in the Amount of Twenty-Five Thousand Dollars to Support Energy Efficiency Measures for Melrose Homes and Businesses

Offered by Mayor Paul Brodeur

BE IT ORDERED

The Honorable City Council is requested to accept a grant of $25,000 from the MassSave Community First Partnership Program (CFP) in cooperation with National Grid.

The City of Melrose is one of 30 Massachusetts communities selected to participate in the MassSave Community First Partnership Program. The City will receive a grant of $25,000 to support the strategies articulated in Melrose's recently completed Net Zero Action Plan, in particular efforts to maximize uptake of energy efficiency measures in homes and businesses with a focus on low to moderate income households, renters and landlords, and small businesses who have historically not taken part in similar programs.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

04/25/22 City Council ASSIGNED TO COMMITTEE

RESULT:	**ASSIGNED TO COMMITTEE**

05/05/22 Appropriations and Oversight OUGHT TO PASS

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Mark Garipay
AYES:	Grigoraitis, Migliorelli, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Obremski, Williams, Cinella

05/16/22 City Council PASSED

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

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CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

DENISE M. GAFFEY
Director & City Planner

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

MEMORANDUM

TO: Melrose City Council

FROM: Martha Grover, Sustainability Manager

RE: MassSave Community First Partnership Award

DATE: April 14, 2022

I'm pleased to inform you that the City of Melrose is one of 30 Massachusetts communities selected to participate in the MassSave Community First Partnership (CFP) Program. The City will receive a grant of $25,000 to support efforts to maximize uptake of energy efficiency measures in homes and businesses consistent with the strategies articulated in Melrose's recently completed Net Zero Action Plan. Attached is the CFP Memorandum of Understanding for your review, as well as the Net Zero Action Plan for reference. No additional matching or other funding is required other than in-kind staff time.

The CFP program is an updated version of the 2016 MassSave Community Initiative that supported the Melrose Energy Challenge. Under the current program, MassSave, through National Grid, will provide funding up to $25,000 annually over three years to the City to conduct outreach and energy coaching to Melrose residents and small businesses on efficiency measures, weatherization, and heating system upgrades.

The updated program focus is on low to moderate income households, renters and landlords, and small businesses who have historically not taken part in similar programs. The city has lined up a number of internal and community partners to help in this outreach effort including Melrose Energy Commission volunteers, fuel assistance program managers, the Council on Aging, Veterans Services, and the Health and Human Services Department, among many others.

The CFP Program aligns perfectly with our Net Zero Action Plan goal to reduce greenhouse gas emissions in our community and beyond and is supported by recently approved statewide MassSave incentives which also focus on electrification and emissions reductions.

I look forward to sharing more about our program goals and objectives for the next three years of the CFP Program. Please don't hesitate to contact me if you have any questions. Thank you for your consideration.

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nationalgrid

February 16, 2022

Mass Save Community First Partnership Agreement
By and Between
National Grid USA Service Company, Inc. d/b/a National Grid ("National Grid" or "Program Administrator" or "PA") and The City of Melrose

OVERVIEW

This agreement memorializes the understanding of the National Grid USA Service Company, Inc. d/b/a National Grid ("National Grid" or "Program Administrator" or "PA") and The City of Melrose. The City of Melrose The City of Melrose As part of the Energy Efficiency Program Administrators' (PAs) 2022-2024 Three Year Energy Efficiency Plan, the PAs are committed to working with environmental justice (EJ) communities as designated by the Commonwealth of Massachusetts to reach residents and businesses with energy efficiency services. The PAs have made equity one of the key strategic priorities of the 2022-2024 Plan. Equity, defined as the process of establishing more equal access to and participation in energy efficiency, particularly among those priority groups who have historically participated at lower rates, including renters/landlords, moderate-income customers, English-isolated families,[1] and microbusinesses.

The PAs strive to leverage such relationships with Communities to contribute to achievement of these critical priorities. As part of PAs Plan, the PAs are committed to working with a wide range of community-based organizations, municipalities, and business organizations with demonstrated experience in reaching and serving customers who have not participated in energy efficiency programs and who are in need of targeted approaches to increase access and participation in energy efficiency programs through our Mass Save Community First Partnership (CFP).

The objective of the Community First Partnership is to leverage the local knowledge and trusted relationships of trusted members within identified communities to prioritize these partnerships to, increase engagement with EJ communities, and reach low to moderate-income customers, renters, landlords, English-isolated customers, and microbusinesses to provide access to and ensure participation in PA Energy Efficiency Programs. The PAs focus includes a flexible design to encourage innovative proposals, and align goals, data, and outcomes shared between the PAs and community partners.

[1] In Massachusetts, the EEAC and the PAs refer to customers where 25 percent or more of their household has *no one* over the age of 14 who speaks "English only" or "very well" as "English-isolated families." Being classified as an English-isolated family is one of the Commonwealth's three criteria for a geographic area/community to be designated as an Environmental Justice community. The Environmental Protection Agency (EPA) defines the same population of customers as "linguistically-isolated customers." For the 2022-2024 Plan document, the Massachusetts PAs will use the term "English-isolated families" to remain consistent with the Commonwealth's and EEAC's policies.

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As a Community First Partner, the The City of Melrose must plan and execute 36 months of activity including public education and outreach, such as marketing and/or participation in local events to drive measurable uptake in residential weatherization, residential heating system upgrades, and Small Business Turnkey program participation through the following PA initiatives:

Residential Coordinated Delivery (RCD) Initiative
The Mass Save RCD Initiative is designed to promote and facilitate the implementation of energy efficiency upgrades in existing homes to help customers reduce their overall, whole-home energy usage. Through the RCD Initiative customers access home insulation and air sealing services (referred to collectively as "weatherization"). The Initiative provides customers with information and technical assistance, primarily through home energy and facility level assessments, to help them understand their specific energy efficiency opportunities, and which financial incentives can help defray the costs of their investments. Customers are served in a fuel-blind manner, with PAs coordinating a streamlined experience for customers, even if they are served by two different PAs. The Initiative strives to provide flexibility in delivery of services to best match each customer's unique needs and preferences and align with the technical opportunities for the home and the customer's authority to implement recommended improvements.
The RCD Initiative includes incentives for some measures installed directly by program contractors, such as water savings devices, and for air sealing and insulation. Additionally, the RCD Initiative promotes a wide array of energy-efficient technologies which are incentivized through the PAs other initiatives such as Retail (energy-efficient products, HVAC and DHW systems) and the HEAT Loan (zero percent financing). The PAs work with Lead Vendors selected through competitive solicitations, to administer the Initiative. The Lead Vendors work with trade ally partners, including Independent Installation Contractors (IICs) and Home Performance Contractors (HPCs), along with other contractors such as electricians and HVAC companies to deliver the RCD Initiative. Within RCD, customers are eligible for a variety of assessment types to determine opportunity for efficiency upgrades, which include the Online Home Energy Assessment (OHEA), the virtual Home Energy Assessment and the in-Home Energy Assessment.

Online Home Energy Assessment: An online tool to help customers see how they're currently using energy, review efficiency recommendations and rebates, and receive an estimate of potential cost savings. Customers also learn if their home is a good candidate for an in-home or virtual energy assessment. The online assessment asks a series of questions to determine opportunities and make recommendations.

https://www.masssave.com/en/saving/energy-assessments/online-home-energy-assessment.

Home Energy Assessment (delivered either in-home or virtually): Mass Save Energy Specialists will visit the customer's home to identify opportunities for energy savings including reviewing the base load (evaluating opportunities for more efficient products), thermal boundary (identifying opportunities for additional insulation and air sealing) and mechanical equipment (assessing the HVAC equipment for efficiency). Efficient products such as advanced power strips and water-saving measures are provided at the visit to help customers start saving immediately. Additionally, customers receive a personalized report with recommendations on other savings opportunities and are provided information on available rebates and incentives.

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https://www.masssave.com/en/saving/energy-assessments/homeowners

https://www.masssave.com/saving/energy-assessments/renters

https://www.masssave.com/saving/income-based-offers

Residential Retail
The Residential Retail Initiative provides a broader integrated marketplace where energy-efficient products and equipment are positioned as attractive, primary choices for customers making purchasing decisions, whether online, in-store, or through independent contractors and distributors. The Residential Retail Initiative offers education to help customers make informed decisions, incentives to make efficient choices more financially attractive, and training and support for the market actors, to help shift contractors toward more efficient, correctly installed equipment. The Residential Retail Initiative ensures that all residential customers can access high-efficiency heating, ventilation, and air conditioning (HVAC) and domestic hot water (DHW) equipment, smart thermostats, appliances, and other energy-efficient products. The Initiative works to place the most energy-efficient options in front of customers and assists customers in transitioning from traditional electric resistance or fossil fuel systems for home heating and domestic hot water to energy efficient heat pump systems. Customers have the flexibility of selecting their own HVAC technician or plumber to access this initiative.
https://www.masssave.com/en/saving/residential-rebates

Small Business Turnkey
The Small Business Turnkey initiative offers a no-cost on-site energy assessment. Small business customers receive a site-specific proposal with recommended energy efficiency measures that may include lighting upgrades and controls, gas measures (for natural gas customers), walk-in cooler efficiency measures, and site-specific custom projects. PAs also provide removal of fluorescent lights and ballasts if necessary. Massachusetts PA will cover up to 70% of the installation and equipment costs. Note that houses of worship and small 501c3 non-profits are eligible for the Small Business Turnkey initiative.
https://www.masssave.com/en/saving/business-rebates/energy-saving-solutions-for-small-businesses

GOALS AND FINANCIAL AWARD

The City of Melrose's PARTICIPATION GOALS
Customer participation is defined as scheduled to complete work or work completed within a calendar year.

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Year	Residential Weatherization (including income eligible, moderate income, and market rate) Goal	Residential heating and hot water heating (including income eligible, moderate income, and market rate) Goal	Small Business Turnkey Goal	Total
2022	125	100	25	250
2023	125	100	25	250
2024	125	100	25	250

The City of Melrose'S FINANCIAL AWARD

Based on the application submitted by The City of Melrose and included as Appendix A, The City of Melrose will be eligible for an annual award from National Grid which will total up to $25,000 pending goal achievement for each of the three years of the program.

The City of Melrose is independently responsible for reaching the above goals. Each year, The City of Melrose will be eligible to receive 50% of the financial award at the start of the year, 25% at the end of Q2 (June to early July), and the remaining 25% at the end of Q3 (September to early October). A bonus award may be provided in January of the following year for surpassing all goals. There will be an annual re-assessment of awards based on goals reached. National Grid reserves the right to adjust the award for the following year upward or downward based on previous year's goal achievement.

Q1: $12,500
Q2: $6,250
Q3: $6,250

As the lead applicant for their team, The City of Melrose will be solely responsible for all further disbursement of funding to them provided through the Community First Partnership to the other members of their team.

SUPPORT RESOURCES FROM NATIONAL GRID

In addition to the financial support listed above, The City of Melrose will receive support from National Grid including, but not limited to:

- Designated point of contact with a utility company account manager from both gas and electric PAs for the communities the applicant team will focus on.
- Additional point of contact who specializes in energy saving opportunities within municipal buildings.
- An orientation session including an introductory training on energy efficiency programs.
- Periodic training sessions by content experts to orient CFPs on energy efficiency offerings, best practices, and coordination with the local network providers to better serve eligible residents.
- Training sessions to orient CFP on energy efficiency offerings, best practices and coordination with the local Community Action Program (CAP) or Low-Income Energy Affordability Network (LEAN) including incentives available to income eligible customers and how to best ensure that income-eligible customers connect to energy efficiency programs.

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- Daily support from Lead Vendor to include technical support with reaching CFP goals.
- Mass Save and PA specific marketing collateral created and printed. Materials may be co-branded with Mass Save, sponsoring Program Administrators, municipal seal, or organizational logo. These materials will be translated in up to three languages in addition to English.
- Regularly scheduled meetings with Lead Vendor to provide guidance and deliberate on CFP performance and opportunities for growth.
- Monthly progress report on progress to goals, including monthly conference calls to discuss outreach, successes, challenges and best practices to address barriers to greater program participation.
- Assistance planning local events.

National Grid will work with The City of Melrose on the requested marketing materials to help support the City's outreach efforts. All marketing should be approved by National Grid prior to use.

THE CITY OF MELROSE'S RESPONSIBILITIES/PARTICIPATION REQUIREMENTS

Participation Requirements:

- Must be a municipality, registered nonprofit or have a fiscal agent. Applicants representing multiple municipalities and/or nonprofits must designate a lead municipality/nonprofit that will receive disbursements of funds.
- Must have a track record of work in, and proposal to focus partnership activities in, designated Environmental Justice communities in Massachusetts.
- Must commit to a three-year partnership.
- Must submit outreach, marketing and communication plan for first year and then annually each following year.
- Must submit budgets for all three CFP years. Greater detail for year one budget will be expected; broader budget breakdown for years two and three is acceptable. Cost to compensate an Energy Advocate for 5-10 hours a week for at least $17/hour must be included as a component of the budget.
- Must be open to building partnerships with additional community organizations.
- Must be open to completing local community organizing.
- Must be open to creating innovative strategies and initiatives to engage residents.

Participation Responsibilities:

- Must attend mandatory three-hour orientation on targeted Massachusetts PA offerings and best practices in marketing and community outreach.
- Must participate in monthly calls and submit monthly outreach reports.
- Must complete at least one marketing activity per month. The marketing activity could include any of the following categories: social media posts, ads, direct mail, articles, video, informational flyers dispersed in schools, workshops/webinars, etc.
- Must track and report progress – see additional detail in the "Tracking & Reporting" section.
- Must have a primary contact who will dedicate at least one hour per week to this initiative, as well as a designated "Energy Advocate" who will dedicate at least 5-10 hours per week to this initiative. It is acceptable for the primary contact and the Energy Advocate to be the same person. Energy advocate roles and responsibilities:
    - Participate in all trainings held by National Grid or its designee for Energy Advocates to familiarize them with energy efficiency offerings, community based social marketing, and community based participatory research.

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  - Serve as an advocate for customers who need support and guidance to enroll in the Mass Save programs.
  - Work with PAs to track and record participation barriers.
  - Work to increase customers' program participation rates by supporting coordination between program vendors and customers.
  - Actively communicate with customers to guide them through the application process and broker communication with stakeholders to reduce program participation barriers.
  - Manage administration of a community-based social marketing campaign to promote communitywide behavioral change by collaborating across a diverse group of partners.
  - Submit reports to Lead Vendor to support tracking and exploring solutions to program participation barriers.
- Must submit all marketing materials for review and approval to National Grid or their designee before they are finalized and used in the community.
- Must coordinate with the local Community Action Program/Low Income Energy Affordability Network (LEAN Network) agency to ensure clear process and support for income-eligible residents to access energy efficiency programs, including establishing an effective process for identifying income-eligible customers, explaining to them the increased benefits of participating in the low-income programs and referring all low-income customers to the local low-income program agency.
- Must submit a final report (one to three pages) on progress at the end of the year and hold a year-end review meeting with Program Administrators at the end of each year. National Grid reserve the right to work with The City of Melrose to adjust their goals and budget, if necessary, through a partnership reengagement plan.
- Must complete a survey annually on how the CFP has/will spend its award funding and how they would like to stay engaged with their PA(s) after their participation period.
- Must select at least one or more subset of customers to engage: small businesses, renters, bi-lingual customers or moderate-income customers. Must participate in creating and implementing a community-based social marketing campaign.
- Must actively participate in CFP research and evaluation.
- Must inform National Grid or their designee of planned door to door outreach on behalf of the CFP and ensure that all paid and unpaid staff participating in door-to-door outreach have complied with National Grid's criminal background check process.
- The City of Melrose will be responsible for providing National Grid the necessary documentation for payment, including invoices with the required information.
- Submission of monthly updates to National Grid on progress of marketing activities including specific outreach to identified hard to reach segments.
- As indicated in the Mass Save Three-Year Energy Efficiency Plan- the PAs will draft and implement a Rental Unit Strategic Plan in 2022. All CFP partners will engage in information sharing and ongoing research to support outreach and engagement to renters and landlords that may include the CFP partner's tactics, as well as additional activities. This engagement could include, but is not limited to, outreach to community stakeholders, local organizations, city departments, private businesses, renters, and landlords, to promote events, surveys, and research organized by PAs in support of enhancing efforts to increase program participation among renters and landlords. This additional partnership engagement serves to increase understanding of each partner's community and reduce program participation barriers for residents in their community.

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PAs will provide additional support and logistical coordination for all program partners to minimize the impact on current CFP goals.

PARTNERSHIP DETAILS

- **Partnership path options**
  - Hub Team: Consisting of municipal staff, and community-based organization members representative of the municipality(ies) on the Community Partner team, a representative of the PAs lead vendor for this initiative, and PA representatives. The hub will be led by the Community Partner's "Energy Advocate" who coordinates quarterly meetings with municipal departments. PAs provide marketing templates for the Community Partner.
  - Flex Format: Highly targeted approach; applicant proposes innovative outreach strategies; Energy Advocate is on the team; team creates their own marketing materials (materials must be approved by PAs prior to use) and team partners with contractors, landlords and employers.
  - For either path, Community Partners will convene monthly meetings with their team and include the PAs lead vendor and representative(s) from PA(s). Energy Advocates track primary metrics listed below and PAs track additional metrics listed in "support resources from PA" section of this MOU.

- **Community-based participatory research**
  - PAs will create tracking tools to support Energy Advocates with tracking and recording participation barriers. PAs will utilize this data to build on the strengths and resources of the community by promoting co-learning among PAs and the The City of Melrose to inform program development and goals.

- **Community-based social marketing**
  - As part of the participation in the Community First Partnership, the PAs require that, in certain instances, marketing materials developed by any collaborating community-based organizations direct customers to the vendors directly contracted with them for those customers to participate in a Mass Save program offering. These instances include, but are not limited to, the following:
    - All small business customers.
    - Any residential customer that is on the discount rate code and is to be served by the local CAP agency.
    - Any residential customer who has had an energy assessment in the last two years.
    - All customers who reside in a multi-unit building that a Home Performance Contractor is not able to serve (criteria of this building classification is dependent on when/if the PAs move away from the 5+ unit requirement).
  - This campaign will require accepted applicants to build a coalition of diverse stakeholders who actively work with the hard-to-reach population. The City of Melrose will allocate three to six months toward a planning process to reach the following benchmarks:
    - Select behaviors to promote.
    - Host focus groups to identify program barriers and benefits.
    - Develop strategy.
    - Identify target audience.
    - Develop compelling messages.
    - Obtain clear commitments from local stakeholders/groups.
    - Create an inclusive call to action.

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- Strategies on how to build community norms through this campaign.
- Craft simple, clear messages for marketing and advertising. Materials must be approved by the PAs prior to use.
- Draft a list of PA approved prizes, awards and or raffles to engage the larger community.
- Implement and evaluate strategy.

- Any external funding or resources procured to do outreach, advertise and/or market to program participants must be marketed solely as Mass Save Community First Partnership. Program Administrators do not authorize the duplication of conflicting marketing campaigns to Mass Save customers.

• Implementation support - Lead Vendor

- PAs will hire a vendor to support coordinated implementation, such as supporting data tracking for Community Partners, and training and supporting the Energy Advocates.
  - All CFP participants are required to work with the selected Lead Vendor to reach goals.

TRACKING & REPORTING

National Grid will provide a baseline of 2019-2021 achievement in residential weatherization, residential HVAC, and Small Business Turnkey for each municipality listed on The City of Melrose's application, as well as monthly municipal-level progress on the same metrics and track use of campaign codes where possible. PAs will also use the Statewide Marketing annual awareness survey to track awareness of Mass Save programs in Community Partner municipalities. The City of Melrose will receive support from an implementation vendor who will be helping to coordinate a tracking system to simplify and streamline the system for all. The Vendor will also help The City of Melrose be able to track more accurately how many people/businesses participate in energy efficiency (EE) programs from their efforts.

The City of Melrose will be responsible for reporting the following data monthly to the PAs or designee:

- Outreach progress summary including data collection on number of residents in each target group being reached.
- Identification of barriers to participation in each municipality and progress made toward breaking those barriers over multiple years.
- Number of customer leads – The City of Melrose will be expected to track names and contact information for customers they are working with.
- Number of events organized and number of event attendees.
- Number of social media, mail and other outreach and number of customers reached, number of languages used and number of pieces of collateral created in multiple languages.
- Number of community members trained with an overview of energy efficiency programs.
- Number of other organizations the CFP is engaging and how often.
- Number of property owners of rental buildings generated as leads.
- Optional: Community Partners who want to track race/ethnicity and other demographic data of customer leads they generate will be expected to propose their own tracking system in their application and share that data with PAs.
- If applicants do not meet the goals established by year one, PAs will review their performance and identify if there is a need for an enhanced activity plan (EAP). This will focus on increasing program enrollment and requires review of the budget to assess best use of funds for the remainder of the initiative.

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5. INVOICING

The City of Melrose should coordinate with National Grid point of contact to provide the necessary information to proceed with payment. Required documents/information could include a W-9 (demonstrating that the municipality or organization is tax-exempt), mailing address, made payable to, etc. PAs will use this information to set up an Authorization for Payment (AFP) with The City of Melrose to issue payment.

Invoices should be submitted on the Municipal or Organizational Letterhead and include the following:

- Invoice Number
- Prepared By
- Date
- Project: Mass Save Community First Partnership
- Description of Award
- Total Amount
- Information on Payment Remittance

SUPPORT TEAM:

National Grid support team:

Amanda Formica
Senior Analyst, Customer Energy Management
Amanda.Formica@nationalgrid.com
617-640-0628

February-August 2022:

Lori Timmermann
Residential Strategy, Senior Municipal Energy Efficiency Representative
lori.timmermann@nationalgrid.com
781-605-4365

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The City of Melrose support team:

Martha Grover
Sustainability Manager
mgrover@cityofmelrose.org
781-979-4195

DISCLAIMER
PAs may terminate The City of Melrose participation in the Community First Partnership if the PA determines The City of Melrose is not demonstrating a good faith effort to reach the participation requirements as outlined throughout the document.

The PAs may, in their sole discretion, at any time and without notice, terminate the The City of Melrose participation in the Community First Partnership or modify the Community First Partnership and the terms outlined herein. Community First Partnership expenditures, requirements and eligibility may be terminated, canceled, or modified by Massachusetts PAs at any time without notice.

Addendum: PAs hold the right to make changes to the MOU as long as it does not add any barriers to communities doing the work agreed upon and is thought to add efficiency to the program outcomes overall.

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SIGNATURE PAGE

Community First Partnership Representative

_____

Paul Brodeur
Mayor
The City of Melrose

Program Administrator Representative

_____

Chris Porter
Director
National Grid

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Our plan to reduce greenhouse gas pollution to net zero by 2050

April 2022

City of Melrose

NET ZERO ACTION PLAN



MAPC

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Acknowledgements

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Denise Gaffey, Director

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Tyler Ballew

Susan Gitelle Baron

Dave Bliss

Ben Butterworth

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Doug Dick

Rodney Dowell

Jim Garrett

Charlie Harak

Doug Harriott

Ellen Katz

Cassandra Koutalidis

Gary Lamothe

Finn McSweeney

Lisa Montouri Trimble

Ian Moriarty

Susan Murphy

Sunil Sainis

Lori Timmermann

Gabrielle Watson

Ryan Williams

Thank you to the many members of the community who participated in the public input opportunities throughout the plan's development.

MAPC Staff

Megan Aki, Clean Energy and Climate Systems Manager

Brooks Winner, Senior Clean Energy Specialist

Nicole Sanches, Former Clean Energy and Equity Specialist I

Cover photo credit: Jim Harrington

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Letter from THE FUTURE

Dear Melrose Residents of 2022,

We know that the last few years have been tough in so many ways but please be reassured that you will soon emerge to a brighter future. You may ask yourself, how do we know this? Because we are here, decades in the future, already.

Chastened by the unmitigated disaster of Covid-19, and the imminent existential threat of climate change, America signaled a new era of possibilities had arrived. Eventually, legislation at the local, state and national levels was enacted to revitalize and drive economic and social equality, together with programs for substantially greater environmental quality.

With new momentum spreading across the globe by the 2030's, the dawning of the Sustainable Age arrived as an era of regenerative economic growth driven by the benefits of emerging new technologies and fostering prosperity even as fossil fuel use dramatically declined.

The technological innovations of developing both industrial scale and decentralized sustainable energy sources using wind, waves, tides, solar, biological, terrestrial and hydraulic forces led to vast changes in standards of living across the globe. Self-sustaining redevelopment alleviated many local and global climate threats.

On the local level, communities across the metropolitan Boston area implemented climate action plans in the 2020s to meet the 2050 net zero emissions goal adopted by Boston, Melrose and 12 other surrounding community leaders back in 2016. By 2022, all of the original 14 had begun implementation of the plans and their early success at laying the groundwork began to pay off in the mid '20's as the Sustainable Age gained widespread momentum across New England and other areas of the country.

Energy-efficient heat pump technology to condition our homes and buildings and demand for electric vehicles (EVs) became widespread. Even automobile manufacturers pivoted rapidly away from fossil fuels with most switching to all EVs by 2035. Electric utilities accelerated procurement of renewable energy to meet consumer demand. These and other societal changes led to dramatic improvements in air and water quality.

We extend our heartfelt thanks to the many Melrose citizens whose shoulders we stand on. For it was all of you, who turned your concern for the environment to action, nourished by the small successes, in order to make meaningful change to our community and the larger world. We wish for you all the good fortitude, strength, and continuing love for our Earth needed to make the promise real.

Sincerely,
The 2050 Melrose Energy Commission

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Getting to Net Zero

Melrose has committed to reaching net zero greenhouse gas (GHG) pollution by 2050. What exactly does this mean for our community? Why does our local goal matter? How will we get there and what do we need to do to reach that goal? This Net Zero Action Plan aims to answer these questions and to create a roadmap for our city to reach net zero by 2050.

IN 2017, OUR CITY WAS RESPONSIBLE FOR EMITTING

187,642

METRIC TONS OF CO2e

in MELROSE

THAT WORKS OUT TO

7

METRIC TONS OF CO2e

per resident



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Where are we starting?

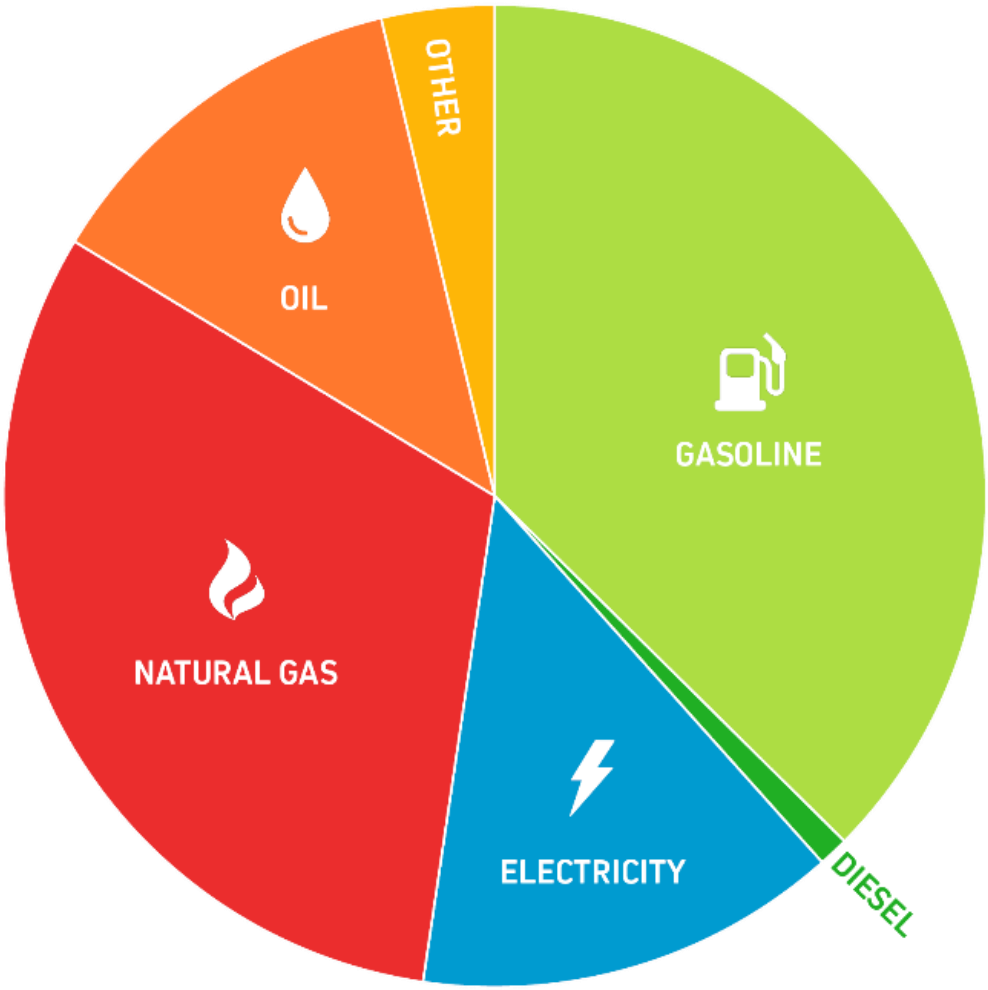
Every day, Melrose residents and businesses rely on fossil fuels to heat and cool our homes, keep the lights on, power our electronics and drive our cars. In doing so, we release **greenhouse gas emissions**.

In 2020, City staff and volunteers worked with MAPC to identify the primary sources of emissions across our community for 2017, the most recent year for which complete data were available, to calculate a baseline for future emission reductions (see Appendix A for the methodology).

In Melrose, buildings are the largest source of emissions (61%). On-road transportation is another major source of emissions, more than 38%.

Which fuels generated the most emissions in Melrose?

The types of fuel sources our homes, businesses, and vehicles rely on every day generate different amounts of emissions in our community. Our 2017 inventory of greenhouse gas emissions shows that the combustion of fossil fuels, such as oil, natural gas, diesel, and gasoline, was responsible for over 82 percent of our community-wide emissions.

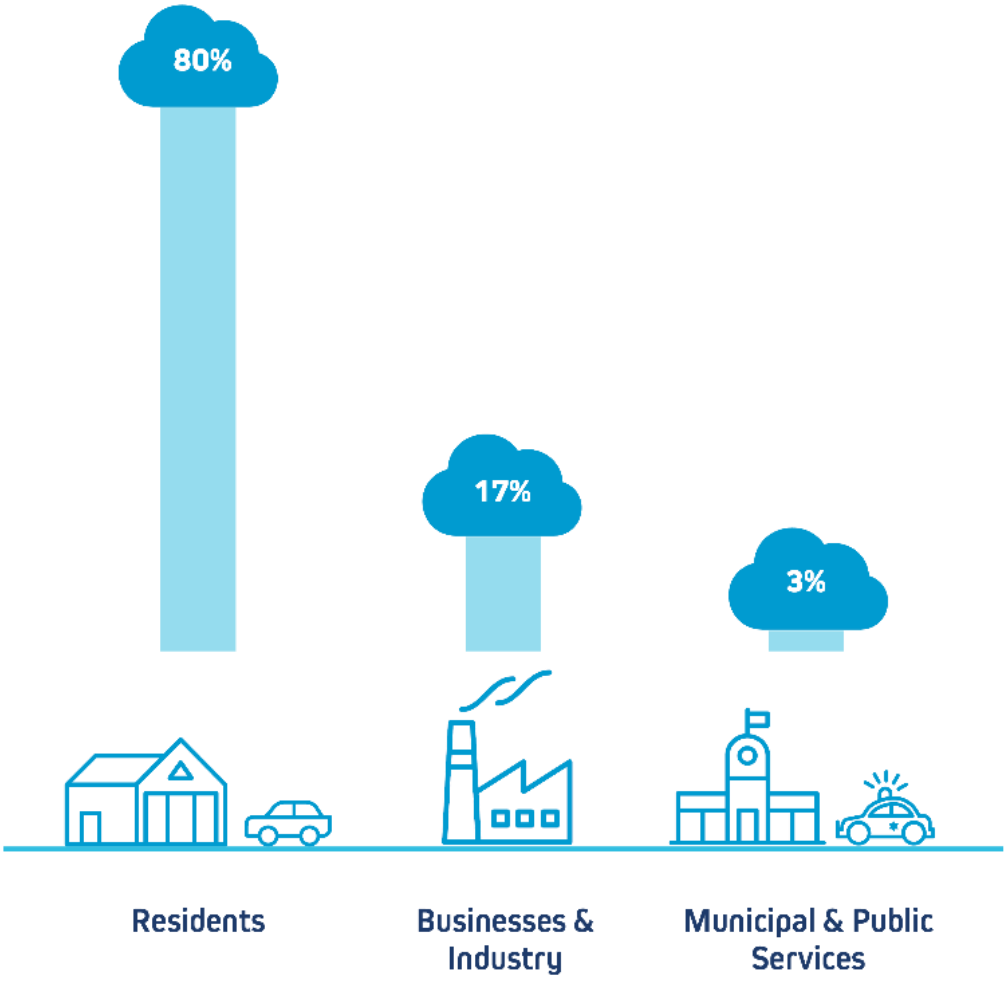


SOURCE: MELROSE'S 2017 GREENHOUSE GAS INVENTORY

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Who is responsible for emissions in Melrose?

As a community, the actions and choices we make each day contribute to the amount of emissions we are responsible for. In Melrose, over 80 percent of emissions come from residents' homes and vehicles and another 17 percent comes from businesses and industry in Melrose.



SOURCE: MELROSE'S 2017 GREENHOUSE GAS INVENTORY

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Why net zero?

Climate scientists have made it clear that we need to reduce global GHG emissions to net zero by 2050, or sooner, to avoid catastrophic climate change.

We know that the planet has already warmed by about 1° Celsius since we started burning fossil fuels like coal, oil, and gas in the mid-1800s.[i] We also know that if we can keep warming below 1.5° Celsius we can avoid the worst impacts of climate change like extreme floods, wildfires, and droughts.[ii] The Intergovernmental Panel on Climate Change's 2019 special report, ***Global Warming of 1.5°C***, says that in order to give ourselves a chance to limit global warming to 1.5° Celsius we will need to reduce GHG pollution 45% by 2030 and to net zero by 2050. This means that we have a limited "carbon budget," or amount of GHG pollution that we can afford to put into the air without exceeding 1.5° Celsius of warming.

The longer we wait to start reducing our GHG pollution, the faster we use up our carbon budget and the less time we give ourselves to meet our goal. That is why getting to net zero matters and why we have chosen 2050 as our target date.

We recognize climate change is a global problem and that many of the solutions are beyond our control. To reach our net zero goal, we will need help from global, federal, state, and regional policies that support our transition to clean energy, but we can lead at the local level. During the spring of 2021, the Commonwealth enacted Senate Bill 9, An Act Creating a Next Generation Roadmap for Massachusetts Climate Policy, which set the interim GHG reduction targets of no less than 50% by 2030 and 75% by 2040.[iii] Our net zero roadmap highlights the strategies that we can deploy locally to accelerate this transition over the next several years.



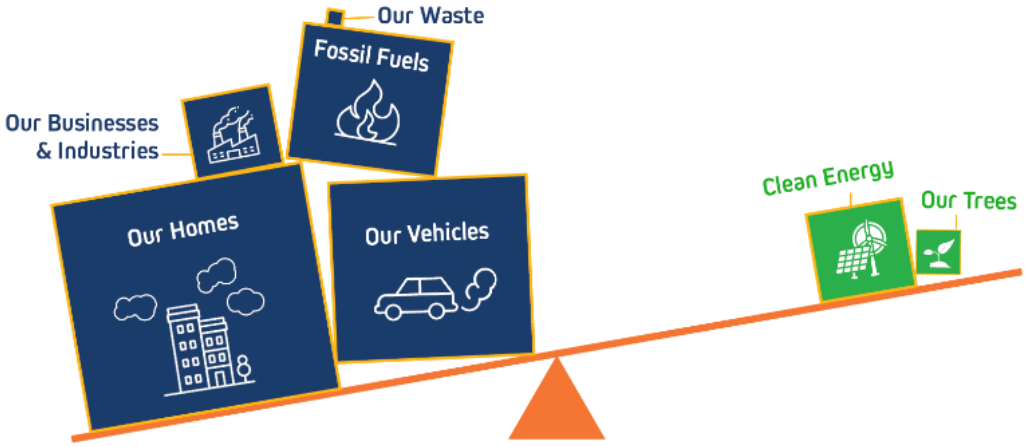
Source: Architecture2030.org

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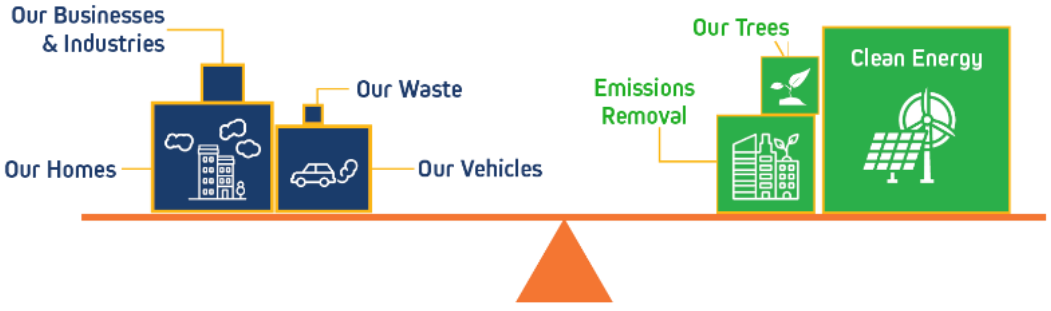
What does "net zero" mean?

Reaching "net zero" means that our community will reduce its GHG emissions as much as possible and remove or offset any remaining emissions by 2050 and ideally sooner. This will require a major shift in the way we heat and cool our homes, how we get around, and where our energy comes from. It also presents a huge opportunity to change our community for the better. By achieving net zero GHG emissions, we can also have cleaner air, healthier people, and a more equitable and prosperous community for everyone. **Sounds pretty good, doesn't it?**

From this...



...to this!



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Getting there equitably

Climate change is an existential challenge, but it is also an opportunity to re-imagine Melrose's future, and to make that future safe, affordable, and equitable for all who live and work in our community. Massachusetts municipalities are increasingly undertaking climate mitigation and adaptation strategies and are starting to seek out ways to advance equity within those measures. By centering equity in this plan, we can build a future that not only is safer and affordable for all, but also allows each individual in Melrose to thrive. An equitable net zero carbon future must be our goal.

In equitable planning, we must be conscientious of the history of our region, the differences in how populations are able to respond to a changing climate, and the needs of residents. We recognize that the effects of climate change systemically impact Environmental Justice communities and other vulnerable populations inequitably. The comparatively negative health outcomes that people of color experience are one example. The inequities we see today will persist in the future if we do not act.

In addition, as more households switch from natural gas to electricity for heating, it is expected that gas rates will rise for those still dependent on gas heating systems. Careful planning at the state level is needed in order to avoid the cost burden falling disproportionately on low-income households.

The state of Massachusetts considers income, race, and English language proficiency within its definition of an Environmental Justice neighborhood.[iv] The Environmental Justice neighborhoods in Melrose meet either the state's income or minority population Environmental Justice criteria, or both.

Accordingly, it is essential to assess the potential social equity impacts of climate mitigation strategies. For our plan to be actionable and for our vision of the future to be equitable, we must prioritize equity throughout the planning and implementation of our net zero strategies. An equitable Net Zero Plan investigates the anticipated outcomes of its proposed actions on environmental justice communities and other vulnerable populations.

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How do we get there?

A lot can change in 30 years and this plan is a starting point on our path to net zero that we will revisit and adjust as we continue to move forward in the coming years. We know that we need to make our buildings and vehicles, the two major sources of emissions in our community, much cleaner and more efficient. To reach our net zero goal, our community will need to work towards five core transitions.



Make our homes and businesses super-efficient.

Making existing buildings super-efficient and constructing new buildings to high efficiency standards will reduce emissions and make energy bills more affordable for everyone because the cheapest energy is the energy you don't use.



Electrify heating and cooking equipment.

Switching to electric heating and cooking appliances like air-source heat pumps and induction cooktops immediately reduces carbon emissions and improves indoor air quality, and these benefits only get better as our electric grid gets cleaner.



Electrify cars, trucks, buses, trains, and other ways we get around.

Electric vehicles are cleaner, cheaper to run over time, and require less maintenance. Providing access to charging stations and creating electric transportation options for those who do not own vehicles are essential to this transition.



Make walking, biking, and public transit the best way to get around.

By designing greener and people-centered streets and sidewalks, we can reduce emissions and air pollution while also making residents healthier and more connected to their community.



Green the grid and produce more renewable energy locally.

Renewable energy comes from endlessly sustainable sources such as wind, the sun's heat or light, or the earth beneath our feet. Our electricity is getting greener all the time thanks to state and local policies, but natural gas still provides most of our electricity in Massachusetts and it has to be imported from out of state. Locally produced renewable energy makes the air we breathe cleaner and benefits the local economy in multiple ways.

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What have we already done?

As a member of the Metropolitan Mayors Coalition, the City of Melrose signed a commitment in 2016 to achieve net zero emissions as a region by 2050. The Melrose Sustainability Manager and the Melrose Energy Commission have worked together on behalf of the City over the last decade to reduce greenhouse gas emissions.

LEADING BY EXAMPLE

Green Community since 2010. Designated a Green Community in 2010, Melrose has since received more than $2 million in grants and utility incentives for dozens of energy efficiency projects in city and school buildings and LED streetlight upgrades. Melrose currently hosts 11 public EV charging stations and includes three battery EVs in its municipal fleet as well as a water meter van with a hybrid retrofit system. The roofs of the high school, middle school, and DPW Operations Facility are covered with solar arrays.

BUILDINGS

Melrose Energy Challenge. Two community outreach efforts in 2011 and 2016 incentivized homeowners to take advantage of MassSave home energy assessments and weatherization projects. Continued outreach results in about 600 energy assessments and more than 200 insulation projects annually which save homeowners energy and reduces community emissions.

Melrose Heat Smart Campaign. In 2020 Melrose launched a clean heating and cooling outreach program called HeatSmart Melrose with the support of the Massachusetts Clean Energy Center. Heat pumps and solar hot water systems were promoted with much success and over 138 new installations completed. The program laid the groundwork for continued education and awareness efforts to encourage property owners to consider non-fossil fuel options for heating and cooling.

MOBILITY PROGRESS

The Melrose Pedestrian and Bicyclist Committee has worked with the City over the years to increase access and safety for pedestrians and bicycles via Complete Streets projects and infrastructure improvements. Improving public transit and fighting to maintain service levels continue to be top priorities for elected officials and commuters who depend on it daily.

Smart Growth in Melrose. Long before the terms "transit-oriented development" and "smart growth" became commonplace, the City of Melrose created opportunities for dense development near transit through progressive zoning and cooperative relationships with developers. The City has had progressive, growth-oriented zoning in place since the early 1980s and, in recent years, has seized opportunities to promote high-density housing in our transit-rich locations. Two overlay districts established in 2008 and 2014 incentivize dense, mixed-use

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PHOTO CREDIT: CITY OF MELROSE

development near public transit on Washington Street and Rail Corridor. In 2021, the Planning Board also approved an incentive program for the zoning districts around the Commuter Rail Stations that is meant to incentivize higher densities in exchange for providing community benefits like green building practices.

EV Charging Infrastructure

In an effort to make electric vehicle charging accessible and easy, Melrose has taken advantage of state grants and utility incentives to install 11 public electric vehicle charging stations (19 total ports) over the last seven years. The most recent chargers are utility pole-mounted chargers – the first of this type of equipment to be installed on the east coast – as a demonstration project with National Grid. Public EV charging is convenient to shopping areas, parks and recreation, as well as to renters and condo owners who may not have the ability to install chargers at home.

CLEAN ENERGY PROGRESS

Solarize Mass Melrose. This 2012 outreach project resulted in 79 homeowners signing up to participate, 425 kW of solar installed, and $48,000 annual energy savings. The number of rooftop solar installations has grown from nine in 2011 to 526 by the close of 2021 with more permits in process.



PHOTO CREDIT: RESONANT ENERGY

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Melrose Community Power Program. The primary goals of the program are to provide competitive choice, longer-term price stability and more renewable energy options to participating consumers. About 90% of Melrose households participate in Melrose Community Power (MCP). Under the new contract that began In November 2021 the program allows residents to choose to support local renewable energy by purchasing 10% more renewable energy than is required by the state. The Massachusetts Renewable Portfolio Standard (RPS) mandates levels increase annually so that in 2022 when the state requirement is at 20% the additional 10% in the MCP program will result in 30% of the supply coming from local Class 1 sources such as wind, solar, and low-impact hydro energy. There is also an option called Melrose 100% Local Green that more than 200 residents have chosen to purchase.

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What have we heard from the community?

Melrose's Net Zero Action Plan was developed by the City of Melrose, in a collaborative effort between municipal staff, committee members, residents, and businesses, with support from the Metropolitan Area Planning Council (MAPC).

The Melrose Energy Commission, with key input from the Melrose Pedestrian and Bicyclist Committee, served as the primary advising body in developing the Plan. The committee received training from MAPC on developing a greenhouse gas inventory to inform the plan development and leading focus groups to expand current and future engagement of key stakeholders.

The strategies and actions identified in the Plan were primarily informed by research MAPC completed on other communities' climate action plans and align with MAPC's Municipal Net Zero Playbook, a regional guide for municipalities seeking to reduce emissions. The final priority actions included reflect Melrose's net zero journey, community feedback, and the major sources of GHG emissions in Melrose.

VICTORIAN FAIR KICK-OFF

In 2019, the volunteers engaged residents at the City's annual Victorian Fair and shared information about the net zero planning process commencing in Melrose.



PHOTO ABOVE: SUSTAINABE MELROSE BOOTHS AT MELROSE'S SEPTEMBER 2019 VICTORIAN FAIR

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COMMUNITY SURVEY AND ONLINE OPEN HOUSE

In September 2020, Melrose residents were invited to participate in an online survey and provide input on the planning process. Participants were asked to share what their concerns were related to climate change and what strategies they believed the City should prioritize in the Plan. More than 500 people completed the survey. It was followed by an Online Open House in December 2020 that solicited still more feedback on the draft.

How can you be a Net Zero Hero?

Getting to net zero is a journey that will require Melrose to assemble its own A-Team. There is a place and a way for everyone in our community to contribute to, and benefit from, achieving our net zero goal. While this Net Zero Action Plan highlights the strategies and actions our municipal government will take to support our community-wide goal, we also want all members of our community to envision themselves as Net Zero Heroes on Melrose's A-Team.

Community members of all types – from residents to large employers and everyone in between – are invited to be Net Zero Heroes. Below are some ways you are encouraged to participate in Melrose's net zero journey:

Melrose Resident: Share your voice, get involved, and take action on choices in your control (e.g., complete an energy audit, insulate and air seal your home, go solar, switch to clean heating, make your next car electric) and participate in the local and state programs available to support you.

Melrose Small Business: Share your commitments with customers and staff. For those in a climate-adjacent field – such as electricians, HVAC specialists, plumbers – participate in the green economy and support "green growth" locally.

Larger Employer or Local Institution: Provide programs that assist employees in decarbonizing their homes and commute, and work with other large businesses to share experiences and support community-wide GHG emissions reductions.

Elected and Appointed Officials: Consider how the decisions your Board, Committee, or legislative body will impact Melrose's net zero goal. Advocate and vote to support policy or regulations that advance actions identified in the Net Zero Plan.

Municipal and School Staff: Lead by example with new public facility construction and renovation projects and when possible, purchase zero emission fleet vehicles. Continue to make municipal buildings and school as energy efficient as possible and add solar to new roofs as they are replaced.

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Net Zero Action Roadmap

The City of Melrose developed this Net Zero Action Roadmap to inform our next five years of action to reduce greenhouse gas emissions across all sectors of the City's economy.

Informed by engagement with Melrose's Climate Action Committee members, municipal staff, and the public, the following actions have been prioritized to identify immediate next steps for the City to implement based on potential for impact.

For the five core transitions we know we need to make to achieve net zero, the City has identified **milestones** to work toward by 2030 and 2050. The **strategies** and **actions** identified in the City's Net Zero Action Roadmap all contribute to our efforts to achieve progress towards the key milestones listed below.

	TODAY	2030	2050
Make our homes and businesses super-efficient. 	**All new buildings built to the state stretch energy code.** **24% of residents participate in the MassSave Program[v]**	**All new buildings built to net zero standards.** **20% of homes and businesses have undergone deep energy retrofits.**	**Nearly all existing homes and businesses in Melrose have had deep energy retrofits.**
Electrify heating and cooking equipment. 	**Approximately 12% of homes rely on electric heating, primarily low efficiency electric baseboard heating.[vi]**	**80% of homes previously on fuel oil, propane, or electric baseboard heat have converted to high efficiency electric heat (heat pumps).** **10% of homes currently on gas heat have converted to high efficiency electric heat.**	**Nearly all homes and businesses rely on high efficiency electric heating.**
Make walking, biking, and public transit the best way to get around. 	**Approximately 27% of residents walk, bike, or take public transit to work.[vii]** **Average number of cars per household is 1.55.**	**All new developments are accessible by biking, walking, or connected to public transit.** **Average number of cars per household is below 1.47 (e.g., vehicle miles traveled are reduced by 5%)**	**All key destinations in Melrose are accessible by biking, walking, or connected to public transit.**

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Electrify cars, trucks, buses, trains, and other ways we get around. 	Less than 0.1% of vehicles registered in Melrose are zero emissions.[viii]	60% of new vehicle purchases are zero emissions. 37% of registered vehicles are zero emissions.	Nearly all passenger and commercial vehicles registered in Melrose are zero emissions.
Green the grid and produce more renewable energy locally. 	Our electricity supply comes from 21% carbon-free sources.[ix]	Our electricity supply comes from 100% carbon-free sources.	

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Our Homes and Businesses

Making our homes and buildings super-efficient and electrifying our space and water heating and cooking are core to Melrose's Net Zero Action Plan. The City of Melrose commits to implementing actions that advance the following strategies:

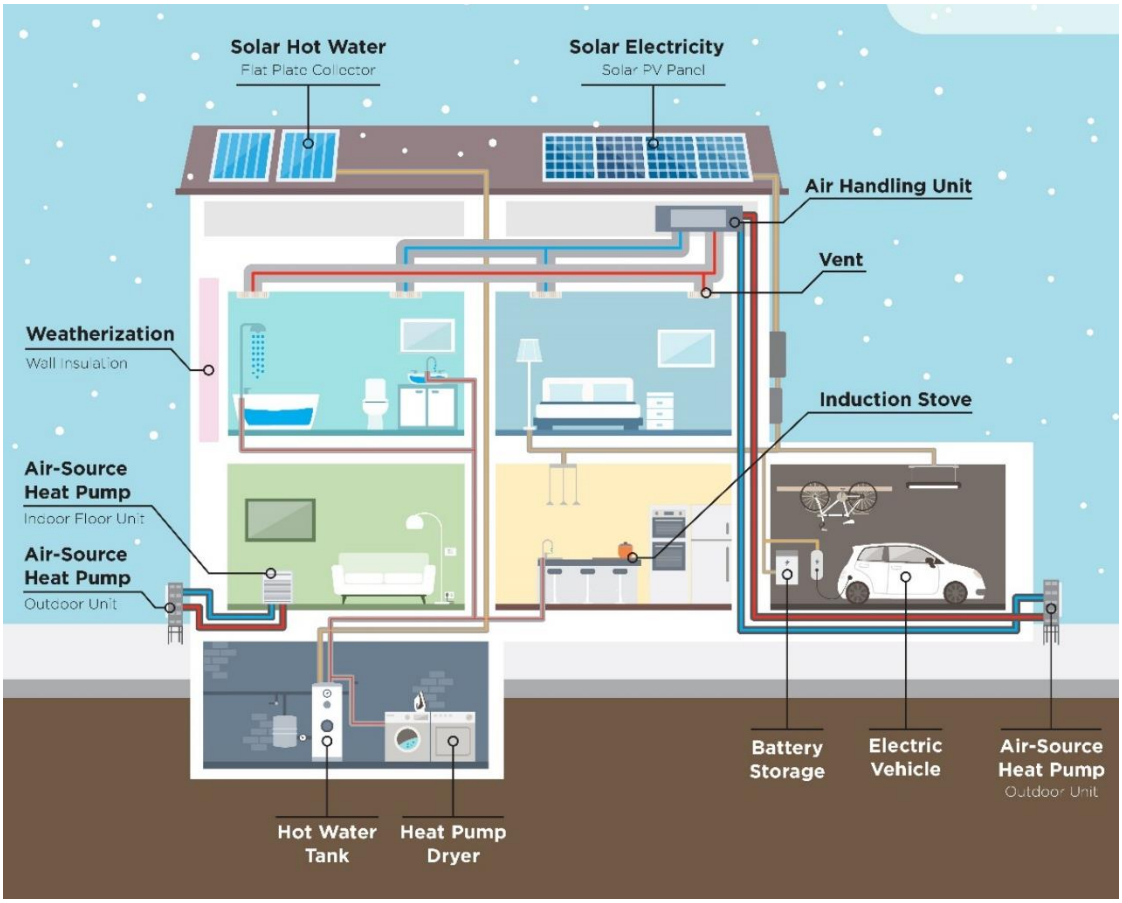
Strategy 1. Electrify fossil-fuel end uses.

Strategy 2. Maximize uptake of residential energy efficiency and deep energy retrofits in existing buildings.

Strategy 3. Target energy efficiency retrofits of large multi-family buildings.

Strategy 4. Adopt policies to Incentivize energy efficiency and renewable energy in new construction and major renovations.

Strategy 5. Lead by example with municipal buildings and advocate for net zero building policies.



INFOGRAPHIC CREDIT: MASSACHUSETTS CLEAN ENERGY CENTER

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GROUND SOURCE HEAT PUMPS

An energy-efficient heating system which uses energy from the earth to efficiently heat or cool a building.

AIR SOURCE HEAT PUMPS

An energy-efficient heating system which uses electricity to transfer heat from outside to inside a building, or vice versa. The technology can also be used to heat domestic hot water.

SOLAR HOT WATER

A type of domestic hot water heating system that use sunlight to heat water using a thermal collector.

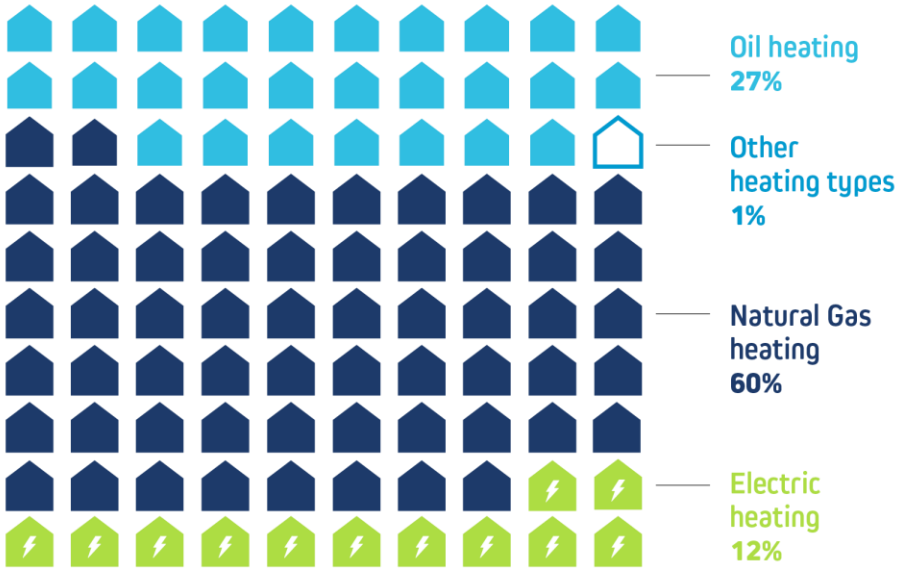
INDUCTION COOKTOPS

A type of electric cooktop with electromagnetic coils beneath a ceramic glass surface that transfers energy

In Melrose, **60 percent of building-related emissions** result from the use of home heating fuels like natural gas and fuel oil. Businesses and industry in Melrose rely less heavily on fuel oil, but the use of natural gas and fuel oil still contribute another 14 percent of building-related emissions. Melrose's older housing stock means the vast majority of homes were built before modern insulation and air sealing practices and can benefit from weatherization and energy retrofits.

Burning oil and natural gas to heat our homes and cook our food creates **66,421 metric tons** of emissions every year in Melrose. It also creates pollution both inside and outdoors. In fact, recent studies have shown that methane leaks from gas-burning stoves is far worse than previously thought.

How are homes heated in Melrose?



SOURCE: AMERICAN COMMUNITY SURVEY 2013-2017 ESTIMATES

Switching to highly efficient electric heating and cooking appliances like **ground-source** and **air-source heat pumps, solar hot water, heat pump hot water,** and **induction cooktops** immediately reduces carbon emissions and improves indoor air quality, and these benefits only get better as our electric grid gets cleaner. The long life of home heating systems and other appliances means it is important to electrify these systems as they are replaced, to avoid locking new fossil fuel systems that may last for ten, twenty or thirty years.

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Strategy 1: Electrify fossil-fuel end uses.

ACTION 1. Create an ongoing "Electrify Melrose" program and campaign.

The City of Melrose will create an on-going "Electrify Melrose" program to help home and business owners transition from fossil fuels to lower emissions alternatives. Melrose's previous successful Solarize, HeatSmart and Energy Challenge campaigns have shown the potential for community-based outreach campaigns to increase uptake and leverage state funding and incentives.

The new "Electrify Melrose" program would combine the following into a sustained ongoing campaign:

- Support for a range of technologies (see sidebar on previous page);
- Community "electrification coach" advisory services relying on a combination of city staff and volunteer coaches;
- Community-based marketing (outreach using local channels, website, certification program, assisting access to financial incentives);
- Partnerships with installers/manufacturers with discounted and transparent prices;
- Target high-cost oil, propane and electric baseboard heat and systems at the end of their useful life;
- Promote decarbonization planning for future electrification for homes with newer systems.

"Electrify Melrose" should operate in conjunction with home energy efficiency coaching (see Action 3) to provide one-stop shopping for energy saving measures.

Equity Considerations: Target outreach to renters, landlords, residents who speak languages other than English, and low- and moderate-income residents with electrification subsidy programs and income-based MassSave incentives.

ACTION 2. Develop and implement a mechanism for tracking home heating type in Melrose.

The City of Melrose will assess opportunities within existing City reporting mechanisms, such as the Annual City Census form, to reliably and simply collect information on residents' home heating fuel type. Current local, state, and national datasets on home heating fuel type are limited in the level of granularity and frequency of updates. This provides a challenge to the City's climate efforts to target and track rapid electrification of homes in Melrose.

Equity Considerations: Provide educational materials regarding different types of home heating systems and how to identify them for both homeowners and renters.

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Strategy 2: Maximize uptake of residential energy efficiency and deep energy retrofits in existing buildings.

ACTION 3. Create home efficiency coaching program to assist residents with energy efficiency and deep energy retrofits.

Melrose's historic housing stock presents ample opportunities for weatherization, energy efficiency and deep energy retrofits to reduce both energy costs and greenhouse gas emissions. Home energy efficiency is in many cases the most cost-effective means to reduce emissions from the building sector and residents have indicated the need for better information and guidance in implementing energy efficiency improvements, particularly those that may go beyond MassSave's standard recommendations. Melrose's previous successful Solarize, HeatSmart and Energy Challenge programs have shown the potential for community-based programs to overcome information and cost barriers and increase uptake of energy saving and clean energy improvements.

The Melrose home efficiency coaching program will rely on a City staffperson with residential construction and energy efficiency experience as an initial point of contact to answer resident's questions, direct residents to appropriate resources and provide information on incentives and funding. A combination of City staff and volunteers can provide more in-depth coaching, working in conjunction with MassSave's evolving home energy assessments and incentives as well as the Electrify Melrose program (see Action 1).

Equity Considerations: Target outreach to renters, landlords, residents who speak languages other than English, and low- and moderate-income residents with electrification subsidy programs and income-based MassSave incentives.

ACTION 4. Opt into the state's Commercial Property Assessed Clean Energy (CPACE) law.

Melrose will explore opting into Commercial Property Assessed Clean Energy (CPACE), a financing structure that allows businesses to borrow money for clean energy projects and make repayments through an assessment on their property tax bill. CPACE allows commercial property owners to make more comprehensive clean energy upgrades and finance them with longer payback periods. CPACE financing is available in Massachusetts as of July 2020. Melrose will also advocate with state legislators to sponsor or support legislation that increases funding for incentives and financing that encourage deep energy retrofits, renewable energy, energy storage, and clean heating and cooling for businesses and residents of all income levels that prioritize expanding access to historically underserved populations (e.g., low- and moderate-income, renters, low-English-proficiency households) such as Residential PACE (RPACE) or a Green Bank similar to that of Connecticut.

Equity Considerations: Conduct outreach and education to small businesses that own commercial property in Melrose.

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Strategy 3: Target energy efficiency retrofits of large multi-family buildings.

ACTION 5. Consider requiring licensing for rental units to include energy efficiency requirements for ongoing compliance.

One of the largest barriers to implementation of energy efficiency in rental units is that it requires those who own and manage the property, such as landlords and building managers, to invest in efficiency upgrades while those occupying the building units – assuming they are responsible for the utility payments – experience the benefits, including economic, quality of life, resilience, and health benefits. This is known as a "split incentive." Rental licensing helps to address this challenge and promote energy efficiency in existing buildings by requiring that certain actions, such as energy audits and weatherization, be implemented in rental properties and pass a regular inspection during the point of leasing.

For the 30% of residents who are renters, the City will explore options to establish requirements within the rental licensing process for landlords and building managers to improve their health, safety, and welfare. This could include requirements to provide a minimum level of energy efficiency upgrades to their units. Formalize the timeline of energy efficiency measures so that landlords and building managers can implement appropriate measures strategically. Consider starting with a voluntary program with recognition for joining the program, and ramping up to required rental licensing over time.

The program should provide landlords with flexibility in how to comply, such as the ability to choose which technology, from among a prioritized list or degree of efficiency, is most appropriate. Inspections of rental unit should happen at minimum when the leaser changes, however, more regular inspections could be enforced at a standard interval of time. Results of the inspection should be publicly available for renters.

Equity Considerations: Pair implementation with protection for renters so that they are not displaced by resulting improvements to the property. Enact complementary policies and programs, such as renter protections, free renter legal aid, and renter support phone-lines.

ACTION 6. Target existing multi-family dwellings with electric baseboard or oil heat for conversion to heat pumps.

Melrose's previous outreach campaigns have demonstrated the need for targeted programs to reach residents of multi-family buildings. Many of the largest multi-family properties in the City rely on high-cost, high-emissions heating systems such as electric baseboard (Melrose Towers and Melrose Housing Authority properties) and oil (Towne Estates, Levi-Gould and Fuller House). Targeted outreach to the management of these properties can be incorporated into the Electrify Melrose program (see Action 1) but will require a specialized approach.

Equity Considerations: This action item supports equity, as many of the targeted property residents include lower- and middle-income or fixed income households.

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Strategy 4: Adopt policies to mandate energy efficiency and renewable energy in new construction and major renovations.

ACTION 7. Adopt net zero stretch building energy code.

Following state action to establish a net zero stretch building energy code in 2022, as mandated under the March 2021 Next Generation Roadmap legislation, the City of Melrose will adopt a net zero stretch building energy code. Melrose will pair adoption of a net zero stretch energy code with outreach and education for developers, builders, and residents (see Action 10). The building code presents an opportunity to make buildings healthier and safer, and to transition away from onsite combustion. Today, the upfront cost differentials of building to a net zero standard are minimal, and will continue to reduce over time. It is far more cost-effective to build to a net zero standard than to retroactively retrofit the same building. Subsequently, the annual energy costs can be reduced when buildings are built to a highly efficient standard and renewables are leveraged. A net zero stretch code allows communities to ensure that new construction and major renovations will be built to net zero standards and helps ensure that buildings are not locked into high emissions for years into the future.

Equity Considerations: Engage in discussions with Environmental Justice populations in Melrose and empower community organizations to weigh-in on the code development process.

ACTION 8. Incentivize energy efficiency, electrification, and renewable energy within special permit processes.

The City of Melrose will seek to adopt and gradually strengthen requirements over time for special permits that incentivize and facilitate the implementation of net zero measures in buildings undergoing significant renovation and new construction. Over the next 30 years, a subset of buildings will undergo a significant renovation or be replaced with a new building. For these buildings, it is important to ensure that they will be both allowed and encouraged to achieve the highest possible energy and emissions reductions because those buildings may not undergo significant rebuilding for another 50 to 100 years.

Until a net zero stretch building code is adopted (Action 7), the best zoning tools for Melrose to enact are special permits that incentivize these net zero measures. Special permit processes will also be important in establishing standards beyond what may be included in the net zero stretch code (under development by the Department of Energy Resources).[x]

In June 2021, the City of Melrose adopted an incentive zoning special permit that allows for appropriate increases in density in the downtown and Commuter Rail station areas for projects that provide community benefits, such as green building practices that result in energy efficiency levels exceeding building code and/or clean energy generation, which go beyond what is otherwise required in the Zoning Ordinance. This special permit can be updated as necessary over time to gradually strengthen requirements around energy efficiency, electrification, and

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renewable energy in a way that does not impede the creation of new housing units in smart growth locations.

Melrose also has a special permit review process for multi-family residential uses in non-residentially zoned areas that could be updated to include standards for energy efficiency, electrification, and renewable energy to support the City's net zero goals.

Equity Considerations: Develop requirements in consultation with developers and building owners to avoid unintended impacts on energy bills.

ACTION 9. Require energy reporting for all new commercial construction one year after certificate of occupancy, or on an ongoing basis.

To support implementation of Action 8, the City of Melrose will explore options for implementing energy reporting for all new commercial, mixed use, and multifamily construction one year after certificate of occupancy. The reporting requirements for new construction in Action 8 will require Melrose to establish a structure for processing reporting as well as increased staff capacity, but it is the best way to analyze whether permitting and zoning measures are working. This policy is an important enabling action that many communities are already using to drive emissions reductions in the building sector across New England and throughout the United States.

Equity Considerations: Work with affordable housing owners and developers to ensure that the reporting requirements are structured in a way that allows them to participate.

ACTION 10. Provide training opportunities for City departments, boards and committees, realtors, and developers on Net Zero.

Since the development of a Net Zero building utilizes different building standards, calculations, and codes than are typically used in construction, building inspectors and plan reviewers may not have a familiarity with best practices. The goals of these trainings would be to familiarize inspectional services and other staff and members of boards and committees with high-performance building practices, to empower them to conduct relevant energy and performance calculations during plan review, and to enable inspectors to identify common construction mistakes and code violations in order to conduct efficient and effective inspections. A thorough curriculum will cover topics such as: LEED, Net Zero, Passive House and other high-performance standards, HERS ratings, life safety benefits of Net Zero buildings, and energy modeling. Additionally, Melrose will provide guidance to developers on permitting for Net Zero buildings.

Equity Considerations: Include focused training on net zero and net positive practices for multi-family buildings to increase the likelihood that benefits are realized by renters.

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Strategy 5: Lead by example within municipal buildings and advocate for net zero building policies.

ACTION 11. Adopt net zero standards for new public buildings and major renovations.

The City of Melrose will lead by example by constructing, retrofitting and maintaining City-owned buildings to reduce energy use and maximize clean energy technology as much as feasible. Municipal buildings are the largest source of GHG emissions from municipal operations (municipal emissions overall only represents 3% of total community-wide emissions), and they also present a highly visible opportunity for the City to demonstrate the feasibility and appeal of net zero buildings.

In existing City-owned buildings (including school and municipal buildings), Melrose will complete energy audits and retro-commissioning projects that ensure that existing energy systems are operating efficiently, perform deep energy retrofits that maximize energy efficiency, and deploy renewable energy projects that provide as much on-site energy as possible. We will use the audits to identify buildings with high energy consumption and plan for deep energy efficiency retrofits. We will also evaluate buildings for on-site renewable energy suitability and build renewable energy projects at municipal properties with sufficient resource potential.

Equity Considerations: Prioritize improvements to public buildings that are utilized by residents in the community such as schools, library, and the senior center.

ACTION 12. Implement a suite of strategies to protect and plant trees.

The City of Melrose will implement a variety of strategies to protect the health of existing trees, reduce the removal of viable trees and increase the planting of new trees. Increasing the tree canopy in Melrose reduces heat islands and hot spots in the city and sequesters carbon that would otherwise go into the atmosphere. Require that every tree removed is replaced on site with a dedicated number of trees (2x or 3x). If the trees cannot be planted on site, they must be planted off-site at a location designated by the Department of Public Works with priority given to neighborhoods and streets with little tree canopy and heat islands.

In addition, adopting enhanced sustainable landscape plans for new construction in its zoning ordinances should be encouraged (see, e.g., Somerville's Green Score, which replaces inflexible "minimum landscaped areas" requirements with a point-based system that encourages higher value landscaping elements such as large trees).

Equity Considerations: Engage residents from vulnerable communities in the planning and development of the Green Score to improve the likelihood for a more equitable and impactful outcome.

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Getting Around Melrose

Electrifying our transportation system and giving people choices about how they get around are core to Melrose's Net Zero Action Plan. The City of Melrose commits to implementing actions that advance the following strategies:

Strategy 1. Encourage low-carbon modes of transportation.

Strategy 2. Encourage uses of zero emission vehicles.

Strategy 3. Develop zero emission vehicle infrastructure for residents, workers, and visitors.

Strategy 4. Adopt zero emission mobility zoning measures.

Strategy 5. Lead by example through municipal fleet electrification and advocate for community transit needs.



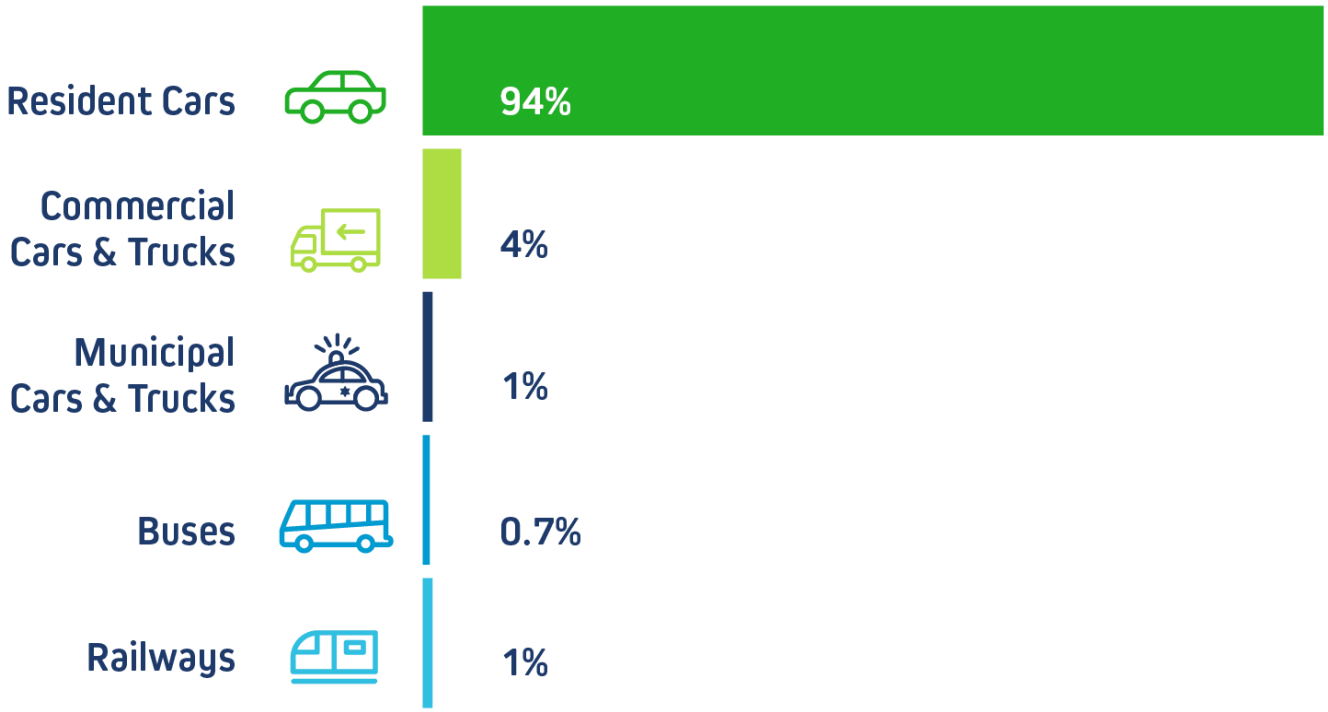
PHOTO ABOVE: MELROSE ELECTRIC VEHICLE SHOWCASE

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Gasoline- and diesel-powered cars, trucks, buses, trains, and other forms of transportation accounted for **more than a third** of our community's emissions in 2017.

Electric cars and buses are cleaner, cheaper to run over time, and require less maintenance. Electric vehicles are becoming more common and more affordable every year, and the range of makes and models available at comparable price points to gasoline- and diesel-powered vehicles is set to increase immensely in the next five years.

Expanding low-carbon mobility options like walking, biking, and transit are some of the best ways to reduce transportation emissions. By designing greener and people-centered streets and sidewalks, we can make walking, biking, and public transit as easy as taking a solo trip in a personal vehicle – and reduce traffic too! These alternatives to driving will help reduce emissions and air pollution while also making residents healthier and more connected to their community.



SOURCE: MELROSE'S 2017 GREENHOUSE GAS INVENTORY

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Strategy 1: Encourage low-carbon modes of transportation

ACTION 13. Develop and implement a Safe Streets Plan and pilot projects.

The City of Melrose will develop a Safe Streets Plan to identify gaps in the transportation network and inform how best to prioritize near- and longer-term projects. This effort will build on the work of the Pedestrian and Bicycle Advisory Committee and prioritize the needs of children, older adults, and people with disabilities.

The Safe Streets Plan should analyze mode share patterns, evaluate bicycle and pedestrian infrastructure needs, and make recommendations on best practices to improve bicycle and pedestrian safety and connectivity on major regional corridors and local routes with high access to important destinations (workplaces, retail, recreation, public services, etc.). This plan will also aim to connect Melrose to existing and proposed regional trails and paths, such as the Northern Strand Trail in Malden, Malden River Greenway, Tri-Community Greenway in Stoneham and the Wakefield-Lynnfield Rail Trail.

Melrose will also explore options for off-road community paths. Off-road paths that prohibit motorized vehicles are an important option to encourage residents and commuters to leave their cars. One potential area to explore is the use of the Orange Line MBTA/DCR right of way, which was first recommended in MAPC's Main Street Corridor report published in 2013.

Equity Considerations: Ensure robust engagement of vulnerable populations in the planning processes. Plan for the provision of equitable access to infrastructure investments.

ACTION 14. Expand Safe Routes to School programming.

Safe Routes to School (SRTS) a federally funded initiative of MassDOT, works with schools, communities, students, and families to increase walking and biking among elementary and middle school students in the Commonwealth. SRTS works with a variety of stakeholders to advocate for better bicycling and pedestrian infrastructure, educate students and their families about walking and biking to school safely, and provides other related technical assistance to schools. The City should adopt recommendations made by SRTS studies to make known hot spots safer.

Equity Considerations: Ensure robust engagement of vulnerable populations in the planning processes. Advocate for the provision of equitable access to infrastructure investments

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ACTION 15. Support expansion of the Landline Trail and Greenway Network.

As a part of the safe streets plan in Action 13, the City will support expansion of the Landline Trail and Greenway Network and Safe Routes to School (SRTS) programming.

MAPC's Landline Trail and Greenway Plan envisions a 1,400 mile regional network of trails and greenways across the region. These trails and greenways will provide critical infrastructure and connectivity to facilitate more walking and biking throughout the region. The City will help implement the Landline vision by working with local trail groups to identify priority trail construction areas and advocating for funds at the state level for trail construction and maintenance.

Equity Considerations: Ensure robust engagement of vulnerable populations in the planning processes. Advocate for the provision of equitable access to infrastructure investments.

Strategy 2: Encourages uses of zero emission vehicles.

ACTION 16. Create an education and community engagement program to promote electric vehicle adoption

The City of Melrose will provide a suite of education and outreach services, EV ride and drives, and incentives to promote electric vehicle adoption with a focus on financing and purchase opportunities to make zero emission vehicles more affordable.

At first glance, the transition to zero emission vehicles may seem to rest squarely on consumer choices and behavioral changes of a community's residents. However, there is an important role for larger market forces, federal and state incentives, and local education and awareness building to nudge residents toward the choice that aligns with getting to net zero. The City will develop a suite of municipal outreach services that may include partnerships with nonprofits such as the Green Energy Consumers Alliance Drive Green discount program, utility EV charging and program offerings, and national programs such as National Drive Electric Week to educate Melrose residents about the benefits of EVs.

Local EV showcases at Healthy Melrose and the Victorian Fair have proven to be very effective at increasing EV purchases by residents and those should continue and expand to provide ride and drive opportunities. Giving people direct and extended experience driving an electric vehicle can reduce perceived barriers individuals may have about switching to an electric vehicle. The Portland Greater Council of Governments took this a step further with their Electric Vehicle Lending Program, which provides individuals with the opportunity to borrow an EV for up to a week. This extended exposure allows individuals to see how an EV fits into their day-to-day lifestyle.

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Equity Considerations: Identify opportunities to increase the subsidies and incentives for low-income drivers and provide opportunities to access electrified transportation for people who do not own a car. Incorporate translation and accessibility into the program planning.

Strategy 3: Develop zero emission vehicle infrastructure for residents, workers, and visitors.

ACTION 17. Support awareness of on-street EV charging to provide access to infrastructure for renters and homeowners that lack access to off-street parking.

In 2021, the City partnered with National Grid on a demonstration project to test the concept of pole-mounted EV chargers. Nine locations near multifamily housing, recreation areas, and in business districts with limited off-street parking were selected in order to make EV charging more accessible to more people. Other benefits include lower installation costs and easier installation at the power source. Following the installation of 15 new utility pole-mounted EV chargers through the National Grid demonstration project in July 2021, the City will promote them widely through signage, lighting, outreach and other awareness efforts.

Equity Considerations: Perform regular and ongoing outreach to neighborhoods with high concentrations of renters where resident turnover will be more frequent.

ACTION 18. Conduct outreach and education efforts targeting businesses to encourage charging infrastructure deployment.

To support the expansion of charging stations beyond publicly owned lots and right of ways, the City will approach large employers, institutions, and retailers to connect them with funding opportunities (e.g. Volkswagen Settlement, MassDEP Electric Vehicle Incentive Program - EVIP, and National Grid's Make Ready Program) to install electric vehicle charging stations on their sites. The City will leverage connections through the Chamber of Commerce and National Grid to work with large private sector actors interested in installing electric vehicle charging stations. The City will coordinate with National Grid to ensure there is a plan for increased electric demand from the charging stations installed.

Equity Considerations: Ensure robust engagement of vulnerable populations in the planning processes to ensure equitable distribution of charging infrastructure.

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ACTION 19. Expand public charging and more municipal parking lots near municipal services and facilities such as the library, schools, and additional business districts.

The City of Melrose will expand public charging at more municipal parking lots near municipal services and facilities such as the library, schools, and additional business districts.

Melrose installed an EV charger in the City Hall parking lot in 2014 and a second one at the Cedar Park commuter lot in 2017 which serve a variety of users and needs. The City will invest in additional electric vehicle charging stations in more locations to help provide the infrastructure needed to support continued EV adoption for residents, workers, and visitors. As a part of this action, the City will assess options and put in place sustainable pricing and parking policies to support management of the charging stations as utilization increases over time. Consider allowing renters and those without at-home access to charging to use the public chargers overnight with special parking permits.

Equity Considerations: Plan for equitable geographic distribution of charging stations across the community and pair with programs to reduce economic barriers to EV adoption (Action 13).

ACTION 20. Specify or adopt design guidelines for EV and PEV charging stations, signage, and wayfinding for both on- and off-street parking. Adopt regulations and enforcement policies for EV and PEV parking spaces.

Consistent wayfinding and visible signage provides the needed support for existing EV drivers to locate charging infrastructure and sends a signal to other drivers that an EV may be viable alternative by reducing range anxiety. The City will pair signage with EV specific parking regulations and incorporate these regulations into existing parking enforcement structures. The City's signage guidelines will adhere to the standards published by the Federal Highway Administration in the Manual on Uniform Traffic Control Devices. Signage requirements will include consistent guidance on parking space stencils and signage that communicates any restrictions to the use of the EV parking space. Regulations will limit use of the spot to EV drivers and impose a time limitation to increase utilization of the charging station.

Equity Considerations: Plans for and requirements around EV charging station installation should include provisions for ADA compliant spaces with access to charging stations.

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Strategy 4: Adopt zero emissions mobility zoning measures.

ACTION 21. Continue to support transit-oriented development in existing overlay districts.

Recognizing its strong transportation assets, the City is committed to advancing smart growth and transit-oriented development. That is, high-density, mixed-used development near the Oak Grove Rapid Transit Station, as well as around our three MBTA Commuter Rail Stations and in our downtown. As the City of Melrose has increased its housing supply over the years, it has also remained dedicated to increasing the supply of affordable housing. While Melrose has not yet met the 10% threshold set by the Commonwealth for the percentage of housing units designated as affordable, it has reached 8% by making steady progress over the years. Melrose will continue to make progress and increase redevelopment near public transit through progressive zoning and the flexibility of the Planning Board to ease or waive parking requirements.

Equity Considerations: Include requirements for affordability and community amenities within existing overlays. This recommendation should also be paired with strategies that preserve affordable housing and protect against displacement.

ACTION 22. Adopt comprehensive parking policies to maximize efficient use of spaces, reduce use of single occupancy vehicles, and incentivize electric vehicle charging infrastructure.

Parking plays an integral role in influencing vehicle congestion, determining travel behavior, and shaping land use patterns. Not only is parking very expensive to construct, but also in many circumstances, more parking actually contributes to increased vehicular congestion. Under this policy, the City will consider the elimination of minimum parking requirements for all new residential units, establishment of parking maximums within half a mile of high-quality transit stops, creation and expansion of parking benefit districts, and incentives for developers to provide less than maximum allowable parking. There are a wide range of data-driven strategies that cities and towns can employ to encourage more efficient allocation of parking resources. Parking studies provide valuable insight as to how parking is currently utilized and can help inform how parking policies can best meet demand, often reducing the perceived need for more parking.

As a part of the incentive zoning special permit in Action 2, the City will also aim to incentivize electric vehicle charging infrastructure and on or off-site bicycle and pedestrian infrastructure in exchange for allowing increases in density.

Equity Considerations: Incorporate considerations that prioritize creation of housing units and other community amenities within parking policies.

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Strategy 5: Lead by example in the municipal fleet and advocate for community transit needs.

ACTION 23. Adopt zero emission standards for the municipal fleet.

The City of Melrose will adopt a zero emission municipal fleet policy that commits to complete transition to zero emission vehicles and equipment by no later than 2035 for all vehicles with viable zero emission makes and models. This policy should also address how the vehicle purchase approval process will be managed within the municipality to ensure that all departments are adhering to the new emissions standards. The policy should include maintenance equipment such as landscaping tools and machines.

Building on the City's participation in National Grid's Fleet Advisory Services Program (FASP) begun in June 2021, municipal staff involved in fleet purchase decisions will be actively involved in the ongoing analysis. The FASP assessment will provide recommendations on electric fleet replacements, idle reduction technologies, fleet right sizing (i.e., consolidating vehicles with similar use cases and low rates of utilization), and placement of charging stations to support fleet electrification. The FASP process commits the City to revisiting and regularly updating it to account for rapid improvements in vehicle technology.

Equity Considerations: Provide opportunities for community feedback on the policy to promote greater transparency and community involvement in lead by example efforts.

ACTION 24. Advocate for community transit service needs, bus stop upgrades, and increased efficiency and electrification of the regional transit system.

The City of Melrose will continue to advocate for measures within transit planning processes at the MBTA and MassDOT that align with the City's net zero goals. Recent examples include successfully fighting MBTA service reductions on the Reading/Haverhill line with elimination of the Cedar Park station stop and the 136/137 bus routes in 2020.

Melrose will work with the community to identify priority areas to increase access and community transit ridership. The City will also advocate during upcoming planning processes with the MBTA and MassDOT and push for improved energy efficiency and reduced carbon intensity of mass transit vehicles.

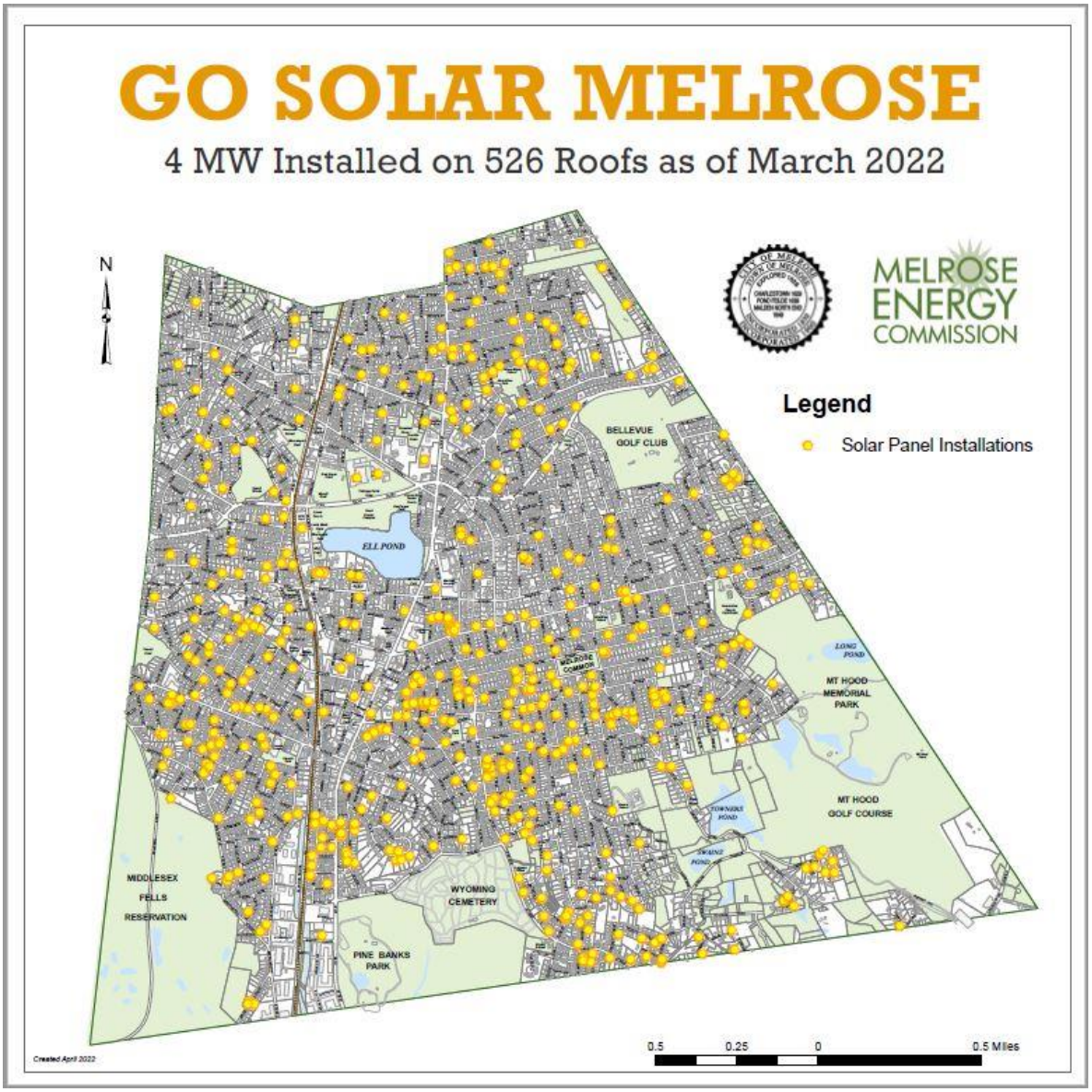
Equity Considerations: Ensure robust engagement of vulnerable populations in the planning processes. Plan for the provision of equitable access to infrastructure investments.

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Where Our Energy Comes From

The City of Melrose commits to implementing actions that advance the following clean energy supply strategies:

Strategy 1. Maximize on-site renewables for property owners.
Strategy 2. Maximize off-site community shared solar
Strategy 3. Procure renewable energy for all remaining energy needs
Strategy 4. Lead by example and advocate for smart electricity use.



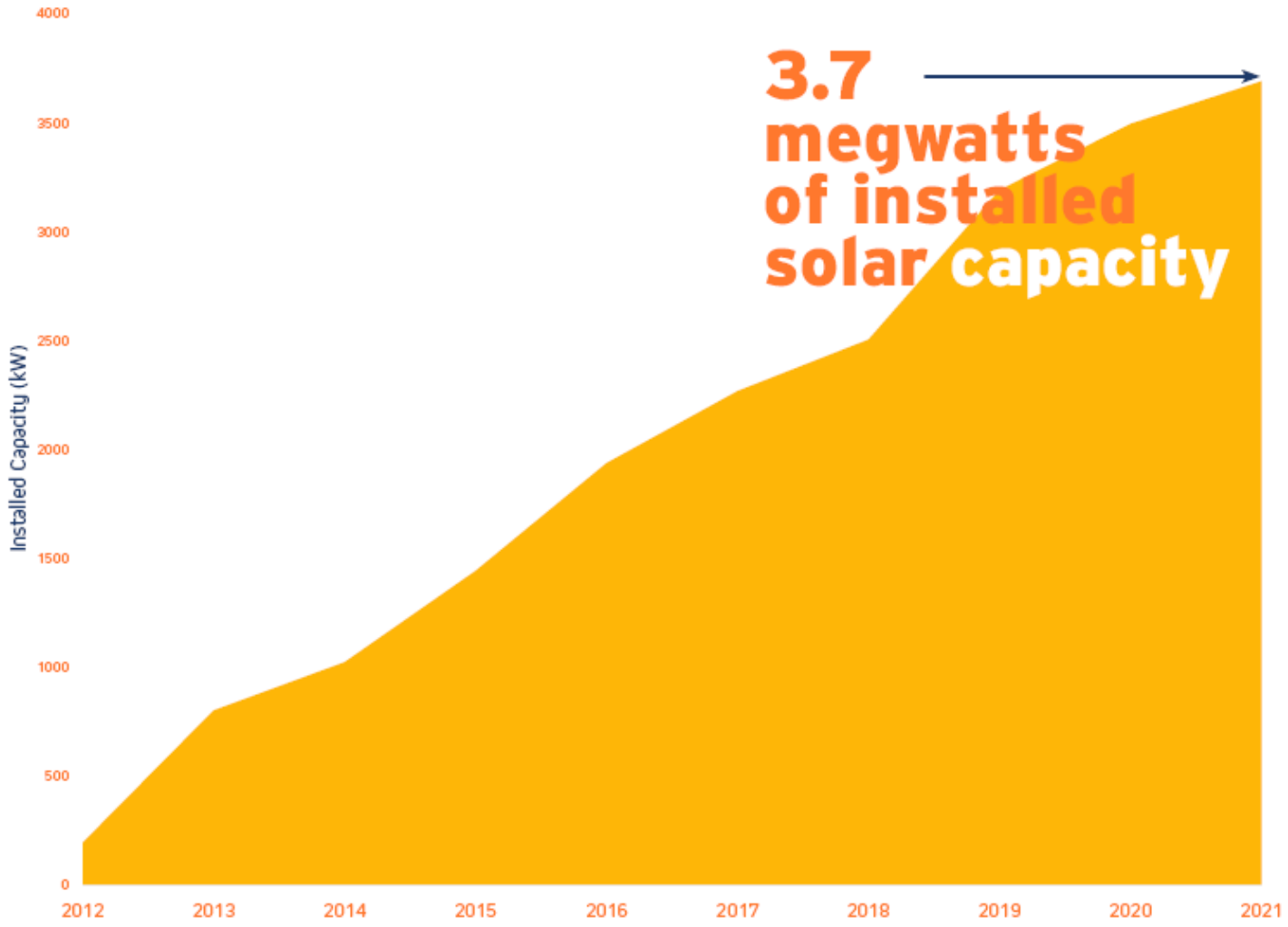
Graphic Above: Melrose Rooftop Solar Installations Through March 2022. Source: permits

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Electrification of systems that currently rely on fossil fuels (like our home heating systems, our cars, etc.) is essential to achieving our net zero goal in Melrose. However, the success of this strategy depends on fully transitioning our electric grid to renewable sources of energy.

Renewable energy comes from endlessly sustainable sources such as wind, the sun's heat or light (i.e., solar), or the earth beneath our feet (i.e., geothermal). Our electricity is getting cleaner and greener all the time thanks to state and local policies, like Melrose's electricity aggregation, but natural gas still provides most of our electricity in New England. Developing local renewable energy projects and supporting renewable energy projects through electricity aggregation and policy advocacy will help our community speed up the process of switching to clean energy.

In Melrose, more than 526 properties already have solar on their rooftops, and the production of local, renewable energy sources is growing. As of the end of 2021, Melrose's installed solar capacity was more than **3.7 megawatts**.



SOURCE: MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES, SREC I, SREC II, AND SMART QUALIFIED PROJECT DATA IN MELROSE

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Strategy 1: Maximize on-site renewables for property owners.

ACTION 25. Continue to promote the EnergySage.com platform for residents who want to install solar and for renters who want to participate in community solar.

The City of Melrose will continue to promote the EnergySage.com platform for residents who want to install solar and for renters who want to participate in community solar. The City will also explore mechanisms to support access to community solar for low-income residents.

Building on the success and lessons learned from the City's implementation of Solarize Melrose in 2012 and the partnership with EnergySage that began in 2014, Melrose will continue to promote the EnergySage.com online platform for property owners who want to go solar as a shopping and education tool. The City will also promote EnergySage's community solar platform for renters and other homeowners who are unable to install rooftop solar. The City will consider the potential for additional partnerships with specific installers chosen through a competitive procurement process (see Action 1).

Equity Considerations: Identify and mitigate potential barriers to participation in community solar including long term contracts and credit score requirements.

Strategy 2: Maximize off-site community shared solar.

ACTION 26. Develop a low-income community shared solar program under the state's SMART incentives.

Melrose will explore options available to develop a low-income community shared solar program through the municipal aggregation program Melrose Community Power as authorized in the updated SMART incentives. This will include a review of near-term opportunities under the state's SMART program incentives. The City will work to ensure through project outreach and incentives that low-income residents are involved in the development of the program.

Equity Considerations: Identify and mitigate potential barriers to participation in community solar including long term contracts and credit score requirements.

Strategy 3: Procure renewable energy for all remaining needs.

ACTION 27. Pursue 100% carbon-free electricity in the Melrose Community Power by 2030.

The City of Melrose will gradually increase the amount of renewable energy in the Melrose Community Power program so the default level is 100% carbon-free by 2030, and then maintain that outcome permanently.

Melrose launched what is now called Melrose Community Power in 2015. The 2019-2021 contract set the baseline for electricity supply at 5% more local

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renewables than the state's Renewable Portfolio Standard (RPS) The new 2021 – 2024 contract will increase the amount to 10%. There is also an option for 100% renewable energy. The program ensures that all additional renewables are from MA Class I RECs (Renewable Energy Credits). MA Class I RECs help to support local renewable energy since projects meeting the criteria for these credits are required by the state RPS.

The City will continue to implement this program into the future with the goal of increasing the percent of Class I RECs in the default rate to 100% renewables by 2030 as well as exploring direct off-taker opportunities in renewable energy developments. This effort will involve active monitoring of rates and the local impact on low-income ratepayers. The City will also continue the successful outreach campaign to encourage residents and businesses to opt-up to 100% Local Green.

Equity Considerations: Pay particular attention to the costs of participating compared to utility electricity costs and provide a default rate that is competitive with these prices.

Strategy 4: Lead by example and advocate for smart electricity use.

ACTION 28. Maximize the installation of clean energy resources on municipal property and purchase 100% renewable municipal electricity supply by 2030.

The City will seek to maximize the installation of clean energy resources on municipal property, including exploration of opportunities to pair solar with storage and retrofit buildings with clean heating and cooling systems.

The City has already installed rooftop solar on every available municipal building roof where there is space and the roof condition makes it feasible including on the high school, middle school and the Public Works Operations Facility. Melrose will demonstrate leadership in this sector by maximizing the installation of solar PV on municipal buildings as more roofs are replaced, such as Memorial Hall and several elementary schools. Solar canopies should be considered again for parking lots such as at the high school and the City Hall parking lot among others. After assessing the feasibility of municipal sites for renewable energy, the City will consider a plan for installation and procure these systems where they are feasible.

In addition, Melrose should progressively increase the amount of renewable electricity in its municipal supply contracts until reaching 100% for municipal operations by 2030. Melrose has already started this transition by contracting for an additional 10% MA Class 1 RECs in the last year of the current contract for 2023. At all points of implementing this action, the City will consider cost impacts to taxpayers in Melrose.

Equity Considerations: Provide opportunities for community feedback on the policy to promote greater transparency and community involvement in lead by example efforts.

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ACTION 29. Support state legislation and policies to de-carbonize the region's energy supply.

The City of Melrose will advocate for state policies that increase the Renewable Portfolio Standard (RPS) and promote incentives specifically for low to moderate income (LMI) residents such as LMI solar incentives, and programs and procurements that further decarbonize the region's energy supply, such as offshore wind development.

The current RPS puts the state on track to reach 67% renewable energy by 2030. The Next Generation Roadmap for Massachusetts Climate Policy, enacted in 2021, raised the rate of increase to 3% from 2025 through 2029 at which point the rate of increase returns to 2% and puts the state on a pathway to achieve approximately 80% renewable generation by 2050.[xi]

An increase in the renewable portfolio standard helps to advance the installation of new renewable energy systems across the state. Since many utility programs are driven by the requirements of the RPS, an increase in renewables also improves the financial incentives for renewables and helps to lower soft costs for renewable energy by the increase in competition.

Equity Considerations: Ensure that policies include measures to directly benefit Environmental Justice communities across Massachusetts and increase access to clean energy for all.

ACTION 30. Advocate for expansion of demand response programs and creation of distinct time of use rates.

The City of Melrose has participated in a variety of demand response programs since 2012 with much success. The City should continue these initiatives and also advocate for expansion of demand management programs and the creation of distinct time of use rates for different types of buildings and electric vehicle charging. This will include support for smart metering infrastructure, demand response programs, energy storage infrastructure and advocacy for additional incentives for energy storage.

Equity Considerations: Ensure that policies include measures to directly benefit Environmental Justice communities across Massachusetts with a focus on affordability.

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ACTION 31. Advocate to regulators and utilities to greatly accelerate the repair of gas leaks and support the phase-out of the natural gas distribution supply network.

Melrose will advocate for the repair of super-emitter gas leaks and coordinate information and data sharing with National Grid. Repairing gas leaks improves residents' health, makes the gas network more efficient and helps to eliminate difficult to account for GHG emissions. The City will advocate for additional efforts for detection and mitigation of gas leaks and work to expedite the repair of local leaks.

Melrose will also advocate for regulatory changes that help accelerate the phasing-out of the gas distribution network as is being investigated by the MA Department of Public Utilities at the request of the MA Attorney General's Office. We await the outcome of the investigation that was launched in October 2020.

Since the repair of gas leaks and replacement of pipes involves digging up and repairing streets, they can be costly and require multiple permits. Melrose will continue to work with National Grid to see where priorities for gas leak repair and street repair overlap and explore opportunities to develop a shared schedule to complete multiple repairs in the same street opening and re-pavement. This action could also include consideration of ways to expedite permitting for these repairs, including an online permitting system such as Roadworks. Melrose will continue its participation in the Multi-Town Gas Leaks Initiative, working with communities throughout the region to accelerate leak repair by improving data sharing, communication, and coordination between municipalities and National Grid.

Equity Considerations: Ensure equity in setting street repair and gas leak repair priorities throughout Melrose.

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Implementation: What's Next?

This Net Zero Action Plan is just the beginning for the City of Melrose. The transitions required to achieve net zero in Melrose necessitates an all-hands-on-deck approach – both internally, with City staff and elected bodies, and externally, with local community partners and municipal peers. The following initiatives will be spearheaded by the City's Sustainability Manager which will facilitate implementation of the actions prioritized in this plan.

Governance

Develop internal practices and structures for multi-departmental coordination on climate action.

The Mayor will appoint key members of City boards, commissions, and departments to join a Net Zero Action Task Force. Task Force members will support the Sustainability Manager in implementing and reporting on the progress of priority actions identified in the plan. The Task Force will also be structured to be a two-way exchange of information – providing opportunities to increase climate literacy and technical capacity across city government.

One of the first objectives of the Net Zero Action Task Force will be to align municipal department responsibilities with the goals of the Net Zero Action Plan and identify any areas where municipal activities may be acting in opposition to the goals of the plan.

This process will result in the incorporation of a climate framework into the goals of every municipal department.

Report on metrics of success and update greenhouse gas inventory on a semi-annual basis.

The City's GHG inventory will be the core tool for benchmarking progress toward its net zero goal. The City will update its GHG inventory as new data sets are made available, using MAPC's Community Greenhouse Gas Inventory Tool. The expectation is that this will occur every two years. The 2017 GHG inventory will be used as the baseline to measure progress against.

Revisit and update the plan every five years.

The Net Zero Action Plan is intended to serve as a living document that will be revisited and revised regularly by the Sustainability Manager and the Net Zero Action Task Force to ensure our community is always pushing ahead and successfully working toward its goals.

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Public Engagement and Education

Building community capacity to make the electrification transition

A core component of the community engagement plans to convene focus groups during the planning process had to be put on hold due to the COVID-19 pandemic. As such, the City will prioritize building and strengthening relationships with vulnerable populations that are not currently reached by the City's communication and engagement channels. In addition, broad and continued outreach to stakeholders both in city government and in the wider community is necessary in order to increase understanding of what the transition to net zero entrails. There is a role for everyone in this challenge and more education on how to get there is needed.

Partnership and Collaboration

Coordinate climate action regionally with the Metro Mayors Coalition municipalities

Coordinated action with surrounding municipalities will be a component to the success of Melrose's Plan. The City will continue to connect and share best practices with staff in nearby Metro Boston municipalities, utilizing existing regional networks like the Metropolitan Mayors Coalition Climate Preparedness Task Force to identify regional priorities and programs for implementation.

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Net Zero Action Roadmap Summary

NAVIGATING THE ROADMAP

Timeframe

Specifies the anticipated timeframe needed for full implementation of the action.

IN PROCESS Currently underway by City staff

SHORT TERM Less than one year (<1 yr)

INTERMEDIATE TERM Two to three years (2-3 yrs)

LONG TERM Four to five years (4-5 yrs)

Potential Co-Benefits

This section identifies the high-level potential for the types of benefits, in addition to greenhouse gas emissions reductions, the City may experience through effective implementation of the action.



PUBLIC HEALTH BENEFITS



ECONOMIC BENEFITS



ENERGY SYSTEM BENEFITS



ENVIRONMENTAL BENEFITS

Internal Partners

Although the Sustainability Manager is primarily responsible for spearheading implementation, Internal Partners are identified to assist with implementation. Acronyms used refer to Office of Planning and Community Development (OPCD) and Department of Public Works (DPW).

Other Partners

Other partners are identified within municipal operations and the broader community-at-large that will be critical to successful implementation of the action. Acronyms used refer to Melrose Energy Commission (MEC), Massachusetts Clean Energy Center (MassCEC), Massachusetts Department of Energy Resources (DOER).

Funding Needs

This category specifies whether the type of funding need is capital, operations, staff or volunteer time. Particularly intensive actions call out where the City may need additional dedicated staff for successful implementation.

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Our Homes and Businesses:

2030 MILESTONES

- All new buildings built to net zero standards.
- 20% of homes and businesses have undergone deep energy retrofits.
- 80% of homes previously on fuel oil, propane, or electric baseboard heat have converted to high efficiency electric heat (heat pumps).
- 10% of homes currently on gas heat have converted to high efficiency electric heat.

2050 MILESTONES

- Nearly all existing homes and businesses in Melrose have had deep energy retrofits.
- Nearly all homes and businesses rely on high efficiency electric heating.

STRATEGY 1: Electrify fossil-fuel end uses

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 1.	Create an ongoing "Electrify Melrose" program and campaign.	<1 yr	Energy Coach	MEC, MassSave, DOER, National Grid, MassCEC, MassEnergize	Dedicated staff person Operating expenses	●	●		
ACTION 2.	Develop and implement a mechanism for tracking home heating type in Melrose.	<1 yr	GIS Specialist	City Clerk, Assessors, Inspectional Services	Staff time				

STRATEGY 2: Maximize uptake of residential energy efficiency and deep energy retrofits in existing buildings

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 3.	Create a home efficiency coach program to assist residents with energy efficiency and deep energy retrofits.	<1 yr	Existing volunteer coaches	MEC, MassSave, DOER, National Grid, MassCEC, Abode Energy	Dedicated staff person Operating expenses	●	●	●	

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ACTION 4.	Opt into the state's Commercial Property Assessed Clean Energy (CPACE) law.	2-3 yrs	Chief Assessor	Chamber of Commerce, commercial property owners	Operating expenses				

STRATEGY 3: Target energy efficiency retrofits of large multi-family buildings

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 5.	Consider requiring licensing for rental units to include energy efficiency requirements for ongoing compliance.	4-5 yrs	Building Commissioner	Renters, property owners and managers, Board of Health	Dedicated staff person Operating expenses	●		●	
ACTION 6.	Target existing multi-family dwellings with electric baseboard or oil heat for conversion to heat pumps.	2-3 yrs	Energy Coach	MassSave, National Grid, DOER, MassCEC, MassEnergize	Staff time	●	●		

STRATEGY 4: Adopt policies to mandate energy efficiency and renewable energy in new construction and major renovations

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 7.	Adopt net zero stretch building energy code.	<1 yr	Director Strategic Initiatives	OPCD, Planning Board, MEC, building developers, Inspectional Services, City Council	Staff time	●	●		●
ACTION 8.	Incentivize energy efficiency, electrification, and renewable energy within special permit processes.	2-3 yrs	Planning Director	OPCD, Inspectional Services, Planning Board, Zoning Board, building developers	Staff time	●	●		
ACTION 9.	Require energy reporting for all new commercial	2-3 yrs	Building Commissioner	OPCD, Planning Board, Zoning Board	Staff time		●	●	

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	construction one year after certificate of occupancy, or on an ongoing basis.								
ACTION 10.	Provide training opportunities for City departments, boards and committees, and developers to support Net Zero.	<1 yr	Director Strategic Initiatives	Certified trainers, MEC, DOER, National Grid, MassCEC	Operating expenses Staff time		●		

STRATEGY 5: Lead by example within municipal buildings and advocate for net zero building policies

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 11.	Adopt net zero standards for new public buildings and major renovations.	<1 yr	Planning Director	Mayor's Office, DPW, Inspectional Services, MEC, City Council	Staff time	●	●	●	●
ACTION 12.	Implement a suite of strategies to protect and plant trees.	2-3 yrs	City Engineer	DPW Green Team	Capital expenses	●			●

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GETTING AROUND MELROSE

2030 MILESTONES

- All new developments are accessible by biking, walking, or connected to public transit.
- Average number of cars per household is below 1.47 (e.g., vehicle miles traveled are reduced by 5%)
- 60% of new vehicle purchases are zero emissions.
- 37% of registered vehicles are zero emissions.

2050 MILESTONES

- All key destinations in Melrose are accessible by biking, walking, or connected to public transit.
- Nearly all passenger and commercial vehicles registered in Melrose are zero emissions.

STRATEGY 1: Encourage low-carbon modes of transportation

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 13.	Develop and implement a Safe Streets Plan and pilot projects.	2-3 yrs	Planning Director	DPW, OPCD, Pedestrian and Bicyclist Committee	Capital funding Staff time	●			●
ACTION 14.	Expand Safe Routes to School programming.	2-3 yrs	School Department	DPW, OPCD, Pedestrian and Bicyclist Committee	Grant funding	●			●
ACTION 15.	Support expansion of the Landline Trail and Greenway Network.	4-5 yrs	Planning Director	DPW, OPCD, Pedestrian and Bicyclist Committee	Capital funding	●			●

STRATEGY 2: Encourage use of zero emission vehicles

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 16.	Create an education and community engagement	In process	Energy Coach	Green Energy Consumers Alliance, MEC, EV Taskforce	Dedicated staff person	●	●		●

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	program to promote electric vehicle adoption.				Operating expenses				

STRATEGY 3: Develop zero emission vehicle infrastructure for residents, workers, and visitors

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 17.	Support awareness of on-street EV charging to provide access to infrastructure for renters and homeowners that lack access to off-street parking.	In process	Communi-cations Coordinator	MEC, DPW, National Grid	Volunteer time Staff time		●	●	
ACTION 18.	Conduct outreach and education efforts targeting businesses to encourage charging infrastructure deployment.	<1 yr	Energy Coach	MEC, OPCD, Chamber of Commerce	Volunteer time Staff time		●		
ACTION 19.	Expand public charging in more municipal parking lots near services and facilities such as the library, schools, and additional business districts	2-3 yrs	DPW	National Grid, EV charging station vendors, MassEVIP	Capital funding Operating expenses Grant funding		●	●	
ACTION 20.	Specify or adopt design guidelines for EV and PEV charging stations, signage, and wayfinding for both on- and off-street parking. Adopt regulations and enforcement policies for EV and PEV parking spaces.	<1 yr	Planning Director	OPCD, Planning Board	Staff time		●		

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STRATEGY 4: Adopt zero emissions mobility zoning measures

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS	♥	$	⚡	◔
ACTION 21.	Continue to support transit-oriented development in existing overlay districts.	In process	Planning Director	OPCD, Planning Board	Staff time	●	●		●
ACTION 22.	Adopt comprehensive parking policies to maximize efficient use of spaces, reduce use of single occupancy vehicles, and incentivize electric vehicle charging infrastructure.	2-3 yrs	Planning Director	OPCD, Planning Board	Staff time	●			●

STRATEGY 5: Lead by example in the municipal fleet and advocate for community transit needs

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS	♥	$	⚡	◔
ACTION 23.	Adopt zero emission standards for the municipal fleet.	<1 yr	Strategic Initiatives Director	DPW Director, City Department Heads, National Grid Fleet Advisory Services Program	Staff time	●	●	●	
ACTION 24.	Advocate for community transit service needs, bus stop upgrades, bus rapid transit, and increased efficiency and electrification of the regional transit system.	In process	Mayor's Office	OPCD, MBTA, MassDOT, and Pedestrian and Bicyclist Committee	Staff time	●	●	●	●

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Our Energy Supply

2030 MILESTONES

- Our electricity supply comes from 100% carbon-free sources.

STRATEGY 1: Maximize on-site renewables for property owners

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 25.	Continue to promote the EnergySage platform for residents who want to install solar; renters who want to participate in community solar	In process	Energy Coach	MEC, EnergySage.com	Volunteer time Staff time		●	●	

STRATEGY 2: Maximize off-site community shared solar

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 26.	Develop a low-income community shared solar program under the state's SMART incentives	2-3 yrs	Strategic Initiatives Director	DOER, solar developers, electric supplier, PowerOptions, Good Energy	Staff time Grant funding		●	●	

STRATEGY 3: Procure renewable energy for all remaining needs

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 27.	Pursue 100% carbon-free electricity in the Melrose Community Power by 2030.	In process	Strategic Initiatives Director	Good Energy, electricity supplier, MEC, DPU, DOER	Staff time		●	●	●

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STRATEGY 4: Lead by example and advocate for smart electricity use

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS	♥	$	⚡	🍃
ACTION 28.	Maximize the installation of clean energy resources on municipal property and purchase 100% renewable municipal electricity supply by 2030	4-5 yrs	City Engineer	DPW, OPCD, PowerOptions, National Grid, solar developers	Capital expense Grant funding	●	●		
ACTION 29.	Support state legislation and policies to de-carbonize the region's energy supply	In process	Mayor's Office	State Legislature, City Council	Staff time	●	●	●	
ACTION 30.	Advocate for expansion of demand response programs and creation of distinct time of use rates.	4-5 yrs	Mayor's Office	State Legislature, City Council, DPU	Staff time		●	●	●
ACTION 31.	Advocate to regulators and utilities to greatly accelerate the repair of gas leaks and support the phase-out of the natural gas distribution supply network	4-5 yrs	Mayor's Office	DPW, State Legislature, City Council, DPU	Staff time	●	●		●

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Appendix A: Net Zero Roadmap Milestone Supporting Documentation

The targets set forth in the Net Zero Roadmap for the year 2030 are designed to provide concrete, measurable milestones that will allow the City to assess whether it is on track to meet the Net Zero by 2050 goal. These targets are calculated to be consistent with Massachusetts' climate goals as set forth in "An Act Creating a Next Generation Roadmap for Massachusetts Climate Policy" adopted in 2021, which establishes an emissions limit of not less than 50% reduction from 1990 levels by 2030 (and 75% reduction by 2040), and are tailored to Massachusetts' specific challenges as a largely residential community with an older historic housing stock.

Baseline

The Massachusetts statewide target is assessed based on a 1990 emissions baseline; due to progress made since 1990 (primarily due to reductions in emissions intensity of the electric grid) the state has achieved approximately a 23 % reduction in statewide emissions since 1990, so the target equates to a 35% reduction from current emissions levels.

Melrose does not have data on city emissions from 1990 and is using its 2017 Greenhouse Gas Inventory as the baseline for assessing progress on mitigation goals. For the purpose of setting 2030 targets this plan assumes that Melrose is in a similar position to the state as a whole in terms of the progress made between 1990 and 2017, so the targets are calculated to achieve a 35% reduction from the 2017 baseline. This seems to be a reasonable assumption since Melrose's population in 2017 (28,367)is very similar to that in 1990 (28,112); note Melrose's population declined significantly and then rebounded during that time, so the pattern of emissions trends between 1990 and 2017 may be quite different from that of the state as a whole.

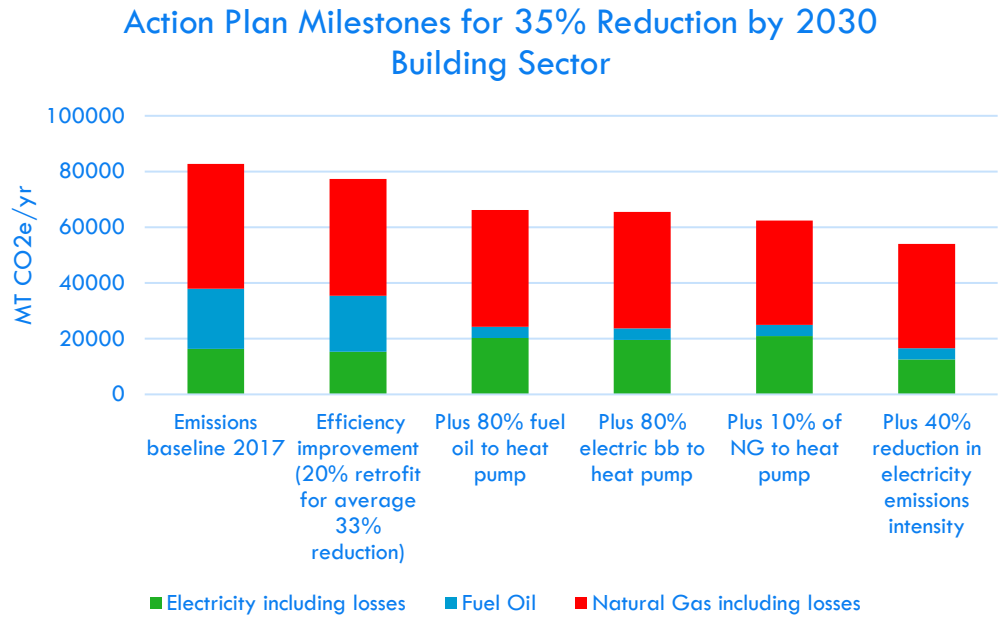
Building sector targets

Reducing emissions from the building sector involves a combination of reducing energy usage through improving building envelopes, improving the energy efficiency of building heating and cooling systems, and electrifying those systems so that they can be run on clean renewable electricity. These changes build on one another; for example, switching from oil heat to electric heat pump reduces emissions through the greater efficiency of the heat pump system and also due to the lower emissions intensity of electricity as a power source, and there will be further emissions reductions from those systems over time as the electric grid becomes cleaner.

The chart below illustrates the cumulative impact of the energy efficiency, heat pump conversion and electric grid clean energy targets to achieve the 2030

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emissions reduction target. Note that these targets represent one pathway to achieving the goal; shortfalls in one area can be made up by improved progress in other areas, and it is important to keep track of all of the measures to ensure that overall progress is on track.

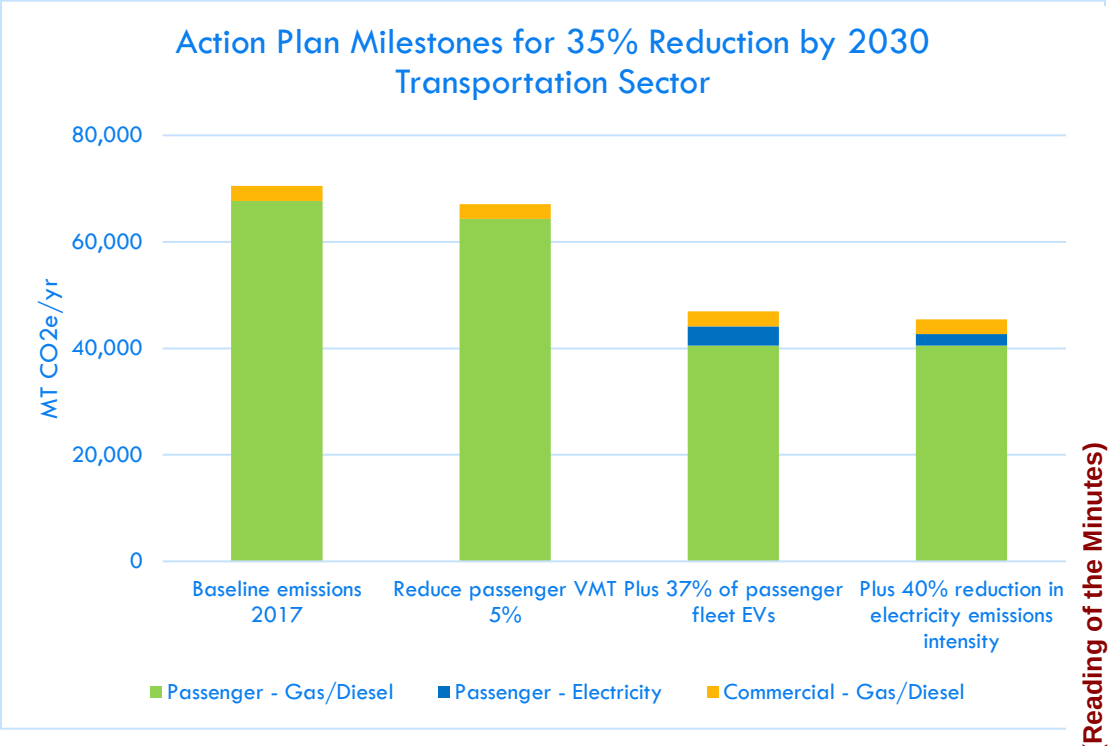


Transportation

Reducing emissions from the transportation sector involves a combination of reducing vehicle miles, improving the energy efficiency of vehicles, and electrifying vehicles so that they can be run on clean renewable electricity. These changes build on one another; for example, modern electric vehicles use less energy to run and also reduce emissions due to the lower emissions intensity of electricity as a power source, and there will be further emissions reductions from those systems over time as the electric grid becomes cleaner.

The chart below illustrates the cumulative impact of reducing vehicle miles and transitioning to electric vehicles to achieve the 2030 emissions reduction target. Currently approximately 12% of passenger vehicles in Melrose are replaced by new vehicles each year; assuming linear progress towards a goal of 60% of new cars electric in 2030, the percent of registered vehicles that would be EV in 2030 should be about 37%.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)



Clean electricity

The transition to clean renewable sources of electricity is essential to achieving Melrose's net zero goals, and reduction in the emissions intensity of the electric grid in incorporated into the target calculations for the building and transportation sector. The overall intensity of the electric grid is largely dependent on state policy, but Melrose has committed to targeting 100% of electricity from renewable resources through increasing local renewable generation and through power purchasing programs.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

End Notes

[i] https://earthobservatory.nasa.gov/world-of-change/global-temperatures#:~:text=According%20to%20an%20ongoing%20temperature,2%C2%B0%20Fahrenheit)%20since%201880.
[ii] https://climate.nasa.gov/news/2865/a-degree-of-concern-why-global-temperatures-matter/
[iii] "Governor Baker Signs Climate Legislation to Reduce Greenhouse Gas Emissions, Protect Environmental Justice Communities," *Governor's Press Office*, March 21, 2021, https://www.mass.gov/news/governor-baker-signs-climate-legislation-to-reduce-greenhouse-gas-emissions-protect-environmental-justice-communities
[iv] "Environmental Justice Populations in Massachusetts," MA Executive Office of Energy and Environmental Affairs, https://www.mass.gov/info-details/environmental-justice-populations-in-massachusetts#interactive-map-
[v] "Residential Nonparticipant Customer Profile Study," *DNV GL*, February 6, 2020, Table 7.2. Community outreach metric table: dual fuel, p.94, https://ma-eeac.org/wp-content/uploads/MA19X06-B-RESNONPART_Report_FINAL_v20200228.pdf
[vi] "Housing Tenure by Fuel Type by Municipality," American Community Survey (ACS), 2014-2018, https://datacommon.mapc.org/browser/datasets/191
[vii] "Transportation to Work from Residence by Municipality," American Community Survey (ACS), 2014-2018, https://datacommon.mapc.org/browser/datasets/38
[viii] "Massachusetts Vehicle Census Summary Statistics for GHG Inventories (Municipal)," Metropolitan Area Planning Council, 2014, https://datacommon.mapc.org/browser/datasets/412
[ix] Melrose Community Power Program webpage, https://mcp.cityofmelrose.org/
[x] According to MGL Chapter 40A Section 9, *"Zoning ordinances or by-laws may also provide for special permits authorizing increases in the permissible density of population or intensity of a particular use in a proposed development; provided that the petitioner or applicant shall, as a condition for the grant of said permit, provide certain open space, housing for persons of low or moderate income, traffic or pedestrian improvements, installation of solar energy systems, protection for solar access, or other amenities."*
[xi] https://malegislature.gov/Laws/SessionLaws/Acts/2021/Chapter8

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-111

Appointment of Alaine Breen, of 18 Woodcrest Ave, to the City of Melrose Commission on Disability.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Appointment of Alaine Breen, of 18 Woodcrest Ave, to the City of Melrose Commission on Disability for a three-year term, said term to expire the last day of February 2025.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

05/02/22 City Council ASSIGNED TO COMMITTEE

RESULT:	**ASSIGNED TO COMMITTEE**

05/05/22 Health, Education & Welfare OUGHT TO PASS

RESULT:	**OUGHT TO PASS [5 TO 0]**
MOVER:	Ryan Williams
SECONDER:	Manjula Karamcheti, Vice Chair
AYES:	Eccles, Karamcheti, Stewart, Williams, Cinella
ABSENT:	Shawn M. MacMaster

05/16/22 City Council ADOPTED

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Commission on Disability Appointment
Date: April 26, 2022

I respectfully request the Honorable City Council confirm the appointment of Alaine Breen, of 18 Woodcrest Ave, to the City of Melrose Commission on Disability for a three-year term, said term to expire the last day of February 2025.

Impassioned by her 20-year-old son, a MHS graduate on the autism spectrum, Alaine Breen has volunteered her free-time supporting various organizations that share her commitment to helping those with developmental disabilities and their families – organizations such as Autism Housing Pathways Inc., Melrose Kind, and the Melrose Special Education Parent Advisory Committee.

Alaine has been operating her own public accounting firm in Melrose for over 30 years and is the primary advocate for her son. Through her steadfast efforts to support him financially and in his journey through the medical and educational systems, she has discovered the importance of enabling people of all abilities at every stage of development and recognizes the value of serving individuals within the community with any presentation, and at any age.

I feel strongly that Alaine's passion for advocacy, hands-on experience, and management skills will help drive forward the Commission on Disability's mission to fully integrate people with disabilities in the City of Melrose.

Thank you for consideration.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

ALAINE M. BREEN, CPA, MST

CURRICULUM VITAE

EDUCATION

Bentley University, Waltham, MA
Master of Science in Taxation, October, 1995

Suffolk University, Boston, MA
Bachelor of Science in Business Administration, May, 1986
Cum Laude

PROFESSIONAL EXPERIENCE

D. F. Breen, L.L.C., Melrose, MA, July, 1990 to Present

Managing member and owner of a local public accounting practice providing a full level of client service for not for profit organizations and businesses of varying sizes and industries. Ongoing practice management responsibilities include monthly and year over year projections, internal accounting, staff supervision and development, and practice monitoring. Clients include local and regional manufacturing, retail, professional, service and not for profit organizations. Services provided include:

- performance of audit and attest engagements;
- preparation of financial statements and reporting to audit committees and boards of directors;
- management services, including:
    - work in connection with acquisitions and financing
    - projections and development of proforma financial information and assumptions
    - monthly and quarterly internal financial reporting and analysis of key business metrics
    - special project work
- preparation of corporate, partnership, trust and charitable organization federal and state tax filings;
- tax and strategic planning;
- trustee and estate administrator services

Deloitte, Boston, MA, September, 1986 to July, 1990

Audit Department, Staff through Senior levels, responsible for planning, performance and management of annual audit engagements of large clients in varying industries; preparation of audited financial statements and annual income tax returns; training and evaluating new and existing staff.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

ALAINE M. BREEN, CPA, MST

CURRICULUM VITAE

Page Two

PROFESSIONAL AFFILIATIONS

Member of the Massachusetts Society of Certified Public Accountants

Member of the American Institute of Certified Public Accountants, Private Companies Practice Section

VOLUNTEER WORK

#melrosekind, Inc. – Advisor to the founding board of directors, assisting with financial planning and projections; establishment of governance policies; organization incorporation and charitable registration with Massachusetts Attorney General; and application for IRS exempt status.

Follow Your Art Community Studios, Inc – Member of the Board of Directors, and Finance Committee, assisting with financial planning and projections; establishment of process and policy; application for IRS exempt status; and grant application processes.

Friends of Melrose Public Library, Inc. – Treasurer and Member of Board of Directors

Autism Housing Pathways, Inc. – Treasurer and Member of Board of Directors

Mt Washington Valley Adaptive Sports, Inc. – Past Treasurer and Member of Board of Directors. Assisting with financial planning and projections; drafting of sponsorship package; enhancements of operating and governance procedures; and outreach and support for participant families

Friends of Tuckerman Ravine, Inc. – Assisting with complete revamp of website content, annual pentathlon race participant materials, sponsorship package and internal procedures and controls.

Melrose Special Education Parent Advisory Committee – Past Vice Chair

Melrose Veterans Memorial Middle School Site Council – Past Parent Representative

Melrose High School Site Council – Past Parent Representative

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

From: Alaine Breen <[redacted]
Sent: Wednesday, April 6, 2022 11:36 AM
To: Volunteer <Volunteer@CityofMelrose.org>
Cc: Hoff, David [redacted]
Subject: Commission on Disability vacancy

Hello,

I'm writing to express my interest in the open position on the Commission on Disability.

I am a (nearly) lifelong resident of Melrose and a self-employed CPA.

I have a 20-year-old son on the autism spectrum. He's an MHS graduate (class of 2020), is currently attending the post-grad program part time and the MAICEI program at Salem State University.

I have a high level of interest in developing an accessible and socially inclusive community housing model for adults like him. I've been trying for several months to be part of the interviewee group for the housing blueprint that's being developed - unfortunately, that has yet to happen.

I've learned an unbelievable amount as the primary advocate for my son - through both the medical and educational systems. Inclusive practices and resources MUST be pervasive throughout all areas of our community for individuals with any presentation at any age.

I would love to find out more about the commission and the open position.

My CV is attached.

Many thanks,

Alaine Breen
18 Woodcrest Drive
Melrose, MA
[redacted]

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-112

Appointment of Christopher Bernard, of 71 Cranmore Lane, to the City of Melrose Soldiers and Sailors Memorial Building Board of Trustees.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Appointment of Christopher Bernard to the Soldiers and Sailors Memorial Building Board of Trustees for a three-year term, said term to expire the last day of February 2025. Bernard's appointment replaces Eric DiNoto's appointment, which expired on the last day of February 2021.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

05/02/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

05/05/22	**Public Service**	**OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Manjula Karamcheti
SECONDER:	Christopher Cinella, President, ex oficio
AYES:	Stewart, Obremski, Eccles, Williams, Karamcheti, Cinella

05/16/22	**City Council**	**ADOPTED**

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Robb Stewart, Ward 3
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Soldiers and Sailors Memorial Building
Board of Trustees Appointment
Date: April 26, 2022

I respectfully request the Honorable City Council confirm the appointment of Christopher Bernard, of 71 Cranmore Lane, to the City of Melrose Soldiers and Sailors Memorial Building Board of Trustees for a three-year term, said term to expire the last day of February 2025. Bernard's appointment would replace Eric DiNoto's appointment, which expired on the last day of February 2021.

In his capacity as a member of the military, Christopher Bernard's prudent leadership skills safeguarded the lives of thousands of Soldiers and Marines renovating a multimillion-dollar ship and led to a 99% mission completion rate in the Middle East and Pacific. As a civilian, Christopher has continued his tradition as a mentor to others – as a leadership consultant, a strategy consultant, and as a product manger for various industrial science and tech organizations.

In reflection of his vast experience as a leader and advisor to others – both in his role as a member of the armed forces and as a civilian - it is my firm recommendation that Christopher join the Soldiers and Sailors Memorial Building Board of Trustees.

Thank you for your consideration.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CHRISTOPHER BERNARD

71 Cranmore Ln, Melrose, MA 02176 | [redacted]

[redacted]bernard1

EXECUTIVE SUMMARY

- A product management leader with a rare combination of technical aptitude, business acumen and operational management refined through experiences as an engineering undergrad, 10 years of military leadership and a Wharton MBA. Brings a wide-ranging background from building a B2B SaaS analytics platform in a startup environment. managing an integrated partnership ecosystem and building an Industrial IoT platform.

EXPERIENCE

POSTPROCESS TECHNOLOGIES INC — **Remote, Melrose MA**
Software Product Manager — **2021- Present**

- As a Director level Product Manager, created a multi-tiered software strategy to add Annual Recurring Revenue that complemented the hardware-chemistry-software total solution for additive manufacturing customers. Formulated offerings to maximize the addressable market and target multiple segments in the current customer base.
- Driving the roadmap to commercialize the product and develop an on-premise and cloud solution for the CONNECT3D IIoT platform. Incorporated numerous features to transform a development project into a commercialized product.
- Leading the integration of a new machine and software combination through a combination of remote and AWS infrastructure. Transformed the current SW into Helm / Kubernetes for deployment in AWS.

VERIZON CONNECT — **Waltham, MA**
Product Manager, Partners and Integrations — **2019- 2021**

- Lead the Integration and Partners Tribe in a Kanban environment to drive the Strategic Roadmap and transform the product marketplace into a full self-service, eCommerce marketplace enabling customers to integrate their fleet with a few clicks of a button. Developed a UX that reduced time to integrate from over a month to under 3 days, reduced onboarding costs to near $0 and increased integration upsells by 15% shortly after launch.
- Drove the partnership portfolio including resellers, partnerships and integrations by managing business development and legal to source, negotiate and close partnership contracts. Personally lead the development and integration post partnership agreement closing resulting in launching 12 new partners globally in 2020.
- Managed API gateways and libraries for two product brands under the Verizon Connect telematics platform. Functioned as the technical expert and go to for all product integrations.

eTECHNOLOGY SERVICES INC. — **Peabody, MA**
Senior Product Manager — **2017- 2019**

- Led a 4-person development team in a startup environment and built a SaaS application and database platform for the middle market US Commercial Auto Insurance industry based on personally identifiable in-vehicle geospatial (IoT) data, leading to an immediate 20% improvement in policy pricing accuracy for eTech's parent insurance operation.
- Negotiated partnerships and integrations with a portfolio of over 50 Telematics Service Providers to enable a technology agnostic application enabling the capability to integrate with almost any in-vehicle telematics (IoT) devices.
- Developed proprietary analyses and algorithms leveraging machine learning to transform IoT data and integrate third party data to provide a more granular view of policyholder risk. Designed the entire platform including UI/UX, multiple, dynamic business intelligence visualizations and complex geospatial analyses in SQL and R.
- As the Product Manager/ Owner, transitioned the development team from a waterfall methodology to embracing a user-centered design based on Agile methodologies.

Strategy Consultant — **2016- 2017**

- Developed a rapid market assessment for the viability of a vehicle-based data platform to increase the profitability of eTech's parent commercial insurance operation, which consisted of a portfolio of $250 million in gross written premium.

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CHRISTOPHER BERNARD

- Developed the business model for a subscription-based US Commercial Auto telematics platform due to the lack of a commercially available platform that incorporated return from integrating underwriting, loss prevention, rating verification and claims processes.

E. I. DUPONT DE NEMOURS CO. **Wilmington, DE**
Management Leadership Development Consultant **Summer, 2015**

- Identified key levers of improvement across a broad portfolio of products across several major business lines for the market leader in the U.S. thermoplastic industry.
- Analyzed the entire U.S. sales force responsibilities and determined significant key driving factors affecting sales volume resulting in the recommendation of 2 FTEs at optimal locations to increase revenue growth in underserved segments of the market.

UNITED STATES NAVY – USS ESSEX (LHD-2) **San Diego, CA**
Head of Safety **2013-2014**

- Commanding Officer's direct representative for all health, safety, and environmental programs for a $400 million ship during a $200 million maintenance overhaul period.
- Ensured the safety of all personnel onboard including 1000 Sailors and a detachment of 1400 Marines. Managed all OSHA compliance and training including HAZMAT, environmental and electrical safety in low and high voltage applications.

UNITED STATES NAVY – HELICOPTER MARITIME STRIKE SQUADRON 41 **San Diego, CA**
Director of Curriculum, Assistant Director of Scheduling **2010-2013**

- Instituted a self-developed, innovative technology platform to reduce scheduling workforce hours by 40% that resulted in a 100% on time graduation of 203 students without requiring any extra resources.
- Led 12 Sailors to maintain a dynamic curriculum to train over two 500-person squadrons of Naval Aviators. Managed 9 aircrew training syllabi including direct coordination with multiple NATO and Middle Eastern countries to develop curriculum for International Military Students totaling $1.3 million in budget resources.

UNITED STATES NAVY – HELICOPTER ANTI-SUBMARINE SQUADRON LIGHT 43 **San Diego, CA**
Senior Maintenance Manager **2009-2010**

- Coordinated post deployment maintenance inspection of two helicopters resulting in 100% of the programs passing and labeled as highest Naval Aviation Maintenance level of achievement of Outstanding. Coordinated supply chain logistics ensuring minimal down time during extensive maintenance periods not normally completed at sea.
- Led 17 maintenance personnel onboard ship and responsible for the safe operation and repair of two helicopters, valued at approximately $20 million each, resulting in a 99% mission completion rate in support of combat operations in the Middle East and Pacific.

Senior Operations Manager, Line Operations Manager **2007-2009**

- Coordinated, scheduled, and executed 500 flight hours with a two-helicopter detachment working with an air wing composed of nine squadrons with a $1 million operating budget in order to maintain maritime battlespace dominance.
- Led a division of 18 Sailors responsible for daily maintenance and safety inspections on 12 helicopters and rejuvenated the qualification and training process that qualified 12 additional personnel increasing the qualification rate by 27%.

UNITED STATES NAVY – AVIATION FLIGHT SCHOOL **FL,TX,CA**
Student Naval Aviator **2004-2007**

- Learned to fly and fight multiple Navy aircraft to support Naval Operations worldwide and graduated in the top of the class in a program with a 60% selection rate of officers and a 25% attrition rate.

EDUCATION

THE WHARTON SCHOOL, UNIVERSITY OF PENNSYLVANIA **Philadelphia, PA**

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CHRISTOPHER BERNARD

Full Time MBA: Majors in Operations, Finance, and Management **2014-2016**

- Focus in strategy, operations, financial modeling and valuation.
- Officer of the Veteran's Club and the Beer and Brewmasters' Guild; Member of the Wildmen Hockey Club.

UNITED STATES NAVAL ACADEMY **Annapolis, MD**
BS in Mechanical Engineering **2000-2004**

- Graduated with honors and earned an overall 3.6 GPA and a 3.9 GPA in major with a focus in heat transfer.
- Inducted into the Tau Beta Pi honor society and passed the Fundamental Engineering Exam.

ADDITIONAL INFORMATION

- Skills: Proficient in SQL analysis, Excel business modeling and statistical modeling in R and Python.
- Interests: Enjoy woodworking, home brewing, cooking, motorsports, and am always building something cool!

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

April 25th, 2022

Chris Bernard
71 Cranmore Ln
Melrose MA 02176

To the City Counsel of Melrose,

My name is Chris Bernard and I humbly submit my name for nomination to the Board of Trustees for the Soldiers and Sailors Memorial Building. I bring a wide range of experiences including a Mechanical Engineering degree from the U.S. Naval Academy, ten years of military experience as a Naval Aviator, an MBA from The Wharton School and civilian experience as a Software Product Manager.

Throughout my academic and professional life, I have been exposed to military and civilian historically important venues and hope to steward these facilities onto future generations. From the solemn Memorial Hall at the Naval Academy to the jovial World Famous I-Bar at Naval Air Station Coronado to the historic 23rd Street Armory in Philadelphia, I understand how these important landmarks can bring everyone in a community together. I have witnessed how buildings like the Melrose Soldiers and Sailors Memorial Building can simultaneously be a monument for those that have come before, an approachable venue for all and an inspiration for new generations to serve. I would love to use my experience to continue this fine tradition in Melrose.

I thank you for the opportunity to present myself to the City Council and the Board of Trustees, and thank you for the opportunity to start a new chapter of service to the Melrose Community.

Very Respectfully,

Chris Bernard

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-114

Drainage Easement Appropriation

Offered by Mayor Paul Brodeur

BE IT ORDERED

Request that the City Council vote to appropriate the sum of $48,000 for the purchase of an easement at 9 Wildwood Rd in Melrose from the current property owners as professionally assessed by Avery Associates in their report of January 28, 2022. The easement is will be granted from the property owners located at 9 Wildwood Rd. in Melrose, and contains 1,200 square feet of land, more or less, as depicted on a plan entitled "Easement Plan of Land, 9 Wildwood Road, Melrose, Mass", dated April 26, 2022 as prepared by Edward J Farrell.

FINANCIAL IMPACT:

$48,000

05/02/22	**014223-551165 · PW Highway-Drainage**	**$48,000.00**
05/02/22	**01-324001 · Available Free Cash**	**($48,000.00)**
	TOTAL:	**$0.00**

05/02/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

05/05/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Jack Eccles
SECONDER:	Christopher Cinella, President, ex oficio
AYES:	Grigoraitis, Migliorelli, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Obremski, Williams, Cinella

05/16/22 **City Council** **PASSED**

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

NARRATIVE APPRAISAL REPORT

PROJECT

Proposed Drain Relocation

PROPERTY-LARGER PARCEL

Single Family Residential Property
9 Wildwood Road
Melrose, MA
8,000 Sq Ft of SRB Zoned Land with a
2,133 Sq Ft Cape Style Dwelling

PROPERTY OWNER

Andrew F. Tobin and Katherine O. Tobin

PARCEL TO BE ACQUIRED

Proposed 12' Wide Easement	1,200 sf	Permanent Easement

DATE OF VALUATION

January 28, 2022

PREPARED FOR

Vonnie Reis, P.E.
City Engineer
City of Melrose
Engineering Division-City Hal1
562 Main Street
Melrose, MA 02176

PREPARED BY

Avery Associates
282 Central Street
Post Office Box 834
Acton, Massachusetts 01720
TEL: 978-263-5002
FILE NO. 22003/2022003

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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Addenda (in order of presentation)

- Allocation of Damages
- Subject Property Deed
- Comparable Land Sales Location Map
- Comparable Sales Data Sheets
- Qualifications

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Avery Associates

Real Estate Appraisers – Counselors

282 Central Street
P.O. Box 834
Acton, MA 01720
Tel: 978-263-5002
Fax: 978-635-9435
chris@averyandassociates.com
jon@averyandassociates.com

February 1, 2022

Vonnie Reis, P.E.
City Engineer
City of Melrose
Engineering Division - City Hal1
562 Main Street
Melrose, MA 02176

RE: Single Family Residential Property
9 Wildwood Road
Melrose, MA
8,000 Sq Ft of SRB Zoned Land with a
2,133 Sq Ft Cape Style Dwelling

Dear Ms. Reis:

In accordance with your request, we are pleased to transmit the appraisal report detailing our opinion of the impact on market value resulting from the proposed permanent easement at the underlying property referenced above.

The proposed easement is part of a drain relocation project and will affect the single family residential property containing 8,000 sq ft of land at 9 Wildwood Road in Melrose, MA.

The proposed easement is:

Proposed 12' Wide Easement	1,200 sf	Permanent Easement

The complete appraisal developed in support of the value opinions is presented in the narrative format and is qualified by certain definitions, limiting conditions and certifications presented in detail in the appraisal report.

This appraisal has been completed in accordance with the *Uniform Standards for Professional Appraisal Practice* (USPAP 2020-2021) and is intended to comply with the Local Public Agency (LPA) Appraisal Guidelines of the Massachusetts Department of Transportation (MassDOT).

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

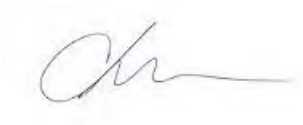
February 1, 2022
Vonnie Reis, P.E.
City Engineer

As a result of our analysis, it is our opinion that the value of the property to be acquired and the damages to the remainder, if any, based upon our independent appraisal and the exercise of our professional judgment as of the effective date of appraisal (January 28, 2022) is as follows:

Parcel #	Area (sf)	Acquisition Type	Final Estimate of Damages
Proposed 12' Wide Easement	1,200	Permanent Easement	$ 48,000

This letter must remain attached to the report, which contains 42 pages plus related exhibits, in order for the value opinion set forth to be considered valid.

Respectfully submitted,





Christopher H. Bowler, MAI, CRE
Massachusetts Certified General
Real Estate Appraiser #495

Jonathan H. Avery, MAI, CRE
Massachusetts Certified General
Real Estate Appraisers #26

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SUMMARY OF SALIENT FACTS AND CONCLUSIONS

OBJECTIVE & PURPOSE: The objective and purpose of this appraisal is to estimate the market value of the property affected and any legally compensable damages resulting from the acquisition of land and/or rights in land as determined by the laws of the Commonwealth of Massachusetts.

CLIENTS & INTENDED USERS: The Town of Melrose.

CURRENT USE OF THE PROPERTY: Single family residential.

BRIEF DESCRIPTION OF UNDERLYING PROPERTY: The larger property consists a single family property that includes an 8,000 sq ft lot and a two story, 2,133 sq ft cape style dwelling. The property is located in the Upham Park neighborhood of Melrose.

PARCELS TO BE ACQUIRED: The proposed easement is as follows:

Proposed 12' Wide Easement	1,200 sf	Permanent Easement

OWNER OF RECORD: Andrew F. Tobin and Katherine O. Tobin.

DATE OF VALUE ESTIMATE: January 28, 2022.

DATE OF REPORT: February 1, 2022.

ZONING: SRB, Single Family Residential.

HIGHEST AND BEST USE BEFORE ACQUISITION: It is our opinion that the highest and best use of the subject property is for its continued single family residential use.

HIGHEST AND BEST USE AFTER ACQUISITION: It is our opinion that the highest and best use of the subject property is for its continued single family residential use.

IDENTIFICATION AND HISTORY OF SUBJECT PROPERTY: The following is the address, assessors, and legal reference for the subject property:

		Assessors		Size of	Current	Legal
Address	Town	Map	Lot	Site (ac)	Owner	Reference (Bk/Pg)
9 Wildwood Road	Melrose	H9	51	8,000	Andrew F. Tobin Katherine O. Tobin	71283/483

Sales History: The current owners of the subject property acquired it on July 9, 2018 for $675,000 from Kathleen A. Thorsen. This sale is recorded in Book 71283 Page 483 at the Middlesex South Registry of Deeds. This sale came after the property was on the market for sale for 24 days with Bill Donahue of Century 21 Sexton & Donahue. Prior to this 2018 sale there had been no sale of the property in over 10 years.

A copy of the deed referenced above can be found in the Addenda to this report.

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ESTIMATE OF DAMAGES:

Parcel #	Area (sf)	Acquisition Type	Final Estimate of Damages
Proposed 12' Wide Easement	1,200	Permanent Easement	$ 48,000

APPRAISED BY: Christopher H. Bowler, MAI, CRE
Jonathan H. Avery, MAI, CRE
Avery Associates
Post Office Box 834
282 Central Street
Acton, Massachusetts 01720

COMPETENCY STATEMENT: The appraisers are experienced in the valuation of the subject property type and in the subject market area.

SCOPE OF THE APPRAISAL: Christopher H. Bowler, MAI, CRE inspected the subject property on January 24, 2022 with property owners Andrew and Katherine Tobin, and Vonnie Reis and Jason Coy of the City of Melrose. Photographs of the property were taken at this time.

In addition to the inspections, Mr. Bowler:

- Reviewed the proposed taking plan with City of Melrose officials and discussed the terms of the easement.
- Obtained additional information regarding the subject property from the City of Melrose Assessor's and the Middlesex South Registry of Deeds.
- Gathered information on comparable residential land sales and restricted, low utility land sales in the Melrose and entire Greater Boston markets.
- Confirmed and analyzed the data and utilized Sales Comparison Approach techniques in order to estimate the total damages that will result from the proposed taking from the larger 8,000 sq ft subject property.

This appraisal has been completed in accordance with the *Uniform Standards for Professional Appraisal Practice* (USPAP 2020-2021) and is intended to comply with the Local Public Agency (LPA) Appraisal Guidelines of the Massachusetts Department of Transportation (MassDOT).

Mr. Avery reviewed the report and concurred with the value estimate.

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EXPOSURE TIME: The Dictionary of Real Estate, 6th Edition, defines ***Exposure Time*** as:

> *"The estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of appraisal. Exposure time is always presumed to occur prior to the effective date of appraisal." (p105)*

Small fee simple acquisitions and proposed easements are not commonly marketed because the demand for them typically arises from the specific need of a single party. Therefore, to estimate an easement's exposure time we consider the time required to create, approve, draw up the plan an easement document, have the parcels appraised (if required) and negotiate a final payment figure. Exposure time is considered to happen prior to the date of valuation. It is our opinion, based on above criteria, that a reasonable exposure time for the subject easement is 6 to 12 months.

MARKET VALUE IS DEFINED AS FOLLOWS:

Under established law, the criterion for just compensation is the *market value* of the property taken. The courts in the Commonwealth of Massachusetts have defined market value, as used in eminent domain proceedings, as:

"The highest price, in terms of money, which a hypothetical willing buyer would pay a hypothetical willing seller in an assumed free and open market, with neither party being under any obligation or compulsion to buy or sell." (1)

We have completed our analysis under the 'State Rule.' Therefore, the methodology applied herein is summarized as:

Value of the Acquisition
(Plus) + Severance Damages
(Less) - Special Benefits
Value Difference

Severance damage is defined as "damages to the remainder property caused by a partial taking." (2) Special Benefits are defined as "benefits that arise from the peculiar relation of the land in question to the public improvement, usually resulting in a change in its highest and best use." (3) These are benefits that accrue to the property remaining after the acquisition.

PROPERTY RIGHTS APPRAISED: The property rights appraised in the subject property are a combination of fee simple, and less than fee simple as described in the Description of Land and Improvements section of this report: Fee simple is defined as:

"Absolute ownership unencumbered by any other interest or estate. A fee simple estate is subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat." (4)

(1) Epstein V. Boston Housing Authority (1944) 58 N.E. 2nd 135, 317 ass 297.
(2) Principles of Right of Way, 4th Edition, 2012 Page 366
(3) Dictionary of Real Estate Appraisal 5th Edition Page 182.
(4) The Dictionary of Real Estate Appraisal, Appraisal Institute, Chicago, IL 2015, Sixth Edition - Page 90

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CONSIDERATION OF HAZARDOUS SUBSTANCES IN THE APPRAISAL PROCESS: Although no specific geotechnical engineering data has been provided, it is our assumption that the property is free and clear of any hazardous wastes or contaminating substances, as specified in applicable municipal, state and federal regulations or laws. In the event that this is not the case, the value as estimated herein may vary to the extent of contamination and the cost of cleanup.

As of the date of valuation the subject property is not included as either a contaminated site or a location to be investigated by the Bureau of Waste Site Cleanup of the Department of Environmental Protection, Commonwealth of Massachusetts. It is our assumption in this report, therefore, that the subject site is not a contaminated site. However, if the subject site is found to be contaminated, the value estimate contained herein will change.

ASSUMPTIONS AND LIMITING CONDITIONS

This appraisal report has been made with the following general assumptions:

1. No responsibility is assumed for the legal description or for matters including legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated.

2. Before the taking, the property is appraised free and clear of any or all liens or encumbrances.

3. Responsible ownership and competent property management are assumed.

4. The information furnished by others is believed to be reliable. However, no warranty is given for its accuracy.

5. All engineering is assumed to be correct. The plot plans and illustrative material in this report are included only to assist the reader in visualizing the property.

6. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.

7. It is assumed that there is full compliance with all applicable federal, state, and local environmental regulations and laws unless noncompliance is stated, defined, and considered in the appraisal report.

8. It is assumed that all applicable zoning and use regulations and restrictions have been complied with, unless a nonconformity has been stated, defined, and considered in the appraisal report.

9. It is assumed that all required licenses, certificates of occupancy, consents, or other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained in this report is based.

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10. It is assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted in the report.

This appraisal report has been made with the following general limiting conditions:

1. The distribution, if any, of the total valuation in this report between land and improvements applies only under the stated program of utilization. The separate allocation of land and building must not be used in conjunction with any other appraisal and are invalid if used.

2. Possession of this report, or a copy thereof, does not carry with it the right of publication.

3. The appraiser, by reason of this appraisal, is not required to give further consultation, testimony, or be in attendance in court with reference to the property in question unless arrangements have been previously made.

4. Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser, or the firm with which the appraiser is connected) shall be disseminated to the public through advertising, public relations, news, sales, or other media without the prior written consent and approval of the appraiser.

5. Any value estimated provided in the report apply to the entire property, and any proration or division of the total into fractional interests will invalidate the value estimate, unless such proration or division of interests has been set forth in the report.

6. The forecasts, projections, or operating estimates contained herein are based upon current market conditions and anticipated short-term supply and demand factors. These forecasts are, therefore, subject to changes in future conditions.

HYPOTHETICAL CONDITIONS & EXTRAORDINARY ASSUMPTIONS

The final estimate of damages is based upon the *hypothetical condition* that the proposed easement has occurred or is in place as of the date of valuation.

MUNICIPAL PROFILE & MARKET ANALYSIS

The subject property is located in the eastern Middlesex County community of Melrose. Surrounding communities are Wakefield on the north; Saugus on the east; Malden on the south; and Stoneham on the west. Its population per the 2020 U.S. Census is 29,817, up 10.5% from the 2010 U.S. Census. Downtown Boston is 7 miles to the south of Melrose.

Melrose is a densely developed small city within a triangular region north of Boston formed by I-95, I-93, and Route 1. It is primarily a residential community with a good school system, an abundance of nearby open space, and a quaint Victorian era downtown featuring popular restaurants and stores.

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The city has its own hospital; Melrose-Wakefield Hospital and its own cultural identity that includes the 100-year old *Melrose Symphony Orchestra.*

Another component of life in Melrose is its varied open space and recreation facilities. *Ell Pond* is a large natural feature in Melrose's center. Melrose's recreational facilities include two golf courses, *Pine Banks Park*, and *Morelli field*, a state-of-the-art baseball facility. The western portion of the city is comprised of portions of the massive, 2,575 acre *Middlesex Fells Reservation* which contains extensive trails, several ponds, and varying terrain that includes rock cliffs, dense forest and open meadows.

Region – Melrose is within a region just north of Boston bordered by I-93, I-95, and U.S. Route 1. Of the abutting communities Wakefield and Stoneham are perhaps most similar to Melrose in terms of character and demographics. Malden is a blue collar city connected to Boston via the Orange Line of the MBTA subway system. And Saugus is a unique community in which residential neighborhoods are bisected by Route 1, a four mile highway featuring extensive retail and restaurant opportunities and to many, representative of 'suburban sprawl' at its best/worst.

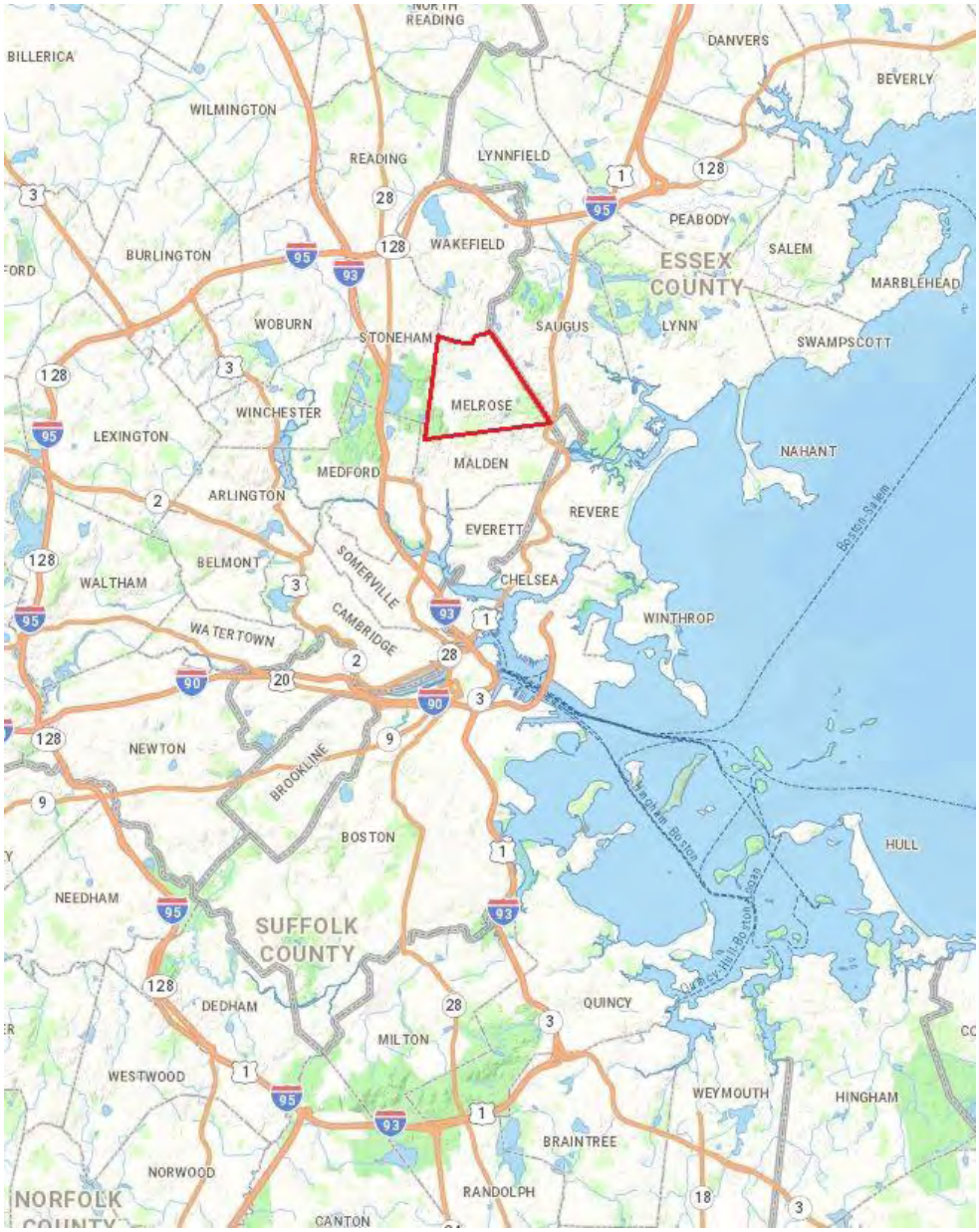
The following is breakdown of these communities by population, density, income, and real estate values:

Town	2020* Population	Area (sq mi)	Density (pers/sq mi)	2020* Median HH Income	Average ** SF Home $ Past Year
Melrose	**29,817**	**4.8**	**6,250.9**	**$ 106,955**	**$ 811,680**
Malden	66,263	5.1	13,043.9	$ 65,975	$ 611,907
Stoneham	23,244	6.7	3,469.3	$ 101,549	$ 733,245
Wakefield	27,090	7.9	3,429.1	$ 100,278	$ 742,986
Saugus	28,619	11.8	2,425.3	$ 88,667	$ 586,934
Massachusetts	7,029,917	10,565.0	665.4	$ 81,215	$ 666,607

* Source: U.S. Census Data

** Source: MLS

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Economic & Market Conditions: When completing an analysis of real property, it is necessary to have a proper perspective of economic conditions as of the date of valuation. Economic conditions play a significant role in the price paid for real estate at any given time.

As 2022 begins the economy continues to expand and rebound from a brief, but deep recession in 2020 caused by the COVID -19 pandemic and the shut-down of many economies world-wide for a 6-12 week period.

We will now look at several economic indicators to measure the current health of the economy.

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ECONOMIC GROWTH (growth in the U.S. GDP)

	Annualized Growth Rate
2021 Q4	6.9%
2021 Q3	2.3%
2021 Annual	5.7%
2020 Annual	-3.5%
2019 Annual	2.3%
2018 Annual	2.9%
2017 Annual	2.2%
2016 Annual	1.5%
2015 Annual	2.6%
2014 Annual	2.4%
2013 Annual	2.2%

(Gross Domestic Product is the total market value of the goods and services produced by a nation's economy during a specific period of time).

EMPLOYMENT/UNEMPLOYMENT

	Town of Melrose	Middlesex County	Massachusetts	U.S.
Most Recent Month	2.5%	2.6%	3.9%	3.9%

United States	New Jobs Created	Unempl. Rate
Last Mos.; Dec 2021	199,000	3.9%
Average Last 12 Mos.	537,333	5.4%

STOCK MKT, COMMODITY & INTEREST RATE TRENDS

	Beginning Price 1-Jan-22	Closing Price 28-Jan-22	*Change Since 1/1/2022*
Dow Jones Industrial	36,338	34,725	*-4.44%*
S&P 500	4,766	4,432	*-7.01%*
London Gold $ fix/oz	1,829	1,792	*-1.99%*
Crude Oil $ per barrel	75.21	87.29	*16.06%*
10 Year Treasury	1.51%	1.77%	*16.97%*

S & P 500 Annual Returns

2021	+26.90%
2020	+16.30%
2019	+30.43%
2018	- 6.20%
2017	+19.42%
2016	+9.53%
2015	-0.72%
2014	+11.4%

CONSUMER CONFIDENCE

Source: Conference Board

2022	January	113.8	
2021	January	88.9	
2020	January	130.4	
2019	January	121.7	
2018	January	124.3	
2017	January	111.6	
2016	January	97.8	
2015	January	103.8	(1985=100)

CASE-SHILLER HOME PRICE INDEX

		Greater Boston	*% Change from Prev. Year*	*3 Year Change in Price*
Current	Nov-21	281.8	13.2%	30.17%
1 Year Earlier	Nov-20	248.9	10.7%	
2 Years Earlier	Nov-19	224.8	3.8%	
3 Years Earlier	Nov-18	216.5	-------	

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The growth* in the U.S. economy picked up in the 4th quarter of 2021 to an annualized rate of 6.9% after anemic growth in the 3rd quarter. (**GDP growth; the value of all goods and services produced here; the official 'scorecard' for the economy*). For the year, GDP growth was 5.7% in 2021. This comes after COVID-19 caused a decline in 2020. Growth was expected to be more robust in 2021. However, labor and raw materials shortages, combined with two different resurgences in infections of COVID-19, lessened growth versus initial forecasts. GDP growth in Massachusetts was a bit more robust, coming in at 8.2% in the 4th quarter and 3.7% in the 3rd quarter of 2021 respectively.

The **employment figures** show continued improvements in the employment market since the depths of the COVID-19 pandemic. The last months figure of +199,000 new jobs was positive, but a disappointment from economists projections. The employment market is in a unique position due to COVID-19. Lackluster job growth is not due to a lack of available jobs. Rather, open jobs are remaining unfilled as people are either reluctant to rejoin the workforce because of fears over COVID-19 or generous state unemployment benefits are encouraging workers to 'stay home' instead of taking the new job. As of December of 2021 a record 11 million open positions remained unfilled.

The **stock market** has been on a wild ride the past 3+ years. In 2018, the market *declined* 6.20% in terms of the S&P 500 Index, the largest annual decline in 10 years. But in 2019 the market rebounded sharply finishing up over 30% for the year. For 2020 the market rose +16.3% after having plunged over 30% in the 1st quarter of the year. For 2021 there was another robust increase, at 26.9%. Thus far in 2022 the market is off to a down start, with the S&P 500 off 7.01% as investors are being spooked by rising inflation and interest rates.

The *Conference Board* **Consumer Confidence Index** declined slightly in January after two straight increases in November and December. The rise of the *Omicron* variant of COVID-19 along with surging inflation and rising interest rates are beginning to take a toll on consumers psyche.

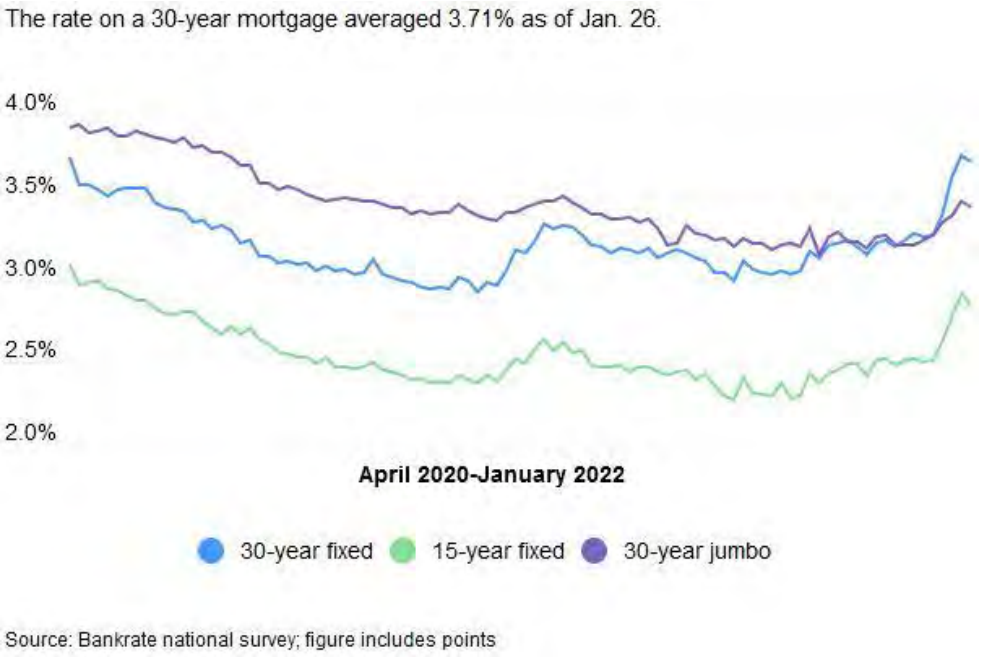
The Conference Board, who compiles the index, suggests a reading above 90 translates into an economy on solid footing while a reading above 100 reflects stronger economic growth. Consumer confidence numbers are considered a leading economic indicator, and they have historically been good predictors of consumer spending for the next three to six months. As consumer spending is roughly 70% of the U.S. economy that is no trivial matter. As of the date of valuation the index was near a record high at 130.4.

The **residential housing market** in Massachusetts has been quite strong over the past five to seven years. An index considered reliable by many market professionals is the Case-Shiller Home Price Index. This data includes only repeat sales of homes. The most recent data from the Case-Shiller Home Price Index listed on the previous page indicates that we are up 13.2% in terms of pricing from one year ago in Massachusetts, and an aggregate increase of 30.17% from three years ago. Extremely limited inventory of homes, yet strong demand is causing the price increases. It should be noted however, that the pace of increase is beginning to slow. The Case Shiller index is up 13.2% year over year, but has been stagnant since September of 2021.

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Interest/Mortgage Rates: Mortgage rates fell this week following a surge in the first weeks of 2022. The average rate on 30-year mortgages fell to 3.71 percent from 3.75 percent last week, according to Bankrate's weekly survey of large lenders.

Mortgage experts expect rates to continue to climb from the all-time bottom achieved in January 2021. A year ago, the benchmark 30-year fixed-rate mortgage was at 2.93 percent. Four weeks ago, the rate was 3.4 percent. The 30-year fixed-rate average for this week is 0.78 percentage point higher than the 52-week low of 2.93 percent.



Fixed-rate mortgages follow the benchmark 10-year U.S. Treasury Bond. When bond prices fall, yields or rates rise. Bond prices typically fall when investors are *confident* in the economy and market conditions warrant them putting their money into investments like stocks, with higher risk but higher yield opportunities. The inverse is also true. When investors are nervous about global and economic conditions there is a flight to buy 10-year U.S. Treasury Bonds, which increases their price and lowers their interest rate.

Global concerns about the coronavirus and its impact on the economy *had* pushed investors to safe assets like treasuries, which in turn pushed long term rates to historic lows. However, with a surge in government spending surrounding the COVID-19 pandemic, along with supply and labor shortages in the economy, inflation has surged to 40 year highs and interest rates are under pressure to rise to contain it. The Federal Reserve has signaled that it will raise rates in a move to rein in inflation. The official inflation figure for December 2021 came in at 7%, its highest level since 1982 and a harbinger of higher mortgage rates. Mike Fratantoni, chief economist at the Mortgage Bankers Association, predicts the average rate on a 30-year mortgage will reach 4% by late 2022.

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Melrose and Massachusetts Single Family Residential Market Snapshot: To get a more defined look at current market conditions and where it may be headed, we have looked at MLS statistics for current listings, pending sales, and total sold relating to single family homes in Melrose, Middlesex County, and the State as a whole. The following is a breakdown of this data:

	VOLUME OF SALES/LISTINGS TRENDS				PRICE TRENDS			
				%	Average			%
ACTIVE LISTINGS		#		Change	Price			Change
Current Supply of Single Family Homes	Melrose	5	Down	-16.67%	$ 1,221,960	Up		28.45%
Supply of Single Family Homes 1 Year Ago	Melrose	6	-----	-----	$ 951,300	-----		-----
Current Supply of Single Family Homes	Middlesex County	330	Down	-30.53%	$ 1,601,731	Up		6.28%
Supply of Single Family Homes 1 Year Ago	Middlesex County	475	-----	-----	$ 1,507,154	-----		-----
Current Supply of Single Family Homes	Massachusetts	2,182	Down	-24.97%	$ 1,130,534	Up		1.45%
Supply of Single Family Homes 1 Year Ago	Massachusetts	2,908	-----	-----	$ 1,114,366	-----		-----
PENDING SALES								
# of SF Homes; Went Under Agrmnt; Past Year	Melrose	253	Down	-4.53%	$ 748,911	Up		4.23%
# of SF Homes; Went Under Agrmnt; Previous 12 mos.	Melrose	265	-----	-----	$ 718,497	-----		-----
# of SF Homes; Went Under Agrmnt; Past Year	Middlesex County	12,081	Up	0.57%	$ 873,480	Up		9.79%
# of SF Homes; Went Under Agrmnt; Previous 12 mos.	Middlesex County	12,012	-----	-----	$ 795,566	-----		-----
# of SF Homes; Went Under Agrmnt; Past Year	Massachusetts	55,992	Down	-5.61%	$ 653,663	Up		10.71%
# of SF Homes; Went Under Agrmnt; Previous 12 mos.	Massachusetts	59,322	-----	-----	$ 590,421	-----		-----
CLOSED SALES								
Total Closed Sales of SF Homes; Past Year	Melrose	249	Unch.	0.00%	$ 811,680	Up		8.51%
Total Closed Sales of SF Homes; Previous 12 mos.	Melrose	249	-----	-----	$ 748,031	-----		-----
Total Closed Sales of SF Homes; Past Year	Middlesex County	11,665	Up	4.79%	$ 898,429	Up		14.13%
Total Closed Sales of SF Homes; Previous 12 mos.	Middlesex County	11,132	-----	-----	$ 787,176	-----		-----
Total Closed Sales of SF Homes; Past Year	Massachusetts	53,590	Down	-1.78%	$ 666,507	Up		14.80%
Total Closed Sales of SF Homes; Previous 12 mos.	Massachusetts	54,561	-----	-----	$ 580,573	-----		-----
SOURCE: MLS Statistics;								

From a developers/seller's standpoint, the ideal results from these statistics would be *decreasing* inventory, *increasing* sales activity, both pending and closed, and rising prices.

The market at present is plagued by a lack of inventory and has been since 2019. This can be seen in the sharp decrease in listings presented above, and now is also showing up in the number of pending and closed sales. These figures are declining too. The decline in sales activity is certainly not due to a decline in demand. If this were the cases, then prices would be declining as well. However, prices are rising significantly as shown above and by looking back at the Case-Shiller Index.

The high demand, low inventory market is not what one would expect during a global pandemic. But the market at present, and for most of the past 24 months, has been characterized by a lack of inventory, strong demand and rising prices. The market had been aided by historically low mortgage rates. However, mortgage rates are now on the rise. It remains to be seen what this rise will have on the residential housing market.

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Melrose Only Residential Market Snapshot: Below are the median house price trends for just Melrose over the past 10 years. The overall trend is for rising prices, at an annual average of 6.94%. The market struggled after the 2008 economic crisis and recession but has generally been on the rise consistently since 2014.

Melrose Median SF Home Price

SOURCE: MLS

Period	Median Price	% Change from Prior Year	Total 10 Year % Change	Average Annual % Change
2021	$ 775,000	6.30%	94.24%	6.94%
2020	$ 729,100	11.57%		
2019	$ 653,500	0.54%		
2018	$ 650,000	5.35%		
2017	$ 617,000	11.67%		
2016	$ 552,500	9.49%		
2015	$ 504,625	5.79%		
2014	$ 477,000	9.97%		
2013	$ 433,750	8.44%		
2012	$ 400,000	0.25%		
2011	$ 399,000	-----		

Based upon a review of all of the data and indices, a +6% annualized appreciation rate has been applied in the valuation sections to follow.

COMMENTS/CONCLUSIONS: We draw the following conclusions from a review of the data presented above and a review of market activity:

- As of the date of valuation, the economy is recovering after experiencing a severe 'hit' during 2020 as a result of the closure of most economies due to the COVID-19 pandemic. While market and economic conditions are strong, resurgence in the disease at times have caused conditions to regress. A 'return to normal' is not yet at hand. Most downtown office buildings nationwide are still not at pre-COVID-19 capacity in terms of employees.
- Inflation has returned to the economy and is causing some concerns moving forward. Oil prices are up 13+% year to date after rising twice that amount in 2021. When inflation is present there is pressure for interest rates to rise to contain it. Rising interest rates tend to damper real estate markets. The annualized inflation rate for 2021 was 7.0%, the highest in 40 years.
- Consumer confidence remains at a solid level, slightly decreasing in January of 2022 from December. The current level suggests consumers are optimistic about the future but are concerned about growing inflation and the new *Omicron* variant of COVID-19.
- The stock market is negative for 2022 but rose 26.9% in terms of the S&P 500 Index for all of 2021.
- The residential housing market in Melrose and most Massachusetts communities is quite strong and in favor of sellers. This is not what one might expect during a global pandemic. However limited inventory and strong demand is causing rising prices. Extremely low mortgage rates *had* aided the market. However, these rates are beginning to rise to combat rising inflation.

Each of these factors has been taken into consideration with the valuation of the subject property.

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NEIGHBORHOOD ANALYSIS

The larger parcel subject property is located on the easterly side of Wildwood Road in the *Upham Park* neighborhood of Melrose. *Upham Park* is on the eastern edge of the city. Its distance from key places and roadways are as follows:

- Downtown Melrose is 1.3 miles west.
- The Saugus line is 2 blocks or 1,000 feet east.
- Route 1 and the Square One Mall are 1 mile east.
- Melrose-Wakefield Hospital is 1.2 miles west.
- Access to I-93 is 4.5 miles west.
- The 2,575 acre Middlesex Fells Reservation conservation area is 3 miles to the west.

The subject, *Upham Park* neighborhood, is comprised of single family homes primarily built between 1950 and 1962 on lots ranging in size from 8,000 to 12,000 sq ft. Housing styles include cape-cod, ranch, colonial and split level. Recent prices range from $525,000 to $870,000. The higher prices are for homes that have typically been added onto since their original construction and have been recently renovated.

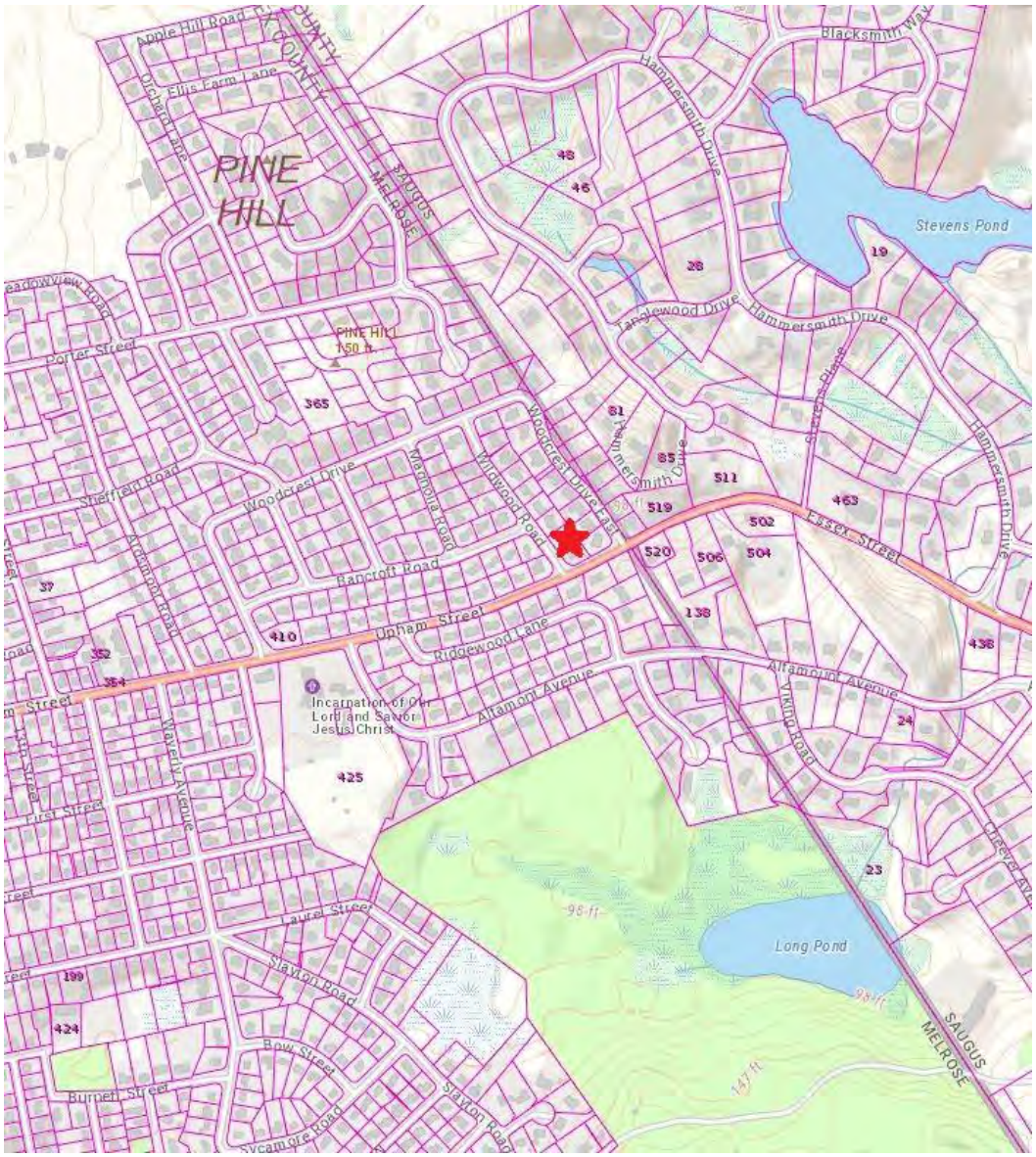
Homes and infrastructure in the subject neighborhood are generally well kept.

Favorable/Unfavorable Factors: *Favorable* factors for the subject location include its proximity to major highways and shopping; the Melrose-Wakefield Hospital; and the good condition of most properties in the neighborhood.

An unfavorable factor is that the subject is close to Upham Street, which is a major roadway in town connecting the Downtown area to Route 1 in Saugus. Upham Street can be busy at times and create traffic noise.

All features have been taken into consideration in the valuation of the subject property.

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TAX DATA

The following is the current assessment and tax burden for the subject property:

Address	Town	Assessors Map	Lot	Size of Site (ac)	Fiscal Year	Current Total Assessment	FY 2022 Tax Rate (per 1000)	FY 2022 Taxes
9 Wildwood Road	Melrose	H9	51	8,000	2022	$ 708,000	$10.57	$ 7,483.56

Based upon a review of comparable sales in Melrose, the current assessment by the town is resonable in our opinion. M.G.L. Chapter 59 calls for properties to be assessed at 100% of their fair market value.

The following are the assessments for the property for the previous two fiscal years:

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Address	Town	Assessors Map	Lot	Size of Parcel (ac)	Fiscal Year	Current Total Assessment	FY 2021 Tax Rate (per 1000)	FY 2021 Taxes
9 Wildwood Road	Melrose	H9	51	8,000	2021	$ 643,900	$11.00	$ 7,082.90

Address	Town	Assessors Map	Lot	Size of Parcel (ac)	Fiscal Year	Current Total Assessment	FY 2020 Tax Rate (per 1000)	FY 2020 Taxes
9 Wildwood Road	Melrose	H9	51	8,000	2020	$ 644,000	$11.67	$ 7,515.48

ZONING DATA AND ANALYSIS

The subject is located within the *Single Residence B* Zoning District of the City of Melrose. Permitted uses in the SRB zone include agriculture, single family dwellings, daycare; religious; municipal; or governmental uses.

Dimensional requirements include a minimum lot size of 10,000 square feet, a minimum frontage of 80' and front, side, and rear setback requirements of 20, 12, and 30 feet respectively. The maximum building height is 35 feet or 2.5 stories.

Parking requirements call for two spaces per dwelling unit.

Note that the subject is a legal, but non-conforming property. It conforms to the use and some dimensional requirements of the Melrose Zoning Bylaw. However, it has only 8,000 sq ft of lot area in a district that requires 10,000 sq ft as the minimum lot area. This is allowed as the property was created prior to the adoption of current SRB dimensional requirements.

DESCRIPTION OF THE LAND & IMPROVEMENTS BEFORE ACQUISITIONS

The proposed easement will affect the single family residential property at 9 Wildwood Street in Melrose. This property consists of an 8,000 sq ft parcel of SRB zoned land improved with a two story, 2,133 sq ft cape style dwelling.

The following is a more detailed description of the property:

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Site



The site contains 8,000 sq ft. It is rectangular in shape with 80' of frontage on Wildwood Road and a depth of 100'.

There are no wetlands on site and it is not within the boundaries of a flood hazard zone per FEMA Panel #250 17C 418E dated June 4, 2010.

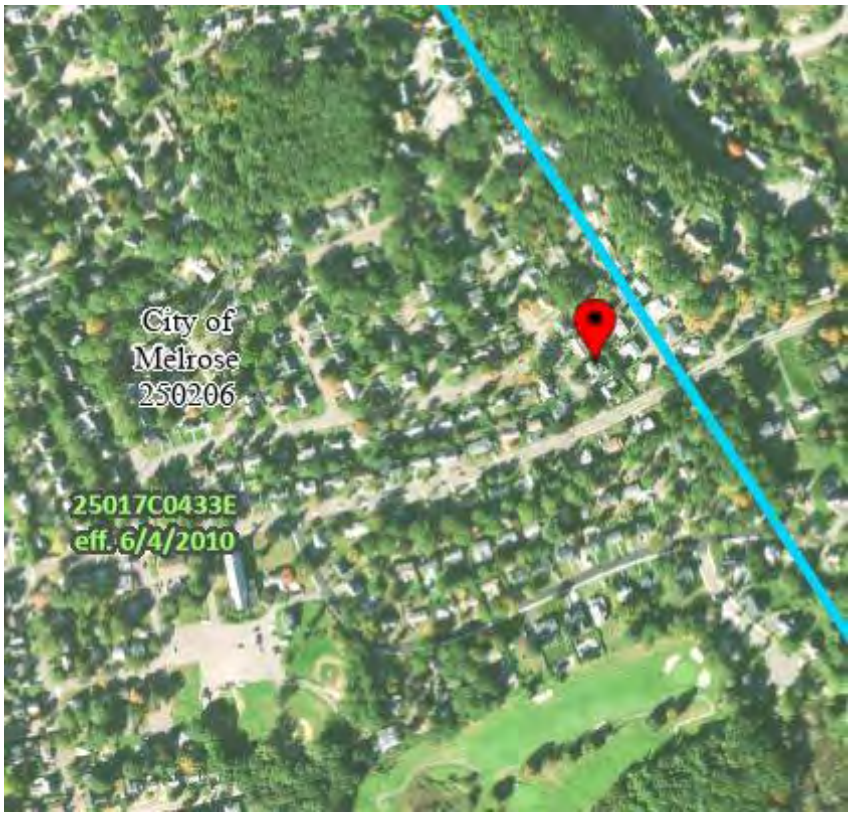
The site is serviced by municipal water and sewer, electric, telephone and cable t.v. with high speed internet lines.

The front half of the site is generally level, with elevations at 93-94' above sea level. The rear ⅓ of the site dips down to 90-92 feet.

Rights of Way: There are no recorded easements/rights of way over the subject land. However, the appraiser was notified that there is an existing drainage pipe from Wildwood Road that extends underneath the existing driveway on site, through the rear yard and into the abutting property at 205 Woodcrest Drive East. The proposed easement will create a corridor along the southern boundary of the subject land under which a new drainage pipe will be installed.

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Flood Map Panel



Building(s)/Improvements

There is a wood frame, cape style dwelling on site, built in 1950 per municipal records. The dwelling contains 2,133 sq ft of living area that includes 7 rooms, 3 bedrooms, and 1 full bath and 1 half bath.

The dwelling is heated by an oil fired boiler using a forced hot water baseboard distribution system. Assessors and recent MLS records indicate that there is a single fireplace inside the dwelling and that there is a full basement level that contains a laundry room and playroom. There is a 165 sq ft composite deck to the rear.

The exterior walls are vinyl. The roof is asphalt shingles.

As of the date of valuation a 1 car garage attached to the southside of the dwelling has been razed in preparation for a proposed 23' x 31' addition.

In addition to the dwelling and deck, there is a front lawn area with shrubbery, and an asphalt pavement driveway.

Comments/Conclusion: The larger property consists of a single family property that includes an 8,000 sq ft lot and a two story, 2,133 sq ft colonial style dwelling. The property is located in the Upham Park neighborhood in East Melrose approximately 1,000 feet west of the Saugus town line. It is served by municipal water and sewer.

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SUBJECT PROPERTY PHOTOGRAPHS

9 Wildwood Road
Melrose, Massachusetts



Aerial Photo Provided by Mass GIS/Google Earth. Photo Dated March 2021.

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SUBJECT PROPERTY PHOTOGRAPHS

9 Wildwood Road
Melrose, Massachusetts
Taken by C.H. Bowler (1/24/2022)



1. View Looking NE at the Subject Property at the Corner of School and Cottage Street. Photo Taken from Sidewalk in Front of Wellington Elementary School.



2. View Looking Northerly Along the Subject's Frontage on Cottage Street Where Both PUE-1 and TE-10 are Proposed.

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SUBJECT PROPERTY PHOTOGRAPHS
9 Wildwood Road
Melrose, Massachusetts
Taken by C.H. Bowler (1/24/2022)



3. View Westerly Along the Subject's Frontage on School Street at the Location of Proposed TE-10.



4. Street Scene Looking Easterly Along School Street. Subject Property is to the Left in Photo.

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SUBJECT PROPERTY PHOTOGRAPHS
9 Wildwood Road
Melrose, Massachusetts
Taken by C.H. Bowler (1/24/2022)



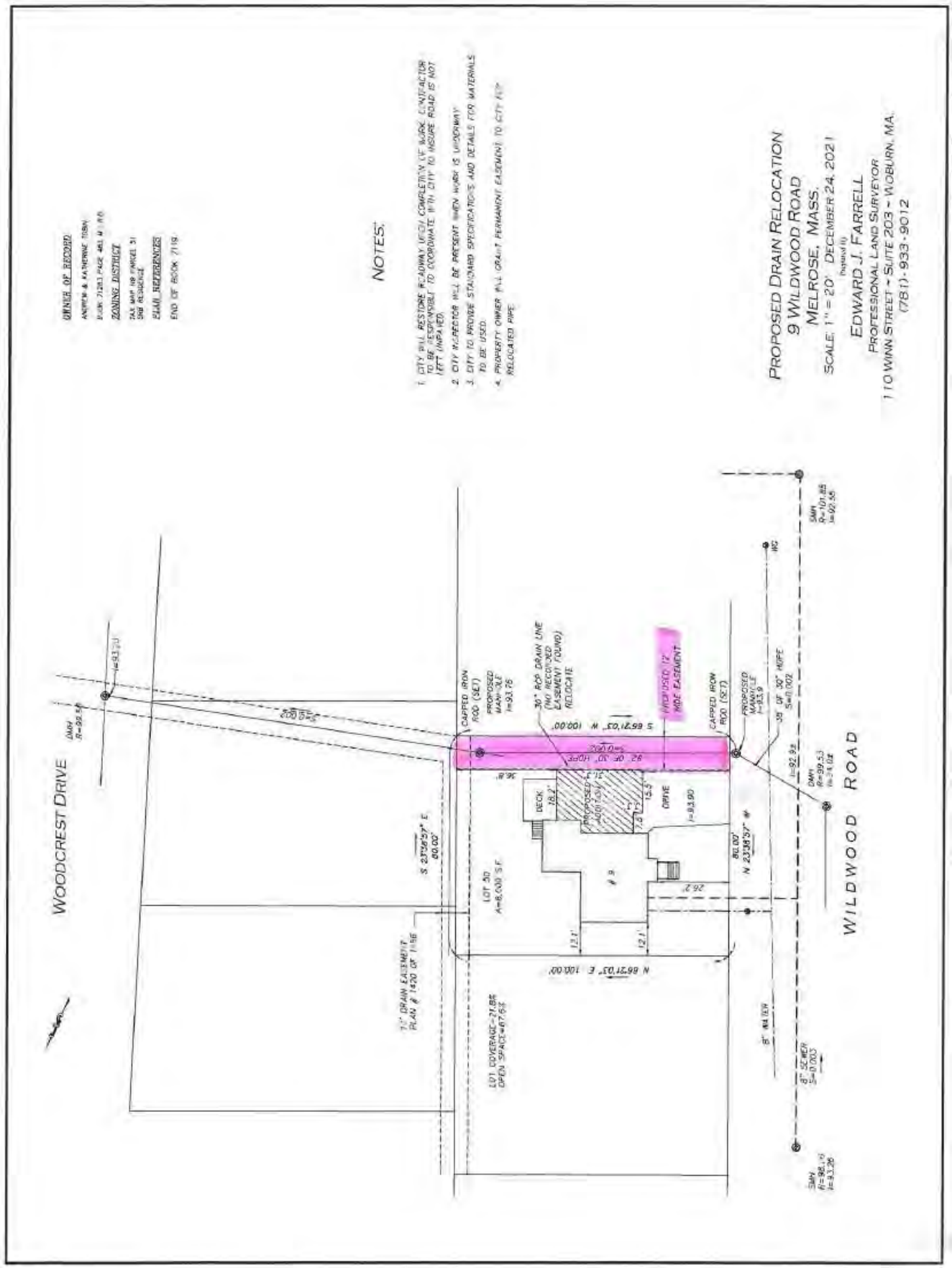
5. View Westerly Along the Subject's Frontage on School Street at the Location of Proposed TE-10.



6. Street Scene Looking Easterly Along School Street. Subject Property is to the Left in Photo.

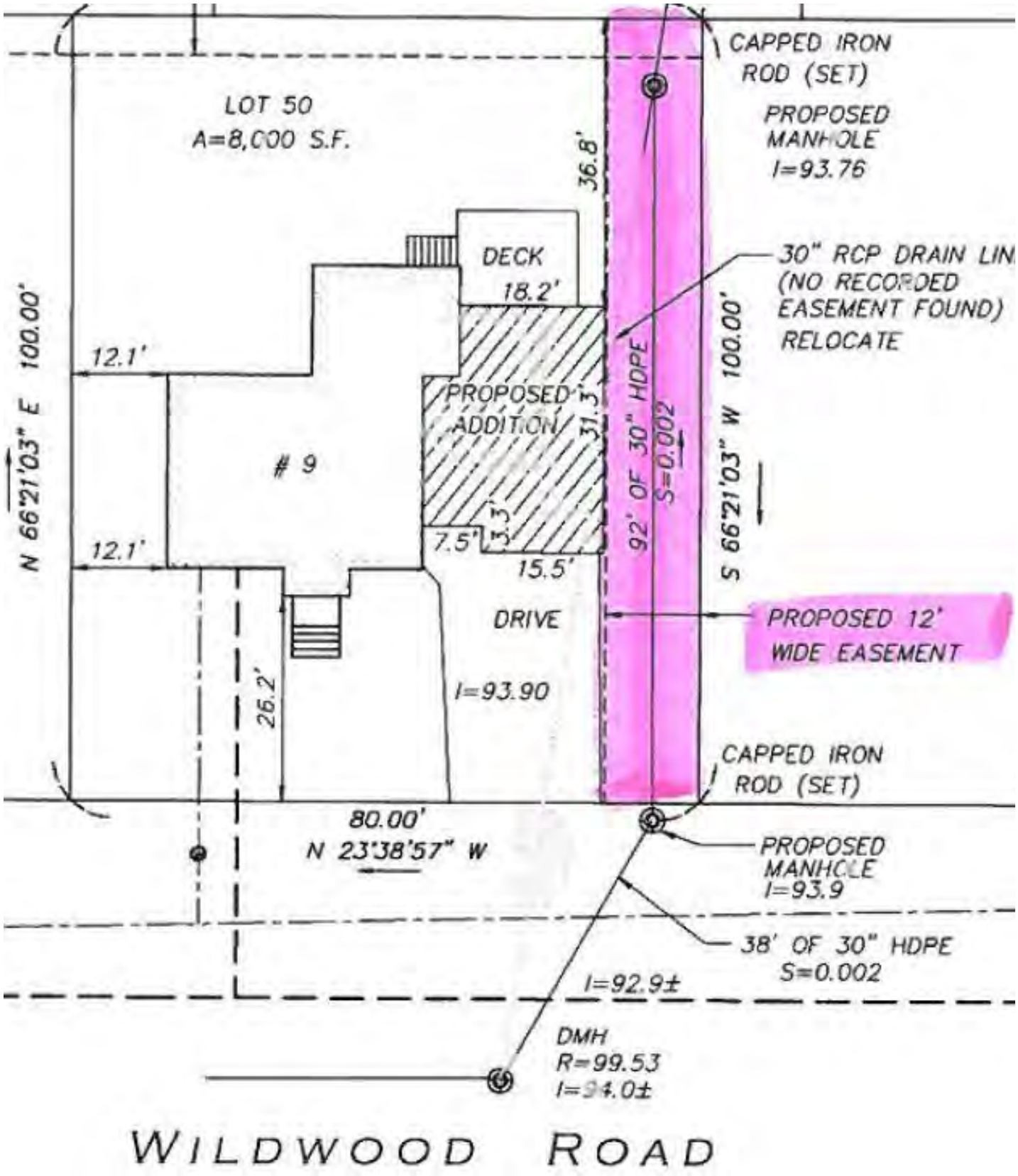
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PLAN OF LAND TO BE TAKEN; PROPOSED EASEMENT



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CLOSE IN VERSION OF PLAN



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DESCRIPTION OF PARCELS TO BE ACQUIRED

The proposed easement will be used to install a drainage pipe below ground at 9 Wildwood Road in Melrose that will replace an older pipe that presently exists under the driveway on site. The proposed easement is permanent.

The following is a description of the easement and any improvements thereon:

Proposed Drainage Easement: This is a 1,200 sq ft strip of land of land extends along the southern boundary line of 9 Wildwood Road. It is to be 12' wide by 100' deep. In this section of the subject land there is a grass lawn and a single evergreen shrub, approximately 6' wide, 12' long, and 30 inches high.

Per the Town's information, the easement will be 'on, over, and under' the area taken. So the effect will be that the area of the easement will not be available for use to current ownership in perpetuity. However, given the setback requirements under current zoning, this area cannot be developed regardless, as the side setback requirement in the SRB zone is 12', whereas the easement width is 12'. The easement will be in this setback. .

Contract Work: As part of the contract work for this project, unless noted herein, all landscaping will be replaced by the Town's or State's contractor at no cost to the property owner. In the subject case it is assumed that after the pipe is installed the land will be backfilled and will be at the same level that exists today. The loam will be re-seeded and the evergreen bush will be replanted in the same proximity that exists today.

Effect of Proposed Takings/Easements on Remainder Property: No structures will be affected by the easement. After the construction is complete access to the site will be the same as before the easement. The site will have the same utility. The easement is within the setback requirements of the site, so no improvements could be constructed in that area regardless of the proposed easement.

The taking, in our opinion, will not result in permanent damages to the remainder property.

HIGHEST AND BEST USE BEFORE & AFTER ACQUISITIONS

The Dictionary of Real Estate Appraisal, Sixth Edition defines highest and best use as "the reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible and results in the highest value. The four criteria the highest and best use must meet are legal permissibility, physical possibility, financial feasibility and maximum productivity." The highest and best use is often referred to as the optimum use. Highest and best use must be analyzed from two perspectives: the highest and best use as vacant, and the highest and best use as improved. The following is a discussion of each:

Highest & Best Use "As Is", or "As Vacant": Given the uses allowed in the SRB zone, it is our opinion that the highest and best use of the 8,000 sq ft parcel is to construct a single family home on site that conforms to market demands and preferences. In the Melrose market, this

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would likely be a colonial style home with 4 bedrooms, at least 2.5 baths with approximately 3,000 sq ft of living area.

Before Taking/Easement: It is our opinion that the highest and best use of the subject property is for its continued single family residential use.

After Taking/Easement: Overall, the easement will have only a minor impact on the use or utility of the subject property. It is our opinion that the highest and best use of the subject property "after" is for its continued single family residential use.

DESCRIPTION OF THE LAND & IMPROVEMENTS AFTER ACQUISITIONS

After the acquisition of the easement the property will remain the same in size. No trees or structures will have been altered. An evergreen bush is assumed to have been re-installed after construction.

VALUATION - APPRAISAL PROCESS

The methodology traditionally used for the valuation of real property is derived from three basic approaches to value; the Cost Approach, the Sales Comparison Approach and the Income Capitalization Approach. From the indicated values produced by each of these approaches and the weight accorded to each, an estimate of market value is made. The following is a brief summary of the method used in each approach to value.

COST APPROACH:

The Cost Approach is an analysis of the physical value of a property; that is the market value of the land, assuming it were vacant, to which is added the depreciated value of the improvements to the site. The latter is estimated to be the reproduction cost of the improvements less accrued depreciation from all causes.

SALES COMPARISON APPROACH:

The Sales comparison Approach is based upon the principle of substitution, that is, when a property is replaceable in the market, its value tends to be set at the cost of acquiring an equally desirable substitute property assuming no costly delay in making the substitution. Since few properties are ever identical, the necessary adjustments for differences between comparable properties and the subject property are, to a certain extent, a function of the appraiser's experience and judgment.

INCOME CAPITALIZATION APPROACH:

The Income Capitalization Approach is an analysis of the subject property in terms of its ability to produce an annual net income in dollars. This estimated net annual income is then capitalized at a rate commensurate with the relative certainty of its continuance and the risk involved in ownership of the property.

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VALUATION METHODS USED: We are estimating the effect on the value of the larger, 8,000 sq ft parcel of SRB zoned land at 9 Wildwood Road in Melrose, and any damages or benefits, as a result of the proposed easement.

In many cases, the best way to estimate the effect on value is a "before and after" technique estimating the value of the larger property both "before" and "after" acquisitions. The different between the two is the effect on value of the proposed acquisitions.

However, in the subject case, due to the easement involved a simple "before" and "after" method is not applicable and will not properly estimate the value of the acquisitions.

Because the easements will involve portions of the 8,000 sq ft site, we will begin first with an estimate of value of the underlying land using the Sales Comparison Approach and then allocate this value on a per sq ft basis to the acquisition component. These initial indications of value will then be adjusted for easement rights, cost to cure, severance damages, and special benefits resulting in an estimate of final damages resulting from each acquisition parcel.

As we begin the valuation portion of this appraisal report we'll repeat the definition of value being used and definitions of terms involved:

Under established law, the criterion for just compensation is the market value of the property taken. The courts in the Commonwealth of Massachusetts have defined market value, as used in eminent domain proceedings, as:

"The highest price, in terms of money, which a hypothetical willing buyer would pay a hypothetical willing seller in an assumed free and open market, with neither party being under any obligation or compulsion to buy or sell."[1]

We have completed our analysis under the 'State Rule.' Therefore, the methodology applied herein is summarized as:

Value of the Acquisition
(Plus) + Severance Damages
(Less) - Special Benefits
Value Difference

Severance damage is defined as "damages to the remainder property caused by a partial taking."[2] *Special Benefits are defined as "benefits that arise from the peculiar relation of the land in question to the public improvement, usually resulting in a change in its highest and best use.*[3]*" These are benefits that accrue to the property remaining after the acquisition.*

LAND VALUATION

We first completed a valuation of the underlying land for the 8,000 sq ft subject property.

[1] Epstein V. Boston Housing Authority, (1944) 58 N.E. 2nd 135, 317 Mass. 297
[2] Principles of Right of Way, 4th Edition, 2012, Page 366
[3] Dictionary of RE Appraisal 5th Edition, Page 183

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In order to estimate the value of the land-only, we searched for recent sales of residential land in Melrose for comparison to the subject property.

This search produced 7 sales considered as possible comparisons to the subject. The following is a summary of these sales and comparison to the subject site. Detailed sales sheets on each can be found in the Addenda to this report.

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RESIDENTIAL LAND SALES SUMMARY

Date of Valuation 28-Jan-22

Time Adjustment 6% **annually**

Sale	Address	Town	Sale Price	Sale Date	Land Area Acres	Land Area Sq Ft	USABLE Land Area Sq Ft	Frontage (ft)	FF to SF	Price Per Sq Ft of Usable Land	Time Adjusted Price Per Usable Sq Ft	Access to Municipal Sewer
1	785 Lynn Fells Parkway	Melrose	$430,000	16-Jan-19	0.29	12,600	12,600	95	0.0075	$34.13	**$40.34**	Yes
2	47 Dexter Road	Melrose	$290,000	12-Sep-19	0.29	12,449	12,449	49	0.0039	$23.30	**$26.62**	Yes
3	78-80 Laurel Street	Melrose	$523,500	13-Mar-17	0.39	17,159	17,159	123	0.0072	$30.51	**$39.45**	Yes
4	62 Goss Avenue	Melrose	$390,000	24-Oct-17	0.15	6,600	6,600	60	0.0091	$59.09	**$74.22**	Yes
5	Berkeley Street	Melrose	$342,000	30-Nov-21	0.10	4,500	4,500	50	0.0111	$76.00	**$76.74**	Yes
6	275 Lebanon/2 Fairfield	Melrose	$600,000	26-Jan-18	0.43	18,631	18,631	361	0.0194	$32.20	**$39.95**	Yes
7	10 West Street	Melrose	$200,000	8-Jun-20	0.21	9,344	9,344	153	0.0164	$21.40	**$23.51**	Yes
					Mean	**11,612**	**11,612**			**Mean**	**$45.83**	
					Median	**12,449**	**12,449**			**Median**	**$39.95**	
	9 Wildwood Street	**Melrose**	----------	----------	**0.18**	**8,000**	**8,000**	**80.00**	**0.0100**	----------	----------	**Yes**

Land Sales Analysis (cont.)

We have compared each to the subject on a price per sq ft of *usable land area* basis. Builders and brokers have indicated to us that the usable land area is most important to buyers of land in Melrose. It's not important that a parcel has 2 acres, if only 1 is upland and the remainder is wetlands. The buyer is focused on the usable land area.

In the case of the 7 sales, most are 100% usable.

The sales have first been adjusted for time, to take into consideration the appreciating market conditions in the regional real estate market. We used a 6% annual adjustment based upon a review of the Case Shiller Index presented earlier and the MLS statistics. The time adjusted indications are shown in the **boldprint** column above.

The time adjusted prices per sq ft range from $23.51 to $76.74, with a mean of $45.83 and a median of $39.95.

Melrose is a fully built out town/small city with very little vacant land remaining. The 'land sales' that do occur are predominantly a result of 'tear downs' in which a property is purchased that contains improvements/homes that are at the end of their economic life and are torn down post sale to make way for a new dwelling. These are 'land sales' because the buyer purchased the property for the land only and gave no value to the improvements that were on site. Of the 7 sales 6 were 'tear down' sales and #2 was a sale of a vacant lot.

A review of the sales indicates that the factors that play the largest role in determining residential land prices in Melrose are; location, size, and utility of the site.

Larger sites tend to sell for less on a per sq ft basis than smaller sites, if all other factors are held equal. A comparison of the two small lot sales; #4 and #5, to any of the other sales, which are larger in size, are examples of the size factor. The biggest factor in the price per sq ft in theses comparisons is size. The smaller sales had a much higher price per sq ft.

No one sale was 'exactly' similar to the subject. And unfortunately, there were no recent sales in the subject, Upham Park neighborhood either. However, the 7 sales presented and analyzed do present a reasonable range for which the value of the subject site on a per sq ft basis should fall. The 'mean' time adjusted price from the 7 sales is $45.83. The mean 'usable land area' is 11,612. The subject is moderately smaller than the 'mean'.

Based upon this analysis and consideration of all sales, and recalling the 'size' factor discussed above, it is our opinion that the value of the underlying land for the subject property, as of January 28, 2022 is **$50.00 per sq ft of land area**. This would suggest an overall value for the subject site of $400,000 (rounded), which after review of the sales of the single family lots presented above, is reasonable.

We will now begin with the valuation of the proposed easement:

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PERMANENT EASEMENT VALUATION

This is acquisition of a permanent easement of a 1,200 sq ft section of land along the larger property's southern boundary or side yard.

Encumbrance of the subject property with the permanent easement has an impact on the value of the fee ownership. The rights given up include:

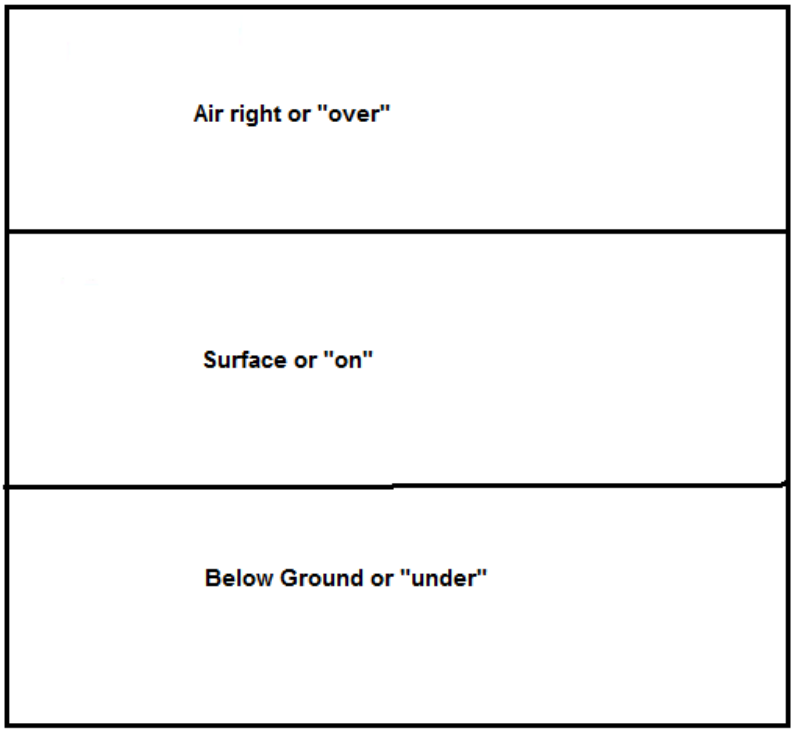
- Owner's exclusive use of the property (quiet enjoyment) is restricted.
- Owner's ability to limit trespass on easement is restricted.
- Owner's ability to develop the easement is restricted.
- Owner's ability to place improvements on the easement is restricted.
- Owner's ability to change topography is restricted.
- Owner's ability to fence off the easement is restricted.
- Owner's ability to utilize the easement area for exclusive drainage is restricted.
- Owner's right of passage is allowed but no new access ways or driveways may be created over the easement.

The owner's retained rights include:

- Ownership of the property.
- Limited yard expansion over the term of the easement.
- Freedom from future liability because it is assumed by the easement holder.

The permanent easement acquisition will be a 'less than fee' acquisition. In terms of easements, the phrase "on, over, and under" is commonly used to describe what rights have been taken and what remains with a parcel. The following diagram illustrates the rights involved with one square foot of land:

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1 SQUARE FOOT OF LAND

In terms of the proposed easement most of the exclusive surface or “on” rights will be taken, as will the “over” rights. And given that the easement will be used to install a municipal drainage pipe virtually all of the “under” rights will be taken. The owner will still be able to put temporary structures on the easement area, walk on it, and enjoy any landscaping that is on it. But the rights are not exclusive.

To estimate an adjustment needed to account for the rights given away, we have looked at the following matched pair sales.

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	Date of Valuation	28-Jan-22					**Price**	**Time**
	Time Adjustment	6%	**annually**				**Per**	**Adjusted**
					Land		**Sq Ft**	**Price**
			Sale	**Sale**	**Area**		**of**	**Per**
Sale	**Address**	**Town**	**Price**	**Date**	**Sq Ft**	**Frontage**	**Land**	**Sq Ft**
1	62 Goss Avenue	Melrose	$ 390,000	24-Oct-17	6,600	60.00	$59.09	**$74.22**
2	Lot 2 Montvale Street	Melrose	$ 17,500	21-Feb-20	7,750	107.75	$2.26	**$2.52**
			% of Fee Lost to Restrictions or Non Buildable Status					**97%**
1	12 Hampton Court	Lynnfield	$ 700,000	1-Dec-21	27,724	70.00	$25.25	**$25.49**
2	11 Archer Lane	Lynnfield	$ 75,000	4-Sep-20	15,960	90.00	$4.70	**$5.09**
			% of Fee Lost to Restrictions or Non Buildable Status					**80%**
1	97 Reed Street	Lexington	$ 785,000	21-Jun-19	27,697	150.00	$28.34	**$32.78**
2	Lot 32-14 Kendall Rd	Lexington	$ 50,000	31-Oct-19	22,034	75.00	$2.27	**$2.58**
			% of Fee Lost to Restrictions or Non Buildable Status					**92%**
1	18 Larchmont Street	Lexington	$ 780,000	31-Oct-19	15,200	125.00	$51.32	**$58.23**
2	359 Lincoln Street	Lexington	$ 75,000	19-Apr-18	17,678	100.00	$4.24	**$5.21**
			% of Fee Lost to Restrictions or Non Buildable Status					**91%**
1	29 Van Vecht St	Waltham	$ 300,000	17-Oct-18	4,966	50.00	$60.41	**$72.32**
2	107 Pine Hill Road	Waltham	$ 40,000	16-Oct-20	4,312	40.00	$9.28	**$9.99**
			% of Fee Lost to Restrictions or Non Buildable Status					**86%**
1	31 Old Concord Road	Lincoln	$ 675,000	16-Nov-20	145,055	250.00	$4.65	**$4.99**
2	22 Juniper Ridge Road	Lincoln	$ 50,000	3-Sep-20	43,778	52.46	$1.14	**$1.24**
			% of Fee Lost to Restrictions or Non Buildable Status					**75%**
1	314 Glen Road	Weston	$ 900,000	6-Jan-16	160,301	200.00	$5.61	**$7.66**
2	Lot 1, 441 Glen Road	Weston	$ 400,000	13-Sep-13	287,496	100.00	$1.39	**$2.09**
			% of Fee Lost to Restrictions or Non Buildable Status					**73%**
1	Lot 5 Wilson Way	Dover	$ 950,000	16-Mar-19	102,802	200.00	$9.24	**$10.83**
2	Parcel D Straw berry Hill	Dover	$ 50,000	12-Jul-19	59,242	45.46	$0.84	**$0.97**
			% of Fee Lost to Restrictions or Non Buildable Status					**91%**
1	39 Ridge Hill Road	Wellesley	$2,470,000	15-Jul-13	136,343	150.00	$18.12	**$27.41**
2	Lot B, 15-R Pembroke Rd	Wellesley	$ 235,000	22-Dec-15	120,226	45.46	$1.95	**$2.67**
			% of Fee Lost to Restrictions or Non Buildable Status					**90%**
1	58 Carriage Way	Sudbury	$ 517,500	23-Jul-18	87,480	255.21	$5.92	**$7.17**
2	Parcel 5A Haynes Rd	Sudbury	$ 330,000	9-Apr-18	242,629	none	$1.36	**$1.67**
			% of Fee Lost to Restrictions or Non Buildable Status					**77%**

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With each comparison the top sale is of land in which all fee simple rights were acquired. The land for the top sale could be developed in accordance with underlying zoning without any further restrictions. The bottom sale in each matched pair involves land in which less than the fee simple right were acquired. These sales were impaired in that the full development potential under zoning was not possible due to legal or physical restraints.

The examples showed between 73% and 97% diminution in value caused by the less than fee rights in comparison to the sale of the property in which all fee simple rights were acquired.

Looking back at our one sq ft of land diagram, it is our opinion that the fee simple rights for that land can be broken down into 50% for the surface rights extending up to approximately 10' above ground; 25% for the below ground rights; and 25% for the air rights.

Using the matched pair examples cited above and the diagram and analysis presented, it is our opinion that the proposed easement over the 1,200 sq ft section of the subject land will take 80% of the rights from the fee simple ownership. This figure will be used in the calculations to follow.

In terms of the contributory value of any existing improvements, there is none in our opinion. As stated earlier, as part of the contract work for this project, unless noted herein, all landscaping, shrubs, and pavement will be replaced by the Town's or State's contractor at no cost to the property owner unless otherwise noted.

In terms of the Cost to Cure there are no items to be considered here.

In terms of Severance Damages there are none in our opinion. The proposed taking of the 1,200 easement will not cause a loss in value to the remainder property in our opinion. There will be no loss in development potential in the future. The same (or improved) access to the property will be retained. There will be no change to the productive use of the property.

And in terms of Special Benefits, as defined previously, there are none created in our opinion as a result of these acquisitions.

Based upon a description of the permanent easement and the analysis completed, it is our conclusion that most of the rights will be transferred to the easement holder. As a result, we conclude the owner retains about 20% of the value while the easement holder gains 80% of the value. And we have previously estimated the value of the underlying land at $50 per sq ft.

The estimate of total damages as a result of the acquisition of permanent easement is calculated as follows:

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Parcel #	# of Sq Ft		Price Per Sq Ft		Indication
Proposed 12' Wide Easement	1,200	x	$ 50.00	=	$60,000
Adjusted @	80%	for easement		=	$48,000
		Plus			
	Contributory Value of Improvements				$0.00
		Plus			
	Cost to Cure				$0.00
		Plus			
	Severance Damages				$0.00
		Less			
	Special Benefits				$0.00
			Total Damages		$48,000
			ROUNDED		**$48,000**

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RECONCILIATION AND FINAL ESTIMATE OF DAMAGES

The proposed acquisition parcel is a permanent easement of 1,200 sq ft encumbering the underlying 8,000 sq ft fee property known as 9 Wildwood Road in Melrose, MA.

The acquisition is part of a proposed drain relocation project proposed by the City of Melrose.

To complete this assignment, we first estimated the market value for the fee simple interest in the subject land based on a Sales Comparison Approach involving 7 sales of residential zoned land in Melrose. Next, the fee simple interests were discounted reflecting the retained and given up rights in the subject easements.

We considered the contributory value of any improvements on the parcels being acquired, and cost to cure items were considered as well.

For Severance Damages and Special Benefits, as defined herein, there were none in our opinion.

Based upon the methods of valuation utilized, it is our opinion that the total damages resulting from the proposed acquisition, as of January 28, 2022 is as follows:

Parcel #	Area (sf)	Acquisition Type	Final Estimate of Damages
Proposed 12' Wide Easement	1,200	Permanent Easement	**$ 48,000**

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CERTIFICATE OF THE APPRAISER - USPAP Standards Rule 2-3

I hereby certify that, to the best of my knowledge and belief:

- That on January 24, 2022, I personally made a field inspection of the property herein appraised and afforded the owner the opportunity to accompany me on the inspection. I have also, on January 24, 2022 personally made field inspections of the individual comparable sales relied upon in making said appraisal. The property being appraised, and the comparable sales relied upon in making this appraisal, were as represented in this appraisal.

- The statements of fact contained in this report are true and correct, subject to the limiting conditions herein set forth.

- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.

- I have no present or prospective interest in the property that is the subject of this report and no personal interest or bias with respect to the parties involved. I will not directly or indirectly benefit from the acquisition of such property appraised.

- My engagement in this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.

- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the current Uniform Standards of Professional Appraisal Practice.

- No one provided significant real property appraisal assistance to the person signing this certification.

- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and legal instructions, and are my personal, unbiased professional analyses, opinions and conclusions.

- That to the best of my knowledge no portion of the value assigned to the property appraised consists of items which are non compensable under the established law of the Commonwealth of Massachusetts.

- That I have no direct or indirect present or contemplated future personal interest in such property or in any benefit from the acquisition of such property appraised.

- That I have not revealed the findings and results of such appraisal to anyone other than the client and I will not do so until so authorized by said client, or until I am required to do so by due process of law, or until I am released from this obligation by having publicly testified as to such findings.

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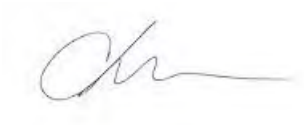
- I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three year period immediately preceding the acceptance of this assignment.

- That any decrease or increase in the market value of real property prior to the date of valuation caused by the public improvement for which such property is acquired, or by the likelihood that the property would be acquired for such improvement, other than that due to physical deterioration within the reasonable control of the owner, was disregarded in determining the compensation for the property.

- That I have collected and analyzed relevant data and applied appropriate valuation techniques and methods. As a result of my analysis, it is my opinion that the value of the property to be acquired and the damages to the remainder, if any, based upon my independent appraisal and the exercise of my professional judgment as of the effective date of appraisal (January 28, 2022) is as follows:

Parcel #	Area (sf)	Acquisition Type	Final Estimate of Damages
Proposed 12' Wide Easement	1,200	Permanent Easement	**$ 48,000**

Signature



Christopher H. Bowler, MAI, CRE
Massachusetts Certified Generall
Real Estate Appraiser #495

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CERTIFICATE OF THE APPRAISER - USPAP Standards Rule 2-3

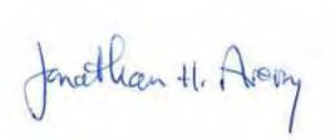
I hereby certify that, to the best of my knowledge and belief:

- That I did not inspect the property that is the subject of this appraisal.
- The statements of fact contained in this report are true and correct, subject to the limiting conditions herein set forth.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest or bias with respect to the parties involved. I will not directly or indirectly benefit from the acquisition of such property appraised.
- My engagement in this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the current Uniform Standards of Professional Appraisal Practice.
- No one provided significant real property appraisal assistance to the person signing this certification.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and legal instructions, and are my personal, unbiased professional analyses, opinions and conclusions.
- That to the best of my knowledge no portion of the value assigned to the property appraised consists of items which are non compensable under the established law of the Commonwealth of Massachusetts.
- That I have no direct or indirect present or contemplated future personal interest in such property or in any benefit from the acquisition of such property appraised.
- That I have not revealed the findings and results of such appraisal to anyone other than the client and I will not do so until so authorized by said client, or until I am required to do so by due process of law, or until I am released from this obligation by having publicly testified as to such findings.
- I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three year period immediately preceding the acceptance of this assignment.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

- That any decrease or increase in the market value of real property prior to the date of valuation caused by the public improvement for which such property is acquired, or by the likelihood that the property would be acquired for such improvement, other than that due to physical deterioration within the reasonable control of the owner, was disregarded in determining the compensation for the property.

Signature



Jonathan H. Avery, MAI, CRE
Massachusetts Certified General
Real Estate Appraisers #26

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ADDENDA

ALLOCATION OF DAMAGES

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ALLOCATION OF DAMAGES

	Permanent 12' Wide Easement
Land	$ 48,000
Improvements	$0
Cost to Cure Items	$0
Damages to Remainder (Severance Damages)	$0
Subtotal	$ 48,000
Benefits	$0
Total Value of Acquisition (rounded)	$ 48,000

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SUBJECT PROPERTY DEED

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Bk: 71283 Pg: 483

AZ

2018 00100794
Bk: 71283 Pg: 483 Doc: DEED
Page: 1 of 2 07/09/2018 01:10 PM

9 Wildwood Road, Melrose, MA

QUITCLAIM DEED

I, KATHLEEN A. THORSEN f/k/a Kathleen A. Hook, unmarried, of Melrose, Massachusetts,

for consideration paid, and in full consideration of
SIX HUNDRED SEVENTY FIVE THOUSAND AND 00/100 DOLLARS
($675,000.00)

grant to

ANDREW F. TOBIN and KATHERINE O. TOBIN, husband and wife, tenants by the entirety, of 9 Wildwood Road, Melrose, Massachusetts

WITH QUITCLAIM COVENANTS

A certain parcel of land with the buildings thereon situated in said Melrose and being shown as Lot #50 on a plan entitled, "Upham Park, Melrose, Mass.", Joseph Selwyn, Engineer, and recorded with Middlesex South District Deed at end of Book 7119, and being bounded and described as follows:

SOUTHWESTERLY:	by Wildwood Road, eighty (80) feet;
NORTHWESTERLY:	by Lot #49, as shown on said plan, one hundred (100) feet;
NORTHEASTERLY:	by Lot #35 and #36, as shown on said plan, eighty (80) feet;
SOUTHEASTERLY:	by Lot #51, as shown on said plan, one hundred (100) feet.

Containing 8,000 square feet of land according to said plan.

Said premises are conveyed subject to restrictions and easements of record so far as now in force and applicable.

Grantor, an unmarried person, hereby releases all rights of homestead and under the pains and penalties of perjury swears that no former spouse or other person is entitled to homestead rights in the property being conveyed by this Deed

Being the same premises conveyed to the herein named Grantor by deed dated June 30, 1999, recorded with said Deeds in Book 30450, Page 194.

MASSACHUSETTS EXCISE TAX
Southern Middlesex District ROD # 001
Date: 07/09/2018 01:10 PM
Ctrl# 284551 19916 Doc# 00100794
Fee: $3,078.00 Cons: $675,000.00

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WITNESS my hand and seal this 22 day of June, 2018.

Kathleen A. Thorsen

Kathleen A. Thorsen

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this 22 day of June, 2018, before me, the undersigned notary public, personally appeared **Kathleen A. Thorsen**, and proved to me through satisfactory evidence of identification, which was ( ) personal knowledge (✓) MA Driver's License, to be the person whose name is signed on the preceding or attached document, who acknowledged to me that she signed it voluntarily for its stated purpose and who swore and affirmed to me that the contents of the document are truthful and accurate to the best of her knowledge and belief.

MARILENA A. LIGHT
MY COMMISSION EXPIRES 01-22-2021
COMMONWEALTH OF MASSACHUSETTS
NOTARY PUBLIC

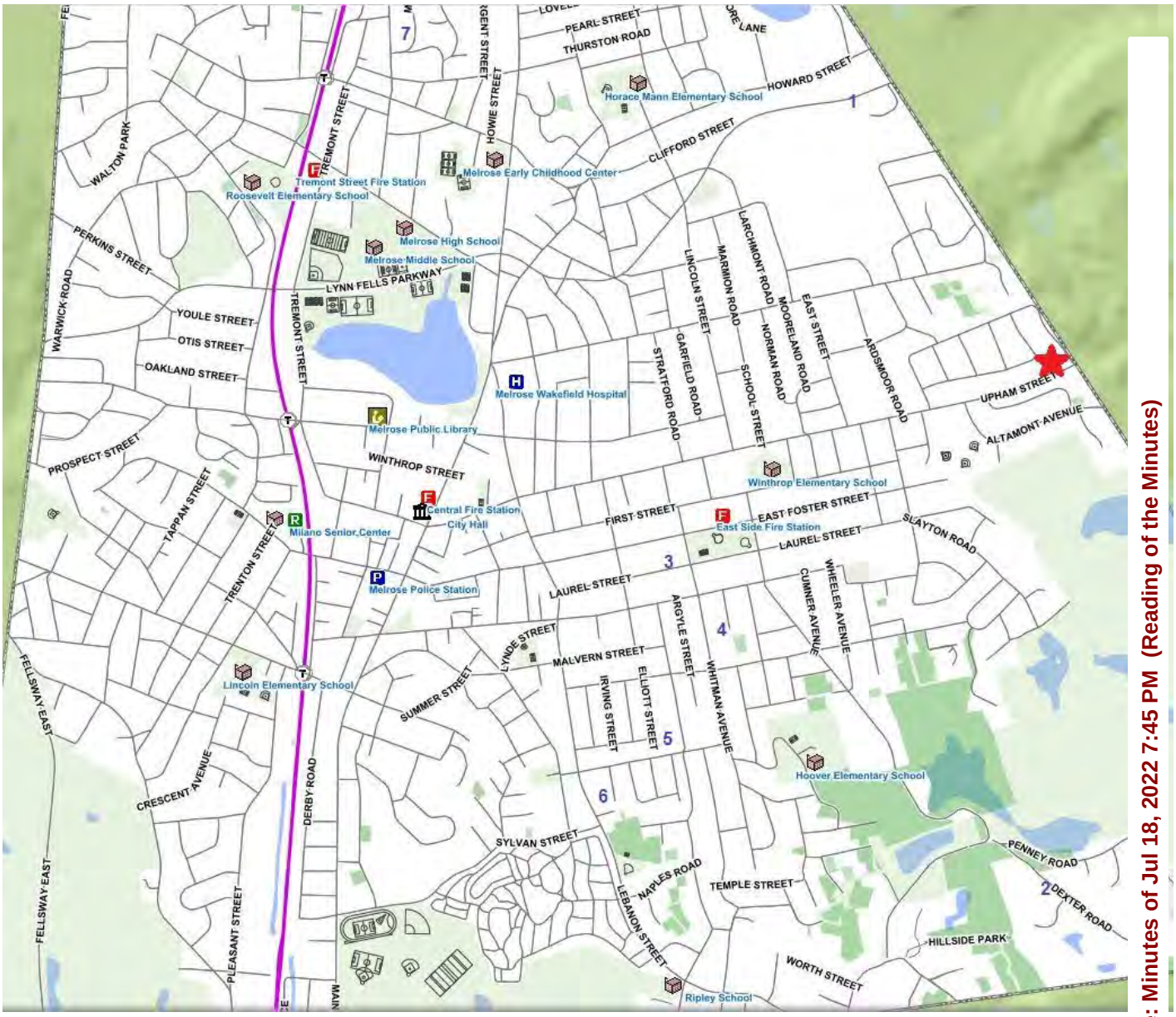
Marilena A Light

Notary Public
My commission expires: 1/22/21

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COMPARABLE LAND SALES LOCATION MAP

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COMPARABLE SALES DATA SHEETS

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Land Sale No. 1

Property Identification

Record ID	1417
Property Type	Residential, Residential land
Address	785 Lynn Fells Parkway, Melrose, Middlesex County, Massachusetts

Sale Data

Grantor	Estate of Allan Meade Carman Sr.
Grantee	Stonehill Properties, LLC
Sale Date	January 16, 2019
Deed Book/Page	72134/57
Recorded Plat	F12/16
Property Rights	Fee Simple
Conditions of Sale	Arm's Length
Financing	Cash or equivalent
Sale History	No prior sale in previous 60 months
Verification	Listing broker Craig Celli; Other sources: Deed, plan, assessors, Confirmed by Christopher Bowler
Sale Price	$430,000
Cash Equivalent	$430,000

Land Data

Zoning	SR, Single Family Residential
Topography	Gentle slope to rear
Utilities	Public sewer and water
Shape	Rectangular
Flood Info	Majority of property in flood zone

Land Size Information

Gross Land Size	0.289 Acres or 12,600 SF
Useable Land Size	0.289 Acres or 12,600 SF , 100.00%
Front Footage	95 ft Total Frontage: 95 ft Lynn Fells

Indicators

Sale Price/Gross Acre	$1,486,571
Sale Price/Gross SF	$34.13
Sale Price/Useable Acre	$1,487,889
Sale Price/Useable SF	$34.16
Sale Price/Front Foot	$4,526

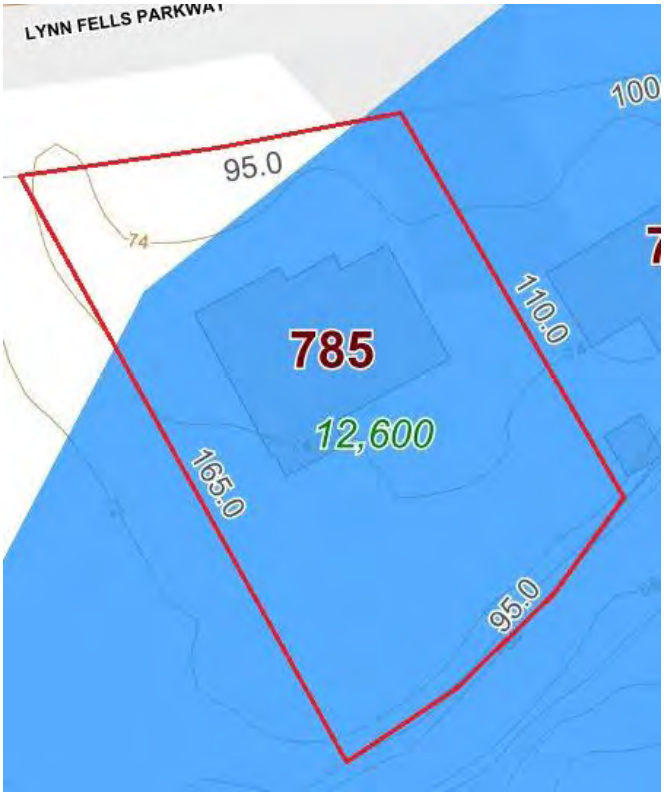
Remarks

This is a tear down lot sale on Lynn Fells Parkway. Small ranch razed to make way for 3,610 sf colonial that sold in 6/2020 for $1.3 million. Majority of lot in flood zone. Views of Bellevue golf course from lot.

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Land Sales No. 1 Photo and Plan





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Land Sale No. 2

Property Identification

Record ID	1418
Property Type	Residential, Residential land
Address	47 Dexter Road , Melrose, Middlesex County, Massachusetts

Sale Data

Grantor	Laura Szekely, Trustee 47 Dexter Road RT
Grantee	Giannelli Management & Development Corp.
Sale Date	September 12, 2019
Deed Book/Page	1549/81
Property Rights	Fee Simple
Conditions of Sale	Arm's Length
Financing	Cash or equivalent
Sale History	No prior sale in previous 60 months
Verification	Listing broker Jonathan Maren; Other sources: Deed, plan, assessors, Confirmed by Christopher Bowler
Sale Price	$290,000
Cash Equivalent	$290,000

Land Data

Zoning	SRA, Single Family Residential
Topography	Lot slopes up from frontage
Utilities	Public sewer and water
Shape	"Flag" shaped
Flood Info	Not in designated flood hazard zone

Land Size Information

Gross Land Size	0.286 Acres or 12,449 SF
Useable Land Size	0.286 Acres or 12,449 SF , 100.00%
Front Footage	49 ft Total Frontage: 49 ft Dexter

Indicators

Sale Price/Gross Acre	$1,014,732
Sale Price/Gross SF	$23.30
Sale Price/Useable Acre	$1,013,986
Sale Price/Useable SF	$23.28
Sale Price/Front Foot	$5,918

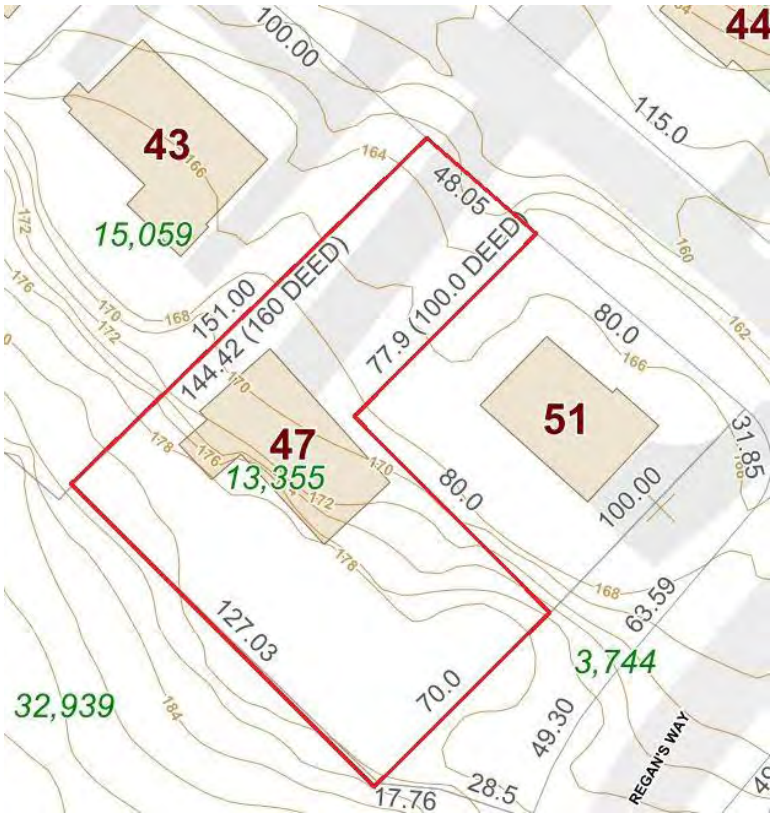
Remarks

Flag shaped lot located adjacent to the Regan's Way/Stone Ridge Heights subdivision. Lot had been conceptually planned for a home up to 3,100 sf.

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Land Sales No. 2 Photo and Plan





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Land Sale No. 3

Property Identification

Record ID	1419
Property Type	Residential, Residential land
Address	78-80 Laurel Street, Melrose, Middlesex County, Massachusetts

Sale Data

Grantor	Estate of Ruth Medalia Colangelo
Grantee	80 Laurel Street, LLC
Sale Date	March 13, 2017
Deed Book/Page	1505/40
Property Rights	Fee Simple
Conditions of Sale	Arm's Length
Financing	Cash or equivalent
Sale History	No prior sale in previous 60 months
Verification	Listing broker John Bulman; Other sources: Deed, plan, assessors, Confirmed by Christopher Bowler
Sale Price	$523,500
Cash Equivalent	$523,500

Land Data

Zoning	URA, Single Family Residential
Topography	Gentle Slope
Utilities	Public sewer and water
Shape	Rectangular
Flood Info	Not in designated flood hazard zone

Land Size Information

Gross Land Size	0.394 Acres or 17,159 SF
Useable Land Size	0.394 Acres or 17,159 SF , 100.00%
Front Footage	123 ft Total Frontage: 123 ft Laurel

Indicators

Sale Price/Gross Acre	$1,329,001
Sale Price/Gross SF	$30.51
Sale Price/Useable Acre	$1,328,680
Sale Price/Useable SF	$30.50
Sale Price/Front Foot	$4,256

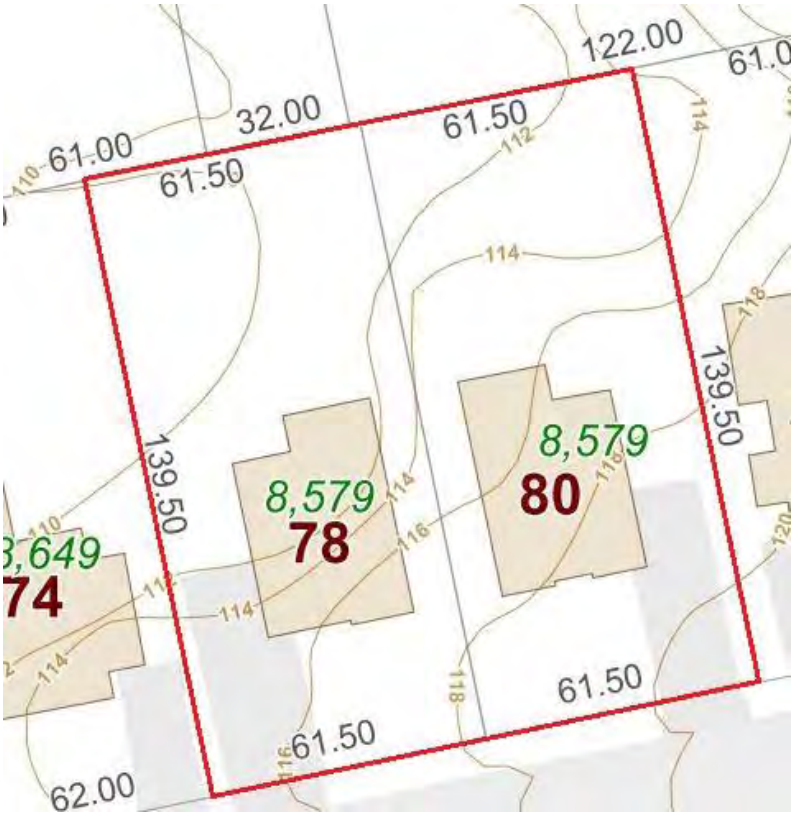
Remarks

Sale of two adjacent lots on the east side of town close to the town common. Since sale two homes built on the two lots. One 3,000 sf dwelling sold for $1,275,000 in March of 2021. Gentle slope to rear.

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Land Sales No. 3 Photo and Plan





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Land Sale No. 4

Property Identification

Record ID	1420
Property Type	Residential, Residential land
Address	62 Goss Avenue , Melrose, Middlesex County, Massachusetts

Sale Data

Grantor	Leo R. Gerstel and Karen A. Gerstel
Grantee	Robert W. Murray, Trustee of Hickory Tree Trust
Sale Date	October 24, 2017
Deed Book/Page	70121/317
Property Rights	Fee Simple
Conditions of Sale	Arm's Length
Financing	Cash or equivalent
Sale History	No prior sale in previous 60 months
Verification	Listing broker Kim Covino; Other sources: Deed, plan, assessors, Confirmed by Christopher Bowler
Sale Price	$390,000
Cash Equivalent	$390,000

Land Data

Zoning	URA, Urban Residential
Topography	Gentle slope
Utilities	Public sewer and water
Shape	Rectangular
Flood Info	Not in designated flood hazard zone

Land Size Information

Gross Land Size	0.152 Acres or 6,600 SF
Useable Land Size	0.152 Acres or 6,600 SF , 100.00%
Front Footage	60 ft Total Frontage: 60 ft Goss

Indicators

Sale Price/Gross Acre	$2,574,000
Sale Price/Gross SF	$59.09
Sale Price/Useable Acre	$2,565,789
Sale Price/Useable SF	$58.90
Sale Price/Front Foot	$6,500

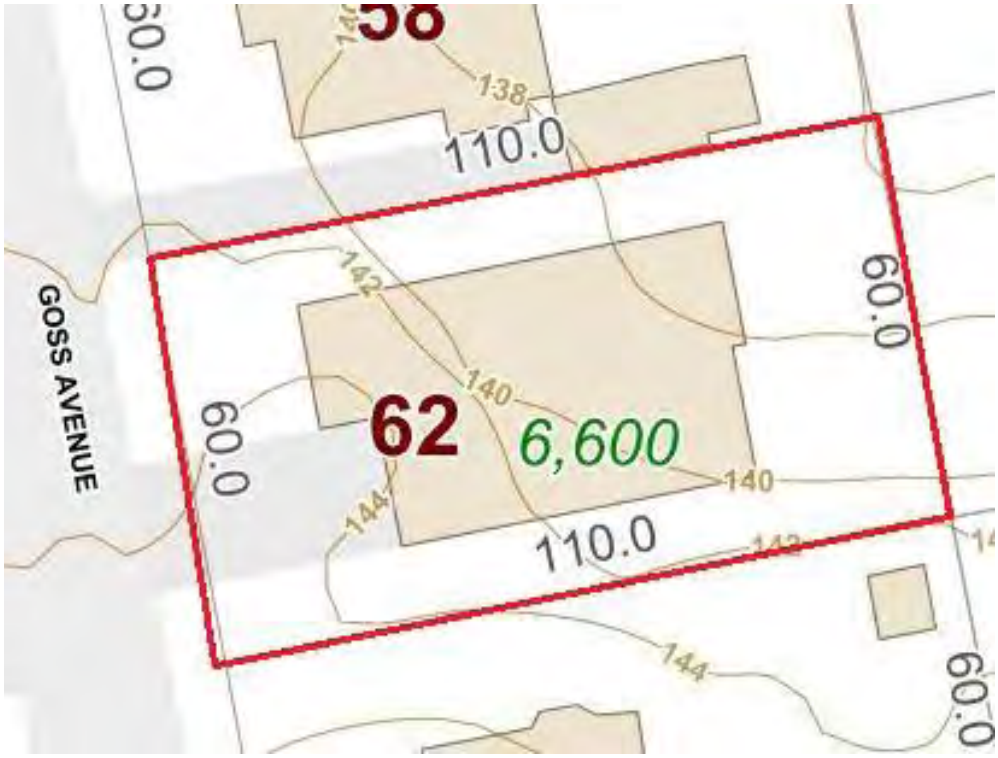
Remarks

Gently sloping, 60' x 110' lot. Older home razed to make way for new 3,216 sf colonial that sold for $1,220,000 on February 11, 2020.

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Land Sales No. 4 Photo and Plan





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Land Sale No. 5

Property Identification

Record ID	1421
Property Type	Residential, Residential land
Address	Berkeley Street, Melrose, Middlesex County, Massachusetts

Sale Data

Grantor	Brian Caira
Grantee	Trin Ext Properties LLC
Sale Date	November 30, 2021
Deed Book/Page	79253/10
Property Rights	Fee Simple
Conditions of Sale	Arm's Length
Financing	Cash or equivalent
Sale History	No prior sale in previous 60 months
Verification	Listing brokers, The Marrocco Group; Other sources: Deed, plan, assessors, Confirmed by Christopher Bowler
Sale Price	$342,000
Cash Equivalent	$342,000

Land Data

Zoning	URA, Urban Residential
Topography	Slopes to rear
Utilities	Public sewer and water
Shape	Rectangular
Flood Info	Not in designated flood hazard zone

Land Size Information

Gross Land Size	0.103 Acres or 4,500 SF
Useable Land Size	0.103 Acres or 4,500 SF , 100.00%
Front Footage	50 ft Total Frontage: 50 ft Berkeley

Indicators

Sale Price/Gross Acre	$3,310,560
Sale Price/Gross SF	$76.00
Sale Price/Useable Acre	$3,320,388
Sale Price/Useable SF	$76.23
Sale Price/Front Foot	$6,840

Remarks

This is a lot that sold with a dwelling on site that had experienced severe fire damage. Sold as a 'tear down'. Lot slopes steeply to rear.

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Land Sales No. 5 Photo and Plan





Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Land Sale No. 6

Property Identification

Record ID	1422
Property Type	Residential, Residential land
Address	275 Lebanon Street / 2 Fairfield Ave, Melrose, Middlesex County, Massachusetts

Sale Data

Grantor	Jennifer M. Gray
Grantee	Ingemi Realty, LLC
Sale Date	January 26, 2018
Deed Book/Page	70558/528
Recorded Plat	E4/12, 11
Property Rights	Fee Simple
Conditions of Sale	Arm's Length
Financing	Cash or equivalent
Sale History	No prior sale in previous 60 months
Verification	Listing broker Mark Hutchinson; Other sources: Deed, plan, assessors, Confirmed by Christopher Bowler
Sale Price	$600,000
Cash Equivalent	$600,000

Land Data

Zoning	URA, Urban Residential
Topography	Moderately sloping
Utilities	Public sewer and water
Shape	Irregular
Flood Info	Not in designated flood hazard zone

Land Size Information

Gross Land Size	0.428 Acres or 18,631 SF
Useable Land Size	0.428 Acres or 18,631 SF , 100.00%
Front Footage	361 ft Total Frontage: 360.714 ft Lebanon & Fairfield

Indicators

Sale Price/Gross Acre	$1,402,823
Sale Price/Gross SF	$32.20
Sale Price/Useable Acre	$1,401,869
Sale Price/Useable SF	$32.18
Sale Price/Front Foot	$1,662

Remarks

Sale of two adjacent lots in the southern end of town, close to the Malden line. Moderately sloping land. Each lot improved with 2,200+ sq ft colonial style homes post sale that each sold in the $800,000's range.

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Land Sales No. 6 Photo and Plan





Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Land Sale No. 7

Property Identification

Record ID	1424
Property Type	Residential, Residential land
Address	10 West Street , Melrose, Middlesex County, Massachusetts

Sale Data

Grantor	Maidel Viola
Grantee	H.B. Development Corp.
Sale Date	June 08, 2020
Deed Book/Page	74633/20
Property Rights	Fee Simple
Conditions of Sale	Arm's Length
Financing	Cash or equivalent
Sale History	No prior sale in previous 60 months
Verification	Listing broker Ronald Webb; Other sources: Deed, plan, assessors, Confirmed by Christopher Bowler
Sale Price	$200,000
Cash Equivalent	$200,000

Land Data

Zoning	URA, Urban Residential
Topography	Sloping
Utilities	Public sewer and water
Flood Info	Not in designated flood hazard zone

Land Size Information

Gross Land Size	0.215 Acres or 9,344 SF
Useable Land Size	0.215 Acres or 9,344 SF , 100.00%
Front Footage	153 ft Total Frontage: 153 ft West

Indicators

Sale Price/Gross Acre	$932,363
Sale Price/Gross SF	$21.40
Sale Price/Useable Acre	$930,233
Sale Price/Useable SF	$21.36
Sale Price/Front Foot	$1,307

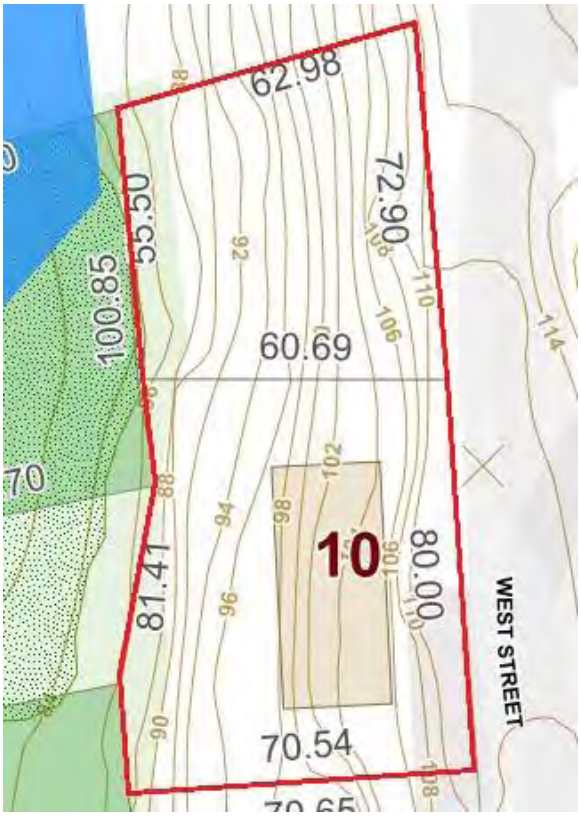
Remarks

Sloping lot northeast of town center. Older, 1,400 sf home razed to make way for new colonial style home that sold for $955,000 in February of 2021. This lot had not been connected to city sewer. This was done by new buyer.

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Land Sales No. 7 Photo and Plan





Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

QUALIFICATIONS

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

QUALIFICATIONS OF CHRISTOPHER H. BOWLER
REAL ESTATE APPRAISER AND CONSULTANT

EDUCATION

- BA Economics, Union College, Schenectady, New York 1987

- Appraisal Institute

Course SPP	Standards of Professional Practice
Course 1A-1	Basic Appraisal Principles, Methods and Techniques
Course 1A-2	Basic Valuation Theory and Techniques
Course 8-1	Residential Valuation
Course 1B-A	Capitalization Theory & Techniques Part A
Course 1B-B	Capitalization Theory & Techniques Part B
Course 550	Advanced Applications
Course 410	Standards of Professional Practice Part A
Course 420	Standards of Professional Practice Part B
Course 540	Report Writing & Valuation Analysis

- Argus Software
  Valuation DCF 2 Day Training; 11/09

PROFESSIONAL AND TRADE AFFILIATIONS

- The Counselors of Real Estate

2015	CRE Designation #13359

- Appraisal Institute

1992	Senior Residential Appraiser - SRA Designation
2000	Member of Appraisal Institute - MAI Designation #11564
2002-4	Director, Massachusetts Chapter
2005	Secretary, Massachusetts Chapter
2006	Treasurer, Massachusetts Chapter
2007	Vice President, Massachusetts Chapter
2008	President, Massachusetts Chapter

- Massachusetts Certified General Real Estate Appraiser License #495

PROFESSIONAL EXPERIENCE

Qualified expert witness; Land Court of Massachusetts.
Qualified expert witness; Massachusetts Appellate Tax Board.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

BUSINESS EXPERIENCE

Presently the Senior Associate and Chief Valuation Officer of Avery Associates, Acton, Massachusetts. Avery Associates handles a wide variety of real estate appraisal and consulting assignments. Mr. Bowler has prepared appraisals of apartment complexes, office buildings, industrial buildings, shopping centers, research and development facilities, hotels/motels, golf courses, restaurants, laboratory-life sciences buildings, medical office buildings, auto dealerships, truck terminals, warehouses, bank branches, commercial and industrial condominium units and buildings, lumber yards, service stations, industrial mill buildings, and cranberry bogs.

Mr. Bowler's experience also includes the appraisal of large tracts of land, conservation restrictions, proposed developments; condominium projects, mixed use retail and residential, and traditional single family subdivisions. Mr. Bowler has prepared market studies and feasibility analyses for proposed developments of both residential and commercial projects. Prior to joining Avery Associates in 1992, Mr. Bowler was employed in the following manner:

1987-1992	Real Estate Appraiser Edward W. Bowler Associates Waltham, Massachusetts
1987	Research Associate, New York State Department of Transportation Albany, New York

BUSINESS ADDRESS

Avery Associates
282 Central Street
Post Office Box 834
Acton, MA 01720-0834
Tel: 978-263-5002
Fax: 978-635-9435
chris@averyandassociates.com

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

QUALIFICATIONS OF JONATHAN H. AVERY
REAL ESTATE APPRAISER AND CONSULTANT

EDUCATION

BBA University of Massachusetts, Amherst, Massachusetts
Graduate of Realtors Institute of Massachusetts - GRI
American Institute of Real Estate Appraisers

Course 1-A	Basic Appraisal Principles, Methods and Techniques
Course 1A-B	Capitalization Theory and Techniques
Course 2	Basic Appraisal of Urban Properties
Course 6	Real Estate Investment Analysis
Course 410/420	Standards of Professional Practice

PROFESSIONAL AND TRADE AFFILIATIONS

The Counselors of Real Estate

1985	-	CRE Designation #999
1993	-	Chairman, New England Chapter
1995	-	National Vice President
1999	-	National President

Appraisal Institute

1982	-	Member Appraisal Institute - MAI Designation #6162
1975	-	Residential Member - RM Designation #872
1977	-	Senior Residential Appraiser - SRA Designation
1981	-	Senior Real Property Appraiser - SRPA Designation
1986-1987	-	President, Eastern Massachusetts Chapter
1992	-	President, Greater Boston Chapter
1995	-	Chair, Appraisal Standards Council
1996-1998	-	Vice Chair, Appraisal Standards Council

Massachusetts Board of Real Estate Appraisers

1972	-	MRA Designation
1981	-	President of the Board

Royal Institution of Chartered Surveyors

2005	-	FRICS Designation

Affiliate Member, Greater Boston Real Estate Board
Licensed Real Estate Broker - Massachusetts 1969
Massachusetts Certified General Real Estate Appraiser #26
New Hampshire Certified General Real Estate Appraiser #NHGC-241

BUSINESS EXPERIENCE

Mr. Avery is Principal of the firm of Avery Associates located in Acton, Massachusetts. Avery Associates is involved in a variety of real estate appraisal and consulting activities including: market value estimates, marketability studies, feasibility studies, and general advice and guidance on real estate matters to public, private and corporate clients. Mr. Avery has served as arbitrator and counselor in a variety of proceedings and negotiations involving real estate. During 1993, he served as an appraisal consultant for the Eastern European Real Property Foundation in Poland. He has been actively engaged in the real estate business since 1967 and established Avery Associates in 1979. Prior to his present affiliation, Mr. Avery served in the following capacities:

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

1978-1979	Managing Partner, Avery and Tetreault, Real Estate Appraisers and Consultants
1975 -1978	Chief Appraiser, Home Federal Savings and Loan Association Worcester, Massachusetts
1972-1975	Staff Appraiser, Northeast Federal Saving and Loan Association Watertown, Massachusetts
1971-1972	Real Estate Broker, A. H. Tetreault, Inc. Lincoln, Massachusetts

TEACHING EXPERIENCE

Instructor, Bentley College, Continuing Education Division, 1976-1982;
Appraisal Methods and Techniques
Computer Applications for Real Estate Appraisal
Approved Instructor Appraisal Institute - since 1982
Chapter Education Chairman 1986-1987
Seminar Instructor; Massachusetts Board of Real Estate Appraisers since 1981
Certified Appraisal Standards Instructor-Appraiser Qualifications Board

PROFESSIONAL EXPERIENCE

Qualified expert witness; Middlesex County District Court and Superior Court, Essex County Superior Court, Norfolk County Superior Court, Plymouth Superior Court, Worcester County Probate Court, Federal Tax Court, Federal Bankruptcy Court, Appellate Tax Board of Massachusetts and Land Court of Massachusetts. Member, Panel of Arbitrators - American Arbitration Association, National Association of Securities Dealers Regulation.

Property Assignments Include:

Land (Single Lots and Subdivisions)
One to Four Family Dwellings
Apartments
Residential Condominiums
Office Buildings
Restaurants
Industrial Buildings
Racquet Club
Petroleum Fuel Storage Facility
Lumber Yard
School Buildings
Historic Renovations
Movie Theater
Conservation Easements
Hotels and Motels
Shopping Centers
Golf Courses
Churches
Gasoline Service Stations
Farms
Office Condominiums
Automobile Dealerships

BUSINESS ADDRESS

Avery Associates
282 Central Street
Post Office Box 834
Acton, MA 01720-0834
Tel: 978-263-5002
Fax: 978-635-9435
jon@averyandassociates.com

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

AVERY ASSOCIATES
REPRESENTATIVE LIST OF CLIENTS

FINANCIAL INSTITUTIONS

Avidia Bank
Bank of New England
Belmont Savings Bank
Berkshire Bank
Cambridge Savings Bank
East Boston Savings Bank
Enterprise Bank & Trust
Farm Credit East
Main Street Bank
Middlesex Federal Savings
Middlesex Savings Bank
Fidelity Bank
North Shore Bank
Rollstone Bank & Trust
Salem Five Cent Savings Bank
Seneca Insurance Co.
TD Bank, N.A.
Webster Five Cents Savings Bank
Workers Credit Union

CORPORATIONS

Avalon Bay Communities
Boston Medflight
Concord Lumber Corporation
Dow Chemical Company
Exxon Mobil Company
Fidelity Real Estate
Genzyme/Sanofi
John M. Corcoran & Co.
Marvin F. Poer and Company
McDonald's Corporation
Minuteman Airfield, Inc.
PriceWaterhouseCoopers
Sun Life Assurance Company
The Mathworks, Inc.
Toyota Financial Services
U.S. Postal Service
W. J. Graves Construction Co., Inc.
Zoll Medical Corp.

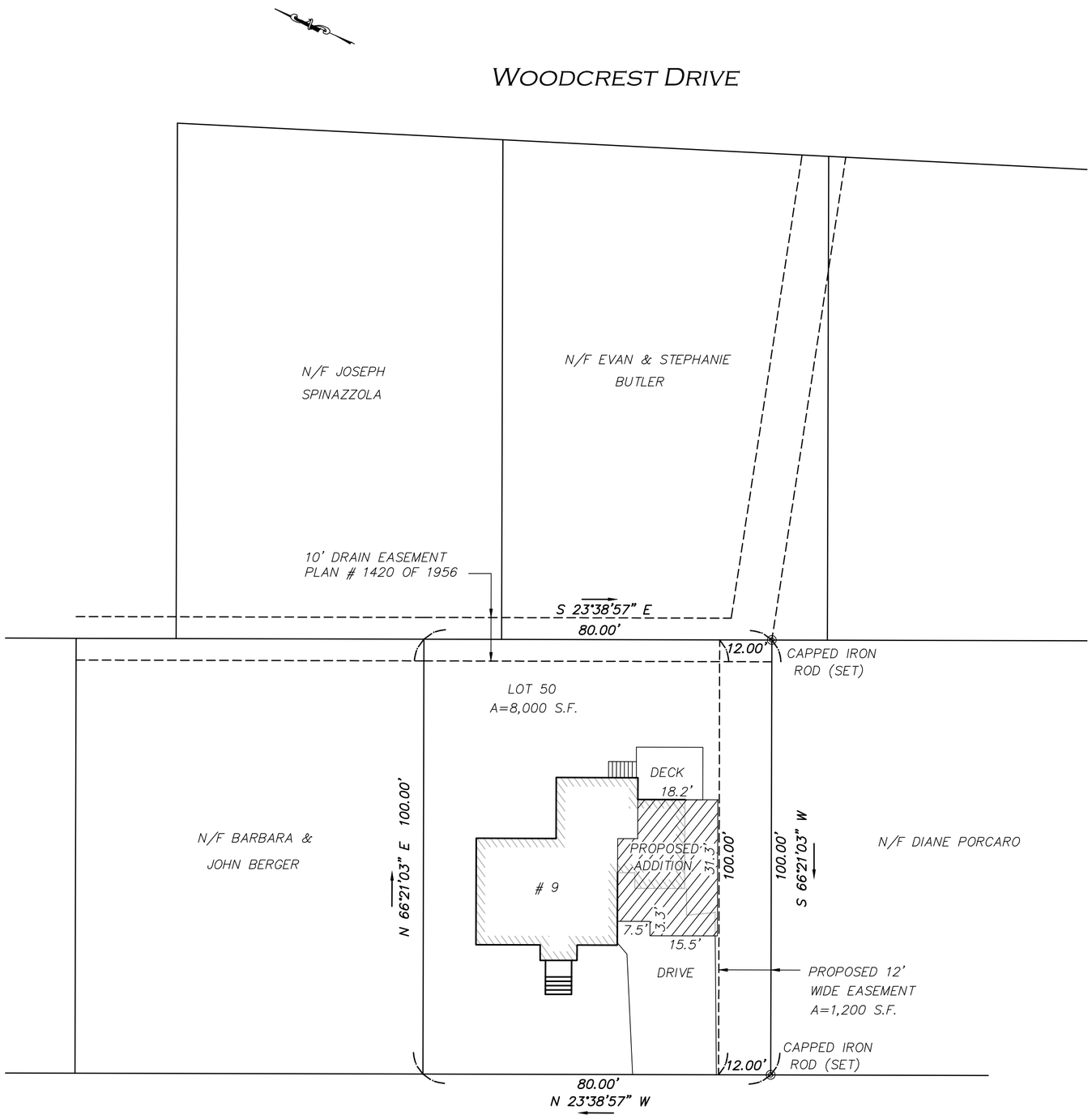
PUBLIC SECTOR/NONPROFIT

American Arbitration Association
Church of Latter Day Saints
City of Marlborough
Emerson Hospital
Essex County Greenbelt Association
Internal Revenue Service
Mass Audubon
Mass. Dept. of Conservation/Recreation
Massachusetts Dept. of Agricultural Resources
MassDevelopment
MassHousing
Sudbury Valley Trustees
The Nature Conservancy
The Trust for Public Land
Town of Acton
Town of Concord
Town of Lexington
Trustees of Reservations
U. S. Department of Interior
U.S. Department of Justice
U.S. Forest Service
Walden Woods Project
Water Supply District of Acton

LAW FIRMS & FIDUCIARIES

Anderson & Kreiger LLP
Choate, Hall & Stewart
DLA Piper
Edwards, Angell, Palmer & Dodge
Foley Hoag, LLP
Goodwin Procter
Hemenway & Barnes LLP
Holland & Knight
Kates & Barlow P.C.
Kirkpatrick Lockhart Nicholson Graham
Kopelman & Paige P.C.
Regan & Kiley, LLP
Tarlow, Breed, Hart & Rodgers P.C.
Nutter, McClennen & Fish, LLP
Office of Stephen Small, Esq.
Peabody & Arnold, LLP
Prince, Lobel, Glovsky & Tye
Rackemann, Sawyer & Brewster
Riemer & Braunstein, LLP
Ropes & Gray
Sloane and Walsh, LLP
Shapiro, Weissberg & Garin LLP
WilmerHale

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)



OWNER OF RECORD

ANDREW & KATHERINE TOBIN

BOOK 71283 PAGE 483 M.S.R.D.

ZONING DISTRICT

TAX MAP H9 PARCEL 51
SRB RESIDENCE

PLAN REFERENCES

END OF BOOK 7119

I HEREBY CERTIFY:

THAT ACCORDING TO DEEDS AND PLANS OF RECORD THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIP, AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW LINES FOR THE DIVISION OF EXISTING OWNERSHIP OR FOR NEW STREETS AND WAYS ARE SHOWN.

THAT THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS, DATED JANUARY 1, 1976 AND REVISED JANUARY 12, 1988.

EDWARD J. FARRELL *PLS*

EASEMENT PLAN OF LAND
9 WILDWOOD ROAD
MELROSE, MASS.

SCALE: 1" = 20' APRIL 26, 2022

Prepared By
EDWARD J. FARRELL
PROFESSIONAL LAND SURVEYOR
110 WINN STREET ~ SUITE 203 ~ WOBURN, MA.
(781) - 933 - 9012

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-115

Easement Acquisition 9 Wildwood Rd.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Request that the City Council vote to authorize the Mayor to accept and purchase on behalf of the City of Melrose a drainage easement from the property owners located at 9 Wildwood Rd. in Melrose, containing 1,200 square feet of land, more or less, as depicted on a plan entitled "Easement Plan of Land, 9 Wildwood Road, Melrose, Mass", dated April 26, 2022 and prepared by Edward J Farrell.

FINANCIAL IMPACT:

$48,000 (see separate order for appropriation)

05/02/22 City Council ASSIGNED TO COMMITTEE

RESULT:	**ASSIGNED TO COMMITTEE**

05/05/22 Appropriations and Oversight OUGHT TO PASS

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Mark Garipay
SECONDER:	Christopher Cinella, President, ex oficio
AYES:	Grigoraitis, Migliorelli, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Obremski, Williams, Cinella

05/16/22 City Council ADOPTED

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

Vonnie Reis, P.E.
City Engineer

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

April 26, 2022

To: Mayor Paul Brodeur

Re: Vote for approval of purchase of Drainage Easement and Appropriation of Funds to Purchase Easement at 9 Wildwood Rd in Melrose, MA.

Dear Mayor Brodeur,

In December 2021, the residents of 9 Wildwood Rd. in Melrose called the Engineering Division of the DPW because a city-owned drainage pipe was encountered during excavation related to an addition to their house. Engineering staff visited the site and confirmed that the 30-inch reinforced concrete pipe (RCP) was active and is owned by the City. The pipe was installed during the 1950's when the subdivision was developed. This structure is shown on the City's GIS mapping and was known to us, however an easement for the pipe was never recorded as part of the development project. There is also no evidence on the property or in any registry filings of the existence of this easement. As such, the owners of the property were previously unaware of the existence of the pipe.

This request is made pursuant to the requirements of state law which require City Council approval for this easement, and for City Council to appropriate the necessary funding to do so. The City engaged the services of Avery Associates to appraise the fair value of the easement. Avery's assessment of the value is $48,000. A copy of the assessment is attached to this memorandum as Exhibit A. The owners of the property have agreed to accept that amount and, in return will grant a drainage easement, in perpetuity, to the City in exchange for purchase of this easement.

A confirmatory record of the easement is necessary for the DPW to maintain the pipe which carries a significant amount of flow from the surrounding neighborhoods and is a critical piece of infrastructure.

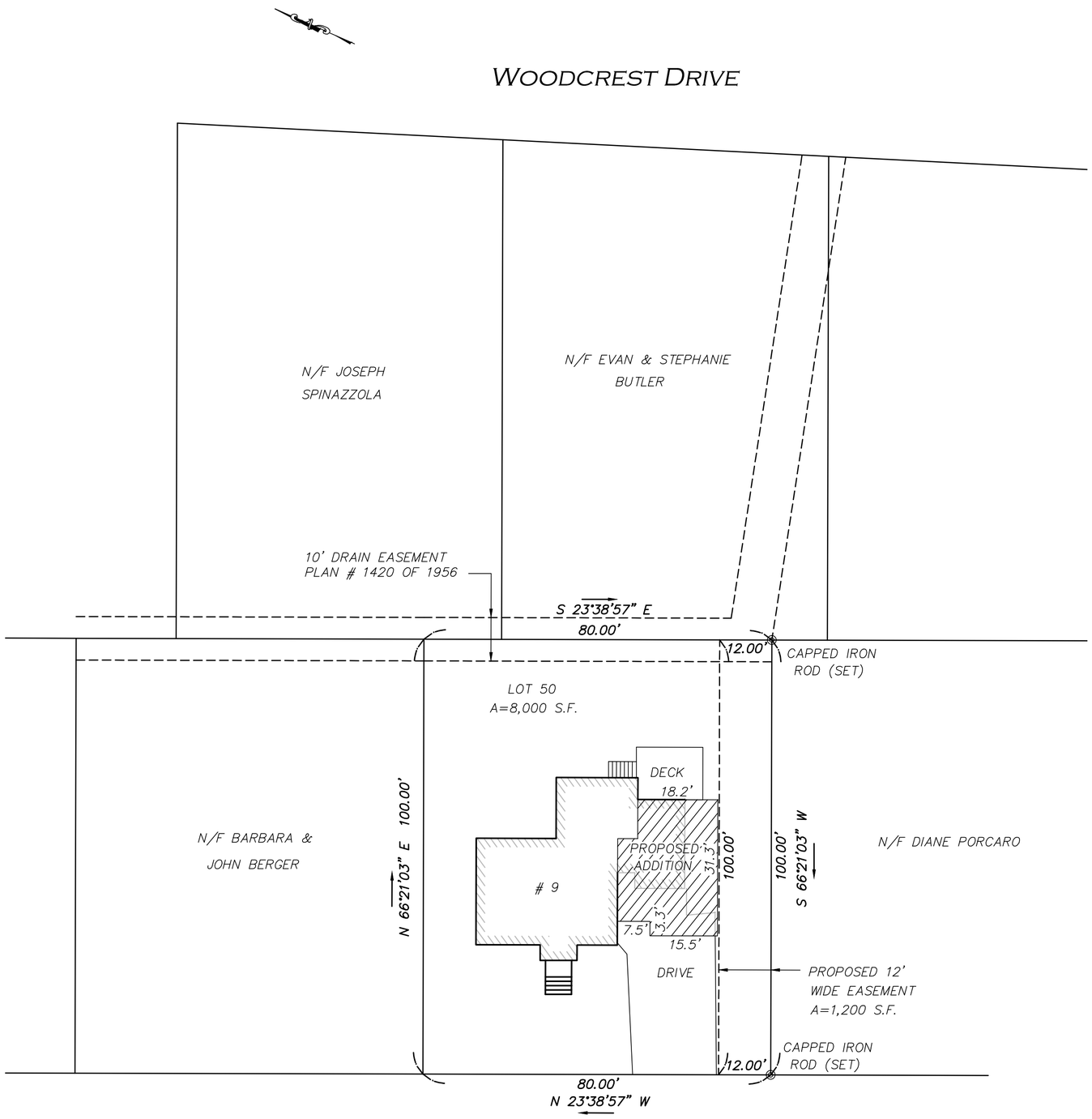
The Engineering Division of the Department of Public Works recommends that the City Council vote to authorize you to accept and purchase on behalf of the City of Melrose a drainage easement from the property owners located at 9 Wildwood Rd. in Melrose, containing 1,200 square feet of land, more or less, as depicted on a plan entitled "Proposed Drainage Relocation, 9 Wildwood Road, Melrose, Mass", dated December 24, 2021, as amended and prepared by Edward J Farrell. This plan is attached as Exhibit B. We further request that the City Council vote to appropriate the sum of $48,000 for the purchase of this easement at 9 Wildwood Rd in Melrose from the current property owners as professionally assessed by Avery Associates in their report of January 28, 2022.

Sincerely;

Vonnie Reis
Vonnie Reis, P.E.
City Engineer

cc: Elena Proakis Ellis, DPW Director
Shannon Philips, City Solicitor
Patrick Dello Russo, CFO/Auditor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)



OWNER OF RECORD

ANDREW & KATHERINE TOBIN

BOOK 71283 PAGE 483 M.S.R.D.

ZONING DISTRICT

TAX MAP H9 PARCEL 51
SRB RESIDENCE

PLAN REFERENCES

END OF BOOK 7119

I HEREBY CERTIFY:

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THAT THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS, DATED JANUARY 1, 1976 AND REVISED JANUARY 12, 1988.

EDWARD J. FARRELL *PLS*

EASEMENT PLAN OF LAND
9 WILDWOOD ROAD
MELROSE, MASS.

SCALE: 1" = 20' APRIL 26, 2022

Prepared By
EDWARD J. FARRELL
PROFESSIONAL LAND SURVEYOR
110 WINN STREET ~ SUITE 203 ~ WOBURN, MA.
(781) - 933 - 9012

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDER-2022-66

An Order Relative to Property Tax Relief for Active Duty Members of the National Guard (Item # 9604)

Offered by

BE IT ORDERED

An Order Relative to Property Tax Relief for Active Duty Members of the National Guard

Be it Ordained by the City Council of the City of Melrose as follows: that the City of Melrose accept Chapter 59, Section 5, Clause 56 and 57, as amended by Chapter 188 Sec. 42 of the Acts of 2010, *An Act Relative to Municipal Relief:*

Fifty-sixth: Upon the acceptance of this section by a city or town, the board of assessors may grant, real and personal property tax abatement up to 100 per cent of the total tax assessed to members of the Massachusetts National Guard and to reservists on active duty in foreign countries for the fiscal year they performed such service subject to eligibility criteria to be established by the board of assessors.

The authority to grant abatements under this section shall expire after 2 years of acceptance unless extended by a vote of the city or town.

Fifty-seventh: Upon the acceptance of this section by a city or town, the board of assessors may appropriate monies for and grant property tax rebates in an amount not to exceed annually the amount of the income tax credit set forth under subsection (k) of section 6 of chapter 62.

Offered by Councilor Shawn M. MacMaster, Ward 5
Co-Sponsored by Councilor Manjula Karamcheti, Ward 1

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

02/07/22	**City Council**	**ASSIGNED TO COMMITTEE**
RESULT:	**ASSIGNED TO COMMITTEE**	
03/07/22	**Legal & Legislative**	**HOLD**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**HOLD [UNANIMOUS]**
MOVER:	Manjula Karamcheti
SECONDER:	Christopher Cinella, President, ex oficio
AYES:	Migliorelli, Jamaleddine, Grigoraitis, Stewart, Karamcheti, Cinella

04/11/22 Legal & Legislative HOLD

RESULT:	**HOLD [UNANIMOUS]**
MOVER:	Manjula Karamcheti
SECONDER:	Jen Grigoraitis
AYES:	Migliorelli, Jamaleddine, Grigoraitis, Stewart, Karamcheti, Cinella

05/05/22 Legal & Legislative OUGHT TO PASS

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Manjula Karamcheti
SECONDER:	Robb Stewart
AYES:	Migliorelli, Jamaleddine, Grigoraitis, Stewart, Karamcheti, Cinella

05/16/22 City Council PASSED

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

An Order Relative to Property Tax Relief for Active Duty Members of the National Guard

Be it Ordered that the City of Melrose accept Chapter 59, Section 5, Clause 56 ~~and 57,~~ as amended by Chapter 188 Sec. 42 of the Acts of 2010, *An Act Relative to Municipal Relief:*

Fifty-sixth: Upon the acceptance of this section by a city or town, the board of assessors may grant, real and personal property tax abatement up to 100 per cent of the total tax assessed to members of the Massachusetts National Guard and to reservists on active duty in foreign countries for the fiscal year they performed such service subject to eligibility criteria to be established by the board of assessors.

The authority to grant abatements under this section shall expire after 2 years of acceptance unless extended by a vote of the city or town.

~~Fifty-seventh: Upon the acceptance of this section by a city or town, the board of assessors may appropriate monies for and grant property tax rebates in an amount not to exceed annually the amount of the income tax credit set forth under subsection (k) of section 6 of chapter 62.~~

Offered by Councilor Shawn M. MacMaster, Ward 5

Co-Sponsored by Councilor Manjula Karamcheti, Ward 1

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

An Order Relative to Property Tax Relief for Active Duty Members of the National Guard

Be it Ordained by the City Council of the City of Melrose, as follows, ~~ered~~ that the City of Melrose accept Chapter 59, Section 5, Clause 56 ~~and 57,~~ as amended by Chapter 188 Sec. 42 of the Acts of 2010, *An Act Relative to Municipal Relief:*

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Offered by Councilor Shawn M. MacMaster, Ward 5

Co-Sponsored by Councilor Manjula Karamcheti, Ward 1

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

An Order Relative to Property Tax Relief for Active Duty Members of the National Guard

Be it ~~Ordered~~ Ordained by the City Council of the City of Melrose as follows: that the City of Melrose accept Chapter 59, Section 5, Clause 56 ~~and 57,~~ as amended by Chapter 188 Sec. 42 of the Acts of 2010, *An Act Relative to Municipal Relief:*

Fifty-sixth: Upon the acceptance of this section by a city or town, the board of assessors may grant, real and personal property tax abatement up to 100 per cent of the total tax assessed to members of the Massachusetts National Guard and to reservists on active duty in foreign countries for the fiscal year they performed such service subject to eligibility criteria to be established by the board of assessors.

The authority to grant abatements under this section shall expire after 2 years of acceptance unless extended by a vote of the city or town.

~~Fifty-seventh: Upon the acceptance of this section by a city or town, the board of assessors may appropriate monies for and grant property tax rebates in an amount not to exceed annually the amount of the income tax credit set forth under subsection (k) of section 6 of chapter 62.~~

Offered by Councilor Shawn M. MacMaster, Ward 5

Co-Sponsored by Councilor Manjula Karamcheti, Ward 1

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

05 MAY 2022

MEMORANDUM FOR MELROSE CITY COUNCIL

FROM: Robert Driscoll
Melrose Veterans Advisory Board
33 Thurston Road
Melrose MA 02176

SUBJECT: An Order Relative to Property Tax Relief for Active Duty Members of the National Guard

1. Due to a previously planned out of state vacation I am unable to appear before the City Council tonight to express my endorsement of this order. The order is a strong message of support for our uniformed citizens and demonstrates to them the City of Melrose supports their service to our country.
2. A deployment is a difficult time for a military member and their family left behind. The strain on relationships, finances and mental health can be overwhelming. It requires the backing of relatives, neighbors, schools and communities to keep the family and household intact.
3. Melrose has consistently lead the Commonwealth in supporting and honoring our citizen soldiers and veterans. This is apparent with our dedicated monuments and buildings across the city (Soldiers and Sailors Memorial Hall & Melrose Veterans Memorial Middle School), our multiple veteran organizations (2 VFWs, American Legion, Veterans Advisory Board, Friday Veterans Club, Melrose Memory Project, etc.) as well as the various activities and ceremonies conducted throughout the year.
4. This order before you tonight is another brick in the wall of support for our deploying military citizens. I thank Councilor MacMaster and Councilor Karamcheti for bringing the order forward. I ask the Council to give this order the utmost support.

Respectfully.

Robert Driscoll
Chair
Melrose Veterans Advisory Board

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDNC-2022-3

An Order to Amend Revised Local Options for Property Tax Exemptions

Offered by

BE IT ORDERED

1. Be it ordered

That the City of Melrose accepts General Laws Chapter 59, Section 5, Clause 41D, which authorizes an annual increase in the income (gross receipts) and asset (whole estate) limits for exemptions granted to senior citizens under General Laws Chapter 59, Section 5, Clause 41C, by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, effective for exemptions granted for any fiscal year beginning on or after July 1, 2021.

2. Be it ordered

That the City of Melrose accepts General Laws Chapter 59, Section 5, Clause 17E, which authorizes an annual increase in the asset (whole estate) limit for exemptions granted to senior citizens, surviving spouses and surviving minors under General Laws Chapter 59, Section 5, Clause 17D, by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, effective for exemptions granted for any fiscal year beginning on or after July 1, 2021.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

04/25/22	**City Council**	**ASSIGN TO COMMITTEE**

RESULT:	**ASSIGN TO COMMITTEE**

05/05/22	**Legal & Legislative**	**OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Maya Jamaleddine, Vice Chair
AYES:	Migliorelli, Jamaleddine, Grigoraitis, Stewart, Karamcheti, Cinella

05/16/22	**City Council**	**PASSED AS AMENDED**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED AS AMENDED [UNANIMOUS]**
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

In the City Council
Ordained Roll Call
[Unanimous]

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

BOARD OF ASSESSORS

Sarah MacLellan
Chief Assessor
smaclellan@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4104

To: Margot Fleischman
Chief of Staff & Director of Strategic Initiatives & Communications
From: Sarah MacLellan
Meeting Date: April 25, 2022
Subject: Amendment of Revised Local Options for Property Tax Exemptions

Dear Margot:

It has come to my attention that Order No. 2021-83, (an Order to Amend Property Exemptions as Stated in M.G.L. Chapter 59, Clause 41C, 41A and 17D per local option) which was passed by the Melrose City Council on March 1, 2021, referenced clauses of M.G.L. Chapter 59, Section 5 that do not reflect the full intention and impact as described within the body of the Order. [See attached Exhibit A, documentation relative to Order No. 2021-83] In order to correct these administrative errors and to properly update the City of Melrose Code, I recommend that the City adopts the following clauses:

1. M.G.L Chapter 59, Section 5, **Clause 17E**, which automatically increases each year the amount of assets (whole estate) certain senior citizens and surviving spouses and minors may have in order to qualify for an exemption under M.G.L. c. 59, § 5, Clause 17D by the COLA determined by the Commissioner of Revenue. The asset limit increases resulting from adoption of this provision operate cumulatively.
2. M.G.L Chapter 59, Section 5, **Clause 41D**, which automatically increases each year the amount of the income (gross receipts) and assets (whole estate) certain senior citizens may have to qualify for an exemption under G.L. c. 59, § 5, Clause 41C by the COLA determined by the Commissioner of Revenue. The income and asset limit increases resulting from adoption of this provision operate cumulatively.

Best Regards,

Sarah MacLellan

Encls.

Sarah MacLellan

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

EXHIBIT A

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

March 1, 2021

AN ORDER

ORDER-2021-83

Clause 41C Senior Real Estate Exemption Local Options

Offered by Mayor Paul Brodeur

BE IT ORDERED

Amend Property Exemptions as stated in MGL Chapter 59 Clause 41C, 41A, and 17D. Per Local option.

1. Clause 41C Single - Age 65 or older-single
    a. Income: from $20,000 to $20,000 + COLA annually
    b. Assets: from $40,000 to $40,000 + COLA annually
2. Clause 41C Married - Age 65 or older-single
    a. Income: from $30,000 to $30,000 + COLA annually
    b. Assets: from $55,000 to $55,000 + COLA annually
3. 17D Surviving Spouse- 70 or older
    a. Assets: $40,000 + COLA
4. Clause 41A- Senior Deferral
    a. Increase Max Income from $40,000 to $60,000

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

02/16/21	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

02/25/21	**Appropriations and Oversight**	**OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [UNANIMOUS]**	**Next: 3/1/2021 7:45 PM**
MOVER:	Mark Garipay	
SECONDER:	John N. Tramontozzi	
AYES:	McNaught, Eccles, Tramontozzi, MacMaster, Garipay, Grigoraitis, Migliorelli, Stewart, Thomas, Jamaleddine, Cinella	

03/01/21	**City Council**	**PASSED**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

In the City Council
Ordained Roll Call
[Unanimous]

Passed March 1, 2021

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

ORDNC-2022-3
AN ORDER TO AMEND REVISED LOCAL OPTIONS FOR PROPERTY TAX EXEMPTIONS

CITY OF MELROSE

In City Council

March 1, 2021

AN ORDER

ORDER-2021-83

Clause 41C Senior Real Estate Exemption Local Options

Offered by Mayor Paul Brodeur

BE IT ORDERED

Amend Property Exemptions as stated in MGL Chapter 59 ~~Clause 41C~~, 41A, and ~~17D~~. Per Local option. → **Section 5, Clauses 41D, 17E (and 41A, per local option)**

1. Clause 41C Single - Age 65 or older-single
   a. Income: from $20,000 to $20,000 + COLA annually
   b. Assets: from $40,000 to $40,000 + COLA annually
   → **41D**

2. Clause 41C Married - Age 65 or older-single
   a. Income: from $30,000 to $30,000 + COLA annually
   b. Assets: from $55,000 to $55,000 + COLA annually
   → **41D**

3. 17D Surviving Spouse- 70 or older
   a. Assets: $40,000 + COLA
   → **17E**

4. Clause 41A- Senior Deferral
   a. Increase Max Income from $40,000 to $60,000 ✓

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CITY OF MELROSE

In City Council

May 16, 2022

AN ORDER

ORDNC-2022-4

Revocation of Chapter 59, Section 5 Clause 57 to Allow for Qualifying Tax Relief

Offered by

BE IT ORDERED

Be it Ordained by the City Council of Melrose, that acceptance by the City of Melrose of Chapter 59 Section 5 Clause 57 of the Massachusetts General Laws as amended by Chapter 188, Section 42, of the Acts of 2010, is hereby revoked.

Offered by,

Shawn M. MacMaster, Ward 5
Manjula Karamcheti, Ward 1

FINANCIAL IMPACT:

See Legislation

04/25/22	**City Council**	**ASSIGN TO COMMITTEE**

RESULT:	**ASSIGN TO COMMITTEE**

05/05/22	**Legal & Legislative**	**OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Manjula Karamcheti
SECONDER:	Maya Jamaleddine, Vice Chair
AYES:	Migliorelli, Jamaleddine, Grigoraitis, Stewart, Karamcheti, Cinella

05/16/22	**City Council**	**PASSED**

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed May 16, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

BOARD OF ALDERMEN

ORDERS OF THE DAY● DECEMBER 3, 2012

Aldermanic Chamber	Regular Meeting	7:45 PM

I. CALL TO ORDER

1. **ORDER-2013-68:** Regular Meeting of the Board of Aldermen to be held on Monday, Dec. 3, 2012 at 7:45 P.M. in the Aldermanic Chamber, City Hall, Melrose, MA

II. PUBLIC PARTICIPATION

III. COMMUNICATIONS FROM HIS HONOR, THE MAYOR AND OTHER CITY OFFICIALS

1. **ORDER-2013-69:** Amend Melrose Revised Ordinances, Chapter 93, Animals, Article ll- Dogs, Section 93-9 (C), Registration & Licensing as set forth herein.

   Offered by: Mayor Robert J Dolan

IV. NEW BUSINESS

1. **ORDER-2013-70:** A Resolution recognizing the accomplishments of the Melrose Lady Red Raiders Volleyball Team on their 2012 Championship Season

   Sponsored by: Board Aldermen

V. ORDERS OUT OF ORDER

VI. ORDERS FROM COMMITTEE

VII. CALENDAR

1. **ORDER-11-65A:** Requesting the Extension of the Acceptance of MGL Chapter 59, Section 5, Clauses Fifty-sixth and Fifty-seventh, as amended by Chapter 188, Sec. 42 of the Acts of 2010, AN ACT RELATIVE TO MUNICIPAL RELIEF

   Sponsored by: Ward 3 Alderman Francis X Wright Jr

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From: Appropriations Committee RECOMMEND PASSAGE

2. **ORDER-2013-67:** Appropriation of $23,955.97 (from): A/C #6100-33001 Water Available Free Cash 21,243.00; A/C #6100-319000 Water Retained Earning 2,712.97 To: Various Water Accounts as set forth herein

From: Appropriations Committee RECOMMEND PASSAGE

3. **ORDER-2013-66:** Authorize the Mayor and Chief Executive Officer of the City of Melrose and Park Commission to execute an agreement between the City of Melrose and Mass Golf Management, LLC.

From: Appropriations Committee RECOMMEND PASSAGE

4. **ORDER-2013-65:** An Appropriation in the amount of $799,140.57 from General Fund Available Free Cash to various general fund and sewer accounts as set forth herein

From: Appropriations Committee RECOMMEND PASSAGE

5. **ORDER-2013-64:** Appropriation of $20,293.00 from Ambulance Available Free Cash to various ambulance accounts as set forth herein

From: Appropriations Committee RECOMMEND PASSAGE

6. **ORDER-2013-63:** Authorization of a Bond in the amount of $65,000.00 for the purpose of obtaining the equipment needed to transition from a BLS Ambulance Service to an ALS Service.

From: Appropriations Committee RECOMMEND PASSAGE

VIII. ADJOURNMENT

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

ORDNC-2022-4

REVOCATION OF CHAPTER 59, SECTION 5, CLAUSE 57 TO ALLOW FOR QUALIFYING TAX RELIEF

Clause 57 limits the amount the Board of Assessors can grant in property tax exemptions, abatements, or "credits" to an amount not to exceed annually the amount of income tax credit set forth under subsection (k) of section 6 of chapter 62. (Amount of Senior Circuit Breaker Credit. For Calendar Year 2021, $1,170)

In the past, clause 57 has not impacted Melrose exemptions because exemption amounts have not exceeded $1,000. However, this clause may have an effect in the future as a result of recent and proposed local tax policy changes and other bills related to property tax that are pending at state level.

Impacts Clause 57 may have on our pending and current Exemptions:

- Clause 57 cannot co-exist with pending bill H3766 (Sr. Circuit Breaker Tax Exemption) currently before the state legislation for passage. Clause 57 is more restrictive than the pending bill, as it specifically states, the "The Board of Assessors may appropriate monies for and grant property tax rebates in an amount not to exceed annually…" The clause restricts the ability to grant property tax exemptions to 100% of 62/6(k) ($1,170 for 2021), whereas the new legislation H3766 (Sr. Circuit Breaker Credit) allows an exemption of up to 150% of 62/6(k).
- Clause 57 restricts the Board of Assessors from granting multiple exemptions to a single parcel. If clause 57 is revoked, the Board of Assessors could grant both a Senior Circuit Breaker Exemption AND a Clause 41C Exemption (Senior property tax exemption) to a single parcel, if an applicant meets the eligibility criteria for both.
- Should Clause 56 (Tax Relief for Active Duty National Guard Members) be adopted locally, Clause 57 would limit the abatement amount to the amount of income tax credit set forth under subsection (k) of section 6 of chapter 62. While the amount of tax abated under Clause 56 is at the discretion of the Board of Assessors, revoking clause 57 removes any limitation on that amount.

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CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-126

Acceptance of One Hundred and Fifty Thousand Dollars ($150,000) from An Act Relative to Immediate Covid-19 Recovery Needs for accessibility and safety improvements for the 2 elevators at the Melrose High School

Offered by Mayor Paul Brodeur

BE IT ORDERED

As a result of an Act relative to immediate COVID-19 recovery needs (Chapter 102, Section 2A), the City of Melrose has been awarded a State Earmark not less than One Hundred and Fifty Thousand Dollars ($150,000) which shall be expended for the accessibility and safety improvements for the two (2) elevators at the Melrose High School.

Syska Hennessy has worked to assess the conditions of the current elevators and has provided to the City a detailed scope of work to address accessibility and safety improvements necessary for the elevators to meet compliance and to pass inspections. This assessment was presented for consideration to utilize available ARPA funds for this project for systematic replacement of outdated elevators that have exceeded useful life and for the equitable provision of services in the facility. It specifically targets public safety in our school buildings. These criteria served as a basis for our request. The project estimates would most likely have been incurred by the City had it not been funded by available ARPA opportunities.

We formally request acceptance of this grant award of $150,000 from the Department of Elementary and Secondary Education (Massachusetts DOE). Funds will be deposited into a dedicated account set up by the City Auditor and designated specifically for the above-mentioned project. Additional funds necessary to complete this project have been approved through the City's ARPA Project process. There is no cost or encumbrance required to enter into this agreement. Upon completion of this project, necessary preventive maintenance costs will be incorporated into the Department of Public Works Operating Budget.

FINANCIAL IMPACT:

N/A

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22	**Appropriations and Oversight**	**OUGHT TO PASS**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**OUGHT TO PASS [9 TO 0]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Manjula Karamcheti
AYES:	Grigoraitis, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	Leila Migliorelli, John Obremski

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

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SYSKA HENNESSY GROUP

10 Post Office Square, Suite 725. ▪ Boston, MA 02109 ▪ 617.577.9900 ▪ www.syska.com

Melrose High School

360 LYNN FELLS PARKWAY
MELROSE, MA



Elevator Conditions Report

PREPARED FOR:

Melrose Department of Public Works
72 Tremont Street
Melrose, MA 02176

BY:

Syska Hennessy Group, Inc.
10 Post Office Square, Suite 725
Boston, MA 02109

PROJECT NO:
2021-PR-004296

February 8, 2022

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IX. Appendix

A. Photographs

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I. INTRODUCTION

This report encompasses field observations made of the two (2) hydraulic passenger elevators at Melrose High School, 360 Lynn Fells Parkway, Melrose, MA. Survey Conducted by Steve Connelly, Syska Hennessy Group, Inc., Vertical Transportation.

The Purpose of this study is to:

1. Evaluate the condition of the existing elevators by on-site observations.
2. Document our observations.
3. Indicate any safety and code violations or deficiencies.
4. Provide summary recommendations for upgrading or repairing the elevator equipment to best serve the immediate and future building needs and to meet new regulations.
5. Provide probable renovation costs and approximate schedule of elevator renovations.

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II. CODES, LAWS, AND REGULATIONS

Codes, laws, and regulations applying to this study are as follows:

1. MGL (Massachusetts General Laws) Chapter 143, sections 62 through 71G.
2. 524 CMR (Commonwealth of Massachusetts Elevator Board Regulations) latest edition
3. 521 CMR (Commonwealth of Massachusetts Architectural Access Board Regulations) latest edition.
4. American National Standard Institute ASME A17.1, 2004 and 2013 Safety Code for Elevators and Escalators) with Massachusetts Modifications as found in 524 CMR Section 35.00. (Latest edition).
5. American National Standard Institute ASME A17.1a-1997, ASME A17.1b-1998, ASME A17.1c-1999 and ASME A17.d-2000, Addenda to ASME A17.1-1996.
6. American National Standard Institute ASME A17.1 and ASME A17.1d-2002, Addenda to A17.1-2000.
7. American with Disabilities Act Accessibility Guidelines (AADAG) latest Edition.
8. 527 CMR 12.00 (Massachusetts State Electrical Code) promulgated by the Board of Fire Prevention Regulations.
9. NFPA 70 (National Electrical Code) latest Edition.
10. All related local and national codes.

Note: In every case the more stringent will apply.

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III. GENERAL COMMENTS

Please be advised that this office has concluded its review of the elevators located at the above referenced location. The elevators located in Melrose High School were installed in 1975 and many major components are original equipment.

The review conducted did not involve any testing of the elevator systems and is based on general operation as well as general condition of areas and equipment. No covers, fixtures or modules were removed during the review.

All equipment is showing wear consistent with the age and use of the elevators. Typical effective timeline of an elevator is typically 25 years.

The underground equipment for passenger elevator 1 and service elevator 2 were replaced in 2018 and contain protective PVC encasement. These systems meet current code.

A. General History – In Ground Hydraulic Elevator

As general history, the inception of the hydraulic elevator occurred prior to WW II; however, it was not until the late 1940s and early 1950s that the popularity of the hydraulic elevator soared. It was considered an economical alternative to the standard overhead or basement traction elevator. Direct acting hydraulic elevators are raised by forcing pressurized oil through a valve into a steel cylinder located underground. The pressure forces a piston to rise, lifting the elevator platform and car enclosure mounted on it. The car is lowered, braked, and stopped by opening the valve and allowing the weight of the car to force oil from the cylinder in a controlled manner. Since the weight of a hydraulic elevator car is borne by the piston, there is no need for structural framework or load-bearing rails as is necessary for the traction elevator.

A few major elevator companies apparently were initially reluctant to incorporate the hydraulic in-ground design due to the belief that the hydraulic elevator was not as inherently safe as a traction elevator since it contained no safety or braking device. Based on demand; however, the hydraulic elevator became very popular due to its very design and cost effectiveness.

B. Current Events – Hydraulic Elevators

Over the past thirty years and more specifically the last fifteen years it has been confirmed that the underground environment presents several potential problems to hydraulic cylinders. Alkalines, sulphur, salt, electric current, and other chemical agents contained in the soil and groundwater surrounding the cylinder may cause the cylinder to corrode. As the corrosive effects on underground cylinders have become known, elevator companies have been developing various methods and devices designed to control cylinder corrosion. Some cylinders have been covered with tapes and other coatings. Cathodic protection utilizing an anode or impressed current has been developed, and some cylinders have been enclosed by PVC (Polyvinyl Chloride). [Note: In 2003, PVC became a requirement under A17.1 national elevator code for all new installations and/or replacement of existing equipment. Prior to that time, the installation of PVC was not a mandated or common practice.]

The utilization of PVC potentially inhibits corrosion and deters rapid deterioration of the cylinder. While these improvements extend the useful life of hydraulic cylinders, it is, nevertheless, impossible to know with certainty the condition or remaining useful life of a hydraulic cylinder located beneath the ground.

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The underground equipment for passenger elevator 1 and service elevator 2 were replaced in 2018 and contain protective PVC encasement.

Hydraulic jacks and buried piping of hydraulic elevators have the same inherent risks of corrosion from water or electrolysis that occurs to any metal that is underground. The inability to detect such corrosion prior to the development of leaks causes such a cylinder to carry with it certain risks associated with hydraulic fluid (oil). These risks include both environmental contamination and possible catastrophic failure by allowing the fluid to escape rapidly causing the elevator car to descend in an uncontrolled manner with a risk of injury as well as property damage and environmental problems.

Based on the 2018 replacement date, the integrity of these units may be intact and may not require replacement.

C. **Elevator Control Systems**

The elevator control system for service elevator 2 is original 1975 (based on drawing detail) relay Logic. The control system for passenger elevator 1 was installed in 1998 and is relay and microprocessor design. There have been considerable advancements in controller equipment since the design of these controllers both in safety as well as operability and response. Complete replacement of both controllers is recommended.

It is our understanding that the elevators do not operate on emergency power. With the new controller, the intent is a Battery Lowering control system which, upon loss of power, the elevator will lower to the bottom landing and open its doors to release any passengers. The doors will then shut. The elevator will remain at the landing until normal power is returned to the elevator. At that time the battery will recharge.

D. **Elevator Power Unit**

The power unit for service elevator 2 utilizes a V-Belt design which contains the motor and muffler under the tank. Due to age, the condition of the unit is poor. Replacement is required. Recommended is a submersible unit which typically runs quieter.

The power unit for passenger elevator 1 which contains the motor, valve, pump, muffler, and all related components was installed in 1998. As noted, typical effective timeline for a power unit is no more than 25 years. The entire power unit including the tank and oil should be replaced.

E. **Door Operation**

When attempting to provide better and more prompt elevator service for any building, it should be recognized, when an elevator system performs its task of vertically transporting passengers, that one-half of the time an elevator is actually standing still while it is opening and closing doors and transferring people.

The most frequent causes of elevator breakdown occur at the point where passengers are most frequently exposed to the system; that is, at or near the doors and associated mechanisms. Coupled with age of the systems, reliability cannot be expected on a long-term basis.

The entire door operating system on the elevators as a whole show wear and should be completely replaced. The existing door operating system on each of the elevators is no longer in

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a reliable condition. It is recommended that complete new door operating systems be installed. This would include a high-speed door operator, new car door panels, new landing doors, new hangers and tracks, new interlocks, car door restrictor and door closer. Included also will be landing door retainers which are a new code requirement to prevent displacement of hoistway doors.

The elevators are equipped with an infra-red electronic door protection system. It is strongly recommended the car doors be upgraded with a curtain of direct infra-red beams which beam 'green' on open, 'flashing red' on closing and steady 'red' on close which generally reduces the potential of liability and provides the most enhanced doorway protection to the user. Nudging, which pushes the rider to either enter or exit the elevator, will not be activated on the elevators. Should a person be utilizing a walking device or crutches, nudging can prove to be a liability since it disables the electronic edge and proceeds to shut the door at slow speed. A buzzer is also available which will remain active for an alert to the passenger to proceed with entering or exiting the elevator.

The door system on the elevators have been in operation from original installation. Over the years due to wear and tear, the door welds have begun to wear. To attempt to reuse the doors as well as to refortify and redrill same to incorporate a new door operator and new related door equipment will result in an equally costly product were new doors actually installed. It is recommended that at the time of modernization all landing door panels and car door panels be replaced. These new landing doors shall be wrapped in satin stainless steel. The car door will be furnished in satin stainless steel. The existing frames will be cleaned and retained.

It is to be cautioned that earlier vintage 1970s elevator doors were typically constructed with an asbestos liner. Drilling into these doors to replace components is not recommended due to the potential risks involved. These landing doors will be replaced, and new doors will be wrapped in satin stainless steel.

Another cautionary matter in relation to these doors is the potential requirement for testing by a certified ACM firm for appropriate disposal. It is to be stated that during the removal of the doors, there is no disturbing of the interior liner of the doors; however, it may be the owner's intent that disposal may need to be specifically addressed. The testing and the disposal of the doors is typically the responsibility of the Owner. (Removal by elevator contractor; wrapping prior to removal by others.) In most cases the elevator contractor has been able to dispose of the doors without any issues. This will be a matter for further discussion. If there is to be any testing, access for testing to the hoistway side of the doors will need to be accommodated by the elevator contractor.

F. **Americans with Disabilities Act**

The United States Congress has passed landmark legislation designed to improve access to public accommodations and commercial facilities for people with disabilities. Known as the Americans with Disabilities Act, or ADA, it has potential for far reaching impact on building owners. The ADA is not a building code; rather it is a civil rights act. Building owners found to be in violation might be required to compensate an injured party, correct non-conformance, and be subjected to fines up to $50,000 for the first violation and $100,000 for subsequent violations.

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The Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) was produced by the US Architectural & Transportation Barriers Compliance Board and originally published on July 26, 1991.

The elevators are not in general conformance with ADA regulations. Door operation due to wear and age of the equipment results in continual maintenance tasking of the doors to be adjusted to meet code established timing criteria. There was variation in compliance with the landing door speed and closing time.

Replacement of all door equipment, door operator and door panels will allow adjustments and door operation to be consistent and in conformance with code.

The hall fixtures are not mounted at MA ADA height. At completion of the project all fixtures shall be located at code compliance.

Both elevators do not contain phones. When the elevators are modernized, the car operating panel in the cabs will be replaced, and the emergency phone will be accessible by a push button directly on the panel.

It will be necessary for the building to provide a dedicated telephone line to each of the elevator machine rooms. Also required is a 24/7/365 live operator service. Code does not permit the phone to be programmed into a service that may place the call into a 'holding' pattern. There are various services that provide this function. One is Kings III Emergency Communications (Kingsiii.com). Typically, the elevator company does not provide this service due to the liability associated with same in relation to their standard answering service.

G. **Fire Emergency Requirements**

After several fire disasters occurred in high-rise buildings during the sixties with considerable loss of human life, the role of elevators in multi-storied buildings became a great concern to regulatory bodies. The emphasis being then, as well as today, that the public should not ride elevator equipment during fire emergencies, but rather be evacuated from the shaft (a natural flue for smoke and gases) as quickly as possible. A second concern was to enable the firefighter to reach a fire in a building promptly. With these objectives in mind, regulations and codes were created both locally and nationally to enable elevators, both high rise and low rise, to respond to this need.

As experience grew within the elevator industry, there were many changes that became necessary to ensure the safety of both the public and the firefighter. The intention of the changes listed in regulation was to standardize the many variations of fire emergency service and not to do this would jeopardize the life-safety of the firefighter.

The implementation of this regulation required a visual and audible signal in the elevator with a "Call Cancel" button, a "Door Open" and a "Door Close" button and a three-position key switch marked "OFF", "HOLD", and "ON". In addition, a three-position key switch was to be installed in the hall at the main floor marked "BYPASS", "OFF" and "ON".

Current national code was again revised in 2000 which includes a mandate for the hall key switch to be changed from "Bypass" to "RESET", "OFF" and "ON". This requires a mis-firing smoke detector to be repaired rather than being bypassed. A visual signal is also required at the hall key switch. Another change which occurred in 2004 National Code is the requirement of a

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Firefighters' locked panel in the car operating panel as well as specific instructions located within the cover of the box along with instructions located at the hall firefighters' key switch.

The service elevator does not have Firefighters' Service. There exists the potential, if a fire is present in the building, the riders could be delivered to an active fire floor. With the code safety requirements of Firefighters' operation, the elevator would automatically be returned to the main landing. Should the main landing be a fire floor, the elevator would automatically recall to a different, pre-assigned floor.

When the elevators are updated, they will contain all current Elevator Firefighters' Service features.

The Building Fire Alarm Panel is an addressable system: However, further verification is required to confirm capability for the service elevator requirements.

H. **Cab and Fixtures**

When such components as door operators are replaced along with car door operating parts including car door hangers, tracks, and clutches, it is necessary to completely remove the car doors. Since field labor is the same, or even sometimes less, when complete new car doors, pre-drilled and properly reinforced are installed, the actual additional material cost usually adds very little to the overall costs as compared to reusing existing car doors.

When work is performed on landing doors, hoistway landing control systems, hoistway wiring including traveling cables, terminal slowdown and other limit switches, labor is most efficient when an open platform is available as a working surface.

In consideration of this fact, it is most practical to entirely strip off the existing car enclosure including walls, returns and dome and install a new cab of practical materials, using comprehensive fixtures which combine all the accessibility, communication as well as emergency controls in a vandal resistant design.

With the cab removed from the platform, this platform can then be utilized as a working surface as the hoistway equipment and doors are replaced. This also allows easier access to all hoistway switches for full adjustments. This results in an efficiency in labor as well as greater safety for the elevator technicians.

It is recommended that new fixtures be incorporated in the new cab. These will be vandal resistant, ADA compliant car operating stations without any plastic buttons or plastic lenses. Digital car position indicators, compatible with the new car operating panel design, will be installed. All components will be serial linked to the new controller for full integration of systems.

New hall push button fixtures will be installed which will be heavy duty, vandal resistant, ADA compliant design.

I. **Elevator Pit**

There is a 'pit bucket' for each elevator which is utilized for the collection of oil seepage from the jack head packing. Recommended is an oil recovery unit which will automatically pump any oil residue directly from the jack head back to the hydraulic tank.

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The underground equipment for passenger elevator 1 and service elevator 2 were replaced in 2018 and contain a pit rupture valve as well as protective PVC encasement. At this time no further action may be required. It is, of course, cautioned that condition of the underground equipment is an unknown variable.

J. **Miscellaneous**

Car Guide Assemblies: Both elevators are equipped with slide guides. This type of guide requires frequent lubrication of the rails for proper operation. This lubricant; unfortunately, collects any dirt or dust in the hoistway. Recommended are roller guide assemblies which require no lubrication. Also recommended is the full cleaning of the rails.

Car Top Inspection Station: This station allows the elevator technician to operate the car on Inspection Service while riding on the car top. This station is recommended to be replaced and all safety features be aligned with current code. The new station will be fully compatible with the new controller.

Hoistway wiring and traveling cable: All wiring and traveling cable will be replaced and serial linked to the new fixtures with the new controllers.

Included in the new traveling cable will be wiring provisions for future camera installation. This cable will be properly terminated and labeled.

K. **New Code Requirements**

The new landing doors will be equipped with the following:

1. Retaining devices which limit the potential of the doors being pushed into the hoistway.

2. Doors shall be equipped with emergency exit keyholes to be utilized by MA Elevator Licensed technicians and Firefighters as emergency evacuation of a person entrapped in the elevator. Access by way of the keyhole can be conducted at any landing.

Telephone line monitoring system: A device will be located at the main landing in the hall push button station which monitors the operability of the dedicated phone line. This function occurs automatically each day. Should there be a failure of the phone line, a buzzer shall sound, and the indicator jewel shall light. The buzzer can be temporarily keyed off but will reactivate upon continual failure of the phone line.

L. **Door Frames and Landing Doors**

The existing door frames and doors are painted. Prior practice was the option to electrostatically paint the landing doors and frames. Due to the odors involved, this method is not regularly utilized by the elevator industry. Also, based on prior painting types and the fact that all layers of paint are not removed from the frame prior to the electrostatic painting process, there have been instances, although limited, where the paint has chipped from the frames. Electrostatic painting as part of the elevator contractor's scope of work is no longer a preferred method.

The choice is to either wrap the frames in satin stainless steel (along with the new landing doors) or the Owner directly addresses the frames. It is recommended the frames be wrapped in satin stainless steel.

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M. **Conclusion**

The decision facing owners of older elevator systems is not an easy one. As a system ages and eventually becomes obsolete, parts are no longer available. The potential for failures and entrapments accelerates and modernization is the logical option.

It is further recommended, that the modernization project on each elevator not be completed in stages but be completed in the recommended entirety. The recommended approach is a full modernization to ensure full compatibility of all equipment.

In conclusion, most of the issues with the elevator are age related. A complete modernization is warranted.

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IV. EXISTING INSTALLATION CHARACTERISTICS

A. In the following table, general data is provided on the elevator system, as existing:

State I.D. #*:	Passenger Elevator 1: 178-P-35	Service Elevator 2: 178-P-36
Type:	Hydraulic	Hydraulic
Use:	Passenger	Passenger
Controller:	MCE	ESCO
Rated Capacity:	2000 Lbs.	3500 Lbs.
Date Installed:	1975	1975
Date Modernized:	1998	N/A
Rated Speed:	100 fpm	60 fpm
Floors Served:	*1, 2, 3	*1 ,2, 3
Stops/Openings:	3 Front	3 Front
Operation	Simplex	Simplex
Machine Type:	Submersible	Belted
Machine Location:	Level 1	Level 1
Control Logic:	Selective Collective	Selective Collective
Door Operator Model:	Moline	Moline
Door Protection:	Infra-Red	Infra-Red
Guide Type:	Slide Guide	Slide Guide
Hall Lanterns:	No	No
Car Traveling Lanterns	No	No
Hall Position Indicator	Yes	No
Hall Directional Indicator	No	No
Firefighter's Service:	1996	No
Emergency Power:	No	No
Cab Emergency Phone:	Behind Panel	No
State Test Date:	7/13/2021	7/13/2021
Certificate Expiration:	7/31/2022	7/31/2022

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V. SUMMARY OF WORK

See Attached

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Elevator Modernization - Summary of Elevator Work

Owner/Property Manager

Project MELROSE HIGH SCHOOL

Location 360 Lynn Fells Parkway

Reviewer Syska Hennessy Group, Vertical Transportation

Legend:
X = Required/Recommended
O = Not Required

Component	PASSENGER: ELEVATOR # 1	SERVICE: ELEVATOR # 2	COMMENTS
Power Unit	X	X	
Valve	X	X	
Motor	X	X	
Pump	X	X	
Replace Hydraulic Oil	X	X	
Hydraulic Machine Room Piping	X	X	
Motor Soft Starter	X	X	
Controller & Selector	X	X	
Battery Lowering	X	X	
Machine Room Wiring	X	X	
Hoistway Limit and Slow Down Switches	X	X	
Car Guide Assemblies	X	X	
Traveling Cable	X	X	
Cab, Complete	X	X	
Cab Fixtures	X	X	
Car Door	X	X	
Car Door Restrictor	X	X	
Car Door Closed Loop Operator	X	X	
Car Door Clutch	X	X	
Car Door Rollers, Gibs, Misc Components	X	X	
Car Tracks and Hangers	X	X	
Infrared door screen with Red and Green Indicators	X	X	
Hoistway Doors-Satin Stainless Steel	X	X	
Hoistway Door Closers	X	X	
Hoistway Door Hangers and Tracks	X	X	
Hoistway Hanger Rollers, Gibs, Misc Components	X	X	
Interlocks & Interlock Wiring	X	X	
Hoistway Door Retaining Devices	X	X	
Hoistway Frames-Wrap in Stainless Steel	X	X	
Hoistway Door Unlocking Devices			
Hall Buttons	X	X	Change Location on Passenger Elevator
Traveling Lantern	X	X	
Position/Direction Indicator At Main Landing	X	X	New for Service Elevator Located in Hall Push Button
Car Top Inspection Station	X	X	
New or Updated Firefighters' Service	X	X	
Telephone Monitoring System	X	X	
Hydraulic Equipment (Cylinder & Piston)	O	O	Retain - New in 2018
Oil Recovery/Scavenger Tank	X	X	
Pit Ladder	X	X	
BUDGET PRICING	$220,000	$250,000	See Note Below*
Out of Service Timeline	10 Weeks	10 Weeks	See Note Below**

*Elevator Budget is based on submitted bid pricing of comparable projects and review of current trending of pricing. It is to be understood that based on current financial trending, pricing variables are not predictive.

**Elevator out of service timeline is approximated and based on acceptance test being conducted on overtime.

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VI. EXECUITVE SUMMARY AND MAJOR RECOMMENDATIONS

1. Elevator: General

   a. Passenger Elevator:

      1) New power unit and controller were installed in 1998

   b. Service Elevator:

      1) Equipment was installed in 1975

   c. A full replacement/refurbishment of all components of the elevators is warranted as indicated.

      1) This would include but not be limited to all machine room equipment including all hydraulic piping from machine room to pit, all fixtures, cab, hoistway switches, wiring, traveling cable as well as the in-the ground jack equipment.

2. Machine (Power Unit)

   a. The passenger elevator power unit was installed in 1998. As previously addressed, typical effective timeline for a power unit is no more than 25 years. Complete replacement is recommended.

   b. The service elevator power unit which is original installation is in poor condition. All equipment including the muffler, motor, tank, and all related equipment should be removed and replaced.

   c. The hydraulic oil will be removed and replaced with new hydraulic oil.

      1) Melrose High School is responsible to provide EPA manifest registration number.

3. Controller

   a. The existing controllers are dated: Service Elevator- 1975, passenger elevator -1998. Both control systems are considered obsolete as compared to today's standards for safety and efficiency.

   b. At the time of the upgrade, a new battery lowering system shall be incorporated on the elevators.

   c. New Firefighters' features will be also added to the control system and will be in conformance with current adopted 2013 Code.

      1) Further review required for capability of Building Fire Alarm Panel.

   d. A new solid-state motor starter is recommended to ensure maximum protection.

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4. Selector

   a. The existing selector was also original equipment and is compatible with the existing control unit. This unit will be replaced when the controller is replaced.

   b. It is recommended at the time of the upgrade of each of the elevators that a complete new solid-state hoistway landing control system be installed in conjunction with the new solid-state controller to provide maximum reliability for leveling and operation of the car.

5. Door Equipment

   a. The door operator and all door components are showing wear due to age. The door system is another major condition for modernization of the elevators since it is one of the highest used components on an elevator. As the system continues to age, door failure becomes more prevalent and full upgrade and replacement rather than continual repair becomes the most viable option. It is our recommendation when the elevators are modernized, to replace the door operators and all related components.

   b. At the time of the upgrade the following is also recommended:

      1) New car and landing door hangers, door hanger rollers, new tracks and new gibs should be installed on all doors.

      2) New hoistway doors will also be equipped with new code retaining devices to limit the potential of the doors being pushed into the hoistway.

      3) Retain hoistway door frames and sills.

         i. The door frames are scratched but can be reused as existing.

         ii. Alternate is all frames can be wrapped in stain stainless steel to match the new doors.

      4) Car door shall be furnished in a satin stainless-steel finish.

      5) New landing doors will be wrapped in satin stainless steel.

6. Hoistway

   a. There are slide guide assemblies on both elevators. It is recommended they be replaced with new roller guides.

   b. Guide rails will be cleaned of all lint and lubrication.

   c. New traveling cable will be installed. Incorporated in the cable will be camera cable for future provisions.

7. Pit

   a. As previously addressed, both underground jack assemblies were replaced in 2018. Although underground equipment condition can not be verified or predicted, it is

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anticipated that the underground jack units can be retained.

b. There are no pit ladders to access either pit. New pit ladders are required.

8. Cabs

a. The cabs are in poor condition.

1) The cabs for elevators should be considered for replacement. Further, an open working platform is the safest approach when hoistway equipment and doors are replaced.

b. The car door operator shows major signs of wear and should be replaced along with the hangers, interlocks, and related equipment.

c. New car door should be installed.

d. The car operating panel will be replaced and serial linked to the new controller.

1) New vandal proof buttons are recommended.

2) Updated Firefighters' Service will be included in the new car operating panel.

e. As noted, when the cab is replaced, it allows the platform to be utilized as an open area for the door and hoistway work. This allows an efficiency in labor as well as an additional safe working area for the elevator technicians.

f. Included in the car jambs will be traveling lanterns to show the direction of the elevator. This is an ADA code requirement.

9. Hall

a. The hall push button stations will also be replaced, and serial linked to the controller.

1) All Firefighters' Service features will be incorporated in the first-floor hall station.

2) New vandal resistant fixtures are recommended.

b. Hall Position and Direction Indicator is located at the main landing for the passenger elevator.

1) This will be replaced and serial linked to the controller.

2) Recommended is a new position and direction indicator at the main level for the service elevator. This feature will be located directly in the hall push button station.

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VII. OUTLINE SCOPE OF RELATED WORK

A. General Outline of Recommended and Required Related Work:

1. Electrical

a. New properly grounded 3-Phase heavy duty power disconnect.

1) The Mainline Disconnect for passenger elevator 1 is not in accordance with code. The operating handle shall be positioned on the side of the disconnect closest to the lock jamb side of the machine room door. The new mainline disconnect switch shall utilize a circuit breaker.

2) Contacts shall allow proper differentiation between manual power shut down and actual power loss. For proper battery lowering operation, an auxiliary contact is required in the main power disconnect.

a) Contacts shall be U.L. approved and located in the disconnect.

b. New fused heavy duty single phase disconnect for car lights and car fan.

c. New energy efficient LED lighting in machine rooms and pits is recommended.

d. New GFCI in machine rooms and pits.

e. Ensure dedicated telephone line in machine rooms for emergency telephone.

f. Machine room 115 VAC receptacle in proximity of tanks for new tank heater (tank heater by Elevator Contractor).

g. Machine rooms to maintain 50 to 90 degrees Fahrenheit as required by code.

1) Machine room split unit air conditioning system and condensing unit should be considered to ensure the machine room temperature never exceeds 90 degrees.

h. New fire alarm modules in the machine rooms for code required “flashing’ Firefighters’ hat.

1) An additional fire alarm module is also required in the Machine Room to power the new hoistway mechanical damper on building alarm.

2) There are no existing fire alarm modules in Service Elevator 2- machine room for code required Firefighters’ Service. Required will be:

a) Designated recall level.

b) Alternate recall level.

c) “Flashing “firefighters’ hat.

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d) An additional fire alarm module is also required in the Machine Room to power the new hoistway mechanical damper on building alarm.

3) As noted, further investigation required with Fire Alarm Company to confirm capability of addressable system in relation to the elevators.

2. Mechanical

a. Hoistway Ventilation

1) Existing hoistway vent will be eliminated and a new energy efficient damper system installed at the top of the hoistway.

a) Service elevator 2: Existing vent is not in accordance with code. The bottom of vent is to be no less than three (3) feet from the roof.

2) New Power closed ventilation is opened under the following conditions:

a) By an approved automatic thermostat designed to open at a temperature of not more than 90 degrees.

i. Thermostat shall be located in machine room.

b) By a building alarm system.

c) Upon building power loss.

b. Machine Room Ventilation

1) Properly locate the machine room vent for both elevators to be within 1' of machine room ceiling in accordance with code.

a) Service elevator 2: Remove metal duct to existing machine room vent.

3. Pit

a. There are no pit ladders in either pit for access. New Pit ladders are required.

4. Additional Matters

a. Remove smoke detector at top of hoistway, Passenger and Service elevator.

b. Eliminate circuitry in hoistway for car lights and fan, Passenger and Service elevator and properly relocate.

c. Bevel ledge in hoistway at third floor level, Right side looking in, Service elevator 2.

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VIII. Forecast of Probable Cost and Approximate Schedule

A. Modernization of Hydraulic Passenger Elevators

1. Costs and Schedules

a.	Budget Cost [1]	$470,000.00
2.	Engineering and submission of drawings, time for approvals, lead-time for fabrication & Delivery (Full Modernization)	32 Weeks
3.	Field installation – Approximate out of service time: [2]	
a.	Passenger Elevator 1:	10 Weeks
b.	Service Elevator 2:	10 Weeks
	Total Approximated Project Schedule:	52 Weeks

B. Related Work (General Estimation) [3]

1.	Electrical	$45,000.00
2.	Mechanical	$50,000.00
3.	Fire Alarm Integration for Elevator Firefighters' Service	TBD

1. *Budget cost includes interim maintenance prior to elevator modernization and one-year warranty maintenance after certification of elevator by the Department of Public Safety. Budget cost is based on comparable projects and most effective pricing strategy. It is to be used for discussion purposes only.*

2. *Time estimation includes each of the acceptance testing conducted by the Department of Public Safety being conducted on overtime.*

3. *Related Work budget is a general estimation. This is not the Vertical Transportation Division's direct area of expertise to calculate.*

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IX. APPENDIX

A. Photographs

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SYSKA HENNESSY GROUP

Passenger Elevator I

New Jack Unit 2018. Contains PVC Protection. 	24-Year-Old Control System. Does Not Contain Current Code Safety Features. 
24-Year-Old Power Unit. Complete Replacement is Recommended. 	Existing Car Door Operator is Worn. New Car Door Operator is Recommended. 

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Entrance Frames and Sills Will be Retained. Recommend New Doors and Existing Frames to Be Wrapped in Stainless Steel. 	The Cab is in Poor Condition. Replacement is Recommended. 
Existing Slide Guide Assemblies. Require Lubrication. New Roller Guides are Recommended. 	Remove Smoke Detector at Top of Hoistway. 

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SYSKA HENNESSY GROUP

The Mainline Disconnect for The Elevator is Not in Accordance with Code. The Operating Handle Shall be Positioned on The Side of The Disconnect Closest to The Lock Jamb Side of The Machine Room Door. New Mainline Disconnect Switch Shall Utilize a Circuit Breaker. 	Properly Locate the Machine Room Vent to be Within 1' of Machine Room Ceiling in Accordance with Code. 
There is no Pit Ladder to Access Pit. New Ladder is Required. 	Eliminate Circuitry in Hoistway for Car Lights and Fan. Properly Relocate. 

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Service Elevator 2

New Jack Unit 2018. Contains PVC Protection. 	Controller is Original Equipment and Does Not Contain Current Code Safety Features. 
Original Power Unit. Leaking Oil. 	Existing Car Door Operator is Worn. New Car Door Operator is Recommended. 

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Entrance Frames and Sills Will be Retained. Recommend New Doors and Existing Frames Be Wrapped in Stainless Steel. 	The Cab is in Poor Condition. New Cab is Recommended. 
Existing Slide Guide Assemblies. Require Lubrication. New Roller Guides are Recommended. 	Fixtures are Not in Accordance With MAAB. Button to Be Center Lined at 42". 

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There is no Pit Ladder to Access Pit. New Ladder is Required. 	Remove Smoke Detector at Top of Hoistway. 
Eliminate Circuitry in Hoistway for Car Lights and Fan. 	Existing Hoistway Ventilation is Not 3 Feet from the Roof Line. 

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Bevel Ledge in Hoistway at Third Floor Level. Right Side Looking in. 	Properly Locate the Machine Room Vent to be Within 1' of Machine Room Ceiling. Remove Metal Duct. 

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

CITY OF MELROSE

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

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

MEMORANDUM

To: Mayor Paul Brodeur
Melrose City Council

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

cc: Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant Auditor
Margot Fleishman, Director of Strategic Initiatives
James Troup, Assistant DPW Director – Administration & Finance
Jay McNeil, Facilities Manager

Date: May 3, 2022

Re: Earmark Funding for Accessibility and Safety Improvements – MHS Elevators

As a result of an Act relative to immediate COVID-19 recovery needs (Chapter 102, Section 2A), the City of Melrose has been awarded a State Earmark not less than One Hundred and Fifty Thousand Dollars ($150,000) which shall be expended for the accessibility and safety improvements for the two (2) elevators at the Melrose High School.

Syska Hennessy has worked to assess the conditions of the current elevators and has provided to the City a detailed scope of work to address accessibility and safety improvements necessary for the elevators to meet compliance and to pass inspections. This assessment was presented for consideration to utilize available ARPA funds for this project for systematic replacement of outdated elevators that have exceeded useful life and for the equitable provision of services in the facility. It specifically targets public safety in our school buildings. These criteria served as a basis for our request. The project estimates would most likely have been incurred by the City had it not been funded by available ARPA opportunities.

We formally request acceptance of this grant award of $150,000 from the Department of Elementary and Secondary Education (Massachusetts DOE). Funds will be deposited into a dedicated account set up by the City Auditor and designated specifically for the above-mentioned project. Additional funds necessary to complete this project have been approved through the City's ARPA Project process. There is no cost or encumbrance required to enter into this agreement. Upon completion of this project, necessary preventive maintenance costs will be incorporated into the Department of Public Works Operating Budget.

Additional backup documents shall be attached to this Order for your review and approval.

Thank you very much for your consideration and continued support of our efforts.

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COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

3.1

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**, 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: (and d/b/a):		**COMMONWEALTH DEPARTMENT NAME:** Dept. of Elementary & Secondary Edu. MMARS Department Code: DOE	
Legal Address: (W-9, W-4):		**Business Mailing Address:** 75 Pleasant Street, Malden, MA 02148	
Contract Manager:	**Phone:**	**Billing Address (if different):**	
E-Mail:	**Fax:**	**Contract Manager:** Matt Deninger	**Phone:** 781-338-3117
Contractor Vendor Code:		**E-Mail:** Matthew.J.Deninger@mass.gov	**Fax:**
Vendor Code Address ID (e.g. "AD001"): AD___. (Note: The Address ID must be set up for EFT payments.)		**MMARS Doc ID(s):**	
		RFR/Procurement or Other ID Number: CSFEARMARK	

_x_ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

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

___ CONTRACT AMENDMENT

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

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

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

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

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.
__ **Rate Contract.** (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
_x_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $ 150,000.

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

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) *AN ACT RELATIVE TO IMMEDIATE COVID-19 RECOVERY NEEDS, Chapter 102, Section 2A: provided further, that not less than $150,000 shall be expended for the city of Melrose for accessibility and safety improvements for the 2 elevators at the Melrose high school*

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.

_x_ 2. may be incurred as of July 1, **2022**, a date **LATER** than the Effective Date below and **no** obligations have been incurred **prior** to the Effective Date.

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

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

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

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

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

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

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

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-127

Acceptance of Three (3) MassDOT Shared Streets and Spaces Program Grants for various equipment and pedestrian safety measures funded at a total of $158,843.

Offered by Mayor Paul Brodeur

BE IT ORDERED

The Department of Public Works, in collaboration with the Mayor's Office, is pleased to request acceptance of three Massachusetts Department of Transportation Shared Streets and Spaces Program Grants for a total of One Hundred Fifty Eight Thousand Eight Hundred and Forty Three dollars ($158,843). The full details of each of the Grant Awards are found in the attachments to this Order, along with a memo explaining the expected use of the funds. In sum, the three awards will address specific safety measures with the purchase of equipment to remove snow from sidewalks in our City School properties, fund portable speed mitigation equipment to be deployed strategically to reduce speeds throughout the City, and to address safety concerns at the intersection of West Emerson and Vinton.

We formally request acceptance of these three MassDOT Shared Streets and Spaces Program Grants totaling One Hundred Fifty Eight Thousand Eight Hundred Forty Three Dollars ($158,843). Please note there is no match component. Thank you for your continued support and feel welcome to contact us with any questions you may have.

FINANCIAL IMPACT:

Acceptance of three MassDOT Shared Streets and Spaces Program Grants. The three awards are for West Emerson at Vinton Intersection Safety Improvements funded at $77,900, for Portable Speed Mitigation Equipment (equipment only) funded at $30,943, and for School Sidewalk Plow (equipment only) funded at $50,000.

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**
RESULT:	**ASSIGNED TO COMMITTEE**	
06/13/22	**Appropriations and Oversight**	**OUGHT TO PASS**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**OUGHT TO PASS [9 TO 0]**
MOVER:	Jack Eccles
SECONDER:	Shawn M. MacMaster
AYES:	Grigoraitis, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	Leila Migliorelli, John Obremski

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

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Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Jamey Tesler, Secretary & CEO

massDOT
Massachusetts Department of Transportation

May 20, 2022

Vonnie Reis
562 Main Street
Melrose, MA 02176

Via email: VReis@CityofMelrose.org

Dear Vonnie Reis:

Thank you for your submission to the Shared Streets and Spaces Program during the Fiscal Year 2023 application solicitation. We received a record number of applications and had many creative projects from which to select. I am pleased to notify you that Melrose's application for "W Emerson at Vinton Intersection Safety Improvements" has been approved for $77,900.00.

Awarded municipalities must enter into a contract with MassDOT for the funding of the approved work. To initiate this contract, please review and sign the Project Funding Agreement provided to you with this award letter and return it to SharedStreets@dot.state.ma.us as soon as possible. It is anticipated that the Notice to Proceed (NTP) for this award will be issued by August 1, 2022 and that the deadline for construction will be December 31, 2023. MassDOT-funded work may not proceed until the NTP is issued. Your patience during the contracting process is appreciated as MassDOT works to execute contracts with a large volume of awardees.

This award is reimbursement-based, meaning that funds are provided after costs are incurred. Please note that this is different than previous funding years. Reimbursement requests are processed by your District State Aid Engineer in the same manner as Chapter 90 projects. Learn more about this process as well as other implementation details on the program website at: mass.gov/shared-streets-and-spaces-grant-program.

Please email SharedStreets@dot.state.ma.us with questions related to this award. Thank you for your commitment to improving safety, access, and mobility for all roadway users in your community and for your participation in the Shared Streets and Spaces Program.

Sincerely,

Jamey Tesler

Jamey Tesler
Secretary and CEO

cc: Cassandra Gascon, MassDOT Community Grants Program Administrator

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Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot

Shared Streets and Spaces Program
Project Funding Agreement

Agreement Number: _____

Date: _____

Municipality: Melrose

Project: W Emerson at Vinton Intersection Safety Improvements

---

This Project Funding Agreement ("Agreement") made and entered into by and between the MASSACHUSETTS DEPARTMENT OF TRANSPORTATION, hereinafter called "MassDOT", and the City/Town of Melrose, (hereinafter called the "MUNICIPALITY"), as set forth below:

WHEREAS, the MUNICIPALITY proposes to construct certain roadway improvements from its approved Shared Streets and Spaces Application ("Application"), attached hereto as Exhibit A, and

WHEREAS, the scope of work for said roadway improvements is described in Exhibit A, (the "Project") and is in accordance with the project approvals from the Shared Streets and Spaces Program, and

WHEREAS, the total estimated construction cost for the Project is $77,900.00, as described within Exhibit B, (the "Project Cost Estimate"), and

WHEREAS, the PROJECT is to be financed by funds provided by MassDOT in accordance with appropriation 6921-2109, and

WHEREAS, MassDOT has reviewed the Project's items of work described within Exhibit B to ensure they are commensurate with the Project's scope of work, Exhibit A, and

WHEREAS, the PROJECT shall be constructed by MUNICIPALITY'S

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employees and/or a contractor approved by MassDOT's prequalification process, in accordance with M.G.L. c 81 subsection 8B, and

WHEREAS, all environmental permits and approvals must be obtained prior to construction. MassDOT's Environmental Punch list must be signed by the authorized municipal official, hereby attached and labeled as Exhibit C, and

WHEREAS, the parties hereto have reached an agreement as to the apportionment of work and expense necessary for the completion of the Project.

NOW THEREFORE, in consideration of the obligations contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, MassDOT and the MUNICIPALITY hereby agree, each with the other, as follows:

1.0 DIVISION OF WORK

1.1 MUNICIPALITY shall develop plans and specifications for the Project (collectively, "Specifications") in accordance with the attached scope of work (Exhibit A), and the Project Estimate (Exhibit B). The Specifications set forth by the MUNICIPALITY, shall be in conformance with, but not limited to the following current documents as amended: MassDOT's Project Development and Design Guide, MassDOT's Construction Standard Details, MassDOT's Separated Bike Lane Planning and Design Guide, MassDOT's Guidelines for the Planning and Design of Roundabouts, MassDOT's Bridge Manual, MassDOT's Standard Specifications for Highways and Bridges, MassDOT's Standard Drawings for Traffic Signals and Highway Lighting, the latest edition of American Standard for Nursery Stock, 521 CMR Rules and Regulations of the Architectural Access Board (AAB) and Americans with Disabilities Act(ADA), the Manual on Uniform Traffic Control Devices, and any and all state or federal regulations, and/or to the satisfaction of MassDOT – Highway Division, Chief Engineer. The Project shall be constructed in accordance with the Specifications.

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1.2 The MUNICIPALITY shall provide by its own municipal employees, contractors and/or subcontractors all necessary labor materials, equipment and other services to construct said Project pursuant to any and all applicable Specifications and in compliance with applicable local, state and federal laws and regulations. To be eligible to bid on said Project, the contractor shall be approved in accordance with MassDOT's prequalification process, the application forms for which are located on mass.gov, under Prequalification of Horizontal Construction Firms. In addition, any and all construction activities or related work required for the construction of said Project shall be in conformance with any and all MassDOT policies and procedures.

1.3 The MUNICIPALITY shall not commence construction work on the Project until MassDOT has issued a written Notice to Proceed to MUNICIPALITY. Prior to beginning construction, MUNICIPALITY shall, at its sole expense, obtain any and all easements, permits (including environmental permits), licenses, or other permissions to enter onto property required to complete the Project not otherwise owned or controlled by MUNICIPALITY. Upon MassDOT's request, MUNICIPALITY shall demonstrate such acquisitions and/or provide copies of all permits acquired.

1.4 The Municipality shall be solely responsible for the installation of adequate safety precautions for the protection of the travelling public and all project personnel. Municipality shall, at its sole expense, identify, furnish, and maintain adequate traffic control devices for the protection of the travelling public and working personnel during construction operations. The design, application, and installation of all devices shall conform to MassDOT's "Standard Drawing for the Development of Temporary Traffic Control Plans" and the Amendments to the Manual on Uniform Traffic Control Devices. In no event shall MassDOT be responsible for any failure of the Municipality's to provide adequate safety precautions and protections during construction operations.

1.5 The MUNICIPALITY shall complete the Project by the Agreement's Expiration Date unless an extension of time is granted by MassDOT pursuant to Subsection 5.2 below. Work performed after this Agreement's Expiration Date shall not be eligible for reimbursement.

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1.6 Upon the completion of the Project, MUNICIPALITY shall promptly complete the Post-Construction Report Form provided by MassDOT. MUNICIPALITY shall provide pre- and post- construction photos and all relevant construction metrics for bicycle, pedestrian, transit, and outdoor programming infrastructure requested by MASSDOT.

2.0 DIVISION OF EXPENSE

2.1 Except as provided in Section 2.2 below, MassDOT will reimburse MUNICIPALITY for the actual costs incurred to complete the Project up to, but not exceeding, the amount approved. All costs incurred must be approved by MassDOT prior to reimbursement. Any costs above this amount shall be borne by MUNICIPALITY.

2.2 MUNICIPALITY shall bear all costs and expenses associated with the acquisition of rights-of-way and permitting necessary to complete to perform its obligations hereunder ("Acquisition Costs"). MUNICIPALITY shall also be solely responsible for all costs and expenses associated with traffic control and safety measures in or around the construction work zone, including but not limited to, the use of uniformed law enforcement officers and provision of traffic control devices ("Traffic Control Costs.") Municipality agrees and acknowledges that Acquisition Costs and Traffic Control Costs are ineligible for reimbursement under this Agreement.

3.0 METHOD OF PAYMENT TO THE MUNICIPALITY

3.1 During the course of the Project, MUNICIPALITY may present monthly progress bills of the incurred costs for approval and reimbursement by MassDOT. All reimbursement requests by Municipality shall be made in accordance with MassDOT's procedures for Chapter 90 funded projects using the applicable Chapter 90 forms ("Forms") required by MassDOT. MUNICIPALITY shall electronically submit the completed Forms and supporting documentation to MassDOT's District State Aid Engineer after expenses are

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incurred for review and processing.

3.2 Upon the completion of the PROJECT to the satisfaction of MassDOT and the MUNICIPALITY, written notification shall be given to MassDOT's District Highway Director by the MUNICIPALITY that said work has been completed and, within 120 days thereof, the MUNICIPALITY will submit to MassDOT a final detailed bill (in quintuplicate) as required, and final settlement will then be made between MassDOT and the MUNICIPALITY.

4.0 AUDIT

4.1 All reimbursable charges in connection with this Agreement will be subject to audit by representatives of MassDOT and the MUNICIPALITY will retain all records and documents pertaining to the Agreement charges until such audit is completed or until written approval to destroy the records is given by MassDOT.

4.2 The Governor or his designee, the Secretary of Administration and Finance, and the State Auditor or his designee shall have the right at reasonable times and upon reasonable notice to examine the books, records and other complications of data of the MUNICIPALITY which pertain to the performance of the provisions and requirements of this Agreement.

4.0 FUTURE MAINTENANCE

4.1 The MUNICIPALITY shall be solely responsible for the maintenance and upkeep of all property associated with the PROJECT and the costs thereof.

4.2 If the property is owned by an entity other than MUNICIPALITY, MUNICIPALITY shall enter into a separate agreement with the property owner that provides for the maintenance and upkeep of the property associated with the Project.

5.0 TERM AND TERMINATION

5.1 This agreement will expire on December 31, 2023 ("Expiration Date"),

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unless extended as provided for in Subsection 5.2.

5.2 MUNICIPALY may request to extend this Agreement beyond that provided in Subsection 5.1. Any request for an extension must be made in writing to MassDOT soon as practicably possible, but no later than sixty (60) days prior to the Agreement's Expiration Date. MUNICPALITY's request shall include a justification for the requested extension, the requested new expiration date, and any other information deemed necessary by MASSDOT. MassDOT, in its sole and exclusive discretion, may agree to grant said request for an extension of time if it finds that sufficient justification has been provided by the MUNICIPALITY.

5.3 This Agreement may be terminated by mutual agreement of the Parties, upon such terms and conditions as the Parties may mutually agree upon. Such termination shall be effective in accordance with a written agreement by the Parties. Termination under this section shall not constitute a waiver of the rights of either Party to damages or other remedies related to this Agreement, except to the extent that the mutual agreement termination this Agreement so specifies.

5.4 MassDOT may, by written notice to the MUNICIPALITY, terminate this Agreement in any one of the following circumstances:

5.4.1 The MUNICIPALITY neglects or fails to comply with any provision of this Agreement in accordance with its terms or within the time specified for performance herein, and MUNICIPALITY fails to cure any such failure within thirty (30) calendar days after receipt of notice specifying such failure. In the event this Agreement is terminated pursuant to this provision, MassDOT shall not be liable to the Municipality for any costs incurred or burdens assumed upon or subsequent to, and associated with, such termination.

5.4.2 The applicable State or Federal funding source fails to appropriate or otherwise make available funds for the work contemplated herein. In the event this Agreement is

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terminated pursuant to this provision, MassDOT shall not be liable to Municipality for any costs.

6.0 MISCELLANEOUS

6.1 Compliance with Law.

The work and services to be performed hereunder shall be done in compliance with applicable federal, state, and local laws, ordinances, rules and regulations.

6.2 Notices:

MASSDOT:

The MUNICIPALITY:

6.3 Indemnification:

To the extent permitted by the laws of the Commonwealth, the MUNICIPALITY hereby assumes and agrees to indemnify, defend (at the MUNICIPALITY's sole expense and with counsel reasonably acceptable to MassDOT) and hold harmless MassDOT and MassDOT's affiliates, contractors, employees and representatives from and against any and all losses suffered by MassDOT and any and all claims, liability or penalties asserted against MassDOT by or on behalf of any person on account of, based in, resulting from, arising out of (or which may be claimed to have arisen out of), in whole or in part, the acts or omissions of the MUNICIPALITY in its performance of the obligations set forth herein. This covenant shall survive the expiration of this Agreement.

6.4 Governing Law; Severability:

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This Agreement shall be governed by the laws of the Commonwealth of Massachusetts, without regard to principles of conflicts of law or choice of laws. In the event that any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be declared to be invalid or unenforceable, then the remainder of this Agreement or the application of such term or provision to other person or circumstances, other than those as to which it would become invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

6.5 No Third-Party Beneficiaries:

This Agreement shall not be construed to create any third-party beneficiary rights in favor of any other parties or any right or privilege for the benefit of any other parties.

6.6 No Agency:

In no event shall MUNICIPALITY or any of its employees, agents, contractors, subcontractors be considered agents or employees of MassDOT.

6.7 Amendments

This Agreement and each of its provisions may only be waived, modified, or altered in a writing signed by MassDOT and MUNICIPALITY

6.8 Counterparts:

This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

[Remainder of page intentionally blank]

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IN WITNESS WHEREOF, the Parties have executed this Agreement as an instrument under seal as of the date first above written.

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

By: _____

Name:

Title:

MUNICIPALITY

By: _____

Name:

Title:

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Exhibit A – Project Application

Exhibit B – Project Cost Estimate

Exhibit C – Environmental Punchlist

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Exhibit A – Project Application

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From: noreply@formstack.com
To: SharedStreets@dot.state.ma.us; service-m365pa-grants@dot.state.ma.us
Subject: Shared Streets Grant Application - 935465315
Date: Monday, February 28, 2022 10:08:28 AM
Attachments: W Emerson cost estimate form.pdf
W Emerson & Vinton location plan.pdf
W Emerson project narrative.pdf
Speed Mgmt Form Summary.pdf
Pages from ATR.pdf

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Formstack Submission For: Shared Streets and Spaces

Submitted at 02/28/22 10:08 AM

Part A: Applicant Information	
Date: (Required):	02/28/2022
Are you in a Municipality or Transit Authority? (Required):	Municipality
Municipality: (Required):	MELROSE
Name of official Municipal signatory: (Required):	Vonnie Reis
Contact person: (Required):	Vonnie Reis

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Address: (Required):	562 Main St Melrose, MA 02176
Email: (Required):	VReis@CityofMelrose.org
Telephone: (Required):	(781) 979-4171
Has your municipality previously received a MassDOT Shared Streets and Spaces grant? (Required):	Yes
If Yes, list amounts and status (Required):	Sidewalk extension, Slow Streets, Parklets - 2020 grant amount = $ 59,160 (complete); Central Terrace outside space - 2021 grant amount = $28,822.75 (complete)
	Part B: Project Information
Project Type(s) – see program website for project type descriptions and to ensure you select the correct option for your proposal. Please note: all selected types must be included in project description. Equipment Only may not be combined with other project types. (Required):	Bicycle and Pedestrian Infrastructure Speed Management

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Project Title:	W. Emerson at Vinton Intersection Safety Improvements
Project location (GPS coordinates): (Required):	42.459306, -71.071558
Amount requested from MassDOT: (Required):	77900.00
Project description (2-3 sentences): (Required):	The project includes design and implementation of intersection improvements at W. Emerson St and Vinton St. with a focus on pedestrian safety. This intersection is located in a busy area, with shops, a park, and the MBTA Cedar Park commuter rail station nearby. Cedar Park also hosts the weekly Farmers' Market for 6 months of the year.
Describe the project goals and benefits (1-2 sentences): (Required):	To implement traffic calming measures to make the intersection safer for all users.
Is the project intended to address a demonstrated need for Speed Management, according to local information, data, plans, or community concerns related to speed and safety? (Required):	Yes
If Yes, please describe the issue/need, including any/all data	Changes to curb lines, pavement marking, crosswalks, etc. will be designed with a goal of slowing speeds and improving safety.

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sources (Required):	
Is the project intended to provide improvements to infrastructure used by children to get to and from school (within two miles) or other youth destinations? If yes, please list schools or destinations. (Required):	Yes
Detail (Required):	This intersection is on a walking route to schools.
Is the proposed project intended to provide improvements to infrastructure used by seniors to reach senior destinations (within one mile)? If yes, please list destinations. (Required):	Yes
Detail (Required):	This intersection is within 1/2 mile of two senior living facilities. Additionally, the seniors frequent Cedar Park and the Farmers' market.
Is the proposed project intended to support safe walking and	

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biking within one mile of a transit stop? If yes, please list the transit stop(s). (Required):	Yes
Detail (Required):	This intersection is located adjacent to Cedar Park T stop and is used by commuters daily.
Does the proposed project support safe routes to open space and/or parks? If yes, please list the name of the facilities. (Required):	Yes
Detail (Required):	This intersection is located next to Cedar Park and is within 1/2 mile from Ell Pond Park.
Is the proposed project located in the municipality's Housing Choice designation area, will the project benefit from an Opportunity Zone Fund investment, or has the municipality implemented economic development best practices through the Community Compact program? (Required):	Yes

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If Yes, list which applies (Required):	Melrose belongs to the Community Compact program.
Will the proposed project be fully implemented by June 30, 2023? (Required):	Yes
Is this project intended to be a temporary or permanent improvement? (Required):	Permanent
Description of project implementation including staff roles and key milestones: (Required):	The City is currently conducting a traffic study with Stantec for this intersection, due to frequent complaints of speeding and crashes. Residents also report unsafe conditions for non-vehicular users. The study includes collection of limited traffic volume/speed data and analysis of crash data. The project to be conducted under this grant will make use of the recommendation from the study and, using technical assistance provided by MassDOT and City staff, will design intersection improvements. A small amount of effort will be required from Stantec to help develop plans and specifications. Potential improvements may include changes to curb locations, a center island, an expanded pedestrian refuge, new ADA ramps, and re-locating and striping of crosswalks. Key milestones are 1) evaluation of alternatives, 2) design of improvements, and 3) construction (using in house forces and on-call contractors). Construction would happen after the summer, due to high volume in this area during the warmer months.
List all materials required to implement the project, and how they will be obtained:	Will use state vendor list

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(Required):	
The Shared Streets and Spaces Program requires municipalities to provide notice or opportunity for public engagement related to the proposed project. Please confirm whether this has occurred. If yes, please list engagement activities. (Required):	Yes
If yes, please list engagement activities (Required):	One public meeting will be held at the Alternatives Analysis stage to gather feedback.
Demonstration of compliance with safety and accessibility-related regulations (ADA and MAAB): (Required):	Yes

Part C: Site Information

Is this project entirely on muncipally-owned infrastructure? (Required):	Yes

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Indicate what, if any, MassDOT-owned infrastructure is integral to the proposed project. If improvements are proposed on MassDOT infrastructure, indicate whether the municipality has applied for an Access Permit. (Required):	No
Indicate what, if any, infrastructure owned by a state agency other than MassDOT is integral to the proposed project (i.e. the Department of Conservation & Recreation): (Required):	No
Demonstrate whether the proposed project is in a Census Block Group identified by the relevant Regional Planning Agency as an Environmental Justice area: (Required):	Yes

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Would the proposed project divert, detour, or otherwise impede current public transit service, even temporarily? (Required):	No
Attach Project Cost Estimate (Required - PDF file type allowed):	View File
Attach Locus Map(Optional - PDF file type allowed):	View File
Attach Illustrations of project (Optional - PDF, EXCEL, WORD, JPG, JPEG, PNG file types allowed):	View File
Attach Speed Management Data Form (Required - PDF and EXCEL file types allowed):	View File
Raw Speed Data (Optional - PDF, WORD, EXCEL file types allowed):	View File

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Formstack, 11671 Lantern Road, Suite 300, Fishers, IN 46038



City of Melrose

Shared Streets Application W. Emerson & Vinton St. Melrose, MA

Aerial imagry taken on March 27,2021

N
W E
S

1 inch = 100 feet

Map created on February 18, 2022

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Exhibit B – Project Cost Estimate

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STATE AID REIMBURSABLE PROGRAM – PRELIMINARY ESTIMATE
Chapter 90

City /Town of Melrose, MA Contract # _____

Project Name W. Emerson & Vinton Intersection Safety Improvements

Project Location/Road W.Emerson St.
Date 2/22/2022

ITEM #	QTY.	UNIT	DESCRIPTION OF ITEM	UNIT PRICE $	AMOUNT $
1	1.00	EA	Review of traffic volume and speed data by City Staff	$ -	$ -
2	1.00	EA	Technical Assistance MassDOT	$ -	$ -
3	1.00	EA	Design of Improvements by City Staff	$ -	$ -
4	1.00	EA	Design assistance by Stantec	$ 5,000.00	$ 5,000.00
5	1.00	EA	Public meeting by City staff	$ -	$ -
6	1.00	EA	Construction - curblines, island, pedestrian refuge by on-call contractor	$ 30,000.00	$ 30,000.00
7	1.00	EA	Loam and plantings by on-call contractor	$ 5,000.00	$ 5,000.00
8	110.00	Ton	Mill and Overlay by on-call contractor	$ 90.00	$ 9,900.00
9	4.00	EA	Cross walks, pavement markings by on-call contractor	$ 1,000.00	$ 4,000.00
10	8.00	EA	ADA ramps by on-call contractor	$ 3,000.00	$ 24,000.00
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
TOTAL					$ 77,900.00

Vonnie Reis
Supervisor/Foreman

2/22/2022
Date

HED-614 (R)

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Exhibit C – Environmental Punchlist

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EXHIBIT C – Environmental Punchlist
Shared Streets and Spaces Program

Municipality: _____ MassDOT Highway District #: _____

Project Name: _____

NOTE: ALL ENVIRONMENTAL PERMITS / APPROVALS MUST BE OBTAINED PRIOR TO CONSTRUCTION.

1.	Will the pavement width increase by four or more feet for one-half or more miles?	Yes ____	No ____	
2.	Will the project alter the bank or terrain located ten more feet from the existing roadway for one-half or more miles, unless necessary to install a structure or equipment?	Yes ____	No ____	
3.	Will the removal of 5 or more trees with diameters of 14 inches or more be required?	Yes ____	No ____	
4.	Will more than 300 ft. of stone wall be removed or altered?	Yes ____	No ____	
5.	Will the project involve construction of a parking lot with capacity of 150 cars or more?	Yes ____	No ____	
6.	Are any other MEPA review thresholds exceeded (see 301 CMR 11.03)? If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).*	Yes ____	No ____	
7.	Will the project be on a "Scenic Road" (Acts of 1973, C. 67)? If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls.	Yes ____	No ____	
8.	Have all necessary takings, easements, rights of entry, etc. been completed? If a county Hearing is required, it must be held prior to starting work.	Yes ____	No ____	
9	Has a Project Notification Form and locus map been submitted to the Massachusetts Historical Commission? Required https://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf	Yes ____	No ____	
10.	Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)?* If your answer is YES, you must file the project with your local Conservation Commission prior to starting work.	Yes ____	No ____	
11.	If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc.	Yes ____	No ____	

Validation

It is recognized that the purpose of this information is to assist the MassDOT Highway Division in approving the Shared Streets and Spaces Project Funding Agreement (of which this is a part). Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by MassDOT Highway Division on the basis of this information shall not legally or financially obligate MassDOT Highway Division to support or defend the municipality, and the municipality shall save harmless MassDOT Highway Division for any action.

Duly Authorized Municipal Officials	Reviewed and Approved for Transmittal by:
	Highway or Conservation Officer's Title
Signatures Date	Signatures Date

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COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

3.1

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

CONTRACTOR LEGAL NAME: CITY OF MELROSE **(and d/b/a):**		**COMMONWEALTH DEPARTMENT NAME:** **MMARS Department Code:** DOT	
Legal Address: (W-9, W-4):		**Business Mailing Address:** 10 Park Plaza, Boston MA 02116	
Contract Manager:	**Phone:**	**Billing Address (if different):**	
E-Mail:	**Fax:**	**Contract Manager:** Cassandra Gascon	**Phone:** (857) 368-4636
Contractor Vendor Code: VC6000192115		**E-Mail:** Cassandra.Gascon@dot.state.ma.us	**Fax**: n/a
Vendor Code Address ID (e.g. "AD001"): AD__. **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s):** **RFR/Procurement or Other ID Number:**	

_X_ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

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

___ CONTRACT AMENDMENT

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

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

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

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

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.
__ **Rate Contract.** (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
_X_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $77,900.00 .

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

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)
This agreement is between MassDOT and the CITY OF MELROSE which is participating in the Shared Streets and Spaces Program.

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

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

CONTRACT END DATE: Contract performance shall terminate as of **December 31 , 2023,** with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

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

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

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

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

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

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Jamey Tesler, Secretary & CEO

massDOT
Massachusetts Department of Transportation

May 20, 2022

Vonnie Reis
562 Main Street
Melrose, MA 02176

Via email: VReis@CityofMelrose.org

Dear Vonnie Reis:

Thank you for your submission to the Shared Streets and Spaces Program during the Fiscal Year 2023 application solicitation. We received a record number of applications and had many creative projects from which to select. I am pleased to notify you that Melrose's Equipment Only application for "Schools Sidewalk Plow" has been approved for $50,000.00.

Awarded municipalities must enter into a contract with MassDOT for the purchase of the approved equipment. To initiate this contract, please review and sign the Equipment Funding Agreement provided to you with this award letter and return it to SharedStreets@dot.state.ma.us as soon as possible. It is anticipated that the Notice to Proceed (NTP) for this award will be issued by October 1, 2022 and that the deadline for equipment purchases will be December 31, 2023. MassDOT-funded costs may not be incurred until the NTP is issued. Your patience during the contracting process is appreciated as MassDOT works to execute contracts with a large volume of awardees.

This award is reimbursement-based, meaning that funds are provided after costs are incurred. Please note that this is different than previous funding years. Reimbursement requests are processed by your District State Aid Engineer in the same manner as Chapter 90 projects. Learn more about this process as well as other implementation details on the program website at: mass.gov/shared-streets-and-spaces-grant-program.

Please email SharedStreets@dot.state.ma.us with questions related to this award. Thank you for your commitment to improving safety, access, and mobility for all roadway users in your community and for your participation in the Shared Streets and Spaces Program.

Sincerely,

Jamey Tesler

Jamey Tesler
Secretary and CEO

cc: Cassandra Gascon, MassDOT Community Grants Program Administrator

Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Shared Streets and Spaces Program
Equipment Funding Agreement

Agreement Number: _____

Date: _____

Municipality: Melrose

Project Name: Schools Sidewalk Plow

This Equipment Funding Agreement ("Agreement") is made and entered into by and between the MASSACHUSETTS DEPARTMENT OF TRANSPORTATION, hereinafter called "MassDOT", and the City/Town of Melrose, (hereinafter called the "MUNICIPALITY"), as set forth below:

WHEREAS, the MUNICIPALITY seeks to acquire certain item(s) of equipment (the "Equipment") described in its approved Shared Streets and Spaces Application ("Application"), attached hereto as Exhibit A, and

WHEREAS, MUNICIPALITY'S acquisition of and intended use of the Equipment will support public health, safe mobility, and strengthened commerce, and is in accordance with the project approvals from the Shared Streets and Spaces Program, and

WHEREAS, MassDOT has agreed to partially or wholly fund the Equipment in accordance with the terms, conditions and provisions set forth below.

NOW THEREFORE, in consideration of the obligations contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, MassDOT and the MUNICIPALITY hereby agree, each with the other, as follows:

1.0 EQUIPMENT

1.1 Procurement and Use of Equipment

MUNICIPALITY shall be solely responsible for the procurement of the Equipment. MUNICIPALITY shall comply with all laws, rules and regulations applicable to the acquisition, use, installation, and operation of the Equipment, including but not limited to procurement laws. MUNICIPALITY shall use the Equipment for its proposed and intended purpose as set forth in MUNICIPALITY's Application.

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1.2 Ownership

MUNICIPALITY shall have ownership and legal title to all Equipment acquired in whole or in part with the funds provided under this Agreement.

1.3 Maintenance

MUNICIPALITY shall be solely responsible for the maintenance and upkeep of the Equipment and the costs thereof. MUNICIPALITY shall maintain the Equipment in good condition and working order, ordinary wear and tear from proper use excepted. MassDOT shall have no responsibility for the use, maintenance, or fitness of the Equipment.

1.4 Equipment To Be Installed on MassDOT Property

If Municipality intends to install the Equipment on MassDOT property, Municipality agrees and acknowledges that it is solely responsible for obtaining all applicable permits and authorizations prior to performing any associated work. Receipt of grant funds shall not be construed as an authorization to perform work on MassDOT property.

2.0 GRANT FUNDING AND METHOD OF REIMURSEMENT

2.1 The maximum amount of funds available to MUNICIPALTY pursuant to this Agreement shall be $50,000.00 ("Grant Amount") as described within Exhibit B, (the "Project Cost Estimate").

2.2 MassDOT will reimburse MUNICIPALITY for the actual costs incurred for the purchase of the Equipment up to, but not exceeding, the Grant Amount. All costs incurred must be approved by MassDOT prior to reimbursement, and MassDOT's determination of eligible and approved costs shall be final in all cases. Any Equipment costs above the Grant Amount shall be borne by MUNICIPALITY.

2.3 Subsequent to the acquiring the Equipment, MUNICIPALITY may present an invoice of the incurred costs for approval and reimbursement by MassDOT. All reimbursement requests by Municipality shall be made in accordance with MassDOT's procedures for Chapter 90 funded projects using the applicable Chapter 90 forms ("Forms") required by MassDOT. MUNICIPALITY shall electronically submit the completed Forms and supporting documentation to MassDOT's District State Aid Engineer after expenses are incurred for review and processing. MUNICIPALITY shall provide MassDOT with any information MassDOT deems necessary to verify the accuracy of the invoice.

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3.0 AUDIT

3.1 All reimbursable charges in connection with this Agreement will be subject to audit by representatives of MassDOT and the MUNICIPALITY will retain all records and documents pertaining to the Agreement charges until such audit is completed or until written approval to destroy the records is given by MassDOT.

3.2 The Governor or his designee, the Secretary of Administration and Finance, and the State Auditor or his designee shall have the right at reasonable times and upon reasonable notice to examine the books, records and other complications of data of the MUNICIPALITY which pertain to the performance of the provisions and requirements of this Agreement.

4.0 TERM AND TERMINATION

4.1 This Agreement expire on December 31, 2023 ("Expiration Date"), unless extended as provided for in Subsection 4.2.

4.2 MUNICIPALITY may request to extend this Agreement beyond that provided in Subsection 5.1. Any request for an extension must be made in writing to MassDOT soon as practicably possible, but no later than sixty (60) days prior to the Agreement's Expiration Date. MUNICPALITY's request shall include a justification for the requested extension, the requested new expiration date, and any other information deemed necessary by MASSDOT. MassDOT, in its sole and exclusive discretion, may agree to grant said request for an extension of time if it finds that sufficient justification has been provided by the MUNICIPALITY.

4.3 This Agreement may be terminated by mutual agreement of the Parties, upon such terms and conditions as the Parties may mutually agree upon. Such termination shall be effective in accordance with a written agreement by the Parties. Termination under this section shall not constitute a waiver of the rights of either Party to damages or other remedies related to this Agreement, except to the extent that the mutual agreement termination this Agreement so specifies.

4.4 MassDOT may, by written notice to the MUNICIPALITY, terminate this Agreement in any one of the following circumstances:

4.4.1 The MUNICIPALITY neglects or fails to comply with any provision of this

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Agreement in accordance with its terms or within the time specified for performance herein, and MUNICIPALITY fails to cure any such failure within thirty (30) calendar days after receipt of notice specifying such failure. In the event this Agreement is terminated pursuant to this provision, MassDOT shall not be liable to the Municipality for any costs incurred or burdens assumed upon or subsequent to, and associated with, such termination.

4.4.2 The applicable State funding source fails to appropriate or otherwise make available funds for the Equipment. In the event this Agreement is terminated pursuant to this provision, MassDOT shall not be liable to Municipality for any costs.

5.0 MISCELLANEOUS

5.1 Notices:

MASSDOT:

The MUNICIPALITY:

5.2 Indemnification.

To the extent permitted by the laws of the Commonwealth, the MUNICIPALITY hereby assumes and agrees to indemnify, defend (at the MUNICIPALITY's sole expense and with counsel reasonably acceptable to MassDOT) and hold harmless MassDOT and MassDOT's affiliates, contractors, employees and representatives from and against any and all losses suffered by MassDOT and any and all claims, liability or penalties asserted against MassDOT by or on behalf of any person on account of, based in, resulting from, arising out of (or which may be claimed to have arisen out of), in whole or in part, the acts or omissions of the MUNICIPALITY in the use, operation, maintenance, installation, or repair of the Equipment. This covenant shall survive the termination of this Agreement.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

5.3 Governing Law; Severability.
This Agreement shall be governed by the laws of the Commonwealth of Massachusetts, without regard to principles of conflicts of law or choice of laws. In the event that any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be declared to be invalid or unenforceable, then the remainder of this Agreement or the application of such term or provision to other person or circumstances, other than those as to which it would become invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

5.4 No Third-Party Beneficiaries.
This Agreement shall not be construed to create any third-party beneficiary rights in favor of any other parties or any right or privilege for the benefit of any other parties.

5.5 No Agency.
In no event shall MUNICIPALITY or any of its employees, agents, contractors, subcontractors be considered agents or employees of MassDOT.

5.6 No Representations by MassDOT.
No representations, warranties or statements, expressed or implied, have been made by or on behalf of MassDOT with respect to the fitness of the Equipment for the use contemplated by MUNICIPALITY in its Application.

5.7 Amendments
This Agreement and each of its provisions may only be waived, modified, or altered in a writing signed by MassDOT and MUNICIPALITY.

5.8 Counterparts.
This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

[Remainder of page intentionally blank]

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

IN WITNESS WHEREOF, the Parties have executed this Agreement as an instrument under seal as of the date first above written.

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

By: _____

Name:

Title:

MUNICIPALITY

By: _____

Name:

Title:

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Exhibit A – Project Application

Exhibit B – Project Cost Estimate

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Exhibit A – Project Application

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

From: noreply@formstack.com
To: SharedStreets@dot.state.ma.us; service-m365pa-grants@dot.state.ma.us
Subject: Shared Streets Grant Application - 932191281
Date: Friday, February 18, 2022 3:16:28 PM
Attachments: PreliminaryEstimateForm sidewalk plow.pdf

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Formstack Submission For: Shared Streets and Spaces

Submitted at 02/18/22 3:16 PM

Part A: Applicant Information	
Date: (Required):	02/18/2022
Are you in a Municipality or Transit Authority? (Required):	Municipality
Municipality: (Required):	MELROSE
Name of official Municipal signatory: (Required):	Vonnie Reis
Contact person: (Required):	Vonnie Reis
Address: (Required):	562 Main St Melrose, MA 02176
Email: (Required):	VReis@CityofMelrose.org
Telephone: (Required):	(781) 979-4171
Has your municipality previously received a	

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MassDOT Shared Streets and Spaces grant? (Required):	Yes
If Yes, list amounts and status (Required):	Sidewalk extension, Slow Streets, Parklets - 2020 grant amount = $ 59,160 (complete) Central Terrace outside space - 2021 grant amount = $76,122 (complete)
Part B: Project Information	
Project Type(s) – see program website for project type descriptions and to ensure you select the correct option for your proposal. Please note: all selected types must be included in project description. Equipment Only may not be combined with other project types. (Required):	Equipment Only
Project Title:	Schools Sidewalk Plow
Project location (GPS coordinates): (Required):	42.463903, -71.065132
Amount requested from MassDOT: (Required):	50000.00
Project description (2-3 sentences): (Required):	Purchase of a sidewalk plow to be used for the schools, routes to schools, and other busy pedestrian routes.
Describe the project goals and benefits (1-2 sentences): (Required):	To enable prompt removal of snow to provide safe walking routes to the schools for students and other residents. This plow will be used in locations where obstructions prevent the use of existing equipment, such as school walkways, ADA ramps, and school walking routes. Better clearing of these sidewalks will also benefit other residents and promote walking and

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	transit use in the winter months.
Is the project intended to address a demonstrated need for Speed Management, according to local information, data, plans, or community concerns related to speed and safety? (Required):	No
Is the project intended to provide improvements to infrastructure used by children to get to and from school (within two miles) or other youth destinations? If yes, please list schools or destinations. (Required):	Yes
Detail (Required):	During large storms, this equipment will be specifically used for school properties and routes to schools.
Is the proposed project intended to provide improvements to infrastructure used by seniors to reach senior destinations (within one mile)? If yes, please list destinations. (Required):	Yes
Detail (Required):	Senior living facilities are located near the High School and the sidewalks in those areas are used by all residents.
Is the proposed project intended to support safe walking and biking within one mile of a transit stop? If yes, please list the transit stop(s). (Required):	Yes
Detail (Required):	All three MBTA commuter rail stops are within one mile of a school. Clearing of the school walking routes will also benefit commuters. The T

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	stops are Wyoming, Cedar Park, and Melrose Highlands.
Does the proposed project support safe routes to open space and/or parks? If yes, please list the name of the facilities. (Required):	Yes
Detail (Required):	Several schools are located within 1 mile of Ell Pond Park. Residents walking to the park will benefit from this plow.
Is the proposed project located in the municipality's Housing Choice designation area, will the project benefit from an Opportunity Zone Fund investment, or has the municipality implemented economic development best practices through the Community Compact program? (Required):	Yes
If Yes, list which applies (Required):	The City is a member of the Community Compact program.
Will the proposed project be fully implemented by June 30, 2023? (Required):	Yes
Is this project intended to be a temporary or permanent improvement? (Required):	Permanent
Description of project implementation including staff roles and key milestones: (Required):	Purchase of the sidewalk plow.
List all materials required to implement the project, and how they will be	N/A

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obtained: (Required):	
The Shared Streets and Spaces Program requires municipalities to provide notice or opportunity for public engagement related to the proposed project. Please confirm whether this has occurred. If yes, please list engagement activities. (Required):	No
Demonstration of compliance with safety and accessibility-related regulations (ADA and MAAB): (Required):	Yes
Part C: Site Information	
Is this project entirely on muncipally-owned infrastructure? (Required):	Yes
Indicate what, if any, MassDOT-owned infrastructure is integral to the proposed project. If improvements are proposed on MassDOT infrastructure, indicate whether the municipality has applied for an Access Permit. (Required):	N/A
Indicate what, if any, infrastructure owned by a state agency other than MassDOT is integral to the proposed project (i.e. the Department of Conservation & Recreation): (Required):	N/A
Demonstrate whether the proposed project is in a Census Block Group	

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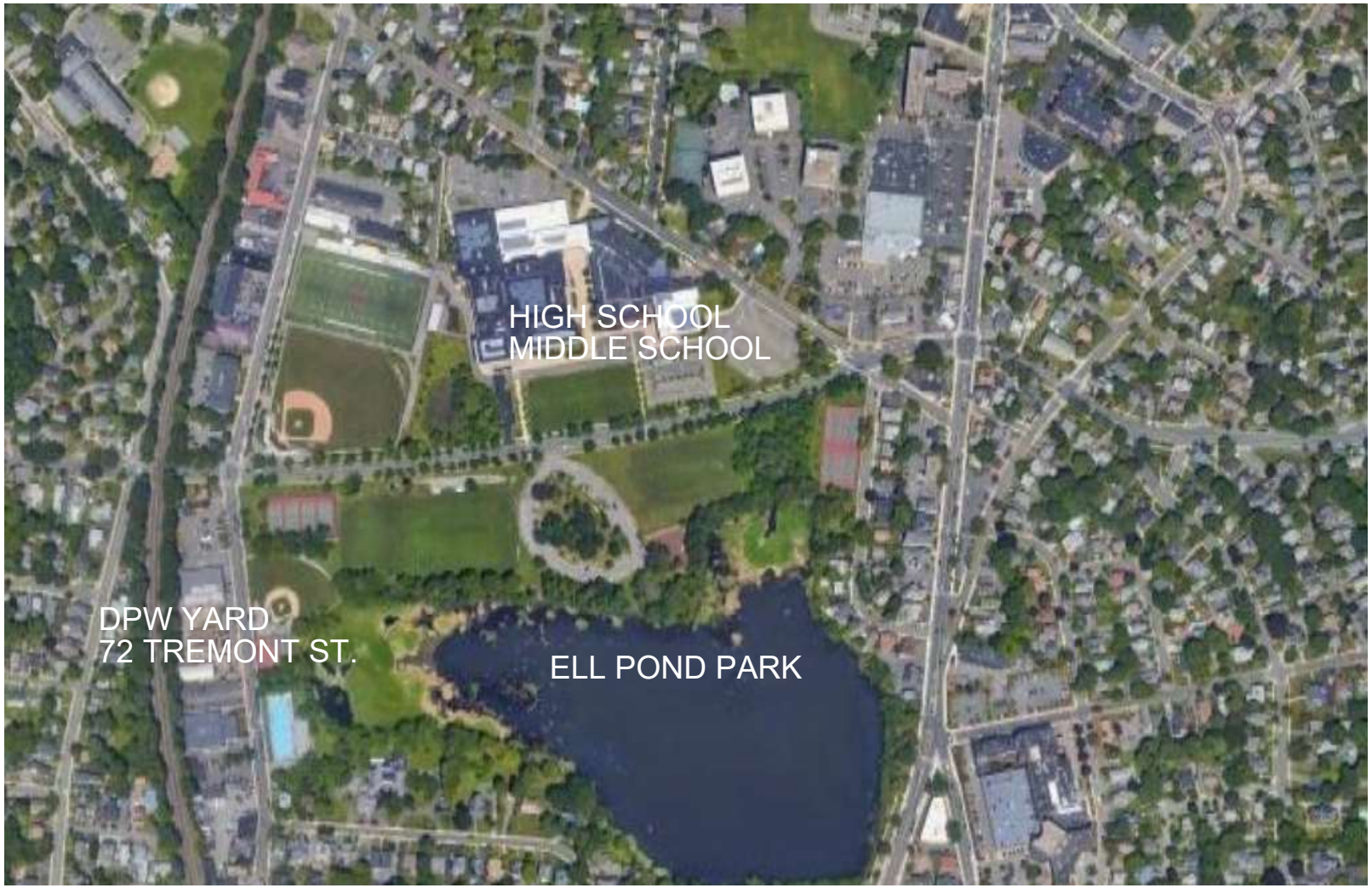
identified by the relevant Regional Planning Agency as an Environmental Justice area: (Required):	Yes
Would the proposed project divert, detour, or otherwise impede current public transit service, even temporarily? (Required):	No
Attach Project Cost Estimate (Required - PDF file type allowed):	View File

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Formstack, 11671 Lantern Road, Suite 300, Fishers, IN 46038

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CITY OF MELROSE
SHARED STREETS GRANT – EQUIPMENT SIDEWALK PLOW



PROPOSED EQUIPMENT TO BE STORED AT DPW YARD, 72 TREMONT ST.

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Exhibit B – Project Cost Estimate

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

massDOT Massachusetts Department of Transportation Highway Division

STATE AID REIMBURSABLE PROGRAM – PRELIMINARY ESTIMATE
Chapter 90

City /Town of Melrose Contract # _____

Project Name Shared Streets Equipment - Sidewalk plow

Project Location/Road Various

Date 2/18/2022

ITEM #	QTY.	UNIT	DESCRIPTION OF ITEM	UNIT PRICE $	AMOUNT $
1	1.00	EA	Bobcat sdiewalk plow	$ 58,569.12	$ 58,569.12
					$ -
					$ -
					$ -
					$ -
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					$ -
TOTAL					$ 58,569.12

Vonnie Reis 2/18/2022

HED-614 (R) Supervisor/Foreman Date

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COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

3.1

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

CONTRACTOR LEGAL NAME: CITY OF MELROSE **(and d/b/a):**		**COMMONWEALTH DEPARTMENT NAME:** **MMARS Department Code:** DOT	
Legal Address: (W-9, W-4):		**Business Mailing Address:** 10 Park Plaza, Boston MA 02116	
Contract Manager:	**Phone:**	**Billing Address (if different):**	
E-Mail:	**Fax:**	**Contract Manager:** Cassandra Gascon	**Phone:** (857) 368-4636
Contractor Vendor Code: VC6000192115		**E-Mail:** Cassandra.Gascon@dot.state.ma.us	**Fax**: n/a
Vendor Code Address ID (e.g. "AD001"): AD__. **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s):** **RFR/Procurement or Other ID Number:**	

_X_ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

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__ 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 **December 31 , 2023,** with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

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

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

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

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

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

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Jamey Tesler, Secretary & CEO

massDOT
Massachusetts Department of Transportation

May 20, 2022

Vonnie Reis
562 Main Street
Melrose, MA 02176

Via email: VReis@CityofMelrose.org

Dear Vonnie Reis:

Thank you for your submission to the Shared Streets and Spaces Program during the Fiscal Year 2023 application solicitation. We received a record number of applications and had many creative projects from which to select. I am pleased to notify you that Melrose's Equipment Only application for "Portable speed mitigation equipment" has been approved for $30,943.00.

Awarded municipalities must enter into a contract with MassDOT for the purchase of the approved equipment. To initiate this contract, please review and sign the Equipment Funding Agreement provided to you with this award letter and return it to SharedStreets@dot.state.ma.us as soon as possible. It is anticipated that the Notice to Proceed (NTP) for this award will be issued by November 1, 2022 and that the deadline for equipment purchases will be December 31, 2023. MassDOT-funded costs may not be incurred until the NTP is issued. Your patience during the contracting process is appreciated as MassDOT works to execute contracts with a large volume of awardees.

This award is reimbursement-based, meaning that funds are provided after costs are incurred. Please note that this is different than previous funding years. Reimbursement requests are processed by your District State Aid Engineer in the same manner as Chapter 90 projects. Learn more about this process as well as other implementation details on the program website at: mass.gov/shared-streets-and-spaces-grant-program.

Please email SharedStreets@dot.state.ma.us with questions related to this award. Thank you for your commitment to improving safety, access, and mobility for all roadway users in your community and for your participation in the Shared Streets and Spaces Program.

Sincerely,

Jamey Tesler

Jamey Tesler
Secretary and CEO

cc: Cassandra Gascon, MassDOT Community Grants Program Administrator

Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot

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Shared Streets and Spaces Program
Equipment Funding Agreement

Agreement Number: _____

Date: _____

Municipality: Melrose

Project Name: Portable speed mitigation equipment

This Equipment Funding Agreement ("Agreement") is made and entered into by and between the MASSACHUSETTS DEPARTMENT OF TRANSPORTATION, hereinafter called "MassDOT", and the City/Town of Melrose, (hereinafter called the "MUNICIPALITY"), as set forth below:

WHEREAS, the MUNICIPALITY seeks to acquire certain item(s) of equipment (the "Equipment") described in its approved Shared Streets and Spaces Application ("Application"), attached hereto as Exhibit A, and

WHEREAS, MUNICIPALITY'S acquisition of and intended use of the Equipment will support public health, safe mobility, and strengthened commerce, and is in accordance with the project approvals from the Shared Streets and Spaces Program, and

WHEREAS, MassDOT has agreed to partially or wholly fund the Equipment in accordance with the terms, conditions and provisions set forth below.

NOW THEREFORE, in consideration of the obligations contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, MassDOT and the MUNICIPALITY hereby agree, each with the other, as follows:

1.0 EQUIPMENT

1.1 Procurement and Use of Equipment

MUNICIPALITY shall be solely responsible for the procurement of the Equipment. MUNICIPALITY shall comply with all laws, rules and regulations applicable to the acquisition, use, installation, and operation of the Equipment, including but not limited to procurement laws. MUNICIPALITY shall use the Equipment for its proposed and intended purpose as set forth in MUNICIPALITY's Application.

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1.2 Ownership

MUNICIPALITY shall have ownership and legal title to all Equipment acquired in whole or in part with the funds provided under this Agreement.

1.3 Maintenance

MUNICIPALITY shall be solely responsible for the maintenance and upkeep of the Equipment and the costs thereof. MUNICIPALITY shall maintain the Equipment in good condition and working order, ordinary wear and tear from proper use excepted. MassDOT shall have no responsibility for the use, maintenance, or fitness of the Equipment.

1.4 Equipment To Be Installed on MassDOT Property

If Municipality intends to install the Equipment on MassDOT property, Municipality agrees and acknowledges that it is solely responsible for obtaining all applicable permits and authorizations prior to performing any associated work. Receipt of grant funds shall not be construed as an authorization to perform work on MassDOT property.

2.0 GRANT FUNDING AND METHOD OF REIMURSEMENT

2.1 The maximum amount of funds available to MUNICIPALTY pursuant to this Agreement shall be $30,943.00 ("Grant Amount") as described within Exhibit B, (the "Project Cost Estimate").

2.2 MassDOT will reimburse MUNICIPALITY for the actual costs incurred for the purchase of the Equipment up to, but not exceeding, the Grant Amount. All costs incurred must be approved by MassDOT prior to reimbursement, and MassDOT's determination of eligible and approved costs shall be final in all cases. Any Equipment costs above the Grant Amount shall be borne by MUNICIPALITY.

2.3 Subsequent to the acquiring the Equipment, MUNICIPALITY may present an invoice of the incurred costs for approval and reimbursement by MassDOT. All reimbursement requests by Municipality shall be made in accordance with MassDOT's procedures for Chapter 90 funded projects using the applicable Chapter 90 forms ("Forms") required by MassDOT. MUNICIPALITY shall electronically submit the completed Forms and supporting documentation to MassDOT's District State Aid Engineer after expenses are incurred for review and processing. MUNICIPALITY shall provide MassDOT with any information MassDOT deems necessary to verify the accuracy of the invoice.

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3.0 AUDIT

3.1 All reimbursable charges in connection with this Agreement will be subject to audit by representatives of MassDOT and the MUNICIPALITY will retain all records and documents pertaining to the Agreement charges until such audit is completed or until written approval to destroy the records is given by MassDOT.

3.2 The Governor or his designee, the Secretary of Administration and Finance, and the State Auditor or his designee shall have the right at reasonable times and upon reasonable notice to examine the books, records and other complications of data of the MUNICIPALITY which pertain to the performance of the provisions and requirements of this Agreement.

4.0 TERM AND TERMINATION

4.1 This Agreement expire on December 31, 2023 ("Expiration Date"), unless extended as provided for in Subsection 4.2.

4.2 MUNICIPALITY may request to extend this Agreement beyond that provided in Subsection 5.1. Any request for an extension must be made in writing to MassDOT soon as practicably possible, but no later than sixty (60) days prior to the Agreement's Expiration Date. MUNICPALITY's request shall include a justification for the requested extension, the requested new expiration date, and any other information deemed necessary by MASSDOT. MassDOT, in its sole and exclusive discretion, may agree to grant said request for an extension of time if it finds that sufficient justification has been provided by the MUNICIPALITY.

4.3 This Agreement may be terminated by mutual agreement of the Parties, upon such terms and conditions as the Parties may mutually agree upon. Such termination shall be effective in accordance with a written agreement by the Parties. Termination under this section shall not constitute a waiver of the rights of either Party to damages or other remedies related to this Agreement, except to the extent that the mutual agreement termination this Agreement so specifies.

4.4 MassDOT may, by written notice to the MUNICIPALITY, terminate this Agreement in any one of the following circumstances:

4.4.1 The MUNICIPALITY neglects or fails to comply with any provision of this

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Agreement in accordance with its terms or within the time specified for performance herein, and MUNICIPALITY fails to cure any such failure within thirty (30) calendar days after receipt of notice specifying such failure. In the event this Agreement is terminated pursuant to this provision, MassDOT shall not be liable to the Municipality for any costs incurred or burdens assumed upon or subsequent to, and associated with, such termination.

4.4.2 The applicable State funding source fails to appropriate or otherwise make available funds for the Equipment. In the event this Agreement is terminated pursuant to this provision, MassDOT shall not be liable to Municipality for any costs.

5.0 MISCELLANEOUS

5.1 Notices:

MASSDOT:

The MUNICIPALITY:

5.2 Indemnification.

To the extent permitted by the laws of the Commonwealth, the MUNICIPALITY hereby assumes and agrees to indemnify, defend (at the MUNICIPALITY's sole expense and with counsel reasonably acceptable to MassDOT) and hold harmless MassDOT and MassDOT's affiliates, contractors, employees and representatives from and against any and all losses suffered by MassDOT and any and all claims, liability or penalties asserted against MassDOT by or on behalf of any person on account of, based in, resulting from, arising out of (or which may be claimed to have arisen out of), in whole or in part, the acts or omissions of the MUNICIPALITY in the use, operation, maintenance, installation, or repair of the Equipment. This covenant shall survive the termination of this Agreement.

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5.3 Governing Law; Severability.
This Agreement shall be governed by the laws of the Commonwealth of Massachusetts, without regard to principles of conflicts of law or choice of laws. In the event that any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be declared to be invalid or unenforceable, then the remainder of this Agreement or the application of such term or provision to other person or circumstances, other than those as to which it would become invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

5.4 No Third-Party Beneficiaries.
This Agreement shall not be construed to create any third-party beneficiary rights in favor of any other parties or any right or privilege for the benefit of any other parties.

5.5 No Agency.
In no event shall MUNICIPALITY or any of its employees, agents, contractors, subcontractors be considered agents or employees of MassDOT.

5.6 No Representations by MassDOT.
No representations, warranties or statements, expressed or implied, have been made by or on behalf of MassDOT with respect to the fitness of the Equipment for the use contemplated by MUNICIPALITY in its Application.

5.7 Amendments
This Agreement and each of its provisions may only be waived, modified, or altered in a writing signed by MassDOT and MUNICIPALITY.

5.8 Counterparts.
This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

[Remainder of page intentionally blank]

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IN WITNESS WHEREOF, the Parties have executed this Agreement as an instrument under seal as of the date first above written.

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

By: _____

Name:

Title:

MUNICIPALITY

By: _____

Name:

Title:

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Exhibit A – Project Application

Exhibit B – Project Cost Estimate

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Exhibit A – Project Application

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

From: noreply@formstack.com
To: SharedStreets@dot.state.ma.us; service-m365pa-grants@dot.state.ma.us
Subject: Shared Streets Grant Application - 935449519
Date: Monday, February 28, 2022 9:35:31 AM
Attachments: Cost estimate calming devices.pdf
Maps compiled.pdf
Calming devices narrative.pdf

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Formstack Submission For: Shared Streets and Spaces

Submitted at 02/28/22 9:35 AM

Part A: Applicant Information	
Date: (Required):	02/28/2022
Are you in a Municipality or Transit Authority? (Required):	Municipality
Municipality: (Required):	MELROSE
Name of official Municipal signatory: (Required):	Vonnie Reis
Contact person: (Required):	Vonnie Reis
Address: (Required):	562 Main St Melrose, MA 02176
Email: (Required):	VReis@CityofMelrose.org
Telephone: (Required):	(781) 979-4171
Has your municipality previously received a MassDOT Shared Streets and Spaces grant? (Required):	Yes

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If Yes, list amounts and status (Required):	Sidewalk extension, Slow Streets, Parklets - 2020 grant amount = $ 59,160 (complete); Central Terrace outside space - 2021 grant amount = $28,822.75 (complete)
Part B: Project Information	
Project Type(s) – see program website for project type descriptions and to ensure you select the correct option for your proposal. Please note: all selected types must be included in project description. Equipment Only may not be combined with other project types. (Required):	Equipment Only
Project Title:	Portable speed mitigation equipment
Project location (GPS coordinates): (Required):	42.469826, -71.073892 & 42.452016, -71.066992
Amount requested from MassDOT: (Required):	30943.00
Project description (2-3 sentences): (Required):	Purchase of portable speed mitigation equipment for use throughout the City. Will be piloted in two specific locations in 2022.
Describe the project goals and benefits (1-2 sentences): (Required):	To train drivers to reduce speeds on residential streets
Is the project intended to address a demonstrated need for Speed Management, according to local information, data, plans, or community concerns related to speed and safety? (Required):	Yes
If Yes, please describe the issue/need,	Pilot projects will be used to evaluate the effectiveness of

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including any/all data sources (Required):	traffic calming devices in specific neighborhoods. Pilot area chosen based on feedback from residents.
Is the project intended to provide improvements to infrastructure used by children to get to and from school (within two miles) or other youth destinations? If yes, please list schools or destinations. (Required):	Yes
Detail (Required):	Traffic calming devices will be installed on school walking routes.
Is the proposed project intended to provide improvements to infrastructure used by seniors to reach senior destinations (within one mile)? If yes, please list destinations. (Required):	Yes
Detail (Required):	Pilot project will benefit seniors in specific neighborhoods, including in and around retail, restaurants, and transit.
Is the proposed project intended to support safe walking and biking within one mile of a transit stop? If yes, please list the transit stop(s). (Required):	Yes
Detail (Required):	The pilot projects are both located within 1/2 mile of an MBTA station
Does the proposed project support safe routes to open space and/or parks? If yes, please list the name of the facilities. (Required):	Yes
Detail (Required):	The pilot projects are both located within 1/2 mile of a park or walking path

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Is the proposed project located in the municipality's Housing Choice designation area, will the project benefit from an Opportunity Zone Fund investment, or has the municipality implemented economic development best practices through the Community Compact program? (Required):	Yes
If Yes, list which applies (Required):	Melrose belongs to the Community Compact program.
Will the proposed project be fully implemented by June 30, 2023? (Required):	Yes
Is this project intended to be a temporary or permanent improvement? (Required):	Potentially Permanent
Description of project implementation including staff roles and key milestones: (Required):	Speed controls will be deployed by DPW staff in areas where residents have complained of unsafe vehicle speeds. Plan to pilot in two specific locations in 2022, but will use Citywide based on feedback and requests from residents.
List all materials required to implement the project, and how they will be obtained: (Required):	See cost estimate - this is an equipment request.
The Shared Streets and Spaces Program requires municipalities to provide notice or opportunity for public engagement related to the proposed project. Please confirm whether this has occurred. If yes, please list engagement activities. (Required):	Yes
If yes, please list engagement	Melrose Ped/Bike committee has met with resdients in these neighborhood several

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activities (Required):	times in 2020 and 2021. Resdients have requested this type of project.
Demonstration of compliance with safety and accessibility-related regulations (ADA and MAAB): (Required):	Yes
Part C: Site Information	
Is this project entirely on muncipally-owned infrastructure? (Required):	Yes
Indicate what, if any, MassDOT-owned infrastructure is integral to the proposed project. If improvements are proposed on MassDOT infrastructure, indicate whether the municipality has applied for an Access Permit. (Required):	N/A
Indicate what, if any, infrastructure owned by a state agency other than MassDOT is integral to the proposed project (i.e. the Department of Conservation & Recreation): (Required):	N/A
Demonstrate whether the proposed project is in a Census Block Group identified by the relevant Regional Planning Agency as an Environmental Justice area: (Required):	Yes
Would the proposed project divert, detour, or otherwise impede current public transit service, even temporarily? (Required):	No
Attach Project Cost Estimate (Required - PDF file type allowed):	View File
Attach Locus Map(Optional - PDF file type allowed):	View File

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Attach Illustrations of project (Optional - PDF, EXCEL, WORD, JPG, JPEG, PNG file types allowed):	View File

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Formstack, 11671 Lantern Road, Suite 300, Fishers, IN 46038

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CITY OF MELROSE, MA DPW
SHARED STREETS GRANT APPLICATION
EQUIPMENT – PORTABLE TRAFFIC CALMING DEVICES

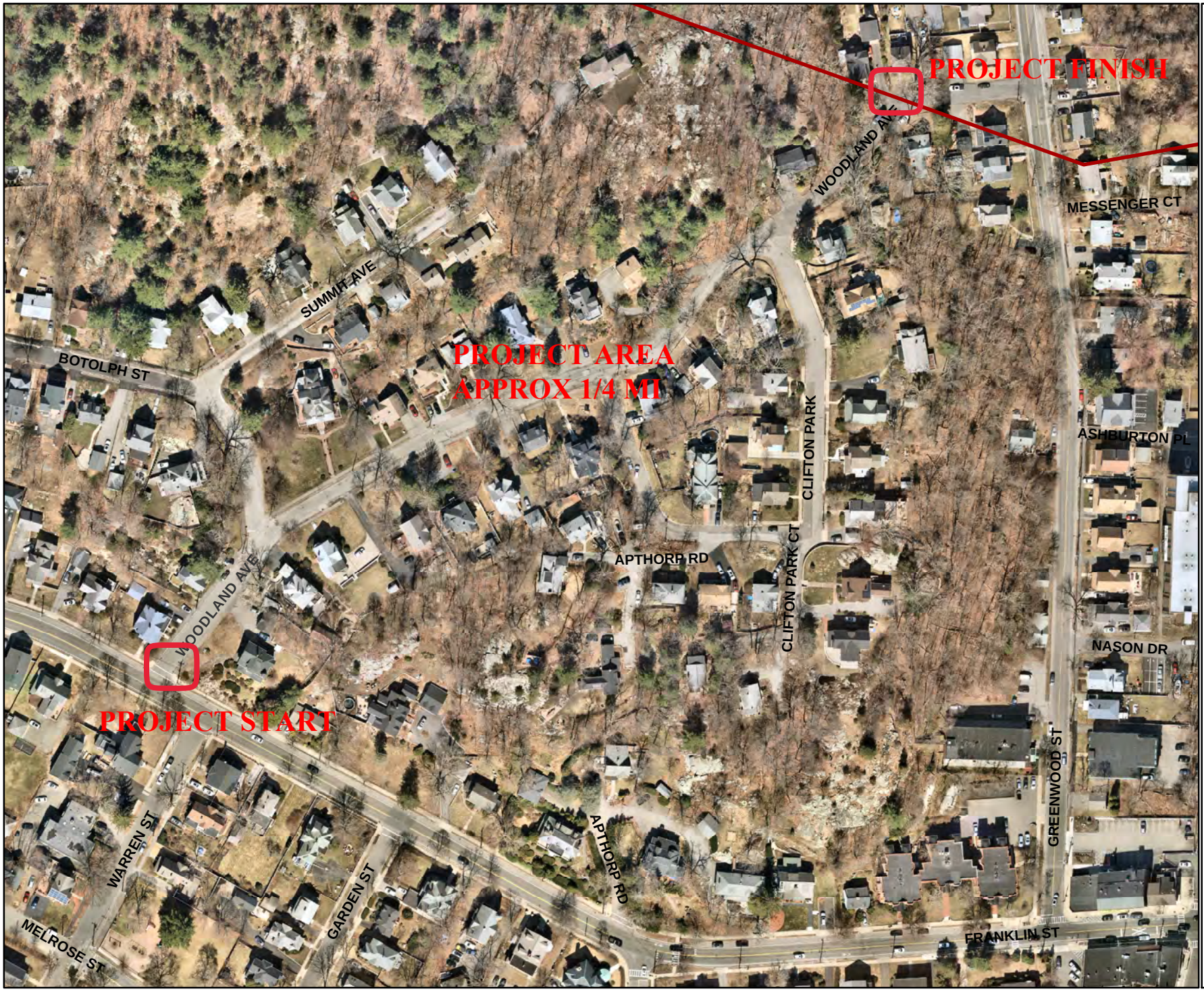
Project Narrative:

The City is applying for this grant to purchase portable traffic calming devices. Two pilot project locations have already been identified to pilot the devices. The two locations were chosen based on requests from residents related to traffic speed and safety concerns for pedestrians and cyclists. The first location is Woodland Ave. from Franklin St. to the Wakefield Town line. The project area is approximately ¼ mile. This residential street is used as a cut through and is especially busy due to morning and afternoon school traffic. The DPW plans to pilot portable speed bumps, "Slow Street" signs, and potentially temporary curb bump outs. This street was piloted as a Slow Street location in 2021 with cones and this project is the next step in determining what traffic calming measures will be most effective.

The second location is Lynde St., from Main St. to Summer St. The project area is approximately ¼ mile. Residents on this street are primarily concerned about speeds. The pilot will potentially include barrels and cones to simulate chicanes, portable speed bumps, and signage. This street was piloted as a Slow Street location in 2021 with cones and this project is the next step in determining what traffic calming measures will be most effective.

All of the equipment under this request will be used on these project or other projects Citywide, as more locations for traffic calming are identified.

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City of Melrose

Shared Streets Application Melrose, MA

Woodland Ave from Franlklin St. to Greenwood Ave

Aerial imagry taken on March 27,2021

N W E S

1 inch = 175 feet

Map created on February 18, 2022

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Shared Streets Application
Melrose, MA

Lynde St. from Main St. to Summer St.

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City of Melrose

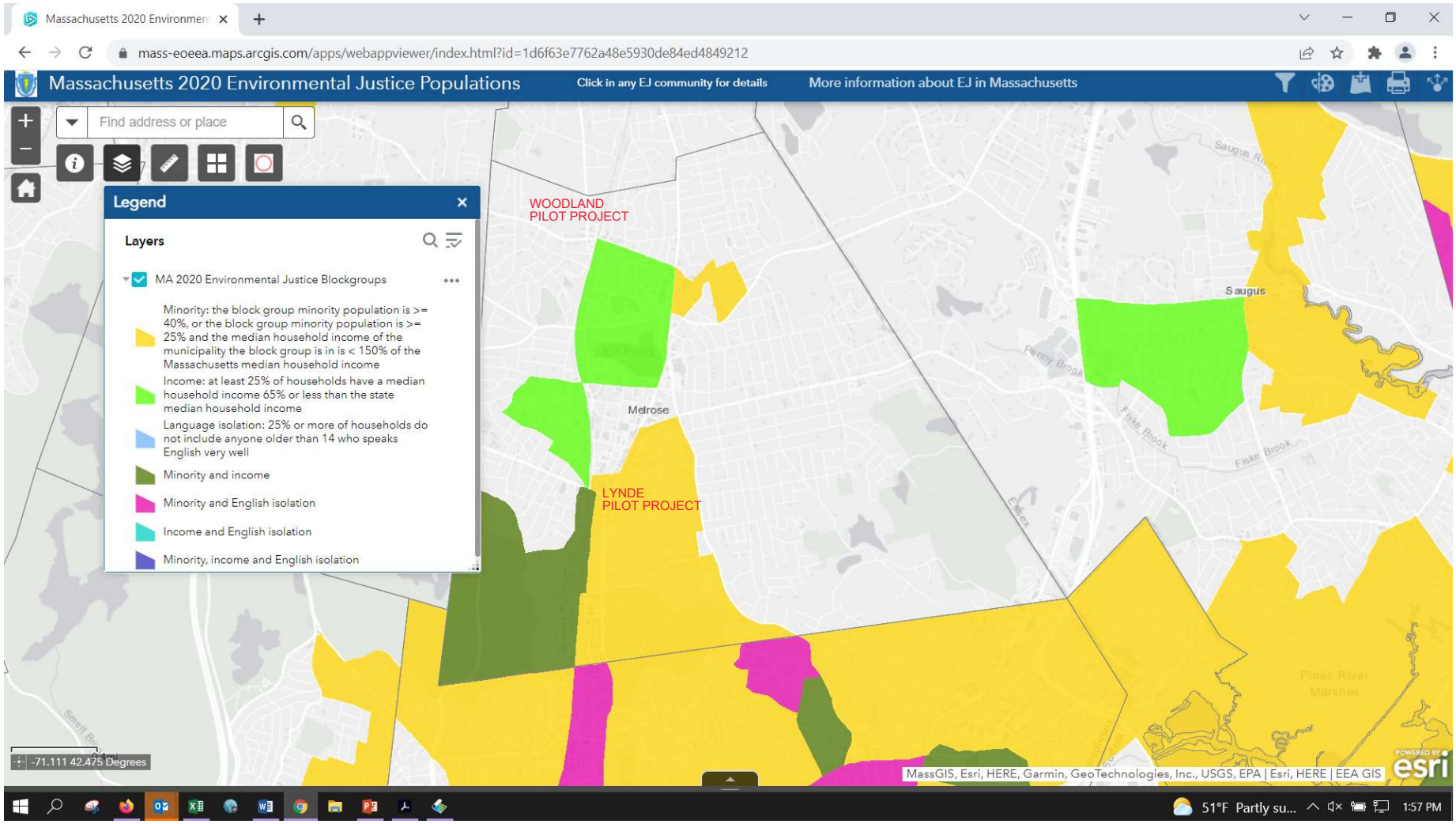
Aerial imagry taken on March 27,2021

N
W E
S

1 inch = 135 feet

Map created on February 18, 2022

Environmental Justice Map
Portable Traffic Calming Devices



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Exhibit B – Project Cost Estimate

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massDOT Massachusetts Department of Transportation Highway Division

STATE AID REIMBURSABLE PROGRAM – PRELIMINARY ESTIMATE
Chapter 90

City /Town of Melrose, MA Contract # _____

Project Name Equipment - Portable Traffic Calming Devices

Project Location/Road Woodland Ave. / Lynde St.

Date 2/22/22

ITEM #	QTY.	UNIT	DESCRIPTION OF ITEM	UNIT PRICE $	AMOUNT $
1	50.00	EA	Portable speed bumps (6 LF ea)	$ 216.00	$ 10,800.00
2	10.00	EA	Portable speed cushions	$ 1,200.00	$ 12,000.00
3	50.00	EA	Removable flex posts	$ 32.20	$ 1,610.00
4	5.00	EA	"Slow Street" signs	$ 100.00	$ 500.00
5	100.00	EA	Traffic cones	$ 19.00	$ 1,900.00
6	20.00	EA	Orange barrels w/ base and flasher	$ 107.00	$ 2,140.00
7	5.00	EA	Steel barricades (will post sign on)	$ 173.00	$ 865.00
8	6.00	EA	Water filled barrier - corner	$ 188.00	$ 1,128.00
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
TOTAL					$ 30,943.00

Vonnie Reis 2/22/2022

HED-614 (R) Supervisor/Foreman Date

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COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

3.1

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

CONTRACTOR LEGAL NAME: CITY OF MELROSE **(and d/b/a):**		**COMMONWEALTH DEPARTMENT NAME:** **MMARS Department Code:** DOT	
Legal Address: (W-9, W-4):		**Business Mailing Address:** 10 Park Plaza, Boston MA 02116	
Contract Manager:	**Phone:**	**Billing Address (if different):**	
E-Mail:	**Fax:**	**Contract Manager:** Cassandra Gascon	**Phone:** (857) 368-4636
Contractor Vendor Code: VC6000192115		**E-Mail:** Cassandra.Gascon@dot.state.ma.us	**Fax**: n/a
Vendor Code Address ID (e.g. "AD001"): AD__. **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s):** **RFR/Procurement or Other ID Number:**	

_X_ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

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

___ CONTRACT AMENDMENT

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

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

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

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

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.
__ **Rate Contract.** (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
_X_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $30,943.00 .

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

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)
This agreement is between MassDOT and the CITY OF MELROSE which is participating in the Shared Streets and Spaces Program.

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

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

CONTRACT END DATE: Contract performance shall terminate as of **December 31 , 2023,** with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

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

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

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

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

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

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

Vonnie Reis, P.E.
City Engineer

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

MEMORANDUM

Date: May 27, 2022

To: Melrose City Council

From: Vonnie Reis, City Engineer
James Troup, Asst. Director DPW Admin and Finance

cc: Mayor Paul Brodeur
Patrick Dello Russo, CFO
Margot Fleischman, Chief of Staff
Elena Proakis Ellis, DPW Director

The MADOT Shared Streets program was launched in 2020 in response to COVID-19 to support projects that promote public health, safe mobility, and renewed commerce by providing spaces for walking, cycling, dining, and retail. The 2022 grant is focused on projects that will promote reduction in vehicle speeds and improve safety for all roadway users. The Engineering Division of the DPW submitted three grant applications and all three were approved for funding (see attached notification letters). This grant program does not require matching funds or in-kind contributions. A total of $158,843 in grants will be awarded to the City under this program. A summary of the projects for which grants were awarded is as follows:

1. The implementation of intersection improvements to the intersection at Vinton St. and West Emerson to slow vehicle speeds and enhance safety for pedestrians and bicycles. This busy intersection is located next to a park, a commuter rail station, residences, and businesses. Speed data has been collected and will be used in the design. The grant will fund evaluation of alternatives, including improvements to intersection geometry and changes to curbing and sidewalks. Field design/build of the final improvements with one of our on-call contractors. The grant amount is for $77,900.

2. Purchase of portable traffic calming devices to be used to pilot changes to residential streets. Devices to be purchased include portable speed bumps and cushions, flexible posts, “Slow Street” signs, traffic barrels, and both steel and water filled barricades. The DPW plans to implement pilot projects on Woodland Ave. and Lynde St. as soon as the equipment is acquired. The grant amount is $30,943.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

3. Acquisition of a sidewalk plow dedicated to the schools. Improving safe winter access for children (and parents) at our school properties is a goal of the DPW and having this new piece of equipment will help achieve that goal. The recent reduction in contractors and their specialized equipment during the winter seasons has challenged the DPW, and the acquisition of this small plow will help to fill that gap. The amount of this grant is $50,000.

These grants will enable the DPW to continue making our streets and sidewalks safer so that all users can enjoy everything that Melrose has to offer. Community feedback is key to making these projects successful and residents will be able to provide comments to the DPW through a dedicated email address – sharedstreets@cityofmelrose.org.

The DPW requests immediate consideration of acceptance of the three grants in order to meet the timeline for the grant awards. Thank you for your consideration of this request.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-128

Proposed FY23 Sewer Rates

Offered by Mayor Paul Brodeur

BE IT ORDERED

The Water and Sewer Rate Review Committee, pursuant to the language in Melrose Revised Ordinances, Chapter 228, Article II Section 228-15 (Rates Set by Mayor and Council: Water Rate Review Committee) and Article IV, Section 228-30 (Sewer Service Rates; Minimum Charges), respectfully requests updates to water and sewer rates as set forth herein.

By unanimous vote, the Water and Sewer Rate Review Committee proposes the below for your consideration.

The combined rate impact across water and sewer is a 5.17% increase over FY22 rates. In an effort to mitigate impacts to customers during the pandemic, when many people had financial hardships, Melrose did not increase water or sewer volumetric rates or base fees the last two years. In fact, we have not increased water volumetric rates since FY18 and water base fees since FY17, meaning that water rates have been level for the last five years. For sewer, we have not increased volumetric rates since FY17, and increases in FY18, FY19, and FY20 were limited to base fee increases only.

As water usage rebounds from pandemic level increases, rate adjustments are required to meet our FY23 financial obligations to operate the water and sewer systems. The proposed rates, as shown herein, would appear on water bills beginning on October 1, 2022, since earlier bills would not consist entirely of water used within FY23. This decision was made several years ago and has been consistent since that time. We recommend continuing this practice in FY23.

Proposed FY23 Water and Sewer Rates

Proposed FY23 Volumetric Rates	**Water (per 100 cf)**	**Sewer (per 100 cf)**
Tier 1	$7.20	$11.78
Tier 2	$9.65	$14.84
Proposed FY23 Base Fees (meter size)	**Water (per meter)**	**Sewer (per meter)**
5/8”	$17.65	$25.39
3/4”	$17.65	$25.39

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

1”	$17.65	$25.39
1.5”	$67.29	$99.55
2”	$104.52	$155.17
3”	$191.39	$284.95
4”	$315.49	$470.35
6”	$625.74	$933.85
2nd Meter Fee	$17.65 ($50.00 if not upgraded)	--

We appreciate your consideration and are happy to answer any questions you may have. We look forward to continuing the important work of our committee in FY23 to provide fiscally responsible and sustainable water and sewer rates for our community.

FINANCIAL IMPACT:

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06/06/22 City Council ASSIGNED TO COMMITTEE

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22 Appropriations and Oversight OUGHT TO PASS

RESULT:	**OUGHT TO PASS [9 TO 0]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Ryan Williams
AYES:	Grigoraitis, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	Leila Migliorelli, John Obremski

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

DEPARTMENT OF PUBLIC WORKS
Water and Sewer Rate Advisory Committee

CITY OF MELROSE

Elena Proakis Ellis, P.E., Chair
Patrick Dello Russo, CFO/Auditor
Kathryn Armata, Treasurer/Collector
Vonnie Reis, P.E., City Engineer
Ryan Williams, City Council Representative
Ken Truesdale, Resident Representative

Melrose City Yard, 72 Tremont Street
Melrose, Massachusetts 02176
Telephone - (781) 665-0142

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MEMORANDUM

To: Melrose City Council

From: Water and Sewer Rate Advisory Committee

cc. Mayor Paul Brodeur
James Troup, DPW
Donna Cardillo, DPW
Lisa Patterson, DPW

Date: May 17, 2022

Re: Summary of FY23 Water and Sewer Rate Orders

The Water and Sewer Rate Advisory Committee, consisting of the members listed above, respectfully submits the following proposed water and sewer rate adjustments, enterprise fund budgets, and free cash requests for FY23. They are recommended by unanimous vote of the committee.

The combined rate impact across water and sewer is a 5.17% increase over FY22 rates. In an effort to mitigate impacts to customers during the pandemic, when many people had financial hardships, Melrose did not increase water or sewer volumetric rates or base fees the last two years. In fact, we have not increased water volumetric rates since FY18 and water base fees since FY17, meaning that water rates have been level for the last five years. For sewer, we have not increased volumetric rates since FY17, and increases in FY18, FY19, and FY20 were limited to base fee increases only.

As water usage rebounds from pandemic level increases, rate adjustments are required to meet our FY23 financial obligations to operate the water and sewer systems. The proposed rates, as shown on the next page, will appear on water bills beginning on October 1, 2022, since earlier bills would not consist entirely of water used within FY23. This decision was made several years ago and has been consistent since that time. We recommend continuing this practice in FY23.

Proposed FY23 Water and Sewer Rates

Proposed FY23 Volumetric Rates	Water (per 100 cf)	Sewer (per 100 cf)
Tier 1	$7.20	$11.78
Tier 2	$9.65	$14.84
Proposed FY23 Base Fees (meter size)	**Water (per meter)**	**Sewer (per meter)**
5/8"	$17.65	$25.39
3/4"	$17.65	$25.39
1"	$17.65	$25.39
1.5"	$67.29	$99.55
2"	$104.52	$155.17
3"	$191.39	$284.95
4"	$315.49	$470.35
6"	$625.74	$933.85
2nd Meter Fee	$17.65 ($50.00 if not upgraded)	--

In addition to these rates, the Committee respectfully recommends the following requests:

1. Approval of the Department of Public Works' Water Enterprise Operating Budget for Fiscal Year 2023 in the amount of $6,119,429, as shown in the budget document submitted under separate cover to the City Council.

2. Approval of the Department of Public Works' Sewer Enterprise Operating Budget for Fiscal Year 2023 in the amount of $8,793,909, as shown in the budget document submitted under separate cover to the City Council.

3. Approval of the MWRA Local Water Assistance Loan funding in the amount of $685,000, as submitted previously to the Council. The terms of this loan include payback over 10 years with 0% interest.

4. Approval of free cash from the Water Enterprise Fund consisting of the following items, for a total request of $570,098.10 (compared to a current balance of $870,241, or approximately 65% of the available retained earnings):

    a. $200,000 to cover any potential revenue shortfalls in the FY22 Water Enterprise Fund budget due largely to lower than projected water usage

    b. $28,298.10 to the Water Enterprise Fund Reserves, to achieve the goal of having 10% of the value of the operating budget available in reserves to maintain adherence to sound fiscal policy and to address potential water related emergencies that may arise during the upcoming fiscal year

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c. $91,800 toward the design of water main capital improvements for the next two years, to have shovel-ready projects for potential infrastructure bill funding should the opportunity arise
d. $250,000 to supplement the water main construction project for calendar year 2022 (with the remainder to be paid using the MWRA loan funds noted above). The CY2022 projects include water main and service replacement on Appleton Street, Irving Street, Elliott Street, and Frost Avenue.

5. Approval of free cash from the Sewer Enterprise Fund consisting of the following items, for a total request of $1,123,629.51 (compared to a current balance of $1,675,926, or approximately 67% of the available retained earnings):

    a. $200,000 to cover any potential revenue shortfalls in the FY22 Sewer Enterprise Fund budget due largely to lower than projected water usage

    b. $400,000 to mitigate customer impacts from the FY23 rates (similar to what was done last year from the water fund)

    c. $33,629.51 to the Sewer Enterprise Fund Reserves, to achieve the goal of having 10% of the value of the operating budget available in reserves to maintain adherence to sound fiscal policy and to address potential sewer related emergencies that may arise during the upcoming fiscal year

    d. $400,000 for the design and construction of backup power generators at the Upham Street and Fellsway sewer pump stations, our two largest stations representing critical city infrastructure

    e. $90,000 for the purchase of a dump truck to replace Truck #55, a 17-year-old truck actively used by the Sewer Division with rotted-out floors, a rotted bed, and a recent failed state inspection.

We appreciate your consideration of these items and are happy to answer any questions you may have. We look forward to continuing the important work of our committee in FY23 to provide fiscally responsible and sustainable water and sewer rates for our community.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-129

A Transfer from Human Resource Salary and Wages (011521-511000) in the amount of $2,000 (Two Thousand Dollars) to Human Resource Advertising (011522-520500).

Offered by

BE IT ORDERED

The Human Resources Department is requesting a transfer of funds from Salary and Wages, account number 011521-511000 to Advertising, account number 011522-520500 in the amount of $2,000. These funds are required so that the City of Melrose can continue advertising and recruiting for current vacancies.

FINANCIAL IMPACT:

n/a

06/06/22	**011522-520500 · H R Exp Advertising**	**$2,000.00**
06/06/22	**011521-511000 · H R Sal Salary & Wages**	**($2,000.00)**
	TOTAL:	**$0.00**

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT: **ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE **Human Resources Department**

Polina Latta
Director
Platta@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
(P) 781-979-4146
(F) 781-979-4246

To: President Chris Cinella
Melrose City Council

From: Polina Latta

Re: Transfer of Funds to Advertising

Date: May 12, 2022

The Human Resources Department is requesting a transfer of funds from Salary and Wages, account number 011521-511000 to Advertising, account number 011522-520500 in the amount of $2,000. These funds are required so that the City of Melrose can continue advertising and recruiting for current vacancies.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-130

An Appropriation from Free Cash, account 01-324001, in the amount of $341,621.03 (Three Hundred Forty-One Thousand, Six Hundred Twenty-One Thousand Dollars and Three Cents) to various Public Works Snow and Ice accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Free Cash, account 01-324001, in the amount of $341,621.03 (Three Hundred Forty-One Thousand, Six Hundred Twenty-One Thousand Dollars and Three Cents) to various Public Works Snow and Ice accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**014232-524000 · Pwsnow Exp Hired Equipment**	**$128,607.51**
06/06/22	**014232-534900 · Pwsnow Exp Salt & Chemicals**	**$70,615.85**
06/06/22	**014231-513000 · PW Snow Sal Overtime**	**$61,809.19**
06/06/22	**014232-531800 · Pwsnow Exp Motor Vehicle Parts & Repairs**	**$50,395.75**
06/06/22	**014232-531000 · Pwsnow Exp Gas & Oil**	**$30,192.73**
06/06/22	**01-324001 · Available Free Cash**	**($341,621.03)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [9 TO 0]**
MOVER:	Mark Garipay
SECONDER:	Jack Eccles
AYES:	Grigoraitis, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	Leila Migliorelli, John Obremski

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

FOR 2022 13

ACCOUNTS FOR: 0100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
423 PUBLIC WORKS SNOW REMOVAL							
51 SALARIES							
014231 513000 OVERTIME	125,000	0	125,000	186,809.19	.00	-61,809.19	149.4%*
TOTAL SALARIES	125,000	0	125,000	186,809.19	.00	-61,809.19	149.4%
52 CONTRACTUAL							
014232 524000 HIRE EQUIP	248,700	0	248,700	378,276.51	.00	-129,576.51	152.1%*
014232 529015 YOUTH SNOW	1,000	0	1,000	.00	.00	1,000.00	.0%
014232 529220 WEATHER	2,300	0	2,300	2,331.00	.00	-31.00	101.3%*
TOTAL CONTRACTUAL	252,000	0	252,000	380,607.51	.00	-128,607.51	151.0%
53 SUPPLIES & MATERIAL							
014232 531000 GAS&OIL	15,000	0	15,000	61,395.75	.00	-46,395.75	409.3%*
014232 531201 TIRE CHAIN	2,000	0	2,000	.00	.00	2,000.00	.0%
014232 531203 PLOW PARTS	30,000	0	30,000	28,752.11	.00	1,247.89	95.8%
014232 531800 PARTS&REP	35,000	0	35,000	85,895.33	.00	-50,895.33	245.4%*
014232 533500 TOOLS	2,000	0	2,000	3,714.85	.00	-1,714.85	185.7%*
014232 534900 SALT	222,000	0	222,000	292,615.85	.00	-70,615.85	131.8%*
014232 535000 SAND&GRAVE	15,000	0	15,000	.00	.00	15,000.00	.0%
014232 535401 SNOW MEALS	2,000	0	2,000	1,830.44	.00	169.56	91.5%
TOTAL SUPPLIES & MATERIAL	323,000	0	323,000	474,204.33	.00	-151,204.33	146.8%
TOTAL PUBLIC WORKS SNOW REMOVAL	700,000	0	700,000	1,041,621.03	.00	-341,621.03	148.8%
TOTAL GENERAL FUND	700,000	0	700,000	1,041,621.03	.00	-341,621.03	148.8%
TOTAL EXPENSES	700,000	0	700,000	1,041,621.03	.00	-341,621.03	

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	700,000	0	700,000	1,041,621.03	.00	-341,621.03	148.8%

** END OF REPORT - Generated by Kerriann Golden **

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

James Troup
Assistant Director – Administration & Finance

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

MEMORANDUM

To: Mayor Paul Brodeur
Melrose City Council

From: James Troup, Assistant DPW Director – Administration and Finance

cc: Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant City Auditor
Kathryn Armata, Treasurer Collector
Elena Proakis Ellis, DPW Director

Date: June 2, 2022

Re: FY2022 Snow and Ice Commitment

In consideration of the commitments of the Snow and Ice Budget for Fiscal Year 2022, the Department of Public Works is requesting a Free Cash transfer in the amount of $341,621.03 to make each category whole and to avoid financing the deficit.

Overall, the winter season proved challenging in many ways. The number of storms that required plowing were fewer than average, however there were several salting events that contributed to the cost effect on the snow budget. A historic blizzard and a twenty-four-hour storm were two of the three major snow events this past winter. The aging fleet is proving to be a challenge to maintain and costs to keep our equipment operable are unfortunately rising. We also suffered from a reduced number of contractors and contractors' equipment coupled with rising hourly costs.

Please noted that our 5-year average spent on Snow and Ice operations is $996,049. Although the budget has been adjusted each year, the average budgeted amount in the same period has been $574,103. Thus, the average deficit over the 5-year period is $421,946. As you can see, we face a less than average challenge in FY22. The allocation to cover this deficit includes $61,809.19 for Overtime, $128,607.51 for Hired Equipment/Contractors, $70,615.85 for Salt and Chemicals, $50,395.75 for Fleet repairs, and $30,192.73 for Gas and Oil.

Fiscal controls including purchasing from State Contracts and competitive bidding for supplies and materials continue to positively impact the spending in this category.

Thank you for your consideration and continued support.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-131

Authorizing a Bond for the replacement of the Salt Shed.

Offered by Mayor Paul Brodeur

BE IT ORDERED

BE IT ORDERED

That the City appropriates $1,757,000.00 to pay costs of constructing a new salt shed, including all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefore; that the Mayor is authorized to take any other action necessary to carry out this project; and that any premium received upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Pursuant to Section 56-14 of the City Ordinances, attached is a projection of the principal and interest costs on the bonds proposed to be authorized by the following loan order under consideration by the City Council. The payment schedule attached assumes a 30-year borrowing term, an interest rate assumption of 5% over the life of the borrowing, and a level debt service payment schedule. The debt service on these bonds will not be paid from an enterprise fund and will have no impact on any enterprise fund rates.

FINANCIAL IMPACT:

See attached.

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22	**Appropriations and Oversight**	**OUGHT TO PASS**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**OUGHT TO PASS [7 TO 2]**
MOVER:	Maya Jamaleddine
SECONDER:	Ryan Williams
AYES:	Grigoraitis, MacMaster, Eccles, Jamaleddine, Karamcheti, Williams, Cinella
NAYS:	Mark Garipay, Robb Stewart
ABSENT:	Leila Migliorelli, John Obremski

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4162
Collector - (781) 979-4120
Fax - (781) 665-6877

MEMORANDUM

To: Melrose City Council
Mayor Brodeur

From: Kathryn Armata

Date: May 27, 2022

Re: **Salt Shed Order**

BE IT ORDERED

That the City appropriates $1,757,000 to pay costs of constructing a new salt shed, including all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the Mayor is authorized to take any other action necessary to carry out this project; and that any premium received upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Pursuant to Section 56-14 of the City Ordinances, attached is a projection of the principal and interest costs on the bonds proposed to be authorized by the following loan order under consideration by the City Council. The payment schedule attached assumes a 30-year borrowing term, an interest rate assumption of 5% over the life of the borrowing, and a level debt service payment schedule. The debt service on these bonds will not be paid from an enterprise fund and will have no impact on any enterprise fund rates."

FINANCIAL IMPACT: See attached

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

BOND DEBT SERVICE

City of Melrose, Massachusetts
$1,757,000 Proposed Salt Shed
30 years - Level Debt Service
Interest Estimated and Subject to Change

Dated Date 09/15/2023
Delivery Date 09/15/2023

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
03/15/2024	-	-	43,925.00	43,925.00	-
06/30/2024	-	-	-	-	43,925.00
09/15/2024	27,000.00	5.000%	43,925.00	70,925.00	-
03/15/2025	-	-	43,250.00	43,250.00	-
06/30/2025	-	-	-	-	114,175.00
09/15/2025	25,000.00	5.000%	43,250.00	68,250.00	-
03/15/2026	-	-	42,625.00	42,625.00	-
06/30/2026	-	-	-	-	110,875.00
09/15/2026	30,000.00	5.000%	42,625.00	72,625.00	-
03/15/2027	-	-	41,875.00	41,875.00	-
06/30/2027	-	-	-	-	114,500.00
09/15/2027	30,000.00	5.000%	41,875.00	71,875.00	-
03/15/2028	-	-	41,125.00	41,125.00	-
06/30/2028	-	-	-	-	113,000.00
09/15/2028	30,000.00	5.000%	41,125.00	71,125.00	-
03/15/2029	-	-	40,375.00	40,375.00	-
06/30/2029	-	-	-	-	111,500.00
09/15/2029	35,000.00	5.000%	40,375.00	75,375.00	-
03/15/2030	-	-	39,500.00	39,500.00	-
06/30/2030	-	-	-	-	114,875.00
09/15/2030	35,000.00	5.000%	39,500.00	74,500.00	-
03/15/2031	-	-	38,625.00	38,625.00	-
06/30/2031	-	-	-	-	113,125.00
09/15/2031	35,000.00	5.000%	38,625.00	73,625.00	-
03/15/2032	-	-	37,750.00	37,750.00	-
06/30/2032	-	-	-	-	111,375.00
09/15/2032	40,000.00	5.000%	37,750.00	77,750.00	-
03/15/2033	-	-	36,750.00	36,750.00	-
06/30/2033	-	-	-	-	114,500.00
09/15/2033	40,000.00	5.000%	36,750.00	76,750.00	-
03/15/2034	-	-	35,750.00	35,750.00	-
06/30/2034	-	-	-	-	112,500.00
09/15/2034	45,000.00	5.000%	35,750.00	80,750.00	-
03/15/2035	-	-	34,625.00	34,625.00	-
06/30/2035	-	-	-	-	115,375.00
09/15/2035	45,000.00	5.000%	34,625.00	79,625.00	-
03/15/2036	-	-	33,500.00	33,500.00	-
06/30/2036	-	-	-	-	113,125.00
09/15/2036	45,000.00	5.000%	33,500.00	78,500.00	-
03/15/2037	-	-	32,375.00	32,375.00	-
06/30/2037	-	-	-	-	110,875.00
09/15/2037	50,000.00	5.000%	32,375.00	82,375.00	-
03/15/2038	-	-	31,125.00	31,125.00	-
06/30/2038	-	-	-	-	113,500.00
09/15/2038	50,000.00	5.000%	31,125.00	81,125.00	-
03/15/2039	-	-	29,875.00	29,875.00	-
06/30/2039	-	-	-	-	111,000.00
09/15/2039	55,000.00	5.000%	29,875.00	84,875.00	-
03/15/2040	-	-	28,500.00	28,500.00	-
06/30/2040	-	-	-	-	113,375.00
09/15/2040	60,000.00	5.000%	28,500.00	88,500.00	-
03/15/2041	-	-	27,000.00	27,000.00	-
06/30/2041	-	-	-	-	115,500.00
09/15/2041	60,000.00	5.000%	27,000.00	87,000.00	-
03/15/2042	-	-	25,500.00	25,500.00	-
06/30/2042	-	-	-	-	112,500.00
09/15/2042	65,000.00	5.000%	25,500.00	90,500.00	-
03/15/2043	-	-	23,875.00	23,875.00	-
06/30/2043	-	-	-	-	114,375.00
09/15/2043	65,000.00	5.000%	23,875.00	88,875.00	-
03/15/2044	-	-	22,250.00	22,250.00	-
06/30/2044	-	-	-	-	111,125.00
09/15/2044	70,000.00	5.000%	22,250.00	92,250.00	-
03/15/2045	-	-	20,500.00	20,500.00	-
06/30/2045	-	-	-	-	112,750.00
09/15/2045	75,000.00	5.000%	20,500.00	95,500.00	-
03/15/2046	-	-	18,625.00	18,625.00	-
06/30/2046	-	-	-	-	114,125.00
09/15/2046	80,000.00	5.000%	18,625.00	98,625.00	-
03/15/2047	-	-	16,625.00	16,625.00	-
06/30/2047	-	-	-	-	115,250.00
09/15/2047	80,000.00	5.000%	16,625.00	96,625.00	-
03/15/2048	-	-	14,625.00	14,625.00	-
06/30/2048	-	-	-	-	111,250.00
09/15/2048	85,000.00	5.000%	14,625.00	99,625.00	-
03/15/2049	-	-	12,500.00	12,500.00	-
06/30/2049	-	-	-	-	112,125.00
09/15/2049	90,000.00	5.000%	12,500.00	102,500.00	-
03/15/2050	-	-	10,250.00	10,250.00	-
06/30/2050	-	-	-	-	112,750.00
09/15/2050	95,000.00	5.000%	10,250.00	105,250.00	-
03/15/2051	-	-	7,875.00	7,875.00	-
06/30/2051	-	-	-	-	113,125.00
09/15/2051	100,000.00	5.000%	7,875.00	107,875.00	-
03/15/2052	-	-	5,375.00	5,375.00	-
06/30/2052	-	-	-	-	113,250.00
09/15/2052	105,000.00	5.000%	5,375.00	110,375.00	-
03/15/2053	-	-	2,750.00	2,750.00	-
06/30/2053	-	-	-	-	113,125.00
09/15/2053	110,000.00	5.000%	2,750.00	112,750.00	-
06/30/2054	-	-	-	-	112,750.00
	1,757,000.00		1,678,600.00	3,435,600.00	3,435,600.00

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-132

An Appropriation from Free Cash, account 01-324001, in the amount of $1,225,000 (One Million, Two Hundred Twenty-Five Thousand Dollars), to various stabilization accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Free Cash, account 01-324001, in the amount of $1,225,000 (One Million, Two Hundred Twenty-Five Thousand Dollars), to various stabilization accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**84084-4900000 · Special Ed Stabilization/Reserve Fund**	**$465,000.00**
06/06/22	**84044-490000 · Contract Stabilization Fund, Transfer In**	**$460,000.00**
06/06/22	**84014-490000 · Stabilization Trust Fund**	**$200,000.00**
	-	
06/06/22	**84074-490000 · OPEB Trust Fund**	**$50,000.00**
06/06/22	**84094-490000 · OSHA Stabilization Fund**	**$50,000.00**
06/06/22	**01-324001 · Available Free Cash**	**($1,225,000.00)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT: **ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

	A	B	C	D	E	F	G	H	I
		FY2022/FY2023		FY2023					
		CITY OF MELROSE	At 5/02/22	With Budget Increase					
		STABILIZATION FUND BALANCES				Proposed		Estimated	
			CURRENT		Adjusted	Free Cash	Estimated New	Target	
	Fund Number	DESCRIPTION	Fund Balance	Addition	Balances	Addition	Fund Balance	Fund Balance	Variance
1	8401	Stabilization	$3,690,091	$50,000	$3,740,091	$200,000	$3,940,091	$4,550,000	($609,909)
2	8404	Contract	$838,806		$838,806	$460,000	$1,298,806	$1,300,000	($1,194)
3	8405	Capital	$547,845		$547,845	$0	$547,845	$550,000	($2,155)
4	8406	Suits and Claims	$502,636		$502,636	$0	$502,636	$500,000	$2,636
5	8407	OPEB	$1,048,790	$50,000	$1,098,790	$50,000	$1,148,790	$171,937,451	($170,788,661)
6	8408	Special Education Fund	$34,650		$34,650	$465,000	$499,650	$500,000	($350)
7	8409	OSHA Fund	$155,700		$155,700	$50,000	$205,700	$250,000	($44,300)
8	8410	Recreational Marijuana Fund	$382,858		$382,858	$0	$382,858	N/A	N/A
		Totals:	$7,201,375	$100,000	$7,301,375	$1,225,000	$8,526,375		
		Fn:FY2022/StabFundBalrev1withbudgetdepositextra							

FOOTNOTES:

1. Fund # 8401 Stabilization Variance is based upon 5% of FY2022 Operating Budget Amount
2. Fund # 8407 OPEB Liability as of FY2021.
3. All amounts rounded up.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

PATRICK D. DELLO RUSSO
CFO/City Auditor

AUDITOR'S OFFICE
City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4107
Fax - (781) 662-2182

To: Honorable City Council
City of Melrose

From: Patrick D. Dello Russo, MBA
CFO/City Auditor

Date: May 10, 2022

Re: **Proposing a Free Cash Appropriation for $1,225,000 or 22.68% of the Certified Free Cash available (balances as of 5/2/2022).**

As the CFO/City Auditor, I submit this summary of Financial Management Strategies for your review, information, and consideration.

Reserves/Stabilization Funds & Management

The City of Melrose has established a number of Financially Strategic Stabilization Funds, with a collective balance exceeding $7.1 million dollars. This provides assurance to the community that we can meet a negative downturn in the economy or unanticipated costs, which could disrupt the delivery of services and negatively impact our operating budget at any given time within a fiscal year. There is "tremendous value here" and in our collective decision to safeguard the assets of the community through the establishment of these funds. There is no greater priority from a financial perspective.

1. We have developed a **"Foundation Stabilization Fund" # 8401**, with a balance just under $3.7 million dollars. The request before you is to add the sum of $200,000 thousand dollars to this fund for a total of over $3.9 million dollars. The city's goal is to have the fund equate to 5% of the operating budget. In Fiscal 2022 that amount would be just over $4.5 million dollars. If approved, this would be a positive move in our efforts to reach that goal. The Massachusetts Municipal Association "best practice" includes adopting reserve funding targets of 5% or more based on the specifics of the municipal budget and consideration of spending and revenue risks. There is also a standing

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City Council Ordinance (Section 48-5) that speaks to the funding of the Stabilization Fund annually. We have also budgeted $50,000 to go into this fund as part of the standard annual operating budget request.

2. We have established a **"Contract Stabilization Fund" #8404,** with a balance of just over $838,000 thousand dollars. The request before you is to add the sum of $460,000 thousand dollars to this fund in order to insure that the city can fund negotiated collective bargaining agreements when settled, and non – union compensation obligations for example. This includes any retroactive payments relative to the respective contracts and non-union salary adjustments. To date, going into FY2023, the Police Superiors and Patrol are out of contract as of June 30, 2021. In addition, the Clerical and Laborer's Unions are out of contract commencing June 30th, 2022. The target balance for this fund is $1.3 million dollars.

3. We have established a **Capital Stabilization Fund # 8405,** with a balance of approx. $547,000 thousand dollars, and we are not seeking any funding at this time as it mirrors our targeted amount of $550,000 at this time. Capital purchases in excess of $25,000 thousand dollars are funded from this source. This enables the city added flexibility in addressing its' capital needs (pay as you go financing) for items that are not advantageous to issue debt on (departmental equipment, for example) and may be needed at any time during a fiscal year.

4. We have established a **Suits and Claims Stabilization Fund # 8406,** with a balance of over $502,000 thousand dollars. The city uses this fund to address costs associated with legal claims and suits that arise throughout the fiscal year. We are not seeking any funding at this time as it meets our targeted amount of $500,000 thousand dollars.

5. We have established a **"Special Education Stabilization Fund" #8408,** which is used to fund special education costs realized by the School Department that exceed its budgeted funds. The request is to add the sum of $465,000 thousand dollars to this fund. We currently have just over $34,000 thousand dollars in this fund. Our target allocation is a standing balance of $500,000 thousand dollars.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

6. We have established a Statutory Fund under Chapter 32b, Section 20; called the **" OPEB Fund" #8407,** (Other Post Employment Benefits), with a balance of $1,048,000 thousand dollars. We are requesting the sum of $50,000 thousand dollars be added to this fund. The continued funding of this significant liability plays a "key" role in the determination of our Bond Rating by Standard and Poor's Rating Agency (please see most recent S & P report dated September 15, 2020). We have also incorporated a request for $50,000 thousand dollars as part of the standard annual operating budget request.

7. We have established an **"OSHA" Fund # 8409,** (Occupational Safety and Health Administration), stabilization fund with a current balance of over $155,000 thousand dollars. We are requesting the sum of $50,000 thousand dollars be added to this fund which would bring the balance to just over $205,000 thousand dollars. The city's target amount for this fund is $250,000 thousand dollars.

Your support and consideration is most appreciated.

Cc: Honorable Mayor Paul Brodeur
Audit File.

Attachment.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-133

An Appropriation from Free Cash, account 01-324001, in the amount of $34,010.35 (Thirty-Four Thousand, Ten Dollars and 35 Cents) to Pine Banks, Capital Outlay, account 016523-551099. This appropriation will be used to pave the parking lot by the playground & lodge.

Offered by

BE IT ORDERED

An Appropriation from Free Cash, account 01-324001, in the amount of $34,010.35 (Thirty-Four Thousand, Ten Dollars and 35 Cents) to Pine Banks, Capital Outlay, account 016523-551099. This appropriation will be used to pave the parking lot by the playground & lodge.

FINANCIAL IMPACT:

n/a

06/06/22	**016523-551099 · Pine Banks, Capital Projects**	**$34,010.35**
06/06/22	**01-324001 · Available Free Cash**	**($34,010.35)**
	TOTAL:	**$0.00**

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Municipal Funding Formula **Fiscal 2023**
Pine Banks Park
Chapter 393 of 1905; as Amended by Chapter 162 of 1906

Total Assessed Valuation - All Classes		Smaller Assessed Value	
Real Property Excluding Municipal and		City of Melrose	$ 6,385,214,400.00
Tax Exempt Property		"1 Percent"	$ 63,852,144.00
Prior Fiscal Year	2022	"1/150th Part" of 1%	$ 425,680.96
City	Total Assessed Value	Maximum Budget Requisition	
City of Malden	$ 9,052,903,254	City of Melrose - 50%	$ 425,680.96
City of Melrose	$ 6,385,214,400	City of Malden - 50%	$ 425,680.96
		Total	$ 851,361.92

Statutory Excerpt: St. 1905 Chapter 393; amended by St. 1906 Chapter 162

Section 6.

Said Board of trustees shall have the absolute control and management of the property, and shall have power to make rules and regulations regarding its use and management, in such manner as it shall deem best.

The board shall annually in the month of January make a full report to the cities of Malden and Melrose of its receipts and expenditures, with its estimate of the amount required for maintenance for the ensuing year. Its expenditures in any year shall not exceed the sum of the appropriations for that year and the income at the disposal of said trustees by reason of any gifts received under the authority of section two of this act.

Section 7.

The cities of Malden and Melrose shall in their annual appropriation bills each appropriate and place at the disposal of said board one half of the amount determined by said board to be necessary for the maintenance of said property for that year, and set forth in its annual report as provided in section six.

If either of said cities shall in any year fail to make such appropriation, the said board shall upon the written request of said donors or their heirs or devisees who may then hold their estate, reconvey said property to said heirs or devisees free from all trusts;

but the amount required of each city by said board to work a forfeiture shall not in any year exceed one one hundred and fiftieth part of one per cent of the assessed valuation for the preceding year of the city having the smaller assessed valuation.

Said cities may, if in their judgment the proper maintenance or improvement of said property shall require it, appropriate in equal amounts and place at the disposal of said board sums in excess of the amount which said board is hereby authorized to require of said cities.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Malden
CITY

TAX RATE RECAPITULATION
Fiscal Year 2022

I. TAX RATE SUMMARY

Ia.	Total amount to be raised (from page 2, IIe)	$ 218,910,537.67
Ib.	Total estimated receipts and other revenue sources (from page 2, IIIe)	117,237,894.70
Ic.	Tax Levy (Ia minus Ib)	$ 101,672,642.97
Id.	Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	79.7756	81,109,960.97	8,210,295,767.00		
Net of Exempt			6,567,322,967.00	12.35	81,106,438.64
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	11.2395	11,427,496.71	596,220,995.00	19.17	11,429,556.47
Net of Exempt					
Industrial	4.6447	4,722,389.25	246,386,492.00	19.17	4,723,229.05
SUBTOTAL	***95.6598***		***9,052,903,254.00***		***97,259,224.16***
Personal	4.3402	4,412,796.05	230,225,290.00	19.17	4,413,418.81
TOTAL	***100.0000***		***9,283,128,544.00***		***101,672,642.97***

MUST EQUAL 1C

Assessors

Robert Donnelly, Assessor , Malden , bdonnelly@cityofmalden.org 781-397-7100 | 12/1/2021 9:38 AM

Comment:

Gregory Lucey, City Clerk , Malden , glucey@cityofmalden.org 781-397-7000 | 12/1/2021 11:01 AM

Comment:

Nathaniel Cramer, Assessor , Malden , ncramer@cityofmalden.org 781-397-7100 | 12/1/2021 9:28 AM

Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Susan Whouley
Date: 12/06/2021
Approved: Anthony Rassias
Director of Accounts: Deborah A. Wagner

NOTE : The information was Approved on 12/6/2021

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Melrose
CITY

TAX RATE RECAPITULATION
Fiscal Year 2022

I. TAX RATE SUMMARY

Ia.	Total amount to be raised (from page 2, IIe)	$ 118,016,420.33
Ib.	Total estimated receipts and other revenue sources (from page 2, IIIe)	46,844,764.34
Ic.	Tax Levy (Ia minus Ib)	$ 71,171,655.99
Id.	Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	91.9297	65,427,889.84	6,190,050,331.00	10.57	65,428,832.00
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	4.4174	3,143,936.73	174,343,349.00	18.03	3,143,410.58
Net of Exempt					
Industrial	0.5275	375,430.49	20,820,720.00	18.03	375,397.58
SUBTOTAL	***96.8746***		***6,385,214,400.00***		***68,947,640.16***
Personal	3.1254	2,224,398.94	123,350,850.00	18.03	2,224,015.83
TOTAL	***100.0000***		***6,508,565,250.00***		***71,171,655.99***

MUST EQUAL 1C

Assessors

Cathy A Gulino, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/8/2021 8:50 AM

Comment:

Sarah MacLellan, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/9/2021 10:45 AM

Comment:

Lee A Phalen, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/8/2021 8:51 PM

Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Susan Whouley
Date: 12/14/2021
Approved: Thomas Guilfoyle
Director of Accounts: Deborah A. Wagner

NOTE : The information was Approved on 12/14/2021

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

	Pine Banks Park - Budget Summary - Fiscal Year		2023	8:11 PM	9-May-22		Budg Code	
1	Compensation & Benefits Summary	Prior FY	**Budget**	$ increase	% increase	/City	Increase/City	Maid	Melr
2	Salaries & Wages	$ 217,567.00	$ 217,546.73	($20.29)	-0.01%	$108,773.36	($10.14)		
3	Pensions, Benefits & Insurance	$ 180,930.14	$ 174,720.77	($6,209.37)	-3.43%	$87,360.39	($3,104.68)		
4		---	---	---	---	---	---		
5	Total from Compensation Schedule	$ 398,497.14	$ 392,267.50	($6,229.65)	-1.56%	$196,133.75	($3,114.83)		
6	Utilities	Budget	Budget	$ increase	% increase	/City	Increase/City		
7	Telephone[1]	$ 5,000.00	$ 8,800.00	$3,800.00	76.00%	$4,400.00	$1,900.00	52217	522000
8	Electric	$ 26,000.00	$ 25,800.00	($200.00)	-0.77%	$12,900.00	($100.00)	52218	522500
9	Fuel/Heating Oil[2]	$ 9,000.00	$ 15,000.00	$6,000.00	66.67%	$7,500.00	$3,000.00	54311	530800
10		---	---	---	---	---	---		
11	Total	$ 40,000.00	$ 49,600.00	$9,600.00	24.00%	$24,800.00	$4,800.00		
12	Insurance	Budget	Budget	$ increase	% increase	/City	Increase/City		
13	Liability	$ 10,450.00	$ 8,600.00	($1,850.00)	-17.70%	$4,300.00	($925.00)	52418	543201
14	Auto Ins	$ 3,500.00	$ 3,500.00	$0.00	0.00%	$1,750.00	$0.00	52417	544330
15	D & O Liab.	$ 2,500.00	$ 2,500.00	$0.00	0.00%	$1,250.00	$0.00		
16	Fire Ins[3]	$ 4,000.00	$ 7,000.00	$3,000.00	75.00%	$3,500.00	$1,500.00	52415	544320
17		---	---	---	---	---	---		
18	Total	$ 20,450.00	$ 21,600.00	$1,150.00	5.62%	$10,800.00	$575.00		
19	Vehicles	Budget	Budget	$ increase	% increase	/City	Increase/City		
20	Gasoline/Grease	$ 7,000.00	$ 7,000.00	$0.00	0.00%	$3,500.00	$0.00	54312	531000
21	Repair & Maint MVE	$ 5,000.00	$ 5,000.00	$0.00	0.00%	$2,500.00	$0.00	52250	527500
22		---	---	---	---	---	---		
23	Total	$ 12,000.00	$ 12,000.00	$0.00	0.00%	$6,000.00	$0.00		
24	Maintenance	Budget	Budget	$ increase	% increase	/City	Increase/City		
25	Repair & Maint Bldng	$ 20,000.00	$ 15,000.00	($5,000.00)	-25.00%	$7,500.00	($2,500.00)	52252	527700
26	Field/Park Maint.	$ 60,000.00	$ 75,000.00	$15,000.00	25.00%	$37,500.00	$7,500.00	54319	535100
27		---	---	---	---	---	---		
28	Total	$ 80,000.00	$ 90,000.00	$10,000.00	12.50%	$45,000.00	$5,000.00		
29	Supplies & Materials	Budget	Budget	$ increase	% increase	/City	Increase/City		
30	Office Supplies	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54310	530500
31	Clean/Disinfect	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54325	532000
32	Paint	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54332	533000
33	Hardware	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54330	533500
34	Lumber	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54334	537200
35	Misce Expenses	$ 6,600.00	$ 6,600.00	$0.00	0.00%	$3,300.00	$0.00	57247	528804
36		---	---	---	---	---	---		
37	Total	$ 11,600.00	$ 11,600.00	$0.00	0.00%	$5,800.00	$0.00		
38	Professional Services	Budget	Budget	$ increase	% increase	/City	Increase/City		
39	Audit & Accounting	$ 16,000.00	$ 18,700.00	$2,700.00	16.88%	$9,350.00	$1,350.00	5300	528600
40	Web Site/Scheduling Admin	$ 10,000.00	$ 10,000.00	$0.00	0.00%	$5,000.00	$0.00		529000
41			---	---	---	---	---		
42	Total	$ 26,000.00	$ 28,700.00	$2,700.00	10.38%	$14,350.00	$1,350.00		
43	Eqpmt/Captl Purch	Budget	Budget	$ increase	% increase	/City	Increase/City		
44	***Last Year & Continuing***								
45	Ballfield Project Amortization	$ 202,588.36	$ 202,588.36	$0.00	0.00%	$101,294.18	$0.00	58539	551044
	Supplemental Facility Shed	$ 97,195.33	$ 97,195.33	$0.00	0.00%	$48,597.67	$0.00		
46	Total Last & Continuing	$ 299,783.69	$ 299,783.69	$0.00	0.00%	$149,891.85	$0.00		
47									
48	***New Initiatives***								
49	Entrance Signage	$ 15,000.00	$0.00	$0.00	0.00%	$0.00	$0.00		
50	Pave Parking Lot by Lodge / Playground	$ 0.00	$ 68,020.70	$0.00	100.00%	$34,010.35	$0.00		
51		---	---	---	---	---	---		
52	Total New Initiatives	$ 15,000.00	$ 68,020.70	$53,020.70	353.47%	$34,010.35	$26,510.35		551020
53		---	---	---	---	---	---		
54	Total	$ 314,783.69	$ 367,804.39	$53,020.70	16.84%	$183,902.20	$26,510.35		
55	Summary	Budget	Budget	$ increase	% increase	/City	Increase/City		
56	***Compensation and Benefits line 5***	$398,497.14	$392,267.50	($6,229.65)	-1.56%	$196,133.75	($3,114.83)		
57									
58	Operating Expenses								
59	Utilities line 11	$40,000.00	$49,600.00	$9,600.00	24.00%	$24,800.00	$4,800.00		
60	Insurance line 18	$18,450.00	$21,600.00	$1,150.00	6.23%	$10,800.00	$575.00		
61	Vehicles line 23	$12,000.00	$12,000.00	$0.00	0.00%	$6,000.00	$0.00		
62	Maintenance line 28	$80,000.00	$90,000.00	$10,000.00	12.50%	$45,000.00	$5,000.00		
63	Supplies & Materials line 37	$11,600.00	$11,600.00	$0.00	0.00%	$5,800.00	$0.00		
64	Professional Services line 42	$26,000.00	$28,700.00	$2,700.00	10.38%	$14,350.00	$1,350.00		
65		---	---	---	---	---	---		
66	***Operating Expenses lines 59 - 64***	$188,050.00	$213,500.00	$23,450.00	12.47%	$106,750.00	$11,725.00		
67		---	---	---	---	---	---		
68	***Eqpmt/Captl Purch line 54***	$314,783.69	$367,804.39	$53,020.70	16.84%	$183,902.20	$26,510.35		
69	***Total***	$901,330.83	$973,571.89	$70,241.05	7.79%	$486,785.94	$35,120.52		
70	Statutory Mandate Amount	$ 767,216.64	$ 851,361.92	$84,145.28	10.97%	$425,680.96	$42,072.64		
71	Total Budget Amount	$ 901,330.83	$ 973,571.89	$72,241.05	8.01%	$486,785.94	$36,120.53		
72	Amount Over/(Under) Mandate	$ 134,114.19	$ 122,209.97	($11,904.23)	-8.88%	$61,104.98	($5,952.11)		

[1] Alarm & internet to new office [2] Propane for Utility Bldng [3] New Bldng

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

	Pine Banks Park - - -	Fiscal Year		2023	7:38 PM		9-May-22
	Compensation & Benefits Summary	*Prior FY*	***Budget***	*$ increase*	*% increase*	*/City*	*Increase/City*
1	*Salaries & Wages*						
2	Superintendent	$ 81,553.75	$ 70,800.00	($10,753.75)	-13.19%	$35,400.00	($5,376.88)
3	Asst Superintendent (vacant)	$ 50,576.53	$ 0.00	($50,576.53)	-100.00%	$0.00	($25,288.27)
4	Skilled Laborer	$ 42,469.45	$ 43,531.00	$1,061.55	2.50%	$21,765.50	$530.78
5	Skilled Laborer	$ 36,867.28	$ 37,789.00	$921.72	2.50%	$18,894.50	$460.86
6	Skilled Laborer (mechanic)	$ 0.00	$ 41,600.00	$41,600.00	100%	$20,800.00	$20,800.00
7	Skilled Laborer (part time)	$ 0.00	$ 18,720.00	$18,720.00	100%	$9,360.00	$9,360.00
8		- - -	- - -	- - -	- - -	- - -	- - -
9	Total	$ 211,467.00	$ 212,440.00	$973.00	0.46%	$106,220.00	$486.50
10							
11	Reserve for Overtime	$ 6,100.01	$ 5,106.73	($993.29)	-16.28%	$2,553.36	($496.64)
12							
13	Total Current Compensation	***$ 217,567.01***	***$ 217,546.73***	($20.29)	-0.01%	$108,773.36	($10.14)
14	*Pensions, Benefits & Insurance*						
15	Pension Benefits						
16	Pensions Benefits Active Staff	$ 65,843.00	$ 59,840.00	($6,003.00)	-9.12%	$29,920.00	($3,001.50)
17	Pension Benefits to Retirees	$ 50,563.20	$ 52,080.11	$1,516.91	3.00%	$26,040.06	$758.46
18		- - -	- - -	- - -	- - -	- - -	- - -
19	Total Pension Benefits	$ 116,406.20	$ 111,920.11	($4,486.09)	-3.85%	$55,960.06	($2,243.05)
20							
21	Health Insurance						
22	Health Insurance Active Staff	$ 46,591.61	$ 44,171.16	($2,420.45)	-5.20%	$22,085.58	($1,210.23)
23	Health Insurance Retirees	$ 11,561.26	$ 12,425.28	$864.02	7.47%	$6,212.64	$432.01
24		- - -	- - -				
25	Total Health Insurance	$ 58,152.87	$ 56,596.44	($1,556.43)	-2.68%	$28,298.22	($778.21)
26							
27	Misce						
28	Employers % Life Insurance	$ 904.80	$ 723.84	($180.96)	-20.00%	$361.92	($90.48)
29	Employers % Medicare Tax	$ 3,066.27	$ 3,080.38	$14.11	0.46%	$1,540.19	$7.05
30	Unemployment InsuranceH	$ 0.00	$ 0.00	$0.00	0.00%	$0.00	$0.00
31	Workingman's CompI	$ 0.00	$ 0.00	$0.00	0.00%	$0.00	$0.00
32	Sick Leave Buyback (4x $600)	$ 2,400.00	$ 2,400.00	$0.00	0.00%	$1,200.00	$0.00
33		- - -	- - -				
34	Total Miscellaneous	$ 6,371.07	$ 6,204.22	($166.85)	-2.62%	$1,902.11	($83.43)
35		- - -	- - -	- - -	- - -	- - -	- - -
36	*Total Pensions & Insurance*	***$ 180,930.14***	***$ 174,720.77***	($6,209.37)	-3.43%	$87,360.39	($3,104.68)
37	*Total Current Compensation*	$ 217,567.01	$ 217,546.73	($20.29)	-0.01%	$108,773.36	($10.14)
38	*Total Pensions & Insurance*	$ 180,930.14	$ 174,720.77	($6,209.37)	-3.43%	$87,360.39	($3,104.68)
39	*Total Compensation*	**$ 398,497.15**	**$ 392,267.50**	($6,229.66)	-1.56%	**$196,133.75**	($3,114.83)
40							

41	Reserve for Overtime Reconciliation.	
42	Year Round Budgeted Amount	$ 212,440.00
43	Per week (52)	$ 4,085.38
44	Reserve - 1.25 x One Week	$ 5,106.73

45

46 *Notes:*

47 Administered through and with current payments made through the City of Melrose HR Department.

48 Reimbursements from the City of Malden - estimated quarterly --> **$ 49,033.44**

49 Annualized Increase o/ prior yr --> **-1.56%**

50 Active employee pension cost based on per capita cost over all Melrose Employees.

51 H Unemployment Insurance funded semi-annually and if a PB employee is laid off Malden will contribute 1/2 actual cost.

52 I Melrose self insures Workingman's Compensation and Malden will pay 1/2 of claims as they actually occur.

53 Cost might change if employees or retirees change their benefits during Open Enrollment with effective date of change July 1.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Pine Banks Park - - - Fiscal Year 2023

Compensation and Benefits Data 7:38 PM 9-May-22

	compensation levels		*$/hr*	*$/yr*
1	Kevin Benner:		*34.0385*	$ 70,800.00
2	*(Asst Super Vacated)*		*0.0000*	$ 0.00
3	Russell Kezer:		*20.9284*	$ 43,531.00
4	John Wright		*18.1678*	$ 37,789.00
5	Frank Celona		*20.0000*	$ 41,600.00
6	Robert Celona (part time)		20.0000	$ 18,720.00
7				$ 212,440.00
8	***Health Insurance***			
9	*PLAN TYPE*	*Employee Name*	*mo*	*yr*
10	Active			
11	HPIP-Ind./month	K. Benner	$ 2,129.09	$ 25,549.08
12	HPIP-Ind./month	R. Kezer	$ 870.27	$ 10,443.24
13	Unicare Basic w/ CIC I	J. Wright	$ 681.57	$ 8,178.84
14		Subtotal Active	$ 3,680.93	$ 44,171.16
15	***Retired***			
16	HPPC-Ind. /month	J. Burgess (Retiree)	$ 634.71	$ 7,616.52
17	HP Medic.Enh./month	R. Trabucco (Retiree)	296.78	$ 3,561.36
18	Med.Part B ($135.50/month) RT	Reimbursement/Month	$103.95	$ 1,247.40
19		Subtotal Retired	$ 1,035.44	$ 12,425.28
20		Total	$ 4,716.37	$ 56,596.44
21	***Life Insurance***			
22	PLAN TYPE	*Employee Name*	*Monthly*	*Annual*
23	$5,000 basic	J. Burgess (Retiree)	$ 7.54	$ 90.48
24	$10,000 basic	K. Benner	$ 15.08	$ 180.96
25	$10,000 basic	R. Kezer	$ 15.08	$ 180.96
26	$10,000 basic	J. Wright	$ 15.08	$ 180.96
27	$5,000 basic	R. Trabucco (Retiree)	$ 7.54	$ 90.48
28		Total	$ 60.32	$ 723.84
29				
30	Estimate of Pension Costs per Melrose HR FY 23			$ 59,840.00
31	Retired Employee Costs (Not Active) subject to vote of Retirement Board COLA.			
32	*projected increase*	*3.00%*		*23*
33	J Burgess*			$ 23,614.28
34	R Trabucco			$ 28,465.83
35	Total Retirees			$ 52,080.11

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

Auditors Office

Patrick D. Dello Russo, MBA
CFO/City Auditor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Auditor - (781) 979-4110

MEMORANDUM

To: Melrose City Council

From: Patrick D. Dello Russo, MBA
CFO/City Auditor

Date: June 1, 2022

Re: Free Cash Order 2022-133

In the Fiscal Year 2023 Budget attached to order 2022-133, the Pine Banks Foundation under new initiatives is requesting to pave the parking lot by the lodge/playground. The amount requested of $34,010.35 represents the City of Melrose 50% share of the project.

	Eqpmt/Captl Purch	Budget	Budget	$ increase	% increase	/City	Increase/City		
44	*Last Year & Continuing*								
45	Ballfield Project Amortization	$ 202,588.36	$ 202,588.36	$0.00	0.00%	$101,294.18	$0.00	58539	551044
	Supplemental Facility Shed	$ 97,195.33	$ 97,195.33	$0.00	0.00%	$48,597.67	$0.00		
46	Total Last & Continuing	$ 299,783.69	$ 299,783.69	$0.00	0.00%	$149,891.85	$0.00		
47									
48	*New Initiatives*								
49	Entrance Signage	$ 15,000.00	$0.00	$0.00	0.00%	$0.00	$0.00		
50	Pave Parking Lot by Lodge / Playground	$ 0.00	$ 68,020.70	$0.00	100.00%	$34,010.35	$0.00		
51		---	---	---	---	---	---		
52	Total New Initiatives	$ 15,000.00	$ 68,020.70	$53,020.70	353.47%	$34,010.35	$26,510.35		551020
53		---	---	---	---	---	---		
54	Total	$ 314,783.69	$ 367,804.39	$53,020.70	16.84%	$183,902.20	$26,510.35		

Thank you for your consideration of this request.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-134

An Appropriation from Free Cash, account 01-324001, in the amount of $270,000 (Two Hundred Seventy Thousand Dollars) to various IT accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Free Cash, account 01-324001, in the amount of $270,000 (Two Hundred Seventy Thousand Dollars) to various IT accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**01931773-551097 · Capital Outlay, School IT Technology**	**$150,000.00**
06/06/22	**019313-551098 · Capital Outlay, City IT Technology**	**$100,000.00**
06/06/22	**011552-525303 · Info Exp Software Licenses**	**$20,000.00**
06/06/22	**01-324001 · Available Free Cash**	**($270,000.00)**
	TOTAL:	**$0.00**

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT: **ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

Information Technology

Neal M. Ellis
Chief Information Officer

City Hall
562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4142

Memorandum

To: Patrick Dello Russo

CC: Kerriann Golden

From: Neal Ellis

Date: 05/31/2022

Subject: Free cash appropriations

Free cash in the amount of $200,000 – Hardware Replacement

This free cash appropriation continues the ability of the IT Department to replace crucial systems on a replacement cycle. Currently, these funds will go toward a new telephone system at MHS, MVMMS, Horace Mann, Franklin, Hoover and Winthrop schools. Additionally, a project to replace all of the networking backbone equipment will be funded by this appropriation.

Free cash in the amount of $50,000 – MVMMS Security Cameras

Last year, the Superintendent of Schools Dr. Kukenberger identified the security camera system at the MVMMS as a priority for replacement. Since that time I have worked to find funds for this purpose. Mr. Dello Russo and Mayor Brodeur worked with State Representative Kate Lipper Garabedian to obtain state funds for this project. A $100,000 proposal was made however, the state voted to approve $50,000 for this project. Since the project was estimated to cost approximately $100,000, the Mayor's Office decided to put forth $50,000 in matching funds to fill out the project.

The system at the MVMMS is the original one installed when the building was built and opened in 2006. They are either failed, working improperly and not adequate. They are all cable-connected black and white units.

Free Cash in the amount of $20,000 – Social Media Archiving

The city and schools are in need of a system to archive the social media accounts being used by staff. To be in compliance with the Freedom of Information Act, we require a system that will archive and make retrievable, content posted and collected on our various social media. Additionally, this system will archive chat conversations taking place in the new M365 solution just implemented in the city. The content and search capabilities will be made accessible to the Solicitor's office for faster retrieval.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-135

An Appropriation from Free Cash, account 01-324001, in the amount of $783,025.22 (Seven Hundred Eighty-Three Thousand, Twenty-Five Dollars and Twenty-Two Cents) to various Public Works Accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Free Cash, account 01-324001, in the amount of $783,025.22 (Seven Hundred Eighty-Three Thousand, Twenty-Five Dollars and Twenty-Two Cents) to various Public Works Accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**019313-551002 · Cap Outlay PW Vehicle & Equipment**	**$482,000.00**
06/06/22	**014012-529000 · PW Admin Professional Services**	**$150,000.00**
06/06/22	**014222-520300 · PW Hgh Exp Traffic Calming**	**$70,404.57**
06/06/22	**014752-524006 · PW Parks&Forestry Hired Equipment**	**$70,000.00**
06/06/22	**014912-530501 · Cemtry Exp Misc Supplies**	**$10,620.65**
06/06/22	**01-324001 · Available Free Cash**	**($783,025.22)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [9 TO 0]**
MOVER:	Robb Stewart
SECONDER:	Ryan Williams
AYES:	Grigoraitis, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	Leila Migliorelli, John Obremski

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

FY 2022



CAPITAL IMPROVEMENT PROGRAM

FINAL COMMITTEE REPORT

Paul Brodeur, Mayor

Denise Gaffey, CIP Chair, OPCD

April 2022

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CAPITAL IMPROVEMENT PROGRAM

EXECUTIVE SUMMARY

Since 1995, the Capital Improvement Program (CIP) Committee has reviewed and recommended funding for capital projects on an annual basis. Capital projects are major, non-recurring expenditures that typically cost $25,000 or more and have a useful life of five or more years.

In the past 27 years, roughly 220 projects have been funded at an estimated cost of over $166 million. Projects have ranged from the construction of two new elementary schools and funding for a new middle school to updating the city website. The projects have impacted a variety of city services including Schools, Public Works, Police, Fire, Parks, Library, Council on Aging, Inspectional Services, Information Technology, and Memorial Hall.

Projects are reviewed according to eight evaluation criteria: risk to public safety or health, deteriorated facility, systematic replacement, improvement of operating efficiency, coordination, equitable provision of services and facilities, protection and conservation of resources, and new or substantially expanded facility. Committee members then assign each project a priority group. These range from Priority Group A – "urgent, high-priority projects that should be done if at all possible" to Priority Group E – "very-low priority and/or not desirable." Committee members then rank the projects in priority order.

For FY2022, the CIP Committee received applications for 96 proposed projects from seven departments. Fifteen (15) projects fell into Priority Group A, 54 projects received a Priority Group B ranking and 27 projects received a Priority Group C ranking. No projects received a Priority Group D or E ranking, which means that the CIP Committee determined that all of the projects were worthwhile, as funding becomes available.

The CIP Committee recommends funding all Group A projects in FY2022 except for the Public Safety Building Upgrades as the original feasibility study is under review by a newly formed Public Safety Building Committee and the final plan and project cost is not yet known. This CIP Report includes a summary and project description form for each of the Group A projects along with a list in ranked order of the other 81 worthwhile projects recommended for funding in subsequent years.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

FY2022 RECOMMENDED
CAPITAL IMIPROVEMENT PROGRAM PROJECTS

Rank	Priority Group A Projects	Estimated Cost
1	Salt Shed Replacement	$1,700,000
2	High School Elevator Rehabilitation	$350,000
3	Fire Dept. SCBA Packs and Cylinders	$71,850
4	Memorial Hall Building Envelope Restoration Phase 2	$1,500,000
5	Lead Water Service Inventory	$50,000
6	Fred Green Athletic Field Turf Fabric Replacement	$600,000
7	Public Safety Building Upgrades	$32,558,000
8	High School Bathroom Upgrades	$1,350,000
9	Fiber Optic Network Upgrade	$360,000
10	Sewer Pump Station Emergency Backup Generators	$400,000
11	Fire Station HVAC Upgrade	$35,000
12	School Facilities Master Plan Study	$125,000
13	Fire Department Pumper Apparatus Replacement	$720,000
14	IT Network Switch Refresh	$414,000
15	Ashland Street Water Main Replacement	$40,000
	Total	**$40,273,850**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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I. CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) provides a mechanism to analyze a five-year projection of public physical improvements needs. The CIP sets out proposed expenditures for systematically constructing, maintaining, upgrading, and replacing the City's physical plant. Planning for capital improvements requires communication between City departments, and a successful CIP will coordinate physical development with fiscal capacity.

What is a "Capital Improvement?"

A capital improvement project is generally defined as a major, non-recurring expenditure that includes one or more of the following:

- A non-recurring rehabilitation (i.e., something which is infrequent and would not be considered annual or other recurrent maintenance) or major repair of all or a part of a building, its grounds, or a facility, or of equipment, provided that the cost is $25,000 or more and the improvement will have a useful life of five years or more.

- Purchase of major equipment (i.e., items with a cost, individually or in total, of $25,000 or more, which has a useful life of five years or more).

- Any construction of a new facility (e.g., a public building, or water lines, playing field, or the like) or an addition to, or extension of, such a facility.

- Any planning, feasibility, engineering, or design study related to an individual capital improvement project or to a program that is implemented through individual capital improvement projects.

- Any acquisition of land for a public purpose, and any costs associated with the acquisition.

While the type of improvement is the basic criterion, a project costing at least $25,000 and with a life expectancy of five years or more is generally considered to be a capital improvement. Note that capital needs concerning water and sewer projects generally are not included in this plan, as they must be addressed through the City's Sewer and Water Enterprise Fund.

Why Plan for Capital Improvements?

The potential benefits of developing a thorough Capital Improvement Program are significant. In addition to keeping the public informed about future needs and projects, a CIP may facilitate coordination between capital needs and operating budgets, enhance the City's credit rating, control its tax rate, and increase opportunities for obtaining federal and state aid. As more attention is focused on community objectives and fiscal capacity in the CIP process, goals are achieved via thoughtful, cooperative planning.

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II. PREVIOUS CIP FUNDING: FY1995 – FY2022

The current CIP program, which was developed in FY95, has been very successful in helping the City to recognize where it most needs to allocate capital funds by prioritizing projects. In the past 27 years, roughly 220 projects have been funded at an estimated cost of over $166 million. Projects have ranged from the construction of two new elementary schools and funding for a new middle school to updating the city website. The projects have impacted a variety of city services including Schools, Public Works, Police, Fire, Parks, Library, Council on Aging, Inspectional Services, Information Technology, and Memorial Hall. Capital projects are funded in a variety of ways including from the city's operating budget, bonds, tax-exempt municipal leases, grants, and from the annual Free Cash line item. Projects funded through the CIP program since FY95 are listed below.

Capital Improvement Program Investments through FY22 (to date)

FY95	Water Street Repairs		$65,000
	Public Works Department (Highway) Truck with Sander		$58,000
	Fire Department Self-Contained Breathing Apparatus		$49,894
	Library Roof Replacement		$45,000
	Public Works Department Backhoe		$38,000
	City Hall Improvements		$30,000
	Public Works Department Pickup Truck		$29,000
	Public Works Department Compressor and Tools		$25,000
		TOTAL	**$339,894**
FY96	High School Roof		$195,800
	Computerization		$160,000
	City Hall HVAC		$95,000
	Boiler Replacement - Roosevelt School		$89,500
	PWD Dump Truck & Sander		$82,000
	Memorial Hall Weatherproofing		$76,000
	Asbestos Removal - Roosevelt School		$61,000
	Police/Fire Needs Assessment/Design Study		$60,000
	Fire Department Turn Out Gear		$50,000
	PWD Sign Maintenance Truck		$48,000
	Fire Station Exhaust Capture System		$36,000
	Council on Aging Accessible Van		$30,300
		TOTAL	**$983,600**
FY97	Memorial Hall - Handicapped Access		$405,000
	Schools Technology Improvements		$325,000
	Network & Office Automation		$201,713
	Front End Loader w/Plow		$152,500
	G.I.S. System		$123,000

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	School Roof Replacements	$120,354
	Fire Department - Alarm Desk	$112,412
	City Yard Design/City Hall Stair Repair	$105,000
	Parks - Common Field	$100,000
	Play Area Rehabilitation	$100,000
	Consolidated Fueling Station	$97,400
	Municipal Software	$90,000
	Sidewalk Tractor w/Plow	$75,500
	Schools - Boiler Gas Conversion	$72,800
	Schools - Oil Tank Conversion	$62,321
	Asbestos Removal - Roosevelt	$62,000
	Contingency/Bonding Fees	$50,000
	School Furniture	$45,000
	TOTAL	**$2,300,000**
FY98	Memorial Hall - Electrical improvements	$250,000
	School's -Barry Auditorium	$161,000
	Fire - Fire Pumper (lease purchase)	$40,000
	PWD - Dump Truck w/Sander (2 units) (lease purchase)	$40,000
	TOTAL	**$491,000**
FY99	Lincoln School (Design and Construction)	$10,300,000
	City Hall Renovations - Phase 1 (Waterproofing/Ventilation)	$850,000
	Oil Tank Removal	$313,790
	Memorial Hall - Roofing Replacement	$188,370
	Central Fire Station Doors	$179,000
	City Yard Consolidated Fueling Station and Pumping Stations	$157,500
	Franklin Field Reconstruction	$125,000
	City Match FEMA - Ell Pond Brook	$117,840
	Horace Mann Window Replacement	$112,200
	PWD - Sidewalk Rehabilitation Program	$100,000
	Schools - Technology Improvements	$90,000
	Middle School Annex Roof Work	$81,900
	Schools – Elementary School Furniture	$59,400
	Inspect. Services - Fire Alarm Bucket Truck	$55,000
	Municipal Software	$35,000
	Bond Fees	$35,000
	TOTAL	**$12,800,000**
FY00	Technology Improvements (MHS language lab; computers at MHS and MMS)	$120,000
	Middle School Study	$25,000
	Roosevelt Schools Study	$25,000
	TOTAL	**$170,000**

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FY01	Roosevelt School Construction Project		$11,410,700
	MMS project - Design		$600,000
	Sidewalk Rehabilitation Program		$179,000
	Senior Van		$37,167
		TOTAL	**$12,226,867**
FY02	Fire Headquarters Structural Reinforcements		$66,000
	Water Building Emergency Roof Repairs		$59,950
	Police Station Immediate Building Repairs		$44,891
	Emergency repairs to the Middle School Roof		$25,000
		TOTAL	**$195,841**
FY04	Melrose Middle School		$38,170,000
		TOTAL	**$38,170,000**
FY05	Melrose Middle School		$11,700,000
		TOTAL	**$11,700,000**
FY06	High School Generator		$25,000
		TOTAL	**$25,000**
FY07	Fire Dept. Pumper Truck and Ladder Truck		$1,150,000
	Stormwater Flood Mitigation: Ell Pond Brook		$1,000,000
	Memorial Hall HVAC		$800,000
	Water System Improvements		$658,659
	Field Improvements (Hesseltine Field, Lebanon Field, Tremont Street Tennis Courts, Field Lighting, Marcoux Gym Floor)		$495,000
	Stormwater Flood Mitigation: Converse Lane		$400,000
	Ell Pond Soccer Field Drainage Repairs		$350,000
	High School Open Space / Roof Repair		$305,000
	PWD Tree Bucket Truck		$140,000
		TOTAL	**$5,298,659**
FY08	High School Upgrades – Phase I Technology/Electrical Upgrades		$1,490,000
	Middle School Solar Panels		$340,000
	Restore Victorian Street Lights		$200,000
	Council on Aging Van		$39,800
	School Sanding Truck		$35,000
	School Utility Truck		$34,000
	City Hall Generator		$25,000
	Skateboard Park		$25,000

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	GIS Upgrades (Assessing)		$25,000
		TOTAL	**$2,213,800**
FY09	Sanitation Vehicle		$60,000
	Morelli Field Improvements		$40,000
	Sidewalk Plow		$29,681
		TOTAL	**$129,681**
FY10	Neighborhood Improvement Project: Cedar Park and Wyoming Station		$857,500
	Public Works Vehicles (one sander, one without sander)		$80,000
		TOTAL	**$937,500**
FY11	High School Athletic Complex		$4,500,000
	Pine Banks Track and Field (Melrose portion)		$1,000,000
	PWD City Yard Building Renovation		$950,000
	High School Upgrades – Phase II Roof Replacement		$740,000
	School District-wide Smart Board Installation		$400,000
	Cemetery Expansion		$350,000
	Recycling Truck		$250,000
	Ambulance		$230,000
	Winthrop ES EMS and Ventilation Upgrades		$161,656
	Sidewalk Repairs		$150,000
	Middle School Solar Panel Expansion		$150,000
	Police Vehicles		$85,500
	Dog Control Vehicle		$37,500
	Police cruiser lease payoff		$25,000
		TOTAL	**$9,029,656**
FY12	Sewer (East Side Interceptor)		$1,000,000
	Fire Engine		$525,000
	High School Upgrades – Phase III Roof Replacement		$460,000
	School Equipment (Smart Boards)		$400,000
	PWD City Yard Building Renovation - Additional		$370,000
	Elementary School Lighting Upgrades		$291,583
	High School Design & OPM Services (Master Plan/Learning Commons)		$250,000
	PWD Gasoline Fueling & Dispensing Station		$165,000
		TOTAL	**$3,461,583**
FY13	High School Science Lab		$5,200,000
	Text Books		$480,000
	Police Dispatch Renovation		$450,000
	Ambulance Equipment		$65,000

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	Middle School Gym Lighting Upgrade		$25,500
		TOTAL	**$6,220,500**
FY14	High School HVAC Upgrade		$3,000,000
	DPW Equipment		$250,000
		TOTAL	**$3,250,000**
FY15	High School Learning Commons, Admin Wing, STEM		$5,300,000
	ESCO Project (energy upgrades in 20 facilities)		$2,441,424
	IT System upgrades		$1,200,000
	School - 2 Hot Water Tanks		$60,000
	Electric Vehicle Purchase		$46,000
	Fire Department Bathroom Renovations		$40,000
		TOTAL	**$9,087,424**
FY16	LED Streetlight Upgrade		$1,401,167
	Hoover School New Windows, Doors, Secure Entry		$1,039,469
	Kimballs Court Parking Lot Acquisition		$400,000
	Melrose Commons Playground		$250,000
	Police Cruisers and Voting Machines		$197,500
	School Classroom/Office Renovations		$128,500
	Public Library Feasibility Study Design & OPM		$110,000
	Public Safety Study		$65,000
	Central Fire Interior Upgrades		$63,500
	Cemetery Roads,Boiler and Equipment		$58,500
	School Classroom Furniture		$31,500
		TOTAL	**$3,745,136**
FY17	Horace Mann Renovations and Modulars		$5,950,000
	Capital Equipment DPW/Fire Depts.		$624,300
	IT City/School		$214,000
	New Sidewalk Plow		$135,500
	Library HVAC Repairs		$60,000
	City Website		$35,000
	Electric Vehicle Purchase		$28,685
		TOTAL	**$7,047,485**
FY18	High School Elevator Repairs		$100,000
	Lincoln ES EMS Upgrade		$164,408
	Memorial Hall Feasibility Study		$25,000
	MVMMS Auditorium Upgrades		$233,000
		TOTAL	**$522,408**

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FY19	DPW Address sidewalk gaps on west side of Mt. Vernon	$34,600
	DPW Reconstruct intersection of Cottage and West Foster	$30,000
	DPW Rectangular Rapid Beacon Signals	$82,500
	DPW Repair and add Accessible Handicap Ramps	$68,000
	DPW Sidewalk Program	$50,000
	DPW Upham Street Patch Repairs	$65,000
	DPW Vehicles and 2 Mowers	$473,000
	Fire Engine Pumper Down Payment	$250,000
	IT City Hall Telephone System Replacement	$100,000
	IT Munis Accounting Software/Hardware (Phase I)	$80,000
	IT Upgrade City Munis Accounting System (Phase II)	$80,000
	Memorial Hall Building Repairs and Envelope Survey	$100,000
	MVMMS EMS Retrocommissioning	$48,330
	Parks - Repairs, Renovations and Upgrades for Livermore Park	$62,500
	Police Department Cruisers	$163,500
	TOTAL	**$1,687,430**
FY20	Beebe Elementary Boiler Replacement	$94,814
	Beebe/Ripley School Building Envelope	$28,093
	Memorial Hall Envelope Upgrades Phase I	$2,311,205
	MVMMS Gym VFDs	$43,843
	MVMMS Performance Center Stage Lighting Upgrade	$283,007
	Roosevelt Elementary LED Upgrade	$99,999
	TOTAL	**$2,860,961**
FY21	DPW Asphalt Hot Box	$31,430
	DPW Citywide Sidewalk Repairs	$100,000
	DPW Citywide Tree Planting	$156,000
	DPW Crosswalk Safety Improvements	$80,000
	DPW Paving	$1,500,000
	Fire: Front Line Fire Apparatus	$2,169,000
	Fire: Self-Contained Breathing Apparatus	$110,000
	IT City PC Upgrade	$170,000
	IT School PC Upgrade	$488,700
	MHS/MVMMS Kitchen Equipment	$36,735
	Pole-Mounted Electric Vehicle Chargers (15)	$130,000
	Steamtrap Replacement and Repairs (five buildings)	$51,979
	TOTAL	**$5,023,844**
FY22	Beebe School Feasibility Study	$50,000
to date	City Hall Generator and Heat Pump	$341,000
	City Hall Window Repairs	$40,000
	Ell Pond Park Feasibility Study	$59,000

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Hoover and Horace Mann Roof Replacement Feasibility Studies	$75,000
Inspection Department Vehicles	$89,415
IT MVMMS Security	$50,000
IT Projectors	$120,000
IT School Chromebook Cart Replacement	$1,030,000
IT School Security Upgrades	$350,000
LED Upgrades (six schools)	$504,539
Library Renovation and Expansion Project	$21,000,000
Memorial Hall Envelope Upgrades Phase II	$1,500,000
MHS DHW Replacement	$35,345
Milano Center HVAC	$206,000
Milano Center Lighting Upgrade	$32,963
MVMMS and Lincoln VFD Replacements	$55,420
Parks: Pickleball Court	$75,000
Parks: Softball Field (Lebanon Park) Upgrades	$200,000
Parks: Volunteer Inclusive Playground	$200,000
Police: Chief Admin Vehicle and EV charger	$75,000
Roosevelt Lincoln School Telephone System Upgrades	$37,500
Roosevelt Slope and Erosion Repair	$110,000
Winthrop Furnace Replacement	$60,000
TOTAL	**$26,296,182**
GRAND TOTAL	**$166,214,451**

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III. FY2022 CIP ANALYSIS & RECOMMENDATIONS

The FY22 Capital Improvement Program (CIP) process began in November 2021 with a request to department heads to submit capital needs for the next five years. Ninety-six CIP project proposals were submitted by seven departments for a total estimated cost of $96,983,025. The CIP Committee first met in December to review the CIP process, timeline, and funding approach and concluded its work in March 2022.

CIP Committee Members

The CIP Committee is comprised of the following members:

Office of Planning & Community Development Director and CIP Chair, Denise Gaffey
CFO/City Auditor, Patrick Dello Russo
City Treasurer/Collector, Kathryn Armata
Department of Public Works Director, Elena Proakis Ellis
Director of Strategic Initiatives, Margot Fleischman
Melrose Public Schools Finance Director, Leia DiLorenzo-Secor
School Committee representative, Ed O'Connell
City Council representative, Mark Garipay
Community representative, Peter Bowman
Sustainability Manager, Martha Grover

Evaluation Criteria

The CIP Committee reviewed the projects for capital funding using the evaluation criteria below:

Risk to Public Safety or Health To protect against a clear and immediate risk to public safety or public health.

Deteriorated Facility An investment that deals with a deteriorated facility or piece of equipment. The action taken may be either: 1) reconstruction or extensive rehabilitation to extend its useful life to avoid or to postpone replacing it with a new and more costly one; or 2) replacement of the facility or piece of equipment with a new one.

Systematic Replacement An investment that replaces or upgrades a facility or piece of equipment as part of a systematic replacement program. This investment assumes the equipment will be replaced at approximately the same level of service. Some increase in size to allow for normal growth or increased demand is anticipated.

Improvement of Operating Efficiency An investment that substantially and significantly improves the operating efficiency of a department. Or, an expenditure that has a very favorable return on investment with a promise of reducing existing, or future, increases in operating expenses (e.g., introduction of a new or improved technology).

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Coordination 1) An expenditure that is necessary to insure coordination with another CIP project (e.g., scheduling a sewer project to coincide with a street reconstruction project so that the street is not dug up a year after it is completed); 2) A project that is necessary to comply with requirements imposed by others (e.g., a court order, a change in federal or state law or administrative ruling, an agreement with another city or governmental agency); or 3) A project that meets established goals or objectives of the City Council or the Mayor.

Equitable Provision of Services, Facilities 1) An investment that serves the special needs of a segment of the City's population identified by public policy as deserving of special attention (e.g., those with ADA-accessibility issues, the elderly, or low- and moderate-income persons); or 2) An investment that, considering existing services or facilities, makes equivalent facilities or services available to neighborhoods or population groups that are now under served in comparison with people in the City, generally.

Protection and Conservation of Resources 1) A project that protects natural resources that are at risk of being reduced in amount or quality; or 2) A project that protects the investment in existing infrastructure against excessive demand or overload that threatens the capacity or useful life of a facility or piece of equipment.

New or Substantially Expanded Facility Construction, or acquisition, of a new facility (including land) or new equipment, or major expansion thereof, that provides a service, or a level of service, not now available.

Determination of Rank

Each Committee member also assigned one of the following priority groups to each request:

Group A: Urgent, high-priority projects that should be done if at all possible; a special effort should be made to find sufficient funding for all of the projects in this group.

Group B: High-priority projects that should be done as funding becomes available.

Group C: Worthwhile projects to be considered if funding becomes available; may be deferred to a subsequent year.

Group D: Low-priority projects; desirable but not essential.

Group E: Very-low priority and/or not desirable.

Finally, in addition to the above letter rankings, Committee members were asked to rank each project numerically, from highest to lowest priority (i.e. 1 to 96). The Committee's overall ranking was computed using the average ranks of all committee members. The Committee then met to further discuss projects in the collective groups and develop a final ranked list and a set of recommended projects.

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Final Recommendations

In order for CIP planning efforts to be of maximum benefit to the City, funds should be restricted to recommended items only. Unspent monies due to high estimates and/or costs which come in under budget will revert to the CIP program and be used as contingency to fund projects which come in over the estimate. For all unfunded projects, a list of ranked projects should be maintained to guide future funding decisions. Some projects, due to safety concerns, external grant deadlines, or other factors, may need to occur out of order. Other projects can wait until a later date. The CIP Committee recommends to the Mayor funding the 15 top-ranked projects (listed below and described on the following pages), subject to availability of funds.

FY2022 RECOMMENDED
CAPITAL IMIPROVEMENT PROGRAM PROJECTS

Rank	Priority Group A Projects	Estimated Cost
1	Salt Shed Replacement	$1,700,000
2	High School Elevator Rehabilitation	$350,000
3	Fire Dept. SCBA Packs and Cylinders	$71,850
4	Memorial Hall Building Envelope Restorations 2	$1,500,000
5	Lead Water Service Inventory	$50,000
6	Fred Green Athletic Field Turf Fabric Replacement	$600,000
7	Public Safety Building Upgrades	$32,558,000
8	High School Bathroom Upgrades	$1,350,000
9	Fiber Optic Network Upgrade	$360,000
10	Sewer Pump Station Emergency Backup Generators	$400,000
11	Fire Station HVAC Upgrade	$35,000
12	School Facilities Master Plan Study	$125,000
13	Fire Dept. Pumper Apparatus Replacement	$720,000
14	IT Network Switch Refresh	$414,000
15	Ashland Street Water Main Replacement	$40,000
	Total	**$40,273,850**

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Priority Group A Project Descriptions

The CIP Committee recommends funding all Priority Group A projects in FY2022 with the exception of the Public Safety Building Upgrades. The original Public Safety Building feasibility study is under review by a newly formed Public Safety Building Committee and the final plan and project cost is not yet known. Department project request forms submitted for all projects are attached in the Appendix. The rankings of the remaining CIP projects are shown on pages 15 - 17 in ranked order and should be funded as further capital funding becomes available.

The CIP program will continue to take place annually with projects resubmitted and re-ranked each year. If funding becomes available during the year, the CIP ranking list is a guide as to what should be funded next.

Below is a brief summary of all CIP projects recommended for funding consideration in FY2022 in final ranked order.

1. SALT SHED REPLACEMENT $1,700,000
Department of Public Works, Facilities

The Salt Shed located next to the Public Works Operations Facility on Tremont Street plays a critical role all winter and especially during snow events. It was built in 1974 and has been repaired a number of times. Most recently the roof was damaged by strong winds in March 2018 but the wooden walls have also rotted and are warped, contributing to unsafe conditions for staff. It now needs to be replaced with a structure that will withstand the impacts of storing salt for road treatment for the next 40-50 years.

2. HIGH SCHOOL ELEVATOR REHABILITATION $350,000
Department of Public Works, Facilities

There are two failing elevators at the high school that require significant rehabilitation beyond the usual annual maintenance and repairs.

3. SCBA PACKS AND CYLINDERS $71,850
Fire Department

Self-Contained Breathing Apparatus (SCBA) equipment is critical equipment for the Fire Department. The air packs are used for a variety of emergency incidents including fire-fighting, hazardous materials, elevated carbon monoxide levels, and confined space events. In 2021 the Fire Department replaced 20 air cylinders and the SCBA compressor. To complete the equipment upgrade, replace aging equipment, and stay in compliance with OSHA regulations, they need 10 new air packs and 20 new cylinders.

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4. MEMORIAL HALL ENVELOPE REPAIRS 2 $1,500,000

Office of Planning and Community Development

Repairing the building envelope at Memorial Hall is a high priority in order to protect the historic features and interior upgrade investments made over the years. A renovation project is currently underway to make the building weather tight and prevent further water damage to the building interior. However, a comprehensive analysis of the building envelope, completed by Gale Associates as part of this project, identified additional building envelope components needing repair that were not included in the original scope of work. The additional scope of work includes replacing the entire roof, repointing all brick and granite mortar joints, restoring all of the windows and miscellaneous related items.

5. LEAD WATER SERVICE INVENTORY $50,000

Department of Public Works, Engineering

This project includes the identification of lead water services which pose a public health threat. The goal of the program is to catalog all lead service pipe on both the private and public side of the service in a database of locations. This is phase one of a subsequent Lead Water Service Replacement Program targeted for FY2023 and FY2024.

6. FRED GREEN ATHLETIC FIELD TURF FABRIC REPLACEMENT $600,000

Parks Department

The turf fabric at Fred Green Athletic Field has a ten year life expectancy and is overdue for replacement.

7. PUBLIC SAFETY BUILDING UPGRADES $32,558,000

Departments of Public Works, Fire, Police

The condition of the City's public safety facilities, including the police station and three fire stations, has been a concern for many years. All four facilities have reached the limit of their program and useful space to accommodate the needs of the departments they currently house. They are outdated, undersized, non-code compliant, not energy efficient, and in need of numerous repairs. In 2016 the City hired an architectural firm to provide a comprehensive assessment of existing conditions, an analysis of space needs for both the Fire and Police Department, and to develop options for renovation and/or replacement. A Public Safety Study finalized in 2017 is under review by a newly formed Public Safety Building Committee to guide the future decision-making process. The project cost indicated here is in 2017 dollars based on the previous recommendation and is likely to change.

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8. HIGH SCHOOL BATHROOM UPGRADES $1,350,000
Department of Public Works, Facilities

Significant investments have been made to renovate and update portions of Melrose High School over the years including the Science Wing, HVAC system, and the Learning Commons. The School Department and DPW have identified bathroom renovations as the next priority. The bathrooms haven't been comprehensively updated since the high school was built in 1974 and are in very poor condition. Upgrades are needed to reflect the needs for gender neutral bathrooms, stall separations, accessibility, efficiency, and modernization. With over one thousand building occupants daily, the bathrooms get constant use. The project cost includes design and estimated construction costs.

9. FIBER OPTIC NETWORK UPGRADE $360,000
Information Technology

This project is necessary in order to sustain radio communications for the police and fire departments and was submitted by the IT department in conjunction with public safety. Currently, several radio towers are fed by copper lines that Verizon is in the process of terminating. The replacement solution is to expand and build out the city's existing fiber optic network to include new locations that the radio towers can connect to. In addition, the upgrade would create redundant loop paths through Melrose to ensure public safety uptime and would resolve "dead zone" areas where the radios don't fully function.

10. SEWER PUMP STATIONS EMERGENCY BACKUP GENERATORS $400,000
Department of Public Works, Engineering

The existing emergency generators at the Upham Street and Fellsway pump stations were installed in the 1960-70s and are not functional today. In the event of a power outage, pump station operations must be maintained to prevent sewer backups which makes this project a high priority, as indicated in a 2020 evaluation of all pump stations. The estimated project cost includes design and installation of backup generators at each station.

11. CENTRAL FIRE STATION HVAC UPGRADE $35,000
Department of Public Works, Facilities

The Engine 1 HVAC system for the second floor, which includes offices and living quarters, has failed and needs to be replaced with a new system.

12. SCHOOL FACILITIES MASTER PLAN STUDY $125,000
Department of Public Works, Facilities

The last comprehensive district-wide facility evaluation was done in 1997 by HMFH Architects. That study was instrumental at the time in positioning the city and school department to embark on a capital campaign for new school facilities and resulted in the

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Lincoln Elementary School Renovation and Addition (2000), the new Roosevelt Elementary School (2002) and the new Melrose Veterans Memorial Middle School (2007). Other important capital projects in school facilities that have been performed in recent years include the series of investments in the Melrose High School (Science Labs, Learning Commons, Guidance and Admin upgrades, Roof replacements and HVAC upgrades), the upgrades to the Horace Mann Elementary School and the Modular Classroom additions at the Winthrop and Hoover Elementary School. These projects addressed enrollment challenges and obsolete facility needs at the time, but the needs and challenges that confront the district today - 25 years after the last Facility Master Plan Study - require a new, comprehensive evaluation. This study will assess existing physical conditions at each school facility, review their adequacy to house anticipated student enrollment over the next 20 years and make recommendations for necessary renovations and reconfigurations in line with desired educational outcomes. The study will also help identify the priorities for pursuing grant funding for capital construction projects through the Mass School Building Authority.

13. PUMPER APPARATUS REPLACEMENT $720,000

Fire Department

The Fire Department's Seagrave pumper truck, purchased in 2007, is nearing the end of its useful life. Typically, pumper trucks stay in service for 10-12 years. Maintenance costs are very high and will continue to increase as the reliability of the apparatus declines.

14. NETWORK SWITCH REFRESH $414,000

Information Technology

This project would proactively replace the network switches throughout the city and schools. The current fleet of networking gear is six years old which is nearing the seven-year mark when switch gear begins to fail. Failures are usually seen in the fans which run continuously and when they fail, the equipment overheats and then stops functioning. It's recommended to start this project in FY22 and complete it in phases over three years.

15. ASHLAND STREET WATER MAIN REPLACEMENT $40,000

Department of Public Works, Engineering

The cast iron main on Ashland Street between Melrose and Franklin Streets needs to be replaced with 8-inch ductile iron water pipe in order to prevent unexpected water main breaks and water quality issues. This project was an Add Alternate on a much larger water main replacement project that has been included in the overall scope because the bids were favorable, but a separate funding source (not MWRA) needs to be identified.

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PRIORITY GROUPS B AND C PROJECTS

The following projects are not recommended for immediate funding but should be reconsidered for funding in subsequent years. Priority Group B projects were deemed by the Committee to be high priority to be addressed as funding becomes available. Priority Group C projects are worthwhile but they may be deferred to subsequent years.

Final Rank	Dept. Priority	Project Title	TOTAL
	Priority Group B		
16	DPW ENG-14	Lead Water Service Replacement	$2,500,000
17	FIRE-3	Fire Chief Command Vehicle	$60,000
18	IT-11	High and Middle School Telephones	$90,000
19	DPW FAC-3	Facilities CMMS	$100,000
20	IT-4	Printer Replacement - Schools	$151,300
21	IT-2	Camera Replacement - MVMMS	$100,000
22	DPW FAC-16	School District HVAC Evaluation	$250,000
23	DPW ENG-9	Annual Road Program	$2,700,000
24	PARKS-1	Ell Pond Park Improvements	$10,000,000
25	DPW ENG-5	Design Water Main Improvements	$60,000
26	DPW FAC-8	School Asbestos Abatement	$500,000
27	DPW FAC-13	Ripley School Roof Replacement	$350,000
28	DPW ENG-2	Lebanon St Survey	$144,910
29	DPW ENG-12	Crosswalk Safety/Accessibility Improvements	$400,000
30	IT-21	Cybersecurity Plan	$60,000
31	DPW FAC-21	Lincoln/Roosevelt Fire Panel Replacements	$100,000
32	IT-10	Lab Upgrade - Middle School	$77,000
33	DPW ENG-7	Penney Road Sewer PS Replacement	$500,000
34	FIRE-4	Fire Captain/Fire Prevention Vehicle	$60,000
35	IT-9	HS Lab PC Upgrade	$116,000
36	IT-6	PD Internal Camera Replacement	$25,000
37	IT-8	Lab Upgrade - HS Science Rooms	$115,000
38	DPW FAC-10	Milano Center Exterior Repairs	$35,000
39	IT-13	Wireless Upgrade	$183,000
40	DPW ENG-10	Citywide Sidewalk Repairs	$500,000
41	REC-1	Ford F-150 Lightening Pickup	$40,000
42	DPW FAC-11	Winthrop School Flooding Mitigation	$30,000
43	DPW FAC-7	MHS Courtyard Rear Stairs	$65,000
44	FIRE-5	Fire Alarm Bucket Utility Truck	$132,748
45	DPW FAC-27	Franklin School Windows/Roof	$2,500,000
46	DPW ENG-13	Fleet Upgrades	$2,500,000

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47	PARKS-3	Hoover Playground Upgrades	$170,000
48	DPW FAC-24	MVMMS Generator	TBD
49	DPW FAC-9	MVMMS Settling Study	$150,000
50	DPW FAC-15	Fire - Engine 2 Plumbing/HVAC	TBD
51	DPW FAC-20	MHS Electric Heater Controllers/Contactors	$80,000
52	PARKS-4	Foss Park Basketball Court	$60,000
53	DPW ENG-4	Various Drainage Studies	$150,000
54	IT-3	Timeclock Upgrade DPW	$21,567
55	DPW FAC-17	Roosevelt HVAC Controls	$325,000
56	DPW FAC-26	Beebe School Renovation	$14,000,000
57	DPW FAC-18	Lincoln HVAC Controls	$300,000
58	IT-17	Document Management Project	$200,000
59	MEM HALL-2	Stair Repairs and Restoration	$625,000
60	IT-15	School UPS Replacement Project 2024	$40,000
61	DPW FAC-19	MVMMS Air Conditioning	$800,000
62	IT-5	Camera Replacement - Roosevelt	$25,000
63	DPW ENG-11	Citywide Tree Planting	$350,000
64	DPW ENG-17	I/I Investigations and Improvements	$250,000
65	IT-18	Camera Replacement - High School	$70,500
66	DPW FAC-6	MHS Loading Dock Repairs	$45,000
67	FIRE-6	Forestry-Brush Fire Pick Up Truck	$50,000
68	IT-12	Projector Replacement - District	$704,000
69	DPW ENG-18	Ell Pond Drain Relocation	$481,000
		Subtotal	**$43,342,025**

Priority Group C

70	DPW ENG-8	Replace Swains Pond Headwall	$60,000
71	DPW ENG-15	City Hall Parking Lot Upgrades	$300,000
72	PARKS-5	Crystal Street Tennis Court Repairs	$175,000
73	IT-14	Teacher Laptop Replacement	$694,400
74	IT-16	Chromebook Replacements	$600,000
75	IT-19	Security Cameras - DPW & Franklin	$45,750
76	DPW FAC-23	Masonry Repairs - Schools and City Hall	$400,000
77	DPW FAC-22	Milano Center Driveway Lighting	$40,000
78	DPW FAC-14	MHS 3rd Floor Renovation	$5,100,000
79	DPW FAC-29	Winthrop and Franklin Electrical Upgrades	$250,000
80	DPW FAC-30	Heating Projects - Hoover/Winthrop/Franklin	$900,000
81	PARKS-6	Conant Park Back Field	$20,000
82	DPW FAC-25	LED Lighting Upgrades - Schools	$600,000
83	DPW FAC-33	Lincoln School Chiller	$325,000
84	DPW ENG-21	Lebanon TIP Construction	$100,000
85	DPW FAC-28	City Yard Renovation	$1,650,000
86	DPW FAC-34	Roosevelt Roof Recoating	$300,000

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87	DPW FAC-35	Fire - Engine 3 Roof Replacement	TBD
88	DPW FAC-31	School Window Treatments	$350,000
89	DPW ENG-16	Drainage Utility GIS Improvements	$100,000
90	DPW FAC-32	Lincoln Recoat Roof and Reglaze Skylights	$300,000
91	DPW ENG-19	Cemetery Digitization Completion	$80,000
92	DPW ENG-22	Friends Parking Lot Rehab	$150,000
93	DPW ENG-20	Water Bottle Filling Stations at Parks	$40,000
94	DPW FAC-36	MHS/MVMMS Pkg Lot Paving/Reconfiguration	$400,000
95	IT-20	Laptop Refresh Project - City	$162,000
96	PARKS-7	Lewis Monk Field Lights	$225,000
		Subtotal	**$13,367,150**

APPENDIX

On the following pages are the project descriptions, completed by Department Heads, for all projects.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Memorial Hall **Prepared By:** Denise Gaffey, OPCD

Project Title: Building Envelope Restoration Phase 2 **Date Prepared:** December 1, 2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project represents a future phase of Building Envelope Restoration Work that will be needed in approximately five years. A project is currently underway to implement a first phase of building envelope restoration work which will make the building weather tight and prevent further water damage to the building interior. However, a comprehensive analysis of the building envelope, completed by Gale Associates as part of this project, has identified building envelope components that are currently intact but will need to be addressed in five years to continue to maintain weather tight conditions. The future phase will include replacing the portions of the roof that are not being replaced during phase one, repointing the brick and granite mortar joints that are not repointed during phase one, rebuilding the front stairs and miscellaneous related items.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility, Improvement to Operating Efficiency, Protection and Conservation of Resources

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

Building Envelope Evaluation Report prepared by Gale Associates dated September 24, 2021

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is an important project that should be planned for in approximately five years.

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Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Construction estimate in 2021 dollars is $1,600,000. With soft costs estimated at approximately 25% of construction, the total cost without escalation is $2 Million.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

It is anticipated that the City would issue a bond to fund this project.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

This project is linked to the FY20 CIP Project that was funded by the City in the amount of $2,311,205 and is currently underway, representing the first phase of building restoration work to create a weather tight condition. A plan for building interior restoration and repairs should be developed for CIP consideration as well.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Memorial Hall **Prepared By:** Denise Gaffey, OPCD

Project Title: Memorial Hall Stair Restoration **Date Prepared:** February 24, 2022

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project involves rebuilding the front entrance stairs with new piles and a new concrete foundation to address the significant settling, cracking and displacement of the front stairs. A geotechnical analysis undertaken as part of the Building Envelope Project has documented the poor condition of the front stairs, including open and delaminated mortar joints, some cracks in the granite steps and movement in the wing walls away from the stairs. The front entrance is not used by the public but it is a prominent feature of the building and should be addressed soon to prevent further deterioration. This project includes rebuilding the concrete stair at the rear of the building and rebuilding the granite step at the north egress door. These stairs show signs of deterioration and the rear stair repairs would include regrading the area around the stairs to improve drainage.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility, Protection and Conservation of Resources

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

Building Envelope Evaluation Report prepared by Gale Associates dated September 24, 2021

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is an important project that should be accomplished in approximately five years.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

These three project elements are estimated to cost $625,000, including soft costs and based on an estimate provided by PM&C, a cost estimating firm retained as part of the Building Envelope Project. Cost escalation is not built in to this cost.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Funding source to be determined

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

This project is linked to the Building Envelope Project but not dependent on it. The existing condition evaluation was included in the evaluation of the building envelope performed by Gale Associates.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Recreation

Prepared By: Frank Olivieri

Project Title: Recreation Vehicle Request

Date Prepared: November 15, 2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Recreation Department is requesting the purchase of a Ford F-150 Lightning Electric Truck.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

The Recreation Department will be in desperate need of a pickup truck within the next 1-3 years. Our current Rec pickup truck is used to transport equipment and supplies year round for programming and events. It is also needed to roam between programs during the days, evenings, and weekends as we travel from program to program. It is a vital part of our operations. Our current vehicle is a 2002 Chevrolet Silverado which was purchased by the Rec Dept. in 2017 for $5,300 (top of our budget). The current mileage is 107,000 miles and the vehicle is in below average condition at best. We typically have to jump the pickup truck two or three times per month. Safety is a concern when driving the vehicle as it has the tendency to shut off while driving locking the steering wheel in place. DPW has been of great assistance with trying to keep it running for us. We know it is only a matter of time before we will be in need of another pickup truck and we would like to make a real investment in an electric vehicle to meet the City's energy initiatives.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The vehicle has been included in the recent City Fleet survey.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is our priority project. We have no other CIP requests at this time.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The MSRP price range is $38,000 - $40,000 for the Ford F-150 Lightning EV.

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Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Project funding will be in the range of $30,000 - $40,000. This will depend on rebates and other government / dealership incentives. Rebates can sometimes range from $5,000 - $12,500 off the MSRP. Funding would most likely need to be secured from the general fund budget or other sources. The Rec Dept. would find a way to contribute up to $5,000 if absolutely needed to help this project.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

This project is not liked to any other CIP projects.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Lead Water Service Inventory Program **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The project includes the identification of lead water services. Work would employ both in-house and contract personnel to develop a database of locations. The goal of the program is to catalogue all lead service pipe on both the private and public side of the service.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

EPA has required the identification and removal of lead water service pipes as lead from the pipes can leach into the drinking water.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?
N/A

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority as lead in drinking water poses a public health hazard.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The project cost is estimated at $50,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$50,000 from Water Enterprise Fund free cash.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

Work to preceded the Lead Water Service Replacement Program.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Lebanon St. Survey **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Scope of Work includes the collection of elevation data on Lebanon Street, from Sylvan Street to the Malden town line, to be used for the 25% design effort for a federal Transportation improvement Project (TIP) application. The survey will be conducted using vehicle mounted LIDAR equipment and the data will be used to develop base mapping in AutoCAD. Inclusion for TIP funding required the completion of a 25% design by the applicant. Once approved, the TIP will cover the construction of the project.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Effort will support a federal funding application

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The proposed roadway improvements align with the City's Complete Streets Plan, including improvements for pedestrians and cyclists.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Completion of the 25% design is required to be considered by the TIP program. This request is the first step towards developing a 25% design.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The mapping and survey effort is estimated to cost $44,910. (see attached)

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

This funding is being requested from general fund free cash.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

The work under this project will be coordinated with the request for additional funding during construction of the TIP project on Lebanon St.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Ashland Street Water Main Replacement **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The work under this project included the replacement of old, cast iron water main on Ashland Street, between Melrose Street and Franklin Street, with new 8-inch ductile iron water pipe.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This work was included in the larger Water Main Replacement, Contract 7, as an Add Alternate because the pricing on the contract bids came in favorably. Including this section with the larger project was financially advantageous for the City. The work was not eligible for funding through the MWRA water program.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The City's Asset Management Plan identifies upgrading of cast iron pipes to ductile iron to prevent unexpected emergency breaks and water quality issues.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Funding of this project is a high priority.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The estimated cost is $40,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$40,000 to be requested from Water Fund free cash.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Various Drainage Studies **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

There are several areas in Melrose where property owners experience flooding during heavy storms that may originate from the public right-of-way. Most of the issues are localized, so it makes sense to group 5-6 small projects into one larger drainage study. The work will include an analysis of existing drainage patterns and structures, and recommendations or preliminary design of recommended improvements to mitigate flooding. Construction of some improvements may be implemented, if funding allows.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Due to climate change, larger storms are happening more frequently. Mitigation of these drainage issues will help prevent damage to public and private property.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

N/A

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

While these projects are small, the potential impact to the residents of not designing improvements could be quite large.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Preliminary design of improvements is estimated at $150,000. If funds remain after initial evaluation, some improvements may be constructed as funds allow.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

The funding request for this work is $150,000 from general fund free cash.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Design of Water Main Improvements, Contracts 8 & 9 **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Design of water main improvements to include replacement of mains, services, hydrants, and other appurtenances to improve water quality and pressure in locations throughout the City.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Much of the water infrastructure in Melrose is past, or approaching, the end of its useful life. In anticipation of federal funding for "shovel ready" projects in the Infrastructure Bill, design of the next two phases of the DPW's ongoing water main improvement program is proposed, for a total of approximately 8,000 linear feet of water main replacement.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The City's Asset Management plan identifies replacement of aging water pipes to prevent emergencies and improve service to customers.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

As federal funding for construction may become available, having "shovel ready" projects is a high priority.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$60,000 is estimated. The resulting construction projects are estimated to cost approximately $2M.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$60,000 from Water Enterprise Fund free cash.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Sewer PS Emergency Backup Generators **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Design and installation of an emergency backup generator at the 1) Upham St. sewer pump station and 2) the Fellsway sewer pump station.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

The existing emergency generators were installed in the 1960-70's and are not functional. In the event of a power outage, pump station operation must be maintained to prevent sewer backups.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

An evaluation of the pumps stations was conducted for the City in 2020. The report recommends replacement of the generators at these two pump stations.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority, as operation of the stations during a power outage is critical.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Estimated $400,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Funds will be requested from Sewer Enterprise Fund free cash for either one at a time or both.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Penney Road Sewer PS Replacement **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Design of the Penney Road sewer pump station project.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

The existing sewer pump station is in poor condition, The wetwell, pumps, and associated piping needs to be replaced.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

An evaluation of the pumps stations was conducted for the City in 2020. The report recommends replacement of the wetwell, pumps, and associated piping at this pump station with a new submersible pump station.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority, as operation of the pump stations is critical.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Estimated $100,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$100,000 to be requested from Sewer Enterprise Fund free cash.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

A future funding request for $400,000 from free cash to construct the pump station improvements is anticipate

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: Replacement of Swains Pond Headwall **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

An outlet structure into Swains Pond from an upgradient drainage system, just off of Swains Pond Avenue, was damaged during a storm in 2015 and requires replacement with a new headwall.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Risk to public health and safety (collapsing structure)
- Deteriorated facility
- Protection and conservation of natural resources

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

No

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium priority – this problem needs to be fixed before further deterioration or collapse occurs.

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

A guesstimate for this project is $60,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

This project would be entirely funded through the general fund. We are not aware of applicable grant funding. We may be able to fund some portion through operating budget but would likely need a supplement from free cash to have adequate funds.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering Division **Prepared By:** Vonnie Reis

Project Title: Annual Road Program **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Annual Road Program includes the repair, rehabilitation, and re-paving of roads throughout the City. The streets to be included in the program are chosen based on a road ranking system developed in-house and maintained by the Engineering Division. In addition to road condition, other factors such as utility work and drainage repairs are considered when determining which roads will be paved each year.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Many of Melrose's streets are in Poor-Very Poor condition and require repaving under this program. The roadway ranking program identified over three miles of roadway with a condition score of 70 or less. Our annual Chapter 90 allocation of roughly $540,000 is not sufficient to keep pace with the replacement needs of our roadways.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The roadway ranking is a long term plan for maintaining the City's streets.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This project is a high priority as roadway conditions will continue to deteriorate if maintenance and repairs are deferred.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$3.75 million over the next 5 years ($750,000 per year).

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

All funding to be provided from Road Bonds.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: Citywide Sidewalk Repairs **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The City uses eGov as our work order management system. Routinely, eGov requests for sidewalk repairs, both asphalt and concrete, date back several years. In FY21, a portion of free cash at the end of the fiscal year was allocated to catch up on the large backlog of eGov requests for sidewalk repairs. This is an ongoing need but is typically funded through free cash rather than the operating budget. If this practice continues, this becomes a CIP item. This project would use the City's on-call roadway and sidewalk contractor and would bring the eGov list up-to-date.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Risk to public safety or health – this project would repair damages that pose tripping hazards and prevent safe sidewalk use by disabled individuals.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

Yes, the Melrose Forward master plan discusses the need to continue providing funding for sidewalks repairs and upgrades.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium priority

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

It is estimated that approximately $100,000 will be needed each year in addition to operating funds to keep up with the sidewalk repair request lists.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

This project is proposed to be entirely funded through general fund, likely via free cash.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

Not applicable.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW

Prepared By: Elena Proakis Ellis

Project Title: Citywide Tree Planting

Date Prepared: 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The City uses the eGov work order system to track requests for new trees or replacement trees. When a tree is taken down, the City automatically enters a replacement request. In addition, residents may request new street trees. The eGov system currently has a backlog of tree requests back to 2019. The operating budget does not allow for enough tree installations to keep up with the eGov requests. In addition, trees are planted through special project funds such as Chapter 90 when roadways are rehabilitated. In FY21, $150,000 was allocated to tree installation, which will allow us to catch up on our request list. Since there is no operating budget line item for tree planting, we will need an additional approximately $70,000 per year to keep up on the list moving forward.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Protection and conservation of natural resources – planting trees is important to our goals of greenhouse gas reduction and climate resiliency due to their reduction in heat island impacts

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

Planting trees, especially resilient tree species, was identified in the City's Master Plan, the Natural Hazards Mitigation Plan (NHMP), and the Municipal Vulnerability Preparedness (MVP) report, all of which were approved by the Aldermen and the Mayor.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium priority

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$70,000 annually

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

The proposed amount would be funded through the general fund (free cash), unless grant funding can be obtained. This would supplement the current budget, to allow the City to catch up on the eGov planting list.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

No.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: Crosswalk Safety and Accessibility Improvements **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The City has been working toward completing projects in the Complete Streets Prioritization Plan and supplementing state grant funding with local funding sources when available. We continue to install rectangular rapid flashing beacons, new crosswalks and curb ramps, and solar speed feedback signs in locations where deemed appropriate. These expenditures have typically been funded through free cash for traffic calming.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Risk to public health and safety – these improvements would improve traffic and pedestrian safety.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

These types of upgrades were identified in the City's Complete Streets Prioritization Plan, which was approved by the Mayor.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium priority

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

A proposed budget of $80,000 is recommended to continue these efforts.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Funding would be from the general fund for items where Complete Streets funds are either not available or would not be obtained soon enough for the level of need at particular locations.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

Not applicable.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Public Works

Prepared By: Elena Proakis Ellis

Project Title: Fleet Upgrades

Date Prepared: 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The average age of the DPW Fleet is 17 years old. Emergency response is key to our success. We are in the process of updating the five year plan to replace older and not repairable equipment vehicles and equipment. The updated plan will be provided as soon as it is completed.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk to Public Health and Safety (not immediate)
Deteriorating Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$2.5M over five years

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

No money is allocated in the operating budgets for fleet vehicles. Last year we managed to purchase a new vehicle for Inspectional Services which was a high priority on the CIP list out of operating funds, but this is the exception rather than the rule and does not account for a planned replacement program.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Lead Water Service Replacement Program **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The project includes the replacement of lead water services at up to 500 properties. Work would include the excavation and removal of lead services and replacement with new copper pipe and all associated site restoration. The goal of the program is to eliminate all lead service pipe on both the private and public side of the service. Private side replacement would likely be partially funded through an incentive payment to property owners who willingly participate in the program.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

EPA has required the identification and removal of lead water service pipes as lead from the pipes can leach into the drinking water.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?
N/A

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority as lead in drinking water poses a public health hazard.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The project cost is estimated at $2.5 million, over at least two construction contracts.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$2.5 million from the federal Infrastructure Bill funding and possibly some component from ARPA.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

To be coordinated with the results of the Lead Water Service Inventory program.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: City Hall Parking Lot Upgrades **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The municipal parking lot located behind City Hall is deteriorating and routinely floods. The proposed project would add a green infrastructure component by providing natural stormwater treatment, while remedying the current flooding and providing improved pavement conditions and drainage structures. The parking lot is approximately 77,000 square feet.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Risk to public health and safety (flooding)
- Deteriorated facility (parking lot pavement and drainage structures are deteriorating)
- Protection and Conservation of Resources (improvements to stormwater quality)

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

Yes, it was included in the Natural Hazards Mitigation Plan (NHMP) and the Municipal Vulnerability Preparedness (MVP) plan, both of which received approval from the City Council and the Mayor.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium-high

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The cost is estimated at roughly $300,000. The paving component is being funded through a recent road bond, so this cost would just be for the drainage/green infrastructure components.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

The City will continue to seek grant funding for portions of this project but has not been successful to date.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: Drainage Utility GIS Upgrades **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

As part of the National Pollutant Discharge Elimination System stormwater permit, the City is required to improve its GIS database to facilitate the work associated with meeting the permit's requirements. The current GIS layers are fairly accurate, but changes have been made to the system that have not been captured in the GIS. Furthermore, better flyover data provides a better basis for confirming data accuracy.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Improvement of operating efficiency

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

No.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium/low

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

A guesstimate for this project is $100,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

This would likely be funded via the general fund (free cash), unless grant sources became available.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

Not applicable.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: I/I Investigations and Improvements **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The project request includes funding for I/I investigations or improvements not funded under the MWRA Local Financial Assistance Program. Work may include, but not be limited to, additional CCTV, smoke testing, dye testing, building inspections, CIPP lining, short lining, and open cut pipe repairs.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Excessive infiltration and inflow (I/I) into the City's sewer system increases sewer rates. The MWRA LFAP for I/I work provides some funding, but in order to continue the identification and reduction of I/I, additional funding is required.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The City's sewer asset management plan includes the reduction of I/I.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This funding is a priority to help reduce sewer rates for customers.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Estimated $250,000 to supplement MWRA grant/loan funding

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$250,000 from the Sewer Enterprise fund free cash.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: Ell Pond Drain Relocation **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The old drain outlet from Ell Pond presently goes under buildings on public and private property, including the former Caruso's Pizza building at the corner of Main Street and East Emerson Street. Relocation of this drain would make the currently vacant property more attractive and feasible for redevelopment.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Improvement of operating efficiency – this project promotes redevelopment, thus increasing tax revenue

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

A study was conducted by CDM Smith pertaining to this project. This project has the support of the Mayor's office due to the economic development benefits of being able to redevelop the subject property.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium priority given present interest in the property

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The CDM Smith report identified the planning level cost to be $481,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

The funding source for this project is uncertain. It's possible it could be funded through a public-private partnership with future owners of the vacant building noted above, to allow for redevelopment. Grant funding is also being sought and may require a City match.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

Not applicable

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: Cemetery Digitization Completion **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The City has been undertaking a data digitization project at Wyoming Cemetery through which all hard copy burial cards are being scanned and attached via GIS to their respective parcels. This will eventually facilitate cemetery operations and also allow for a public interface whereby people can find burial information and locations easily online. This project has been ongoing for the past couple of years but will require additional funding for completion and implementation into day-to-day operations.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Improvement of operating efficiency – this project will substantially improve the operating efficiency of the Cemetery Division both now and in the future.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

This project is not part of a formal study but has been an ongoing initiative that has had enthusiastic support from the Cemetery Comission.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This project is a medium priority.

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$80,000 estimate to complete the project

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

This project is proposed to be funded via the general fund (free cash), unless applicable grant funding be obtained.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: Water Bottle Filling Stations at Parks **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would fund the addition of water bottle filling stations at select parks and playgrounds.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Protection and conservation of natural resources – reduces single-use bottle use by providing locations to fill reusable water bottles, and also promotes public health by providing access to water in place of other drinks.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

The Mass in Motion program has identified the desire to have water bottle filling stations at parks and playgrounds, to promote health and wellbeing.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

This project is guesstimated at $40,000 to provide five water bottle filling stations, based on the need to tap water mains and bring service to the desired locations.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

This project could be funded by the general fund (free cash), or grant funding could be sought.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

Not applicable.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Lebanon St. TIP Construction **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Scope of Work includes any ineligible costs incurred during construction of the Transportation Improvement Program (TIP) funded Lebanon Street Complete Streets Improvements.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Funding supplements construction costs paid by federal program.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The proposed roadway improvements align with the City's Complete Streets Plan, including improvements for pedestrians and cyclists.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Some minor improvements may be considered ineligible under the TIP program. In the interest of cost effectiveness, the City may choose to construct those improvements as part of the larger project.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

This funding request is for $100,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

This request could be funded from Free Cash and would not be needed until the project is under construction. At the earliest, construction would start in FY2024.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: Friends Parking Lot Rehabilitation **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Friends municipal parking lot is in need of repaving. The lot is approximately 47,000 square feet and contains approximately 90 parking spaces. A green infrastructure component could be considered to improve the treatment of stormwater from the lot as part of this project. The parking lot has recently been restriped to create more even parking spaces. This striping would be painted again if the lot was freshly paved.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Deteriorated facility
- Protection and conservation of natural resources (green infrastructure – improvements to stormwater quality)

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

Green infrastructure was identified as a priority in the Natural Hazards Mitigation Plan and the Municipal Vulnerability Preparedness program, both of which were approved by the Mayor and BOA.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium priority

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Based on the current bid prices with our on-call paving and sidewalks contractor, this project is very roughly estimated at $150,000 without the green infrastructure component, or $250,000 with stormwater treatment incorporated.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

There was some discussion of possible state earmark funding for this project, although these funds do not seem to have been received.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

Not applicable

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Public Works **Prepared By:** Elena Proakis Ellis

Project Title: Salt Shed **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The salt shed located at the City Yard needs to be replaced. It was built in 1974. It has been repaired numerous times over the years. Most recently it was damaged by strong winds in March 2018. Wind damaged a large portion of the roof. The wooden sides of the buildings are rotted and warped. This building is critical to snow operations. The building is unsafe and requires immediate attention. Solar panels are also proposed to be added following replacement.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk to Public Health and Safety
Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

This building was identified as a top priority in the last CIP process.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Highest

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$1,700,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.
Bonding

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: High School Elevator Rehab **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

We have two failing elevators at the high school that require rehabilitation. The design and construction is estimated to cost roughly $340,000 including design services.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk to Public Safety and Health
Deteriorated Facility
Systematic Replacement
Equitable Provision of Services, Facilities

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

No

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Highest

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$350,000, based on estimated $50K design and $300K construction with knowledge of current construction market for this type of work

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Possibly free cash; seeking earmark funds for some portion as well

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW-Facilities/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: Facilities Computerized Maintenance Management System (CMMS) **Date Prepared:** 12/7/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The facilities division of DPW needs to have a system to track maintenance and repairs of equipment throughout all municipal buildings and schools. With all of the added HVAC equipment (e.g., HEPA filters) and other recent facility upgrades, we need a systematic way to track preventative maintenance and repairs and to catalog what equipment we have and where.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Operating Efficiency

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

No

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$100K

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
It would be helpful to have this in place before we continue with major rehabilitation projects in facilities, to enable us to track all new equipment and preventative maintenance schedules from the beginning.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Fire **Prepared By:** Proakis Ellis, Elena

Project Title: Fire Station HVAC **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Engine 1 HVAC system replacement for the second floor.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$35,000 based on quotes

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Requesting ARPA funding

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None (needs to be completed now, in advance of any larger public safety building changes)

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/POLICE/FIRE **Prepared By:** DPW/OPCD

Project Title: PUBLIC SAFETY FACILITY UPGRADES **Date Prepared:** 11/30/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

All four public safety facilities, including the police station and three fire stations have reached the limit of their program and useful space to accommodate the needs of the departments they currently house. The facilities have become outdated, unsafe, non-code compliant, not energy efficient, undersized, and require repairs. As such, the Public Safety Building Committee commissioned a feasibility study of the current facilities and options for renovation and/or replacement.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk to Public Safety and Health
Deteriorated Facility
Improvement of Operating Efficiency
Coordination of Police and Fire Department functions
Protection and Conservation of Resources
New or Substantially Expanded Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

The Public Safety Building Committee commissioned a Feasibility Study and Assessment that was completed in June 2017 by Dore & Whittier Architects. This initiative is being continued with a new committee formed by the Mayor's office in FY22 which will guide the future decision-making process.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$32,558,000 in 2017 dollars

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match. Borrowing/debt exclusion vote anticipated to be needed

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: MHS Loading Dock Lot Repairs **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Repaving of the deteriorated loading dock parking lot at the high school, adjustment of the curb cut, and repainting of lines to accommodate more parking spaces.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$45K

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: MHS/MVMMS Courtyard Rear Stairs **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Repair concrete stairs and railings in the MHS/MVMMS courtyard on the Melrose Street side due to significant deterioration.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$65K, based on similar work performed recently in the front of the school

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Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: School Asbestos Tile Remediation/Removal **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Franklin, Horace Mann, Winthrop, Hoover, and possibly MHS have asbestos floor tiles that require frequent attention and abatement when they become disturbed. It is important to replace tiles that could become friable, releasing asbestos particles. The DPW would prefer an annual capital outlay to chip away at this issue each summer in the highest needs areas.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk to Public Safety and Health
Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

Abatement of hazardous materials is a priority in the City's planning documents.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$100K/year for five years ($500K total), based on pricing during summer 2021

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This project would not apply if a larger renovation was scheduled for a school, such as the Winthrop.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: MVMMS Settling Study and Associated Interior Repairs **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Fund an engineering/architectural firm to review the settling issues at MVMMS in the main lobby, gym floor, boiler room hallway, exterior front steps and walkways. Proceed with select repairs in most critical areas.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk to Public Health and Safety
Deteriorated Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium-High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$150K

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Senior Center **Prepared By:** Proakis Ellis, Elena

Project Title: Milano Center Exterior Repairs **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

There are rotting boards on the exterior of the Milano Senior Center that require repair in order to protect the interior. Water is getting in at some locations.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$35,000 guesstimate based on other recent projects and pricing

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: Winthrop School Flooding at Modular Connection **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Address flooding issues at the connection between the main school and the modular. This may just be a matter of increasing the capacity of the drainage system and the grades in the immediate vicinity.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Improvement of Operating Efficiency

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$30,000 guesstimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: High School Bathroom Renovations **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The high school bathrooms were built in 1974 and many have original fixtures. Upgrades are needed to reflect the needs for gender neutral bathrooms, separation of stalls, accessibility, efficiency, and modernization. With 1,000+ people in the building on a daily basis, the bathrooms get constant use.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement
Equitable Provision of Services

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The HS bathrooms have been identified as a need by the Mayor on many occasions.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$150K final design/bidding, $1.2M construction (rough estimate)

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools (SEEM) **Prepared By:** Proakis Ellis, Elena

Project Title: Ripley School Roof Replacement **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Replacement of the Ripley School roof

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$350,000 guesstimate, but will be receiving better cost estimate from design consultant, which has been approved via free cash in 2021

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: Melrose High School Space Study/3rd Floor Renovation **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project involves studying the ability to create additional classrooms in the high school to accommodate upcoming class sizes. There would be a study phase, followed by a design and construction phase.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Equitable Provision of Services, Facilities
New or Substantially Expanded Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This has been identified as a need in all school demographic studies.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$5M was estimated in prior round of CIP. Study would be completed sooner and is estimated at $100K.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD; Study could be completed with free cash

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Fire **Prepared By:** Proakis Ellis, Elena

Project Title: Fire - Engine 2 Plumbing/HVAC Improvements **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Engine 2 plumbing and HVAC equipment is outdated and requires replacement

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

TBD

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This work needs to be considered in the context of any larger public safety building changes

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: School District HVAC System Evaluations **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Evaluation of the HVAC systems at all Melrose schools to evaluate equipment useful life, recommendations for future replacements and costs, efficiency upgrades, and the ability to retrofit buildings with air conditioning.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement
Equitable Provision of Services
Protection and Conservation of Resources

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

Energy efficiency is a priority of the Net Zero planning and air conditioning has been identified as a need in the Municipal Vulnerability Preparedness and Hazard Mitigation Planning processes.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium-High (study is high but construction phasing can be determined after)

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$250,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Public Works/School Buildings **Prepared By:** Elena Proakis Ellis

Project Title: Roosevelt HVAC Controls Upgrades **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Similar to the Lincoln HVAC controls project that we completed last winter. This project would allow better and more efficient controls. HVAC System installed 2003 and outdated. Increased usage after hours makes the controls more important.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement
Improvement of Operating Efficiency

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium-High

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$325,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: Lincoln School HVAC Controls **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Lincoln School HVAC control valves, variable frequency drives, and pumps require replacement.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$300,000 guesstimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: MVMMS Air Conditioning Retrofit **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Addition of a rooftop air conditioning unit at the Middle School. The school was built to accommodate the addition of this unit.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

New or Substantially Expanded Facility
Equitable Provision of Services, Facilities

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The addition of air conditioning at locations that may be used as shelters or provide heat relief was a priority identified in the Natural Hazards Mitigation Plan, approved by the City Council and Mayor.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$800K

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: Replacement of Electric Heater Contactors/Controllers **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Replacement of failing electrical heater components in the MHS HVAC system

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium-High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$80,000, rough estimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Elena Proakis Ellis

Project Title: Lincoln & Roosevelt Fire Panel Replacements **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The fire panels at the Lincoln and Roosevelt are approximately 17 -20 years old. The Simplex system is outdated and parts are difficult to find.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement
Risk to Public Health and Safety – communication to Fire Department.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium-High

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$100,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/COA **Prepared By:** Proakis Ellis, Elena

Project Title: Milano Center Driveway Lighting **Date Prepared:** 12/14/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The COA is interested in having street lights installed along the driveway into the Milano Center, to make it easier to see for drivers and pedestrians coming to events at the Milano and the Beebe. This requires underground conduit, light posts, and connection to existing electrical utilities.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Expanded facility (never had lights in this location before)

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None known

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$40,000 guesstimate based on similar work performed by our street light contractor and excavation contractor

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Elena Proakis Ellis

Project Title: Winthrop/High School/City Hall Exterior Masonry Project **Date Prepared:** 11/30/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Winthrop School, High School and City Hall are in need of extensive amount of exterior masonry work – repointing joints and exterior façade. In 2019 our masonry contractor repointed the Ashcroft entrance to the Winthrop School, the cost was $60,000. ($30,000 from FY19 and $30,000 from FY20.) These types of expenditures are too large for our facilities operating budgets. Some work was accomplished with free cash at the HS in summer 2021, but there is more work to be done at these locations.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk to Public Safety or Health

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$400,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: MVMMS Backup Generator **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Providing emergency backup power for the Middle School.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

New or Substantially Expanded Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

Identified in the Hazard Mitigation Plan approved by the Mayor and Council since the school can be used as a shelter

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

TBD

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: School LED Lighting Upgrades **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

We have performed some LED lighting upgrades but need to do more. The High School, Middle School, Hoover, and Franklin have not yet been completed. All other schools are done.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Systematic Replacement
Improvement of Operating Efficiency
Protection and Conservation of Resources

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

Energy efficiency is a goal of the City's master plan and Net Zero energy planning, supported by the Mayor's office

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$200,000 per year for 3 years ($600,000 total)

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

We have used a combination of Green Communities and other grant funding along with City funds. We should continue to explore outside funding sources in addition to City sources.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM
Capital Improvement Project Request Form

Department: DPW/OPCD **Prepared By:** Elena Proakis Ellis

Project Title: Beebe School Renovations **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Based on the 2021 work performed by Tappe Architects, this project involves renovation of the Beebe School to create a functional and code-compliant learning environment, as well as exterior improvements.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

The project meets essentially all CIP Evaluation Criteria, particularly Deteriorated Facility, Improvement of Operating Efficiency, Coordination, Equitable Provision of Services/Facilities, and Protection and Conservation of Resources.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

The project was endorsed by the community overwhelmingly through the approval of the general tax override in 2019, although the needs have changed with the completion of the modular kindergarten classrooms and present enrollment numbers. The project need is now being driven by the need for expanded accommodations at the elementary level and will be discussed further.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium-high

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$9M - $14M based on evaluation by Tappe and detailed cost estimate at 2021 prices

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Would require bonding

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Public Works/School Buildings **Prepared By:** Elena Proakis Ellis

Project Title: Franklin School Windows and Roof **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Franklin School windows are in similar if not worse condition as the windows that were replaced at the Hoover School in 2016. The roof requires replacement, and design money was allocated via free cash in 2021.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk to Public Health and Safety
Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$2,500,000, rough estimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

We hope to apply for MSBA Accelerated Repair funding for windows and roof at the Franklin School, which would require a City match of approximately 50%.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Public Works **Prepared By:** Elena Proakis Ellis

Project Title: City Yard Renovations **Date Prepared:** 11/30/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The two buildings in the rear of the City Yard need to be renovated or rebuilt. The old fleet garage roof has failed and has structural damage. There is a need for storage, parking and a larger recycling area. The entire site would benefit from a master plan to guide future decisions and phase improvements to protect assets within the buildings.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium priority for master plan, long-term need for construction

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$150,000 master plan & preliminary design; $1.5M final design & first phase of construction guesstimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Elena Proakis Ellis

Project Title: Winthrop & Franklin Electrical Upgrades **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

With the increasing amount of electronics (Smartboards/phones/chromebooks/air conditioners), the Winthrop and Franklin will need the electrical panels upgraded or added.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$250,000 per building, $500,000 total (guesstimate)

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

A larger renovation at the Winthrop would eliminate the need for this project. This project also requires for the HVAC studies to have been completed in advance, to identify electrical needs.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Public Works/School Buildings **Prepared By:** Elena Proakis Ellis

Project Title: Heating Projects **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The boilers and unit ventilators at the Hoover, Winthrop and Franklin are very old and will need to be replaced in the near future. The Hoover's boilers were installed in 1963. The Franklin's boilers were installed in 1964 and the Winthrop boiler was installed 1999. The second boiler at the Winthrop was replaced in 2021 using operating funds.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$900,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

If a large scale project is undertaken to upgrade a school, such as the Winthrop, this project would not be undertaken as a separate initiative.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Public Works/School Buildings **Prepared By:** Elena Proakis Ellis

Project Title: School Window Treatments **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The High School, Franklin, Winthrop, and Horace Mann need window treatments/shades. The window treatments are needed to shade the sunlight, temperature control, and security and safety protocols.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.
$350,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Small amounts can be paid thru the yearly budget, but larger expenditures would need a different funding source.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: Recoat Roof and Reglaze/Replace Skylights at Lincoln School **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The roof at the Lincoln School should be recoated with a 20-year product, and the skylights need to be replaced or reglazed. Solar panels can be considered following this work.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None other than solar panels for meeting Net Zero goals

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$300,000 excluding solar panels

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: Lincoln School Rooftop Chiller Replacement **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Replacement of the rooftop chiller at the Lincoln School. It is undersized and cannot cool the whole building.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement
Improvement of Operating Efficiency
New or Substantially Expanded Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$325,000, guesstimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
Would need to be coordinated after the roof project.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: Recoat Roof at Roosevelt School **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The roof at the Roosevelt School should be recoated with a 20-year product. Solar panels can be considered following this work.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None other than solar panels for meeting Net Zero goals

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$300,000 excluding solar panels

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Fire **Prepared By:** Proakis Ellis, Elena

Project Title: Fire - Engine 3 Roof Replacement **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The roof at Engine 3 is in need of replacement to protect existing building infrastructure.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium-Low

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

TBD

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This project needs to be considered in the context of any large scale changes to the public safety facilities.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Public Works/School **Prepared By:** Elena Proakis Ellis

Project Title: HS/MVMMS Parking Lot Reconfrig **Date Prepared:** 11/30/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The High School and Middle School parking lots need to be expanded and reconfigured. There is a need for more spaces for students and staff. The back parking lot, Knoll, loading dock and front parking lots need to be expanded. Reconfiguring and paving of the knoll has been moved into the Ell Pond Park Rehabilitation project. The parking lot projects may also ultimately be connected to solar canopy projects if they ever become viable.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
New or Substantially Expanded Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Low

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$400,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/OPCD/Schools **Prepared By:** Denise Gaffey OPCD

Project Title: School Facilities Master Plan Study **Date Prepared:** 2/24/2022

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The recent Feasibility Study effort around the Beebe Elementary School has highlighted the need to perform a comprehensive assessment of all school facilities to better understand how existing facilities can be used in an optimal way to best serve the current and future needs of Melrose students. A comprehensive district-wide evaluation was last performed in 1997 by HMFH Architects. That study was instrumental at the time in positioning the City and School Department to embark on a capital campaign for new school facilities, and resulted in the Lincoln Elementary School Renovation and Addition (2000), the new Roosevelt Elementary School (2002) and the new Melrose Veterans Memorial Middle School (2007). Other important capital projects in school facilities that have been performed in recent years include the series of investments in the Melrose High School (Science Labs, Learning Commons, Guidance and Admin upgrades, Roof replacements and HVAC upgrades), the upgrades to the Horace Mann Elementary School and the Modular Classroom additions at the Winthrop and Hoover Elementary School. These projects addressed enrollment challenges and obsolete facility needs at the time, but the needs and challenges that confront the district today—25 years after the last Facility Master Plan Study--require a new, comprehensive evaluation. This study will assess existing physical conditions at each of the City's eight school facilities, review their adequacy to house anticipated student enrollment over the next 20 years and make recommendations for necessary renovations and reconfigurations in line with desired educational outcomes. The study will also help identify the priorities for pursuing grant funding for capital construction projects through the Mass School Building Authority.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Improvement of Operating Efficiency
Coordination with other School Facility Projects
Protection and Conservation of Resources
New or Substantially Expanded Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

N/A

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

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Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$125,000.00 Estimate based on review of similar efforts and discussion with architect familiar with these projects.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

To be determined

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

This Study is linked to several CIP Projects including the Beebe School Renovations, the High School Third Floor Renovations and several miscellaneous school facility repair projects.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Fire **Prepared By:** Chief Collina

Project Title: Front-Line Firefighting Apparatus **Date Prepared:** 11/16/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Replace 2010 Seagrave Pumper. This piece is 3 years past the useful life as front line firefighting apparatus, and should be placed into reserve apparatus which will extend its usefulness, not running on an everyday basis. According to NFPA standards, replacement of front line apparatus is recommended to be 10-12 years of front line service, with a good preventative maintenance program. If we continue to run this piece at the pace that it is currently running as, we know from past experience that we will expect increased maintenance costs on it.

Replace 1999 Ford F-350 Pickup Truck. This vehicle is used as the Fire Department's forestry/brush-truck. It is used to fight fires deep into the wooded areas of Melrose as well as plowing the Fire Station ramps in the winter.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk of Public Safety or Health
Systematic Replacement
Improvement of Operating Efficiency
Protection and Conservation of Resources

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

N/A

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High Priority

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Quoted:
$720,000 – Seagrave Pumper
Guesstimate:
$50,000 – Ford F-350 Pickup Truck + $5,000 – Front End Plow + $? Emergency Lights

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Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

No grants are available at this moment for funding

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Fire **Prepared By:** Chief Collina

Project Title: Fire Command/Staff Vehicles **Date Prepared:** 11/16/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Replacement of the Fire Chief's car & Fire Prevention vehicle. These two vehicles play a crucial role in establishing mobile command posts at a variety of incidents in the City of Melrose.

The unreliability of the Fire Chief's car has become a chronic issue and impacts safety at emergency incidents. If the Fire Chief is unable to arrive at the scene of an emergency in a timely fashion, this potential delay could impact the safety of firefighters and civilians. The roof still leaks when it rains and continues to have transmission issues. The vehicle is not large enough to store fire protective gear and accommodate a proper command work station in the rear of the vehicle. A dependable, larger vehicle will allow the Chief to arrive on scene with the fire apparatus, set up and operate a proper command post, and direct and coordinate the activities of emergency incidents, increasing the overall efficiency of the operation.

The Fire Prevention vehicle serves as a multi-purpose vehicle; code enforcement, fire investigation unit, and safety officer at fire scenes. This vehicle carries tools used in investigations and canisters for collecting evidence. The current vehicle is 9 years old and has over 205,000 miles.

Replacement of the Fire Alarm Bucket/Utility Truck.

This vehicle is used to maintain our municipal fire alarm system, street lighting, and traffic signals throughout the City. The current vehicle is 23 years old and has been plagued in the past with significant mechanical issues. In addition, the vehicles body and framework is starting to rot/rust due to the age of the vehicle.

The unreliability of our aged and unreliable vehicles has the potential to affect firefighter and public safety.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

N/A

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Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High Priority

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Previously Quoted:
$60,000 per vehicle x 2 = $120,000 – Fire Chief and Fire Prevention Vehicles
$132,748.00 – Fire Alarm Bucket/Utility Truck

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

No grants are available at this moment for funding

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Fire **Prepared By:** Chief Collina

Project Title: Self Contained Breathing Apparatus **Date Prepared:** 11/16/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

SCBA Equipment Replacement.

Our current Self Contained Breathing Apparatus (SCBA) Paks are aged out and no longer covered by warranty. Our air packs are used for firefighting incidents, hazardous material incidents, elevated carbon monoxide incidents and confined space incidents. The air packs are failing annual flow testing which requires repairs/maintenance multiple times a year. The Fire Department is spending thousands of dollars annually to repair/maintain our aged air packs.

The Fire Department also needs to replace and purchase 20 air cylinders (30 minute 4500 psi air cylinders). The cylinders the department currently holds have a useful life of 15 years, manufactured in 2008. These cylinders were tested for the last time this year and cannot be re-tested or repaired if needed. We are required under OSHA to Bench Test and re-certify all SCBA annually as well as Hydro Test all SCBA cylinders every five years.

This equipment is critical to the successful execution of our jobs.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk of Public Safety or Health

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

N/A

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High Priority

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Quoted:
10 SCBA air packs @ $5,395.00ea. = $53,950.00

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20 SCBA cylinders @ $895.00ea. = $17,900.00

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

No grants are available at this moment for funding

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Fiber Optic Network Upgrade Project **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project is being submitted on behalf of the IT, Fire and Police Departments.

This project is absolutely necessary to sustaining radio communication for public safety. Verizon is terminating all copper lines in Melrose as they have done in other communities in favor of their fiber optic network. Several of our radio towers are fed by these copper lines and need to be replaced. This is easily done by connecting them to our existing fiber optic infrastructure however, we would need to extend some fiber out to new locations such as the M/W Hospital, 2 Washington Street, 1 Nason Dr and 101 Cottage St. For the City, this project would connect the Wyoming Cemetery building and Pine Banks Office building In addition to these new locations, this upgrade would create redundant loop paths through the City which is needed for public safety to ensure uptime. For example, with our current system, data that goes to a radio tower would be disconnected if a car takes down a pole on the street and breaks our fiber optic line. With a loop, that data can get to the tower through the loop fiber that is run on different poles.

Currently, there is no tower on Washington St. causing a "Dead Zone" where Police and Fire and hear radio but not call into the station. This is near the Oak Grove area.

We need to do this prior to purchasing the radio equipment needed for the upgrade needed this year.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This project is a non-recurring rehabilitation of an existing asset over $25,000

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This project is part of a study to analyze the Fiber Optic Network connecting all city and school building and a fiber design by Comm-Tract, a state contract vendor for Fiber Optic Installs.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The budgetary cost we received from Comm-Tract includes some sites that we will not need to connect. Once these are removed and an additional site added (Cottage St), the total cost of the project will be approximately $270,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$120,000 from Capital and $150,000 from already allocated budgetary IT Capital funds in ORG 019303 and held FY2021 POs

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This is a stand-alone project but could be combined with a Police and Fire Radio upgrade project. This project would need to be done before the radio project otherwise you would run into a "cart before the horse" scenario.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT/Schools **Prepared By:** Ellis, Neal

Project Title: Camera Replacement - MVMMS **Date Prepared:** 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace the B&W cameras that were installed when the building was constructed. These cameras are old, their quality has diminished and they are dying. The external cameras are in the worst shape. Most of the images retrieved from these cameras is blurred or non-existent. They no longer function as intended. This causes many problems for the principal or police if they need to monitor or retrieve camera footage

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This project is a non-recurring rehabilitation (i.e., something which is infrequent and would not be considered annual or other recurrent maintenance) or major repair of all or a part of abuilding, its grounds, or a facility, or of equipment, provided that the cost is $25,000 or more and the improvement will have a useful life of five years or more. These cameras would last about 8 years before needing to be replaced again.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of a prepared study and cost evaluation however, a new quote would be needed given the rising cost of equipment and the length of time since the quote was given.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This project is a medium priority in overall IT projects but a high priority of the Superintendent.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$100,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$100,000 from enterprise funds unless there is a way to pay for this through Infrastructure bill or a grant.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This could be combined with a camera replacement project at the High School however, this project is a much higher priority.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Timeclock Upgrade **Date Prepared:** 11/24/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would upgrade our current timeclock system at the City Yard to a new system. The current system has been having problems recently due to its age. It is running on a Windows XP virtual desktop which has not been supported since April of 2014 and no longer receives critical security patches.

The current software simply logs the clock-in and clock-out of each employee and is not sophisticated enough to program in more complex time scenarios. Additionally, all of the data clocked-in is not immediately transferred over to Munis for payroll. It is taken out and printed out then manually entered into Munis. All of this can be automated by recording the time straight into Munis and calculated simplifying the whole process. The new software would have the capability of seamlessly moving this data within Munis instead of faxing or scanning paper timesheets around. Also, it would allow any employee to see their time in the Employee ESS web console on a daily basis.

This timeclock project is a dual-effort with DPW and is being submitted on behalf of both IT and the DPW by Neal Ellis and Jim Troup

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a one-time cost that is rehabilitating a current asset. It will be above $25,000.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is not part of a study but is addressing an immediate need of the DPW

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority and should be placed in a manner to replace this equipment in the coming year. There are a lot of people who depend on this system and we don't want to be left without it if it fails.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$40,000 - Estimate based on prior software modules from Tyler

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$40,000 from General Fund or Capital

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
No

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Printer Replacement - Schools **Date Prepared:** 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace all of the printers in the School District.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

The average printer in the school district is over 13 years old. They are at their end-of-life and are currently costing us more on our printer maintenance contract due to their age. I have more information on an analysis of the printers in the District.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of a quarterly study we do of the printers in our fleet which are maintained by Toshiba.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High, we need to get these printers swapped out

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$151,300 - Franklin - 6 Printers (6 x $850), Horace Mann - 9 Printers (9 x $850), Winthrop - 8 Printers (8 x $850), Hoover - 12 Printers (12 x $850), Lincoln - 10 Printers (10 x $850), Roosevelt - 16 Printers (16 x $850), High School - 51 Printers (51 x $850), Middle School - 66 Printers (66 x $850)

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$151,300 from unknown funds

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** ELLIS, NEAL

Project Title: Camera Replacement - Roosevelt School **Date Prepared:** 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace approximately 4 cameras and possibly install 1 or two aditional in and around the Roosevelt School and replace the cabling to each camera with network cable. These would be run back to the server room.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This project is a non-recurring rehabilitation of existing equipment in the Roosevelt

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is based on former prices I have received for cabling and camera installation in similar circumstances.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a medium priority

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$25,000 from unknown

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$25,000

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This project could be linked to the MVMMS camera project

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** ELLIS, NEAL

Project Title: PD Internal Cameras Replacement **Date Prepared:** 11/30/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would be to replace the current 10+ year-old equipment currently at the Police station.

These cameras are analog and grainy. Several of them are black and white and the resolution was not good when they were installed. Improving this picture would be crucial to operations within, and for monitoring parts of, the station.

There are currently two internal camera systems in the Police Station that are not tied together nor is one system tied to the City camera system through the network. One system is tied to the network via analog to digital streamers which fail regularly and need to be rebooted. The other system is for cell monitoring is works on a closed circuit camera box. This project would bring both of those systems into our city-wide system for camera video footage recall and backup. Also, this would allow for one window through which dispatch could view operations.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a one-time cost to rehab an existing asset or assets. It is $25,000 and will not recur within 5 years. It will need to be replaced within and estimated 10-year period.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This project is part of a study of all camera and security systems within the City.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a medium to high importance project. It is possible that one of these systems could die soon. It also standardizes camera access throughout the city.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$25,000 estimated cost is from past projects of this type and the cost of the kind of cameras that would be needed for the installation. This would also include software licensing for the recording server and labor to install the cameras.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$25,000

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This project could be linked to any of the other camera replacement or new installation projects.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Switch Refresh **Date Prepared:** 11/24/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace the network switches throughout the city and schools. Our current fleet of networking gear is 6 years old. Most networking gear is made to be run for 7 years at a maximum before failures in the equipment begin. They all having running fans which run continuously for the time that they have been in operation. They will fail and the equipment will overheat and no longer work. We could split this into 2 phases where we do all of the school buildings in 2022 and the city buildings in 2023 or vice versa. This could be pushed to 2023 and 2024 but that is the latest we could get these units swapped out.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This project is a non-recurring cost that will take place in more than 5 years.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This project is part of a study of IT equipment as a whole and when it needs to be replaced as part of an ongoing replacement cycle.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority next to all of the projects since this is the backbone of our infrastructure. If it fails, everything that depends on it will fail i.e., computers, wireless servers, vpn etc.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The project is estimated to cost roughly $414,000 based on the current price of switches times the number of switches we have. We may need some switches that are more expensive in some places or less expensive in some which is to be determined.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$414,000 from unknown funds

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This could be on its own or split into two projects.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Lab Upgrade - HS Science Rooms - 115 PCs **Date Prepared:** 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace the 115 PCs in the Science classrooms at the High School. It is a little unclear at this time whether or not all of the PCs would need to be replaced.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

These PCs are 8 years old and no longer able to run a modern Operating system such as Windows 10 or 11 and no longer receive security updates from Microsoft making them vulnerable to cybersecurity attack

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of an overall study of computer equipment lifecycles in the City and Schools

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$115,000 (115 PCs x $1000/PC). This may be less as indicated above.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$115,000 from unknown funds

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This can be tied into the replacement of PCs in the Middle School and/or High School labs.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis`, Neal

Project Title: HS Lab PC Upgrade Project **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Replacement of the PCs in HS Room 312 CAD computer lab (PCs are 8 years old) 30 Units
Replacement of the PCs in HS Room 302 computer lab (PCs are 8 years old) 30 units
Replacement of HS LC PC Lab 10 units.
Replacement of HS Laptop Science Cart 30 Units
Replacement of the Apple Macs in the Video Editing Lab and Studio: 9 x $2,000/iMac
All of the computers except for the iMacs are depended on to teach classes in these labs. Currently, they are running Windows 7 which is no longer supported and does not get security updates any longer making it vulnerable to attack by malware. These PCs are far too old to be updated and are between 6-9 yrs old. The iMac lab is running several iMacs that will no longer have updates in a year and a few that have already reached their end-of-life for support and are a cybersecurity risk. The laptops in the science cart will be 7 years old at the end of this school year

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This project is over $25,000, is not recurring within 5 years and a rehab of an existing asset.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This project is part of a study of the entire school and city computer assets and replacement cycle.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is very important

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$116,000 based on equipment general prices and quotes from the manufacturer in the case of the iMacs. There would be 100 PCs at $1,000/PC and 9 iMacs at $1,949-$2,000 These are based on an outright purchase but could be rolled into a lease.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Capital funding

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This can be linked to the purchase of the MS Lab replacement project or the HS Science room PC Replacement Project

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Lab Upgrade - Middle School **Date Prepared:** 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Woodshop PC Replacement 27 PCs
4th Fl Computer Lab - Jodi Miles 25 PCs
Library Lab 3rd Fl 25 PCs

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

These labs have PCs that are past their end-of-life and need to be replaced in order to allow them to function with modern applications and run Windows 10 or 11 which include security fixes needed to ensure cybersecurity/

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of a study of all computer equipment in the City and Schools.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$77,000 based on the number of PCs * $1000/unit

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$77,000 unknown funds

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This could be combined with the project to replace the lab machines at the High School

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT Schools **Prepared By:** Ellis, Neal

Project Title: High and Middle School Telephone Project **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace all of the phones, phone servers and phone routing equipment at MHS and MVMMS. The current Cisco VoIP telephone maintenance contract costs more than it would cost to replace the system. We no longer have a maintenance contract for the phones because of the cost. Additionally, the servers that run the system are now 8 years old and cannot be relied on to keep running. The equipment routing the calls at the two buildings is also that same age and none of it is supported any longer.

This change would give a significant savings in phone line consolidation and move to a much cheaper phone connection. I would estimate that the new phone bill with long distance would be under $700/month.

Additionally, Verizon has been unable to correct the location of the 911 calls being made from each building. We worked with them for years to try to get this fixed and it was never fixed. We spent enough time that we could have replaced the system. This problem would also be corrected at the Hoover, Franklin, Winthrop and Horace Mann schools.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a replacement of a current asset that is non-recurring over $25,000

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of a study of the entire school and city telephone systems.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a High priority since it impacts student safety

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$70,000 based on previous VoIP work completed using the same equipment.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$70,000 from Captial

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This is a stand-alone project

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Projector Replacement - District-wide **Date Prepared:** 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace the remaining projectors throughout the school district with wall-mounted ultra-short-throw projectors with interactivity and wireless connection.
The projectors in these buildings are over 12 years old and reached end-of-life 5-8 years ago. We are replacing bulbs in them but many are dim. Additionally, this project would replace the SmartBoards that are in the classrooms with the interactivity of the new projector. All of the SmartBoard features are now built into the projector so we can use a standard whiteboard with them.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This would be a non-recurring project for capital rehab.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This project is part of a study of the school district to consider the age of all projectors and equipment and determine a lifecycle and replacement schedule.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$704,000 based on the current cost of outfitting a room with a projector, a new whiteboard in place of the old whiteboard and a soundbar or speakers. Sometimes this will include a replacement amplifier to replace the current models which are bulky and around 15 years old and purchased with the building in the case of the Middle School

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$704,000 from free cash?

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
No

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Wireless Upgrade Project **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Our current wireless system, throughout the city and schools is a Cisco system with 358 Cisco Wireless Access Points (APs). These APs (these are the ceiling units), will no longer get security fixes in 04/2021 at which point they will be 8 years old. With wireless technology evolving at a rapid pace, we are already behind in the wireless technology needs of the schools and city. I am looking to upgrade the system by the summer of 2023.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a non-recurring purchase within 5 years. It is a rehab of an existing critical asset over $25k

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of an overall plan and study of current IT assets throughout the city and schools.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a very High importance for the end of the FY2023 and the beginning of FY2024

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Total cost of the project is $305,000. The source of the estimate is a budgetary quote from a vendor for the equipment and licensing. This is based on an outright purchase. We can lease this equipment over 3-5 years if necessary.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$305,000 from available free cash. All of the School wireless hardware is ERate reimbursable at 40% for a total of $122,000

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This would not need to be combined with another project however, it would help to have this done in conjunction to the switch refresh project.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Laptop replacement - 2025 District-wide 460 x $1,300 **Date Prepared:** 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace all of the current fleet of teacher and staff laptops at the school district. The current fleet was deployed in 2020 using CARES Act funding but will need to be replaced.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a non-recurring rehab of an existing asset that will occur every 5 to 6 years.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of a study that considers all of the IT equipment in the City and Schools and when it should be replaced

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium right now but High when approaching the deadline. This could be done in 2025 or 2026. I would worry about the battery life in the machines by 2026.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$694,000 - 496 Laptops x $1400/laptop (volume discount and would include 1 monitor per laptop

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$694,000 from unknown funds

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
We can break this one down into 3 years of upgrades

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT/Schools **Prepared By:** Ellis, Neal

Project Title: School UPS (battery backups) Replacement Project 2024 **Date Prepared:** 11/24/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace the Uninterrupted Power Supplies (UPS) that were first installed in 2018. They will be at their End Of Life (EOL) in 2024 and will need to be replaced around the school district. These UPSs are in every building and are used to regulate power into all of the equipment we have in Intermediate Data Feed (IDF) closets and Main Data Feed (MDF) rooms. they also provide battery backup power to the equipment in the event of a power outage. When equipment is powered off by loss of power (hard shutdown) and then powered back on, they can malfunction and/or be permanently damaged which is why we install UPSs between the wall outlet and the equipment.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a non-recurring rehabiliation

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of a study of all equipment in the schools and city to form a reliable replacement cycle.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This will be a high priority in 2024

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Capital

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$40,000 from Capital however 40% of this cost ($16,000) is reimbursable under ERate but we would have to spend the money upfront.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
Could be combined with the work to replace the switch gear in every school.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** ELLIS, NEAL

Project Title: Chromebook Replacement 2024-2025 - 800 CBs (800 x $250)

Date Prepared: 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would begin replacement of the current new fleet of Chromebooks in a phased approach where we replace the current fleet over three years. This would be the first year of replacement.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a non-recurring capital improvement however, we will need to begin this process every 4-5 years and a cycle of replacement lasts 3 years. this would be the first year of a 3-yr phased replacement at the schools.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is based on the Chromebook support lifecycle. The current fleet of Chromebooks purchased last year will be end of life and no longer obtain needed updates from Google and the manufacturer in Sept of 2026. At this time, they will no longer be able to run all web software that they will need to run, become increasingly more dangerous for cybersecurity, and no longer can be used for MCAS or WIDA online testing.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority as a project however, it will not be a high priority until 2024

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$200,000. This is based on 800 Chromebooks at $250/CB. This is assuming that 400-500 student will be using Chromebooks that they have purchased themselves.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$200,000 may be able to be obtained from a DESE grant. I have written grants for over $400,000 of Chromebooks in the last year and a half but those were mostly in response to the pandemic. It would be prudent to build this into an ongoing replacement budget. Otherwise we could lease the equipment for 6 years and purchase all of the equipment at once in the summer before the 2026-2027 school year.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** ELLIS, NEAL

Project Title: Chromebook Replacement 2025-2026 - 800 CBs (800 x $250)

Date Prepared: 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would continue the replacement of the current new fleet of Chromebooks in a phased approach where we replace the current fleet over three years. This would be the second year of replacement.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a non-recurring capital improvement however, we will need to begin this process every 4-5 years and a cycle of replacement lasts 3 years. this would be the second of a 3-yr phased replacement at the Schools

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is based on the Chromebook support lifecycle. The current fleet of Chromebooks purchased last year will be end of life and no longer obtain needed updates from Google and the manufacturer in Sept of 2026. At this time, they will no longer be able to run all web software that they will need to run, become increasingly more dangerous for cybersecurity, and no longer can be used for MCAS or WIDA online testing.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority as a project however, it will not be a high priority until 2025

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$200,000. This is based on 800 Chromebooks at $250/CB. This is assuming that 400-500 student will be using Chromebooks that they have purchased themselves.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$200,000 may be able to be obtained from a DESE grant. I have written grants for over $400,000 of Chromebooks in the last year and a half but those were mostly in response to the pandemic. It would be prudent to build this into an ongoing replacement budget. Otherwise we could lease the equipment for 6 years and purchase all of the equipment at once in the summer before the 2026-2027 school year.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** ELLIS, NEAL

Project Title: Chromebook Replacement 2026-2027 - 800 CBs (800 x $250)

Date Prepared: 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would begin replacement of the current new fleet of Chromebooks in a phased approach where we replace the current fleet over three years. This would be the third year of replacement.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a non-recurring capital improvement however, we will need to begin this process every 4-5 years and a cycle of replacement lasts 3 years. This would be the third year of a 3-yr phased replacement at the schools.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is based on the Chromebook support lifecycle. The current fleet of Chromebooks purchased last year will be end of life and no longer obtain needed updates from Google and the manufacturer in Sept of 2026. At this time, they will no longer be able to run all web software that they will need to run, become increasingly more dangerous for cybersecurity, and no longer can be used for MCAS or WIDA online testing.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority as a project however, it will not be a high priority until

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$200,000. This is based on 800 Chromebooks at $250/CB. This is assuming that 400-500 student will be using Chromebooks that they have purchased themselves.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$200,000 may be able to be obtained from a DESE grant. I have written grants for over $400,000 of Chromebooks in the last year and a half but those were mostly in response to the pandemic. It would be prudent to build this into an ongoing replacement budget. Otherwise we could lease the equipment for 6 years and purchase all of the equipment at once in the summer before the 2026-2027 school year.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT DPW Auditor's Inspectional Services Assessors Clerks **Prepared By:** Ellis, Neal

Project Title: Document Management Project **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would analyze the storage of documentation, help to organize it into material to be shredded, saved or scanned then scan the needed items. The scanned docs would then be housed in a cloud-based storage solution and software.

This is critical in the Inspectional Services department where they have run out of physical space to store plans and documents and retrieval is cumbersome. Their solution would be combined with an online submission form in order to submit plans electronically directly into the system without having to scan them from paper.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a non-recurring project that costs over $25,000. There would be an annual cost for use of the software and storage of the scanned items

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Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This was part of a budgetary quote given to us by Ricoh. Their price was very high and I think we could do better than the proposed price with another vendor. From what I can see, we would have at least $200,000 in material to scan but we could do a piece and pay for the software and do a little year after year.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is an important project. It is High given the state of the paper storage in the basement but it could wait a year

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Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$200,000 from budgetary quote from Ricoh.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$200,000 from Capital

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This would be a stand-alone project

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT Schools **Prepared By:** Ellis, Neal

Project Title: Camera Replacement - High School **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace the 45 existing cameras at the High School and install two additional cameras. The cameras will be at the end of their useable lifespan at that time and will need to be replaced. They will be over 10 years old at that time

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a replacement of an existing asset costing more than $25,000

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of an overall study of IT equipment through the schools and City

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Low

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$70,500 for new equipment, labor to replace each unit and adjust + programming and then attachment to the server and test. Given past quotes for similar work, I would estimate the average cost/unit to be $1,500/unit x 47 units.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$70,500 from Capital

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This project could be combined with the MVMMS Camera Replacement Project and/or the Roosevelt Camera Replacement Project.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT-DPW-Schools **Prepared By:** ELLIS, NEAL

Project Title: Security Camera project - City Yard and Franklin **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would bring the existing stand-alone camera system at the City Yard into the City System allowing for backup of data and recovery of the operating system if corrupt. We are also paying a lot of money for maintenance and repair of the separate system so this would make the system more stable. The police also do not have access to these cameras if there is an incident or to monitor. Additionally, the Franklin is the only school without network cameras. There is a small camera that is used to verify a person through the intercom but this is not recorded video nor does it have backup and recall or the ability for the Police to monitor it.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a non-recurring purchase over $25,000 that is a rehab of an existing asset

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of a study of current IT assets within the city and schools.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Low

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$45,750 for cameras, software licenses and labor to install. This is based on an outright purchase, baby!

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$45,750 from Capital funding

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This could be combined with the camera replacement at the Roosevelt School and/or the MVMMS camera replacement projects.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** ELLIS, NEAL

Project Title: Laptop Refresh Project - City Laptops **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace the current laptop fleet in the City. These will need to begin being replaced in 2025.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is for a non-recurring replacement of a current asset over $25,000. This will need to be funded every 5-6 years.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of an IT Study of equipment and replacement cycles

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Low right now

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$ 162,000.00 Source of the estimate is the going cost for a laptop when purchased in this number of units. If this was combined with the purchase of laptops from another laptop refresh project like for the schools

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$ 162,000.00 from Capital funds

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This project could be combined with the purchase of laptops for the Schools for one of the fiscal years.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Neal Ellis

Project Title: Cybersecurity Plan **Date Prepared:** 2-22-22

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The goal of this project is to create a solid set of cybersecurity policies and implement them. Find best management practices that we can use given our network and infrastructure. Ultimately create less of an attack surface throughout the City and Schools.

This project would allow for the hiring of a cybersecurity consulting firm to review our policies and practices and make recommendations for new policies and help us create them. This would be a proactive step toward mitigating potential cyber threats as they increase globally. $65,000 would be enough for the consultation and policy creation as well as an investigation and recommendations. Actual penetration testing and a deep dive into the network/protocols/technology, wifi penetration and social testing would not be included in this kind of assessment. We have had those assessments about 3-4 years ago but we do not have the staff to implement those changes.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Required for insurance and by rating agencies.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

NA

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

FY23: $65,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Possibly ARPA funds

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/ Parks **Prepared By:** Bell, Joan

Project Title: Ell Pond Feasibility Study **Date Prepared:** 12/8/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

upgrade to fields, parking lot, trails and water quality

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Equitable Provision of services and facilities

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

yes, in progress

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

B

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$10 Million

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

10 Million

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
The Feasibly Study findings.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Parks/ DPW **Prepared By:** Bell, Joan

Project Title: Fred Green Replacement Fabric **Date Prepared:** 12/8/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Replacing approximately 83,528,00 sq. ft. of turf fabric. Fred Green was installed with a ten year life expectancy

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Systematic replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

no

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

B

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$600K see attached

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$600K

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
No

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PRICING PROPOSAL

FieldTurf® A Tarkett Sports Company

MELROSE MIDDLE SCHOOL

October 22, 2021

FieldTurf USA, Inc. is pleased to present the following proposal. FieldTurf pricing is based on the Sourcewell contract (formerly NJPA). Sourcewell provides predetermined preferential pricing through approved vendors. Since the products have already been bid at the national level, individual municipalities do not have to duplicate the bidding process per Sourcewell Contract # 060518-FTU.

BASE BID

FIELD NAME	Melrose Middle School
TURF SYSTEM	Classic HD 2.5"
SQUARE FOOTAGE	83,528 SF
FIELD MARKINGS	Football, Soccer, Lacrosse, Field Hockey
TOTAL PRICE	$ 506,744.05

	Description	Quantity	Units	Unit Price	Total
	Sitework				
1	Civil Scope (Description Below)	83,528	SF	$0.90671	$75,735.56
	Subtotal Synthetic Turf Site Work				$75,735.56
	Synthetic Turf				
2	FieldTurf Classic HD 2.5"	83,528	SF	$4.9500000	$413,463.60
3	Inlaid Football Numbers & Arrows	1	EA	$7,140.00	donated
4	Inlaid Football Hash Marks	1	EA	$7,140.00	donated
5	Inlaid Soccer Markings	1	EA	$7,140.00	donated
6	Inlaid Men's Lacrosse Markings	1	EA	$7,140.00	donated
7	Inlaid Women's Lacrosse Markings	1	EA	$7,140.00	donated
8	Inlaid Field Hockey Markings	1	EA	$7,140.00	donated
9	Center Logo, M, 33' x 38'6"', 2 Colors	1	EA	$10,200.00	$10,200.00
10	Gmax Testing (1) Test at Install	1	EA	$1,530.00	$1,530.00
	Subtotal Synthetic Turf				$425,193.60
	Subtotal Project				$500,929.16
11	Performance & Payment Bonds	1	EA	$5,814.89	$5,814.89
	Total Project				$506,744.05

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Project Title: Hoover School Playground **Date Prepared:** 2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Systematic replacement Project

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

The equipment is at the end of life expectancy. Sections are showing wear and tear, Bolts and panels have been replaced recently, and some of the decks are showing extreme stress mostly due to exposer to the elements. Going to be a safety issue shortly.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$143,000.00
Break down
$90,000.00 equipment
$40K install
$7K Mulch –add $40K to have pour in place rubber instead of mulch
$6K benches and tables

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Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.
PTO might help with some of the site upgrades.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
DWP can assist with removal of old equipment to defer some of the cost.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Parks/DPW Prepared By: Bell, Joan

Project Title: Foss Park - Basketball Court Date Prepared: 12/8/0021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Reconfigure the playground area where the swings are to add a 80ft. by 45 ft. basketball court. Replacing the swings and moving them to another area with in the tot lot.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Inefficient use of space deteriorating surfacing

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

No

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

B

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$60K Guesstimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$60K

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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Sports Tek, Inc

266 Cabot St, Suite 5, Beverly, MA 01915

Rogersportstek@yahoo.com

978 578 1379

December 8, 2021

For: Town of Melrose
562 Main St
Melrose, MA 02176
Joan Bell - 781 979 4169

Job At: Foss Park
127 Lynde St
Melrose, MA 02176

Surface One New Basketball Court

Sports Tek is pleased to provide you with this quote for the surfacing of one new basketball court. Sports Tek would provide the following:

1. Apply one (1) coat of Nova Black Acrylic Resurfacer to entire court surface.
2. Apply two (2) Novacrylic playing surface to entire court surface.
3. Paint one set of basketball lines using white textured line paint.

NOTES:

- Temperatures must be 50 degrees and rising with no rain in the forecast.
- Sports Tek is not responsible for puddling.
- Price assumes proper access to courts.
- Pavement must cure for at least 14 days prior to color coating

PRICE: $9,690.00
TERMS: Balance on completion

Respectfully submitted by
Roger Bouchard of SPORTS•TEK
President

_____
Accepted by

Date:_____

_____
Roger G. Bouchard

Date:_____

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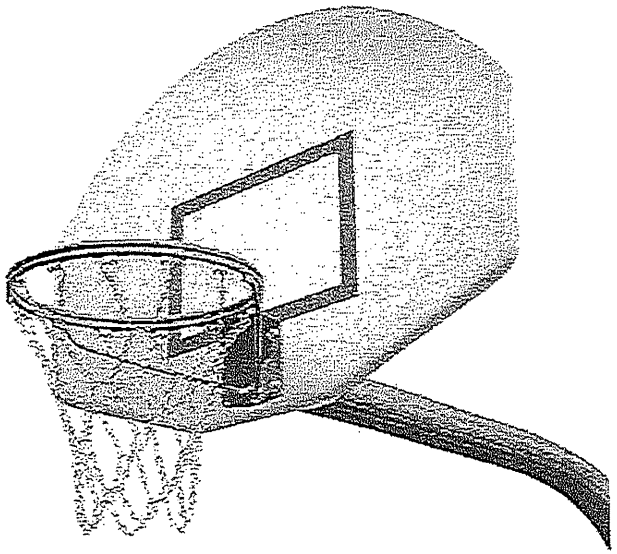
Shipping NOT Included In price

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Apparel Footwear Team Uniforms Equipment

Home / Equipment / Sports / Basketball / Outdoor & Playground Systems / Outdoor Gooseneck System



Zoom



OUTDOOR GOOSENECK SYSTEM

Ships Truck

> be the first to review this product

5' Extension w/Double Rim & Chain Net SKU# PRS0059	Qty	$1,789.99 each
4' Extension w/Double Rim & Chain Net SKU# PRS0058	Qty	$1,594.99 each
5' Extension w/Standard Rim & Nylon Net SKU# PRS0055	Qty	$1,754.99 each
4' Extension w/Standard Rim & Nylon Net SKU# PRS0054	Qty	$1,619.99 each

Contact Us

CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Parks/ DPW Prepared By: Bell, Joan

Project Title: Crystal Street Tennis Court repairs. Date Prepared: 12/8/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Resurface courts

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

we have funds set aside to fill the major cracks in the spring that are causing safety issues. but it is due for a systematic resurfacing

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

I think there was a section included in the feasibility study that mentions upgrades to Crystal St Courts

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

C

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$175K Guesstimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$175K

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
Possibly include in Feasibility Study

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Parks/DPW Prepared By: Bell, Joan

Project Title: Conant' Park Back Field Date Prepared: 12/8/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Have a drainage study done on whether is is worth investing the time and funds to bring and maintain back the two fields that are currently wet and overgrown.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

No

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

C

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$10K - 20K depends on study /Guestimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$10K - $20K Depends on study

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
No

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Parks/ DPW **Prepared By:** Bell, Joan

Project Title: Lewis Monk Field Lights **Date Prepared:** 12/8/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Adding a light system to Lewis Monk Field

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Substantially expanded facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

no/ request from Little league

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

D

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

see attached

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$225K

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
Little League might be willing to support with some funding

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Budget Estimate

Melrose Little League Field
Melrose, MA
December 1, 2021
Joan Bell

Budget Estimate – Materials & Installation

Musco's Light-Structure™ System as described below and delivered to the job site:

Baseball Field *(Materials Only – LED Light Source):*	**$115,000 - $125,000**
Estimated cost for electrical contractor to install:	**$90,000 - $100,000**

Equipment Description

Light-Structure™ System in 5 Easy Pieces™

- Pre-Cast concrete bases
- Galvanized steel poles
- Remote electrical component enclosures
- Pole length wire harnesses
- Factory-aimed and assembled luminaries

Benefits of the Light-Structure System with TLC for LED™ Total Light Control

- Reduction of energy and maintenance costs by 50% to 85% over typical 1500w HID equipment
- Reduction of spill light and glare by 50% or more
- Guaranteed light levels of 50 footcandles on the infield and 30 footcandles in the outfield
- An unmatched warranty for up to 25 years that includes onsite maintenance
- Includes our Control-Link® System for remote on/off control and performance monitoring with 24/7 customer support

Notes

- Requires confirmation of field dimensions, pole locations and a Musco lighting design prior to providing quote(s)
- Based upon projects similar in scope and is intended for **preliminary planning purposes only**
- Estimate is based on **December 2021** pricing and is subject to change
- Getting electrical power to the site, coordination with the utility and any power company fees are the responsibility of the owner
- Assumes standard soil conditions - rock, bottomless, wet, or unsuitable soil may require additional engineering, special installation methods and additional cost
- Assumes building code IBC 2015 and 130 mph wind speed

Thank you for considering Musco for your sports lighting needs. Please feel free to contact us with any questions you may have.

Mike Berry
Sales Representative
Musco Sports Lighting, LLC
Phone: 617-571-3714
Email: Mike.Berry@Musco.com

James Hayward
Project Planning Specialist
Musco Sports Lighting, LLC
Phone: 800-825-6030
Email: James.Hayward@Musco.com

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

CITY OF MELROSE

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

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

MEMORANDUM

Date: June 2, 2022

To: Mayor Paul Brodeur

From: Elena Proakis Ellis, Director of Public Works

cc: Patrick Dello Russo, CFO/Auditor
Margot Fleishmann, Director of Strategic Initiatives

Subject: Free Cash Request – Traffic Calming

The Department of Public Works respectfully requests $70,404.57 of free cash to put toward traffic calming/traffic control devices. We have had many additional requests for Rectangular Rapid Flashing Beacon (RRFB) pushbutton crosswalk devices and solar speed feedback signs. We also make traffic safety improvements on our capital projects when the opportunities arise, such as reconfiguring intersections to narrow crossing distances or to improve compliance with speed regulations. The requested free cash will be used to fund additional requests that have not yet been met. Requests will be prioritized based on feedback from the police department and available speed and volume data.

Status Update on Past Traffic Calming Measures

Over the last several years, the City has accepted mitigation money related to rideshare services, in addition to allocating free cash funds to traffic calming measures. These funds, oftentimes in combination with other grant funding and roadway improvement allocations such as Chapter 90 funds, Complete Streets grants, and road bonds, have been used to implement a variety of traffic calming and safety improvement measures. The information below summarizes the notable achievements to date through these programs.

Rectangular Rapid Flashing Beacons

Crosswalk pushbutton signals provide additional visual queues to drivers of pedestrians entering a crosswalk. These signals have now been installed in the following locations:

- Howard Street at Nelson/Ruggles (2 sets)
- Grove at Larrabee/Whitman
- West Wyoming at Berwick
- Main Street just north of Lynn Fells Parkway near Linden
- Main Street near McCarthy House, south of Franklin Street
- Main Street at Boardman Ave.
- Main Street at Highland Ave.

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- Upham at Gooch
- Upham near Simonds/gas station
- Franklin near Ashcroft
- Wyoming Ave. at Lincoln School
- Franklin Street at Vinton Street
- Vinton Street at Orris Street
- Franklin Street at Botolph Street

Solar Speed Feedback Signs
These signs show drivers their speeds and provide messages such as “too fast” or “thank you” depending on the vehicle’s speed. They have been installed at the following 12 locations to date:

- Upham Street westbound
- Howard Street eastbound
- Grove Street between Main and Lebanon
- Main Street north side coming in from Wakefield
- Lebanon Street northbound across from Wyoming Cemetery
- Washington Street coming in from Malden
- Forest Street between coming in from Malden before Lebanon Street
- Warwick Road heading south
- Franklin Street coming in from Stoneham
- West Wyoming Avenue coming in from Stoneham
- South Main Street northbound
- South Main Street southbound

Accessible Curb Ramps
New accessible curb ramps have been added at all locations where sidewalk work was done as part of our capital roadway improvements program. In addition to those locations, new accessible ramps were added at individual locations around the City where a new crosswalk was being added (after approval by the Melrose Traffic Commission) or at high pedestrian volume locations where ramps were previously missing. The following curb ramps have been added in the past several years:

- Upham at gas station (pre-existing crosswalk missing ramps)
- Washington Street at Little Sprouts (new crosswalk)
- Sylvan Street at Mount Vernon (new crosswalk)
- Lebanon Street at Appleton (new crosswalk)
- Lebanon Street at Beech (new crosswalk)
- Howard Street at Carlida (new crosswalk)
- Upham Street at all cross streets on westbound side (existing crossings)
- Warwick Road at Maple (new crosswalk)
- Warwick Road at Stevens (new crosswalk)
- Upham Street at Dell (new crosswalk)

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- Grove Street at Dell (new crosswalk)
- Pleasant Street at Everett (new crosswalk)
- Pleasant Street at Converse Lane (new crosswalk)
- Sylvan Street at Ryder (new crosswalk)
- Shadow Street at Washington (existing crossing)

In addition, the following locations were previously approved for ramp work and some are partially complete. These will be completed during the 2022 construction season:

- Grove Street at Linwood (new crosswalk)
- Franklin Street near Warren (new crosswalk)
- Sunset Street at Howard (existing crossing)

Intersection Modifications
Intersections that were deemed to pose safety concerns due to their being either too large or having unclear or unsafe traffic patterns have been modified in the following locations:

- Howard Street at Green (roundabout location)
- Howard Street at Elm
- Poplar Street at Prospect
- Poplar Street at Emerson
- Warwick Road at Dyer
- Warwick Road at Sears
- Warwick Road at Stevens
- Foster Street at Cottage
- Echo Street at Whitman
- Glendower Road at Whitman

Sidewalk Additions
Lastly, sidewalks have been added in locations where they were previously lacking or incomplete on the following streets:

- Altamont Avenue
- Spear Street
- Hancock Street
- Whitman Avenue
- Echo Street
- Glendower Road
- Park Street
- Woodland Avenue (partially completed; to be finished this construction season)

These locations are in addition to sidewalk repairs or improvements on roads included in our capital program.

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We appreciate the funding that has been allocated by the Council to these programs in the past to supplement our grant and bond-funded projects. We are hopeful that traffic calming funds will continue to be allocated to assist with additional requests that have not yet been met.

Thank you for your consideration of this request.

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

CITY OF MELROSE

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

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

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MEMORANDUM

Date: June 2, 2022

To: Mayor Paul Brodeur

From: Elena Proakis Ellis, Director of Public Works

cc: Patrick Dello Russo, CFO/Auditor
Jim Troup, Deputy Director Admin & Finance
Joe Hobbs, DPW Operations Manager

Subject: Street Trees – Free Cash Request

Planting street trees is a priority for the Department of Public Works, both for aesthetics and for the positive environmental benefits of trees, such as reducing heat island impacts and furthering uptake of greenhouse gases contributing to climate change. The City does not have a line item in our budget for tree planting, and we rely on the allocation of retained earnings to keep up with our annual planting program.

Each time we remove a tree because it is unhealthy or has been damaged in a storm, we log in a work order for a replacement. On average, we record about 125 removal work orders per year. In addition, residents contact the City year round and request trees in front of their homes. Using the free cash allocated to trees last year, we have addressed requests up through April 2021 and are working on completing the remainder of 2021 requests.

The proposed $70,000 allocation will allow us to meet the 2022 requests, to continue to stay caught up with our tree request list. At an average cost of approximately $550/tree, we will be able to plant approximately 125 trees using these funds. This covers the cost of our on-call planting contractor to provide and plant a tree, along with the costs of police details and gator bags.

We respectfully request your consideration of this request. Thank you.

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

CITY OF MELROSE

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

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

MEMORANDUM

Date: June 2, 2022

To: Mayor Paul Brodeur

From: Elena Proakis Ellis, Director of Public Works

cc: Patrick Dello Russo, CFO/Auditor
Julie Kukenberger, Superintendent
Leia DiLorenzo-Secor, Melrose Schools Business Manager
Jim Troup, Deputy Director Admin & Finance
Jay McNeil, DPW Facilities Manager
Denise Gaffey, OPCD Director

Subject: School Facility Capital Project – Free Cash Request

The Department of Public Works is hereby requesting $150,000 in free cash to advance the design of upgrades to the Melrose High School bathrooms.

The high school bathrooms were built in 1974 and many have original fixtures. Upgrades are sorely needed to reflect the needs for separation of stalls, gender neutral bathrooms, accessibility, efficiency, and modernization. With over 1,000 people in the building daily, these bathrooms get constant use.

During the recent Capital Improvement Plan process, the high school bathroom renovations were ranked in the highest priority category (Group A). The project met the criteria of deteriorated facilities, systematic replacement, and equitable provision of services. The proposed $150,000 allocation would fund final design and bidding of the bathroom renovation project. A future request would be made to fund the construction costs once the architect has developed a detailed construction cost estimate.

The DPW has worked closely with the school department to identify and prioritize facility needs, and this project is a high need that requires this design phase before any further work can be advanced. The first step in the process would be putting out a Request for Qualifications to hire a qualified design firm to perform this final design, cost estimating, and bidding of the project.

Thank you for your consideration of this request.

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

CITY OF MELROSE

James Troup
Assistant Director – Administration & Finance

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

May 6, 2022

To: Paul Brodeur, Mayor
Patrick Dello Russo, CFO/Auditor
From: James Troup, DPW Deputy Director Administration and Finance
CC: Elena Proakis Ellis, DPW Director Joseph Hobbs, Operations Manager

RE: Vehicle Condition and Replacement Request

The Department of Public Works has assessed the current condition of an aging fleet to identify specific vehicles and equipment that should be targeted for replacement. Included in the criteria to assess the fleet were age, miles, body condition, and services the vehicle is used to provide. Of note, we utilize most of our fleet to deliver snow removal and emergency response services. In the current state, we are in jeopardy of compromising the services we deliver in such instances. Please see the below list of vehicles that should be targeted for replacement in the immediate and short-term future. The vehicles are grouped by type.

Roll-off Vehicle

Truck 17 – 1999 International 4900 – 116,098 Miles – Sanitation Division





Conditions: Cracked frame in several locations has been welded and plated. Hydraulics in need of replacement. Passed most recent inspection but is not expected to pass in the future.
Replacement Cost: $200,000

Additional Notes: This vehicle is used to transport roll-off containers from the City Yard to the recycling and yard waste facilities. It is critical to the day-to-day operations of the City Yard's recycling and yard waste facility and is the only vehicle in our fleet of this type. Thus its replacement is a very high priority.

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Trash Packers

Truck 26 - 2004 International Packer - 115,623 Miles - Sanitation Division (public barrels and yard waste)








Conditions: Rotted body. Hydraulic lines in need of replacement. Rotted hopper.
Replacement Cost: $305,000

Additional Notes: This vehicle is critical to the department's day-to-day operations. It is used for curbside yard waste pickup and for municipal barrel collection. If this vehicle is not replaced within the next couple of years, we will need to look at outsourcing our curbside yard waste program and municipal barrel collection.

Truck 18 – 2010 International Packer – 130,549 Miles – Sanitation Division (public barrels and yard waste)





Conditions: Rotted body. Recently invested $22K to rebuild engine (temporary repair).
Replacement Cost: $285,000

Additional Notes: This vehicle is in full-time use for public barrels and school trash disposal and is also used to supplement peak yard waste operations. It is also used to collect curbside solid waste and recycling from a handful of streets that JRM's larger collection vehicles cannot access.

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Heavy Duty Trucks

Truck 21 - 1998 International Dump - 77,894 Miles - Highway Division (snow operations)

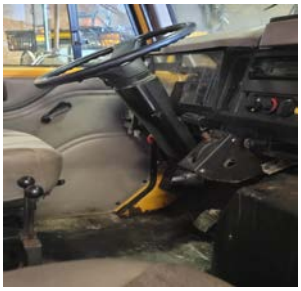





Conditions: Cracked frame. Rotted floor. Failed inspection.
Replacement Cost: $225,000

Truck 29 - 1997 International - 33,995 Miles - Highway Division (snow operations)



Conditions: Rotted floor. Failing frame. Failed inspection.
Replacement Cost: $225,000

Light Dump Trucks

Truck 33 - 2012 Chevy 3500 Dump w/Liftgate - 63,810 Miles - Parks & Forestry Division (snow operations)






Conditions: Rotted holes in floor. Failed inspection. Primary vehicle for pulling landscape trailers and parks maintenance.
Replacement Cost: $88,000

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Truck 35 - 2011 Chevy 3500 Dump - 50,263 Miles - Parks & Forestry Division (snow operations)







Conditions: Rotted floor. Failed inspection.
Replacement Cost: $96,000

Truck 38 - 2012 Chevy 3500 Dump - 66,930 Miles - Parks & Forestry Division (snow operations)






Conditions: Rotted Floor. Failed inspection.
Replacement Cost: $88,000

Truck 47 - 2012 Chevy 3500 - 56,000 Miles – Cemetery Division (snow operations)




Conditions: Rotted bed.
Replacement Cost: $88,000

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Truck 48 - 2010 Chevy 3500 - 60,000 Miles – Cemetery Division (snow operations)





Conditions: Rotted body and bed. Failed inspection.
Replacement Cost: $88,000

Truck 55 - 2005 Chevy 3500 Dump - 76,158 Miles - Sewer Division (snow operations)






Conditions: Rotted floors and bed. Failed inspection.
Replacement Cost: $90,000

Truck 57 - 2001 Ford F350 - 76,121 – Facilities Division (snow operations)






Conditions: Inoperable. Fire damage from recent vehicle fire during use. Rotted floor. Transmission overhaul needed.
Replacement Cost: $88,000

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Truck 65 - 2010 Chevy 350 Dump - 89,797 Miles – Highway Division (snow operations)

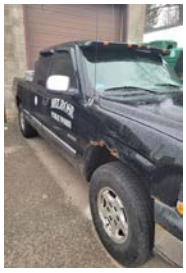





Conditions: Rotted floor and bed. Failed inspection. Primary vehicle to respond to pothole work orders.
Replacement Cost: $96,000

Pickup Trucks

Truck 10 - 2000 Chevy Pick-up - 119,611 Miles - Highway Division (snow operations)





Conditions: Rotted Floor. Failed inspection.
Replacement Cost: $53,000

Truck 8 - 2004 Chevy Pick-up - 125,450 Miles - Water/Sewer Divisions (snow operations)





Conditions: Rotted floor. Exhaust system leaks. Failed inspection.
Replacement Cost: $53,000

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Truck 39 - 1999 Chevy 1500 Pick-Up - 132,002 Miles – Highway Division (snow operations)





Conditions: Engine replacement needed (parked). Rotted floor. Rotted bed.
Replacement Cost: $53,000

Truck 46 - 1999 Ford F150 - 99,000 Miles – Cemetery Division





Conditions: Rotted floor. 2 wheel drive (not available for snow operations). Failed inspection
Replacement Cost: $53,000

Specialty Equipment

Truck 50 - 1997 Case Backhoe – Cemetery Division (snow operations)




Conditions: Rotted floors. Primary vehicle for all cemetery operations.
Replacement Cost: $150,000

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Truck 77 - 1997 Volvo L90 C Loader - Highway Division (snow operations)







Conditions: Rotted body and in need of tires. Hydraulic hoses in need of replacement. Engine overhaul needed.
Replacement Cost: $190,000

Summary

As shown above, the conditions of the vehicles compromise the safety of our staff and jeopardize the levels of services that our residents have come to expect from the DPW. We have exceeded the expected life of these vehicles on both miles and age. Fleet Counselor Services, a nationally recognized consulting firm, recommends replacement of fleet vehicles at intervals shown below.

Vehicle Type	Recommended Useful Life (Fleet Counselor Services Data)	Age of City Vehicles	Estimated Replacement Cost
Roll-off	12 years or 9,000 hours	#17 – 23 years	$200,000
Packer	7 years or 9,000 hours	#26 – 18 years #18 – 12 years	$305,000 $285,000
Heavy Dump Truck	12 years or 120,000 miles	#21 – 24 years #29 – 25 years	$225,000
Light Dump Truck	12 years or 120,000 miles	#33 – 20 years #35 – 11 years #38 – 10 years #47 – 10 years #48 – 12 years #55 – 17 years #57 – 21 years #65 – 12 years	$88,000 to $96,000
Pickup Trucks	12 years or 120,000 miles	#10 – 22 years #8 – 18 years #39 – 23 years #46 – 23 years	$53,000
Backhoe	12 years or 9,000 hours	#50 – 25 years	$150,000
Loader	12 years or 10,000 hours	#77 – 25 years	$190,000

The Melrose DPW fleet vehicles shown above represent approximately $2.5M in short-term need. Vehicles over 20 years old are shown in red. Please note that this does not include non-DPW fleet needs, such as the Fire Department and Recreation Department, who have also requested new vehicles which should be considered for funding.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

For this year's free cash request, we recommend replacing the following DPW vehicles:

- Roll-off (Truck #17) - $200,000
- Light Dump Trucks (#33, #55 and #57) - $176,000 general fund; $90,000 sewer fund
- Pickup Trucks (#39 and #46) - $106,000

This results in a total free cash request of $482,000 from the general fund and $90,000 from the sewer fund. All purchases will be discussed in advance with the Sustainability Manager to explore sustainable options. We would be happy to discuss alternative approaches to funding and strategies different from or in addition to the vehicles selected for this year's request. We appreciate all your consideration. Please feel welcome to reach out with any questions you may have.

We thank you for your continued support as we serve the City and our residents.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

QUOTATION

Frigid Fluid Company
11631 W Grand Ave
Northlake, IL 60164
800-621-4719

Quote Number: 8911
Quote Date: 05/04/22
Page: 1
Customer Phone: 781-665-0142
Customer Fax:

BILL
CITY OF MELROSE
562 MAIN ST
MELROSE, MA 02176

SHIP
CITY OF MELROSE
562 MAIN ST
MELROSE, MA 02176

ATTN: JIM TROUP

Entered By: LYN
Location: DEFAULT
Account Cd: CITMEL001
Salesperson: 999

RFQ Number: NEED PO#/ VERBAL/ J
Ship Via: BEST WAY
Taxable: Y
Pmt Terms: NET 30

Line	Order Qty	Part# / Description	DISC	Price	UM	Extended Price	Est Ship	Due Dat
1	1.00	3-IMP5502SP IMPERIAL PLACER SET PACKAGE SS-CEMETERY MODEL KIT CONSISTS OF: 1) SS LOWERING DEVICE 2) STRAP SET # 3) PLACER SET	0.00	$5,310.0000	EA	$5,310.00	07/31/22	07/31/2
2	1.00	3-STRM614 STREAMLINER COMPLETE W/ TOW BAR & LONG CHANNELS	0.00	$3,534.1000	EA	$3,534.10	07/31/22	07/31/2
3	1.00	5-DRP616BUR DRAPE FOR STREAMLINER-BURG SINGLE-FACED, 1 PC	0.00	$466.1000	EA	$466.10	07/31/22	07/31/2

THANK YOU FOR THE OPPORTUNITY TO QUOTE.

PRICES ARE GOOD FOR 30 DAYS FROM DATE OF QUOTATION.

Subtotal:	$9,310.
Sales Tax:	$0.
Freight:	$1,310.
Total:	$10,620.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

James Troup
Assistant Director – Administration & Finance

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

MEMORANDUM

To: Mayor Paul Brodeur
Melrose City Council

From: James Troup, Assistant DPW Director – Administration and Finance

cc: Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant City Auditor
Kathryn Armata, Treasurer Collector
Elena Proakis Ellis, DPW Director

Date: June 2, 2022

Re: FY2022 Free Cash Appropriation for Cemetery Equipment

In collaboration with the City of Melrose Cemetery Commission, the Department of Public Works requests your consideration for an appropriation of $10,620.65.

After meeting with stakeholders, it was determined that specific equipment was in dire need of replacement at the Wyoming Cemetery. This request is accompanied by a quote for a Stainless Steel Lowering Device, which includes a Strap Set and a Placer Set. The complete set includes a tow bar with long channels and decorative draping. This equipment is vital to the funeral process and to the services delivered by the Cemetery Division of the Department of Public Works.

We specifically want to thank the Melrose Cemetery Commission and Mr. Daniel O'Neill, as well as DPW employees Jack Rossi and Angela Pisacreta for their contributions to identifying this equipment. Thank you to the City Council for your continued support and for your consideration of this appropriation.

Feel welcome to contact us with any further questions.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-136

An Appropriation from Free Cash, account 01-324001, in the amount of $75,967.40 (Seventy-Five Thousand, Nine Hundred Sixty-Seven Dollars and Forty Cents) to various Community Service line items as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Free Cash, account 01-324001, in the amount of $75,967.40 (Seventy-Five Thousand, Nine Hundred Sixty-Seven Dollars and Forty Cents) to various Community Service line items as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**019313-551178 · Capital Outlay, Rec Department**	**$47,077.40**
06/06/22	**015402-540000 · COA, Miscellaneous Supplies**	**$13,890.00**
06/06/22	**016312-525405 · Rec - Registration Software**	**$10,000.00**
06/06/22	**016932-527303 · Mem Bl Exp Elevator Maintenance**	**$5,000.00**
06/06/22	**01-324001 · Available Free Cash**	**($75,967.40)**
	TOTAL:	**$0.00**

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT: **ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE RECREATION DEPARTMENT

Frank Olivieri, CPRE
Melrose Recreation Department
Recreation Director

Melrose Recreation Department
562 Main Street.
Melrose, Massachusetts 02176
Telephone - (781) 979-4179
E-mail – folivieri@cityofmelrose.org

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MEMORANDUM

To: Honorable City Council
Date: December 16, 2021
Re: FY22 Free Cash Request

Capital Outlay – Recreation Vehicle

The Recreation Department is respectfully requesting an appropriation of $47,077.40 for the purchase of a new electric vehicle pick-up truck. Our department relies heavily on our current truck to move equipment, supplies, and staff to different parks and facilities in and around Melrose year-round. Our current vehicle is a 2001 Chevy Silverado that is barely functioning. On a daily basis we need to jump the vehicle to get it started. It is not equipped to handle driving more than a few miles at a time and there are many reoccurring safety concerns. Our current pick-up truck does not have much time remaining, and we project that within the next year it will need to be decommissioned. Our pickup truck plays a major role in our operations and allows us to deliver quality programs and events to the Melrose community. We are asking for your support to purchase a new vehicle so we can continue to offer our services without any major interruption.

Recreation Registration Software

The Recreation Department is respectfully requesting an appropriation of $10,000 for the purchase of professional registration software. At this time our department uses a product called Sports Connect. Sports Connect was originally owned by Dicks Sporting Goods and was offered as a safe and free software platform for non-profit agencies and recreation departments to use for participant registrations, website management, and record keeping. Three years ago the software platform was sold to Stack Sports and repackaged as Sports Connect. Since that time changes continue to be implemented that are very concerning including charging additional fees to residents to use the

system, the raising of credit card transaction fees on our department, and most recently the unsolicited marketing of promotions to Melrose residents without consent from the Recreation Department. These recent policies and actions by Sports Connect are unacceptable and we feel strongly that it is in the best interest of the City, the Recreation Department, and our residents to purchase and implement a new recreation registration system immediately that meets the standards of the City and also surrounding municipalities. After extensive research, almost all known recreation departments in the Commonwealth of Massachusetts are using three main vendors as their contracted company (Civic Rec, MyRec, and Active Network). If approved, it is our goal to move quickly, demo all three products, go under contract, and to implement the new software within the next few months to bring our department up to standard with surrounding communities. On an annual basis we have 4,000+ participant registrations and over $400,000+ in revenue pass through our system. It is our responsibility to provide a safe, secure, and stable way for our residents to continue to register for recreation programs and events.

Closing Statement

We kindly ask for your support with these very important endeavors. It is our department's goal to always strive to provide the highest quality services, programs, and events for our residents. We respectfully ask for the following resources to try and keep to our standards and best practices at the highest levels possible.

Thank you for your consideration,

Sincerely,

Frank Olivieri

Frank Olivieri
Recreation Director

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Stacey A. Minchello
Executive Director

MELROSE COUNCIL ON AGING
MILANO CENTER
Live Well ~ Age Well

781 665-4304
sminchello@cityofmelrose.org

June 2, 2022

Dear City Councilors:

Please accept this correspondence as a thank you for your consideration of a free cash appropriation for the Council on Aging in the amount of Thirteen Thousand Eight Hundred and Ninety dollars ($13,890).

This appropriation will allow us to install a fob access system to the Milano Center. This not only provides us a more secure access system; it also allows us to easily control access to the building on evenings and weekends. A fob system gives us the ability to open the center for community meetings, commissions, and renters.

Additionally, within this appropriation, we will repair the existing media equipment set up so the hall speakers are all operational. We will add listening devices to accommodate those with hearing issues, and seek media options for additional accessibility, i.e. conference room wireless speakers/cameras to enhance virtual programs.

Much appreciation for your support, consideration, and especially your understanding of how important it is for the Milano Center to be a community partner..

Thank you.

Please feel free to contact me if you have any questions.

Sincerely,

Stacey A. Minchello

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

SOLDIERS & SAILORS
MEMORIAL BUILDING

590 Main Street
Melrose, Massachusetts 02176
Telephone (781) 979-4185
www.melrosememorialhall.com

KATHY PIGOTT-BRODEUR
Executive Director/Operations Manger
Kpigottbrodeur@cityofmelrose.org

MEMORANDUM

TO: The Honorable Melrose City Council
FR: Kathy Pigott-Brodeur, Executive Director/Operations Manager, Memorial Hall
DATE: May 30, 2022
RE: Memorial Hall (693) Elevator Software Upgrade

The elevator at Memorial Hall will need a software upgrade for the controller. The controller will be reprogrammed so it can enable the Emergency Phase 2 Car Operation when tested. This is a code mandated by the State and must be installed by the end of 2022 or the elevator will be deemed inoperable. As this upgrade is being done statewide on a large majority of elevators, our vendor's upgrade appointment schedule will run June through December 2022. The estimated cost for the software upgrade as of today is $5000, (elevator maintenance line item of the Memorial Hall budget 016932-527303).

Thank you for your time and consideration.

Kathy P-B
Kathy Pigott-Brodeur
Executive Director/operations Manger
Soldiers and Sailors Memorial Building (Melrose Memorial Hall)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-137

An Appropriation from Free Cash, account 01-324001, in the amount of $267,000 (Two Hundred Sixty-Seven Thousand Dollars) to various school accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Free Cash, account 01-324001, in the amount of $267,000 (Two Hundred Sixty-Seven Thousand Dollars) to various school accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**19054-490000 · School Other Funding Sources**	**$192,000.00**
06/06/22	**16204-490000 · School , Medicaid Fund, Transfer In**	**$75,000.00**
06/06/22	**01-324001 · Available Free Cash**	**($267,000.00)**
	TOTAL:	**$0.00**

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/09/22 **Appropriations and Oversight**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Melrose Public Schools
Administrative Offices

360 Lynn Fells Parkway, Melrose, MA 02176

Telephone: (781) 662-2000 V/TTY
Fax: (781) 979-2149

Julie R. Kukenberger, Ed. D.
Superintendent of Schools
Email: jkukenberger@melroseschools.com

Leia A. DiLorenzo-Secor
Director of Finance and Administrative Affairs
Email: lsecor@melroseschools.com

To: The Honorable Melrose City Council

From: Dr. Julie R. Kukenberger, *Superintendent of Schools*, and Ms. Leia DiLorenzo-Secor, *Director of Finance and Administrative Affairs*

Date: June 2, 2022

Re: Free Cash Approval

Cc: Mayor Brodeur, Patrick Dello Russo, *Chief Financial Officer/Auditor*

The School Department recognizes and appreciates the investment of operating and capital monies allocated by the City every year in the interest of teaching and learning. It is evident that each and every child is in some way a beneficiary of those investments.

The below request will greatly assist the teaching and learning of the district. The funds will be used to purchase a new elementary literacy curriculum, new microscopes for the science department at the middle and high school, a new utility vehicle and new uniforms for the athletic department. Thank you for your consideration.

Medicaid Reimbursement:	$ 75,000
Literacy Curriculum (Savvas):	$100,000
Microscopes:	$ 30,000
Utility Vehicle:	$ 12,000
Uniform Replacement:	$ 50,000
Total: Free Cash Approved:	***$267,000***

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-138

An Appropriation from Free Cash, account 01-324001 in the amount of $76,400 (Seventy Six Thousand and four hundred dollars) to various general government accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Free Cash, account 01-324001 in the amount of $76,400 (Seventy Six Thousand and four hundred dollars) to various general government accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**015112-529000 · Health Exp Professional Services**	**$28,000.00**
06/06/22	**011512-529000 · Ctysol Exp Professional Services**	**$25,000.00**
06/06/22	**019302-537500 · Dept EquipFurniture & Fixtures**	**$10,000.00**
06/06/22	**012212-537500 · Fire Exp Furn &Fixtures**	**$10,000.00**
06/06/22	**011622-530506 · Elec Exp Election Supplies**	**$3,400.00**
06/06/22	**01-324001 · Available Free Cash**	**($76,400.00)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT: **ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4116

TO: Honorable City Council
DATE: May 31, 2022
RE: Equipment Request

I respectfully request an appropriation of $3,393.94 to purchase retractable banner signs/stands (image below). This request is made in response to feedback **consistently** received from voters and staff alike regarding identification of the appropriate Ward/Precinct. Overwhelmingly it has been reported that clear signage is a key element in reducing precinct confusion and these banners provide a bold visual. The vendor quote Is attached for reference as is a list of surrounding communities using them. I contacted other municipal users and have received positive feedback.

These 6-foot-high banners will replace the approximately 4-foot white plastic sandwich boards previously used at the polls. We will be repurposing the boards to outside as additional visual signage for voters. Thank you for your consideration



Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Inclusion Solutions
2000 Greenleaf St.
Suite 3 Evanston, IL 60202
www.inclusionsolutions.com
Email contact@inclusionsolutions.com
Tel 847-869-2500
Fax 847-869-2515

Sales Quote

Quote #	SQ-009755
Date	3/14/2022

Billing Address	**Melrose MA, City of** 562 Main Street Melrose, MA 02176	Shipping Address	**Melrose MA, City of** 562 Main Street Melrose, MA 02176
Contact Phone	Kristin Foote (781) 979-4116	Email Address Fax#	cityclerk@cityofmelrose.org (781) 979-4149

Sales Rep
Hollister Bundy

Product	Description	Quantity	Unit Price	Sub-Total
RETBNR	Retractable Banner Stand- 33" x 78"; Custom Design	14	$229.00	$3,206.00

Remarks

Ward Horizontal and then numbers
1, 2, 3, 4, 5, 6, 7

Precinct (vertical) 1 and 2

RED SIGNS WHITE LETTERING

CUSTOM SIGNS -- WILL SEND PROOF BEFORE PRODUCTION
(No election until September)

Sub-Total	$3,206.00
Shipping	$187.94
Total	$3,393.94

To approve quote, sign and fax back to 847-869-2515 or sign, scan document, and email to sales@inclusionsolutions.com

Quote Approved by:_____(Sign Here)
*By signing this quote, I authorize Inclusion Solutions to ship the product listed herein and acknowledge that I have followed all state, county, or local purchasing requirements

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

4:12 PM
02/14/22
Accrual Basis

Inclusion Solutions, LLC
Sales by Item Detail
All Transactions

Type	Date	Num	Memo	Name	Qty
Inventory					
Election Accessories (Election Accessories)					
RETBNR Retractable Banner (Retractable Banner Stand)					
Invoice	01/26/2020	14259	Retractable B...	Butte CA, County El...	12
Invoice	03/08/2021	141545	Retractable B...	Easthampton MA, ...	5
Invoice	03/09/2021	141549	Retractable B...	Tewksbury MA, Tow...	8
Invoice	03/10/2021	141556	Retractable B...	Abington MA, Town of	5
Invoice	03/17/2021	141567	Retractable B...	Johnson IL, County ...	6
Invoice	03/23/2021	141591	Retractable B...	Norwell MA, Town of	3
Invoice	03/23/2021	142249	Retractable B...	South Hadley MA, T...	5
Invoice	04/05/2021	141602	Retractable B...	Pemiscot MO, Coun...	6
Invoice	04/05/2021	141612	Retractable B...	Leominster MA, Tow...	15
Invoice	04/14/2021	141636	Retractable B...	Rehoboth MA, Town...	3
Invoice	06/01/2021	141763	Retractable B...	Tewksbury MA, Tow...	5
Invoice	06/24/2021	141820	Retractable B...	Randolp MA, City of	24
Invoice	06/24/2021	141824	Retractable B...	Rehoboth MA, Town...	1
Invoice	06/30/2021	141874	Retractable B...	Rehoboth MA, Town...	4
Invoice	07/06/2021	141868	Retractable B...	Boxford MA, Town of	3
Invoice	12/08/2021	142246	Retractable B...	Westborough MA, T...	6
Invoice	12/09/2021	142256	Retractable B...	Plainville MA, Clerk of	6
Invoice	02/10/2022	142366	Retractable B...	Dighton MA, City of	3
Invoice	02/14/2022	142372	Retractable B...	Orange MA, Elections	2
Total RETBNR Retractable Banner (Retractable Banner Stand)					122
Total Election Accessories (Election Accessories)					122
Total Inventory					122
TOTAL					**122**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

FIRE DEPARTMENT
CITY OF MELROSE

OFFICE OF THE CHIEF

Edward J. Collina
Chief of Department

Fire Headquarters, 576 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4404
Fax - (781) 662-2304

MEMORANDUM

To: City Council

Cc: Mayor Paul Brodeur

Date: June 1, 2022

Re: Free Cash Funds – Fire Department Upgrades

I respectfully request an appropriation of $10,000.00 to purchase and replace the mattresses throughout all three fire stations. In total, between all stations, there are twenty beds that need new mattresses. Most of the current mattresses have not been replaced in 10+ years.

I appreciate your consideration.

Respectfully Submitted,

Edward J. Collina
Chief of Department

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

Auditors Office

Patrick D. Dello Russo, MBA
CFO/City Auditor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Auditor - (781) 979-4110

MEMORANDUM

To: Melrose City Council

From: Patrick D. Dello Russo, MBA
CFO/City Auditor

Date: June 1, 2022

Re: Free Cash Order 2022-138

The free cash appropriation requested in the amount of $10,000 to line item 019302-537500 is for upgrades to office equipment. There is currently no line item specific to this item in the Fiscal 2022 or Fiscal 2023 budget for all departments. This money would allow us to purchase office equipment needs as they arise with departments.
The City tries to recycle and reuse equipment in most circumstances. However, there are situations where the office equipment is no longer functional and needs to be replaced.

Thank you for your consideration of this request.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

HEALTH AND HUMAN SERVICES DEPARTMENT

Board of Health
Frank Brincheiro, MD
Lillian Kelly R.N.
Carol Ann Licitra, L.M.H.C.

Health Director
Anthony Chui, MPH

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781)979-4130
health@cityofmelrose.org

MEMORANDUM

To: The Honorable Melrose City Council
From: Anthony Chui, M.P.H., Health and Human Services Director
Date: June 2, 2022
RE: Rodent Control

The Health and Human Services Department is requesting an appropriation of $28,000 to Health Professional Services (015112-529000) to be used for a pilot rodent control program.

We have attached a copy of the estimate from North Shore Wildlife that will be handling the pest control. This estimate outlines the services and reporting that they will provide to the City of Melrose as part of the pilot program.

Thank you for your consideration.

Anthony Chui, M.P.H.
Health and Human Services Director

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

ESTIMATE

North Shore Wildlife

Anthony Chui
562 Main St
Melrose, Ma 02176
(781) 307-2668

North Shore Wildlife
72 Elm St Suite 2
Salisbury, Ma 01952
Phone: (978) 872-6633
Email: bob@nswildlife.com
Web: www.nswildlife.com

Estimate #	001147
Date	05/01/2022
Business / Tax #	[redacted]

Description	Total
	$21,960.00
R.A.T.S. Rat Action Tunnel System	$10,980.00

North Shore Wildlife (NSW) will take an integrated pest management (IPM) approach using mechanical, cultural, and prevention techniques. NSW will set trap(s) at the three locations identified by health director as problem areas in Melrose and Wakefield Ma.
NSW will monitor, service, re-set, re-bait, and re-position all traps as necessary.

NSW will inspect D.P.W. buildings during each visit and complete a full exclusion as necessary using steel galvanized mesh, Pur Black foam, copper mesh "Stuff It", ASI 502 Silicone Sealant and any other materials needed.

NSW will report the following data to the health director bi-weekly:

-Number of rodents trapped

-Suggestions and implementation of environmental changes to help decrease rodent population

-Dates and times technicians service, re-bait and re-set traps

-Pictures of each trap so location can be determined

-Pictures of any exclusion work performed to prevent rodents from entering D.P.W. buildings

WEEKLY ITEMIZED COSTS

-Labor, Fuel & Materials (Steel galvanized mesh, Pur Black foam, ASI 502 Silicone Sealant $175/day x 3/days = $525/wk x 12/wks = $6300

-Trap Rental $195/wk (Per Trap) (1 traps per site 2 traps total) = $780/wk x 12/wks = $4,680

-Bi-Monthly Report (No additional cost)

-One time (Snap Trap) set up fee $120 (Waived)

-Exclusion work on both D.P.W. buildings during the three month period.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

This cost will cover the Months of July, August and September.

R.A.T.S. (Rat Action Tunnel System) $10,980.00

North Shore Wildlife (NSW) will take an integrated pest management (IPM) approach using mechanical, cultural, and prevention techniques. NSW will set trap(s) at the three locations identified by health director as problem areas in Melrose and Wakefield Ma.
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NSW will report the following data to the health director bi-weekly:

-Number of rodents trapped

-Suggestions and implementation of environmental changes to help decrease rodent population

-Dates and times technicians service, re-bait and re-set traps

-Pictures of each trap so location can be determined

-Pictures of any exclusion work performed to prevent rodents from entering D.P.W. buildings

WEEKLY ITEMIZED COSTS

-Labor, Fuel & Materials (Steel galvanized mesh, Pur Black foam, ASI 502 Silicone Sealant $175/day x 3/days = $525/wk x 12/wks = $6300

-Trap Rental $195/wk (Per Trap) (1 traps per site 2 traps total) = $780/wk x 12/wks = $4,680

-Bi-Monthly Report (No additional cost)

-One time (Snap Trap) set up fee $120 (Waived)

-Exclusion work on both D.P.W. buildings during the three month period.

This cost will cover the Months of March, April and May.

Subtotal	$21,960.00
Total	**$21,960.00**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

By signing this document, the customer agrees to the services and conditions outlined in this document. You are allowing NSW on the property on the scheduled day agreed upon. You also agree to pay this amount in full same day the job is completed.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE **Legal Department**

Shannon Phillips
City Solicitor
sphillips@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone (781) 979-4184

MEMORANDUM

To: **The Honorable Melrose City Council**

From: **Shannon Phillips**

Re: **Legal Department Budget – Funds**

Date: **June 2, 2022**

---

151 City Solicitor's Office

Appropriation from Free Cash to Professional Services: $25,000.00 (2022-138)

Transfer to Professional Services: $30,000.00 (2022-141)

These amounts relate to costs for arbitration of an ongoing labor matter, cost of outside counsel for ongoing labor matters and contract negotiations, & Cable Contract Negotiations.

Transfer to Property and Casualty Insurance: $85,000.00 (2022-141)
This transfer in Property Insurance coverage reflects the costs of new Pole chargers that were not part of the FY22 budget due to timing, capital acquisitions in process on a regular basis, and higher than estimated premium increases.

Transfer to Suits and Claims: $40,000.00 (2022-141)
This relates to two pending legal matters for which the City needs to pay insurance deductibles for work on litigation.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-139

Appointment of Janet Nevin, 415 East Foster Street, to the Council on Aging; said term to expire on the last day of February 2023.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Appointment of Janet Nevin, 415 East Foster Street, to the City of Melrose Council on Aging Board, for a one-year term, said term to expire the last day of February 2023.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22	**Health, Education & Welfare**	**OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Ryan Williams
AYES:	Eccles, Karamcheti, MacMaster, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Janet M. Nevin
415 East Foster Street, Melrose, MA 02176

Objective: Seeking a position in a dynamic and collaborative environment, where my experience and talents will contribute to the growth and success of the organization.

Skills: Flexible, resourceful, detail oriented, with exceptional communication skills. Focused, dependable, a solid team player and consensus-builder. Proven expertise in writing, editing and proofreading, as well as experience with grant administration support.

Education:
University of Vermont
Mass Communications & Theater Major

Professional:

SDM Foundation
Associate
Worked as a team member to provide administrative and marketing support for a non-profit focused on teaching people to use technology to enrich their lives. Our services were tailored to individual needs and were available free of charge. Responsibilities included the overall customer experience and community outreach. Also set-up the monthly Shop Talks Speaker Series with local experts on a variety of technical topics. Assisted with scheduling and publishing monthly newsletters.

City of Melrose | Health Department
Grant Administrator
Provided administrative support to Melrose Substance Abuse Prevention Coalition. Assisted with production and dissemination of all Coalition materials, including Annual Report, meeting minutes and press releases. Coordinated staffing for off-site events. Worked from grant inception to build relationships with community groups, schools, police and local businesses in support of Coalition mission.

Continental Cablevision, Inc.
Office Manager and Executive Assistant to the Chairman & CEO
Hired, trained and managed office staff, maintained office systems and acted as liaison to corporate vendors through office relocation process; represented company at corporate sponsored events.

Volunteer / Community Development:

The Bridge | A School/Community Partnership
Former Board Member and Bee Committee Member
Developed policies and goals for organization and represented Board at community and school district events; assisted with planning yearly fundraiser as member of raffle committee.

Melrose Alliance Against Violence
Supporter and Current Walk Committee Member
Assist in planning annual walk for an organization whose mission is to raise community awareness of domestic and teen dating violence and to promote programs to reduce violence and encourage healthy relationships.

Community Coalition of Melrose
Former Member
Served as community representative for group comprised of local businesses and organizations, which was formed to promote quality of life within Melrose.

Common Ground Teen Center
Founding Member & Former Volunteer
In response to community need, helped to establish drop-in center for community youth. Assisted with strategic planning, staffing and fundraising.

Volunteer:
Melrose Schools – Former volunteer at a variety of levels, most recently in the community reading program
Meals on Wheels Program – Former delivery team member
Melrose Parent Workshop – Former member – developed and co-chaired parent & community speaker series.
The Food Drive, Melrose – Current volunteer

Award: **City of Melrose** – Volunteer of the Year - 2007

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

Paul Brodeur
Mayor

Milano Center
201 West Foster Street
Melrose, MA 02176
Telephone - 781-979-4186
Fax - 781-979-4509

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Council on Aging Board Appointment
Date: May 31, 2022

I respectfully request the Honorable City Council confirm the appointment of Janet Nevin, of 415 East Foster Street, to the City of Melrose Council on Aging Board, for a one-year term, said term to expire the last day of February 2023. Nevin's appointment would replace Sue Doherty Fernandez's position on the board, whose term would expire on the last day of February of 2023, and who has elected to step down.

With an extensive background in event planning, community outreach, and administrative support, as well as noteworthy volunteerism, it is my strong recommendation that Janet Nevin be appointed to the Melrose Council on Aging Board. Nevin's track record of capably collaborating with individuals and community groups to ensure events are successful achieved would provide the board with the event planning support and skills they need to continue to make progress for our older adults.

Finally, as Nevin has been previously named the City of Melrose Volunteer of the Year (2007) and currently volunteers with The Food Drive in Melrose, I have completely confidence that she would above and beyond to ensure our older adults live within our community with dignity and with access to the services and resources they need to thrive.

Thank you for your consideration.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-140

Appointment of Kristin Thorp, of 77 Wentworth Road, to the City of Melrose Council on Aging Board, for a three-year term, said term to expire the last day of February 2025.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Appointment of Kristin Thorp, of 77 Wentworth Road, to the City of Melrose Council on Aging Board, for a three-year term, said term to expire the last day of February 2025. Thorp's appointment would fill a vacancy.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22	**Health, Education & Welfare**	**OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Robb Stewart
SECONDER:	Ryan Williams
AYES:	Eccles, Karamcheti, MacMaster, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

KRISTIN B. THORP

77 Wentworth Rd Melrose, MA 02176 | [redacted]

OBJECTIVE

In a highly focused manner, I am interested in using my business and technical experience in a volunteer position. The Melrose Council on Aging works closely with SDM Foundation, and the opportunity to build on that relationship is of interest to me.

EXPERIENCE

2016 - Present Executive Director, *SDM Foundation, Inc*

- Created, direct and manage the foundation based on the mission of helping non-technical people use technology.

1988 - 2016 Self employed

- Software development field focusing on making complex software easier for non-technical people to use.

EDUCATION

1976 - 1980 BS Business Administration, Minneapolis, MN, *University of Minnesota*

SKILLS AND ABILITIES

Extremely organized and focused
Excellent interpersonal skills
Strong business skills
Knowledgeable in many areas of technology

LEADERSHIP

2021 - Present Board of Directors Farm Direct Coop, 2022 President

2021 – Present Board of Directors Melrose Chamber of Commerce

2004 – 2015 Melrose School Committee

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Stacey A. Minchello
Executive Director

MELROSE COUNCIL ON AGING
MILANO CENTER
Live Well ~ Age Well

781 665-4304
sminchello@cityofmelrose.org

May 25, 2022

Honorable Mayor, Paul Brodeur
562 Main Street
Melrose, MA 02176

Dear Mayor,

On behalf of the Melrose Council on Aging Board, please accept this recommendation to appoint Kristin Thorp to the Melrose Council on Aging Board. Kristin brings a long history of volunteering in many Melrose capacities and an immense portfolio of skills and experience that align with the Council's strategic plan and initiatives.

Thank you for your consideration.

Please feel free to contact me if you have any questions.

Sincerely,

Stacey A. Minchello

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

Paul Brodeur
Mayor

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

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Council on Aging Board Appointment
Date: May 31, 2022

I respectfully request the Honorable City Council confirm the appointment of Kristin Thorp, of 77 Wentworth Road, to the City of Melrose Council on Aging Board, for a three-year term, said term to expire the last day of February 2025. Thorp's appointment would fill a vacancy.

In addition to Thorp's volunteer experiences, which include over a decade serving on the Melrose School Committee, she has dedicated her career to making online information and technology more accessible to all, including older adults who live in Melrose. Her role as the Executive Director of the Melrose-based SDM Foundation has provided her with the opportunity to work closely with the Melrose Council on Aging. Through this partnership, she has helped older adults adapt to our technologically advanced world, and have equal access to the opportunities, resources, and information that is available to them online.

I am assured that Thorp's appointment will further both her mission to support technology literacy, and the mission of the Council on Aging to help our older adults live with dignity in our community. Thank you for your consideration.

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-141

A Transfer from Temporary Interest, account 017522-549100, in the amount of $74,000 (Seventy Four Thousand Dollars) and a transfer from Health Insurance, account 019142-549201, in the amount of $81,000 (Eighty One Thousand Dollars) to the City Solicitor budget as set forth herein.

Offered by

BE IT ORDERED

Authorize A Transfer from Temporary Interest, account 017522-549100, in the amount of $74,000 (Seventy Four Thousand Dollars) and a transfer from Health Insurance, account 019142-549201, in the amount of $81,000 (Eighty One Thousand Dollars) to the City Solicitor budget as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**011512-529000 · Ctysol Exp Professional Services**	**$30,000.00**
06/06/22	**017522-549100 · Projected Debt Interest**	**($74,000.00)**
06/06/22	**011512-544310 · Ctysol Exp Property & Casualty Insurance**	**$85,000.00**
06/06/22	**011512-544500 · Ctysol Exp Suits & Claims**	**$40,000.00**
06/06/22	**019142-549201 · Hth Con Ex Group Health Providers**	**($81,000.00)**
	TOTAL:	**$0.00**

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT: **ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE **Legal Department**

Shannon Phillips
City Solicitor
sphillips@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone (781) 979-4184

MEMORANDUM

To: **The Honorable Melrose City Council**

From: **Shannon Phillips**

Re: **Legal Department Budget – Funds**

Date: **June 2, 2022**

---

151 City Solicitor's Office

Appropriation from Free Cash to Professional Services: $25,000.00 (2022-138)

Transfer to Professional Services: $30,000.00 (2022-141)

These amounts relate to costs for arbitration of an ongoing labor matter, cost of outside counsel for ongoing labor matters and contract negotiations, & Cable Contract Negotiations.

Transfer to Property and Casualty Insurance: $85,000.00 (2022-141)
This transfer in Property Insurance coverage reflects the costs of new Pole chargers that were not part of the FY22 budget due to timing, capital acquisitions in process on a regular basis, and higher than estimated premium increases.

Transfer to Suits and Claims: $40,000.00 (2022-141)
This relates to two pending legal matters for which the City needs to pay insurance deductibles for work on litigation.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-142

The appointment of Ana Vasconcelos, of 37 Washington Street Apt 106, to the City of Melrose Commission on Women, for a three-year term, said term to expire the last day of February 2025.

Offered by Mayor Paul Brodeur

BE IT ORDERED

The appointment of Ana Vasconcelos, of 37 Washington Street Apt 106, to the City of Melrose Commission on Women, for a three-year term, said term to expire the last day of February 2025.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Ana Vasconcelos
37 Washington St Apt 106
Melrose, MA 02176

April 13, 2022

Melrose City Hall
562 Main St
Melrose, MA 02176
United States

Dear members of the Commission on Women,

I would like to bring to the Commission on Women my professional background in helping, empowering, and creating opportunities for people who face systemic disadvantages in society, especially girls and women.

I earned a Bachelor of Social Work and a Bachelor of Science in Political Science from Salem State University in 2014, and a Data Analytics Certificate from Bunker Hill Community College in 2021.

As a former social worker at a non-profit at Waltham, I have over five years of experience providing community-based mental health services. I also have experience in community organizing and activism, particularly around immigration reform, labor rights, and services for victims of domestic violence.

In the winter and spring of 2021, I was a Research Assistant Intern at a non-profit in Boston, where I became involved in public policy research with a special focus on finding solutions to advancing economic opportunities for women and minorities.

Finally, in my most recent position as a Research Associate at Cambridge Health Alliance, I conducted research and program evaluation to promote community health, especially for those most vulnerable in our society.

I appreciate you taking the time to review my interest in joining the Commission on Women, and I look forward to hearing from you soon.

Sincerely,

Ana Vasconcelos

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Ana Vasconcelos
37 Washington St. Apt 106, Melrose, MA, 02176
|

EDUCATION

Bunker Hill Community College — Boston, MA
Data Analytics Certificate Program | **GPA: 3.9** — June 2022

Salem State University — Salem, MA
BS in Political Science | Summa Cum Laude | **GPA: 4.0** — Jan. 2015
Bachelor of Social Work | Summa Cum Laude | **GPA: 3.99** — May 2014

EXPERIENCE

Cambridge Health Alliance — Nov. 2021 – April 2022
Research Associate — Malden, MA
- Developed surveys, focus group and interview guides, and other project tools
- Collected data, including conducting interviews and moderating focus groups
- Participated in the analysis and interpretation of both qualitative data and quantitative data
- Utilized secondary data sources to create summary tables and charts for reports
- Contributed to reports and other dissemination materials for stakeholders

Commonwealth — Jan. 2021 – June 2021
Research Assistant — Boston, MA
- Evaluated pilot programs that improve the financial security of the financially vulnerable
- Managed, cleaned, analyzed, and visualized survey data using Stata and Excel
- Researched and contributed to reports on issues related to financial vulnerability

Wayside Youth and Family Support Network — Sept. 2014 – May 2020
Mental Health Social Worker/Case Manager — Waltham, MA
- Wrote detailed evaluation of clients' needs, progress, and obstacles toward treatment goals
- Coordinated and facilitated treatment team meetings
- Researched, identified, and connected vulnerable populations to community resources

Massachusetts Immigrant and Refugee Advocacy Coalition — Sept. 2013 – May 2014
Community Organizer Intern — Boston, MA
- Managed policy campaigns in collaboration with coalition members
- Drafted and disseminated documents to advance policy campaign goals
- Coordinated volunteer efforts for Raise Up Massachusetts

Mayor's Office for Immigrant Advancement, Boston City Hall — June 2013 – Sept. 2013
Communications Intern — Boston, MA
- Managed database of community organizations and sponsors
- Organized annual fundraiser that raised over $200,000 for immigrant advancement programs

COMPUTER SKILLS

Stata | R-Studio | Tableau | SQL | MS Products | RedCap | Qualtrics | SurveyMonkey

LANGUAGE SKILLS

Portuguese (Native speaker) | French (High Intermediate) | Spanish (Low Intermediate)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

Paul Brodeur
Mayor

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

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Commission on Women Appointment
Date: May 31, 2022

I respectfully request the Honorable City Council confirm the appointment of Ana Vasconcelos, of 37 Washington Street Apt 106, to the City of Melrose Commission on Women, for a three-year term, said term to expire the last day of February 2025. Vasconcelos' appointment would replace Kristina Pechulis, whose term expired on the last day of February 2022.

Vasconcelos' extensive experience in community organizing, activism, and serving, empowering, and creating opportunities for girls and women, as well as other vulnerable and systemically disadvantaged populations, would greatly strengthen the Commission on Women.

Finally, her time serving on the Massachusetts Immigrant and Refugee Advocacy Coalition and within the Boston Mayor's Office for Immigrant Advancement, has provided her with the knowledge and networks necessary to drive positive change in our community.

Thank you for your consideration.

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-143

An Appropriation from Mt. Hood Retained Earnings, account 620000-319000, in the amount of $92,000 (Ninety-Two Thousand Dollars) to Mt. Hood Professional Services, account 620000-529000 to fulfill contract obligations.

Offered by

BE IT ORDERED

An Appropriation from Mt. Hood Retained Earnings, account 620000-319000, in the amount of $92,000 (Ninety-Two Thousand Dollars) to Mt. Hood Professional Services, account 620000-529000 to fulfill contract obligations.

FINANCIAL IMPACT:

n/a

06/06/22	**620000-529000 · Mt Hood Professional Services**	**$92,000.00**
06/06/22	**620000-319000 · Retained Earnings**	**($92,000.00)**
	TOTAL:	**$0.00**

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT: **ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

PARKS DEPARTMENT
100 Slayton Road
Melrose, MA 02176

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

May 31, 2022

To: Mayor Paul Brodeur
Patrick Dello Russo, Auditor

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

Cc: Kerriann Golden, Assistant Auditor

Subject: Appropriation

I respectfully request an appropriation in the amount of ninety-two thousand dollars ($92,000.00).

From: Mt Hood Reserve Fund

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

This appropriation is necessary to fulfill contract obligations.

Thank you.

Regards,

Joan E. Bell

Superintendent of Mt. Hood & Public Open Space

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-144

An Appropriation from Water Retained Earnings, account 6100-319000, in the amount of $570,098.10 (Five Hundred Seventy Thousand, ninety-eight dollars and ten cents) to various water accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Water Retained Earnings, account 6100-319000, in the amount of $570,098.10 (Five Hundred Seventy Thousand, ninety-eight dollars and ten cents) to various water accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**614512-524002 · Water-Construction**	**$250,000.00**
06/06/22	**610004-490000 · Water, Transfers in**	**$200,000.00**
06/06/22	**614512-529000 · Water Professional Services**	**$91,800.00**
06/06/22	**8416-490000 · Water, Reserve Retained Earnings**	**$28,298.10**
06/06/22	**6100-319000 · Water Retained Earnings**	**($570,098.10)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [9 TO 0]**
MOVER:	Maya Jamaleddine
SECONDER:	Jack Eccles
AYES:	Grigoraitis, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	Leila Migliorelli, John Obremski

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

DEPARTMENT OF PUBLIC WORKS
Water and Sewer Rate Advisory Committee

CITY OF MELROSE

Elena Proakis Ellis, P.E., Chair
Patrick Dello Russo, CFO/Auditor
Kathryn Armata, Treasurer/Collector
Vonnie Reis, P.E., City Engineer
Ryan Williams, City Council Representative
Ken Truesdale, Resident Representative

Melrose City Yard, 72 Tremont Street
Melrose, Massachusetts 02176
Telephone - (781) 665-0142

MEMORANDUM

To: Melrose City Council

From: Water and Sewer Rate Advisory Committee

cc. Mayor Paul Brodeur
James Troup, DPW
Donna Cardillo, DPW
Lisa Patterson, DPW

Date: May 17, 2022

Re: Summary of FY23 Water and Sewer Rate Orders

The Water and Sewer Rate Advisory Committee, consisting of the members listed above, respectfully submits the following proposed water and sewer rate adjustments, enterprise fund budgets, and free cash requests for FY23. They are recommended by unanimous vote of the committee.

The combined rate impact across water and sewer is a 5.17% increase over FY22 rates. In an effort to mitigate impacts to customers during the pandemic, when many people had financial hardships, Melrose did not increase water or sewer volumetric rates or base fees the last two years. In fact, we have not increased water volumetric rates since FY18 and water base fees since FY17, meaning that water rates have been level for the last five years. For sewer, we have not increased volumetric rates since FY17, and increases in FY18, FY19, and FY20 were limited to base fee increases only.

As water usage rebounds from pandemic level increases, rate adjustments are required to meet our FY23 financial obligations to operate the water and sewer systems. The proposed rates, as shown on the next page, will appear on water bills beginning on October 1, 2022, since earlier bills would not consist entirely of water used within FY23. This decision was made several years ago and has been consistent since that time. We recommend continuing this practice in FY23.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Proposed FY23 Water and Sewer Rates

Proposed FY23 Volumetric Rates	Water (per 100 cf)	Sewer (per 100 cf)
Tier 1	$7.20	$11.78
Tier 2	$9.65	$14.84
Proposed FY23 Base Fees (meter size)	**Water (per meter)**	**Sewer (per meter)**
5/8"	$17.65	$25.39
3/4"	$17.65	$25.39
1"	$17.65	$25.39
1.5"	$67.29	$99.55
2"	$104.52	$155.17
3"	$191.39	$284.95
4"	$315.49	$470.35
6"	$625.74	$933.85
2nd Meter Fee	$17.65 ($50.00 if not upgraded)	--

In addition to these rates, the Committee respectfully recommends the following requests:

1. Approval of the Department of Public Works' Water Enterprise Operating Budget for Fiscal Year 2023 in the amount of $6,119,429, as shown in the budget document submitted under separate cover to the City Council.

2. Approval of the Department of Public Works' Sewer Enterprise Operating Budget for Fiscal Year 2023 in the amount of $8,793,909, as shown in the budget document submitted under separate cover to the City Council.

3. Approval of the MWRA Local Water Assistance Loan funding in the amount of $685,000, as submitted previously to the Council. The terms of this loan include payback over 10 years with 0% interest.

4. Approval of free cash from the Water Enterprise Fund consisting of the following items, for a total request of $570,098.10 (compared to a current balance of $870,241, or approximately 65% of the available retained earnings):

    a. $200,000 to cover any potential revenue shortfalls in the FY22 Water Enterprise Fund budget due largely to lower than projected water usage

    b. $28,298.10 to the Water Enterprise Fund Reserves, to achieve the goal of having 10% of the value of the operating budget available in reserves to maintain adherence to sound fiscal policy and to address potential water related emergencies that may arise during the upcoming fiscal year

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

c. $91,800 toward the design of water main capital improvements for the next two years, to have shovel-ready projects for potential infrastructure bill funding should the opportunity arise
d. $250,000 to supplement the water main construction project for calendar year 2022 (with the remainder to be paid using the MWRA loan funds noted above). The CY2022 projects include water main and service replacement on Appleton Street, Irving Street, Elliott Street, and Frost Avenue.

5. Approval of free cash from the Sewer Enterprise Fund consisting of the following items, for a total request of $1,123,629.51 (compared to a current balance of $1,675,926, or approximately 67% of the available retained earnings):

    a. $200,000 to cover any potential revenue shortfalls in the FY22 Sewer Enterprise Fund budget due largely to lower than projected water usage

    b. $400,000 to mitigate customer impacts from the FY23 rates (similar to what was done last year from the water fund)

    c. $33,629.51 to the Sewer Enterprise Fund Reserves, to achieve the goal of having 10% of the value of the operating budget available in reserves to maintain adherence to sound fiscal policy and to address potential sewer related emergencies that may arise during the upcoming fiscal year

    d. $400,000 for the design and construction of backup power generators at the Upham Street and Fellsway sewer pump stations, our two largest stations representing critical city infrastructure

    e. $90,000 for the purchase of a dump truck to replace Truck #55, a 17-year-old truck actively used by the Sewer Division with rotted-out floors, a rotted bed, and a recent failed state inspection.

We appreciate your consideration of these items and are happy to answer any questions you may have. We look forward to continuing the important work of our committee in FY23 to provide fiscally responsible and sustainable water and sewer rates for our community.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-145

An Appropriation from Sewer Retained Earnings, account 6000-319000) in the amount of $1,123,629.51 (One Million, One Hundred Twenty-Three Thousand, Six Hundred Twenty-Nine Thousand and fifty- one Cents) to various Sewer accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Sewer Retained Earnings, account 6000-319000) in the amount of $1,123,629.51 (One Million, One Hundred Twenty-Three Thousand, Six Hundred Twenty-Nine Thousand and fifty- one Cents) to various Sewer accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**600004-490000 · Sewer, Transfer in**	**$400,000.00**
06/06/22	**604412-524002 · Sewer- Construction**	**$400,000.00**
06/06/22	**600004-490000 · Sewer, Transfer in**	**$200,000.00**
06/06/22	**604413-551002 · Sewer- Equipment**	**$90,000.00**
06/06/22	**8415-490000 · Sewer, Reserve for Retained Earnings**	**$33,629.51**
06/06/22	**6000-319000 · Sewer, Retained Earnings**	**($1,123,629.51)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [9 TO 0]**
MOVER:	Shawn M. MacMaster
SECONDER:	Jack Eccles
AYES:	Grigoraitis, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	Leila Migliorelli, John Obremski

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

DEPARTMENT OF PUBLIC WORKS
Water and Sewer Rate Advisory Committee

CITY OF MELROSE

Elena Proakis Ellis, P.E., Chair
Patrick Dello Russo, CFO/Auditor
Kathryn Armata, Treasurer/Collector
Vonnie Reis, P.E., City Engineer
Ryan Williams, City Council Representative
Ken Truesdale, Resident Representative

Melrose City Yard, 72 Tremont Street
Melrose, Massachusetts 02176
Telephone - (781) 665-0142

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MEMORANDUM

To: Melrose City Council

From: Water and Sewer Rate Advisory Committee

cc. Mayor Paul Brodeur
James Troup, DPW
Donna Cardillo, DPW
Lisa Patterson, DPW

Date: May 17, 2022

Re: Summary of FY23 Water and Sewer Rate Orders

The Water and Sewer Rate Advisory Committee, consisting of the members listed above, respectfully submits the following proposed water and sewer rate adjustments, enterprise fund budgets, and free cash requests for FY23. They are recommended by unanimous vote of the committee.

The combined rate impact across water and sewer is a 5.17% increase over FY22 rates. In an effort to mitigate impacts to customers during the pandemic, when many people had financial hardships, Melrose did not increase water or sewer volumetric rates or base fees the last two years. In fact, we have not increased water volumetric rates since FY18 and water base fees since FY17, meaning that water rates have been level for the last five years. For sewer, we have not increased volumetric rates since FY17, and increases in FY18, FY19, and FY20 were limited to base fee increases only.

As water usage rebounds from pandemic level increases, rate adjustments are required to meet our FY23 financial obligations to operate the water and sewer systems. The proposed rates, as shown on the next page, will appear on water bills beginning on October 1, 2022, since earlier bills would not consist entirely of water used within FY23. This decision was made several years ago and has been consistent since that time. We recommend continuing this practice in FY23.

Proposed FY23 Water and Sewer Rates

Proposed FY23 Volumetric Rates	Water (per 100 cf)	Sewer (per 100 cf)
Tier 1	$7.20	$11.78
Tier 2	$9.65	$14.84
Proposed FY23 Base Fees (meter size)	**Water (per meter)**	**Sewer (per meter)**
5/8"	$17.65	$25.39
3/4"	$17.65	$25.39
1"	$17.65	$25.39
1.5"	$67.29	$99.55
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3"	$191.39	$284.95
4"	$315.49	$470.35
6"	$625.74	$933.85
2nd Meter Fee	$17.65 ($50.00 if not upgraded)	--

In addition to these rates, the Committee respectfully recommends the following requests:

1. Approval of the Department of Public Works' Water Enterprise Operating Budget for Fiscal Year 2023 in the amount of $6,119,429, as shown in the budget document submitted under separate cover to the City Council.

2. Approval of the Department of Public Works' Sewer Enterprise Operating Budget for Fiscal Year 2023 in the amount of $8,793,909, as shown in the budget document submitted under separate cover to the City Council.

3. Approval of the MWRA Local Water Assistance Loan funding in the amount of $685,000, as submitted previously to the Council. The terms of this loan include payback over 10 years with 0% interest.

4. Approval of free cash from the Water Enterprise Fund consisting of the following items, for a total request of $570,098.10 (compared to a current balance of $870,241, or approximately 65% of the available retained earnings):

    a. $200,000 to cover any potential revenue shortfalls in the FY22 Water Enterprise Fund budget due largely to lower than projected water usage

    b. $28,298.10 to the Water Enterprise Fund Reserves, to achieve the goal of having 10% of the value of the operating budget available in reserves to maintain adherence to sound fiscal policy and to address potential water related emergencies that may arise during the upcoming fiscal year

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

c. $91,800 toward the design of water main capital improvements for the next two years, to have shovel-ready projects for potential infrastructure bill funding should the opportunity arise
d. $250,000 to supplement the water main construction project for calendar year 2022 (with the remainder to be paid using the MWRA loan funds noted above). The CY2022 projects include water main and service replacement on Appleton Street, Irving Street, Elliott Street, and Frost Avenue.

5. Approval of free cash from the Sewer Enterprise Fund consisting of the following items, for a total request of $1,123,629.51 (compared to a current balance of $1,675,926, or approximately 67% of the available retained earnings):

    a. $200,000 to cover any potential revenue shortfalls in the FY22 Sewer Enterprise Fund budget due largely to lower than projected water usage

    b. $400,000 to mitigate customer impacts from the FY23 rates (similar to what was done last year from the water fund)

    c. $33,629.51 to the Sewer Enterprise Fund Reserves, to achieve the goal of having 10% of the value of the operating budget available in reserves to maintain adherence to sound fiscal policy and to address potential sewer related emergencies that may arise during the upcoming fiscal year

    d. $400,000 for the design and construction of backup power generators at the Upham Street and Fellsway sewer pump stations, our two largest stations representing critical city infrastructure

    e. $90,000 for the purchase of a dump truck to replace Truck #55, a 17-year-old truck actively used by the Sewer Division with rotted-out floors, a rotted bed, and a recent failed state inspection.

We appreciate your consideration of these items and are happy to answer any questions you may have. We look forward to continuing the important work of our committee in FY23 to provide fiscally responsible and sustainable water and sewer rates for our community.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-146

An Appropriation from Ambulance Retained Earnings, account number 6500-31900, in the amount of $73,355.98 (Seventy Three Thousand, Three Hundred Fifty-five dollars and ninety-eight cents) to various ambulance accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Ambulance Retained Earnings, account number 6500-31900, in the amount of $73,355.98 (Seventy Three Thousand, Three Hundred Fifty-five dollars and ninety-eight cents) to various ambulance accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**8418-490000 · Ambulance Reserve Retained Earnings, Transfer In**	**$42,355.98**
06/06/22	**650052-527300 · Ambulance, Special Equipment**	**$31,000.00**
06/06/22	**6500-319000 · Ambulance, Retained Earnings**	**($73,355.98)**
	TOTAL:	**$0.00**

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

FIRE DEPARTMENT
CITY OF MELROSE

OFFICE OF THE CHIEF

Edward J. Collina
Chief of Department

Fire Headquarters, 576 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4404
Fax - (781) 662-2304

MEMORANDUM

To: City Council

Cc: Mayor Paul Brodeur

Date: June 1, 2022

Re: Free Cash Funds – LifePak 15

I respectfully request an appropriation of $31,000.00 to purchase a LifePak 15 which is a critical piece of equipment on an ALS (Advanced Life Support) ambulance.

The LifePak 15 monitor/defibrillator has six main operating modes:

-AED mode: for automated ECG analysis and a prompted treatment protocol for patients in cardiac arrest.
-Manual mode: for performing manual defibrillation, synchronized cardioversion, noninvasive pacing, and ECG and vital sign monitoring.
-Archive mode: for accessing stored patient information.
-Setup mode: for changing default settings of the operating functions.
-Service mode: for authorized personnel to perform diagnostic tests and calibrations.
-Demo mode: for simulated waveforms and trend graphs for demonstration purposes.

The purchase of a new LifePak 15 will replace our original monitor which is 10+ years old.

I appreciate your consideration.

Respectfully Submitted,

Edward J. Collina
Chief of Department

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

Auditors Office

Patrick D. Dello Russo, MBA
CFO/City Auditor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Auditor - (781) 979-4110

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MEMORANDUM

To: Melrose City Council

From: Patrick D. Dello Russo, MBA
CFO/City Auditor

Date: June 1, 2022

Re: Free Cash Order 2022-146

An appropriation in the amount of $42,355.98 from Ambulance Retained Earnings[1], account 6500-319000 to Ambulance, Reserve for Retained Earnings, account 8418-490000[2]. The City's goal for the Ambulance Enterprise Fund is to keep a balance of Reserve for Retained Earnings of $150,000. The current balance in the fund as of 6/1/2022 is $107,644.02. The requested appropriation will replenish the fund back to $150,000.

Thank you for your consideration.

[1] Retained Earnings – is the certified free cash for an enterprise fund.

[2] Reserve for Retained Earnings – is the reserve fund for an enterprise fund.

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-147

An Appropriation from the Peg Access Cable Fund (#2922) in the amount of $276,764.16 (Two Hundred Seventy - Six thousand, Seven Hundred Sixty-Four Thousand and sixteen cents) to MMTV and Melrose Public Schools.

Offered by

BE IT ORDERED

An Appropriation from the PEG Access Cable Fund (#2922) in the amount of $221,411.33 to MMTV and $55,352.83 to Melrose Public Schools for fees received year to date. The receipts requested for appropriation represent MMTV's 4.00% and Melrose Public School's 1.00% of the City of Melrose PEG Access Agreement. Fund 2922 was established by Council Order on 6/17/19 Order 2019-109 and under MGL Chapter 44 Section 53F 3/4.

FINANCIAL IMPACT:

n/a

06/06/22	**29224-437000 · PEG Access Cable - Fee Revenue**	**$221,411.33**
06/06/22	**18034-490000 · PEG Access Cable - Transfer In School Department**	**$55,352.83**
06/06/22	**29222-590003 · PEG Access Cable Fund Transfer Out Schools**	**($55,352.83)**
06/06/22	**29222-590000 · PEG Access Cable -Transfer out**	**($221,411.33)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT: **ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-148

Reauthorize the previously adopted Order to Create an Education, Public Safety & Substance Abuse Prevention Stabilization Fund.

Offered by Mayor Paul Brodeur

BE IT ORDERED

That the City Council per Council Order 2019-46, reauthorize the "Education, Public Safety and Substance Abuse Prevention Stabilization Fund" and dedicated revenue source of 50% of the local options excise on retail sales of marijuana for adult use established as of July 1, 2019 for the purpose of supplementing annual appropriations thereto.

FINANCIAL IMPACT:

N/A

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Michael J. Heffernan
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

Informational Guideline Release

Bureau of Municipal Finance Law
Informational Guideline Release (IGR) No. 17-20
July 2017

Supersedes IGR 04-201 and Inconsistent Prior Written Statements

STABILIZATION FUNDS

(G.L. c. 40, § 5B and G.L. c. 59, § 21C(g))

This Informational Guideline Release (IGR) informs local officials about changes made by the Municipal Modernization Act that eliminate caps on stabilization fund balances and annual appropriations, change the quantum of vote for appropriations into stabilization funds, allow the dedication of certain revenue streams into stabilization funds and expand the depositories and investment options for stabilization fund reserves.

Topical Index Key:

Accounting Policies and Procedures
Appropriations
Proposition 2½
Special Funds

Distribution:

Accountants/Auditors
Mayors/Selectmen
City/Town Managers/Exec. Secys.
Finance Directors
Finance Committees
City/Town Councils
City Solicitors/Town Counsels

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Informational Guideline Release (IGR) No. 17-20
July 2017

Supersedes IGR 04-201 and Inconsistent Prior Written Statements

STABILIZATION FUNDS

(G.L. c. 40, § 5B and G.L. c. 59, § 21C(g))

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

SUMMARY:

These guidelines inform local officials about amendments made to G.L. c. 40, § 5B, which establishes city, town and district stabilization funds, by the Municipal Modernization Act statute that took effect on November 7, 2016. St. 2016, c. 218, § 22.

Under G.L. c. 40, § 5B, municipalities and districts may create one or more stabilization funds, which are special reserves into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Voters may also approve a Proposition 2½ override in order to fund appropriations for a particular stabilization fund. Monies accumulated in a stabilization fund carry over from one fiscal year to another, and interest remains with that fund.

The Municipal Modernization Act made four significant changes to G.L. c. 40, § 5B. First, it eliminated caps on the amount that could be appropriated into the fund in any year and the aggregate balances of all stabilization funds. Previously, municipalities and districts could not appropriate into a stabilization fund in any year an amount exceeding 10 percent of the prior year's tax levy, or a larger amount, without the approval of the Director of Accounts, and the total reserved in all funds could not exceed 10 percent of the equalized valuation of the municipality or district. Second, appropriations made into the fund may now be approved by a majority vote, instead of a two-thirds vote. Appropriations from a stabilization fund must still be approved by a two-thirds vote. Likewise, a two-thirds vote is still needed to create a stabilization fund and to change its purpose. Third, the local treasurer has a broader range of investment options consistent with the 2014 amendments to municipal and district trust fund investments under G.L. c. 44, § 54 and banking laws governing the Commissioner of Bank's authority to establish a list of sound investments for banking institutions. St. 2014, c. 343. Finally, a new local acceptance provision was added as the fourth paragraph of G.L. c. 40, § 5B. If accepted, the local legislative body, by a two-thirds vote, may dedicate to a stabilization fund certain revenue streams, including revenue from fees and charges, except revenues already reserved by law for particular purposes and locally assessed taxes and excises.

These guidelines are in effect and supersede Informational Guideline Release No. 04-201, *Creation of Multiple Stabilization Funds and Proposition 2½ Overrides for Stabilization Funds*, and any inconsistent prior written statements or documents.

MUNICIPAL FINANCE LAW BUREAU **KATHLEEN COLLEARY, CHIEF**

GUIDELINES:

I. MULTIPLE STABILIZATION FUNDS

A. Creation of Funds

Stabilization funds may be created for one or more different purposes. G.L. c. 40, § 5B. A fund may be created for a broad category of spending purposes, such as any lawful purpose, capital budget purposes or purposes for which the community may borrow money. Stabilization funds may also be created for a specific purpose or project, for example, to acquire a new fire truck or undertake a particular school construction project.

Creation of a fund requires a two-thirds vote of the legislative body of the city, town or district. The vote must clearly define the purpose(s) of the fund.

B. Changing Fund Purpose

The purpose of a stabilization fund may be changed at any later time by a two-thirds vote of the legislative body. For example, if a community had established a fund in order to reserve monies to acquire a new fire truck and a balance remains after the purchase, the legislative body could vote to change the purpose to meet some new savings objective.

If the legislative body votes to change the purpose of a stabilization fund for which revenue has been dedicated, the vote should also state whether the dedication continues after the purpose changes. See Section II-C-1 below regarding the minimum period a dedication is effective.

If a Proposition 2½ levy limit override was approved for the purpose of funding the particular stabilization fund, however, the city or town must also follow the election procedure explained in Section III-C below to be able to change the fund purpose and then continue using the additional levy capacity resulting from that override in future years.

C. Appropriations and Transfers

Appropriations into any stabilization fund require a majority vote of the legislative body. Appropriations from a stabilization fund require a two-thirds vote of the legislative body.

Monies may also be transferred from one stabilization fund to another by two-thirds vote. When monies in the fund from which the transfer is made cannot be appropriated directly for the purpose of the fund receiving the transfer, for example, a transfer of $50,000 from a fund for a particular school construction project to a fund to construct a new senior center, the vote also serves as a change in purpose to the extent of the amount appropriated.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

D. Investment and Interest

The treasurer may deposit stabilization funds in (1) a trust company, co-operative bank, or savings bank, if the trust company or bank is organized or exists under either the laws of the Commonwealth of Massachusetts, or of any other state, or may transact business in the Commonwealth, and has its main office or a branch office in the Commonwealth; and (2) a national bank, federal savings bank or federal savings and loan association, if the bank or association may transact business and has its main office or a branch office in the Commonwealth. Any state-chartered or federally-chartered bank used to deposit stabilization funds must be insured by the Federal Deposit Insurance Corporation (or its successor).

The treasurer may also invest stabilization funds in (1) participation units under G.L. c. 29, § 38A (Massachusetts Municipal Depository Trust established by the State Treasurer); or (2) securities that are legal investments for savings banks under Massachusetts law. Savings banks may legally invest in securities included in the annual legal list of investments established by the Commissioner of Banks under G.L. c. 167, §§ 15A-15K, and permitted by G.L. c. 167F, § 3. All investments in securities that are legal investments for savings banks must still meet the investment standard in G.L. c. 44, § 55B governing a treasurer's investment of public funds generally, which means those investments must be prudent.

All interest earned on the deposit and investment of stabilization funds belongs to the funds. The treasurer may pool monies from all stabilization funds for investment purposes, but the accounting officer must account for them separately in the general ledger and allocate interest earned on the pooled monies proportionately to each stabilization fund.

II. DEDICATION OF REVENUES TO STABILIZATION FUND

A. Purpose

Cities, towns and districts that accept the fourth paragraph of G.L. c. 40, § 5B may dedicate, without further appropriation, all, or a percentage of not less than 25 percent, of a particular fee, charge or other receipt to any stabilization fund established under G.L. c. 40, § 5B.

B. Acceptance Procedure

Acceptance of the fourth paragraph of G.L. c. 40, § 5B is by majority vote of the legislative body of the city, town or district, subject to charter. G.L. c. 4, § 4. (See attached sample acceptance vote.)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

C. Dedication of Revenue Stream to a Stabilization Fund

1. Dedication Vote

After a city, town or district has accepted the fourth paragraph of G.L. c. 40, § 5B, its legislative body may vote to dedicate a revenue source to a stabilization fund by a two-thirds vote. The vote must include the (1) specific revenue source being dedicated; (2) the percentage of that revenue source being dedicated, which must be at least 25 percent of the source; and (3) the fund into which the revenue source is being dedicated. A separate vote should be taken for each dedication. (See attached sample dedication vote.)

The vote must take place before July 1 of the fiscal year in which the dedication is to begin. A dedication may be terminated in the same manner, i.e., by a two-thirds vote of the legislative body, but cannot terminate unless it has been in effect for at least three fiscal years.

2. Dedicated Revenue Streams

Any fee, charge or other receipt may be dedicated to a stabilization fund, except:

a. Locally Assessed Taxes, Excises and Property Tax Surcharges

Real and personal property taxes, motor vehicle excises, boat excises, farm animal and machinery excises, classified forest, farm and recreational land and penalty taxes, community preservation surcharges and municipal water infrastructure surcharges cannot be dedicated to a stabilization fund.

b. Revenues Reserved by Law for Particular Purposes

Fees, charges or other receipts already reserved by law for expenditure for a particular purpose cannot be dedicated to a stabilization fund. This includes revenues dedicated by general laws or special acts and revenues dedicated because the city, town or district accepted a statute or otherwise acted under a statute to dedicate them.

For example, the legislative body could not dedicate those betterments and special assessment revenues reserved for debt service under G.L. c. 44, § 53J, parking meter receipts reserved for certain parking related purposes if the city or town had accepted G.L. c. 40, § 22A or ambulance receipts if the city or town was reserving them for appropriation under G.L. c. 40, § 5F.

This exception means that the fees, charges or other receipts that may be dedicated are revenues that would belong to the general fund. G.L. c. 44, § 53.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

3. Dedicated Revenue Accounting

Upon receipt of dedicated revenue, the accounting officer must credit the voted percentage to the designated stabilization fund and the remaining percentage, if any, to the general fund. No appropriation or other action is required.

4. Balance Available for Appropriation

The stabilization fund balance available for appropriation includes only the amount of the dedicated revenue actually received and credited to the fund.

D. Revocation of Acceptance

Acceptance may be revoked, but the city, town or district must wait until at least three years after acceptance. G.L. c. 4, § 4B. Revocation is also by vote of the legislative body of the city, town or district, subject to charter.

Revocation terminates all dedications at the end of the fiscal year in which the revocation takes effect. See II-E below.

E. Effective Date of Acceptance or Revocation

Acceptance or revocation of the fourth paragraph of G.L. c. 40, § 5B is effective for the fiscal year that begins the next July 1, unless a later fiscal year is designated in the acceptance or revocation vote.

F. Notification of Acceptance or Revocation/Revenue Dedication or Termination

The city, town or district clerk must notify the Municipal Databank if the fourth paragraph of G.L. c. 40, § 5B is accepted or revoked, and if a revenue source is dedicated to a stabilization fund. (See "Notification of Acceptance or Revocation/Revenue Dedication or Termination.") The notification should be made **as soon as possible** after the vote.

III. STABILIZATION FUND OVERRIDES

A. Presentation and Approval of Override Ballot Question

Cities and towns may ask voters to approve a Proposition 2½ levy limit override ballot question for the purpose of funding any of the stabilization funds it establishes.

If approved, the additional levy capacity is earmarked for the same stabilization fund in the fiscal year the override is effective and subsequent years. G.L. c. 59, § 21C(g).

Therefore, the amount of any override for a stabilization fund must be clearly identified, preferably by presenting a separate override question for each stabilization fund being funded. For example:

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Shall the city/town of _____ be allowed to assess an additional $100,000 in real estate and personal property taxes for the purposes of funding the municipal capital stabilization fund for the fiscal year beginning July 1, ____?

Shall the city/town of _____ be allowed to assess an additional $100,000 in real estate and personal property taxes for the purposes of funding the school capital stabilization fund for the fiscal year beginning July 1, ____?

If the amount is included in an override for multiple purposes, however, the exact amount allocated to the particular stabilization fund must be stated. For example:

Shall the city/town of _____ be allowed to assess an additional $1,000,000 in real estate and personal property taxes for the purposes of funding the town and school operating budgets, the municipal capital stabilization fund ($100,000) and the school capital stabilization fund ($100,000) for the fiscal year beginning July 1, ____?

B. Appropriation of Override in Future Years

1. Annual Appropriation Procedure

In the fiscal year the override is effective, the appropriation of the funds generated by the override into the particular stabilization fund is made by the usual appropriation procedure for stabilization funds under G.L. c. 40, § 5B, i.e., a majority vote of the legislative body.

Each year thereafter, however, the selectboard, town council or city council, with the mayor's approval if required by law, must decide whether to "appropriate" any of the additional capacity resulting from the override for the same stabilization fund purpose. A two-thirds vote is required to make any subsequent fiscal year "appropriation" into a stabilization fund. G.L. c. 59, § 21C(g),

2. Appropriation Amount

All or some of the additional levy capacity may be "appropriated." In the first year after the override is effective, the additional levy capacity that may be appropriated is 102.5 percent of the override amount. In subsequent years, it is 102.5 percent of the amount of additional levy capacity appropriated in the last year it was appropriated.

Example

A $100,000 override is approved for a school capital project stabilization fund for fiscal year 2017 and the legislative body appropriates the same amount from that year's tax levy for that purpose.

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In FY2018, $102,500 is available for "appropriation" by the selectmen, town council or city council, with the mayor's approval if required by law. That entire amount is "appropriated."

In FY2019, $105,062 (1.025 x FY2018 appropriation of $102,500) is available, but only $80,000 is "appropriated."

The amount available in FY2020 now becomes $82,000 (1.025 x FY2019 appropriation of $80,000). However, no appropriation is made in FY2020.

The amount available in FY2021 is $82,000 (1.025 x last appropriation made, i.e., FY2019 appropriation of $80,000).

3. Tax Rate

The assessors must raise the amount “appropriated” in the tax rate. This “appropriation” is reported on page two of the tax rate recapitulation under “Other Amounts to Be Raised” and documented by a certified copy of the “appropriation” vote, as explained in the annual tax rate recapitulation instructions issued by the Bureau of Accounts.

4. Levy Limit Calculation

The municipality’s levy limit for any year is increased by the amount of additional levy capacity that is appropriated for the stabilization fund purpose. The new limit must still be within overall levy ceiling of 2½ percent of the full and fair cash value of taxable property.

C. Change in Override Purpose

1. Presenting Ballot Question

The selectboard, town council or city council, with the mayor’s approval if required by law, may ask the voters to approve a change in the purpose of the override. This change can result in the additional levy capacity being allocated to another stabilization fund or to any other municipal purpose. A two-thirds vote is required to place the ballot question before the voters.

2. Question Form

The following question form should be used to ask voters to change the override purpose:

Shall the city/town of _____ be allowed to change the purpose of a Proposition 2½ override question approved at an election held on _____, ____ for the (capital stabilization fund) to the following new purpose(s): _____ for the fiscal year beginning July 1, ____?

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3. Question Approval

The question is approved if a majority of those voting on the question vote "yes."

4. Appropriation in Future Years

If the purpose of the override is changed to another stabilization fund, or other purpose, the additional levy capacity would have to be "appropriated" to the new purpose each year or the levy limit would not be increased. See Section III-B above.

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SAMPLES
(Samples should not be used without the advice of municipal or district counsel.)

DEDICATION OF REVENUES TO A STABILIZATION FUND

ACCEPTANCE

Legislative Body Vote

ARTICLE/ORDER. To see if the city/town/district will vote to accept the fourth paragraph of Massachusetts General Laws Chapter 40, Section 5B, which allows the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund established under Massachusetts General Laws Chapter 40, Section 5B, to be effective for the fiscal year beginning on July 1, _____, or take any other action relative thereto.

MOTION. Moved/ordered that the city/town/district accept the fourth paragraph of Massachusetts General Laws Chapter 40, Section 5B, which provides for the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund established under Massachusetts General Laws Chapter 40, Section 5B, to be effective for the fiscal year beginning on July 1, _____.

REVOCATION

Legislative Body Vote

ARTICLE/ORDER: To see if the city/town/district will vote to revoke its acceptance of the fourth paragraph of Massachusetts General Laws Chapter 40, Section 5B, which allows the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund established under Massachusetts General Laws Chapter 40, Section 5B, to be effective for the fiscal year beginning on July 1, _____, or take any other action relative thereto.

MOTION: Moved/ordered that the city/town/district revoke its acceptance of the fourth paragraph of Massachusetts General Laws Chapter 40, Section 5B, which provides for the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund established under Massachusetts General Laws Chapter 40, Section 5B, to be effective for the fiscal year beginning on July 1, _____.

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REVENUE DEDICATION

Legislative Body Vote

ARTICLE/ORDER: To see if the city/town/district will dedicate all or a percentage, which may not be less than 25 percent, of the _____ to the _____ Stabilization Fund established under Massachusetts General Laws Chapter 40, Section 5B, effective for fiscal year _____beginning on July 1, _____ or take any other action relative thereto.

MOTION: Moved/ordered that the city/town/district dedicate ____% of the _____ to the _____ Stabilization Fund established under Massachusetts General Laws Chapter 40, Section 5B, effective for the fiscal year _____ beginning on July 1, _____.

Example

ARTICLE/ORDER: To see if the city/town will dedicate all or a percentage, which may not be less than 25 percent, of the meals excise revenues collected under Massachusetts General Laws Chapter 64L to the Capital Purposes Stabilization Fund established under Massachusetts General Laws Chapter 40, Section 5B, effective for fiscal year 2019 beginning on July 1, 2018, or take any other action relative thereto.

MOTION: Moved/ordered that the city/town dedicate 50% of the meals excise revenues collected under Massachusetts General Laws Chapter 64L to the Capital Purposes Stabilization Fund established under Massachusetts General Laws Chapter 40, Section 5B, effective for fiscal year 2019 beginning on July 1, 2018.

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DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Christopher C. Harding
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

Local Finance Opinion

LFO-2018-3
September 24, 2018

TOPIC: Money from Marijuana Establishments and Medical Marijuana Treatment Centers

ISSUE: Accounting treatment of local option excises on retail sales of marijuana for adult use and impact fees and any other payments required or received from marijuana establishments and medical marijuana treatment centers in connection with their operation

This LFO addresses questions and provides guidance regarding the municipal finance law and accounting treatment of money from marijuana establishments and medical marijuana treatment centers. It does not address how payments by those establishments or treatment centers are treated for purposes of host community agreements.

1. What is the general rule about accounting for money received by a city, town or district officer or department?

All money received or collected by a city, town or district from any source is credited to its general fund and can only be spent after appropriation unless a general or special law provides for an exception and different treatment, *i.e.*, a general or special law expressly reserves the revenue stream for expenditure for a particular purpose or allows expenditure by a municipal or district department or officer without appropriation. G.L. c. 44 § 53.

2. What money could a marijuana establishment or a medical marijuana treatment center generate for a municipality?

Municipalities may (1) impose a local excise on the retail sales of marijuana for adult use and (2) negotiate impact fees or other payments under a community host or other agreement with a marijuana establishment or medical marijuana treatment center in connection with its siting and operation in the municipality.

3. How does a municipality impose a local excise on retail sales of marijuana for adult use?

A city or town may impose a local excise on the retail sale of marijuana for adult use by accepting G.L. c. 64N, § 3. Acceptance is by majority vote of the community's legislative body, subject to charter. The maximum excise rate communities may impose is 3%. If a city or town in which a marijuana retailer is located accepts G.L. c. 64N, § 3, all sales by the marijuana retailer that are subject to the state excise on marijuana retail sales will also be subject to the host community's local excise. The excise does not apply to the sale of marijuana or marijuana products by a medical marijuana treatment center. G.L. c. 64N, § 4. See Bulletin 2018-3, *Local Excise on Retail Sales of Marijuana for Adult Use*.

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4. How does a municipality obtain impact fees or other payments from a marijuana establishment or medical marijuana treatment center?

A marijuana establishment or a medical marijuana treatment center that wants to operate or continue to operate in a municipality must execute a community host agreement with the municipality. G.L. c. 94G, § 3(d). The community host agreement must include, but is not limited to, all responsibilities of both parties with respect to the operation of the establishment or center within the municipality. The agreement may include payment of a community impact fee by the marijuana establishment or medical marijuana treatment center in order to mitigate the costs imposed upon the municipality by the operation of the establishment or treatment center within its borders. G.L. c. 94G, § 3(d).

5. Is there an exception to the general rule for money related to the operation of a marijuana establishment or medical marijuana treatment center?

No. There is no general law that establishes a different accounting treatment for (1) revenues generated by the local sales excise on retail sales of marijuana for adult use or (2) payments made under community host or other agreements with marijuana establishments or medical marijuana treatment centers. Therefore, the money belongs to the general fund and can only be spent by appropriation. G.L. c. 44 § 53.

6. How do accounting officers treat money related to the operation of a marijuana establishment or medical marijuana treatment center?

Accounting officers must credit all of the following to the general fund:
1. Collections from local option excises on retail sales of marijuana for adult use and
2. Payments made by a marijuana establishment or medical marijuana treatment center regardless of the characterization of the payments by the parties.

State law governs the municipal finance and accounting treatment of payments made by a marijuana establishment or medical marijuana treatment center, not a host community or other agreement between the municipality and the establishment or treatment center. It is not within our regulatory purview to determine the nature of those payments for purposes of G.L. c. 94G, § 3(d). For municipal finance law purposes, however, payments made by an establishment or treatment center under a host community or other agreement in connection with, or to mitigate the costs imposed by, the location and operation of the establishment or treatment center within the municipality are in the nature of exactions or mitigation payments that belong to the general fund. They cannot be reserved in or credited to a separate gift or grant account, trust fund, revolving fund or other special revenue fund and cannot be spent without appropriation or appropriated as an available fund. They belong to the general fund because no general law establishes a different accounting treatment for money related to the operation of these establishments or treatment centers specifically or from exactions or mitigation payments generally.

We understand that some of these agreements have characterized all or some of the payments as gifts or gifts in the nature of trusts. However, a payment made by a private party to a municipality in connection with a regulated activity, contract or other municipal action is not a gift, donation or grant within the meaning of and for the purposes of G.L. c. 44, § 53A. Therefore, it may not be accounted for in a separate account and spent without appropriation. These payments lack the donative intent that is an essential characteristic of the genuine gift required by that statute. A gift is ordinarily defined as a

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voluntary payment of money or transfer of property made without consideration. Although a private party's decision to engage in a regulated activity or contract with a municipality may be one of choice, it is doing so with the expectation of receiving valuable consideration in return, *i.e.*, a privilege or benefit, or some municipal action or authorization. In this case, the execution of a host agreement is a condition precedent to being able to operate or continue to operate as a licensed marijuana establishment or registered medical marijuana treatment center. It is doubtful that any payments the establishment or treatment center agree to make are for a purpose other than to obtain the necessary host agreement. "[T]he nature of a monetary exaction must be determined by its operation rather than its specially descriptive phrase." Emerson College v. Boston, 391 Mass. 415, at 424 (1984), quoting Thomson Electric Welding Company v. Commonwealth, 275 Mass. 426, at 429 (1931).

7. Is there a way under state law that a municipality may dedicate payments made by a marijuana establishment or medical marijuana treatment center for later appropriation for particular purposes?

Yes. A municipality may use a local acceptance option to dedicate all, or a portion of at least 25%, of the collections of the excise on retail sales of marijuana or payments from a community host and other agreement payments to a general or special purpose stabilization fund established under G.L. c. 40 § 5B. For the procedure that must be followed to accept and use this local option, see Section II of Informational Guideline Release (IGR) No. 17-20, *Stabilization Funds*. Under this option, these collections and payments may be dedicated to stabilization funds because they are not earmarked for a particular purpose under current state law. In addition, the excise on marijuana retail sales is not a locally assessed tax or excise specifically excluded from dedication.

8. How will the Bureau of Accounts treat balance sheet reservations of payments from a marijuana establishment or medical marijuana treatment center when certifying free cash?

The Bureau of Accounts will close balance sheet reservations of payments from marijuana establishments or medical marijuana treatment centers when calculating the available funds of a municipality (free cash). G.L. c. 59, § 23. This is consistent with its policy with respect to similar payments made under host, development or other agreements with other private parties that also belong to the general fund.

9. What agency has regulatory jurisdiction over issues related to the operation of marijuana establishments or medical marijuana treatment centers?

The state's Cannabis Control Commission determines whether marijuana establishments or medical marijuana treatment centers meet licensing or registration standards required to operate. Questions regarding the interpretation of the statute, regulations and other guidance related to the implementation of marijuana for adult use or medical purposes should be directed to the Commission.

Kathleen Colleary, Chief
Bureau of Municipal Finance Law

KC:KW

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Part I ADMINISTRATION OF THE GOVERNMENT

Title VII CITIES, TOWNS AND DISTRICTS

Chapter 40 POWERS AND DUTIES OF CITIES AND TOWNS

Section 5B STABILIZATION FUNDS; ESTABLISHMENT

[Text of section effective until November 7, 2016. For text effective November 7, 2016, see below.]

Section 5B. For the purpose of creating 1 or more stabilization funds, cities, towns and districts may appropriate in any year an amount not exceeding, in the aggregate, 10 per cent of the amount raised in the preceding fiscal year by taxation of real estate and tangible personal property or such larger amount as may be approved by the director of accounts. The aggregate amount in such funds at any time shall not exceed 10 per cent of the equalized valuation of the city or town as defined in section 1 of chapter 44. Any interest shall be added to and become part of the fund.

The treasurer shall be the custodian of all such funds and may deposit the proceeds in national banks or invest the proceeds by deposit in savings banks, co-operative banks or trust companies organized under the laws of the commonwealth, or invest the same in such securities as are

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legal for the investment of funds of savings banks under the laws of the commonwealth or in federal savings and loans associations situated in the commonwealth.

At the time of creating any such fund the city, town or district shall specify, and at any later time may alter, the purpose of the fund, which may be for any lawful purpose, including without limitation an approved school project under chapter 70B or any other purpose for which the city, town or district may lawfully borrow money. Such specification and any such alteration of purpose, and any appropriation of funds into or out of any such fund, shall be approved by two-thirds vote, except as provided in paragraph (g) of section 21C of chapter 59 for a majority referendum vote. Subject to said section 21C, in a town or district any such vote shall be taken at an annual or special town meeting, and in a city any such vote shall be taken by city council.

Chapter 40: Section 5B. Stabilization funds; establishment

[Text of section as amended by 2016, 218, Sec. 22 effective November 7, 2016. For text effective until November 7, 2016, see above.]

Section 5B. Cities, towns and districts may create 1 or more stabilization funds and appropriate any amount into the funds. Any interest shall be added to and become part of the fund.

The treasurer shall be the custodian of all stabilization funds and may deposit the proceeds in a trust company, co-operative bank or savings bank, if the trust company or bank is organized or exists pursuant to the laws of the commonwealth or any other state or may transact business in the commonwealth and has its main office or a branch office in the commonwealth; a national bank, federal savings bank or federal savings and loan association, if the bank or association may transact business and

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has its main office or a branch office in the commonwealth; provided, however, that a state-chartered or federally-chartered bank shall be insured by the Federal Deposit Insurance Corporation or its successor; or may invest the funds in participation units in a combined investment fund pursuant to section 38A of chapter 29 or in securities that are legal investments for savings banks.

At the time of creating any stabilization fund the city, town or district shall specify, and at any later time may alter, the purpose of the fund, which may be for any lawful purpose, including without limitation, an approved school project pursuant to chapter 70B or any other purpose for which the city, town or district may lawfully borrow money. The specification and any alteration of purpose, and any appropriation of funds from any such fund, shall be approved by a two-thirds vote, except as provided in paragraph (g) of section 21C of chapter 59 for a majority referendum vote. Subject to said section 21C of said chapter 59, any such vote shall be of the legislative body of the city, town or district, subject to charter.

Notwithstanding section 53 of chapter 44 or any other general or special law to the contrary, a city, town or district that accepts this paragraph may dedicate, without further appropriation, all, or a percentage not less than 25 per cent, of a particular fee, charge or other receipt to any stabilization fund established pursuant to this section; provided, however, that the receipt is not reserved by law for expenditure for a particular purpose. For purposes of this paragraph, a receipt shall not include taxes or excises assessed pursuant to chapter 59, 60A, 60B, 61, 61A or 61B or surcharges assessed pursuant to section 39M or chapter 44B. A dedication shall be approved by a two-thirds vote of the legislative body of the city, town or district, subject to charter, and may be terminated in the same manner. A

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vote to dedicate or terminate a dedication shall be made before the fiscal year in which the dedication or termination is to commence and shall be effective at least for 3 fiscal years.

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Title VII CITIES, TOWNS AND DISTRICTS

Chapter 44 MUNICIPAL FINANCE

Section 53 CITY, TOWN OR DISTRICT FUNDS; USE AND DISPOSITION

[Text of section effective until November 7, 2016. For text effective November 7, 2016, see below.]

Section 53. All moneys received by any city, town or district officer or department, except as otherwise provided by special acts and except fees provided for by statute, shall be paid by such officers or department upon their receipt into the city, town or district treasury. Any sums so paid into the city, town or district treasury shall not later be used by such officer or department without specific appropriation thereof; provided, however, that (1) sums allotted by the commonwealth or a county to cities or towns for highway purposes and sums allotted by the commonwealth to cities, towns or districts for water pollution control purposes shall be available therefor without specific appropriation, but shall be used only for the purposes for which the allotment is made or to meet temporary loans issued in anticipation of such allotment as provided in section six or six A, (2) sums not in excess of twenty thousand dollars recovered under the terms of fire or physical damage insurance policy and sums not in excess of twenty thousand dollars received in restitution for damage done to

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such city, town or district property may be used by the officer or department having control of the city, town or district property for the restoration or replacement of such property without specific appropriation and (3) sums recovered from pupils in the public schools for loss of school books or paid by pupils for materials used in the industrial arts projects may be used by the school committee for the replacement of such books or materials without specific appropriation.

Chapter 44: Section 53. City, town or district funds; use and disposition

[Text of section as amended by 2016, 218, Sec. 84 effective November 7, 2016. For text effective until November 7, 2016, see above.]

Section 53. All moneys received by any city, town or district officer or department, except as otherwise provided by special acts and except fees provided for by statute, shall be paid by such officers or department upon their receipt into the city, town or district treasury. Any sums so paid into the city, town or district treasury shall not later be used by such officer or department without specific appropriation thereof; provided, however, that (1) sums allotted by the commonwealth or a county to cities or towns for highway purposes and sums allotted by the commonwealth to cities, towns or districts for water pollution control purposes shall be available therefor without specific appropriation, but shall be used only for the purposes for which the allotment is made or to meet temporary loans issued in anticipation of such allotment as provided in section six or six A, (2) sums not in excess of $150,000 recovered under the terms of a fire or physical damage insurance policy or received in restitution for damage done to such city, town or district property may, with the approval of the chief executive officer, be used by the officer or department having

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control of the city, town or district property for the restoration or replacement of such property without specific appropriation during the fiscal year in which they are received or 120 days after receipt, whichever is later, and (3) sums recovered from pupils in the public schools for loss of or damage to school books, materials, electronic devices or other learning aids provided by the school committee, or paid by pupils for materials used in the industrial arts projects, may be used by the school committee for the restoration or replacement of such books or materials without specific appropriation.

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City Council
Melrose City Hall
Melrose, MA 02176

TABLED

LICENSE 2022-12

Meeting: 06/06/22 07:45 PM
Department: City Clerk
Category: License - Second Hand Dealer
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors:
DOC ID: 9923

License: Application for Madison Ave of Melrose (MAOM Holding Company)

Pursuant to the City of Melrose Administrative Code, Article II, Chapter 143 Junk, Secondhand and Precious Metals Dealers, please find an application for Madison Ave of Melrose, 531 Main Street, Melrose.

COMMENTS - Current Meeting:

Attorney Gill representing the secondhand apparel shop proprietor, Ms. Murphy, provides a statement. He feels the proprietor has been slandered and maligned. States Ms. Wright has been in business since 2017 and he questions the secondhand dealer licensing process. Says issues like these are usually handled in court or resolved by the parties. Business complaints should be resolved in court by evidence and witness cross-examined. He describes meeting with Chief Lyle for more details regarding five complaints and the investigation by Melrose police. Says there was a finding of no criminal involvement. Investigating officer advised complainants they could pursue civil complaints. Says Detective McNamara found no criminal finding and texted Ms. Murphy that no issues were found.

Gill met with Chief Lyle to determine how to resolve the issues and was advised to make complainants whole. Questions if the council was in the business of deciding what a jury or judge should decide - effectively denying a license and thus putting someone out of business? Says the proper forum to adjudicate this matter would be civil court. Says emotions need to be tempered and asks for consideration from the council. Gill agrees the proprietor could improve her business practices, policies and procedures and references a consignment policy in Massachusetts - not in the law - that if unsold goods are not picked up within 90 days, then the goods belong to the store. Indicates contracts aren't required by law. Indicates the prom dresses (referred to by a resident at public comment) were donated to DCF as the proprietor is product of the foster care system with close ties to the DCFS adolescent program. Proprietor has an online business. Gill asks for opportunity to seek a resolution with the complainants and adds that he has never seen a business dragged into oblivion due to unhappy customers.

Questions from Council:

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Councilor Jamaleddine says there is a big difference between unhappy clients and the experiences relayed during public comment. This is not about someone walking into the store unhappy with what they purchased; it is about family not given time to grieve. Apologizes for the city not handling the matter appropriately and notes to the Buckalews proprietor (in attendance) that the council supports good businesses. Asks the applicant how this will be fixed? Attorney Gill says he can try but this may not be fixable.

Point of order by Councilor MacMaster -this is not a back-and-forth discussion with Attorney Gill. This is the council's opportunity to ask questions and notes Councilor Jamaleddine hasn't been able to complete her questions because the attorney has interjected twice.

Councilor MacMaster. Confirms the council is not here because someone came to the City Clerk or Police Department but rather because they are the licensing authority reviewing the application. He asks how many formal complaints have been filed regarding the business practices of Madison Ave, either by phone, or in person? Chief Lyle says several including one on Sunday. Councilor MacMaster asks if all the complainants know the application is being reviewed? Chief Lyle says he doesn't know if they are aware but believes some audience members picked it up on social media. Councilor MacMaster questions whether the Chief has any reason to believe, based on filed reports, that complainants are coordinating with each other as Attorney Gill suggested. Chief Lyle states social media seems to be how individuals are made aware. Councilor MacMaster reviews the Chief's employment history (chief for 15 years and an officer for a total of 36 years). Asks if based on his experience whether it is unusual for a crime victim to delay filing a report and asks if it is possible there are others that choose not to report what happened. What concerns Councilor MacMaster, based on information provided by multiple people, is that this is not an isolated allegation. There is probable cause to believe there was an intent to defraud members of the public by false pretenses. He asks the Chief if there a reason this wasn't brought before a clerk magistrate in Malden District Court? Chief Lyle responds there was a complaint before the district attorney's office and that was denied. Councilor MacMaster asks if the district attorney was made aware of the other complaints? Chief said he does not know - most of the complaints are one and done. Councilor encourages referring this to the district attorney's office based on multiple incidents beginning in 2019 up through this past Sunday.

Councilor MacMaster agrees with Attorney Gill that this is not a court of law,

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the councilors aren't judges or a jury but there is a consumer protection matter that is of public interest. Takes exception to the characterization of a witch hunt with torches and pitchforks because what is before council is a business application and members of the public raising concerns of consumer protection. He was deferential to the request for immediate consideration and notes that the council did not have to allow the matter this evening. He objects to the characterization that council has no jurisdiction - the council has jurisdiction over licenses. There is a level of oversight at the municipal level.

Councilor Migliorelli feels horrible for this situation. Is irritated that matter was brought forth necessitating characterizations of a business owner and members of the public sharing painful stories since the council can't offer anything in return. The council is not a judge or a jury. This is not a court, and this is not the appropriate avenue. These complaints need to be handled through appropriate channels. Disagrees with Councilor MacMaster that this is the appropriate venue.

Councilor Grigoraitis says this process is unfair to everyone present. Concerned with level of decision making without thought to the consequences. Notes most of this council has been in place since 2019 and in reading the city code (providing direction for licensing) this is an annual May license to be presented to council. She says this is the first time most of the body has seen this type of license and is taken aback by the city solicitor's decision to issue a cease and desist on a license the municipality has not been consistently tracking or reissuing. The council is not able to make any of the complainants whole. The police chief's decision was to treat the complaints singularly rather than as a pattern of crime filed with D. A's office. Chief Lyle indicates he is in attendance solely on the license denial. Councilor Grigoraitis notes criminal matters are pursued by the D.A. versus civil complaints and chapter 93A attorney general/small claims court matters. She is does not want emotions to rule a licensing decision and recognizes that through no fault its own, the council has not been doing their job because for the past couple of years licenses have not been brought forward.

Councilor Eccles asks Chief Lyle whether he has petitioned for suspension or revocation of this applicants' license. Chief Lyle says the business never had a license to revoke.

Councilor Garipay feels frustrated that the administration did not sit down with the business and try to work it out and instead it was brought to council. Questions where do we stop? Must be careful where we (council) fall on this

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issue.

Councilor Migliorelli asks how were attendees notified of matter? Chief Lyle states he called the five complainants to determine if the issues were resolved and they asked.

Councilor Stewart asks if the parties were able to resolve the issues would that change the denial. Chief Lyle explains he told Attorney Gill if the parties were made whole it would be resolved. Councilor Stewart continues that it is difficult to decide tonight so to allow time for resolution he moves to hold in council. This is seconded by Councilor MacMaster. On discussion Councilor Grigoraitis indicates the business has been closed since April and to hold would be unfair. Recognizes there are ongoing concerns including her own about how an Attorney and the Chief work out situations that usually involve a court. If there was a willingness to withdraw the motion, the council could issue a temporary 90-day license bringing the matter through the summer so the business could participate in events held on Main Street. Gives the applicant ample time to resolve matters.

Councilor Stewart withdraws. Councilor MacMaster does not withdraw. On discussion, he has no concerns with issuing a temporary 90-day decision, but he has questions for city solicitor regarding cease and desist. Not comfortable without opportunity to ask questions. Councilor Eccles is favorable for 90-day temporary license but believes there may be cause for revocation. Councilor Grigoraitis moves for a temporary license and requests the presence of the City Solicitor at the September 12th council meeting. Councilor Karamcheti feels for the complainants but notes that the council is not looking to shut down businesses. Pursue the appropriate avenue. She hopes involved parties look at business policies and consider positive ways forward. Councilor Jamaleddine hopes applicant will reflect on what was heard and will improve business decisions. She is very support of Melrose businesses. Councilor Eccles notes something to consider is what a resolution of the issue looks like after 90 days -what does council want done in 90 days?

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**GRANTED WITH RESTRICTIONS [9 TO 2] Next: 9/12/2022 7:45 PM**
MOVER:	Jen Grigoraitis, Leila Migliorelli
SECONDER:	Mark Garipay, Ward 4
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Williams, Cinella
NAYS:	Shawn M. MacMaster, Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PC 5/13/2022

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

[redacted]al Application
Second Hand Dealer Check List

- ✓ Completed Application (PRINT or TYPE Clearly). – The application must have a "wet" signature
- ✓ Contact the Office of Fire Prevention for inspection, payment and approval signature. (see form)
- ✓ Obtain approval of good standing from Treasurer/Collectors Office
- _____ Completed State Tax ID Form
- _____ Completed Worker's Compensation Affidavit (please include a copy of the Declaration page)
- _____ Renewal Fee: $ 125.00, make checks payable to City of Melrose and submitted to the City Clerk's Office.

Return no later than April 1, 2022

Review the current business listing we have on file. If you need to make changes, please correct in the updated listing column. By signing below, you are requesting a renewal of your existing Second Hand Dealer License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

	Current listing	Updated listing
Business Name (If applicable)	Main Hold Main Ave of Melrose	
Owner's Name	Kaitlyn Murray	
Business Address	531 Main St.	
Mailing Address		
Telephone Number of Owner	[redacted]	
Email Address of Owner (required)		
24 hour Emergency Contact info	Kaitlyn [redacted]	

Signature of petitioner 1 _____ Date of Birth 11/19/90

Signature of petitioner 2 _____ Date of Birth

Return to:
Melrose City Clerk's Office
562 Main Street
Melrose, MA 02176
Any questions please call 979-4115 or via email at clerks@cityofmelrose.org

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

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City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

TAX CERTIFICATION FORM
(Do not leave anything blank)

License Year: 2022

Licensee Name: MAOM Holding Company

Physical Address: 531 Main St. Melrose MA 02176

Mailing Address: 531 Main St Melrose MA 02176

City, State, Zip: Melrose MA 02176

Business Owner: Kathryn Murphy

By signing below, I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

[redacted] MAOM Holding Co

luntary) or
ation Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

TREASURER/COLLECTOR'S OFFICE

Renewal Class:

License ID#

Business Name: MAOM Holding Company

Located at: 531 Main St
Melrose MA 02176

Approval: _____ **Date:** 4-19-22

Melrose Treasurer/Collector's Office – 781-979-4120

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Business

Business/Organization Name: MAGM Holding Company
Address: 531 Main St. Melrose MA 02176
Phone: 617 650 8833

Are you an employer? Check the appropriate box:

1. I am a employer with 0 employees (full and/or part-time).*
2. I am a sole proprietor or partnership and have no employees working for me in any capacity. (No workers' comp. insurance required)
3. We are a corporation and its officers have exercised their right of exemption per c. 152, § 1(4), and we have no employees. (No workers' comp. insurance required)**
4. We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp. insurance req.)

Business Type (required):

5. Retail
6. Restaurant/Bar/Eating Establishment
7. Office and/or Sales (incl. real estate, auto, etc.)
8. Non-profit
9. Entertainment
10. Manufacturing
11. Health Care
12. Other_____

*Any applicant that checks box #1 must also fill out the section below showing their worker's compensation policy information.
** If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: Travelers Insurance
Insurer's Address: 531 Main St. Melrose MA
Policy # or Self-ins. Lic. # Agent Michael Burnocski Expiration Date: 4/16/22

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expirations date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to $1,5000.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to $250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ **Date:** 4/14/22

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Stee
Melrose, Massachusetts 0217
Telephone - (781) 979-411
Fax - (781) 979-414

POLICE DEPARTMENT

REPORT OF INVESTIGATION - RELATIVE TO RENEWAL FOR

Second Hand Dealer

Business Name:	MOAM HOLDING COMPANY
Business Address:	**531 Main Street, Melrose Ma**
Expiration date:	March 31, 2022
Name Proprietor 1:	KAITLYN MURPHY
Name Proprietor 2:	

Date: 5/5/2022

	Denied
	Approved

Police Department Authorization (signature and printed name)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

FIRE DEPARTMENT

REPORT OF INVESTIGATION

Renewal Class: **Second Hand Dealer**

License ID#

Business Name: MADISON AVE

Located at: 531 MAIN ST

License Fee: **$10** CASH rd. JHA

Approval: _____ **Date:** 5/13/22

Melrose Fire Department Captain Gibson (781) 665-0500

****When the Fire Department visits your site for inspection, they will need to see your latest fire protection systems and fire alarm inspection reports. There may be a fee associated with a site inspection****

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City Council
Melrose City Hall
Melrose, MA 02176

ADOPTED

Meeting: 06/06/22 07:45 PM
Department: City Clerk
Category: License
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors:
DOC ID: 9925

LICENSE 2022-11

Request for Special License to house four (4) dogs at 58 Trenton Street, Melrose, MA

In accordance with Article II, section 93-5 of the City of Melrose Administrative Code, A request for a special license to house four (4) dogs at the residence of Leonard and Claudia Bertoli, 58 Trenton Street, Melrose, MA

COMMENTS - Current Meeting:

Ward 3 Councilor Stewart advises there are no concerns expressed by abutters/residents in the neighborhood and that the applicant has completed all required paperwork noted in Article 93 section 5 of the city ordinances. These small dogs are between 10-15 years old. Councilor MacMaster asks if the applicant intends to breed the dogs. Councilor Stewart advises there is no intent to breed.

RESULT:	**GRANTED [UNANIMOUS]**
MOVER:	Robb Stewart, Ward 3
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4113

May 19, 2022

Mr and Mrs Bertoli
58 Trenton Street
Melrose, MA 02176

RE: 2022 Annual Dog Registration – special license

Dear Mr and Mrs Bertoli,

The city clerk's office received your 2022 application for dog registration for Pixel, Chico, Zuzu and Frizz along with their corresponding rabies certificates. I am writing to inform you of a provision in the General Code of the City of Melrose that you may not be aware of entitled *Article II, Dogs § 93-5 Special license required in certain cases* (enclosed for reference).

Since you are registering more than 3 dogs to be housed at one premises, this Ordinance requires you to obtain a special license from the City Council. Such license can only be granted after public hearing in front of the City Council, notice of which must be given seven days prior.

The clerk's office will provide the public hearing notice to the newspaper as well as the notice to the dwelling abutters (any premises within 500 feet of your residence). We will subsequently provide you with an invoice for these costs with supporting payment documentation.

It is anticipated that the City Council will review your application for special license on Monday, June 6, 2022. Please let me know if you have any questions.

Best,

Kristin Foote

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

§ 93-5. Special license required in certain cases.

A. No dog shall be kept for breeding purposes, nor shall more than three dogs be kept for any purpose, except such dogs as are under the age of six months, on any premises situated in the City unless a special license therefor shall have been obtained from the City Council.

B. Every special license referred to in Subsection A shall specify the premises on which dogs may be kept under its authority, shall remain in force until the 31st day of March next following and shall be expressly made revocable by vote of the City Council after hearing. No license to keep dogs on any premises in the City situated within 500 feet of any dwelling house shall be granted except after a public hearing, notice of the time and place of which shall be given, not less than seven days prior thereto, by publication in a newspaper published in the City and by mail to all owners and occupants of real estate abutting such premises or directly opposite such premises on any public or private way as they appear on the most recent tax list at the time the application for such license is filed.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE CITY CLERK
Kristin Foote, City Clerk

ANNUAL DOG LICENSE REGISTRATION

Per MGL c. 140 §137

Register or renew online: www.cityofmelrose.org/dogs

To license your dog(s) by mail, please submit the following:

- A copy of a valid rabies certificate
- Appropriate fee (per dog) payable by check to the *City of Melrose*
  - Spayed/Neutered $20.00
  - Intact $23.00
- Completed form below

APPROVED

Mail to: Melrose City Hall, City Clerk's Office, 562 Main Street, Melrose, MA 02176

Owner Name: Claudia Bertoli

Address: *(Include Apt. #)* 58 TRENTON ST MELROSE MA 02176

Phone Number: [redacted]

Email Address: Claudia.Bertoli@verizon.net

	Dog #1	Dog #2	Dog #3
Name:	Pixel	Chico	Zuzu
Date of Birth:	10/5/07	9/6/07	6/9/14
Gender:	F	M	F
Breed:	Terrier, Yorkshire	Chihuahua	Terrier, Yorkshire + Cairn ?
Color:	Blue + Gold	Red Merle	White
Rabies Expiration Date:	1/11/24	4/19/25	9/13/24
Neutered/Spayed:	(YES) NO	(YES) NO	(YES) NO

If you no longer own a previously licensed dog, please notify us at clerks@cityofmelrose.org. If you have questions, please contact the Melrose City Clerk's Office at 781-979-4113.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE CITY CLERK
Kristin Foote, City Clerk

ANNUAL DOG LICENSE REGISTRATION

Per MGL c. 140 §137

Register or renew online: www.cityofmelrose.org/dogs

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  - Spayed/Neutered $20.00
  - Intact $23.00
- Completed form below

APPROVED

Mail to: Melrose City Hall, City Clerk's Office, 562 Main Street, Melrose, MA 02176

Owner Name: Claudia Bertoli

Address: *(Include Apt. #)* 58 TRENTON ST MELROSE MA 02176

Phone Number: 781-248-9460

Email Address: Claudia.Bertoli@verizon.net

	Dog #1	Dog #2	Dog #3
Name:	Frizz		
Date of Birth:	11/20/11		
Gender:	M		
Breed:	Terrier Mix		
Color:	White		
Rabies Expiration Date:	4/13/23		
Neutered/Spayed:	(YES) NO	YES NO	YES NO

If you no longer own a previously licensed dog, please notify us at clerks@cityofmelrose.org. If you have questions, please contact the Melrose City Clerk's Office at 781-979-4113.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Melrose Animal Clinic, P.C.
26 Essex Street
Melrose, MA 02176
(781) 662-4888

Rabies Certificate

Client ID:	91216
Client Name:	CLAUDIA BERTOLI
Address:	58 TRENTON STREET
	MELROSE, MA 02176
Phone:	(781)665-0063

Patient ID:	91216-4
Patient Name:	Frizz
Species:	Canine
Breed:	Terrier Mix
Sex:	Neutered Male
Color:	White
Markings:	
Birthday:	11/20/2011
Weight:	17.88 pounds on 4/13/2020
Microchip ID:	AVID*010*600*802

Tag Number:	20-1199
Lot Number:	385356a
Rabies Canine (3 Year)	
Producer:	Pfizer
K / MLV / R:	Killed Virus

Vaccination Date:	4/13/2020
Expiration Date:	**4/13/2023**

Staff Name:	Dr. Carrie Bonacorsi
License Number:	6897

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Melrose Animal Clinic, P.C.
26 Essex Street
Melrose, MA 02176
(781) 662-4888

Rabies Certificate

Client ID:	91216
Client Name:	CLAUDIA BERTOLI
Address:	58 TRENTON STREET
	MELROSE, MA 02176
Phone:	(781)665-0063

Patient ID:	91216-1
Patient Name:	PIXEL
Species:	Canine
Breed:	Terrier, Yorkshire
Sex:	Spayed Female
Color:	Blue & Gold
Markings:	
Birthday:	10/05/2007
Weight:	6.38 pounds on 1/11/20
Microchip ID:	TR 00-06C5-0952

Tag Number:	21-0834
Lot Number:	419399
Rabies Canine (3 Year)	
Producer:	Zoetis
K / MLV / R:	Killed Virus

Vaccination Date:	1/11/2021
Expiration Date:	**1/11/2024**

Staff Name:	Dr. Bethany Surgan
License Number:	6403

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Melrose Animal Clinic, P.C.
26 Essex Street
Melrose, MA 02176
(781) 662-4888

Rabies Certificate

Client ID:	91216
Client Name:	CLAUDIA BERTOLI
Address:	58 TRENTON STREET
	MELROSE, MA 02176
Phone:	(781)665-0063

Patient ID:	91216-5
Patient Name:	Chico
Species:	Canine
Breed:	Chihuahua
Sex:	Neutered Male
Color:	Red Merle
Markings:	
Birthday:	09/06/2007
Weight:	8.60 pounds on 4/19/2022
Microchip ID:	

Tag Number:	22-3209
Lot Number:	553917B
Rabies Canine (3 Year)	
Producer:	Zoetis
K / MLV / R:	Killed Virus

Vaccination Date:	4/19/2022
Expiration Date:	**4/19/2025**

Staff Name:	Dr. Bethany Surgan DVM
License Number:	6403

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Melrose Animal Clinic, P.C.
26 Essex Street
Melrose, MA 02176
(781) 662-4888

Rabies Certificate

Client ID:	91216
Client Name:	CLAUDIA BERTOLI
Address:	58 TRENTON STREET
	MELROSE, MA 02176
Phone:	(781)665-0063

Patient ID:	91216
Patient Name:	Zuzu
Species:	Canine
Breed:	Terrier, Yorkshire
Sex:	Spayed Female
Color:	
Markings:	
Birthday:	06/09/2014
Weight:	11.20 pounds on 9/13/2021
Microchip ID:	941000016906723

Tag Number:	21-2016
Lot Number:	493446
Rabies Canine (3 Year)	
Producer:	Zoetis
K / MLV / R:	Killed Virus

Vaccination Date:	9/13/2021
Expiration Date:	**9/13/2024**

Staff Name:	Dr. Danielle Pelletier
License Number:	6441

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

LEGAL NOTICE

CITY OF MELROSE

PUBLIC HEARING

Requesting a Special License to house four (4) dogs at
58 Trenton Street, Leonard/Claudia Bertoli

SPECIAL LICENSE

Monday June 6, 2022

8:00 PM

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE CITY CLERK

KRISTIN FOOTE
CITY CLERK

City Hall, 562 Main Stree
Melrose, Massachusetts 0217
Telephone - (781) 979-411
Fax - (781) 665-687

You are hereby notified that the City Council will hold a Public Hearing on

On Monday, June 06, 2022, at 8:00 PM
City Hall – City Council Chambers
562 Main Street, Melrose, Ma

Regarding LIC **2022-12: A** Request to grant a Special License to house four (4) dogs at 58 Trenton Street, Leonard/Claudia Bertoli

You are invited to be present at the hearing.

Best,
Kristin Foote
City Clerk

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose Abutters List

58 Trenton St 500ft list .xls

abutters_id_field	abutters_owner1	abutters_owner2	abutters_address	abutters_address2	abutters_town	abutters_state	abutters_zip	abutters_bookpage	abutters_location
A5 0 43	MELROSE HOUSING,AUTHORITY	CH705-C FAMILY HSE	910 MAIN ST		MELROSE	MA	2176	12753-9	319 WASHINGTON ST
A5 0 45	MAHONEY, ROBERT		16 TRENTON ST		MELROSE	MA	2176	48938-574	16 TRENTON ST
A5 0 46	SANFORD,JOHN N	CATHY A SANFORD, TRS	20 TRENTON ST		MELROSE	MA	2176	15491-537	20-22 TRENTON ST
A5 0 52	TOPPING JAMES KYLE	TOPPING ANDREA LYNN HWTE	19 TRENTON ST		MELROSE	MA	2176	77961-241	19 TRENTON ST
A5 0 53	MCCARTHY,THOMAS F		17 TRENTON ST		MELROSE	MA	2176	13999-245	17 TRENTON ST
A6 0 11	KATINOGLOU, CAROL A	WILLIAM C KATINOGLOU TE	10 CHESTER STREET		MELROSE	MA	2176	36450-45	10 CHESTER ST
A6 0 141516	RITTENBURG, PETER T	SUSAN A RITTENBURG TE	82 FLORENCE ST		MELROSE	MA	2176	35828-411	82 FLORENCE ST
A6 0 25	JOHNSON, BRIAN K	DARBY A DRAFTS TE	25 ADAMS ST		MELROSE	MA	2176	27156-587	25 ADAMS ST
A6 0 34	CHABOT,DARREN W	ANN MARIE CHABOT TE	54 FLORENCE ST		MELROSE	MA	2176	1267-34	54 FLORENCE ST
A6 0 38	HACKETT,JAMES C TR	HACKETT FAMILY TRUST	29 CHESTER ST		MELROSE	MA	2176	35957-301	29 CHESTER ST
A6 0 40	RING, DIANA M.		63 FLORENCE ST		MELROSE	MA	2176	61720-137	63 FLORENCE ST
A6 0 46	LAWSON, ANTHONY S.		46 TRENTON STREET		MELROSE	MA	2176	62817-481	46 TRENTON ST
A6 0 54	MAHONEY, DAVID J.	JEANNE M. MAHONEY, HWTE	82-84 RUSSELL ST		MELROSE	MA	2176	55222-20	82-84 RUSSELL ST
B5 0 33	THIMBLE,DAVID A	LYNDA P THIMBLE	94 CRESCENT AV		MELROSE	MA	2176	25975-268	94 CRESCENT AV
B5 0 8	DIGANGI, DENNIS G	BARBARA A DIGANGI LF EST	61 CLINTON RD		MELROSE	MA	2176	57856-211	61 CLINTON RD
B6 0 102A	HERRLICH, KATHERINE L		106 WYOMING WEST AVE		MELROSE	MA	2176	45747-392	106 WYOMING WEST AV UNIT 106
B6 0 102B	OLSEN, CAITLYN, IND.		108 WYOMING WEST AVE		MELROSE	MA	2176	70315-431	108 WYOMING WEST AV UNIT 108
B6 0 113	DOHERTY,JEFFREY C	CHRISTINE D DOHERTY HWTE	69 TRENTON ST		MELROSE	MA	2176	27837-415	69 TRENTON ST
B6 0 125	HARRINGTON TIMOTHY		395 FELLSWAY EAST		MALDEN	MA	2148	68783-392	110 CRESCENT AV
B6 0 14	MARTINEZ, KRISTINA U. PROP.LLC		142 GRAPEVINE RD.		WENHAM	MA	1984	53783-377	132 WYOMING WEST AV
B6 0 6	DOHERTY,JOHN J	CYNTHIA W DOHERTY	28 CHESTER ST		MELROSE	MA	2176	15028-477	28 CHESTER ST
B6 0 8	GOUDREAU, ROBERT L	JAMIE G GOUDREAU HWTE	36 CHESTER ST		MELROSE	MA	2176	57758-522	36 CHESTER ST
B6 0 92	RETALIC,DONALD	MARIELENA A RETALIC	9 COTTAGE ST		MELROSE	MA	2176	11252-404	9 COTTAGE ST
A5 0 38	TUMBRY, RYAN G.	CHRISTIANE F. TUMBRY, HWTE	339 WASHINGTON ST		MELROSE	MA	2176	59782-580	339 WASHINGTON ST
A5 0 40	DEERING, JOSEPH	TIRZAH DEERING, HWTE	333 WASHINGTON ST.		MELROSE	MA	2176	56625-478	333 WASHINGTON ST
A5 0 44	FINN, JEREMIAH P. LF EST	ADRIENNE M FINN LF EST	10 TRENTON ST		MELROSE	MA	2176	67577-101	10 TRENTON ST
A5 0 49	PARENTI, JEFFREY R.	NANCY E. CONNELLY HWTE	29 TRENTON ST		MELROSE	MA	2176	62345-157	29 TRENTON ST
A6 0 143	GANTT, AMY, IND.		79 RUSSELL ST		MELROSE	MA	2176	72300-107	79 RUSSELL ST
A6 0 146	ZAJAC,JEFFREY W	JACQUELINE M ZAJAC HWTE	18 ADAMS ST		MELROSE	MA	2176	28802-123	18 ADAMS ST
A6 0 22	DOUGHERTY, MICHAEL T.		410 NEWBURGH CT		ROSWELL	GA	30075	56869-136	37 ADAMS ST
A6 0 27	BENEA, JEFFREY	CYNTHIA BENEA, HWTE	17 ADAMS STREET		MELROSE	MA	2176	62724-108	17 ADAMS ST
A6 0 29	GUTRO, LYNDA, TRUSTEE	AYLWARD FAMILY RLTY TRUST	11 ADAMS ST		MELROSE	MA	2176	59236-32	11 ADAMS ST
A6 0 37	MERCHEL THOMAS	LEIBOWITZ RACHEL JTRS	66 FLORENCE STREET		MELROSE	MA	2176	75635-104	66 FLORENCE ST
A6 0 39	HEIDEBRECHT, BRIAN K+AMY A. TR	HEIDEBRECHT FAMILY REV. TRUST	67 FLORENCE ST		MELROSE	MA	2176	67246-457	67 FLORENCE ST
A6 0 44	SMALLEY MUNISHA	SMALLEY JOSHUA HWTE	55 RUSSELL ST		MELROSE	MA	2176	77871-439	55 RUSSELL ST
A6 0 50	FLOROS,PETROS		66 RUSSELL ST		MELROSE	MA	2176	28546-212	66-68 RUSSELL ST
A6 0 7	MOAN DAVID R	LIMON EVELYN HWTE	51 ADAMS ST		MELROSE	MA	2176	75087-382	51 ADAMS ST
B6 0 118	DUVAL, BRIAN W., IND.		35 RUSSELL ST		MELROSE	MA	2176	1514-50	35 RUSSELL ST
B6 0 12A	SCOTT, IAN	ANDREA WOLFE, HWTE	122 WEST WYOMING AV #1		MELROSE	MA	2176	64088-383	122 WYOMING WEST AV
B6 0 12B	JINKS KRISTIN IND.		122 WYOMING WEST AVE, Unit 2		MELROSE	MA	2176	78000-98	122 WYOMING WEST AV
B6 0 12C	YATES, ROBERT L		122 WEST WYOMING AVE #3		MELROSE	MA	2176	54797-256	122 WYOMING WEST AV
B6 0 91	SMITH,TRACY L IND		17 COTTAGE ST		MELROSE	MA	2176	44778-535-	17 COTTAGE ST
A5 0 48	MAMAYEK,JOSEPH J	JANIS B HWTE	30 TRENTON ST		MELROSE	MA	2176	23579-428	30 TRENTON ST
A6 0 1	CALABRO,JOHN	AGUSTA CALABRO HWTE	152 W WYOMING AVE		MELROSE	MA	2176	26483-499	152 WYOMING WEST AV
A6 0 19	CORTELEZZI NICOLE CONSTANCE	DECOSTE MICHAEL DAVID JT	15 CHESTER ST		MELROSE	MA	2176	77081-26	15 CHESTER ST
A6 0 21	CORDELLA, DANNY PAUL	RACHAEL SIMON CORDELLA, HWTE	5 CHESTER ST		MELROSE	MA	2176	64189-372	5 CHESTER ST
A6 0 33	OEHLER, STEPHAN	ARIANA L MOIR, HWTE	50 FLORENCE ST		MELROSE	MA	2176	71937-381	50 FLORENCE ST
A6 0 35	HOLLIDAY, JESSE	MICHAEL J. HOLLIDAY, TE	58 FLORENCE ST		MELROSE	MA	2176	73154-335	58 FLORENCE ST
A6 0 42	MORRA, ANTHONY J	JANET MORRA HWTE	49 FLORENCE ST		MELROSE	MA	2176	28055-359	49 FLORENCE ST
A6 0 51	MANKOFF, DAVID	JENNIFER ITZKOFF, HWTE	72 RUSSELL STREET		MELROSE	MA	2176	67987-85	72 RUSSELL ST
A6 0 9	FERRANTI, JASON D.	CARRIE A. SCRIMA JT	43 ADAMS ST		MELROSE	MA	2176	47205-284	43 ADAMS ST
B6 0 104	THISTLE, JUDITH A	DAVID O. THISTLE, TC	114-116 W WYOMING AV		MELROSE	MA	2176	65175-351	114-116 WYOMING WEST AV
B6 0 107-1	RYDER PAUL	RYDER SIMINA	6 ALDEN ST		MELROSE	MA	2176	63340-151	6 ALDEN ST
B6 0 107-2	CALDWELL, RICHARD	CAROL JOUD-CALDWELL, HWTE	8 ALDEN STREET		MELROSE	MA	2176	64824-16	8 ALDEN ST

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose Abutters List

58 Trenton St 500ft list .xls

abutters_id_field	abutters_owner1	abutters_owner2	abutters_address	abutters_address2	abutters_town	abutters_state	abutters_zip	abutters_bookpage	abutters_location
A6 0 2	RAY, ROBIN L	BRIAN RAY HWTE	158 W WYOMING AVE		MELROSE	MA	2176	28910-185	158 WYOMING WEST AV
A6 0 31	DREWITZ,KAREN D	MURIEL A DREWITZ J.T.	67 RUSSELL ST		MELROSE	MA	2176	18126-513	67 RUSSELL ST
A6 0 43	SULLIVAN,NEIL F	DEBRA F SULLIVAN HWTE	45 FLORENCE ST		MELROSE	MA	2176	29147-548	45 FLORENCE ST
B5 0 34	POTTER REBECCA J.	BRODEUR GEOFFREY JTRS	8 RUSSELL ST		MELROSE	MA	2176	76341-253	8 RUSSELL ST
B5 0 36	GILLIAM, JUNE	ALBERT PUTNAM HWTE	17 RUSSELL ST		MELROSE	MA	2176	56738-512	17 RUSSELL ST
B6 0 10	DONOVAN, MELISSA A.		86-88 TRENTON ST.		MELROSE	MA	2176	74600-576	86-88 TRENTON ST
B6 0 114	SEYMOUR, ERIC F.	SHANNON C. CHOY-SEYMOUR	65 TRENTON ST		MELROSE	MA	2176	54489-458	65 TRENTON ST
B6 0 120	CIULLA, RICHARD J JR IND		25 RUSSELL ST		MELROSE	MA	2176	37869-152	25 RUSSELL ST
B6 0 122	VENTURA,RANDY	MIRISA A VENTURA TE	6 COTTAGE ST		MELROSE	MA	2176	26009-310	6 COTTAGE ST
B6 0 3	KOCZELA, STEVEN MARK	AUDREY MARIE KOCZELA HWTE	76 TRENTON ST		MELROSE	MA	2176	60508-573	76 TRENTON ST
B6 0 86	LINCOLN SCHOOL		WYOMING WEST AV		MELROSE	MA	2176	2473-385	80 WYOMING WEST AV
A5 0 68	SKLARSKY, JOSHUA L.	SARAH F. SKLARSKY, HWTE	44 CLINTON ROAD		MELROSE	MA	2176	67099-535	44 CLINTON RD
A6 0 142	ANDREA, NANCY T.		83 RUSSELL ST		MELROSE	MA	2176	50103-403	83 RUSSELL ST
A6 0 151	LOWERY, LINDA J		38 ADAMS ST		MELROSE	MA	2176	39742-457	38 ADAMS ST
A6 0 152	HANSEN, MARC C	ANDREA S HANSEN, TE	44 ADAMS ST		MELROSE	MA	2176	47008-246	44 ADAMS ST
A6 0 24	ELLEN DOCKERY REV TRUST OF 18	ELLEN DOCKERY, TRUSTEE	29 ADAMS ST		MELROSE	MA	2176	72236-489	29 ADAMS ST
A6 0 30	COLOMBINO-SARDO FAMILY TR	CAROL A+CHARLES F COLOMBINO	71 RUSSELL ST		MELROSE	MA	2176	73938-305	71 RUSSELL ST
A6 0 32	NEW DAVID R.	FERRI VICTORIA M. TC	63 RUSSELL ST		MELROSE	MA	2176	78892-35	63 RUSSELL ST
A6 0 41	JAVOR, CAMERON M.	CAITLIN M OCONNOR, HWTE	61 FLORENCE ST		MELROSE	MA	2176	71282-477	61 FLORENCE ST
A6 0 53	GROEBE, BRITTANY	EVAN KARABATSOS, HWTE	80 RUSSELL ST		MELROSE	MA	2176	72781-172	80 RUSSELL ST
A6 0 8	JOHNSON, JENNIFER	MATT L JOHNSON	47 ADAMS ST		MELROSE	MA	2176	74515-417	47 ADAMS ST
B5 0 1	RICE,STEVEN J,MAUREEN J RICE	HUSBAND/WIFE TEN ENT	50 CLINTON RD		MELROSE	MA	2176	19585-357	50 CLINTON RD
B5 0 10	MUI,YICK YU+FUNG CHUN CHAN MU	MAGGIE MUI, JT	51 CLINTON RD		MELROSE	MA	2176	65951-326	51 CLINTON RD
B5 0 40	BUTLER, SHEILA	WILLIAM BUTLER HWTE	102 CRESCENT AVE		MELROSE	MA	2176	60396-252	102 CRESCENT AV
B5 0 9	BEARD,DARRELL	RACHEL C BEARD	55 CLINTON RD		MELROSE	MA	2176	12733-44	55 CLINTON RD
B6 0 101	DELANA, MARIA	SEBASTIAO BENINCA, HWTE	104 WEST WYOMING AVE		MELROSE	MA	2176	71433-318	102-104 WYOMING WEST AV
B6 0 105	DILORETO,BARBARA		97 TRENTON ST		MELROSE	MA	2176	13238-256	97 TRENTON ST
B6 0 115	DONAHOE,CHARLES	PAULA H DONAHOE	55 TRENTON ST		MELROSE	MA	2176	12111-469	55 TRENTON ST
B6 0 116	FALES,RONALD C	LINDA A MURRAY-FALES HWTE	51 TRENTON ST		MELROSE	MA	2176	1198-62	51 TRENTON ST
B6 0 123	KISSEL, ALEXANDER G.	RILDA A KISSEL, HWTE	3 COTTAGE ST		MELROSE	MA	2176	68354-257	3 COTTAGE ST
B6 0 13	RALPH, JOYCE P TRS	WEST WYOMING REALTY TRUST	1483 SALEM ST.		NORTH ANDOVEI	MA	1845	26509-512	126 WYOMING WEST AV
B6 0 5	HUDSON, PAUL C	LISA M HUDSON TE	33 CHESTER ST		MELROSE	MA	2176	36197-293	33 CHESTER ST
B6 0 9	DECOLAINES,SUSAN	SWANSON, WILLIAM R HWTE	84 TRENTON ST		MELROSE	MA	2176	30714-354	84 TRENTON ST
B6 0 96B	PARZIALE, DIANA		20 COTTAGE ST		MELROSE	MA	2176	30824-87	20 COTTAGE ST
A5 0 47	BORGESANO, JOEL F.	DENISE BORGESANO, HWTE	26 TRENTON ST		MELROSE	MA	2176	63915-33	26 TRENTON ST
A6 0 144	SHERRILL JOHN	KLINGENBERG ALIX TE	10 ADAMS ST		MELROSE	MA	2176	77590-401	10 ADAMS ST
A6 0 147	DARGIE, MARY ELLEN		22 ADAMS ST		MELROSE	MA	2176	20506-459	22 ADAMS ST
A6 0 17	BURKE, TERENCE O	MICHELE F BURKE TE	88 FLORENCE ST		MELROSE	MA	2176	42979-173	88 FLORENCE ST
A6 0 20	MCINTYRE, PAUL	LAURA MCINTYRE, HWTE	9 CHESTER STREET		MELROSE	MA	2176	67352-461	9 CHESTER ST
A6 0 36	SAINIS, SUNIL KRISHNA	CAROLINE BETH PARKER-SAINIS TE	62 FLORENCE ST		MELROSE	MA	2176	56798-126	62 FLORENCE ST
A6 0 52	JONES, JANE L.		76 RUSSELL ST		MELROSE	MA	2176	69771-274	76 RUSSELL ST
B5 0 3	LIFE EST VALERIE+CARMEN GRIMMO	SUSAN R. GRIMMO	58 CLINTON RD		MELROSE	MA	2176	71532-441	58 CLINTON RD
B5 0 32	MEREDITH,DENNY	CHRISTINE J MEREDITH HWTE	91 SYCAMORE RD		MELROSE	MA	2176	23532-483	84 CRESCENT AV
B6 0 109	CONNORS, JARROD C.	JAIME E. SKREKAS, HWTE	3 ALDEN ST.		MELROSE	MA	2176	68209-152	3 ALDEN ST
B6 0 112	FREEDMAN FAMILY REV.TRUST	MARK A+SUSAN FREEDMAN TRSTEES	71 TRENTON ST		MELROSE	MA	2176	65553-501	71 TRENTON ST
B6 0 124	MCKEAN, NANCY J. & JAMES D. JR	HELENA A BENDER, JT	106 CRESCENT AVE		MELROSE	MA	2176	64341-404	106 CRESCENT AV
B6 0 16	GREGORY, BRIAN W.	JENNIFER L GREGORY, HWTE	146 WEST WYOMING AVE		MELROSE	MA	2176	71097-560	146 WYOMING WEST AV
B6 0 4	POWERS, EDWARD R	POWERS DEBORAH A	37 CHESTER ST		MELROSE	MA	2176	22938-92	37 CHESTER ST
B6 0 90-90A	KRYGOWSKI,ROBERT	HEATHER K MACDONALD HWTE	19 COTTAGE ST		MELROSE	MA	2176	33153-532	19 COTTAGE ST
B6 0 94	GREENBERG,MARK S	MARGARET L GREENBERG HWTE	14 COTTAGE ST		MELROSE	MA	2176	24977-39	14 COTTAGE ST
B6 0 96A	DEAR, BRANDIN G.	LAUREN ADLER DEAR, HWTE	18 COTTAGE ST		MELROSE	MA	2176	68263-284	18 COTTAGE ST
B6 0 98	CORBIN,JOHN M	SUSAN HW TE	28 COTTAGE ST		MELROSE	MA	2176	22659-99	28 COTTAGE ST

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City of Melrose Abutters List

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B6 0 108	DEWEY,MICHAEL O	MARIE DEWEY HWTE	5 ALDEN ST		MELROSE	MA	2176	34660-175	5 ALDEN ST
B6 0 11	STEWART,ROBERT E		92 TRENTON ST		MELROSE	MA	2176	39364-112	92 TRENTON ST
B6 0 111	KENT, MARGARET A.	JAMES D. KENT	75 TRENTON ST		MELROSE	MA	2176	63555-67	75 TRENTON ST
B6 0 121	SWEETNAM, ELIZABTH A		2 COTTAGE ST		MELROSE	MA	2176	45723-524	2 COTTAGE ST
B6 0 123A	PINGIARO RLTY TR,	ANTHONY + MARY PINGIARO TRS	1 COTTAGE ST		MELROSE	MA	2176	23407-377	1 COTTAGE ST
B6 0 15	EDQUIST, YANA S.		87 FLORENCE ST		MELROSE	MA	2176	57844-332	87 FLORENCE ST
B6 0 93	MITCHELL,JANICE IND		5 COTTAGE ST		MELROSE	MA	2176	28953-579	5 COTTAGE ST
A6 0 3+1213	CAQUETTE, HEATHER	FINN MCSWEENEY, TE	160 W WYOMING AVE		MELROSE	MA	2176	1538-72	160 WYOMING WEST AV
A6 0 10	SUNTAREJA, RENUS	LISTYA SARI DIYAH, HWTE	6 CHESTER ST		MELROSE	MA	2176	69358-528	6 CHESTER ST
A6 0 139	CHEN YICONG	ZHU YUECI TE	29 LYNDE AVE		MELROSE	MA	2176	78961-150	29 LYNDE AV
A6 0 140	MCGRATH, ROSEMARY TRUSTEE	ROSEMARY MCGRATH IRR TR	91 RUSSELL ST		MELROSE	MA	2176	53393-297	91 RUSSELL ST
A6 0 141	GOLDBERG, BARRY S.	JUN L. GOLDBERG HWTE	87 RUSSELL ST		MELROSE	MA	2176	50435-160	87 RUSSELL ST
A6 0 145	ROCHA, LORRAYNE	LAURA SIMMONS, JTRS	14 ADAMS ST		MELROSE	MA	2176	73848-116	14 ADAMS ST
A6 0 146A	ZAJAC,JEFFREY W	JACQUELINE M ZAJAC HWTE	18 ADAMS ST		MELROSE	MA	2176	28802-123	ADAMS ST
A6 0 148	CRAWFORD,RICHARD W	ANNE L CRAWFORD TE	26 ADAMS ST		MELROSE	MA	2176	35531-133	26 ADAMS ST
A6 0 149	CRAWFORD, RICHARD W IND		26 ADAMS ST		MELROSE	MA	2176	46725-79	30 ADAMS ST
A6 0 150	KAVANAGH, MICHAEL J.	CYNTHIA LEWIS KAVANAGH HWTE	32 ADAMS ST		MELROSE	MA	2176	48803-598	32 ADAMS ST
A6 0 23	LEDFOR, JAMES STEPHEN	JANET KAYE LEDFORD, HWTE	33 ADAMS ST		MELROSE	MA	2176	62905-378	33 ADAMS ST
A6 0 26	HERRON, NATHANIEL W.	KIMBERLY M. HERRON, HWTE	21 ADAMS ST		MELROSE	MA	2176	64206-507	21 ADAMS ST
A6 0 57A	WATTERS, ALEXANDER	CHARLOTTE BERKES HWTE	343 WASHINGTON ST		MELROSE	MA	2176	57077-436	343 WASHINGTON ST
B5 0 37-38	BARRASSO,WILLIAM T		15 RUSSELL ST		MELROSE	MA	2176	21384-210	15 RUSSELL ST
B5 0 5	HENNESSEY,MARK F	MAUREEN B HENNESSEY HWTE	32 RUSSELL ST		MELROSE	MA	2176	22164-554	32 RUSSELL ST
B5 0 6	AIELLO,DOMENIC P	LOUISE K.M.AIELLO HW TE	34 RUSSELL ST		MELROSE	MA	2176	18231-189	34 RUSSELL ST
B5 0 7	MCBRINE,RICHARD L	SUSAN M MCBRINE T/E	65 CLINTON RD		MELROSE	MA	2176	30928-24	65 CLINTON RD
B6 0 1	BERTOLI FAMILY REALTY TRUST	LEONARD+CLAUDIA M BERTOLI	58 TRENTON ST		MELROSE	MA	2176	72619-104	62 TRENTON ST
B6 0 18	TIERNEY,JAMES	BARBARA P TIERNEY	70 TRENTON ST		MELROSE	MA	2176	10324-573	70 TRENTON ST
B6 0 119	LOWERY, MATTHEW R	JENNIFER FRANCO TE	31 RUSSELL ST		MELROSE	MA	2176	45918-457	31 RUSSELL ST
B6 0 126	CITY OF,MELROSE	PARK DEPT	CRESCENT AVE		MELROSE	MA	2176	6090-218	CRESCENT AV
B6 0 2	MEAD, JEFFREY	ADRIANA MEAD HWTE	72 TRENTON ST		MELROSE	MA	2176	50261-586	72 TRENTON ST
B6 0 7	DONEGAN, KEVIN J.	MAEVE M. DONEGAN, HWTE	32 CHESTER ST		MELROSE	MA	2176	54747-487	32 CHESTER ST
B6 0 95	TURNER,JOHN	MARGARET M TURNER	16 COTTAGE ST		MELROSE	MA	2176	10274-13	16 COTTAGE ST
A5 0 39	ROTH, LINDA TRUSTEE	337 WASHINGTON ST. MELROSE TR.	337 WASHINGTON ST		MELROSE	MA	2176	59045-512	337 WASHINGTON ST
A5 0 41	ONATE, CAROLINA	ESTHER ONATE MEADOWS, JTRS	325-327 WASHINGTON ST		MELROSE	MA	2176	72326-376	325-327 WASHINGTON ST
A6 0 28	GALLAGHER,PATRICIA		13 ADAMS ST		MELROSE	MA	2176	23539-278	13 ADAMS ST
A6 0 45	TEKESTE BINIAM	TESFAYOHANNES NAZRETH JTRS	42 TRENTON ST		MELROSE	MA	2176	79095-443	42 TRENTON ST
A6 0 47	KENNEDY, BERNADETTE M.		50 TRENTON ST		MELROSE	MA	2176	58331-240	50 TRENTON ST
A6 0 48-49	PETERSON, BARBARA A TRUST	DANIEL R. PETERSON TRUST	58 RUSSELL ST.		MELROSE	MA	2176	65959-504	58-60 RUSSELL ST
B5 0 2	FRENTZOS, STEPHEN C.	TIFFANY B. FRENTZOS, HWTE	54 CLINTON RD		MELROSE	MA	2176	63313-294	54 CLINTON RD
B5 0 35	KORONTJIS, JANE H IND		14 RUSSELL ST		MELROSE	MA	2176	44494-375	14 RUSSELL ST
B5 0 39	DOYLE, THOMAS F., DOYLE, DAVID	PATRICIA A MCLAUGHLIN, TC	98 CRESCENT AVE		MELROSE	MA	2176	73086-298	98 CRESCENT AV
B5 0 4	DENARDO, MATTHEW B.	NATALIE B. DENARDO, HWTE	64 CLINTON RD		MELROSE	MA	2176	66054-160	64 CLINTON RD
B6 0 103A	STRONG, WILLIAM BERKLEY III	SOPHIA SALMAN, JTRS	110 W.WYOMING AVE. #1		MELROSE	MA	2176	62742-63	110 WYOMING WEST AV UNIT 1
B6 0 103B	BACHNER, BRANDON		110 WYOMING WEST AV - UNIT		MELROSE	MA	2176	40689-276	110 WYOMING WEST AV UNIT 2
B6 0 106	AKUR LIVING TRUST	LANDRY RALPH E JR+KAREN M, TSE	95 TRENTON ST		MELROSE	MA	2176	70488-544	95 TRENTON ST
B6 0 110	VARAT, BENJAMIN E.	DEBORAH A. VAREAT HWTE	1 ALDEN ST		MELROSE	MA	2176	48933-176	1 ALDEN ST
B6 0 117	CONTI, THOMAS	MARIA CONTI, HWTE	43 TRENTON ST		MELROSE	MA	2176	1330-47	43 TRENTON ST
B6 0 1A	BERTOLI, LEONARD	CLAUDIA M BERTOLI HWTE	58 TRENTON ST		MELROSE	MA	2176	25020-9	58 TRENTON ST
B6 0 89	ROGER, VINCENT A.	FLORENCE J. CORDOVANO, HWTE	23 COTTAGE ST		MELROSE	MA	2176	62041-175	23 COTTAGE ST
B6 0 97	GOLDBERG, ALLISON O + SETH TE		24 COTTAGE ST		MELROSE	MA	2176	79086-521	24 COTTAGE ST
A5 0 42	KAZENIAC, ANDREW		323 WASHINGTON STREET		Melrose	MA	2176	63982-314	323 WASHINGTON ST
A5 0 50	SCACCA,CHARLES J	KATHLEEN R SCACCA HWTE	25 TRENTON ST		MELROSE	MA	2176	22430-215	25 TRENTON ST
A5 0 51	FAGUNDO, PEDRO	MELISSA BETH FAGUNDO, HWTE	21 TRENTON ST		MELROSE	MA	2176	71292-388	21 TRENTON ST
A6 0 138	DEMICHELE KRISTINA IND.		37 LYNDE AVE		MELROSE	MA	2176	78505-295	37 LYNDE AV
A6 0 18	DAVIES,TIMOTHY A	MARY B	23 CHESTER ST		MELROSE	MA	2176	20344-487	23 CHESTER ST

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From: claudia[redacted]
To: Clerks
Subject: Bertoli - Photo of pups and a question
Date: Thursday, May 26, 2022 3:22:15 PM

Hi Kristin,

I'm sending a photo of the pups for your records.

Two neighbors called regarding the notices they got. They asked if someone reported my pups because I've had them forever and if they need to go to the hearing in support, I told them no one reported me.

Do I need to be at the hearing?
Please let me know when you have a chance.

Many thanks,
Claudia

Photo: Chico (15), Frizz (10), Pixel (15), Zuzu (8) - (Draco (16) the black merle Chihuahua passed away in April)



****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.****

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City Council
Melrose City Hall
Melrose, MA 02176

TABLED

Meeting: 06/06/22 07:45 PM
Department: City Council
Category: License - Gasoline Storage
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors:
DOC ID: 9390

LICENSE 2022-13

License: Gasoline and Storage Licenses Not Renewed 2022

Pursuant to the General Legislation of the City of Melrose Administrative Code specifically Chapter 137, Inflammables and Explosives, attached is the list of non-renewal gasoline and storage licenses for calendar year 2022.

FINANCIAL IMPACT:

N/A

RESULT: ASSIGNED TO COMMITEE

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Renewal Month	Fee	Renewal Class	Fed ID	Owner
APR	$50.00	Gasoline/Petroleum		184-190 Sylvan St. Condo Trust
APR	$50.00	Gasoline/Petroleum	-	184-190 Sylvan St. Condo Trust
APR	$100.00	Gasoline/Petroleum	04-6910408	Brickstone Park Condominium Trust
APR	$100.00	Gasoline/Petroleum	04-2780244	Melrose Place Condominium Trust
APR	$150.00	Gasoline/Petroleum	04-2740790	Mt. Vernon Condominium Trust
APR	$100.00	Gasoline/Petroleum	26-0442392	Webster Willows Condominium Trust

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Location of Storage / Garage	Location of Storage / Garage
184	Sylvan Street
190	Sylvan Street
509	Pleasant Street
334-340	Main Street
12-14	Mount Vernon Street
391	Pleasant Street

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Gas / Storage use	Emergency #
Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	
Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	
Maintain garage for storage of 13 motor vehicles with gasoline in tanks of same	781-318-8012
Maintain garage for storage of 19 motor vehicles with gasoline in tanks of same	
Maintain garage for storage of 44 motor vehicles with gasoline in tanks of same	781-318-8012
Maintain garage for storage of 24 motor vehicles with gasoline in tanks of same	781-956-5915

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Telephone	Email address
617-522-0099 ext 111	jsolorzano@rpmboston.com
617-522-0099 ext 111	jsolorzano@rpmboston.com
781-979-9199	mimi@harvestprops.com
617-549-1923	kyle@harvestprops.com
781-979-9199	kyle@harvestprops.com
781-438-1164	support@northpointmanagement.com

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Owner2	City	State	Zip	Granted Date	Fluid Type
Real Property Management Boston	Melrose	MA	02176	7/25/66,	Gasoline
Real Property Management Boston	Melrose	MA	02176	7/25/66,	Gasoline
c/o Harvest Properties, LLC	Melrose	MA	02176	9/13/27	Gasoline
Harvest Properties C/O Steve Lewis	Melrose	MA	02176	5/3/2001	Gasoline
c/o Harvest Properties, LLC	Melrose	MA	02176	9/22/76	Gasoline
Northpoint Management	Melrose	MA	02176	7/16/2007	Gasoline

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Expiration		Mailing address
4/30/2022	c/o Javier Solorzano	179 Boylston Street
4/30/2022	c/o Javier Solorzano	179 Boylston Street
4/30/2022	c/o Harvest Properties, LLC	441 Main Street St, Suite 206
4/30/2022	Harvest Properties, LLC	441 Main Street Street Suite 206
4/30/2022	c/o Harvest Properties, LLC	441 Main Street St, Suite 206
4/30/2022	c/o ARK Management, Carolyn Smith	P.O. Box 80012

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Mailing City, State, Zip
Jamaica Plain
Jamaica Plain
Melrose, MA 02176
Melrose, MA 02176
Melrose, MA 02176
Stoneham, MA 02180

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City Council
Melrose City Hall
Melrose, MA 02176

TABLED

Meeting: 06/06/22 07:45 PM
Department: City Clerk
Category: License - Gasoline Storage
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors:
DOC ID: 9391

LICENSE 2022-14

Gasoline and Storage Licenses Renewals 2022

Pursuant to the General Legislation of the City of Melrose Administrative Code specifically Chapter 137, Inflammable's and Explosives, attached is the renewal list for gasoline and storage licenses for calendar year 2022.

FINANCIAL IMPACT:

None

RESULT: ASSIGNED TO COMMITEE

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Renewal Mth	Fee	Renewal Class	Fed ID	Owner
APR	$100.00	Gasoline/Petroleum	023467468	17 Upham Street Realty Trust
APR	$100.00	Gasoline/Petroleum	023467468	17 Upham Street Realty Trust
APR	$50.00	Gasoline/Petroleum		481 Lebanon Condominium Trust
APR	$397.00	Gasoline/Petroleum	04-2079391	Aggregate Industries-Northeast Region, Inc.
APR	$100.00	Gasoline/Petroleum	04-3405825	Caruso Home Stylists, Inc.
APR	$100.00	Gasoline/Petroleum	04-3405825	Caruso Home Stylists, Inc.
APR	$100.00	Gasoline/Petroleum	04-2270203	Caruso Home Stylists, Inc.
APR	$100.00	Gasoline/Petroleum	1202638	DFB Realty LLC
APR	$30.00	Gasoline/Petroleum	04-2138596	Dorn Equipment Corp.
APR	$100.00	Gasoline/Petroleum		Eric Baldi

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APR	$180.00	Gasoline/Petroleum	04-3943029	Global Montello Group Corp:
APR	$100.00	Gasoline/Petroleum	04-6851323	Grove Street Realty Trust
APR	$150.00	Gasoline/Petroleum	-	GS Washingtons, LLC
APR	$150.00	Gasoline/Petroleum	-	GS Washingtons, LLC
APR	$50.00	Gasoline/Petroleum	143303942	June W. Sheridan
APR	$50.00	Gasoline/Petroleum	143303942	June W. Sheridan
APR	$50.00	Gasoline/Petroleum	-	Karen T. Alley
APR	$100.00	Gasoline/Petroleum	04-2270403	Laurette M. Caruso
APR	$100.00	Gasoline/Petroleum	031-60-2025	Matthew Piccione, Trustee
APR	$100.00	Gasoline/Petroleum	-	Maza Property Management,LLC
APR	$150.00	Gasoline/Petroleum	04-2628971	Melrose Community Garage

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APR	$150.00	Gasoline/Petroleum	04-6410528	Melrose Towers Condominium Trust
APR	$150.00	Gasoline/Petroleum	-	Melrose Wakefield Healthcare
APR	$205.00	Gasoline/Petroleum		Melrose Wakefield Healthcare
APR	$50.00	Gasoline/Petroleum		Ms. Barbara Peterson
APR	$282.00	Gasoline/Petroleum	45-0604356	Nouria Energy Ventures I, LLC
APR	$100.00	Gasoline/Petroleum	015-26-5330	Parma Realty Trust
APR	$50.00	Gasoline/Petroleum	20-082-4660	Mark Hutchinson
APR	$250.00	Gasoline/Petroleum	-	Stephen Longmuir
APR	$150.00	Gasoline/Petroleum	-	Stephen Longmuir
APR	$152.00	Gasoline/Petroleum	-	Stephen Lucey
APR	$50.00	Gasoline/Petroleum	-	Susan Smith

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APR	$100.00	Gasoline/Petroleum	04-2870961	Villa Cordoba Condominium
APR	$600.00	Gasoline/Petroleum	45-554597	WM Oak Grove Village, LLC
APR	$100.00	Gasoline/Petroleum	81-6110288	Woodbriar Heights Condominium
APR	$155.00	Gasoline/Petroleum	04-3507243	WW Industries, Inc.
APR	$160.00	Gasoline/Petroleum	84-2817329	USA Energy, Inc

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	Location of Storage / Garage	Gas / Storage use	Emergency #
19	Upham Street	Maintain garage for storage of 20 motor vehicles with gasoline in tanks of same	781-853-8721
17-19	Upham Street	Maintain garage for storage of 25 motor vehicles with gasoline in tanks of same	781-853-8721
481	Lebanon Street	Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	978-886-3477
1831	Broadway	keep and store 207,550 gallons and 35,000 gals; 30,000 liquid asphalt, 5,000 latex to existing 172,550gals; #2 fuel oil, lquid asphalt.	866-735-2839
22	Greenwood	Maintain garage for storage of 24 motor vehicles with gasoline in tanks of same	617-449-8191
296	Main Street	Maintain garage for storage of 13 motor vehicles with gasoline in tanks of same	617-449-8191
282	Main Street	Maintain garage for storage of 14 motor vehicles with gasoline in tanks of same	978-317-8171
8	Eastman Place	Maintain garage for storage of 22 motor vehicles with gasoline in tanks of same	-
31-35	Upham Street	keep and store 2,500 gallons of gasoline and to keep and store 1,000 gallons of gasoline	617-957-1495
307	Main Street	Maintain garage for storage of 6 motor vehicles with gasoline in tanks of same	978-265-3906

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376-386	Main Street	keep, store, and sell 40,000 gallons of gasoline and 1,000 gallons waste oil	978-536-1745
59	Grove Street	Maintain garage for storage of 12 motor vehicles with gasoline in tanks of same	781-589-2202
2	Washington Street	Maintain garage for storage of 37 motor vehicles with gasoline in tanks of same	-
37-47	Washington Street	Maintain garage for storage of 32 motor vehicles with gasoline in tanks of same	781-819-3090
202	Sylvan	Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	781-526-1309
196	Sylvan Street	Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	781-526-1309
24	West Emerson Street	Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	781-662-7107
278	Main Street	Lots 1 & 2 Maintain garage for storage of 24 motor vehicles with gasoline in tanks of same	978-317-8171
66	Lake Street	Maintain garage for storage of 10 motor vehicles with gasoline in tanks of same	617-933-9465
264	Franklin	Maintain garage for storage of 18 motor vehicles with gasoline in tanks of same	603-401-1876
201	Essex	Maintain garage for storage of 37 motor vehicles with gasoline in tanks of same	617-957-8780

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

49-51-53	Melrose Street	Maintain garage for storage of 99 motor vehicles with gasoline tanks of sames.	617-423-7000
585	Lebanon	Maintain garage for storage of motor vehicles with gasoline in tanks of same (Parking Garage)	781-979-3000
66	Rowe	keep and store 15,000 gals of #2 fuel oil.	781-979-3000
58-60	Russell Street	Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	781-572-6050
860	Main Street	keep, store, and sell 22,000 gallons of gasoline and 8,000 gallons of diesel fuel.	508-523-1717
288	Main Street	Maintain garage for storage of 8 motor vehicles with gasoline in tanks of same	617-529-5276
990-996	Main Street	Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	-
286	Lebanon Street	keep, store, and sell 10,000 gallons of gasoline and Maintain 25 motor vehicles in tanks of the same.	-
20	Tremont Street	Maintain garage for storage of 25 plus motor vehicles with gasoline in tanks of same	-
889	Main Street	keep, store, and sell 12,000 gallons of gasoline.	781-307-1502
51	First	Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	617-286-9419

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51	Albion Street	Maintain garage for storage of 24 motor vehicles with gasoline in tanks of same	781-246-0690
12	Island Hill Ave	Maintain 4 parking garages for storage of 313 motor vehicles with gasoline in tanks of same	646-335-6590
974-976	Main Street	Maintain garage for storage of 18 motor vehicles with gasoline in tanks of same	781-484-6139
401	Upham Street	keep and store 15,000 gallons of gasoline	781-983-4668
870	Main Street	keep, store, and sell 2,000 gallons of gasoline and Maintain garage for storage of 2 motor vehicles with gasoline in tanks of same	617-959-6836

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Telephone	Email address	Owner2	City	State
781-853-8721	ad457@verizon.net	c/o Alfred DiCarlo, Trustee	Melrose	MA
781-853-8721	ad457@verizon.net	Alfred DiCarlo	Melrose	MA
781-789-8816	JACADOGAN@GMAIL.COM	Julie Cadogan	Melrose	MA
781-307-2839	j.temple@lafargeholeim.com	c/o Jarrett Temple	Melrose	MA
508-265-3233	lennycaruso@gmail.com	c/o Leonard Caruso	Melrose	MA
508-265-3233	lennycaruso@gmail.com	c/o Leonard Caruso	Melrose	MA
978-317-8171	builderal@aol.com	Michelle Moretto, Manager	Melrose	MA
781-665-5520	davefromboston@hotmail.com	c/o David Adario	Melrose	MA
781-662-9300	mjf@dornequipment.com	Matthew J. Flynn	Melrose	MA
978-265-3906	ericbaldi@yahoo.com		Melrose	MA

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614-433-0170	jfrigon@globalp.com	c/o ATC Eclipse	Melrose	MA
781-665-1848	greenwoodandsonsinc@verizon.net	c/o Nancy Greenwood, Trustee	Melrose	MA
781-819-3090	thewashingtonsmgr@greystar.com		Melrose	MA
781-819-3090	thewashingtonsmgr@greystar.com	c/o Woods Partners/Jim Lambert	Melrose	MA
781-844-4508	sheridan143@comcast.net		Melrose	MA
781-844-4508	sheridan143@comcast.net		Melrose	MA
781-662-7107	-		Melrose	MA
978-317-8171	builderal@aol.com	Michelle Moretto, Manager	Melrose	MA
781-820-3307	kendallrelo@verizon.net	66 Lake Ave. Realty Trust	Melrose	MA
781-665-4040	cheryl@atlantic-awning.com	Cheryl Yennaco	Melrose	MA
781-665-4130	melcom201@comcast.net	Austin T. Wheeler	Melrose	MA

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781-662-8263	dambrose@firstrealtymgt.com	First Realty Management	Melrose	MA
781-979-3281	jzullo@melrosewakefield.org	Jerry Zullo, c/o Jim Kinsella & Patti	Melrose	MA
781-979-3281	jzullo@melrosewakefield.org	Jerry Zullo, c/o Jim Kinsella & Patti	Melrose	MA
781-572-6049	petersonrealestate@hotmail.com		Melrose	MA
508-762-3724	permits@nouriaenergy.com	Attn: Becca Shurteff	Melrose	MA
781-279-7010	bob@melrosestorage.com	Robert Zeraschi	Melrose	MA
781-665-2222	mark@bradhutchinson.com		Melrose	MA
781-953-0357	automan121@comcast.net		Melrose	MA
781-953-0357	automan121@comcast.net		Melrose	MA
781-665-9891	gdl129@aol.com		Melrose	MA
781-620-1990	danielsmith7@comcast.net		Melrose	MA

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

781-246-0690	frank01880@yahoo.com	c/o Frank McIsaac	Melrose	MA
781-662-3900	oakgrove@windsorcommunities.com	c/o Michelle LeBlanc, property manager	Melrose	MA
781-246-0690	mlaghetto@easternremgt.com	c/o Francis McIsaac	Melrose	MA
781-665-5151	wwindustries@verizon.net	Thomas Harvey	Melrose	MA
617-953-6883	Edgard_fayad@hotmail.com	Edgard Fayad	Melrose	MA

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Zip	Granted Date	Fluid Type	Expiration	Mailing address
02176	2/16/1953	Gasoline	4/30/2022	P.O. Box 5856
02176	2/16/53	Gasoline	4/30/2022	P.O. Box 5856
02176	11/1/26	Gasoline	4/30/2022	481 Lebanon St, Unit
02176	3/17/2008	Oil, Liquid Asphalt	4/30/2022	1715 Broadway
02176	5/18/64	Gasoline	4/30/2022	383-R Lowell St
02176	2/18/71	Gasoline	4/30/2022	383-R Lowell St
02176	12/21/59	Gasoline	4/30/2022	144 Winona St
02176	6/15/16	Gasoline	4/30/2022	8 Eastman Pl.
02176	5/6/29, 10/21/29	Gasoline	4/30/2022	27 Upham St.
02176	7/6/25	Gasoline	4/30/2022	16 Mill Rd

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02176	9/19/79	Gasoline	4/30/2022	705-A Lakeview Plaza
02176	3/4/46	Gasoline	4/30/2022	1 Washington Street
02176	6/17/46	Gasoline	4/30/2022	2 Washington St
02176	7/18/2016	Gasoline	4/30/2022	2 Washington St
02176	11/15/65	Gasoline	4/30/2022	22B Gates Lane
02176	11/15/65	Gasoline	4/30/2022	22B Gates Lane
02176	--	Gasoline	4/30/2022	57 Larchmont Rd
02176	2/23/61	Gasoline	4/30/2022	144 Winona St
02176	12/17/23	Gasoline	4/30/2022	2 Draper Street #1
02176	6/17/46	Gasoline	4/30/2022	270 Franklin St
02176	10/15/20	Gasoline	4/30/2022	64 Hawley Rd

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02176	6/15/64, 11/20/7	Gasoline	4/30/2022	151 Tremont St
02176	7/19/90	Gasoline	4/30/2022	585 Lebanon Street
02176	8/17/77	Oil	4/30/2022	585 Lebanon Street
02176	5/19/24	Gasoline	4/30/2022	58 Russell St
02176	12/5/21, 10/20/2	Gasoline	4/30/2022	326 Clark Street
02176	8/23/72	Gasoline	4/30/2022	106 Main Street St, U
02176	3/2/59	Gasoline	April 30, 2022	195 Green Street
02176	6/7/26, 10/1/28,	Gasoline	4/30/2022	121 Hill St
02176	5/6/35, 10/9/63,	Oil	4/30/2022	121 Hill St
02176	5/30/20, 6/29/22	Gasoline	4/30/2022	889 Main Street Stree
02176	--	Gasoline	4/30/2022	51 First Street

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02176	4/7/75	Gasoline	4/30/2022	P.O. Box 440
02176	6/26/2007	Gasoline	4/30/2022	12 Island Hill Rd
02176	9/22/71	Gasoline	4/30/2022	974-976 Main Street
02176	10/18/20,6/29/22	Gasoline	4/30/2022	1139 Franklin St.
02176	3/4/46, 11/18/57	Gasoline	4/30/2022	870 Main Street St.

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Mailing City, State, Zip
Salisbury, MA 01952
Salisbury, MA 01953
Melrose, MA 02176
Saugus, MA 01905
Wakefield, MA 01880
Wakefield, MA 01880
Peabody, MA 01960
Melrose, MA 02176
Melrose, MA 02176
Wilmington, MA 01887

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Worthington, OH 43085
Melrose, MA 02176
Melrose, MA 02176
Melrose, MA 02176
Wakefield, MA 01880
Wakefield, MA 01880
Melrose, MA 01276
Peabody, MA 01960
Woburn, MA 01801-4522
Melrose, MA 02176
Melrose, MA 02176

Boston, MA 02111
Melrose, MA 02176
Melrose, MA 02176
Melrose, MA 02176
Worcester, MA 01606
Stoneham, MA 02180
Melrose, MA 02176
Topsfield, MA 01983
Topsfield, MA 01983
Melrose, MA 02176
Melrose, MA 02176

Wakefield, MA 01880
Melrose, MA 02176
Melrose, MA 02176
Melrose, MA 02176
Melrose, MA 02176

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-116

A transfer from Seminars (011122 540700) in the amount of five hundred thirty five dollars ($535.00) to City Council Printing Services (011122 521000) to fund FY23 Budget Public Hearing ads and office supplies for the Council.

Offered by Mayor Paul Brodeur

BE IT ORDERED

I respectfully request that the City Council approve the transfer of $535.00 from Seminars to Printing to fund the rising costs of newspaper ads for the FY23 budget public hearings and supplies for the council.

Thank you,
Andrew Ghobrial
Clerk of Committees

FINANCIAL IMPACT:

n/a

05/16/22	**011122-521000 · Council Printing**	**$535.00**
05/16/22	**011122-540700 · Council Seminars & Schooling**	**($535.00)**
	TOTAL:	**$0.00**

05/16/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

05/23/22 **Finance** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Leila Migliorelli
AYES:	Jamaleddine, Garipay, Migliorelli, Karamcheti, Obremski, Cinella

06/06/22 **City Council** **PASSED**

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Maya Jamaleddine, At-Large
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-117

Acceptance of a Fifty Thousand Dollar Grant from the Executive Office of Administration and Finance for Streetscape Infrastructure Upgrades

Offered by

BE IT ORDERED

I respectfully request that the Honorable City Council accept a grant in the amount of Fifty Thousand Dollars ($50,000) from the Executive Office of Administration and Finance. These funds shall be used to purchase trash and recycling receptacles and for the fabrication and installation of signage and public art in support of the City's wayfinding, public art and economic development efforts. The funds will be deposited into fund #2923.

FINANCIAL IMPACT:

None

05/16/22 City Council ASSIGNED TO COMMITTEE

RESULT:	**ASSIGNED TO COMMITTEE**

05/19/22 Appropriations and Oversight OUGHT TO PASS

RESULT:	**OUGHT TO PASS [8 TO 0]**
MOVER:	Jack Eccles
SECONDER:	Ryan Williams
AYES:	Grigoraitis, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	Shawn M. MacMaster, John Obremski
EXCUSED:	Leila Migliorelli

06/06/22 City Council PASSED

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

3.1

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

CONTRACTOR LEGAL NAME: City of Melrose and d/b/a):		**COMMONWEALTH DEPARTMENT NAME: Exec Office for Administration and Finance** **MMARS Department Code: ANF**	
Legal Address: (W-9, W-4): 562 MAIN ST, Melrose, MA, 02176-3142		**Business Mailing Address: 24 Beacon St., Room 373 ,Boston, MA, 02133**	
Contract Manager: Denise Gaffey	**Phone: 781-979-4194**	**Billing Address (if different):**	
E-Mail: dgaffey@cityofmelrose.org	**Fax:**	**Contract Manager: Debora Collins**	**Phone: 617-413-1301**
Contractor Vendor Code: VC6000192115		**E-Mail: debora.collins3@mass.gov**	**Fax:**
Vendor Code Address ID (e.g. "AD001"): AD001 **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s): FY22TOWNOFMELROSEANF** **RFR/Procurement or Other ID Number: Not applicable**	

_X_ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

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

___ CONTRACT AMENDMENT

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

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

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

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

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.
__ **Rate Contract.** (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
_X_ Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). **$50,000.00**

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

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Funding to fulfill earmark in line item 1599-0026 "provided further, that not less than $50,000 shall be expended to the city of Melrose for streetscape infrastructure upgrades"

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

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

CONTRACT END DATE: Contract performance shall terminate as of **June 30, 2022,** 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:	**AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:**
X: _____. **Date:** _____. **(Signature and Date Must Be Handwritten At Time of Signature)**	**X:** _____. **Date:** _____. **(Signature and Date Must Be Handwritten At Time of Signature)**
Print Name:	**Print Name: Daniel Shark**
Print Title:	**Print Title: Chief Financial Officer**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

DENISE M. GAFFEY
Director & City Planner

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

M E M O R A N D U M

TO: Melrose City Council

FROM: Denise Gaffey, Director & City Planner

DATE: May 16, 2022

RE: Grant for Streetscape Infrastructure Upgrades & Wayfinding Update

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The City of Melrose has been awarded $50,000 from the Executive Office of Administration and Finance for Streetscape Infrastructure Upgrades. The City intends to combine these funds with the free cash allocation authorized by the Council last year to expand on our successful Wayfinding and Creative Placement Initiative.

Specifically, these funds will allow for the purchase of ten new trash and recycling containers that will be installed in key locations across the community. These containers have been selected by the Public Works Department in consultation with Zero Waste Melrose and Keep Melrose Beautiful. They will provide a more organized method for collecting trash and recycling, keep litter off the streets and playgrounds and minimize the opportunity for large bags of household trash overflowing onto the city playgrounds and other locations, which has been identified as a problem across the city. We will explore the opportunity to apply public art to these containers, and the remaining funds will be allocated toward the fabrication and installation of wayfinding signs that will be identified through a community engagement process.

We have recently completed the procurement process for the design consultant who will work with us to finalize the Wayfinding System and oversee this Streetscape Improvement Initiative. Over the next two months, in addition to purchasing the trash and recycling containers, we will:

- Conduct a community survey to assess the community's opinion on the three placemaking and wayfinding signage concept options that have been developed.
- Meet with the Placemaking & Wayfinding Committee to finalize the signage concept and prioritize locations where signage will be installed based on what was heard at the open house meeting on this topic and the survey results.
- Revise the sign location plan and update the quantities of desired signage elements.
- Revise the Master Plan Document incorporating final comments and feedback from staff, the Placemaking & Wayfinding Committee and the results of the community survey and produce the Final Report
- Create Design Development drawings for wayfinding signage specifying dimensions, materials, colors, installation notes, etc.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

- Fabricate wayfinding signs and install them in the prioritized locations.

We are pleased to be able to leverage additional enhancements to benefit the community, while addressing the need for more trash and recycling containers that better serve the city's needs, and we look forward to re-engaging with the community on the wayfinding effort. We appreciate your past support and respectfully request your favorable consideration of this grant.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

ORDER-2022-125

Re-Appointment of Joseph Nevin, of 415 East Foster Street, to the City of Melrose Liquor License Commission for another six-year term, said term to expire the first day of June 2028.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Re-appointment of Joseph Nevin, of 415 East Foster Street, to the City of Melrose Liquor License Commission for another six-year term, said term to expire the first day of June 2028. Nevin's current appointment as Chair for the Commission expired on the first day of June 2022.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

05/16/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

05/19/22	**Protection and License**	**OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [5 TO 0]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Jack Eccles
AYES:	Garipay, Stewart, Eccles, Jamaleddine, Cinella
ABSENT:	Shawn M. MacMaster

06/06/22	**City Council**	**ADOPTED**

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Robb Stewart, Ward 3
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Melrose Liquor License Commission Re-appointment
Date: May 11, 2022

I respectfully request the Honorable City Council confirm the re-appointment of Joseph Nevin, of 415 East Foster Street, to the City of Melrose Liquor License Commission for another six-year term, said term to expire the first day of June 2028. Nevin's current appointment as Chair for the Commission expired on the first day of June 2022.

For over a decade, Nevin has exceeded expectations in his capacity Chair of the Commission – going above and beyond to build relationships with the Melrose community, routinely visiting every establishment, and operating as Chair in a fair and diplomatic nature. Outside of the Commission, Nevin's professional experience with the hospitality industry as an architect has lent the commission a unique perspective, helped foster these relationships with our local businesses, and more.

I am eager for Nevin to continue his work supporting the local business community and the residents of Melrose through his service, and I look forward to having the opportunity to discuss my confidence in Nevin with you.

Thank you for your consideration.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

NEVIN

Mayor Paul Brodeur
City of Melrose
562 Main Street
Melrose, MA 02176

Re: Reappointment to Liquor Licensing Commission

Dear Mayor Brodeur,

I am writing you to let you know that I would like to continue my work on the City of Melrose's Liquor Licensing Commission in my current role as Chair. I respectfully request your consideration for reappointment.

It is a privilege to serve the City of Melrose in this volunteer capacity as a special municipal employee and I look forward to continuing the work of the commission and serving the people of Melrose, the Administration, and our local businesses.

If you have any questions or comments, please do not hesitate to contact me.

Warm regards,

Joseph P. Nevin, Jr.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Joseph P. Nevin Jr. 415 East Foster Street, Melrose, MA 02176 jpnjr58@gmail.com (617) 775-3150

CITY OF MELROSE

In City Council

June 6, 2022

AN ORDER

INFO-2022-7

Information Item Updating City Council on Salt Shed

Offered by

BE IT ORDERED

Please accept the attached memo as information regarding the Department of Public Works' request for replacement of the City Salt Shed as well as other possible options. As part of the informational presentation, representatives from Weston and Sampson are expected to be available to answer questions regarding the current conditions, structure options, cost estimates, and construction schedule. Thank you very much for your consideration.

05/16/22	**City Council**	**ASSIGN TO COMMITTEE**

RESULT:	**ASSIGN TO COMMITTEE**

05/23/22	**Appropriations and Oversight**	**RECOMMEND PLACE ON FILE**

RESULT:	**RECOMMEND PLACE ON FILE [9 TO 0]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Ryan Williams
AYES:	Grigoraitis, Migliorelli, Eccles, Garipay, Jamaleddine, Karamcheti, Obremski, Williams, Cinella
ABSENT:	Shawn M. MacMaster, Robb Stewart

06/06/22	**City Council**	**FILED**

RESULT:	**FILED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 6, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

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

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4172
Fax – (781) 662-6873
E-mail: eproakis@cityofmelrose.org

MEMORANDUM

Date: May 10, 2022

To: Melrose City Council

From: Elena Proakis Ellis, P.E., Director of Public Works
Sponsored by Mayor Paul Brodeur

Subject: Salt Shed Informational Order

The Melrose Department of Public Works' salt shed, constructed in the 1970s, is well beyond the end of its useful life and presents substantial hazards to both employees and to the public in its present shape. As discussed previously with the City Council in 2021 and 2020, the City needs to determine an alternative that allows us to demolish the existing salt shed as soon as possible with a plan in place for its replacement or a suitable alternative.

The DPW had bid our recommended design in 2021 with a construction bid price of approximately $1.44 million. The City Council did not approve the related borrowing order in 2021. Since the time has now elapsed for awarding that contract, we have put the design documents back out to bid, to obtain new pricing. Given the uncertainty in the construction industry, we did not feel confident that a bid price from 2021 could be used to accurately estimate the current construction costs. The bid opening is scheduled for late-May, and the contract would need to be executed within 30 days under the present bid language if we decide to proceed with seeking approval for that option.

We are simultaneously investigating other options, which we would like to present to the Council via this informational order, to allow the Council to ask questions and obtain additional information from both City staff and our consultants from Weston and Sampson. Based on the outcome of this discussion and the bid results, we will then determine whether to submit a borrowing order for consideration in early June.

Additional information will be submitted prior to the discussion before the Council for your consideration. We appreciate the opportunity to reopen this discussion and hopefully arrive at a preferred option that meets the needs of all involved.

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

CITY OF MELROSE

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

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

MEMORANDUM

Date: May 18, 2022

To: Melrose City Council

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

Subject: Salt Shed Additional Information

As described in my memorandum dated May 11, 2022 accompanying the Informational Order to the Melrose City Council, the Melrose Department of Public Works' salt shed, constructed in the 1970s, is well beyond the end of its useful life and presents substantial hazards to both employees and to the public in its present shape. The City needs to arrive at a viable alternative that allows us to demolish the existing salt shed as soon as possible with a plan in place for its replacement.

The attached documentation provides additional information to assist in the discussion at the upcoming Appropriations Committee meeting. The following items are included herein:

1. Photographs of the salt shed showing the conditions, which have worsened since 2019. There are many holes in the roof and walls, and critical supports are failing.

2. Salt Shed Assessment Report dated November 2020. After selecting Weston & Sampson (W&S) as our consultant through a competitive procurement process (resumes of key personnel and consultant evaluation attached), they were tasked with evaluating alternatives prior to selecting a proposed design option. Three alternatives were evaluated in detail:

    a. A gable end structure similar to the existing salt shed;
    b. A fabric topped structure; and
    c. A high-arch gambrel style structure.

    This report was made available to the City Council for comment prior to proceeding with a selected design option. Ultimately, the City found the high-arch gambrel design to best meet our needs. This option provides the same salt storage capacity, with a slightly smaller footprint. It offers the advantages of covered vehicle storage space behind the salt shed in the newly freed up space, and it allows us to install solar panels on the roof.

    Following this decision, the consultants began designing the replacement salt shed for bidding in spring 2021.

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3. As materials costs began to rise as the impacts of COVID started to severely impact the construction market, W&S provided the City with a final 'opinion of probable construction cost' based on the completed design documents, prior to obtaining contractor bids. They also updated the cost estimates for the other two options that had been evaluated. These cost estimates, dated 5/7/2021, are attached. The price of our selected option rose about 40% when comparing apples to apples between the preliminary design phase and the bidding phase due primarily to COVID-related factors.

4. Bid were opened in May 2021, with a low bid of $1,436,000 from Construction Dynamics. The project was brought to the Council at that time for approval of a loan to fund construction, which was not approved. The associated memo to Council is attached.

5. In November 2021, in an effort to again determine if any lower cost options truly existed, the City requested that W&S look again at two approaches to building a fabric salt shed – one with a poured concrete foundation and the other with a block wall foundation, which would minimize some of the need to excavate the soils with known contamination. New cost estimates were developed for these options. These cost estimates are attached. While the block wall option saves approximately $240,000, the total estimated project cost is still $1.46M, which was not deemed to have adequate cost-benefit. The fabric would require replacement over time, and the building could not accommodate solar panels. Also, the additional storage would not be available as with the previously selected option. It did not seem reasonable to spend $1.46M on a fabric structure.

6. In order to verify the pricing we were obtaining through the cost estimators, I contacted a fabric dome vendor for a direct quote. The quote provided is attached and includes only the costs to provide and install the metal frame and fabric dome on top of a concrete block wall that would be installed by others. The quoted price is $229,750. Applying all of the ancillary costs from W&S's estimate, the price is comparable to the $1.46M estimate, since the fabric structure itself in W&S's estimate was $172,000 plus markups and contingencies.

7. Based on all of this information, the City decided to put the originally designed project back out to bid. The plan set showing the salt shed as designed is attached. Bids are scheduled to be opened in late-May, and, if the City decides to proceed with that project, contracts should be signed within 30 days of the bid opening. This would allow construction to begin immediately with the goal of having a completed project by late 2022.

   Please note that this design shows the City's proposed brine system on Sheet C-6 of the drawings, which is consistent with our current practice of using a brine to minimize the total volume of salt used. We treat our salt with a product called Magic-0, which cuts down on the bounce/scatter of salt as it is applied, is effective for pre-treatment, and works to melt ice at even lower temperatures than untreated salt. The City has standard operating procedures for salt application that strive to minimize the total volume of salt used and meet the requirements of the City's National Pollutant Discharge Elimination System (NPDES) stormwater permit issued by the US EPA. We are cognizant of the impact that salt can have on environmental resources and carefully calibrate our spreaders to strike the balance between public safety and environmental impacts during storm events.

As seen in the information provided, the City has tried to identify viable alternatives to cost effectively replace the existing salt shed. Other alternatives discussed included the option of putting a new salt shed at the City's Route 99 facility, or collaborating with the Department of Conservation and Recreation to build a joint salt shed at their Woodland Road site. The former option was ruled out as impractical due to the distance from the

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Route 99 facility to many parts of Melrose, especially should salt be needed during rush hour. The need to travel on Route 1 to get to and from that facility during storm conditions makes it impractical at best, and potentially catastrophic if salters could not be dispatched to neighborhoods in Melrose quickly enough during an icing event, especially an unpredicted one. The collaboration with DCR was seriously considered, but their timeline did not match with the City's need, as they are still early in the design process, with construction of a new salt shed several years out. Furthermore, the shed they presently have and the one they intend to replace it with only holds 800 tons of salt, and they share the salt with MassDOT. Melrose's shed has a capacity of 1,200 tons for Melrose alone. Therefore, in order to share a salt shed, they would need to more than double the size of what they had intended to build, which would also have substantial cost implications. Lastly, construction of a shed offsite does not eliminate all costs associated with the 72 Tremont Street site, since demolition of the existing salt shed and closing of the contaminated area would still be required.

Ultimately, while we would all prefer to spend less money on salt storage, there would need to be a viable lower cost option to consider, especially given the condition and hazards of our current facility. We look forward to answering additional questions from the Council at the upcoming meeting along with our consultants.

If you wish to visit the existing salt shed or to submit any questions in advance so that our consultant can come prepared to answer them, please feel free to contact me at 781-507-5952 in advance of the May 23rd meeting. Thank you.

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2019



2022



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JAMES FAIR, PE

BACKGROUND

2020-Present
Senior Team Leader / Senior Associate
Weston & Sampson

2003-2020
Project Manager
Weston & Sampson

2001-2003
Senior Engineer
Weston & Sampson

2000-2001
Engineer
Lynnfield Engineering, Inc.

1998-2000
Engineer
Whitman, Requardt and Associates, LLP

1995-1998
U.S. Army Corps of Engineers
Aberdeen Proving Grounds, Maryland

EDUCATION

1994
Master of Science
Civil Engineering
Clarkson University

1992
Bachelor of Science
Civil/Environmental Engineering
Clarkson University

PROFESSIONAL REGISTRATION

Professional Engineer:
Massachusetts No. 46434
Maryland No. 23439

PROFESSIONAL TRAINING

CNG Fuel Facility Design Training
10-Hour OSHA Construction Safety Training
EPA Certified Third-Party Inspector



James has over 20 years of environmental engineering experience, including industrial design services for numerous public works facilities. He also has provided engineering services for environmental assessment and remediation projects, including system testing, repair, design, and construction for storage tank projects. In addition, James has worked on landfill, water, and wastewater projects.

SPECIFIC PROJECT EXPERIENCE

Salt Shed Design, Raynham, Massachusetts. Project manager for design, bidding, and construction administration services for a DPW salt shed for the Town of Raynham. The design included a 50' wide X 72' long building with 12' tall pressure treated wood side walls and architectural shingle roof. The scope included site surveys, geotechnical investigations, permitting services, electrical designs for the new salt shed, canopy lighting, and liquid de-icing chemical pumping systems, along with the relocation of the existing flare duct bank to make room for the new structure.

Design Services for Salt Storage Building, Shrewsbury, Massachusetts. Project manager for evaluation, design, and construction administration services for the development of a new salt storage building. Scope included an evaluation report of existing facility, planning level cost estimates, geotechnical and permitting services at the project site, construction administration, and field observation.

Design Services for Salt Storage Building, Burlington, Massachusetts. Project manager for salt shed design, bidding, and construction administration services to replace the town's existing salt shed with a new Hi-Arch Gambrel salt shed. Scope included zoning analysis, planning board and conservation commission permitting, site design, construction cost estimates, construction administration, and field observations.

Consolidated DPW and Natural Resources Facility, Orleans, Massachusetts. Industrial engineer responsible for the planning, design, and construction administration of vehicle maintenance, trade shops, and wash bay. Work included meeting with the end user to identify specific equipment needs, preparing shop layouts, preparing and designing industrial specialty equipment, and providing construction oversight for all equipment.

Industrial Engineering for New Department of Public Works Facility, Hopkinton, Massachusetts. Industrial engineer for design and construction administration services for fleet maintenance, wash bay, and trade shop equipment. Services included meeting with DPW staff to identify equipment options, review of contractor shop drawings during construction, and final inspection of installed equipment. Equipment included, but was not limited to, vehicle lifts, tailpipe exhaust removal systems, fluid storage and distribution systems, trade shop equipment (drill presses, grinder, table saws, etc.), vehicle wash system, vehicle fueling system, and overhead bridge cranes.

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TYLER COFELICE, EIT

BACKGROUND

2020-Present
Engineer III
Weston & Sampson

2018-2020
Engineer II
Weston & Sampson

2015-2018
Engineer I
Weston & Sampson

2014-2015
Franchise Manager
College Pro Painters

2013-2014
Jobsite Manager
College Pro Painters

2012
Engineering Intern
Aldrich & Elliot, PC

EDUCATION

2013
Bachelor of Science
Environmental Engineering
University of Vermont

PROFESSIONAL CERTIFICATIONS

Engineer-in-Training (EIT): Massachusetts
OSHA 40-Hour Hazardous Waste Operations

PROFESSIONAL ASSOCIATIONS

American Society of Civil Engineers (ASCE)
Order of Engineers



Tyler is an engineer with experience in field and office duties related to facilities, wastewater, water, and environmental engineering projects, including data analysis, cost estimations, permitting, client interactions, and field work. His technical skills include AutoCAD, HyrdoCAD, MATLAB, ArcView, and Argus ONE.

SPECIFIC PROJECT EXPERIENCE

Design Services for Salt Storage Building, Burlington, Massachusetts. Assisted with project management and client communication tasks. Performed zoning analysis and compiled planning board and conservation commission permitting applications. Performed civil site design, which included grading and drainage, site layout, stormwater and cut and fill calculations. Was involved with planning level construction cost estimates, construction administration, and field observations. The project scope included the replacement of the town's existing salt shed with a new Hi-Arch Gambrel salt shed. The project also included site grading, providing new catch basins, new retaining walls, infiltration trenches and site paving.

Salt Shed Design, Raynham, Massachusetts. Performed the zoning analysis, prepared and submitted the site plan application, and appeared as the town's representative during the planning board hearing. Performed the civil site, grading, and drainage, cut and fill analysis, and the stormwater design for the project. Was involved with planning level construction cost estimates, construction administration and field observations. The project was to replace the town's existing salt shed with a new 50' wide X 72' long Hi-Arch Gambrel salt shed. The project included earthwork, updating grading and drainage patterns, paving and analysis for reuse of the existing catch basins and infiltration basin system.

Design Services for Salt Storage Building, Shrewsbury, Massachusetts. Responsible for the project design schedule and managing the design team, which included geotechnical engineers, architects, and electrical engineers, for the replacement of the town's existing salt shed with a new Hi-Arch Gambrel salt shed. Performed civil site design, which included grading and drainage, site layout, stormwater, and cut and fill calculations. Was involved with planning level construction cost estimates, construction administration, and field observations. The project included earthwork, updating grading and drainage patterns, paving, and providing new stormwater management features, including infiltration trenches, deep sump hooded catch basins, oil water separators, and grass swales.

New Fueling Facility, Orleans, Massachusetts. Assisted with the design of a new vehicle fueling system for town, which included a 10,000-gallon double-walled above ground storage tank with interstitial monitoring. Designed the fueling facility to allow remote monitoring of the fuel management system and tank monitoring system from the town's Police Department at a separate site.

New DPW Facility, Mansfield, Massachusetts. Assisted with the DPW industrial equipment design for the new facility, which included a 5-ton capacity bridge crane, a new lubrication distribution system, and multiple vehicle lifting systems.

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

CITY OF MELROSE

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

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

MEMORANDUM

Date: **July 13, 2020**

To: **File**

From: **Elena Proakis Ellis, P.E.**

Subject: **Recommendation for Salt Shed Design Consultant**

The City put out a Request for Qualifications (RFQ) in spring 2020 to procure a design consultant for the City's salt shed project. Statements of Qualifications and fee proposals were due on June 3, 2020. Three consultants submitted their qualifications for consideration:

- Bayside Engineering (with Fitzemeyer & Tocci)
- DiGiorgio Associates
- Weston & Sampson Engineers

After reviewing the proposals individually, the selection committee met on Wednesday, July 8, 2020 in order to discuss the final selection. The selection committee consisted of myself along with Jim Troup, Jay McNeil, and Peter Pietrantonio. Three of the members of the selection committee assigned numerical rankings, as shown below, and the fourth provided general feedback.

SELECTION CRITERIA
The selection criteria as specified in the Request for Qualifications were as follows:

Threshold Criteria

1. *In order for proposals to be considered, they must comply with all submission requirements.*
2. *Proposals that lack experience working with municipalities or other government/public agencies will not be considered.*
3. *The proposal must clearly demonstrate that the consultant understands the required scope and schedule and is capable of providing all services described herein in a timely manner.*

Performance Criteria - Proposals will be preferred which give evidence of:

1. *Understanding of the goals of the City;*
2. *Quality of the project approach and its ability provide the maximum benefit to advance project objectives;*
3. *Experience with similar projects;*

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4. *Quality and experience of the consultant's core team;*
5. *History of completing projects on schedule and within budget;*
6. *Positive feedback from references provided; and*
7. *Capacity to complete the job on schedule, including: office location, appropriate and available staffing, computer equipment, financial stability of the firm, current projects, and other major project commitments.*

VI. AWARD

A. The Contract shall be awarded to the consultant that the City deems to be the best fit for the project, using the evaluation criteria noted above.

B. The City reserves the right to reject any and all proposals, in part or in whole, if it deems it to be in the best interest of the City.

RANKING OF PROPOSALS

The proposals received were reviewed in detail and were ranked according to the criteria listed above on a scale of 1 to 5, with 5 being "Highly Advantageous" and 1 being "Not Advantageous." The table below presents the results.

Selection Criteria	Bayside	DAI	Weston & Sampson
Compliance with Submission Requirements	✓	✓	✓
Municipal Experience	✓	✓	✓
Understanding of Scope/Ability to Perform	✓	✓	✓
Understanding of City's Goals	5+3+4 = 12	3+3+4 = 10	5+4+4 = 13
Project Approach – Quality	5+3+4 = 12	3+3+4 = 10	5+4+4 = 13
Experience with Similar Projects	5+3+4 = 12	4+2+4 = 10	4+4+4 = 12
Experience of Team	5+4+4 = 13	4+4+4 = 12	5+4+5 = 14
Project Completion History	4+3+4 = 11	5+3+4 = 12	5+4+5 = 14
Feedback from References	3+3+3 = 12	*	5+5+5 = 15
Capacity to Complete Project	4+3+5 = 12	5+3+4 = 12	4+4+5 = 13
TOTAL QUALIFICATIONS RANKING	**28**	**22**	**31.3**

* References for DAI were not called based on their aggregate ranking in other categories.

Based on the qualifications rankings, Weston and Sampson ranked the highest. The price proposals received were as follows:

- Bayside/Fitzemeyer & Tocci: $77,705 (an additional price was provided for construction administration, but that was not requested in the RFQ so is not included herein)
- DiGiorgio: $65,000 (survey services were not included)
- Weston & Sampson: $98,918

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The selection committee recommends that the value-added for selection of the highest ranked firm is consistent with the price proposal. Advantages of the highest ranked firm include:

- Greater breadth of salt shed design types, with more flexibility
- The project team has extensive experience with the design of whole DPW complexes, including considerations for circulation, vehicle storage needs, treatment of salt using pump systems to minimize salt usage, etc., which may be useful in making decisions about the salt shed and its interaction with the other site elements
- Exceptional references from other cities and towns
- Excellent quality proposal that met every request from the RFQ

The proposal from DiGiorgio Associates was lacking some of the requested information, such as the original and final design fees from past projects. It was also not well-organized, it exceeded the page limit, and the fee proposal excluded items specifically requested in the RFQ scope of work. The fee also excluded other elements that would be components of a complete engineering design project.

Bayside Engineers were a close second to Weston and Sampson and also submitted a well-organized and thorough proposal. Their project team was determined to be less versatile than Weston and Sampson's, although possessing many of the same skills. References, however, were challenging because two of the four references provided were not able to be reached due to an old phone number and another employee no longer working for the town for which they were listed. The references who were reached gave good reviews of their work, but not nearly to the degree that Weston and Sampson's references spoke highly of their projects.

RECOMMENDATION

Based on the information included herein, the selection committee recommends awarding the design contract to Weston and Sampson Engineers.

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

CITY OF MELROSE

James Troup
Assistant Director – Administration & Finance

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

To: **Melrose City Council**
From: **James Troup, DPW Deputy Director Administration and Finance**
CC: **Paul Brodeur, Mayor**
Elena Proakis Ellis, DPW Director

RE: **Weston and Sampson Salt Shed Assessment Report**

For your information, the City of Melrose DPW has attached Weston and Sampson's Salt Shed Assessment Report to Order-2020-76 ID#7886 for the previously approved loan for the Department of Public Works' Salt Shed design. This order originally appeared in front of the Council and Appropriations Committee in the spring of 2020.

In summary, the report identifies the current conditions, proposes a variety structures for consideration, presents cost estimates for each of the replacement shed options, proposes value added features that maximize the efficiency of the winter operations, includes photographs of current conditions, provides site plan and zoning maps of the property and surrounding area, and offers recommendations.

The report reinforces the priority that the salt shed be fully replaced and is beyond repair. Weston and Sampson continues to work with the City and the DPW toward the final design in hopes that construction will be complete before the winter of 2021.

Please feel welcome to contact me with any questions you may have.

Thank you for your consideration and continued support.

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Weston & Sampson℠

westonandsampson.com

WESTON & SAMPSON ENGINEERS, INC.
55 Walkers Brook Drive, Suite 100
Reading, MA 01867
tel: 978.532.1900

REPORT

November 2020

CITY OF
Melrose
MASSACHUSETTS

Salt Shed Assessment Report



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SALT SHED ASSESSMENT REPORT

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1.0 INTRODUCTION

Within the following report, Weston & Sampson provides an assessment of the City's existing salt shed located at 72 Tremont Street, and performs an alternatives analysis that describes and compares the benefits and disadvantages between three different salt shed designs. Weston & Sampson also investigates the possible addition of salt shed accessories that include a portable loading ramp, brine spray system, and lean-to canopy, which all provide potential benefits to the DPW snow fighting operations.

After observing the existing salt shed, it was determined the re-use or renovation of the existing salt shed is not recommended due to the amount and nature of the deficiencies needed to be addressed. Additional details on the Structural Engineer's existing salt shed assessment are provided in the existing conditions memo, found in Appendix A.

The DPW yard is located approximately 200 ft west of Ell Pond and falls within the 100-year flood plain as defined by the most recent FEMA Flood Insurance Rate Map. Since the City may construct a new salt shed to replace the existing salt shed, Weston & Sampson reviewed the applicable regulations regarding the construction of new structures within a flood hazard area, and provides a summary describing how these regulations may affect the replacement of the existing salt shed. The summary of Weston & Sampson's findings can be found in Section 2 of this report.

To date, Weston & Sampson has conducted multiple meetings and site visits with the City and has performed observations, wetland delineation, and site survey at the City Yard. The alternatives selected for analysis herein are based on the information gathered at the Melrose site, along with extensive experience by the Weston & Sampson project team with salt sheds, DPW operations and facility design.

The three salt shed replacement alternatives that were considered include a new gable salt shed, fabric salt shed, and a high arch gambrel style salt shed structure. Each option would meet the property line setbacks and height restrictions for the Rail Corridor Overlay District as described in the Melrose Zoning Ordinance, and as shown on the zoning map found in Appendix D. Summaries and estimated construction costs for each alternative are provided in Section 3 below. The costs that are provided in this report are preliminary concept level estimates and will need to be verified through the ongoing design process and geotechnical evaluation.

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2.0 FLOOD PLAIN ASSESSMENT

The Melrose DPW yard is located at 72 Tremont Street, which is approximately 200 ft West of Ell Pond. The land around Ell Pond is associated with a 100-year flood plain with an elevation of 49.9 ft according to the most recent FEMA Flood Insurance Rate Map dated 2018. A copy of the flood map can be found in Appendix E.



According to the current Massachusetts Building Code, 780 CMR 9th edition, the design and construction of buildings located within flood hazard areas shall be in accordance with ASCE 24-14. ASCE provides minimum elevations for the lowest floor of buildings relative to the base flood elevation corresponding to the flood class design of the building.

Flood Design Class 1 applies to buildings or structures that normally are unoccupied and pose minimal risk to the public or minimal disruption to the community should they be damaged or fail due to flooding. Examples include temporary structures, accessory storage buildings and minor storage facilities. It is Weston & Sampson's opinion that the Melrose salt shed falls under the above definition of a Flood Design Class 1, allowing the new salt shed to match the existing finished floor elevation of approximately 47.75 ft, which is below the 100 year flood elevation of 49.9 ft, provided that the salt shed is constructed from flood damage-resistant materials such as concrete or pressure treated wood. An existing conditions plan showing the location of the existing salt shed relative to the 49.9 ft flood plain elevation can be found in Appendix B.

All three of the following salt shed options are designed with flood damage-resistant materials that meet the requirement for new structures built within flood hazard zones. It is recommended that the city pursues additional measures to address a potential flood, such as the deployment of sandbags or a water-gate flood barrier to provide protection for the salt shed end entrance.

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3.0 SALT SHED REPLACEMENT COMPARISON

For the replacement of the existing salt shed, three distinctive design options were considered. Below are descriptions and summaries for each option.

3.1 Option 1 - Gable End Salt Shed



The gable end structure is a wood building with a metal roof similar in design to the existing salt shed. The structure would match the 100 ft by 40 ft footprint of the existing salt shed with an overall building height of approximately 30 ft. The front of the shed will have a 16 ft wide by 20 ft tall opening in the front of the shed matching the existing salt shed. The structure includes 6 ft tall pressure treated wood push walls and provides a storage capacity of approximately 1,200 tons of salt when fully loaded. The estimated initial capital costs for this structure is approximately $1,008,600 which includes construction contingency. For a detailed breakdown of the estimated concept level costs see Appendix C. The expected useful life span for this salt shed design is approximately 35 years based on information provided by the salt shed supplier and industry standards.

The gable end salt shed design would provide the following benefits and disadvantages, compared to the other two salt shed options, as described below:

Benefits

- Provides a solid wood structure with a metal roof which is more durable than the fabric structure.

Disadvantages

- Roof trusses are more prone to damage by loaders due to low height, which will lead to more maintenance costs associated with the ownership of this style of salt shed throughout the life of the shed. Similar damage can be seen in the existing salt shed.
- The 6 ft tall wood push walls require the building footprint to be larger than the high arch gambrel salt shed to achieve the minimum storage capacity of 1,200 tons of salt.
- Requires the highest initial capital cost.
- Requires salt deliveries to be dumped outside of the salt shed, which requires double handling of the product to load it into the salt shed. This also increases the possibility of residual salt being left behind outside the structure, which can enter the stormwater system.

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3.2 Option 2 - Fabric Structure



The fabric structure salt shed is made from a galvanized steel frame wrapped in a heavy-duty fabric that sits on top of a 6 ft tall concrete block wall. To provide additional protection from the salt environment, the entire steel framework is galvanized after fabrication, providing a stronger zinc coating that prevents the steel frame from rusting in the corrosive environment of the salt shed. The fabric salt shed would have a 16 ft wide by 20 ft tall opening in the front to match the existing shed. The fabric salt shed would match the 100 ft by 40 ft footprint of the existing shed with an overall height of approximately 31 ft. The fabric salt shed structure would hold approximately 1,200 tons of salt when fully loaded. The estimated initial capital cost for this structure is approximately $705,900. For a detailed breakdown of the estimated conceptual costs see Appendix C. The expected useful life span for steel frame and concrete block wall is approximately 35 years, with periodic replacement of the fabric cover, based on information provided by the salt shed supplier.

The fabric structure salt shed design would provide the following benefits and disadvantages, compared to the other two salt shed options:

Benefits

- Lowest initial capital cost.
- Requires less soil excavation because the concrete block walls do not require a full depth foundation.
- The sidewalls are constructed with concrete block walls which are very durable.

Disadvantages

- The steel superstructure is more prone to damage from equipment due to the low height, which will lead to more maintenance costs associated with the ownership of this style of salt shed. Small rips in the salt shed fabric, if gone unnoticed, can lead to extensive damage causing the need for the replacement of the entire fabric cover.
- The fabric cover of the salt shed will need periodic replacement. The manufacturer states that the cover may need to be replaced every 15-20 years if it is not accidentally damaged earlier from DPW operations. The manufacturer estimates that the replacement of the fabric cover would cost around $10,000 which includes materials and labor.
- The 6 ft tall concrete block push walls require the building footprint to be larger than the high arch gambrel salt shed to achieve the minimum storage capacity of 1,200 tons of salt.
- The fabric salt shed could be designed to accommodate solar panels in the future, however every time the fabric cover needs to be replaced the solar panels would need to be taken down to allow the cover to be removed and replaced, which would add additional costs above the $10,000 replacement cost for the fabric cover.

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3.3 Option 3 - High Arch Gambrel Salt Shed



A high-arch gambrel salt shed is a wood structure with a metal roof provided with 12 ft tall pressure treated wood push walls with an overall building height of approximately 40 ft. The high arch gambrel salt shed would have a footprint of 72 ft by 40 ft, which is approximately 28 ft shorter than the existing salt shed building, with a salt storage capacity of approximately 1,300 tons when fully loaded. The high arch gambrel would provide an interior vertical clearance of 30 ft including a 16 ft wide and 30 ft tall entrance way. The estimated initial capital cost for this structure is approximately $911,800. For a detailed breakdown of the estimated conceptual costs see Appendix C. The expected useful life span for this salt shed design is greater than 35 years, based on information from the salt shed supplier and industry standards.

The high arch gambrel salt shed design would provide the following benefits and disadvantages, compared to the other two salt shed options:

Benefits

- The 30 ft interior clearance provided by the high arch gambrel greatly reduces the risk of damage to interior roof trusses, which minimizes the potential for future maintenance due to damage throughout the life span of the structure.
- The 30 ft interior clearance allows salt deliveries to be dumped directly into the salt shed, which would lead to annual savings by eliminating the need for double handling of product, and reduces the potential for salt run-off leaving the site.
- The 12 ft tall push walls allow the structure to store the required 1,200 tons of salt within a much smaller building footprint. The reduced footprint would provide approximately 1,100 square feet of additional yard area that the DPW could allocate for another purpose, which would help alleviate some of the operational constraints that are associated with having a crowded yard area.
- The reduced footprint would allow for the possible addition of a lean-to canopy off the rear of the salt shed, which would provide an additional covered storage area to be utilized by the DPW. The addition of the rear lean-to is estimated to cost approximately $65,000.

Disadvantages

- The high arch gambrel salt shed would require a more expensive initial capital cost compared to the fabric structure.

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4.0 SALT SHED ASSESSORIES

4.1 Brine Spray System - $50,200

In discussions with the DPW, a product called Magic Minus Zero is used to treat the salt stored in the salt shed. Treating the salt with this product allows the DPW to reduce the amount of salt applied to the roads during a snow storm, as this product allows the salt to stay on the road better by reducing bounce and scatter. The product also helps to melt the ice at lower temperatures. The addition of a brine spray system would reduce the amount of time it takes to treat the salt with the Magic Minus product.

4.2 Portable Loading Ramp - $52,700

Loading ramps allow operators to see into the back of plow trucks, allowing them to load salt more accurately into the sander bodies, reducing the potential for losing salt during the loading process.



Currently the Melrose DPW yard does not have a loading ramp. Due to the tight working areas on the site, it does not make sense to install a permanent loading ramp, as it would not be used during the non-snow fighting season and would take up valuable space. Weston & Sampson investigated the possibility of providing a portable loading ramp that could be installed at the beginning of the snow fighting season and taken down during the rest of the year. A possible solution was found in a product sold by Nation Ramps, as shown in the picture to the right. The addition of this ramp would be beneficial to the salt loading operations performed by the DPW.

4.3 Lean-to Canopy - $65,100

With the high arch gambrel option there is the possibility to install a rear facing lean-to canopy like what is shown in the picture on the right. The addition of the canopy would allow the additional space, provided by the reduced footprint of the high arch gambrel, to be under a roof that would provide protection from the elements for equipment or materials.



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5.0 CONCLUSION

After analyzing and discussing the various salt shed replacement options with the DPW, it is recommended that the City replace the existing salt shed with a high-arch gambrel style salt shed, as this design provides the most benefits for the City and DPW operations. This design requires the least amount of maintenance, reduces operational costs, and provides additional yard space which allows flexibility for the use and operation of the DPW yard. The estimated total base project cost for the high arch gambrel salt shed is approximately $986,800, excluding the addition of a portable loading ramp, brine spray system, and a rear canopy lean-too. This cost includes the approximate $911,800 construction cost mentioned above, along with additional design, construction administration services, and contingency as detailed in Appendix C. The additional design costs would only apply if ground improvements are required on the site. During our site walk it was mentioned that the facility was built over a buried peat layer associated with former wetlands in the area, which would require the design and installation of ground improvements, such as rammed aggregate piers. This will be verified during the geotechnical investigation. For early planning purposes, an allowance for a ground improvement program is included in the concept level cost estimates for all structures.

In addition to the salt shed structure itself, the additional options discussed above should be considered to optimize operations. The loading ramp would provide better visibility to the loader operator, minimizing the potential for losing salt while transferring into the back of plow trucks. The brine spray system would allow the City to mix the Magic Minus Plus product with the salt more efficiently, saving on operational costs. The lean-to canopy would allow the DPW to store additional equipment under cover, which provides protection from the weather for equipment currently stored outdoors. With the addition of these recommended accessories, the total estimated project cost would be approximately $1,154,700, which is in addition to the design cost already allocated. (see Appendix C for more details).

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APPENDIX A

Existing Salt Shed Assessment Memo

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

November 13, 2020

Jamie Fair, P.E.
Facilities Senior Team Leader
55 Walker Brook Drive, Reading, MA

Dear Jamie,

The Melrose DPW Salt Shed is a timber framed structure with timber columns, walls, and prefabricated trusses. The building is approximately 40ft Wide by 100ft Long and approximately 30ft High. The structure was built in 1974 and is used is to store and treat salt. The structure appears to have gone through a number of repairs throughout its lifetime. The following structural deficiencies were identified.

1. Damaged Metal Roofing (A number of holes leading to water intrusion)
2. Damaged Louvers at front and rear of the building
3. Checking/splitting in timber siding, holes in siding
4. Painted timber siding is peeling/chipping
5. Bowing of timber siding at base of walls
6. Trim at roof level is deteriorating or missing (Some trim has been replaced)
7. Corrosion in steel connections at that joining the timber columns to the foundation
8. Minor spalling in concrete foundations
9. Damaged prefabricated timber trusses (Some chords of the trusses have been sistered)
10. Damaged/missing truss bracing
11. Timber push wall are significantly deteriorated
12. Rotting/abrasion damage to interior wall panels
13. Abrasion damage to exterior kickers
14. Entire backwall of building is bowing and/or had completely failed.
15. Damaged exterior lights
16. Damaged Lintel at front of building

The list above outlines structural items that should be addressed as soon as practical and the trusses and bracing shall be investigated further as this is potentially a hazardous condition. Note that the evaluation is based on visual observation from the ground level. No structural calculations were performed. Photos outlining some of these deficiencies are attached below. Considering the amount and nature of the deficiencies, it is our recommendation to completely replace the structure in lieu of trying to repair/address all these issues. We recommend follow-up site visits by a design professional every three to six months to monitor deterioration.

Please reach out with any questions, westernc@wseinc.com, 508-698-3034 x7427.

Thanks,

Connor Western, P.E.
Senior Project Engineer

cc. Nate Seifert, P.E., Structural Buildings Group, Team Leader

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Photo 1: Sistered/damaged timber trusses and bracing



Photo 2: Corroded steel foundation connection at entrance

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Photo 3: Holes in metal roof with plywood repair. Replaced bracing and wall panel



Photo 4: Typical deteriorated/damaged exterior wall panel

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Photo 5: Failed/missing back wall panel



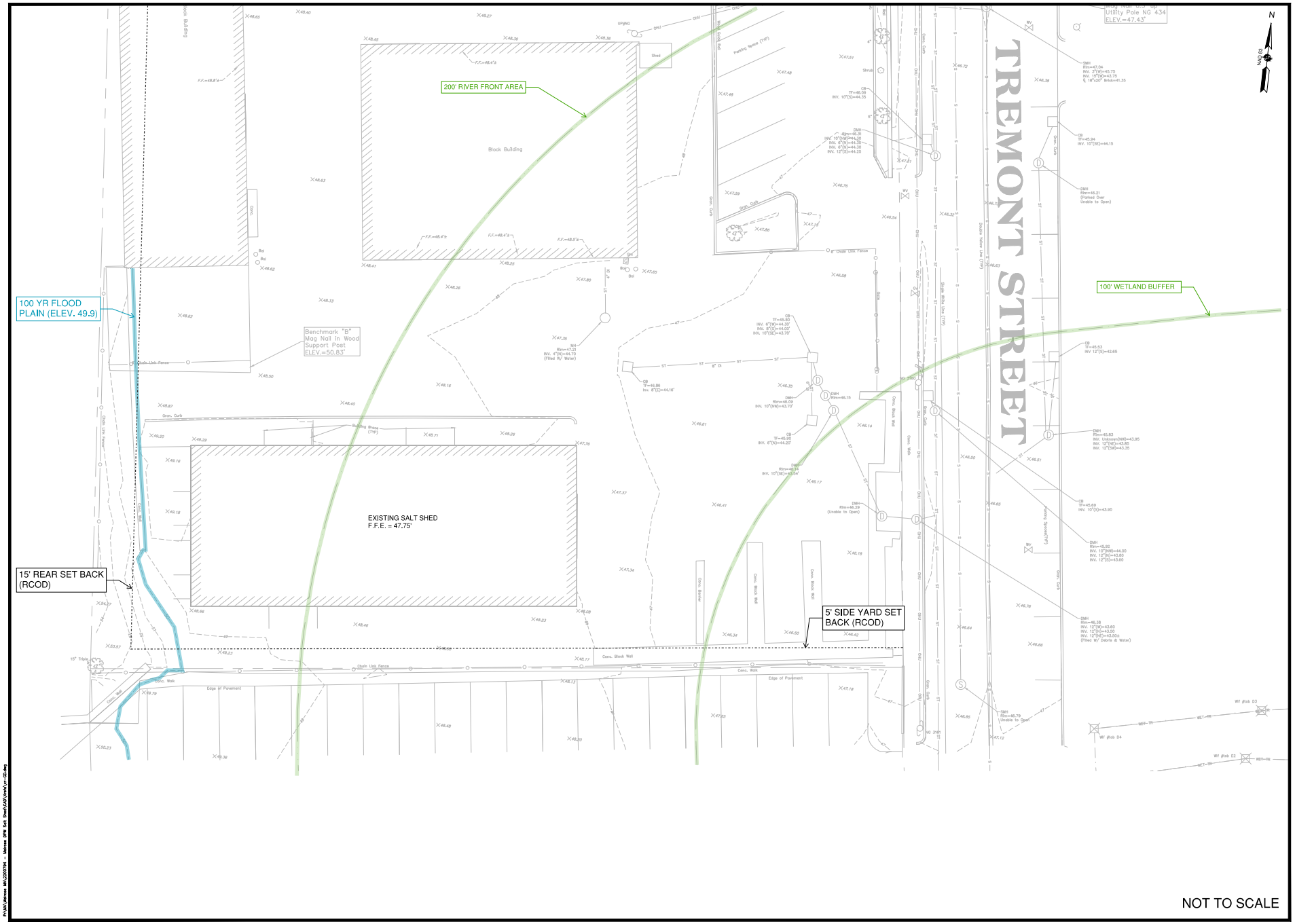
Photo 6: Damaged trim work and damaged louvers

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APPENDIX B

Existing Conditions Site Plan

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Weston & Sampson Engineers, Inc.
55 Walkers Brook Drive, Suite 100

No.	Date	Description
A	P	P R O V E D

MELROSE DEPARTMENT OF PUBLIC WORKS
72 TREMONT ST, MELROSE, MA 02176
SALT SHED REPLACEMENT PROJECT

SHEET

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APPENDIX C

Conceptual Cost Estimates

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Weston & Sampson

Melrose Salt Shed Conceptual Total Project Cost Estimate
11/20/2020
New Gable End Salt Shed - 6' Tall Wood Push Walls
(40' x 100' / 4000 SF , Stores Approx. 1,200 Tons of Salt Completely Full)

CONSTRUCTION			
Item		**Cost**	**Source**
SALT SHED BUILDING COSTS			
Concrete Footings	$	27,396	Estimate derived from AST pricing information
Wall Panel & Bracing	$	113,798	Estimate derived from AST pricing information
Trusses	$	116,959	Estimate derived from AST pricing information
Plywood Roof	$	21,074	Estimate derived from AST pricing information
Trim	$	8,429	Estimate derived from AST pricing information
Paint	$	12,644	Estimate derived from AST pricing information
Metal Roof (FSB)	$	60,700	Estimate derived from AST pricing information
Salt Shed Building Sub Total	$	361,000	
ADDITIONAL CONSTRUCTION COSTS			
Demo Existing Salt Shed	$	28,000	Shrewsbury Bid results
Soil Disposal Allowance	$	50,600	Assumes soil disposed at off site as daily cover at landfill, not contaminated
Dewatering	$	10,000	Allowance, groundwater not contaminated
Additional site development/grading allowance	$	20,000	Allowance
Excavation and backfill of foundations	$	25,000	From Raynham
Subbase preparations	$	10,000	From Raynham
Pavement	$	30,000	Assumes 9,000 sqft of paving, 5-inches thick (3" base, 2" top), $110 per ton
Gravel Borrow	$	14,000	Assumes 14-inches beneath pavement at 35$ CY
Ground Improvements	$	120,000	Shrewsbury Bid results
Electrical Work (FSB)	$	24,000	Shrewsbury Bid results
Additional Construction Cost Sub Total	$	331,600	
Subtotal Construction Cost	$	692,600	
MARK UPS			
Bonds & Insurance	$	18,492	Assume 2.67% (based from Raynham)
General Conditions/Supervision	$	39,547	Assume 5.71% (based from Raynham)
Contractor Overhead and Profit	$	76,186	Assume 11% (based from Raynham)
Design and Estimating Contingency 10%	$	69,260	Allowance to account for items that may come up during design
ENR Adjusted 1.51% (October 2020 - April 2021)	$	13,531	One year of inflation estimate
Subtotal of Mark Ups	$	217,017	
Subtotal Construction Cost with Mark Ups	$	909,617	Excludes Construction Contingency
10% Construction Contingency	$	90,962	Allowance for unexpected items that may come up during construction
Electrical Back Charge By Power Company	$	8,000	(if needed)
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**1,008,578**	**Includes Contingency and Back Charge**

Add Brine Spray System			
Ceiling Mounted Brine Spray System	$	40,000	Allowance based on quoted from GVM Calcote
Project mark up (25.5%)	$	10,200	
Total for Brine system	$	50,200	

Add Loading Ramp			
Galvanized steel Loading Ramp	$	42,000	Base on quote from Nation Ramps
Project mark up (25.5%)	$	10,710	
Total for Loading Ramp	$	52,710	

DESIGN, PERMITTING, SPECIAL SERVICES, AND CONSTRUCTION ADMINISTRATION			
Item		**Cost**	**Source**
Construction Admin	$	36,000	Allowance (excludes ground improvements and soil contamination issues)
Geotechnical Ground Improvements Design and Construction Services	$	24,000	Allowance
Brine System Ceiling Spray Design	$	5,000	Allowance
Total Design, Permitting, Special Services, Const. Admin.	$	65,000	

Owners Contingency	$	10,000	Additional funding for testing/engineering/permitting services, if needed

Total Project Cost	**$**	**1,083,578**	**See assumptions below**

Including Brine Spray System	**$**	**1,133,778**
Including loading ramp	**$**	**1,136,288**
Including both Spray System and Loading Ramp	**$**	**1,186,488**

Notes/Assumptions:

1. Impervious area of the site does not increase and stormwater infiltration is not required.
2. Costs assume there are no WBE/MBE requirements.
3. Includes entire structure, MA DCAM Certified GC costs, foundation, metal roof (filed sub bid contractor), lights and electrical work (filed sub bid contractor)
4. Assumes 6' tall pressure treated heavy duty timber framed salt shed side walls.
5. Costs are conceptual for initial planning purposes and will be verified during design.
6. New salt shed will occupy the footprint of the existing salt shed, and will be a gable end structure, with power source from panel in existing DPW building.
7. Assumes ground improvements are needed
8. Assumes there are no MBTA permits or restrictions.
9. Assumes asphalt floor inside the salt shed, which is the standard .
10. Assumes competitive bid market with at least 3 separate bids submitted.
11. Assumes no additional measures are required to protect salt shed from 100 year flood

P:\MA\Melrose MA\2200794 - Melrose DPW Salt Shed\Project Management\Cost Estimates for Report\[Melrose - Option 4 - Fabric (VP 40)_rev1.xlsx]Summary Page

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Weston & Sampson

Melrose Salt Shed Conceptual Total Project Cost Estimate
11/20/2020
New Fabric Salt Shed - 6' Tall Concrete Block Push Walls
(40' x 100' / 4000 SF , Stores Approx. 1,200 Tons of Salt Completely Full)

CONSTRUCTION			
Item		**Cost**	**Source**
SALT SHED BUILDING COSTS			
Salt Shed Structure	$	190,000	Estimate provided by Iron Horse Structure
Salt Shed Building Sub Total	$	190,000	
ADDITIONAL CONSTRUCTION COSTS			
Demo Existing Salt Shed	$	28,000	Shrewsbury Bid results
Soil Disposal Allowance	$	47,100	Assumes soil disposed at off site as daily cover at landfill, not contaminated
Dewatering	$	-	Not required based on not having to dig foundations
Additional site development/grading allowance	$	20,000	Allowance
Subbase Preparation	$	10,000	From Raynham
Pavement	$	30,000	Assumes 9,000 sqft of paving, 5-inches thick (3" base, 2" top), $110 per tor
Gravel Borrow	$	14,000	Assumes 14-inches beneath pavement at 35$ CY
Ground Improvements	$	120,000	Shrewsbury Bid results
Electrical Work (FSB)	$	24,000	Shrewsbury Bid results
Additional Construction Cost Sub Total	$	293,100	
Subtotal Construction Cost	$	483,100	
MARK UPS			
Bonds & Insurance	$	12,899	Assume 2.67% (based from Raynham)
General Conditions/Supervision	$	27,585	Assume 5.71% (based from Raynham
Contractor Overhead and Profit	$	53,141	Assume 11% (based from Raynham)
Design and Estimating Contingency 10%	$	48,310	Allowance to account for items that may come up during design
ENR Adjusted 1.51% (October 2020 - April 2021)	$	9,438	One year of inflation estimate
Subtotal of Mark Ups	$	151,373	
Subtotal Construction Cost with Mark Ups	$	634,473	Excludes Construction Contingency
10% Construction Contingency	$	63,447	Allowance for unexpected items that may come up during construction
Electrical Back Charge By Power Company	$	8,000	(if needed)
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**705,920**	**Includes Contingency and Back Charge**

Add Brine Spray System			
Ceiling Mounted Brine Spray System	$	40,000	Allowance based on quoted from GVM Calcote
Project mark up (25.5%)	$	10,200	
Total for Brine system	$	50,200	

Add Loading Ramp			
Galvanized steel Loading Ramp	$	42,000	Base on quote from Nation Ramps
Project mark up (25.5%)	$	10,710	
Total for Loading Ramp	$	52,710	

DESIGN, PERMITTING, SPECIAL SERVICES, AND CONSTRUCTION ADMINISTRATION			
Item		**Cost**	**Source**
Construction Admin	$	36,000	Allowance (excludes ground improvements and soil contamination issues)
Geotechnical Ground Improvements Design and Construction Services	$	24,000	Allowance
Brine System Ceiling Spray Design	$	5,000	Allowance
Total Design, Permitting, Special Services, Const. Admin.	$	65,000	

Owners Contingency	$	10,000	Additional funding for testing/engineering/permitting services, if needed

Total Project Cost	**$**	**780,920**	**See assumptions below**

Including the Brine Spray System	**$**	**831,120**
Including the loading Ramp	**$**	**833,630**
Including both the Brine Spray System and Loading ramp	**$**	**883,830**

Notes/Assumptions:

1. Impervious area of the site does not increase and stormwater infiltration is not required.
2. Costs assume there are no WBE/MBE requirements.
3. Includes entire structure, MA DCAM Certified GC costs, lights and electrical FSB work (filed sub bid contractor)
4. Assumes 12' tall pressure treated heavy duty timber framed salt shed side walls and cast in-place concrete front wall; approx. 30' clearance at end entrance to allow salt trailers to exit with trailer in and allows dumping of salt deliveries inside the salt shed.
5. Costs are conceptual for initial planning purposes and will be verified during design.
6. New salt shed be located in same location as the existing salt shed, and will be a fabric style salt shed, with power source from panel in existing DPW building.
7. Assumes ground improvements are needed
8. Assumes there are no MBTA permits or restrictions.
9. Assumes asphalt floor inside the salt shed, which is the standard .
11. Assumes no additional measures are required to protect salt shed from 100 year flooc

P:\MA\Melrose MA\2200794 - Melrose DPW Salt Shed\Project Management\Cost Estimates for Report\[Melrose - Option 4 - Fabric (VP 40)_rev1.xlsx]Summary Page

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Weston & Sampson

Melrose Salt Shed Conceptual Total Project Cost Estimate
11/20/2020
New High Arch Gambrel - 12ft Tall Wood Walls
(40' x 72' / 2880 SF , Stores Approx. 1,300 Tons of Salt)

CONSTRUCTION			
Item		**Cost**	**Source**
SALT SHED BUILDING COSTS			
Concrete Foundations	$	21,000	Raynham Salt Shed Bid Results
Wall Panel & Bracing	$	87,000	Raynham Salt Shed Bid Results
Trusses	$	89,000	Raynham Salt Shed Bid Results
Plywood Roof	$	16,000	Raynham Salt Shed Bid Results
Trim	$	7,000	Raynham Salt Shed Bid Results
Paint	$	10,000	Raynham Salt Shed Bid Results
Metal Roof (FSB)	$	70,000	Raynham Salt Shed Bid Results
Salt Shed Building Sub Total	$	300,000	
ADDITIONAL CONSTRUCTION COSTS			
Demo Existing Salt Shed	$	28,000	Shrewsbury Bid results
Soil Disposal Allowance	$	50,600	Assumes soil disposed at off site as daily cover at landfill, not contaminated
Dewatering	$	10,000	Allowance, groundwater not contaminated
Additional site development/grading allowance	$	20,000	Allowance
Excavation and backfill of foundations	$	25,000	From Raynham
Subbase preparation	$	10,000	From Raynham
Pavement	$	30,000	Assumes 9,000 sqft of paving, 5-inches thick (3" base, 2" top), $110 per ton
Gravel Borrow	$	14,000	Assumes 14-inches beneath pavement at 35$ CY
Ground Improvements	$	120,000	Shrewsbury Bid results
Electrical Work (FSB)	$	18,000	Shrewsbury Bid results
Additional Construction Cost Sub Total	$	325,600	
Subtotal Construction Cost	$	625,600	
MARK UPS			
Bonds & Insurance	$	16,704	Assume 2.67% (based from Raynham)
General Conditions/Supervision	$	35,722	Assume 5.71% (based from Raynham)
Contractor Overhead and Profit	$	68,816	Assume 11% (based from Raynham)
Design and Estimating Contingency 10%	$	62,560	Allowance to account for items that may come up during design
ENR Adjusted 1.51% (October 2020 - April 2021)	$	12,222	One year of inflation estimate
Subtotal of Mark Ups	$	196,023	
Subtotal Construction Cost with Mark Ups	$	821,623	Excludes Construction Contingency
10% Construction Contingency	$	82,162	Allowance for unexpected items that may come up during construction
Electrical Back Charge By Power Company	$	8,000	(if needed)
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**911,786**	**Includes Contingency and Back Charge**

Add Brine Spray System			
Ceiling Mounted Brine Spray System	$	40,000	Allowance based on quoted from GVM Calcote
Project mark up (25.5%)	$	10,200	
Total for Brine System	$	50,200	

Add Loading Ramp			
Galvanized steel Loading Ramp	$	42,000	Base on quote from Nation Ramps
Project mark up (25.5%)	$	10,710	
Total for Loading Ramp	$	52,710	

Add Lean-to off Rear of Canopy			
Rear canopy	$	65,050	Base on Raynham Bid results (includes GC mark up, metal roof, inflation and electrical)
Total for Canopy	$	65,050	

DESIGN, PERMITTING, SPECIAL SERVICES, AND CONSTRUCTION ADMINISTRATION			
Item		**Cost**	**Source**
Construction Admin	$	36,000	Allowance (excludes ground improvements and soil contamination issues)
Geotechnical Ground Improvements Design and Construction Services	$	24,000	Allowance
Brine System Ceiling Spray Design	$	5,000	Allowance
Total Design, Permitting, Special Services, Const. Admin.	$	65,000	

Owners Contingency	$	10,000	for additional testing/engineering/environmental services if needed

Total Project Cost	**$**	**986,786**	**See assumptions below (excludes Brine system, loading ramp and canopy)**

Including Brine Spray System	**$**	**1,036,986**
Including loading ramp	**$**	**1,039,496**
Including Lean-to canopy	**$**	**1,051,836**
Including Spray System, Loading Ramp and Canopy	**$**	**1,154,696**

Notes/Assumptions:

1. Impervious area of the site does not increase and stormwater infiltration is not required.
2. Costs assume there are no WBE/MBE requirements.
3. Includes entire structure, MA DCAM Certified GC costs, foundation, metal roof (filed sub bid contractor), lights and electrical work (filed sub bid contractor)
4. Assumes 12' tall pressure treated heavy duty timber framed salt shed side walls , approx. 30' clearance at end entrance to allow salt trailers to exit with trailer in up position and allows dumping of salt deliveries inside the salt shed.
5. Costs are conceptual for initial planning purposes and will be verified during design.
6. New salt shed will occupy the footprint of the existing salt shed, and will be high arch gambrel style, with power source from panel in existing DPW building.
7. Assumes ground improvements are needed
8. Assumes there are no MBTA permits or restrictions.
9. Assumes asphalt floor inside the salt shed, which is the standard .
10. Assumes competitive bid market with at least 3 separate bids submitted.
11. Assumes no additional measures are required to protect salt shed from 100 year flood

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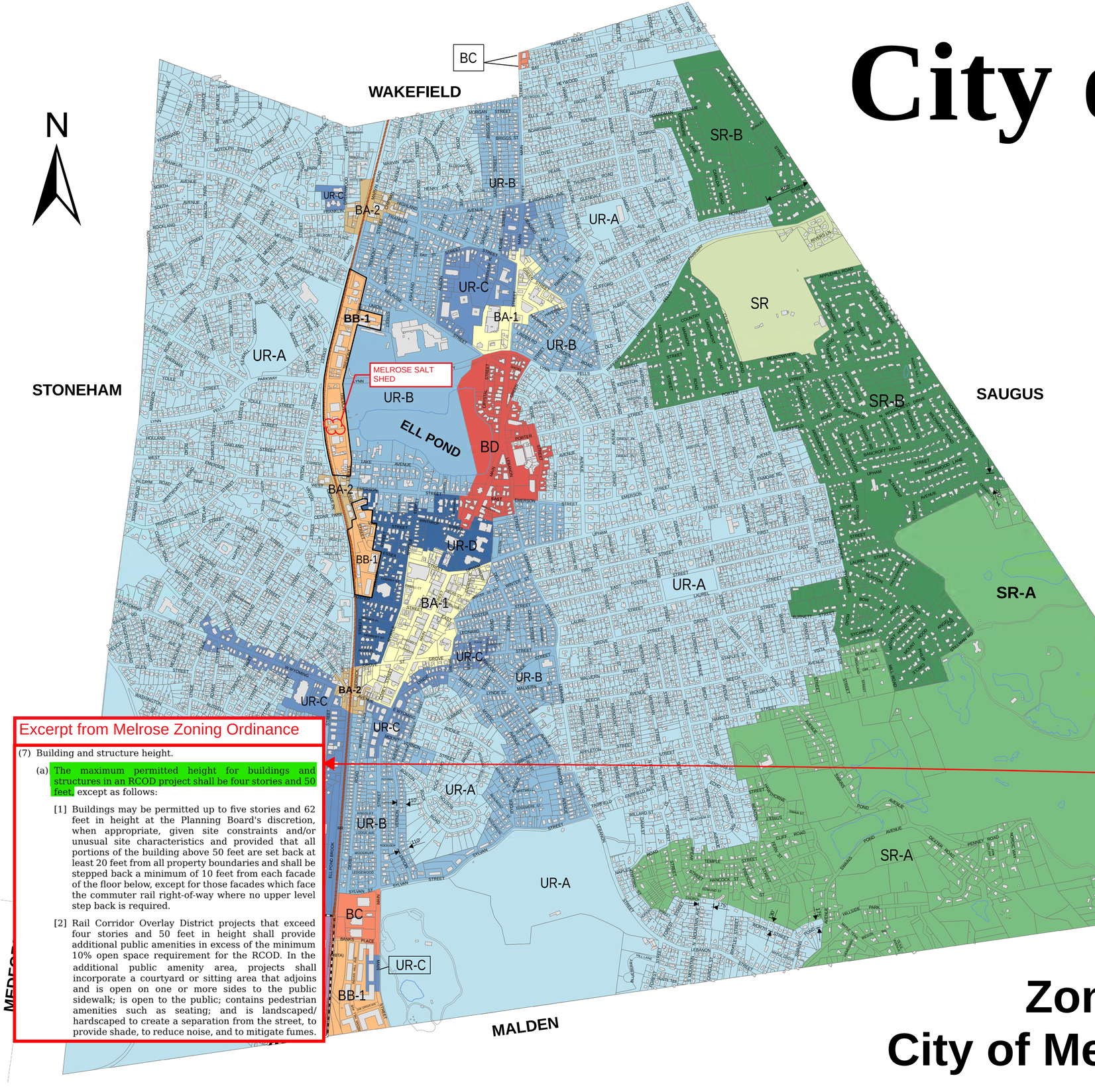
APPENDIX D

Melrose Zoning Map

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose

CITY OF MELROSE
TOWN OF MELROSE
EXPLORED 1629
CHARLESTOWN 1629
POND FEILDE 1638
MALDEN NORTH END 1649
INCORPORATED 1850
INCORPORATED 1900



Excerpt from Melrose Zoning Ordinance

(7) Building and structure height.

(a) The maximum permitted height for buildings and structures in an RCOD project shall be four stories and 50 feet, except as follows:

[1] Buildings may be permitted up to five stories and 62 feet in height at the Planning Board's discretion, when appropriate, given site constraints and/or unusual site characteristics and provided that all portions of the building above 50 feet are set back at least 20 feet from all property boundaries and shall be stepped back a minimum of 10 feet from each facade of the floor below, except for those facades which face the commuter rail right-of-way where no upper level step back is required.

[2] Rail Corridor Overlay District projects that exceed four stories and 50 feet in height shall provide additional public amenities in excess of the minimum 10% open space requirement for the RCOD. In the additional public amenity area, projects shall incorporate a courtyard or sitting area that adjoins and is open on one or more sides to the public sidewalk; is open to the public; contains pedestrian amenities such as seating; and is landscaped/ hardscaped to create a separation from the street, to provide shade, to reduce noise, and to mitigate fumes.

TABLE OF DIMENSIONAL AND DENSITY REGULATIONS

District	Use	Min. lot area (sq.ft.) or as noted	Min. frontage & lot width (ft)	Min. lot depth (ft)	front (ft)	side (ft)	rear (ft)	Max. ht (ft)	Max. stories	Max. coverage (%)	Max. floor area ratio	Min. open Space (%)
SR	Any permitted use	25,000	110	90	25	20	50	35	2 1/2	35	None	50
SR-A	Any permitted use	15,000	100	90	25	15	40	35	2 1/2	35	None	50
SR-B	Any permitted use	10,000	80	90	20	12	30	35	2 1/2	35	None	40
UR-A	Townhouse	7,500 per dwelling unit	100	90	20	10[1]	20	35	2 1/2	35	None	35
	Two-family dwelling	13,500	100	90	20	10[1]	20	35	2 1/2	35	None	35
	Single-family dwelling	7,500	75	90	20	10	20	35	2 1/2	35	None	35
	Any other permitted use	10,000	100	90	20	10	20	35	2 1/2	35	None	35
UR-B	Single-family dwelling	7,500	75	90	20	10	15	35	2 1/2	50	None	30
	Two(family), multifamily dwelling uses & townhouses	7,500 plus 3,000 for each dwelling unit more than one	100	90	20	10[1]	15	35	2 1/2	50[2]	None	30
	Any other permitted use	10,000	100	90	20	10[1]	15	35	2 1/2	50	None	20
UR-C UR-D	Two(family), multifamily dwelling uses & townhouses (Ord. of 5/1/95)	6,000 plus 1,250 for each dwelling unit more than one	100	90	20	10[1]	15	50	4	50	1	20
	Any other permitted use	7,500	75	90	20	10	15	50	4	50	1	20
	Nursing Home (Ord. of 5/1/95)	20,000	100	90	20	10	15	50	4	50	None	30
BA BA-1	Any permitted use	5,000	50	90	None[4]	None	None	50	4	None	2.0	5
BA-2	Any permitted use	5,000	50	90	None[4]	None	None	50	4	None	2.0	5
BB BB-1	Any permitted use	10,000	100	90	10	12	15	30	2	60	.75	20
BC	Any permitted use	5,000[3]	50	90	5	None	None	30	2	None	.75	10
BD	Any permitted use	5,000[3]	50	90	15	None	10	80	8	None	2.0	5
	Nursing Home (Ord. of 5/1/95)	20,000	100	90	20	10	15	50	4	50	None	30
I I-A	Any permitted use	20,000	125	100	30	20	30	50	4	25	2.0	30

Notes:
1. One side only for side-by-side two-family dwelling units; outside only for semi-detached row unit.
2. Where off-street parking spaces required by Article VIII of this ordinance are located underground and under the building served by the parking, the maximum building coverage may be increased above the percentage limit set forth in this table. This increase shall represent an increase in building area up to the area of the parking spaces which are put underground.
3. For mixed uses, the minimum lot area shall be increased by 1,000 sq.ft. for each dwelling unit.
4. The maximum front yard shall be 5 feet.

Overlay Districts

Rail Corridor Overlay District

Smart Growth Overlay District

Zoning Map of the City of Melrose, Massachusetts

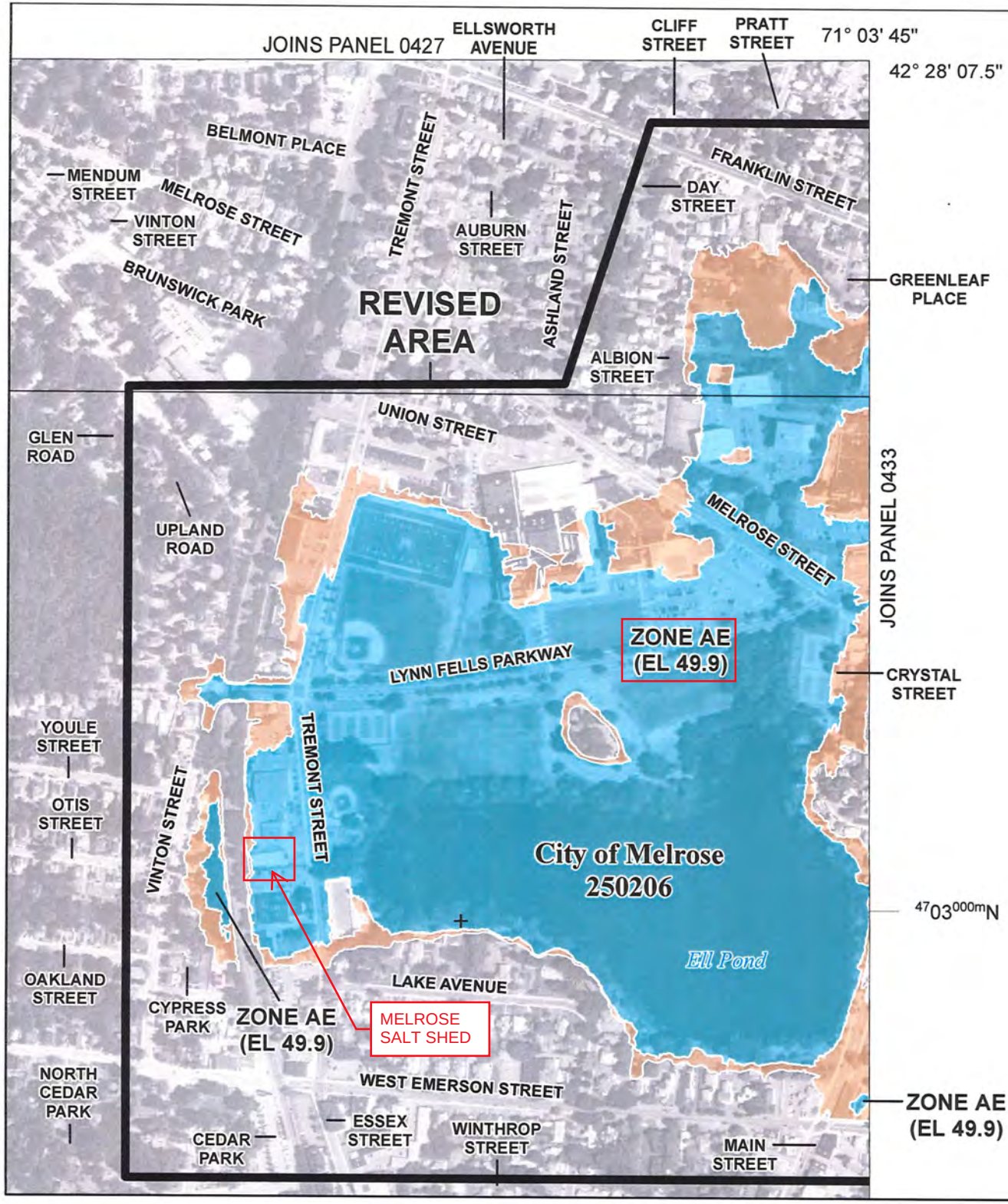
Revised April 6, 2015 - Order -2015-90

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

APPENDIX E

FEMA Flood Map

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)



SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE) Zone A,V, A99
- With BFE or Depth Zone AE, AO, AH, VE, A
- Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD

- 0.2% Annual Chance Flood Hazard, Area of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone
- Future Conditions 1% Annual Chance Flood Hazard Zone X
- Area with Reduced Flood Risk due to Lev See Notes. Zone X

SCALE

Map Projection:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet:
Western Hemisphere: Vertical Datum: NAVD 88

1 inch = 500 feet 1:6,000

0 250 500 1,000 Feet

0 75 150 300 Meters

FEMA

National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM
FLOOD INSURANCE RATE MAP

MIDDLESEX COUNTY, MASSACHUSETTS
All Jurisdictions

PANEL 429 OF 656

Panel Contains:

COMMUNITY	NUMBER	PANEL	SUF
MALDEN, CITY OF	250202	0429	E
MEDFORD, CITY OF	250205	0429	E
MELROSE, CITY OF	250206	0429	E
STONEHAM, TOWN OF	250215	0429	E

REVISED TO REFLECT LOMR EFFECTIVE: December 3, 20

VERSION NUMB 2.3.2

MAP NUMB 25017C0429E

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Melrose Salt Shed Conceptual Total Project Cost Estimate
5/7/2021
New Fabric Salt Shed - 6' Tall Concrete Block Push Walls
(40' x 100' / 4000 SF , Stores Approx. 1,200 Tons of Salt Completely Full)

CONSTRUCTION			
Item		**Cost**	**Source**
SALT SHED BUILDING COSTS			
Salt Shed Structure	$	209,000	Estimate provided by Iron Horse Structure
Salt Shed Building Sub Total	$	209,000	
ADDITIONAL CONSTRUCTION COSTS			
Demo Existing Salt Shed	$	23,000	Based on quote provided by RSG Contracting on 1/6/21
Soil Disposal Allowance	$	130,000	Assumes contaminated soil disposed at out of state landfill
Dewatering	$	-	Not required based on not having to dig foundations
Additional site development/grading allowance	$	25,000	Allowance
Excavation and Backfill Foundations	$	-	Foundations not required
Subbase Preparation	$	15,000	From Raynham
Pavement	$	27,000	Assumes 7,900 sqft of paving, 5-inches thick (3" base, 2" top), $110 per ton
Dust Monitoring	$	45,000	Allowance
Dense Grade Crushed Stone	$	18,000	Assumes 12-inches beneath pavement at 50$ CY
Ground Improvements	$	161,000	Budgetary estimate from ground improvement contractor
Floodgate at Salt Shed Entrance	$	20,000	Includes material, freight, concrete strip and installation
Electrical Work (FSB)	$	28,000	Shrewsbury Bid results
Additional Construction Cost Sub Total	$	492,000	
Subtotal Construction Cost	$	701,000	
MARK UPS			
Bonds & Insurance	$	18,717	Assume 2.67% (based from Raynham)
General Conditions/Supervision	$	41,096	Assume 5.71% (based from Raynham)
Contractor Overhead and Profit	$	83,689	Assume 11% (based from Raynham)
ENR Adjusted 1.51% (October 2020 - May 2021)	$	12,752	One year of inflation estimate
Subtotal of Mark Ups	$	156,254	
Subtotal Construction Cost with Mark Ups	$	857,254	Excludes Construction Contingency
10% Construction Contingency	$	85,725	Allowance for unexpected items that may come up during construction
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**942,979**	**Includes Contingency**

Add Brine System			
Brine System	$	30,000	Allowance based on quoted from GVM Calcote
Project mark up (19.3%)	$	5,790	
Total for Brine system	$	35,790	
Add Loading Ramp			
Galvanized steel Loading Ramp	$	42,000	Base on quote from Nation Ramps
Project mark up (19.3%)	$	8,106	
Total for Loading Ramp	$	50,106	

DESIGN, PERMITTING, SPECIAL SERVICES, AND CONSTRUCTION ADMINISTRATION			
Item		**Cost**	**Source**
Additional Design Fees #1	$	15,300	Amendment #1 (2/6/21)
Additional Environmental Scope	$	30,750	Amendment #2 (3/15/21)
Construction Administration	$	36,000	Part of Amendment #3
Environmental Construction Services	$	40,000	Part of Amendment #3
Geotechnical Ground Improvements Construction Services	$	23,100	Part of Amendment #3
Total Design, Permitting, Special Services, Const. Admin.	$	145,150	

Total Project Cost	**$**	**1,088,129**	**Includes total Construction & Design Costs and Owners Contingency (excludes Brine system, loading ramp)**
Add Brine System	$	1,123,919	
Add Brine System, Loading Ramp	**$**	**1,174,025**	

Construction Market Uncertainties Due to Covid (15%)	$	128,588	
TOTAL ADJUSTED PROJECT COST	**$**	**1,302,613**	**Includes all bid alternates and market adjustment due to covid**

Notes/Assumptions:

1. Impervious area of the site does not increase and stormwater infiltration is not required.
2. Costs assume there are no WBE/MBE requirements.
3. Includes entire structure, MA DCAM Certified GC costs, lights and electrical FSB work (filed sub bid contractor)
4. Assumes 12' tall pressure treated heavy duty timber framed salt shed side walls and cast in-place concrete front wall; approx. 30' clearance at end entrance to allow salt trailers to exit with trailer in up and allows dumping of salt deliveries inside the salt shed.
5. Costs are conceptual for initial planning purposes and will be verified during design.
6. New salt shed be located in same location as the existing salt shed, and will be a fabric style salt shed, with power source from panel in existing DPW building.
7. Assumes ground improvements are needed
8. Assumes there are no MBTA permits or restrictions.
9. Assumes asphalt floor inside the salt shed, which is the standard .

P:\MA\Melrose MA\2200794 - Melrose DPW Salt Shed\Project Management\Cost Estimates for Report\[Melrose - Fabric (VP 40)_updated 5.3.21.xlsx]Summary Page

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Melrose Salt Shed Conceptual Total Project Cost Estimate
5/7/2021
New Gable End Salt Shed - 6' Tall Wood Push Walls
(40' x 100' / 4000 SF , Stores Approx. 1,200 Tons of Salt Completely Full)

CONSTRUCTION			
Item		**Cost**	**Source**
SALT SHED BUILDING COSTS			
Concrete Footings	$	30,135	Estimate derived from AST pricing information
Wall Panel & Bracing	$	125,178	Estimate derived from AST pricing information
Trusses	$	128,655	Estimate derived from AST pricing information
Plywood Roof	$	23,181	Estimate derived from AST pricing information
Trim	$	9,272	Estimate derived from AST pricing information
Paint	$	13,909	Estimate derived from AST pricing information
Metal Roof (FSB)	$	66,770	Estimate derived from AST pricing information
Updated siding	$	20,000	Estimate from salt shed developer
Electrical panel roof	$	3,000	Allowance
Salt Shed Building Sub Total	$	420,100	
ADDITIONAL CONSTRUCTION COSTS			
Demo Existing Salt Shed	$	23,000	Based on quote provided by RSG Contracting on 1/6/21
Soil Disposal Allowance	$	141,000	Assumes contaminated soil disposed at out of state landfill
Dewatering	$	15,000	Allowance, groundwater contaminated
Additional site development/grading allowance	$	25,000	Allowance
Excavation and backfill of foundations	$	30,000	From Raynham
Subbase preparations	$	15,000	From Raynham
Pavement	$	27,000	Assumes 7,900 sqft of paving, 5-inches thick (3" base, 2" top), $110 per ton
Dust Monitoring	$	45,000	Allowance
Dense grade crushed stone base material	$	18,000	Assumes 12-inches beneath pavement at 50$ CY
Ground Improvements	$	161,000	Budgetary estimate from ground improvement contractor
Floodgate at Salt shed Entrance	$	20,000	Includes material, freight, concrete strip and installation
Electrical Work (FSB)	$	28,000	Shrewsbury Bid results
Additional Construction Cost Sub Total	$	548,000	
Subtotal Construction Cost	$	968,100	
MARK UPS			
Bonds & Insurance	$	25,848	Assume 2.67% (based from Raynham)
General Conditions/Supervision	$	56,754	Assume 5.71% (based from Raynham)
Contractor Overhead and Profit	$	115,577	Assume 11% (based from Raynham)
ENR Adjusted 1.51% (October 2020 - May 2021)	$	17,611	One year of inflation estimate
Subtotal of Mark Ups	$	215,791	
Subtotal Construction Cost with Mark Ups	$	1,183,891	Excludes Construction Contingency
10% Construction Contingency	$	118,389	Allowance for unexpected items that may come up during construction
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**1,302,280**	**Includes Contingency**

Add Brine System			
Brine System	$	30,000	Allowance based on quoted from GVM Calcote
Project mark up (19.3%)	$	5,790	
Total for Brine System	$	35,790	
Add Loading Ramp			
Galvanized steel Loading Ramp	$	42,000	Base on quote from Nation Ramps
Project mark up (19.3%)	$	8,106	
Total for Loading Ramp	$	50,106	

DESIGN, PERMITTING, SPECIAL SERVICES, AND CONSTRUCTION ADMINISTRATION			
Item		**Cost**	**Source**
Additional Design Fees #1	$	15,300	Amendment #1 (2/6/21)
Additional Environmental Scope	$	30,750	Amendment #2 (3/15/21)
Construction Administration	$	36,000	Part of Amendment #3
Environmental Construction Services	$	40,000	Part of Amendment #3
Geotechnical Ground Improvements Construction Services	$	23,100	Part of Amendment #3
Total Design, Permitting, Special Services, Const. Admin.	$	145,150	

Total Project Cost	**$**	**1,447,430**	**Includes total Construction & Design Costs and Owners Contingency (excludes Brine system, loading ramp and canopy)**
Add Brine System	$	1,483,220	
Add Brine System, Loading Ramp	**$**	**1,533,326**	
Construction Market Uncertainties Due to Covid (15%)	$	177,584	
TOTAL ADJUSTED PROJECT COST	**$**	**1,710,910**	**Includes all bid alternates and market adjustment due to covid**

Notes/Assumptions:

1. Impervious area of the site does not increase and stormwater infiltration is not required.
2. Costs assume there are no WBE/MBE requirements.
3. Includes entire structure, MA DCAM Certified GC costs, foundation, metal roof (filed sub bid contractor), lights and electrical work (filed sub bid contractor)
4. Assumes 6' tall pressure treated heavy duty timber framed salt shed side walls.
5. Costs are conceptual for initial planning purposes and will be verified during design.
6. New salt shed will occupy the footprint of the existing salt shed, and will be a gable end structure, with power source from panel in existing DPW building.
7. Assumes ground improvements are needed
8. Assumes there are no MBTA permits or restrictions.
9. Assumes asphalt floor inside the salt shed, which is the standard .
10. Assumes competitive bid market with at least 3 separate bids submitted.
11. Assumes no additional measures are required to protect salt shed from 100 year flood

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Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Weston & Sampson

Melrose Salt Shed Conceptual Total Project Cost Estimate
5/7/2021
New High Arch Gambrel - 12ft Tall Wood Walls
(40' x 72' / 2880 SF , Stores Approx. 1,300 Tons of Salt)

CONSTRUCTION			
Item		**Cost**	**Source**
SALT SHED BUILDING COSTS			
Concrete Foundations	$	30,000	Raynham Salt Shed Bid Results - Adjusted for Current Market Conditions
Wall Panel & Bracing	$	116,000	Raynham Salt Shed Bid Results - Adjusted for Current Market Conditions
Updated siding	$	20,000	Estimate from salt shed developer
Electrical panel roof	$	3,000	Allowance
Trusses	$	105,000	Raynham Salt Shed Bid Results - Adjusted for Current Market Conditions
Plywood Roof	$	19,000	Raynham Salt Shed Bid Results - Adjusted for Current Market Conditions
Trim	$	9,000	Raynham Salt Shed Bid Results - Adjusted for Current Market Conditions
Paint	$	12,000	Raynham Salt Shed Bid Results - Adjusted for Current Market Conditions
Metal Roof (FSB)	$	77,000	Raynham Salt Shed Bid Results - Adjusted for Current Market Conditions
Salt Shed Building Sub Total	$	391,000	
ADDITIONAL CONSTRUCTION COSTS			
Demo Existing Salt Shed	$	23,000	Based on quote provided by RSG Contracting on 1/6/21
Soil Disposal Allowance	$	141,000	Assumes contaminated soil disposed at out of state landfill
Dewatering	$	15,000	Allowance, groundwater contaminated
Additional site development/grading allowance	$	25,000	Allowance
Excavation and backfill of foundations	$	30,000	From Raynham
Subbase preparation	$	15,000	From Raynham
Pavement	$	27,000	Assumes 7,900 sqft of paving, 5-inches thick (3" base, 2" top), $110 per ton
Dust Monitoring	$	45,000	Allowance
Dense grade crushed stone base material	$	18,000	Assumes 12-inches beneath pavement at 50$ CY
Ground Improvements	$	161,000	Budgetary estimate from ground improvement contractor
Floodgate at Salt shed Entrance	$	20,000	Includes material, freight, concrete strip and installation
Electrical Work (FSB)	$	28,000	Shrewsbury Bid results
Additional Construction Cost Sub Total	$	548,000	
Subtotal Construction Cost	$	939,000	
MARK UPS			
Bonds & Insurance	$	25,071	Assume 2.67% (based from Raynham)
General Conditions/Supervision	$	55,048	Assume 5.71% (based from Raynham)
Contractor Overhead and Profit	$	112,103	Assume 11% (based from Raynham)
ENR Adjusted 1.51% (October 2020 - May 2021)	$	17,081	One year of inflation estimate
Subtotal of Mark Ups	$	209,304	
Subtotal Construction Cost with Mark Ups	$	1,148,304	Excludes Construction Contingency
10% Construction Contingency	$	114,830	Allowance for unexpected items that may come up during construction
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**1,263,135**	**Includes Contingency**

Add Lean-to off Rear of Canopy			
Rear canopy	$	72,000	Base on Raynham Bid results (includes GC mark up, metal roof, inflation and electrical)
Total for Canopy	$	72,000	
Add Brine System			
Brine System	$	30,000	Allowance based on quoted from GVM Calcote
Project mark up (19.3%)	$	5,790	
Total for Brine System	$	35,790	
Add Loading Ramp			
Galvanized steel Loading Ramp	$	42,000	Base on quote from Nation Ramps
Project mark up (19.3%)	$	8,106	
Total for Loading Ramp	$	50,106	

DESIGN, PERMITTING, SPECIAL SERVICES, AND CONSTRUCTION ADMINISTRATION			
Item		**Cost**	**Source**
Additional Design Fees #1	$	15,300	Amendment #1 (2/6/21)
Additional Environmental Scope	$	30,750	Amendment #2 (3/15/21)
Construction Administration	$	36,000	Part of Amendment #3
Environmental Construction Services	$	40,000	Part of Amendment #3
Geotechnical Ground Improvements Construction Services	$	23,100	Part of Amendment #3
Total Design, Permitting, Special Services, Const. Admin.	$	145,150	

Total Project Cost	**$**	**1,408,285**	**Includes total Construction & Design Costs and Owners Contingency (excludes Brine system, loading ramp and canopy)**
Add Brine System	$	1,444,075	
Add Brine Spray System & Loading Ramp	$	1,494,181	
Add Brine System, Loading Ramp and Canopy	**$**	**1,566,181**	

Construction Market Uncertainties Due to Covid (15%)	$	172,246	
TOTAL ADJUSTED PROJECT COST	**$**	**1,738,427**	**Includes all bid alternates and market adjustment due to covid**

Notes/Assumptions:

1. Impervious area of the site does not increase and stormwater infiltration is not required.
2. Costs assume there are no WBE/MBE requirements.
3. Includes entire structure, MA DCAM Certified GC costs, foundation, metal roof (filed sub bid contractor), lights and electrical work (filed sub bid contractor)
4. Assumes 12' tall pressure treated heavy duty timber framed salt shed side walls , approx. 30' clearance at end entrance to allow salt trailers to exit with trailer in up position and allows dumping of salt deliveries inside the salt shed.
5. New salt shed will occupy the footprint of the existing salt shed, and will be high arch gambrel style, with power source from panel in existing DPW building.
7. Assumes ground improvements are needed
8. Assumes there are no MBTA permits or restrictions.
9. Assumes asphalt floor inside the salt shed, which is the standard .
10. Assumes competitive bid market with at least 3 separate bids submitted.
11. excluded $98,918 orginal contract

P:\MA\Melrose MA\2200794 - Melrose DPW Salt Shed\Project Management\Cost Estimates for Report\[Melrose - HAG Wood Walls (72x40)_Final Construction Cost Estimate.xlsx]Summary Page

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

CITY OF MELROSE

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

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

MEMORANDUM

Date: June 2, 2021

To: Melrose City Council

From: Elena Proakis Ellis, P.E., Director of Public Works
Patrick Dello Russo, CFO/Auditor

Subject: Updated Salt Shed Funding Request

In May of 2020, the Melrose City Council approved a $100,000 loan order for the design of a replacement salt shed at the City Yard. Over the past several months, the City has worked with Weston and Sampson and has moved forward with an approved design and has received bids for the replacement building. As part of the design process, soil samples revealed additional work required to be added to the scope of the replacement. We have also experienced skyrocketing costs that have been associated with the COVID pandemic, limited supply, and increased demand. None of these factors have lessened the need to replace the salt shed as a top priority for the DPW or the City. After another difficult winter, the condition of the salt shed has deteriorated, which compromises our ability to deliver snow emergency operations and to make our streets safe for travel during winter storms.

Weston and Sampson provided cost estimates that included a "COVID factor" and a reasonable contingency for the approved high arch gambrel style building. The low bidder, Construction Dynamics, Inc., submitted a bid of $1,436,000, which is in line with the most recent construction cost estimate provided by the engineers. When adding construction administration services, along with a construction contingency to the bid, the bonding request of $1.65M is reasonable to cover the cost of the project and any unanticipated costs that may arise as the project unfolds. This is in addition to the already approved $100,000 design cost, for a total bond of $1.75M.

Understanding the magnitude of this project, we have worked with Weston and Sampson on alternatives that would minimize the effect of all factors that have contributed to the additional costs and scope. We are confident that this design and decision offers the most value to the DPW, to the City, and most importantly to the residents. There is an aggressive construction schedule that allows for this to be completed before the beginning of the 2021-2022 winter season and will allow us to continue to deliver the same level of services during the winter months.

Please feel welcome to contact me with any questions you may have on this matter. Thank you for your consideration and continued support.

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DRAFT

Weston & Sampson

Melrose Salt Shed Conceptual Total Project Cost Estimate
11/12/2021
Fabric Salt Shed with 8ft Cast-in-place Concrete Wall
40' x 97' / 3880 SF, Stores Approx. 1300 Tons of Salt

CONSTRUCTION			
Item		**Cost**	**Source**
SALT SHED BUILDING COSTS			
Cast-in -place concrete Wall & Foundations	$	180,000	Quote from Iron Horse
Electrical panel roof	$	3,000	Allowance
Fabric structure	$	172,000	Quote from Iron Horse
Salt Shed Building Sub Total	$	355,000	
ADDITIONAL CONSTRUCTION COSTS			
Demo Existing Salt Shed	$	23,000	Based on quote provided by RSG Contracting on 1/6/21
Soil Disposal Allowance	$	149,000	Assumes contaminated soil disposed at out of state landfill
Dewatering	$	20,000	Allowance, groundwater contaminated
Additional site development/grading allowance	$	25,000	Allowance
Excavation and backfill of foundations	$	40,000	Allowance
Subbase preparation	$	15,000	From Raynham
Pavement	$	27,000	Assumes 7,900 sqft of paving, 5-inches thick (3" base, 2" top), $110 per ton
Dust Monitoring	$	45,000	Allowance
Dense grade crushed stone base material	$	18,000	Assumes 12-inches beneath pavement at 50$ CY
Ground Improvements	$	170,000	Allowance
Floodgate at Salt shed Entrance	$	20,000	Includes material, freight, concrete strip and installation
Electrical Work (FSB)	$	32,000	Melrose Bid results
Additional Construction Cost Sub Total	$	584,000	
Subtotal Construction Cost	$	939,000	
MARK UPS			
Bonds & Insurance	$	25,071	Assume 2.67% (based from Raynham)
General Conditions/Supervision	$	55,048	Assume 5.71% (based from Raynham)
Contractor Overhead and Profit	$	112,103	Assume 11% (based from Raynham)
ENR Adjusted 1.51% (October 2020 - May 2021)	$	17,081	One year of inflation estimate
Subtotal of Mark Ups	$	209,304	
Subtotal Construction Cost with Mark Ups	$	1,148,304	Excludes Construction Contingency
10% Construction Contingency	$	114,830	Allowance for unexpected items that may come up during construction
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**1,263,135**	**Includes Contingency**

Add Lean-to off Rear of Canopy			
Rear canopy	$	-	
Total for Canopy	$	-	
Add Brine System			
Brine System	$	30,000	Allowance based on quoted from GVM Calcote
Project mark up (19.3%)	$	5,790	
Total for Brine System	$	35,790	
Add Loading Ramp			
Galvanized steel Loading Ramp	$	42,000	Base on quote from Nation Ramps
Project mark up (19.3%)	$	8,106	
Total for Loading Ramp	$	50,106	

DESIGN, PERMITTING, SPECIAL SERVICES, AND CONSTRUCTION ADMINISTRATION			
Item		**Cost**	**Source**
Fabric Structure & concrete wall/foundation design fees	$	50,000	
Bidding	$	5,000	
Environmental Design services	$	15,000	
Structural CA Oversite	$	10,000	
Construction Administration	$	36,000	Part of Amendment #3
Environmental Construction Services	$	40,000	Part of Amendment #3
Geotechnical Ground Improvements Construction Services	$	23,100	Part of Amendment #3
Total Design, Permitting, Special Services, Const. Admin.	$	179,100	

Total Project Cost	**$**	**1,442,235**	**Includes total Construction & Design Costs and Owners Contingency (excludes Brine system, loading ramp and canopy)**
Add Brine System	$	1,478,025	
Add Brine Spray System & Loading Ramp	$	1,528,131	
Add Brine System, Loading Ramp and Canopy	**$**	**1,528,131**	

Construction Market Uncertainties Due to Covid (15%)	$	172,246	
TOTAL ADJUSTED PROJECT COST	**$**	**1,700,377**	**Includes all bid alternates and market adjustment due to covid**

Notes/Assumptions:

1. Impervious area of the site does not increase and stormwater infiltration is not required.
2. Costs assume there are no WBE/MBE requirements.
3. Includes entire structure, MA DCAM Certified GC costs, foundation,lights and electrical work (filed sub bid contractor)
4. Assumes 8' tall cast-in-place concrete salt shed side walls
5. New salt shed will occupy the footprint of the existing salt shed, and will be Fabric VP style structure, with power source from panel in existing DPW building.
6. Assumes ground improvements are needed
7. Assumes there are no MBTA permits or restrictions.
8. Assumes asphalt floor inside the salt shed, which is the standard .
9. Assumes competitive bid market with at least 3 separate bids submitted.
10. excluded $98,918 orginal contract

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DRAFT

Weston & Sampson

Melrose Salt Shed Conceptual Total Project Cost Estimate
11/12/2021
Fabric Salt Shed with 8ft Concrete Block Wall
40' x 97' / 3880 SF, Stores Approx. 1300 Tons of Salt

CONSTRUCTION			
Item		**Cost**	**Source**
SALT SHED BUILDING COSTS			
Concrete Block Wall - 8ft tall	$	120,000	Quote from Iron Horse
Electrical panel roof	$	3,000	Allowance
Fabric Structure (VP)	$	172,000	Quote from Iron Horse
Salt Shed Building Sub Total	$	295,000	
ADDITIONAL CONSTRUCTION COSTS			
Demo Existing Salt Shed	$	23,000	Based on quote provided by RSG Contracting on 1/6/21
Soil Disposal Allowance	$	130,000	Assumes contaminated soil disposed at out of state landfill
Dewatering	$	10,000	Allowance, groundwater contaminated
Additional site development/grading allowance	$	25,000	Allowance
Subbase preparation	$	15,000	From Raynham
Pavement	$	27,000	Assumes 7,900 sqft of paving, 5-inches thick (3" base, 2" top), $110 per tor
Dust Monitoring	$	45,000	Allowance
Dense grade crushed stone base material	$	18,000	Assumes 12-inches beneath pavement at 50$ CY
Ground Improvements	$	161,000	Budgetary estimate from ground improvement contractor
Floodgate at Salt shed Entrance	$	20,000	Includes material, freight, concrete strip and installation
Electrical Work (FSB)	$	32,500	Melrose bid Pricing
Additional Construction Cost Sub Total	$	506,500	
Subtotal Construction Cost	$	801,500	
MARK UPS			
Bonds & Insurance	$	21,400	Assume 2.67% (based from Raynham)
General Conditions/Supervision	$	46,988	Assume 5.71% (based from Raynham)
Contractor Overhead and Profit	$	95,688	Assume 11% (based from Raynham)
ENR Adjusted 1.51% (October 2020 - May 2021)	$	14,580	One year of inflation estimate
Subtotal of Mark Ups	$	178,655	
Subtotal Construction Cost with Mark Ups	$	980,155	Excludes Construction Contingency
10% Construction Contingency	$	98,016	Allowance for unexpected items that may come up during construction
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**1,078,171**	**Includes Contingency**

Add Lean-to off Rear of Canopy			
Rear canopy	$	-	
Total for Canopy	$	-	
Add Brine System			
Brine System	$	30,000	Allowance based on quoted from GVM Calcote
Project mark up (19.3%)	$	5,790	
Total for Brine System	$	35,790	
Add Loading Ramp			
Galvanized steel Loading Ramp	$	42,000	Base on quote from Nation Ramps
Project mark up (19.3%)	$	8,106	
Total for Loading Ramp	$	50,106	

DESIGN, PERMITTING, SPECIAL SERVICES, AND CONSTRUCTION ADMINISTRATION			
Item		**Cost**	**Source**
Fabric Structure & Block wall Design fees	$	30,000	
Bidding	$	5,000	
Environmental Design services	$	15,000	
Construction Administration	$	36,000	Part of Amendment #3
Environmental Construction Services	$	40,000	Part of Amendment #3
Geotechnical Ground Improvements Construction Services	$	23,100	Part of Amendment #3
Total Design, Permitting, Special Services, Const. Admin.	$	149,100	

Total Project Cost	**$**	**1,227,271**	**Includes total Construction & Design Costs and Owners Contingency (excludes Brine system, loading ramp and canopy)**
Add Brine System	$	1,263,061	
Add Brine Spray System & Loading Ramp	$	1,313,167	
Add Brine System, Loading Ramp and Canopy	**$**	**1,313,167**	

Construction Market Uncertainties Due to Covid (15%)	$	147,023	
TOTAL ADJUSTED PROJECT COST	**$**	**1,460,190**	**Includes all bid alternates and market adjustment due to covid**

Notes/Assumptions:

1. Impervious area of the site does not increase and stormwater infiltration is not required.
2. Costs assume there are no WBE/MBE requirements.
3. Includes entire structure, MA DCAM Certified GC costs, foundation,lights and electrical work (filed sub bid contractor)
4. Assumes 8' tall concrete block walls.
5. New salt shed will occupy the footprint of the existing salt shed, and will be Fabric VP style structure, with power source from panel in existing DPW building
6. Assumes ground improvements are needed
7. Assumes there are no MBTA permits or restrictions.
8. Assumes asphalt floor inside the salt shed, which is the standard .
9. Assumes competitive bid market with at least 3 separate bids submitted.
10. excluded $98,918 orginal contract

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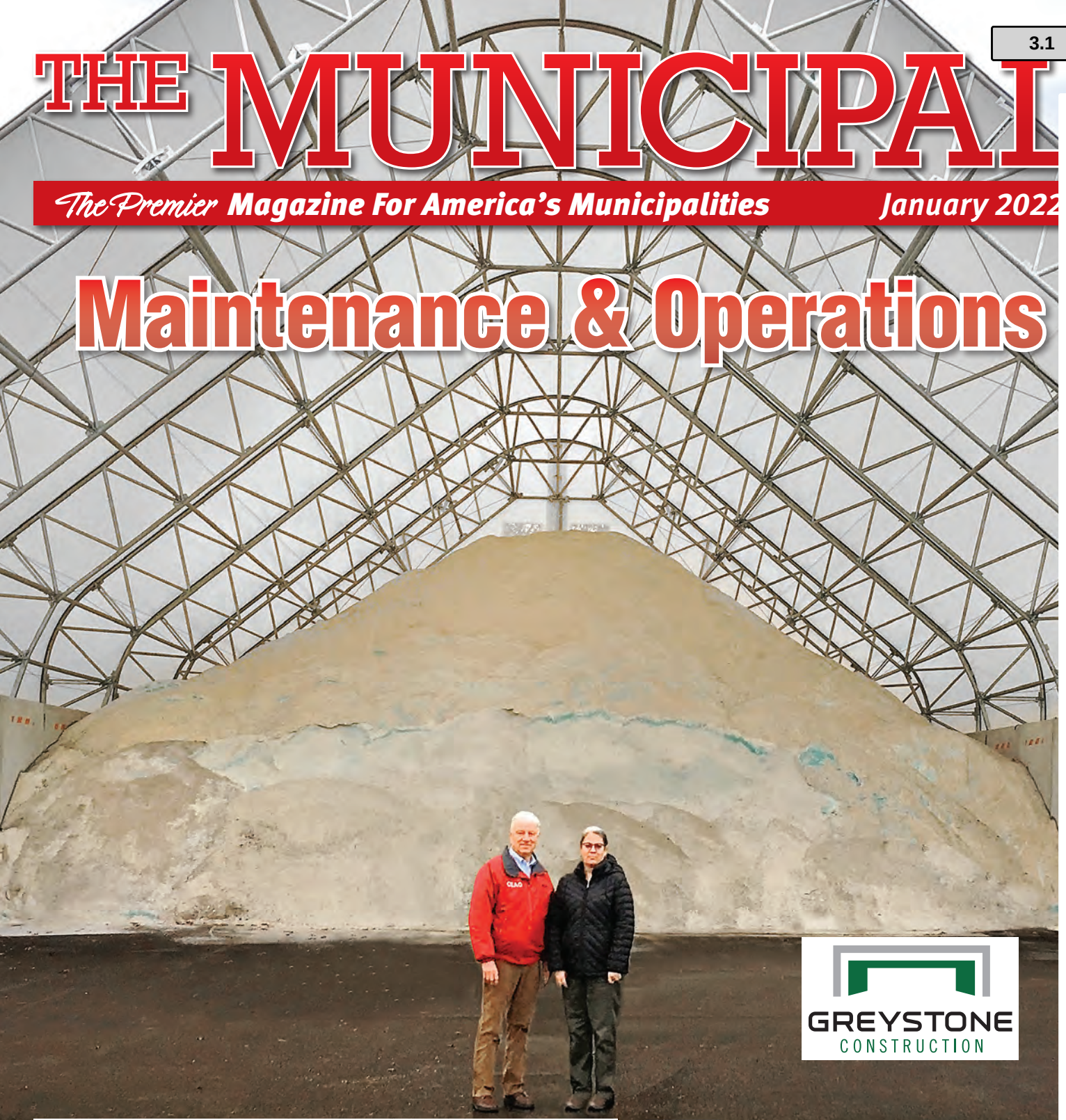
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THE MUNICIPAL

The Premier Magazine For America's Municipalities

January 2022

Maintenance & Operations



GREYSTONE
CONSTRUCTION

INSIDE:

New tech enlisted for perennial pothole battle

Cities address winter staffing

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PAID
Bolingbrook, IL
Permit No. 1939

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The new fabric building in Lake County, Ohio is 73 feet by 120 feet with a 4,000-ton salt storage capacity. (Photo provided)

Insights into a successful salt storage project

James Gills P.E., P.S., Lake County Engineer and Traci Salkiewicz, P.E., Chief Deputy Engineer (Photo provided)

Article submitted by Greystone Construction

Lake County, Ohio, engineer James Gills needed to replace an old, deteriorating salt dome.

"We had a teepee-shaped structure built in the mid-70s, and it only had a 900-ton road salt storage capacity. Lake County is in the strongest part of Ohio's snowbelt, and we experience significant snowfalls leading to a high demand for salt, so much so that we were having trouble obtaining salt throughout the winter season. We needed to build something new with a much higher salt storage capacity."

Gills had another challenge — poor soil conditions.

"We had soils borings done and it was determined that our soils were so bad it was recommended we dig out 8 to 10 feet of material and backfill with stone to accommodate a heavy structure similar to the teepee we were replacing. A fix like that is very, very expensive."

Gills researched all the options and noticed construction of fabric buildings in the region consisting of steel trusses covered in a tensioned membrane cover. Gills was attracted to fabric structures for several reasons.

"With the teepee structure, Lake County paid extra to have salt blown into the teepee. A large fabric structure not only costs less per square foot allowing for a much larger storage capacity on a budget, but would allow us to safely back in a truck, dump, and stack the salt."

Gills analyzed fabric building designs and layout to determine which would work best given his poor soil conditions.

"Greystone Construction had a solution for our poor soils. Greystone's method of installing the structure on independent concrete pads and piers provided an engineered solution which minimized the amount of expensive soil corrections required."

Gills purchased the Britespan fabric building materials from Greystone Construction and Britespan Building Systems through Sourcewell, a cooperative service purchasing program used by government entities across the country.

"Time is money and we saved a lot of both using the Sourcewell process and avoided the lengthy public bidding process that could have added six weeks to our timeline."

The Greystone Construction crew completed the concrete piers in three days. After a concrete cure period, the Greystone crew returned and installed a 73-foot-by-120-foot facility on top of the piers in just five days. Eight-foot high panels were placed continuously along three sides of the building interior to contain the salt.

"Our new fabric building facility holds 4,000 tons of salt. Combine that with the storage available at other facilities in Lake County and we have enough salt stored to last an entire winter."

"The Greystone team was great and so quick that I would absolutely work with Greystone again and have recommended them to others."

Best practices for designing and building safe, efficient and long lasting salt and sand storage buildings

Greystone has built thousands of fabric buildings across the U.S. and is an industry expert having built more than 1.5 million square feet of salt storage. Greystone Vice President Colin O'Brien shares best practices to ensure a successful project.

Building design to meet local load requirements

Any building needs to be designed to meet local wind, snow, seismic and unbalanced snow loads. Fabric buildings are no different. A structurally sound building must follow current International Building Codes (IBC) for safety and insurability.

"Greystone engineers its buildings to meet current local IBC load requirements. However, whatever manufacturer or general contractor you work with, make sure they are engineering your building properly for your site specific location."

Capacity Requirements

Greystone knows the density and angle of repose of deicing salt — factoring this in with a customer's storage capacity requirements and available footprint, their estimating team calculates the most economical building width and length.

"Fabric buildings can easily be expanded so in the future, when a customer requires greater storage capacity, Greystone can easily add additional building length."

Independent Foundations and Panels

"The Lake County building uses this design combining independent foundations engineered to carry building loads and pre-cast walls designed to carry commodity loads. This is often times more economical than cast-in-place poured walls designed to carry both building and commodity loads."

"This building design is also excellent to reduce corrosion because it keeps salt away from the steel trusses and base plates. It also creates the greatest possible air movement throughout the building."

Reducing Risk of Corrosive Damage

Salt is a highly corrosive material and storing it properly is critical to maintain the integrity of a fabric building's steel frames and components.

"We recommend any time building steel is cut or welded it be hot-dip galvanized after production. This treatment achieves a much thicker and harder protective surface than in-line galvanizing. It also ensures that the steel trusses are coated both inside and outside after welding is completed. We also recommend a corrosion inhibitor in any concrete containment panels."

Ventilation

Proper ventilation is key in reducing corrosion. "In the absence of moisture, corrosive materials would have little to no corrosive effect. You want air movement in your salt storage building to greatly reduce any condensation — this helps to prevent corrosion on everything in and around the building."

Sufficient Clearance

Adequate clear height is a critical factor to ensure maximum storage capacity. More importantly, sufficient clearance is necessary for safe maneuverability of trucks and dumping equipment.

"Proper building clearance is important to reduce the possibility of costly damages to the building from equipment use."

Greystone Construction's experts are ready to assist with your salt, sand and equipment storage needs. Call 1 (888) 742-6837 for a free consultation and quote. Visit www.GreystoneConstruction.com to learn more.



3.1
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Packet Pg. 1053

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Sourcewell
Formerly NJPA
Awarded Contract
Contract # 091319-BRT

SALT & SAND STORAGE EXPERTS

We've erected 1300+ fabric buildings across the United States and are trusted by DOT, municipalities and private firms.



TRUSTED SINCE 1987

GreystoneConstruction.com | 1-888-742-6837

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SALT & SAND STORAGE EXPERTS

We've erected 1300+ fabric buildings across the United States and are trusted by DOT, municipalities and private firms.



Need to write bid specifications? Call 1-888-742-6837 and a salt storage expert will assist you.

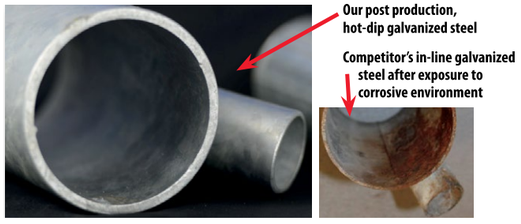
Greystone Construction is a general contractor delivering high quality construction since 1987.

We serve customers across the United States. In addition to the salt and sand storage market, other markets we serve include retail, commercial, office, financial, health care, senior housing, hospitality, industrial, warehousing, manufacturing, and more.

The Greystone Advantage

- Turnkey solution – we have 32 years of design-build and general construction experience
- Engineered to meet your site specificl wind, snow and unbalanced snow loads
- Customizable features including end walls, doors, foundations, etc.
- Quick installation saves you time and money
- Storage from 100 tons to 100,000+ tons – a variety of heights and widths available
- Superior corrosion resistance with post production, hot-dip galvanization

Superior corrosion resistance with post production, hot-dip galvanization



Salt is highly corrosivie and can compromise the integrity of steel components. Our frames and welded components receive a hot-dipped galvanized finish *after* fabrication to ensure a complete zinc coating both inside and out. No welding is done after zinc coating is applied. Some competitors cut corners and do not hot-dip galvanized welded components.





> "Why would we recommend Greystone? From initial project development through construction, Greystone was excellent to work with. They delivered a top notch facility that will serve Nicollet County for many years."
>
> **Seth Greenwood,** Public Works Director/County Engineer, Nicollet County







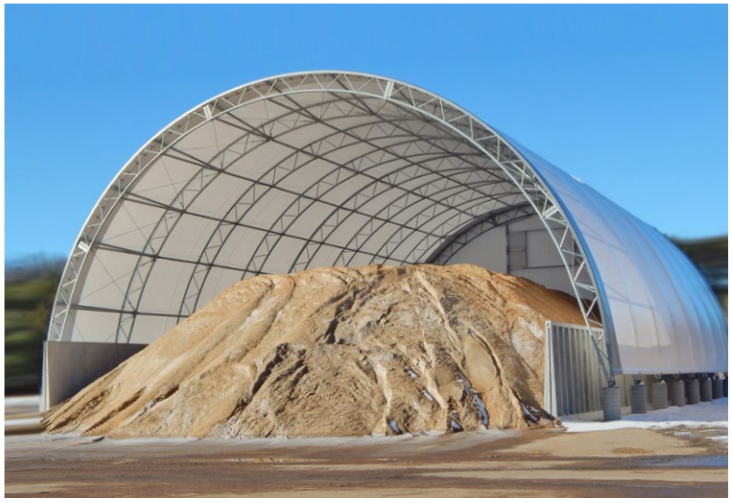


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> "Greystone was very easy to work with. The company was straightforward and explained every detail of our project very well. I would recommend Greystone Construction to anyone."
>
> **Brad Strgar,** Balkan Township Supervisor







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GREYSTONE
CONSTRUCTION

April 29, 2022

Elena Proakis Ellis, P.E., BCEE
Director of Public Works
72 Tremont Street
Melrose, MA 02176

Re: Budget Proposal – Melrose, MA Storage Building

Ms. Proakis,

Thank you for the opportunity to provide a budget proposal to furnish and install a salt storage building in Melrose, MA. A few of the advantages the Greystone team brings to the project include:

- **Design-Build Experience** – Greystone has offered design-build and general construction services for 35 years.
- **Fabric Building Expertise** – Greystone has sold and installed fabric buildings for over 20 years. We've successfully completed thousands of fabric building projects.
- **Engineered Fabric Building** – Fabric building will be designed to meet site-specific load requirements including wind, snow and unbalanced loads.
- **Hot Dipped Galvanized Steel** – Fabric building frames are hot dip galvanized post production, after all cutting and welding complete
- **Self-Performed Work** – Greystone has the capability to self-perform the concrete and building installation with our own crews. Often times this allows us to provide the most competitive pricing, maintain quality and hold schedule.

Let us know if you have any questions. We look forward to discussing our next steps.

Sincerely,

Colin R. OBrien

Colin O'Brien
VP of Business Development / Principal

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GREYSTONE
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Scope of Work & Pricing

to be performed by Greystone Construction

Furnish & Install Budget Price:

- 65’ x 64’ Britespan Apex L14 Series Building
- Truss spacing 16’ on center
- 12.5 ounce, 23 mil polyethylene Non-FR fabric
  - Single piece cover design
- Building designed per ASCE7-10 (IBC 2015)
  - Fabric type: ASTM E-84 (NON-FR)
  - Occupancy category: CAT 1 (LOW HAZARD)
  - Ground snow load: 40 lbs.
  - Wind Load: 117 MPH wind
  - Wind Exposure: C
  - Site conditions: Ce = 0.9 Exposed
  - Collateral Load: 0
  - No sprinklers
  - No conveyor loads
  - Seismic Design Category: B
  - Stamped engineered building drawings included
- (2) Fabric end walls with steel framing with two 3’x3’ mesh vent in back end
- (1) 16’ wide x 30’ tall framed opening
- Hot dipped galvanized bolt and purlin upgrades
- Building to be installed on concrete pad and pier foundations. Piers to extend 2’ above grade on three sides.
  - Engineered foundation drawings
  - Assumes existing soils has minimum bearing capacity of 2,500 PSF
- Approximately 192 lineal feet of 8’ tall pre-cast concrete bunker “L” panels with corrosion inhibiter
- Hot dipped galvanized anchor bolts
- Freight allowance of $2,540 included
  - Contract will be updated to reflect actual freight amount at time of shipment
- Provide all necessary labor and equipment to complete items noted above
- **Approx. 1,385 tons of salt storage capacity**
  - **32 degree angle of repose**
  - **80 lbs/cubic foot product weight**

Furnish & Install Budget Price: $229,750

See exclusions on last page

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GREYSTONE
CONSTRUCTION

Market Provisions:

- Greystone is committed to being your trusted team partner on your project. We are asking all of our clients recognize the volatility of our markets and understand we are providing current pricing for budgeting purposes with the need to adjust final project pricing based on the markets at the actual time of the order. It's important to provide you with the best value for your project, and we do not want to speculate where the actual market rates will be at the time of procurement and/or delivery.
- Pricing is based on current market conditions and does not include future tariffs, surcharges, price escalation, or fees. (i.e., many wholesalers and manufacturers are not committing to pre-determined pricing for pre-ordered materials. These materials are priced at the time of the delivery.) Due to extremely volatile markets, pricing shall be re-evaluated at time of procurement and/or delivery. Any savings or additional cost would be communicated with Owner prior to procurement and/or delivery.
- Price increases will be assigned as contingency. Unless Greystone specifically outlines a contingency value in our proposal or scope of work, it is recommended that the Owner carry a contingency.
- Construction schedule may be affected by material shortages or lead times beyond our control. Any shortages or lead time issues will be communicated with the owner. Evaluation of alternatives will be reviewed, and the contract schedule or costs may be adjusted accordingly.
- Pandemic protocols enacted by the owner's requirements or federal/state/local jurisdictions following the execution of the construction contract may result in additional costs and schedule extensions to the contract. These may include but not limited to: employee testing, travel time for testing, temporary enclosures/facilities to isolate work forces, staffing shortages and subcontractor reselection if the current subcontractor cannot staff the project due to labor shortages as a result of newly enacted protocols.
- Unless noted otherwise proposal pricing is valid for 15 days

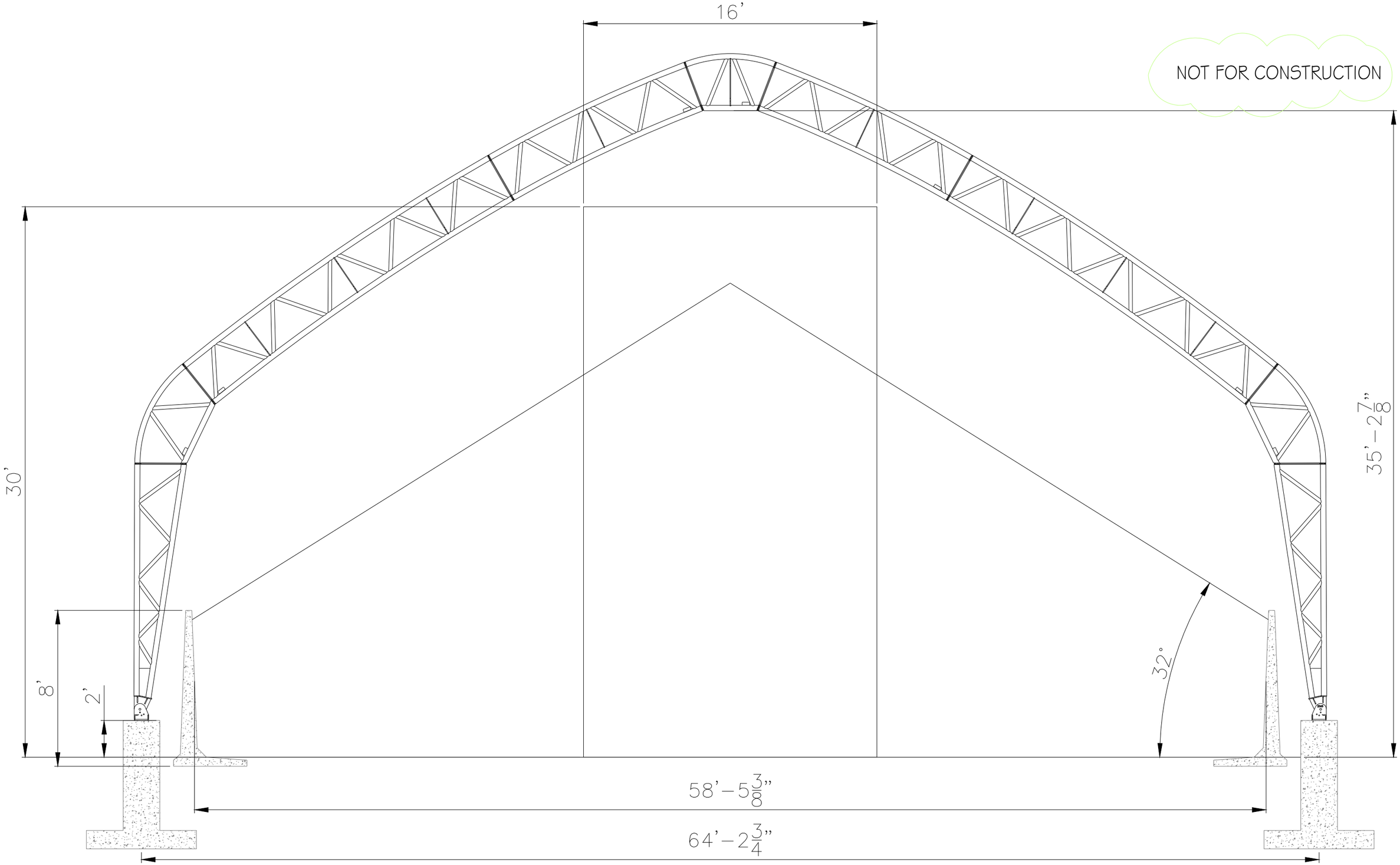
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Exclusions – Items not included, but may apply to overall project:

- Architectural and Civil Engineering
- Permits & Fees
- Prevailing wage rates and Union labor
- Payment and performance bonds
- Cat II occupancy and FR Fabric
- Sales tax on materials
- Alternate foundation design if proposed design isn't suitable for existing site
- Testing & special inspections by owner – Soil borings, soils testing, concrete testing, bolt inspection, etc
- Site work including, but not limited to: soil corrections, granular base material under floor and bunker panels, excavation and backfill, site prep, import or export of materials, dewatering, etc
- Assumed building has 50' clear on all four sides for staging/erection and building engineering requirements
- Site specific safety requirements
- Bituminous paving or concrete – interior and exterior slabs and aprons
- Exterior aprons & stoops at doors
- Geotextile liner under building
- Doors – Overhead & personnel
- Insulation, interior liner panel or stainless steel cables
- All electrical & mechanical systems
- All winter conditions

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GREYSTONE CONSTRUCTION
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120 N 3rd Street • Suite 225
Bismarck, ND 58501
P: 701.214.5893 • F: 701.214.6403

DATE: 4-29-22
NOT FOR CONSTRUCTION
DRAWN BY: ML

DRAWING

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LOCUS MAP

DRAWING INDEX

NO.	SHEET	TITLE
1		COVER SHEET
2	G-1	GENERAL NOTES AND LEGEND
3	C-1	EXISTING CONDITIONS PLAN
4	C-2	SITE PREPARATION AND EROSION CONTROL PLAN
5	C-3	LAYOUT AND MATERIALS PLAN
6	C-4	GRADING AND UTILITY PLAN
7	C-5	CIVIL DETAILS I
8	C-6	CIVIL DETAILS II
9	A-1	FLOOR FOUNDATION PLAN, ROOF FRAMING PLAN
10	A-2	FOUNDATION DETAILS, BARRIER WALL DETAILS
11	A-3	TRANSVERSE BLDG. SECTION, TRUSS BEARING PLATE DETAILS, LONGITUDINAL BLDG. SECTION
12	A-4	BUILDING ELEVATIONS
13	A-5	TYPICAL WALL SECTIONS
14	A-6	WALL SECTION CONSTRUCTION DETAILS
15	A-7	REAR LEAN-TO WALL SECTIONS AND DETAILS
16	E001	ELECTRICAL LEGEND, ABBREVIATIONS AND GENERAL NOTES
17	ED100	ELECTRICAL DEMOLITION PLAN
18	E100	ELECTRICAL SITE PLAN
19	E101	ELECTRICAL PLAN AND SCHEDULES

CITY OF MELROSE, MASSACHUSETTS

DPW FACILITY SALT SHED REPLACEMENT PROJECT

COMMONWEALTH OF MASSACHUSETTS
JAMES R. FAIR
CIVIL
No. 46434
REGISTERED PROFESSIONAL ENGINEER
4/21/2021

APRIL 2021

Weston & Sampson SM

Weston & Sampson Engineers, Inc.
55 Walkers Brook Drive, Suite 100, Reading, MA 01867

File No. - - - - -

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GENERAL NOTES

1. TOPOGRAPHICAL INFORMATION BASED UPON SURVEY PERFORMED BY WESTON & SAMPSON IN OCTOBER 2020.
2. REFER TO EXISTING CONDITIONS FOR SURVEY LEGEND. ALL BIDDERS ARE REQUIRED TO INSPECT THE PROJECT SITE IN ITS ENTIRETY PRIOR TO SUBMITTING THEIR BID, AND BECOME FAMILIAR WITH ALL CONDITIONS AS THEY MAY AFFECT THEIR BID. CONTRACTOR AND SUB-CONTRACTORS SHALL BE FAMILIAR WITH ALL DRAWINGS AND SPECIFICATIONS PRIOR TO COMMENCING THE CONSTRUCTION.
3. LOCATIONS OF ANY UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF SUCH UTILITIES, PROTECTING ALL EXISTING UTILITIES AND REPAIRING ANY DAMAGE DONE DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ON-SITE COORDINATION WITH UTILITY COMPANIES AND PUBLIC AGENCIES AND FOR OBTAINING ALL REQUIRED PERMITS AND PAYING ALL REQUIRED FEES. IN ACCORDANCE WITH M.G.L. CHAPTER 82, SECTION 40, INCLUDING AMENDMENTS, CONTRACTORS SHALL NOTIFY ALL UTILITY COMPANIES AND OWNER IN WRITING PRIOR TO EXCAVATION.
4. WHERE AN EXISTING UTILITY IS FOUND TO CONFLICT WITH THE PROPOSED WORK, THE LOCATION, ELEVATION AND SIZE OF THE UTILITY SHALL BE ACCURATELY DETERMINED WITHOUT DELAY BY THE CONTRACTOR AND THE INFORMATION FURNISHED TO THE ENGINEER FOR RESOLUTION OF THE CONFLICT.
5. CONTRACTOR SHALL BE RESPONSIBLE FOR REVIEWING ALL DRAWINGS AND SPECIFICATIONS TO DETERMINE THE EXTENT OF EXCAVATION AND DEMOLITION REQUIRED TO RECEIVE SITE IMPROVEMENTS.
6. ANY DISCREPANCIES OR CONFLICTS BETWEEN THE DRAWINGS AND EXISTING CONDITIONS, EXISTING CONDITIONS TO REMAIN, TEMPORARY CONSTRUCTION, PERMANENT CONSTRUCTION AND WORK OF ADJACENT CONTRACTS SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER BEFORE PROCEEDING. ITEMS ENCOUNTERED IN AREAS OF EXCAVATION THAT ARE NOT INDICATED ON THE DRAWINGS, BUT ARE VISIBLE ON SURFACE, SHALL BE THE CONTRACTOR'S RESPONSIBILITY AND SHALL BE REMOVED AT NO ADDITIONAL COST TO THE OWNER.
7. ANY ALTERATIONS TO THESE DRAWINGS MADE IN THE FIELD DURING CONSTRUCTION SHALL BE RECORDED BY THE GENERAL CONTRACTOR ON "AS-BUILT" DRAWINGS. THE CONTRACTOR SHALL PROVIDE A FINAL AS-BUILT SURVEY PLAN PREPARED BY A MASS. LICENSED SURVEYOR SHOWING PROPOSED UTILITIES AND FINAL GRADES.
8. ALL AREAS DISTURBED BY THE CONTRACTOR'S OPERATIONS OUTSIDE THE PROJECT LIMITS, SHALL BE RESTORED TO THE ORIGINAL CONDITION BY THE CONTRACTOR AT NO ADDITIONAL COST AND TO THE SATISFACTION OF THE OWNER.
9. ALL WORK SHOWN ON THE PLANS AS BOLD SHALL REPRESENT PROPOSED WORK. THE TERM "PROPOSED (PROP)" INDICATES WORK TO BE CONSTRUCTED USING NEW MATERIALS OR, WHERE APPLICABLE, RE-USING EXISTING MATERIALS IDENTIFIED AS "REMOVE AND RESET (R&R)", OR REMOVE, RELOCATE, RESET, (R,R&R).
10. ALL KNOWN EXISTING STATE, COUNTY AND OWNER LOCATION LINES AND PRIVATE PROPERTY LINES HAVE BEEN ESTABLISHED FROM AVAILABLE INFORMATION AND ARE INDICATED ON THE PLANS.
11. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT HIS EMPLOYEES, AS WELL AS PUBLIC USERS FROM INJURY DURING THE ENTIRE CONSTRUCTION PERIOD USING ALL NECESSARY SAFEGUARDS, INCLUDING BUT NOT LIMITED TO, THE ERECTION OF TEMPORARY WALKS, STRUCTURES, PROTECTIVE BARRIERS, COVERING, FENCES AS NEEDED AND ALL NECESARY PRECAUTIONS TO PREVENT THE SPREAD OF COVID 19. SEE SPECIFICATION SECTION 00 73 73 STATE REGULATIONS ATTACHMENT G "MASSACHUSETTS COVID CONSTRUCTION GUIDELINES".
12. THE CONTRACTOR SHALL SUPPLY THE OWNER WITH THE NAME OF THE OSHA "COMPETENT PERSON" PRIOR TO CONSTRUCTION.
13. FILLING OF EXCAVATED AREAS SHALL NOT TAKE PLACE WITHOUT THE PRESENCE OR PERMISSION OF THE OWNER.
14. THE CONTRACTOR SHALL CALL DIGSAFE AT 1-888-344-7233 AT LEAST 72 HOURS, SATURDAYS, AND HOLIDAYS EXCLUDED, PRIOR TO EXCAVATING AT ANY LOCATION. A COPY OF THE DIGSAFE PROJECT REFERENCE NUMBER(S) SHALL BE GIVEN TO THE OWNER PRIOR TO EXCAVATION.
15. ALL EXCESS SOIL FROM BRINGING GRADES DOWN TO BOTTOM OF PAVEMENT SUBGRADE SHALL BE STOCKPILED OFF SITE AT THE OWNERS ROUTE 99 PROPERTY LOCATED ADJACENT TO 732 NEWBURYPORT TURNPIKE, MELROSE, MA AT NO ADDITIONAL COST TO THE OWNER. ALL EXCESS SOIL GENERATED FROM THE EXCAVATION OF THE FOUNDATIONS AND GROUND IMPROVEMENTS SHALL BE STOCKPILED ON SITE IN THE OWNERS MATERIAL STORAGE BINS LOCATED IN THE FRONT OF THE SITE, AT NO ADDITIONAL COST TO THE OWNER. REFER TO SPECIFICATION SECTION 02 61 00.16 HANDLING, TRANSPORTATION, REUSE AND OFFSITE DISPOSAL OF EXCAVATED MATERIAL. FOR ADDITIONAL SOIL MANAGEMENT DETAILS. SUITABLE SOIL EXCAVATED AS PART OF THE PROJECT MUST MEET ONE OR MORE OF THE MATERIAL REQUIREMENTS SPECIFIED IN 312300-EARTHWORK. ON-SITE FILL MATERIALS, WHICH DO NOT CONFORM TO SPEC 312300, SHALL NOT BE USED BELOW ANY STRUCTURES. IF THE CONTRACTOR PROPOSES TO USE THE EXISTING FILL ON SITE BELOW PAVEMENT AREAS, HE MUST DEMONSTRATE THAT THE FILL MEETS THE REQUIREMENTS PER SECTION 312300 OF THE SPECIFICATIONS.
16. CONTRACTOR IS RESPONSIBLE FOR STAKING CONSTRUCTION BASELINES IN FIELD. NO CONSTRUCTION WILL BE PERFORMED WITHOUT THE PROPOSED BASELINES AND LAYOUTS APPROVED BY THE ENGINEER.
17. NO FILL SHALL CONTAIN HAZARDOUS MATERIALS.
18. ANY QUANTITIES SHOWN ON PLANS ARE FOR COMPARATIVE BIDDING PURPOSES ONLY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VISIT THE PROJECT SITE TO VERIFY ALL QUANTITIES AND CONDITIONS PRIOR TO SUBMITTING BID.
19. ALL EXISTING DRAINAGE FACILITIES TO REMAIN SHALL BE MAINTAINED FREE OF DEBRIS, SOIL, SEDIMENT, AND FOREIGN MATERIAL AND OPERATIONAL THROUGHOUT THE LIFE OF THE CONTRACT. REMOVE ALL SOIL, SEDIMENT, DEBRIS AND FOREIGN MATERIAL FROM ALL DRAINAGE STRUCTURES, INCLUDING BUT NOT LIMITED TO, DRAINAGE INLETS, MANHOLES AND CATCH BASINS WITHIN THE LIMIT OF WORK AND DRAINAGE STRUCTURES OUTSIDE THE LIMIT OF WORK THAT ARE IMPACTED BY THE WORK FOR THE ENTIRE DURATION OF CONSTRUCTION.
20. CONTRACTOR'S STAGING AREA MUST BE WITHIN THE CONTRACT LIMIT LINE AND IN AREAS APPROVED BY OWNER. ANY OTHER AREAS THAT THE CONTRACTOR MAY WISH TO USE FOR STAGING MUST BE COORDINATED WITH THE OWNER.
21. THE CONTRACTOR SHALL KEEP ALL STREETS, PARKING LOTS AND WALKS THAT ARE NOT RESTRICTED FROM PUBLIC USE DURING CONSTRUCTION BROOM CLEAN AT ALL TIMES. THE CONTRACTOR SHALL USE ACCEPTABLE METHODS AND MATERIALS TO MAINTAIN ADEQUATE DUST CONTROL THROUGHOUT CONSTRUCTION.
22. CONTRACTOR SHALL COORDINATE ALL WORK WITH THE OWNER.
23. CONTRACTOR SHALL DEWATER AS NECESSARY TO PERFORM THE PROPOSED WORK.
24. THE LIMIT OF WORK SHALL BE DELINEATED IN THE FIELD PRIOR TO THE START OF SITE CLEARING OR CONSTRUCTION.
25. DEEP SUMP CATCH BASINS AND STORMWATER BASIN SHALL BE CLEANED FOLLOWING CONSTRUCTION.
26. HAULING OF EARTH MATERIALS TO AND FROM THE SITE SHALL BE RESTRICTED TO THE HOURS OF 7:00 AM TO 5:00 PM MONDAY THROUGH FRIDAY, EXCLUDING HOLIDAYS.
27. WORK ON SATURDAYS SHALL ONLY BE CONDUCTED IF PRIOR WRITTEN PERMISSION IS PROVIDED BY THE OWNER.
28. THE TERM "AS DIRECTED" AS USED IN THE CONTRACT DRAWINGS SHALL BE REPLACED WITH "AS REQUIRED".
29. THIS PROJECT IS ADJACENT TO PROPERTY OWNED BY THE MASSACHUSETTS BAY TRANSPORTATION AUTHORITY (MBTA). IF THE CONTRACTOR IS PROPOSING TO UTILIZE ANY LARGE BOOM EQUIPMENT (CRANES, LARGE EXCAVATORS, ETC) THAT HAVE THE POTENTIAL TO FOUL THE ADJACENT MBTA RIGHT-OF-WAY (ROW) EITHER BY PICKING CONSTRUCTION MATERIALS OVER THE MBTA ROW OR BY THE POSSIBILITY OF A LARGE BOOM FALLING INTO THE MBTA ROW IN AN EMERGENCY SITUATION, THE CONTRACTOR MUST CONTACT THE MBTA DIRECTOR OF SAFETY ENGINEERING AND ADHERE TO THE MBTA RULES AND REGULATIONS REGARDING CRANE USE IN THEIR ROW. THE MBTA TRACK FOULING ZONE IS A DISTANCE OF 10-FEET FROM THE CENTERLINE OF THE NEAREST TRACK.
30. THE CONTRACTOR SHALL ALSO SECURE INSURANCE FOR WORKING ADJACENT TO A RAILROAD AS SPECIFIED IN SECTION 00 73 00 SUPPLEMENTARY CONDITIONS.

EROSION AND SEDIMENT CONTROL NOTES

1. ALL SEDIMENT AND EROSION CONTROL DEVICES SHALL BE PUT INTO PLACE PRIOR TO BEGINNING ANY CONSTRUCTION OR DEMOLITION. REFER TO PLAN FOR APPROXIMATE LOCATION OF EROSION AND SEDIMENT CONTROL. REFER TO SPECS AND DETAILS FOR TYPE OF EROSION AND SEDIMENT CONTROL.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONTINUAL MAINTENANCE OF ALL CONTROL DEVICES THROUGHOUT THE DURATION OF THE PROJECT.
3. CONTRACTOR SHALL MEET ALL OF THE STATE OF MASSACHUSETTS D.E.P. AND THE CITY OF MELROSE WETLAND ORDINANCE REGULATIONS FOR SEDIMENT AND EROSION CONTROL.
4. EXCAVATED MATERIAL STOCKPILED ON THE SITE SHALL BE SURROUNDED BY A RING OF UNBROKEN SEDIMENT AND EROSION CONTROL COMPOST FILTER TUBES. THE LIMITS OF ALL GRADING AND DISTURBANCE SHALL BE KEPT TO A MINIMUM WITHIN THE APPROVED AREA OF CONSTRUCTION. ALL AREAS OUTSIDE OF THE LIMIT OF CONTRACT SHALL REMAIN TOTALLY UNDISTURBED UNLESS OTHERWISE APPROVED BY OWNER'S REPRESENTATIVE.
5. ALL CATCH BASINS AND DRAIN GRATES WITHIN LIMIT OF CONTRACT SHALL BE PROTECTED WITH FILTER FABRIC DURING THE ENTIRE DURATION OF CONSTRUCTION.
6. ANY AREA OUTSIDE THE PROJECT LIMIT THAT IS DISTURBED SHALL BE RESTORED TO ITS ORIGINAL CONDITION AT NO COST TO THE OWNER.
7. DUE TO CONTAMINATED SOIL THE CONTRACTOR SHALL STRICTLY FOLLOW DUST CONTROL AND MONITORING MEASURES AS SPECIFIED IN 01 14 19.16 DUST CONTROL.
8. ALL POINTS OF CONSTRUCTION EGRESS OR INGRESS SHALL BE MAINTAINED TO PREVENT TRACKING OR FLOWING OF SEDIMENT ON TO PUBLIC/PRIVATE ROADS.

FOUNDATION NOTES

1. NO RESPONSIBILITY IS ASSUMED BY THE ENGINEER FOR THE VALIDITY OF THE SUBSURFACE CONDITIONS DESCRIBED ON THE DRAWINGS OR IN THE SPECIFICATIONS. THIS DATA IS INCLUDED ONLY TO ASSIST THE CONTRACTOR DURING BIDDING AND SUBSEQUENT CONSTRUCTION.
2. THE CONTRACTOR SHALL DESIGN AND PROVIDE ALL TEMPORARY EARTH SUPPORT, SHORING AND BRACING REQUIRED TO COMPLETE THE WORK IN ACCORDANCE WITH OSHA, STATE AND LOCAL REQUIREMENTS.
3. THE CONTRACTOR SHALL DESIGN AND PROVIDE SHEETING, SHORING, BRACING, AND/OR UNDERPINNING IN ORDER TO PROTECT EXISTING UTILITIES AND STRUCTURES FROM EXCESSIVE MOVEMENT DURING THE CONSTRUCTION PERIOD, IN ACCORDANCE WITH OSHA, STATE AND LOCAL REQUIREMENTS.
4. THE CONTRACTOR SHALL CARRY OUT CONTINUOUS CONTROL OF SURFACE AND SUBSURFACE WATER, DEWATER ANY AREAS REQUIRING EXCAVATION IN ADVANCE OF PERFORMING EXCAVATION, AND MAINTAIN GROUNDWATER LEVELS BELOW PLANNED SUB-GRADES.
5. FOUNDATIONS SHALL BE INSTALLED IN THE GEOMETRY SHOWN ON THE PLANS.
6. GROUND IMPROVEMENTS SHALL BE COORDINATED WITH THE LOCATION OF THE FOUNDATIONS SHOWN ON THE ARCHITECTURAL FOUNDATION PLAN.
7. GEOTECHNICAL ENGINEERING REPORT PREPARED BY WESTON & SAMPSON DATED FEBRUARY 17, 2021 AND A GEOTECHNICAL ENGINEERING REPORT ADDENDUM DATED APRIL 13, 2021.

DEMOLITION & SITE PREPARATION NOTES

1. THE CONTRACTOR SHALL INCLUDE IN THE BID THE COST OF REMOVING ANY EXISTING SITE FEATURES AND APPURTENANCES NECESSARY TO ACCOMPLISH THE CONSTRUCTION OF THE PROPOSED SITE IMPROVEMENTS. THE CONTRACTOR SHALL ALSO INCLUDE IN THE BID THE COST NECESSARY TO RESTORE SUCH ITEMS IF THEY ARE SCHEDULED TO REMAIN AS PART OF THE FINAL SITE IMPROVEMENTS. REFER TO PLANS TO DETERMINE EXCAVATION, DEMOLITION AND TO DETERMINE THE LOCATION OF THE PROPOSED SITE IMPROVEMENTS.
2. THE OWNER RESERVES THE RIGHT TO REVIEW ALL MATERIALS DESIGNATED FOR REMOVAL AND TO RETAIN OWNERSHIP OF SUCH MATERIALS. IF THE OWNER RETAINS ANY MATERIAL THE CONTRACTOR SHALL ALLOW ARRANGEMENTS WITH THE OWNER TO HAVE THOSE MATERIALS REMOVED OFF SITE AT NO ADDITIONAL COST.
3. UNLESS SPECIFICALLY NOTED TO BE SAVED / STOCKPILED (R&S) OR REUSED / RELOCATED (R&R), ALL SITE FEATURES CALLED FOR REMOVAL (REM) SHALL BE REMOVED WITH THEIR FOOTINGS, ATTACHMENTS, BASE MATERIAL, ETC, TRANSPORTED FROM THE SITE TO BE DISPOSED OF IN A LAWFUL MANNER AT AN ACCEPTABLE DISPOSAL SITE AND AT NO COST TO THE OWNER.
4. ALL EXISTING SITE FEATURES TO REMAIN SHALL BE PROTECTED THROUGHOUT THE CONSTRUCTION PERIOD. ANY FEATURES DAMAGED DURING CONSTRUCTION OPERATIONS SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE AT NO ADDITIONAL COST.
5. DURING EARTHWORK OPERATIONS, CONTRACTOR SHALL TAKE CARE TO NOT DISTURB EXISTING MATERIALS TO REMAIN, OUTSIDE THE LIMITS OF EXCAVATION AND BACKFILL AND SHALL TAKE WHATEVER MEASURES NECESSARY, AT THE CONTRACTOR'S EXPENSE, TO PREVENT ANY EXCAVATED MATERIAL FROM COLLAPSING. ALL BACKFILL MATERIALS SHALL BE PLACED AND COMPACTED AS SPECIFIED TO THE SUBGRADE REQUIRED FOR THE INSTALLATION OF THE REMAINDER OF THE CONTRACT WORK.
6. IT SHALL BE THE CONTRACTOR'S OPTION, WITH CONCURRENCE OF THE OWNER, TO REUSE EXISTING GRAVEL IF IT MEETS THE REQUIREMENTS OF THE SPECIFICATIONS FOR GRAVEL BORROW.
7. ALL ITEMS CALLED FOR REMOVAL SHALL BE REMOVED TO FULL DEPTH INCLUDING ALL FOOTINGS, FOUNDATIONS, AND OTHER APPURTENANCES, EXCEPT AS SPECIFICALLY NOTED OTHERWISE.
8. "CLEAR AND GRUB VEGETATION' SHALL INCLUDE REMOVAL OF GRASS, SHRUBS, AND UNDERBRUSH, REMOVAL OF ROOTS, ROUGH GRADING, INSTALLATION OF LOAM (IF APPLICABLE), FINE GRADING, SEEDING AND TURF ESTABLISHMENT BY THE CONTRACTOR.
9. THE STORAGE OF MATERIALS AND EQUIPMENT WILL BE PERMITTED AT LOCATIONS DESIGNATED BY OWNER OR OWNER'S REPRESENTATIVE. PROTECTION OF STORED MATERIALS AND EQUIPMENT SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

LAYOUT & MATERIALS NOTES

1. REFER TO EXISTING CONDITIONS PLANS FOR SURVEY INFORMATION (SHEET C-1).
2. ALL WORK SHALL BE PERFORMED BY CONTRACTOR UNLESS SPECIFICALLY INDICATED THAT THE WORK WILL BE PERFORMED "BY OWNER".
3. THE LAYOUT OF SITE AMENITIES AND FENCES MUST BE APPROVED BY THE OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION.
4. ALL LAYOUT LINES, OFFSETS, OR REFERENCES TO LOCATING OBJECTS ARE EITHER PARALLEL OR PERPENDICULAR UNLESS OTHERWISE DESIGNATED WITH ANGLE OFFSETS NOTED.
5. ALL PROPOSED SITE FEATURES SHALL BE LAID OUT AND STAKED FOR REVIEW AND APPROVAL BY THE OWNER'S REPRESENTATIVE PRIOR TO COMMENCEMENT OF INSTALLATION. ANY REQUIRED ADJUSTMENTS TO THE LAYOUT SHALL BE UNDERTAKEN AS REQUIRED, AT NO ADDITIONAL COST TO THE OWNER.
6. ALL PROPOSED PAVEMENTS SHALL MEET THE LINE AND GRADE OF EXISTING ADJACENT PAVEMENT SURFACES AND SHALL BE TREATED WITH AN RS-1 TACK COAT AT POINT OF CONNECTION. ALL PATHWAY WIDTHS SHALL BE AS NOTED ON THE LAYOUT AND MATERIALS PLAN.
7. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND GRADES ON THE GROUND AND REPORT ANY DISCREPANCIES IMMEDIATELY TO THE OWNER.
8. REFER TO DETAIL DRAWINGS FOR CONSTRUCTION DETAILS.

GRADING, UTILITIES & DRAINAGE NOTES

1. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND GRADES ON THE GROUND AND REPORT ANY DISCREPANCIES IMMEDIATELY TO THE OWNER.
2. ALL GRADING IS TO BE SMOOTH AND CONTINUOUS WHERE PROPOSED PAVEMENT SURFACE MEETS EXISTING SURFACE, BLEND THE TWO PAVEMENTS AND ELIMINATE ROUGH SPOTS AND ABRUPT GRADE CHANGES AND MEET LINE AND GRADE OF EXISTING CONDITIONS WITH NEW IMPROVEMENTS.
3. CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE (1% MINIMUM) AWAY FROM ALL BUILDING FOUNDATIONS AND STRUCTURES.
4. CONTRACTOR SHALL ENSURE ALL AREAS ARE PROPERLY PITCHED TO DRAIN, WITH NO SURFACE WATER PONDING OR PUDDLING. THE PAVEMENT REPLACEMENT LIMITS SHALL BE VERIFIED IN THE FIELD BY THE CONTRACTOR BY DOING A DETAILED SITE SURVEY TO ENSURE POSITIVE DRAINAGE IS PROVIDED, WITH NO LOW POINTS WHERE THE PUDDLING MAY OCCUR. THE RESULTS OF THIS SURVEY SHALL BE SUBMITTED TO THE ENGINEER FOR REVIEW.
5. ALL UTILITY GRATES, COVERS OR OTHER SURFACE ELEMENTS INTENDED TO BE EXPOSED AT GRADE SHALL BE FLUSH WITH THE ADJACENT FINISHED GRADE AND ADJUSTED TO PROVIDE A SMOOTH TRANSITION AT ALL EDGES.
6. THE CONTRACTOR SHALL SET SUBGRADE ELEVATIONS TO ALLOW FOR POSITIVE DRAINAGE AND PROVIDE EROSION CONTROL DEVICES, STRUCTURES, MATERIALS AND CONSTRUCTION METHODS TO DIRECT SILT MIGRATION AWAY FROM DRAINAGE AND OTHER UTILITY SYSTEMS, AND WORK AREAS. CLEAN BASINS REGULARLY AND AT THE END OF THE PROJECT.
7. EXCAVATION REQUIRED WITHIN PROXIMITY OF KNOWN EXISTING UTILITY LINES SHALL BE DONE BY HAND. CONTRACTOR SHALL REPAIR ANY DAMAGE TO EXISTING UTILITY LINES OR STRUCTURES INCURRED DURING CONSTRUCTION OPERATIONS AT NO COST TO THE OWNER.
8. WHERE NEW EARTHWORK MEETS EXISTING EARTHWORK, CONTRACTOR SHALL BLEND NEW EARTHWORK SMOOTHLY INTO EXISTING, PROVIDING VERTICAL CURVES OR ROUNDS AT ALL TOP AND BOTTOM OF SLOPES.
9. WHERE A SPECIFIC LIMIT OF WORK LINE IS NOT OBVIOUS OR IMPLIED, BLEND GRADES TO EXISTING CONDITIONS WITHIN 5 FEET OF PROPOSED CONTOURS.
10. SEE EARTHWORK SECTION OF SPECIFICATIONS FOR SPECIFIC EXCAVATION AND FILLING PROCEDURES.

CONSTRUCTION SEQUENCE NOTES

1. THE CONTRACTOR SHALL DISCONNECT POWER TO THE SALT SHED AND DEMOLISH AND REMOVE THE SALT SHED.
2. THE SITE IS LOCATED WITHIN AN ACTIVE HIGHWAY FACILITY YARD. THE CONTRACTOR SHALL COORDINATE WITH THE OWNER TO MINIMIZE DISTURBANCE TO FACILITY OPERATIONS.
3. THE CONTRACTOR SHALL LIMIT HIS WORK TO THE AREA WITHIN THE LIMIT OF WORK SHOWN ON THE DRAWINGS. ADDITIONAL SPACE FOR EQUIPMENT/MATERIALS STAGING MAY BE PROVIDED WITH PRIOR APPROVAL BY THE OWNER.

ABBREVIATIONS

GENERAL

PROP	PROPOSED
ADJ	ADJUST
BIT. CONC.	BITUMINOUS CONCRETE
CEM. CONC.	CEMENT CONCRETE
℄	BASELINE
N.T.S.	NOT TO SCALE
B.M.	BENCH MARK
ABAN	ABANDON
MB	MAIL BOX
EXIST. (OR EX.)	EXISTING
FDN	FOUNDATION
F.L. (OR F)	FLOW LINE
P	PROPERTY LINE
P/MT	PAVEMENT
P.W.W.	PAVED WATERWAY
RC	REINFORCED CONCRETE
M.H.B.	MASSACHUSETTS HIGHWAY BOUND
REM	REMOVE
REMOD	REMODEL
RET	RETAIN
R.O.W.	RIGHT-OF-WAY
R&R	REMOVE AND RESET
R,R&R	REMOVE, RELOCATED AND RESET
R&S	REMOVE AND STACK
R&D	REMOVE AND DISPOSE
SB	STONE BOUND
NIC	NOT IN CONTRACT
H.C.	HANDICAP
WCR	WHEELCHAIR RAMP
FF	FINISHED FLOOR
HMA	HOT MIX ASPHALT
G.C.	GENERAL CONTRACTOR
E.C.	ELECTRICAL CONTRACTOR
P.C.	PLUMBING CONTRACTOR
SWEL	SOLID WHITE EDGE LINE
BWLL	BROKEN WHITE LANE LINE
SYEL	SOLID YELLOW EDGE LINE
SB/DH	STONE BOUND/ DRILL HOLE
CLF	CHAIN LINK FENCE
TEMP.	TEMPORARY
TYP.	TYPICAL
EQ	EQUIPMENT
H.C.	HANDICAP
EOP	EDGE OF PAVEMENT
PROT	PROTECT
CTE	CONNECT TO EXISTING
RL	ROOF LEADER
L.O.W.	LIMIT OF WORK
VIF	VERIFY IN FIELD
APPROX.	APPROXIMATE
TBM	TEMPORARY BENCHMARK
ALT.	ALTERNATE

UTILITIES

GICI	GUTTER INLET W/ CURB INLET
CBCI	CATCH BASIN W/ CURB INLET
CB	CATCH BASIN
C.I.T.	CHANGE IN TYPE
CTE	CONNECT TO EXISTING
F&G	FRAME AND GRATE
F&C	FRAME AND COVER
CI	CURB INLET
CIP	CAST IRON PIPE
CMP	CORRUGATED METAL PIPE
DI	DUCTILE IRON PIPE
GI	GUTTER INLET
ACCM PIPE	ASPHALT COATED CORRUGATED METAL PIPE
HYD	HYDRANT
INV. ELEV.	INVERT ELEVATION
UP	UTILITY POLE
SMH	SEWER MANHOLE
WG	WATER GATE
DS	DOWN SPOUT
HDPE	HIGH DENSITY POLYETHYLENE PIPE
PVC	POLYVINYL CHLORIDE
RCP	REINFORCED CONCRETE PIPE
DMH	DRAIN MANHOLE
LB	LEACHING BASIN
LG	LEACHING GALLEY
CI	CAST IRON
OCS	OUTLET CONTROL STRUCTURE
OGT	OIL AND GRIT TRAP
VC	VITRIFIED CLAY PIPE
LP	LIGHT POLE
OHW	OVERHEAD WIRE
UPLP	UTILITY POLE WITH LIGHT
SWTU	STORM WATER TREATMENT UNIT
HH	HANDHOLE
GW	GARAGE WASTE
CO	CLEANOUT
LC	LEACHING CHAMBER
GV	GATE VALVE
GALV.	GALVANIZED
F&I	FURNISH & INSTALL
BGS	BELOW GRADE SURFACE

ALIGNMENT/GRADING

BW	BOTTOM OF WALL
BC	BOTTOM OF CURB
PI	POINT OF INTERSECTION
PC	POINT OF CURVATURE
PT	POINT OF TANGENCY
PRC	POINT OF REVERSE CURVATURE
PCC	POINT OF COMPOUND CURVATURE
PVI	POINT OF VERTICAL INTERSECTION
PVC	POINT OF VERTICAL CURVATURE
PVT	POINT OF VERTICAL TANGENCY
ELEV	ELEVATION
CC	CENTER OF CURVE
H.P.	HIGH POINT
L.P.	LOW POINT
R	RADIUS OF CURVATURE
STA	STATION
S.S.D.	STOPPING SIGHT DISTANCE
TC	TOP OF CURB
TW	TOP OF WALL

Project:

SALT SHED REPLACEMENT PROJECT

CITY OF MELROSE, MA

72 TREMONT STREET
MELROSE, MA 02176

Weston & Sampson

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Consultants:

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JAMES R. FAIR CIVIL No. 46434 REGISTERED PROFESSIONAL ENGINEER
COMMONWEALTH OF MASSACHUSETTS
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GENERAL NOTES AND LEGEND

Sheet Number:

G-1

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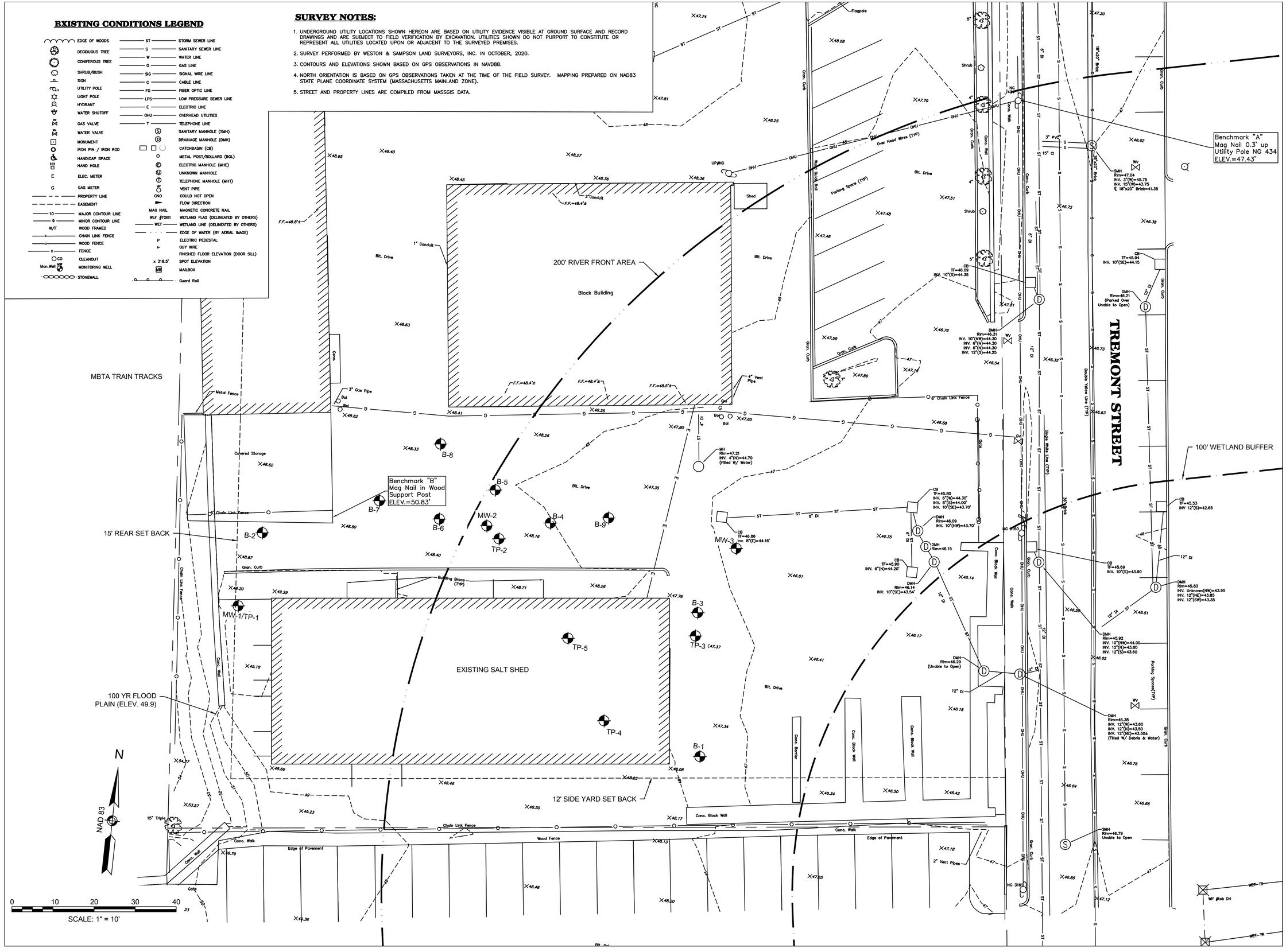
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EXISTING CONDITIONS LEGEND

- EDGE OF WOODS
- DECIDUOUS TREE
- CONIFEROUS TREE
- SHRUB/BUSH
- SIGN
- UTILITY POLE
- LIGHT POLE
- HYDRANT
- WATER SHUTOFF
- GAS VALVE
- WATER VALVE
- MONUMENT
- IRON PIN / IRON ROD
- HANDICAP SPACE
- HAND HOLE
- E ELEC. METER
- G GAS METER
- PROPERTY LINE
- EASEMENT
- 10 MAJOR CONTOUR LINE
- 9 MINOR CONTOUR LINE
- W/F WOOD FRAMED
- CHAIN LINK FENCE
- WOOD FENCE
- x FENCE
- CO CLEANOUT
- Mon.Well MW MONITORING WELL
- STONEWALL
- ST STORM SEWER LINE
- S SANITARY SEWER LINE
- W WATER LINE
- G GAS LINE
- SIG SIGNAL WIRE LINE
- C CABLE LINE
- FO FIBER OPTIC LINE
- LPS LOW PRESSURE SEWER LINE
- E ELECTRIC LINE
- OHU OVERHEAD UTILITIES
- T TELEPHONE LINE
- (S) SANITARY MANHOLE (SMH)
- (D) DRAINAGE MANHOLE (DMH)
- CATCHBASIN (CB)
- METAL POST/BOLLARD (BOL)
- (E) ELECTRIC MANHOLE (MHE)
- (U) UNKNOWN MANHOLE
- (T) TELEPHONE MANHOLE (MHT)
- VENT PIPE
- CNO COULD NOT OPEN
- FLOW DIRECTION
- MAG NAIL MAGNETIC CONCRETE NAIL
- W/F #1081 WETLAND FLAG (DELINEATED BY OTHERS)
- WET WETLAND LINE (DELINEATED BY OTHERS)
- EDGE OF WATER (BY AERIAL IMAGE)
- P ELECTRIC PEDESTAL
- GUY WIRE
- FINISHED FLOOR ELEVATION (DOOR SILL)
- x 318.5' SPOT ELEVATION
- MB MAILBOX
- Guard Rail

SURVEY NOTES:

1. UNDERGROUND UTILITY LOCATIONS SHOWN HEREON ARE BASED ON UTILITY EVIDENCE VISIBLE AT GROUND SURFACE AND RECORD DRAWINGS AND ARE SUBJECT TO FIELD VERIFICATION BY EXCAVATION. UTILITIES SHOWN DO NOT PURPORT TO CONSTITUTE OR REPRESENT ALL UTILITIES LOCATED UPON OR ADJACENT TO THE SURVEYED PREMISES.
2. SURVEY PERFORMED BY WESTON & SAMPSON LAND SURVEYORS, INC. IN OCTOBER, 2020.
3. CONTOURS AND ELEVATIONS SHOWN BASED ON GPS OBSERVATIONS IN NAVD88.
4. NORTH ORIENTATION IS BASED ON GPS OBSERVATIONS TAKEN AT THE TIME OF THE FIELD SURVEY. MAPPING PREPARED ON NAD83 STATE PLANE COORDINATE SYSTEM (MASSACHUSETTS MAINLAND ZONE).
5. STREET AND PROPERTY LINES ARE COMPILED FROM MASSGIS DATA.



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EXISTING CONDITIONS PLAN

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C-1

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SIDE VIEW OF SALT SHED

EXISTING SALT SHED TO BE DEMOLISHED SEE SPECIFICATION SECTION 02 41 16 DEMOLITION AND NOTES BELOW

LIMIT OF WORK

THE DPW SHALL BE ALLOWED VEHICLE ACCESS TO THIS AREA FOR SITE CIRCULATION. THE CONTRACTOR WILL BE ALLOWED TO SHUT DOWN TRAFFIC IN THIS AREA PERIODICALLY AS NEEDED TO FACILITATE CONSTRUCTION IN COORDINATION WITH THE DPW IN ADVANCE.

PROTECT MONITORING WELL

REMOVAL OF EXISTING GRANITE CURBING

PROTECT MONITORING WELL (REPLACE EXISTING ROAD BOX WITH NEW ROAD BOX)

RETAINING WALL TO REMAIN

COMPOST FILTER TUBES

INLET SEDIMENT CONTROL (TYPICAL FOR ALL CATCH BASINS)

PROTECT MONITORING WELL

LIMITS OF PAVEMENT TO BE REMOVED INSIDE AND OUT OF SALT SHED (SEE NOTE 4)

EXISTING SALT SHED TO BE DEMOLISHED, SEE PHOTO AND DEMOLITION NOTES

CONCRETE MATERIAL STORAGE BINS TO REMAIN

FOUNDATION SPOILS STOCK PILED IN MATERIAL STORAGE BINS (SEE NOTE 3)

Benchmark "B"
Mag Nail in Wood Support Post
ELEV.=50.83'

Benchmark "A"
Mag Nail 0.3' L
Utility Pole NG
ELEV.=47.43'

TREMONT STREET

N

NAD 83

0 10 20 30 40

SCALE: 1" = 10'

SALT SHED DEMOLITION NOTES:

1. DEMOLITION OF THE EXISTING APPROXIMATE 4,000 SF SALT SHED IN ITS ENTIRETY SHALL BE IN ACCORDANCE WITH SPECIFICATION SECTION 02 41 16 DEMOLITION.
2. CONTRACTOR SHALL NOTIFY MASSDEP (AQ 06 NOTIFICATION) 10 WORKING DAYS BEFORE DEMOLITION WORK BEGINS. A PRE DEMOLITION SURVEY REQUIRED OF THE SALT SHED HAS BEEN CONDUCTED BY WESTON AND SAMPSON'S LICENSED ASBESTOS INSPECTOR. THIS REPORT IS ATTACHED TO SECTION 02 41 16 DEMOLITION. THE CONTRACTOR SHALL PROVIDE MASSDEP WITH A COPY AS PART OF THE AQ 06 NOTIFICATION PROCESS.
3. FOUNDATION SPOILS SHALL BE STOCK PILED ON SITE IN MATERIAL STORAGE BINS. ASPHALT AND EXCESS SOIL GENERATED FROM BRINGING GRADES DOWN TO BOTTOM OF PAVEMENT SUBGRADE SHALL BE STOCKPILED SEPARATELY OFF SITE AT THE OWNERS ROUTE 99 PROPERTY LOCATED ADJACENT TO 732 NEWBURYPORT TURNPIKE, MELROSE MA. SEE SPECIFICATION SECTION 02 61 00.16 - HANDLING REUSE TRANSPORTATION AND OFFSITE DISPOSAL OF EXCAVATED MATERIAL.
4. TEST PITS #4 & #5 ENCOUNTERED A BURIED LAYER OF ASPHALT. THE CONTRACTOR SHALL REMOVE THE TOP LAYER AND BURIED LAYER OF ASPHALT WITHIN THE LIMITS OF PAVEMENT REMOVAL SHOWN ABOVE. THE REMOVED ASPHALT SHALL BE STOCK PILED SEPARATELY FROM THE SURPLUS SOIL AND BROUGHT TO AN ASPHALT RECYCLING CENTER. REFER TO SECTION 02 61 00.16 - HANDLING REUSE TRANSPORTATION AND OFFSITE DISPOSAL OF EXCAVATED MATERIAL AND SECTION 00 31 32 SUB SURFACE DATA FOR ADDITIONAL DETAILS.

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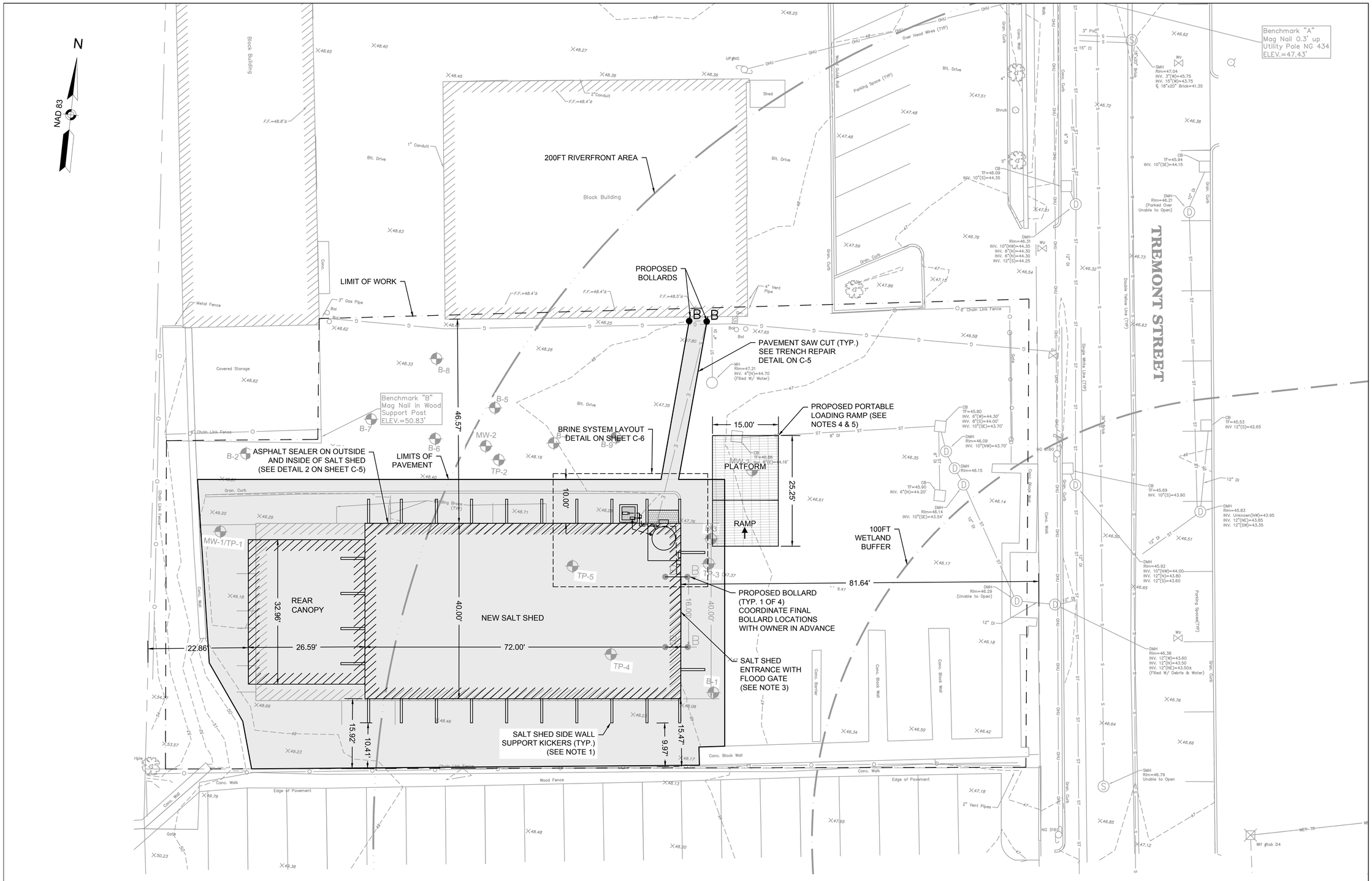
SITE PREPARATION AND EROSION CONTROL PLAN

Sheet Number:

C-2

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NOTES:

1. SIDE WALL KICKER LOCATIONS ARE APPROXIMATE ONLY, SEE FLOOR FOUNDATION PLAN FOR EXACT LOCATIONS.
2. SEE FOUNDATION PLAN FOR FOUNDATION LAYOUT.
3. FLOOD GATE SYSTEM SHALL BE SECURELY MOUNTED TO THE FACE OF THE SALT SHED PRESSURE TREATED WOOD. CONTRACTOR SHALL PROVIDE SEALANT AS NEEDED TO PROVIDE A WATER TIGHT SYSTEM. SEE DETAIL ON SHEET C-6 FOR ADDITIONAL GATE DETAILS.
4. CONTRACTOR SHALL PROVIDE SIX (6) 2'X2' $\frac{1}{4}$" GALVANIZED STEEL PLATES TO BE PLACED BENEATH LOADING RAMP LEGS TO DISTRIBUTE THE WEIGHT OF THE RAMP ONTO THE PAVEMENT. CONTRACTOR ALL SHALL PROVIDE SHIMS AS NECESSARY TO PROVIDE LEVEL SURFACE FOR LOADING RAMP LEGS TO REST ON.
5. CONTRACTOR SHALL CONFIRM FINAL LOCATION OF LOADING RAMP WITH OWNER WITH A MOCK SALT DELIVERY TURNING TEST IN THE FIELD. SALT DELIVERY TRUCK SHALL BE PROVIDED BY THE CITY. SEE DETAIL 3 ON SHEET C-6, FOR ADDITIONAL LOADING RAMP DETAILS.

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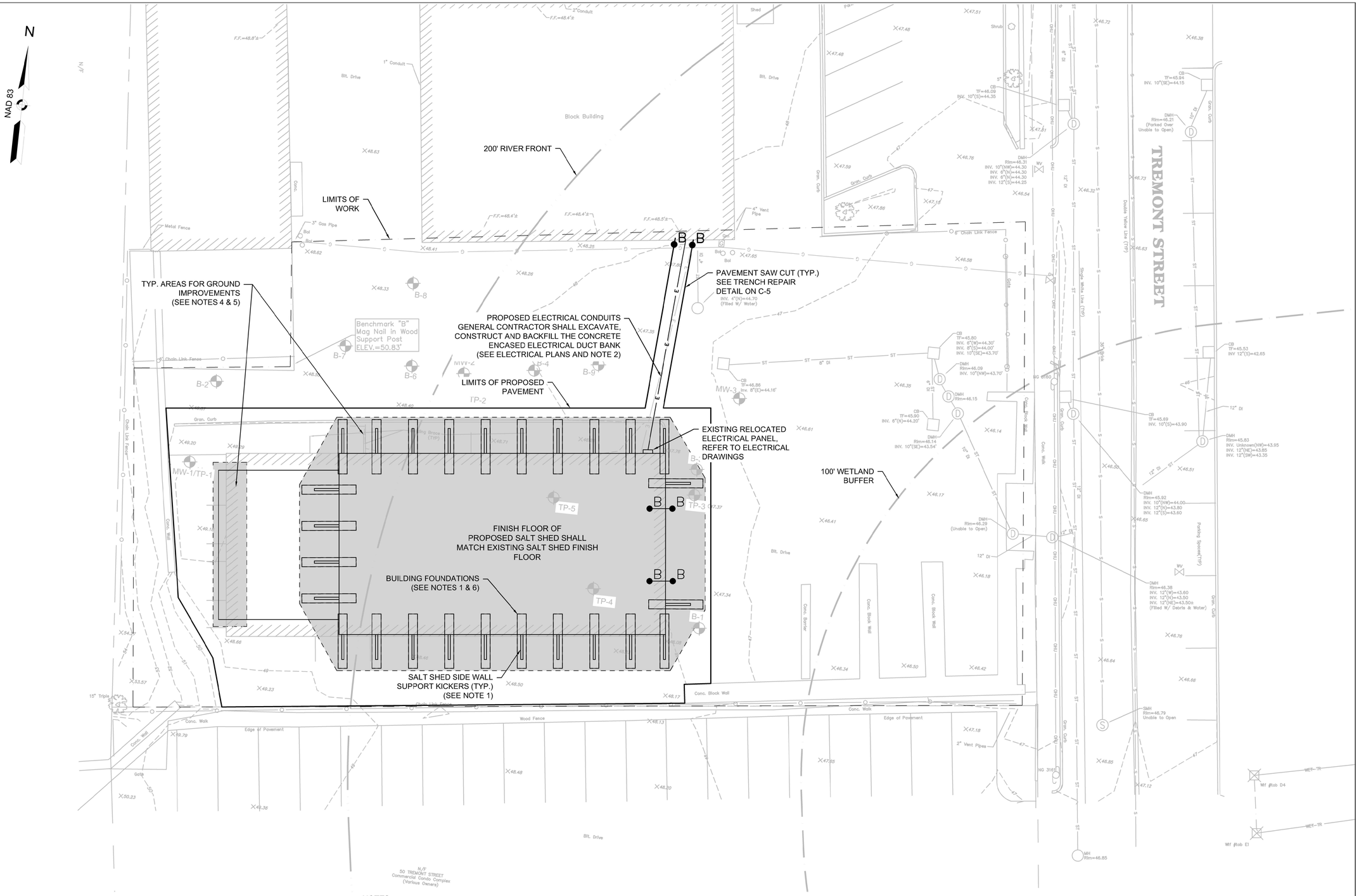
LAYOUT AND
MATERIALS PLAN

Sheet Number:

C-3

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0 10 20 30 40

SCALE: 1" = 10'

NOTES:

1. SIDE WALL KICKER AND BUILDING FOUNDATION LOCATIONS ARE APPROXIMATE ONLY, SEE FLOOR /FOUNDATION PLAN FOR FINAL LOCATIONS.
2. CONTRACTOR SHALL PLATE ELECTRICAL TRENCHES AS NEEDED TO ALLOW DPW VEHICLES ACCESS THROUGH THIS AREA. SEE NOTE ON C-2.
3. ALL FINAL GRADES SHALL MATCH EXISTING GRADES AS THE PROJECT IS IN A FLOOD ZONE.
4. FINAL GROUND IMPROVEMENT LAYOUT SHALL BE COORDINATED WITH DRAWING A1 - FOUNDATION PLAN. FOUNDATIONS SHOWN ON THIS PLAN IS SCHEMATIC ONLY AND MAY VARY FROM FOUNDATION LAYOUT SHOWN ON SHEET A1.
5. GROUND IMPROVEMENT TO BE PROVIDED BELOW PROPOSED SHALLOW FOUNDATIONS OF THE SALT STORAGE STRUCTURE, CANOPY, BRINE TANK SLAB-ON-GRADE AND BELOW THE SALT STOCKPILE. GROUND IMPROVEMENT TYPE, QUANTITY AND LAYOUT TO BE DETERMINED BY THE CONTRACTOR'S GROUND IMPROVEMENT DESIGNER IN ACCORDANCE WITH SPEC SECTION 31 66 13.
6. AS TYPICALLY DONE, THE CONTRACTOR SHALL FORM THE FOUNDATION USING THE SOILS ONSITE FOR EACH INDIVIDUAL FOUNDATION TO MINIMIZE THE AMOUNT OF SOIL GENERATED ON SITE.

Project:

SALT SHED REPLACEMENT PROJECT

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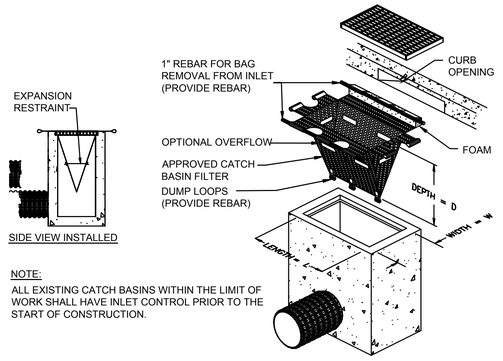
GRADING & UTILITY PLAN

Sheet Number:

C-4

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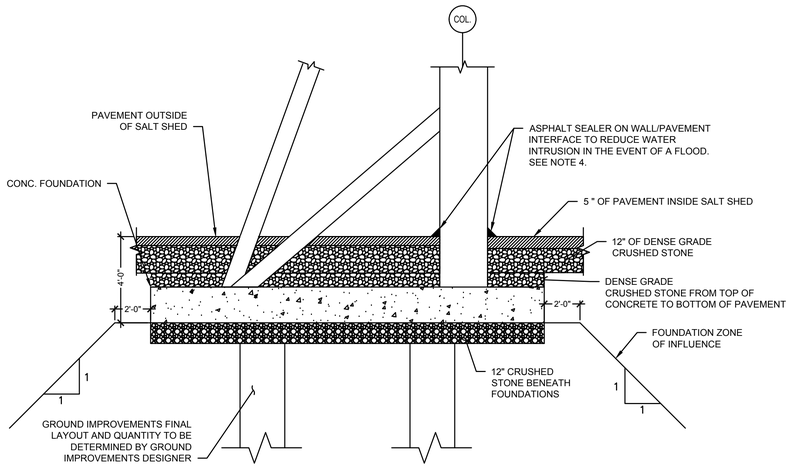


NOTE:

ALL EXISTING CATCH BASINS WITHIN THE LIMIT OF WORK SHALL HAVE INLET CONTROL PRIOR TO THE START OF CONSTRUCTION.

1 INLET SEDIMENT CONTROL

SCALE: N.T.S.

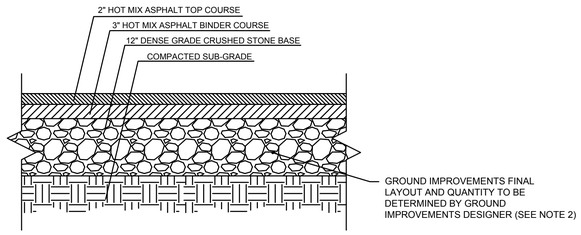


FOUNDATION NOTE(S):

1. PROPOSED SHALLOW FOUNDATIONS OF THE PROPOSED SALT SHED STRUCTURE AND BELOW THE SALT STOCKPILE TO BE SUPPORTED USING GROUND IMPROVEMENT ELEMENTS. THE TYPE, QUANTITY AND LAYOUT TO BE DETERMINED BY THE CONTRACTOR'S GROUND IMPROVEMENT DESIGNER IN ACCORDANCE WITH SECTION 31 66 13.
2. THE CONTRACTOR IS RESPONSIBLE FOR SUBGRADE PROTECTION.
3. SEE GEOTECHNICAL REPORT FOR UNDOCUMENTED FILL DEPTHS.
4. ASPHALT SEALER SHALL BE 9057R HOT ASPHALT CRACK FILLER AS MANUFACTURED BY FLEX-A-FILL.
5. DEWATERING SHALL BE IN ACCORDANCE WITH SPEC SECTION 31 23 19.

2 TYPICAL FOUNDATION SUBGRADE DETAIL

SCALE: N.T.S.

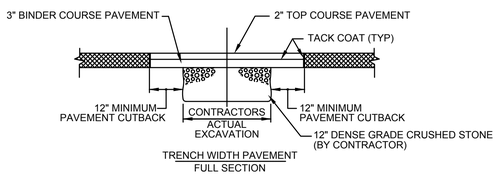


4 TYPICAL PAVING CROSS SECTION DETAIL

SCALE: N.T.S.

NOTES:

1. CONTRACTOR SHALL MAINTAIN POSITIVE SURFACE DRAINAGE (SEE GRADING PLANS).
2. GROUND IMPROVEMENTS SHALL BE PROVIDED BELOW THE SALT SHED STRUCTURE AND BELOW THE SALT SHED STOCKPILE IN ACCORDANCE WITH SPEC SECTION 31 66 13.

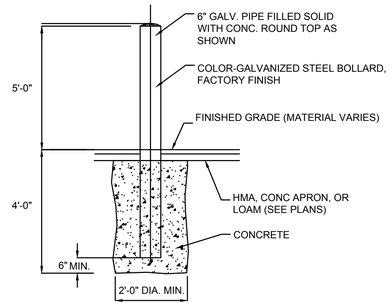


5 TRENCH REPAIR DETAIL

SCALE: N.T.S.

NOTES:

1. CONTRACTOR SHALL BACKFILL TRENCH, AND BED DUCT BANK, WITH COMPACTED GRAVEL BORROW.SEE TRENCH DETAIL ON ELECTRICAL DRAWINGS.

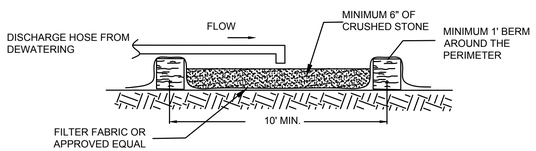


NOTES:

1. SEE SHEET C-3 FOR BOLLARD LOCATIONS.
2. BOLLARD FOUNDATION CONCRETE TO BE 3000 PSI MIN.
3. EXACT LOCATION TO BE DETERMINED IN THE FIELD AND APPROVED BY OWNER BEFORE INSTALLATION.

6 EXTERIOR STEEL PIPE BOLLARD

SCALE: N.T.S.

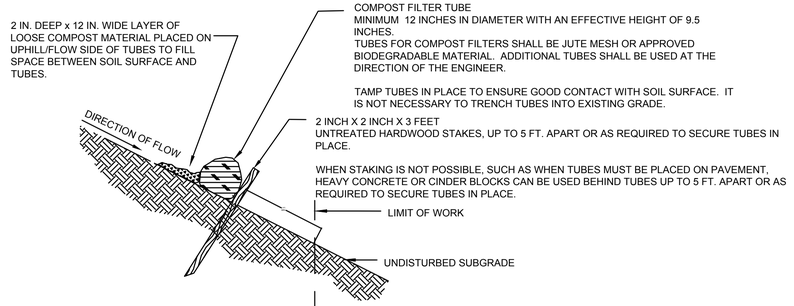


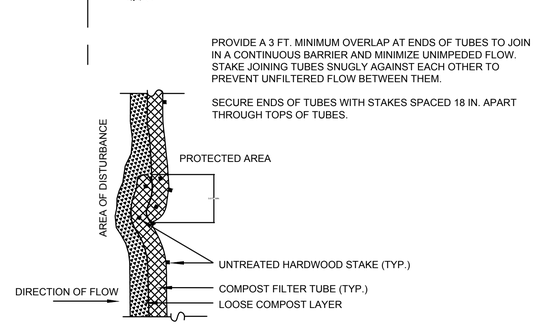
NOTES:

1. CONTRACTOR SHALL SIZE SEDIMENT DEWATERING PAD (10' X 10' MIN.) TO PREVENT OVERFLOW OF INSTALL MULTIPLE SEDIMENT DEWATERING PADS AT LOCATIONS APPROVED BY THE ENGINEER AT NO ADDITIONAL COST TO THE OWNER.
2. DEWATERING PAD SHALL BE FIELD LOCATED IN COORDINATION WITH THE ENGINEER AND SHALL NOT BE IN AN AREA WHERE IT WILL PERCOLATE WATER INTO THE FOUNDATION EXCAVATION. CONTRACTOR SHALL SAW-CUT AND REMOVE PAVEMENT AND SUB-GRADE GRAVEL FILL IF NEEDED AND RESTORE THE DISTURBED AREA IN ACCORDANCE WITH DETAIL 5 ON THIS SHEET.

8 SEDIMENT DEWATERING PAD - SECTION

SCALE: N.T.S.





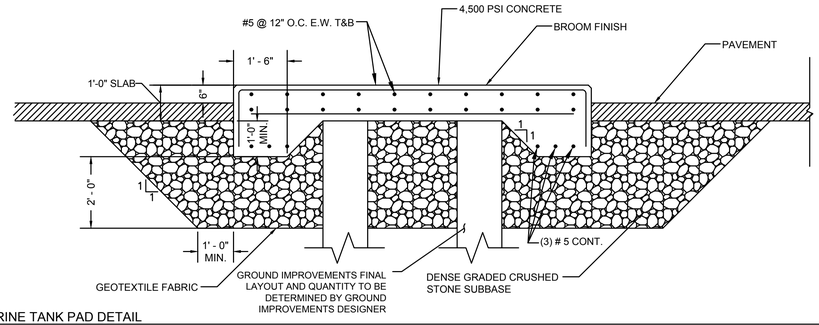
PLAN VIEW - JOINING DETAIL

3 SINGLE COMPOST FILTER TUBE DETAIL

SCALE: N.T.S.

GENERAL NOTES:

1. PROVIDE A MINIMUM TUBE DIAMETER OF 12 INCHES FOR SLOPES UP TO 50 FEET IN LENGTH WITH A SLOPE RATIO OF 3H:1V OR STEEPER. LONGER SLOPES OF 3H:1V MAY REQUIRE LARGER TUBE DIAMETER OR ADDITIONAL COURSING OF FILTER TUBES TO CREATE A FILTER BERM. REFER TO MANUFACTURER'S RECOMMENDATIONS FOR SITUATIONS WITH LONGER OR STEEPER SLOPES.
2. INSTALL TUBES ALONG CONTOURS AND PERPENDICULAR TO SHEET OR CONCENTRATED FLOW.
3. DO NOT INSTALL IN PERENNIAL, EPHEMERAL OR INTERMITTENT STREAMS.
4. CONFIGURE TUBES AROUND EXISTING SITE FEATURES TO MINIMIZE SITE DISTURBANCE AND MAXIMIZE CAPTURE AREA OF STORMWATER RUN-OFF.
5. MULCH MATERIAL FOR THE FILTER TUBES SHALL BE WEED-FREE STRAW, WOOD EXCELSIOR, COMPOST, OR WOOD CHIPS, OR COIR. STRAW SHALL BE WEED FREE AND DERIVED FROM THRESHING OF GRAIN CROP.
6. CURVE ENDS UPHILL TO PREVENT DIVERSION OF UNFILTERED RUN-OFF.



7 BRINE TANK PAD DETAIL

SCALE: N.T.S.

NOTES:

1. GENERAL CONTRACTOR IS RESPONSIBLE FOR CONSTRUCTION OF ALL CONCRETE PADS.
2. SEE LAYOUT AND GRADING PLANS FOR FINISH GRADE
3. COORDINATE WITH ALL CONTRACTORS AND ADJUST PAD LOCATIONS AND DIMENSIONS IN FIELD
4. SLABS 8" OR LESS IN THICKNESS SHALL HAVE ONE LAYER OF REINFORCING PLACED IN THE TOP ONE THIRD OF THE SLAB.
5. THE EXACT SIZE, SHAPE AND LOCATION OF EQUIPMENT (HOUSEKEEPING) PAD(S) SHALL BE DETERMINED BY THE CONTRACTOR AFTER APPROVAL OF SHOP DRAWINGS FOR EQUIPMENT. ANCHOR BOLTS, WHERE REQUIRED, SHALL BE SIZED AND LOCATED ACCORDING TO THE MANUFACTURER'S REQUIREMENTS.
6. CONTRACTOR SHALL PROVIDE CAULK WITH POLYSULFIDE SEALANT AND PREFORMED JOINT FILLER WHERE EQUIPMENT PADS ADJOIN THE BUILDING.
7. THE ENTIRE EXPOSED SURFACE OF BRINE TANK PAD SHALL BE COATED WITH HYDROZO MASTERPROTECT H1000 PENETRATING SEALER OR EQUAL.

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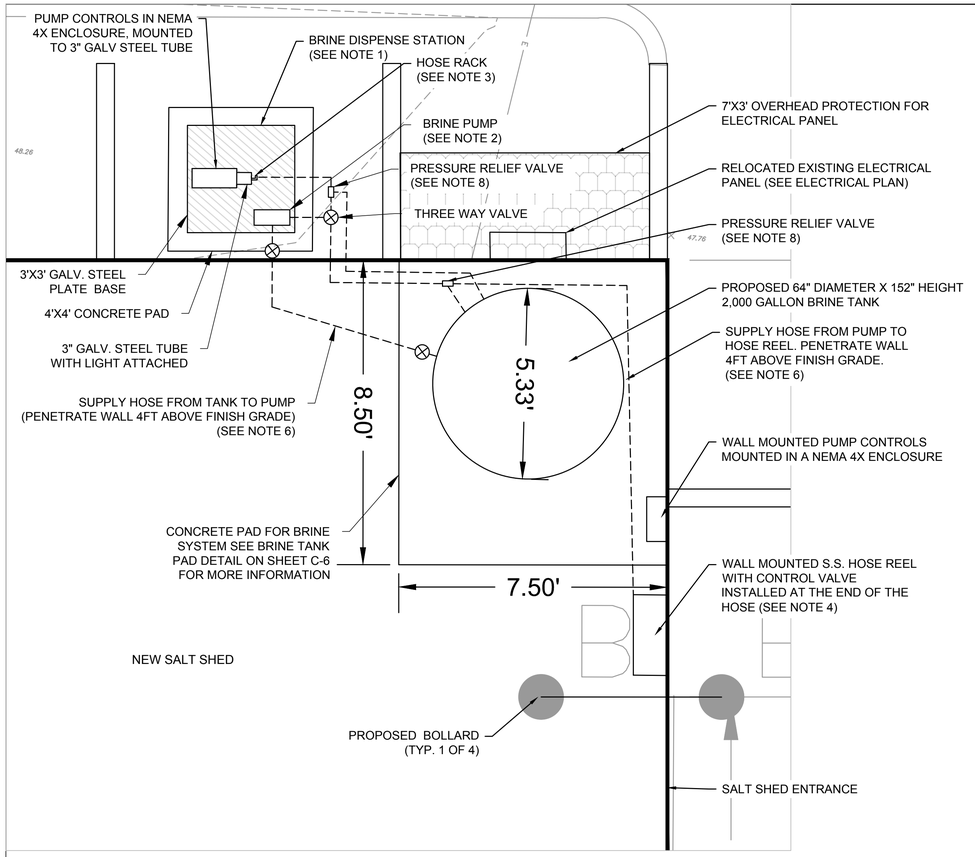
CIVIL DETAILS I

Sheet Number:

C-5

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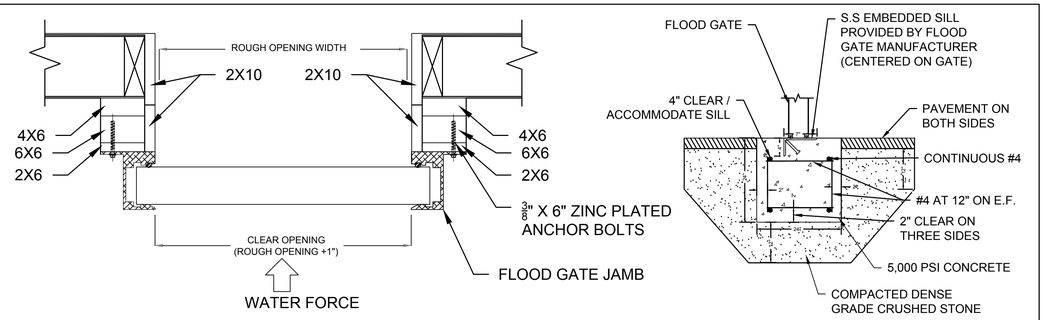


1 BRINE SYSTEM EQUIPMENT LAYOUT PLAN

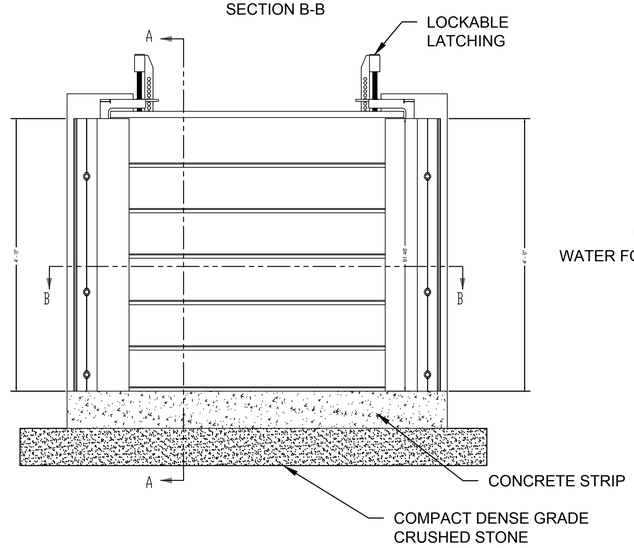
SCALE: 1"=2'

NOTES:

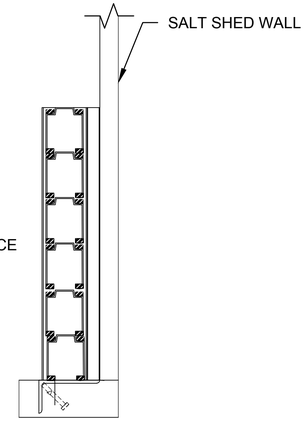
1. BRINE DISPENSE STATION SHALL BE CALCOTE FILL SYSTEM (CFS-1000) AS MANUFACTURED BY GVM OR EQUAL. THE DISPENSE STATION SHALL INCLUDE A STAND CONSTRUCTED FROM A 3'X3' STEEL BASE WITH A 3" SQUARE TUBE STEEL WITH HOSE RACK ATTACHED. ALL STEEL COMPONENTS SHALL BE HOT DIPPED GALVANIZED MEETING ASTM A-123.
2. THE BRINE PUMP SHALL BE MOUNTED TO THE HOT DIPPED GALVANIZED STEEL BASE AND SHALL BE EQUIPPED WITH A POLYETHYLENE UV STABILIZED, WEATHER TIGHT HOUSING. THE PUMP SHALL ALSO COME WITH ITS OWN THREE WAY VALVE IN ADDITION TO THE VALVE SHOWN IN THE DETAIL, TO ALLOW THE OWNER TO FILL AND EMPTY SADDLE TANKS.
3. THE BRINE DISPENSE STATION SHALL INCLUDE A HOSE RACK MOUNTED TO THE 3" TUBE STEEL, CAPABLE OF STORING 25FT X 1 INCH CHEMICAL RESISTANT RUBBER HOSE, USED TO FILL AND EMPTY SADDLE TANKS.
4. THE WALL MOUNTED HOSE REEL SHALL BE A STAINLESS STEEL MANUAL REWIND HOSE REEL CAPABLE OF STORING 50'X$\frac{3}{4}$" CHEMICAL RESISTANT HOSE. THE HOSE REEL SHALL BE MODEL SS4018-17-18 AS MANUFACTURED BY HANNAY REELS OR APPROVED EQUAL.
5. THIS DETAIL IS SCHEMATIC ONLY AND NOT ALL COMPONENTS ARE SHOWN. THE CONTRACTOR SHALL PROVIDE ALL EQUIPMENT, VALVES, FITTINGS, AND PIPING REQUIRED TO PROVIDE A COMPLETE AND OPERABLE SYSTEM THAT WILL ALLOW THE OWNER TO FILL AND EMPTY SADDLE TANKS FROM OUTSIDE THE SALT SHED USING THE 25'X1" HOSE AND TO PRE-TREAT THE SALT PILE INSIDE THE SALT SHED USING THE 50' X 3/4" HOSE MOUNTED ON THE HOSE REEL INSIDE THE SHED.
6. THE 2,000 GALLON BRINE TANK SHALL BE EQUIPPED WITH A FILL PORT CONNECTION LOCATED NEAR THE TOP OF THE TANK.
7. WALL PENETRATIONS FOR BRINE SYSTEM HOSE SHALL BE AT LEAST 4FT ABOVE FINISHED FLOOR AND SHALL BE SEALED WEATHER TIGHT.
8. CONTRACTOR SHALL PROVIDE TWO PRESSURE RELIEF VALVES TO PREVENT THE BRINE PUMP FROM OVER PRESSURING AND BURSTING THE SUPPLY LINES IF THE CONTROL VALVES AT THE END OF THE SUPPLY LINES ARE CLOSED WHILE THE PUMP IS RUNNING. RELIEF VALVE SHALL RELIEVE PRESSURE BY RETURNING THE FLUID BACK TO THE 2,000 GALLON BRINE TANK.



SECTION B-B



WATER FORCE



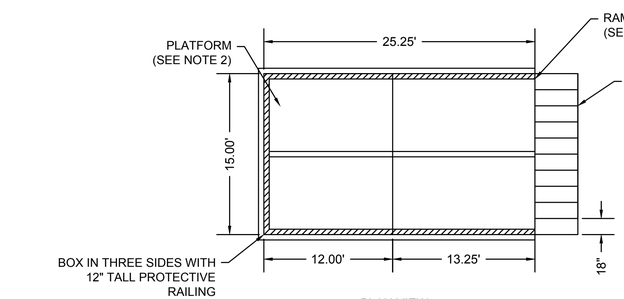
SECTION A-A

2 FLOOD GATE DETAIL

SCALE: N.T.S.

NOTES:

1. FLOOD GATE SYSTEM SHALL BE HYDRODEFENSE FLOOD PLAN XL (FP-535) AS MANUFACTURED BY PS FLOOD BARRIERS OR APPROVED EQUAL.
2. FLOOD GATE PLANKS AND FRAME SHALL BE CONSTRUCTED FROM 6000 SERIES ALUMINUM ALLOY. THE GATE SYSTEM SHALL BE SEALED USING UV RESISTANT EPDM.
3. GATE SYSTEM SHALL BE DESIGNED TO WITHSTAND HYDROSTATIC PRESSURES GENERATED FROM TWO FEET OF WATER, THAT WOULD OCCUR DURING A 100 YR FLOOD EVENT.



1. GENERAL CONTRACTOR TO COORDINATE WITH OWNER FOR FINAL LOCATION OF RAMP.
2. THE LOADING RAMP SHALL CONSIST OF FOUR SEPARATE PIECES TO ALLOW RAMP TO BE DISASSEMBLED AND STORED DURING NON SNOW FIGHTING SEASONS. THE FOUR PIECES SHALL INCLUDE TWO PLATFORM PIECES AND TWO RAMP PIECES THAT CAN ALL BE JOINED TOGETHER TO FORM THE COMPLETE RAMP ASSEMBLY.
3. LOADING RAMP SHALL HAVE A MINIMUM LOADING CAPACITY OF 50,000 LBS AND SHALL BE CONSTRUCTED FROM HOT DIPPED GALVANIZED STEEL AS MANUFACTURED BY NATION RAMPS OR APPROVED EQUAL.

Project:

SALT SHED REPLACEMENT PROJECT

CITY OF MELROSE, MA

72 TREMONT STREET
MELROSE, MA 02176

Weston & Sampson

Weston & Sampson Engineers, Inc.
55 Walkers Brook Drive Suite 100
Reading, MA 01867
(978) 532-1900 (800) SAMPSON
www.westonandsampson.com

Consultants:

Seal:

COMMONWEALTH OF MASSACHUSETTS
JAMES R. FAIR
CIVIL
No. 46434
REGISTERED PROFESSIONAL ENGINEER
4/21/2021

Revisions:

Rev	Date	Description

Issued For: BID

SCALE: AS NOTED

Date:	04/21/2021
Drawn By:	SMD
Reviewed By:	TJC
Approved By:	JRF
W&S Project No:	ENG20-0794

Drawing Title:

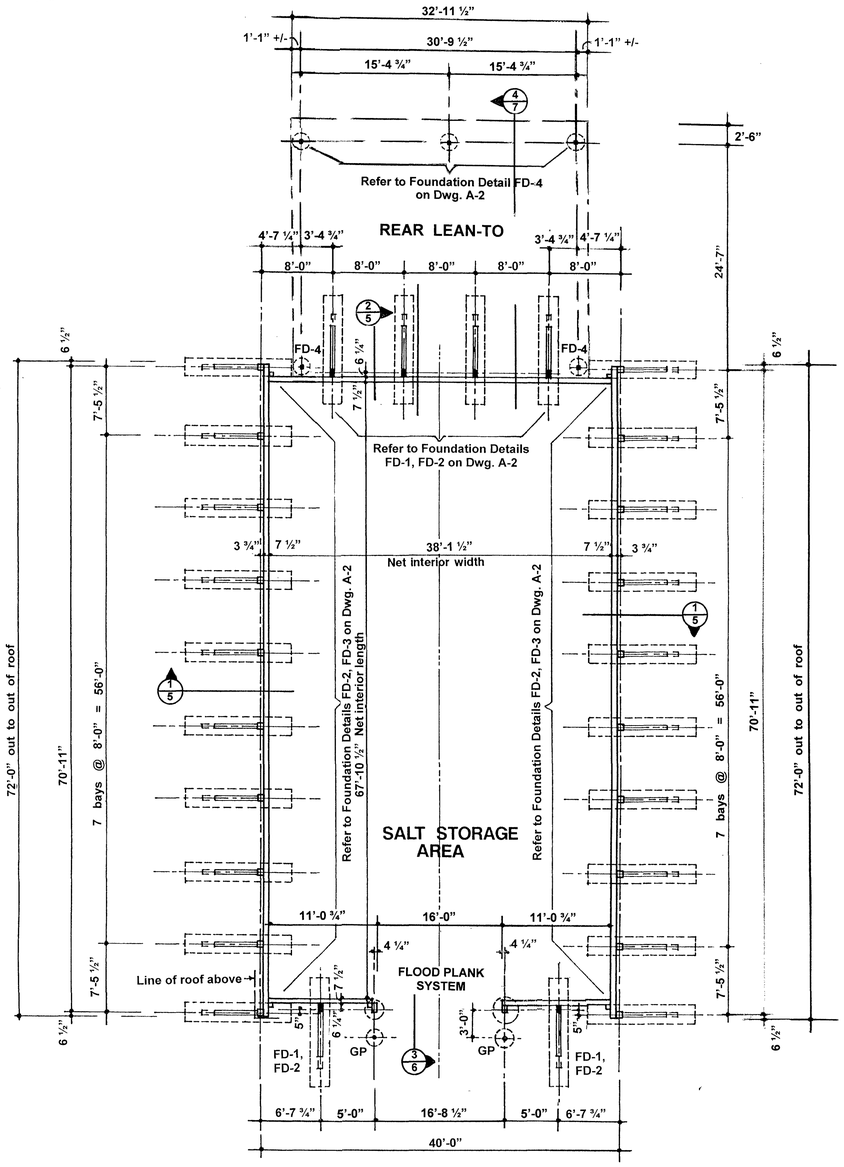
CIVIL DETAILS II

Sheet Number:

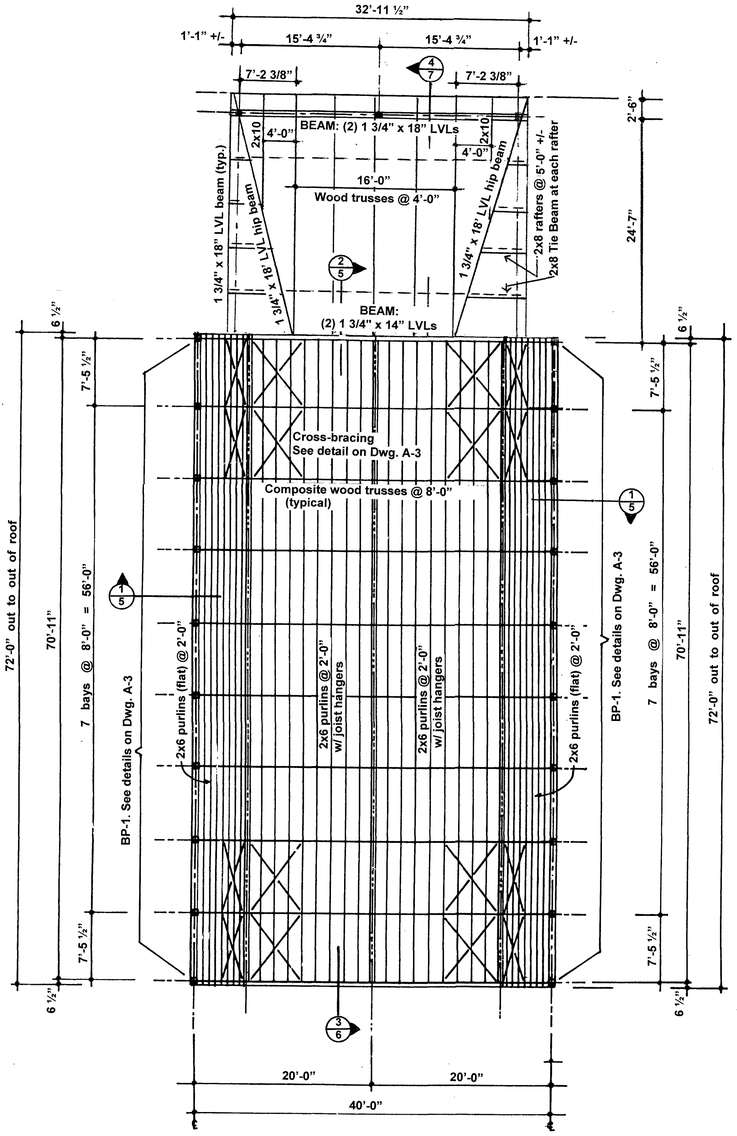
C-6

WESTON & SAMPSON COPYRIGHT 2019

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FLOOR/FOUNDATION PLAN SCALE 1/8" = 1'-0"



ROOF FRAMING PLAN SCALE 1/8" = 1'-0"

NOTE: PROVIDE 12 INCHES OF CRUSHED STONE BENEATH THE SALT SHED FOUNDATIONS AS SHOWN ON SHEET C-5 DETAIL 2.

DESIGN PARAMETERS

OCCUPANCY CLASSIFICATION	S-2
TYPE OF CONSTRUCTION	V-B
GROUND SNOW LOAD	40 PSF
DEAD LOAD	9 PSF
WIND SPEED	127 MPH, Exposure C
SEISMIC SITE CLASS	D
SOIL BEARING CAPACITY	3000 PSF

INDEX OF DRAWINGS

A-1 FLOOR/FOUNDATION PLAN, ROOF FRAMING PLAN, INDEX OF DRAWINGS

A-2 FOUNDATION DETAILS, BARRIER WALL DETAILS

A-3 TRANSVERSE BUILDING SECTION, TRUSS BEARING PLATE DETAILS, LONGITUDINAL BLDG. SECTION

A-4 BUILDING ELEVATIONS

A-5 TYPICAL WALL SECTIONS

A-6 WALL SECTION, CONSTRUCTION DETAILS

A-7 REAR LEAN-TO: WALL SECTIONS & DETAILS

NOTE:
Building design based on site remediation and improvements as indicated in the geotechnical report by Weston & Sampson dated February 17, 2021.

NOTE:
Final ground improvement layout shall be determined by the Ground Improvement Designer per Section 316613 – Ground Improvements.

NOTE:
Roofing and Flashing filed sub-bid shall include all roofing and flashing items, including metal roofing panels, ridge ventilator, fiberglass skylights, titanium underlayment, rubber closure strips, flashing, drip edges, snow guards, and associated fastening and painting of items.

NEW 40' X 72' X 12'

SALT STORAGE BUILDING

TOWN OF MELROSE, MASSACHUSETTS

FLOOR/FOUNDATION PLAN
ROOF FRAMING PLAN
INDEX OF DRAWINGS

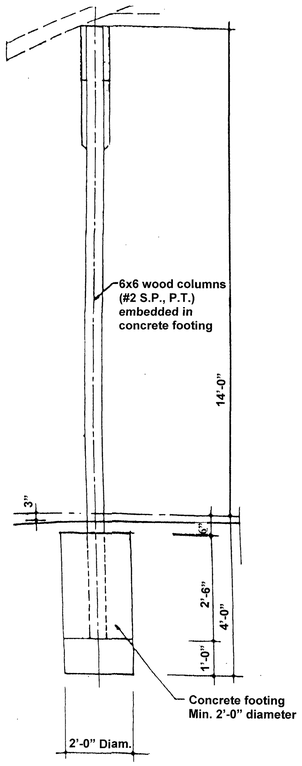
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Amherst, NY 14226-1058
Tel. 716-833-6212
www.saltstorage.com

Michael A. Sinniger, P.E.

COMMONWEALTH OF MASSACHUSETTS
MICHAEL SINNIGER
No. 50349
REGISTERED PROFESSIONAL ENGINEER

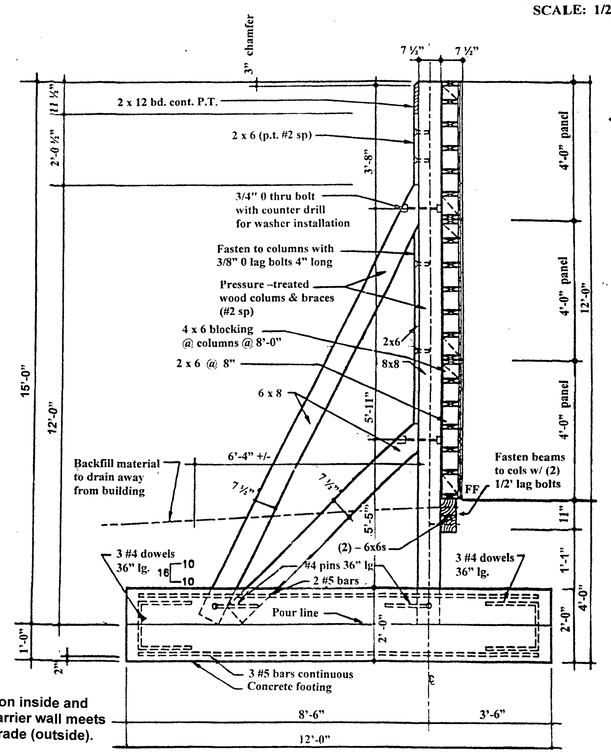
DRAWN	BB	JOB NO.	21-005
CHECKED	BB		
SCALE	AS NOTED	DWG. NO.	A-1
ISSUED	APRIL 2021		

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FD-4: LEAN-TO COLUMNS

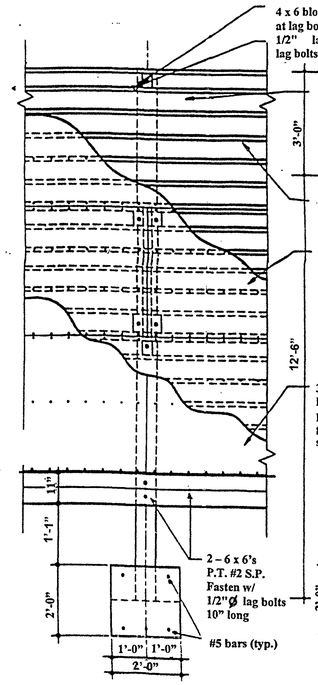
TYPICAL COLUMN FOUNDATION DETAILS
SCALE: 1/2" = 1'-0"



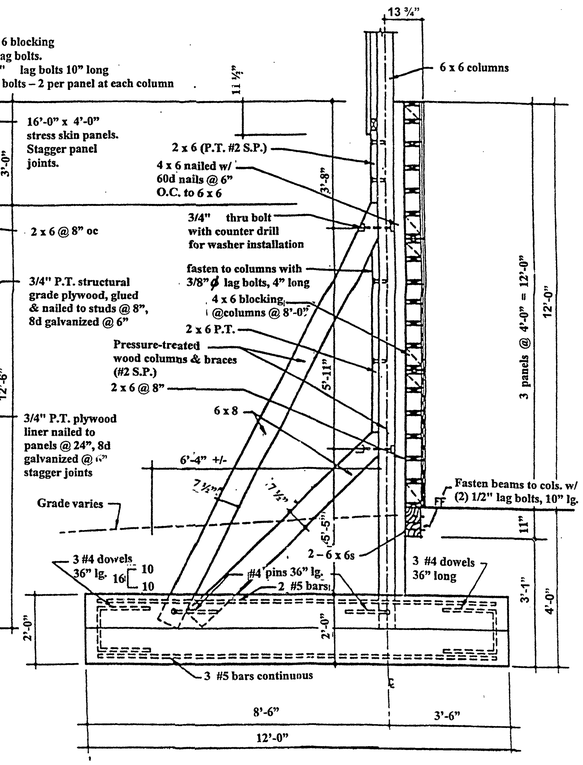
NOTE:
Asphalt tar sealer to be put on inside and outside of building where barrier wall meets finished floor (inside) and grade (outside).

NOTE: PROVIDE 12 INCHES OF CRUSHED STONE BENEATH THE SALT SHED FOUNDATIONS AS SHOWN ON SHEET C-5 DETAIL 2.

FD #3 : FOUNDATION AT SIDEWALL COLUMNS



FD #2 : ELEV. OF BARRIER WALL

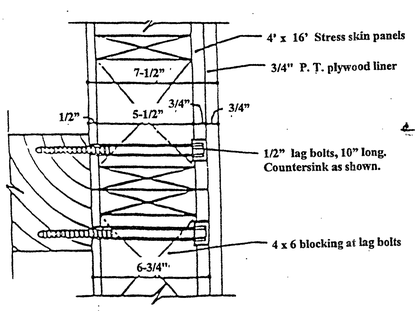


FD #1 : FOUNDATION AT ENDWALL COLUMNS

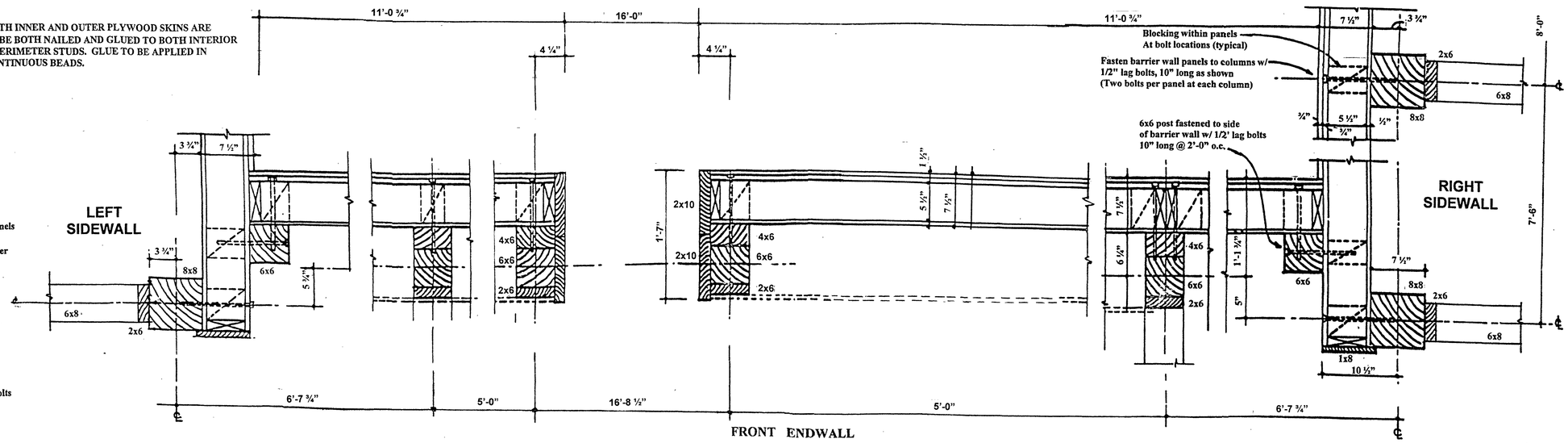
STRESS SKIN PANELS
4'-0" wide panels consisting of:

- 2x6 pressure treated perimeter studs
- 2x6 internal wood studs @ 8" oc
- Outer skin: 1/2" pressure treated exterior structural plywood, grade APA, A-C, sanded
- Interior skin: 3/4" pressure treated CDX plywood
- Interior liner: 3/4" pressure treated CDX plywood
- 1x2 pressure treated wood battens at exterior horizontal joints
- Nailing: as shown on drawings and in specifications
- Adhesive: PL 500
- Refer to specifications for lumber grade and types

NOTE: BOTH INNER AND OUTER PLYWOOD SKINS ARE TO BE BOTH NAILED AND GLUED TO BOTH INTERIOR & PERIMETER STUDS. GLUE TO BE APPLIED IN CONTINUOUS BEADS.



BARRIER WALL FASTENING DETAIL
SCALE: 3" = 1'-0"



FRONT ENDWALL

TYPICAL BARRIER WALL DETAILS

NO SCALE

NEW 40' X 72' X 12'

SALT STORAGE BUILDING

TOWN OF MELROSE, MASSACHUSETTS

FOUNDATION DETAILS
BARRIER WALL DETAILS

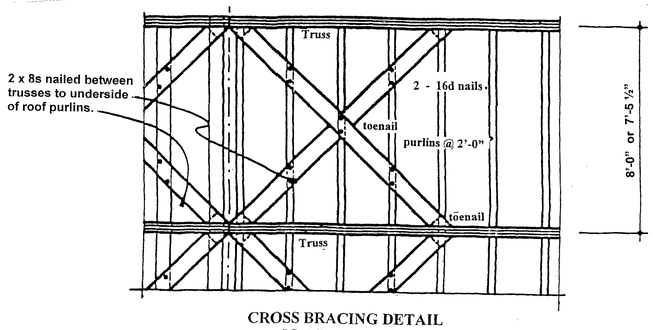
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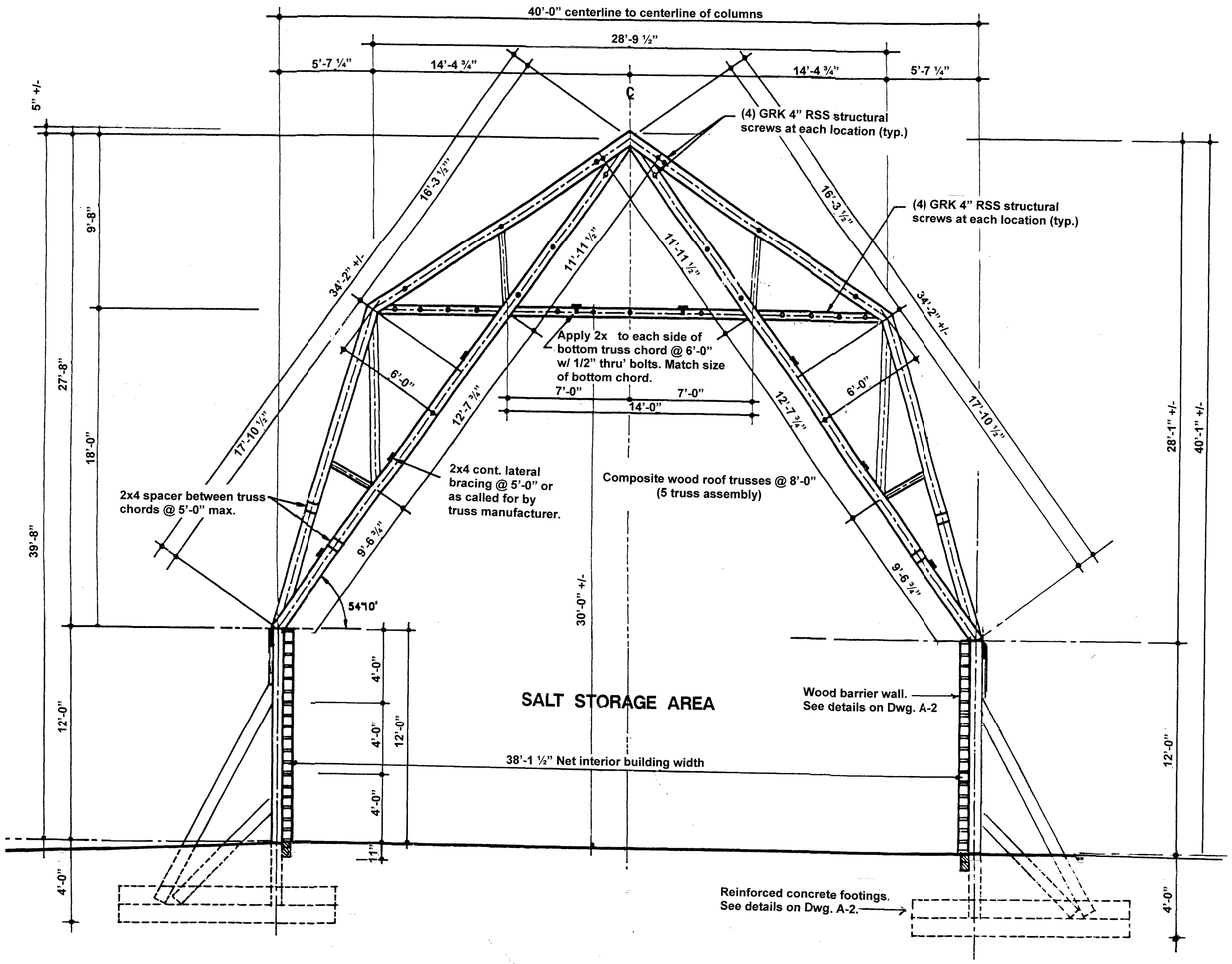
COMMONWEALTH OF MASSACHUSETTS
MICHAEL SINNIGER
No. 50349
REGISTERED PROFESSIONAL ENGINEER
8/2/2021

DRAWN BB	JOB NO. 21-005
CHECKED BB	
SCALE AS NOTED	DWG. NO. A-2
ISSUED APRIL 2021	

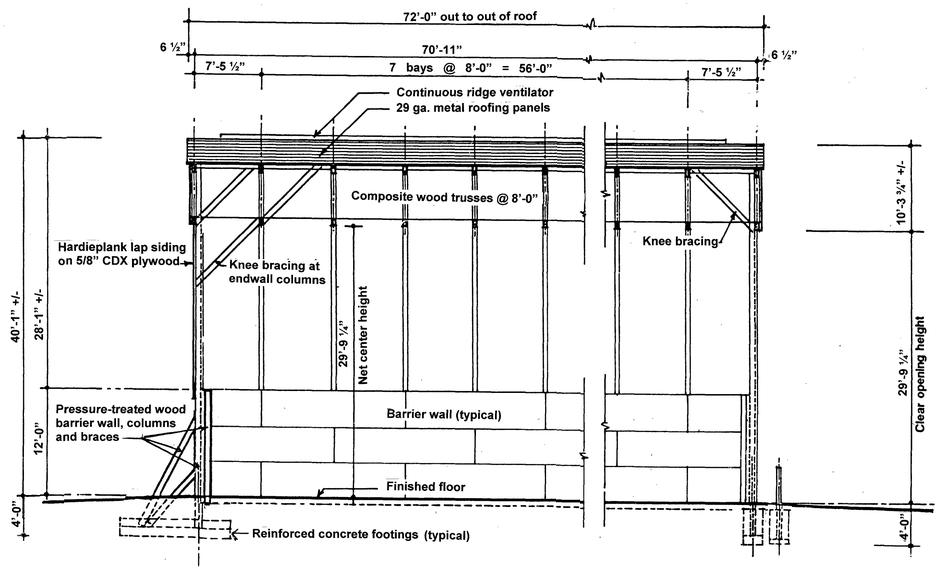
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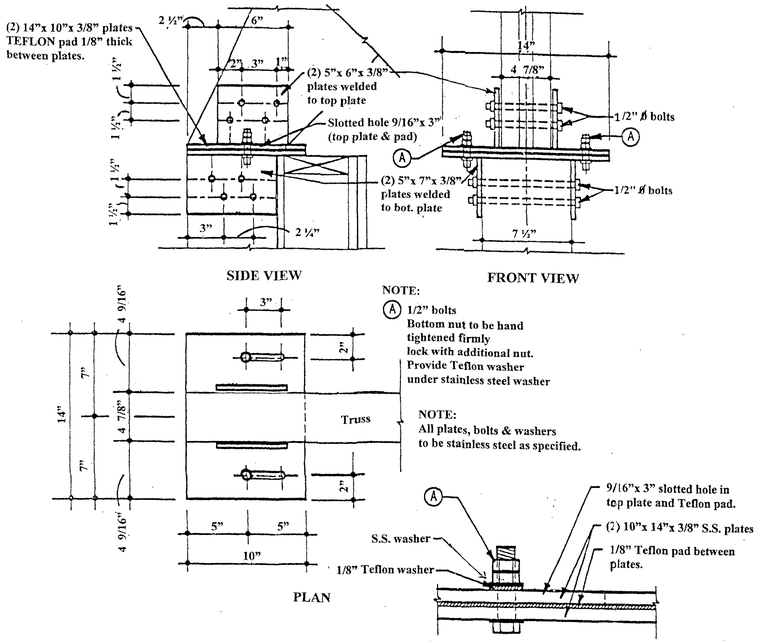
CROSS BRACING DETAIL
SCALE: 3/8" = 1'0"



TRANSVERSE BUILDING SECTION
SCALE 1/4" = 1'-0"



LONGITUDINAL BLDG. SECTION
SCALE 1/8" = 1'-0"



BP-1

TRUSS BEARING PLATE DETAILS
SCALE : 2" = 1'-0"

NEW 40' X 72' X 12'

SALT STORAGE BUILDING

TOWN OF MELROSE, MASSACHUSETTS

TRANSVERSE BUILDING SECTION
TRUSS BEARING PLATE DETAILS
LONGITUDINAL BLDG. SECTION

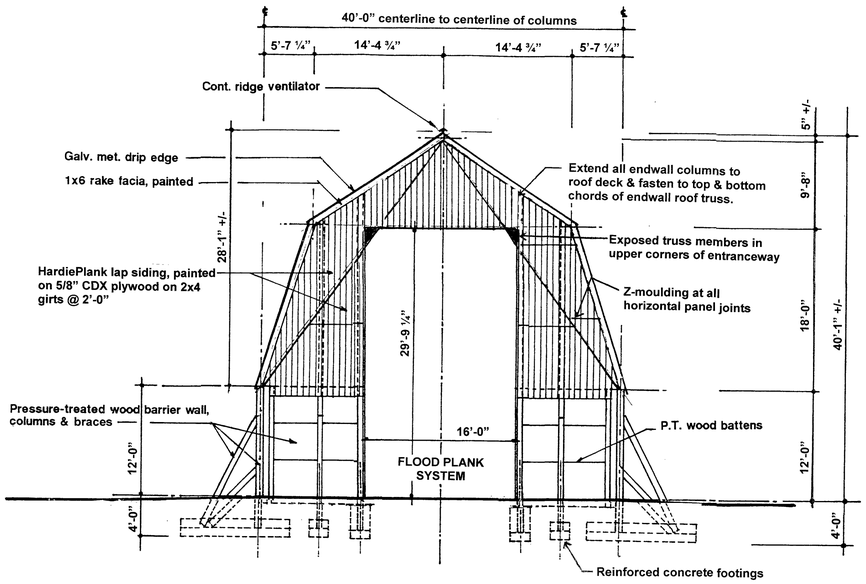
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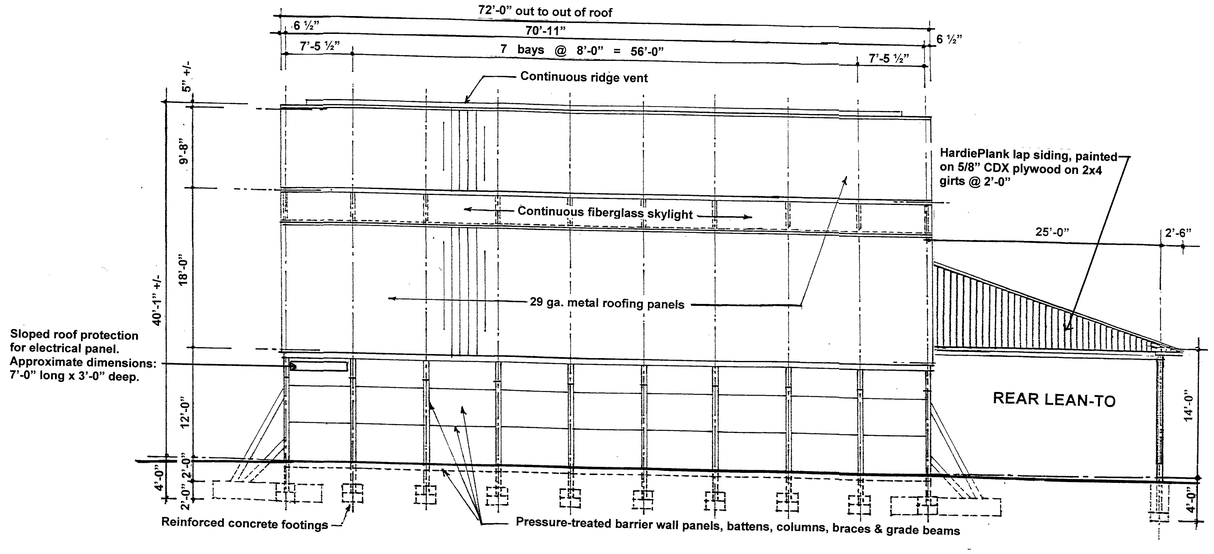
COMMONWEALTH OF MASSACHUSETTS
MICHAEL SINNIGER
No. 50349
REGISTERED PROFESSIONAL ENGINEER
4/19/2021

DRAWN	BB
CHECKED	BB
SCALE	AS NOTED
ISSUED	APRIL 2021
JOB NO.	21-005
DWG. NO.	A-3

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FRONT ELEVATION SCALE 1/8" = 1'-0"

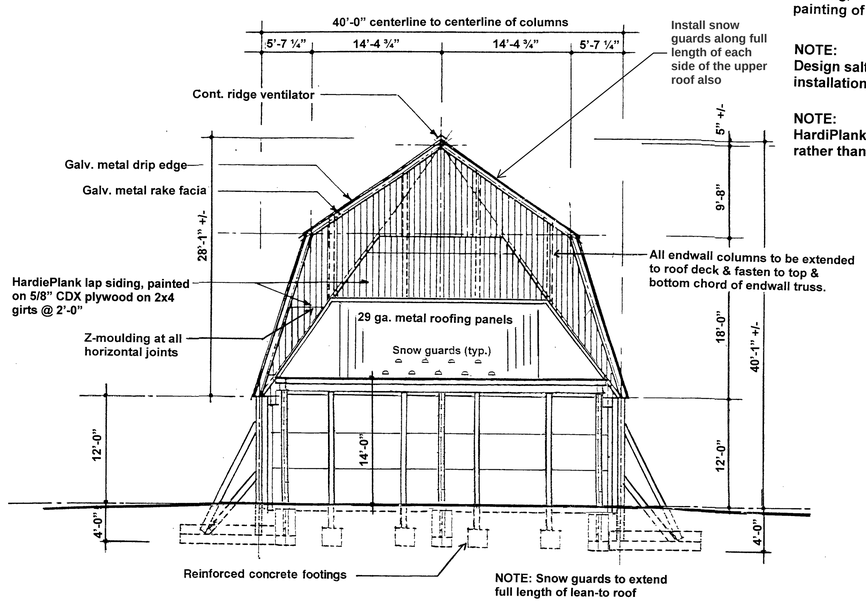


RIGHT SIDE ELEVATION SCALE 1/8" = 1'-0"

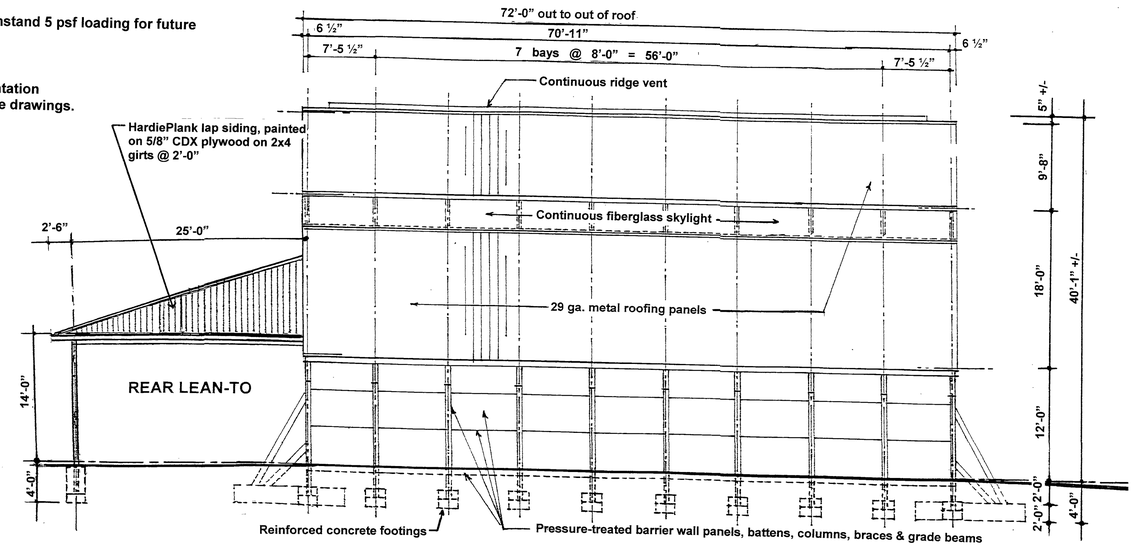
NOTE:
Roofing and Flashing filed sub-bid shall include all roofing and flashing items, including metal roofing panels, ridge ventilator, fiberglass skylights, titanium underlayment, rubber closure strips, flashing, drip edges, snow guards, and associated fastening and painting of items.

NOTE:
Design salt storage building to withstand 5 psf loading for future installation of solar panels.

NOTE:
HardiPlank to have horizontal orientation rather than vertical as shown on the drawings.



REAR ELEVATION SCALE 1/8" = 1'-0"



LEFT SIDE ELEVATION SCALE 1/8" = 1'-0"

NEW 40' X 72' X 12'

SALT STORAGE BUILDING

TOWN OF MELROSE, MASSACHUSETTS

BUILDING ELEVATIONS

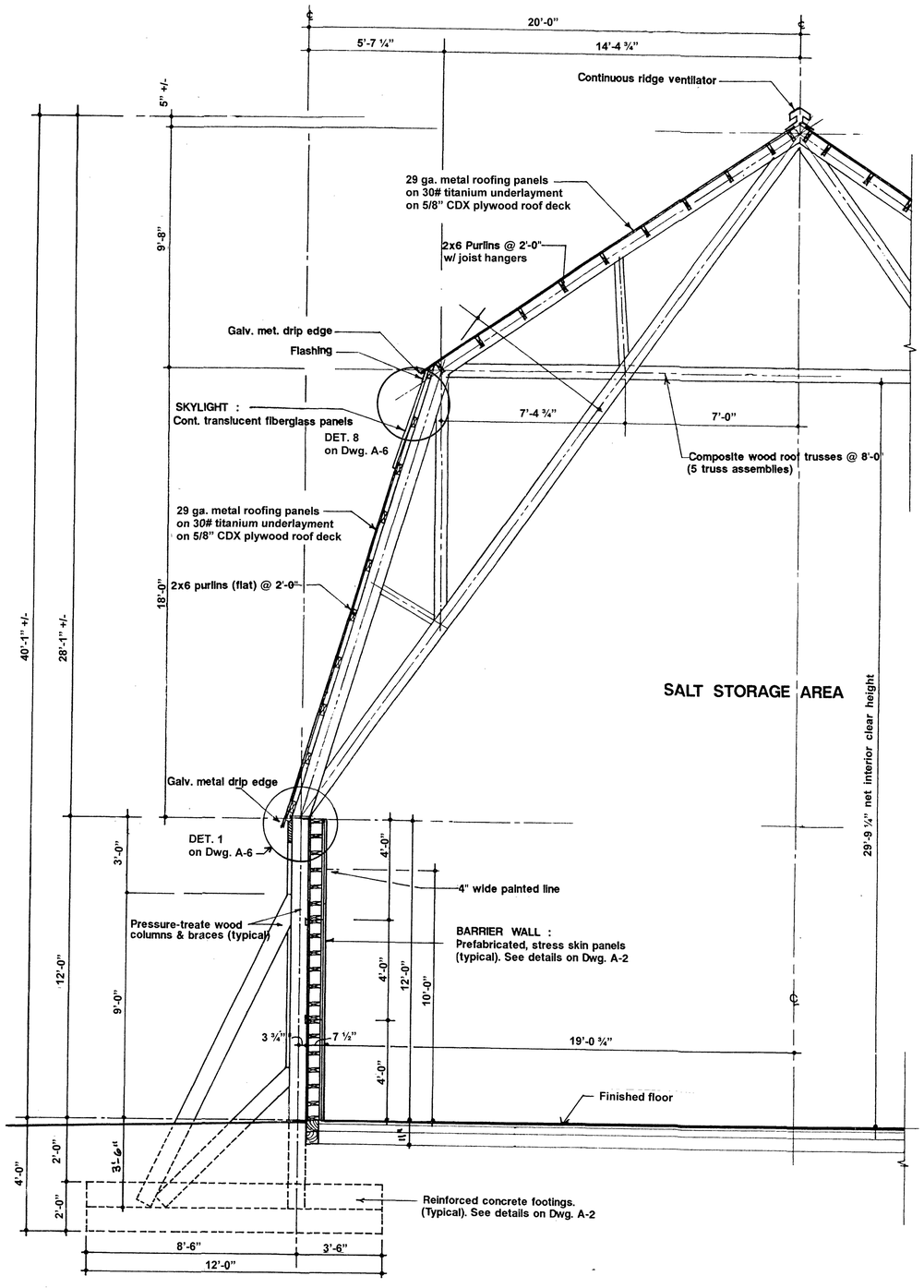
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Michael A. Sinniger, P.E.

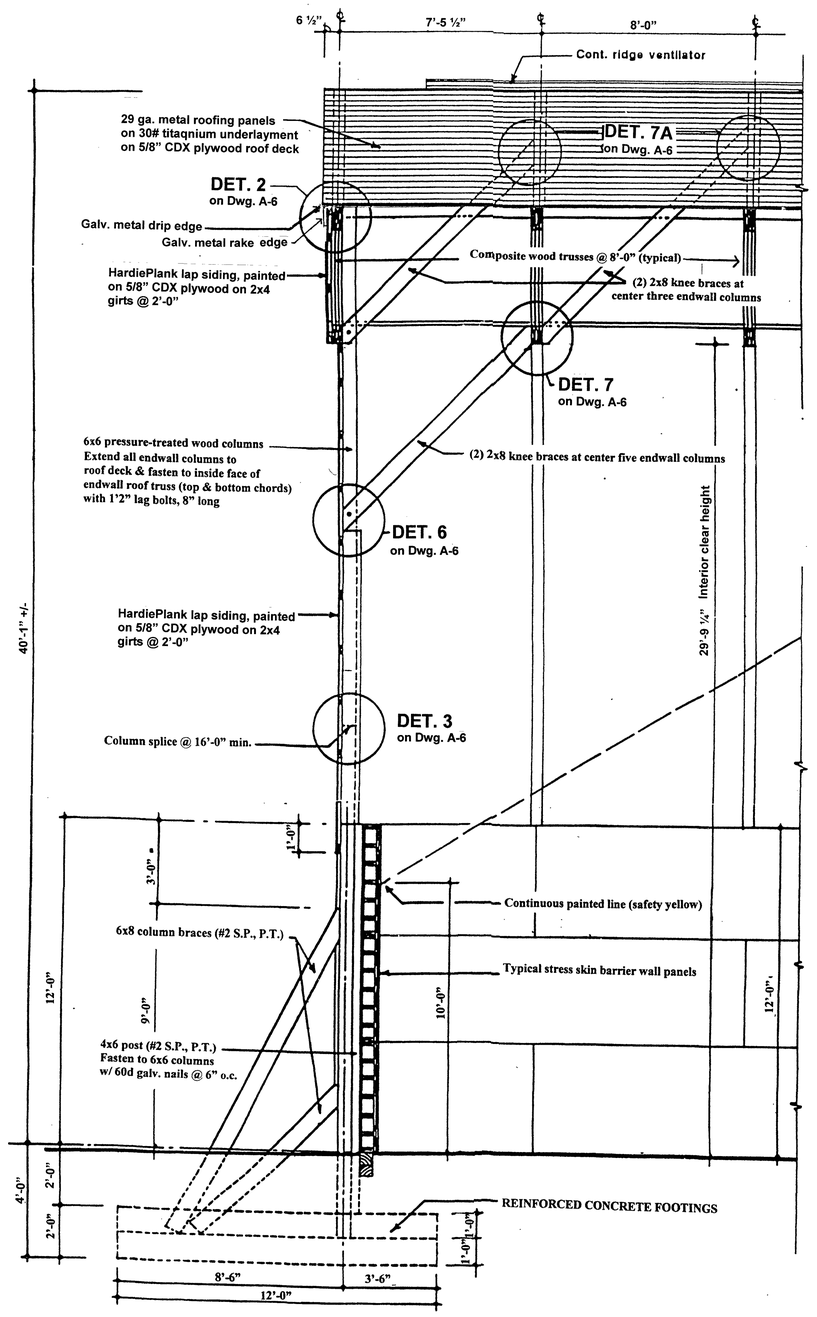
COMMONWEALTH OF MASSACHUSETTS
MICHAEL SINNIGER
No. 50349
REGISTERED PROFESSIONAL ENGINEER
6/3/2021

DRAWN BB	JOB NO. 21-005
CHECKED BB	
SCALE AS NOTED	DWG. NO. A-4
ISSUED APRIL 2021	

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SECTION (1) THRU' SIDEWALL SCALE 3/8" = 1'-0"



SECTION (2) THRU' ENDWALL SCALE 3/8" = 1'-0"

(Lean-to not shown for purposes of clarity)

NEW 40' X 72' X 12'

SALT STORAGE BUILDING

TOWN OF MELROSE, MASSACHUSETTS

TYPICAL WALL SECTIONS

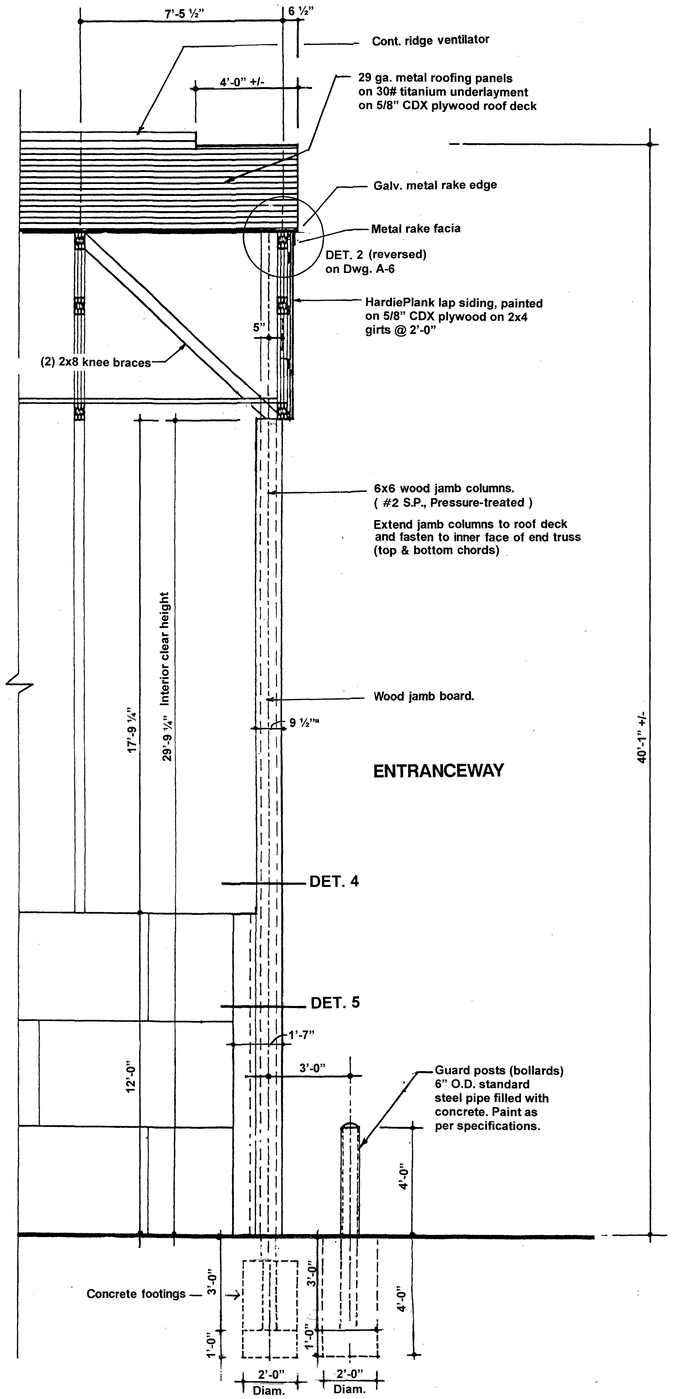
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COMMONWEALTH OF MASSACHUSETTS MICHAEL SINNIGER No. 50349 REGISTERED PROFESSIONAL ENGINEER

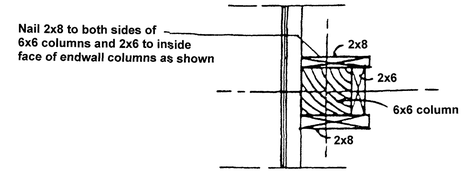
DRAWN BB	JOB NO. 21-005
CHECKED BB	
SCALE AS NOTED	DWG. NO. A-5
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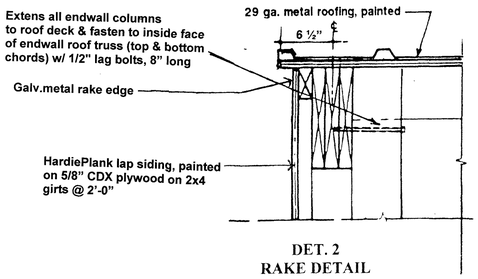


ENTRANCEWAY

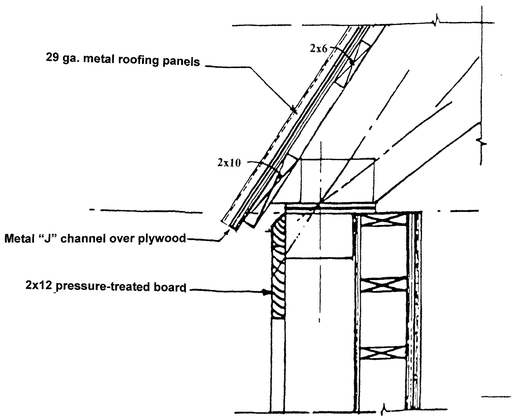
SECTION (3) THRU' ENDWALL ENTRANCEWAY SCALE 3/8" = 1'-0"

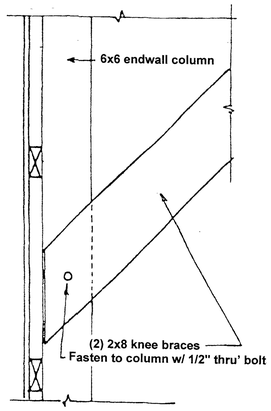


DET. 3
SPLICE DETAIL

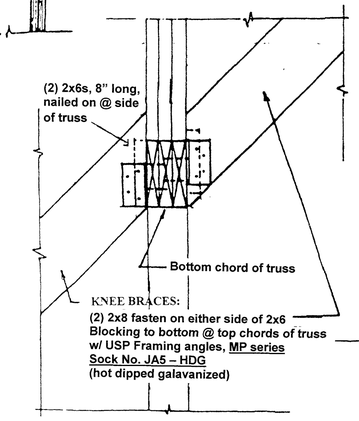


DET. 2
RAKE DETAIL

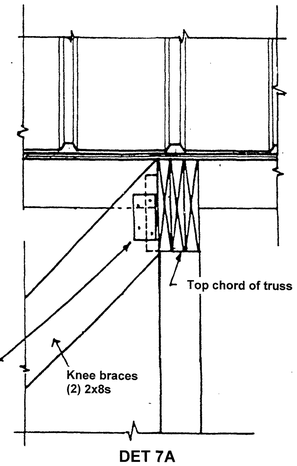




DET. 6

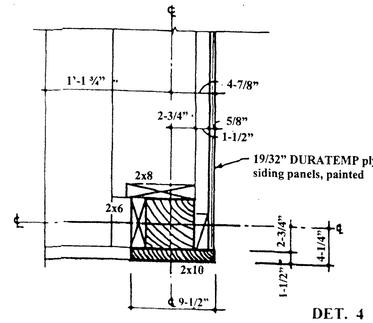


DET. 7

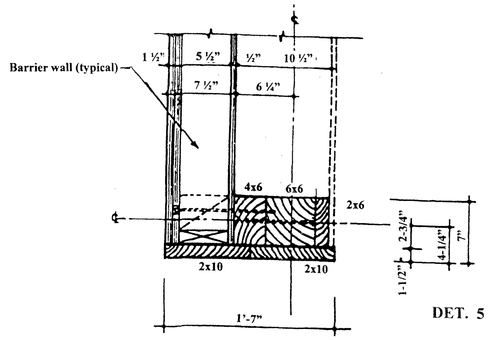


DET 7A

DETAILS SCALE 1 1/2" = 1'-0"

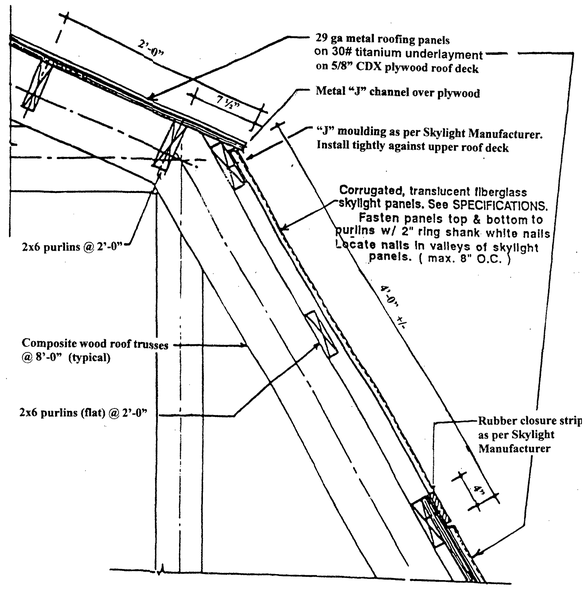


DET. 4



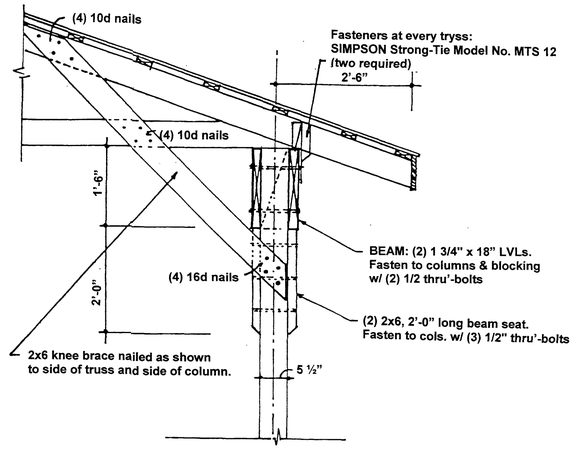
DET. 5

ENTRANCEWAY JAMB DETAILS IN MAIN BUILDING ENDWALL



DET. 8

SKYLIGHT INSTALLATION DETAIL IN MAIN BUILDING ROOF



SECTION

TRUSS BEARING AT EXTERIOR COLUMN LINE

DET. 11 SCALE 3/4" = 1'-0"

NEW 40' X 72' X 12'

SALT STORAGE BUILDING

TOWN OF MELROSE, MASSACHUSETTS

WALL SECTION CONSTRUCTION DETAILS

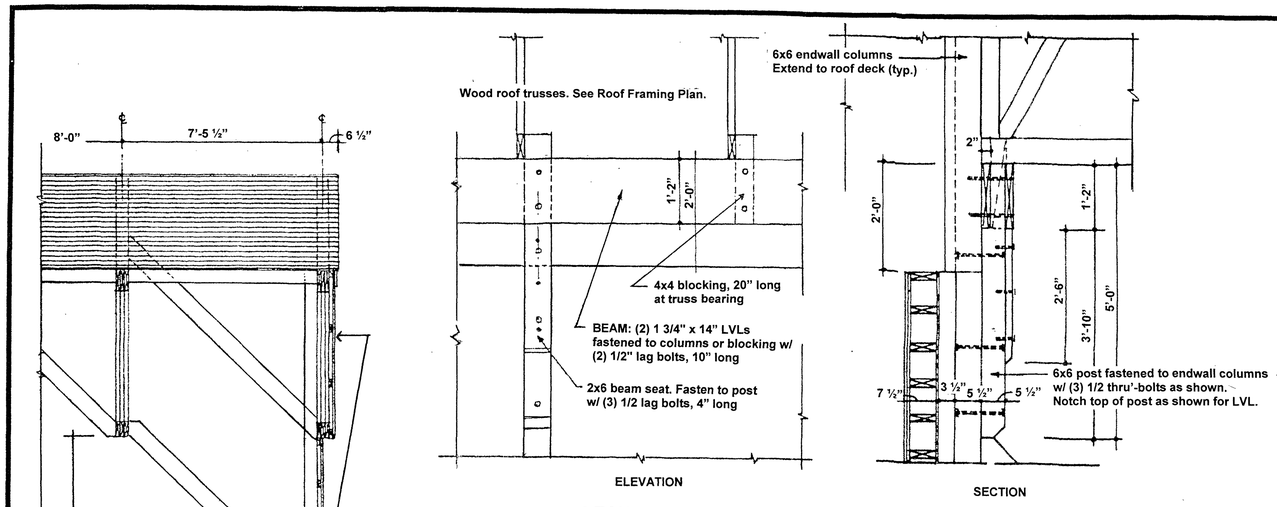
ADVANCED STORAGE TECHNOLOGY, INC.
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Michael A. Sinniger, P.E.

COMMONWEALTH OF MASSACHUSETTS
MICHAEL SINNIGER
No. 50349
REGISTERED PROFESSIONAL ENGINEER
6/8/2021

DRAWN BB	JOB NO. 21-005
CHECKED BB	
SCALE AS NOTED	DWG. NO. A-6
ISSUED APRIL 2021	

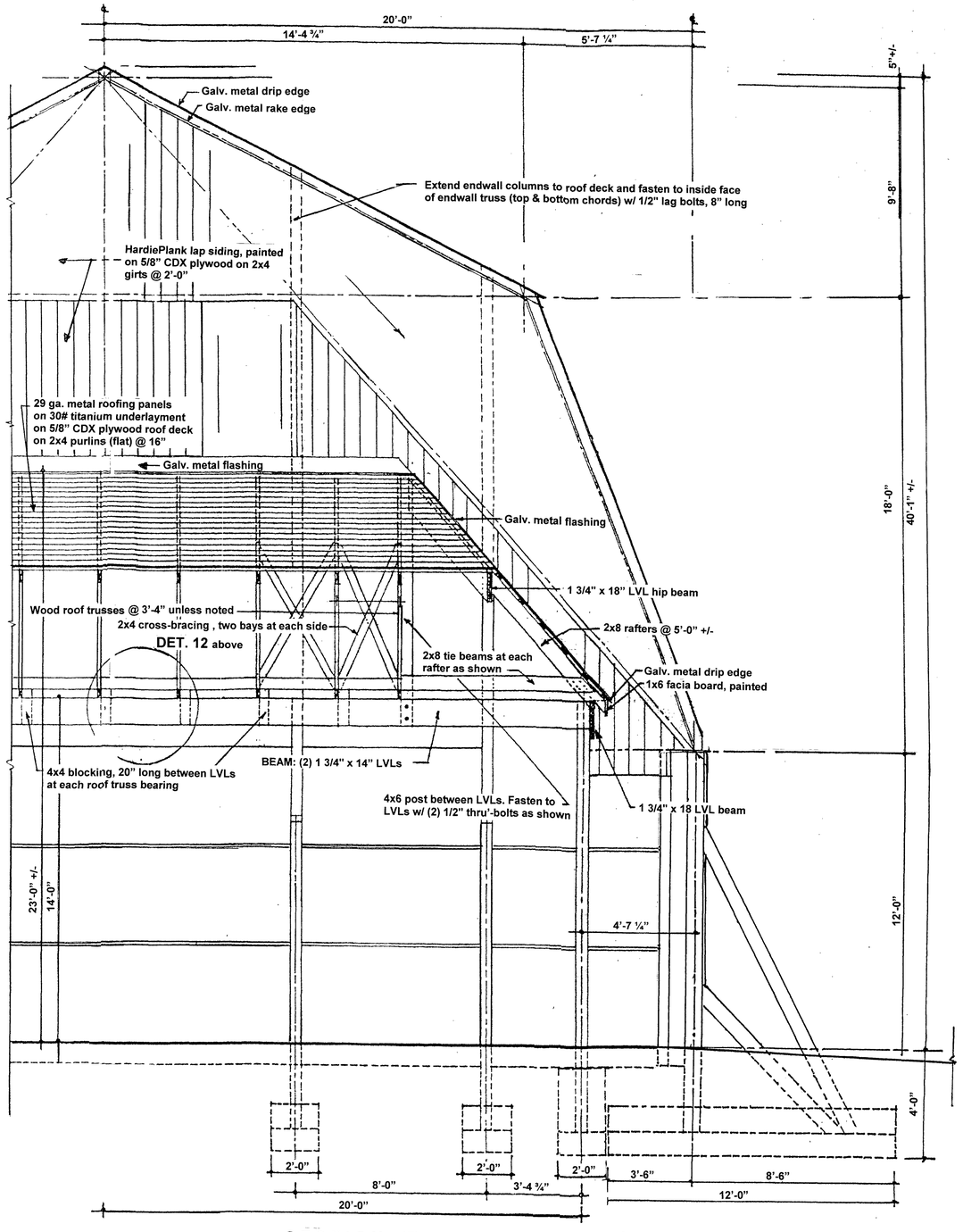
Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)



LEAN-TO TRUSS BEARING AT ENDWALL COLUMNS
DET. 12

SCALE 3/4" = 1'-0"

SECTION (4) SCALE 3/8" = 1'-0"



SECTION (5) NO SCALE

NEW 40' X 72' X 12'

SALT STORAGE BUILDING

TOWN OF MELROSE, MASSACHUSETTS

REAR LEAN-TO: WALL
SECTIONS & DETAILS

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DRAWN BB	JOB NO. 21-005
CHECKED BB	
SCALE AS NOTED	DWG. NO. A-7
ISSUED APRIL 2021	

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ELECTRICAL LEGEND

RACEWAY AND WIRING

LP4C1-1,3 — HOMERUN TO PANELBOARD, NUMBER OF TICKS INDICATES NUMBER OF #12 AWG CONDUCTORS CONTAINED IN RACEWAY. TWO (2) #12 AWG SHALL NOT BE INDICATED BY TICKS, NUMERALS 1 AND 3 INDICATE CIRCUITS IN PANELBOARD. RACEWAYS LARGER THAN 3/4" AND CONDUCTORS LARGER THAN #12 AWG SHALL BE INDICATED ON THE DRAWINGS. PROVIDE AN INSULATED GREEN GROUND WIRE IN ALL RACEWAYS MINIMUM SIZE TO BE #12AWG.

UNDERGROUND RACEWAY

SURFACE MOUNTED RACEWAY

LIGHTING FIXTURES

B 3b B 3b — SURFACE MOUNTED LED FIXTURE. "B" DENOTES FIXTURE TYPE, NUMERAL DENOTES CIRCUIT NUMBER, "b" SUBSCRIPT DENOTES SWITCH CONTROL WHERE SHOWN. FIXTURES THAT ARE FILLED IN HALF OF FULL SOLID DENOTE FIXTURES WITH BACKUP EMERGENCY BATTERY BALLAST.

LIGHTING CONTROL SWITCHES

MOUNT 4'-0" AFF UNLESS NOTED OTHERWISE.

S_{TMa} — SINGLE POLE 0-120 MINUTE TIMER SWITCH (120/277V). "a" SUBSCRIPT DENOTES CIRCUITS CONTROLLED.

S_{a} — SINGLE POLE SWITCH (120/277V). "a" SUBSCRIPT DENOTES CIRCUITS CONTROLLED.

RECEPTACLES

DUPLEX CONVENIENCE OUTLET RATED 20A, 125V. U-SLOT GROUNDED TYPE MOUNTED 18" ABOVE FINISHED FLOOR TO CENTER LINE. ALL OTHER MOUNTING HEIGHTS SHALL BE AS NOTED ADJACENT TO THE SYMBOL. REFER TO RECEPTACLE ABBREVIATIONS FOR SPECIAL PURPOSE RECEPTACLES.

SPECIAL PURPOSE RECEPTACLE. REFER TO PLANS FOR NEMA CONFIGURATIONS

POWER DISTRIBUTION EQUIPMENT

PANELBOARD. SURFACE MOUNTED

J — JUNCTION BOX WITH BLANK COVERPLATE, SIZE AS REQUIRED BY N.E.C.

S_{MS} — THERMAL MOTOR SWITCH

ABBREVIATIONS

AFF	ABOVE FINISHED FLOOR
AC	ALTERNATING CURRENT
A	AMPERE
AF	AMP FRAME
AT	AMP TRIP
ATC	AUTOMATIC TEMPERATURE CONTROLS
ATS	AUTOMATIC TRANSFER SWITCH
BKR	BREAKER
C	CONDUIT
CKT	CIRCUIT
CB	CIRCUIT BREAKER
EC	ELECTRICAL CONTRACTOR
EMT	ELECTRIC METALLIC TUBING
EWC	ELECTRIC WATER COOLER
EWH	ELECTRIC WATER HEATER
EF	EXHAUST FAN
FL	FLOOR
FLA	FULL LOAD AMPERE
GC	GENERAL CONTRACTOR
GFI	GROUND FAULT INTERRUPTER
GND	GROUND
HOA	HAND OFF AUTOMATIC
HP	HORSEPOWER
IG	ISOLATED GROUND
JB	JUNCTION BOX
KVA	KILOVOLT AMPERES
KW	KILOWATT
MCB	MAIN CIRCUIT BREAKER
MLO	MAIN LUGS ONLY
MC	MECHANICAL CONTRACTOR
MTD	MOUNTED
MTG	MOUNTING
NMC	NON-METALLIC CONDUIT
NC	NORMALLY CLOSED
NO	NORMALLY OPEN
NA	NOT APPLICABLE
NIC	NOT IN CONTRACT
NTS	NOT TO SCALE
PNL	PANELBOARD
PH	PHASE
PVC	POLYVINYL CHLORIDE CONDUIT
RSC	RIGID GALVANIZED STEEL CONDUIT
SF	SUPPLY FAN
SS	SAFETY SWITCH
TEL	TELEPHONE
TRF	TRANSFORMER
V	VOLTS
W	WATTS OR WIRE
WP	WEATHERPROOF
4WSN	4-WIRE SOLID NEUTRAL

RECEPTACLE ABBREVIATIONS

GFI	GROUND FAULT CIRCUIT INTERUPTER, PERSONAL PROTECTION
WP	WEATHERPROOF RECEPTACLE WITH COVERPLATE LISTED FOR WET LOCATION WITH AN ATTACHMENT PLUG INSERTED.

SITE INSPECTION AND VISITATION

THE ELECTRICAL CONTRACTOR SHALL VISIT THE SITE AND INSPECT EXISTING CONDITIONS, SERVICES, CONDUITS, SPATIAL CONSIDERATIONS AND ALL OTHER PERTINENT CONDITIONS TO FULLY FAMILIARIZE HIMSELF WITH CONDITIONS TO BE ENCOUNTERED IN THE PERFORMANCE OF THIS WORK. THE ELECTRICAL SUBCONTRACTOR SHALL ALSO COORDINATE WITH THE GENERAL CONTRACTOR THE INSTALLATION OF THE ELECTRICAL SYSTEMS. FAILURE TO DO SO SHALL NOT RELIEVE THE ELECTRICAL SUBCONTRACTOR OF THE RESPONSIBILITY FOR FULL COMPLETION OF THE WORK IN ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS. VERIFY EXISTING SERVICES WHICH WILL BE UTILIZED FOR CONNECTION TO THE NEW SYSTEM. IF DISCREPANCIES EXIST BETWEEN THE CONTRACT DRAWINGS AND THE ACTUAL EXISTING CONDITIONS, THE ELECTRICAL SUBCONTRACTOR SHALL NOTIFY THE OWNER/ENGINEER PRIOR TO PROCEEDING WITH INSTALLATION.

GENERAL NOTES

1. DRAWINGS ARE DIAGRAMMATIC ONLY. THE EXACT LOCATION, MOUNTING HEIGHTS, SIZE OF EQUIPMENT AND ROUTING OF RACEWAYS SHALL BE COORDINATED AND DETERMINED IN THE FIELD.
2. ALL STRAIGHT FEEDER, BRANCH CIRCUIT AND AUXILIARY SYSTEM CONDUIT RUNS SHALL BE PROVIDED WITH SUFFICIENT PULL BOXES TO LIMIT THE MAXIMUM LENGTH OF ANY SINGLE CABLE PULL TO 150 FEET. EXACT SIZES OF PULL BOXES AND LOCATIONS TO BE DETERMINED IN THE FIELD BY THE ELECTRICAL CONTRACTOR.
3. SLEEVES ARE TO BE UTILIZED FOR PASSAGE OF CONDUITS THROUGH FLOORS OR WALLS.
4. ALL LIGHTING FIXTURES, ELECTRICAL DEVICES, CABLES AND RACEWAYS ARE TO BE INDEPENDENTLY SUPPORTED. FIXTURES ARE TO BE SUPPORTED FROM THE STRUCTURE.
5. COMBINED HOMERUNS OF TWO (2) OR THREE (3) CIRCUITS MAY BE UTILIZED. HOWEVER, THE NEUTRAL CONDUCTOR IS TO BE INCREASED TO #10AWG. COMBINED HOMERUNS ARE TO BE LIMITED TO 20A, LIGHTING AND POWER CIRCUITS.
6. WORK SHALL CONIFORM TO THE MASSACHUSETTS ELECTRICAL CODE, MASSACHUSETTS BUILDING CODE, NFPA AND REQUIREMENTS OF LOCAL AUTHORITIES HAVING JURISDICTION.
7. THE WORD "CONTRACTOR" AS USED IN THE "ELECTRICAL WORK" SHALL MEAN THE ELECTRICAL SUBCONTRACTOR.
8. CONTRACTOR SHALL PAY FOR ALL PERMITS, INSURANCE AND TESTS, AND SHALL PROVIDE LABOR AND MATERIAL TO COMPLETE THE ELECTRICAL WORK SHOWN.
9. EXCEPT AS OTHERWISE NOTED, THE ELECTRICAL WORK SHALL INCLUDE PANELBOARDS, CIRCUIT BREAKERS, FEEDERS, WIRING, RACEWAYS, LIGHTING FIXTURES AND CONNECTION NECESSARY TO OPERATE EQUIPMENT.
10. THE ELECTRICAL CONTRACTOR SHALL PROVIDE ALL TEMPORARY LIGHTING AND POWER AND THE GENERAL CONTRACTOR SHALL PAY ALL ENERGY CHARGES.
11. DURING CONSTRUCTION, THE ELECTRICAL CONTRACTOR SHALL KEEP HIS PORTION OF THE WORK NEAT, CLEAN AND ORDERLY.
12. ALL SYSTEMS SHALL BE TESTED FOR SHORT CIRCUIT AND GROUNDS PRIOR TO ENERGIZING AND ANY DEFECTS SHALL BE CORRECTED.
13. COMPLETE SHOP DRAWINGS SHALL BE SUBMITTED FOR ELECTRICAL EQUIPMENT. WHERE SPECIFIED, LIGHTING EQUIPMENT IS SUBSTITUTED. THE ELECTRICAL CONTRACTOR SHALL SUBMIT COMPLETE SPECIFICATIONS ON THE SUBSTITUTE AS WELL AS THE ITEM ORIGINALLY SPECIFIED.
14. MATERIALS SHALL BE SPECIFICATION GRADE AND UL LISTED.
15. WHERE MATERIAL IS CALLED OUT IN THE LEGEND BY MANUFACTURER, TYPE OR CATALOG NUMBER, SUCH DESIGNATIONS ARE TO ESTABLISH STANDARDS OR DESIRED QUALITY. ACCEPTANCE OR REJECTIONS OF PROPOSED SUBSTITUTIONS SHALL BE SUBJECT TO THE APPROVAL OF THE OWNER.
16. WORK SHALL BE COORDINATED WITH THAT OF OTHER TRADES TO ELIMINATE INTERFERENCES.
17. ELECTRICAL WORK SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR FROM DATE OF WHICH SYSTEM IS PUT INTO SERVICE.
18. WORK SHALL BE GROUNDED IN ACCORDANCE WITH CODE REQUIREMENTS. COMPLETE EQUIPMENT (INSULATED GREEN WIRE) GROUNDING SYSTEM SHALL BE INSTALLED.
19. WIRE SHALL BE TYPE "THHN-THWN" INSULATED FOR 600 VOLTS, MINIMUM SIZE #12 AWG COPPER UNLESS SPECIFICALLY NOTED OTHERWISE.
20. WIRING METHODS:
    A. ALL INTERIOR CONDUITS AND BOXES WITH THE SALT SHED SHALL BE PVC COATED RSC CONDUIT.
    B. ALL CLIPS, HANGERS, SUPPORTS AND FASTENERS WITHIN THE NEW SALT SHED SHALL BE STAINLESS STEEL.
22. BOXES SHALL BE PVC COATED GALVANIZED STEEL AND SHALL BE SIZED TO ACCOMMODATE THE EQUIPMENT OR APPARATUS TO BE INSTALLED. WHERE BOXES OF A STANDARD MAKE ARE NOT AVAILABLE, SPECIAL BOXES SHALL BE MANUFACTURED. FIXTURES SUPPORTED ON THE CEILING OR ON THE WALL SHALL HAVE SUITABLE FIXTURE SUPPORT FOR THE SPECIFIC FIXTURE.
23. WALL PLATES SHALL BE PROVIDED FOR EACH SWITCH. PROVIDE WALL PLATES WITH STAINLESS STEEL FINISH FOR ALL DEVICES. SWITCHES SHALL BE WEATHER PROOF AND CORROSION PROOF.
24. FURNISH AND INSTALL SLEEVES IN FLOORS, BEAMS, WALLS, ETC. REQUIRED FOR INSTALLING THIS WORK.
25. LIGHTING FIXTURES SHALL BE INDIVIDUALLY SUPPORTED FROM THE STRUCTURAL BUILDING MEMBER.
26. CONDUIT RUNS AS SHOWN ON THE PLANS ARE DIAGRAMMATIC ONLY; EXACT LOCATION AND METHOD OF SUPPORT SHALL BE DETERMINED IN THE FIELD.
27. CONTRACTOR SHALL CHECK EXISTING CONDITIONS TO DETERMINE EXACT EXTENT OF WORK TO BE PERFORMED PRIOR TO BIDDING. DIMENSIONS RELEVANT TO EXISTING WORK SHALL BE VERIFIED IN THE FIELD.
28. PROVIDE AS-BUILT "CADD" DRAWINGS AT THE COMPLETION OF THE PROJECT.

DEMOLITION NOTES

1. THE ELECTRICAL CONTRACTOR WILL WORK IN CONJUNCTION WITH THE GENERAL CONTRACTOR TO DEMOLISH THE EXISTING ELECTRICAL SYSTEM. THE ELECTRICAL CONTRACTOR IS TO DEACTIVATE, DISCONNECT AND REMOVE THOSE SYSTEMS WHICH WILL BE DEMOLISHED. THE ELECTRICAL CONTRACTOR WILL REMOVE AND DISPOSE OF ALL ELECTRICAL SYSTEM MATERIALS INCLUDING DEVICES, FIXTURES, RACEWAYS, CABLE, MOTOR CONTROLS AND APPURTENANCES. SYSTEMS REQUIRING TOTAL AND/OR PARTIAL DEMOLITION SHALL CONSIST OF BUT NOT BE LIMITED TO THE FOLLOWING:
   A. NORMAL LIGHTING SYSTEM
2. EXISTING SYSTEMS THAT ARE TO REMAIN AND BE PROTECTED DURING DEMOLITION/CONSTRUCTION INCLUDE:
   A. POWER DISTRIBUTION SYSTEM
3. SYSTEMS WHICH PASS THROUGH THE AREA BEING DEMOLISHED BUT CONTINUE TO AREAS NOT WITHIN THE DEMOLITION SCOPE ARE TO REMAIN. THE ELECTRICAL CONTRACTOR IS TO IDENTIFY (SPRAY PAINT OR EQUIVALENT) AND PROTECT THOSE SYSTEMS WHICH ARE ACTIVE AND ARE TO REMAIN.
4. MAKE ANY NECESSARY RE-CIRCUITING, EXTENSIONS OF EXISTING CIRCUITS AND RELOCATIONS REQUIRED TO PROPERLY RE-ENERGIZE REMAINING EXISTING SERVICES OR EQUIPMENT THAT MAY BE INTERFERED WITH BY NEW CONSTRUCTION, REMOVALS OR RELOCATIONS. ALL SHUTDOWNS TO RELOCATE ACTIVE FEEDERS OR BRANCH CIRCUITS WILL BE PERFORMED ON OFF HOURS AS MUTUALLY AGREED TO WITH THE OWNER.
5. PRIOR TO REMOVAL OF EQUIPMENT, CONFIRM THAT FEEDER AND BRANCH CIRCUITS ARE NO LONGER ACTIVE. SHOULD IT BE DISCOVERED THE FEEDER OR BRANCH CIRCUITS ARE ACTIVE, NOTIFY THE ARCHITECT IMMEDIATELY FOR DIRECTION.
6. ELECTRICAL CONTRACTOR IS TO REMOVE ALL LAMPS, BALLASTS AND OTHER ELECTRICAL COMPONENTS CLASSIFIED AS HAZARDOUS MATERIALS. ELECTRICAL CONTRACTOR IS TO OBTAIN THE SERVICES OF A LICENSED HAZARDOUS MATERIALS CONTRACTOR TO DISPOSE OF THE MATERIALS. PROVIDE WRITTEN DOCUMENTATION TO THE OWNER'S REPRESENTATIVE FROM THE HAZARDOUS MATERIALS CONTRACTOR.
7. ELECTRICAL DEMOLITION ABBREVIATIONS:
   "EX" DENOTES EXISTING EQUIPMENT TO REMAIN
   "RE" DENOTES EXISTING EQUIPMENT TO BE DISCONNECTED AND REMOVED ALL EXISTING CONDUIT AND WIRE SHALL BE REMOVED BACK TO ITS SOURCE AND ALL DEVICES ASSOCIATED WITH THE EQUIPMENT SHALL BE REMOVED.

Project:

SALT SHED REPLACEMENT PROJECT

CITY OF MELROSE, MA

72 TREMONT STREET
MELROSE, MA 02176

Weston & Sampson

Weston & Sampson Engineers, Inc.
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Consultants:

Seal:

ROBERT P. McALEER ELECTRICAL No. 48017 REGISTERED PROFESSIONAL ENGINEER COMMONWEALTH OF MASSACHUSETTS

Revisions:

Rev	Date	Description

Issued For: BID

SCALE: AS NOTED

Date: 04/21/2021
Drawn By: MK
Reviewed By: DNM
Approved By: RFM

W&S Project No: ENG20-0794

Drawing Title:

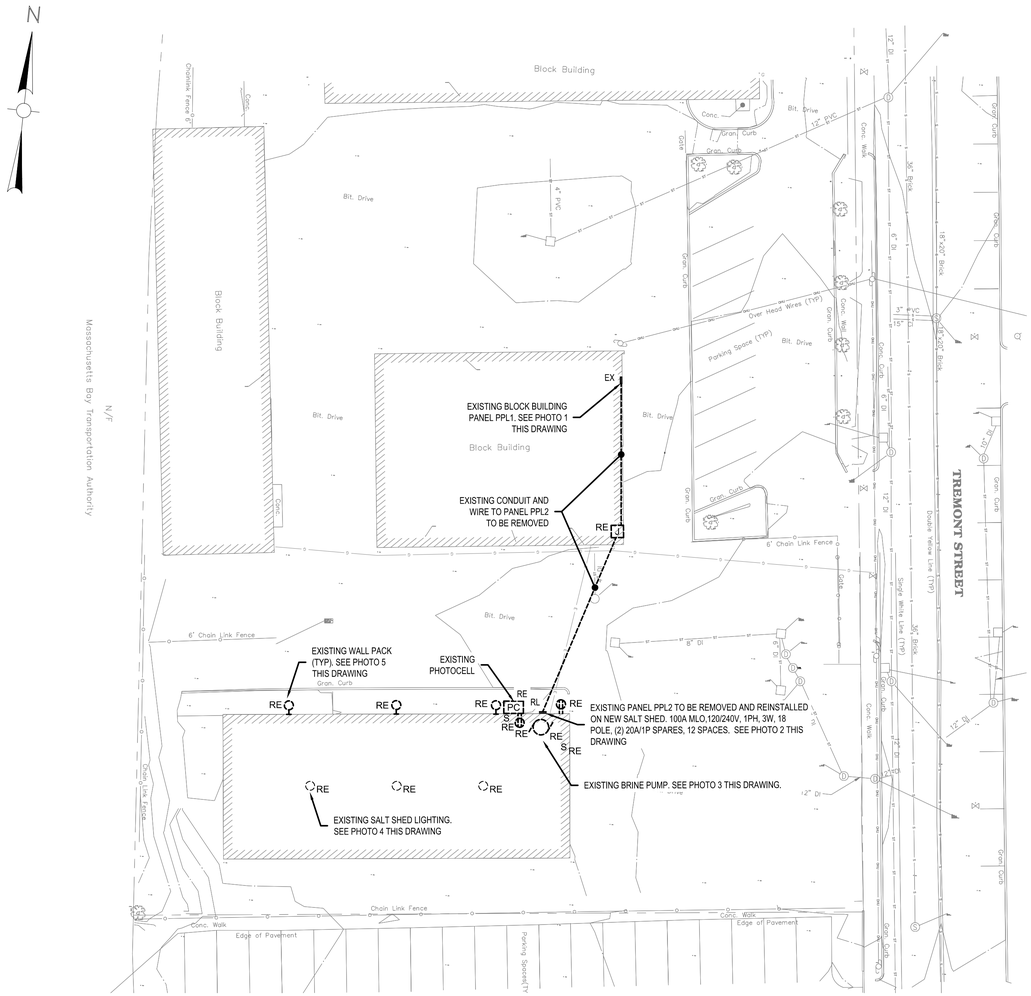
ELECTRICAL LEGEND, ABBREVIATIONS AND GENERAL NOTES

Sheet Number:

E001

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1 ELECTRICAL DEMOLITION SITE PLAN

SCALE: 1" = 20'-0"

20 10 0 20 40

SCALE: 1"=20'



EXISTING ELECTRICAL PANEL PPL1

PHOTO 1



EXISTING ELECTRICAL PANEL PPL2

PHOTO 2



EXISTING WALL PACK LIGHT FIXTURES

PHOTO 5



EXISTING BRINE SYSTEM PUMP

PHOTO 3



EXISTING SALT SHED FIXTURES

PHOTO 4

DRAWING NOTES:

1. REFER TO DRAWING E001 FOR LEGEND, ABBREVIATIONS, GENERAL NOTES AND DEMO NOTES.

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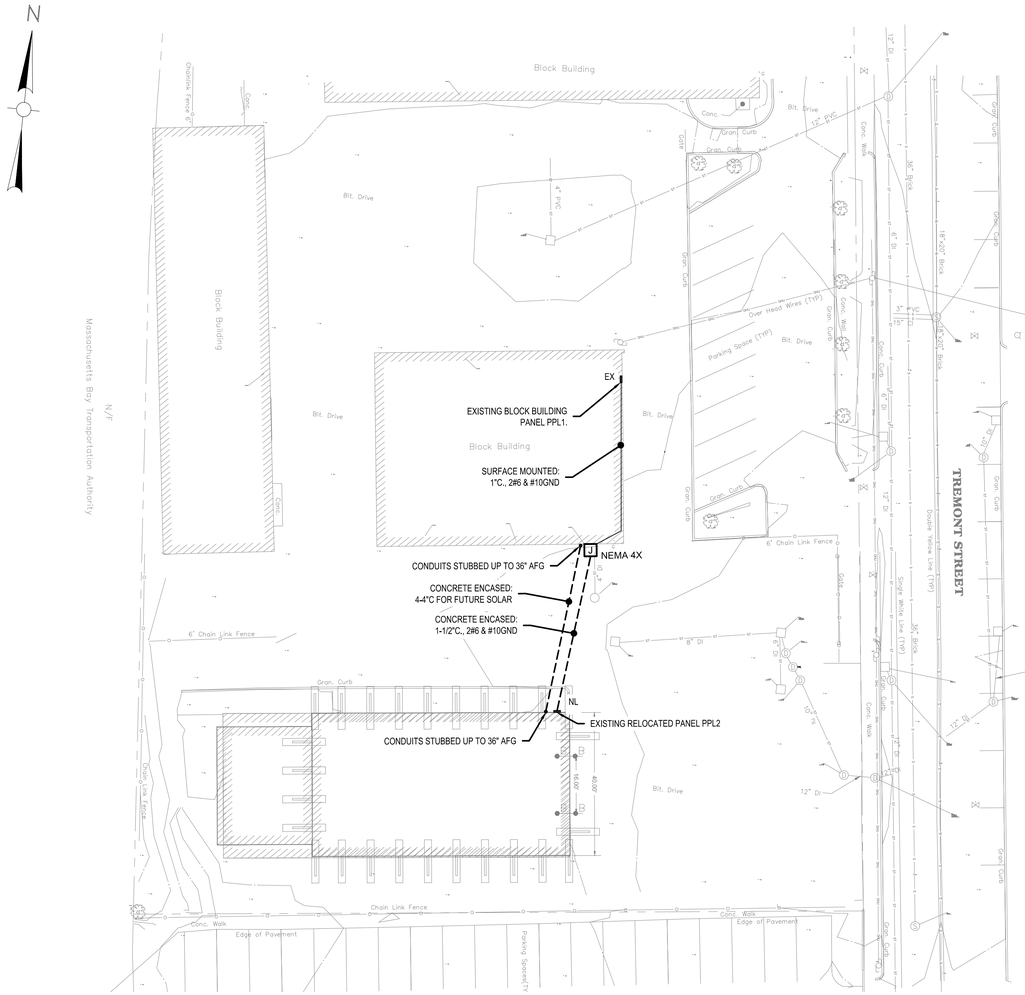
ELECTRICAL
DEMOLITION PLAN

Sheet Number:

ED100

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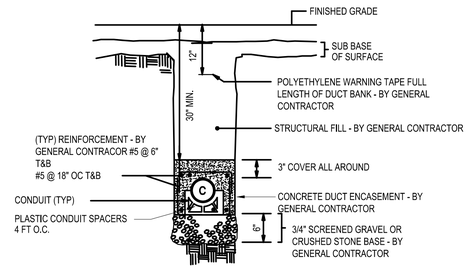


1 ELECTRICAL SITE PLAN

SCALE: 1" = 20'-0"

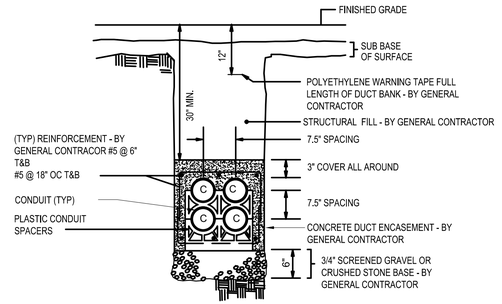
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SCALE: 1"=20'



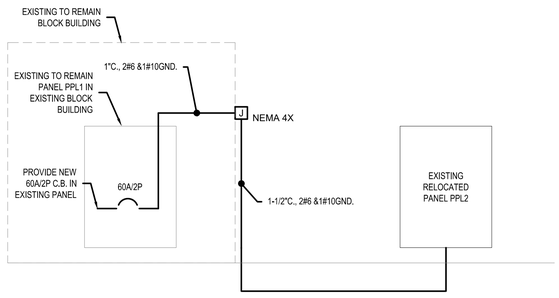
2 TYPICAL 1X1 CONCRETE ENCASED DUCTBANK DETAIL

NTS



3 TYPICAL 2X2 CONCRETE ENCASED DUCTBANK DETAIL

NTS



4 ONE LINE DIAGRAM

NTS

DRAWING NOTES:

1. REFER TO DRAWING E001 FOR LEGEND, ABBREVIATIONS, GENERAL NOTES AND DEMO NOTES.
2. REFER TO DRAWING E101 FOR FLOOR PLANS AND PANELBOARD SCHEDULES.

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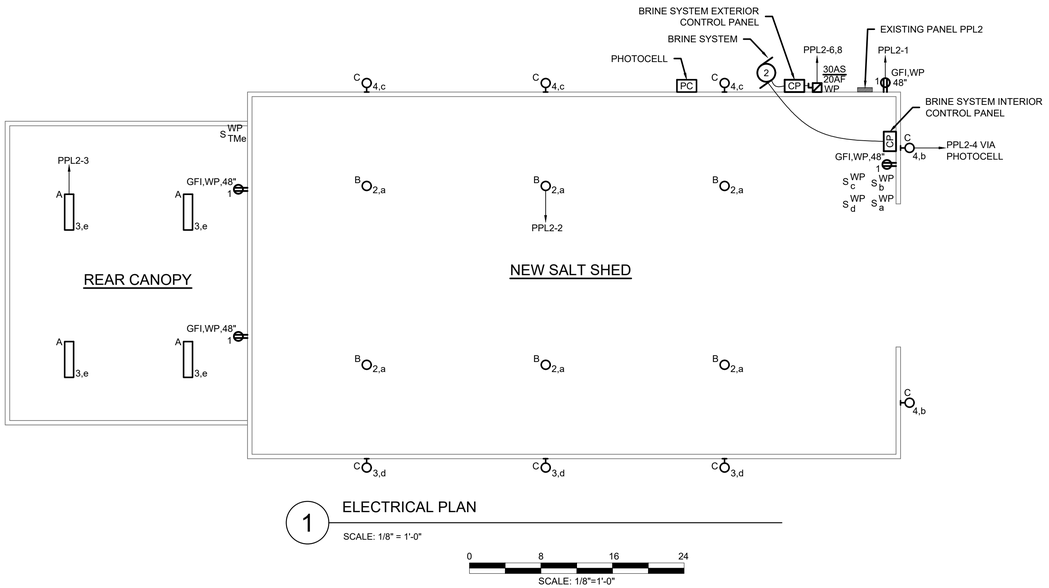
ELECTRICAL SITE PLAN

Sheet Number:

E100

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1 ELECTRICAL PLAN

SCALE: 1/8" = 1'-0"

0 8 16 24

SCALE: 1/8"=1'-0"

EXISTING PANELBOARD SCHEDULE

PANELBOARD NO.: PPL2 — SERVICE: 120/240V, 1Ø, 3W

LOCATION: SALT SHED — RATING 100A MLO

MOUNTING: SURFACE — TOTAL NO. OF POLES: 18

	CKT. No.	DESCRIPTION OF LOAD	CIRCUIT BREAKERS TRIP	POLES		CIRCUIT BREAKERS TRIP	DESCRIPTION OF LOAD	CKT. No.	
*	1	SALT SHED RECEPTACLES	20	1	1	20	SALT SHED LIGHTING INTERIOR	2	*
*	3	SALT CANOPY LIGHTING	20	1	1	20	SALT SHED EXTERIOR LIGHTING	4	*
*	5	SPARE	20	1	2	20	BRINE SYSTEM	6	**
*	7	SPARE	20	1				8	
	9	SPACE		1	1		SPACE	10	
	11	SPACE		1	1		SPACE	12	
	13	SPACE		1	1		SPACE	14	
	15	SPACE		1	1		SPACE	16	
	17	SPACE		1	1		SPACE	18	

* - RE-USE EXISTING 20A-1P CIRCUIT BREAKER WITHIN EXISTING SPACE

** - PROVIDE NEW 20A-2P CIRCUIT BREAKER WITHIN EXISTING SPACE

LIGHTING FIXTURE SCHEDULE

TYPE	TYPE	MANUFACTURER	CATALOG NUMBER	LAMP NO.	LAMP TYPE	MOUNTING	VOLTAGE	LOAD	REMARKS
A	1'X4' ENCLOSED AND GASKETED VAPORTIGHT LED FIXTURE	COOPER LIGHTING	4VT2-LD4-6-DR-UNV-L835-WL-SSL	1	LED 6000 LUMENS 3500K	SURFACE	120	56W	COORDINATE MOUNTING TO STRUCTURE
B	HIGH BAY LED	COOPER LIGHTING	FHL-9L-30-UNV-PCLNS-PR10	1	LED 9500 LUMENS 3000K	PENDANT	120	98W	COORDINATE MOUNTING VIA CLAMP TO STRUCTURE
C	LED WALL PACK	COOPER LIGHTING	XTOR2B	1	LED 2135 LUMENS 5000K	WALL	120	18W	COORDINATE LOCATION WITH ARCHITECTURAL DRAWINGS

LIGHTING FIXTURE SCHEDULE REQUIREMENTS

1. FURNISH AND INSTALL ALL MATERIALS, ACCESSORIES AND OTHER EQUIPMENT NECESSARY FOR THE COMPLETE AND PROPER INSTALLATION OF ALL LIGHTING FIXTURES INCLUDED IN THIS CONTRACT. PROVIDE ALL NECESSARY ACCESSORIES AS NECESSARY TO PROVIDE A COMPLETE LIGHTING SYSTEM.
2. SPECIFICATIONS AND DRAWINGS ARE INTENDED TO CONVEY THE FEATURES, FUNCTION AND CHARACTER OF THE FIXTURES ONLY, AND DO NOT UNDERTAKE TO SPECIFY EVERY ITEM OR DETAIL NECESSARY. MINOR DETAILS NECESSARY FOR THE PROPER EXECUTION AND COMPLETION OF THE LIGHTING SYSTEM NOT INDICATED ON THE DRAWINGS NOR SPECIFIED SHALL BE PROVIDED AS IF THEY WERE SPECIFIED HERE OR INDICATED ON THE DRAWINGS.
3. FIXTURES SUBSTITUTIONS (FROM MANUFACTURERS OTHER THAN THOSE LISTED) SHALL BE EQUAL IN ALL RESPECTS OF PERFORMANCE, QUALITY OF CONSTRUCTION, SUITABILITY TO PROJECT CONDITIONS AND APPEARANCE OF THE SPECIFIED FIXTURE. SUBSTITUTIONS SHALL BE SUBMITTED FOR APPROVAL IN THE FORM OF CATALOG CUTS OR DETAIL DRAWINGS. UPON REQUEST SUBMIT SAMPLES OF SUBSTITUTE FIXTURES FOR APPROVAL.
4. THE ELECTRICAL CONTRACTOR SHALL COORDINATE THE LIGHTING FIXTURE INSTALLATION WITH THE DRAWINGS AND DETAIL OF THE ARCHITECTURAL, STRUCTURAL AND OTHER RELATED TRADES TO ASSURE A PERFECT AND EFFICIENT INSTALLATION.
5. INSTALL EACH FIXTURE PROPERLY AND SAFELY. PROVIDE NECESSARY STRUCTURAL SUPPORTS WHERE REQUIRED FOR THE SAFE ATTACHMENT OF ALL LIGHTING FIXTURES. FURNISH AND ERECT HANGERS, RODS, MOUNTING BRACKETS, SUPPORTS AND OTHER EQUIPMENT REQUIRED. COORDINATE CONDUIT ENTRY LOCATIONS WITH FIXTURE MANUFACTURERS PRIOR TO ROUGHING. ALL LIGHTING FIXTURES ARE TO BE INDEPENDENTLY SUPPORTED FROM THE STRUCTUR BY THREADED ROD OR OTHER ENGINEER APPROVED METHODS. CEILING TY-WIRE IS NOT TO BE USED FOR SUPPORT OF LIGHTING FIXTURES. SHOULD CEILING TY-WIRE BE USED IT WILL BE REMOVED AND REPLACED WITH AN APPROVED METHOD AT THE CONTRACTOR'S EXPENSE.
6. INSTALL PENDANT LIGHTING FIXTURES PLUMB AND TRUE, AT THE HEIGHT FROM THE FLOOR SPECIFIED ON THE DRAWINGS. IN CASES WHERE CONDITIONS MAKE THIS IMPRACTICAL, REFER TO THE ARCHITECT FOR A DECISION. USE BALL ALIGNERS AND CANOPIES ON PENDANT FIXTURES UNLESS NOTED OTHERWISE. RIGIDLY ALIGN CONTINUOUS ROWS OF LIGHTING FIXTURES FOR TRUE IN-LINE APPEARANCE. SUPPORT ALL LIGHTING FIXTURES INDEPENDENTLY OF DUCT WORK OR PIPING. WHENEVER A FIXTURE OR ITS HANGER CANOPY IS APPLIED TO A SURFACE MOUNTED OUTLET BOX, PROVIDE A FINISHING RING TO CONCEAL THE OUTLET BOX.
7. EFFECTIVELY PROTECT ALL LIGHTING EQUIPMENT AGAINST DAMAGE FROM THE TIME OF FABRICATION TO FINAL ACCEPTANCE OF THE WORK. INSTALL REFLECTOR CONES, BAFFLES, APERTURE PLATES, LIGHT CONTROLLING ELEMENT FOR AIR HANDLING FIXTURES, AND DECORATIVE ELEMENTS AFTER COMPLETION OF CEILING TILES, PAINTING AND GENERAL CLEANUP. REPLACE BLEMISHED, DAMAGED OR UNSATISFACTORY FIXTURES AS DIRECTED.
8. AT THE TIME OF FINAL ACCEPTANCE BY THE OWNER, ALL LIGHTING FIXTURES SHALL HAVE BEEN THOROUGHLY CLEANED WITH MATERIALS AND METHODS RECOMMENDED BY THE MANUFACTURERS, ALL BROKEN PARTS SHALL HAVE BEEN REPLACED, AND ALL LAMPS SHALL BE OPERATING.

DRAWING NOTES:

1. REFER TO DRAWING E001 FOR LEGEND, ABBREVIATIONS, GENERAL NOTES AND DEMO NOTES.
2. ALL ELECTRICAL EQUIPMENT WITHIN THE SALT SHED (INCLUDING BUT NOT LIMITED TO OUTLETS, SWITCHES, JUNCTION BOXES, PANELS, ETC) SHALL BE WEATHERPROOF/CORROSIVE RESISTANT RATED.

Project:

SALT SHED REPLACEMENT PROJECT

CITY OF MELROSE, MA

72 TREMONT STREET
MELROSE, MA 02176

Weston & Sampson Engineers, Inc.
55 Walkers Brook Drive Suite 100
Reading, MA 01867
(978) 532-1900 (800) SAMPSON
www.westonandsampson.com

Consultants:

Seal:

ROBERT F. McALEER ELECTRICAL No. 48017 REGISTERED PROFESSIONAL ENGINEER

Revisions:

1 05-21-18 LIGHTING REVISIONS

Rev	Date	Description

Issued For: BID

SCALE: AS NOTED

Date: 04/21/2021

Drawn By: MK

Reviewed By: DNM

Approved By: RFM

W&S Project No: ENG20-0794

Drawing Title:

ELECTRICAL PLAN AND SCHEDULES

Sheet Number:

E101

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2019

2022





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JAMES FAIR, PE

BACKGROUND

2020-Present
Senior Team Leader / Senior Associate
Weston & Sampson

2003-2020
Project Manager
Weston & Sampson

2001-2003
Senior Engineer
Weston & Sampson

2000-2001
Engineer
Lynnfield Engineering, Inc.

1998-2000
Engineer
Whitman, Requardt and Associates, LLP

1995-1998
U.S. Army Corps of Engineers
Aberdeen Proving Grounds, Maryland

EDUCATION

1994
Master of Science
Civil Engineering
Clarkson University

1992
Bachelor of Science
Civil/Environmental Engineering
Clarkson University

PROFESSIONAL REGISTRATION

Professional Engineer:
Massachusetts No. 46434
Maryland No. 23439

PROFESSIONAL TRAINING

CNG Fuel Facility Design Training
10-Hour OSHA Construction Safety Training
EPA Certified Third-Party Inspector



James has over 20 years of environmental engineering experience, including industrial design services for numerous public works facilities. He also has provided engineering services for environmental assessment and remediation projects, including system testing, repair, design, and construction for storage tank projects. In addition, James has worked on landfill, water, and wastewater projects.

SPECIFIC PROJECT EXPERIENCE

Salt Shed Design, Raynham, Massachusetts. Project manager for design, bidding, and construction administration services for a DPW salt shed for the Town of Raynham. The design included a 50' wide X 72' long building with 12' tall pressure treated wood side walls and architectural shingle roof. The scope included site surveys, geotechnical investigations, permitting services, electrical designs for the new salt shed, canopy lighting, and liquid de-icing chemical pumping systems, along with the relocation of the existing flare duct bank to make room for the new structure.

Design Services for Salt Storage Building, Shrewsbury, Massachusetts. Project manager for evaluation, design, and construction administration services for the development of a new salt storage building. Scope included an evaluation report of existing facility, planning level cost estimates, geotechnical and permitting services at the project site, construction administration, and field observation.

Design Services for Salt Storage Building, Burlington, Massachusetts. Project manager for salt shed design, bidding, and construction administration services to replace the town's existing salt shed with a new Hi-Arch Gambrel salt shed. Scope included zoning analysis, planning board and conservation commission permitting, site design, construction cost estimates, construction administration, and field observations.

Consolidated DPW and Natural Resources Facility, Orleans, Massachusetts. Industrial engineer responsible for the planning, design, and construction administration of vehicle maintenance, trade shops, and wash bay. Work included meeting with the end user to identify specific equipment needs, preparing shop layouts, preparing and designing industrial specialty equipment, and providing construction oversight for all equipment.

Industrial Engineering for New Department of Public Works Facility, Hopkinton, Massachusetts. Industrial engineer for design and construction administration services for fleet maintenance, wash bay, and trade shop equipment. Services included meeting with DPW staff to identify equipment options, review of contractor shop drawings during construction, and final inspection of installed equipment. Equipment included, but was not limited to, vehicle lifts, tailpipe exhaust removal systems, fluid storage and distribution systems, trade shop equipment (drill presses, grinder, table saws, etc.), vehicle wash system, vehicle fueling system, and overhead bridge cranes.

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TYLER COFELICE, EIT

BACKGROUND

2020-Present
Engineer III
Weston & Sampson

2018-2020
Engineer II
Weston & Sampson

2015-2018
Engineer I
Weston & Sampson

2014-2015
Franchise Manager
College Pro Painters

2013-2014
Jobsite Manager
College Pro Painters

2012
Engineering Intern
Aldrich & Elliot, PC

EDUCATION

2013
Bachelor of Science
Environmental Engineering
University of Vermont

PROFESSIONAL CERTIFICATIONS

Engineer-in-Training (EIT): Massachusetts
OSHA 40-Hour Hazardous Waste Operations

PROFESSIONAL ASSOCIATIONS

American Society of Civil Engineers (ASCE)
Order of Engineers



Tyler is an engineer with experience in field and office duties related to facilities, wastewater, water, and environmental engineering projects, including data analysis, cost estimations, permitting, client interactions, and field work. His technical skills include AutoCAD, HyrdoCAD, MATLAB, ArcView, and Argus ONE.

SPECIFIC PROJECT EXPERIENCE

Design Services for Salt Storage Building, Burlington, Massachusetts. Assisted with project management and client communication tasks. Performed zoning analysis and compiled planning board and conservation commission permitting applications. Performed civil site design, which included grading and drainage, site layout, stormwater and cut and fill calculations. Was involved with planning level construction cost estimates, construction administration, and field observations. The project scope included the replacement of the town's existing salt shed with a new Hi-Arch Gambrel salt shed. The project also included site grading, providing new catch basins, new retaining walls, infiltration trenches and site paving.

Salt Shed Design, Raynham, Massachusetts. Performed the zoning analysis, prepared and submitted the site plan application, and appeared as the town's representative during the planning board hearing. Performed the civil site, grading, and drainage, cut and fill analysis, and the stormwater design for the project. Was involved with planning level construction cost estimates, construction administration and field observations. The project was to replace the town's existing salt shed with a new 50' wide X 72' long Hi-Arch Gambrel salt shed. The project included earthwork, updating grading and drainage patterns, paving and analysis for reuse of the existing catch basins and infiltration basin system.

Design Services for Salt Storage Building, Shrewsbury, Massachusetts. Responsible for the project design schedule and managing the design team, which included geotechnical engineers, architects, and electrical engineers, for the replacement of the town's existing salt shed with a new Hi-Arch Gambrel salt shed. Performed civil site design, which included grading and drainage, site layout, stormwater, and cut and fill calculations. Was involved with planning level construction cost estimates, construction administration, and field observations. The project included earthwork, updating grading and drainage patterns, paving, and providing new stormwater management features, including infiltration trenches, deep sump hooded catch basins, oil water separators, and grass swales.

New Fueling Facility, Orleans, Massachusetts. Assisted with the design of a new vehicle fueling system for town, which included a 10,000-gallon double-walled above ground storage tank with interstitial monitoring. Designed the fueling facility to allow remote monitoring of the fuel management system and tank monitoring system from the town's Police Department at a separate site.

New DPW Facility, Mansfield, Massachusetts. Assisted with the DPW industrial equipment design for the new facility, which included a 5-ton capacity bridge crane, a new lubrication distribution system, and multiple vehicle lifting systems.

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

CITY OF MELROSE

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

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

MEMORANDUM

Date: **July 13, 2020**

To: **File**

From: **Elena Proakis Ellis, P.E.**

Subject: **Recommendation for Salt Shed Design Consultant**

The City put out a Request for Qualifications (RFQ) in spring 2020 to procure a design consultant for the City's salt shed project. Statements of Qualifications and fee proposals were due on June 3, 2020. Three consultants submitted their qualifications for consideration:

- Bayside Engineering (with Fitzemeyer & Tocci)
- DiGiorgio Associates
- Weston & Sampson Engineers

After reviewing the proposals individually, the selection committee met on Wednesday, July 8, 2020 in order to discuss the final selection. The selection committee consisted of myself along with Jim Troup, Jay McNeil, and Peter Pietrantonio. Three of the members of the selection committee assigned numerical rankings, as shown below, and the fourth provided general feedback.

SELECTION CRITERIA
The selection criteria as specified in the Request for Qualifications were as follows:

Threshold Criteria

1. *In order for proposals to be considered, they must comply with all submission requirements.*
2. *Proposals that lack experience working with municipalities or other government/public agencies will not be considered.*
3. *The proposal must clearly demonstrate that the consultant understands the required scope and schedule and is capable of providing all services described herein in a timely manner.*

Performance Criteria - Proposals will be preferred which give evidence of:

1. *Understanding of the goals of the City;*
2. *Quality of the project approach and its ability provide the maximum benefit to advance project objectives;*
3. *Experience with similar projects;*

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4. *Quality and experience of the consultant's core team;*
5. *History of completing projects on schedule and within budget;*
6. *Positive feedback from references provided; and*
7. *Capacity to complete the job on schedule, including: office location, appropriate and available staffing, computer equipment, financial stability of the firm, current projects, and other major project commitments.*

VI. AWARD

A. The Contract shall be awarded to the consultant that the City deems to be the best fit for the project, using the evaluation criteria noted above.

B. The City reserves the right to reject any and all proposals, in part or in whole, if it deems it to be in the best interest of the City.

RANKING OF PROPOSALS

The proposals received were reviewed in detail and were ranked according to the criteria listed above on a scale of 1 to 5, with 5 being "Highly Advantageous" and 1 being "Not Advantageous." The table below presents the results.

Selection Criteria	Bayside	DAI	Weston & Sampson
Compliance with Submission Requirements	✓	✓	✓
Municipal Experience	✓	✓	✓
Understanding of Scope/Ability to Perform	✓	✓	✓
Understanding of City's Goals	5+3+4 = 12	3+3+4 = 10	5+4+4 = 13
Project Approach – Quality	5+3+4 = 12	3+3+4 = 10	5+4+4 = 13
Experience with Similar Projects	5+3+4 = 12	4+2+4 = 10	4+4+4 = 12
Experience of Team	5+4+4 = 13	4+4+4 = 12	5+4+5 = 14
Project Completion History	4+3+4 = 11	5+3+4 = 12	5+4+5 = 14
Feedback from References	3+3+3 = 12	*	5+5+5 = 15
Capacity to Complete Project	4+3+5 = 12	5+3+4 = 12	4+4+5 = 13
TOTAL QUALIFICATIONS RANKING	**28**	**22**	**31.3**

* References for DAI were not called based on their aggregate ranking in other categories.

Based on the qualifications rankings, Weston and Sampson ranked the highest. The price proposals received were as follows:

- Bayside/Fitzemeyer & Tocci: $77,705 (an additional price was provided for construction administration, but that was not requested in the RFQ so is not included herein)
- DiGiorgio: $65,000 (survey services were not included)
- Weston & Sampson: $98,918

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The selection committee recommends that the value-added for selection of the highest ranked firm is consistent with the price proposal. Advantages of the highest ranked firm include:

- Greater breadth of salt shed design types, with more flexibility
- The project team has extensive experience with the design of whole DPW complexes, including considerations for circulation, vehicle storage needs, treatment of salt using pump systems to minimize salt usage, etc., which may be useful in making decisions about the salt shed and its interaction with the other site elements
- Exceptional references from other cities and towns
- Excellent quality proposal that met every request from the RFQ

The proposal from DiGiorgio Associates was lacking some of the requested information, such as the original and final design fees from past projects. It was also not well-organized, it exceeded the page limit, and the fee proposal excluded items specifically requested in the RFQ scope of work. The fee also excluded other elements that would be components of a complete engineering design project.

Bayside Engineers were a close second to Weston and Sampson and also submitted a well-organized and thorough proposal. Their project team was determined to be less versatile than Weston and Sampson's, although possessing many of the same skills. References, however, were challenging because two of the four references provided were not able to be reached due to an old phone number and another employee no longer working for the town for which they were listed. The references who were reached gave good reviews of their work, but not nearly to the degree that Weston and Sampson's references spoke highly of their projects.

RECOMMENDATION

Based on the information included herein, the selection committee recommends awarding the design contract to Weston and Sampson Engineers.

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

CITY OF MELROSE

James Troup
Assistant Director – Administration & Finance

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

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To: **Melrose City Council**
From: **James Troup, DPW Deputy Director Administration and Finance**
CC: **Paul Brodeur, Mayor**
Elena Proakis Ellis, DPW Director

RE: **Weston and Sampson Salt Shed Assessment Report**

For your information, the City of Melrose DPW has attached Weston and Sampson's Salt Shed Assessment Report to Order-2020-76 ID#7886 for the previously approved loan for the Department of Public Works' Salt Shed design. This order originally appeared in front of the Council and Appropriations Committee in the spring of 2020.

In summary, the report identifies the current conditions, proposes a variety structures for consideration, presents cost estimates for each of the replacement shed options, proposes value added features that maximize the efficiency of the winter operations, includes photographs of current conditions, provides site plan and zoning maps of the property and surrounding area, and offers recommendations.

The report reinforces the priority that the salt shed be fully replaced and is beyond repair. Weston and Sampson continues to work with the City and the DPW toward the final design in hopes that construction will be complete before the winter of 2021.

Please feel welcome to contact me with any questions you may have.

Thank you for your consideration and continued support.

Weston & Sampson℠

westonandsampson.com

WESTON & SAMPSON ENGINEERS, INC.
55 Walkers Brook Drive, Suite 100
Reading, MA 01867
tel: 978.532.1900

REPORT

November 2020

CITY OF
Melrose
MASSACHUSETTS

Salt Shed Assessment Report



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SALT SHED ASSESSMENT REPORT

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Appendix B ..... Existing Conditions Site Plan

Appendix C ..... Conceptual Cost Estimates

Appendix D ..... Melrose Zoning Map

Appendix E ..... FEMA Flood Map

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1.0 INTRODUCTION

Within the following report, Weston & Sampson provides an assessment of the City's existing salt shed located at 72 Tremont Street, and performs an alternatives analysis that describes and compares the benefits and disadvantages between three different salt shed designs. Weston & Sampson also investigates the possible addition of salt shed accessories that include a portable loading ramp, brine spray system, and lean-to canopy, which all provide potential benefits to the DPW snow fighting operations.

After observing the existing salt shed, it was determined the re-use or renovation of the existing salt shed is not recommended due to the amount and nature of the deficiencies needed to be addressed. Additional details on the Structural Engineer's existing salt shed assessment are provided in the existing conditions memo, found in Appendix A.

The DPW yard is located approximately 200 ft west of Ell Pond and falls within the 100-year flood plain as defined by the most recent FEMA Flood Insurance Rate Map. Since the City may construct a new salt shed to replace the existing salt shed, Weston & Sampson reviewed the applicable regulations regarding the construction of new structures within a flood hazard area, and provides a summary describing how these regulations may affect the replacement of the existing salt shed. The summary of Weston & Sampson's findings can be found in Section 2 of this report.

To date, Weston & Sampson has conducted multiple meetings and site visits with the City and has performed observations, wetland delineation, and site survey at the City Yard. The alternatives selected for analysis herein are based on the information gathered at the Melrose site, along with extensive experience by the Weston & Sampson project team with salt sheds, DPW operations and facility design.

The three salt shed replacement alternatives that were considered include a new gable salt shed, fabric salt shed, and a high arch gambrel style salt shed structure. Each option would meet the property line setbacks and height restrictions for the Rail Corridor Overlay District as described in the Melrose Zoning Ordinance, and as shown on the zoning map found in Appendix D. Summaries and estimated construction costs for each alternative are provided in Section 3 below. The costs that are provided in this report are preliminary concept level estimates and will need to be verified through the ongoing design process and geotechnical evaluation.

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2.0 FLOOD PLAIN ASSESSMENT

The Melrose DPW yard is located at 72 Tremont Street, which is approximately 200 ft West of Ell Pond. The land around Ell Pond is associated with a 100-year flood plain with an elevation of 49.9 ft according to the most recent FEMA Flood Insurance Rate Map dated 2018. A copy of the flood map can be found in Appendix E.



According to the current Massachusetts Building Code, 780 CMR 9th edition, the design and construction of buildings located within flood hazard areas shall be in accordance with ASCE 24-14. ASCE provides minimum elevations for the lowest floor of buildings relative to the base flood elevation corresponding to the flood class design of the building.

Flood Design Class 1 applies to buildings or structures that normally are unoccupied and pose minimal risk to the public or minimal disruption to the community should they be damaged or fail due to flooding. Examples include temporary structures, accessory storage buildings and minor storage facilities. It is Weston & Sampson's opinion that the Melrose salt shed falls under the above definition of a Flood Design Class 1, allowing the new salt shed to match the existing finished floor elevation of approximately 47.75 ft, which is below the 100 year flood elevation of 49.9 ft, provided that the salt shed is constructed from flood damage-resistant materials such as concrete or pressure treated wood. An existing conditions plan showing the location of the existing salt shed relative to the 49.9 ft flood plain elevation can be found in Appendix B.

All three of the following salt shed options are designed with flood damage-resistant materials that meet the requirement for new structures built within flood hazard zones. It is recommended that the city pursues additional measures to address a potential flood, such as the deployment of sandbags or a water-gate flood barrier to provide protection for the salt shed end entrance.

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3.0 SALT SHED REPLACEMENT COMPARISON

For the replacement of the existing salt shed, three distinctive design options were considered. Below are descriptions and summaries for each option.

3.1 Option 1 - Gable End Salt Shed



The gable end structure is a wood building with a metal roof similar in design to the existing salt shed. The structure would match the 100 ft by 40 ft footprint of the existing salt shed with an overall building height of approximately 30 ft. The front of the shed will have a 16 ft wide by 20 ft tall opening in the front of the shed matching the existing salt shed. The structure includes 6 ft tall pressure treated wood push walls and provides a storage capacity of approximately 1,200 tons of salt when fully loaded. The estimated initial capital costs for this structure is approximately $1,008,600 which includes construction contingency. For a detailed breakdown of the estimated concept level costs see Appendix C. The expected useful life span for this salt shed design is approximately 35 years based on information provided by the salt shed supplier and industry standards.

The gable end salt shed design would provide the following benefits and disadvantages, compared to the other two salt shed options, as described below:

Benefits

- Provides a solid wood structure with a metal roof which is more durable than the fabric structure.

Disadvantages

- Roof trusses are more prone to damage by loaders due to low height, which will lead to more maintenance costs associated with the ownership of this style of salt shed throughout the life of the shed. Similar damage can be seen in the existing salt shed.
- The 6 ft tall wood push walls require the building footprint to be larger than the high arch gambrel salt shed to achieve the minimum storage capacity of 1,200 tons of salt.
- Requires the highest initial capital cost.
- Requires salt deliveries to be dumped outside of the salt shed, which requires double handling of the product to load it into the salt shed. This also increases the possibility of residual salt being left behind outside the structure, which can enter the stormwater system.

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3.2 Option 2 - Fabric Structure



The fabric structure salt shed is made from a galvanized steel frame wrapped in a heavy-duty fabric that sits on top of a 6 ft tall concrete block wall. To provide additional protection from the salt environment, the entire steel framework is galvanized after fabrication, providing a stronger zinc coating that prevents the steel frame from rusting in the corrosive environment of the salt shed. The fabric salt shed would have a 16 ft wide by 20 ft tall opening in the front to match the existing shed. The fabric salt shed would match the 100 ft by 40 ft footprint of the existing shed with an overall height of approximately 31 ft. The fabric salt shed structure would hold approximately 1,200 tons of salt when fully loaded. The estimated initial capital cost for this structure is approximately $705,900. For a detailed breakdown of the estimated conceptual costs see Appendix C. The expected useful life span for steel frame and concrete block wall is approximately 35 years, with periodic replacement of the fabric cover, based on information provided by the salt shed supplier.

The fabric structure salt shed design would provide the following benefits and disadvantages, compared to the other two salt shed options:

Benefits

- Lowest initial capital cost.
- Requires less soil excavation because the concrete block walls do not require a full depth foundation.
- The sidewalls are constructed with concrete block walls which are very durable.

Disadvantages

- The steel superstructure is more prone to damage from equipment due to the low height, which will lead to more maintenance costs associated with the ownership of this style of salt shed. Small rips in the salt shed fabric, if gone unnoticed, can lead to extensive damage causing the need for the replacement of the entire fabric cover.
- The fabric cover of the salt shed will need periodic replacement. The manufacturer states that the cover may need to be replaced every 15-20 years if it is not accidentally damaged earlier from DPW operations. The manufacturer estimates that the replacement of the fabric cover would cost around $10,000 which includes materials and labor.
- The 6 ft tall concrete block push walls require the building footprint to be larger than the high arch gambrel salt shed to achieve the minimum storage capacity of 1,200 tons of salt.
- The fabric salt shed could be designed to accommodate solar panels in the future, however every time the fabric cover needs to be replaced the solar panels would need to be taken down to allow the cover to be removed and replaced, which would add additional costs above the $10,000 replacement cost for the fabric cover.

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3.3 Option 3 - High Arch Gambrel Salt Shed



A high-arch gambrel salt shed is a wood structure with a metal roof provided with 12 ft tall pressure treated wood push walls with an overall building height of approximately 40 ft. The high arch gambrel salt shed would have a footprint of 72 ft by 40 ft, which is approximately 28 ft shorter than the existing salt shed building, with a salt storage capacity of approximately 1,300 tons when fully loaded. The high arch gambrel would provide an interior vertical clearance of 30 ft including a 16 ft wide and 30 ft tall entrance way. The estimated initial capital cost for this structure is approximately $911,800. For a detailed breakdown of the estimated conceptual costs see Appendix C. The expected useful life span for this salt shed design is greater than 35 years, based on information from the salt shed supplier and industry standards.

The high arch gambrel salt shed design would provide the following benefits and disadvantages, compared to the other two salt shed options:

Benefits

- The 30 ft interior clearance provided by the high arch gambrel greatly reduces the risk of damage to interior roof trusses, which minimizes the potential for future maintenance due to damage throughout the life span of the structure.
- The 30 ft interior clearance allows salt deliveries to be dumped directly into the salt shed, which would lead to annual savings by eliminating the need for double handling of product, and reduces the potential for salt run-off leaving the site.
- The 12 ft tall push walls allow the structure to store the required 1,200 tons of salt within a much smaller building footprint. The reduced footprint would provide approximately 1,100 square feet of additional yard area that the DPW could allocate for another purpose, which would help alleviate some of the operational constraints that are associated with having a crowded yard area.
- The reduced footprint would allow for the possible addition of a lean-to canopy off the rear of the salt shed, which would provide an additional covered storage area to be utilized by the DPW. The addition of the rear lean-to is estimated to cost approximately $65,000.

Disadvantages

- The high arch gambrel salt shed would require a more expensive initial capital cost compared to the fabric structure.

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4.0 SALT SHED ASSESSORIES

4.1 Brine Spray System - $50,200

In discussions with the DPW, a product called Magic Minus Zero is used to treat the salt stored in the salt shed. Treating the salt with this product allows the DPW to reduce the amount of salt applied to the roads during a snow storm, as this product allows the salt to stay on the road better by reducing bounce and scatter. The product also helps to melt the ice at lower temperatures. The addition of a brine spray system would reduce the amount of time it takes to treat the salt with the Magic Minus product.

4.2 Portable Loading Ramp - $52,700

Loading ramps allow operators to see into the back of plow trucks, allowing them to load salt more accurately into the sander bodies, reducing the potential for losing salt during the loading process.



Currently the Melrose DPW yard does not have a loading ramp. Due to the tight working areas on the site, it does not make sense to install a permanent loading ramp, as it would not be used during the non-snow fighting season and would take up valuable space. Weston & Sampson investigated the possibility of providing a portable loading ramp that could be installed at the beginning of the snow fighting season and taken down during the rest of the year. A possible solution was found in a product sold by Nation Ramps, as shown in the picture to the right. The addition of this ramp would be beneficial to the salt loading operations performed by the DPW.

4.3 Lean-to Canopy - $65,100

With the high arch gambrel option there is the possibility to install a rear facing lean-to canopy like what is shown in the picture on the right. The addition of the canopy would allow the additional space, provided by the reduced footprint of the high arch gambrel, to be under a roof that would provide protection from the elements for equipment or materials.



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5.0 CONCLUSION

After analyzing and discussing the various salt shed replacement options with the DPW, it is recommended that the City replace the existing salt shed with a high-arch gambrel style salt shed, as this design provides the most benefits for the City and DPW operations. This design requires the least amount of maintenance, reduces operational costs, and provides additional yard space which allows flexibility for the use and operation of the DPW yard. The estimated total base project cost for the high arch gambrel salt shed is approximately $986,800, excluding the addition of a portable loading ramp, brine spray system, and a rear canopy lean-too. This cost includes the approximate $911,800 construction cost mentioned above, along with additional design, construction administration services, and contingency as detailed in Appendix C. The additional design costs would only apply if ground improvements are required on the site. During our site walk it was mentioned that the facility was built over a buried peat layer associated with former wetlands in the area, which would require the design and installation of ground improvements, such as rammed aggregate piers. This will be verified during the geotechnical investigation. For early planning purposes, an allowance for a ground improvement program is included in the concept level cost estimates for all structures.

In addition to the salt shed structure itself, the additional options discussed above should be considered to optimize operations. The loading ramp would provide better visibility to the loader operator, minimizing the potential for losing salt while transferring into the back of plow trucks. The brine spray system would allow the City to mix the Magic Minus Plus product with the salt more efficiently, saving on operational costs. The lean-to canopy would allow the DPW to store additional equipment under cover, which provides protection from the weather for equipment currently stored outdoors. With the addition of these recommended accessories, the total estimated project cost would be approximately $1,154,700, which is in addition to the design cost already allocated. (see Appendix C for more details).

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

APPENDIX A

Existing Salt Shed Assessment Memo

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

November 13, 2020

Jamie Fair, P.E.
Facilities Senior Team Leader
55 Walker Brook Drive, Reading, MA

Dear Jamie,

The Melrose DPW Salt Shed is a timber framed structure with timber columns, walls, and prefabricated trusses. The building is approximately 40ft Wide by 100ft Long and approximately 30ft High. The structure was built in 1974 and is used is to store and treat salt. The structure appears to have gone through a number of repairs throughout its lifetime. The following structural deficiencies were identified.

1. Damaged Metal Roofing (A number of holes leading to water intrusion)
2. Damaged Louvers at front and rear of the building
3. Checking/splitting in timber siding, holes in siding
4. Painted timber siding is peeling/chipping
5. Bowing of timber siding at base of walls
6. Trim at roof level is deteriorating or missing (Some trim has been replaced)
7. Corrosion in steel connections at that joining the timber columns to the foundation
8. Minor spalling in concrete foundations
9. Damaged prefabricated timber trusses (Some chords of the trusses have been sistered)
10. Damaged/missing truss bracing
11. Timber push wall are significantly deteriorated
12. Rotting/abrasion damage to interior wall panels
13. Abrasion damage to exterior kickers
14. Entire backwall of building is bowing and/or had completely failed.
15. Damaged exterior lights
16. Damaged Lintel at front of building

The list above outlines structural items that should be addressed as soon as practical and the trusses and bracing shall be investigated further as this is potentially a hazardous condition. Note that the evaluation is based on visual observation from the ground level. No structural calculations were performed. Photos outlining some of these deficiencies are attached below. Considering the amount and nature of the deficiencies, it is our recommendation to completely replace the structure in lieu of trying to repair/address all these issues. We recommend follow-up site visits by a design professional every three to six months to monitor deterioration.

Please reach out with any questions, westernc@wseinc.com, 508-698-3034 x7427.

Thanks,

Connor Western, P.E.
Senior Project Engineer

cc. Nate Seifert, P.E., Structural Buildings Group, Team Leader

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Photo 1: Sistered/damaged timber trusses and bracing



Photo 2: Corroded steel foundation connection at entrance

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Photo 3: Holes in metal roof with plywood repair. Replaced bracing and wall panel



Photo 4: Typical deteriorated/damaged exterior wall panel

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Photo 5: Failed/missing back wall panel



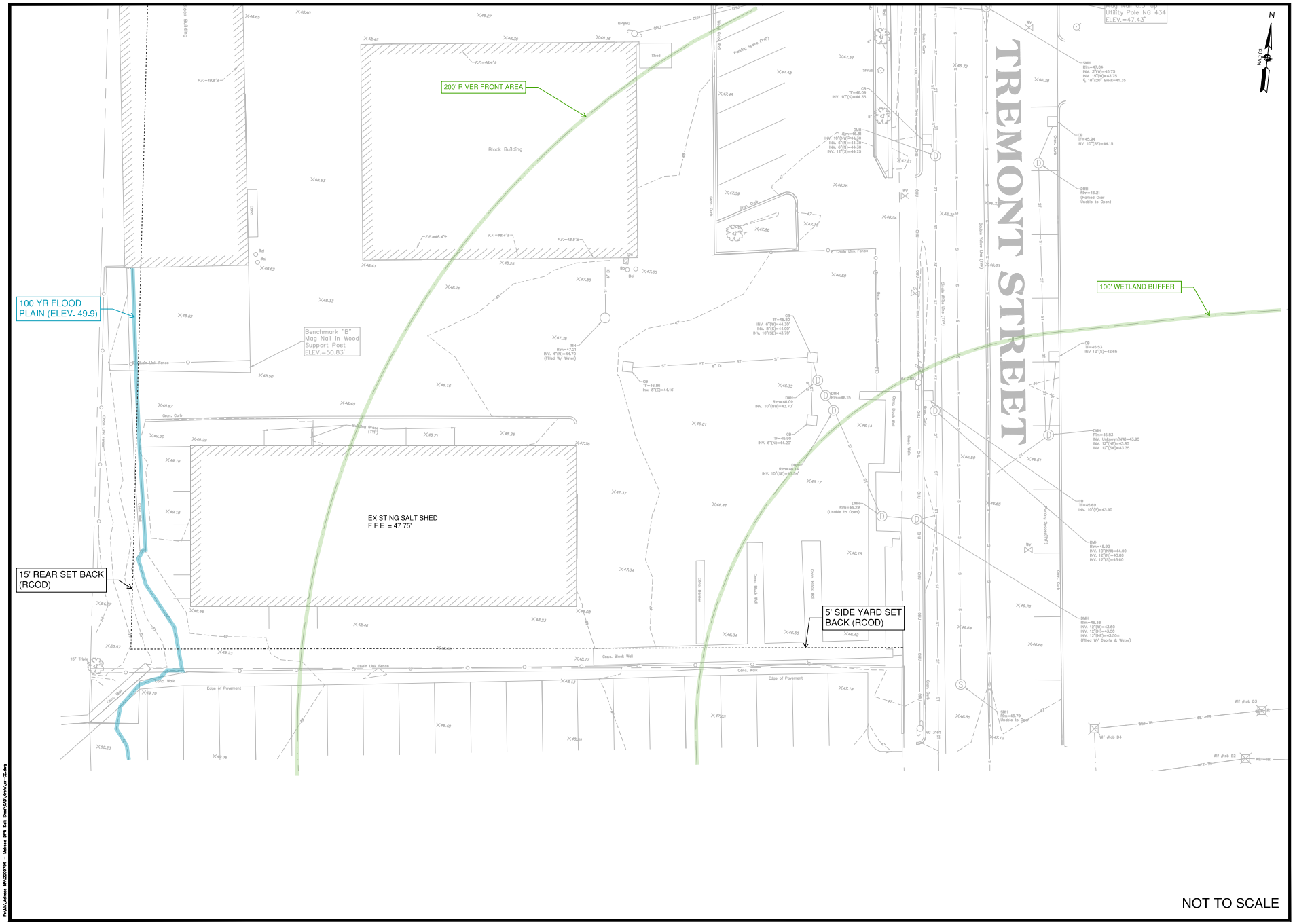
Photo 6: Damaged trim work and damaged louvers

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APPENDIX B

Existing Conditions Site Plan

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)



Weston & Sampson

Weston & Sampson Engineers, Inc.
55 Walkers Brook Drive, Suite 100

No.	Date	Description
A	P	P R O V E D

MELROSE DEPARTMENT OF PUBLIC WORKS
72 TREMONT ST, MELROSE, MA 02176

SALT SHED REPLACEMENT PROJECT

SHEET

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

APPENDIX C

Conceptual Cost Estimates

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Weston & Sampson

Melrose Salt Shed Conceptual Total Project Cost Estimate
11/20/2020
New Gable End Salt Shed - 6' Tall Wood Push Walls
(40' x 100' / 4000 SF , Stores Approx. 1,200 Tons of Salt Completely Full)

CONSTRUCTION			
Item		**Cost**	**Source**
SALT SHED BUILDING COSTS			
Concrete Footings	$	27,396	Estimate derived from AST pricing information
Wall Panel & Bracing	$	113,798	Estimate derived from AST pricing information
Trusses	$	116,959	Estimate derived from AST pricing information
Plywood Roof	$	21,074	Estimate derived from AST pricing information
Trim	$	8,429	Estimate derived from AST pricing information
Paint	$	12,644	Estimate derived from AST pricing information
Metal Roof (FSB)	$	60,700	Estimate derived from AST pricing information
Salt Shed Building Sub Total	$	361,000	
ADDITIONAL CONSTRUCTION COSTS			
Demo Existing Salt Shed	$	28,000	Shrewsbury Bid results
Soil Disposal Allowance	$	50,600	Assumes soil disposed at off site as daily cover at landfill, not contaminated
Dewatering	$	10,000	Allowance, groundwater not contaminated
Additional site development/grading allowance	$	20,000	Allowance
Excavation and backfill of foundations	$	25,000	From Raynham
Subbase preparations	$	10,000	From Raynham
Pavement	$	30,000	Assumes 9,000 sqft of paving, 5-inches thick (3" base, 2" top), $110 per ton
Gravel Borrow	$	14,000	Assumes 14-inches beneath pavement at 35$ CY
Ground Improvements	$	120,000	Shrewsbury Bid results
Electrical Work (FSB)	$	24,000	Shrewsbury Bid results
Additional Construction Cost Sub Total	$	331,600	
Subtotal Construction Cost	$	692,600	
MARK UPS			
Bonds & Insurance	$	18,492	Assume 2.67% (based from Raynham)
General Conditions/Supervision	$	39,547	Assume 5.71% (based from Raynham)
Contractor Overhead and Profit	$	76,186	Assume 11% (based from Raynham)
Design and Estimating Contingency 10%	$	69,260	Allowance to account for items that may come up during design
ENR Adjusted 1.51% (October 2020 - April 2021)	$	13,531	One year of inflation estimate
Subtotal of Mark Ups	$	217,017	
Subtotal Construction Cost with Mark Ups	$	909,617	Excludes Construction Contingency
10% Construction Contingency	$	90,962	Allowance for unexpected items that may come up during construction
Electrical Back Charge By Power Company	$	8,000	(if needed)
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**1,008,578**	**Includes Contingency and Back Charge**

Add Brine Spray System			
Ceiling Mounted Brine Spray System	$	40,000	Allowance based on quoted from GVM Calcote
Project mark up (25.5%)	$	10,200	
Total for Brine system	$	50,200	

Add Loading Ramp			
Galvanized steel Loading Ramp	$	42,000	Base on quote from Nation Ramps
Project mark up (25.5%)	$	10,710	
Total for Loading Ramp	$	52,710	

DESIGN, PERMITTING, SPECIAL SERVICES, AND CONSTRUCTION ADMINISTRATION			
Item		**Cost**	**Source**
Construction Admin	$	36,000	Allowance (excludes ground improvements and soil contamination issues)
Geotechnical Ground Improvements Design and Construction Services	$	24,000	Allowance
Brine System Ceiling Spray Design	$	5,000	Allowance
Total Design, Permitting, Special Services, Const. Admin.	$	65,000	

Owners Contingency	$	10,000	Additional funding for testing/engineering/permitting services, if needed

Total Project Cost	**$**	**1,083,578**	**See assumptions below**

Including Brine Spray System	**$**	**1,133,778**
Including loading ramp	**$**	**1,136,288**
Including both Spray System and Loading Ramp	**$**	**1,186,488**

Notes/Assumptions:

1. Impervious area of the site does not increase and stormwater infiltration is not required.
2. Costs assume there are no WBE/MBE requirements.
3. Includes entire structure, MA DCAM Certified GC costs, foundation, metal roof (filed sub bid contractor), lights and electrical work (filed sub bid contractor)
4. Assumes 6' tall pressure treated heavy duty timber framed salt shed side walls.
5. Costs are conceptual for initial planning purposes and will be verified during design.
6. New salt shed will occupy the footprint of the existing salt shed, and will be a gable end structure, with power source from panel in existing DPW building.
7. Assumes ground improvements are needed
8. Assumes there are no MBTA permits or restrictions.
9. Assumes asphalt floor inside the salt shed, which is the standard .
10. Assumes competitive bid market with at least 3 separate bids submitted.
11. Assumes no additional measures are required to protect salt shed from 100 year flood

P:\MA\Melrose MA\2200794 - Melrose DPW Salt Shed\Project Management\Cost Estimates for Report\[Melrose - Option 4 - Fabric (VP 40)_rev1.xlsx]Summary Page

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Weston & Sampson

Melrose Salt Shed Conceptual Total Project Cost Estimate
11/20/2020
New Fabric Salt Shed - 6' Tall Concrete Block Push Walls
(40' x 100' / 4000 SF , Stores Approx. 1,200 Tons of Salt Completely Full)

CONSTRUCTION			
Item		**Cost**	**Source**
SALT SHED BUILDING COSTS			
Salt Shed Structure	$	190,000	Estimate provided by Iron Horse Structure
Salt Shed Building Sub Total	$	190,000	
ADDITIONAL CONSTRUCTION COSTS			
Demo Existing Salt Shed	$	28,000	Shrewsbury Bid results
Soil Disposal Allowance	$	47,100	Assumes soil disposed at off site as daily cover at landfill, not contaminated
Dewatering	$	-	Not required based on not having to dig foundations
Additional site development/grading allowance	$	20,000	Allowance
Subbase Preparation	$	10,000	From Raynham
Pavement	$	30,000	Assumes 9,000 sqft of paving, 5-inches thick (3" base, 2" top), $110 per tor
Gravel Borrow	$	14,000	Assumes 14-inches beneath pavement at 35$ CY
Ground Improvements	$	120,000	Shrewsbury Bid results
Electrical Work (FSB)	$	24,000	Shrewsbury Bid results
Additional Construction Cost Sub Total	$	293,100	
Subtotal Construction Cost	$	483,100	
MARK UPS			
Bonds & Insurance	$	12,899	Assume 2.67% (based from Raynham)
General Conditions/Supervision	$	27,585	Assume 5.71% (based from Raynham
Contractor Overhead and Profit	$	53,141	Assume 11% (based from Raynham)
Design and Estimating Contingency 10%	$	48,310	Allowance to account for items that may come up during design
ENR Adjusted 1.51% (October 2020 - April 2021)	$	9,438	One year of inflation estimate
Subtotal of Mark Ups	$	151,373	
Subtotal Construction Cost with Mark Ups	$	634,473	Excludes Construction Contingency
10% Construction Contingency	$	63,447	Allowance for unexpected items that may come up during construction
Electrical Back Charge By Power Company	$	8,000	(if needed)
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**705,920**	**Includes Contingency and Back Charge**

Add Brine Spray System			
Ceiling Mounted Brine Spray System	$	40,000	Allowance based on quoted from GVM Calcote
Project mark up (25.5%)	$	10,200	
Total for Brine system	$	50,200	

Add Loading Ramp			
Galvanized steel Loading Ramp	$	42,000	Base on quote from Nation Ramps
Project mark up (25.5%)	$	10,710	
Total for Loading Ramp	$	52,710	

DESIGN, PERMITTING, SPECIAL SERVICES, AND CONSTRUCTION ADMINISTRATION			
Item		**Cost**	**Source**
Construction Admin	$	36,000	Allowance (excludes ground improvements and soil contamination issues)
Geotechnical Ground Improvements Design and Construction Services	$	24,000	Allowance
Brine System Ceiling Spray Design	$	5,000	Allowance
Total Design, Permitting, Special Services, Const. Admin.	$	65,000	

Owners Contingency	$	10,000	Additional funding for testing/engineering/permitting services, if needed

Total Project Cost	**$**	**780,920**	**See assumptions below**

Including the Brine Spray System	**$**	**831,120**
Including the loading Ramp	**$**	**833,630**
Including both the Brine Spray System and Loading ramp	**$**	**883,830**

Notes/Assumptions:

1. Impervious area of the site does not increase and stormwater infiltration is not required.
2. Costs assume there are no WBE/MBE requirements.
3. Includes entire structure, MA DCAM Certified GC costs, lights and electrical FSB work (filed sub bid contractor)
4. Assumes 12' tall pressure treated heavy duty timber framed salt shed side walls and cast in-place concrete front wall; approx. 30' clearance at end entrance to allow salt trailers to exit with trailer in and allows dumping of salt deliveries inside the salt shed.
5. Costs are conceptual for initial planning purposes and will be verified during design.
6. New salt shed be located in same location as the existing salt shed, and will be a fabric style salt shed, with power source from panel in existing DPW building.
7. Assumes ground improvements are needed
8. Assumes there are no MBTA permits or restrictions.
9. Assumes asphalt floor inside the salt shed, which is the standard .
11. Assumes no additional measures are required to protect salt shed from 100 year flooc

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Weston & Sampson

Melrose Salt Shed Conceptual Total Project Cost Estimate
11/20/2020
New High Arch Gambrel - 12ft Tall Wood Walls
(40' x 72' / 2880 SF , Stores Approx. 1,300 Tons of Salt)

CONSTRUCTION			
Item		**Cost**	**Source**
SALT SHED BUILDING COSTS			
Concrete Foundations	$	21,000	Raynham Salt Shed Bid Results
Wall Panel & Bracing	$	87,000	Raynham Salt Shed Bid Results
Trusses	$	89,000	Raynham Salt Shed Bid Results
Plywood Roof	$	16,000	Raynham Salt Shed Bid Results
Trim	$	7,000	Raynham Salt Shed Bid Results
Paint	$	10,000	Raynham Salt Shed Bid Results
Metal Roof (FSB)	$	70,000	Raynham Salt Shed Bid Results
Salt Shed Building Sub Total	$	300,000	
ADDITIONAL CONSTRUCTION COSTS			
Demo Existing Salt Shed	$	28,000	Shrewsbury Bid results
Soil Disposal Allowance	$	50,600	Assumes soil disposed at off site as daily cover at landfill, not contaminated
Dewatering	$	10,000	Allowance, groundwater not contaminated
Additional site development/grading allowance	$	20,000	Allowance
Excavation and backfill of foundations	$	25,000	From Raynham
Subbase preparation	$	10,000	From Raynham
Pavement	$	30,000	Assumes 9,000 sqft of paving, 5-inches thick (3" base, 2" top), $110 per ton
Gravel Borrow	$	14,000	Assumes 14-inches beneath pavement at 35$ CY
Ground Improvements	$	120,000	Shrewsbury Bid results
Electrical Work (FSB)	$	18,000	Shrewsbury Bid results
Additional Construction Cost Sub Total	$	325,600	
Subtotal Construction Cost	$	625,600	
MARK UPS			
Bonds & Insurance	$	16,704	Assume 2.67% (based from Raynham)
General Conditions/Supervision	$	35,722	Assume 5.71% (based from Raynham)
Contractor Overhead and Profit	$	68,816	Assume 11% (based from Raynham)
Design and Estimating Contingency 10%	$	62,560	Allowance to account for items that may come up during design
ENR Adjusted 1.51% (October 2020 - April 2021)	$	12,222	One year of inflation estimate
Subtotal of Mark Ups	$	196,023	
Subtotal Construction Cost with Mark Ups	$	821,623	Excludes Construction Contingency
10% Construction Contingency	$	82,162	Allowance for unexpected items that may come up during construction
Electrical Back Charge By Power Company	$	8,000	(if needed)
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**911,786**	**Includes Contingency and Back Charge**

Add Brine Spray System			
Ceiling Mounted Brine Spray System	$	40,000	Allowance based on quoted from GVM Calcote
Project mark up (25.5%)	$	10,200	
Total for Brine System	$	50,200	

Add Loading Ramp			
Galvanized steel Loading Ramp	$	42,000	Base on quote from Nation Ramps
Project mark up (25.5%)	$	10,710	
Total for Loading Ramp	$	52,710	

Add Lean-to off Rear of Canopy			
Rear canopy	$	65,050	Base on Raynham Bid results (includes GC mark up, metal roof, inflation and electrical)
Total for Canopy	$	65,050	

DESIGN, PERMITTING, SPECIAL SERVICES, AND CONSTRUCTION ADMINISTRATION			
Item		**Cost**	**Source**
Construction Admin	$	36,000	Allowance (excludes ground improvements and soil contamination issues)
Geotechnical Ground Improvements Design and Construction Services	$	24,000	Allowance
Brine System Ceiling Spray Design	$	5,000	Allowance
Total Design, Permitting, Special Services, Const. Admin.	$	65,000	

Owners Contingency	$	10,000	for additional testing/engineering/environmental services if needed

Total Project Cost	**$**	**986,786**	**See assumptions below (excludes Brine system, loading ramp and canopy)**

Including Brine Spray System	**$**	**1,036,986**
Including loading ramp	**$**	**1,039,496**
Including Lean-to canopy	**$**	**1,051,836**
Including Spray System, Loading Ramp and Canopy	**$**	**1,154,696**

Notes/Assumptions:

1. Impervious area of the site does not increase and stormwater infiltration is not required.
2. Costs assume there are no WBE/MBE requirements.
3. Includes entire structure, MA DCAM Certified GC costs, foundation, metal roof (filed sub bid contractor), lights and electrical work (filed sub bid contractor)
4. Assumes 12' tall pressure treated heavy duty timber framed salt shed side walls , approx. 30' clearance at end entrance to allow salt trailers to exit with trailer in up position and allows dumping of salt deliveries inside the salt shed.
5. Costs are conceptual for initial planning purposes and will be verified during design.
6. New salt shed will occupy the footprint of the existing salt shed, and will be high arch gambrel style, with power source from panel in existing DPW building.
7. Assumes ground improvements are needed
8. Assumes there are no MBTA permits or restrictions.
9. Assumes asphalt floor inside the salt shed, which is the standard .
10. Assumes competitive bid market with at least 3 separate bids submitted.
11. Assumes no additional measures are required to protect salt shed from 100 year flood

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APPENDIX D

Melrose Zoning Map

City of Melrose

CITY OF MELROSE
TOWN OF MELROSE
EXPLORED 1629
CHARLESTOWN 1629
POND FEILDE 1638
MALDEN NORTH END 1649
INCORPORATED 1850
INCORPORATED 1900

N

BC

WAKEFIELD

STONEHAM

SAUGUS

MALDEN

REVERE

MELROSE SALT SHED

ELL POND

UR-A
UR-B
UR-C
UR-D
BA
BA-1
BA-2
BB
BB-1
BC
BD
SR
SR-A
SR-B
I

TABLE OF DIMENSIONAL AND DENSITY REGULATIONS

District	Use	Min. lot area (sq.ft.) or as noted	Min. frontage & lot width (ft)	Min. lot depth (ft)	front (ft)	side (ft)	rear (ft)	Max. ht (ft)	Max. stories	Max. coverage (%)	Max. floor area ratio	Min. open Space (%)
SR	Any permitted use	25,000	110	90	25	20	50	35	2 1/2	35	None	50
SR-A	Any permitted use	15,000	100	90	25	15	40	35	2 1/2	35	None	50
SR-B	Any permitted use	10,000	80	90	20	12	30	35	2 1/2	35	None	40
UR-A	Townhouse	7,500 per dwelling unit	100	90	20	10[1]	20	35	2 1/2	35	None	35
	Two-family dwelling	13,500	100	90	20	10[1]	20	35	2 1/2	35	None	35
	Single-family dwelling	7,500	75	90	20	10	20	35	2 1/2	35	None	35
	Any other permitted use	10,000	100	90	20	10	20	35	2 1/2	35	None	35
UR-B	Single-family dwelling	7,500	75	90	20	10	15	35	2 1/2	50	None	30
	Two(family), multifamily dwelling uses & townhouses	7,500 plus 3,000 for each dwelling unit more than one	100	90	20	10[1]	15	35	2 1/2	50[2]	None	30
	Any other permitted use	10,000	100	90	20	10[1]	15	35	2 1/2	50	None	20
UR-C UR-D	Two(family), multifamily dwelling uses & townhouses (Ord. of 5/1/95)	6,000 plus 1,250 for each dwelling unit more than one	100	90	20	10[1]	15	50	4	50	1	20
	Any other permitted use	7,500	75	90	20	10	15	50	4	50	1	20
	Nursing Home (Ord. of 5/1/95)	20,000	100	90	20	10	15	50	4	50	None	30
BA BA-1	Any permitted use	5,000	50	90	None[4]	None	None	50	4	None	2.0	5
BA-2	Any permitted use	5,000	50	90	None[4]	None	None	50	4	None	2.0	5
BB BB-1	Any permitted use	10,000	100	90	10	12	15	30	2	60	.75	20
BC	Any permitted use	5,000[3]	50	90	5	None	None	30	2	None	.75	10
BD	Any permitted use	5,000[3]	50	90	15	None	10	80	8	None	2.0	5
	Nursing Home (Ord. of 5/1/95)	20,000	100	90	20	10	15	50	4	50	None	30
I I-A	Any permitted use	20,000	125	100	30	20	30	50	4	25	2.0	30

Notes:
1. One side only for side-by-side two-family dwelling units; outside only for semi-detached row unit.
2. Where off-street parking spaces required by Article VIII of this ordinance are located underground and under the building served by the parking, the maximum building coverage may be increased above the percentage limit set forth in this table. This increase shall represent an increase in building area up to the area of the parking spaces which are put underground.
3. For mixed uses, the minimum lot area shall be increased by 1,000 sq.ft. for each dwelling unit.
4. The maximum front yard shall be 5 feet.

Overlay Districts

Rail Corridor Overlay District

Smart Growth Overlay District

Excerpt from Melrose Zoning Ordinance

(7) Building and structure height.

(a) The maximum permitted height for buildings and structures in an RCOD project shall be four stories and 50 feet, except as follows:

[1] Buildings may be permitted up to five stories and 62 feet in height at the Planning Board's discretion, when appropriate, given site constraints and/or unusual site characteristics and provided that all portions of the building above 50 feet are set back at least 20 feet from all property boundaries and shall be stepped back a minimum of 10 feet from each facade of the floor below, except for those facades which face the commuter rail right-of-way where no upper level step back is required.

[2] Rail Corridor Overlay District projects that exceed four stories and 50 feet in height shall provide additional public amenities in excess of the minimum 10% open space requirement for the RCOD. In the additional public amenity area, projects shall incorporate a courtyard or sitting area that adjoins and is open on one or more sides to the public sidewalk; is open to the public; contains pedestrian amenities such as seating; and is landscaped/ hardscaped to create a separation from the street, to provide shade, to reduce noise, and to mitigate fumes.

Zoning Map of the City of Melrose, Massachusetts

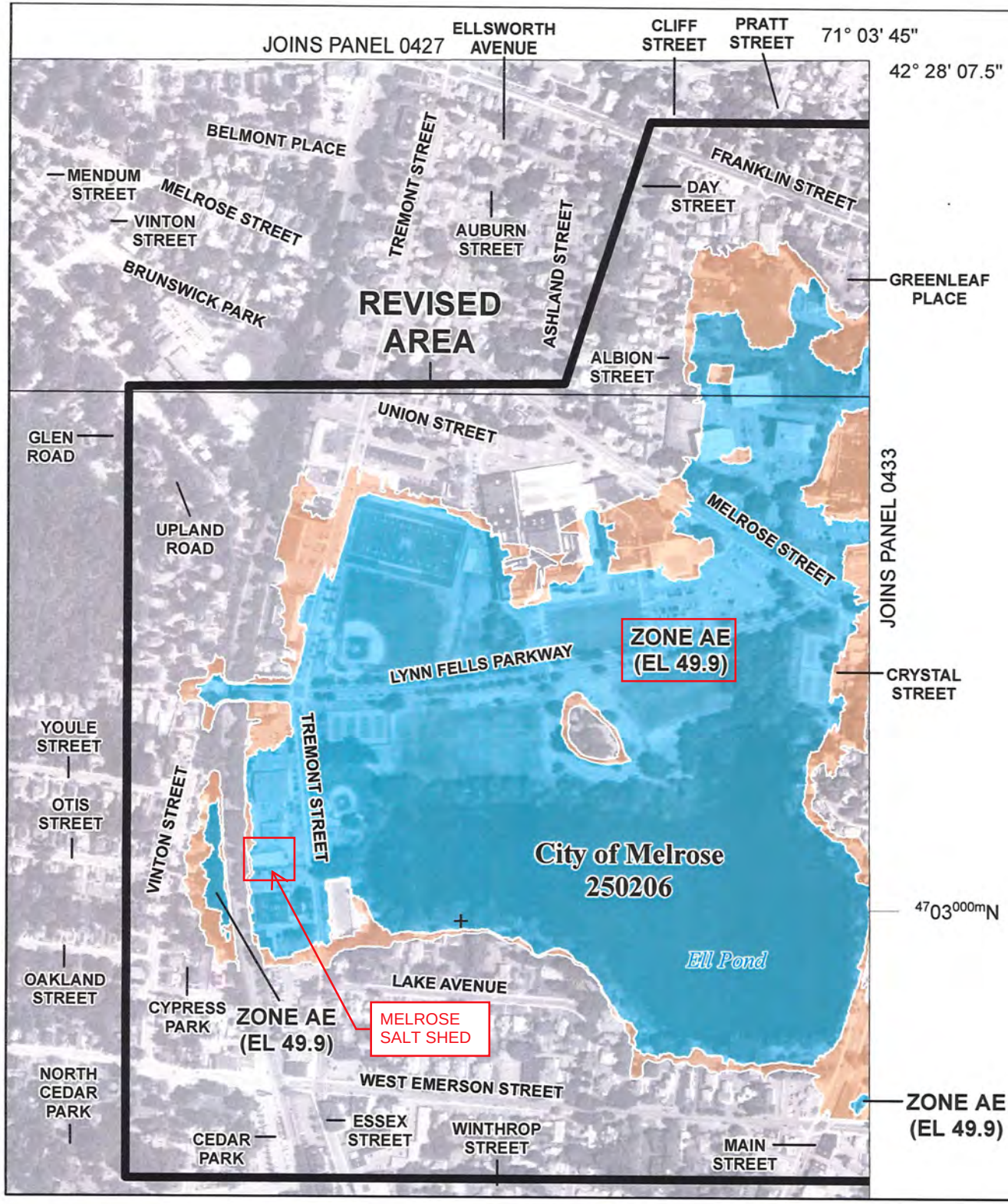
Revised April 6, 2015 - Order -2015-90

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APPENDIX E

FEMA Flood Map

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SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE) Zone A,V, A99
- With BFE or Depth Zone AE, AO, AH, VE, A
- Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD

- 0.2% Annual Chance Flood Hazard, Area of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone
- Future Conditions 1% Annual Chance Flood Hazard Zone X
- Area with Reduced Flood Risk due to Lev See Notes. Zone X

SCALE

Map Projection:
NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet:
Western Hemisphere: Vertical Datum: NAVD 88

1 inch = 500 feet 1:6,000

0 250 500 1,000 Feet

0 75 150 300 Meters

FEMA

National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM
FLOOD INSURANCE RATE MAP

MIDDLESEX COUNTY, MASSACHUSETTS
All Jurisdictions

PANEL 429 OF 656

Panel Contains:

COMMUNITY	NUMBER	PANEL	SUF
MALDEN, CITY OF	250202	0429	E
MEDFORD, CITY OF	250205	0429	E
MELROSE, CITY OF	250206	0429	E
STONEHAM, TOWN OF	250215	0429	E

REVISED TO REFLECT LOMR EFFECTIVE: December 3, 20

VERSION NUMB 2.3.2

MAP NUMB 25017C0429E

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Melrose Salt Shed Conceptual Total Project Cost Estimate
5/7/2021
New Fabric Salt Shed - 6' Tall Concrete Block Push Walls
(40' x 100' / 4000 SF , Stores Approx. 1,200 Tons of Salt Completely Full)

CONSTRUCTION			
Item		**Cost**	**Source**
SALT SHED BUILDING COSTS			
Salt Shed Structure	$	209,000	Estimate provided by Iron Horse Structure
Salt Shed Building Sub Total	$	209,000	
ADDITIONAL CONSTRUCTION COSTS			
Demo Existing Salt Shed	$	23,000	Based on quote provided by RSG Contracting on 1/6/21
Soil Disposal Allowance	$	130,000	Assumes contaminated soil disposed at out of state landfill
Dewatering	$	-	Not required based on not having to dig foundations
Additional site development/grading allowance	$	25,000	Allowance
Excavation and Backfill Foundations	$	-	Foundations not required
Subbase Preparation	$	15,000	From Raynham
Pavement	$	27,000	Assumes 7,900 sqft of paving, 5-inches thick (3" base, 2" top), $110 per ton
Dust Monitoring	$	45,000	Allowance
Dense Grade Crushed Stone	$	18,000	Assumes 12-inches beneath pavement at 50$ CY
Ground Improvements	$	161,000	Budgetary estimate from ground improvement contractor
Floodgate at Salt Shed Entrance	$	20,000	Includes material, freight, concrete strip and installation
Electrical Work (FSB)	$	28,000	Shrewsbury Bid results
Additional Construction Cost Sub Total	$	492,000	
Subtotal Construction Cost	$	701,000	
MARK UPS			
Bonds & Insurance	$	18,717	Assume 2.67% (based from Raynham)
General Conditions/Supervision	$	41,096	Assume 5.71% (based from Raynham)
Contractor Overhead and Profit	$	83,689	Assume 11% (based from Raynham)
ENR Adjusted 1.51% (October 2020 - May 2021)	$	12,752	One year of inflation estimate
Subtotal of Mark Ups	$	156,254	
Subtotal Construction Cost with Mark Ups	$	857,254	Excludes Construction Contingency
10% Construction Contingency	$	85,725	Allowance for unexpected items that may come up during construction
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**942,979**	**Includes Contingency**

Add Brine System			
Brine System	$	30,000	Allowance based on quoted from GVM Calcote
Project mark up (19.3%)	$	5,790	
Total for Brine system	$	35,790	
Add Loading Ramp			
Galvanized steel Loading Ramp	$	42,000	Base on quote from Nation Ramps
Project mark up (19.3%)	$	8,106	
Total for Loading Ramp	$	50,106	

DESIGN, PERMITTING, SPECIAL SERVICES, AND CONSTRUCTION ADMINISTRATION			
Item		**Cost**	**Source**
Additional Design Fees #1	$	15,300	Amendment #1 (2/6/21)
Additional Environmental Scope	$	30,750	Amendment #2 (3/15/21)
Construction Administration	$	36,000	Part of Amendment #3
Environmental Construction Services	$	40,000	Part of Amendment #3
Geotechnical Ground Improvements Construction Services	$	23,100	Part of Amendment #3
Total Design, Permitting, Special Services, Const. Admin.	$	145,150	

Total Project Cost	**$**	**1,088,129**	**Includes total Construction & Design Costs and Owners Contingency (excludes Brine system, loading ramp)**
Add Brine System	$	1,123,919	
Add Brine System, Loading Ramp	**$**	**1,174,025**	

Construction Market Uncertainties Due to Covid (15%)	$	128,588	
TOTAL ADJUSTED PROJECT COST	**$**	**1,302,613**	**Includes all bid alternates and market adjustment due to covid**

Notes/Assumptions:

1. Impervious area of the site does not increase and stormwater infiltration is not required.
2. Costs assume there are no WBE/MBE requirements.
3. Includes entire structure, MA DCAM Certified GC costs, lights and electrical FSB work (filed sub bid contractor)
4. Assumes 12' tall pressure treated heavy duty timber framed salt shed side walls and cast in-place concrete front wall; approx. 30' clearance at end entrance to allow salt trailers to exit with trailer in up and allows dumping of salt deliveries inside the salt shed.
5. Costs are conceptual for initial planning purposes and will be verified during design.
6. New salt shed be located in same location as the existing salt shed, and will be a fabric style salt shed, with power source from panel in existing DPW building.
7. Assumes ground improvements are needed
8. Assumes there are no MBTA permits or restrictions.
9. Assumes asphalt floor inside the salt shed, which is the standard .

P:\MA\Melrose MA\2200794 - Melrose DPW Salt Shed\Project Management\Cost Estimates for Report\[Melrose - Fabric (VP 40)_updated 5.3.21.xlsx]Summary Page

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Melrose Salt Shed Conceptual Total Project Cost Estimate
5/7/2021
New Gable End Salt Shed - 6' Tall Wood Push Walls
(40' x 100' / 4000 SF , Stores Approx. 1,200 Tons of Salt Completely Full)

CONSTRUCTION			
Item		**Cost**	**Source**
SALT SHED BUILDING COSTS			
Concrete Footings	$	30,135	Estimate derived from AST pricing information
Wall Panel & Bracing	$	125,178	Estimate derived from AST pricing information
Trusses	$	128,655	Estimate derived from AST pricing information
Plywood Roof	$	23,181	Estimate derived from AST pricing information
Trim	$	9,272	Estimate derived from AST pricing information
Paint	$	13,909	Estimate derived from AST pricing information
Metal Roof (FSB)	$	66,770	Estimate derived from AST pricing information
Updated siding	$	20,000	Estimate from salt shed developer
Electrical panel roof	$	3,000	Allowance
Salt Shed Building Sub Total	$	420,100	
ADDITIONAL CONSTRUCTION COSTS			
Demo Existing Salt Shed	$	23,000	Based on quote provided by RSG Contracting on 1/6/21
Soil Disposal Allowance	$	141,000	Assumes contaminated soil disposed at out of state landfill
Dewatering	$	15,000	Allowance, groundwater contaminated
Additional site development/grading allowance	$	25,000	Allowance
Excavation and backfill of foundations	$	30,000	From Raynham
Subbase preparations	$	15,000	From Raynham
Pavement	$	27,000	Assumes 7,900 sqft of paving, 5-inches thick (3" base, 2" top), $110 per ton
Dust Monitoring	$	45,000	Allowance
Dense grade crushed stone base material	$	18,000	Assumes 12-inches beneath pavement at 50$ CY
Ground Improvements	$	161,000	Budgetary estimate from ground improvement contractor
Floodgate at Salt shed Entrance	$	20,000	Includes material, freight, concrete strip and installation
Electrical Work (FSB)	$	28,000	Shrewsbury Bid results
Additional Construction Cost Sub Total	$	548,000	
Subtotal Construction Cost	$	968,100	
MARK UPS			
Bonds & Insurance	$	25,848	Assume 2.67% (based from Raynham)
General Conditions/Supervision	$	56,754	Assume 5.71% (based from Raynham)
Contractor Overhead and Profit	$	115,577	Assume 11% (based from Raynham)
ENR Adjusted 1.51% (October 2020 - May 2021)	$	17,611	One year of inflation estimate
Subtotal of Mark Ups	$	215,791	
Subtotal Construction Cost with Mark Ups	$	1,183,891	Excludes Construction Contingency
10% Construction Contingency	$	118,389	Allowance for unexpected items that may come up during construction
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**1,302,280**	**Includes Contingency**

Add Brine System			
Brine System	$	30,000	Allowance based on quoted from GVM Calcote
Project mark up (19.3%)	$	5,790	
Total for Brine System	$	35,790	
Add Loading Ramp			
Galvanized steel Loading Ramp	$	42,000	Base on quote from Nation Ramps
Project mark up (19.3%)	$	8,106	
Total for Loading Ramp	$	50,106	

DESIGN, PERMITTING, SPECIAL SERVICES, AND CONSTRUCTION ADMINISTRATION			
Item		**Cost**	**Source**
Additional Design Fees #1	$	15,300	Amendment #1 (2/6/21)
Additional Environmental Scope	$	30,750	Amendment #2 (3/15/21)
Construction Administration	$	36,000	Part of Amendment #3
Environmental Construction Services	$	40,000	Part of Amendment #3
Geotechnical Ground Improvements Construction Services	$	23,100	Part of Amendment #3
Total Design, Permitting, Special Services, Const. Admin.	$	145,150	

Total Project Cost	**$**	**1,447,430**	**Includes total Construction & Design Costs and Owners Contingency (excludes Brine system, loading ramp and canopy)**
Add Brine System	$	1,483,220	
Add Brine System, Loading Ramp	**$**	**1,533,326**	
Construction Market Uncertainties Due to Covid (15%)	$	177,584	
TOTAL ADJUSTED PROJECT COST	**$**	**1,710,910**	**Includes all bid alternates and market adjustment due to covid**

Notes/Assumptions:

1. Impervious area of the site does not increase and stormwater infiltration is not required.
2. Costs assume there are no WBE/MBE requirements.
3. Includes entire structure, MA DCAM Certified GC costs, foundation, metal roof (filed sub bid contractor), lights and electrical work (filed sub bid contractor)
4. Assumes 6' tall pressure treated heavy duty timber framed salt shed side walls.
5. Costs are conceptual for initial planning purposes and will be verified during design.
6. New salt shed will occupy the footprint of the existing salt shed, and will be a gable end structure, with power source from panel in existing DPW building.
7. Assumes ground improvements are needed
8. Assumes there are no MBTA permits or restrictions.
9. Assumes asphalt floor inside the salt shed, which is the standard .
10. Assumes competitive bid market with at least 3 separate bids submitted.
11. Assumes no additional measures are required to protect salt shed from 100 year flood

P:\MA\Melrose MA\2200794 - Melrose DPW Salt Shed\Project Management\Cost Estimates for Report\[Melrose - Gable End Structure (all wood) 5.3.21.xlsx]Summary Page

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Weston & Sampson

Melrose Salt Shed Conceptual Total Project Cost Estimate
5/7/2021
New High Arch Gambrel - 12ft Tall Wood Walls
(40' x 72' / 2880 SF , Stores Approx. 1,300 Tons of Salt)

CONSTRUCTION			
Item		**Cost**	**Source**
SALT SHED BUILDING COSTS			
Concrete Foundations	$	30,000	Raynham Salt Shed Bid Results - Adjusted for Current Market Conditions
Wall Panel & Bracing	$	116,000	Raynham Salt Shed Bid Results - Adjusted for Current Market Conditions
Updated siding	$	20,000	Estimate from salt shed developer
Electrical panel roof	$	3,000	Allowance
Trusses	$	105,000	Raynham Salt Shed Bid Results - Adjusted for Current Market Conditions
Plywood Roof	$	19,000	Raynham Salt Shed Bid Results - Adjusted for Current Market Conditions
Trim	$	9,000	Raynham Salt Shed Bid Results - Adjusted for Current Market Conditions
Paint	$	12,000	Raynham Salt Shed Bid Results - Adjusted for Current Market Conditions
Metal Roof (FSB)	$	77,000	Raynham Salt Shed Bid Results - Adjusted for Current Market Conditions
Salt Shed Building Sub Total	$	391,000	
ADDITIONAL CONSTRUCTION COSTS			
Demo Existing Salt Shed	$	23,000	Based on quote provided by RSG Contracting on 1/6/21
Soil Disposal Allowance	$	141,000	Assumes contaminated soil disposed at out of state landfill
Dewatering	$	15,000	Allowance, groundwater contaminated
Additional site development/grading allowance	$	25,000	Allowance
Excavation and backfill of foundations	$	30,000	From Raynham
Subbase preparation	$	15,000	From Raynham
Pavement	$	27,000	Assumes 7,900 sqft of paving, 5-inches thick (3" base, 2" top), $110 per ton
Dust Monitoring	$	45,000	Allowance
Dense grade crushed stone base material	$	18,000	Assumes 12-inches beneath pavement at 50$ CY
Ground Improvements	$	161,000	Budgetary estimate from ground improvement contractor
Floodgate at Salt shed Entrance	$	20,000	Includes material, freight, concrete strip and installation
Electrical Work (FSB)	$	28,000	Shrewsbury Bid results
Additional Construction Cost Sub Total	$	548,000	
Subtotal Construction Cost	$	939,000	
MARK UPS			
Bonds & Insurance	$	25,071	Assume 2.67% (based from Raynham)
General Conditions/Supervision	$	55,048	Assume 5.71% (based from Raynham)
Contractor Overhead and Profit	$	112,103	Assume 11% (based from Raynham)
ENR Adjusted 1.51% (October 2020 - May 2021)	$	17,081	One year of inflation estimate
Subtotal of Mark Ups	$	209,304	
Subtotal Construction Cost with Mark Ups	$	1,148,304	Excludes Construction Contingency
10% Construction Contingency	$	114,830	Allowance for unexpected items that may come up during construction
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**1,263,135**	**Includes Contingency**

Add Lean-to off Rear of Canopy			
Rear canopy	$	72,000	Base on Raynham Bid results (includes GC mark up, metal roof, inflation and electrical)
Total for Canopy	$	72,000	
Add Brine System			
Brine System	$	30,000	Allowance based on quoted from GVM Calcote
Project mark up (19.3%)	$	5,790	
Total for Brine System	$	35,790	
Add Loading Ramp			
Galvanized steel Loading Ramp	$	42,000	Base on quote from Nation Ramps
Project mark up (19.3%)	$	8,106	
Total for Loading Ramp	$	50,106	

DESIGN, PERMITTING, SPECIAL SERVICES, AND CONSTRUCTION ADMINISTRATION			
Item		**Cost**	**Source**
Additional Design Fees #1	$	15,300	Amendment #1 (2/6/21)
Additional Environmental Scope	$	30,750	Amendment #2 (3/15/21)
Construction Administration	$	36,000	Part of Amendment #3
Environmental Construction Services	$	40,000	Part of Amendment #3
Geotechnical Ground Improvements Construction Services	$	23,100	Part of Amendment #3
Total Design, Permitting, Special Services, Const. Admin.	$	145,150	

Total Project Cost	**$**	**1,408,285**	**Includes total Construction & Design Costs and Owners Contingency (excludes Brine system, loading ramp and canopy)**
Add Brine System	$	1,444,075	
Add Brine Spray System & Loading Ramp	$	1,494,181	
Add Brine System, Loading Ramp and Canopy	**$**	**1,566,181**	

Construction Market Uncertainties Due to Covid (15%)	$	172,246	
TOTAL ADJUSTED PROJECT COST	**$**	**1,738,427**	**Includes all bid alternates and market adjustment due to covid**

Notes/Assumptions:

1. Impervious area of the site does not increase and stormwater infiltration is not required.
2. Costs assume there are no WBE/MBE requirements.
3. Includes entire structure, MA DCAM Certified GC costs, foundation, metal roof (filed sub bid contractor), lights and electrical work (filed sub bid contractor)
4. Assumes 12' tall pressure treated heavy duty timber framed salt shed side walls , approx. 30' clearance at end entrance to allow salt trailers to exit with trailer in up position and allows dumping of salt deliveries inside the salt shed.
5. New salt shed will occupy the footprint of the existing salt shed, and will be high arch gambrel style, with power source from panel in existing DPW building.
7. Assumes ground improvements are needed
8. Assumes there are no MBTA permits or restrictions.
9. Assumes asphalt floor inside the salt shed, which is the standard .
10. Assumes competitive bid market with at least 3 separate bids submitted.
11. excluded $98,918 orginal contract

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Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

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

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

MEMORANDUM

Date: June 2, 2021

To: Melrose City Council

From: Elena Proakis Ellis, P.E., Director of Public Works
Patrick Dello Russo, CFO/Auditor

Subject: Updated Salt Shed Funding Request

In May of 2020, the Melrose City Council approved a $100,000 loan order for the design of a replacement salt shed at the City Yard. Over the past several months, the City has worked with Weston and Sampson and has moved forward with an approved design and has received bids for the replacement building. As part of the design process, soil samples revealed additional work required to be added to the scope of the replacement. We have also experienced skyrocketing costs that have been associated with the COVID pandemic, limited supply, and increased demand. None of these factors have lessened the need to replace the salt shed as a top priority for the DPW or the City. After another difficult winter, the condition of the salt shed has deteriorated, which compromises our ability to deliver snow emergency operations and to make our streets safe for travel during winter storms.

Weston and Sampson provided cost estimates that included a "COVID factor" and a reasonable contingency for the approved high arch gambrel style building. The low bidder, Construction Dynamics, Inc., submitted a bid of $1,436,000, which is in line with the most recent construction cost estimate provided by the engineers. When adding construction administration services, along with a construction contingency to the bid, the bonding request of $1.65M is reasonable to cover the cost of the project and any unanticipated costs that may arise as the project unfolds. This is in addition to the already approved $100,000 design cost, for a total bond of $1.75M.

Understanding the magnitude of this project, we have worked with Weston and Sampson on alternatives that would minimize the effect of all factors that have contributed to the additional costs and scope. We are confident that this design and decision offers the most value to the DPW, to the City, and most importantly to the residents. There is an aggressive construction schedule that allows for this to be completed before the beginning of the 2021-2022 winter season and will allow us to continue to deliver the same level of services during the winter months.

Please feel welcome to contact me with any questions you may have on this matter. Thank you for your consideration and continued support.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

DRAFT

Weston & Sampson

Melrose Salt Shed Conceptual Total Project Cost Estimate
11/12/2021
Fabric Salt Shed with 8ft Cast-in-place Concrete Wall
40' x 97' / 3880 SF, Stores Approx. 1300 Tons of Salt

CONSTRUCTION			
Item		**Cost**	**Source**
SALT SHED BUILDING COSTS			
Cast-in -place concrete Wall & Foundations	$	180,000	Quote from Iron Horse
Electrical panel roof	$	3,000	Allowance
Fabric structure	$	172,000	Quote from Iron Horse
Salt Shed Building Sub Total	$	355,000	
ADDITIONAL CONSTRUCTION COSTS			
Demo Existing Salt Shed	$	23,000	Based on quote provided by RSG Contracting on 1/6/21
Soil Disposal Allowance	$	149,000	Assumes contaminated soil disposed at out of state landfill
Dewatering	$	20,000	Allowance, groundwater contaminated
Additional site development/grading allowance	$	25,000	Allowance
Excavation and backfill of foundations	$	40,000	Allowance
Subbase preparation	$	15,000	From Raynham
Pavement	$	27,000	Assumes 7,900 sqft of paving, 5-inches thick (3" base, 2" top), $110 per ton
Dust Monitoring	$	45,000	Allowance
Dense grade crushed stone base material	$	18,000	Assumes 12-inches beneath pavement at 50$ CY
Ground Improvements	$	170,000	Allowance
Floodgate at Salt shed Entrance	$	20,000	Includes material, freight, concrete strip and installation
Electrical Work (FSB)	$	32,000	Melrose Bid results
Additional Construction Cost Sub Total	$	584,000	
Subtotal Construction Cost	$	939,000	
MARK UPS			
Bonds & Insurance	$	25,071	Assume 2.67% (based from Raynham)
General Conditions/Supervision	$	55,048	Assume 5.71% (based from Raynham)
Contractor Overhead and Profit	$	112,103	Assume 11% (based from Raynham)
ENR Adjusted 1.51% (October 2020 - May 2021)	$	17,081	One year of inflation estimate
Subtotal of Mark Ups	$	209,304	
Subtotal Construction Cost with Mark Ups	$	1,148,304	Excludes Construction Contingency
10% Construction Contingency	$	114,830	Allowance for unexpected items that may come up during construction
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**1,263,135**	**Includes Contingency**

Add Lean-to off Rear of Canopy			
Rear canopy	$	-	
Total for Canopy	$	-	
Add Brine System			
Brine System	$	30,000	Allowance based on quoted from GVM Calcote
Project mark up (19.3%)	$	5,790	
Total for Brine System	$	35,790	
Add Loading Ramp			
Galvanized steel Loading Ramp	$	42,000	Base on quote from Nation Ramps
Project mark up (19.3%)	$	8,106	
Total for Loading Ramp	$	50,106	

DESIGN, PERMITTING, SPECIAL SERVICES, AND CONSTRUCTION ADMINISTRATION			
Item		**Cost**	**Source**
Fabric Structure & concrete wall/foundation design fees	$	50,000	
Bidding	$	5,000	
Environmental Design services	$	15,000	
Structural CA Oversite	$	10,000	
Construction Administration	$	36,000	Part of Amendment #3
Environmental Construction Services	$	40,000	Part of Amendment #3
Geotechnical Ground Improvements Construction Services	$	23,100	Part of Amendment #3
Total Design, Permitting, Special Services, Const. Admin.	$	179,100	

Total Project Cost	**$**	**1,442,235**	**Includes total Construction & Design Costs and Owners Contingency (excludes Brine system, loading ramp and canopy)**
Add Brine System	$	1,478,025	
Add Brine Spray System & Loading Ramp	$	1,528,131	
Add Brine System, Loading Ramp and Canopy	**$**	**1,528,131**	

Construction Market Uncertainties Due to Covid (15%)	$	172,246	
TOTAL ADJUSTED PROJECT COST	**$**	**1,700,377**	**Includes all bid alternates and market adjustment due to covid**

Notes/Assumptions:

1. Impervious area of the site does not increase and stormwater infiltration is not required.
2. Costs assume there are no WBE/MBE requirements.
3. Includes entire structure, MA DCAM Certified GC costs, foundation,lights and electrical work (filed sub bid contractor)
4. Assumes 8' tall cast-in-place concrete salt shed side walls
5. New salt shed will occupy the footprint of the existing salt shed, and will be Fabric VP style structure, with power source from panel in existing DPW building.
6. Assumes ground improvements are needed
7. Assumes there are no MBTA permits or restrictions.
8. Assumes asphalt floor inside the salt shed, which is the standard .
9. Assumes competitive bid market with at least 3 separate bids submitted.
10. excluded $98,918 orginal contract

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Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

DRAFT

Weston & Sampson

Melrose Salt Shed Conceptual Total Project Cost Estimate
11/12/2021
Fabric Salt Shed with 8ft Concrete Block Wall
40' x 97' / 3880 SF, Stores Approx. 1300 Tons of Salt

CONSTRUCTION			
Item		**Cost**	**Source**
SALT SHED BUILDING COSTS			
Concrete Block Wall - 8ft tall	$	120,000	Quote from Iron Horse
Electrical panel roof	$	3,000	Allowance
Fabric Structure (VP)	$	172,000	Quote from Iron Horse
Salt Shed Building Sub Total	$	295,000	
ADDITIONAL CONSTRUCTION COSTS			
Demo Existing Salt Shed	$	23,000	Based on quote provided by RSG Contracting on 1/6/21
Soil Disposal Allowance	$	130,000	Assumes contaminated soil disposed at out of state landfill
Dewatering	$	10,000	Allowance, groundwater contaminated
Additional site development/grading allowance	$	25,000	Allowance
Subbase preparation	$	15,000	From Raynham
Pavement	$	27,000	Assumes 7,900 sqft of paving, 5-inches thick (3" base, 2" top), $110 per tor
Dust Monitoring	$	45,000	Allowance
Dense grade crushed stone base material	$	18,000	Assumes 12-inches beneath pavement at 50$ CY
Ground Improvements	$	161,000	Budgetary estimate from ground improvement contractor
Floodgate at Salt shed Entrance	$	20,000	Includes material, freight, concrete strip and installation
Electrical Work (FSB)	$	32,500	Melrose bid Pricing
Additional Construction Cost Sub Total	$	506,500	
Subtotal Construction Cost	$	801,500	
MARK UPS			
Bonds & Insurance	$	21,400	Assume 2.67% (based from Raynham)
General Conditions/Supervision	$	46,988	Assume 5.71% (based from Raynham)
Contractor Overhead and Profit	$	95,688	Assume 11% (based from Raynham)
ENR Adjusted 1.51% (October 2020 - May 2021)	$	14,580	One year of inflation estimate
Subtotal of Mark Ups	$	178,655	
Subtotal Construction Cost with Mark Ups	$	980,155	Excludes Construction Contingency
10% Construction Contingency	$	98,016	Allowance for unexpected items that may come up during construction
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**1,078,171**	**Includes Contingency**

Add Lean-to off Rear of Canopy			
Rear canopy	$	-	
Total for Canopy	$	-	
Add Brine System			
Brine System	$	30,000	Allowance based on quoted from GVM Calcote
Project mark up (19.3%)	$	5,790	
Total for Brine System	$	35,790	
Add Loading Ramp			
Galvanized steel Loading Ramp	$	42,000	Base on quote from Nation Ramps
Project mark up (19.3%)	$	8,106	
Total for Loading Ramp	$	50,106	

DESIGN, PERMITTING, SPECIAL SERVICES, AND CONSTRUCTION ADMINISTRATION			
Item		**Cost**	**Source**
Fabric Structure & Block wall Design fees	$	30,000	
Bidding	$	5,000	
Environmental Design services	$	15,000	
Construction Administration	$	36,000	Part of Amendment #3
Environmental Construction Services	$	40,000	Part of Amendment #3
Geotechnical Ground Improvements Construction Services	$	23,100	Part of Amendment #3
Total Design, Permitting, Special Services, Const. Admin.	$	149,100	

Total Project Cost	**$**	**1,227,271**	**Includes total Construction & Design Costs and Owners Contingency (excludes Brine system, loading ramp and canopy)**
Add Brine System	$	1,263,061	
Add Brine Spray System & Loading Ramp	$	1,313,167	
Add Brine System, Loading Ramp and Canopy	**$**	**1,313,167**	

Construction Market Uncertainties Due to Covid (15%)	$	147,023	
TOTAL ADJUSTED PROJECT COST	**$**	**1,460,190**	**Includes all bid alternates and market adjustment due to covid**

Notes/Assumptions:

1. Impervious area of the site does not increase and stormwater infiltration is not required.
2. Costs assume there are no WBE/MBE requirements.
3. Includes entire structure, MA DCAM Certified GC costs, foundation,lights and electrical work (filed sub bid contractor)
4. Assumes 8' tall concrete block walls.
5. New salt shed will occupy the footprint of the existing salt shed, and will be Fabric VP style structure, with power source from panel in existing DPW building
6. Assumes ground improvements are needed
7. Assumes there are no MBTA permits or restrictions.
8. Assumes asphalt floor inside the salt shed, which is the standard .
9. Assumes competitive bid market with at least 3 separate bids submitted.
10. excluded $98,918 orginal contract

P:\MA\Melrose MA\2200794 - Melrose DPW Salt Shed\Project Management\Fabric Structure Info\[Melrose - Fabric Salt Cost Estimate - Block wall.xlsx]Summary Page

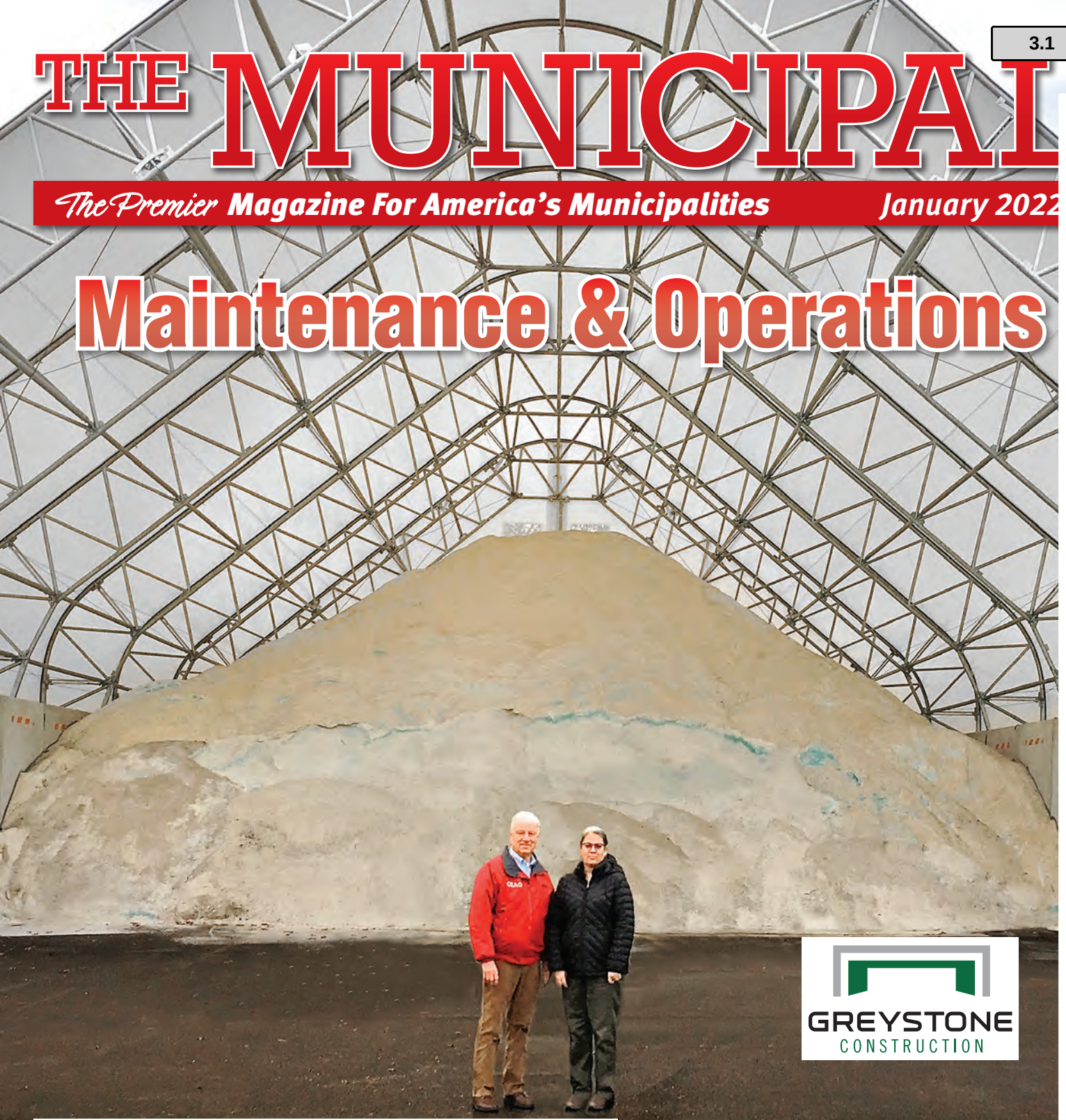
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THE MUNICIPAL

The Premier Magazine For America's Municipalities

January 2022

Maintenance & Operations



GREYSTONE
CONSTRUCTION

INSIDE:

New tech enlisted for perennial pothole battle

Cities address winter staffing

PRSRT STD
U.S. POSTAGE
PAID
Bolingbrook, IL
Permit No. 1939

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The new fabric building in Lake County, Ohio is 73 feet by 120 feet with a 4,000-ton salt storage capacity. (Photo provided)

Insights into a successful salt storage project

James Gills P.E., P.S., Lake County Engineer and Traci Salkiewicz, P.E., Chief Deputy Engineer (Photo provided)

Article submitted by Greystone Construction

Lake County, Ohio, engineer James Gills needed to replace an old, deteriorating salt dome.

"We had a teepee-shaped structure built in the mid-70s, and it only had a 900-ton road salt storage capacity. Lake County is in the strongest part of Ohio's snowbelt, and we experience significant snowfalls leading to a high demand for salt, so much so that we were having trouble obtaining salt throughout the winter season. We needed to build something new with a much higher salt storage capacity."

Gills had another challenge — poor soil conditions.

"We had soils borings done and it was determined that our soils were so bad it was recommended we dig out 8 to 10 feet of material and backfill with stone to accommodate a heavy structure similar to the teepee we were replacing. A fix like that is very, very expensive."

Gills researched all the options and noticed construction of fabric buildings in the region consisting of steel trusses covered in a tensioned membrane cover. Gills was attracted to fabric structures for several reasons.

"With the teepee structure, Lake County paid extra to have salt blown into the teepee. A large fabric structure not only costs less per square foot allowing for a much larger storage capacity on a budget, but would allow us to safely back in a truck, dump, and stack the salt."

Gills analyzed fabric building designs and layout to determine which would work best given his poor soil conditions.

"Greystone Construction had a solution for our poor soils. Greystone's method of installing the structure on independent concrete pads and piers provided an engineered solution which minimized the amount of expensive soil corrections required."

Gills purchased the Britespan fabric building materials from Greystone Construction and Britespan Building Systems through Sourcewell, a cooperative service purchasing program used by government entities across the country.

"Time is money and we saved a lot of both using the Sourcewell process and avoided the lengthy public bidding process that could have added six weeks to our timeline."

The Greystone Construction crew completed the concrete piers in three days. After a concrete cure period, the Greystone crew returned and installed a 73-foot-by-120-foot facility on top of the piers in just five days. Eight-foot high panels were placed continuously along three sides of the building interior to contain the salt.

"Our new fabric building facility holds 4,000 tons of salt. Combine that with the storage available at other facilities in Lake County and we have enough salt stored to last an entire winter."

"The Greystone team was great and so quick that I would absolutely work with Greystone again and have recommended them to others."

Best practices for designing and building safe, efficient and long lasting salt and sand storage buildings

Greystone has built thousands of fabric buildings across the U.S. and is an industry expert having built more than 1.5 million square feet of salt storage. Greystone Vice President Colin O'Brien shares best practices to ensure a successful project.

Building design to meet local load requirements

Any building needs to be designed to meet local wind, snow, seismic and unbalanced snow loads. Fabric buildings are no different. A structurally sound building must follow current International Building Codes (IBC) for safety and insurability.

"Greystone engineers its buildings to meet current local IBC load requirements. However, whatever manufacturer or general contractor you work with, make sure they are engineering your building properly for your site specific location."

Capacity Requirements

Greystone knows the density and angle of repose of deicing salt — factoring this in with a customer's storage capacity requirements and available footprint, their estimating team calculates the most economical building width and length.

"Fabric buildings can easily be expanded so in the future, when a customer requires greater storage capacity, Greystone can easily add additional building length."

Independent Foundations and Panels

"The Lake County building uses this design combining independent foundations engineered to carry building loads and pre-cast walls designed to carry commodity loads. This is often times more economical than cast-in-place poured walls designed to carry both building and commodity loads."

"This building design is also excellent to reduce corrosion because it keeps salt away from the steel trusses and base plates. It also creates the greatest possible air movement throughout the building."

Reducing Risk of Corrosive Damage

Salt is a highly corrosive material and storing it properly is critical to maintain the integrity of a fabric building's steel frames and components.

"We recommend any time building steel is cut or welded it be hot-dip galvanized after production. This treatment achieves a much thicker and harder protective surface than in-line galvanizing. It also ensures that the steel trusses are coated both inside and outside after welding is completed. We also recommend a corrosion inhibitor in any concrete containment panels."

Ventilation

Proper ventilation is key in reducing corrosion. "In the absence of moisture, corrosive materials would have little to no corrosive effect. You want air movement in your salt storage building to greatly reduce any condensation — this helps to prevent corrosion on everything in and around the building."

Sufficient Clearance

Adequate clear height is a critical factor to ensure maximum storage capacity. More importantly, sufficient clearance is necessary for safe maneuverability of trucks and dumping equipment.

"Proper building clearance is important to reduce the possibility of costly damages to the building from equipment use."

Greystone Construction's experts are ready to assist with your salt, sand and equipment storage needs. Call 1 (888) 742-6837 for a free consultation and quote. Visit www.GreystoneConstruction.com to learn more.



3.1
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Packet Pg. 1122

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Sourcewell
Formerly NJPA
Awarded Contract
Contract # 091319-BRT

SALT & SAND STORAGE EXPERTS

We've erected 1300+ fabric buildings across the United States and are trusted by DOT, municipalities and private firms.



TRUSTED SINCE 1987

GreystoneConstruction.com | 1-888-742-6837

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SALT & SAND STORAGE EXPERTS

We've erected 1300+ fabric buildings across the United States and are trusted by DOT, municipalities and private firms.



Need to write bid specifications? Call 1-888-742-6837 and a salt storage expert will assist you.

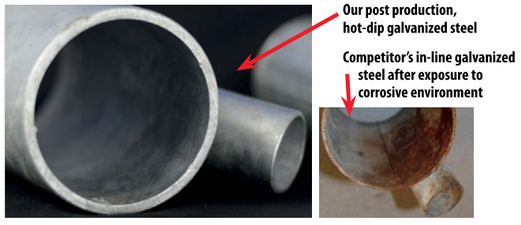
Greystone Construction is a general contractor delivering high quality construction since 1987.

We serve customers across the United States. In addition to the salt and sand storage market, other markets we serve include retail, commercial, office, financial, health care, senior housing, hospitality, industrial, warehousing, manufacturing, and more.

The Greystone Advantage

- Turnkey solution – we have 32 years of design-build and general construction experience
- Engineered to meet your site specificl wind, snow and unbalanced snow loads
- Customizable features including end walls, doors, foundations, etc.
- Quick installation saves you time and money
- Storage from 100 tons to 100,000+ tons – a variety of heights and widths available
- Superior corrosion resistance with post production, hot-dip galvanization

Superior corrosion resistance with post production, hot-dip galvanization



Salt is highly corrosivie and can compromise the integrity of steel components. Our frames and welded components receive a hot-dipped galvanized finish *after* fabrication to ensure a complete zinc coating both inside and out. No welding is done after zinc coating is applied. Some competitors cut corners and do not hot-dip galvanized welded components.





"Why would we recommend Greystone? From initial project development through construction, Greystone was excellent to work with. They delivered a top notch facility that will serve Nicollet County for many years."

Seth Greenwood, Public Works Director/County Engineer, Nicollet County





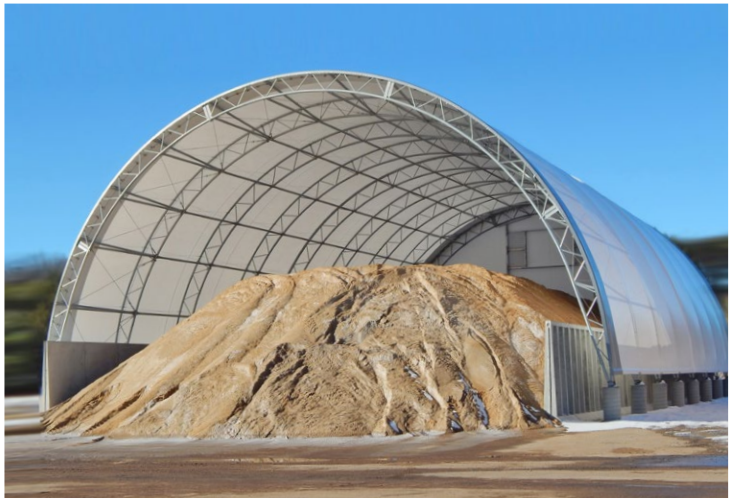




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> "Greystone was very easy to work with. The company was straightforward and explained every detail of our project very well. I would recommend Greystone Construction to anyone."
>
> **Brad Strgar,** Balkan Township Supervisor





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Your Vision. Our Team. Great Projects.

GreystoneConstruction.com | 1-888-742-6837

GREYSTONE
CONSTRUCTION

April 29, 2022

Elena Proakis Ellis, P.E., BCEE
Director of Public Works
72 Tremont Street
Melrose, MA 02176

Re: Budget Proposal – Melrose, MA Storage Building

Ms. Proakis,

Thank you for the opportunity to provide a budget proposal to furnish and install a salt storage building in Melrose, MA. A few of the advantages the Greystone team brings to the project include:

- **Design-Build Experience** – Greystone has offered design-build and general construction services for 35 years.
- **Fabric Building Expertise** – Greystone has sold and installed fabric buildings for over 20 years. We've successfully completed thousands of fabric building projects.
- **Engineered Fabric Building** – Fabric building will be designed to meet site-specific load requirements including wind, snow and unbalanced loads.
- **Hot Dipped Galvanized Steel** – Fabric building frames are hot dip galvanized post production, after all cutting and welding complete
- **Self-Performed Work** – Greystone has the capability to self-perform the concrete and building installation with our own crews. Often times this allows us to provide the most competitive pricing, maintain quality and hold schedule.

Let us know if you have any questions. We look forward to discussing our next steps.

Sincerely,

Colin R. OBrien

Colin O'Brien
VP of Business Development / Principal

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Scope of Work & Pricing

to be performed by Greystone Construction

Furnish & Install Budget Price:

- 65’ x 64’ Britespan Apex L14 Series Building
- Truss spacing 16’ on center
- 12.5 ounce, 23 mil polyethylene Non-FR fabric
  - Single piece cover design
- Building designed per ASCE7-10 (IBC 2015)
  - Fabric type: ASTM E-84 (NON-FR)
  - Occupancy category: CAT 1 (LOW HAZARD)
  - Ground snow load: 40 lbs.
  - Wind Load: 117 MPH wind
  - Wind Exposure: C
  - Site conditions: Ce = 0.9 Exposed
  - Collateral Load: 0
  - No sprinklers
  - No conveyor loads
  - Seismic Design Category: B
  - Stamped engineered building drawings included
- (2) Fabric end walls with steel framing with two 3’x3’ mesh vent in back end
- (1) 16’ wide x 30’ tall framed opening
- Hot dipped galvanized bolt and purlin upgrades
- Building to be installed on concrete pad and pier foundations. Piers to extend 2’ above grade on three sides.
  - Engineered foundation drawings
  - Assumes existing soils has minimum bearing capacity of 2,500 PSF
- Approximately 192 lineal feet of 8’ tall pre-cast concrete bunker “L” panels with corrosion inhibiter
- Hot dipped galvanized anchor bolts
- Freight allowance of $2,540 included
  - Contract will be updated to reflect actual freight amount at time of shipment
- Provide all necessary labor and equipment to complete items noted above
- **Approx. 1,385 tons of salt storage capacity**
  - **32 degree angle of repose**
  - **80 lbs/cubic foot product weight**

Furnish & Install Budget Price: $229,750

See exclusions on last page

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Market Provisions:

- Greystone is committed to being your trusted team partner on your project. We are asking all of our clients recognize the volatility of our markets and understand we are providing current pricing for budgeting purposes with the need to adjust final project pricing based on the markets at the actual time of the order. It's important to provide you with the best value for your project, and we do not want to speculate where the actual market rates will be at the time of procurement and/or delivery.
- Pricing is based on current market conditions and does not include future tariffs, surcharges, price escalation, or fees. (i.e., many wholesalers and manufacturers are not committing to pre-determined pricing for pre-ordered materials. These materials are priced at the time of the delivery.) Due to extremely volatile markets, pricing shall be re-evaluated at time of procurement and/or delivery. Any savings or additional cost would be communicated with Owner prior to procurement and/or delivery.
- Price increases will be assigned as contingency. Unless Greystone specifically outlines a contingency value in our proposal or scope of work, it is recommended that the Owner carry a contingency.
- Construction schedule may be affected by material shortages or lead times beyond our control. Any shortages or lead time issues will be communicated with the owner. Evaluation of alternatives will be reviewed, and the contract schedule or costs may be adjusted accordingly.
- Pandemic protocols enacted by the owner's requirements or federal/state/local jurisdictions following the execution of the construction contract may result in additional costs and schedule extensions to the contract. These may include but not limited to: employee testing, travel time for testing, temporary enclosures/facilities to isolate work forces, staffing shortages and subcontractor reselection if the current subcontractor cannot staff the project due to labor shortages as a result of newly enacted protocols.
- Unless noted otherwise proposal pricing is valid for 15 days

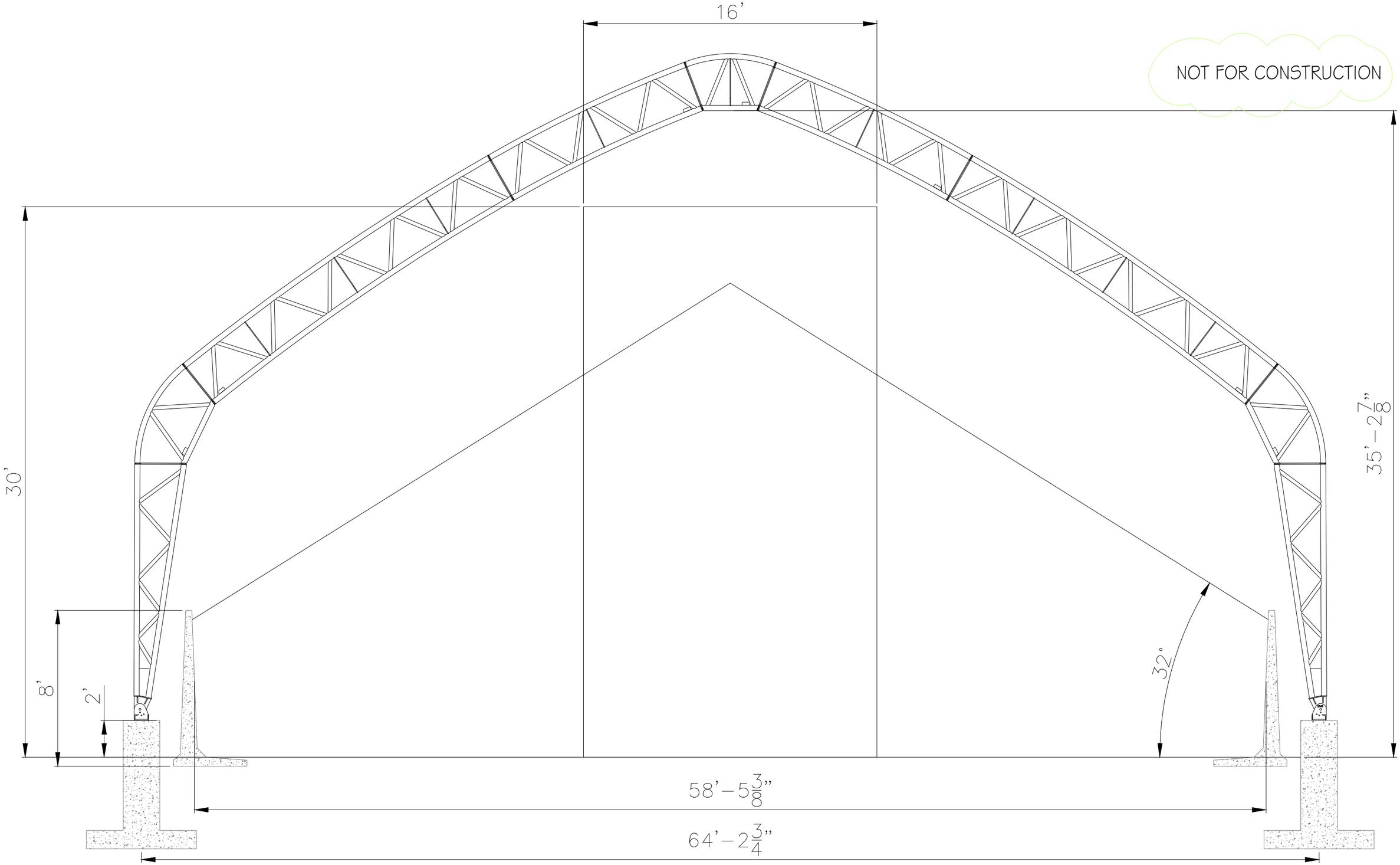
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Exclusions – Items not included, but may apply to overall project:

- Architectural and Civil Engineering
- Permits & Fees
- Prevailing wage rates and Union labor
- Payment and performance bonds
- Cat II occupancy and FR Fabric
- Sales tax on materials
- Alternate foundation design if proposed design isn't suitable for existing site
- Testing & special inspections by owner – Soil borings, soils testing, concrete testing, bolt inspection, etc
- Site work including, but not limited to: soil corrections, granular base material under floor and bunker panels, excavation and backfill, site prep, import or export of materials, dewatering, etc
- Assumed building has 50' clear on all four sides for staging/erection and building engineering requirements
- Site specific safety requirements
- Bituminous paving or concrete – interior and exterior slabs and aprons
- Exterior aprons & stoops at doors
- Geotextile liner under building
- Doors – Overhead & personnel
- Insulation, interior liner panel or stainless steel cables
- All electrical & mechanical systems
- All winter conditions

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GREYSTONE CONSTRUCTION
5005 S. Marshall Road • Suite 300
Shakopee, MN 55379
P: 952.496.2227 • TF: 888.742.6837
120 N 3rd Street • Suite 225
Bismarck, ND 58501
P: 701.214.5893 • F: 701.214.6403

DATE: 4-29-22
NOT FOR CONSTRUCTION
DRAWN BY: ML

DRAWING

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LOCUS MAP

DRAWING INDEX

NO.	SHEET	TITLE
1		COVER SHEET
2	G-1	GENERAL NOTES AND LEGEND
3	C-1	EXISTING CONDITIONS PLAN
4	C-2	SITE PREPARATION AND EROSION CONTROL PLAN
5	C-3	LAYOUT AND MATERIALS PLAN
6	C-4	GRADING AND UTILITY PLAN
7	C-5	CIVIL DETAILS I
8	C-6	CIVIL DETAILS II
9	A-1	FLOOR FOUNDATION PLAN, ROOF FRAMING PLAN
10	A-2	FOUNDATION DETAILS, BARRIER WALL DETAILS
11	A-3	TRANSVERSE BLDG. SECTION, TRUSS BEARING PLATE DETAILS, LONGITUDINAL BLDG. SECTION
12	A-4	BUILDING ELEVATIONS
13	A-5	TYPICAL WALL SECTIONS
14	A-6	WALL SECTION CONSTRUCTION DETAILS
15	A-7	REAR LEAN-TO WALL SECTIONS AND DETAILS
16	E001	ELECTRICAL LEGEND, ABBREVIATIONS AND GENERAL NOTES
17	ED100	ELECTRICAL DEMOLITION PLAN
18	E100	ELECTRICAL SITE PLAN
19	E101	ELECTRICAL PLAN AND SCHEDULES

CITY OF MELROSE, MASSACHUSETTS

DPW FACILITY SALT SHED REPLACEMENT PROJECT

COMMONWEALTH OF MASSACHUSETTS
JAMES R. FAIR
CIVIL
No. 46434
REGISTERED PROFESSIONAL ENGINEER
4/21/2021

APRIL 2021

Weston & Sampson SM

Weston & Sampson Engineers, Inc.
55 Walkers Brook Drive, Suite 100, Reading, MA 01867

File No. - - - - -

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GENERAL NOTES

1. TOPOGRAPHICAL INFORMATION BASED UPON SURVEY PERFORMED BY WESTON & SAMPSON IN OCTOBER 2020.
2. REFER TO EXISTING CONDITIONS FOR SURVEY LEGEND. ALL BIDDERS ARE REQUIRED TO INSPECT THE PROJECT SITE IN ITS ENTIRETY PRIOR TO SUBMITTING THEIR BID, AND BECOME FAMILIAR WITH ALL CONDITIONS AS THEY MAY AFFECT THEIR BID. CONTRACTOR AND SUB-CONTRACTORS SHALL BE FAMILIAR WITH ALL DRAWINGS AND SPECIFICATIONS PRIOR TO COMMENCING THE CONSTRUCTION.
3. LOCATIONS OF ANY UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF SUCH UTILITIES, PROTECTING ALL EXISTING UTILITIES AND REPAIRING ANY DAMAGE DONE DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ON-SITE COORDINATION WITH UTILITY COMPANIES AND PUBLIC AGENCIES AND FOR OBTAINING ALL REQUIRED PERMITS AND PAYING ALL REQUIRED FEES. IN ACCORDANCE WITH M.G.L. CHAPTER 82, SECTION 40, INCLUDING AMENDMENTS, CONTRACTORS SHALL NOTIFY ALL UTILITY COMPANIES AND OWNER IN WRITING PRIOR TO EXCAVATION.
4. WHERE AN EXISTING UTILITY IS FOUND TO CONFLICT WITH THE PROPOSED WORK, THE LOCATION, ELEVATION AND SIZE OF THE UTILITY SHALL BE ACCURATELY DETERMINED WITHOUT DELAY BY THE CONTRACTOR AND THE INFORMATION FURNISHED TO THE ENGINEER FOR RESOLUTION OF THE CONFLICT.
5. CONTRACTOR SHALL BE RESPONSIBLE FOR REVIEWING ALL DRAWINGS AND SPECIFICATIONS TO DETERMINE THE EXTENT OF EXCAVATION AND DEMOLITION REQUIRED TO RECEIVE SITE IMPROVEMENTS.
6. ANY DISCREPANCIES OR CONFLICTS BETWEEN THE DRAWINGS AND EXISTING CONDITIONS, EXISTING CONDITIONS TO REMAIN, TEMPORARY CONSTRUCTION, PERMANENT CONSTRUCTION AND WORK OF ADJACENT CONTRACTS SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER BEFORE PROCEEDING. ITEMS ENCOUNTERED IN AREAS OF EXCAVATION THAT ARE NOT INDICATED ON THE DRAWINGS, BUT ARE VISIBLE ON SURFACE, SHALL BE THE CONTRACTOR'S RESPONSIBILITY AND SHALL BE REMOVED AT NO ADDITIONAL COST TO THE OWNER.
7. ANY ALTERATIONS TO THESE DRAWINGS MADE IN THE FIELD DURING CONSTRUCTION SHALL BE RECORDED BY THE GENERAL CONTRACTOR ON "AS-BUILT" DRAWINGS. THE CONTRACTOR SHALL PROVIDE A FINAL AS-BUILT SURVEY PLAN PREPARED BY A MASS. LICENSED SURVEYOR SHOWING PROPOSED UTILITIES AND FINAL GRADES.
8. ALL AREAS DISTURBED BY THE CONTRACTOR'S OPERATIONS OUTSIDE THE PROJECT LIMITS, SHALL BE RESTORED TO THE ORIGINAL CONDITION BY THE CONTRACTOR AT NO ADDITIONAL COST AND TO THE SATISFACTION OF THE OWNER.
9. ALL WORK SHOWN ON THE PLANS AS BOLD SHALL REPRESENT PROPOSED WORK. THE TERM "PROPOSED (PROP)" INDICATES WORK TO BE CONSTRUCTED USING NEW MATERIALS OR, WHERE APPLICABLE, RE-USING EXISTING MATERIALS IDENTIFIED AS "REMOVE AND RESET (R&R)", OR REMOVE, RELOCATE, RESET, (R,R&R).
10. ALL KNOWN EXISTING STATE, COUNTY AND OWNER LOCATION LINES AND PRIVATE PROPERTY LINES HAVE BEEN ESTABLISHED FROM AVAILABLE INFORMATION AND ARE INDICATED ON THE PLANS.
11. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT HIS EMPLOYEES, AS WELL AS PUBLIC USERS FROM INJURY DURING THE ENTIRE CONSTRUCTION PERIOD USING ALL NECESSARY SAFEGUARDS, INCLUDING BUT NOT LIMITED TO, THE ERECTION OF TEMPORARY WALKS, STRUCTURES, PROTECTIVE BARRIERS, COVERING, FENCES AS NEEDED AND ALL NECESARY PRECAUTIONS TO PREVENT THE SPREAD OF COVID 19. SEE SPECIFICATION SECTION 00 73 73 STATE REGULATIONS ATTACHMENT G "MASSACHUSETTS COVID CONSTRUCTION GUIDELINES".
12. THE CONTRACTOR SHALL SUPPLY THE OWNER WITH THE NAME OF THE OSHA "COMPETENT PERSON" PRIOR TO CONSTRUCTION.
13. FILLING OF EXCAVATED AREAS SHALL NOT TAKE PLACE WITHOUT THE PRESENCE OR PERMISSION OF THE OWNER.
14. THE CONTRACTOR SHALL CALL DIGSAFE AT 1-888-344-7233 AT LEAST 72 HOURS, SATURDAYS, AND HOLIDAYS EXCLUDED, PRIOR TO EXCAVATING AT ANY LOCATION. A COPY OF THE DIGSAFE PROJECT REFERENCE NUMBER(S) SHALL BE GIVEN TO THE OWNER PRIOR TO EXCAVATION.
15. ALL EXCESS SOIL FROM BRINGING GRADES DOWN TO BOTTOM OF PAVEMENT SUBGRADE SHALL BE STOCKPILED OFF SITE AT THE OWNERS ROUTE 99 PROPERTY LOCATED ADJACENT TO 732 NEWBURYPORT TURNPIKE, MELROSE, MA AT NO ADDITIONAL COST TO THE OWNER. ALL EXCESS SOIL GENERATED FROM THE EXCAVATION OF THE FOUNDATIONS AND GROUND IMPROVEMENTS SHALL BE STOCKPILED ON SITE IN THE OWNERS MATERIAL STORAGE BINS LOCATED IN THE FRONT OF THE SITE, AT NO ADDITIONAL COST TO THE OWNER. REFER TO SPECIFICATION SECTION 02 61 00.16 HANDLING, TRANSPORTATION, REUSE AND OFFSITE DISPOSAL OF EXCAVATED MATERIAL. FOR ADDITIONAL SOIL MANAGEMENT DETAILS. SUITABLE SOIL EXCAVATED AS PART OF THE PROJECT MUST MEET ONE OR MORE OF THE MATERIAL REQUIREMENTS SPECIFIED IN 312300-EARTHWORK. ON-SITE FILL MATERIALS, WHICH DO NOT CONFORM TO SPEC 312300, SHALL NOT BE USED BELOW ANY STRUCTURES. IF THE CONTRACTOR PROPOSES TO USE THE EXISTING FILL ON SITE BELOW PAVEMENT AREAS, HE MUST DEMONSTRATE THAT THE FILL MEETS THE REQUIREMENTS PER SECTION 312300 OF THE SPECIFICATIONS.
16. CONTRACTOR IS RESPONSIBLE FOR STAKING CONSTRUCTION BASELINES IN FIELD. NO CONSTRUCTION WILL BE PERFORMED WITHOUT THE PROPOSED BASELINES AND LAYOUTS APPROVED BY THE ENGINEER.
17. NO FILL SHALL CONTAIN HAZARDOUS MATERIALS.
18. ANY QUANTITIES SHOWN ON PLANS ARE FOR COMPARATIVE BIDDING PURPOSES ONLY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VISIT THE PROJECT SITE TO VERIFY ALL QUANTITIES AND CONDITIONS PRIOR TO SUBMITTING BID.
19. ALL EXISTING DRAINAGE FACILITIES TO REMAIN SHALL BE MAINTAINED FREE OF DEBRIS, SOIL, SEDIMENT, AND FOREIGN MATERIAL AND OPERATIONAL THROUGHOUT THE LIFE OF THE CONTRACT. REMOVE ALL SOIL, SEDIMENT, DEBRIS AND FOREIGN MATERIAL FROM ALL DRAINAGE STRUCTURES, INCLUDING BUT NOT LIMITED TO, DRAINAGE INLETS, MANHOLES AND CATCH BASINS WITHIN THE LIMIT OF WORK AND DRAINAGE STRUCTURES OUTSIDE THE LIMIT OF WORK THAT ARE IMPACTED BY THE WORK FOR THE ENTIRE DURATION OF CONSTRUCTION.
20. CONTRACTOR'S STAGING AREA MUST BE WITHIN THE CONTRACT LIMIT LINE AND IN AREAS APPROVED BY OWNER. ANY OTHER AREAS THAT THE CONTRACTOR MAY WISH TO USE FOR STAGING MUST BE COORDINATED WITH THE OWNER.
21. THE CONTRACTOR SHALL KEEP ALL STREETS, PARKING LOTS AND WALKS THAT ARE NOT RESTRICTED FROM PUBLIC USE DURING CONSTRUCTION BROOM CLEAN AT ALL TIMES. THE CONTRACTOR SHALL USE ACCEPTABLE METHODS AND MATERIALS TO MAINTAIN ADEQUATE DUST CONTROL THROUGHOUT CONSTRUCTION.
22. CONTRACTOR SHALL COORDINATE ALL WORK WITH THE OWNER.
23. CONTRACTOR SHALL DEWATER AS NECESSARY TO PERFORM THE PROPOSED WORK.
24. THE LIMIT OF WORK SHALL BE DELINEATED IN THE FIELD PRIOR TO THE START OF SITE CLEARING OR CONSTRUCTION.
25. DEEP SUMP CATCH BASINS AND STORMWATER BASIN SHALL BE CLEANED FOLLOWING CONSTRUCTION.
26. HAULING OF EARTH MATERIALS TO AND FROM THE SITE SHALL BE RESTRICTED TO THE HOURS OF 7:00 AM TO 5:00 PM MONDAY THROUGH FRIDAY, EXCLUDING HOLIDAYS.
27. WORK ON SATURDAYS SHALL ONLY BE CONDUCTED IF PRIOR WRITTEN PERMISSION IS PROVIDED BY THE OWNER.
28. THE TERM "AS DIRECTED" AS USED IN THE CONTRACT DRAWINGS SHALL BE REPLACED WITH "AS REQUIRED".
29. THIS PROJECT IS ADJACENT TO PROPERTY OWNED BY THE MASSACHUSETTS BAY TRANSPORTATION AUTHORITY (MBTA). IF THE CONTRACTOR IS PROPOSING TO UTILIZE ANY LARGE BOOM EQUIPMENT (CRANES, LARGE EXCAVATORS, ETC) THAT HAVE THE POTENTIAL TO FOUL THE ADJACENT MBTA RIGHT-OF-WAY (ROW) EITHER BY PICKING CONSTRUCTION MATERIALS OVER THE MBTA ROW OR BY THE POSSIBILITY OF A LARGE BOOM FALLING INTO THE MBTA ROW IN AN EMERGENCY SITUATION, THE CONTRACTOR MUST CONTACT THE MBTA DIRECTOR OF SAFETY ENGINEERING AND ADHERE TO THE MBTA RULES AND REGULATIONS REGARDING CRANE USE IN THEIR ROW. THE MBTA TRACK FOULING ZONE IS A DISTANCE OF 10-FEET FROM THE CENTERLINE OF THE NEAREST TRACK.
30. THE CONTRACTOR SHALL ALSO SECURE INSURANCE FOR WORKING ADJACENT TO A RAILROAD AS SPECIFIED IN SECTION 00 73 00 SUPPLEMENTARY CONDITIONS.

EROSION AND SEDIMENT CONTROL NOTES

1. ALL SEDIMENT AND EROSION CONTROL DEVICES SHALL BE PUT INTO PLACE PRIOR TO BEGINNING ANY CONSTRUCTION OR DEMOLITION. REFER TO PLAN FOR APPROXIMATE LOCATION OF EROSION AND SEDIMENT CONTROL. REFER TO SPECS AND DETAILS FOR TYPE OF EROSION AND SEDIMENT CONTROL.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONTINUAL MAINTENANCE OF ALL CONTROL DEVICES THROUGHOUT THE DURATION OF THE PROJECT.
3. CONTRACTOR SHALL MEET ALL OF THE STATE OF MASSACHUSETTS D.E.P. AND THE CITY OF MELROSE WETLAND ORDINANCE REGULATIONS FOR SEDIMENT AND EROSION CONTROL.
4. EXCAVATED MATERIAL STOCKPILED ON THE SITE SHALL BE SURROUNDED BY A RING OF UNBROKEN SEDIMENT AND EROSION CONTROL COMPOST FILTER TUBES. THE LIMITS OF ALL GRADING AND DISTURBANCE SHALL BE KEPT TO A MINIMUM WITHIN THE APPROVED AREA OF CONSTRUCTION. ALL AREAS OUTSIDE OF THE LIMIT OF CONTRACT SHALL REMAIN TOTALLY UNDISTURBED UNLESS OTHERWISE APPROVED BY OWNER'S REPRESENTATIVE.
5. ALL CATCH BASINS AND DRAIN GRATES WITHIN LIMIT OF CONTRACT SHALL BE PROTECTED WITH FILTER FABRIC DURING THE ENTIRE DURATION OF CONSTRUCTION.
6. ANY AREA OUTSIDE THE PROJECT LIMIT THAT IS DISTURBED SHALL BE RESTORED TO ITS ORIGINAL CONDITION AT NO COST TO THE OWNER.
7. DUE TO CONTAMINATED SOIL THE CONTRACTOR SHALL STRICTLY FOLLOW DUST CONTROL AND MONITORING MEASURES AS SPECIFIED IN 01 14 19.16 DUST CONTROL.
8. ALL POINTS OF CONSTRUCTION EGRESS OR INGRESS SHALL BE MAINTAINED TO PREVENT TRACKING OR FLOWING OF SEDIMENT ON TO PUBLIC/PRIVATE ROADS.

FOUNDATION NOTES

1. NO RESPONSIBILITY IS ASSUMED BY THE ENGINEER FOR THE VALIDITY OF THE SUBSURFACE CONDITIONS DESCRIBED ON THE DRAWINGS OR IN THE SPECIFICATIONS. THIS DATA IS INCLUDED ONLY TO ASSIST THE CONTRACTOR DURING BIDDING AND SUBSEQUENT CONSTRUCTION.
2. THE CONTRACTOR SHALL DESIGN AND PROVIDE ALL TEMPORARY EARTH SUPPORT, SHORING AND BRACING REQUIRED TO COMPLETE THE WORK IN ACCORDANCE WITH OSHA, STATE AND LOCAL REQUIREMENTS.
3. THE CONTRACTOR SHALL DESIGN AND PROVIDE SHEETING, SHORING, BRACING, AND/OR UNDERPINNING IN ORDER TO PROTECT EXISTING UTILITIES AND STRUCTURES FROM EXCESSIVE MOVEMENT DURING THE CONSTRUCTION PERIOD, IN ACCORDANCE WITH OSHA, STATE AND LOCAL REQUIREMENTS.
4. THE CONTRACTOR SHALL CARRY OUT CONTINUOUS CONTROL OF SURFACE AND SUBSURFACE WATER, DEWATER ANY AREAS REQUIRING EXCAVATION IN ADVANCE OF PERFORMING EXCAVATION, AND MAINTAIN GROUNDWATER LEVELS BELOW PLANNED SUB-GRADES.
5. FOUNDATIONS SHALL BE INSTALLED IN THE GEOMETRY SHOWN ON THE PLANS.
6. GROUND IMPROVEMENTS SHALL BE COORDINATED WITH THE LOCATION OF THE FOUNDATIONS SHOWN ON THE ARCHITECTURAL FOUNDATION PLAN.
7. GEOTECHNICAL ENGINEERING REPORT PREPARED BY WESTON & SAMPSON DATED FEBRUARY 17, 2021 AND A GEOTECHNICAL ENGINEERING REPORT ADDENDUM DATED APRIL 13, 2021.

DEMOLITION & SITE PREPARATION NOTES

1. THE CONTRACTOR SHALL INCLUDE IN THE BID THE COST OF REMOVING ANY EXISTING SITE FEATURES AND APPURTENANCES NECESSARY TO ACCOMPLISH THE CONSTRUCTION OF THE PROPOSED SITE IMPROVEMENTS. THE CONTRACTOR SHALL ALSO INCLUDE IN THE BID THE COST NECESSARY TO RESTORE SUCH ITEMS IF THEY ARE SCHEDULED TO REMAIN AS PART OF THE FINAL SITE IMPROVEMENTS. REFER TO PLANS TO DETERMINE EXCAVATION, DEMOLITION AND TO DETERMINE THE LOCATION OF THE PROPOSED SITE IMPROVEMENTS.
2. THE OWNER RESERVES THE RIGHT TO REVIEW ALL MATERIALS DESIGNATED FOR REMOVAL AND TO RETAIN OWNERSHIP OF SUCH MATERIALS. IF THE OWNER RETAINS ANY MATERIAL THE CONTRACTOR SHALL ALLOW ARRANGEMENTS WITH THE OWNER TO HAVE THOSE MATERIALS REMOVED OFF SITE AT NO ADDITIONAL COST.
3. UNLESS SPECIFICALLY NOTED TO BE SAVED / STOCKPILED (R&S) OR REUSED / RELOCATED (R&R), ALL SITE FEATURES CALLED FOR REMOVAL (REM) SHALL BE REMOVED WITH THEIR FOOTINGS, ATTACHMENTS, BASE MATERIAL, ETC, TRANSPORTED FROM THE SITE TO BE DISPOSED OF IN A LAWFUL MANNER AT AN ACCEPTABLE DISPOSAL SITE AND AT NO COST TO THE OWNER.
4. ALL EXISTING SITE FEATURES TO REMAIN SHALL BE PROTECTED THROUGHOUT THE CONSTRUCTION PERIOD. ANY FEATURES DAMAGED DURING CONSTRUCTION OPERATIONS SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE AT NO ADDITIONAL COST.
5. DURING EARTHWORK OPERATIONS, CONTRACTOR SHALL TAKE CARE TO NOT DISTURB EXISTING MATERIALS TO REMAIN, OUTSIDE THE LIMITS OF EXCAVATION AND BACKFILL AND SHALL TAKE WHATEVER MEASURES NECESSARY, AT THE CONTRACTOR'S EXPENSE, TO PREVENT ANY EXCAVATED MATERIAL FROM COLLAPSING. ALL BACKFILL MATERIALS SHALL BE PLACED AND COMPACTED AS SPECIFIED TO THE SUBGRADE REQUIRED FOR THE INSTALLATION OF THE REMAINDER OF THE CONTRACT WORK.
6. IT SHALL BE THE CONTRACTOR'S OPTION, WITH CONCURRENCE OF THE OWNER, TO REUSE EXISTING GRAVEL IF IT MEETS THE REQUIREMENTS OF THE SPECIFICATIONS FOR GRAVEL BORROW.
7. ALL ITEMS CALLED FOR REMOVAL SHALL BE REMOVED TO FULL DEPTH INCLUDING ALL FOOTINGS, FOUNDATIONS, AND OTHER APPURTENANCES, EXCEPT AS SPECIFICALLY NOTED OTHERWISE.
8. "CLEAR AND GRUB VEGETATION' SHALL INCLUDE REMOVAL OF GRASS, SHRUBS, AND UNDERBRUSH, REMOVAL OF ROOTS, ROUGH GRADING, INSTALLATION OF LOAM (IF APPLICABLE), FINE GRADING, SEEDING AND TURF ESTABLISHMENT BY THE CONTRACTOR.
9. THE STORAGE OF MATERIALS AND EQUIPMENT WILL BE PERMITTED AT LOCATIONS DESIGNATED BY OWNER OR OWNER'S REPRESENTATIVE. PROTECTION OF STORED MATERIALS AND EQUIPMENT SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

LAYOUT & MATERIALS NOTES

1. REFER TO EXISTING CONDITIONS PLANS FOR SURVEY INFORMATION (SHEET C-1).
2. ALL WORK SHALL BE PERFORMED BY CONTRACTOR UNLESS SPECIFICALLY INDICATED THAT THE WORK WILL BE PERFORMED "BY OWNER".
3. THE LAYOUT OF SITE AMENITIES AND FENCES MUST BE APPROVED BY THE OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION.
4. ALL LAYOUT LINES, OFFSETS, OR REFERENCES TO LOCATING OBJECTS ARE EITHER PARALLEL OR PERPENDICULAR UNLESS OTHERWISE DESIGNATED WITH ANGLE OFFSETS NOTED.
5. ALL PROPOSED SITE FEATURES SHALL BE LAID OUT AND STAKED FOR REVIEW AND APPROVAL BY THE OWNER'S REPRESENTATIVE PRIOR TO COMMENCEMENT OF INSTALLATION. ANY REQUIRED ADJUSTMENTS TO THE LAYOUT SHALL BE UNDERTAKEN AS REQUIRED, AT NO ADDITIONAL COST TO THE OWNER.
6. ALL PROPOSED PAVEMENTS SHALL MEET THE LINE AND GRADE OF EXISTING ADJACENT PAVEMENT SURFACES AND SHALL BE TREATED WITH AN RS-1 TACK COAT AT POINT OF CONNECTION. ALL PATHWAY WIDTHS SHALL BE AS NOTED ON THE LAYOUT AND MATERIALS PLAN.
7. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND GRADES ON THE GROUND AND REPORT ANY DISCREPANCIES IMMEDIATELY TO THE OWNER.
8. REFER TO DETAIL DRAWINGS FOR CONSTRUCTION DETAILS.

GRADING, UTILITIES & DRAINAGE NOTES

1. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND GRADES ON THE GROUND AND REPORT ANY DISCREPANCIES IMMEDIATELY TO THE OWNER.
2. ALL GRADING IS TO BE SMOOTH AND CONTINUOUS WHERE PROPOSED PAVEMENT SURFACE MEETS EXISTING SURFACE, BLEND THE TWO PAVEMENTS AND ELIMINATE ROUGH SPOTS AND ABRUPT GRADE CHANGES AND MEET LINE AND GRADE OF EXISTING CONDITIONS WITH NEW IMPROVEMENTS.
3. CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE (1% MINIMUM) AWAY FROM ALL BUILDING FOUNDATIONS AND STRUCTURES.
4. CONTRACTOR SHALL ENSURE ALL AREAS ARE PROPERLY PITCHED TO DRAIN, WITH NO SURFACE WATER PONDING OR PUDDLING. THE PAVEMENT REPLACEMENT LIMITS SHALL BE VERIFIED IN THE FIELD BY THE CONTRACTOR BY DOING A DETAILED SITE SURVEY TO ENSURE POSITIVE DRAINAGE IS PROVIDED, WITH NO LOW POINTS WHERE THE PUDDLING MAY OCCUR. THE RESULTS OF THIS SURVEY SHALL BE SUBMITTED TO THE ENGINEER FOR REVIEW.
5. ALL UTILITY GRATES, COVERS OR OTHER SURFACE ELEMENTS INTENDED TO BE EXPOSED AT GRADE SHALL BE FLUSH WITH THE ADJACENT FINISHED GRADE AND ADJUSTED TO PROVIDE A SMOOTH TRANSITION AT ALL EDGES.
6. THE CONTRACTOR SHALL SET SUBGRADE ELEVATIONS TO ALLOW FOR POSITIVE DRAINAGE AND PROVIDE EROSION CONTROL DEVICES, STRUCTURES, MATERIALS AND CONSTRUCTION METHODS TO DIRECT SILT MIGRATION AWAY FROM DRAINAGE AND OTHER UTILITY SYSTEMS, AND WORK AREAS. CLEAN BASINS REGULARLY AND AT THE END OF THE PROJECT.
7. EXCAVATION REQUIRED WITHIN PROXIMITY OF KNOWN EXISTING UTILITY LINES SHALL BE DONE BY HAND. CONTRACTOR SHALL REPAIR ANY DAMAGE TO EXISTING UTILITY LINES OR STRUCTURES INCURRED DURING CONSTRUCTION OPERATIONS AT NO COST TO THE OWNER.
8. WHERE NEW EARTHWORK MEETS EXISTING EARTHWORK, CONTRACTOR SHALL BLEND NEW EARTHWORK SMOOTHLY INTO EXISTING, PROVIDING VERTICAL CURVES OR ROUNDS AT ALL TOP AND BOTTOM OF SLOPES.
9. WHERE A SPECIFIC LIMIT OF WORK LINE IS NOT OBVIOUS OR IMPLIED, BLEND GRADES TO EXISTING CONDITIONS WITHIN 5 FEET OF PROPOSED CONTOURS.
10. SEE EARTHWORK SECTION OF SPECIFICATIONS FOR SPECIFIC EXCAVATION AND FILLING PROCEDURES.

CONSTRUCTION SEQUENCE NOTES

1. THE CONTRACTOR SHALL DISCONNECT POWER TO THE SALT SHED AND DEMOLISH AND REMOVE THE SALT SHED.
2. THE SITE IS LOCATED WITHIN AN ACTIVE HIGHWAY FACILITY YARD. THE CONTRACTOR SHALL COORDINATE WITH THE OWNER TO MINIMIZE DISTURBANCE TO FACILITY OPERATIONS.
3. THE CONTRACTOR SHALL LIMIT HIS WORK TO THE AREA WITHIN THE LIMIT OF WORK SHOWN ON THE DRAWINGS. ADDITIONAL SPACE FOR EQUIPMENT/MATERIALS STAGING MAY BE PROVIDED WITH PRIOR APPROVAL BY THE OWNER.

ABBREVIATIONS

GENERAL

PROP	PROPOSED
ADJ	ADJUST
BIT. CONC.	BITUMINOUS CONCRETE
CEM. CONC.	CEMENT CONCRETE
℄	BASELINE
N.T.S.	NOT TO SCALE
B.M.	BENCH MARK
ABAN	ABANDON
MB	MAIL BOX
EXIST. (OR EX.)	EXISTING
FDN	FOUNDATION
F.L. (OR F)	FLOW LINE
P	PROPERTY LINE
P/MT	PAVEMENT
P.W.W.	PAVED WATERWAY
RC	REINFORCED CONCRETE
M.H.B.	MASSACHUSETTS HIGHWAY BOUND
REM	REMOVE
REMOD	REMODEL
RET	RETAIN
R.O.W.	RIGHT-OF-WAY
R&R	REMOVE AND RESET
R,R&R	REMOVE, RELOCATED AND RESET
R&S	REMOVE AND STACK
R&D	REMOVE AND DISPOSE
SB	STONE BOUND
NIC	NOT IN CONTRACT
H.C.	HANDICAP
WCR	WHEELCHAIR RAMP
FF	FINISHED FLOOR
HMA	HOT MIX ASPHALT
G.C.	GENERAL CONTRACTOR
E.C.	ELECTRICAL CONTRACTOR
P.C.	PLUMBING CONTRACTOR
SWEL	SOLID WHITE EDGE LINE
BWLL	BROKEN WHITE LANE LINE
SYEL	SOLID YELLOW EDGE LINE
SB/DH	STONE BOUND/ DRILL HOLE
CLF	CHAIN LINK FENCE
TEMP.	TEMPORARY
TYP.	TYPICAL
EQ	EQUIPMENT
H.C.	HANDICAP
EOP	EDGE OF PAVEMENT
PROT	PROTECT
CTE	CONNECT TO EXISTING
RL	ROOF LEADER
L.O.W.	LIMIT OF WORK
VIF	VERIFY IN FIELD
APPROX.	APPROXIMATE
TBM	TEMPORARY BENCHMARK
ALT.	ALTERNATE

UTILITIES

GICI	GUTTER INLET W/ CURB INLET
CBCI	CATCH BASIN W/ CURB INLET
CB	CATCH BASIN
C.I.T.	CHANGE IN TYPE
CTE	CONNECT TO EXISTING
F&G	FRAME AND GRATE
F&C	FRAME AND COVER
CI	CURB INLET
CIP	CAST IRON PIPE
CMP	CORRUGATED METAL PIPE
DI	DUCTILE IRON PIPE
GI	GUTTER INLET
ACCM PIPE	ASPHALT COATED CORRUGATED METAL PIPE
HYD	HYDRANT
INV. ELEV.	INVERT ELEVATION
UP	UTILITY POLE
SMH	SEWER MANHOLE
WG	WATER GATE
DS	DOWN SPOUT
HDPE	HIGH DENSITY POLYETHYLENE PIPE
PVC	POLYVINYL CHLORIDE
RCP	REINFORCED CONCRETE PIPE
DMH	DRAIN MANHOLE
LB	LEACHING BASIN
LG	LEACHING GALLEY
CI	CAST IRON
OCS	OUTLET CONTROL STRUCTURE
OGT	OIL AND GRIT TRAP
VC	VITRIFIED CLAY PIPE
LP	LIGHT POLE
OHW	OVERHEAD WIRE
UPLP	UTILITY POLE WITH LIGHT
SWTU	STORM WATER TREATMENT UNIT
HH	HANDHOLE
GW	GARAGE WASTE
CO	CLEANOUT
LC	LEACHING CHAMBER
GV	GATE VALVE
GALV.	GALVANIZED
F&I	FURNISH & INSTALL
BGS	BELOW GRADE SURFACE

ALIGNMENT/GRADING

BW	BOTTOM OF WALL
BC	BOTTOM OF CURB
PI	POINT OF INTERSECTION
PC	POINT OF CURVATURE
PT	POINT OF TANGENCY
PRC	POINT OF REVERSE CURVATURE
PCC	POINT OF COMPOUND CURVATURE
PVI	POINT OF VERTICAL INTERSECTION
PVC	POINT OF VERTICAL CURVATURE
PVT	POINT OF VERTICAL TANGENCY
ELEV	ELEVATION
CC	CENTER OF CURVE
H.P.	HIGH POINT
L.P.	LOW POINT
R	RADIUS OF CURVATURE
STA	STATION
S.S.D.	STOPPING SIGHT DISTANCE
TC	TOP OF CURB
TW	TOP OF WALL

Project:

SALT SHED REPLACEMENT PROJECT

CITY OF MELROSE, MA

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GENERAL NOTES AND LEGEND

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G-1

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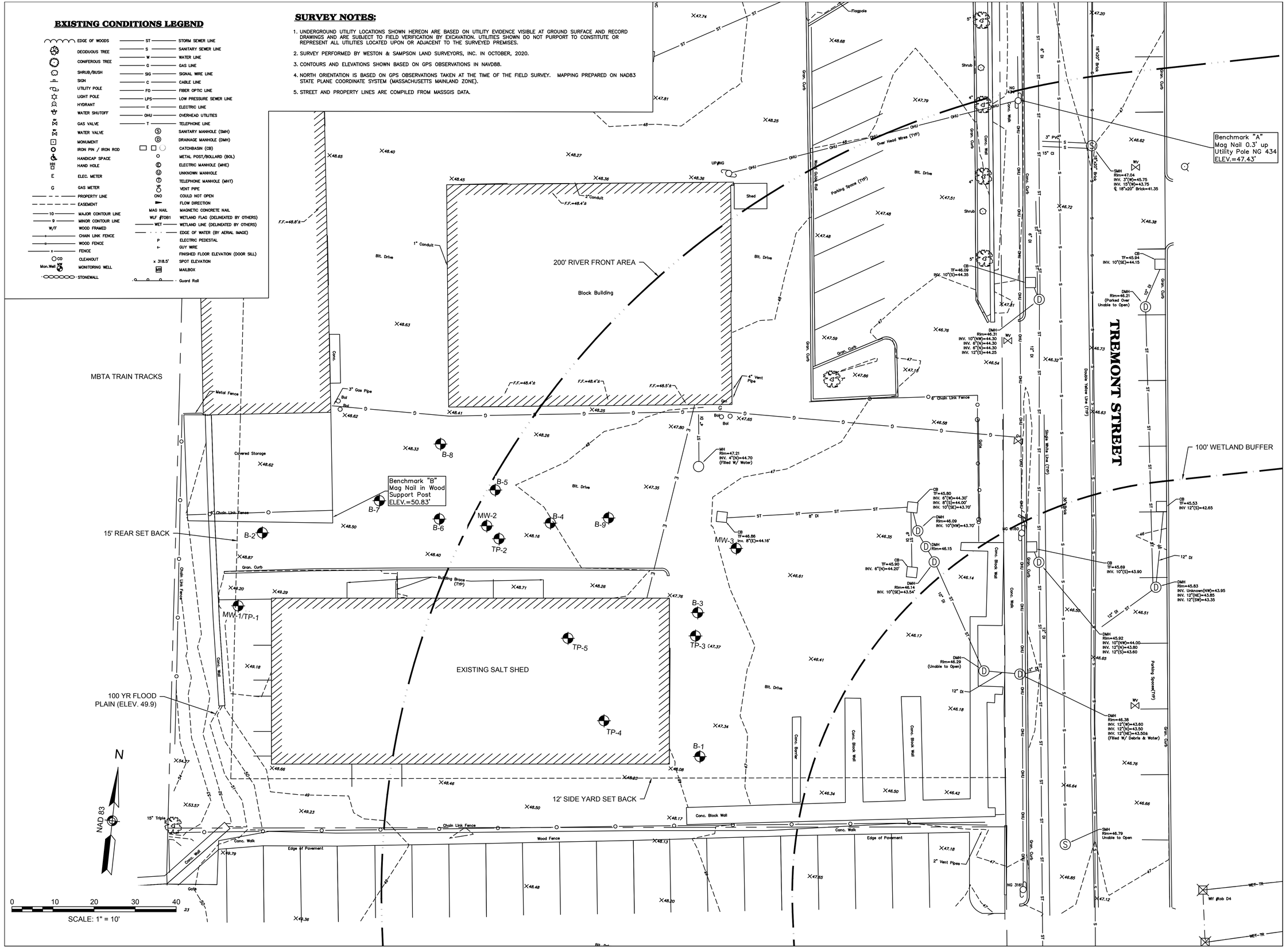
EXISTING CONDITIONS LEGEND

EDGE OF WOODS
DECIDUOUS TREE
CONIFEROUS TREE
SHRUB/BUSH
SIGN
UTILITY POLE
LIGHT POLE
HYDRANT
WATER SHUTOFF
GAS VALVE
WATER VALVE
MONUMENT
IRON PIN / IRON ROD
HANDICAP SPACE
HAND HOLE
E ELEC. METER
G GAS METER
PROPERTY LINE
EASEMENT
10 MAJOR CONTOUR LINE
9 MINOR CONTOUR LINE
W/F WOOD FRAMED
CHAIN LINK FENCE
WOOD FENCE
x FENCE
CO CLEANOUT
Mon.Well MW MONITORING WELL
STONEWALL

ST STORM SEWER LINE
S SANITARY SEWER LINE
W WATER LINE
G GAS LINE
SIG SIGNAL WIRE LINE
C CABLE LINE
FO FIBER OPTIC LINE
LPS LOW PRESSURE SEWER LINE
E ELECTRIC LINE
OHU OVERHEAD UTILITIES
T TELEPHONE LINE
SANITARY MANHOLE (SMH)
DRAINAGE MANHOLE (DMH)
CATCHBASIN (CB)
METAL POST/BOLLARD (BOL)
ELECTRIC MANHOLE (MHE)
UNKNOWN MANHOLE
TELEPHONE MANHOLE (MHT)
VENT PIPE
CNO COULD NOT OPEN
FLOW DIRECTION
MAG NAIL MAGNETIC CONCRETE NAIL
W/F #FOB1 WETLAND FLAG (DELINEATED BY OTHERS)
WET WETLAND LINE (DELINEATED BY OTHERS)
EDGE OF WATER (BY AERIAL IMAGE)
P ELECTRIC PEDESTAL
GUY WIRE
FINISHED FLOOR ELEVATION (DOOR SILL)
x 318.5' SPOT ELEVATION
MB MAILBOX
Guard Rail

SURVEY NOTES:

1. UNDERGROUND UTILITY LOCATIONS SHOWN HEREON ARE BASED ON UTILITY EVIDENCE VISIBLE AT GROUND SURFACE AND RECORD DRAWINGS AND ARE SUBJECT TO FIELD VERIFICATION BY EXCAVATION. UTILITIES SHOWN DO NOT PURPORT TO CONSTITUTE OR REPRESENT ALL UTILITIES LOCATED UPON OR ADJACENT TO THE SURVEYED PREMISES.
2. SURVEY PERFORMED BY WESTON & SAMPSON LAND SURVEYORS, INC. IN OCTOBER, 2020.
3. CONTOURS AND ELEVATIONS SHOWN BASED ON GPS OBSERVATIONS IN NAVD88.
4. NORTH ORIENTATION IS BASED ON GPS OBSERVATIONS TAKEN AT THE TIME OF THE FIELD SURVEY. MAPPING PREPARED ON NAD83 STATE PLANE COORDINATE SYSTEM (MASSACHUSETTS MAINLAND ZONE).
5. STREET AND PROPERTY LINES ARE COMPILED FROM MASSGIS DATA.



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EXISTING CONDITIONS PLAN

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C-1

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SIDE VIEW OF SALT SHED

EXISTING SALT SHED TO BE DEMOLISHED SEE SPECIFICATION SECTION 02 41 16 DEMOLITION AND NOTES BELOW

LIMIT OF WORK

THE DPW SHALL BE ALLOWED VEHICLE ACCESS TO THIS AREA FOR SITE CIRCULATION. THE CONTRACTOR WILL BE ALLOWED TO SHUT DOWN TRAFFIC IN THIS AREA PERIODICALLY AS NEEDED TO FACILITATE CONSTRUCTION IN COORDINATION WITH THE DPW IN ADVANCE.

PROTECT MONITORING WELL

REMOVAL OF EXISTING GRANITE CURBING

PROTECT MONITORING WELL (REPLACE EXISTING ROAD BOX WITH NEW ROAD BOX)

RETAINING WALL TO REMAIN

COMPOST FILTER TUBES

EXISTING SALT SHED TO BE DEMOLISHED, SEE PHOTO AND DEMOLITION NOTES

INLET SEDIMENT CONTROL (TYPICAL FOR ALL CATCH BASINS)

PROTECT MONITORING WELL

LIMITS OF PAVEMENT TO BE REMOVED INSIDE AND OUT OF SALT SHED (SEE NOTE 4)

CONCRETE MATERIAL STORAGE BINS TO REMAIN

FOUNDATION SPOILS STOCK PILED IN MATERIAL STORAGE BINS (SEE NOTE 3)

Benchmark "B"
Mag Nail in Wood Support Post
ELEV.=50.83'

Benchmark "A"
Mag Nail 0.3' U
Utility Pole NG
ELEV.=47.43'

TREMONT STREET

N

NAD 83

0 10 20 30 40

SCALE: 1" = 10'

SALT SHED DEMOLITION NOTES:

1. DEMOLITION OF THE EXISTING APPROXIMATE 4,000 SF SALT SHED IN ITS ENTIRETY SHALL BE IN ACCORDANCE WITH SPECIFICATION SECTION 02 41 16 DEMOLITION.
2. CONTRACTOR SHALL NOTIFY MASSDEP (AQ 06 NOTIFICATION) 10 WORKING DAYS BEFORE DEMOLITION WORK BEGINS. A PRE DEMOLITION SURVEY REQUIRED OF THE SALT SHED HAS BEEN CONDUCTED BY WESTON AND SAMPSON'S LICENSED ASBESTOS INSPECTOR. THIS REPORT IS ATTACHED TO SECTION 02 41 16 DEMOLITION. THE CONTRACTOR SHALL PROVIDE MASSDEP WITH A COPY AS PART OF THE AQ 06 NOTIFICATION PROCESS.
3. FOUNDATION SPOILS SHALL BE STOCK PILED ON SITE IN MATERIAL STORAGE BINS. ASPHALT AND EXCESS SOIL GENERATED FROM BRINGING GRADES DOWN TO BOTTOM OF PAVEMENT SUBGRADE SHALL BE STOCKPILED SEPARATELY OFF SITE AT THE OWNERS ROUTE 99 PROPERTY LOCATED ADJACENT TO 732 NEWBURYPORT TURNPIKE, MELROSE MA. SEE SPECIFICATION SECTION 02 61 00.16 - HANDLING REUSE TRANSPORTATION AND OFFSITE DISPOSAL OF EXCAVATED MATERIAL.
4. TEST PITS #4 & #5 ENCOUNTERED A BURIED LAYER OF ASPHALT. THE CONTRACTOR SHALL REMOVE THE TOP LAYER AND BURIED LAYER OF ASPHALT WITHIN THE LIMITS OF PAVEMENT REMOVAL SHOWN ABOVE. THE REMOVED ASPHALT SHALL BE STOCK PILED SEPARATELY FROM THE SURPLUS SOIL AND BROUGHT TO AN ASPHALT RECYCLING CENTER. REFER TO SECTION 02 61 00.16 - HANDLING REUSE TRANSPORTATION AND OFFSITE DISPOSAL OF EXCAVATED MATERIAL AND SECTION 00 31 32 SUB SURFACE DATA FOR ADDITIONAL DETAILS.

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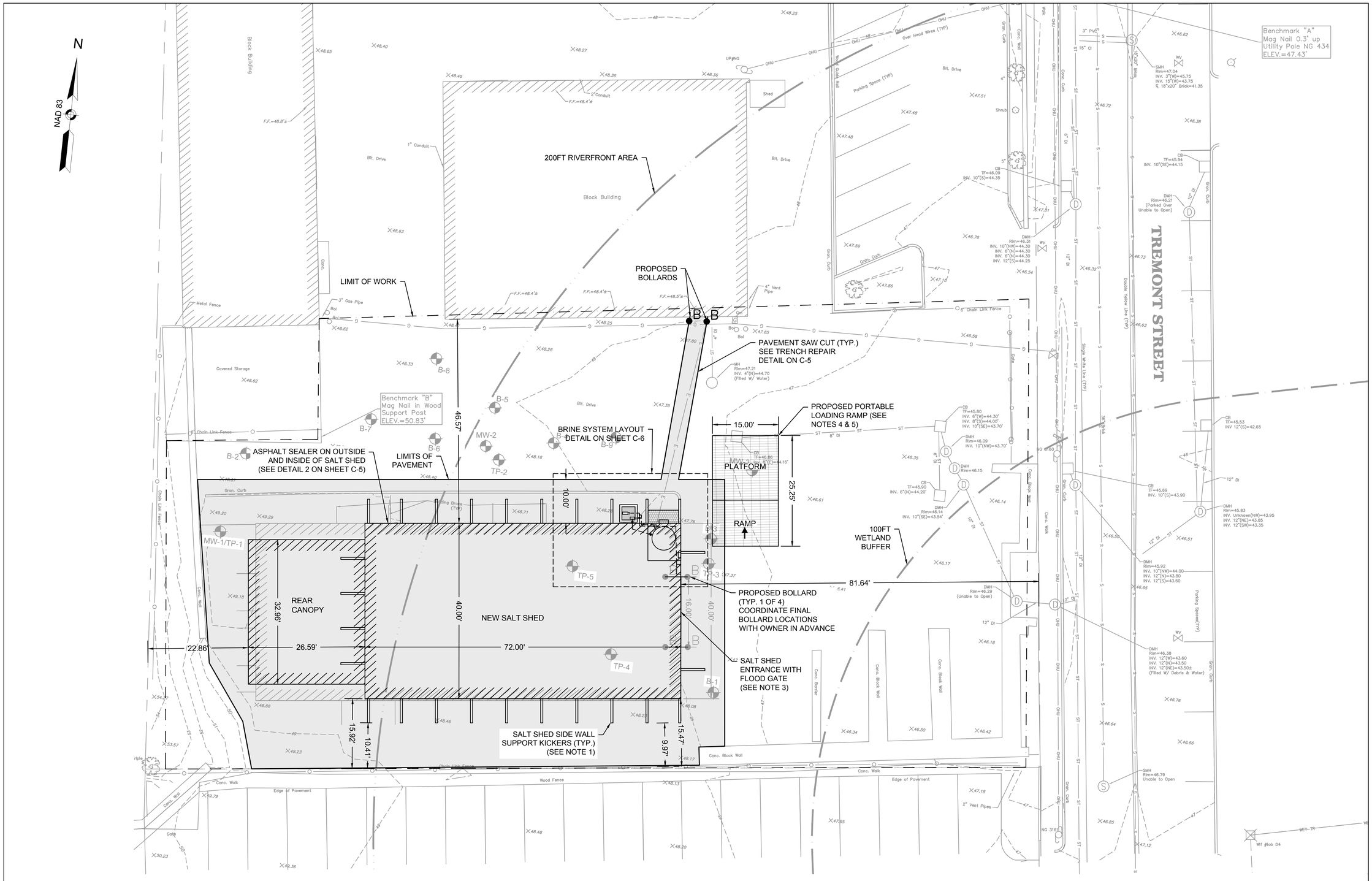
SITE PREPARATION AND EROSION CONTROL PLAN

Sheet Number:

C-2

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NOTES:

1. SIDE WALL KICKER LOCATIONS ARE APPROXIMATE ONLY, SEE FLOOR FOUNDATION PLAN FOR EXACT LOCATIONS.
2. SEE FOUNDATION PLAN FOR FOUNDATION LAYOUT.
3. FLOOD GATE SYSTEM SHALL BE SECURELY MOUNTED TO THE FACE OF THE SALT SHED PRESSURE TREATED WOOD. CONTRACTOR SHALL PROVIDE SEALANT AS NEEDED TO PROVIDE A WATER TIGHT SYSTEM. SEE DETAIL ON SHEET C-6 FOR ADDITIONAL GATE DETAILS.
4. CONTRACTOR SHALL PROVIDE SIX (6) 2'X2' $\frac{1}{4}$" GALVANIZED STEEL PLATES TO BE PLACED BENEATH LOADING RAMP LEGS TO DISTRIBUTE THE WEIGHT OF THE RAMP ONTO THE PAVEMENT. CONTRACTOR ALL SHALL PROVIDE SHIMS AS NECESSARY TO PROVIDE LEVEL SURFACE FOR LOADING RAMP LEGS TO REST ON.
5. CONTRACTOR SHALL CONFIRM FINAL LOCATION OF LOADING RAMP WITH OWNER WITH A MOCK SALT DELIVERY TURNING TEST IN THE FIELD. SALT DELIVERY TRUCK SHALL BE PROVIDED BY THE CITY. SEE DETAIL 3 ON SHEET C-6, FOR ADDITIONAL LOADING RAMP DETAILS.

Project:

SALT SHED REPLACEMENT PROJECT

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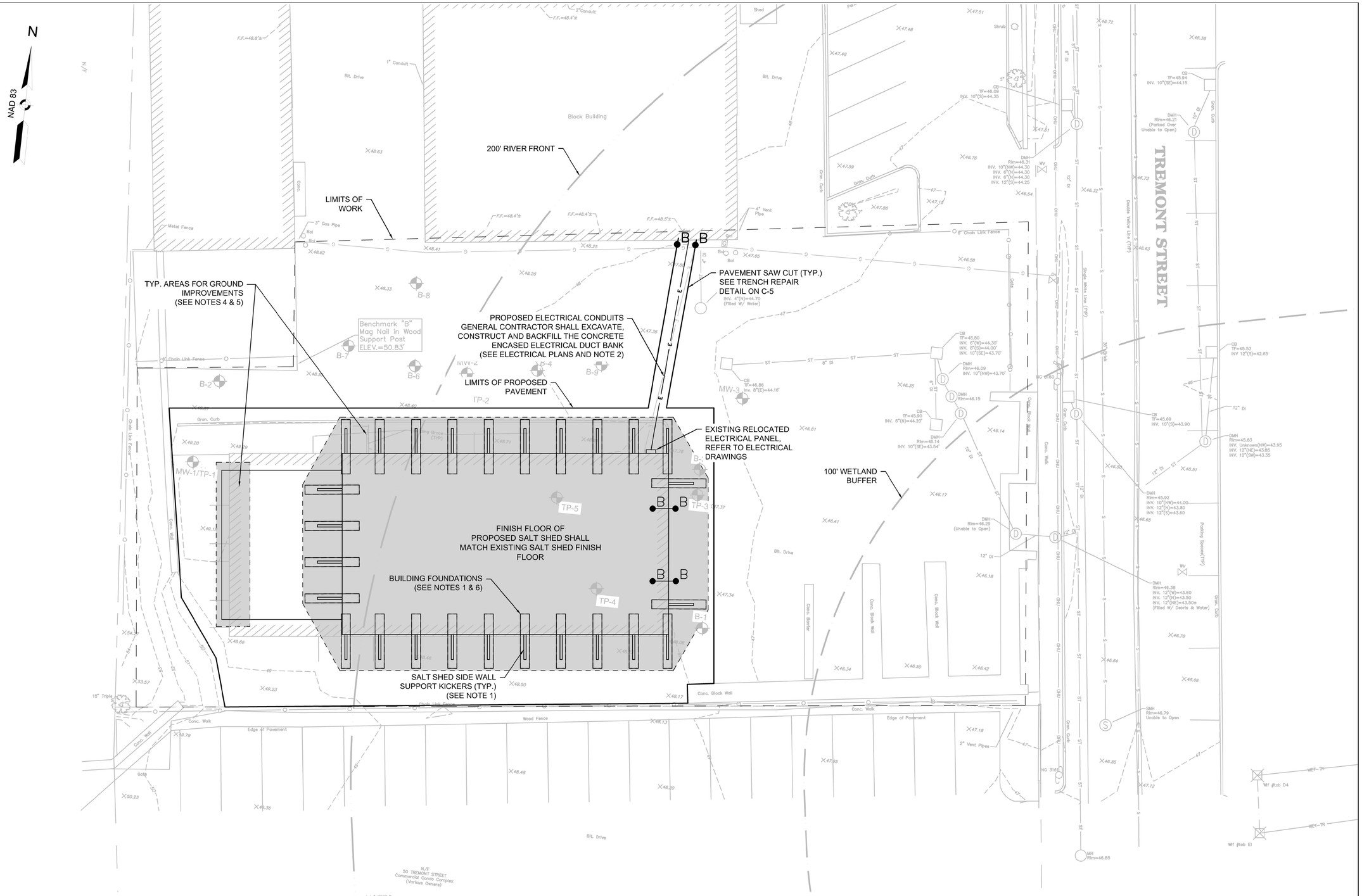
LAYOUT AND MATERIALS PLAN

Sheet Number:

C-3

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NOTES:

1. SIDE WALL KICKER AND BUILDING FOUNDATION LOCATIONS ARE APPROXIMATE ONLY, SEE FLOOR /FOUNDATION PLAN FOR FINAL LOCATIONS.
2. CONTRACTOR SHALL PLATE ELECTRICAL TRENCHES AS NEEDED TO ALLOW DPW VEHICLES ACCESS THROUGH THIS AREA. SEE NOTE ON C-2.
3. ALL FINAL GRADES SHALL MATCH EXISTING GRADES AS THE PROJECT IS IN A FLOOD ZONE.
4. FINAL GROUND IMPROVEMENT LAYOUT SHALL BE COORDINATED WITH DRAWING A1 - FOUNDATION PLAN. FOUNDATIONS SHOWN ON THIS PLAN IS SCHEMATIC ONLY AND MAY VARY FROM FOUNDATION LAYOUT SHOWN ON SHEET A1.
5. GROUND IMPROVEMENT TO BE PROVIDED BELOW PROPOSED SHALLOW FOUNDATIONS OF THE SALT STORAGE STRUCTURE, CANOPY, BRINE TANK SLAB-ON-GRADE AND BELOW THE SALT STOCKPILE. GROUND IMPROVEMENT TYPE, QUANTITY AND LAYOUT TO BE DETERMINED BY THE CONTRACTOR'S GROUND IMPROVEMENT DESIGNER IN ACCORDANCE WITH SPEC SECTION 31 66 13.
6. AS TYPICALLY DONE, THE CONTRACTOR SHALL FORM THE FOUNDATION USING THE SOILS ONSITE FOR EACH INDIVIDUAL FOUNDATION TO MINIMIZE THE AMOUNT OF SOIL GENERATED ON SITE.

0 10 20 30 40

SCALE: 1" = 10'

Project:

SALT SHED REPLACEMENT PROJECT

CITY OF MELROSE, MA

72 TREMONT STREET
MELROSE, MA 02176

Weston & Sampson

Weston & Sampson Engineers, Inc.
55 Walkers Brook Drive Suite 100
Reading, MA 01867
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Consultants:

Seal:

COMMONWEALTH OF MASSACHUSETTS
JAMES R. FAIR
CIVIL
No. 46434
REGISTERED PROFESSIONAL ENGINEER
4/21/2021

Revisions:

Rev	Date	Description

Issued For: BID

SCALE: AS NOTED

Date:	04/21/2021
Drawn By:	SMD
Reviewed By:	TJC
Approved By:	JRF
W&S Project No:	ENG20-0794

Drawing Title:

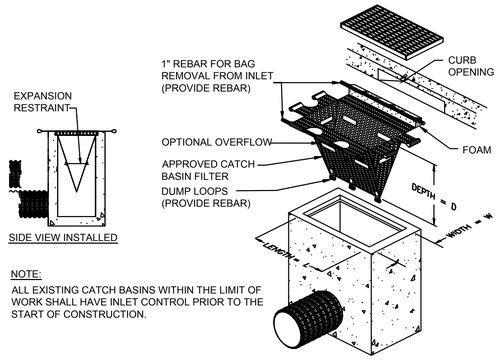
GRADING & UTILITY PLAN

Sheet Number:

C-4

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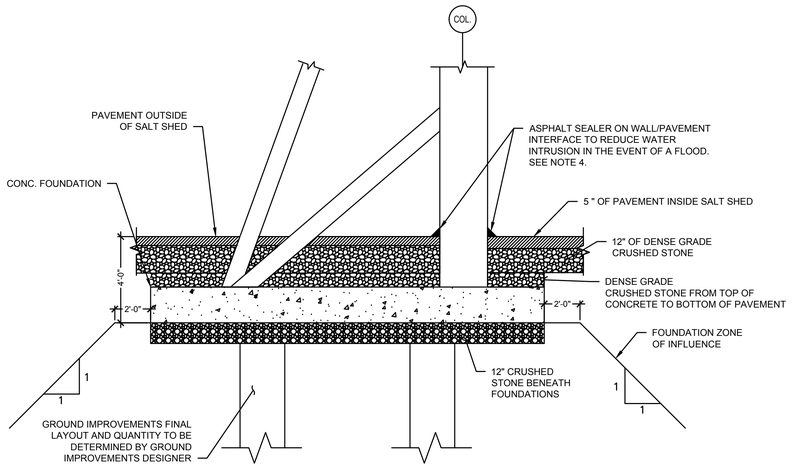


NOTE:

ALL EXISTING CATCH BASINS WITHIN THE LIMIT OF WORK SHALL HAVE INLET CONTROL PRIOR TO THE START OF CONSTRUCTION.

1 INLET SEDIMENT CONTROL

SCALE: N.T.S.

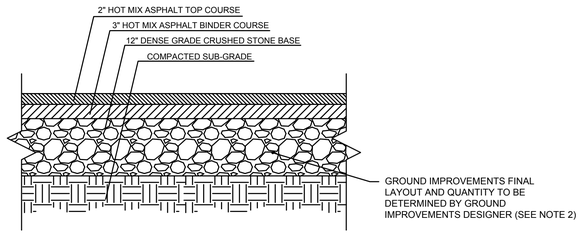


FOUNDATION NOTE(S):

1. PROPOSED SHALLOW FOUNDATIONS OF THE PROPOSED SALT SHED STRUCTURE AND BELOW THE SALT STOCKPILE TO BE SUPPORTED USING GROUND IMPROVEMENT ELEMENTS. THE TYPE, QUANTITY AND LAYOUT TO BE DETERMINED BY THE CONTRACTOR'S GROUND IMPROVEMENT DESIGNER IN ACCORDANCE WITH SECTION 31 66 13.
2. THE CONTRACTOR IS RESPONSIBLE FOR SUBGRADE PROTECTION.
3. SEE GEOTECHNICAL REPORT FOR UNDOCUMENTED FILL DEPTHS.
4. ASPHALT SEALER SHALL BE 9057R HOT ASPHALT CRACK FILLER AS MANUFACTURED BY FLEX-A-FILL.
5. DEWATERING SHALL BE IN ACCORDANCE WITH SPEC SECTION 31 23 19.

2 TYPICAL FOUNDATION SUBGRADE DETAIL

SCALE: N.T.S.

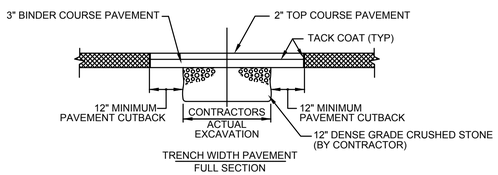


4 TYPICAL PAVING CROSS SECTION DETAIL

SCALE: N.T.S.

NOTES:

1. CONTRACTOR SHALL MAINTAIN POSITIVE SURFACE DRAINAGE (SEE GRADING PLANS).
2. GROUND IMPROVEMENTS SHALL BE PROVIDED BELOW THE SALT SHED STRUCTURE AND BELOW THE SALT SHED STOCKPILE IN ACCORDANCE WITH SPEC SECTION 31 66 13.

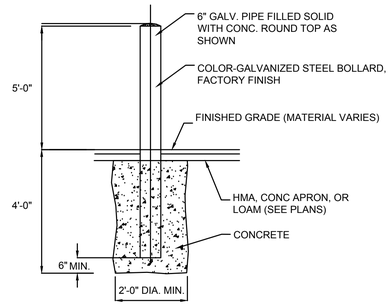


5 TRENCH REPAIR DETAIL

SCALE: N.T.S.

NOTES:

1. CONTRACTOR SHALL BACKFILL TRENCH, AND BED DUCT BANK, WITH COMPACTED GRAVEL BORROW.SEE TRENCH DETAIL ON ELECTRICAL DRAWINGS.

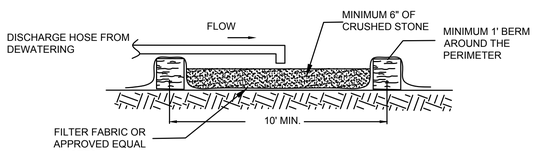


NOTES:

1. SEE SHEET C-3 FOR BOLLARD LOCATIONS.
2. BOLLARD FOUNDATION CONCRETE TO BE 3000 PSI MIN.
3. EXACT LOCATION TO BE DETERMINED IN THE FIELD AND APPROVED BY OWNER BEFORE INSTALLATION.

6 EXTERIOR STEEL PIPE BOLLARD

SCALE: N.T.S.

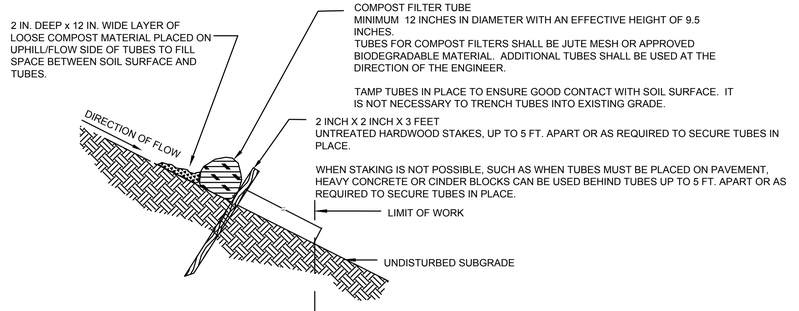


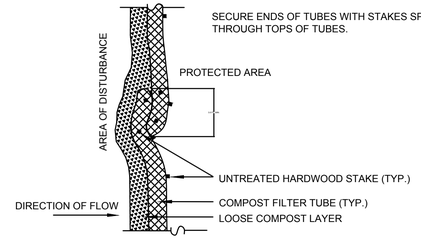
NOTES:

1. CONTRACTOR SHALL SIZE SEDIMENT DEWATERING PAD (10' X 10' MIN.) TO PREVENT OVERFLOW OF INSTALL MULTIPLE SEDIMENT DEWATERING PADS AT LOCATIONS APPROVED BY THE ENGINEER AT NO ADDITIONAL COST TO THE OWNER.
2. DEWATERING PAD SHALL BE FIELD LOCATED IN COORDINATION WITH THE ENGINEER AND SHALL NOT BE IN AN AREA WHERE IT WILL PERCOLATE WATER INTO THE FOUNDATION EXCAVATION. CONTRACTOR SHALL SAW-CUT AND REMOVE PAVEMENT AND SUB-GRADE GRAVEL FILL IF NEEDED AND RESTORE THE DISTURBED AREA IN ACCORDANCE WITH DETAIL 5 ON THIS SHEET.

8 SEDIMENT DEWATERING PAD - SECTION

SCALE: N.T.S.





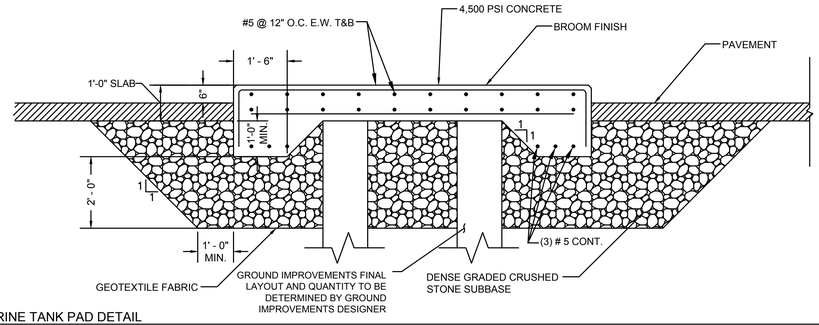
PLAN VIEW - JOINING DETAIL

3 SINGLE COMPOST FILTER TUBE DETAIL

SCALE: N.T.S.

GENERAL NOTES:

1. PROVIDE A MINIMUM TUBE DIAMETER OF 12 INCHES FOR SLOPES UP TO 50 FEET IN LENGTH WITH A SLOPE RATIO OF 3H:1V OR STEEPER. LONGER SLOPES OF 3H:1V MAY REQUIRE LARGER TUBE DIAMETER OR ADDITIONAL COURSING OF FILTER TUBES TO CREATE A FILTER BERM. REFER TO MANUFACTURER'S RECOMMENDATIONS FOR SITUATIONS WITH LONGER OR STEEPER SLOPES.
2. INSTALL TUBES ALONG CONTOURS AND PERPENDICULAR TO SHEET OR CONCENTRATED FLOW.
3. DO NOT INSTALL IN PERENNIAL, EPHEMERAL OR INTERMITTENT STREAMS.
4. CONFIGURE TUBES AROUND EXISTING SITE FEATURES TO MINIMIZE SITE DISTURBANCE AND MAXIMIZE CAPTURE AREA OF STORMWATER RUN-OFF.
5. MULCH MATERIAL FOR THE FILTER TUBES SHALL BE WEED-FREE STRAW, WOOD EXCELSIOR, COMPOST, OR WOOD CHIPS, OR COIR. STRAW SHALL BE WEED FREE AND DERIVED FROM THRESHING OF GRAIN CROP.
6. CURVE ENDS UPHILL TO PREVENT DIVERSION OF UNFILTERED RUN-OFF.



7 BRINE TANK PAD DETAIL

SCALE: N.T.S.

NOTES:

1. GENERAL CONTRACTOR IS RESPONSIBLE FOR CONSTRUCTION OF ALL CONCRETE PADS.
2. SEE LAYOUT AND GRADING PLANS FOR FINISH GRADE
3. COORDINATE WITH ALL CONTRACTORS AND ADJUST PAD LOCATIONS AND DIMENSIONS IN FIELD
4. SLABS 8" OR LESS IN THICKNESS SHALL HAVE ONE LAYER OF REINFORCING PLACED IN THE TOP ONE THIRD OF THE SLAB.
5. THE EXACT SIZE, SHAPE AND LOCATION OF EQUIPMENT (HOUSEKEEPING) PAD(S) SHALL BE DETERMINED BY THE CONTRACTOR AFTER APPROVAL OF SHOP DRAWINGS FOR EQUIPMENT. ANCHOR BOLTS, WHERE REQUIRED, SHALL BE SIZED AND LOCATED ACCORDING TO THE MANUFACTURER'S REQUIREMENTS.
6. CONTRACTOR SHALL PROVIDE CAULK WITH POLYSULFIDE SEALANT AND PREFORMED JOINT FILLER WHERE EQUIPMENT PADS ADJOIN THE BUILDING.
7. THE ENTIRE EXPOSED SURFACE OF BRINE TANK PAD SHALL BE COATED WITH HYDROZO MASTERPROTECT H1000 PENETRATING SEALER OR EQUAL.

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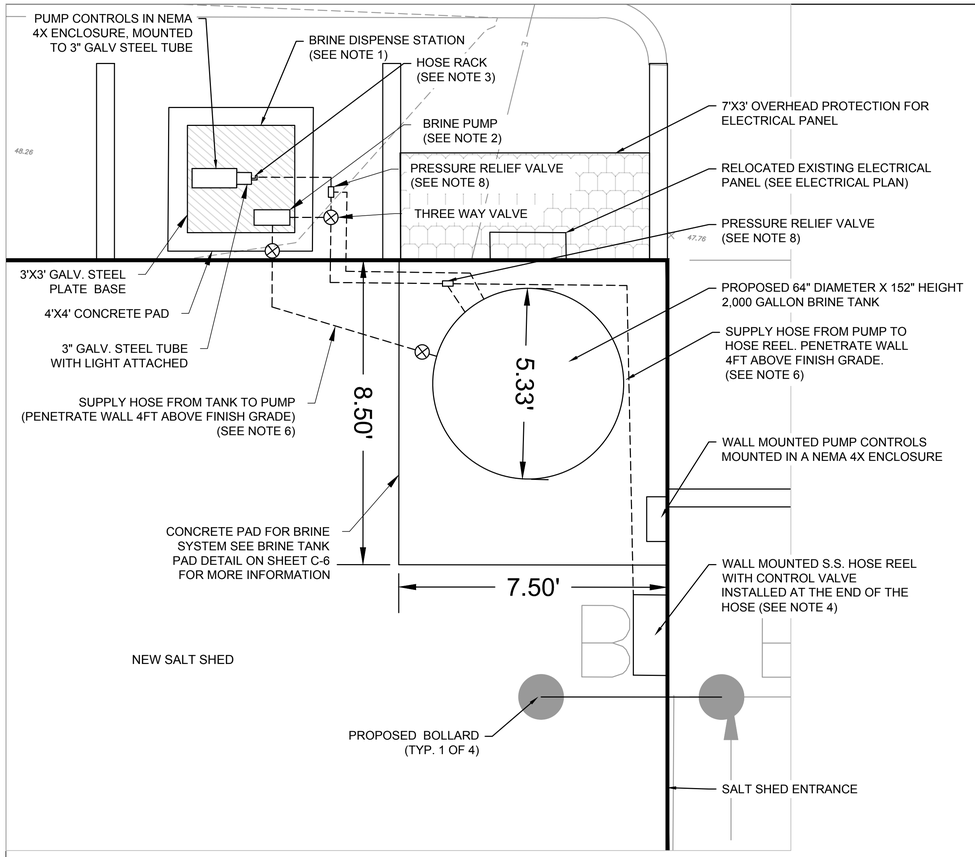
CIVIL DETAILS I

Sheet Number:

C-5

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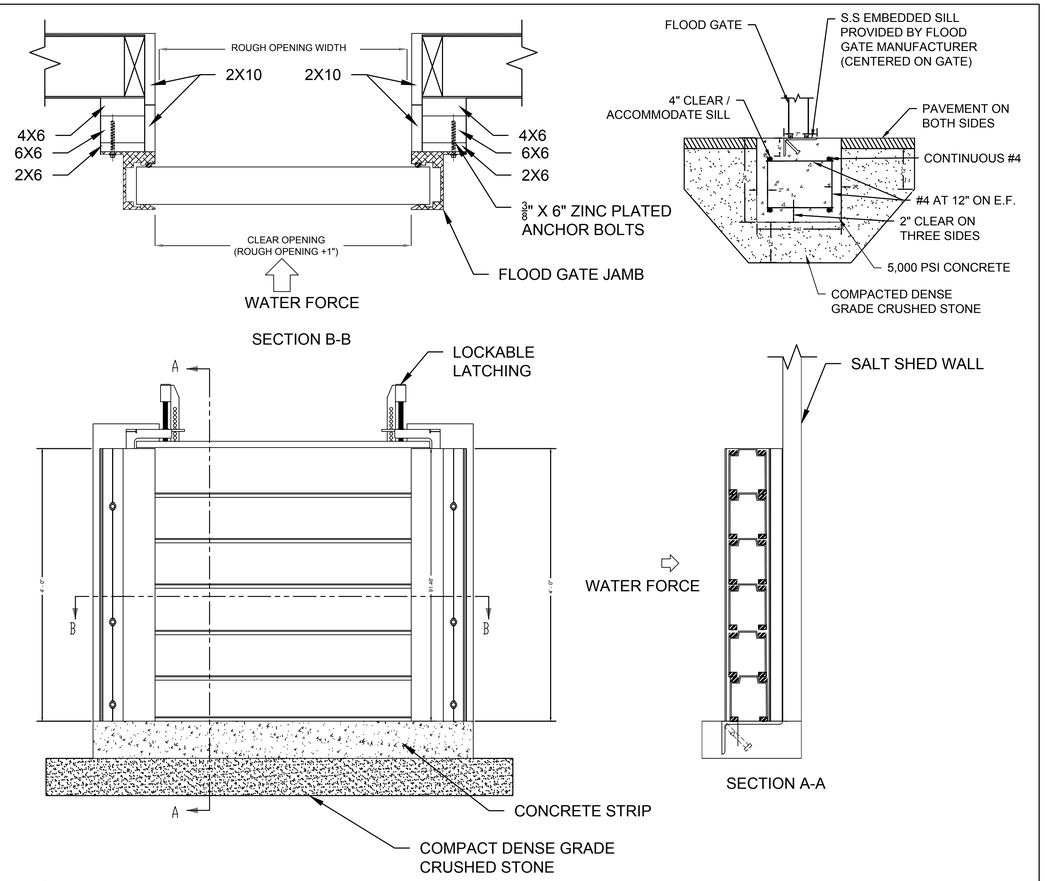


1 BRINE SYSTEM EQUIPMENT LAYOUT PLAN

SCALE: 1"=2'

NOTES:

1. BRINE DISPENSE STATION SHALL BE CALCOTE FILL SYSTEM (CFS-1000) AS MANUFACTURED BY GVM OR EQUAL. THE DISPENSE STATION SHALL INCLUDE A STAND CONSTRUCTED FROM A 3'X3' STEEL BASE WITH A 3" SQUARE TUBE STEEL WITH HOSE RACK ATTACHED. ALL STEEL COMPONENTS SHALL BE HOT DIPPED GALVANIZED MEETING ASTM A-123.
2. THE BRINE PUMP SHALL BE MOUNTED TO THE HOT DIPPED GALVANIZED STEEL BASE AND SHALL BE EQUIPPED WITH A POLYETHYLENE UV STABILIZED, WEATHER TIGHT HOUSING. THE PUMP SHALL ALSO COME WITH ITS OWN THREE WAY VALVE IN ADDITION TO THE VALVE SHOWN IN THE DETAIL, TO ALLOW THE OWNER TO FILL AND EMPTY SADDLE TANKS.
3. THE BRINE DISPENSE STATION SHALL INCLUDE A HOSE RACK MOUNTED TO THE 3" TUBE STEEL, CAPABLE OF STORING 25FT X 1 INCH CHEMICAL RESISTANT RUBBER HOSE, USED TO FILL AND EMPTY SADDLE TANKS.
4. THE WALL MOUNTED HOSE REEL SHALL BE A STAINLESS STEEL MANUAL REWIND HOSE REEL CAPABLE OF STORING 50'X$\frac{3}{4}$" CHEMICAL RESISTANT HOSE. THE HOSE REEL SHALL BE MODEL SS4018-17-18 AS MANUFACTURED BY HANNAY REELS OR APPROVED EQUAL.
5. THIS DETAIL IS SCHEMATIC ONLY AND NOT ALL COMPONENTS ARE SHOWN. THE CONTRACTOR SHALL PROVIDE ALL EQUIPMENT, VALVES, FITTINGS, AND PIPING REQUIRED TO PROVIDE A COMPLETE AND OPERABLE SYSTEM THAT WILL ALLOW THE OWNER TO FILL AND EMPTY SADDLE TANKS FROM OUTSIDE THE SALT SHED USING THE 25'X1" HOSE AND TO PRE-TREAT THE SALT PILE INSIDE THE SALT SHED USING THE 50' X 3/4" HOSE MOUNTED ON THE HOSE REEL INSIDE THE SHED.
6. THE 2,000 GALLON BRINE TANK SHALL BE EQUIPPED WITH A FILL PORT CONNECTION LOCATED NEAR THE TOP OF THE TANK.
7. WALL PENETRATIONS FOR BRINE SYSTEM HOSE SHALL BE AT LEAST 4FT ABOVE FINISHED FLOOR AND SHALL BE SEALED WEATHER TIGHT.
8. CONTRACTOR SHALL PROVIDE TWO PRESSURE RELIEF VALVES TO PREVENT THE BRINE PUMP FROM OVER PRESSURING AND BURSTING THE SUPPLY LINES IF THE CONTROL VALVES AT THE END OF THE SUPPLY LINES ARE CLOSED WHILE THE PUMP IS RUNNING. RELIEF VALVE SHALL RELIEVE PRESSURE BY RETURNING THE FLUID BACK TO THE 2,000 GALLON BRINE TANK.

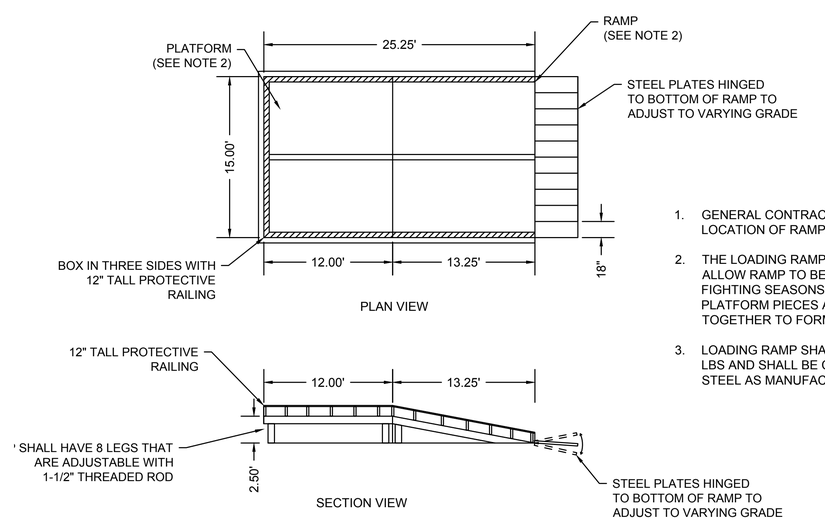


2 FLOOD GATE DETAIL

SCALE: N.T.S.

NOTES:

1. FLOOD GATE SYSTEM SHALL BE HYDRODEFENSE FLOOD PLAN XL (FP-535) AS MANUFACTURED BY PS FLOOD BARRIERS OR APPROVED EQUAL.
2. FLOOD GATE PLANKS AND FRAME SHALL BE CONSTRUCTED FROM 6000 SERIES ALUMINUM ALLOY. THE GATE SYSTEM SHALL BE SEALED USING UV RESISTANT EPDM.
3. GATE SYSTEM SHALL BE DESIGNED TO WITHSTAND HYDROSTATIC PRESSURES GENERATED FROM TWO FEET OF WATER, THAT WOULD OCCUR DURING A 100 YR FLOOD EVENT.



1. GENERAL CONTRACTOR TO COORDINATE WITH OWNER FOR FINAL LOCATION OF RAMP.
2. THE LOADING RAMP SHALL CONSIST OF FOUR SEPARATE PIECES TO ALLOW RAMP TO BE DISASSEMBLED AND STORED DURING NON SNOW FIGHTING SEASONS. THE FOUR PIECES SHALL INCLUDE TWO PLATFORM PIECES AND TWO RAMP PIECES THAT CAN ALL BE JOINED TOGETHER TO FORM THE COMPLETE RAMP ASSEMBLY.
3. LOADING RAMP SHALL HAVE A MINIMUM LOADING CAPACITY OF 50,000 LBS AND SHALL BE CONSTRUCTED FROM HOT DIPPED GALVANIZED STEEL AS MANUFACTURED BY NATION RAMPS OR APPROVED EQUAL.

Project:

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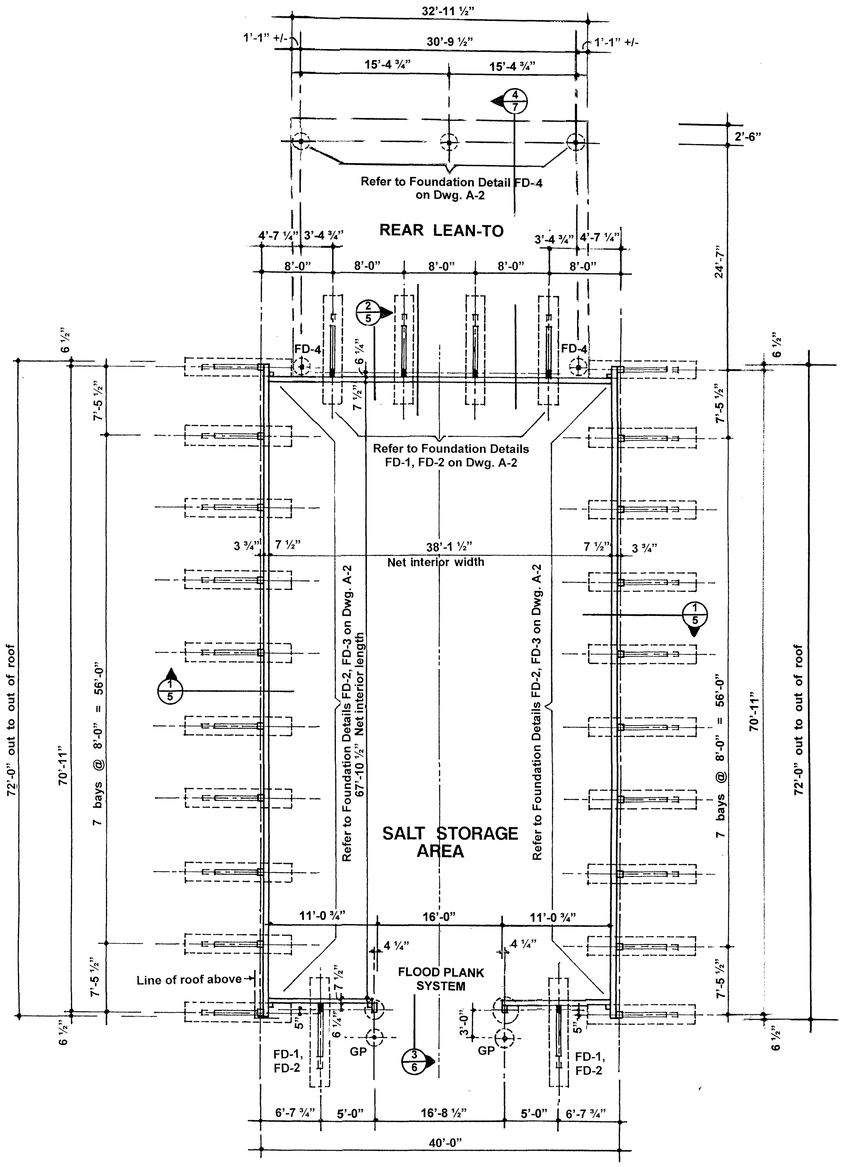
CIVIL DETAILS II

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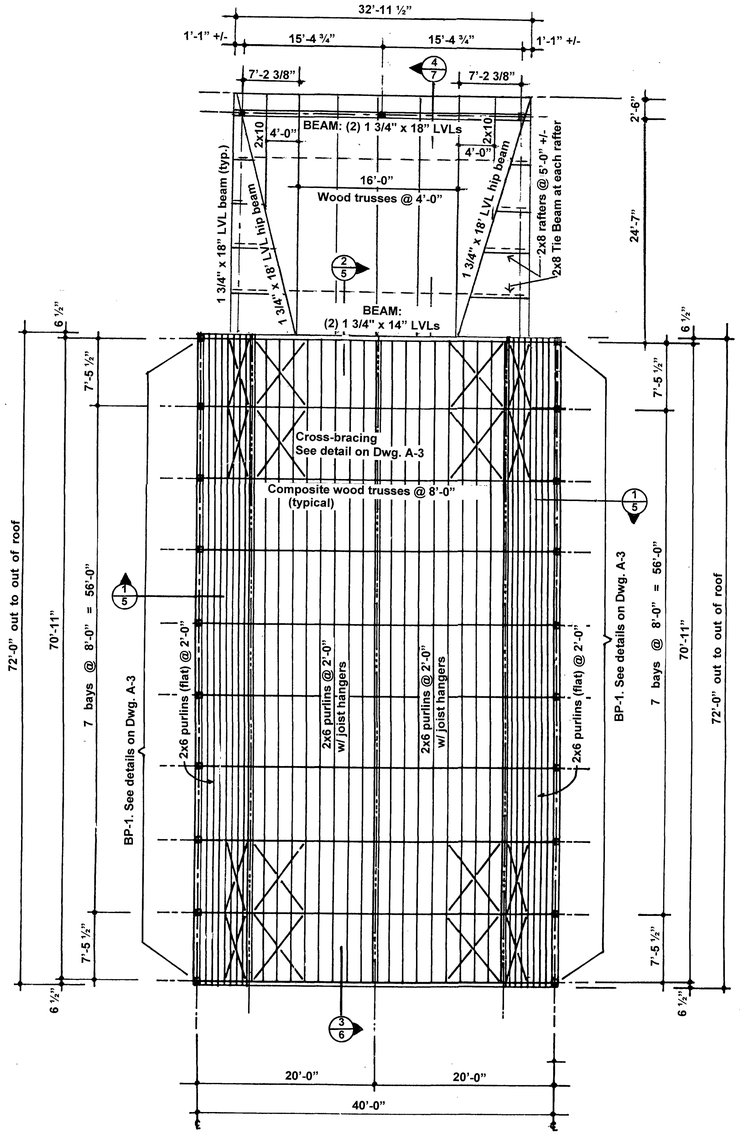
C-6

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FLOOR/FOUNDATION PLAN SCALE 1/8" = 1'-0"



ROOF FRAMING PLAN SCALE 1/8" = 1'-0"

NOTE: PROVIDE 12 INCHES OF CRUSHED STONE BENEATH THE SALT SHED FOUNDATIONS AS SHOWN ON SHEET C-5 DETAIL 2.

DESIGN PARAMETERS

OCCUPANCY CLASSIFICATION	S-2
TYPE OF CONSTRUCTION	V-B
GROUND SNOW LOAD	40 PSF
DEAD LOAD	9 PSF
WIND SPEED	127 MPH, Exposure C
SEISMIC SITE CLASS	D
SOIL BEARING CAPACITY	3000 PSF

INDEX OF DRAWINGS

A-1 FLOOR/FOUNDATION PLAN, ROOF FRAMING PLAN, INDEX OF DRAWINGS

A-2 FOUNDATION DETAILS, BARRIER WALL DETAILS

A-3 TRANSVERSE BUILDING SECTION, TRUSS BEARING PLATE DETAILS, LONGITUDINAL BLDG. SECTION

A-4 BUILDING ELEVATIONS

A-5 TYPICAL WALL SECTIONS

A-6 WALL SECTION, CONSTRUCTION DETAILS

A-7 REAR LEAN-TO: WALL SECTIONS & DETAILS

NOTE:
Building design based on site remediation and improvements as indicated in the geotechnical report by Weston & Sampson dated February 17, 2021.

NOTE:
Final ground improvement layout shall be determined by the Ground Improvement Designer per Section 316613 – Ground Improvements.

NOTE:
Roofing and Flashing filed sub-bid shall include all roofing and flashing items, including metal roofing panels, ridge ventilator, fiberglass skylights, titanium underlayment, rubber closure strips, flashing, drip edges, snow guards, and associated fastening and painting of items.

NEW 40' X 72' X 12'

SALT STORAGE BUILDING

TOWN OF MELROSE, MASSACHUSETTS

FLOOR/FOUNDATION PLAN
ROOF FRAMING PLAN
INDEX OF DRAWINGS

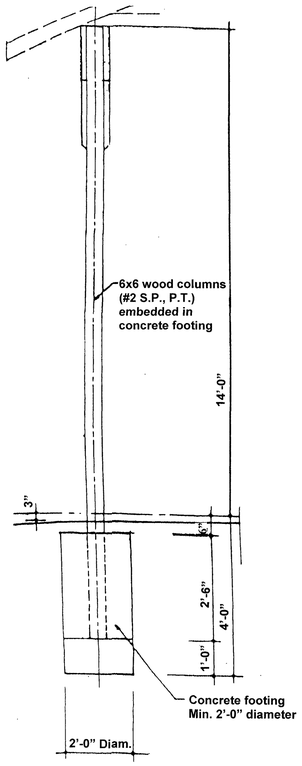
ADVANCED STORAGE TECHNOLOGY, INC.
4053 Maple Rd. Suite 106
Amherst, NY 14226-1058
Tel. 716-833-6212
www.saltstorage.com

Michael A. Sinniger, P.E.

COMMONWEALTH OF MASSACHUSETTS
MICHAEL SINNIGER
No. 50349
REGISTERED PROFESSIONAL ENGINEER

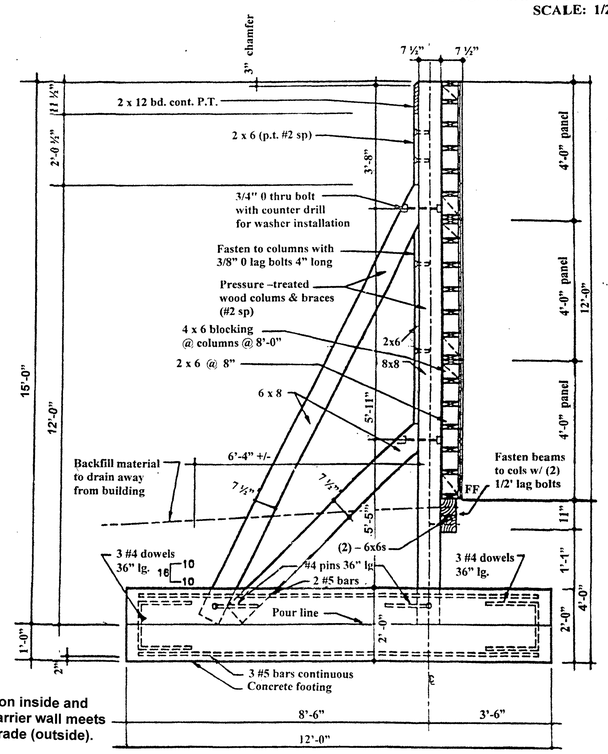
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CHECKED	BB		
SCALE	AS NOTED	DWG. NO.	A-1
ISSUED	APRIL 2021		

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FD-4: LEAN-TO COLUMNS

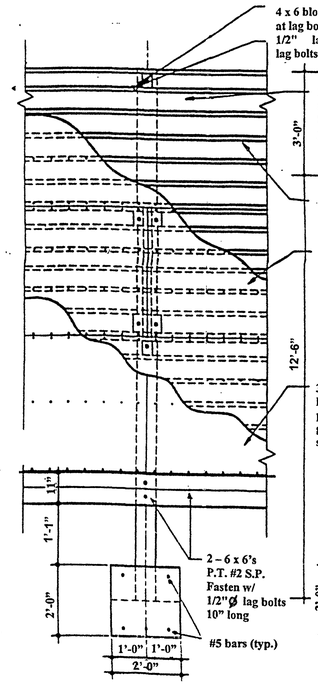
TYPICAL COLUMN FOUNDATION DETAILS
SCALE: 1/2" = 1'-0"



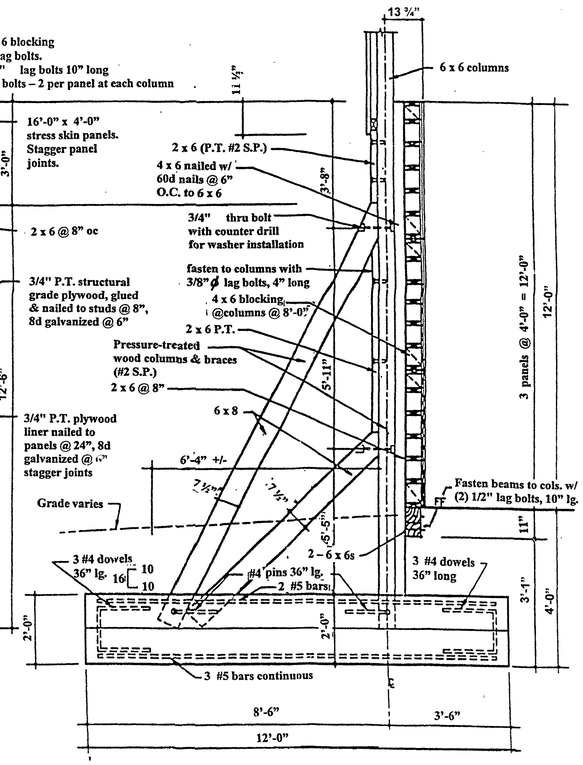
NOTE:
Asphalt tar sealer to be put on inside and outside of building where barrier wall meets finished floor (inside) and grade (outside).

NOTE: PROVIDE 12 INCHES OF CRUSHED STONE BENEATH THE SALT SHED FOUNDATIONS AS SHOWN ON SHEET C-5 DETAIL 2.

FD #3 : FOUNDATION AT SIDEWALL COLUMNS



FD #2 : ELEV. OF BARRIER WALL

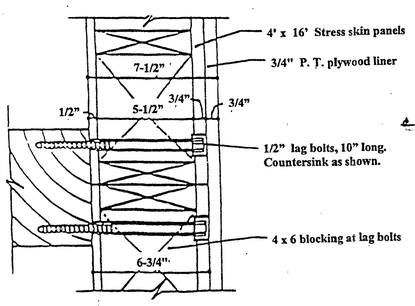


FD #1 : FOUNDATION AT ENDWALL COLUMNS

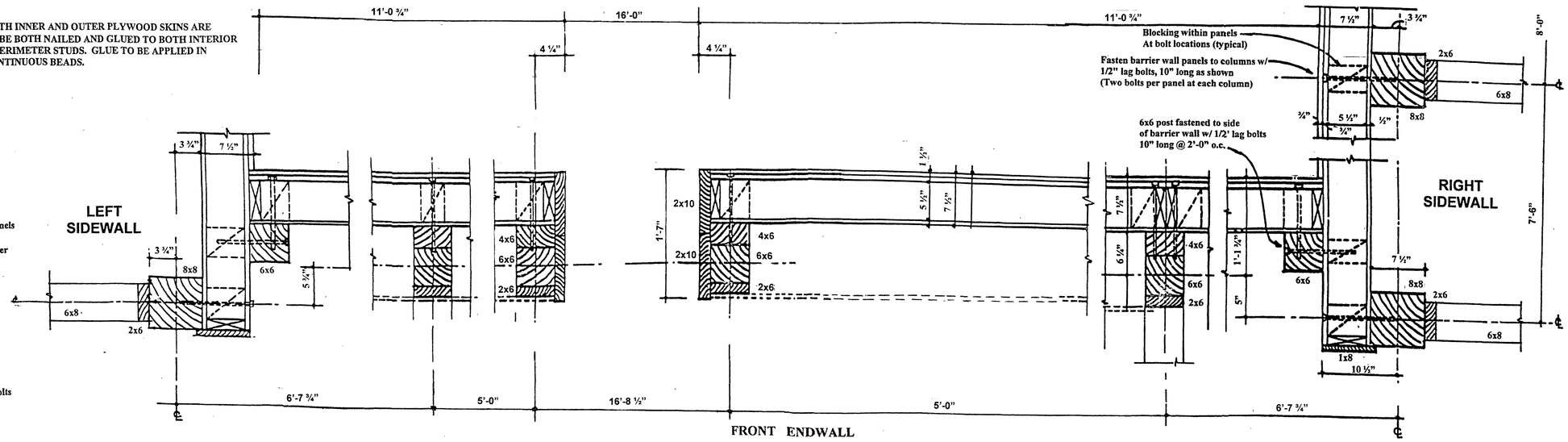
STRESS SKIN PANELS
4'-0" wide panels consisting of:

- 2x6 pressure treated perimeter studs
- 2x6 internal wood studs @ 8" oc
- Outer skin: 1/2" pressure treated exterior structural plywood, grade APA, A-C, sanded
- Interior skin: 3/4" pressure treated CDX plywood
- Interior liner: 3/4" pressure treated CDX plywood
- 1x2 pressure treated wood battens at exterior horizontal joints
- Nailing: as shown on drawings and in specifications
- Adhesive: PL 500
- Refer to specifications for lumber grade and types

NOTE: BOTH INNER AND OUTER PLYWOOD SKINS ARE TO BE BOTH NAILED AND GLUED TO BOTH INTERIOR & PERIMETER STUDS. GLUE TO BE APPLIED IN CONTINUOUS BEADS.



BARRIER WALL FASTENING DETAIL
SCALE: 3" = 1'-0"



TYPICAL BARRIER WALL DETAILS

NO SCALE

NEW 40' X 72' X 12'

SALT STORAGE BUILDING

TOWN OF MELROSE, MASSACHUSETTS

FOUNDATION DETAILS
BARRIER WALL DETAILS

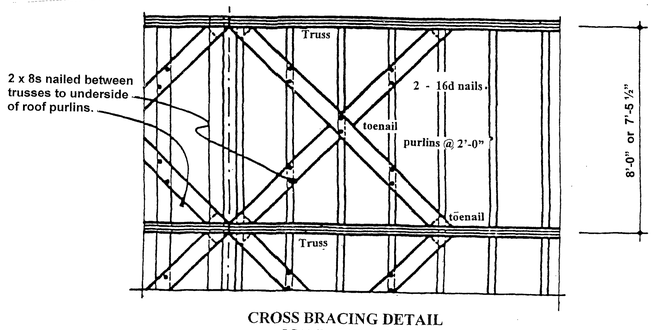
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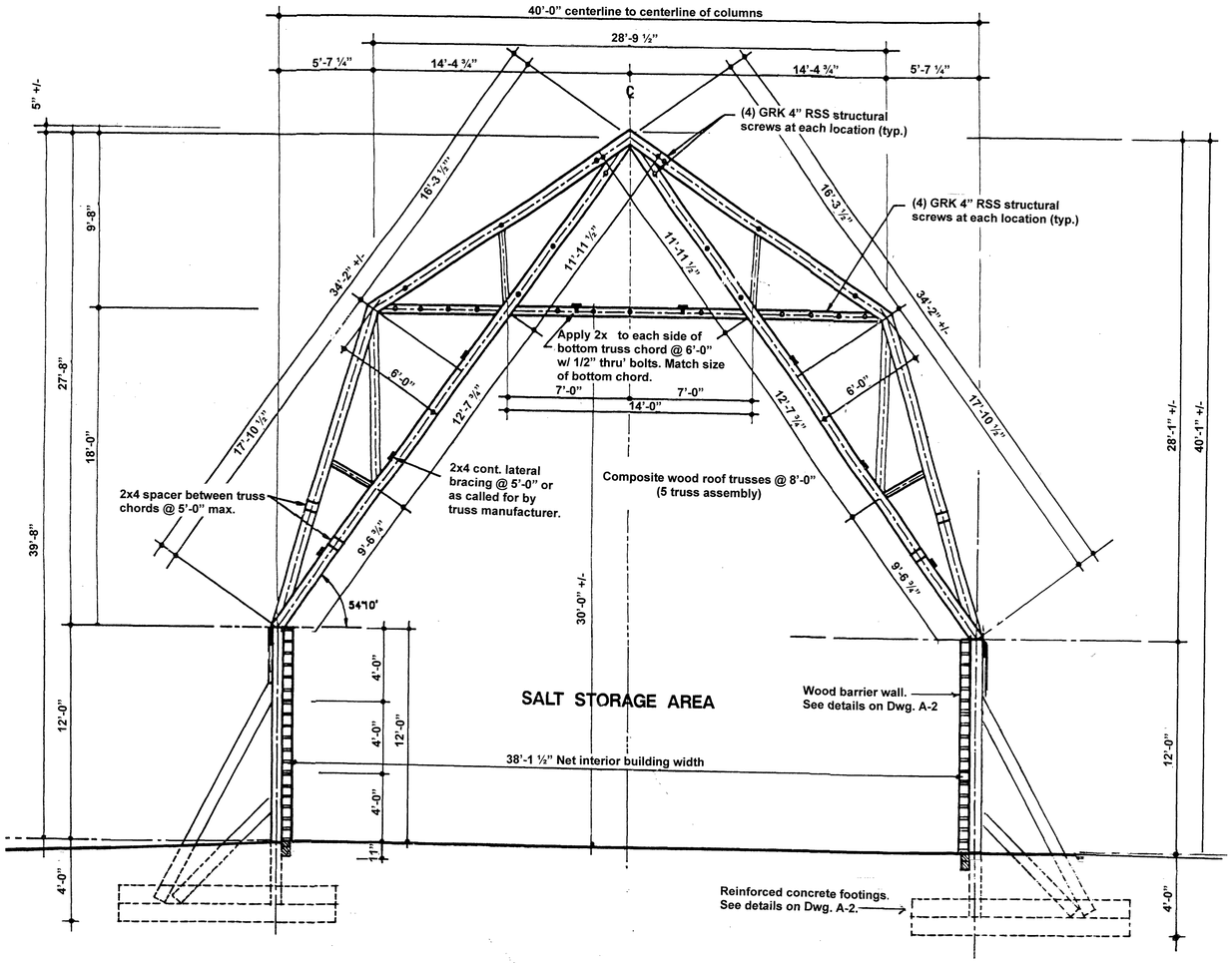
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MICHAEL SINNIGER
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10/8/2021

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CHECKED BB	
SCALE AS NOTED	DWG. NO. A-2
ISSUED APRIL 2021	

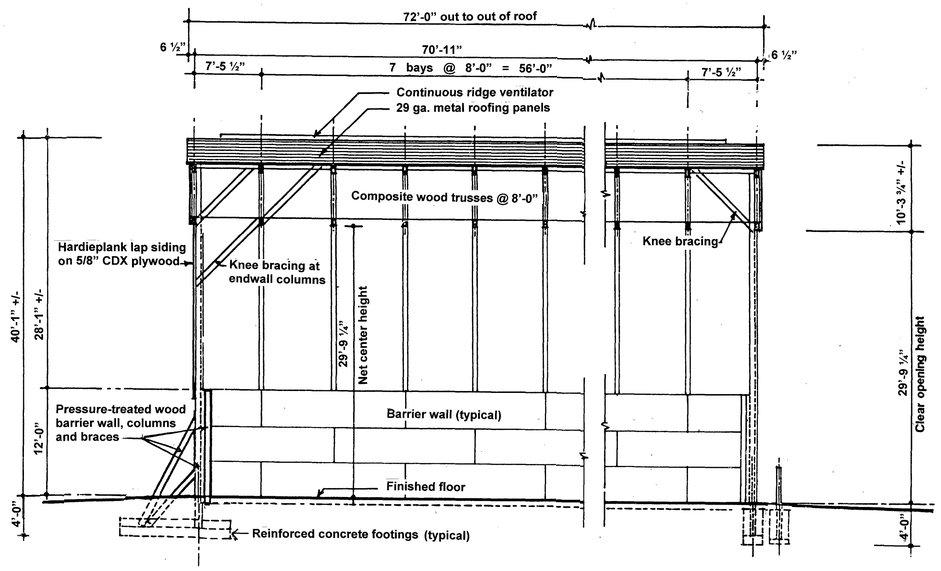
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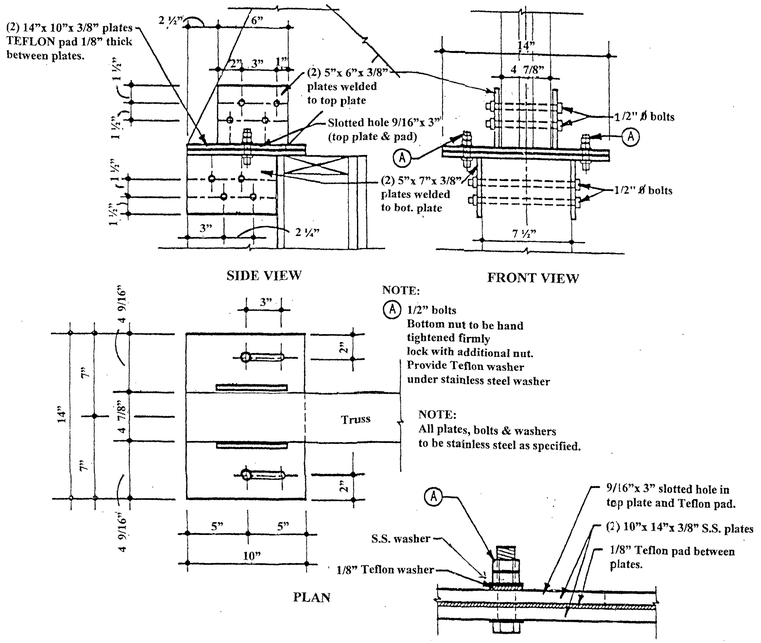
CROSS BRACING DETAIL
SCALE: 3/8" = 1'0"



TRANSVERSE BUILDING SECTION
SCALE 1/4" = 1'-0"



LONGITUDINAL BLDG. SECTION
SCALE 1/8" = 1'-0"



BP-1

TRUSS BEARING PLATE DETAILS
SCALE : 2" = 1'-0"

NEW 40' X 72' X 12'

SALT STORAGE BUILDING

TOWN OF MELROSE, MASSACHUSETTS

TRANSVERSE BUILDING SECTION
TRUSS BEARING PLATE DETAILS
LONGITUDINAL BLDG. SECTION

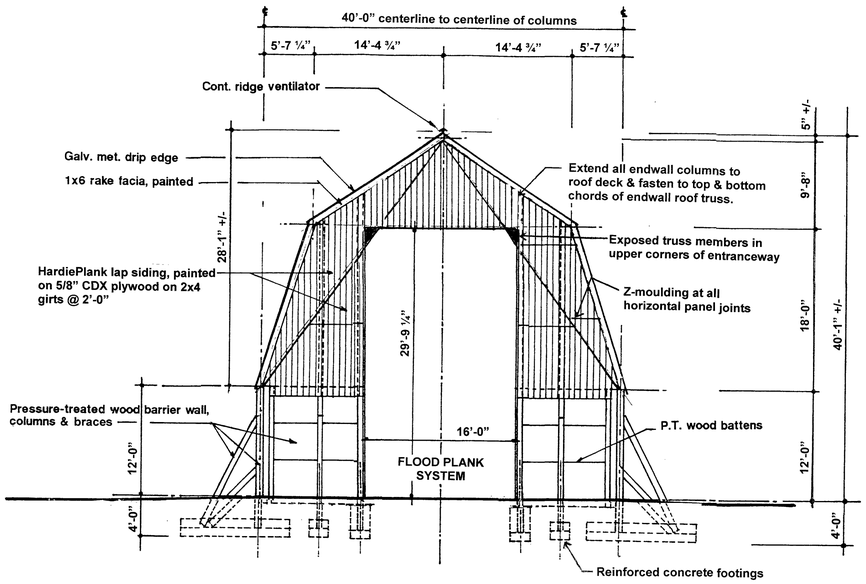
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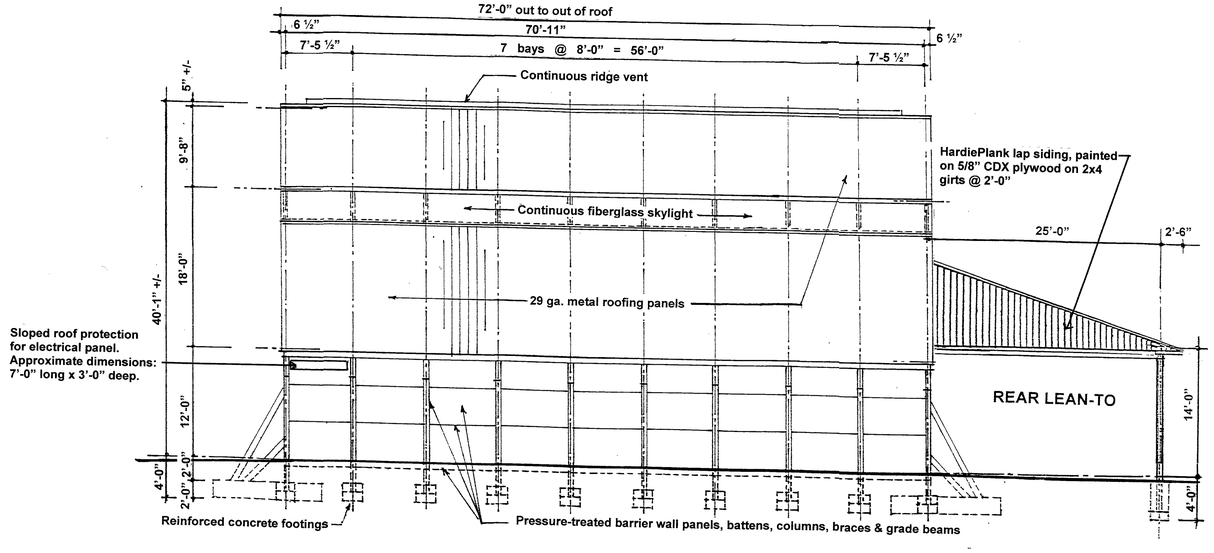
COMMONWEALTH OF MASSACHUSETTS
MICHAEL SINNIGER
No. 50349
REGISTERED PROFESSIONAL ENGINEER
4/19/2021

DRAWN	BB
CHECKED	BB
SCALE	AS NOTED
ISSUED	APRIL 2021
JOB NO.	21-005
DWG. NO.	A-3

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FRONT ELEVATION SCALE 1/8" = 1'-0"

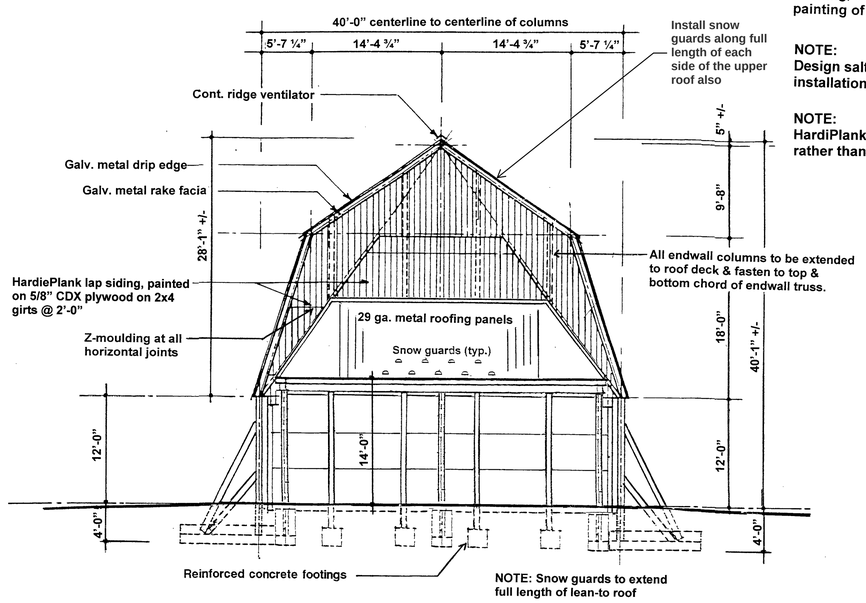


RIGHT SIDE ELEVATION SCALE 1/8" = 1'-0"

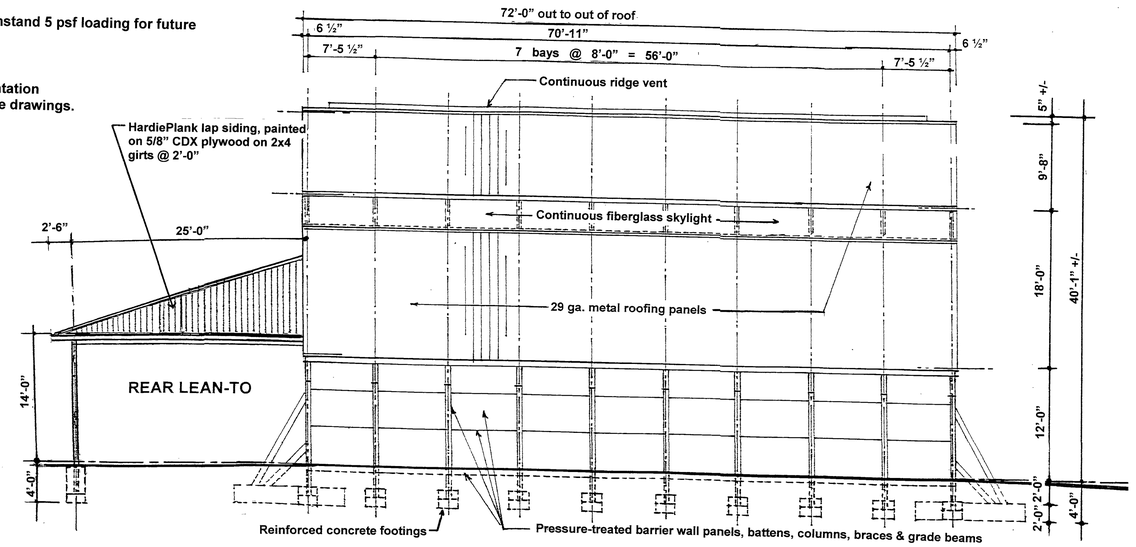
NOTE:
Roofing and Flashing filed sub-bid shall include all roofing and flashing items, including metal roofing panels, ridge ventilator, fiberglass skylights, titanium underlayment, rubber closure strips, flashing, drip edges, snow guards, and associated fastening and painting of items.

NOTE:
Design salt storage building to withstand 5 psf loading for future installation of solar panels.

NOTE:
HardiPlank to have horizontal orientation rather than vertical as shown on the drawings.



REAR ELEVATION SCALE 1/8" = 1'-0"



LEFT SIDE ELEVATION SCALE 1/8" = 1'-0"

NEW 40' X 72' X 12'

SALT STORAGE BUILDING

TOWN OF MELROSE, MASSACHUSETTS

BUILDING ELEVATIONS

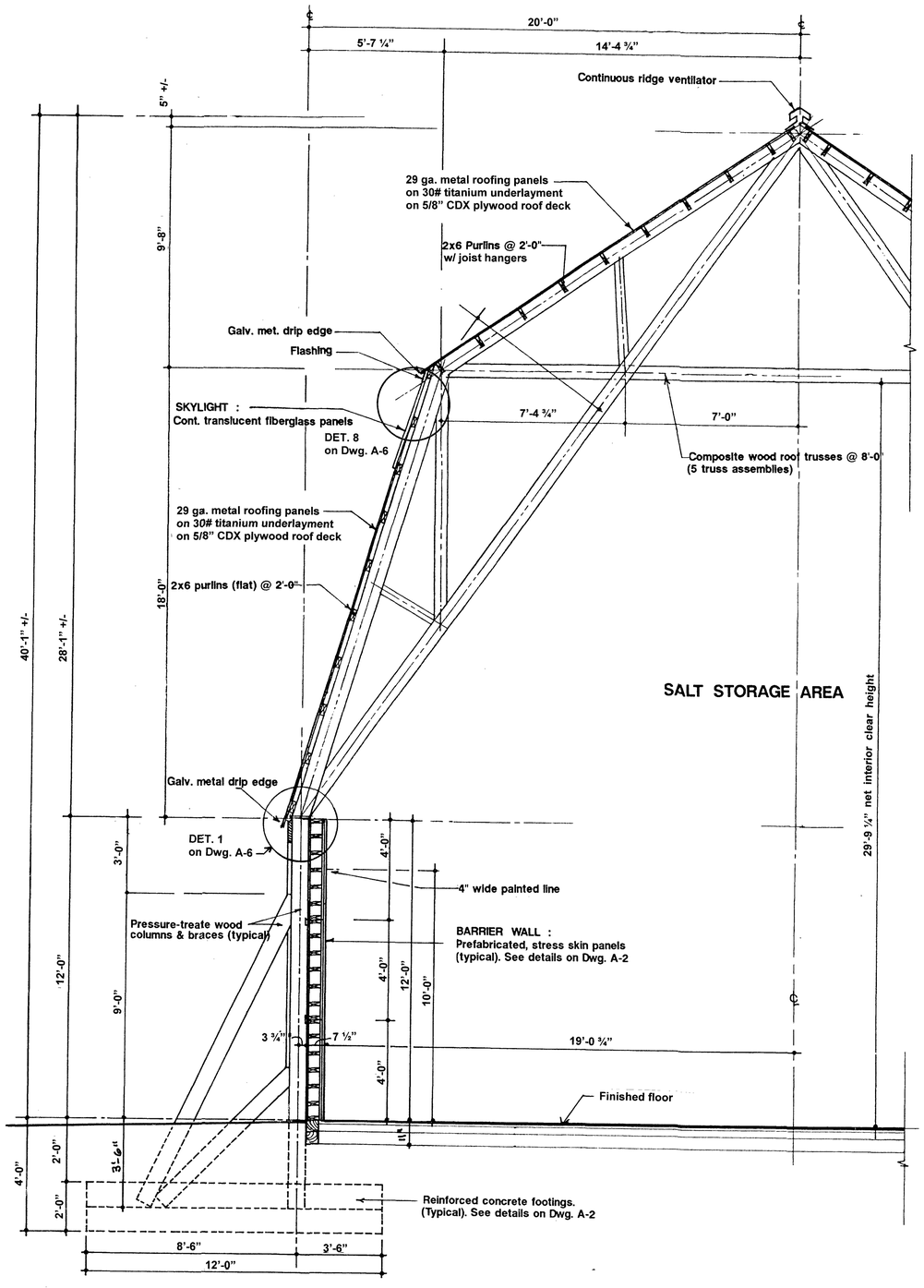
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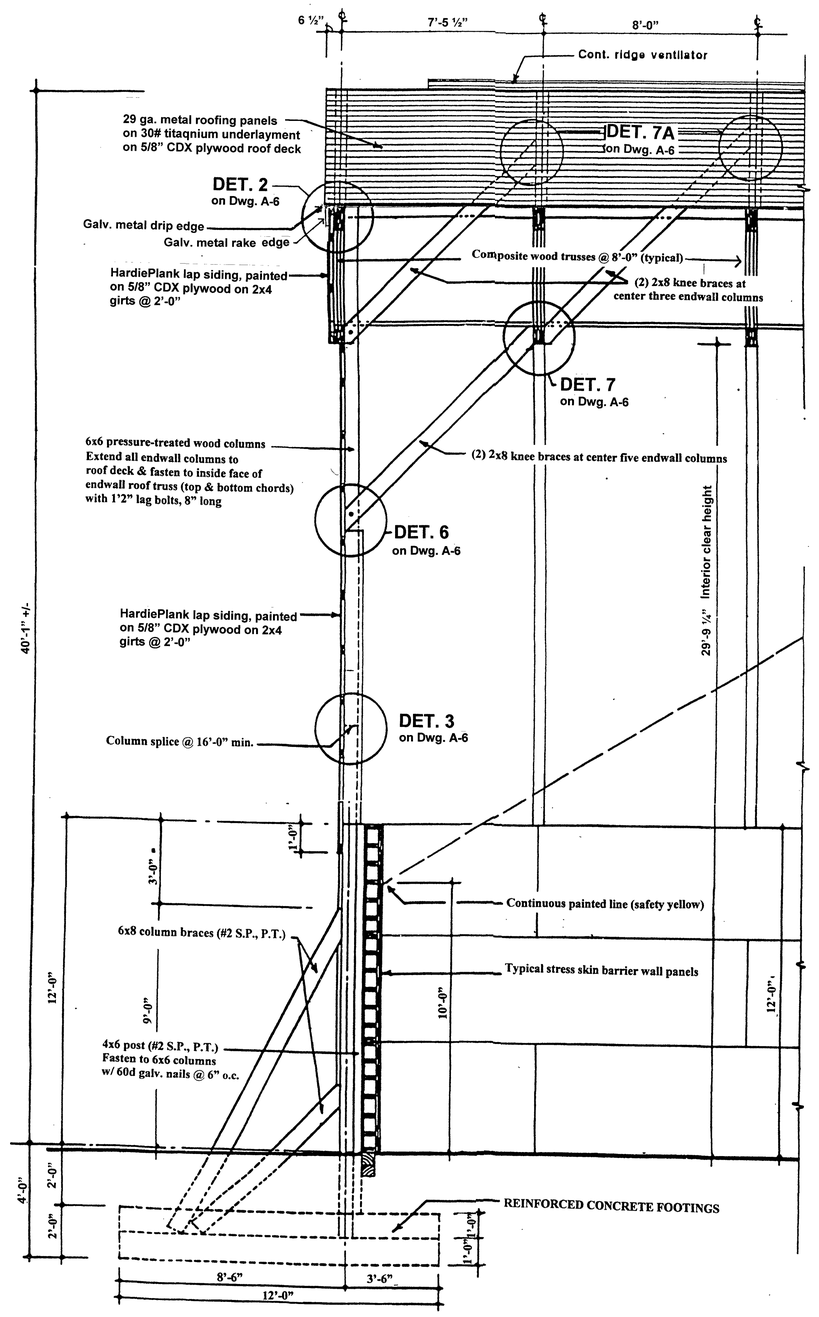
COMMONWEALTH OF MASSACHUSETTS
MICHAEL SINNIGER
No. 50349
REGISTERED PROFESSIONAL ENGINEER
6/8/2021

DRAWN BB	JOB NO. 21-005
CHECKED BB	
SCALE AS NOTED	DWG. NO. A-4
ISSUED APRIL 2021	

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SECTION (1) THRU' SIDEWALL SCALE 3/8" = 1'-0"



SECTION (2) THRU' ENDWALL SCALE 3/8" = 1'-0"

(Lean-to not shown for purposes of clarity)

NEW 40' X 72' X 12'

SALT STORAGE BUILDING

TOWN OF MELROSE, MASSACHUSETTS

TYPICAL WALL SECTIONS

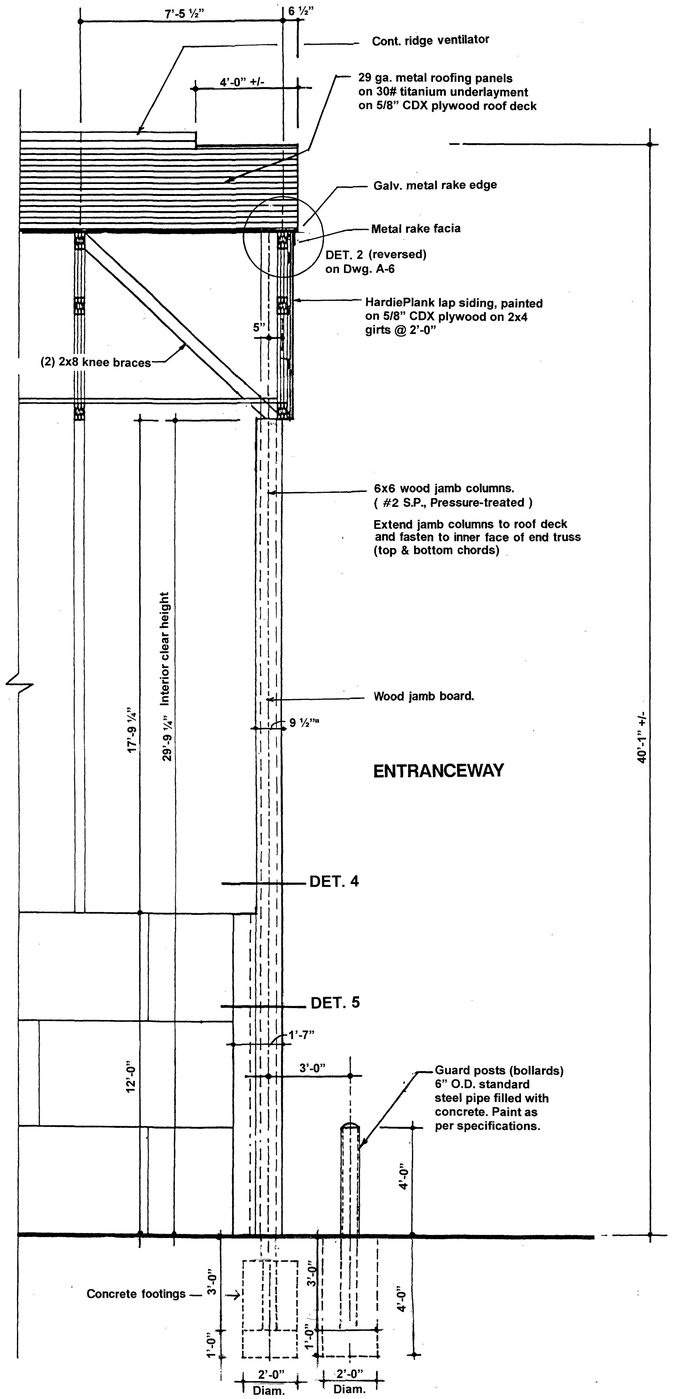
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COMMONWEALTH OF MASSACHUSETTS — MICHAEL SINNIGER — No. 50349 — REGISTERED PROFESSIONAL ENGINEER — 4/15/2021

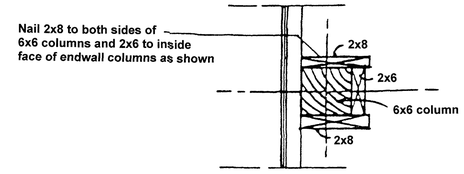
DRAWN BB	JOB NO. 21-005
CHECKED BB	
SCALE AS NOTED	DWG. NO. A-5
ISSUED APRIL 2021	

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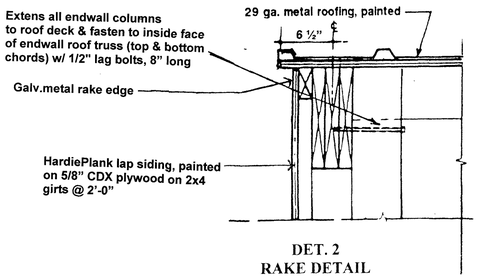


ENTRANCEWAY

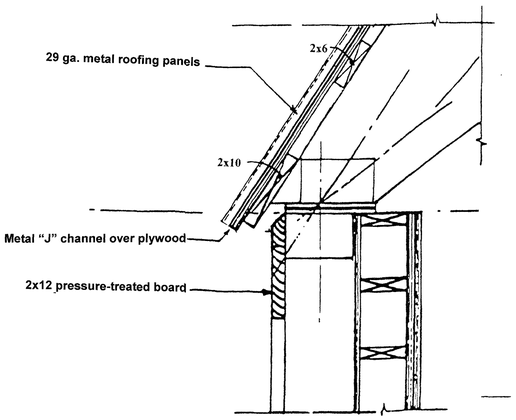
SECTION (3) THRU' ENDWALL ENTRANCEWAY SCALE 3/8" = 1'-0"

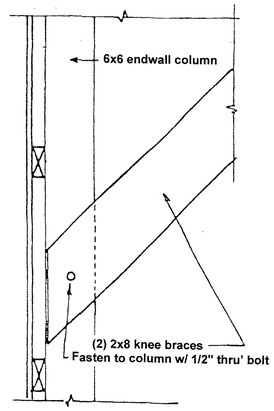


DET. 3
SPLICE DETAIL

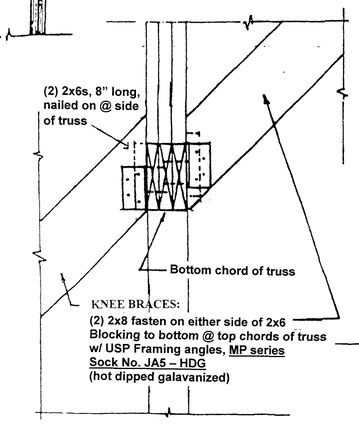


DET. 2
RAKE DETAIL

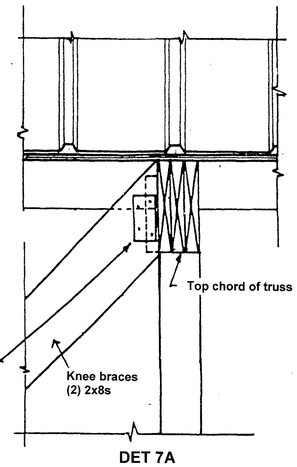




DET. 6

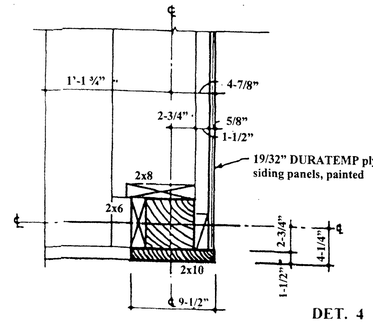


DET. 7

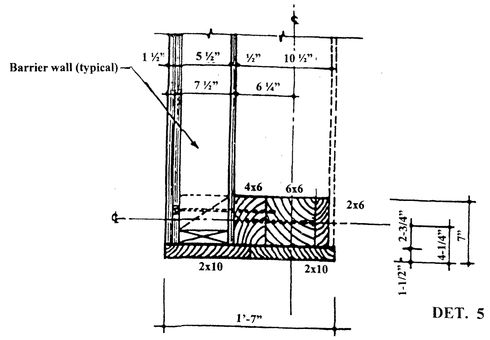


DET 7A

DETAILS SCALE 1 1/2" = 1'-0"

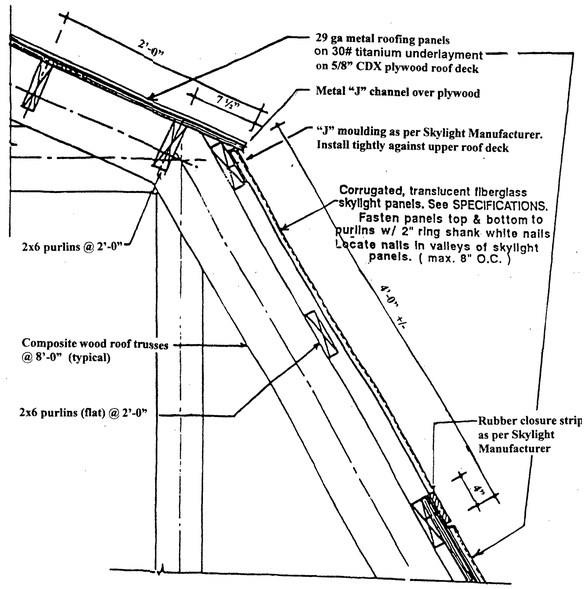


DET. 4



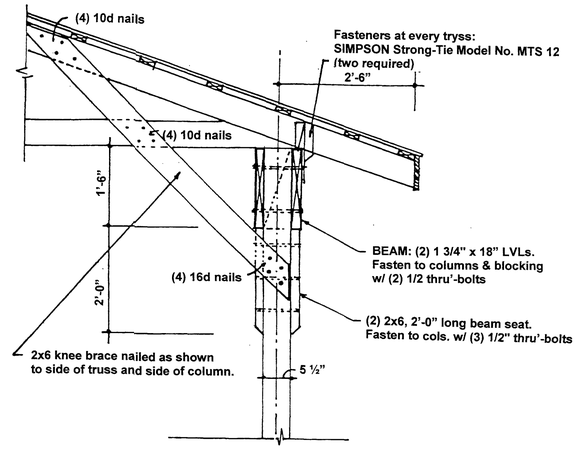
DET. 5

ENTRANCEWAY JAMB DETAILS IN MAIN BUILDING ENDWALL



DET. 8

SKYLIGHT INSTALLATION DETAIL IN MAIN BUILDING ROOF



SECTION

TRUSS BEARING AT EXTERIOR COLUMN LINE

DET. 11 SCALE 3/4" = 1'-0"

NEW 40' X 72' X 12'

SALT STORAGE BUILDING

TOWN OF MELROSE, MASSACHUSETTS

WALL SECTION CONSTRUCTION DETAILS

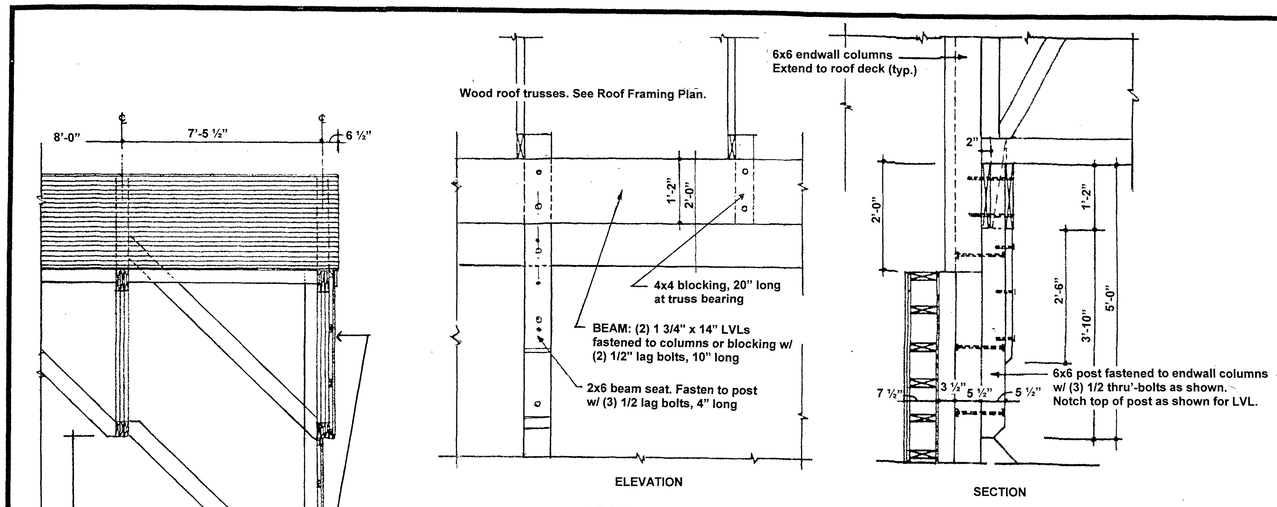
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MICHAEL SINNIGER
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6/8/2021

DRAWN BB	JOB NO. 21-005
CHECKED BB	
SCALE AS NOTED	DWG. NO. A-6
ISSUED APRIL 2021	

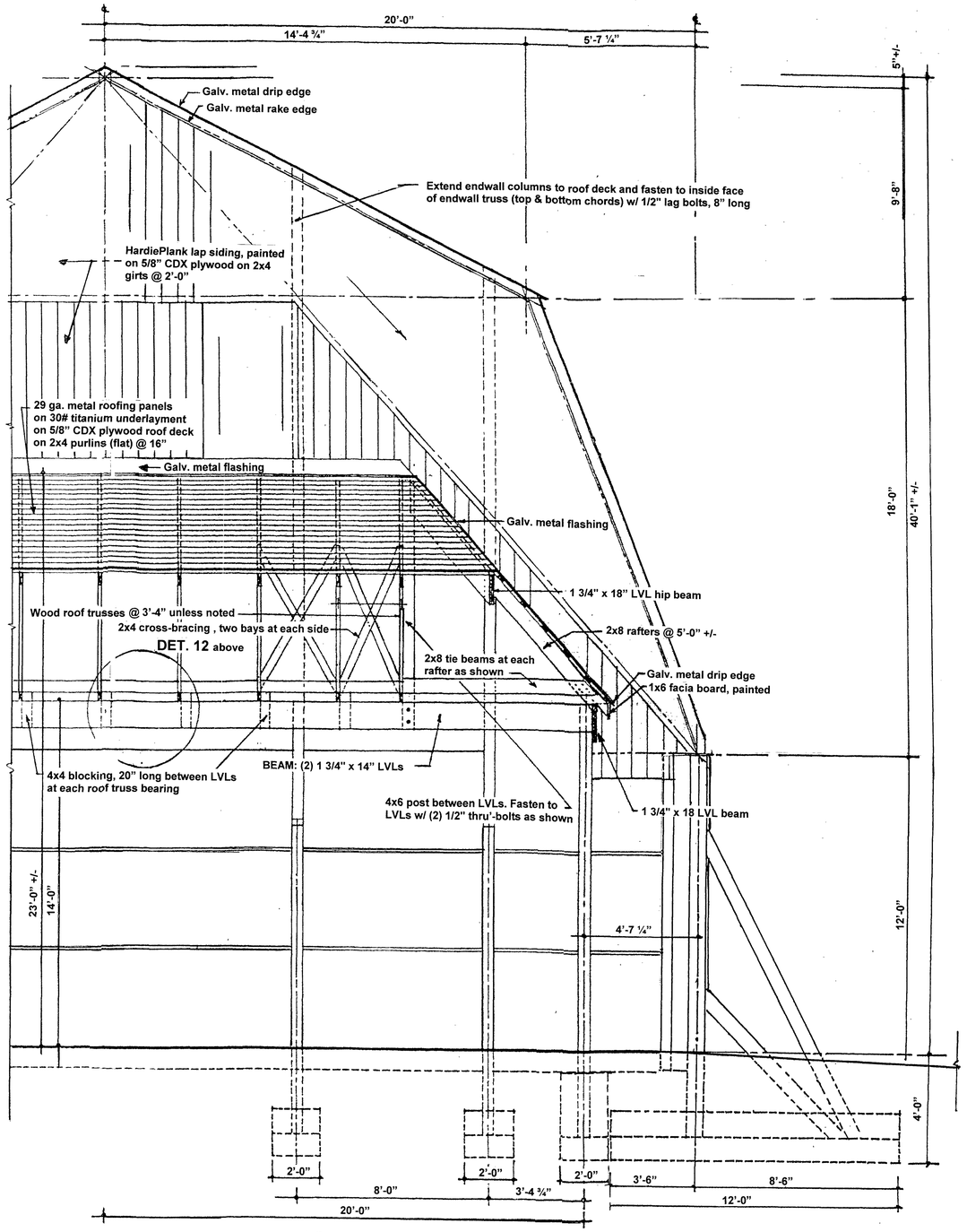
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LEAN-TO TRUSS BEARING AT ENDWALL COLUMNS
DET. 12

SCALE 3/4" = 1'-0"

SECTION (4) SCALE 3/8" = 1'-0"



SECTION (5) NO SCALE

NEW 40' X 72' X 12'

SALT STORAGE BUILDING

TOWN OF MELROSE, MASSACHUSETTS

REAR LEAN-TO: WALL
SECTIONS & DETAILS

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DRAWN BB	JOB NO. 21-005
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SCALE AS NOTED	DWG. NO. A-7
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ELECTRICAL LEGEND

RACEWAY AND WIRING

LP4C1-1,3 — HOMERUN TO PANELBOARD, NUMBER OF TICKS INDICATES NUMBER OF #12 AWG CONDUCTORS CONTAINED IN RACEWAY. TWO (2) #12 AWG SHALL NOT BE INDICATED BY TICKS, NUMERALS 1 AND 3 INDICATE CIRCUITS IN PANELBOARD. RACEWAYS LARGER THAN 3/4" AND CONDUCTORS LARGER THAN #12 AWG SHALL BE INDICATED ON THE DRAWINGS. PROVIDE AN INSULATED GREEN GROUND WIRE IN ALL RACEWAYS MINIMUM SIZE TO BE #12AWG.

UNDERGROUND RACEWAY

SURFACE MOUNTED RACEWAY

LIGHTING FIXTURES

B 3b B 3b — SURFACE MOUNTED LED FIXTURE. "B" DENOTES FIXTURE TYPE, NUMERAL DENOTES CIRCUIT NUMBER, "b" SUBSCRIPT DENOTES SWITCH CONTROL WHERE SHOWN. FIXTURES THAT ARE FILLED IN HALF OF FULL SOLID DENOTE FIXTURES WITH BACKUP EMERGENCY BATTERY BALLAST.

LIGHTING CONTROL SWITCHES

MOUNT 4'-0" AFF UNLESS NOTED OTHERWISE.

S_{TMa} — SINGLE POLE 0-120 MINUTE TIMER SWITCH (120/277V). "a" SUBSCRIPT DENOTES CIRCUITS CONTROLLED.

S_{a} — SINGLE POLE SWITCH (120/277V). "a" SUBSCRIPT DENOTES CIRCUITS CONTROLLED.

RECEPTACLES

DUPLEX CONVENIENCE OUTLET RATED 20A, 125V. U-SLOT GROUNDED TYPE MOUNTED 18" ABOVE FINISHED FLOOR TO CENTER LINE. ALL OTHER MOUNTING HEIGHTS SHALL BE AS NOTED ADJACENT TO THE SYMBOL. REFER TO RECEPTACLE ABBREVIATIONS FOR SPECIAL PURPOSE RECEPTACLES.

SPECIAL PURPOSE RECEPTACLE. REFER TO PLANS FOR NEMA CONFIGURATIONS

POWER DISTRIBUTION EQUIPMENT

PANELBOARD. SURFACE MOUNTED

J — JUNCTION BOX WITH BLANK COVERPLATE, SIZE AS REQUIRED BY N.E.C.

S_{MS} — THERMAL MOTOR SWITCH

ABBREVIATIONS

AFF	ABOVE FINISHED FLOOR
AC	ALTERNATING CURRENT
A	AMPERE
AF	AMP FRAME
AT	AMP TRIP
ATC	AUTOMATIC TEMPERATURE CONTROLS
ATS	AUTOMATIC TRANSFER SWITCH
BKR	BREAKER
C	CONDUIT
CKT	CIRCUIT
CB	CIRCUIT BREAKER
EC	ELECTRICAL CONTRACTOR
EMT	ELECTRIC METALLIC TUBING
EWC	ELECTRIC WATER COOLER
EWH	ELECTRIC WATER HEATER
EF	EXHAUST FAN
FL	FLOOR
FLA	FULL LOAD AMPERE
GC	GENERAL CONTRACTOR
GFI	GROUND FAULT INTERRUPTER
GND	GROUND
HOA	HAND OFF AUTOMATIC
HP	HORSEPOWER
IG	ISOLATED GROUND
JB	JUNCTION BOX
KVA	KILOVOLT AMPERES
KW	KILOWATT
MCB	MAIN CIRCUIT BREAKER
MLO	MAIN LUGS ONLY
MC	MECHANICAL CONTRACTOR
MTD	MOUNTED
MTG	MOUNTING
NMC	NON-METALLIC CONDUIT
NC	NORMALLY CLOSED
NO	NORMALLY OPEN
NA	NOT APPLICABLE
NIC	NOT IN CONTRACT
NTS	NOT TO SCALE
PNL	PANELBOARD
PH	PHASE
PVC	POLYVINYL CHLORIDE CONDUIT
RSC	RIGID GALVANIZED STEEL CONDUIT
SF	SUPPLY FAN
SS	SAFETY SWITCH
TEL	TELEPHONE
TRF	TRANSFORMER
V	VOLTS
W	WATTS OR WIRE
WP	WEATHERPROOF
4WSN	4-WIRE SOLID NEUTRAL

RECEPTACLE ABBREVIATIONS

GFI	GROUND FAULT CIRCUIT INTERUPTER, PERSONAL PROTECTION
WP	WEATHERPROOF RECEPTACLE WITH COVERPLATE LISTED FOR WET LOCATION WITH AN ATTACHMENT PLUG INSERTED.

SITE INSPECTION AND VISITATION

THE ELECTRICAL CONTRACTOR SHALL VISIT THE SITE AND INSPECT EXISTING CONDITIONS, SERVICES, CONDUITS, SPATIAL CONSIDERATIONS AND ALL OTHER PERTINENT CONDITIONS TO FULLY FAMILIARIZE HIMSELF WITH CONDITIONS TO BE ENCOUNTERED IN THE PERFORMANCE OF THIS WORK. THE ELECTRICAL SUBCONTRACTOR SHALL ALSO COORDINATE WITH THE GENERAL CONTRACTOR THE INSTALLATION OF THE ELECTRICAL SYSTEMS. FAILURE TO DO SO SHALL NOT RELIEVE THE ELECTRICAL SUBCONTRACTOR OF THE RESPONSIBILITY FOR FULL COMPLETION OF THE WORK IN ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS. VERIFY EXISTING SERVICES WHICH WILL BE UTILIZED FOR CONNECTION TO THE NEW SYSTEM. IF DISCREPANCIES EXIST BETWEEN THE CONTRACT DRAWINGS AND THE ACTUAL EXISTING CONDITIONS, THE ELECTRICAL SUBCONTRACTOR SHALL NOTIFY THE OWNER/ENGINEER PRIOR TO PROCEEDING WITH INSTALLATION.

GENERAL NOTES

1. DRAWINGS ARE DIAGRAMMATIC ONLY. THE EXACT LOCATION, MOUNTING HEIGHTS, SIZE OF EQUIPMENT AND ROUTING OF RACEWAYS SHALL BE COORDINATED AND DETERMINED IN THE FIELD.
2. ALL STRAIGHT FEEDER, BRANCH CIRCUIT AND AUXILIARY SYSTEM CONDUIT RUNS SHALL BE PROVIDED WITH SUFFICIENT PULL BOXES TO LIMIT THE MAXIMUM LENGTH OF ANY SINGLE CABLE PULL TO 150 FEET. EXACT SIZES OF PULL BOXES AND LOCATIONS TO BE DETERMINED IN THE FIELD BY THE ELECTRICAL CONTRACTOR.
3. SLEEVES ARE TO BE UTILIZED FOR PASSAGE OF CONDUITS THROUGH FLOORS OR WALLS.
4. ALL LIGHTING FIXTURES, ELECTRICAL DEVICES, CABLES AND RACEWAYS ARE TO BE INDEPENDENTLY SUPPORTED. FIXTURES ARE TO BE SUPPORTED FROM THE STRUCTURE.
5. COMBINED HOMERUNS OF TWO (2) OR THREE (3) CIRCUITS MAY BE UTILIZED. HOWEVER, THE NEUTRAL CONDUCTOR IS TO BE INCREASED TO #10AWG. COMBINED HOMERUNS ARE TO BE LIMITED TO 20A, LIGHTING AND POWER CIRCUITS.
6. WORK SHALL CONIFORM TO THE MASSACHUSETTS ELECTRICAL CODE, MASSACHUSETTS BUILDING CODE, NFPA AND REQUIREMENTS OF LOCAL AUTHORITIES HAVING JURISDICTION.
7. THE WORD "CONTRACTOR" AS USED IN THE "ELECTRICAL WORK" SHALL MEAN THE ELECTRICAL SUBCONTRACTOR.
8. CONTRACTOR SHALL PAY FOR ALL PERMITS, INSURANCE AND TESTS, AND SHALL PROVIDE LABOR AND MATERIAL TO COMPLETE THE ELECTRICAL WORK SHOWN.
9. EXCEPT AS OTHERWISE NOTED, THE ELECTRICAL WORK SHALL INCLUDE PANELBOARDS, CIRCUIT BREAKERS, FEEDERS, WIRING, RACEWAYS, LIGHTING FIXTURES AND CONNECTION NECESSARY TO OPERATE EQUIPMENT.
10. THE ELECTRICAL CONTRACTOR SHALL PROVIDE ALL TEMPORARY LIGHTING AND POWER AND THE GENERAL CONTRACTOR SHALL PAY ALL ENERGY CHARGES.
11. DURING CONSTRUCTION, THE ELECTRICAL CONTRACTOR SHALL KEEP HIS PORTION OF THE WORK NEAT, CLEAN AND ORDERLY.
12. ALL SYSTEMS SHALL BE TESTED FOR SHORT CIRCUIT AND GROUNDS PRIOR TO ENERGIZING AND ANY DEFECTS SHALL BE CORRECTED.
13. COMPLETE SHOP DRAWINGS SHALL BE SUBMITTED FOR ELECTRICAL EQUIPMENT. WHERE SPECIFIED, LIGHTING EQUIPMENT IS SUBSTITUTED. THE ELECTRICAL CONTRACTOR SHALL SUBMIT COMPLETE SPECIFICATIONS ON THE SUBSTITUTE AS WELL AS THE ITEM ORIGINALLY SPECIFIED.
14. MATERIALS SHALL BE SPECIFICATION GRADE AND UL LISTED.
15. WHERE MATERIAL IS CALLED OUT IN THE LEGEND BY MANUFACTURER, TYPE OR CATALOG NUMBER, SUCH DESIGNATIONS ARE TO ESTABLISH STANDARDS OR DESIRED QUALITY. ACCEPTANCE OR REJECTIONS OF PROPOSED SUBSTITUTIONS SHALL BE SUBJECT TO THE APPROVAL OF THE OWNER.
16. WORK SHALL BE COORDINATED WITH THAT OF OTHER TRADES TO ELIMINATE INTERFERENCES.
17. ELECTRICAL WORK SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR FROM DATE OF WHICH SYSTEM IS PUT INTO SERVICE.
18. WORK SHALL BE GROUNDED IN ACCORDANCE WITH CODE REQUIREMENTS. COMPLETE EQUIPMENT (INSULATED GREEN WIRE) GROUNDING SYSTEM SHALL BE INSTALLED.
19. WIRE SHALL BE TYPE "THHN-THWN" INSULATED FOR 600 VOLTS, MINIMUM SIZE #12 AWG COPPER UNLESS SPECIFICALLY NOTED OTHERWISE.
20. WIRING METHODS:
    A. ALL INTERIOR CONDUITS AND BOXES WITH THE SALT SHED SHALL BE PVC COATED RSC CONDUIT.
    B. ALL CLIPS, HANGERS, SUPPORTS AND FASTENERS WITHIN THE NEW SALT SHED SHALL BE STAINLESS STEEL.
22. BOXES SHALL BE PVC COATED GALVANIZED STEEL AND SHALL BE SIZED TO ACCOMMODATE THE EQUIPMENT OR APPARATUS TO BE INSTALLED. WHERE BOXES OF A STANDARD MAKE ARE NOT AVAILABLE, SPECIAL BOXES SHALL BE MANUFACTURED. FIXTURES SUPPORTED ON THE CEILING OR ON THE WALL SHALL HAVE SUITABLE FIXTURE SUPPORT FOR THE SPECIFIC FIXTURE.
23. WALL PLATES SHALL BE PROVIDED FOR EACH SWITCH. PROVIDE WALL PLATES WITH STAINLESS STEEL FINISH FOR ALL DEVICES. SWITCHES SHALL BE WEATHER PROOF AND CORROSION PROOF.
24. FURNISH AND INSTALL SLEEVES IN FLOORS, BEAMS, WALLS, ETC. REQUIRED FOR INSTALLING THIS WORK.
25. LIGHTING FIXTURES SHALL BE INDIVIDUALLY SUPPORTED FROM THE STRUCTURAL BUILDING MEMBER.
26. CONDUIT RUNS AS SHOWN ON THE PLANS ARE DIAGRAMMATIC ONLY; EXACT LOCATION AND METHOD OF SUPPORT SHALL BE DETERMINED IN THE FIELD.
27. CONTRACTOR SHALL CHECK EXISTING CONDITIONS TO DETERMINE EXACT EXTENT OF WORK TO BE PERFORMED PRIOR TO BIDDING. DIMENSIONS RELEVANT TO EXISTING WORK SHALL BE VERIFIED IN THE FIELD.
28. PROVIDE AS-BUILT "CADD" DRAWINGS AT THE COMPLETION OF THE PROJECT.

DEMOLITION NOTES

1. THE ELECTRICAL CONTRACTOR WILL WORK IN CONJUNCTION WITH THE GENERAL CONTRACTOR TO DEMOLISH THE EXISTING ELECTRICAL SYSTEM. THE ELECTRICAL CONTRACTOR IS TO DEACTIVATE, DISCONNECT AND REMOVE THOSE SYSTEMS WHICH WILL BE DEMOLISHED. THE ELECTRICAL CONTRACTOR WILL REMOVE AND DISPOSE OF ALL ELECTRICAL SYSTEM MATERIALS INCLUDING DEVICES, FIXTURES, RACEWAYS, CABLE, MOTOR CONTROLS AND APPURTENANCES. SYSTEMS REQUIRING TOTAL AND/OR PARTIAL DEMOLITION SHALL CONSIST OF BUT NOT BE LIMITED TO THE FOLLOWING:
   A. NORMAL LIGHTING SYSTEM
2. EXISTING SYSTEMS THAT ARE TO REMAIN AND BE PROTECTED DURING DEMOLITION/CONSTRUCTION INCLUDE:
   A. POWER DISTRIBUTION SYSTEM
3. SYSTEMS WHICH PASS THROUGH THE AREA BEING DEMOLISHED BUT CONTINUE TO AREAS NOT WITHIN THE DEMOLITION SCOPE ARE TO REMAIN. THE ELECTRICAL CONTRACTOR IS TO IDENTIFY (SPRAY PAINT OR EQUIVALENT) AND PROTECT THOSE SYSTEMS WHICH ARE ACTIVE AND ARE TO REMAIN.
4. MAKE ANY NECESSARY RE-CIRCUITING, EXTENSIONS OF EXISTING CIRCUITS AND RELOCATIONS REQUIRED TO PROPERLY RE-ENERGIZE REMAINING EXISTING SERVICES OR EQUIPMENT THAT MAY BE INTERFERED WITH BY NEW CONSTRUCTION, REMOVALS OR RELOCATIONS. ALL SHUTDOWNS TO RELOCATE ACTIVE FEEDERS OR BRANCH CIRCUITS WILL BE PERFORMED ON OFF HOURS AS MUTUALLY AGREED TO WITH THE OWNER.
5. PRIOR TO REMOVAL OF EQUIPMENT, CONFIRM THAT FEEDER AND BRANCH CIRCUITS ARE NO LONGER ACTIVE. SHOULD IT BE DISCOVERED THE FEEDER OR BRANCH CIRCUITS ARE ACTIVE, NOTIFY THE ARCHITECT IMMEDIATELY FOR DIRECTION.
6. ELECTRICAL CONTRACTOR IS TO REMOVE ALL LAMPS, BALLASTS AND OTHER ELECTRICAL COMPONENTS CLASSIFIED AS HAZARDOUS MATERIALS. ELECTRICAL CONTRACTOR IS TO OBTAIN THE SERVICES OF A LICENSED HAZARDOUS MATERIALS CONTRACTOR TO DISPOSE OF THE MATERIALS. PROVIDE WRITTEN DOCUMENTATION TO THE OWNER'S REPRESENTATIVE FROM THE HAZARDOUS MATERIALS CONTRACTOR.
7. ELECTRICAL DEMOLITION ABBREVIATIONS:
   "EX" DENOTES EXISTING EQUIPMENT TO REMAIN
   "RE" DENOTES EXISTING EQUIPMENT TO BE DISCONNECTED AND REMOVED ALL EXISTING CONDUIT AND WIRE SHALL BE REMOVED BACK TO ITS SOURCE AND ALL DEVICES ASSOCIATED WITH THE EQUIPMENT SHALL BE REMOVED.

Project:

SALT SHED REPLACEMENT PROJECT

CITY OF MELROSE, MA

72 TREMONT STREET
MELROSE, MA 02176

Weston & Sampson

Weston & Sampson Engineers, Inc.
55 Walkers Brook Drive Suite 100
Reading, MA 01867
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www.westonandsampson.com

Consultants:

Seal:

COMMONWEALTH OF MASSACHUSETTS — ROBERT P. McALEER — ELECTRICAL — No. 48017 — REGISTERED PROFESSIONAL ENGINEER

Revisions:

Rev	Date	Description

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Reviewed By: DNM
Approved By: RFM

W&S Project No: ENG20-0794

Drawing Title:

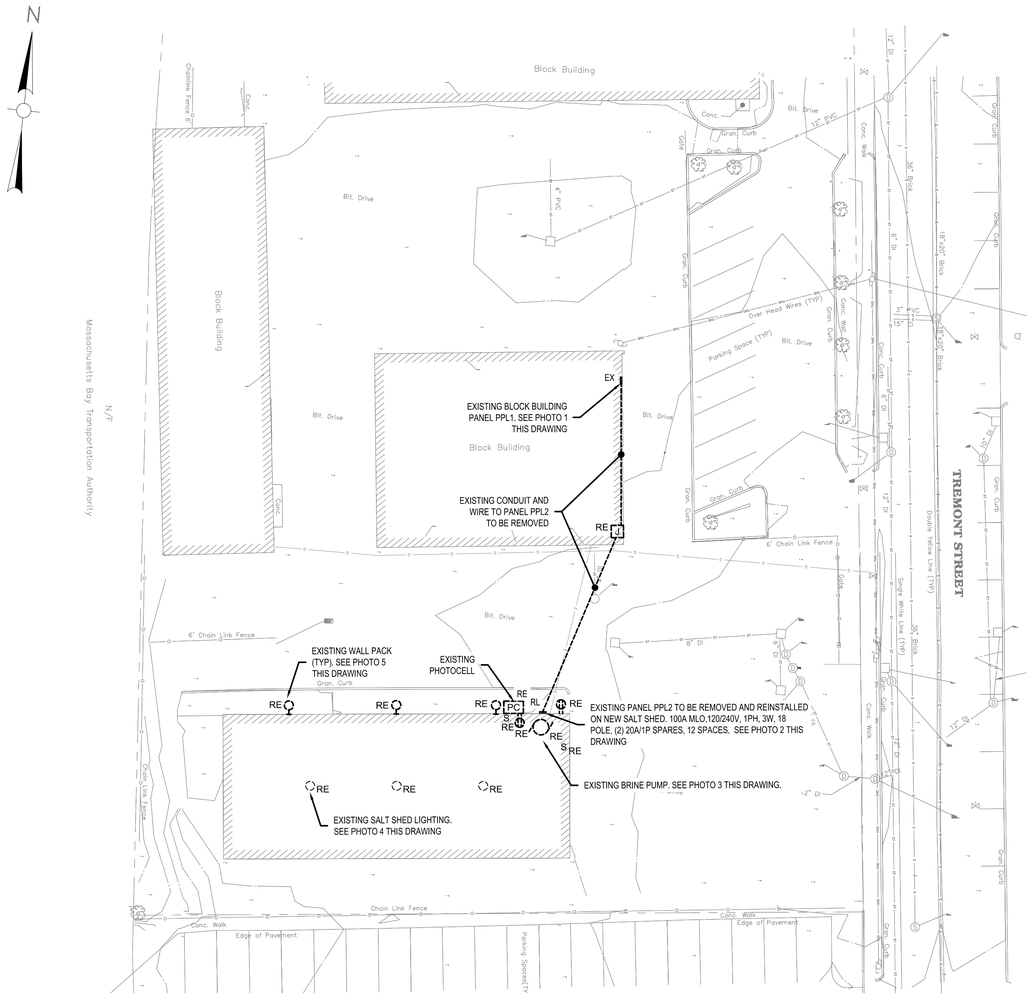
ELECTRICAL LEGEND, ABBREVIATIONS AND GENERAL NOTES

Sheet Number:

E001

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Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)



1 ELECTRICAL DEMOLITION SITE PLAN

SCALE: 1" = 20'-0"

20 10 0 20 40

SCALE: 1"=20'



EXISTING ELECTRICAL PANEL PPL1

PHOTO 1



EXISTING ELECTRICAL PANEL PPL2

PHOTO 2



EXISTING WALL PACK LIGHT FIXTURES

PHOTO 5



EXISTING BRINE SYSTEM PUMP

PHOTO 3



EXISTING SALT SHED FIXTURES

PHOTO 4

DRAWING NOTES:

1. REFER TO DRAWING E001 FOR LEGEND, ABBREVIATIONS, GENERAL NOTES AND DEMO NOTES.

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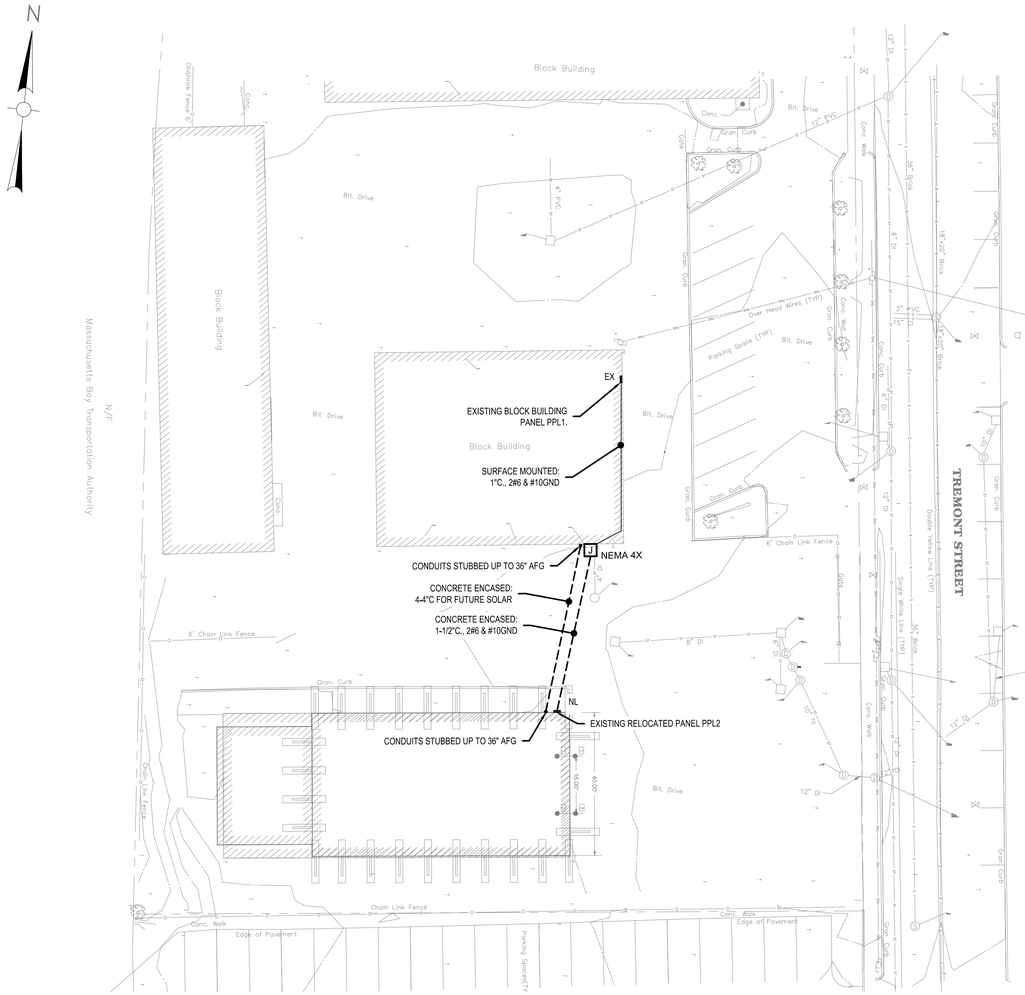
ELECTRICAL
DEMOLITION PLAN

Sheet Number:

ED100

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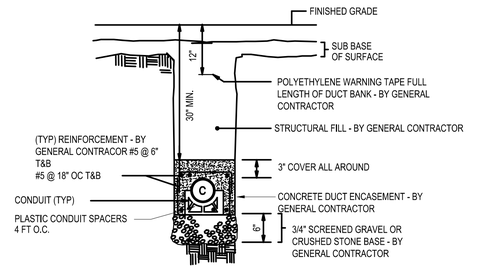


1 ELECTRICAL SITE PLAN

SCALE: 1" = 20'-0"

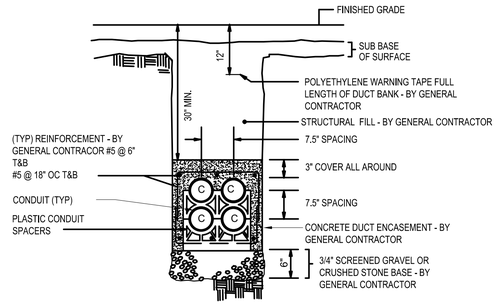
20 10 0 20 40

SCALE: 1"=20'



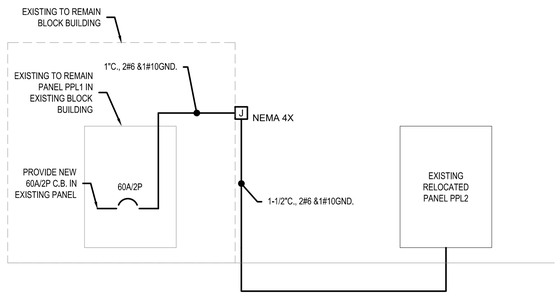
2 TYPICAL 1X1 CONCRETE ENCASED DUCTBANK DETAIL

NTS



3 TYPICAL 2X2 CONCRETE ENCASED DUCTBANK DETAIL

NTS



4 ONE LINE DIAGRAM

NTS

DRAWING NOTES:

1. REFER TO DRAWING E001 FOR LEGEND, ABBREVIATIONS, GENERAL NOTES AND DEMO NOTES.
2. REFER TO DRAWING E101 FOR FLOOR PLANS AND PANELBOARD SCHEDULES.

Project:

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Consultants:

Seal:

ROBERT F. McALEER ELECTRICAL No. 48017 REGISTERED PROFESSIONAL ENGINEER COMMONWEALTH OF MASSACHUSETTS

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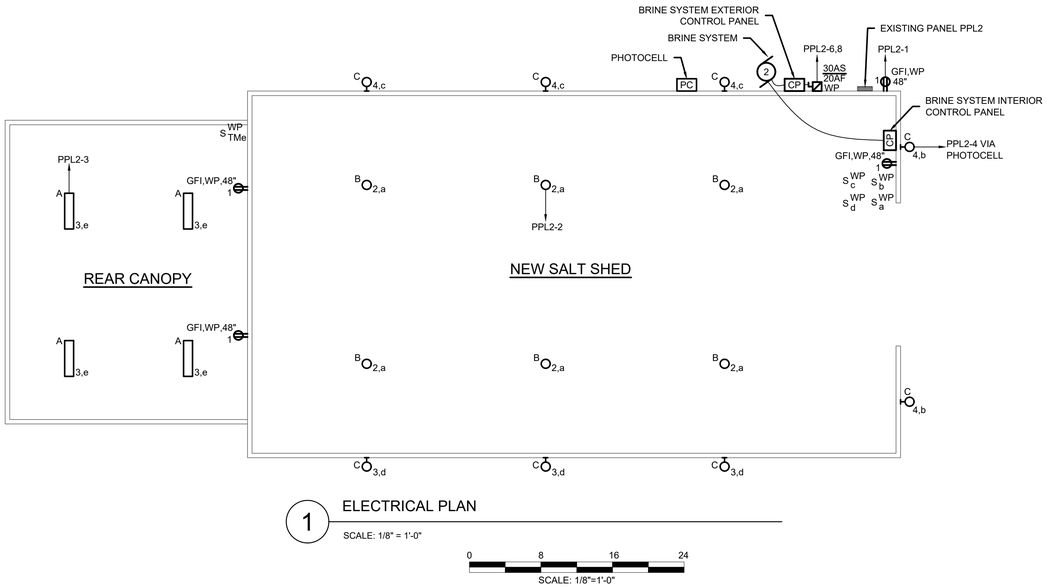
ELECTRICAL SITE PLAN

Sheet Number:

E100

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1 ELECTRICAL PLAN

SCALE: 1/8" = 1'-0"

0 8 16 24

SCALE: 1/8"=1'-0"

EXISTING PANELBOARD SCHEDULE

PANELBOARD NO.: PPL2 — SERVICE: 120/240V, 1Ø, 3W

LOCATION: SALT SHED — RATING 100A MLO

MOUNTING: SURFACE — TOTAL NO. OF POLES: 18

	CKT. No.	DESCRIPTION OF LOAD	CIRCUIT BREAKERS TRIP	POLES		CIRCUIT BREAKERS TRIP	DESCRIPTION OF LOAD	CKT. No.	
*	1	SALT SHED RECEPTACLES	20	1	1	20	SALT SHED LIGHTING INTERIOR	2	*
*	3	SALT CANOPY LIGHTING	20	1	1	20	SALT SHED EXTERIOR LIGHTING	4	*
*	5	SPARE	20	1	2	20	BRINE SYSTEM	6	**
*	7	SPARE	20	1				8	
	9	SPACE		1	1		SPACE	10	
	11	SPACE		1	1		SPACE	12	
	13	SPACE		1	1		SPACE	14	
	15	SPACE		1	1		SPACE	16	
	17	SPACE		1	1		SPACE	18	

* - RE-USE EXISTING 20A-1P CIRCUIT BREAKER WITHIN EXISTING SPACE

** - PROVIDE NEW 20A-2P CIRCUIT BREAKER WITHIN EXISTING SPACE

LIGHTING FIXTURE SCHEDULE

TYPE	TYPE	MANUFACTURER	CATALOG NUMBER	LAMP NO.	LAMP TYPE	MOUNTING	VOLTAGE	LOAD	REMARKS
A	1'X4' ENCLOSED AND GASKETED VAPORTIGHT LED FIXTURE	COOPER LIGHTING	4VT2-LD4-6-DR-UNV-L835-WL-SSL	1	LED 6000 LUMENS 3500K	SURFACE	120	56W	COORDINATE MOUNTING TO STRUCTURE
B	HIGH BAY LED	COOPER LIGHTING	FHL-9L-30-UNV-PCLNS-PR10	1	LED 9500 LUMENS 3000K	PENDANT	120	98W	COORDINATE MOUNTING VIA CLAMP TO STRUCTURE
C	LED WALL PACK	COOPER LIGHTING	XTOR2B	1	LED 2135 LUMENS 5000K	WALL	120	18W	COORDINATE LOCATION WITH ARCHITECTURAL DRAWINGS

LIGHTING FIXTURE SCHEDULE REQUIREMENTS

1. FURNISH AND INSTALL ALL MATERIALS, ACCESSORIES AND OTHER EQUIPMENT NECESSARY FOR THE COMPLETE AND PROPER INSTALLATION OF ALL LIGHTING FIXTURES INCLUDED IN THIS CONTRACT. PROVIDE ALL NECESSARY ACCESSORIES AS NECESSARY TO PROVIDE A COMPLETE LIGHTING SYSTEM.
2. SPECIFICATIONS AND DRAWINGS ARE INTENDED TO CONVEY THE FEATURES, FUNCTION AND CHARACTER OF THE FIXTURES ONLY, AND DO NOT UNDERTAKE TO SPECIFY EVERY ITEM OR DETAIL NECESSARY. MINOR DETAILS NECESSARY FOR THE PROPER EXECUTION AND COMPLETION OF THE LIGHTING SYSTEM NOT INDICATED ON THE DRAWINGS NOR SPECIFIED SHALL BE PROVIDED AS IF THEY WERE SPECIFIED HERE OR INDICATED ON THE DRAWINGS.
3. FIXTURES SUBSTITUTIONS (FROM MANUFACTURERS OTHER THAN THOSE LISTED) SHALL BE EQUAL IN ALL RESPECTS OF PERFORMANCE, QUALITY OF CONSTRUCTION, SUITABILITY TO PROJECT CONDITIONS AND APPEARANCE OF THE SPECIFIED FIXTURE. SUBSTITUTIONS SHALL BE SUBMITTED FOR APPROVAL IN THE FORM OF CATALOG CUTS OR DETAIL DRAWINGS. UPON REQUEST SUBMIT SAMPLES OF SUBSTITUTE FIXTURES FOR APPROVAL.
4. THE ELECTRICAL CONTRACTOR SHALL COORDINATE THE LIGHTING FIXTURE INSTALLATION WITH THE DRAWINGS AND DETAIL OF THE ARCHITECTURAL, STRUCTURAL AND OTHER RELATED TRADES TO ASSURE A PERFECT AND EFFICIENT INSTALLATION.
5. INSTALL EACH FIXTURE PROPERLY AND SAFELY. PROVIDE NECESSARY STRUCTURAL SUPPORTS WHERE REQUIRED FOR THE SAFE ATTACHMENT OF ALL LIGHTING FIXTURES. FURNISH AND ERECT HANGERS, RODS, MOUNTING BRACKETS, SUPPORTS AND OTHER EQUIPMENT REQUIRED. COORDINATE CONDUIT ENTRY LOCATIONS WITH FIXTURE MANUFACTURERS PRIOR TO ROUGHING. ALL LIGHTING FIXTURES ARE TO BE INDEPENDENTLY SUPPORTED FROM THE STRUCTUR BY THREADED ROD OR OTHER ENGINEER APPROVED METHODS. CEILING TY-WIRE IS NOT TO BE USED FOR SUPPORT OF LIGHTING FIXTURES. SHOULD CEILING TY-WIRE BE USED IT WILL BE REMOVED AND REPLACED WITH AN APPROVED METHOD AT THE CONTRACTOR'S EXPENSE.
6. INSTALL PENDANT LIGHTING FIXTURES PLUMB AND TRUE, AT THE HEIGHT FROM THE FLOOR SPECIFIED ON THE DRAWINGS. IN CASES WHERE CONDITIONS MAKE THIS IMPRACTICAL, REFER TO THE ARCHITECT FOR A DECISION. USE BALL ALIGNERS AND CANOPIES ON PENDANT FIXTURES UNLESS NOTED OTHERWISE. RIGIDLY ALIGN CONTINUOUS ROWS OF LIGHTING FIXTURES FOR TRUE IN-LINE APPEARANCE. SUPPORT ALL LIGHTING FIXTURES INDEPENDENTLY OF DUCT WORK OR PIPING. WHENEVER A FIXTURE OR ITS HANGER CANOPY IS APPLIED TO A SURFACE MOUNTED OUTLET BOX, PROVIDE A FINISHING RING TO CONCEAL THE OUTLET BOX.
7. EFFECTIVELY PROTECT ALL LIGHTING EQUIPMENT AGAINST DAMAGE FROM THE TIME OF FABRICATION TO FINAL ACCEPTANCE OF THE WORK. INSTALL REFLECTOR CONES, BAFFLES, APERTURE PLATES, LIGHT CONTROLLING ELEMENT FOR AIR HANDLING FIXTURES, AND DECORATIVE ELEMENTS AFTER COMPLETION OF CEILING TILES, PAINTING AND GENERAL CLEANUP. REPLACE BLEMISHED, DAMAGED OR UNSATISFACTORY FIXTURES AS DIRECTED.
8. AT THE TIME OF FINAL ACCEPTANCE BY THE OWNER, ALL LIGHTING FIXTURES SHALL HAVE BEEN THOROUGHLY CLEANED WITH MATERIALS AND METHODS RECOMMENDED BY THE MANUFACTURERS, ALL BROKEN PARTS SHALL HAVE BEEN REPLACED, AND ALL LAMPS SHALL BE OPERATING.

DRAWING NOTES:

1. REFER TO DRAWING E001 FOR LEGEND, ABBREVIATIONS, GENERAL NOTES AND DEMO NOTES.
2. ALL ELECTRICAL EQUIPMENT WITHIN THE SALT SHED (INCLUDING BUT NOT LIMITED TO OUTLETS, SWITCHES, JUNCTION BOXES, PANELS, ETC) SHALL BE WEATHERPROOF/CORROSIVE RESISTANT RATED.

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1 05-21-18 LIGHTING REVISIONS

Rev	Date	Description

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Reviewed By: DNM

Approved By: RFM

W&S Project No: ENG20-0794

Drawing Title:

ELECTRICAL PLAN AND SCHEDULES

Sheet Number:

E101

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City of Melrose
Salt Shed Project







Update Presentation

May 23, 2022

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Salt Shed Location



Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Existing Shed Current Condition





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Existing Shed Current Condition (cont.)

2019



2022



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Existing Shed Current Condition (cont.)



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Existing Shed Current Condition (cont.)



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Existing Shed Current Condition (cont.)



Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Existing Shed Current Condition (cont.)



Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Existing Shed Current Condition (cont.)



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Existing Shed Current Condition (cont.)





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Project Overview

November 2020 – Completed Alternatives Assessment Report
- Reviewed 3 Salt Shed Alternatives
- Selected High Arch Gambrel Style

May 2021
- Bid The Project
- Project Not Approved

November 2021
- Assessed Different Fabric Structure Alternatives
- Assessed Alternate Sites

April 2022
- Re-bid The Project w/ Original Design (HAG)

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Alternatives Analysis



Hi-Arch Gambrel



Fabric Structure



Gable End Salt Shed

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Salt Shed Accessories


Source: MS Foster

Brine System

- Increase salt loading accuracy and reduces salt losses



Loading Ramp

- Reduces amount of salt applied to the roads.
- Melts ice at lower temperatures



Canopy

- Provides equipment storage that is protection from elements

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Fabric VS Hi-Arch Gambrel Costs

(Total Project Costs)

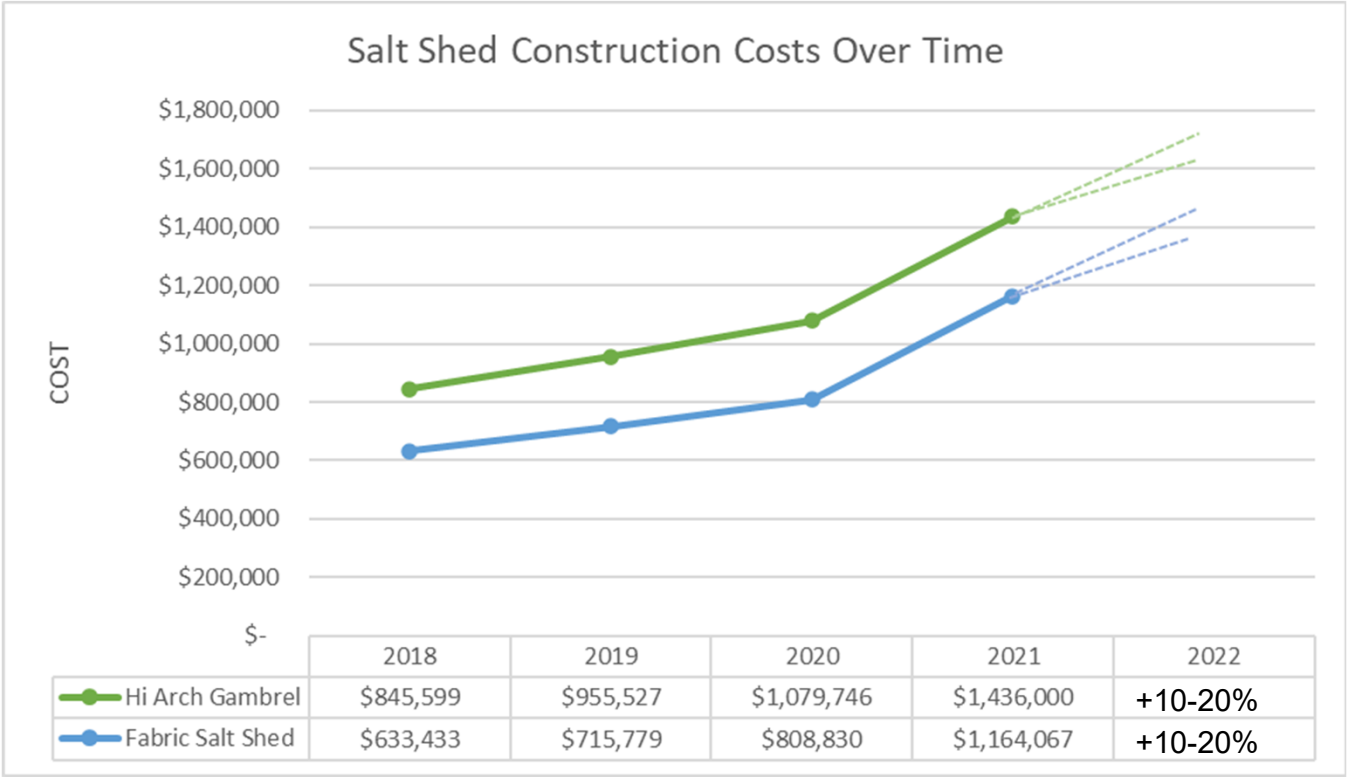
Hi-Arch Gambrel -	**$1,738,427**
Fabric with Concrete Block Wall -	**$1,460,190**
Difference-	**$278,237**

Hi-Arch Provides the Following Advantages:

- **Environmentally Friendly - Dump Salt Directly Inside**
- **Reduces Maintenance & Operational Costs**
- **Allows for rear canopy**
- **Accommodates solar panels on the roof**

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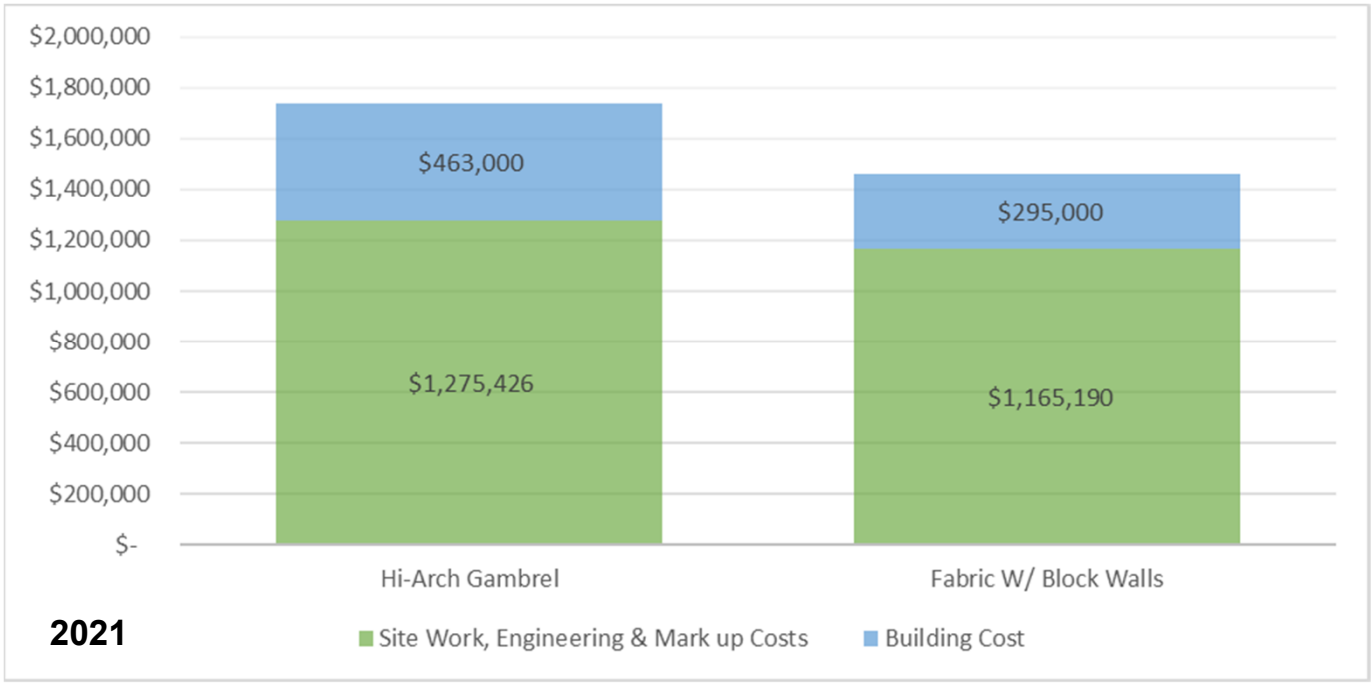
Construction Costs



	2018	2019	2020	2021	2022
Hi Arch Gambrel	$845,599	$955,527	$1,079,746	$1,436,000	+10-20%
Fabric Salt Shed	$633,433	$715,779	$808,830	$1,164,067	+10-20%

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Total Project Costs Breakdown



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Other Municipal Examples

(Hi-Arch Gambrel)

Shrewsbury, MA Hi-Arch Gambrel Structure			Features					
	Cost 2018 Bid Results	Adjusted to 2021 dollars	Size (SF)	Canopies	New Brine System	Loading Ramp	Environmental Contamination	Ground Improvements
Construction Costs	$ 1,216,074	$ 1,878,894	7200	✓		✓		✓
Design Fee	$ 45,425	$ 70,184						
Construction Administration	$ 55,258	$ 85,376						
Total		**$ 2,034,454**						

Raynham MA - Hi Arch Gambrel			Features					
	Cost 2019 Bid Results	Adjusted to 2021 dollars	Size (SF)	Canopies	New Brine System	Loading Ramp	Environmental Contamination	Ground Improvements
Construction Costs	$ 861,631	$ 1,042,574	3600	✓				
Design Fee	$ 53,000	$ 64,130						
Construction Administration	$ 37,000	$ 44,770						
Total		**$ 1,151,474**						

Burlington MA - Hi Arch Gambrel			Features					
	Cost 2016 Bid Results	Adjusted to 2021 dollars	Size (SF)	Canopies	New Brine System	Loading Ramp	Environmental Contamination	Ground Improvements
Construction Costs	$ 885,907	$ 1,546,711	6000		✓	✓		
Design Fee	$ 30,500	$ 53,250						
Construction Administration	$ 33,500	$ 58,488						
Total		**$ 1,658,449**						

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Other Municipal Examples

(Fabric Salt Sheds)

Middleborough, MA - Fabric Structure (Cast-in-Place Concrete Walls with Gable Ends)			Features					
	Cost 2019 Bid Results	Adjusted to 2021 dollars	Size (SF)	Canopies	New Brine System	Loading Ramp	Environmental Contamination	Ground Improvements
Construction Costs	$ 1,118,548	$ 1,353,443	8800					
Design Fee*	$ 30,500	$ 53,250						
Construction Administration*	$ 33,500	$ 58,488						
	Total	**$ 1,465,181**						
Winchester, MA Fabric Structure (Pre-Cast Concrete Block Walls with Semi-circle Framing)			**Features**					
	Cost 2014 Bid Results	Adjusted to 2021 dollars	Size (SF)	Canopies	New Brine System	Loading Ramp	Environmental Contamination	Ground Improvements
Construction Costs	$ 438,830	$ 782,309	4032					
Design Fee	$ 33,250	$ 59,275						
Construction Administration	$ 23,000	$ 41,002						
	Total	**$ 882,586**						

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SHREWSBURY, MA



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RAYNHAM, MA



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BURLINGTON, MA



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MIDDLEBOROUGH, MA



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WINCHESTER, MA



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Alternate Sites

Collaboration with DCR

- Cost for adding and additional 1,200 tons on top of 800 tons required by DCR.
- Project is a couple years out.
- Logistical Challenges

Route 99 Facility

- Deemed impractical due to distance from many parts of the City

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Existing Salt Shed Demolition and Environmental Site Close Out

CONSTRUCTION COSTS			
Item		**Cost**	**Source**
Demo Existing Salt Shed	$	25,300	Based on quote provided by RSG Contracting on 1/6/21
Soil Disposal Associated with replacing base material under new pavement	$	135,000	Assumes contaminated soil disposed at out of state landfill at $165 per ton
Subbase preparation	$	16,500	Allowance From Raynham
Pavement (Required to cap soil in place)	$	27,000	Assumes 8,000 sqft of paving, 5-inches thick (3" base, 2" top), $110 per ton
Dense grade crushed stone base material	$	19,000	Assumes 12-inches beneath pavement at 55$ CY
Dust Monitoring	$	45,000	Allowance
Subtotal Construction Cost	$	222,800	
10% Construction Contingency	$	22,280	Allowance for unexpected items that may come up during construction
TOTAL CONSTRUCTION COST ESTIMATE	**$**	**245,080**	**Includes Contingency**
ENGINEERING / ENVIRONMENTAL COSTS			
Item		**Cost**	**Source**
Two Site investigation, Risk Assessment, MCP closure, AUL, Drilling and Lab	$	70,000	Allowance base on soil data currently available
Engineering & Environmental oversite for soil management	$	30,000	
TOTAL ENGINEER & ENVIRONMENTAL	$	100,000	
Total Project Cost	**$**	**345,080**	

Notes/Assumptions:

1. Assumes data obtained from site investigation is similar to current soil data information. If soil concentrations are found to be worse additional costs to close the site may be required.
2. This cost estimate is conceptual only for planning purposes only.

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Questions?

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Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Ghobrial, Andrew

From: Jeana McNeil <[redacted]
Sent: Monday, May 23, 2022 3:47 PM
To: Foote, Kristin; *Mayor Brodeur; Proakis Ellis, Elena; City Council
Subject: Salt Storage Shed - please consider safer alternatives to road salt

Dear Councilors, Mayor Brodeur, and Director Proakis Ellis:

I am writing with questions about the City's future investment in the proposed new salt storage shed.

Before investing in a new salt shed, has the City examined the large and growing body of research about the negative impacts of road salt?

A growing number of municipalities, counties and states have implemented other practices to reduce the amount of road salt used.

- Rhode Island has adopted several measures to reduce the amount of salt needed. Since 2012, the State has been applying a brine solution (23.3% salt-water solution) to the roads before a forecasted snow event. Known as anti-icing, this practice prevents the formation of frost on pavement, and its implementation has been increasing across New England.
- New Hampshire has been successful in reducing road salt use through improved management practices and policy. In 2013 the State launched, the "New Hampshire Road Salt Reduction Initiative" to address the high number of waters impaired by chloride (19 water bodies in 2008, and 43 in 2012).
- City of Cambridge started using brine in 2019 after seeing its success in nearby towns like Newton and Wellesley. In 2021, brine de-iced a third of Cambridge's streets. Cambridge hopes to raise that number to 100% sometime soon, but needs more trucks equipped to pour the brine.

The problems with road salt are significant:

- Corrosive effects in large quantities that affects cars, trucks, bridges, and roads resulting in approximately $5 billion dollars in annual repairs in the U.S. alone.
- Infiltrates nearby surface and ground waters and can contaminate drinking water reservoirs and wells. High sodium levels in drinking water affect people with high blood pressure, and high chloride levels in surface waters are toxic to some fish, bugs, and amphibians.
- Accumulates on roadside areas killing roadside plants and harming wildlife that eat the salt crystals.

Sources and additional links for the above information are listed at the end of this letter.

The City clearly needs to make an investment to keep Melrose roads safe during winter weather, due to the unsafe condition of the existing salt shed. Before we invest in a status quo that has well-documented and widely acknowledged problems, will the City:

- Evaluate alternative approaches to road salt, such as brining?
- Speak with other communities/counties/states who are working to reduce their use of road salt, to understand how these entities have reduced road salt and the results they've seen?
- Estimate the long-term cost of switching from road salt to alternatives such as brining that includes the direct costs (materials, equipment, staff for road treatment) and indirect costs (structural corrosion, environmental damage/remediation, etc.)?

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- Make a formal assessment of the environmental impact of road salting in Melrose

If these questions have already been addressed by the City and factored into the request for a new salt shed, please share that analysis.

Melrose is fortunate that our City leaders are committed to protecting the environment, as we recently showcased during Earth Week 2022. My hope is that this commitment will be seen in practice when the City makes long-term investments in facilities such as the salt storage shed.

With best regards,
Jeana McNeil
[redacted]

Source list

Winter is Coming! And with it, tons of salt on our roads | US EPA

https://www.epa.gov/snep/winter-coming-and-it-tons-salt-our-roads#:~:text=Road%20salt%20can%20contaminate%20drinking,needed%20to%20mitigate%20these%20drawbacks.

Road salt can contaminate drinking water, kill or endanger wildlife, increase soil erosion, and damage private and public property. Alternative methods are needed to mitigate these drawbacks.

Road Salt Works. But It's Also Bad for the Environment.

https://www.nytimes.com › climate › road-salt-water-supply

Jan 7, 2022 — The chemical is effective at keeping **roads** free of snow and ice, but it also has damaging **consequences**, according to a growing body of research.

How Road Salt Harms the Environment - State of the Planet

https://news.climate.columbia.edu › 2018/12/11 › road-...

Dec 11, 2018 — Runoff containing **road salt** can also cause oxygen depletion in bodies of water. “If runoff containing salt goes into a freshwater lake or stream ...

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

[Environmental impacts of road salt and other de-icing chemicals]

https://stormwater.pca.state.mn.us › index.php › Enviro...

Dec 31, 2020 — The symptoms associated with **salt impacts** are similar to those of a drought; stunted growth, brown and falling leaves/needles, dying limbs, and ...

Chloride-based de-icers · Chloride · Sodium, magnesium, and... · Acetates

Road salt is bad for the environment, so why do we keep ...

https://www.queensu.ca › gazette › alumnireview › stories

At high concentrations, **salt** can be fatal to some aquatic animals. **Salt** can also change the way the water mixes and lead to the formation of salty pockets near ...

[Why Road Salt is Bad for the Environment | Discover Magazine]

https://www.discovermagazine.com › environment › w...

Feb 10, 2022 — Depending on the type of **road salt** used to melt ice, the **consequences** can vary greatly. **Road salt** can stall the growth of amphibians and ...

[Road salt is bad for the environment: What are some ...]

https://www.clickondetroit.com › features › 2022/01/03

Jan 3, 2022 — **Road salt** can contaminate drinking water, kill or endanger wildlife, increase soil erosion, and damage private and public property, according to ...

[How does road salt impact the environment? - ABC7 New York]

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

https://abc7ny.com › road-salt-winter-weather-snow

As snow and ice melts, the sodium chloride runs off into fields and streams, which can make them uninhabitable. Over time, the buildup of **road salt** can be ...

How America got addicted to road salt — and why it's become ...

https://www.vox.com › road-salt-environment-alternati...

Jan 25, 2015 — Extra salinity can also **affect** oxygen levels and create dead zones in lakes. The extra chemicals added to **road salt** can cause fish die-offs.

****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.****

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Ghobrial, Andrew

From: Finn McSweeney <[redacted]>
Sent: Monday, May 23, 2022 4:40 PM
To: City Council
Subject: Salt Shed
Attachments: salt1.jpg; salt2.jpg

Hello,

I'd love to hear from the administration about ways that their proposed spending will reduce salt use in the city, and about how they can attest to actually measuring that they are using less salt over time. I know it can be pretty thankless and there are people who will complain about their streets not getting enough DPW treatment. But it's awful for cars and bikes alike, not to mention the negative environmental impacts, about which there can be disputing. Personally I feel the main roads get too much salt. You can see it caked all over everything; when the buses run down Main Street in the winter, you can literally see plumes of salt dust getting kicked up. It's noxious and disgusting for pedestrians. I would not support any funding request until the city can commit to a measurable way to reducing salt use, and continue to agree that Tremont is an awful place for the shed.

Finn McSweeney
[redacted]

****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.****

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)



Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)



City Council
Melrose City Hall
Melrose, MA 02176

ADOPTED

Meeting: 06/06/22 07:45 PM
Department: City Clerk
Category: License - Second Hand Dealer
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors:
DOC ID: 9898

LICENSE 2022-6

2nd hand dealer - Transfer of ownership; Apple of My Eye

Pursuant to the City of Melrose Administrative Code, Article II, Chapter 143 Junk, Secondhand and Precious Metals Dealers, please find an application for Apple of My Eye - transfer of ownership. New owner is Ranee Doubleday d/b/a **Apple of My Eye** - 377 Franklin Street, Melrose - same location, business name and secondhand goods.

HISTORY:

05/16/22	**City Council**	**ASSIGNED TO COMMITEE**
05/19/22	**Protection and License**	**OUGHT TO PASS**

Renee Doubleday appears to discuss her license application. She took over the consignment store on April first and sells kids clothes, maternity clothes and toys. Councilor Stewart welcomes Ms. Doubleday to the community and thanks her for taking an interest in the community.

RESULT:	**GRANTED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

Second Hand Dealer
Application Check List

- ✓ Completed Application (PRINT or TYPE Clearly). – The application must have a "wet" signature
- ✓ Contact the Office of Fire Prevention for inspection and approval signature. (see form)
- ✓ Completed State Tax ID Form
- ✓ Completed Worker's Compensation Affidavit (please include a copy of the Declaration page)
- Fee: $ 125.00, make checks payable to City of Melrose.

Review the current business listing we have on file. If you need to make changes, please correct in the updated listing column. By signing below you are requesting a renewal of your existing Second Hand Dealer License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

	Current listing	Updated listing
Business Name (If applicable)	Apple of My Eye	Apple of My Eye
Owner's Name	Kathleen Kankel	Ranee Doubleday
Business Address	377 Franklin St	377 Franklin St.
Mailing Address	150 Floral Ave Malden, MA 02148	46 Mt Hood Ter Melrose, MA 02176
Telephone Number of Owner	[redacted]	[redacted]
Email Address of Owner (required)	[redacted]	raneedd@gmail.co
24 hour Emergency Contact info	Ranee Doubleday	[redacted]

Signature of petitioner 1 _____ Date of Birth [redacted]

Signature of petitioner 2 _____ Date of Birth _____

Return to:
Melrose City Clerk's Office
562 Main Street
Melrose, MA 02176
If you have any questions – call Kristin at (781) 979-4113 or via email at kfoote@cityofmelrose.org

2012-114-2023

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLE

Kristin Foote
City Clerk

562 Main Stree
Melrose, Massachusetts 0217
Telephone - (781) 979-411
Fax - (781) 979-414

TAX CERTIFICATION FORM
(Do Not Leave Anything Blank)

License Year: 2022-2023

Licensee Name: Apple of My Eye, LLC d/b/a Apple of My Eye

Physical Address: 377 Franklin St Melrose, MA 02176

Mailing Address: 46 Mt. Hood Ter. Melrose MA 02176

City, State, Zip: Melrose, MA 02176

Business Owner: Renee Doubleday

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used [redacted] ed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

TREASURER/COLLECTOR'S OFFICE

Renewal Class: **Second Hand Dealer**

License ID#

Business Name:

Located at:

License Fee:

Approval: _____ **Date:** 4.1.2022

Melrose Treasurer/Collector's Office – 781-979-4120

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

FIRE DEPARTMENT

REPORT OF INVESTIGATION

Renewal Class: **Second Hand Dealer**

License ID#

Business Name:

Located at:

License Fee: **$125**

Approval: _____ **Date:** 4/1/22

Melrose Fire Department Captain Gibson– (781-665-0500)

****When the Fire Department visits your site for inspection, they will need to see your latest fire protection systems and fire alarm inspection reports. There may be a fee associated with a site inspection****

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

COMMONWEALTH OF MASSACHUSETTES

CITY OF MELROSE

CERTIFICATE OF OCCUPANCY PERMIT

PERMISSION IS HEREBY GRANTED TO:

Owner Ranee Doubleday Property Owner: John Farrell

Applicant: Ranee Doubleday Tenant: Apple of My Eye

Location: 377 Franklin Street

Issued on: 4/21/2022 Expires: N/A

TO OCCUPY FOR: Clothing Retail

THIS PERMIT MAY BE REVOKED BY THE CIY OF MELROSE UPON VIOLATION OF ANY OF ITS RULES, REGULATIONS OR ORDINANANCES.

FEE: $115.00 PD.

TRACKING # 62,831 **SIGNATURE:**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Stee
Melrose, Massachusetts 0217
Telephone - (781) 979-411
Fax - (781) 979-414

POLICE DEPARTMENT

REPORT OF INVESTIGATION - RELATIVE TO RENEWAL FOR

Second Hand Dealer

Business Name: Apple of My Eye

Business Address: **377 Franklin Street, Melrose Ma**

Expiration date: March 31, 2022

Name Proprietor 1:

Name Proprietor 2:

Date: 4/5/2022

	Denied
✓	Approved

Police Department Authorization (signature and printed name)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City Council
Melrose City Hall
Melrose, MA 02176

ADOPTED

Meeting: 06/06/22 07:45 PM
Department: City Clerk
Category: License - Second Hand Dealer
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors:
DOC ID: 9415

LICENSE 2022-7

2nd Hand Dealer Renewals 2022

Pursuant to the General Legislation of the City of Melrose Administrative Code, Article II, Chapter 143 Junk, Secondhand and Precious Metals Dealers, below is the renewal list for 2022.

License: Secondhand dealer - Renewal 2022

- Joseph J. Dunne d/b/a Executive Antiques - 954 Main Street, Melrose
- Philip Higgins d/b/a Morgan Jewelers - 695 Main Street, Melrose
- Steve Pina d/b/a The Music Shop - 128 West Emerson Street, Melrose

HISTORY:

05/16/22	**City Council**	**ASSIGNED TO COMMITEE**
05/19/22	**Protection and License**	**OUGHT TO PASS**

FINANCIAL IMPACT:

None

RESULT:	**GRANTED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

License Number: 2017-137
Fee: $125.00
Issued: May 1, 2022

The Commonwealth of Massachusetts
City of Melrose—Office of the City Clerk
562 Main Street, Melrose, MA 02176, (781) 979-4113

This is to certify that

Joseph J. Dunne

is hereby granted a

Secondhand Dealer License

As d/b/a for Executive Antiques

located at 954B Main Street, Melrose, MA 02176

This license is granted in conformity with the statues and ordinances relating thereto, and expires on ***April 30, 2023*** unless sooner suspended or revoked.

Kristen Foote, City Clerk

Christopher Cinella, City Council President

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Pd # 1384 3/25/22 PP

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

Renewal Application
Second Hand Dealer Check List

- ✓ Completed Application (PRINT or TYPE Clearly). – The application must have a "wet" signature
- ✓ Contact the Office of Fire Prevention for inspection, payment and approval signature. (see form)
- ✓ Obtain approval of good standing from Treasurer/Collectors Office
- ✓ Completed State Tax ID Form
- ✓ Completed Worker's Compensation Affidavit (please include a copy of the Declaration page)
- ✓ Renewal Fee: $ 125.00, make checks payable to City of Melrose and submitted to the City Clerk's Office.

Return no later than April 1, 2022

Review the current business listing we have on file. If you need to make changes, please correct in the updated listing column. By signing below you are requesting a renewal of your existing Second Hand Dealer License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

	Current listing	Updated listing
Business Name (If applicable)	**Joseph J. Dunne d/b/a Executive Antiques**	
Owner's Name	**Joseph J. Dunne**	
Business Address	**954 B Main St. Melrose, MA 02176**	
Mailing Address	[redacted]	
Telephone Number of Owner	[redacted]	
Email Address of Owner (required)	**executiveantiques@gmail.com**	
24 hour Emergency Contact info	[redacted]	

Signature of petitioner 1 _____ Date of Birth [redacted]

Signature of petitioner 2 _____ Date of Birth

Return to:
Melrose City Clerk's Office
562 Main Street
Melrose, MA 02176
If you have any questions – call Joanne at (781) 979-4115 or via email at clerks@cityofmelrose.org

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE CITY CLERK

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

Dear Applicant:

As a reminder, your current license is due to expire on April 30, 2022. Enclosed please find the renewal application packet specific to your business.

When completing your application, please refer to the provided checklist on the first page. With the exception of the Police Department, all department contact numbers have been included on each of the forms should you have questions on each of the department's processes to obtaining their signature. You may contact the non-emergency number of the Police Department at 781-665-1212.

Please note that your completed packet, including all forms and renewal fee, are due on or before April 1, 2022. Submitting incomplete packets will be returned and result in a delay.

A list of all license renewals and non-renewals will be provided to the City Council in May, 2022.

If you do not wish to renew your license or have concerns, please contact our office.

Sincerely,

Joanne Perperian

Joanne Perperian
Assistant City Clerk

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

TRANSMISSION VERIFICATION REPORT

TIME : 08/14/2017 09:47
NAME : STAPLES
FAX : 7819440659
TEL : 17819440659
SER.# : U63274E2J116438

DATE,TIME	08/14 09:47
FAX NO./NAME	18663445285
DURATION	00:00:47
PAGE(S)	01
RESULT	OK
MODE	STANDARD

IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 05-31-2017

Employer Identification Number:
82-1698973 [redacted]

Form: SS-4

Number of this notice: CP 575 G

JOSEPH A DUNN JR
EXECUTIVE ANTIQUES
954 MAIN ST
MELROSE, MA 02176

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN [redacted]. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MASSACHUSETTS DEPARTMENT OF REVENUE
PO BOX 7044
BOSTON, MA 02204-7044
CONTACT CENTER
(617) 887-6367

Letter ID: L1208058112
Notice Date: June 15, 2017
Account ID: SLS-18253603-004

SALES AND USE TAX REGISTRATION CERTIFICATE

JOSEPH J. DUNNE
EXECUTIVE ANTIQUES
[redacted]

Attached below is your Sales and Use Tax Registration Certificate (Form ST-1). Cut along the dotted line and display at your place of business. You must report any change of name or address to us so that a revised ST-1 can be issued.

At any time, you can log into your MassTaxConnect account at mass.gov/masstaxconnect to view and re-print a copy of this certificate.

DETACH HERE

MASSACHUSETTS DEPARTMENT OF REVENUE

Form ST-1

Sales and Use Tax Registration Certificate

This registration must be posted and visible at all times.

JOSEPH DUNNE
954 MAIN ST #
MELROSE MA 02176

Account ID: [redacted]
Certificate Number: [redacted]

This certifies that the taxpayer named above is registered under Chapters 62C, 64H and 64I of the Massachusetts General Laws to sell tangible personal property at retail or for resale at the address shown above. This registration is non-transferable and may be suspended or revoked for failure to comply with state laws and regulations.

Effective Date: June 10, 2017

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

FIRE DEPARTMENT
REPORT OF INVESTIGATION

Renewal Class:	**Second Hand Dealer**
License ID#	**2017-137**
Business Name:	**Joseph J. Dunne d/b/a Executive Antiques**
Located at:	**954 B Main St., Melrose, MA 02176**
License Fee:	**$10**

Approval: _____ **Date:** 3/24/22

Melrose Fire Department Captain Gibson (781) 665-0500

****When the Fire Department visits your site for inspection, they will need to see your latest fire protection systems and fire alarm inspection reports. There may be a fee associated with a site inspection****

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Business

Business/Organization Name: Joseph J. Dunne d/b/a Executive Antiques

Address: 954 B Main St., Melrose, MA 02176

Phone: [redacted]

Are you an employer? Check the appropriate box:

1. I am a employer with 0 employees (full and/or part-time).*
2. ( ) I am a sole proprietor or partnership and have no employees working for me in any capacity. (No workers' comp. insurance required)
3. We are a corporation and its officers have exercised their right of exemption per c. 152, § 1(4), and we have no employees. (No workers' comp. insurance required)**
4. We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp. insurance req.)

Business Type (required):

5. ✓ Retail
6. Restaurant/Bar/Eating Establishment
7. Office and/or Sales (incl. real estate, auto, etc.)
8. Non-profit
9. Entertainment
10. Manufacturing
11. Health Care
12. Other_____

*Any applicant that checks box #1 must also fill out the section below showing their worker's compensation policy information.
** If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: NO

Insurer's Address:_____

Policy # or Self-ins. Lic. # Expiration Date:

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expirations date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to $1,5000.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to $250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ **Date:** 3/5/22

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

TREASURER/COLLECTOR'S OFFICE

Renewal Class:	**Second Hand Dealer**
License ID#	**2017-137**
Business Name:	**Joseph J. Dunne d/b/a Executive Antiques**
Located at:	**954 B Main St., Melrose, MA 02176**

Approval: _____ **Date:** 3.7.2022

Melrose Treasurer/Collector's Office – 781-979-4120

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

TAX CERTIFICATION FORM
(Do not leave anything blank)

License Year: 2022

Licensee Name: **Joseph J. Dunne**

Physical Address: **954 B Main St., Melrose, MA 02176**

Mailing Address: [redacted]

City, State, Zip: [redacted]

Business Owner: **Joseph J. Dunne**

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

[redacted]

Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Steet
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

POLICE DEPARTMENT

REPORT OF INVESTIGATION - RELATIVE TO RENEWAL FOR

Second Hand Dealer

Business Name:	Executive Antiques
Business Address:	**954 B Main Street, Melrose Ma**
Expiration date:	March 31, 2022
Name Proprietor 1:	Joseph J. Dunne
Name Proprietor 2:	

Date: 4/5/2022

	Denied
✓	Approved

Police Department Authorization (signature and printed name)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

License Number: 2008-268
Fee: $125.00
Issued: May 1, 2022

The Commonwealth of Massachusetts
City of Melrose—Office of the City Clerk
562 Main Street, Melrose, MA 02176, (781) 979-4113

This is to certify that

Steve Pina

is hereby granted a

Secondhand Dealer License

As d/b/a for The Music Shop

located at 128 West Emerson Street, Melrose, MA 02176

This license is granted in conformity with the statues and ordinances relating thereto, and expires on ***April 30, 2023*** unless sooner suspended or revoked.

Kristen Foote, City Clerk

Christopher Cinella, City Council President

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

Renewal Application
Second Hand Dealer Check List

- ✓ Completed Application (PRINT or TYPE Clearly). – The application must have a "wet" signature
- ✓ Contact the Office of Fire Prevention for inspection, payment and approval signature. (see form)
- ✓ Obtain approval of good standing from Treasurer/Collectors Office
- ✓ Completed State Tax ID Form
- ✓ Completed Worker's Compensation Affidavit (please include a copy of the Declaration page)
- Renewal Fee: $ 125.00, make checks payable to City of Melrose and submitted to the City Clerk's Office.

Return no later than April 1, 2022

Review the current business listing we have on file. If you need to make changes, please correct in the updated listing column. By signing below you are requesting a renewal of your existing Second Hand Dealer License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

	Current listing	Updated listing
Business Name (If applicable)	d/b/a The Music Shop	
Owner's Name	Steve Pina	
Business Address	128 W Emerson St Melrose, MA 02176	
Mailing Address	[redacted] Melrose, MA 02176	
Telephone Number of Owner	[redacted]	
Email Address of Owner (required)		
24 hour Emergency Contact info	[redacted]	

Signature of petitioner 1 _____ Date of Birth [redacted]

Signature of petitioner 2 _____ Date of Birth

Return to:
Melrose City Clerk's Office
562 Main Street
Melrose, MA 02176
If you have any questions – call Joanne at (781) 979-4115 or via email at clerks@cityofmelrose.or

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Business

Business/Organization Name: d/b/a The Music Shop

Address: 128 W Emerson St, Melrose, MA 02176

Phone: [redacted]

Are you an employer? Check the appropriate box:

1. I am a employer with 0 employees (full and/or part-time).*
2. I am a sole proprietor or partnership and have no employees working for me in any capacity. (No workers' comp. insurance required)
3. We are a corporation and its officers have exercised their right of exemption per c. 152, § 1(4), and we have no employees. (No workers' comp. insurance required)**
4. We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp. insurance req.)

Business Type (required):

5. Retail
6. Restaurant/Bar/Eating Establishment
7. Office and/or Sales (incl. real estate, auto, etc.)
8. Non-profit
9. Entertainment
10. Manufacturing
11. Health Care
12. Other lessons

*Any applicant that checks box #1 must also fill out the section below showing their worker's compensation policy information.
** If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name:

Insurer's Address:_____

Policy # or Self-ins. Lic. # Expiration Date:

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expirations date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to $1,5000.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to $250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ **Date:** 3/11/22

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

TAX CERTIFICATION FORM
(Do not leave anything blank)

License Year: 2022

Licensee Name:	**Steve Pina**
Physical Address:	**128 W Emerson St, Melrose, MA 02176**
Mailing Address:	**340 Main St, Unit 410**
City, State, Zip:	**Melrose, MA 02176**
Business Owner:	**Steve Pina**

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

[redacted]
Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

TREASURER/COLLECTOR'S OFFICE

Renewal Class:	**Second Hand Dealer**
License ID#	**2008-268**
Business Name:	**d/b/a The Music Shop** **Steve Pina**
Located at:	**128 W Emerson St, Melrose, MA 02176**

Approval: _____ **Date:** 3.10.2022

Melrose Treasurer/Collector's Office – 781-979-4120

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4115
Fax – (781) 979-4149

FIRE DEPARTMENT

REPORT OF INVESTIGATION

Renewal Class: **Second Hand Dealer**

License ID# **2008-268**

Business Name: **d/b/a The Music Shop**

Located at: **128 W Emerson St, Melrose, MA 02176**

License Fee: **$10**

Approval: _____ **Date:** 3/10/22

Melrose Fire Department Captain Gibson (781) 665-0500

****When the Fire Department visits your site for inspection, they will need to see your latest fire protection systems and fire alarm inspection reports. There may be a fee associated with a site inspection****

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Steet
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

POLICE DEPARTMENT

REPORT OF INVESTIGATION - RELATIVE TO RENEWAL FOR

Second Hand Dealer

Business Name: The Music Shop

Business Address: **128 W. Emerson Street, Melrose Ma**

Expiration date: March 31, 2022

Name Proprietor 1: Steve Pina

Name Proprietor 2:

Date: 4/5/2022

	Denied
	Approved

Police Department Authorization (signature and printed name)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

License Number: 1981-20981
Fee: $125.00
Issued: May 1, 2022

The Commonwealth of Massachusetts
City of Melrose—Office of the City Clerk
562 Main Street, Melrose, MA 02176, (781) 979-4113

This is to certify that

Philip D. Higgins

is hereby granted a

Secondhand Dealer License

For Morgan Jewelers located at 695 Main Street, Melrose, MA 02176

This license is granted in conformity with the statues and ordinances relating thereto, and expires on ***April 30, 2023*** unless sooner suspended or revoked.

Kristin Foote

Kristen Foote, City Clerk

Christopher C. Cinella

Christopher Cinella, City Council President

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

Renewal Application
Second Hand Dealer Check List

- ✓ Completed Application (PRINT or TYPE Clearly). – The application must have a "wet" signature
- ✓ Contact the Office of Fire Prevention for inspection, payment and approval signature. (see form)
- ✓ Obtain approval of good standing from Treasurer/Collectors Office
- ✓ Completed State Tax ID Form
- ✓ Completed Worker's Compensation Affidavit (please include a copy of the Declaration page)
- ✓ Renewal Fee: $ 125.00, make checks payable to City of Melrose and submitted to the City Clerk's Office.

Return no later than April 1, 2022

Review the current business listing we have on file. If you need to make changes, please correct in the updated listing column. By signing below, you are requesting a renewal of your existing Second Hand Dealer License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

	Current listing	Updated listing
Business Name (If applicable)	**Morgan Jewelers**	
Owner's Name	**Philip D Higgins**	
Business Address	**695 Main Street Melrose, MA 02176**	
Mailing Address	**1 Eastwood Rd Windham, NH 03087**	
Telephone Number of Owner	**781-662-5855**	
Email Address of Owner (required)	**info@morganjewlersinc.com**	
24 hour Emergency Contact info	**603-490-4020**	

Signature of petitioner 1 _____ Date of Birth 10/30/54

Signature of petitioner 2 _____ Date of Birth

Return to:
Melrose City Clerk's Office
562 Main Street
Melrose, MA 02176
Any questions please call 979-4115 or via email at clerks@cityofmelrose.org

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

TREASURER/COLLECTOR'S OFFICE

Renewal Class: **Second Hand Dealer**

License ID# **1981-20981**

Business Name: **Morgan Jewelers**
Philip D. Higgins

Located at: **695 Main Street, Melrose, MA 02176**

Approval: _____ **Date:** 5/18/22

Melrose Treasurer/Collector's Office – 781-979-4120

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

FIRE DEPARTMENT
REPORT OF INVESTIGATION

Renewal Class:	**Second Hand Dealer**
License ID#	**1981-20981**
Business Name:	**Morgan Jewelers**
Located at:	**695 Main Street, Melrose, MA 02176**
License Fee:	**$10**

Approval: _____ **Date:** 5/5/22

Melrose Fire Department Captain Gibson (781) 665-0500

****When the Fire Department visits your site for inspection, they will need to see your latest fire protection systems and fire alarm inspection reports. There may be a fee associated with a site inspection****

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Steet
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

POLICE DEPARTMENT

REPORT OF INVESTIGATION - RELATIVE TO RENEWAL FOR

Second Hand Dealer Philip D. Higgins

Business Name: Morgan Jewelers

Business Address: 695 Main street

Expiration date: april 30, 2023

Name Proprietor 1: Philip D. Higgins

Name Proprietor 2:

Date: 4/5/22

	Denied
✓	Approved

Police Department Authorization (signature and printed name)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

TAX CERTIFICATION FORM
(Do not leave anything blank)

License Year: 2022

Licensee Name:	**Philip D. Higgins**
Physical Address:	**695 Main Street, Melrose, MA 02176**
Mailing Address:	**1 Eastwood Rd**
City, State, Zip:	**Windham, NH 03087**
Business Owner:	**Philip D. Higgins**

By signing below, I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

042741746
Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Business

Business/Organization Name: **Morgan Jewelers**

Address: **695 Main Street, Melrose, MA 02176**

Phone: **781-662-5855**

Are you an employer? Check the appropriate box:

1. I am a employer with 3 employees (full and/or part-time).*
2. I am a sole proprietor or partnership and have no employees working for me in any capacity. (No workers' comp. insurance required)
3. We are a corporation and its officers have exercised their right of exemption per c. 152, § 1(4), and we have no employees. (No workers' comp. insurance required)**
4. We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp. insurance req.)

Business Type (required):

5. Retail
6. Restaurant/Bar/Eating Establishment
7. Office and/or Sales (incl. real estate, auto, etc.)
8. Non-profit
9. Entertainment
10. Manufacturing
11. Health Care
12. Other_____

*Any applicant that checks box #1 must also fill out the section below showing their worker's compensation policy information.
** If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: Hartford Casualty Insurance Co.

Insurer's Address: 3600 Wiseman Blvd San Antonio TX 78251

Policy # or Self-ins. Lic. # 08WBC R14547 Expiration Date: 10/25/2022

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expirations date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to $1,5000.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to $250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ **Date:** 5/5/2022

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

(Policy Provisions: WC000000C)

INFORMATION PAGE
WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY

INSURER: Hartford Casualty Insurance Company
ONE HARTFORD PLAZA HARTFORD CT 06155

THE HARTFORD

NCCI Company Number: 14397
Company Code: 3

		Suffix LARS	Suffix RENEWAL
POLICY NUMBER:	08 WBC RI4547		15
Previous Policy Number:	08 WBC RI4547		

1. **Named Insured and Mailing Address:** (No., Street, Town, State, Zip Code)
MORGAN JEWELERS INC
695 MAIN ST
MELROSE MA 02176

FEIN Number: 04-2741746
State Identification Number(s):

The Named Insured is: Corporation
Business of Named Insured: Jewelers' Material and Lapidary Work Manufacturing
Other workplaces not shown above:

2. **Policy Period:** **From** 10/25/21 **To** 10/25/22 ANNUAL
12:01 a.m., Standard time at the insured's mailing address.

Producer's Name:
NUMBER ONE INSURANCE AGCY INC/PHS
91 CEDAR STREET
MILFORD MA 01757

Producer's Code: 08088171
Issuing Office:
THE HARTFORD BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251
(866) 467-8730

Total Estimated Annual Premium: $825
Deposit Premium:
Policy Minimum Premium: $190 MA

Audit Period: ANNUAL **Installment Term:** Twelve Pay (8.33%Down+11@8.33%)

The policy is not binding unless countersigned by our authorized representative.

Countersigned by Susan L. Castaneda 09/16/21
Authorized Representative Date

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

INFORMATION PAGE (Continued)

Policy Number: 08 WBC RI4547

3.A. Workers Compensation Insurance: Part one of the policy applies to the Workers Compensation Law of the states listed here: MA (SP0)

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A. The limits of our liability under Part Two are:

Bodily injury by Accident	$100,000	**each accident**
Bodily injury by Disease	$500,000	**policy limit**
Bodily injury by Disease	$100,000	**each employee**

C. Other States Insurance: Part Three of the policy applies to the states, if any , listed here:

ALL STATES EXCEPT NORTH DAKOTA, OHIO, WASHINGTON, WYOMING, U.S.TERRITORIES AND STATES DESIGNATED IN ITEM 3.A. OF THE INFORMATION PAGE.

D. This policy includes these endorsements and schedule:

SEE ENDORSEMENT-WC 99 03 68

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications Code Number and Description	Premium Basis Total Estimated Annual Remuneration	Rates Per $100 of Remuneration	Estimated Annual Premium

Total Standard Premium	$505
Expense Constant	$250
Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement	$49
Estimated Annual Premium (before Surcharges)	$804
Total Estimated Surcharges	$21

*See the attached Schedule(s) of Operations for Location and State Level Premium Information

Total Estimated Annual Premium:	$825
Deposit Premium:	
Policy Minimum Premium:	$190 MA

Interstate/Intrastate Identification Number: Refer to Schedule of Operations

Labor Contractors Policy Number:

NAICS: 339913
SIC: 3911

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City Council
Melrose City Hall
Melrose, MA 02176

ADOPTED

Meeting: 06/06/22 07:45 PM
Department: City Clerk
Category: License - Hackney License
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors:
DOC ID: 9748

LICENSE 2022-8

Livery Car Service Renewals commencing May 1, 2022

Pursuant to the General Legislation of the City of Melrose Administrative Code Article II Licenses, Ch. 222 Vehicle for Hire, below is the list of renewing livery service operators for 2022.

License: Private Livery Car Service - Renewal 2022

1. Sahin Kaya, owner of **ASLK, Inc.** - 117 Penny Road, Melrose
2. Ahmed Elhaissouni, owner of **RAR Transportation Inc**. - 849 Main St, Melrose
3. Mohamed Nidali Oubella., owner of **Boston Limousine Ride, Inc**. - 163 Pleasant St. #C, Melrose

HISTORY:

05/16/22	**City Council**	**ASSIGNED TO COMMITEE**
05/19/22	**Protection and License**	**OUGHT TO PASS**

FINANCIAL IMPACT:

N/A

RESULT:	**GRANTED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

License Number: 2014-91
Fee: $75.00
Issued: May 1, 2022

The Commonwealth of Massachusetts
City of Melrose—Office of the City Clerk
562 Main Street, Melrose, MA 02176, (781) 979-4113

This is to certify that

Sahin Kaya

is hereby granted a

Private Livery Car Service – 1 Car

As d/b/a for ASLK, Inc.

located at 117 Penny Road, Melrose, MA 02176

This license is granted in conformity with the statues and ordinances relating thereto, and expires on ***April 30, 2023*** unless sooner suspended or revoked *for violation of the law as defined under MGL, C140 as amended.*

Kristin Foote, City Clerk

Christopher Cinella, City Council President

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

Renewal Application
Private Livery/Limousine Check List

- ____ Completed Application (PRINT or TYPE Clearly). The application must have a "wet" signature
- ✓ Contact the Office of Fire Prevention for inspection and obtain approval
- ✓ Obtain approval of good standing from the Treasurer/Collectors Office
- ✓ Copy of Current Registration
- ✓ Completed State Tax ID Form
- ✓ Completed Worker's Compensation Affidavit (please include a copy of the Declaration page)
- ✓ Renewal Fee: $ 75.00, per vehicle make checks payable to City of Melrose

Return no later than April 1, 2022

In accordance with City of Melrose Charter Code Ch. 152 §6, a report of each license renewed under this section shall be made by the City Clerk to the City Council at the regular meeting of the Council next following the granting of such renewal.

Review the current business listing we have on file. Any changes can be made in the updated listing column. By signing below, you are requesting to be granted a renewal of your existing **Private Livery/Limousine License**. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

	Current listing	Updated listing
Business Name (If applicable)	~~Sahin Kaya d/b/a ASL, Inc.~~	ASLK Corporation
Applicant Name	Sahin Kaya	
Business Address	117 Penny Road	
Mailing Address	117 Penny Road, Melrose, MA 02176	
Name of Manager	Sahin Kaya	
Location cars will be garaged	117 Penny Road, Melrose, MA 02176	
Telephone Number of Owner	[redacted]	
Email Address of Owner (required)	ASLLIMOBLACK@GMAIL.COM	
24 hour Emergency Contact info	[redacted]	

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

The undersigned respectfully makes application to renew a license to conduct the business of using as a hackney carriage, or carriages, the vehicle, or vehicles, hereinafter described:

	CAR 1	CAR 2	CAR 3
MAKE & YEAR	CHEVY 2019		
MODEL	SUBURBAN		
MANUFACTURERS NUMBER	[redacted]		
MASS. REG. NUMBER	[redacted]		
DATE OF REGISTRATION			
COPY OF REGISTRATION INCLUDED			

Signature of petitioner 1 _____ Date of Birth [redacted]

Signature of petitioner 2 _____ Date of Birth ___/___/_____

Return all completed forms on or before April 1, 2022 to:
Melrose City Clerk's Office
562 Main Street
Melrose, MA 02176

(781) 979-4115
Clerks@cityofmelrose.org

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4115
Fax – (781) 979-4149

FIRE DEPARTMENT

REPORT OF INVESTIGATION – RELATIVE TO RENEWAL FOR

Renewal Class:	Private Livery Car Service – 1 car
License ID#	2014-91-2021
License Fee:	$75
Business Name:	Sahin Kaya d/b/a ASL, Inc.
Located at:	117 Penny Road
Expiration date:	April 30, 2023

Approval: _____ Date: 3/25/22

Melrose Fire Department Captain J. Gibson (781-665-0500)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

TREASURER/COLLECTORS OFFICE

REPORT OF GOOD STANDING – RELATIVE TO RENEWAL FOR

Renewal Class:	**Private Livery Car Service - 1 car**
License ID#	**2014-91-2021**
License Fee:	**$75**
Business Name:	**Sahin Kaya d/b/a ASL, Inc.**
Owner:	**Sahin Kaya**
Located at:	**117 Penny Road**
Expiration date:	**April 30, 2023**

Approval: _____ **Date:** 3.23.2022

Melrose Treasurer/Collectors Office (781-979-4120)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

POLICE DEPARTMENT

REPORT OF INVESTIGATION – RELATIVE TO RENEWAL FOR

Renewal Class:	**Private Livery Car Service - 1 car**
License ID#	**2014-91-2021**
License Fee:	**$75**
Business Name:	**Sahin Kaya d/b/a ASL, Inc.**
Located at:	**117 Penny Road**
Expiration date:	**April 30, 2023**
Name/DOB Proprietor 1:	**Sahin Kaya** **DOB:**
Name/DOB Proprietor 2:	

Approval: _____ **Date:** 3/23/2023

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

REGISTRY OF MOTOR VEHICLES

CERTIFICATE OF REGISTRATION

M.G.L. Chapter 90 section 24B makes it a crime to alter this certificate

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

Type	Registration Type	Plate Number	Effective Date	Title Number	Expires On	Month	Year
LVV	LIVERY VANITY	[redacted]	01-Jul-2021	[redacted]		06	22

Model Year	Make	Model	Body Style	Color(s)	Vehicle Identification Number
2019	CHEV	SUBURB	SUBUR	BLACK	[redacted]

Residential Address (If Different than Mailing)

Total Registered Weight for Commercial Vehicle or Trailer

Garage Address
117 PENNY RD MELROSE MA 021766515

US DOT Number for Commercial Vehicle

Name(s) of Owner(s) and Mailing Address

000072 **********SNGLP
SAHIN KAYA
117 PENNY RD
MELROSE MA 02176-6515

Insurance Company
ARBELLA PROTECTION INSURANCE COMPANY

Maximum Seating Capacity for Vehicles for Hire
7

Not Valid Without Official Signature of Registrar

Lessee/In Custody Of

Special Message

Change of Address ☐ Residential ☐ Mailing ☐ Garage

Information for Vehicle Owners

- **Certificate of Registration:** Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and/or trailer, in the vehicle, in some easily accessible place. **The records of the RMV constitute the official status of the vehicle registration.**
- **Change of Address:** By law, you must report any change of address to the RMV within 30 days. Visit Mass.Gov/RMV to change your address. Once you have reported the address change to the RMV, please write corrected address in box provided above.
- **No Insurance Card Required:** Massachusetts law does not require an insurance card. M.G.L. Chapter 90, section 34, and Chapter 175, Section 113A, requires the vehicle's owner to maintain a compulsory motor vehicle liability insurance policy or bond for bodily injury coverage and property damage insurance. The insurer is required by law to electronically notify the Registry of Motor Vehicles if coverage lapses. The vehicle owner is then notified by the RMV to obtain new insurance within 10 days or the registration will be revoked. Bonds are filed with the State Treasurer's Office.
- **Transferring Your Plates:** Massachusetts General Law (M.G.L. Chapter 90, Section 2) allows you to transfer valid registration plates from this vehicle to a newly acquired new or used motor vehicle or trailer while you obtain insurance and a new registration. See the Transferring a Registration Section on the RMV's website at www.mass.gov/rmv for more information.
- **Cancel the registration plates if:**
  - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle.
  - You move to another state and you register the vehicle in that state.
  - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy.

22270282 2

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

TAX CERTIFICATION FORM
(Do Not Leave Anything Blank)
License Year: May 1, 2022 – April 30, 2023

Licensee Name: ASLK Corporation

Physical Address: 117 Perry Rd, Melrose, MA

Mailing Address: 117 Perry Rd

City, State, Zip: Melrose, MA, 02176

Manager/Business Owner: Sahin Kaya

By signing below, I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

[redacted]
Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Business

licant Information **Please Print Legibly**

ness/Organization Name: ASLK Corporation

ess: 117 Penny Rd

State/Zip: Melrose, MA, 02176 Phone # [redacted]

ou an employer? Check the appropriate box:
I am a employer with ____ employees (full and/or part-time).*
I am a sole proprietor or partnership and have no employees working for me in any capacity. (No workers' comp. insurance required)
We are a corporation and its officers have exercised their right of exemption per c. 152, § 1(4), and we have no employees. (No workers' comp. insurance required)**
We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp. insurance req.)

Business Type (required):

5. Retail
6. Restaurant/Bar/Eating Establishment
7. Office and/or Sales (incl. real estate, auto, etc.)
8. Non-profit
9. Entertainment
10. Manufacturing
11. Health Care
12. Other_____

pplicant that checks box #1 must also fill out the section below showing their worker's compensation policy information.
corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an tion should check box #1

employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Company Name:_____

Address:_____

e/Zip:_____

or Self-ins. Lic. #_____ Expiration Date:_____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expirations date).

o secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to $1,5000.00 ne-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to $250.00 a day against the violator. advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

by certify, under the pains and penalties of perjury that the information provided above is true and correct.

: _____ Date: 3/25/22

[redacted]

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

License Number: 2019-060
Fee: $75.00
Issued: May 1, 2022

The Commonwealth of Massachusetts
City of Melrose—Office of the City Clerk
562 Main Street, Melrose, MA 02176, (781) 979-4113

This is to certify that

Mohamed Nidali Oubella

is hereby granted a

Private Livery Car Service – 1 Car

For Boston Limousine Ride, Inc.

located at 163 Pleasant Street, Unit C, Melrose, MA 02176

This license is granted in conformity with the statues and ordinances relating thereto, and expires on ***April 30, 2023*** unless sooner suspended or revoked *for violation of the law as defined under MGL, C140 as amended.*

Kristen Foote

Kristen Foote, City Clerk

Christopher C. Cinella

Christopher Cinella, City Council President

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

Renewal Application
Private Livery/Limousine Check List

- √ Completed Application (PRINT or TYPE Clearly). The application must have a "wet" signature
- √ Contact the Office of Fire Prevention for inspection and obtain approval
- √ Obtain approval of good standing from the Treasurer/Collectors Office
- √ Copy of Current Registration
- √ Completed State Tax ID Form
- √ Completed Worker's Compensation Affidavit (please include a copy of the Declaration page)
- RCVd 3/7 Renewal Fee: $ 75.00, per vehicle make checks payable to City of Melrose

Return no later than April 1, 2022

In accordance with City of Melrose Charter Code Ch. 152 §6, a report of each license renewed under this section shall be made by the City Clerk to the City Council at the regular meeting of the Council next following the granting of such renewal.

Review the current business listing we have on file. Any changes can be made in the updated listing column. By signing below, you are requesting to be granted a renewal of your existing **Private Livery/Limousine License**. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

	Current listing	Updated listing
Business Name (If applicable)	**Boston Limousine Ride, Inc.**	√
Applicant Name	**Mohamed Nidali Oubella**	√
Business Address	**163 Pleasant St, # C**	√
Mailing Address	**163 Pleasant St, # C, Melrose, MA 02176**	√
Name of Manager	**Mohamed Nidali Oubella**	√
Location cars will be garaged	**163 Pleasant St, # C**	√
Telephone Number of Owner	[redacted]	√
Email Address of Owner (required)	**bostonlimoride@gmail.com**	√
24 hour Emergency Contact info	[redacted]	

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

FIRE DEPARTMENT

REPORT OF INVESTIGATION – RELATIVE TO RENEWAL FOR

Renewal Class: **Private Livery Car Service - 1 car**

License ID#: **2019-060-2021**

License Fee: **$75**

Business Name: **Boston Limousine Ride, Inc.**

Located at: **163 Pleasant St, # C**

Expiration date: **April 30, 2023**

Approval: _____ Date: 3/23/22

Melrose Fire Department Captain J. Gibson (781-665-0500)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

TREASURER/COLLECTORS OFFICE

REPORT OF GOOD STANDING – RELATIVE TO RENEWAL FOR

Renewal Class:	**Private Livery Car Service - 1 car**
License ID#	**2019-060-2021**
License Fee:	**$75**
Business Name:	**Boston Limousine Ride, Inc.**
Owner:	**Mohamed Nidali Oubella**
Located at:	**163 Pleasant St, # C**
Expiration date:	**April 30, 2023**

Approval: _____ **Date:** 3-23-2022

Melrose Treasurer/Collectors Office (781-979-4120)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

POLICE DEPARTMENT

REPORT OF INVESTIGATION – RELATIVE TO RENEWAL FOR

Renewal Class:	**Private Livery Car Service - 1 car**
License ID#	**2019-060-2021**
License Fee:	**$75**
Business Name:	**Boston Limousine Ride, Inc.**
Located at:	**163 Pleasant St, # C**
Expiration date:	**April 30, 2023**
Name/DOB Proprietor 1:	**Mohamed Nidali Oubella** **DOB:**
Name/DOB Proprietor 2:	

Approval: _____ **Date:** 3/28/2022

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Stree
Melrose, Massachusetts 0217(
Telephone - (781) 979-411!
Fax - (781) 979-414!

The undersigned respectfully makes application to renew a license to conduct the business of using as a hackney carriage, or carriages, the vehicle, or vehicles, hereinafter described:

	CAR 1	CAR 2	CAR 3
MAKE & YEAR	CHEVY 2016		
MODEL	SUBURBAN		
MANUFACTURERS NUMBER	[redacted]		
MASS. REG. NUMBER	[redacted]		
DATE OF REGISTRATION	01-MAY-2021 To 04-2023		
COPY OF REGISTRATION INCLUDED			

Signature of petitioner 1 _____ Date of Birth [redacted]

Signature of petitioner 2 _____ Date of Birth ___/___/_____

Return all completed forms on or before April 1, 2022 to:

Melrose City Clerk's Office
562 Main Street
Melrose, MA 02176

(781) 979-4115
Clerks@cityofmelrose.org

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

REGISTRY OF MOTOR VEHICLES

CERTIFICATE OF REGISTRATION

M.G.L. Chapter 90 section 24B makes it a crime to alter this

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

Plate Type	Registration Type	Plate Number	Effective Date	Title Number	Expires On	Month	Year
LVN	LIVERY NORMAL	[redacted]	01-May-2021	[redacted]	→	04	23

Model Year	Make	Model	Body Style	Color(s)	Vehicle Identification Number
2016	[redacted]	[redacted]	SUV	BLACK	[redacted]

Residential Address (If Different than Mailing)

Total Registered Weight for Commercial Vehicle or Traile

Garage Address
163 PLEASANT ST APT C MELROSE MA 021765164

US DOT Number for Commercial Vehicle

Name(s) of Owner(s) and Mailing Address

014762 *******AUTO**5-DIGIT 02176
MOHAMED NIDALIOUBELLA
163 PLEASANT ST APT C
MELROSE MA 02176-5164

Insurance Company
SAFETY INSURANCE COMPANY

Maximum Seating Capacity for Vehicles for Hire
8

Not Valid Without Official Signature of Registrar

Lessee/In Custody Of

Special Message

Change of Address ☐ Residential ☐ Mailing ☐ Garage

230567191

Information for Vehicle Owners

- **Certificate of Registration:** Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and/or trailer, in the vehicle, in some easily accessible place. **The records of the RMV constitute the official status of the vehicle registration.**
- **Change of Address:** By law, you must report any change of address to the RMV within 30 days. Visit Mass.Gov/RMV to change your address. Once you have reported the address change to the RMV, please write corrected address in b provided above.
- **No Insurance Card Required:** Massachusetts law does not require an insurance card. M.G.L. Chapter 90, section 34 and Chapter 175, Section 113A, requires the vehicle's owner to maintain a compulsory motor vehicle liability insurance policy or bond for bodily injury coverage and property damage insurance. The insurer is required by law to electronical notify the Registry of Motor Vehicles if coverage lapses. The vehicle owner is then notified by the RMV to obtain new insurance within 10 days or the registration will be revoked. Bonds are filed with the State Treasurer's Office.
- **Transferring Your Plates:** Massachusetts General Law (M.G.L. Chapter 90, Section 2) allows you to transfer valid registration plates from this vehicle to a newly acquired new or used motor vehicle or trailer while you obtain insurance and a new registration. See the Transferring a Registration Section on the RMV's website at www.mass.gov/rmv for more information.
- **Cancel the registration plates if:**
  - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle.
  - You move to another state and you register the vehicle in that state.
  - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy.

Skip the Line, Go Online! Visit Mass.Gov/RMV for list of available transactions.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Stree
Melrose, Massachusetts 0217
Telephone - (781) 979-411
Fax - (781) 979-414

TAX CERTIFICATION FORM
(Do Not Leave Anything Blank)
License Year: May 1, 2022 – April 30, 2023

Licensee Name: BOSTON LIMOUSINE RIDE INC

Physical Address: 163 PLEASANT ST #C MELROSE 02176

Mailing Address: SAME

City, State, Zip: MELROSE, MA, 02176

Manager/Business Owner: MOHAMED NIDALI OUBELLA

By signing below, I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

[redacted]
Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Stree
Melrose, Massachusetts 0217
Telephone - (781) 979-411
Fax - (781) 979-414

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Business

Applicant Information MOHAMED NIDALI OUBELLA **Please Print Legibly**

Business/Organization Name: BOSTON LIMOUSINE RIDE INC

Address: 163 PLEASANT STREET APPT # C

City/State/Zip: MELROSE, MA, 02176 Phone #[redacted]

Are you an employer? Check the appropriate box:

1. I am a employer with ____ employees (full and/or part-time).*
2. I am a sole proprietor or partnership and have no employees working for me in any capacity. (No workers' comp. insurance required)
3. ✓ We are a corporation and its officers have exercised their right of exemption per c. 152, § 1(4), and we have no employees. (No workers' comp. insurance required)**
4. We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp. insurance req.)

Business Type (required):

5. Retail
6. Restaurant/Bar/Eating Establishment
7. Office and/or Sales (incl. real estate, auto, etc.)
8. Non-profit
9. Entertainment
10. Manufacturing
11. Health Care
12. Other LIMOUSINE / TRANSPORTATION

Any applicant that checks box #1 must also fill out the section below showing their worker's compensation policy information.

** If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expirations date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to $1,5000.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to $250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: 03-23-22

Phone #: [redacted]

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

License Number: 2018-205
Fee: $75.00
Issued: May 1, 2022

The Commonwealth of Massachusetts
City of Melrose—Office of the City Clerk
562 Main Street, Melrose, MA 02176, (781) 979-4113

This is to certify that

Ahmed Elhaissouni

is hereby granted a

Private Livery Car Service – 1 Car

For RAR Transportation, Inc.

located at 849 Main Street, Melrose, MA 02176

This license is granted in conformity with the statues and ordinances relating thereto, and expires on ***April 30, 2023*** unless sooner suspended or revoked *for violation of the law as defined under MGL, C140 as amended.*

Kristen Foote, City Clerk

Christopher Cinella, City Council President

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

Renewal Application
Private Livery/Limousine Check List

- ✓ Completed Application (PRINT or TYPE Clearly). The application must have a "wet" signature
- ✓ Contact the Office of Fire Prevention for inspection and obtain approval
- ✓ Obtain approval of good standing from the Treasurer/Collectors Office
- ✓ Copy of Current Registration
- ✓ Completed State Tax ID Form
- ____ Completed Worker's Compensation Affidavit (please include a copy of the Declaration page)
- RCVd 3/ · Renewal Fee: $ 75.00, per vehicle make checks payable to City of Melrose

Return no later than April 1, 2022

In accordance with City of Melrose Charter Code Ch. 152 §6, a report of each license renewed under this section shall be made by the City Clerk to the City Council at the regular meeting of the Council next following the granting of such renewal.

Review the current business listing we have on file. Any changes can be made in the updated listing column. By signing below, you are requesting to be granted a renewal of your existing **Private Livery/Limousine License**. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

	Current listing	Updated listing
Business Name (If applicable)	**RAR Transportation Inc.**	
Applicant Name	**Ahmed Elhaissouni**	
Business Address	**849 Main Street**	
Mailing Address	**849 Main Street, Melrose MA 02176**	
Name of Manager	**Ahmed Elhaissouni**	
Location cars will be garaged	**849 Main Street**	
Telephone Number of Owner	[redacted]	
Email Address of Owner (required)	**Ahmed-melrose@hotmail.com**	
24 hour Emergency Contact info	[redacted]	

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

The undersigned respectfully makes application to renew a license to conduct the business of using as a hackney carriage, or carriages, the vehicle, or vehicles, hereinafter described:

	CAR 1	CAR 2	CAR 3
MAKE & YEAR	~~LINCOLN 2015~~	chey Suburban 2018	
MODEL	MKT	Suburban	
MANUFACTURERS NUMBER	[redacted]	[redacted]	
MASS. REG. NUMBER	[redacted]	[redacted]	
DATE OF REGISTRATION			
COPY OF REGISTRATION INCLUDED			

Signature of petitioner 1 _____ Date of Birth 01/17/1965

Signature of petitioner 2 _____ Date of Birth __/__/____

Return all completed forms on or before April 1, 2022 to:
Melrose City Clerk's Office
562 Main Street
Melrose, MA 02176

(781) 979-4115
Clerks@cityofmelrose.org

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

TREASURER/COLLECTORS OFFICE

REPORT OF GOOD STANDING – RELATIVE TO RENEWAL FOR

Renewal Class:	**Private Livery Car Service - 1 car**
License ID#	**2018-205-2021**
License Fee:	**$75**
Business Name:	**RAR Transportation Inc.**
Owner:	**Ahmed Elhaissouni**
Located at:	**849 Main Street, Melrose MA 02176**
Expiration date:	**April 30, 2023**

Approval: _____ **Date:** 3.23.2022

Melrose Treasurer/Collectors Office (781-979-4120)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

FIRE DEPARTMENT

REPORT OF INVESTIGATION – RELATIVE TO RENEWAL FOR

Renewal Class:	**Private Livery Car Service - 1 car**
License ID#	**2018-205-2021**
License Fee:	**$75**
Business Name:	**RAR Transportation Inc.**
Located at:	**849 Main Street, Melrose MA 02176**
Expiration date:	**April 30, 2023**

Approval: _____ Date: 3/23/22

Melrose Fire Department Captain J. Gibson (781-665-0500)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

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Melrose, Massachusetts 02176
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Fax - (781) 979-4149

POLICE DEPARTMENT

REPORT OF INVESTIGATION – RELATIVE TO RENEWAL FOR

Renewal Class:	**Private Livery Car Service - 1 car**
License ID#	**2018-205-2021**
License Fee:	**$75**
Business Name:	**RAR Transportation Inc.**
Located at:	**849 Main Street**
Expiration date:	**April 30, 2023**
Name/DOB Proprietor 1:	**Ahmed Elhaissouni** **DOB:**
Name/DOB Proprietor 2:	

Approval: _____ **Date:** 8/23/2022

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Business

Applicant Information AHMED ELHASSOUNI **Please Print Legibly**

Business/Organization Name: RAR TRANSPORTATION Inc

Address: 849 MAIN ST

City/State/Zip: MELROSE MA 02176 Phone #

Are you an employer? Check the appropriate box:

1. I am a employer with ____ employees (full and/or part-time).*
2. I am a sole proprietor or partnership and have no employees working for me in any capacity. (No workers' comp. insurance required)
3. ✓ We are a corporation and its officers have exercised their right of exemption per c. 152, § 1(4), and we have no employees. (No workers' comp. insurance required)**
4. We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp. insurance req.)

Business Type (required):

5. Retail
6. Restaurant/Bar/Eating Establishment
7. Office and/or Sales (incl. real estate, auto, etc.)
8. Non-profit
9. Entertainment
10. Manufacturing
11. Health Care
12. Other TRANSPORTation / Limo

Any applicant that checks box #1 must also fill out the section below showing their worker's compensation policy information.

** If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name:

Insurer's Address:

City/State/Zip:

Policy # or Self-ins. Lic. # Expiration Date:

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expirations date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to $1,5000.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to $250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Date: 03-23-2022

Phone #: [redacted]

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115
Fax - (781) 979-4149

TAX CERTIFICATION FORM
(Do Not Leave Anything Blank)
License Year: May 1, 2022 – April 30, 2023

Licensee Name: RAR TRANSPORTATION Inc

Physical Address: 849 MAIN ST

Mailing Address: _____

City, State, Zip: MELROSE MA 02176

Manager/Business Owner: AHMED EL HAISSOUNI

By signing below, I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

REGISTRY OF MOTOR VEHICLES

CERTIFICATE OF REGISTRATION

M.G.L. Chapter 90 section 24B makes it a crime to alter this certificate

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

Plate Type	Registration Type	Plate Number	Effective Date	Title Number	Expires On Month	Year
LVN	LIVERY NORMAL	[redacted]	01-Jul-2020	[redacted]	06	22

Model Year	Make	Model	Body Style	Color(s)	Vehicle Identification Number
2018	CHEV	SUBURB	SUV	BLACK	[redacted]

Residential Address (If Different than Mailing)

Total Registered Weight for Commercial Vehicle or Trailer

Garage Address

849 MAIN STREET MELROSE MA 021762717

US DOT Number for Commercial Vehicle

Name(s) of Owner(s) and Mailing Address

072994 ******AUTO**5-DIGIT 02176
AHMED ELHAISSOUNI
849 MAIN STREET
MELROSE MA 02176-2717

Insurance Company

ARBELLA PROTECTION INSURANCE COMPANY

Maximum Seating Capacity for Vehicles for Hire

8

Lessee/In Custody Of

James Tolan

Not Valid Without Official Signature of Registrar

Special Message

Change of Address ☐ Residential ☐ Mailing ☐ Garage

Information for Vehicle Owners

- **Certificate of Registration:** Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and/or trailer, in the vehicle, in some easily accessible place. **The records of the RMV constitute the official status of the vehicle registration.**
- **Change of Address:** By law, you must report any change of address to the RMV within 30 days. Visit Mass.Gov/RMV to change your address. Once you have reported the address change to the RMV, please write corrected address in box provided above.
- **No Insurance Card Required:** Massachusetts law does not require an insurance card. M.G.L. Chapter 90, section 34, and Chapter 175, Section 113A, requires the vehicle's owner to maintain a compulsory motor vehicle liability insurance policy or bond for bodily injury coverage and property damage insurance. The insurer is required by law to electronically notify the Registry of Motor Vehicles if coverage lapses. The vehicle owner is then notified by the RMV to obtain new insurance within 10 days or the registration will be revoked. Bonds are filed with the State Treasurer's Office.
- **Transferring Your Plates:** Massachusetts General Law (M.G.L. Chapter 90, Section 2) allows you to transfer valid registration plates from this vehicle to a newly acquired new or used motor vehicle or trailer while you obtain insurance and a new registration. See the Transferring a Registration Section on the RMV's website at www.mass.gov/rmv for more information.
- **Cancel the registration plates if:**
  - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle.
  - You move to another state and you register the vehicle in that state.
  - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy.

Skip the Line, Go Online! Visit Mass.Gov/RMV for list of available transactions.

220983625

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City Council
Melrose City Hall
Melrose, MA 02176

ADOPTED

Meeting: 06/06/22 07:45 PM
Department: City Clerk
Category: License
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors:
DOC ID: 9900 A

LICENSE 2022-9

Livery car service - Non renewal 2022

Private Livery Car Service - Non Renewal 2022

1. Bereket K. Meshesha, owner of Bless Ride, LLC, 189 W. Wyoming Ave, Melrose, MA
2. Izu Ofoma, owner of Boston Jaunt, LLC 49 Melrose Street, Melrose MA

HISTORY:

05/16/22	**City Council**	**ASSIGNED TO COMMITEE**
05/19/22	**Protection and License**	**OUGHT TO PASS**

RESULT:	**GRANTED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Robb Stewart, Ward 3
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City Council
Melrose City Hall
Melrose, MA 02176

ADOPTED

Meeting: 06/06/22 07:45 PM
Department: City Clerk
Category: License - Hackney License
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors:
DOC ID: 9360

LICENSE 2022-10

Hackney Carriage (Taxi) licenses renewals commencing May 1, 2022

Pursuant to the General Legislation of the City of Melrose Administrative Code, Chapter 222 Vehicle for Hire (hackney carriage a/k/a taxi) below is the renewing license list for 2022.

License: Taxi/Hackney - Renewal 2022

- Abdinasir Ahmed, owner of Galmudug Inc. - 28 Academy Ct. Roxbury Ma

HISTORY:

05/16/22	**City Council**	**ASSIGNED TO COMMITEE**
05/19/22	**Protection and License**	**OUGHT TO PASS**

FINANCIAL IMPACT:

None

RESULT:	**GRANTED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Robb Stewart, Ward 3
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

License Number: 2022-43
Renewal Date: May 1, 2022
Expires: April 30, 2023

The Commonwealth of Massachusetts
City of Melrose—City Council
562 Main Street, Melrose, MA 02176

A Hackney Carriage License

is hereby granted to

Abdinasir Ahmed of Abdinasir Ahmed d/b/a Galmudug Inc.

for 1 Car; 2017 Toyota Camry

[redacted]19

This license is granted in conformity with the statues and ordinances relating thereto, and expires on ***April 30, 2023*** *unless sooner suspended or revoked for violation of the law as defined under MGL, C140 as amended.*

Kristin Foote
City Clerk

Christopher Cinella
City Council President

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

THIS CARD MUST BE CONSPICUOUSLY POSTED INSIDE VEHIC

City of Melrose, Mass.

Hackney Carriage (Taxicab) Certific

This is to certify that a License has been grante

Abdinasir Ahmed of Galmudug, Inc

to set up and use the following described vehicle as a hackney carriage (tax

MAKE Toyota MODEL Camry

MFRS. NO. [redacted] MASS. REG. NO. [redacted]

By authority of the Board of Aldern

Kristin Kloo

CLERK

License No. 2022-43 Expires April 30, 20

May 1, 2022 thru Apr. 30, 2023

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE — OFFICE OF THE CITY CLERK

KRISTIN FOOTE
City Clerk

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

The undersigned respectfully makes application for a license to conduct the business of setting up and using as a hackney carriage, or carriages, the vehicle, or vehicles, hereinafter described:

Business Specific Details

Business Name: GALMudug INC	Tax Id Number: [redacted]
Address of Business: 28 Academy Ct Roxbury MA 02119	Business Phone Number: [redacted]
Owner's Name: Abdinasir Ahmed	Owner's Phone Number: Same
Address of Owner: [redacted]	Number of Employees: 1
Owner Date of Birth: [redacted]	
Manager Name: Abdinasir	
Manager Address: [redacted]	Manager's Phone Number: [redacted]
Email Address of Owner (required): Taytaroo@Hotmail.com	
24 hour Emergency Contact info: [redacted]	
Expiration Date of Business Cert:	
Garage Location: [redacted]	

Days/Hours of Operation (circle the days and write out the hours)
SUN MON TUES WED THUR FRI SAT

Automobile Specific Details

MAKE & YEAR	MODEL	MANUFACTURERS NO.	MASS. REG. NO.	DATE OF REGISTRATION
2017 Toyota	Camery	[redacted]	[redacted]	2/2/2021

Mail [redacted]

$100

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Business

Applicant Information **Please Print Legibly**

Business/Organization Name: GALMUDS INC

Address: [redacted]

City/State/Zip: [redacted] Phone #: [redacted]

Are you an employer? Check the appropriate box:

1. I am a employer with ____ employees (full and/or part-time).*
2. I am a sole proprietor or partnership and have no employees working for me in any capacity. (No workers' comp. insurance required)
3. We are a corporation and its officers have exercised their right of exemption per c. 152, § 1(4), and we have no employees. (No workers' comp. insurance required)**
4. We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp. insurance req.)

Business Type (required):

5. Retail
6. Restaurant/Bar/Eating Establishment
7. Office and/or Sales (incl. real estate, auto, etc.)
8. Non-profit
9. Entertainment
10. Manufacturing
11. Health Care
12. Other TAX

Any applicant that checks box #1 must also fill out the section below showing their worker's compensation policy information.

** If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expirations date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to $1,5000.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to $250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: ABDINASIR AHMED Date: 3/24/2022

Phone #: [redacted]

INFORMATION AND INSTRUCTIONS

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

To the Honorable City Council, City of Melrose, MA.

The undersigned respectfully makes application for a license to conduct the business of setting up and using as a hackney carriage, or carriages, the vehicle, or vehicles, hereinafter described:

Business Specific Details

Business Name «Business_Name» Galmudug inc	Tax Id Number «Fed_ID» [redacted]
Address of Business «Location_of_StorageGarage» [redacted]	Business Phone Number «Telephone» [redacted]
Owner's Name «Owner» Abdiwasir Ahmed	Owner's Phone Number «Emergency_» Same
Address of Owner «Mailing_address» «Mailing_City_State_Zip» [redacted]	Number of Employees 1
Owner Date of Birth «DOB_1» [redacted]	
Manager Name Abdiwasir	
Manager Address [redacted]	Manager's Phone Number [redacted]
Email Address of Owner (required) Taytaroo@gmail.com	
24 hour Emergency Contact info «Emergency_» Ayan Abdiwasir	
Expiration Date of Business Cert	
Garage Location [redacted] «Location_of_StorageGarage» Bolton	

Days/Hours of Operation (circle the days and write out the hours)

SUN MON (TUES) (WED) (THUR) (FRI) (SAT)

Automobile Specific Details

MAKE & YEAR	MODEL	MANUFACTURERS NO.	MASS. REG. NO.	DATE OF REGISTRATION
«Make__Year_1» 2017	«Model_1» Toyt	«VIN_Number [redacted]	«Mass_Reg__1»	«Date_of_Reg_1» 11/30/2022
«Make__Year_2»	«Model_2»	«VIN_Number_2»	«Mass_Reg__2»	«Date_of_Reg_2»

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

THE POLICE DEPARTMENT
REPORT OF INVESTIGATION - RELATIVE TO RENEWAL FOR

Renewal Class: TAXI

License ID# [redacted]

License Fee: 75

For:

At:

Expiration date:

Proprietor: DOB [redacted]

Proprietor 2: DOB

Please make the usual investigation for the Board of Aldermen and submit your report, to the City Clerk within forty-eight hours.

Approval: [signature] **Date:** 3/22/2022

Melrose Police Department - (781-665-1212)

CITY OF MELROSE

OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

TAX CERTIFICATION FORM
(Do Not Leave Anything Blank)

License Year: 2019-2020

Licensee Name: Galmudug inc Abdinasir Ahmed

Address: [redacted]

City, State, Zip [redacted]

D/B/A: Galmudug inc

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Abdinasir Ahmed

Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

«Fed_ID»
Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

THE BUILDING DEPARTMENT
WEIGHTS AND MEASURES
REPORT OF INVESTIGATION - RELATIVE TO RENEWAL FOR

Renewal Class: Taxi

License ID# Hack [redacted]

License Fee: 25.

For: Taxi Sealing

At: City of Melrose.

Expiration date: ~~[redacted]~~ March 21, 2023

MAKE & YEAR	VIN	MASS. REG. NO.	DATE SEALED
Toyota 2017	[redacted]	[redacted]	3-22-22

Please make the usual investigation for the Board of Aldermen and submit your report, to the City Clerk within forty-eight hours.

Approval: [signature] **Date:** 3-22-2022

Melrose Building Department - (781-979-4134)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

The Commonwealth of Massachusetts

Department of the State Treasurer
One Ashburton Place
Boston, Massachusetts 02108-1608

Deborah B. Goldberg
Treasurer and Receiver General

March 22, 2022

This is to certify that Galmudug Inc., whose address is [redacted] has on deposit with the Office of the Treasurer and Receiver General of the Commonwealth of Massachusetts, the following security:

Xerox Acct #[redacted]

The above security was deposited under the provisions of Massachusetts General Laws, Chapter 90 Section 34D, in lieu of Compulsory Motor Vehicle Liability Insurance and is to be retained as provided in Section p34E of said chapter and will allow the above named to act as self-insurer in the

Year 12/01/2021-11/30/2022 for a 2017 Toyota Camry Color: White VIN#[redacted]

John Gentile
Custodial Assets Coordinator

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE Inspection Services

William Kotowski
Sealer of Weights and Measures

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4134
Fax – (781) 662-3450

Invoice: WM2022 01

03/22/2022

Abdinasir Ahmed d/b/a Galmudug Inc.
[redacted]

RE: ANNUAL TAXI METER

The Weights and Measures Department has implemented new testing and sealing procedures as well as a new online payment system for all businesses that utilize scales/scanners/meters in the City of Melrose.

The city is now requiring that all fees be paid prior to the testing and sealing of scales and meters. If the quantity of scales or meters differs from what we have on record please contact the Weights & Measures Department immediately.

1 Taxi Meter @ $25.00 P/Meter = $25.00

PLEASE FOLLOW THIS LINK TO THE CITY OF MELROSE WEBSITE TO PAY ONLINE:
https://epay.cityhallsystems.com?key=melrose.ma.us&type=bd

Sincerely,

William Kotowski
Sealer of Weights and Measures

Office – 781-979-4134
wkotowski@cityofmelrose.org

Paid Online
6712504

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 01-04-2019

Employer Identification Number: [redacted]

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

GALMUDUG INC
[redacted]

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN [redacted] This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1120 04/15/2020

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

IMPORTANT INFORMATION FOR S CORPORATION ELECTION:

If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, *Election by a Small Business Corporation*.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

REGISTRY OF MOTOR VEHICLES

CERTIFICATE OF REGISTRATION

M.G.L. Chapter 90 Section 24B makes it a crime to alter this Certificate
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

EXTERNAL CODE	REGISTRATION TYPE	PLATE NUMBER	EFFECTIVE DATE	TITLE NUMBER	EXPIRES ON
TAN	Taxi Normal	[redacted]	01-Dec-2021	[redacted]	30-Nov-2022

MODEL YEAR	MAKE	MODEL	MODEL NUMBER	BODY STYLE	COLOR	VEHICLE IDENTIFICATION NUMBER
2017	TOYT	CAMRY		SEDAN	WHITE	[redacted]

RESIDENTIAL ADDRESS (IF DIFFERENT THAN MAILING)	TOTAL REGISTERED WEIGHT FOR A COMMERCIAL VEHICLE OR TRAILER

GARAGE ADDRESS	US DOT NUMBER FOR COMMERCIAL VEHICLE
[redacted]	

NAME(S) OF OWNER(S) AND MAILING ADDRESS	INSURANCE COMPANY
GALMUDUG INC [redacted]	SELF-INSURED

	MAXIMUM SEATING CAPACITY FOR VEHICLES FOR HIRE

LESSEE/IN CUSTODY OF	Colleen J. Ogilvie Registrar of Motor Vehicles

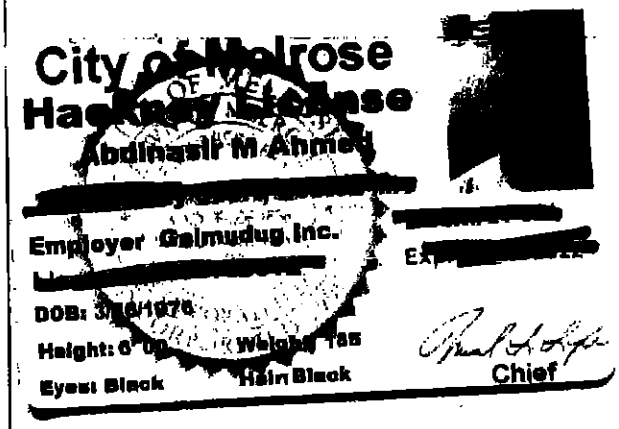
SPECIAL MESSAGE	CHANGE OF ADDRESS ☐ RESIDENTIAL ☐ MAILING ☐ GARAGE

Important information for vehicle owners

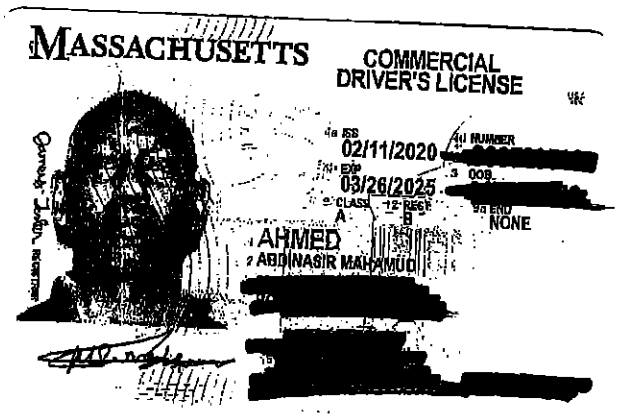
- Certificate of Registration: Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and/or trailer, in the vehicle, in some easily accessible place. The records of the RMV constitute the official status of the vehicle registration.
- Change of Address: By law, you must report any change of address to the RMV within 30 days. Visit mass.gov/rmv to change your address. Once you have reported the address change to the RMV, please write corrected address in box provided above.
- No Insurance Card Required: Massachusetts law does not require an insurance card. M.G.L. Chapter 90, Section 34, and Chapter 175, Section 113A, requires the vehicle's owner to maintain a compulsory motor vehicle liability insurance policy or bond for bodily injury coverage and property damage insurance. The insurer is required by law to electronically notify the Registry of Motor Vehicles if coverage lapses. The vehicle owner is then notified by the RMV to obtain new insurance within 10 days or the registration will be revoked. Bonds are filed with the State Treasurer's Office.
- Transferring Your Plates: Massachusetts General Law (M.G.L. Chapter 90, Section 2) allows you to transfer valid registration plates from this vehicle to a newly acquired new or used motor vehicle or trailer while you obtain insurance and a new registration. See the Transferring a Registration Section on the RMV's website at mass.gov/rmv for more information.
- Cancel the registration plates if:
  - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle.
  - You move to another state and you register the vehicle in that state.
  - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy.

Skip the Line, Go Online! Visit Mass.Gov/RMV for list of available transactions.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)


City of Melrose
Hackney License
Abdinasir M Ahmed
[redacted]
Employer Galmudug Inc.
Ex[redacted]
DOB: 3/[redacted]/1978
Height: 6' 0in Weight: 185
Eyes: Black Hair: Black
Chief

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)



Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

ACKNOWLEDGEMENT OF RECEIPT OF MELROSE ORDINANCES

I hereby acknowledge that I have received a copy of the applicable Licensing Ordinances of the City of Melrose.

Abdinasir Ahmed — Licensee

3/22/2022 — Date

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES• JUNE 13, 2022

Council Chamber, First Floor, Melrose City Hall 562 Main Street, Melrose, MA 02176 **Special Meeting** **7:53 PM**

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Jack Eccles	At-Large	Present	
Mark Garipay	Ward 4	Present	
Jen Grigoraitis	Ward 6	Present	
Maya Jamaleddine	At-Large	Present	
Manjula Karamcheti	Ward 1	Present	
Shawn M. MacMaster	Ward 5	Present	
Leila Migliorelli	At-Large	Absent	
John Obremski	Ward 2	Absent	
Robb Stewart	Ward 3	Present	
Ryan Williams	Ward 7	Present	
Christopher Cinella	President	Present	

II. PLEDGE OF ALLEGIANCE

III. READING OF THE MINUTES

IV. PUBLIC COMMENT

Remote Link for Public Comment:
https://cityofmelrose.webex.com/cityofmelrose/onstage/g.php?MTID=ecc4a0df88bd2879947cb16d785bd09c6

Motion: Public Comment

President Cinella moves by unanimous consent to open public comment. No objection.

No one comes forward.

President Cinella moves by unanimous consent to close public comment. No objection.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [9 TO 0]**
MOVER:	Christopher Cinella, President
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Stewart, Williams, Cinella
ABSENT:	Leila Migliorelli, John Obremski

V. PUBLIC HEARINGS

VI. NEW BUSINESS

A. Filings by the Honorable Mayor

1. **ORDER-2022-149 :** An acceptance of the Municipal Fiber Grant awarded to Melrose MA in the amount of $237,500 (Two Hundred Thirty Seven Thousand Dollars) with a $12,500 (Twelve Thousand Five Hundred Dollar) match from IT Operating funds

   Sponsored by: Chief Financial Officer Patrick Dello Russo

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Appropriations & Oversight Committee

B. Filings by the Honorable City Council

VII. COMMUNICATIONS FROM HIS HONOR, THE MAYOR AND OTHER CITY OFFICIALS

VIII. UNFINISHED BUSINESS

IX. REPORTS FROM COMMITTEES

X. EXPIRIES

XI. RULE 53 REPORTS

XII. ADJOURNMENT

Motion: Adjourn

President Cinella moves by unanimous consent to adjourn. No objection.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Meeting adjourned at 7:56 p.m.

RESULT:	**PASSED [9 TO 0]**
MOVER:	Christopher Cinella, President
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Stewart, Williams, Cinella
ABSENT:	Leila Migliorelli, John Obremski

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 13, 2022

AN ORDER

ORDER-2022-149

An acceptance of the Municipal Fiber Grant awarded to Melrose MA in the amount of $237,500 (Two Hundred Thirty Seven Thousand Dollars) with a $12,500 (Twelve Thousand Five Hundred Dollar) match from IT Operating funds

Offered by

BE IT ORDERED

The City of Melrose has recently been approved for $237,500 through the Department of Revenue Senior Deputy Commissioner for Local Services on behalf of the Secretary of the Executive Office for Administration and Finance (EOAF) under the Municipal Fiber Grant program. This program funds the installation of fiber optic cable between municipal buildings and/or assets to improve network communications.

The IT Department maintains and operates fiber optic cable on utility poles throughout Melrose similar to Comcast or Verizon. The City of Melrose fiber-optic Wide Area Network (WAN) was never fully completed when it was installed in 2010. This project would complete the installation, bring desperately needed connectivity for public safety, and create redundant paths to mitigate disasters in the future. It will also create a continuance of city and school functions during a disaster.

FINANCIAL IMPACT:

Acceptance for $237,500 grant with a city match of $12,500 to be taken from local IT operating funds.

06/13/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 13, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Executive Office for Administration & Finance
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE ▪ BOSTON, MA 02133
(617) 727-2040

CHARLES D. BAKER
GOVERNOR

MICHAEL J. HEFFERNAN
SECRETARY

KARYN E. POLITO
LIEUTENANT GOVERNOR

May 17, 2022

Dear Mayor Brodeur,

It is with great pleasure that we inform you that Melrose has been awarded a $237,500 grant in the inaugural round of the Community Compact Cabinet's (CCC) new Municipal Fiber grant program. The demand for funding and interest in the program was overwhelming. Your application was chosen because it met the overarching goal of supporting the closing of critical gaps in municipal networks and connecting municipally owned facilities to assist municipalities.

We are currently working to schedule an awards ceremony in the coming weeks where we will officially announce all of the grant winners. You will be notified via email of the specifics regarding this future event shortly and ask that you please refrain from publicly announcing this award prior to the ceremony.

As Chair of the Community Compact Cabinet, I want to congratulate you on your status as a Compact Community and participation in this newest program. Your participation reflects another effort to modernize and enhance municipal government capabilities and connectivity. I am glad to see your community taking advantage of the benefits the CCC program offers.

Sincerely,

Karyn E. Polito
Lieutenant Governor

Michael J. Heffernan, Secretary
Executive Office for Administration and Finance

Curtis M. Wood, Secretary
Executive Office for Technology Services and Security

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

Information Technology

Neal M. Ellis
Chief Information Officer

City Hall
562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4142

MEMORANDUM

To: Mayor Paul Brodeur; Melrose City Council
Margot Fleischman, Chief of Staff

From: Neal M. Ellis, Chief Information Officer

cc: Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant Auditor
Margot Fleischman, Chief of Staff

Date: June 1, 2022

Re: Acceptance of Municipal Fiber Optic Grant ($237,500)

The City of Melrose has recently been approved for $237,500 through the Department of Revenue Senior Deputy Commissioner for Local Services on behalf of the Secretary of the Executive Office for Administration and Finance (EOAF) under the Municipal Fiber Grant program. This program funds the installation of fiber optic cable between municipal buildings and/or assets to improve network communications.

The IT Department maintains and operates fiber optic cable on utility poles throughout Melrose similar to Comcast or Verizon. The City of Melrose fiber-optic Wide Area Network (WAN) was never fully completed when it was installed in 2010. This project would complete the installation, bring desperately needed connectivity for public safety, and create redundant paths to mitigate disasters in the future. It will also create a continuance of city and school functions during a disaster.

The need for redundant fiber-optic cable was identified in 2019 during our Municipal Vulnerability Preparedness (MVP) sessions with CDM Smith and is part of our Hazard Mitigation Plan (HMP)
https://www.cityofmelrose.org/sites/g/files/vyhlif3451/f/pages/melrose_ma-final.pdf

The next steps include entering into a contract with The Commonwealth of Massachusetts Executive Office for Administration and Finance for acceptance of the grant funds. The deadline for construction to be completed will be September 30, 2023. Funds to reimburse eligible expenses will be deposited into our 4156 account, which was set up specifically for this awarded grant fund, within 45 days of acceptance. We can then sign a contract with a state blanket contract vendor for installation.

We formally request acceptance of this Municipal Fiber Grant Funding Program award in the amount of $237,500 from the MA Executive Office for Administration and Finance. There is a 5% match which will be taken from IT operating funds to enter into this agreement. We appreciate the consideration and look forward to the improvements in the Fiber Optic Wide Area Network.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-150

Appointment of Roseann Trionfi-Mazzuchelli as Veterans Services District Director effective July 5, 2022

Offered by Mayor Paul Brodeur

BE IT ORDERED

Appointment of Roseann Trionfi-Mazzuchelli as Veterans Services District Director effective July 5, 2022.

FINANCIAL IMPACT:

None

06/21/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Roseann Trionfi-Mazzuchelli
[redacted]

WORK HISTORY:

May 13 – Present: Veteran Service Director, Winthrop, MA

Since May 2013, I have served Veterans and their families in ensuring they receive their benefits and entitlements as well as complying with local, state, and federal regulations in accordance with MGL Chap. 115, 108 CMR, and Title 38 USC. I am also responsible to ensure that Veterans/families are protected under all ADA Compliances and Regulations when it comes to housing, accessing services, and are not discriminated against due to their military service or disability. Over the years, have I developed, maintained key relationships with local, state, and federal relationships, building partnerships with same to best serve my community. I attend and participate in meetings and conferences to not only keep me updated on legislature, mediation, support, but to participate in making positive changes in legislation, benefits, programs, and initiatives for the community I serve. My role is key when it comes to working with law enforcement agencies when a Veteran comes into custody or is homeless in my community – we work together for the best outcome for said Veteran. As part of the Chap 115 role, it is imperative that I conduct weekly investigations to monitor the Veteran's activities as to not violate any rules or regulations with regarding this benefit.

Jan 07 – Present: American Heart Association Certified Instructor, MA

CPR, AED, 1st Aid Certification in Heart Saver, and Basic Life Support for Health Care Providers throughout MA, and currently aligned with Hallmark Health of Medford, and the Town of Winthrop. To date have certified over 1,500 persons in CPR with AED, and 1st Aid.

1994 - Present: Program Coordinator, Town of Winthrop Parks & Recreation, MA

Initiate, implement, and facilitate various programs offered by the Parks & Recreation department from early childhood programs through adults. Since 2008, have taken on writing and administering state, local, and federal grants for this department, as well as conducting safety and 1st aid training for both full and part time town employees to include training of all summer hires.

Oct 04 – Dec 13: Personal Assistant, Winthrop, MA

Assist private clients with various duties at their home office and in their home, such as preparing financials, organizing, computer tasks, and more.

Mar 06 – Nov 11: Legal Assistant, Attorney James J. Cipoletta, Revere, MA

Assisted Solo-Practicing Attorney in his law practice primarily concentrating in criminal and zoning matters. Managed office with regard to administrative duties, close client interaction, and prepared legal documents as well as filed same at various courthouses in MA.

Jan 04 – June 05: Office Manager, Class Measures, Stoneham, MA

Oversaw and maintained all business matters relating to an education consulting firm, to include finances and payroll, communication, client contact, writing and submitting grants, and contracting from various state departments, as well as maintaining the administration of the office and staff.

1981 – April 05: Manager, Jeannette's Catering, Everett, MA

Oversaw operation of a family catering company to include recruiting, hiring, training and supervising employees, managed banquet functions from 20 to 600 persons, interacted with clients, banquet facilities personnel, conducted banking transactions, and food/menu preparations.

Jan 99 – 2012: Trainer, Family Readiness Office, US Army, United States and Europe

Instruct and prepare soldiers and family members for deployments, emergency preparedness, and mobilizations for Active Army and Reserves. Set-up Family Readiness Training Academies, conduct instructor training, give briefings at all levels of the Army, train and maintain volunteers in Family Readiness. Work with other government agencies to incorporate Family Readiness training into their programs. Was a paid position – now volunteer doing the same, but not as many hours as most information is online.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

1979 - Mar 2000: ***Special Agent/Military Police Officer, U.S. Army***
Served both on Active Duty and in the Army Reserves in law enforcement. Conducted investigations of crimes against the US Government of all felonies to include white collar crimes. Also provided protective service to foreign dignitaries as well as high ranking US officials. Additional duties included: EO Representative, Family Readiness Liaison Officer, and Mobilization/Deployment Officer. As the EO Representative, set-up, maintained, trained, and ensured compliance of Unit members understanding of EO Policies and procedures. Investigated all violations And complaints relating to EO. Also responsible for Diversity Training for the unit.

1997 – 2000: ***Administrator, US Army, Ft. Devens, MA***
Assistant to the Family Readiness Director for approximately 7,000 soldiers and their families. Provided referrals, administrative support, oversaw a multitude and variety of various projects, and compiled a database of soldiers and families for Family Readiness.

1990 – 1992: ***Proprietor, Rosa's Variety, Winthrop, MA***
Owned and operated a full-service convenient store with heavy lottery traffic.

1981 – 1988: ***Private Investigator, Security Consultant, New England***
Conducted investigations and undercover operations for several attorneys and retail establishments throughout New England, as well as managed employee personnel matters for a major private security firm in New England.

EDUCATION: **BS Degree in Legal Studies; AS Degree in Criminal Justice (1986);**
Many military investigative courses to include a 6-month Federal Investigative Army Academy, Spouse and Child Abuse Investigations, Advance Fraud Investigations, Forensic Investigations, Military Police Academy, Basic Training, Equal Opportunity Representative Training, and Instructor Training. I am also certified by the American Heart Association as a CPR/1st Aid Trainer as well as trained as Faculty for Lawrence Memorial Hospital in Medford, MA.

VOLUNTEER ASSIGNMENTS: ***Current and past***
*Current President of the Mass Veteran Service Officers' Association
*Special Needs Advocate
*Teen Counselor for St. John's Church in Winthrop
*Assist at childrens' schools (Former PTO President, Vice President)
*Scout Leader/Adult Trainer/Chair-Person (boys)
*Religious Education Teacher (grades one through ten)
*Senior Instructor/Facilitator for US Army, teaching classes on mobilization, emergency preparedness, volunteer management, family readiness, instructor training.
*Soccer Coach (former – 8 years)
*Chair-Person (former), 94th RRC Family Program Advisory Council
*Co-Chair for Friends of Winthrop Beach – grass roots organization

AWARDS: Received both military and civilian awards for accomplishments, volunteer activities, and more. In Jan 2012, received the Community Service award from the Town of Winthrop, MA and the Un-Sung Heroine Award in 2018 from the Commonwealth of MA; the Patriot Award for 2019 for Winthrop, and the Deborah Sampson Award in 2021 for the Commonwealth of MA.
Instrumental in the Town of Winthrop becoming a Heart-Safe Community.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Roseann Trionfi-Mazzuchelli
[redacted]

4 May 2022

Ms. Polina Latta
HR Director
City of Melrose
562 Main Street
Melrose, MA 02176

Re: Job Posting: District Director of Veterans' Services

Dear Ms. Latta:

Greetings! I recently viewed the posting for the District Director of Veterans' Services. Currently, I am the Veteran Service Officer for the Town of Winthrop and have been in that position since May 2013. I have also certified as a National Service Officer.

Most VSO positions basically have the same duties. Some offices do a lot more than others, which is what I have done in Winthrop. As the Winthrop VSO, I assist Veterans and their family members in establishing their claim, submitting them for processing, to include submitting all documentation required to successfully process their claim. I work directly with the Veteran or family member from the beginning, starting their claim process to the very end. I also advocate for them, sometimes attending the C & P exam with them (in difficult situations). In my position I also complete and submit other claims, such as burial, bonus awards, annuities, education, rehabilitation, etc…My primary function as a local VSO is to ensure all Veterans, and their family members receive all of what they are entitled to. For low-income Veterans, I administer Chap 115 benefits. My position requires much research, including legal, and a thorough investigation of all claims. I also assist Veterans in obtaining healthcare through the VA. Over the years, I have gained tremendous experience in counseling. I have had several Veterans with whom I had to work with our local police department for a committal in order to save their life. I have come to be the "MST" expert among my peers. I have great working relationships with other departments, especially, housing, COA, fire, police, and our Board of Health. I am comfortable with all of the operating systems we use day-to-day.

I have attached my resume for you to review. Since I was hired, I have added much to this position in town, by adding job searches, resume building, Flag replacement ceremonies, strong outreach, a Veterans Food Bank, and much more. A huge part of my duties is ensuring Veterans get treated fairly at their jobs and that employers are following the rules under re-employment after a service member returns from a deployment.

I am passionate about assisting Veterans in any way that I can. I am a Veteran with over 21 years of both Active Duty and Reserves serving as a Military Police Officer, and then as a Special Agent in Army Criminal Investigations Command, along with several additional duties.

I look forward to meeting with you to discuss how I can be of even more service to my fellow veterans and their families. Thank you for your time and consideration.

Sincerely,

///*Roseann Trionfi-Mazzuchelli*
Roseann Trionfi-Mazzuchelli

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: City Council President Christopher Cinella
From: Mayor Paul Brodeur
Re: Appointment of Roseann Trionfi-Mazzuchelli as Veterans Services District Director
Date: June 21, 2022

It is my pleasure to submit to you and the Honorable City Council the appointment of Roseann Trionfi-Mazzuchelli to serve as a Director of Veterans Services for the Melrose-Wakefield -Saugus Veterans District.

Ms. Trionfi-Mazzuchelli comes to Melrose from the City of Winthrop, MA where she has served as the Veteran Service Director for the past nine years. In this role, she has worked to ensure that veterans and their families receive their benefits and entitlements they are due in accordance with MGL Ch. 115, 108 CMR, and Title 38 USC, are protected under all ADA regulations in regard to housing and access to services, and that they are not discriminated against due to their military service or disability status. She has also established collaborative relationships with law enforcement agencies to address the needs of veterans coming into custody or experiencing homelessness.

Ms. Trionfi-Mazzuchelli currently serves as President of the Massachusetts Veteran Service Officers' Association, but has been actively involved with meeting the needs of veterans and active-duty service members and their families throughout many aspects of her career. As a trainer for the US Army's Family Readiness Office, she instructed and prepared soldiers and their family members for deployments and set up Family Readiness Training academies. She also worked with emergency preparedness and mobilizations for Active Army and Reserves. From her time serving as a member of the Military Police, she has a strong background and training with investigative skills including Spouse and Child Abuse Investigations and Equal Opportunity Representative Training.

Melrose is extremely fortunate to have the benefit of Ms. Trionfi-Mazzuchelli's experience, both as a veteran who served our country for over twenty years, and as a Veterans' Services Officer in another community. She is highly qualified, passionate, and dedicated to the wellbeing of veterans, and will bring a wealth of knowledge of complementary areas of community service, including recreation, health and wellness, and issues related to aging. I respectfully request the City Council confirm her appointment as Director of Veterans Services for the City of Melrose and Director of the Melrose-Wakefield -Saugus Veterans District.

Thank you for your consideration.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-151

Appointment of Forrest Tiedeman, 50 Orris Street, to the Melrose Conservation Commission, as an Associate Member, for a one-year term.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Appointment of Forrest Tiedeman, 50 Orris Street, to the Melrose Conservation Commission, as an Associate Member, for a one-year term, said term to expire on the last day of February 2023.

FINANCIAL IMPACT:

No financial impact.

06/21/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

June 2, 2022

Melrose City Council

Dear Council Members,

My name is Forrest Tiedeman. I am a long term resident of Melrose. I moved into our house at 50 Orris Street in 1994. I wish to serve my community as an advocate for our natural resources and for the protection of our watershed. This desire leads me to ask to be appointed as a board member to the Conservation Commission. I believe my legal training should be very useful in the Conservation Commission executing its responsibilities.

Thank you.

Forrest Tiedeman

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

Paul Brodeur
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Melrose Conservation Commission Associate Member Appointment
Date: June 7, 2022

Dear Honorable City Council,

I respectfully request the appointment of Forrest Tiedeman, of 50 Orris Street, to the Melrose Conservation Commission, as an associate member, said term to expire on the last day of February 2023.

Mr. Tiedeman, a long-time resident of Melrose, has expressed earnest interest in giving back to his community through advocating for and protecting our natural resources. In addition to his interest, his extensive leadership experience and legal training would bolster the initiatives of the Conservation Commission, driving the promotion and development of the natural resources and for the protection of watershed resources forward.

Finally, Tiedeman's attention to detail, as demonstrated in his many years as an international tax director, would be of great benefit to the commission. For these reasons and more, I highly recommend Mr. Tiedeman's appointment.

Thank you for your consideration.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

FORREST TIEDEMAN, CPA, J.D.

50 Orris Street • Melrose, MA 02176 •

INTERNATIONAL TAX DIRECTOR

Extensive leadership experience in corporate tax planning and strategy, international tax, mergers and acquisitions, divestitures and federal and state income tax returns. Background spans software, medical devices, business consulting and Big Four public accounting. Reputation for building, developing and managing corporate tax functions that maximize tax savings. Effective communicator and influencer, with a talent for presenting the implications of complex tax rules on the organization. Strengths include:

- International Tax
- Transfer Pricing
- Acquisitions and Divestitures
- Tax Audit Management
- Research and Planning
- Cash Repatriation
- Legal reorganizations
- IP integration and migration

PROFESSIONAL EXPERIENCE

CIRCOR INTERNATIONAL, INC. – Burlington, MA 2021 to Present

Vice President Tax

Hired to upgrade and bring more in-depth corporate tax accounting experience to the Tax Department. Developed the company's tax strategy to maximize the ETR benefit. Developed the company's SOX control strategy to mitigate a tax accounting significant deficiency.

- Responsible for regular review of international business operations to identify and implement local country tax rate reduction strategies.
- Plan tax efficient disposition of business assets and units.
- Responsible for the global tax provision.
- Responsible for tax effective cash repatriation.
- Responsible for defense of the tax structure through management of foreign income tax audits.
- Responsible for transfer pricing risk management.
- Responsible for the preparation and review of the consolidated 1120 and State corporate income tax returns.

NUANCE COMMUNICATIONS, INC. – Burlington, MA 2013 to 2021

Senior Director International Tax

Hired to upgrade and bring more in-depth corporate tax experience to the Tax Department. Developed the company's international tax strategy to maximize the ETR benefit of the double Irish tax structure. Managed the integration of international acquisitions into the existing structure in a tax efficient manner. Implemented opportunities for the tax efficient disposition of business units.

- Responsible for regular review of international business operations to identify and implement local country tax rate reduction strategies.
- Plan tax efficient integration of acquired businesses into the existing tax structure.
- Plan tax efficient disposition of the Imaging and Auto business units.
- Responsible for the review and assessment of risks and opportunities of the international tax aspects of the TCJA.
- Implemented USA and local country basis step-ups in conjunction with acquisitions.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

- Implemented the migration of the IP from a double Irish tax structure into an Irish principal company.
- Responsible for international components of global tax provision.
- Responsible for tax effective cash repatriation.
- Responsible for defense of the tax structure through management of foreign income tax audits.
- Responsible for transfer pricing risk management.
- Responsible for maximizing the Canadian benefit of the refundable Quebec e-business credit and the federal SRED credit.
- Responsible for the preparation and review of the international oriented forms in the Nuance Communications, Inc. consolidated 1120.
- Managed the double Irish structure to demonstrate management and control in Bermuda to produce a low ETR on the international profits.

ALERE INC (formerly INVERNESS INNOVATIONS, INC.) – Waltham, MA 2003 to 2013

Global Tax Director

First hire for the Tax Department. Built and oversaw Tax Department of four professionals. Created and implemented cohesive structure and process that enabled the efficient reporting of worldwide taxes and allowed for accurate reporting of taxes for financial statement purposes.

Developed and implemented strategies to lessen tax compliance burdens and liabilities. Oversaw creation of documentation to properly support transfer pricing and deductibility of significant acquisition-related costs. Worked closely with Legal Department to ensure tax opportunities and risks were properly considered in transactions. Managed preparation of federal consolidated tax return and approximately 140 state tax returns.

- Responsible for regular review of business operations and goals to identify and implement tax rate reduction strategies.
- Implemented a limited risk distributor model in the reorganization of the professional diagnostics business line in Europe with the principal based in Ireland
- Performed tax due diligence reviews and integration planning for over 75 domestic and foreign acquisitions.
- Implemented leverage structures, basis step-ups and intellectual property transfers in conjunction with acquisitions.
- Constructed cross border tax planning to maximize beneficial tax results for the joint venture with Proctor & Gamble and for the disposition of the nutritional business.
- Constructed and implemented a plan for the ownership of intellectual property in a favorable tax rate country.
- Responsible for global tax provision calculation in accordance with ASC 740.
- Responsible for tax effective cash repatriation.
- Responsible for management of foreign and domestic income tax audits.
- Responsible for transfer pricing planning, implementation and maintenance.

PRIOR ROLES as Senior International Tax Manager, International Tax Manager, Tax Senior and Tax Associate for companies and firms such as Arthur Andersen, Ernst & Young, Bain & Company and Bank of Boston.

EDUCATION / LICENSURE / PROFESSIONAL MEMBERSHIPS

JD, Suffolk University – Boston, MA

BA, University of Michigan – Ann Arbor, MI

Certified Public Accountant licensed in Massachusetts

Lawyer licensed in Massachusetts

Tax Executives Institute New England Chapter - Chair International Tax Committee

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-152

Appointment of Julie Delillo, 13 Circuit Street, to the Board of Registrars of Voters for a three-year term; said term to expire on the last day of February 2025

Offered by Mayor Paul Brodeur

BE IT ORDERED

Appointment of Julie Delillo, 13 Circuit Street, to the Board of Registrars of Voters for a three-year term; said term to expire on the last day of February 2025.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

06/21/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Contact

www.linkedin.com/in/juliedelillo (LinkedIn)

Top Skills

Training
Performance Management
Talent Acquisition

Julie DeLillo

HR Leader looking to make good things happen
Melrose

Summary

Human Resources professional with a demonstrated history of building strong relationships across all layers of an organization. As a member of the leadership team, I help to oversee and communicate operating plans that support the achievement of the overall business strategy and objectives and provide leadership to drive efficiencies and develop key goals and metrics and overall business strategy. I am a strategic business advisor to the Executiv Director and senior management team regarding key organizationa and management issues.

Experience

Heading Home
Senior Director of HR
April 2022 - Present (3 months)
Boston, Massachusetts, United States

Making Opportunity Count
Vice President Human Resources
February 2021 - April 2022 (1 year 3 months)
Fitchburg, Massachusetts, United States

Responsible for developing and executing the human resource strategy in support of Making Opportunity Count's overall business plan and strategic direction. As a member of the leadership team, help to develop and communicate key goals and metrics of the organizational strategy. Provide overall leadership and guidance to the HR function overseeing talent acquisition, career and leadership development, succession planning, retention, compensation and benefits.

Town of Swampscott
Director of Human Resources
July 2018 - February 2021 (2 years 8 months)
Swampscott, Massachusetts, United States

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Hired as the first shared HR position between the Town and Schools, I created and led a professional HR team implementing HR best practices across both organizations. Understanding that people are critical to the success of both organizations, I worked closely with the Town Administrator, Superintendent of Schools and senior leadership to ensure the organization attracted, hired and retained exceptional staff. As a trusted partner to the leadership team, I was able to create synergy between the two organizations through combined policy and practice decisions and creating an overall HR strategy. As a trusted leader, I filled the role of Acting Town Administrator during the Town Administrator's absence.

Perkins School for the Blind

Director of Human Resources

December 2011 - July 2018 (6 years 8 months)

Watertown, MA

An HR Leader trusted to provide HR strategy, guidance and support to senio leadership. Proven ability to lead HR transformation, align HR structure, plans and people with business goals. A professional Human Resources leader wi a diverse financial, audit and legal background. My background provides me the ability to manage all aspects of budgeting for the department, interpret an understand legal issues related to Human Resources and develop processes and audit steps to ensure the integrity of data, and the accuracy of billing, benefits and deductions to ensure zero financial waste. All while acting as a strategic partner to our Senior Leadership Team.

Vinfen Corporation

Director of Human Resources

August 2006 - December 2011 (5 years 5 months)

950 Cambridge Street, Cambridge, MA

As Director of HR I provided leadership during a period of growth and transiti to a Community Based Supports Approach to serving clients. Introduced succession planning utilizing career ladders for entry level staff as a retention tool. Realigned compensation program for Residential Counselors based on level of complexity of program. Streamlined processes and documentation management by introducing a electronic document management system. Eliminated duplication of processes within HR by consolidating positions.

Bright Horizons

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Benefits Manager
2005 - 2006 (1 year)

Filene's
Benefits Manager
1999 - 2005 (6 years)
Watertown, MA

Education

Suffolk University Law School
Juris Doctorate, Law

Fitchburg State University
Bachelor's degree, Business Administration and Management, General

Fitchburg State University
Master of Business Administration - MBA

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

May 31, 2022

Mayor Paul Brodeur
Melrose City Hall
562 Main Street
Melrose, MA 02176

Re: Nomination to Board of Registrars

Dear Mayor Brodeur,

As you know, I have been a resident of the City of Melrose for over 12 years and active in the community and within the Melrose Republican City Committee. My interest in becoming a member of the Board of Registrars, stems from my desire to continue to serve the City of Melrose. In addition, I believe my background as an auditor, lawyer and Head of HR provide me the skills necessary to ensure I can uphold with integrity the rules and regulations that apply to voting in MA.

I have worked the last 2 elections and have learned a little about the process, have worked each election with professionalism and have ensured that my part in the process was accurate. While my experience is not vast working the polls, I do understand the overall process and hope to be a part of ensuring our elections run smoothly and ensure our citizens that their votes are counted.

While there is much discussion around voter integrity on both sides of the political parties, as a lawyer and as a Head of HR, I will uphold all laws and regulations related to voting regardless of my personal views. I am excited to move forward in this process and hope to hear from you soon.

Sincerely,

Julie DeLillo

Julie DeLillo

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

PAUL BRODEUR
Mayor

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Melrose Board of Registrars of Voters
Date: June 8, 2022

I respectfully request the Honorable City Council confirm the appointment of Julie Delillo, 13 Circuit Street, to the Melrose Board of Registrars of Voters for a three-year term, said term to expire on the last day of March 2025.

As the Board of Registrars of Voters is charged with resolving disputes, certifying signatures on nomination papers and petitions, employing poll workers and ballot counters, and more, I am confident Delillo's appointment would strengthen the work of the Board, given her many years of professional experience as a former auditor, a lawyer, and a current leader in the human resources industry.

Throughout her career, Delillo has spent decades upholding the law, following policies that safeguard the rights of others, and has maintained a mission to be fair and accurate in her work and hold herself and others accountable. In turn, I am confident she would play a key role in ensuring our City elections run smoothly, and that those hired to work our City elections and those who participate in them – the voters – are treated fairly.

Finally, Delillo has been a resident of Melrose for over a decade and has maintained an active role in our community as a member of the Melrose Republic City Committee. Through this membership, she has professionally worked the last two elections, gaining hands-on experience in the City's election and vote counting processes.

Thank you for your consideration.

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Ghobrial, Andrew

From: James Bennett <[redacted]>
Sent: Tuesday, June 21, 2022 9:45 AM
To: City Council
Subject: Appointment of Julie DeLillo

Dear Melrose City Council,

I write to you with serious concerns about the appointment of Julie DeLillo to the Melrose Board of Registrars of Voters, order #2022-152 on your agenda this evening. I hope that my concerns are completely unfounded. You can put them to rest tonight by asking her a few simple questions before your vote.

I do not know Ms. DeLillo personally or by reputation. My concern stems from her role as the current chair of the Melrose Republican City Committee, a fact that was not disclosed in her statement of interest or in Mayor Brodeur's letter of support, where she is described simply as "a member." Ms. DeLillo is listed as the chair on the Mass GOP's website, which was presumably updated by the time of the Melrose RCC caucus, which took place in February. I would have liked to confirm her status as chair on the state's OCPF website, but the Melrose RCC apparently has not submitted finance reports for the last two years.

I serve as chair of the Melrose Democratic City Committee, and so I have a great appreciation of the difference between being a member of a local political committee and serving as its head. As chair, I have committed to support the party, its platform, and its endorsed candidates, which means at times suppressing my personal fancies and opinions in the name of ensuring institutional stability. I imagine it is the same for my Republican counterpart. Under normal circumstances, that commitment to the wellbeing of the party would not be in a conflict of interest with serving a nonpartisan role as a registrar of voters.

Unfortunately, there is nothing normal about the current circumstances of the Massachusetts GOP. Under the leadership of its chair, Jim Lyons, it has continuously repeated the lie that the 2020 presidential election was riddled with fraud and stolen from former president Trump. At the Mass GOP's convention in May, delegates endorsed Rayla Campbell for Secretary of State—our Commonwealth's chief elections officer—after she gave a speech in which she claimed that Republicans "watched our elections be stolen." Delegates likewise nominated Geoff Diehl for governor, a candidate who has repeatedly questioned the integrity of the 2020 election

Ms. DeLillo may well now disagree with everything that her party believes about the 2020 election. If so, that would be a reversal of her beliefs in the immediate wake of that election, when she made two financial contributions totaling $272 to the campaign of Kelly Loeffler, a candidate for Senate in Georgia who at that time was alleging fraud in Georgia election results and had called for the resignation of Republican Secretary of State Brad Raffensperger, a public official whose defense of the integrity of Georgia's elections laws had led to threats against his life.

Ms. DeLillo stated in her letter of interest that she "will uphold all laws and regulations related to voting," but given that she has chosen to support and maintain people who pose grave threats to our democracy, I think the public is owed greater scrutiny about her commitments. I would challenge one or more among you to ask questions along these lines: Do you accept the results of the 2020 election? Do you believe that President Biden obtained his office through fraudulent manipulation of the elections system? Do you condemn members of your own party now running for office who repeat lies about the 2020 election, including Rayla Campbell and Geoff Diehl?

If Ms. DeLillo can answer those questions satisfactorily, then I would support her and wish her all the best in her new

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role. If she cannot, then she should not serve. If you fail to ask her such questions, then doubt will be cast on her appointment, and that in itself would damage the integrity of our elections in Melrose.

I thank you for your attention. In closing, I must aver that while I serve as chair of the Melrose DCC, I have represented only my own opinions in this letter and consulted no one aside from my own conscience before penning it.

Yours Sincerely,

Jim Bennett
[redacted]

****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.****

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-153

Appointment of Randall Carter, 50 Mystic Ave, to the Melrose Human Rights Commission for a three-year term, said term to expire on the last day of February, 2025.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Appointment of Randall Carter, 50 Mystic Ave, to the Melrose Human Rights Commission for a three-year term, said term to expire on the last day of February, 2025.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

06/21/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

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Randall Carter
50 Mystic Ave
Melrose, MA 02176

Mayor Paul Brodeur
Melrose City Hall - Second Floor
562 Main St
Melrose, MA 02176

Dear Mayor Brodeur,

My name is Randall Carter, and I am writing to be considered for appointment to the Human Rights Commission of Melrose. While I moved to Melrose only two years ago with my fiancée, I am already proud to call myself a Melrosian. I'm seeking appointment to the HRC so that I could do my part to make Melrose an even more harmonious and inclusive community.

I am tremendously passionate about social justice and equality, and I would relish the opportunity to serve on the HRC and help further its mission of promoting a spirit of diversity and respect among Melrose's citizens. In addition to my enthusiasm for DEI, I also have a great deal of event planning experience, having served on the event planning committee at my workplace for several years. After attending the most recent HRC meeting, I am eager to work with the esteemed current commissioners to engage in community outreach, event planning, and advocacy in service of the commission's goals.

Please find a copy of my professional resume attached with this letter.

Thank you very much for your time and for your consideration. If you have any questions or concerns about my qualifications or my candidacy, please don't hesitate to contact me at [redacted]

Sincerely,
Randall Carter

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RANDALL CARTER

[redacted]
WEB: LINKEDIN.COM/IN/RANDALL-CARTER

EDUCATION

- **Boston University**
  - Certificate in Paralegal Studies, 2019
- **Touro College**
  - M.S., Childhood Education and Childhood Special Education, Grades 1-6, 2014
- **Colgate University**
  - B.A., Psychology, 2011

RELATED WORK EXPERIENCE

Technology Transfer Associate

ADDGENE, JANUARY 2021-PRESENT

Contracts Administrator

ADDGENE, NOVEMBER 2018-JANUARY 2021

- Manage, negotiate, and execute over 500 contracts per year with university technology transfer offices
- Maintain relationships with external administrative offices through phone calls, emails, meetings, and conferences
- Provide expert knowledge and support for Addgene's technology transfer process, to both internal and external users
- Process improvement: spearhead the design of website improvements; develop outreach efforts; implement updates to team policies, resources, etc., as necessary

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Customer Support Specialist

ADDGENE, APRIL 2016-NOVEMBER 2018

- Provided patient, capable order support to researchers around the world via telephone and email
- Swiftly responded to all manner of urgent customer problems (e.g. customs issues, shipping delays, dry ice refills, payment problems)

Associate Teacher

SUCCESS ACADEMY CHARTER SCHOOLS, 2013-2014

- Provided comprehensive, data-driven instruction in English Language Arts and mathematics
- Tailored instruction to all students' individual needs and Individualized Education Programs
- Cultivated meaningful working relationships with students, parents, and co-workers

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CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-154

Appointment of Tesfay Aradom, 126 Green Street, to the Melrose Human Rights Commission for a three-year term, said term to expire on the last day of February, 2025.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Appointment of Tesfay Aradom, 126 Green Street, to the Melrose Human Rights Commission for a three-year term, said term to expire on the last day of February, 2025.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

06/21/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

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CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL
BRODEUR
Mayor

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

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Melrose Human Rights Commission
Date: June 15, 2022

I respectfully request the Honorable City Council confirm the appointment of Tesfay Aradom, Green Street, to the Melrose Human Rights Commission for a three-year term, said term to expire on the last day of February 2025.

As an Eritrean- American, he has a deep respect for other cultures, and a strong sense of commitment to the protecting and promoting civil rights of all people and will bring a valuable international perspective to the Human Rights Commission.

In addition to his unique world views and experiences, Aradom brings with him vast knowledge and experience in supporting vulnerable populations such as but not limited to children, individuals with mental health disorders, and children with special needs.

Thank you for your consideration.

Tesfay Aradom, Ph.D.; LMHC

CURRICULUM VITAE

Objectives:
- **A full-time faculty position in a college or university**
- **Conduct training and provide consultation on mental health and child development issues**
- **Perfom diagnostic and therapeutic functions in a mental health clinic or setting where it is required**

EDUCATION

1994- Boston College, Boston, MA
Ph.D. - Psychology Department

1985-Boston College, Boston, MA
M. Ed. Children with Disability

1997-Goddard College, Boston, MA
M.A. Political Science

1975-Boston State College, Boston, MA
B.A. Sociology, Magna Cum Laude

Awards: Four year minority fellowship at Boston College, Psychology Department

EMPLOYMENT HISTORY

Consultancy

08/15/2002 -07/31/2004
UNDP—Senior Social Re-integration Consultant for the National Commission for Demobilization and Re-integration Program (NCDRP), Asmara, Eritrea.

Analysed the overall social re-integration and support needs of vulnerable populations in relation to the mission of the NCDRP. Planned and developed a composite and integrated social re-integration training program that was adopted by the implementing partners and civic organizations. Designed appropriate indicators for the effective monitoring and evaluation of psychosocial interventions. Completed a Capacity Analysis and subsequently developed a capacity development program for the implementing partners staff. Prepared periodic reports and presentations on the status of the social re-integration interventions for the World Bank and Donor partners. Identified problems, issues and concers regarding the implementation of psychosocial interventions for vulnerable groups. As requested, facilitated discussions and communication between the NCDRP and Donor representatives.

04/2001 - 08/2001
UNICEF-Child Protection Section, Asmara, Eritrea
Conducted a psycho social capacity analysis both within the sphere of the Mahzel Project in the Gash-Barka Region, as well as various orphanages in the country (governmental, church, etc.) in line with Unicef's newly adopted strategy for Community Capacity Development (CCD).

06/2000-08/2000
Adviser to an International Team of Experts responsible for conducting a Rapid Psycho-Social Needs Assessment of unaccompanied children in IDP camps

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2004 –Present
I have traveled to various cities within the the USA and Europe to conduct Workshops for youth and adults on:

The Psychosocial Impact of Immigration
Stress and Stress Cponing Mechanisms
The Impact of COVID-19 on mental health and psychosocial functioning
Various topics concerning mental health

College Teaching Experience

01/1993 - present
Professor
Roxbury Community College- Roxbury, MA
General and Advanced Psychology Courses: Introduction to Psychology; Culture And Psychology; Abnormal Psychology; Social Psychology; Research Methods in the Social Sciences and Human Growth And Development.

Early Childhood Education Courses: Education of Children with Emotional Disorders and Learning disabilities; History, Theory and Practice of Child development and Exploring Parenting courses in the Social Sciences and Early Childhood Education Departments of the Division of Arts and Sciences.

07/2005—2011
Adjunct Professor
Orotta School of Medicine- Asmara, Eritrea
General and Advanced Psychology Courses

2013- Present
Asmara Collge of Health Sciences (ACHS), Asmara, Eritrea
Teaching courses in General Psychology, Abnormal Psychology, Human Growth and Development and Research Methods in the Social Sciences

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Administrative and Teaching Experience in Early Childhood and Special Needs Students

10/1985 - 11/1988
Program Director
ABCD, Geneva Avenue/Walnut Street Grove Headstart Centers, Boston, MA
Administer and manage program operations to ensure provision of high quality services to children and their families. Assume administrative responsibility to ensure compliance with funding agencies' regulations. Supervise the recruitment, hiring and evaluation of fifty professional and paraprofessional personnel. Conduct training workshops pertaining to personnel and program operations matters. Ensure provision of training, support and guidance to staff and parents on the mainstreaming of children with special needs. Develop and manage operational systems related to staff attendance and payroll disbursement. Convene general and departmental staff meetings on a regular basis. Develop and administer an annual operating budget of **1.2** million dollars.

12/1983 - 10/1985
Director of Education
North Shore Special Education Consortium/Centerpoint Program of Justice Resource Institute, Boston, MA
Develop and administer an annual budget of **$180,000.00.** Hire, supervise and evaluate eight educational, counseling and support personnel. Identify and develop community linkages for clients to facilitate employment and/or educational opportunities. Perform additional administrative and on-call duties as a member of the clinical/management team.

10/1981 - 12/1983
Shift Supervisor
North Shore Special Education Consortium/Centerpoint
Program of Justice Resource Institute, Boston, MA

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Manage the school unit. Develop a work schedule for a staff of ten professionals and paraprofessionals. Design, implement and evaluate Math/Science courses for special needs students.

1980 - 1981
Assistant Administrator of Education Trustees Dr. S.C.F. CMHC, Inc. Adolescent Rehabilitation Program, Boston, MA
Develop and implement educational and pre-vocational courses for severely emotionally disturbed adolescents. Screen, interview, supervise and evaluate educational and counseling staff.

1979 - 1980
Education Coordinator
Educational Development Center, Inc.
Suffolk County House of Correction, Boston, MA
Manage program operations. Interview, hire and evaluate six professional staff and twelve volunteers. Design, implement and evaluate G.E.D. and other adult literacy courses. Serve as a liaison with communi ty agencies to identify educational and training opportunities for clients.

1977 - 1978
Coordinator of Education
M.C.I. Walpole, Center for Prison Education, Walpole, MA
Coordinate tutorial program. Supervise professional staff and volunteers. Design, implement and evaluate adult literacy curriculum for incarcerated students.

Clinical Experience

09/1992 - present
Individual and Family Counseling - Part-time
Roxbury Comprehensive Community Health Center
Massachusetts Society for Prevention of Cruelty against Children, Boston, MA
Evaluate clients' need for mental health services. Present diagnostic evaluations and treatment plans to a multidisciplinary team. Provide clinical treatment (individual, family and/or group psychotherapy or counseling) and crisis intervention services. Provide orientation and training for other staff and student interns.

03/1991 - 09/1992
Consultant Child Tester

Abt Associates, Inc., Cambridge, MA
Test children ages 12 months to 5 years using a variety of standardized measures including the Bayley Scales of Infant Development, the Kaufman Assessment Battery for Children, the Peabody Picture Vocabulary Test and the NCAST (a parent-child observational checklist). Maintain effective communication with parents regarding their children's progress. Interview children's mothers or primary caregivers regarding their children's health status.

11/1988 - 09/199
Associate Director of Case Management
Solomon Carter Fuller Mental Health Center - Department of Mental Health Area Office
Provide clinical and administrative supervision to six case managers. Make recommendations to the Director regarding allocation of child/adolescent resources. Monitor catchment area child/adolescent programs for compliance with DMH policies and contracts. Provide technical assistance to vendors. Disseminate information to appropriate staff regarding current and pending legislation, DMH resources, and determine treatment and intervention priorities. Collaborate with clinical staff in the CIU (Crisis Intervention Unit) regarding crisis situations and resolutions.

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PUBLICATIONS

1. "Issues of Social Adjustments by Eritrean Abroad," Journal of Eritrean Studies, Vol. IV, 1-2.
2. "The Orphans of Eritrea: A comparison study," P.H. Wolff, B. Tesfay, H. Iyassu, T. Aradom.
3. "The Care of Orphans in the Third World: An Eritrean Case," P.H. Wolff, MD; T. Aradom, MA, MEd, LMHC.
4. "The Psycho-social Consequences of War and State Sponsored Violence on Children," T. Aradom, unpublished master's thesis, Psychology Department, Boston College, Boston, MA.

5-Perceptions of mental illness among the Tigrigna nationality-Doctoral Dissertation

5 "Recommendations for Mental Health Services in Eritrea," Eritrean Profile, Vol. 2, No. 18-19.

6. "Psycho-social Capacity Analysis of the Mahzel Project: Community Based Orphan Reunification & Reintegration Program in Gash Barka Region," UNICEF-Eritrea, Aug. 2001.

MEMBERSHIPS Massachusetts Mental Health Counselors' Association, License #271
Mass. Mental Mental Health Counselor' Association-Board Member, 1997-1998
Former Board Member, Transafrica, Boston Chapter

LANGUAGE PROFICIENCY Tigrinya, English, Italian and Amharic

REFERENCES Furnished upon request

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Dear Chad,

Best wishes to you and your family.

Thank you for willing to talk with me and allowing me to forward my resume.

The following four statements from the UDHC prologue capture the essence of why I am interested in becoming a member of the MHRC. As an Eritrean- American I have had a deep and long commitment to the rights of people for self-determination and friendly and productive relations between nations as one way of promoting international peace and progress. I am also interested in the protection of the civil rights of all people, regardless of race, creed, social class and spiritual beliefs. The promotion of racial and ethnic harmony at the national and international levels, through a constructive conflict resolution, has also been part of my civic interest and activity in the US and the Horn of Africa.

It is my hope that, as a member of the MHRC, I will be able to utilize the experience and knowledge I have acquired to play an active and constructive role in the advancement and practice of such lofty goals and ideals. I am laso looking forward to working with other members and lean from their experience and expertise.

Respectfully,

Tesfay

"Whereas recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world,

Whereas disregard and contempt for human rights have resulted in barbarous acts which have outraged the conscience of mankind, and the advent of a world in which human beings shall enjoy freedom of speech and belief and freedom from fear and want has been proclaimed as the highest aspiration of the common people,

Whereas it is essential, if man is not to be compelled to have recourse, as a last resort, to rebellion against tyranny and oppression, that human rights should be protected by the rule of law,

Whereas it is essential to promote the development of friendly relations between nations"

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CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-155

Proposed FY23 Water Rates

Offered by Mayor Paul Brodeur

BE IT ORDERED

The Water and Sewer Rate Review Committee, pursuant to the language in Melrose Revised Ordinances, Chapter 228, Article II Section 228-15 (Rates Set by Mayor and Council: Water Rate Review Committee) and Article IV, Section 228-30 (Sewer Service Rates; Minimum Charges), respectfully requests updates to water and sewer rates as set forth herein.

By unanimous vote, the Water and Sewer Rate Review Committee proposes the below for your consideration.

The combined rate impact across water and sewer is a 5.17% increase over FY22 rates. In an effort to mitigate impacts to customers during the pandemic, when many people had financial hardships, Melrose did not increase water or sewer volumetric rates or base fees the last two years. In fact, we have not increased water volumetric rates since FY18 and water base fees since FY17, meaning that water rates have been level for the last five years. For sewer, we have not increased volumetric rates since FY17, and increases in FY18, FY19, and FY20 were limited to base fee increases only.

As water usage rebounds from pandemic level increases, rate adjustments are required to meet our FY23 financial obligations to operate the water and sewer systems. The proposed rates, as shown herein, would appear on water bills beginning on October 1, 2022, since earlier bills would not consist entirely of water used within FY23. This decision was made several years ago and has been consistent since that time. We recommend continuing this practice in FY23.

Proposed FY23 Water and Sewer Rates

Proposed FY23 Volumetric Rates	**Water (per 100 cf)**	**Sewer (per 100 cf)**
Tier 1	$7.20	$11.78
Tier 2	$9.65	$14.84
Proposed FY23 Base Fees (meter size)	**Water (per meter)**	**Sewer (per meter)**
5/8”	$17.65	$25.39
3/4”	$17.65	$25.39

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1”	$17.65	$25.39
1.5”	$67.29	$99.55
2”	$104.52	$155.17
3”	$191.39	$284.95
4”	$315.49	$470.35
6”	$625.74	$933.85
2nd Meter Fee	$17.65 ($50.00 if not upgraded)	--

We appreciate your consideration and are happy to answer any questions you may have. We look forward to continuing the important work of our committee in FY23 to provide fiscally responsible and sustainable water and sewer rates for our community.

FINANCIAL IMPACT:

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06/21/22 City Council PASSED

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

DEPARTMENT OF PUBLIC WORKS
Water and Sewer Rate Advisory Committee

CITY OF MELROSE

Elena Proakis Ellis, P.E., Chair
Patrick Dello Russo, CFO/Auditor
Kathryn Armata, Treasurer/Collector
Vonnie Reis, P.E., City Engineer
Ryan Williams, City Council Representative
Ken Truesdale, Resident Representative

Melrose City Yard, 72 Tremont Street
Melrose, Massachusetts 02176
Telephone - (781) 665-0142

MEMORANDUM

To: Melrose City Council

From: Water and Sewer Rate Advisory Committee

cc. Mayor Paul Brodeur
James Troup, DPW
Donna Cardillo, DPW
Lisa Patterson, DPW

Date: May 17, 2022

Re: Summary of FY23 Water and Sewer Rate Orders

The Water and Sewer Rate Advisory Committee, consisting of the members listed above, respectfully submits the following proposed water and sewer rate adjustments, enterprise fund budgets, and free cash requests for FY23. They are recommended by unanimous vote of the committee.

The combined rate impact across water and sewer is a 5.17% increase over FY22 rates. In an effort to mitigate impacts to customers during the pandemic, when many people had financial hardships, Melrose did not increase water or sewer volumetric rates or base fees the last two years. In fact, we have not increased water volumetric rates since FY18 and water base fees since FY17, meaning that water rates have been level for the last five years. For sewer, we have not increased volumetric rates since FY17, and increases in FY18, FY19, and FY20 were limited to base fee increases only.

As water usage rebounds from pandemic level increases, rate adjustments are required to meet our FY23 financial obligations to operate the water and sewer systems. The proposed rates, as shown on the next page, will appear on water bills beginning on October 1, 2022, since earlier bills would not consist entirely of water used within FY23. This decision was made several years ago and has been consistent since that time. We recommend continuing this practice in FY23.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Proposed FY23 Water and Sewer Rates

Proposed FY23 Volumetric Rates	Water (per 100 cf)	Sewer (per 100 cf)
Tier 1	$7.20	$11.78
Tier 2	$9.65	$14.84
Proposed FY23 Base Fees (meter size)	**Water (per meter)**	**Sewer (per meter)**
5/8"	$17.65	$25.39
3/4"	$17.65	$25.39
1"	$17.65	$25.39
1.5"	$67.29	$99.55
2"	$104.52	$155.17
3"	$191.39	$284.95
4"	$315.49	$470.35
6"	$625.74	$933.85
2nd Meter Fee	$17.65 ($50.00 if not upgraded)	--

In addition to these rates, the Committee respectfully recommends the following requests:

1. Approval of the Department of Public Works' Water Enterprise Operating Budget for Fiscal Year 2023 in the amount of $6,119,429, as shown in the budget document submitted under separate cover to the City Council.

2. Approval of the Department of Public Works' Sewer Enterprise Operating Budget for Fiscal Year 2023 in the amount of $8,793,909, as shown in the budget document submitted under separate cover to the City Council.

3. Approval of the MWRA Local Water Assistance Loan funding in the amount of $685,000, as submitted previously to the Council. The terms of this loan include payback over 10 years with 0% interest.

4. Approval of free cash from the Water Enterprise Fund consisting of the following items, for a total request of $570,098.10 (compared to a current balance of $870,241, or approximately 65% of the available retained earnings):

    a. $200,000 to cover any potential revenue shortfalls in the FY22 Water Enterprise Fund budget due largely to lower than projected water usage

    b. $28,298.10 to the Water Enterprise Fund Reserves, to achieve the goal of having 10% of the value of the operating budget available in reserves to maintain adherence to sound fiscal policy and to address potential water related emergencies that may arise during the upcoming fiscal year

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c. $91,800 toward the design of water main capital improvements for the next two years, to have shovel-ready projects for potential infrastructure bill funding should the opportunity arise
d. $250,000 to supplement the water main construction project for calendar year 2022 (with the remainder to be paid using the MWRA loan funds noted above). The CY2022 projects include water main and service replacement on Appleton Street, Irving Street, Elliott Street, and Frost Avenue.

5. Approval of free cash from the Sewer Enterprise Fund consisting of the following items, for a total request of $1,123,629.51 (compared to a current balance of $1,675,926, or approximately 67% of the available retained earnings):

    a. $200,000 to cover any potential revenue shortfalls in the FY22 Sewer Enterprise Fund budget due largely to lower than projected water usage

    b. $400,000 to mitigate customer impacts from the FY23 rates (similar to what was done last year from the water fund)

    c. $33,629.51 to the Sewer Enterprise Fund Reserves, to achieve the goal of having 10% of the value of the operating budget available in reserves to maintain adherence to sound fiscal policy and to address potential sewer related emergencies that may arise during the upcoming fiscal year

    d. $400,000 for the design and construction of backup power generators at the Upham Street and Fellsway sewer pump stations, our two largest stations representing critical city infrastructure

    e. $90,000 for the purchase of a dump truck to replace Truck #55, a 17-year-old truck actively used by the Sewer Division with rotted-out floors, a rotted bed, and a recent failed state inspection.

We appreciate your consideration of these items and are happy to answer any questions you may have. We look forward to continuing the important work of our committee in FY23 to provide fiscally responsible and sustainable water and sewer rates for our community.

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City Council
Melrose City Hall
Melrose, MA 02176

COMPLETED

Meeting: 06/21/22 07:45 PM
Department: City Council
Category: License - Gasoline Storage
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors:
DOC ID: 9390

LICENSE 2022-13

License: Gasoline and Storage Licenses Not Renewed 2022

Pursuant to the General Legislation of the City of Melrose Administrative Code specifically Chapter 137, Inflammables and Explosives, attached is the list of non-renewal gasoline and storage licenses for calendar year 2022.

HISTORY:

06/06/22	**City Council**	**ASSIGNED TO COMMITEE**
06/16/22	**Protection and License**	**OUGHT TO PASS**

FINANCIAL IMPACT:

N/A

RESULT:	**PLACE ON FILE [10 TO 0]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Shawn M. MacMaster, Ward 5
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Renewal Month	Fee	Renewal Class	Fed ID	Owner
APR	$50.00	Gasoline/Petroleum		184-190 Sylvan St. Condo Trust
APR	$50.00	Gasoline/Petroleum	-	184-190 Sylvan St. Condo Trust
APR	$100.00	Gasoline/Petroleum	04-6910408	Brickstone Park Condominium Trust
APR	$100.00	Gasoline/Petroleum	04-2780244	Melrose Place Condominium Trust
APR	$150.00	Gasoline/Petroleum	04-2740790	Mt. Vernon Condominium Trust
APR	$100.00	Gasoline/Petroleum	26-0442392	Webster Willows Condominium Trust

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Location of Storage / Garage	Location of Storage / Garage
184	Sylvan Street
190	Sylvan Street
509	Pleasant Street
334-340	Main Street
12-14	Mount Vernon Street
391	Pleasant Street

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Gas / Storage use	Emergency #
Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	
Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	
Maintain garage for storage of 13 motor vehicles with gasoline in tanks of same	781-318-8012
Maintain garage for storage of 19 motor vehicles with gasoline in tanks of same	
Maintain garage for storage of 44 motor vehicles with gasoline in tanks of same	781-318-8012
Maintain garage for storage of 24 motor vehicles with gasoline in tanks of same	781-956-5915

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Telephone	Email address
617-522-0099 ext 111	jsolorzano@rpmboston.com
617-522-0099 ext 111	jsolorzano@rpmboston.com
781-979-9199	mimi@harvestprops.com
617-549-1923	kyle@harvestprops.com
781-979-9199	kyle@harvestprops.com
781-438-1164	support@northpointmanagement.com

Owner2	City	State	Zip	Granted Date	Fluid Type
Real Property Management Boston	Melrose	MA	02176	7/25/66,	Gasoline
Real Property Management Boston	Melrose	MA	02176	7/25/66,	Gasoline
c/o Harvest Properties, LLC	Melrose	MA	02176	9/13/27	Gasoline
Harvest Properties C/O Steve Lewis	Melrose	MA	02176	5/3/2001	Gasoline
c/o Harvest Properties, LLC	Melrose	MA	02176	9/22/76	Gasoline
Northpoint Management	Melrose	MA	02176	7/16/2007	Gasoline

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Expiration		Mailing address
4/30/2022	c/o Javier Solorzano	179 Boylston Street
4/30/2022	c/o Javier Solorzano	179 Boylston Street
4/30/2022	c/o Harvest Properties, LLC	441 Main Street St, Suite 206
4/30/2022	Harvest Properties, LLC	441 Main Street Street Suite 206
4/30/2022	c/o Harvest Properties, LLC	441 Main Street St, Suite 206
4/30/2022	c/o ARK Management, Carolyn Smith	P.O. Box 80012

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Mailing City, State, Zip
Jamaica Plain
Jamaica Plain
Melrose, MA 02176
Melrose, MA 02176
Melrose, MA 02176
Stoneham, MA 02180

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City Council
Melrose City Hall
Melrose, MA 02176

COMPLETED

Meeting: 06/21/22 07:45 PM
Department: City Clerk
Category: License - Gasoline Storage
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors:
DOC ID: 9391

LICENSE 2022-14

Gasoline and Storage Licenses Renewals 2022

Pursuant to the General Legislation of the City of Melrose Administrative Code specifically Chapter 137, Inflammable's and Explosives, attached is the renewal list for gasoline and storage licenses for calendar year 2022.

HISTORY:

06/06/22	**City Council**	**ASSIGNED TO COMMITEE**
06/16/22	**Protection and License**	**OUGHT TO PASS**

FINANCIAL IMPACT:

None

RESULT:	**PLACE ON FILE [10 TO 0]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Shawn M. MacMaster, Ward 5
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

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Renewal Mth	Fee	Renewal Class	Fed ID	Owner
APR	$100.00	Gasoline/Petroleum	023467468	17 Upham Street Realty Trust
APR	$100.00	Gasoline/Petroleum	023467468	17 Upham Street Realty Trust
APR	$50.00	Gasoline/Petroleum		481 Lebanon Condominium Trust
APR	$397.00	Gasoline/Petroleum	04-2079391	Aggregate Industries-Northeast Region, Inc.
APR	$100.00	Gasoline/Petroleum	04-3405825	Caruso Home Stylists, Inc.
APR	$100.00	Gasoline/Petroleum	04-3405825	Caruso Home Stylists, Inc.
APR	$100.00	Gasoline/Petroleum	04-2270203	Caruso Home Stylists, Inc.
APR	$100.00	Gasoline/Petroleum	1202638	DFB Realty LLC
APR	$30.00	Gasoline/Petroleum	04-2138596	Dorn Equipment Corp.
APR	$100.00	Gasoline/Petroleum		Eric Baldi

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APR	$180.00	Gasoline/Petroleum	04-3943029	Global Montello Group Corp:
APR	$100.00	Gasoline/Petroleum	04-6851323	Grove Street Realty Trust
APR	$150.00	Gasoline/Petroleum	-	GS Washingtons, LLC
APR	$150.00	Gasoline/Petroleum	-	GS Washingtons, LLC
APR	$50.00	Gasoline/Petroleum	143303942	June W. Sheridan
APR	$50.00	Gasoline/Petroleum	143303942	June W. Sheridan
APR	$50.00	Gasoline/Petroleum	-	Karen T. Alley
APR	$100.00	Gasoline/Petroleum	04-2270403	Laurette M. Caruso
APR	$100.00	Gasoline/Petroleum	031-60-2025	Matthew Piccione, Trustee
APR	$100.00	Gasoline/Petroleum	-	Maza Property Management,LLC
APR	$150.00	Gasoline/Petroleum	04-2628971	Melrose Community Garage

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APR	$150.00	Gasoline/Petroleum	04-6410528	Melrose Towers Condominium Trust
APR	$150.00	Gasoline/Petroleum	-	Melrose Wakefield Healthcare
APR	$205.00	Gasoline/Petroleum		Melrose Wakefield Healthcare
APR	$50.00	Gasoline/Petroleum		Ms. Barbara Peterson
APR	$282.00	Gasoline/Petroleum	45-0604356	Nouria Energy Ventures I, LLC
APR	$100.00	Gasoline/Petroleum	015-26-5330	Parma Realty Trust
APR	$50.00	Gasoline/Petroleum	20-082-4660	Mark Hutchinson
APR	$250.00	Gasoline/Petroleum	-	Stephen Longmuir
APR	$150.00	Gasoline/Petroleum	-	Stephen Longmuir
APR	$152.00	Gasoline/Petroleum	-	Stephen Lucey
APR	$50.00	Gasoline/Petroleum	-	Susan Smith

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APR	$100.00	Gasoline/Petroleum	04-2870961	Villa Cordoba Condominium
APR	$600.00	Gasoline/Petroleum	45-554597	WM Oak Grove Village, LLC
APR	$100.00	Gasoline/Petroleum	81-6110288	Woodbriar Heights Condominium
APR	$155.00	Gasoline/Petroleum	04-3507243	WW Industries, Inc.
APR	$160.00	Gasoline/Petroleum	84-2817329	USA Energy, Inc

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	Location of Storage / Garage	Gas / Storage use	Emergency #
19	Upham Street	Maintain garage for storage of 20 motor vehicles with gasoline in tanks of same	781-853-8721
17-19	Upham Street	Maintain garage for storage of 25 motor vehicles with gasoline in tanks of same	781-853-8721
481	Lebanon Street	Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	978-886-3477
1831	Broadway	keep and store 207,550 gallons and 35,000 gals; 30,000 liquid asphalt, 5,000 latex to existing 172,550gals; #2 fuel oil, lquid asphalt.	866-735-2839
22	Greenwood	Maintain garage for storage of 24 motor vehicles with gasoline in tanks of same	617-449-8191
296	Main Street	Maintain garage for storage of 13 motor vehicles with gasoline in tanks of same	617-449-8191
282	Main Street	Maintain garage for storage of 14 motor vehicles with gasoline in tanks of same	978-317-8171
8	Eastman Place	Maintain garage for storage of 22 motor vehicles with gasoline in tanks of same	-
31-35	Upham Street	keep and store 2,500 gallons of gasoline and to keep and store 1,000 gallons of gasoline	617-957-1495
307	Main Street	Maintain garage for storage of 6 motor vehicles with gasoline in tanks of same	978-265-3906

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376-386	Main Street	keep, store, and sell 40,000 gallons of gasoline and 1,000 gallons waste oil	978-536-1745
59	Grove Street	Maintain garage for storage of 12 motor vehicles with gasoline in tanks of same	781-589-2202
2	Washington Street	Maintain garage for storage of 37 motor vehicles with gasoline in tanks of same	-
37-47	Washington Street	Maintain garage for storage of 32 motor vehicles with gasoline in tanks of same	781-819-3090
202	Sylvan	Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	781-526-1309
196	Sylvan Street	Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	781-526-1309
24	West Emerson Street	Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	781-662-7107
278	Main Street	Lots 1 & 2 Maintain garage for storage of 24 motor vehicles with gasoline in tanks of same	978-317-8171
66	Lake Street	Maintain garage for storage of 10 motor vehicles with gasoline in tanks of same	617-933-9465
264	Franklin	Maintain garage for storage of 18 motor vehicles with gasoline in tanks of same	603-401-1876
201	Essex	Maintain garage for storage of 37 motor vehicles with gasoline in tanks of same	617-957-8780

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49-51-53	Melrose Street	Maintain garage for storage of 99 motor vehicles with gasoline tanks of sames.	617-423-7000
585	Lebanon	Maintain garage for storage of motor vehicles with gasoline in tanks of same (Parking Garage)	781-979-3000
66	Rowe	keep and store 15,000 gals of #2 fuel oil.	781-979-3000
58-60	Russell Street	Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	781-572-6050
860	Main Street	keep, store, and sell 22,000 gallons of gasoline and 8,000 gallons of diesel fuel.	508-523-1717
288	Main Street	Maintain garage for storage of 8 motor vehicles with gasoline in tanks of same	617-529-5276
990-996	Main Street	Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	-
286	Lebanon Street	keep, store, and sell 10,000 gallons of gasoline and Maintain 25 motor vehicles in tanks of the same.	-
20	Tremont Street	Maintain garage for storage of 25 plus motor vehicles with gasoline in tanks of same	-
889	Main Street	keep, store, and sell 12,000 gallons of gasoline.	781-307-1502
51	First	Maintain garage for storage of 4 motor vehicles with gasoline in tanks of same	617-286-9419

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51	Albion Street	Maintain garage for storage of 24 motor vehicles with gasoline in tanks of same	781-246-0690
12	Island Hill Ave	Maintain 4 parking garages for storage of 313 motor vehicles with gasoline in tanks of same	646-335-6590
974-976	Main Street	Maintain garage for storage of 18 motor vehicles with gasoline in tanks of same	781-484-6139
401	Upham Street	keep and store 15,000 gallons of gasoline	781-983-4668
870	Main Street	keep, store, and sell 2,000 gallons of gasoline and Maintain garage for storage of 2 motor vehicles with gasoline in tanks of same	617-959-6836

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Telephone	Email address	Owner2	City	State
781-853-8721	ad457@verizon.net	c/o Alfred DiCarlo, Trustee	Melrose	MA
781-853-8721	ad457@verizon.net	Alfred DiCarlo	Melrose	MA
781-789-8816	JACADOGAN@GMAIL.COM	Julie Cadogan	Melrose	MA
781-307-2839	j.temple@lafargeholeim.com	c/o Jarrett Temple	Melrose	MA
508-265-3233	lennycaruso@gmail.com	c/o Leonard Caruso	Melrose	MA
508-265-3233	lennycaruso@gmail.com	c/o Leonard Caruso	Melrose	MA
978-317-8171	builderal@aol.com	Michelle Moretto, Manager	Melrose	MA
781-665-5520	davefromboston@hotmail.com	c/o David Adario	Melrose	MA
781-662-9300	mjf@dornequipment.com	Matthew J. Flynn	Melrose	MA
978-265-3906	ericbaldi@yahoo.com		Melrose	MA

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614-433-0170	jfrigon@globalp.com	c/o ATC Eclipse	Melrose	MA
781-665-1848	greenwoodandsonsinc@verizon.net	c/o Nancy Greenwood, Trustee	Melrose	MA
781-819-3090	thewashingtonsmgr@greystar.com		Melrose	MA
781-819-3090	thewashingtonsmgr@greystar.com	c/o Woods Partners/Jim Lambert	Melrose	MA
781-844-4508	sheridan143@comcast.net		Melrose	MA
781-844-4508	sheridan143@comcast.net		Melrose	MA
781-662-7107	-		Melrose	MA
978-317-8171	builderal@aol.com	Michelle Moretto, Manager	Melrose	MA
781-820-3307	kendallrelo@verizon.net	66 Lake Ave. Realty Trust	Melrose	MA
781-665-4040	cheryl@atlantic-awning.com	Cheryl Yennaco	Melrose	MA
781-665-4130	melcom201@comcast.net	Austin T. Wheeler	Melrose	MA

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781-662-8263	dambrose@firstrealtymgt.com	First Realty Management	Melrose	MA
781-979-3281	jzullo@melrosewakefield.org	Jerry Zullo, c/o Jim Kinsella & Patti	Melrose	MA
781-979-3281	jzullo@melrosewakefield.org	Jerry Zullo, c/o Jim Kinsella & Patti	Melrose	MA
781-572-6049	petersonrealestate@hotmail.com		Melrose	MA
508-762-3724	permits@nouriaenergy.com	Attn: Becca Shurteff	Melrose	MA
781-279-7010	bob@melrosestorage.com	Robert Zeraschi	Melrose	MA
781-665-2222	mark@bradhutchinson.com		Melrose	MA
781-953-0357	automan121@comcast.net		Melrose	MA
781-953-0357	automan121@comcast.net		Melrose	MA
781-665-9891	gdl129@aol.com		Melrose	MA
781-620-1990	danielsmith7@comcast.net		Melrose	MA

781-246-0690	frank01880@yahoo.com	c/o Frank McIsaac	Melrose	MA
781-662-3900	oakgrove@windsorcommunities.com	c/o Michelle LeBlanc, property manager	Melrose	MA
781-246-0690	mlaghetto@easternremgt.com	c/o Francis McIsaac	Melrose	MA
781-665-5151	wwindustries@verizon.net	Thomas Harvey	Melrose	MA
617-953-6883	Edgard_fayad@hotmail.com	Edgard Fayad	Melrose	MA

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Zip	Granted Date	Fluid Type	Expiration	Mailing address
02176	2/16/1953	Gasoline	4/30/2022	P.O. Box 5856
02176	2/16/53	Gasoline	4/30/2022	P.O. Box 5856
02176	11/1/26	Gasoline	4/30/2022	481 Lebanon St, Unit
02176	3/17/2008	Oil, Liquid Asphalt	4/30/2022	1715 Broadway
02176	5/18/64	Gasoline	4/30/2022	383-R Lowell St
02176	2/18/71	Gasoline	4/30/2022	383-R Lowell St
02176	12/21/59	Gasoline	4/30/2022	144 Winona St
02176	6/15/16	Gasoline	4/30/2022	8 Eastman Pl.
02176	5/6/29, 10/21/29	Gasoline	4/30/2022	27 Upham St.
02176	7/6/25	Gasoline	4/30/2022	16 Mill Rd

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02176	9/19/79	Gasoline	4/30/2022	705-A Lakeview Plaza
02176	3/4/46	Gasoline	4/30/2022	1 Washington Street
02176	6/17/46	Gasoline	4/30/2022	2 Washington St
02176	7/18/2016	Gasoline	4/30/2022	2 Washington St
02176	11/15/65	Gasoline	4/30/2022	22B Gates Lane
02176	11/15/65	Gasoline	4/30/2022	22B Gates Lane
02176	--	Gasoline	4/30/2022	57 Larchmont Rd
02176	2/23/61	Gasoline	4/30/2022	144 Winona St
02176	12/17/23	Gasoline	4/30/2022	2 Draper Street #1
02176	6/17/46	Gasoline	4/30/2022	270 Franklin St
02176	10/15/20	Gasoline	4/30/2022	64 Hawley Rd

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02176	6/15/64, 11/20/7	Gasoline	4/30/2022	151 Tremont St
02176	7/19/90	Gasoline	4/30/2022	585 Lebanon Street
02176	8/17/77	Oil	4/30/2022	585 Lebanon Street
02176	5/19/24	Gasoline	4/30/2022	58 Russell St
02176	12/5/21, 10/20/2	Gasoline	4/30/2022	326 Clark Street
02176	8/23/72	Gasoline	4/30/2022	106 Main Street St, U
02176	3/2/59	Gasoline	April 30, 2022	195 Green Street
02176	6/7/26, 10/1/28,	Gasoline	4/30/2022	121 Hill St
02176	5/6/35, 10/9/63,	Oil	4/30/2022	121 Hill St
02176	5/30/20, 6/29/22	Gasoline	4/30/2022	889 Main Street Stree
02176	--	Gasoline	4/30/2022	51 First Street

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02176	4/7/75	Gasoline	4/30/2022	P.O. Box 440
02176	6/26/2007	Gasoline	4/30/2022	12 Island Hill Rd
02176	9/22/71	Gasoline	4/30/2022	974-976 Main Street
02176	10/18/20,6/29/22	Gasoline	4/30/2022	1139 Franklin St.
02176	3/4/46, 11/18/57	Gasoline	4/30/2022	870 Main Street St.

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Mailing City, State, Zip
Salisbury, MA 01952
Salisbury, MA 01953
Melrose, MA 02176
Saugus, MA 01905
Wakefield, MA 01880
Wakefield, MA 01880
Peabody, MA 01960
Melrose, MA 02176
Melrose, MA 02176
Wilmington, MA 01887

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Worthington, OH 43085
Melrose, MA 02176
Melrose, MA 02176
Melrose, MA 02176
Wakefield, MA 01880
Wakefield, MA 01880
Melrose, MA 01276
Peabody, MA 01960
Woburn, MA 01801-4522
Melrose, MA 02176
Melrose, MA 02176

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Boston, MA 02111
Melrose, MA 02176
Melrose, MA 02176
Melrose, MA 02176
Worcester, MA 01606
Stoneham, MA 02180
Melrose, MA 02176
Topsfield, MA 01983
Topsfield, MA 01983
Melrose, MA 02176
Melrose, MA 02176

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Wakefield, MA 01880
Melrose, MA 02176
Melrose, MA 02176
Melrose, MA 02176
Melrose, MA 02176

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§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application. [Amended 4-6-1987 by Ord. No. 1655; 11-15-2004 by Ord. No. 05-084[1]; 5-16-2005 by Ord. No. 05-213]

A. The City Council may grant licenses, in accordance with the provisions of MGL c. 148, § 13, to suitable persons to use land for the construction or maintenance thereon of buildings or other structures for the keeping, storage or sale of any of the articles named in § 9 of such chapter, except fireworks, firecrackers or torpedoes, and for the keeping of vehicles with gasoline or other volatile inflammable fluid, as defined in § 14 of such chapter, in the same. The fee for any license granted under this section shall be in accordance with the following schedule:

(1) For a license for keeping in a designated building or structure one to five cars, inclusive: $50; six to 25 cars, inclusive: $100; and 25 cars and up: $150.

(2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of $20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of $1 for each 1,000 gallons or fraction thereof.

(3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of $15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of $1 for each 1,000 gallons or fraction thereof.

(4) For licenses for keeping, storing and selling ammunition in a designated building or structure: $2.

B. No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, filing of certificates of registration thereof annually, revocation by Council and reinstatement by State Fire Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq.

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke

1. Editor's Note: This order provided an effective date of 1-1-2005.

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§ 137-2

such license.

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CITY OF MELROSE

OFFICE OF THE CITY CLERK

562 Main Street
Melrose, MA 02176

MEMORANDUM

TO: **Protection and License Committee/Melrose City Council**
FROM: **Kristin Foote, City Clerk**
RE: **2022 Gasoline/Storage Licenses**
DATE: **June 14, 2022**

In accordance with Chapter 137 *Inflammables and Explosives* § 1 and 2 of the city code, **LIC 2022-14**, before the Protection and License committee, represents applicants who have completed the annual renewal process for the "keeping, storage or sale" of gasoline. Each approved renewal has received written approval from the Fire Inspector, the Treasurer/Collector and has provided the required tax certification along with payment.

Also, before the committee, LIC 2022-13 represents five entities who have not returned the application paperwork or payment for gasoline/storage despite numerous attempts by the clerk's office to reach the entity (original mass mailing, multiple emails, and phone calls). Staff also tried to identify and reach condominium association personnel for assistance but have been unsuccessful.

A certified letter notifying the following they are not licensed for gasoline/storage will be sent to the addressee on file for

- 184-189 Sylvan Street Condo Trust,
- Brickstone Park Condominium Trust,
- Melrose Place Condominium Trust,
- Mt. Vernon Condominium Trust, and,
- Webster Willows Condominium Trust

A copy of the letter will also be emailed to Fire Chief Collina, Emergency Management Director Alpert, and Inspectional Services Director Johnson.

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CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-113

Petition of National Grid to install one new manhole over newly installed conduits.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Petition of National Grid to install one new manhole over installed conduits on Rowe Street (near 24 Porter Street) in accordance with Plan marked #27967397 dated April 25, 2022. Public Hearing date to be set during the City Council meeting. Attached to the five page petition please find the list of abutters, order language and map of impacted location as provided by the petitioner.

FINANCIAL IMPACT:

N/A

05/02/22 City Council SET PUBLIC HEARING

RESULT:	**SET PUBLIC HEARING [UNANIMOUS]**
MOVER:	Shawn M. MacMaster, Ward 5
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

05/16/22 Public Works OUGHT TO PASS

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Jack Eccles
AYES:	MacMaster, Williams, Eccles, Garipay, Karamcheti, Cinella

06/21/22 City Council PASSED

RESULT:	**PASSED [10 TO 0]**
MOVER:	Shawn M. MacMaster, Ward 5
SECONDER:	Mark Garipay, Ward 4
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

nationalgrid

April 25, 2022

City of Melrose

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID covering the installation of underground facilities.

If you have any questions regarding this permit please contact:

If this petition meets with your approval, please return an executed copy to:

National Grid Contact: Vincent LoGuidice; 1101 Turnpike Street; North Andover, MA 01845
Phone 978-725-1392.

Very truly yours,

Robert Coulter

Name: Distribution Design Supervisor
Supervisor, Distribution Design

Enclosures

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Questions contact – Moses Okokuro 781-388-5217

Petition of the Massachusetts Electric Company d/b/a National Grid
Of NORTH ANDOVER, MASSACHUSETTS
For Electric conduit Location:

To City Council of Melrose, Massachusetts

Respectfully represents the Massachusetts Electric Company d/b/a National Grid of North Andover, Massachusetts, that it desires to construct a line of underground electric conduits, including the necessary sustaining and protecting fixtures, under and across the public way or ways hereinafter named.

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked: Rowe St - Melrose - Massachusetts.

The following are the streets and highways referred to:

Plan # 27967397 Rowe St - National Grid to install beginning at a point approximately 135 feet northwest of the centerline of the intersection of Porter St and Rowe St. Install one new manhole over newly installed conduits on Rowe St near 24 Porter St.

Location approximately as shown on plan attached

Massachusetts Electric Company d/b/a National Grid
BY Robert Coulter
Engineering Department

Dated: April 25, 2022

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

ORDERED:

Notice having been given and public hearing held, as provided by law, that the Massachusetts Electric Company d/b/a National Grid be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 25th day of April, 2022.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked – Rowe St - Melrose - Massachusetts. Plan # 27967397.

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

Rowe St - National Grid to install beginning at a point approximately 135 feet northwest of the centerline of the intersection of Porter St and Rowe St. Install one new manhole over newly installed conduits on Rowe St near 24 Porter St.

I hereby certify that the foregoing order was adopted at a meeting of the .....
.....
....., held on the ..... day of ....., 20 .....

....., ..., 20 .....

Received and entered in the records of location orders of the City/Town of
Book ..... Page .....

Attest:
.....

..... hereby certify that on .....20....., at ..... o'clock, ...M at ....., a public hearing was held on the petition of Massachusetts Electric Company d/b/a National Grid for permission to construct the underground electric conduits described in the order herewith recorded, and that I mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to construct the underground electric conduits under said order. And that thereupon said order was duly adopted.

.....

.....

.....

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

S/NO.	ADDRESS	OWNER'S INFO
1	122 ROWE ST	OVERGAAG, JACOBUS LORIE ANN OVERGAAG, HWTE 166 UPHAM ST MELROSE, MA 02176
2	121 ROWE ST	MANWELL, STEVEN JOANNA R MANWELL HWTE 121 ROWE ST MELROSE, MA 02176
3	120 ROWE ST	WIXTED, MARK DANA E. WIXTED, HWTE 120 ROWE ST MELROSE, MA 02176
4	115 ROWE STREET	ZHAO, JOHN JULIA WANG, JTRS 115 ROWE STREET MELROSE, MA 02176
5	24 PORTER ST	HALLMARK HEALTH SYSTEM, INC. 170 GOVERNORS AVE. MEDFORD, MA 02155
6	109 ROWE ST	MCAREE, ROBERT J. 109 ROWE ST MELROSE, MA 02176
7	105 ROWE ST	RUGGERI-KORET R+E LIVING TRUST RPBERT+ELIZABETH RUGGERI-KORET 105 ROWE ST MELROSE, MA 02176

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

UNDERGROUND ELECTRIC PETITION

EXHIBIT A

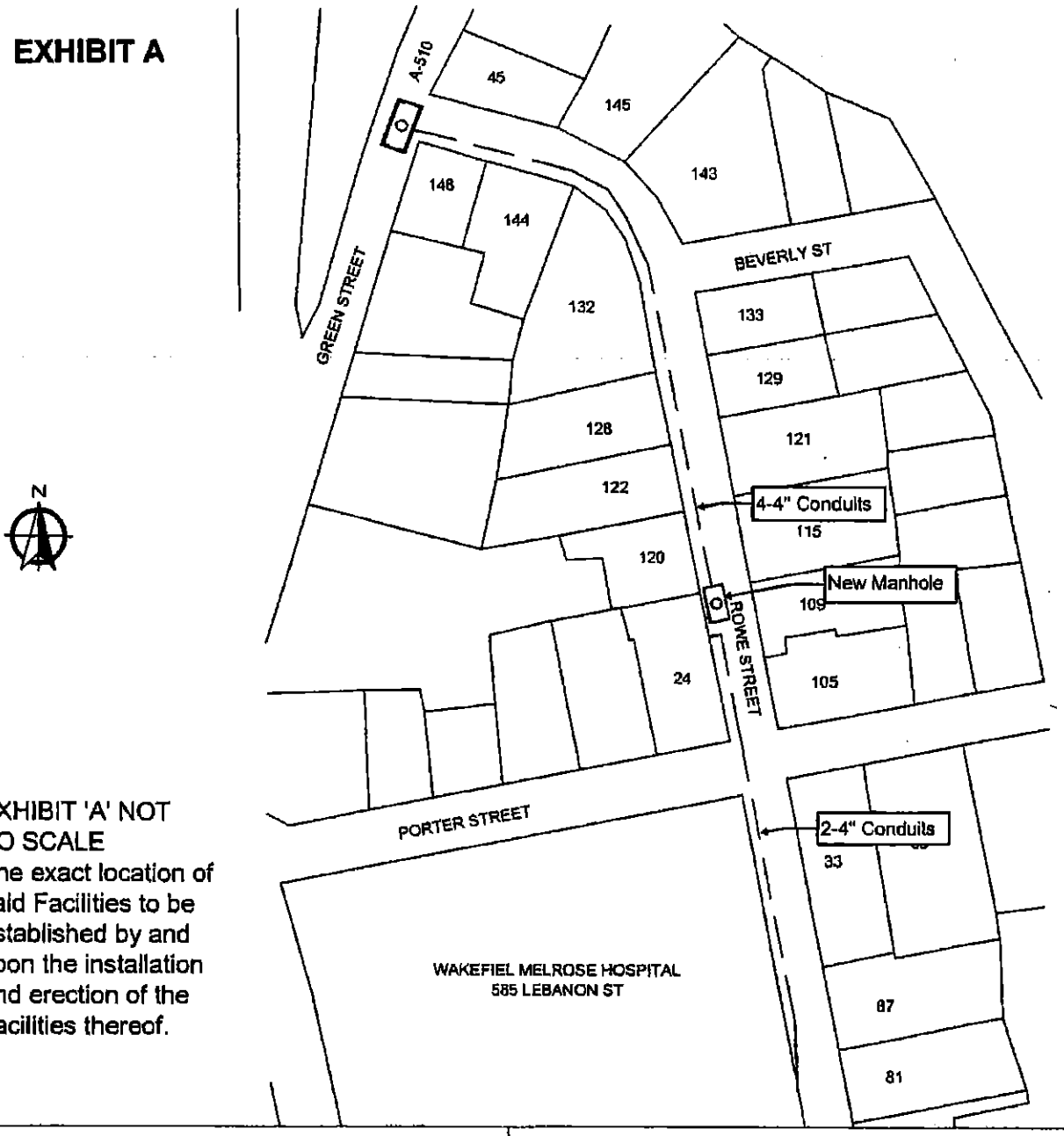


EXHIBIT 'A' NOT TO SCALE
The exact location of said Facilities to be established by and upon the installation and erection of the Facilities thereof.

UNDERGROUND ELECTRIC PETITION	
EXISTING MANHOLE	nationalgrid
NEW MAHHOLE	Date: 4/22/2022
NGRID TO INSTALL NEW MANHOLE OVER NEWLY INSTALLED CONDUITS ON ROWE ST, MELROSE	WORK REQUEST: 27967397
	To The: CITY Of MELROSE
	For Proposed: MANHOLE Location: ROWE ST
DISTANCES ARE APPROXIMATE	Drawn By: MOSES OKOKURO

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE CITY CLERK

KRISTIN FOOTE
CITY CLERK

City Hall, 562 Main Stree
Melrose, Massachusetts 0217
Telephone - (781) 979-411
Fax - (781) 665-687

You are hereby notified that the City Council will hold a Public Hearing on

On Monday, May 16 2022 at 8:00 PM
City Hall – City Council Chambers
562 Main Street, Melrose, Ma

Regarding **ORDER-2022-113:** Petition of National Grid to to install beginning at a point approximately 135 feet northwest of the centerline of the intersection of Porter St and Rowe St. Install one new manhole over newly installed conduits on Rowe St. near 24 Porter St. Plan # 27967397

You are invited to be present at the hearing.

Best,
Kristin Foote, City Clerk

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

LEGAL NOTICE
CITY OF MELROSE
PUBLIC HEARING

Monday, May 16, 2022 at 8:00PM
In the City Council Chamber
562 Main St., Melrose

A Petition of National Grid to install beginning at a point approximately 135 feet northwest of the centerline of the intersection of Porter St and Rowe St. Install one new manhole over newly installed conduits on Rowe Street near 24 Porter Street. Plan #27967397. Order 2022-113

Kristin Foote
City Clerk

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-118

Acceptance of the FY22 AED Grant Program awarded to the Melrose Fire Department by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR), in the amount of $2,500.00.

Offered by

BE IT ORDERED

The City of Melrose Fire Department has been awarded $2,500.00 in funding from the FY22 Automated External Defibrillator Equipment Program offered by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR).

The Melrose Fire Department applied to purchase an AED which will replace a current AED on our Ladder 1.

FINANCIAL IMPACT:

Funds available to supply the department with a new AED.

05/16/22 City Council ASSIGNED TO COMMITTEE

RESULT:	**ASSIGNED TO COMMITTEE**

06/02/22 Appropriations and Oversight OUGHT TO PASS

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Jack Eccles
SECONDER:	Leila Migliorelli, Vice Chair
AYES:	Grigoraitis, Migliorelli, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Obremski, Williams, Cinella

06/21/22 City Council PASSED

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

March 30, 2022

Mr. Paul Brodeur, Mayor
Melrose Fire Department
576 Main Street
Melrose, MA 02176

Dear Mr. Brodeur,

Congratulations! We are pleased to inform you that the **Melrose Fire Department** has been awarded **$2,500.00** in funding from the Automated External Defibrillator Equipment Program offered by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR).

If you have any questions, please feel free to email your grant point of contact Samantha Frongillo, at samantha.frongillo@mass.gov.

Once again, congratulations on your award and we look forward to working with you and your municipality on this important public safety initiative.

Sincerely,

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Commonwealth of Massachusetts Executive Office of Public Safety and Security
Office of Grants & Research

FY22 Automated External Defibrillators Equipment Program
For Municipal Public Safety and First Responder Vehicles
Certifications and Assurances

In accordance with the Commonwealth of Massachusetts' FY22 appropriations, the Office of Grants and Research (OGR) is making available up to **$2,500** per AED requested for municipalities to purchase an Automated External Defibrillator (AED) for public safety and first responder vehicles. This initiative is being supported by state funds authorized by Chapter 24 of the Massachusetts Acts of 2021, An Act Making Appropriations for Fiscal Year 2022.

By submitting this application, the eligible applicant confirms the following:

- AED training has/will be completed by the receiving agency personnel;
- Requested AED is compatible with existing AEDs already in use within the municipality, if applicable;
- If the cost of the requested AED exceeds the award amount from the Office of Grants and Research under the AED Grant Program, then the municipality agrees to absorb the additional costs;
- If a grant award is received, the municipality will not incur costs until a final, counter-signed, executed contract is received from the Office of Grants and Research, confirming the official start date of the program; and
- Requested AED will be purchased and received by the AED Equipment Program's end date of May 31, 2022.

Signature of Official *The following must be completed and signed by a Municipal Official (Mayor/City or Town Manager/Select Board Chair), on behalf of the municipality submitting this application, in acknowledgment of the project requirements.*

As the Senior Municipal Authorizing Official for this City/Town, I am requesting grant funds from the Automated External Defibrillator (AED) Equipment Program, as administered by OGR. I have reviewed and approve the content contained in this application being submitted for consideration of funding and I agree to comply with the required program requirements listed above.

Municipality: Melrose **Department Selected to Receive AED:** Fire Dept.

Municipal Authorizing Official Name: Paul Brodeur

Municipal Authorizing Official Title: Mayor

Signature: _____ **Date:** 1/10/2022

NOTE:

- Electronic signature is allowable on this fillable PDF form as long as the signature is visible, includes the signatory's name and title, and is accompanied by a signature date; hard copy form may be hand-signed and scanned. More information on acceptable forms of signature may be found here.
- **FY22 AED Equipment Program Certification/Assurance Form,** signed by the authorizing municipal official, must be uploaded within the one-page Online Application Template
- **Application Due Date: January 14, 2022**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Purchase Order Form

stryker

Account Manager : Robert Stewart

Cell Phone :

Purchase Order Date : 04-01-2022 14:34:00 -0400

Expected Delivery Date :

Stryker Quote Number : 10473425

Customer PO Number :

Bill To	Customer # : 1237509
Company Name :	CITY OF MELROSE FIRE DEPT
Contact or Department :	
Street Address :	576 MAIN ST
Addt'l Address Line :	
City, ST, ZIP :	MELROSE, Massachusetts, 02176
Phone :	

Authorized Customer Initials EJC

Ship To / End User	Customer # : 1237509
Company Name :	CITY OF MELROSE FIRE DEPT
Contact or Department :	
Street Address :	576 MAIN ST
Addt'l Address Line :	
City, ST, ZIP :	MELROSE, Massachusetts , 02176
Phone :	

Authorized Customer Initials EJC

Deliver To	Customer # : 1237509
Company Name :	
Contact or Department :	
Street Address :	
Addt'l Address Line :	
City, ST, ZIP :	
Phone :	

Authorized Customer Initials EJC

Description	Total
	$2,493.03

Total : $2,493.03

Attachment: Stryker Quote Number : 10473425

Stryker Terms and Conditions
www.strykeremergencycare.com/terms

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Purchase Order Form

stryker

Accounts Payable Contact Information

Name : Rachel Jacobsmeyer

Email : rjacobsmeyer@cityofmelrosc.org

Phone : 781-979-4404

Authorized Customer Signature

Name : Ed Collina

Title : Chief of Dept.

Signature : Edward J Collina

Date : 4/8/22

Attachment: Stryker Quote Number : 10473425

Stryker Terms and Conditions
www.strykeremergencycare.com/terms

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL A. BRODEUR
Mayor

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

Contract/Grant Approval Form

All contracts and/or grant agreements requiring Mayoral signature must comply with the following requirements prior to presentment for signature:

1. **Originating Department**: Melrose Fire Department

2. **Brief Summary of Purpose for Entering into Contract or Grant**: The City of Melrose Fire Department has been awarded $2,500.00 in funding from the FY22 Automated External Defibrillator Equipment Program offered by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR). The Melrose Fire Department applied to purchase an AED which will replace a current AED on our Ladder 1.

3. **Vendor/Awarding Agency Name**: Executive Office of Public Safety and Security's Office of Grants and Research (OGR)

4. **Value of Contract/Grant**: $2,500.00

5. **Type of Contract/Grant Agreement (new or renewal)**: New

6. **Confirmation of compliance with G.L. c.30B, and any other procurement laws:**

   YES _____

   NO __X__

7. **Identification of fund and account number from which contract/grant is being supported/expended:** Upon acceptance from City Council

   Fund: _____

   Account Number:

8. **Contract/grant date/term:** February 15, 2022 - May 31, 2022

9. **City Auditor signature:** YES _____ NO ____

10. **City Solicitor approval:** YES _____ NO ____

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

FIRE DEPARTMENT
CITY OF MELROSE

OFFICE OF THE CHIEF

Edward J. Collina
Chief of Department

Fire Headquarters, 576 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4404
Fax - (781) 662-2304

To: City of Melrose – City Council
From: Chief Edward J. Collina
Date: May 4, 2022
RE: FY22 AED Grant

The City of Melrose Fire Department has been awarded $2,500.00 in funding from the FY22 Automated External Defibrillator Equipment Program offered by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR).

The Melrose Fire Department applied to purchase an AED which will replace a current AED on our Ladder 1.

Respectfully,

Edward J. Collina
Chief of Dept.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-119

City of Melrose Operating Budget for Fiscal Year 2023 in the amount of $95,256,080 (Ninety Five Million, Two Hundred Fifty-Six Thousand and Eighty Dollars)

Offered by

BE IT ORDERED

City of Melrose Operating Budget for Fiscal Year 2023 in the amount of $95,256,080 (Ninety Five Million, Two Hundred Fifty-Six Thousand and Eighty Dollars)

FINANCIAL IMPACT:

$95,256,080

05/16/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

05/16/22	**Appropriations and Oversight**	**HELD IN COMMITTEE**

RESULT:	**HELD IN COMMITTEE**

05/19/22	**Appropriations and Oversight**	**HOLD**

RESULT:	**HOLD [8 TO 0]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Manjula Karamcheti
AYES:	Grigoraitis, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	Shawn M. MacMaster, John Obremski
EXCUSED:	Leila Migliorelli

05/23/22	**Appropriations and Oversight**	**HELD IN COMMITTEE**

RESULT:	**HELD IN COMMITTEE**

05/26/22	**Appropriations and Oversight**	**HOLD**

RESULT:	**HOLD [7 TO 0]**
MOVER:	Jack Eccles
SECONDER:	Leila Migliorelli, Vice Chair
AYES:	Grigoraitis, Migliorelli, Eccles, Jamaleddine, Stewart, Karamcheti, Williams
ABSENT:	Shawn M. MacMaster, Mark Garipay, John Obremski, Christopher Cinella

06/02/22	**Appropriations and Oversight**	**HOLD**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**HOLD [UNANIMOUS]**
AYES:	Grigoraitis, Migliorelli, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Obremski, Williams, Cinella

06/06/22 Appropriations and Oversight HOLD

RESULT:	**HOLD [UNANIMOUS]**
MOVER:	Jack Eccles
SECONDER:	Christopher Cinella, President, ex oficio
AYES:	Grigoraitis, Migliorelli, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Obremski, Williams, Cinella

06/09/22 Appropriations and Oversight OUGHT TO PASS

RESULT:	**OUGHT TO PASS [7 TO 0]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Leila Migliorelli, Vice Chair
AYES:	Grigoraitis, Migliorelli, MacMaster, Garipay, Stewart, Karamcheti, Cinella
ABSENT:	Jack Eccles, Maya Jamaleddine, John Obremski, Ryan Williams

06/21/22 City Council PASSED

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)



CITY OF MELROSE

Fiscal Year 2023
Municipal Budget

Proposed

Paul Brodeur



Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose, Massachusetts

Budget Proposal Supplement, Fiscal Year 2023

Mayor

Paul Brodeur

City Council

Christopher C. Cinella, President
Jack Eccles, Councilor-at-Large
Maya Jamaleddine, Councilor-at-Large
Leila B. Migliorelli, Councilor-at-Large
Manjula Karamcheti, Ward 1
John Obremski, Ward 2
Robb Stewart, Ward 3
Mark D. Garipay, Ward 4
Shawn MacMaster, Ward 5
Jen Grigoraitis, Ward 6
Ryan Williams, Ward 7

Melrose Public Schools

Dr. Julie Kukenberger, Superintendent of Schools

School Committee

Jen McAndrew, Chair
Jennifer Razi-Thomas, Vice Chair
Lizbeth DeSelm
Margaret Raymond Driscoll
Paul Brodeur
Ed O'Connell
Dorie Withey

Patrick Dello Russo, CFO
Auditor Kerriann Golden, Assistant Auditor
Margot Fleischman, Director of Strategic Initiatives and Communication
Lily Wall, Communications & Community Outreach Coordinator

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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CITY OF MELROSE

PAUL BRODEUR
Mayor

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

May 12, 2022

Dear Honorable City Council and Melrose Community members,

Pursuant to M.G.L. c. 44 § 32 and § 6-3 of the Melrose City Charter, I respectfully submit for your consideration the City of Melrose's proposed operating budget for Fiscal Year 2023. With this letter, I hope to provide assurance to our community and the City Council that we have successfully managed, and will continue to manage, downturns of the economy such as the fiscal dips that we have overcome during the COVID-19 pandemic.

With that said, I am pleased to share the details of this year's proposed balanced budget with total estimated operating expenses of $95,256,808, representing a 4.7% increase over Fiscal Year 2022. Please also note that FY23 budgets have been adjusted to reflect a 53-week year, rather than a 52-week year.

A top priority of my administration is to guarantee the residents of Melrose that we will be able to successfully navigate any economic storm and maintain a stable level of services. The total FY23 Operating Budget accomplishes these objectives for both the City and the Melrose Public Schools.

This budget delivers on a commitment to our residents to:

- provide first-rate education by investing in our schools
- enhance quality of life by supporting seniors, continuing sustainability efforts, advancing diversity, equity, and inclusion in our community, and increasing support for community members experiencing mental health crisis
- use data to drive decision-making by investing in critical infrastructure such as IT
- and use what we learned through the pandemic to drive us forward.

We will propose a 4.18% budget increase for the School Department which represents an increase of over $1.4 million for Fiscal Year 2023, and we will meet the state mandated Net School Spending requirement. We will propose balanced budgets for the Water, Sewer, Mt. Hood and Ambulance Enterprise Funds.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In developing the Fiscal Year 2023 Operating Budget, the City formulated the budget utilizing the following:

- new tax revenue resulting from the 2½ Tax Levy;
- approximately 75% of the New Growth realized last year;
- an increase in Net State Aid of $1,285,000 or just over 12.0%, (principally driven by revenues received through the New Student Opportunity Act in Chapter 70 Educational Aid);
- and we are also recognizing approximately 75% of the total Local Receipts revenue realized in the last full fiscal year.

In developing this strategic plan, we have also requested an increase in the amount to be deposited into the City's Stabilization Funds. We have requested $1,225,000 be deposited into these funds prior to July 1, 2022. This is a significant deposit into the City's Stabilization Funds and continues the administration's effort of insuring solid fiscal health.

If approved, in conjunction with our FY23 requested budgetary funding for the Stabilization and OPEB funds, over $8.4 million dollars will reside in our Stabilization Funds as of July 1, 2022 (the highest level in the City's history).

I am equally committed to increasing transparency in our City's finances. As Mayor, it is also my goal to inspire and increase civic engagement within our community. To achieve these goals, my office has once again collaborated with the Auditor's department to deliver an interactive FY23 budget tool. This interactive budget presentation makes the numbers clear, accessible, and digestible. Transparency is nothing without accessibility, and the budget tool allows for both.

Finally, I also offer the following pages as a supplement to the clear and accessible numbers you will find on our budget presentation's dashboard. These subsequent pages add context and texture to the services City departments provide.

Respectfully submitted,

Paul Brodeur

Paul Brodeur
Mayor of Melrose

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

General Government

Executive Office of the Mayor

Mission & Overview

The Mayor is the Chief Executive Officer of the City of Melrose, elected by the voters at large every 4 years. The Mayor oversees all City operations and is responsible for appointing Department Heads, city officers, and the members of multi-member bodies (Boards & Commissions). Paul Brodeur is the 23rd Mayor of Melrose and assumed office on November 15, 2019.

Mayor's Office Departmental Organization

- His Honor, the Mayor
- Director of Strategic Initiatives & Communication (Mayor's Chief of Staff)
- Communications & Outreach Coordinator
- Director of Economic Recovery and Business Development

Changes from FY22 to FY23

Staffing Changes:

In FY22, the Mayor's Office welcomed back Senior volunteers, high school interns, and Property Tax Write-Off program participants to help staff the Mayor's Office front desk. In FY23, the Mayor's Office will be creating a part-time administrative position to provide a consistent level of staffing for the office, answer phones, coordinate volunteers, and provide billing and payroll administrative support for Mayor's Office and other departments on an as-needed basis.

In FY22, the Mayor added a new economic recovery and business development position to better serve the needs of small businesses and arts/culture sector non-profits. This is a grant funded position that will continue in FY23, and therefore does not affect the Mayor's Office operating budget.

What is the percentage increase in your budget over FY22?
The Mayor's Office budget increase for FY23 is 14.6%.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

What are the major changes to the Mayor's budget?

- Increase to Salary and Wages
- Increase in Dues and Membership

What are the reasons for these changes (major cost drivers)?

- Salary and Wages has been adjusted to reflect a 53-week year
- Salary and Wages for a PT administrative position has been added
- Dues and Membership had been underbudgeted for several years so was adjusted to reflect the actual cost of Metropolitan Area Planning Council (MAPC) dues for FY23

City Council

Mission & Overview

The City Council is the legislative branch of The City of Melrose consisting of eleven elected members, one from each of the seven wards (Ward Councilors), and four city-wide representatives (At-Large Councilors). All terms of office are two years.

The Council adopts ordinances, orders and resolutions; reviews and approves the annual budget; approves appropriations, appointments and other matters proposed by the Mayor. Annually, the Council selects one member to serve as President who then presides over the bimonthly Council meetings, decides committee assignments and assures that information and member discussion is conducted fairly and democratically. The Council is governed by its own Rules of Order and follows Roberts Rules of Order.

Department Organization

The City Council oversees the City Clerk's Office and the Clerk of Committees.

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Clerk of Committees

Mission & Overview

The Clerk of Committees, an office of one, supports the eleven-member council. The Clerk oversees the posting of agendas for each of the seven committees he supports. He runs their meetings, be it remote or in person. He acts as a liaison between each department head and the Mayor. The Clerk oversees the Boards and Commissions operating under the Administrative Code. He provides guidance on applicable law and ensures that all members have received oaths and have met all onboarding standards.

Department Organization

- One Clerk

Why Do People Contact Us?

- For assistance with City services
- To determine their ward or who their ward councilor is
- To schedule Oaths of Office and Notary appointments

Clerk of Committees by the Numbers

- 75 Total meetings held from July 1, 2021 – May 6, 2022
  - 22 City Council Meetings
  - 17 Appropriations & Oversight Committee Meetings
  - 6 Finance Committee Meetings
  - 9 Health, Education & Welfare Committee Meetings
  - 7 Legal and Legislative Committee Meetings
  - 4 Protection and License Committee Meetings
  - 4 Public Service Committee Meetings
  - 6 Public Works Committee including one site visit
- Rendered assistance in 45 different requests for website updates
- Aided with Granicus / IQM2 in 15 different occasions.
- Hosted 2 workshops to assist with remote meeting setup and virtual public comment for other city departments.
- 47 Notaries performed

Little Known Facts/Common Misconceptions

- This office does not have your vital record!

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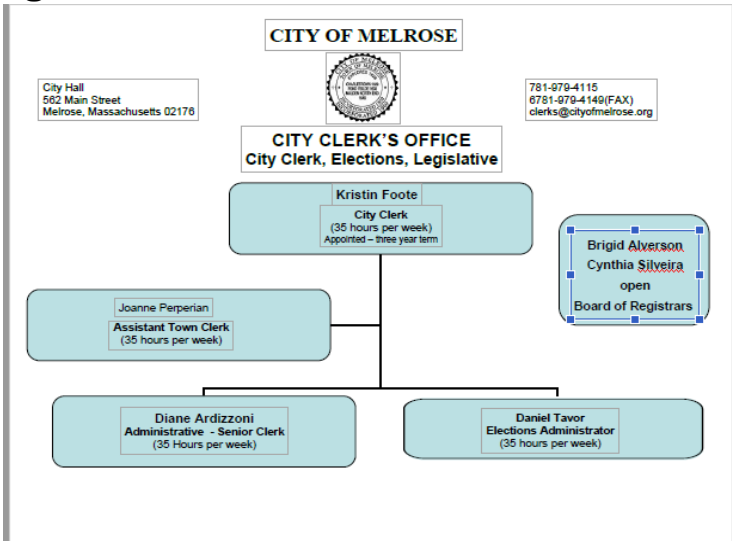
City Clerk & Elections

Mission & Overview

The City Clerk's office is a service-oriented office and typically the first stop in the building. As the official record keeper and clerk of the municipal organization, the City of Melrose, our mission is to maintain and preserve records in the best possible manner. We are here to serve the public by providing information in an efficient and timely manner. The City Clerk supports the City Council with meeting agenda preparation, producing minutes and clerking the meetings as well as posting meetings for all appointive bodies in the City. The Clerk ensures the City charter and administrative codes are kept current with new ordinances and zoning regulations. The City Clerk serves as a member of the Board of Registrars of Voters and supervises the Election Administrator. The City Clerk is also responsible for all functions related to elections.

As one of five Records Access Officers (RAO), the City Clerk is responsible for public records requests general in nature. The Clerk's office serves as custodian of all vital records (Birth, Death, & Marriage) dating back to the 1800s and oversees the issuance of common victualer, business, and dog licenses. The city clerk is also a justice of the peace and hosts many weddings in city hall.

Department Organization



Why Do People Contact Us?

- Business and dog licensing and raffle permits
- Vital records & historical research
- Getting married at city hall
- To register to vote

City Clerk by the Numbers:

- 18 Vital Records Issued per day on average
- 207 Marriage Intentions (previous staff elevated the FY 22 figure – there were 145 intentions)

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- 57 Weddings Performed
- 124 New Business Certificates
- 36 Common Victualer Licenses issued
- 1 special election for the Northeast Vocation school building vote
- 68 Election Day Poll Workers
- 15,089 City Census Forms Mailed

Little Known Facts

- The Clerk's Office issues fortune teller licenses.
- We are responsible for over a century's worth of public records

Goals for FY23

- Having met the 25% paper reduction goal of FY22, continue this by enhancing online services.
- Respond to customer request to increase cloud-based transaction options to enhance resident access. This workflow has increased staff productivity and efficiency.
- Conduct a comprehensive review of the charter and administrative code to create a calendar noting stated deadlines.

What is the percentage increase in your budget over FY22?

The City Clerk's budget changes by 5.96% and the Election/Registrar changes by 7.51%

What are the major changes to your budget?

Clerk - lines increased: overtime, public hearing notices, printing, recodification, paper. Elections – supplies; printing, postage

What are the reasons for these changes (major cost drivers)?

- Permanent changes to the fall elections process including the covid accommodations, changes to the administrative code/charter, increases cost of supplies like paper, replacing broken time/date stamp, 14 retractable banners for polling identification, re-precinct postcards and postage.

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Community Services Division

Mission & Overview

The City of Melrose benefits from having a consortium of department heads who work together to offer life-enhancing services to our community members. The Community Services Division is headed by Director of Strategic Initiatives and Communications and is comprised of the following department heads:

- Council on Aging Director
- Melrose Free Public Library Director
- Executive Director, Soldiers and Sailors Memorial Building ("Memorial Hall")
- Superintendent of Mount Hood and Open Spaces
- Recreation Director
- Veterans' Services Director

Together, these department heads collaborate to provide cultural, social, and wellness events, connect Melrose residents to resources such as COVID-19 vaccination clinics, and most recently, coordinating with the Director of Health and Human Services to address community mental health needs through the development of initiatives and training for mental health and wellness.

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Council on Aging

Mission/Overview

To advocate for older adults and connect them with available programs that promote their health and well-being and help them live with dignity. Our job is to enrich the lives of our seniors and create a community where they can age in place with dignity and respect. The Council on Aging operates on a "no wrong door policy." Not only do we serve the older residents of Melrose, but we also operate as a resource hub for anyone in need.

Department Organization

- Executive Director
- Administrative Assistant/Program Coordinator
- Milano Center Manager
- Social Worker – 18 hours
- 7 Drivers- total 30 hours per week
- 2 Senior Center Assistants- total 20 hours per week
- 36 Volunteers

Why Do People Contact Us?

- Adult learning, skills, and craft workshops/classes
- Social and recreational activities including excursions
- Congregate meals
- Resource/Referral Assistance

Council on Aging by the Numbers

- 15 employees – 233 hours per week
- 81 average weekly wellness check calls
- 3,125 older adult contacts in Milano Center database
- 841 newsletters mailed monthly, 1,346 electronic versions, 876 public locations
- 99 referrals to Mystic Valley Elder Services (services, ombudsman, protective)
- 189 Benefits Assistance referrals (fuel assistance, snap, mass health, etc.)
- 49 Melrose Emergency Board cases (housing assistance)
- 87 Melrose Emergency Fund cases (rent, necessities, utilities, etc.)
- 23 Housing applications assistance
- 82 unduplicated participants in outdoor activities
- 1200 additional square feet of outdoor space coming with the canopy project for the patio.
- 100% Covid compliant HVAC system installed at the Milano Center

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Little Known Facts/Common Misconceptions

- We operate as a resource portal for *all* Melrose residents in need
- We believe that teaching life skills along the younger age spectrum hopefully positions one to plan better for their later years

Changes from FY22 to FY23

- Transportation services resumed with increased hours of operation and multiple busses supported by service fees and formula grant
- 53 weeks of payroll

Goals for FY23

- Community needs assessment
- Resume strategic planning

Melrose Public Library

Mission & Overview

Melrose Public Library's staff, building and collections provide a portal for all to explore, imagine and engage. The library is where literacy, local history and community connect! We serve as an educational and cultural hub for residents and visitors alike.

Department Organization

- Library Director
- Assistant Director
- Head of Children's Services
- Adult Services & Circulation Librarian
- Teen Services & Circulation Librarian
- Reference & Technology Librarian
- Reference & Local History Librarian
- 3 Senior Library Assistants (Children's Assistant Librarian; Office Coordinator; Acquisitions Manager)
- 3 Library Assistants
- 3 Part time Reference Librarian (14 hours/week total)
- 6 Part time Library Assistants (52 hours/week total)

Why Do People Contact Us?

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- Finding fiction and nonfiction reading, listening or viewing material
- Readers' Advisory Services
- Technical help (computers and technology)
- Genealogical and School Research
- Space to meet/gather
- Questions about programming

Melrose Public Library by the Numbers:

- Third highest NOBLE circulations, averaging 15,444 physical items per month between July 1, 2021, and April 30, 2022
- 45,383 e-audiobooks, e-books and e-magazines (including e-picture books) circulated from Overdrive and Hoopla from July 1, 2021 – April 30, 2022
- 951 new library cards issued from July 1, 2021 – April 30, 2022
- 237 Programs were held – 16 hybrid, 123 in-person, 15 passive, 82 virtual (10 recorded), with total attendance of 4,938. 542 people/devices watched the recorded programs.
- 939 take-home kits were used for crafting programs
- 14,246 active Melrose patrons

Little Known Facts/Common Misconceptions

- We value access to information in all formats, not just books. We now use mobile hotspots and laptops to help increase access to the internet and our library databases from home, for patrons who may not have this technology.

Changes from FY22 to FY23

- No major financial changes
- We will be moving in early Fall to a portion of the Beebe School when construction on the library building project begins. Although will have limited space, we will be open our full hours.

Goals for FY23

- Partner with other City departments and community stakeholders to provide library programming during our time in temporary quarters.
- Conduct Diversity Audit on collections for all ages to ensure broad representation in our library materials.
- Provide access to library materials and services in our temporary location by ensuring that all residents are made aware of where the library is located, and what services we will be offering.

Percentage Increase Budget over FY22?

The library budget has a 4.6% increase in the total budget.

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Major changes to the Library Budget FY22 to FY23

The mileage line (523000) has decreased 50%. However, the dollar amount represents a $500 budget cut to $250, so the financial impact is not significant. The contract maintenance line (527702) has a 15.1% increase. Physical format budgets for the Supplies and Materials section have been level funded or reduced, while electronic and downloadable format budgets have been increased. The overall increase is 3.5%, which includes contractual increases.

Reasons for these changes

The decrease in the mileage budget is due to the continuation of virtual meetings and trainings for library staff. The increase in contract maintenance includes a variety of contracts including microfilm machine maintenance, software contracts for the library's museum pass program and calendar program, as well as an increase in wireless hotspots available to the public. The changes in the Supplies and Materials section are due to the limited physical space at our temporary location, combined with continuing demand for downloadable and electronic resources.

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Memorial Hall

Mission & Overview

The mission of the Soldiers & Sailors Memorial Building is to provide the City with a commemorative monument to the patriotism of service men and women from Melrose who died for their country. It is also a cultural center for the community. It continues for the usage of meetings of the veterans and for commemorative ceremonies marking certain dates in the history of the Veterans of the United States as well as inaugural ceremonies for the city of Melrose.

Department Organization

- Executive Director
- (4) part time Operations Assistants: average @ 17.5 hours/week per person

Why Do People Contact Us?

1. Rental inquiries
2. Scheduled Events Information: Ticket sales, HP access to building and seating, parking, time doors open, length of event, organization contact information and general event information

Memorial Hall by the Numbers:

Memorial Hall is seeing an overall increase in the number of event bookings and the attendance at the events as the public becomes comfortable with indoor events. In FY22, we are on target for 225 event bookings and will welcome over 37,000 guests (attendees) to Memorial Hall. As of April 2022, we have received requests for 191 event dates in FY23. Our customer database is made up of 75% nonprofits organizations and 25% businesses, (dance companies, private businesses, individuals for private events, etc.). 78% of our customers are listed as Melrose addresses, with 22% outside Melrose.

We partnered with several City of Melrose departments to use Memorial Hall for public programs:

- Melrose Recreation Department: a summer robotics program for 3 weeks in July which will be increased to 4 weeks in FY23 due to its great success
- Melrose Health Department: Vaccine Booster Clinic run by the MHD, (2,181 attendees), five Vaccine clinics run by the MHD and MA state PHD contractors, (750 attendees), and a MHD Public Information Meeting (100 attendees)
- Melrose Veterans Services Department: Monthly Veterans Food Mart serving 4 communities in conjunction with the Boston Food Bank
- Mayor's Office: Senior Resource Fair (207 attendees) and the city of Melrose Inauguration (200 attendees)
- Council on Aging: due to temporary closure of Milano Center, hosted 6 events (265 attendees)
- Melrose Emergency Management: Hosted 2 Active Shooter Training sessions for

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city of Melrose employees (96 attendees)

Little Known Facts/Common Misconceptions

- Memorial Hall operates as a business with the staff of Memorial Hall responsible for the facilities management, i.e., service plans, maintenance plans, daily maintenance and repairs, annual inspections, etc. and all aspects of event management. Melrose DPW is responsible for the exterior i.e. landscaping, trash disposal, snow plowing
- Revenue generated is from facility rental fees only.

Percent increase in Memorial Hall's Budget

- Memorial Building budget increase is 3.33%

Budget changes from FY22 to FY23

- Increase to elevator line item due to approximate 4% union wages increase for service plan
- Increase to Professional Services line item for MERV Filter replacements
- 53 weeks in Salary line item

Goals for FY23

- Completion of the Melrose Civil War Heritage Project, which will identify, catalogue, restore and preserve the artifacts housed at Memorial Hall and to research the history of our local veterans to ensure that all Civil War veterans who resided in Melrose are recognized
- Building Envelope Improvements at the Soldiers and Sailors Memorial Building: construction project will occur Summer 2022 through Spring 2023 coordinated around event schedule
- Increase event bookings to pre-COVID levels
- Interior renovation plan finalized

Park Department/Mount Hood

Mission & Overview

The goal of the Melrose Park Department is to protect, maintain and develop the City's parks, fields and recreational facilities for the benefit of Melrose residents.
The Park Department is responsible for the City's parks, fields and open spaces including Mount Hood Golf Course and Memorial Park. Apart from Mount Hood, these properties are maintained by the Department of Public Works. Mount Hood is operated and maintained under a management agreement between the City of Melrose and Mass. Golf Management, LLC.

Why Do People Contact Us?

- Park permits
- Golf

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- Guidance on how to use outdoor spaces

Department Organization

- Superintendent of Mt. Hood and Open Spaces
- Executive Assistant

Parks by the Numbers

- **3219** Permits Issued across 27 parks
- **81** Parks and Fields Overseen
- **50** Adopt-a-Sites
- **40** gardening beds added at 2 Greenwood Pl
- **45,693** Rounds of golf played in 2021
- **$2.5 million** Total Revenue
- **$1.9 million** Golf Revenue
- **$390K** Food & BeverageRevenue
- **$148K** Pro Shop Revenue

Little Known Facts/Common Misconceptions

- Our department does not control the weather

Changes from FY22 to FY23

Mt. Hood's budget is comprised of revenue brought in by the golf course and functions. It is not funded out of the City's general fund. In our contract with the management company, we contractually have agreed to spend a minimum of $50K on capital improvements each year.

Goals for FY23

January 1, 2023, we look forward to starting a relationship with a new management company for Mt. Hood Memorial Park and Golf Course. GMC has had 4-5-year contracts with the City and will not be putting in a bid for the 2023 Management Contract for Mt. Hood, due to internal changes/illness within their company. The transition should start internally once we review the bids and pick the vendor, (expected beginning of June). Our shift to the new company will be as smooth as possible by the end of year. Golf course revenue is driven by weather. Parks and Open Spaces requires comfortable weather for residents to take advantage of all the wonderful sports fields, parks, playgrounds, hiking trails, dog parks, community gardens, skateboard park, and bike paths Melrose has to offer.

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Recreation Department

Mission & Overview

The Melrose Recreation Department creates high quality recreational programs and events that are affordable, safe, and fun for residents of all ages and abilities.

Through our programming we provide resources and opportunities to strengthen our community while

promoting social, cultural, and physical well-being. On average our department has over 8,000+ residents participate in our programs and events per year. Some of our largest programs include Melrose Youth Basketball (1000+ participants, 200+ volunteers), Melrose Flag Football (300+ participants, 50+ volunteers) and Middle School Afterschool Athletics & Clubs (600+ participants, 25+ volunteers). In total we have 300+ community volunteers and 80+ seasonal / part-time workers helping us make our programs run.

Additionally, we typically provide 60+ scholarships per year for families who are experiencing financial hardships. A face for the City, our department works and interacts with residents ranging from ages 2 to 100. Daily, we can have contact with hundreds of residents.

Department Organization

- Recreation Director
- Recreation Coordinator
- 2 Recreation Assistants (Part-time)

Why Do People Contact Us?

1. Register for a program
2. Apply for job
3. Drop volunteer paperwork

Recreation by the Numbers:

- 3,000+ Program Participants
- 200+ Programs Offered
- 60+ Scholarships
- $3,000+ Fundraising/Donations
- $350,000 Approx. Revolving Budget

Little Known Facts/Common Misconceptions

- The Recreation Department is revenue-generating
- The Recreation Department is level funded and has received a 0% budget increase over the past 10+ years
- Our department's operations never stopped through the pandemic
    - While other communities' rec. departments shut down, we continued programming on top of the ways we assisted with COVID response

Budget Requests & Changes

- Overall percentage increase of 31.2% for FY23
- One request: $20,000 increase to Salary & Wages line item
- Requesting funds to fill vacancy of the Recreation Coordinator position. During HR compensation study it was determined that the position was grossly underpaid compared to surrounding communities.
    - These additional funds will allow us to hire a qualified candidate with a competitive

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salary. The Recreation Department has responsibly held this vacancy since November 2021 (understaffed) waiting to confirm financial support from the City prior to hiring. Funds will allow the Recreation Department to return to two full-time employees and continue to provide quality programs and events for the Melrose community.

- Note: The Recreation Department has received 0% budget increase in the past 10+ years.

Changes from FY22 to FY23

- Filling of Recreation Coordinator position and returning to full staff
- Expanding offerings to include programming that supports mental health

Goals for FY23

- Continue to adapt ourselves and programming to meet the changing needs of our residents

Veterans' Services

Mission & Overview

Melrose Veterans' Services is led in the Melrose-Wakefield-Saugus (MWS) Veterans Services District. The MWS Veterans' Services District seeks to advocate on behalf of all the district's veterans and provide them with guidance on local, state and federal benefit programs, quality support services and to direct an emergency financial assistance program for those veterans and their dependents who are in need.

Goals and Objectives

- To execute timely and accurate benefit delivery for all veterans seeking help from the Federal, State and Local branches of government
- To provide dignity, compassion, respect and privacy to all veterans seeking assistance
- To empower veterans through technology, information sharing, and networking, where they can assist themselves and their fellow veterans by connecting services
- To continue the fight against homelessness and joblessness within the veteran community
- To be honest and forthright with our veterans, researching the correct answer and providing results as quickly as accuracy allows
- To see the office as a base of operations, not a home, bringing services to the veteran wherever they are whenever they need

Department Organization

- Director of Veterans' Services
- Administrative Assistant

Why Do People Contact Us?

- Department of Defense (DoD) questions, Chapter 115*, VA Claims, VA Healthcare,

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anything VA related in addition to local ceremonies for veterans.
- Vaccine inquiries
- Home healthcare inquiries

The Chapter 115 Benefits Program is run by the Massachusetts Department Veterans' Services (DVS). This program is run locally and benefits are reimbursed up to 75% by the State. he U.S. Department of Veterans Affairs (VA) offers federal benefits and at the local level we aid veterans and their families in applying for them.

Veterans' Services by the Numbers:

- 3 Municipalities served
- 75–100 Chapter 115* clients served across the 3 communities
- Average 30 Disability claims filed annually
- Average 10 VA pensions for Aid and Attendance filed annually
- Over $625,000 brought back to VA beneficiaries who reside in the City of Melrose between VA disability compensation and VA pensions and survivor benefits.

Little Known Facts/Common Misconceptions

- While we are seen publicly at events, the office runs much more than events and ceremonies
- We run the MVMMS Operation club and trip annually which involves meeting with the students weekly culminating in a trip to Washington DC in May. (Hoping to start back up in school year 2022-23)
- We help with all the events and fundraising efforts the VAB does.
- We serve as a source of socialization for some of our senior veterans.
- Assist from cradle to grave with VA disability claims and pensions

COVID-19 Response

The Veterans' Services Office was busier than ever during the pandemic.

- Continued providing services and filing claims
- Admin Assistant helped with Friday food delivery for veterans in need of food

Changes from FY22 to FY23

- Increase in Veterans Benefit line 015432/544000 by 6% in anticipation of DVS COLA adjustment in July 2022 to match Social Security COLA increase of 5.9% in January 2022.

Goals for FY23

- Increase current part-time Melrose Veterans Administrative Assistant to full-time based on number of residents in the District/State compliance (greater than 70K residents)

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Finance and Administrative Services

Finance and administrative services departments act as the organizational engine of municipal government operations. While some of these departments are public facing (e.g., Treasurer/Collector), most operate internally, playing a critical role in ensuring the City's assets are stable and protected (Assessor, Auditor, City Solicitor), and that your public servants have the support they need to provide the customer service our residents deserve (Human Resources).

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Assessor

Mission & Overview

The mission of the Melrose Assessing Department is to determine the valuation of all real and personal property within the City in a fair, transparent, and cost-effective manner. To taxation, the Assessing Department is obligated under law to assess all property at full and fair market value as of January 1st of each year.

The Assessing Department is responsible for the following functions:

- Ensuring the accuracy of real property valuation through annual inspection of all sale properties, all properties for which building permits have been taken out, and all abatement application properties.
- Routine re-inspection of all properties on a ten-year cycle.
- Discovering, listing, and valuing over 8,760 residential properties, including single-family homes, multi-family homes, condominiums, and apartment buildings. There are 294 commercial, industrial and mixed-use properties, 424 exempt properties and 473 business personal property accounts which are also valued on an annual basis.
- Maintenance and administration of the assessing databases and maps.
- Recording all changes in property ownership, land subdivisions, and changes in land use codes.
- Analyzing real estate sales transactions and annually adjusting property assessments to reflect market value.
- Processing property tax exemption applications for income-eligible senior citizens, veterans with service-related disabilities, and persons who are legally blind.
- Processing Motor Vehicle Excise tax abatements. The City of Melrose annually issues over 22,000 excise tax bills and more than 750 excise abatements.
- Capturing new growth from building permit activity as defined by Mass. General Law.

Department Organization

- Chief Assessor
- Assistant Assessor
- Assessing Clerk

Why Do People Contact Us?

- Excise abatements
- Personal exemptions
- Valuation information
- Assessors Maps

Little Known Facts/Common Misconceptions

- The Assessor's Office is incredibly innovative in its use of technology
- We save the City money by ensuring 100% valuation on all Melrose properties

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COVID-19 Response

- The Assessing Office was already innovating and was able to transition to a virtual format and meet the requirements of the department in a remote setting
- As a result of the digitizing the Assessing Office did ahead of the pandemic, the Department served as a model for conducting remote municipal work
- We were able to effectively communicate with the public and facilitate transactions, enhance resident support and assist people with navigating government functions throughout the pandemic
- External inspections continue with aerial cameras and lasers to measure outside of buildings, as well as incorporating the use of street-view cameras

Changes from FY22 to FY23

- 5% **decrease** in overall budget
- 7.6% **decrease** in Salary & Wages line due to staffing changes
- No other funding changes

Goals for FY23

- Continue to be a leader in using data to drive decision-making
- Collaborate with Building Department and GIS Manager to integrate mapping and permitting data systems with Assessors Database
- Collaborate with Treasurer/Collector to develop efficiencies and streamline tax billing and abatement processes

Auditor

Mission & Overview

The mission of the Office of the Auditor is to protect the City's assets. We serve as the financial foundation for all the City's operations by ensuring every bill, every payroll, every purchase, every grant that comes across our Office is lawful, accurate, and in line with the Council's approved budget.

Department Organization

- City Auditor/CFO
- Assistant City Auditor
- Financial Manager
- Senior Accounting Clerk

Why Do People Contact Us?

1. Vendors checking the status of payments
2. Internal help desk for MUNIS software
3. Payroll inquiries from employees

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Little Known Facts/Common Misconceptions

- All departments must flow through the Office of the Auditor to achieve their goals
- This Office keeps *all* the City's finances secure
- While the Office of the Auditor does not have much direct contact with the public, we have a very direct impact on the lives of residents by ensuring appropriate application of all public monies

Changes from FY22 to FY23

- Salary and Wage adjustments for staff
- Increase in hours for union employee from 30 to 35

Goals for FY23

- Continue to develop and train All MUNIS users on enhancements (version 2021) and best practices.
- Continue to work on MUNIS projects that create efficiencies for all departments.
- Collaborate with School Finance Team to identify efficiencies.
- Collaborate with Treasurer's Office to move to electronic payments for larger vendors.

City Solicitor

Mission & Overview

The City Solicitor's office functions as a full-time law office handling the City's litigation and other legal functions in-house to the greatest extent possible. The office serves to provide high quality legal representation and advice to the City Council, School Committee, Mayor, and to all departments, agencies and multiple-member bodies of the City in numerous areas, including but not limited to: zoning, employment & labor law, elections, civil rights, civil service, contracts and procurement, permitting and licensing, real estate, workers' compensation, education law, ethics, conflict of interest law, open meeting law, public records law, and tort actions involving personal injury and property damage claims.
The City Solicitor's office strives to successfully prosecute and defend any actions before state and federal courts and administrative agencies, provide well-reasoned and timely legal opinions, draft legislation, draft and review contracts, leases, and deeds, and help facilitate the lawful implementation of programs, policies and best practices throughout all City operations. Its staff has broad expertise in various areas of municipal law.

Department Organization

- City Solicitor
- Assistant City Solicitor

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- Executive Assistant

Why Do People Contact Us?

- Requests for Advice and Legal Opinions
- Departmental Operation Items
- Insurance Claims Processing

Little Known Facts/Common Misconceptions

- Legal department oversees the Melrose Liquor Commission

Budget Changes from FY22 to FY23

- Overall Budget Increase of 19.26%
- Increase Assistant City Solicitor hours from 30 to 35 hours. Former City Solicitor's departure occurred right in the middle of switching this employee from 30 to 35 hours. For FY22, this position was budgeted for only 30 hours.
- Increase of $15,000 for Professional Services. Increase reflects cost of specialized Labor Counsel this coming fiscal year to assist in Main Table Collective Bargaining Negotiations for Public Safety Contracts and continued use of Outside Counsel for Cable License Negotiations with Verizon/Comcast.
- Increase in annual subscription cost for online legal database Westlaw
- Increased education/seminar line to allow for more advanced opportunities for professional development and growth for Law Department staff. For example, City Solicitor and Assistant City Solicitor review/draft contracts and advise on the procurement process on a very regular basis on the School and City side. The Massachusetts Certified Public Purchasing Official (MCPPO) program classes and training would greatly benefit their specializing in these tasks. In addition, since COVID-19 there has also been an increase in online course offerings and legal updates that would greatly benefit the Law Department personnel in its goal of staying up to date on the current state of municipal law and best practices.
- Increase in Property Insurance coverage to reflect new Pole chargers that were not part of the FY22 budget due to timing. Increase in coverage is also reflective of capital acquisitions in process at a regular basis and insurance cost increases to cover liability/defense of public safety employees. This number is also reflective of a 5% assumed increase across existing policies.

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Human Resources

Mission & Overview

The Human Resources Department ensures that the City of Melrose follows fair and consistent employment practices, supports employees and retirees in health and welfare benefits, complies with federal and state laws and collective bargaining agreements, and effectively communicates employment matters to all City employees. By providing

exemplary service to City employees, and ensuring a safe and inclusive work environment, the HR Department strives to create an environment where employees of all backgrounds can succeed and thrive while providing citizens of all backgrounds with excellent municipal services.

Department Organization

- Director of Human Resources and Labor Relations
- Human Resources Coordinator
- Human Resources Assistant

Percentage Increase in HR Budget over FY22

152 Human Resources- overall increase **5.6%**

- Salaries and Wages
  - 6% increase due to having 53 payroll Fridays in FY2023
- Dues and Membership
  - 83.6% ($230) increase for SHRM membership, which offers useful tools, Employment news and legal updates, and best practices for HR professionals.
- Education/Training (for HR)
  - A new line item of $500. Training is an important element for the professional development of employees, keeping up with the ever-changing HR field, aiding in performance boost and retention of HR staff

912 Worker's Comp - no changes

- Level-funded

913 Unemployment- no changes

- Level-funded

914 Employee Benefits - overall increase **4.3%**

- Health Contractual Benefits – 4.7% increase
  - FY23 health insurance increase is 4.3% for the City cost (calculation used 3/1 membership enrollment)
    - Non- Medicare health plan rates increased between 2.9% to 10.2%
    - Medicare health plan rates increased between 1.2 % to 3.0%

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- The health budget projection is always a snapshot of a moment in time and cannot predict the behavior of employees, life events or economic changes that may affect future enrollment.

- Salaries and Wages
  - 7.1% increase due to having 53 payroll Fridays in FY2023

What are the major changes to your budget?

The HR department doesn't have major changes to the budget in FY2023

What are the reasons for these changes (major cost drivers)?

The Health Insurance budget, which has the largest financial impact on our budget is a contractual obligation for the City of Melrose and is primarily driven by the healthcare inflation, which we don't control. The 5% average increase of the health insurance plans has been consistent over the last few years.

HR by the Numbers:

Clients Served

- **22** Departments
- **396** City Employees: 265 Benefit Eligible & 131 Non-Benefit Eligible (not including election help)
- **503** School Benefit Eligible
- **762** retirees/survivors

Benefits & Budget Administration

- Administrate **the following benefits for active employees:**
  - 14 Health plans
  - 2 Dental Insurance plans (Employee and Retiree)
  - 3 Life Insurance plans
  - 3 Deferred Compensation plans
  - Disability Insurance
  - Pet Insurance
  - Flexible Spending Account
  - Opt. Out Incentive program
- Administrate **the following Benefits for retirees:**
  - Health Insurance
  - Dental Insurance
  - Basic Life Insurance
  - Optional Life Insurance
  - Medicare Part B Reimbursement for **654 retirees & their spouses.**

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Financial Management: We manage approximately $15 million.

Recruitment:
Oversaw and participated in the recruitment, screening, hiring and orientation for positions in the Police Fire, Public Works, Library and City Hall departments and three Regional offices:

- Health and Human Services: Melrose, Wakefield
- Veterans: Melrose, Wakefield, Saugus
- Pine Banks: Melrose, Malden

- FY 2022 new hires (through May 2022):
  36 Benefit eligible
  46 non-benefit eligible (excluding election help)

City Staffing Changes:

- FY 2022 (through May 2022):
  30 Retirements (9 School; 21 City)
  18 Resignations
  26 Deceased Retirees

Little Known Facts/Common Misconceptions

- We are a department of three employees with a broad range of responsibilities:
  - Benefit Administration
  - Finance Management
  - Labor Relations
  - Performance Management
  - Recruiting and retention
  - Succession Planning
  - Unemployment
  - Worker's Comp and 111F Administration
  - Supporting 22 departments, 400+ City employees, and 700 retirees

COVID-19 Continued Response

- In FY22, HR continued to play a major role in interpreting the ever-changing federal and state regulations around pandemic protocols and response.
  - Created new testing, quarantine and leave policies based on guidelines, educated and supported staff and managers on their application
  - Tracked pandemic-related leaves and reported to the state for reimbursement

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Goals for FY23

- Implement the new Comp and Class system; develop a compensation administration policy based on a hybrid model of length of service and performance and create a uniform performance guide for managers to support the new policy.
- Develop and implement Employee Recognition and Retention strategy for employees to feel appreciated, supported, and engaged in the workplace, which further enhances the morale and performance of staff and translates into higher retention and excellent service for the residents of Melrose.
- Continue supporting the DEI mission of the administration and work on implementing the recommendations of Visions Consultants, HRS' Organizational Needs Assessment and DEI Taskforce.
- Work closely with the Executive Police Chief Search Consultant and coordinate the process for the successful selection, hiring and transition of a new Police Chief.
- *Long term goals and projects:* streamline resumes submission, automate processes, including new hire paperwork collection, leaves management, etc.; research a new Benefit Tracking software product since current software is outdated; continue developing partnerships and researching best practices for the purposes of attracting and retaining a talented diverse workforce and building up a DEI employer brand.

Treasurer/Collector

Mission & Overview

The Treasurer Collector department is responsible for the billing and collection of water and sewer bills, real estate, personal property and auto excise taxes and the receipt of various fees for permits, licenses and miscellaneous payments. The department is also responsible for the reconciliation of all bank accounts, short-term and long-term investments, short-term and long-term borrowing, management of Tax Title accounts, payroll processing, W-2 issuance, income tax reporting and other required governmental filings, and the funding of all disbursements.

Department Organization

Treasurer Collector	Head Collector – Real Estate Tax
Assistant Treasurer	Senior Collector – Excise Tax
Parking/Treasury Clerk	Senior Collector – Water & Sewer

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Why Do People Contact Us?

- Billing questions: not understanding water liens, missed payments, excise tax
- Parking questions: tickets, stickers, overnight parking.
- Payroll questions: deduction changes, lost checks, employment verification, W2 information

Little Known Facts/Misconceptions

- Every dollar received or spent in City Hall flows through our office.
- We manage maintenance of the postage machine.

FY22 Accomplishments/Changes

- Clean-up of over 200 legacy reconciling items in the General Ledger
- Implementation of the Munis Cash Management module in April 2022
- Internal promotion of Head Clerk and hiring of new Senior Clerk - Water and Sewer
- Implemented PayByPhone payment app at the train stations in collaboration with the DPW
- Implemented debit and credit card payments at the Collector's window for real estate and personal property tax and water/sewer payments
- Collaborated with outward facing departments on the collection of outstanding taxes prior to the issuance of permits and licenses
- Finalized two IRS audits with minimal findings

Percentage Increase in FY22 Budget

- The overall Treasurer Collector department budget is 8% higher than FY22.
- The Parking Budget is flat to FY22.

Changes to FY22 Budget and Reasons

- Salaries – up 1.6% or $6,105 due to contractual step ups/COLA increases on a fully staffed team.
- Printing – up 121.7% or $13,000 due to the reallocation of certain Kelley & Ryan processing charges that should be booked to printing rather than Postage.
- Postage – up 6.4% or $3,000. Estimated cost of two elections offset a large portion of the reallocation of certain Kelley & Ryan processing fees plus impact of potential increase in postage rates.
- Bank Fees – $6,000 low interest rate on bank accounts do not generate enough interest to offset lockbox fees. This was not a budgeted item in past years as the processing costs were always offset by the interest earned. This cost will decrease and potentially eliminate as rates rise over time.
- Professional Services – up 25% or $3,000 based on average bill of Clifton Larson after FY22 price increase.

Goals for FY23

- Address Personal Property tax receivables.
- Research options for automating excise tax payments from leasing companies.
- Vet certain processing providers to ensure best price for best product/service.

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Public Safety and Infrastructure

Local government operations are like a clock: many pieces move independently of one another but rely on one another's success to function. While no one department can truly optimally perform without another, what the following departments do is truly bedrock to the City of Melrose.

Municipal government operates best in the background of our lives. We typically only notice it when something goes wrong: when a sidewalk is cracked, the WiFi at school goes out, a traffic light breaks. What we don't see are the fires prevented because of strong building codes and talented inspectors; the lives saved this year because of a dedicated health department's commitment to ensuring public safety as the COVID-19 pandemic continued to have a major impact in 2021 and early 2022; the hours spent collaborating on logistics to bring cultural events to our public spaces while ensuring all attendees are safe and the crowds manageable; the family dinners missed to respond to winter storms, so our children can get to school safely.

It is my hope that the following pages will demonstrate that capital investments are nothing without the talented and dedicated public employees who implement them.

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Department of Public Works

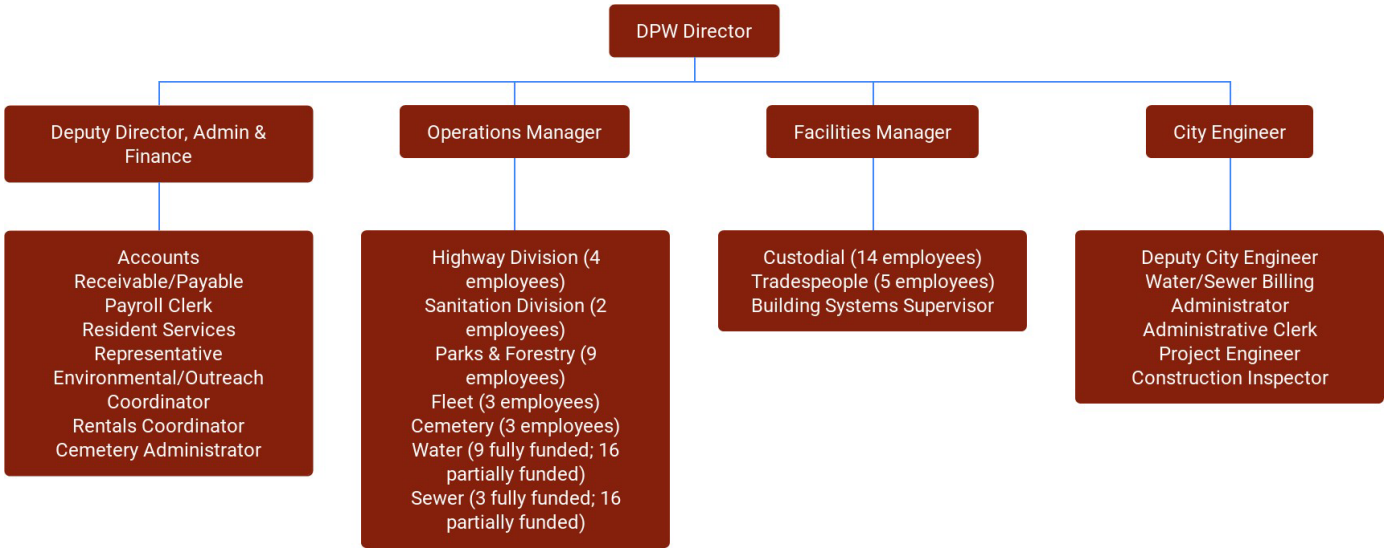
Mission & Overview

The Department of Public Works is one of the most diverse branches of city government, working to ensure the safety and wellbeing of all residents of Melrose by providing essential services with the responsibility of maintaining critical infrastructure for the City such as streets, sidewalks, water, sewer, catch basins, rubbish and recyclable collection, and vehicle and equipment maintenance.

The Department is also responsible for response to snow, ice and other emergency services; responsible for the care of all City trees, for the maintenance of all parks and fields, for the maintenance and general operations of the cemetery, for enforcing of water, sewer and street ordinances; and engineering design and construction management for capital improvement and maintenance projects. To accomplish these functions, the Department is organized into eleven divisions:

Administration, Engineering, Facilities, Fleet, Highway, Parks, Sanitation, Sewer, Trees, Water, and Wyoming Cemetery

Department Organization



Why Do People Contact Us?

- Potholes and other road/pavement maintenance issues.
- Trash pickup questions
- Snow removal

DPW by the Numbers:

Since the beginning of Fiscal Year 2022, these are some of the items DPW has addressed:

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- potholes filled: 547 locations
- storms responded to: 51.6 inches of snow
- vehicles in fleet maintained: 140 pc. of equipment
- tonnage of trash/recycling:
    - 1.6,923 tons of trash
    - 1.2408 tons of recycling
- parks/fields/open spaces maintained: 81 locations
- total work orders: 3250 resolved
- invoices processed: 2393 purchase orders YTD
- recycled 290 mattresses as part of the new mattress recycling program
- provided 919 affordable barrels to residents through the temporary barrel purchasing program

The Department of Public Works also played a critical role in several large projects/events:

- Capital projects including paving, water main replacement, sewer main improvements, and drainage improvements
- Support of all City events including school sports, elections, memorials, Earth Week,
    - Healthy Melrose, and private facility rental events
- Continued delivery of COVID-related services such as additional cleaning and disinfection of buildings and assisting with storage and delivery of supplies
- Launched and managed a temporary barrel purchasing program to provide affordable and compliant barrels to the community

Little Known Facts/Common Misconceptions

- DPW functions mostly in the background of the lives of people in Melrose yet we are foundational to all City operations.
- We play a key role in putting on community and cultural events like Home for the Holidays, Earth Week, Victorian Fair, Summer Stroll, etc.

COVID-19 Response

- DPW provides essential services to the City, and we did not miss a beat despite the pandemic
- Met the guidelines for school safety in an environment that needed to shift frequently as a result of COVID rates
- Spearheaded deep cleaning efforts in City facilities throughout the pandemic
- Installed and maintained four parklets, oversaw changes to Central Terrace (alley next to the YMCA) into a public amenity, and provided materials for Mayor Brodeur's Safe Streets initiative

Changes from FY22 to FY23

- Contractual increases in salaries (step increases for both union and non-union staff). Please note that union cost-of-living increases are currently being negotiated and have therefore not been included at this time.
- Annual increase in Massachusetts Water Resource Authority assessment in water and sewer

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funds.

- In the Administration and Engineering Budget, increases to the line items of Professional Services and Professional Development are due to the additional contracted services that provide oversight on projects and the professional association memberships for our staff. Similarly, professional services are needed for the Facilities Division, which has been tasked with many small capital projects for which outside consultant support is frequently required to assist with bid document preparation and construction administration. (These services for larger capital projects are typically included in the capital project budget, but for smaller projects paid for with operating funds, they do not presently have a funding source.)
- Some of the biggest challenges facing the DPW are with costs associated with delivering facilities maintenance services. Rising costs for supplies and materials have affected the Facilities Division more than any other DPW Division. To address the rising cost and inventory need to deliver services, we have requested increases to three supply line items. These increases assume that costs will level off.
- The Highway Division budget is drastically affected by our obligations for NPDES MS4 drain services under the related federal permit, thus resulting in increases requested to those line items Additional traffic markings (bike lanes, etc.) have resulted in increased cost to maintain these markings, through both materials costs for in-house efforts and contractual costs with our on-call line painting contractor.
- For Snow and Ice Operations, it should be noted that our 5-year average annual spending is $996,049. Although the budget has been adjusted each year, the average budgeted amount in the same period has been $574,103.
- Our Solid Waste and Recycling hauling and disposal contract will be entering the second of three option years. The base cost of the contract will increase to $835,000. Disposal costs increase to $68/ton. At a projection of 8,500 tons of trash, the result is a cost of $578,000 in FY23. We will also see an increase in recycling costs that project to a $159,000 need in order to fully fund the contract Lastly, in response to resident and City Council requests to increase downtown barrel pickup, the additional costs to the overtime line item are $2,000 to provide this added service.
- Requested increases in the Parks & Forestry Division are associated with our contracts to maintain our City trees with the increase in windstorms in recent years.

Goals for FY23

- Meeting the obligations of all regulatory programs, such as lead water service removals, NPDES MS4 drainage requirements, and hazardous materials reduction/removal
- Fostering a positive work environment through enhanced professional development

Emergency Management

Mission & Overview

Melrose Emergency Management, using the guidelines of the Federal Emergency Management Agency (FEMA), facilitates planning, secures and provides resources to assist and help protect the residents,

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business community, and city government from hazards that threaten Melrose. This is done through the four phases of Emergency Management: Preparedness (Planning, Training, Exercising), Response, Mitigation and Recovery.

Working in close partnership with City Departments and our Regional/State Partners, EM plans and prepares for emergencies, educates the public about emergency preparedness, conducts training exercises and performs other services to support the City's overall preparedness. EM follows an all-hazards approach, preparing for various types of emergencies – natural or man-made.

Department Organization

- Emergency Management Director

Why Do People Contact Us?

The Emergency Management Director rarely interfaces with the public and generally acts as a liaison between the State and the City, as well as the Chiefs of Police and Fire.

Little Known Facts/Common Misconceptions

- Every municipality is required by state law to have an Emergency Management Director
- The EMD spearheads coordination of City Departments for planned and demand response events using the Federal Incident Management System (NIMS) and the Federal Incident Command System (ICS)
- In the event of a disaster, fire or flood, the EMD would coordinate emergency relief for residents, (food, temporary sheltering, etc.)
- Melrose Emergency Management is the third-tier layer of emergency management system, our partners are the Massachusetts Emergency Management Agency (MEMA) and the Federal Emergency Management Agency (FEMA)
- Melrose Emergency Management makes application to MEMA and FEMA for grants and all reimbursement from Declarations of Emergencies

Changes from FY22 to FY23

With the effects of COVID-19 becoming less life threatening, the ordering of PPE supplies has stopped as we maintain a sufficient supply.

Goals for FY23

- Phase back to normal operations
- For all event planning, foster the use of NIMS and ICS
- Complete the EOC/Training Center upgrade
- Conduct Tabletop Exercises with city departments, State and Federal Agencies and local constituents to plan and train for events that could have a negative or disastrous impact on the City
- Establish written evacuation plans for City Hall

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Fire Department

Mission & Overview

The Melrose Fire Department (MFD) strives to improve and safeguard the quality of life within the City of Melrose. The members of the department guarantee the citizens and visitors of Melrose that we will provide dependable service in a responsible fashion, while showing care and compassion for those in need. As public servants, our first and foremost duty is to serve the community. We will treat those we serve fairly, regardless of their race, color, creed, sex, age, lifestyle, national origin, or economic status. We ensure that any service we provide adds value to our citizens'/customers quality of life. The department recognizes the individuality of everyone who works here. We will treat one another with respect, kindness, and sense of importance of teamwork. We continue to foster a spirit of excellence throughout the organization while we serve our citizens.

The MFD responds promptly and efficiently to structure fires and emergency medical incidents. The members of the MFD continuously train in all aspects such as fire safety, hazmat operations, technica rescue operations, EMS training, specialty team training, water rescue, and automobile extrications.

Department Organization

- Fire Chief
- Financial Administrator
- Fire Alarm Superintendent
- 7 Captains
- 9 Lieutenants
- 40 Firefighters

Why Do People Contact Us?

- Emergency response calls
- Master-box plug outs
- Fire prevention

Melrose Fire Department by the Numbers: (July 1, 2021 - May 6, 2022)

- 3,797 Emergency Response Calls
- 95 Training Activities consisting of 1,320 personnel hours
- Fire Prevention/Code Enforcement Activities:
    - 1 Complaint
    - 11 School Fire Drills
    - 528 Permits Issued
    - 538 Inspections Conducted

Little Known Facts/Common Misconceptions

- We are a multi-faceted all-hazard fire department

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FY22 Accomplishments

In July of 2022, the Fire Department received 16 new hand-held thermal imaging cameras (TIC's) as a result of a Firefighter Safety Equipment Grant. This allows each riding position to hold their own TIC during each shift. Also in this grant, we received scene lighting for fire prevention investigations.

The Tremont Street Fire Station received a new 2021 Seagrave Pumper in place of the 2007 Seagrave Pumper. The 2007 engine will replace the 1999 engine which is now a reserve. The 2021 pumper was placed in service on November 17, 2021. Approximately 5 minutes after being in service, the first call came in to respond to a house fire on Marmion Road.

The Fire Department is also anticipating a delivery of a new tractor drawn aerial truck (TDA ladder truck) mid-May of 2022.

COVID-19 Response

The Fire Department continues to respond at the frontline of the Covid-19 pandemic.

In FY22, the Fire Department was able to procure funds to purchase a patient simulator (SimMan 3G Plus). With this patient simulator, our members can train on the proper techniques and interventions when faced with bodily fluids. Staying ahead of the curve starts with proper training. With the patient simulator we can help prepare our team to develop clinical knowledge to manage severe cases of a patient suffering from Coronavirus and other infections. Scenarios can be run as an individual scenario or back-to-back in series. The scenarios focus on key decisions regarding invasive care and patient management. The patient simulator allows providers to remain proficient with interventions and clinical judgement. Scenarios will allow providers to properly complete a scene size up and deploy proper PPE to protect themselves and others.

Percentage Increase in the Fire Budget for FY23

The Fire Department will receive an overall budget increase of 6% for FY23

- .5% increase in overtimes due to contractual raises
- 100% increase in fire contracts for Metro Fire Chief's annual dues. Metro Fire Chief's is a consortium of cities and towns within the 128-belt known as Metro Boston
- 20.5% increase in professional services for in-house fit testing and in-house annual Hazmat training

Goals for FY23

• Increase our training to stay in line with national standards as well as documenting said training by implementing Lexipol/Fire Rescue Academy. Lexipol/Fire Rescue Academy is an online training module that sends out and tracks the training performed by the Fire Department members. The Lexipol side of the module holds policies and procedures, most

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mandated by the State. The Fire Rescue Academy side of the module contains training videos and allows our department to upload our own videos for training purposes.

Health and Human Services Department

Mission & Overview

The Melrose Health and Human Services Department promotes the personal and environmental health of the community through education and policy development supported by enforceable regulations, and collaboration with other people and organizations.
Our goal in the public health sector is to protect and promote health. The Melrose Health Department offers a wide variety of services and functions for the City of Melrose to accomplish just that. The services range from a variety of topics, including, but not limited to, vaccinations, health permits and applications, informational sheets, healthy eating and living activities, pest control, tobacco use control, substance abuse prevention, animal control, and more.

The Melrose Board of Health is the policymaking, rule-making, and adjudicatory body for public health in the county or counties in Melrose. State legislature gives boards of health specific powers and duties.

Department Organization

- Health Director for Melrose & Wakefield
- Public Health Nurse
- Health Inspector
- Sr. Health Inspector
- Public Health Specialist
- Mass in Motion Coordinator
- Regional Tobacco Control Coordinator
- Animal Control Officer
- 11 School Nurses

Why Do People Contact Us?

- Complaints about trash/housing/food establishments/noise/pests
- Flu shots

- Clarification on the Governor's 60 Orders and Standards
- How to get a mask (in the beginning when these were scarce)
- Reporting COVID protocol violations
- Vaccination inquiries

Health and Human Services Department by the Numbers:

- 4,138 vaccine doses administered

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- 1,925 COVID-19 cases (excluding non-residents working in Melrose)
- 16 contact Tracers
- 32 personnel working on COVID issues
- 40 weekly hours currently being spent on contact tracing
- 125 complaints January 2020 through April 2021

Little Known Facts/Common Misconceptions

- Melrose shares a Health department with Wakefield
- Melrose Health and Human Services Department is responsible for working with schools through School Nursing

COVID-19 Response

Everything changed at the outset of the pandemic. All staff members were cross trained to help with contact tracing and answering phones. We utilized volunteers and Wakefield personnel to expand our contact tracing. We shifted resources and ensured everyone performed COVID-related work. The biggest challenge was the incredible stress and working 24/7. There was no work life balance over the last year. Another main challenge included the State providing information last minute and making the City responsible for execution, as announcements were often made before infrastructure was in place to execute at the local level.

Changes from FY22 to FY23

- 5.8% increase in salary and wages; to respond appropriately and in a timely manner, the department needs more health inspections capacity to fulfill the City's needs. We are proposing an increase of 0.5 FTE in the Health Inspector position to fulfill the volume of complaints and mandatory routine food inspections.

Goals for FY23

- Reduce stigma around mental health and increase behavioral health resources
- Formalize and expand shared services with the Mystic Valley Public Health Coalition
- Reinstate the Substance Use Prevention Program

Information Technology

Mission & Overview

The City of Melrose IT Department strives to make technology services better, quicker, effective, and efficient for all students, families, employees and residents.
The IT Department is responsible for installing and maintaining critical infrastructure for the City of Melrose including the schools. We provide all technology-related equipment and software in the City and Schools including but not limited to, networks, copiers, projectors, printers, smartboards, wireless access points, telephones (both analog and Voice over IP (VoIP),

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Public Address (PA) systems, uninterrupted battery backup systems, security systems, door hardware, fobs, cameras & intercoms, computers, monitors, laptops, Chromebooks, police cruiser computer systems, Public safety devices, servers, virtual servers, email, websites, mobile phones, fiber optic network on street poles, desktop support for City and School personnel, backup and disaster recovery systems, running new cabling and repairing old cabling, and reverse 911 systems. We are also responsible for designing, contracting and leading projects for the City and Schools to upgrade or install new systems. We communicate with City and School leaders to understand needs and provide technical solutions to those needs.

Department Organization

- IT Director/Chief Information Officer
- Assistant IT Director
- IT Systems Analyst
- IT Project Manager
- Financial Systems Analyst
- School Systems Administrator
- School Elementary Desktop Technician
- School MVMMS/HS/Franklin Desktop Technician
- School SIS Data Coordinator

IT Department by the Numbers:

- FY21: 1,510 Tickets processed. FY22 (so far): 1,241
- FY21: 2,996 Tickets processed. FY22 (so far): 3,553
- $242,360 received in successful grants and $250,000 in potential grants written

There are also dozens of both small and large-scale projects the IT department spearheaded this fiscal year which cannot be distilled in neat qualitative numbers. Some of these include:

- M365 implementation and migration
- M365 training for entire city
- All Roosevelt projectors, Interactive White Boards (Smartboards), and room audio amplifiers were replaced
- All Horace Mann projectors, Interactive White Boards (Smartboards), and room audio amplifiers were replaced and 3 interactive touchpanels installed
- Field camera installed on Fred Green Field Press Box for MMTV coverage of games
- Distributed 1,042 new Chromebooks to secondary students as part of our 1 device for every student program (1:1).
- Cameras installed in the MHS Gym and the MVMMS Gym for MMTV broadcast
- Completed Telephone system implementation to all buildings
- Roosevelt telephone system replaced (in-house) and new phones installed throughout the building
- 74 Mobile phones replaced and upgraded
- Successful MCAS Exam conducted with students in school and students testing remotely on Chromebooks

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- WIDA ACCESS for English Language Learners - Successful Implementation under pandemic conditions
- K and Pre-K web registrations built and implemented
- Moved Veteran's office to Milano Center
- Implemented cybersecurity training throughout the City and the Schools
- 44 Chromebooks repaired in-house (parts replaced)
- 6 computer labs rebuilt
- 22 new laptops rolled out to City staff
- New camera security system installed at the School Central Administration Office
- Conferencing setup including room camera, microphone, speakerbar and 75" LCD touchpanel in the Emergency Management Training Room at City Hall
- Began scanning invoices and quotes straight into Munis
- New wireless system installed at the Milano Center
- Created internal data dashboard for COVID-19 cases in the schools
- Successfully submitted many state-mandated reports
- Installed digital signage hardware and software at the Police Station lobby
- Design work with vendor for a city-wide fiber-optic upgrade and extension of critical public safety radios

Little Known Facts/Common Misconceptions

- IT is responsible for over 10,914 pieces of equipment up from 5,322 6 years ago
- IT has a fleet of over 4,000 Chromebooks

Changes from FY22 to FY23

- Munis support
    - This change reflects the traditional annual 5% increase for all MUNIS products
- Computer Paper and Printing Supplies
    - Toner and paper will now be consolidated to the Office Supply line
- Software Licenses
    - Microsoft M365 cost added
    - Microsoft M365 backup software added
    - New helpdesk ticketing system added
    - Offsite Disaster recovery added
    - Antivirus renewal added

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Inspectional Services

Mission & Overview

The Inspectional Services Department is responsible for the health and public safety of the community and for the monitoring of improvements for both residential and commercial properties. Our goal is to help the residents of Melrose by providing timely and quality service and providing answers to questions regarding building and zoning issues. We also ensure compliance with the Architectural Access Barriers Board regulations to ensure everyone living, working, and moving through Melrose can adequately access our buildings and spaces.

Department Organization

- Director of Inspectional Services
- Executive Assistant to the Director
- Part- Time Plumbing and Gas Inspector (26 Hrs.)
- Part-Time Wire Inspector/Sealer of Weights & Measures (28 Hrs.)
- Part-Time Local Building Inspector (28 Hrs.)

Why Do People Contact Us?

- Permit Applications for Building, Electric, Plumbing, Gas or Occupancy
- Information regarding application requirements and zoning
- Information about opening a business
- To learn and understand the Codes and Ordinances
- To complain/inquire about:
    - if permits were issued
    - obstructions to intersections
    - unregistered vehicles on a property
    - the condition of a house/building

ISD by the Numbers (in an average year):

- 7,000 emails fielded
- $800,000 in permit fees collected
- 3,300 inspections
- 6,000 in-office customer visits
- 3,100 permits issued

This year (as of May 5, 2022):

- 2694 permits issued
- $869,670.00 in fees collected
- 3234 inspections
- 300 walk-throughs (were not ready for inspection)

Little Known Facts/Common Misconceptions

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- There is a tremendous number of nuances in zoning and building codes and it requires a huge amount of knowledge and agility to keep up with the changes
- Regulations are constantly changing but funding does not always come down from higher government levels to accommodate those regulation changes
- Building and inspectional services provide public safety. If we don't ensure compliance with all codes, this could result in loss of life. We keep residents safe with stringent building codes, talented and dedicated inspectors, and thorough processes
- Housing stock in Melrose remains the way it is because of the work of ISD. The work we do is foundational to making Melrose an attractive place to live

COVID-19 Response

- Developed system to accept and process permit applications and payments online
- Performed virtual inspections
- Had system in place within two weeks of the pandemic hitting
- Challenge faced: not having access to historical hard files which contain construction documents, letters, plans, applications etc.
    - Looking forward, digitizing our records will allow us to operate fully remotely when needed

Changes from FY22 to FY23

- Work to develop and institute online permitting for Melrose
- We are happy to announce that we have gone live to the public with online permitting
- Upgraded local Building Inspector to a permanent 28-hour-per-week position

Office of Planning and Community Development

Mission & Overview

It is the mission of the Office of Planning and Community Development (OPCD) to protect and enhance the quality of life in Melrose. To accomplish this mission, OPCD provides long range planning, manages the capital improvement program, reviews and recommends changes in zoning, applies for and administers grants and community development programs, implements special projects, oversees sustainability efforts throughout the City and provides mapping and GIS (Geographic Information System) support. Additionally, OPCD supports the work of several Boards and Commissions in the City and reviews all major land use proposals, including subdivision plans and significant residential and commercial development proposals. OPCD provides staff support to the following Boards and Commissions: Planning Board, Board of Appeals (ZBA), Historic District Commission, and Energy Commission.

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Department Organization

- Director of Planning and Community Development
- Senior Planner
- Account Manager & GIS Analyst
- Sustainability Manager
- Assistant Planner

Why Do People Contact Us?

- Property owners & developers inquiring about land
- Affordable housing opportunities
- Questions about electricity pricing
    - Questions about establishing a business in Melrose

OPDC by the Numbers:

Planning Board Activity

- 12 Meetings
- 25 ZBA cases reviewed
- 2 Subdivision applications reviewed
- 6 Site Plan Review Applications permitted: 2 pending
- 22 housing units permitted: 61 housing units pending
- 2 Zoning Subcommittee Meetings
- 1 Design Review Subcommittee Meeting

Zoning Board of Appeals Activity

- 12 Meetings
- 25 permit applications reviewed and decision filed

Historic District Commission Activity

- 5 Meetings
- 9 Cases Reviewed for Certificate of Appropriateness

Housing Production Plan

- Community Engagement #2 on Housing Goals, Types and Locations
    - Online Open House – 375 participants
    - Webinar – 30 participants
- Plan presented and approved by Planning Board and City Council and submitted to DHCD for approval

Affordable Housing Activity

- 2 deed restricted housing units permitted with 9 units pending permitting
- 2 lotteries held for 3 affordable homes
- 2 lotteries pending for 21 affordable homes
- Current Affordable Housing percentage on the Subsidized Housing Inventory – 8%

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Capital Improvements

- Evaluated 96 capital projects representing over $90M in requests for the FY22-26 timeframe
- Produced FY22 CIP Report with prioritized list of capital requests and recommendations for FY2
  funding
- Secured grant approvals for 2 school roof projects
- Secured additional $1.5 million capital funding for Memorial Hall Building Envelope Project
- Participated in effort to secure $21 million funding for Library Renovations & Addition Project

Geographic Information Systems (GIS)/Mapping/Sign making –

- Worked with CDM Sewer App project
- Renamed and geo located 7000 sewer tie cards for CDM & Arc Reader Map
- Created Trash survey app for DPW
- Worked with Weston & Sampson on Catch Basin Cleaning App
- Worked on 2020 Census redistricting data, mailing notification address changes for the state, and created new 2020 Ward Precinct Maps
- Edited and researched the water, sewer, drainage, and easement GIS layers.
- Assisted Inspectional Services with new Permitting software
- Continued with scanning plans - vault drainage cabinet plans

FY22 Sustainability

- Melrose Net Zero Action Plan - Completed and released in April 2022, charting a roadmap to reach community-wide greenhouse gas emissions reduction goals for 2030 and 2050 for buildings, transportation, and energy supply
- Green Community Grant #6 for $104,663
- Municipal Vulnerability Preparedness Grant #2 for $101,108
- MassSave Community First Partnership award for $25,000 annually for three years for energy outreach and coaching
- Melrose Community Power – Introduced new contract and rates for 2021 – 2024 that includes a standard product with 10% more local renewable energy than required by the state
- First 15 pole-mounted EV chargers on the east coast – installation completed
- Events – Participated in Victorian Fair, Senior Resource Fair, Earth Week, Healthy Melrose, EV Showcase and various other webinars and virtual events

Little Known Facts/Common Misconceptions

- OPCD oversees a sign and façade grant program to help small business defray the cost of new signage
- OPCD does not decide what kinds of businesses come to Melrose
- OPCD manages the capital improvement program and has overseen renovations projects in many of the City's school and municipal buildings

COVID-19 Response/Impacts

OPCD did not miss a beat during the pandemic and had to contend with an increasing workload while pivoting to a completely new working modality which added to the complexity of the work.

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- All employees went fully remote until City Hall re-opened
- Shifted to staggering staff to keep office open while City Hall was open to the public
- Instituted routine virtual meetings with staff
- Shifted to online platform for permitting and virtual meeting platform for public hearings
- Post permit review application materials online for all applications to facilitate access by the public

Changes from FY22 to FY23

- Upgraded part time Planning Coordinator position to a full time Assistant Planner position to better respond to demands of the Department

Goals for FY23

- Continue to assist residents, developers, and business owners and provide technical and administrative support to the Boards and Commissions under OPCD purview
- Continue to provide mapping and GIS support to enhance the City's GIS capabilities and Maps Online functionality
- Implement the Housing Production Plan and support the newly formed Affordable Housing Trust
- Implement the Net Zero Action Plan
- Increase total number of residents purchasing 100% renewable energy through our aggregate
- Continue to provide project management support for the Library Renovations, Roof Replacements and other Capital Projects

Police Department

Mission & Overview

The Melrose Police Department pledges to maintain the highest standards of integrity, ethics, excellence and teamwork in the performance of our mission while at the same time protecting the Constitutional rights of the citizens. Our mission is to strengthen public confidence in the organization, develop and maintain positive relationships with the community and promote the concept of teamwork for the benefit of all, while at the same time promoting a safe and friendly community through enforcement and education.

Department Organization

- Chief of Police
- Executive Office Manager
- Administrative Assistant
- 4 Lieutenants
- 10 Sergeants
- 31 Patrol Officers
- 5 Academy Recruits
- 1 Explosives K-9; 1 Patrol K-9

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Little Known Facts/Common Misconceptions

Police departments do not write laws; they are tasked with the responsibility of enforcing laws that are enacted by elected officials in the legislature and that are interpreted by the courts. Enforcing laws is just one of many different roles of the police. Other important roles include working with communities to prevent crimes and solve various "quality of life" problems, maintaining order, and conducting investigations. Police officials are responsible for performing their various roles and responsibilities in a way that protects everyone's constitutional rights. This means that policing must be conducted in accordance with the parameters set by the U.S. Constitution, state constitutions, and the many court decisions that have defined in greater detail what the text of the Constitution means in terms of the everyday practices of policing.

Changes from FY22 to FY23

- Three officers separated from the Melrose Police Department as well as the Patrol Commander, Lieutenant DeCroteau
- One officer was promoted to Sergeant, one Sergeant was promoted to Lieutenant, and one Lieutenant was promoted to Patrol Commander
- Both Unions' contracts expired in FY21, negotiations are ongoing
- The introduction of the Massachusetts Peace Officer Standards and Training (POST) State-mandated training and policies has significantly impacted the police department budget

Goals for FY23

- Complete Accreditation Compliance
- Implement Police HUB Program
- Implement Social Media Investigation Trial Program
- Rotate in a new SRO for Melrose High School

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City of Melrose
Next Year / Current Year Budget Analysis

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0100 GENERAL FUND

112 CITY COUNCIL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CITY COUNCIL SALARIES							
011121 - 511000	SALARY & WAGES	97,191.88	109,276.00	109,276.00	86,977.79	105,751.00	-3.2%
CITY COUNCIL SALARIES TOTAL		97,191.88	109,276.00	109,276.00	86,977.79	105,751.00	-3.2%
CITY COUNCIL CONTRACTUAL							
011122 - 520500	ADVERTISING	163.29	125.00	125.00	0.00	125.00	0.0%
011122 - 521000	PRINTING	421.43	500.00	500.00	591.58	500.00	0.0%
011122 - 523100	EXPENSES	11,000.00	11,000.00	11,000.00	9,166.74	11,000.00	0.0%
011122 - 525308	IQM2 SOFTWARE CONTRACT	12,348.48	12,189.00	12,189.00	12,189.00	18,926.00	55.3%
CITY COUNCIL CONTRACTUAL TOTAL		23,933.20	23,814.00	23,814.00	21,947.32	30,551.00	28.3%
CITY COUNCIL OTHER CHARGES							
011122 - 540700	SEMINARS & SCHOOLING	0.00	535.00	535.00	0.00	535.00	0.0%
CITY COUNCIL OTHER CHARGES TOTAL		0.00	535.00	535.00	0.00	535.00	0.0%
112 CITY COUNCIL BUDGET TOTAL		**121,125.08**	**133,625.00**	**133,625.00**	**108,925.11**	**136,837.00**	**2.4%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

121 MAYOR

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MAYOR SALARIES							
011211 - 511000	SALARY & WAGES	258,721.74	268,696.00	268,696.00	241,545.82	311,268.00	15.8%
MAYOR SALARIES TOTAL		258,721.74	268,696.00	268,696.00	241,545.82	311,268.00	15.8%
MAYOR CONTRACTUAL							
011212 - 521000	PRINTING	0.00	750.00	750.00	576.22	750.00	0.0%
011212 - 523100	EXPENSE ACCOUNT	7,000.24	7,000.00	7,000.00	6,192.52	7,000.00	0.0%
011212 - 529000	PROFESSIONAL SERVICES	2,934.00	5,900.00	35,900.00	4,695.00	6,000.00	1.7%
MAYOR CONTRACTUAL TOTAL		9,934.24	13,650.00	43,650.00	11,463.74	13,750.00	0.7%
MAYOR OTHER CHARGES							
011212 - 540500	DUES & MEMBERSHIPS	21,944.00	19,444.00	19,444.00	22,533.00	24,000.00	23.4%
011212 - 540600	EDUCATION/SEMINARS	105.00	2,134.00	2,134.00	0.00	2,134.00	0.0%
011212 - 548950	COMMUNITY OUTREACH	7,025.83	18,500.00	18,500.00	13,663.65	18,500.00	0.0%
MAYOR OTHER CHARGES TOTAL		29,074.83	40,078.00	40,078.00	36,196.65	44,634.00	11.4%
121 MAYOR BUDGET TOTAL		**297,730.81**	**322,424.00**	**352,424.00**	**289,206.21**	**369,652.00**	**14.6%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

135 AUDITOR

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
AUDITOR SALARIES							
011351 - 511000	SALARY & WAGES	356,207.57	367,067.00	367,067.00	325,513.07	394,042.00	7.3%
AUDITOR SALARIES TOTAL		356,207.57	367,067.00	367,067.00	325,513.07	394,042.00	7.3%
AUDITOR CONTRACTUAL							
011352 - 528600	AUDITING SERVICES	46,140.00	48,640.00	48,640.00	48,640.00	48,640.00	0.0%
011352 - 529000	PROFESSIONAL SERVICES	11,660.00	11,800.00	11,800.00	11,800.00	11,800.00	0.0%
AUDITOR CONTRACTUAL TOTAL		57,800.00	60,440.00	60,440.00	60,440.00	60,440.00	0.0%
AUDITOR OTHER CHARGES							
011352 - 540500	DUES & MEMBERSHIPS	0.00	200.00	200.00	0.00	200.00	0.0%
011352 - 540600	EDUCATION/SEMINARS	700.00	3,000.00	3,000.00	2,620.00	3,000.00	0.0%
AUDITOR OTHER CHARGES TOTAL		700.00	3,200.00	3,200.00	2,620.00	3,200.00	0.0%
135 AUDITOR BUDGET TOTAL		**414,707.57**	**430,707.00**	**430,707.00**	**388,573.07**	**457,682.00**	**6.3%**

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0100 GENERAL FUND

141 ASSESSORS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
ASSESSORS SALARIES							
011411 - 511000	SALARY & WAGES	243,041.94	253,228.00	253,228.00	185,351.16	233,867.00	-7.6%
ASSESSORS SALARIES TOTAL		243,041.94	253,228.00	253,228.00	185,351.16	233,867.00	-7.6%
ASSESSORS CONTRACTUAL							
011412 - 521000	PRINTING	0.00	250.00	250.00	189.00	250.00	0.0%
011412 - 523000	MILEAGE	0.00	1,000.00	1,000.00	500.80	1,000.00	0.0%
011412 - 528000	FEES	0.00	300.00	300.00	210.00	300.00	0.0%
011412 - 529000	PROFESSIONAL SERVICES	9,564.00	15,900.00	15,900.00	10,000.00	15,900.00	0.0%
011412 - 529300	REVALUATION	61,277.44	103,500.00	103,500.00	92,004.34	103,500.00	0.0%
ASSESSORS CONTRACTUAL TOTAL		70,841.44	120,950.00	120,950.00	102,904.14	120,950.00	0.0%
ASSESSORS SUPPLIES & MATERIAL							
011412 - 530200	COPY MACHINE SUPPLIES	172.14	200.00	200.00	114.98	200.00	0.0%
011412 - 537500	FURNITURE & FIXTURES	2,237.98	4,000.00	4,000.00	29.98	4,000.00	0.0%
ASSESSORS SUPPLIES & MATERIAL TOTAL		2,410.12	4,200.00	4,200.00	144.96	4,200.00	0.0%
ASSESSORS OTHER CHARGES							
011412 - 540500	DUES & MEMBERSHIPS	670.00	700.00	700.00	807.50	700.00	0.0%
011412 - 540600	EDUCATION/SEMINARS	4,000.00	4,000.00	4,000.00	1,433.30	4,000.00	0.0%
011412 - 540700	SEMINARS & SCHOOLING	2,000.00	2,000.00	2,000.00	1,135.00	2,000.00	0.0%
ASSESSORS OTHER CHARGES TOTAL		6,670.00	6,700.00	6,700.00	3,375.80	6,700.00	0.0%
141 ASSESSORS BUDGET TOTAL		**322,963.50**	**385,078.00**	**385,078.00**	**291,776.06**	**365,717.00**	**-5.0%**

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145 TREASURER/COLLECTOR

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
TREASURER/COLLECTOR SALARIES							
011451 - 511000	SALARY & WAGES	365,298.66	374,226.00	374,226.00	309,480.97	380,331.00	1.6%
TREASURER/COLLECTOR SALARIES TOTAL		365,298.66	374,226.00	374,226.00	309,480.97	380,331.00	1.6%
TREASURER/COLLECTOR CONTRACTUAL							
011452 - 521000	PRINTING	4,818.37	12,178.00	12,178.00	4,309.96	27,000.00	121.7%
011452 - 521500	POSTAGE	49,517.17	47,000.00	47,000.00	43,473.37	50,000.00	6.4%
011452 - 521801	FOLDER INSERTER MAINTENANCE	1,195.00	1,200.00	1,200.00	1,195.00	1,200.00	0.0%
011452 - 525303	SOFTWARE LICENSES	0.00	0.00	0.00	0.00	2,000.00	0.0%
011452 - 527600	OFFICE EQUIPMENT MAINTENANCE	933.22	1,900.00	1,900.00	1,143.71	1,900.00	0.0%
011452 - 528001	BANK SERVICE FEES	0.00	0.00	0.00	0.00	6,000.00	0.0%
011452 - 528002	TAX TITLE FEES	3,765.00	1,500.00	1,500.00	315.00	1,500.00	0.0%
011452 - 529000	PROFESSIONAL SERVICES	12,642.50	12,000.00	12,000.00	22,460.06	15,000.00	25.0%
TREASURER/COLLECTOR CONTRACTUAL TOTAL		72,871.26	75,778.00	75,778.00	72,897.10	104,600.00	38.0%
TREASURER/COLLECTOR OTHER CHARGES							
011452 - 540500	DUES & MEMBERSHIPS	100.00	235.00	235.00	235.00	250.00	6.4%
011452 - 540600	EDUCATION/SEMINARS	25.00	2,000.00	2,000.00	1,204.65	3,000.00	50.0%
011452 - 544100	SURETY BOND	1,125.00	800.00	800.00	375.00	1,125.00	40.6%
TREASURER/COLLECTOR OTHER CHARGES TOTAL		1,250.00	3,035.00	3,035.00	1,814.65	4,375.00	44.2%
145 TREASURER/COLLECTOR BUDGET TOTAL		**439,419.92**	**453,039.00**	**453,039.00**	**384,192.72**	**489,306.00**	**8.0%**

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151 CITY SOLICITOR

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CITY SOLICITOR SALARIES							
011511 - 511000	SALARY & WAGES	298,729.68	204,620.00	204,620.00	178,472.53	211,736.00	3.5%
01151771 - 511000	SALARY & WAGES	0.00	89,224.00	89,224.00	91,460.88	111,533.00	25.0%
CITY SOLICITOR SALARIES TOTAL		298,729.68	293,844.00	293,844.00	269,933.41	323,269.00	10.0%
CITY SOLICITOR CONTRACTUAL							
011512 - 523100	EXPENSES	236.00	2,475.00	2,475.00	641.25	2,475.00	0.0%
011512 - 529000	PROFESSIONAL SERVICES	6,590.60	15,000.00	15,000.00	16,268.25	30,000.00	100.0%
CITY SOLICITOR CONTRACTUAL TOTAL		6,826.60	17,475.00	17,475.00	16,909.50	32,475.00	85.8%
CITY SOLICITOR SUPPLIES & MATERIAL							
011512 - 534200	BOOKS & PERIODICALS	696.00	495.00	495.00	0.00	495.00	0.0%
011512 - 534250	ELECTRONIC MASS GENERAL LAWS	3,673.05	4,600.00	4,600.00	1,078.86	4,800.00	4.3%
CITY SOLICITOR SUPPLIES & MATERIAL TOTAL		4,369.05	5,095.00	5,095.00	1,078.86	5,295.00	3.9%
CITY SOLICITOR OTHER CHARGES							
011512 - 540500	DUES & MEMBERSHIPS	2,451.00	2,710.00	2,710.00	701.00	2,710.00	0.0%
011512 - 540600	EDUCATION/SEMINARS	655.00	990.00	990.00	195.00	3,000.00	203.0%
011512 - 544310	PROPERTY & CASUALTY INSURANCE	577,194.80	579,448.00	579,448.00	627,171.60	708,000.00	22.2%
011512 - 544500	SUITS & CLAIMS	4,040.70	10,000.00	10,000.00	3,963.00	10,000.00	0.0%
CITY SOLICITOR OTHER CHARGES TOTAL		584,341.50	593,148.00	593,148.00	632,030.60	723,710.00	22.0%
151 CITY SOLICITOR BUDGET TOTAL		**894,266.83**	**909,562.00**	**909,562.00**	**919,952.37**	**1,084,749.00**	**19.3%**

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152 HUMAN RESOURCES

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
HUMAN RESOURCES SALARIES							
011521 - 511000	SALARY & WAGES	163,257.14	138,276.00	138,276.00	114,559.88	146,614.00	6.0%
HUMAN RESOURCES SALARIES TOTAL		163,257.14	138,276.00	138,276.00	114,559.88	146,614.00	6.0%
HUMAN RESOURCES CONTRACTUAL							
011522 - 520500	ADVERTISING	6,990.27	10,000.00	10,000.00	9,475.77	10,000.00	0.0%
011522 - 521000	PRINTING	88.50	100.00	100.00	88.50	100.00	0.0%
011522 - 529000	PROFESSIONAL SERVICES	-23,666.67	0.00	0.00	0.00	0.00	0.0%
HUMAN RESOURCES CONTRACTUAL TOTAL		-16,587.90	10,100.00	10,100.00	9,564.27	10,100.00	0.0%
HUMAN RESOURCES OTHER CHARGES							
011522 - 540500	DUES & MEMBERSHIPS	275.00	275.00	275.00	350.00	505.00	83.6%
011522 - 540600	EDUCATION/SEMINARS	0.00	0.00	0.00	0.00	500.00	0.0%
011522 - 540700	SCHOOLING	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.0%
011522 - 543000	PHYSICAL EXAMS	5,069.70	8,000.00	8,000.00	4,715.80	8,000.00	0.0%
HUMAN RESOURCES OTHER CHARGES TOTAL		10,344.70	13,275.00	13,275.00	5,065.80	14,005.00	5.5%
152 HUMAN RESOURCES BUDGET TOTAL		**157,013.94**	**161,651.00**	**161,651.00**	**129,189.95**	**170,719.00**	**5.6%**

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155 INFORMATION TECHNOLOGY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
INFORMATION TECHNOLOGY SALARIES							
011551 - 511000	SALARY & WAGES	303,945.24	383,656.00	383,656.00	305,910.61	396,766.00	3.4%
INFORMATION TECHNOLOGY SALARIES TOTAL		303,945.24	383,656.00	383,656.00	305,910.61	396,766.00	3.4%
INFORMATION TECHNOLOGY CONTRACTUAL							
011552 - 522000	TELEPHONE	84,958.00	116,100.00	116,100.00	122,880.33	116,100.00	0.0%
011552 - 522004	WAN COMMUNICATIONS	0.00	6,077.00	6,077.00	5,900.00	6,077.00	0.0%
011552 - 525105	COMPUTER MAINTENANCE	10,513.69	12,880.00	12,880.00	4,398.31	12,880.00	0.0%
011552 - 525106	TELEPHONE MAINTENANCE	0.00	1,000.00	1,000.00	103.94	1,000.00	0.0%
011552 - 525203	NETWORKING SERVICES	1,983.00	5,000.00	5,000.00	1,693.00	5,000.00	0.0%
011552 - 525301	MUNIS SOFTWARE ANNUAL SUPPORT	113,078.35	129,248.00	129,248.00	118,597.25	129,248.00	0.0%
011552 - 525303	SOFTWARE LICENSES	23,536.75	66,100.00	66,100.00	40,215.46	167,791.00	153.8%
011552 - 525305	IT COMMUNITY NOTIFICATION SYST	7,416.50	7,416.50	7,416.50	6,867.13	7,417.00	0.0%
011552 - 525309	OSDBA SUPPORT CONTRACT	-3,570.00	10,000.00	10,000.00	1,821.89	10,000.00	0.0%
011552 - 525402	INTERNET ACCESS	6,726.75	9,180.00	9,180.00	11,713.96	9,180.00	0.0%
011552 - 529000	PROFESSIONAL SERVICES	-423.27	10,000.00	10,000.00	2,524.00	10,000.00	0.0%
INFORMATION TECHNOLOGY CONTRACTUAL TOTAL		244,219.77	373,001.50	373,001.50	316,715.27	474,693.00	27.3%
INFORMATION TECHNOLOGY SUPPLIES & MATERIAL							
011552 - 530110	COMPUTER PAPER & PRINTING SUP	8,266.15	9,976.00	9,976.00	7,587.30	0.00	-100.0%
011552 - 530120	COMPUTER MISC SUPPLIES	1,940.43	2,000.00	2,000.00	855.90	2,000.00	0.0%
INFORMATION TECHNOLOGY SUPPLIES & MATERIAL TOTAL		10,206.58	11,976.00	11,976.00	8,443.20	2,000.00	-83.3%
INFORMATION TECHNOLOGY OTHER CHARGES							
011552 - 540700	SEMINARS & SCHOOLING	-180.00	5,000.00	5,000.00	0.00	5,000.00	0.0%
INFORMATION TECHNOLOGY OTHER CHARGES TOTAL		-180.00	5,000.00	5,000.00	0.00	5,000.00	0.0%
155 INFORMATION TECHNOLOGY BUDGET TOTAL		**558,191.59**	**773,633.50**	**773,633.50**	**631,069.08**	**878,459.00**	**13.5%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

161 CITY CLERK

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CITY CLERK SALARIES							
011611 - 511000	SALARY & WAGES	267,094.93	275,445.00	275,445.00	209,495.77	285,137.00	3.5%
011611 - 513000	OVERTIME	6,739.01	6,000.00	6,000.00	1,066.04	8,000.00	33.3%
CITY CLERK SALARIES TOTAL		273,833.94	281,445.00	281,445.00	210,561.81	293,137.00	4.2%
CITY CLERK CONTRACTUAL							
011612 - 520500	ADVERTISING	93.98	500.00	500.00	-31.00	700.00	40.0%
011612 - 521000	PRINTING	2,109.47	2,300.00	2,300.00	1,660.70	2,300.00	0.0%
011612 - 525109	DOG PROGRAM MAINTENANCE	488.24	700.00	700.00	355.60	700.00	0.0%
011612 - 525401	WEBSITE	6,375.00	9,000.00	9,000.00	6,615.00	9,000.00	0.0%
011612 - 529000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	500.00	0.0%
011612 - 529301	RECODIFICATION	1,612.00	6,000.00	16,000.00	10,743.58	10,000.00	66.7%
011612 - 529400	BINDING	437.92	1,100.00	1,100.00	441.78	0.00	-100.0%
CITY CLERK CONTRACTUAL TOTAL		11,116.61	19,600.00	29,600.00	19,785.66	23,200.00	18.4%
CITY CLERK SUPPLIES & MATERIAL							
011612 - 530501	VITAL RECORD SUPPLIES	0.00	0.00	0.00	0.00	4,400.00	0.0%
CITY CLERK SUPPLIES & MATERIAL TOTAL		0.00	0.00	0.00	0.00	4,400.00	0.0%
CITY CLERK OTHER CHARGES							
011612 - 540500	DUES & MEMBERSHIPS	150.00	500.00	500.00	310.00	500.00	0.0%
011612 - 540600	EDUCATION/SEMINARS	503.31	1,200.00	1,200.00	571.77	2,000.00	66.7%
011612 - 544100	SURETY BOND	100.00	100.00	100.00	0.00	100.00	0.0%
CITY CLERK OTHER CHARGES TOTAL		753.31	1,800.00	1,800.00	881.77	2,600.00	44.4%
CITY CLERK MISCELLANEOUS							
011612 - 560100	VITAL STATISTICS	1,775.40	2,300.00	2,300.00	1,568.35	0.00	-100.0%
CITY CLERK MISCELLANEOUS TOTAL		1,775.40	2,300.00	2,300.00	1,568.35	0.00	-100.0%
161 CITY CLERK BUDGET TOTAL		**287,479.26**	**305,145.00**	**315,145.00**	**232,797.59**	**323,337.00**	**6.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

162 ELECTION/REGISTRAR

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
ELECTION/REGISTRAR SALARIES							
011621 - 511000	SALARY & WAGES	4,566.12	4,566.12	4,566.12	3,464.42	4,569.00	0.1%
011621 - 512000	PART TIME SALARIES & WAGES	55,000.00	40,000.00	40,000.00	29,976.58	41,000.00	2.5%
ELECTION/REGISTRAR SALARIES TOTAL		59,566.12	44,566.12	44,566.12	33,441.00	45,569.00	2.3%
ELECTION/REGISTRAR CONTRACTUAL							
011622 - 521000	PRINTING	7,333.59	15,000.00	15,000.00	21,845.24	19,000.00	26.7%
011622 - 521500	POSTAGE	10,251.19	9,000.00	9,000.00	6,962.58	9,500.00	5.6%
011622 - 525102	EQUIP MAINTENANCE/PROGRAMMING	2,017.00	7,500.00	7,500.00	9,049.12	7,500.00	0.0%
011622 - 529000	PROFESSIONAL SERVICES	7,571.42	8,000.00	8,000.00	665.00	8,000.00	0.0%
ELECTION/REGISTRAR CONTRACTUAL TOTAL		27,173.20	39,500.00	39,500.00	38,521.94	44,000.00	11.4%
ELECTION/REGISTRAR SUPPLIES & MATERIAL							
011622 - 530506	ELECTION SUPPLIES	1,998.14	1,500.00	1,500.00	1,056.99	2,500.00	66.7%
ELECTION/REGISTRAR SUPPLIES & MATERIAL TOTAL		1,998.14	1,500.00	1,500.00	1,056.99	2,500.00	66.7%
ELECTION/REGISTRAR OTHER CHARGES							
011622 - 540500	DUES & MEMBERSHIPS	0.00	175.00	175.00	0.00	175.00	0.0%
011622 - 540600	EDUCATION/SEMINARS	85.00	900.00	900.00	585.84	900.00	0.0%
ELECTION/REGISTRAR OTHER CHARGES TOTAL		85.00	1,075.00	1,075.00	585.84	1,075.00	0.0%
162 ELECTION/REGISTRAR BUDGET TOTAL		**88,822.46**	**86,641.12**	**86,641.12**	**73,605.77**	**93,144.00**	**7.5%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

165 LIQUOR COMMISSION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
LIQUOR COMMISSION CONTRACTUAL							
011652 - 529000	PROFESSIONAL SERVICES	77.97	1,000.00	1,000.00	0.00	1,000.00	0.0%
011652 - 529027	COMPLIANCE CHECK	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
LIQUOR COMMISSION CONTRACTUAL TOTAL		77.97	2,000.00	2,000.00	0.00	2,000.00	0.0%
165 LIQUOR COMMISSION BUDGET TOTAL		**77.97**	**2,000.00**	**2,000.00**	**0.00**	**2,000.00**	**0.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

171 CONSERVATION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CONSERVATION SALARIES							
011711 - 511000	SALARIES	9,500.00	9,500.00	9,500.00	8,896.72	15,200.00	60.0%
CONSERVATION SALARIES TOTAL		9,500.00	9,500.00	9,500.00	8,896.72	15,200.00	60.0%
CONSERVATION CONTRACTUAL							
011712 - 520500	ADVERTISING	51.00	150.00	150.00	150.00	150.00	0.0%
011712 - 521000	PRINTING	0.00	250.00	250.00	250.00	250.00	0.0%
011712 - 528810	CONSERVATION MAINTENANCE	5,589.95	9,925.00	9,925.00	2,284.95	9,925.00	0.0%
CONSERVATION CONTRACTUAL TOTAL		5,640.95	10,325.00	10,325.00	2,684.95	10,325.00	0.0%
CONSERVATION OTHER CHARGES							
011712 - 540500	DUES & MEMBERSHIPS	645.00	645.00	645.00	696.00	710.00	10.1%
011712 - 540600	EDUCATION/SEMINARS	20.00	355.00	355.00	293.83	355.00	0.0%
CONSERVATION OTHER CHARGES TOTAL		665.00	1,000.00	1,000.00	989.83	1,065.00	6.5%
171 CONSERVATION BUDGET TOTAL		**15,805.95**	**20,825.00**	**20,825.00**	**12,571.50**	**26,590.00**	**27.7%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

175 PLANNING BOARD

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PLANNING BOARD SALARIES							
011751 - 511000	SALARY & WAGES	290,123.10	317,234.00	317,234.00	271,717.34	362,014.00	14.1%
PLANNING BOARD SALARIES TOTAL		290,123.10	317,234.00	317,234.00	271,717.34	362,014.00	14.1%
PLANNING BOARD CONTRACTUAL							
011752 - 520500	ADVERTISING	1,011.39	730.00	730.00	386.26	730.00	0.0%
011752 - 521000	PRINTING	399.73	1,030.00	1,030.00	715.32	1,030.00	0.0%
011752 - 529000	PROFESSIONAL SERVICES	0.00	0.00	0.00	2,830.46	0.00	0.0%
011752 - 529026	MESSINA ARTS GRANT	2,933.66	10,000.00	10,000.00	0.00	10,000.00	0.0%
PLANNING BOARD CONTRACTUAL TOTAL		4,344.78	11,760.00	11,760.00	3,932.04	11,760.00	0.0%
PLANNING BOARD OTHER CHARGES							
011752 - 540500	DUES & MEMBERSHIPS	300.00	300.00	300.00	300.00	300.00	0.0%
011752 - 540600	EDUCATION/SEMINARS	50.00	50.00	50.00	50.00	50.00	0.0%
PLANNING BOARD OTHER CHARGES TOTAL		350.00	350.00	350.00	350.00	350.00	0.0%
175 PLANNING BOARD BUDGET TOTAL		**294,817.88**	**329,344.00**	**329,344.00**	**275,999.38**	**374,124.00**	**13.6%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

196 ENERGY COMMISSION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
ENERGY COMMISSION CONTRACTUAL							
011962 - 529000	PROFESSIONAL SERVICES	979.15	2,500.00	2,500.00	195.00	2,500.00	0.0%
ENERGY COMMISSION CONTRACTUAL TOTAL		979.15	2,500.00	2,500.00	195.00	2,500.00	0.0%
196 ENERGY COMMISSION BUDGET TOTAL		**979.15**	**2,500.00**	**2,500.00**	**195.00**	**2,500.00**	**0.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

211 POLICE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
POLICE SALARIES							
012111 - 511000	SALARY & WAGES	4,434,245.67	4,512,237.17	4,575,237.17	3,825,943.96	4,657,560.00	3.2%
012111 - 513000	OVERTIME	497,434.26	457,000.00	457,000.00	690,893.99	482,000.00	5.5%
012111 - 514000	COURT TIME	13,207.70	35,000.00	35,000.00	23,017.33	45,000.00	28.6%
POLICE SALARIES TOTAL		4,944,887.63	5,004,237.17	5,067,237.17	4,539,855.28	5,184,560.00	3.6%
POLICE CONTRACTUAL							
012112 - 521000	PRINTING	2,539.72	2,500.00	2,500.00	1,806.85	2,500.00	0.0%
012112 - 521500	POSTAGE	1,462.14	2,550.00	2,550.00	629.93	3,600.00	41.2%
012112 - 523500	LAUNDRY & CLEANING	192.45	800.00	800.00	591.00	800.00	0.0%
012112 - 525103	LEAPS REPAIR/MAINTENANCE COMP	730.00	1,240.00	1,240.00	730.00	1,240.00	0.0%
012112 - 525108	GENERATOR MAINTENANCE	399.00	1,500.00	1,500.00	160.00	1,500.00	0.0%
012112 - 525202	COMPUTER SUPPORT	25,354.12	36,200.00	36,200.00	29,052.26	47,897.00	32.3%
012112 - 525404	BESAFE	1,440.00	1,440.00	1,440.00	1,440.00	1,440.00	0.0%
012112 - 527305	RADIO SYSTEMS UPGRADE	21,936.62	29,000.00	29,000.00	9,739.85	29,000.00	0.0%
012112 - 527601	COPY MACHINE MAINTENANCE	5,323.68	4,500.00	4,500.00	4,875.80	4,500.00	0.0%
012112 - 529000	PROFESSIONAL SERVICES	10,709.23	2,500.00	2,500.00	2,163.30	2,500.00	0.0%
POLICE CONTRACTUAL TOTAL		70,086.96	82,230.00	82,230.00	51,188.99	94,977.00	15.5%
POLICE SUPPLIES & MATERIAL							
012112 - 530120	COMPUTER MISC SUPPLIES	26.88	250.00	250.00	204.76	300.00	20.0%
012112 - 530202	FILM SUPPLIES	960.92	590.00	590.00	870.71	590.00	0.0%
012112 - 530501	MISC SUPPLIES	3,144.49	1,800.00	1,800.00	536.61	2,969.00	64.9%
012112 - 530505	RADAR	3,981.00	5,000.00	5,000.00	1,007.09	5,000.00	0.0%
012112 - 533400	ACCREDITATION - SUPP & MAT	3,469.80	6,900.00	6,900.00	6,298.75	13,600.00	97.1%
012112 - 534200	BOOKS & PERIODICALS	3,099.30	1,200.00	1,200.00	747.76	1,200.00	0.0%
012112 - 535400	FOOD FOR PRISONERS	95.00	500.00	500.00	293.00	500.00	0.0%
012112 - 535500	UNIFORMS	92,693.18	73,500.00	138,500.00	85,214.81	73,500.00	0.0%
012112 - 535600	NARCAN	600.00	2,500.00	2,500.00	733.60	2,500.00	0.0%
012112 - 535700	AMMUNITION	14,808.55	5,750.00	9,350.00	2,768.11	10,500.00	82.6%
POLICE SUPPLIES & MATERIAL TOTAL		122,879.12	97,990.00	166,590.00	98,675.20	110,659.00	12.9%
POLICE OTHER CHARGES							
012112 - 540500	DUES & MEMBERSHIPS	11,647.75	10,500.00	10,500.00	4,927.00	10,500.00	0.0%
012112 - 540702	TRAINING	28,042.48	50,000.00	69,600.00	32,487.92	75,000.00	50.0%
POLICE OTHER CHARGES TOTAL		39,690.23	60,500.00	80,100.00	37,414.92	85,500.00	41.3%
211 POLICE BUDGET TOTAL		**5,177,543.94**	**5,244,957.17**	**5,396,157.17**	**4,727,134.39**	**5,475,696.00**	**4.4%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

221 FIRE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
FIRE SALARIES							
012211 - 511000	SALARY & WAGES	3,783,308.49	4,187,473.00	4,491,166.00	3,828,575.77	4,504,672.00	7.6%
012211 - 513000	OVERTIME	611,114.49	490,000.00	504,000.00	458,175.42	515,000.00	5.1%
012211 - 515000	MUTUAL AID	0.00	1,500.00	1,500.00	0.00	1,500.00	0.0%
FIRE SALARIES TOTAL		4,394,422.98	4,678,973.00	4,996,666.00	4,286,751.19	5,021,172.00	7.3%
FIRE CONTRACTUAL							
012212 - 521000	PRINTING	219.88	250.00	250.00	243.50	250.00	0.0%
012212 - 527311	LIFE/SAFETY EQUIPMENT	7,351.48	10,900.00	10,900.00	9,313.32	10,900.00	0.0%
012212 - 527500	MOTOR VEHICLE REPAIR & MAINT	102,300.92	100,000.00	100,000.00	79,970.71	100,000.00	0.0%
012212 - 527605	FIRE CONTRACTS	2,500.00	2,500.00	2,500.00	2,500.00	5,000.00	100.0%
012212 - 527606	RADIO MAINT CONTRACT	2,391.60	13,500.00	13,500.00	5,119.52	13,500.00	0.0%
012212 - 527801	RADIO REPAIRS	1,060.77	0.00	0.00	0.00	0.00	0.0%
012212 - 529000	PROFESSIONAL SERVICES	31,628.09	30,000.00	30,000.00	14,617.40	36,140.00	20.5%
FIRE CONTRACTUAL TOTAL		147,452.74	157,150.00	157,150.00	111,764.45	165,790.00	5.5%
FIRE SUPPLIES & MATERIAL							
012212 - 530100	COMPUTER PURCHASES & UPGRADES	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
012212 - 530503	FIRE PREVENTION SUPPLIES	0.00	2,500.00	2,500.00	0.00	2,500.00	0.0%
012212 - 531000	GAS & OIL	57.24	500.00	500.00	0.00	500.00	0.0%
012212 - 531200	TIRES	3,000.00	6,000.00	6,000.00	3,928.58	6,000.00	0.0%
012212 - 531500	BATTERIES	473.00	1,500.00	1,500.00	137.75	1,500.00	0.0%
012212 - 532000	CLEANING & DISINFECTANT SUP	4,756.02	4,800.00	4,800.00	4,080.17	4,800.00	0.0%
012212 - 533000	PAINTS	0.00	500.00	500.00	10.04	500.00	0.0%
012212 - 533200	ELECTRICAL SUPPLIES	-149.68	1,000.00	1,000.00	-708.79	1,000.00	0.0%
012212 - 533300	ALARM SYSTEM	4,576.91	5,000.00	5,000.00	2,558.94	5,000.00	0.0%
012212 - 533500	TOOLS & HARDWARE	1,082.82	2,400.00	2,400.00	1,229.08	2,400.00	0.0%
012212 - 534200	BOOKS & PERIODICALS	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
012212 - 535500	UNIFORMS	47,100.00	57,100.00	57,100.00	49,269.98	57,100.00	0.0%
012212 - 535501	CLOTHING	0.00	500.00	500.00	0.00	500.00	0.0%
012212 - 535502	PROTECTIVE CLOTHING	0.00	2,400.00	2,400.00	37.47	2,400.00	0.0%
012212 - 535505	FIRE TURNOUT GEAR	71,327.00	75,000.00	75,000.00	0.00	75,000.00	0.0%
FIRE SUPPLIES & MATERIAL TOTAL		132,223.31	163,200.00	163,200.00	60,543.22	163,200.00	0.0%
FIRE OTHER CHARGES							
012212 - 540500	DUES & MEMBERSHIPS	830.00	975.00	975.00	690.00	975.00	0.0%
012212 - 540600	EDUCATION/SEMINARS	0.00	1,500.00	1,500.00	618.00	1,500.00	0.0%
FIRE OTHER CHARGES TOTAL		830.00	2,475.00	2,475.00	1,308.00	2,475.00	0.0%

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0100 GENERAL FUND

221 FIRE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
FIRE MISCELLANEOUS (continued from previous page)							
FIRE MISCELLANEOUS							
012212 - 560200	EDUCATION REIMBURSEMENT	10,920.00	24,356.00	24,356.00	14,462.64	24,356.00	0.0%
012212 - 568000	FIRE NEW HOSE	595.00	3,700.00	3,700.00	615.00	3,700.00	0.0%
FIRE MISCELLANEOUS TOTAL		11,515.00	28,056.00	28,056.00	15,077.64	28,056.00	0.0%
221 FIRE BUDGET TOTAL		**4,686,444.03**	**5,029,854.00**	**5,347,547.00**	**4,475,444.50**	**5,380,693.00**	**7.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

241 INSPECTION SERVICES

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
INSPECTION SERVICES SALARIES							
012411 - 511000	SALARY & WAGES	249,623.01	309,283.00	309,283.00	266,733.46	328,407.00	6.2%
012411 - 513000	OVERTIME	1,562.63	2,000.00	2,000.00	775.67	2,000.00	0.0%
INSPECTION SERVICES SALARIES TOTAL		251,185.64	311,283.00	311,283.00	267,509.13	330,407.00	6.1%
INSPECTION SERVICES CONTRACTUAL							
012412 - 521000	PRINTING	400.00	400.00	400.00	400.00	400.00	0.0%
012412 - 529000	PROFESSIONAL SERVICES	39,086.10	10,000.00	10,000.00	5,250.00	10,000.00	0.0%
INSPECTION SERVICES CONTRACTUAL TOTAL		39,486.10	10,400.00	10,400.00	5,650.00	10,400.00	0.0%
INSPECTION SERVICES SUPPLIES & MATERIAL							
012412 - 530502	WEIGHTS & MEASURES SUPPLIES	60.00	1,250.00	1,250.00	993.76	1,500.00	20.0%
012412 - 534200	BOOKS & PERIODICALS	139.00	883.00	883.00	0.00	1,080.00	22.3%
INSPECTION SERVICES SUPPLIES & MATERIAL TOTAL		199.00	2,133.00	2,133.00	993.76	2,580.00	21.0%
INSPECTION SERVICES OTHER CHARGES							
012412 - 540500	DUES & MEMBERSHIPS	340.00	500.00	500.00	545.00	500.00	0.0%
012412 - 540600	EDUCATION/SEMINARS	0.00	800.00	800.00	0.00	1,000.00	25.0%
012412 - 540700	SEMINARS & SCHOOLING	0.00	300.00	300.00	125.00	300.00	0.0%
INSPECTION SERVICES OTHER CHARGES TOTAL		340.00	1,600.00	1,600.00	670.00	1,800.00	12.5%
241 INSPECTION SERVICES BUDGET TOTAL		**291,210.74**	**325,416.00**	**325,416.00**	**274,822.89**	**345,187.00**	**6.1%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

291 EMERGENCY MANAGEMENT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
EMERGENCY MANAGEMENT SALARIES							
012911 - 511000	SALARY & WAGES	25,530.00	28,080.00	28,080.00	23,550.00	28,080.00	0.0%
EMERGENCY MANAGEMENT SALARIES TOTAL		25,530.00	28,080.00	28,080.00	23,550.00	28,080.00	0.0%
EMERGENCY MANAGEMENT CONTRACTUAL							
012912 - 521000	PRINTING	0.00	100.00	100.00	0.00	100.00	0.0%
012912 - 521500	POSTAGE	0.00	25.00	25.00	0.00	25.00	0.0%
EMERGENCY MANAGEMENT CONTRACTUAL TOTAL		0.00	125.00	125.00	0.00	125.00	0.0%
EMERGENCY MANAGEMENT SUPPLIES & MATERIAL							
012912 - 530703	RADIO - EMERGENCY MGMT	0.00	2,000.00	2,000.00	505.80	2,000.00	0.0%
012912 - 535501	CLOTHING	0.00	250.00	250.00	0.00	250.00	0.0%
EMERGENCY MANAGEMENT SUPPLIES & MATERIAL TOTAL		0.00	2,250.00	2,250.00	505.80	2,250.00	0.0%
EMERGENCY MANAGEMENT OTHER CHARGES							
012912 - 540000	OTHER CHARGES AND EXPENDITURES	0.00	1,555.00	1,555.00	87.54	1,555.00	0.0%
012912 - 540500	DUES & MEMBERSHIPS	195.00	195.00	195.00	0.00	195.00	0.0%
012912 - 540702	TRAINING	0.00	250.00	250.00	0.00	250.00	0.0%
EMERGENCY MANAGEMENT OTHER CHARGES TOTAL		195.00	2,000.00	2,000.00	87.54	2,000.00	0.0%
291 EMERGENCY MANAGEMENT BUDGET TOTAL		**25,725.00**	**32,455.00**	**32,455.00**	**24,143.34**	**32,455.00**	**0.0%**

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0100 GENERAL FUND

296 PARKING

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PARKING SALARIES							
012961 - 511000	SALARY & WAGES	14,669.26	13,369.00	13,369.00	11,796.02	13,370.00	0.0%
PARKING SALARIES TOTAL		14,669.26	13,369.00	13,369.00	11,796.02	13,370.00	0.0%
PARKING CONTRACTUAL							
012962 - 521000	PRINTING	1,164.00	3,500.00	3,500.00	1,151.00	3,500.00	0.0%
012962 - 527950	GROVE/MYRTLE ST PARKING	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.0%
012962 - 529000	PROFESSIONAL SERVICES	11,544.98	25,000.00	25,000.00	17,197.00	25,000.00	0.0%
PARKING CONTRACTUAL TOTAL		42,708.98	58,500.00	58,500.00	48,348.00	58,500.00	0.0%
296 PARKING BUDGET TOTAL		**57,378.24**	**71,869.00**	**71,869.00**	**60,144.02**	**71,870.00**	**0.0%**

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0100 GENERAL FUND

300 SCHOOL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
SCHOOL SALARIES							
013001 - 511000	SALARY & WAGES	0.00	34,085,441.00	34,085,441.00	0.00	35,511,659.00	4.2%
SCHOOL SALARIES TOTAL		0.00	34,085,441.00	34,085,441.00	0.00	35,511,659.00	4.2%
300 SCHOOL BUDGET TOTAL		**0.00**	**34,085,441.00**	**34,085,441.00**	**0.00**	**35,511,659.00**	**4.2%**

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0100 GENERAL FUND

399 REGIONAL SCHOOL ASSESSMENT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
REGIONAL SCHOOL ASSESSMENT OTHER CHARGES							
013012 - 547100	REGIONAL SCHOOL ASSESS EXP	767,490.00	754,661.00	754,661.00	754,661.00	1,050,138.00	39.2%
013012 - 547300	ESSEX NORTH SHORE AGRICULTURAL	96,590.00	143,985.00	143,985.00	143,985.00	143,985.00	0.0%
REGIONAL SCHOOL ASSESSMENT OTHER CHARGES TOTAL		864,080.00	898,646.00	898,646.00	898,646.00	1,194,123.00	32.9%
399 REGIONAL SCHOOL ASSESSMENT BUDGET TOTAL		**864,080.00**	**898,646.00**	**898,646.00**	**898,646.00**	**1,194,123.00**	**32.9%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

401 PW ADMINISTRATION/ ENGINEERING

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PW ADMINISTRATION/ ENGINEERING SALARIES							
014011 - 511000	SALARY & WAGES	655,044.07	726,007.00	726,007.00	661,692.50	743,684.00	2.4%
014011 - 512000	PART TIME SALARIES & WAGES	5,948.79	21,840.00	21,840.00	7,117.50	21,840.00	0.0%
014011 - 513000	OVERTIME	1,359.64	7,905.00	7,905.00	2,038.42	7,905.00	0.0%
PW ADMINISTRATION/ ENGINEERING SALARIES TOTAL		662,352.50	755,752.00	755,752.00	670,848.42	773,429.00	2.3%
PW ADMINISTRATION/ ENGINEERING CONTRACTUAL							
014012 - 520500	ADVERTISING	4,098.84	4,000.00	4,000.00	4,410.31	4,000.00	0.0%
014012 - 521000	PRINTING	1,358.50	4,500.00	4,500.00	4,948.50	4,500.00	0.0%
014012 - 521500	POSTAGE	4,353.18	4,250.00	4,250.00	2,502.96	4,250.00	0.0%
014012 - 527601	COPY MACHINE MAINTENANCE	1,204.24	0.00	0.00	1,950.60	0.00	0.0%
014012 - 529000	PROFESSIONAL SERVICES	33,675.22	32,000.00	32,000.00	35,239.42	40,000.00	25.0%
014012 - 529304	WELLNESS	0.00	1,500.00	1,500.00	1,000.00	1,500.00	0.0%
014012 - 529500	GIS SERVICES	5,700.00	6,000.00	6,000.00	3,000.00	6,000.00	0.0%
01401772 - 529025	PW SCHOOL OUTREACH	0.00	3,500.00	3,500.00	0.00	3,500.00	0.0%
PW ADMINISTRATION/ ENGINEERING CONTRACTUAL TOTAL		50,389.98	55,750.00	55,750.00	53,051.79	63,750.00	14.3%
PW ADMINISTRATION/ ENGINEERING SUPPLIES & MATERIAL							
014012 - 533502	PROFESSIONAL TOOLS & EQUIP	3,604.52	5,000.00	5,000.00	4,724.20	5,000.00	0.0%
014012 - 533503	OPERATIONS TOOLS & EQUIP	3,033.74	10,000.00	10,000.00	1,109.25	10,000.00	0.0%
014012 - 535501	CLOTHING	39,884.74	39,015.00	39,015.00	22,730.51	39,015.00	0.0%
014012 - 535509	SAFETY EQUIPMENT	405.16	8,000.00	8,000.00	6,374.39	8,000.00	0.0%
PW ADMINISTRATION/ ENGINEERING SUPPLIES & MATERIAL TOTAL		46,928.16	62,015.00	62,015.00	34,938.35	62,015.00	0.0%
PW ADMINISTRATION/ ENGINEERING OTHER CHARGES							
014012 - 540704	PROFESSIONAL DEVELOPMENT	6,844.29	13,500.00	13,500.00	6,396.95	15,000.00	11.1%
PW ADMINISTRATION/ ENGINEERING OTHER CHARGES TOTAL		6,844.29	13,500.00	13,500.00	6,396.95	15,000.00	11.1%
401 PW ADMINISTRATION/ ENGINEERING BUDGET TOTAL		**766,514.93**	**887,017.00**	**887,017.00**	**765,235.51**	**914,194.00**	**3.1%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

402 PW FACILITY MAINTENANCE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PW FACILITY MAINTENANCE SALARIES							
014021 - 511000	SALARY AND WAGES	172,383.53	176,524.00	176,524.00	157,741.43	188,238.00	6.6%
014021 - 512004	INTERNS & SEASONAL STAFFING	25,360.25	65,000.00	65,000.00	12,528.00	69,120.00	6.3%
014021 - 513000	OVERTIME	15,734.86	16,275.00	16,275.00	30,973.83	16,275.00	0.0%
01402531 - 512002	LIBRARY PART TIME SALARIES	9,729.00	25,000.00	25,000.00	23,418.00	25,000.00	0.0%
01402771 - 511041	SALARIES CUSTODIANS	621,049.04	649,037.00	649,037.00	568,319.72	686,248.00	5.7%
01402771 - 511042	MAINTENANCE SALARIES	315,283.45	345,343.00	345,343.00	255,173.55	353,914.00	2.5%
01402771 - 511170	SALARY ED STATIONS	0.00	0.00	0.00	1,406.25	0.00	0.0%
01402771 - 512003	ALL SCHOOL PART TIME SALARIES	78,119.15	25,000.00	25,000.00	40,563.50	25,000.00	0.0%
01402771 - 513000	OVERTIME SCH BUILDING	54,720.84	77,910.00	77,910.00	122,420.82	77,910.00	0.0%
01402771 - 513008	OT FRED GREEN MHS ATHLETIC	14,001.52	8,379.00	8,379.00	20,944.45	8,379.00	0.0%
01402771 - 513160	OT SCHOOL RENTAL	0.00	0.00	0.00	414.75	0.00	0.0%
01402771 - 513170	OT ED STATIONS	0.00	0.00	0.00	4,283.54	0.00	0.0%
PW FACILITY MAINTENANCE SALARIES TOTAL		1,306,381.64	1,388,468.00	1,388,468.00	1,238,187.84	1,450,084.00	4.4%
PW FACILITY MAINTENANCE CONTRACTUAL							
014022 - 522525	ESCO PROJECT	202,639.26	209,288.44	209,288.44	209,288.44	216,138.00	3.3%
014022 - 522526	ESCO QC	11,502.18	16,621.00	16,621.00	6,310.00	16,621.00	0.0%
014022 - 527700	MUNICIPAL BLDG REPAIR & MAINT	212,235.40	120,000.00	120,000.00	188,844.77	120,000.00	0.0%
014022 - 527759	MUNBLD MAJOR CLEANING	16,488.33	30,000.00	30,000.00	31,402.02	30,000.00	0.0%
014022 - 529000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	20,000.00	0.0%
01402502 - 522506	CITY HALL ELECTRICITY	36,950.17	45,000.00	45,000.00	36,565.72	45,000.00	0.0%
01402502 - 522611	CITY HALL GAS & OIL HEAT	11,067.72	18,700.00	18,700.00	10,887.48	18,700.00	0.0%
01402512 - 522507	STREET LIGHTS ELECTRICITY	126,613.16	140,000.00	140,000.00	115,042.11	140,000.00	0.0%
01402522 - 522509	COA ELECTRICITY	5,110.03	6,800.00	6,800.00	4,258.24	6,800.00	0.0%
01402522 - 522613	COA GAS & OIL HEAT	2,602.37	4,910.00	4,910.00	2,819.60	4,910.00	0.0%
01402532 - 522510	LIBRARY ELECTRICITY	15,821.26	23,923.00	23,923.00	19,090.35	23,923.00	0.0%
01402532 - 522614	LIBRARY GAS & OIL HEAT	10,299.97	10,350.00	10,350.00	10,758.06	10,350.00	0.0%
01402542 - 522511	POLICE ELECTRICITY	16,748.53	18,500.00	18,500.00	13,718.75	18,500.00	0.0%
01402542 - 522615	POLICE GAS & OIL HEAT	6,175.37	7,500.00	7,500.00	6,422.78	7,500.00	0.0%
01402552 - 522512	FIRE ELECTRICITY	25,448.67	27,750.00	27,750.00	22,481.08	27,750.00	0.0%
01402552 - 522616	FIRE GAS & OIL HEAT	15,479.00	20,000.00	20,000.00	14,104.70	20,000.00	0.0%
01402582 - 522515	PARKS ELECTRICITY	17,566.31	26,500.00	26,500.00	19,414.96	26,500.00	0.0%
01402592 - 522516	CEMETERY ELECTRICITY	2,858.96	5,750.00	5,750.00	2,486.08	5,750.00	0.0%
01402592 - 522619	CEMETERY GAS & OIL HEAT	3,724.15	4,250.00	4,250.00	4,298.21	4,250.00	0.0%
01402602 - 522508	OPERATIONS FACILITY ELECTRICIT	23,414.71	40,200.00	40,200.00	19,327.29	40,200.00	0.0%
01402602 - 522612	OPERATIONS GAS & OIL HEAT	24,256.02	33,000.00	33,000.00	24,603.11	33,000.00	0.0%

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402 PW FACILITY MAINTENANCE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PW FACILITY MAINTENANCE CONTRACTUAL (continued from previous page)							
01402772 - 522524	ALL SCHOOL ELECTRICITY	636,743.53	700,000.00	700,000.00	638,160.49	700,000.00	0.0%
01402772 - 522627	SCHOOL GAS & OIL HEAT	305,829.83	260,000.00	260,000.00	249,015.62	260,000.00	0.0%
01402772 - 527550	SCHOOL CLEANING CONTRACT	124,863.00	275,000.00	275,000.00	247,357.82	275,000.00	0.0%
01402772 - 527551	SCHOOL GROUNDS MAINTENANCE	8,871.08	25,000.00	25,000.00	14,955.90	25,000.00	0.0%
01402772 - 527552	SCHOOL EQUIPMENT MAINTENANCE	33,698.95	47,500.00	47,500.00	127,014.15	47,500.00	0.0%
01402772 - 527553	SCHOOL SYSTEMS CONTROL	-14,515.00	21,800.00	21,800.00	16,694.35	21,800.00	0.0%
01402772 - 527554	SCHOOL DOOR SECURITY	917.90	5,000.00	5,000.00	7,374.48	5,000.00	0.0%
01402772 - 527555	SCHOOL SECURITY MAINTENANCE	1,667.99	10,000.00	10,000.00	19,578.65	10,000.00	0.0%
PW FACILITY MAINTENANCE CONTRACTUAL TOTAL		1,885,078.85	2,153,342.44	2,153,342.44	2,082,275.21	2,180,192.00	1.2%
PW FACILITY MAINTENANCE SUPPLIES & MATERIAL							
014022 - 533100	CLEANING SUPPLIES & MATERIALS	11,271.83	18,000.00	18,000.00	35,334.72	20,000.00	11.1%
014022 - 533107	CLEANING EQUIP TOOLS&HARDWARE	14,011.70	12,500.00	12,500.00	19,735.25	13,750.00	10.0%
01402772 - 531825	SCHOOL CONTRACTUAL	268,425.40	500,000.00	500,000.00	447,249.67	500,000.00	0.0%
01402772 - 533115	SCH BLDG CUSTODIAL SUPPLIES	100,174.25	132,495.00	132,495.00	150,010.59	146,000.00	10.2%
01402772 - 533116	SCHOOL MAINTENANCE SUPPLIES	88,117.20	98,000.00	98,000.00	85,651.27	98,000.00	0.0%
PW FACILITY MAINTENANCE SUPPLIES & MATERIAL TOTAL		482,000.38	760,995.00	760,995.00	737,981.50	777,750.00	2.2%
402 PW FACILITY MAINTENANCE BUDGET TOTAL		**3,673,460.87**	**4,302,805.44**	**4,302,805.44**	**4,058,444.55**	**4,408,026.00**	**2.4%**

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422 PUBLIC WORKS HIGHWAY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PUBLIC WORKS HIGHWAY SALARIES							
014221 - 511000	SALARY & WAGES	238,685.00	252,121.00	252,121.00	213,725.39	269,586.00	6.9%
014221 - 512004	INTERNS & SEASONAL STAFFING	4,560.00	4,800.00	4,800.00	3,240.00	4,800.00	0.0%
014221 - 513000	OVERTIME	30,414.18	32,603.00	32,603.00	28,256.45	32,603.00	0.0%
PUBLIC WORKS HIGHWAY SALARIES TOTAL		273,659.18	289,524.00	289,524.00	245,221.84	306,989.00	6.0%
PUBLIC WORKS HIGHWAY CONTRACTUAL							
014222 - 520200	TRAFFIC SIGNALS MAINTENANCE	10,463.99	17,000.00	17,000.00	13,129.30	17,000.00	0.0%
014222 - 520450	STREET LIGHTING MAINTENANCE	21,171.13	21,400.00	21,400.00	15,000.00	21,400.00	0.0%
014222 - 524000	HIRED EQUIPMENT	22,017.72	32,500.00	32,500.00	4,810.46	32,500.00	0.0%
014222 - 526900	TRAFFIC MARKING	33,711.23	50,000.00	50,000.00	45,006.00	60,000.00	20.0%
014222 - 527100	CATCH BASIN CLEANING	25,608.00	24,000.00	24,000.00	24,000.00	24,000.00	0.0%
014222 - 527101	PW NPDES STORM DRAIN MAINT	0.00	40,000.00	40,000.00	40,000.00	70,000.00	75.0%
014222 - 527102	PW STORM DRAIN MAINTENANCE	1,500.00	15,250.00	15,250.00	24,149.40	15,250.00	0.0%
014222 - 527105	MS4 DRAIN PROGRAM	323.51	24,725.00	24,725.00	25,627.00	44,725.00	80.9%
014222 - 527307	SIDEWALK REPAIRS	-19,244.39	35,100.00	35,100.00	37,457.29	35,100.00	0.0%
014222 - 529012	STREET SWEEPING	56,365.00	50,000.00	50,000.00	45,277.00	50,000.00	0.0%
PUBLIC WORKS HIGHWAY CONTRACTUAL TOTAL		151,916.19	309,975.00	309,975.00	274,456.45	369,975.00	19.4%
PUBLIC WORKS HIGHWAY SUPPLIES & MATERIAL							
014222 - 533000	PAINTS	141.82	8,266.00	8,266.00	7,915.50	8,266.00	0.0%
014222 - 533504	BARRICADE	0.00	2,100.00	2,100.00	0.00	2,100.00	0.0%
014222 - 535800	BUTUMINOUS PATCH	35,113.76	44,000.00	44,000.00	38,805.80	44,000.00	0.0%
014222 - 536000	CEMENT & CONCRETE	1,036.03	4,536.00	4,536.00	0.00	4,536.00	0.0%
014222 - 536210	ROADWAY STRUCTURES	11,833.28	7,560.00	7,560.00	5,000.00	7,560.00	0.0%
014222 - 537200	LUMBER	580.32	2,400.00	2,400.00	2,033.21	2,400.00	0.0%
014222 - 538000	SIGN MATERIALS	7,957.07	15,000.00	15,000.00	13,580.26	15,000.00	0.0%
PUBLIC WORKS HIGHWAY SUPPLIES & MATERIAL TOTAL		56,662.28	83,862.00	83,862.00	67,334.77	83,862.00	0.0%
422 PUBLIC WORKS HIGHWAY BUDGET TOTAL		**482,237.65**	**683,361.00**	**683,361.00**	**587,013.06**	**760,826.00**	**11.3%**

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423 PUBLIC WORKS SNOW REMOVAL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PUBLIC WORKS SNOW REMOVAL SALARIES							
014231 - 513000	OVERTIME	212,059.88	125,000.00	125,000.00	186,809.19	125,000.00	0.0%
PUBLIC WORKS SNOW REMOVAL SALARIES TOTAL		212,059.88	125,000.00	125,000.00	186,809.19	125,000.00	0.0%
PUBLIC WORKS SNOW REMOVAL CONTRACTUAL							
014232 - 524000	HIRED EQUIPMENT	344,992.98	248,700.00	248,700.00	378,276.51	273,700.00	10.1%
014232 - 529015	YOUTH SNOW SHOVELING FORCE	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
014232 - 529220	WEATHER SERVICE	2,331.00	2,300.00	2,300.00	2,331.00	2,300.00	0.0%
PUBLIC WORKS SNOW REMOVAL CONTRACTUAL TOTAL		347,323.98	252,000.00	252,000.00	380,607.51	277,000.00	9.9%
PUBLIC WORKS SNOW REMOVAL SUPPLIES & MATERIAL							
014232 - 531000	GAS & OIL	41,592.54	15,000.00	15,000.00	61,395.75	15,000.00	0.0%
014232 - 531201	TIRE CHAINS & BELTS	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
014232 - 531203	SNOWPLOW PARTS	13,583.93	30,000.00	30,000.00	28,752.11	30,000.00	0.0%
014232 - 531800	MOTOR VEHICLE PARTS & REPAIRS	97,243.32	35,000.00	35,000.00	85,895.33	35,000.00	0.0%
014232 - 533500	TOOLS & HARDWARE	6,898.57	2,000.00	2,000.00	3,714.85	2,000.00	0.0%
014232 - 534900	SALT & CHEMICALS	219,567.16	222,000.00	222,000.00	292,615.85	222,000.00	0.0%
014232 - 535000	SAND & GRAVEL	0.00	15,000.00	15,000.00	0.00	15,000.00	0.0%
014232 - 535401	SNOW REMOVAL MEALS	871.94	2,000.00	2,000.00	1,830.44	2,000.00	0.0%
PUBLIC WORKS SNOW REMOVAL SUPPLIES & MATERIAL TOTAL		379,757.46	323,000.00	323,000.00	474,204.33	323,000.00	0.0%
423 PUBLIC WORKS SNOW REMOVAL BUDGET TOTAL		**939,141.32**	**700,000.00**	**700,000.00**	**1,041,621.03**	**725,000.00**	**3.6%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

433 PUBLIC WORKS SANITATION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PUBLIC WORKS SANITATION SALARIES							
014331 - 511000	SALARY & WAGES	109,344.47	120,593.00	120,593.00	103,563.82	128,060.00	6.2%
014331 - 512000	PART TIME SALARIES & WAGES	7,332.00	7,500.00	7,500.00	8,694.00	7,500.00	0.0%
014331 - 513000	OVERTIME	52,340.52	55,892.00	55,892.00	40,592.74	58,000.00	3.8%
PUBLIC WORKS SANITATION SALARIES TOTAL		169,016.99	183,985.00	183,985.00	152,850.56	193,560.00	5.2%
PUBLIC WORKS SANITATION CONTRACTUAL							
014332 - 522700	TRASH DISPOSAL	430,245.28	569,500.00	569,500.00	588,859.92	578,000.00	1.5%
014332 - 522702	HAZARDOUS COLLECTION	8,877.85	7,000.00	7,000.00	3,777.82	7,000.00	0.0%
014332 - 522710	TRASH & RECYCLING COLLECTION	674,785.24	800,000.00	800,000.00	801,822.90	825,000.00	3.1%
014332 - 522712	RECYCLING	885.50	16,200.00	16,200.00	1,233.45	159,000.00	881.5%
014332 - 524000	HIRED EQUIPMENT	59,788.11	50,000.00	50,000.00	48,710.92	50,000.00	0.0%
PUBLIC WORKS SANITATION CONTRACTUAL TOTAL		1,174,581.98	1,442,700.00	1,442,700.00	1,444,405.01	1,619,000.00	12.2%
433 PUBLIC WORKS SANITATION BUDGET TOTAL		**1,343,598.97**	**1,626,685.00**	**1,626,685.00**	**1,597,255.57**	**1,812,560.00**	**11.4%**

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0100 GENERAL FUND

475 PW PARK & FORESTRY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PW PARK & FORESTRY SALARIES							
014751 - 511000	SALARY & WAGES	495,557.62	542,464.00	542,464.00	474,341.43	574,794.00	6.0%
014751 - 512000	PART TIME SALARIES & WAGES	15,318.00	24,000.00	24,000.00	17,647.50	24,000.00	0.0%
014751 - 513000	OVERTIME	52,846.64	42,500.00	42,500.00	42,214.51	42,500.00	0.0%
PW PARK & FORESTRY SALARIES TOTAL		563,722.26	608,964.00	608,964.00	534,203.44	641,294.00	5.3%
PW PARK & FORESTRY CONTRACTUAL							
014752 - 524006	FORESTRY HIRED EQUIPMENT	27,878.75	18,500.00	18,500.00	19,853.25	21,500.00	16.2%
014752 - 524007	PARKS HIRED EQUIPMENT	23,330.82	30,000.00	30,000.00	22,003.27	30,000.00	0.0%
014752 - 527400	IRRIGATION SYSTEM REPAIR	8,791.81	12,000.00	12,000.00	10,000.00	12,000.00	0.0%
014752 - 527806	PLAYGROUND & EQUIP REPAIRS	7,025.19	6,500.00	6,500.00	627.00	6,500.00	0.0%
014752 - 528805	MOWING & MAINTENANCE	27,436.00	68,000.00	68,000.00	40,020.57	68,000.00	0.0%
PW PARK & FORESTRY CONTRACTUAL TOTAL		94,462.57	135,000.00	135,000.00	92,504.09	138,000.00	2.2%
PW PARK & FORESTRY SUPPLIES & MATERIAL							
014752 - 531826	EQUIPMENT & FIELD PARTS	2,691.06	6,500.00	6,500.00	3,367.26	6,500.00	0.0%
014752 - 533050	FIELDMARKING	7,009.25	7,500.00	7,500.00	2,215.95	7,500.00	0.0%
014752 - 533505	LANDSCAPING EQUIP & HARDWARE	2,824.67	6,500.00	6,500.00	0.00	6,500.00	0.0%
014752 - 535200	LANDSCAPING SUPPLIES	52,425.94	54,000.00	54,000.00	63,044.98	54,000.00	0.0%
014752 - 537300	FENCE MATERIALS	6,533.71	4,200.00	4,200.00	1,913.53	4,200.00	0.0%
014752 - 537610	BENCHES & BARRELS	268.56	4,200.00	4,200.00	1,200.00	4,200.00	0.0%
014752 - 537640	ADOPT-A-SITE	343.00	5,000.00	5,000.00	6,397.00	5,000.00	0.0%
PW PARK & FORESTRY SUPPLIES & MATERIAL TOTAL		72,096.19	87,900.00	87,900.00	78,138.72	87,900.00	0.0%
475 PW PARK & FORESTRY BUDGET TOTAL		**730,281.02**	**831,864.00**	**831,864.00**	**704,846.25**	**867,194.00**	**4.2%**

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0100 GENERAL FUND

485 PW AUTOMOTIVE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PW AUTOMOTIVE SALARIES							
014851 - 511000	SALARY & WAGES	138,854.47	178,201.00	178,201.00	136,436.57	191,189.00	7.3%
014851 - 513000	OVERTIME	7,562.82	6,484.00	6,484.00	3,344.50	6,484.00	0.0%
PW AUTOMOTIVE SALARIES TOTAL		146,417.29	184,685.00	184,685.00	139,781.07	197,673.00	7.0%
PW AUTOMOTIVE SUPPLIES & MATERIAL							
014852 - 531000	GAS & OIL	70,607.18	140,000.00	140,000.00	45,489.58	140,000.00	0.0%
014852 - 531200	TIRES	15,958.73	21,775.00	21,775.00	16,666.52	21,775.00	0.0%
014852 - 531204	POLICE TIRES	2,267.41	3,308.00	3,308.00	3,555.62	3,308.00	0.0%
014852 - 531205	WELDING SUPPLIES	1,584.31	2,040.00	2,040.00	1,942.10	2,040.00	0.0%
014852 - 531500	BATTERIES	536.23	4,245.00	4,245.00	66.88	4,245.00	0.0%
014852 - 531800	MOTOR VEHICLE PARTS & REPAIRS	101,732.07	98,313.00	98,313.00	122,040.54	98,313.00	0.0%
014852 - 532000	CLEANING & DISINFECTANT SUP	1,774.95	3,360.00	3,360.00	1,679.48	3,360.00	0.0%
014852 - 533500	TOOLS & HARDWARE	4,634.75	4,500.00	4,500.00	3,325.82	4,500.00	0.0%
01485542 - 531804	POLICE MOTOR VEHICLE REPAIRS	14,547.92	25,650.00	25,650.00	30,415.88	25,650.00	0.0%
01485772 - 531814	ALL SCHOOL MV REPAIR	11,533.79	8,400.00	8,400.00	6,988.79	8,400.00	0.0%
PW AUTOMOTIVE SUPPLIES & MATERIAL TOTAL		225,177.34	311,591.00	311,591.00	232,171.21	311,591.00	0.0%
485 PW AUTOMOTIVE BUDGET TOTAL		**371,594.63**	**496,276.00**	**496,276.00**	**371,952.28**	**509,264.00**	**2.6%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

491 CEMETERY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CEMETERY SALARIES							
014911 - 511000	SALARY & WAGES	199,158.59	206,366.00	206,366.00	171,144.74	189,491.00	-8.2%
014911 - 512000	PART TIME SALARIES & WAGES	22,080.00	24,650.00	24,650.00	9,922.50	24,650.00	0.0%
014911 - 513000	OVERTIME	17,821.45	16,210.00	16,210.00	15,063.74	16,210.00	0.0%
CEMETERY SALARIES TOTAL		239,060.04	247,226.00	247,226.00	196,130.98	230,351.00	-6.8%
CEMETERY CONTRACTUAL							
014912 - 524000	HIRED EQUIPMENT	682.85	4,800.00	4,800.00	3,306.30	4,800.00	0.0%
CEMETERY CONTRACTUAL TOTAL		682.85	4,800.00	4,800.00	3,306.30	4,800.00	0.0%
CEMETERY SUPPLIES & MATERIAL							
014912 - 530704	CEMETERY MARKERS	2,221.34	2,500.00	2,500.00	0.00	2,500.00	0.0%
014912 - 531205	WELDING SUPPLIES	0.00	850.00	850.00	0.00	850.00	0.0%
014912 - 532000	CLEANING & DISINFECTANT SUP	519.76	900.00	900.00	389.87	900.00	0.0%
014912 - 535200	LANDSCAPING SUPPLIES	17,958.91	15,000.00	15,000.00	14,642.84	15,000.00	0.0%
014912 - 536000	CEMENT & CONCRETE	-2,400.00	4,500.00	4,500.00	0.00	4,500.00	0.0%
014912 - 536100	PIPES & FITTINGS	61.92	1,500.00	1,500.00	0.00	1,500.00	0.0%
014912 - 537300	FENCING MATERIALS	0.00	200.00	200.00	4,040.00	200.00	0.0%
CEMETERY SUPPLIES & MATERIAL TOTAL		18,361.93	25,450.00	25,450.00	19,072.71	25,450.00	0.0%
CEMETERY OTHER CHARGES							
014912 - 544310	PROPERTY & CASUALTY INSURANCE	2,400.00	2,400.00	2,400.00	2,400.00	3,300.00	37.5%
CEMETERY OTHER CHARGES TOTAL		2,400.00	2,400.00	2,400.00	2,400.00	3,300.00	37.5%
491 CEMETERY BUDGET TOTAL		**260,504.82**	**279,876.00**	**279,876.00**	**220,909.99**	**263,901.00**	**-5.7%**

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0100 GENERAL FUND

511 HEALTH

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
HEALTH SALARIES							
015111 - 511000	SALARY & WAGES	405,623.73	448,112.00	448,112.00	356,976.30	473,959.00	5.8%
01511771 - 511000	SALARY SCHOOL NURSE	565,002.53	632,603.00	632,603.00	448,025.36	658,109.00	4.0%
HEALTH SALARIES TOTAL		970,626.26	1,080,715.00	1,080,715.00	805,001.66	1,132,068.00	4.8%
HEALTH CONTRACTUAL							
015112 - 520500	ADVERTISING	0.00	200.00	200.00	0.00	800.00	300.0%
015112 - 521000	PRINTING	398.50	496.00	496.00	265.50	500.00	0.8%
015112 - 522711	SHARPS DISPOSAL	1,505.00	1,764.00	1,764.00	1,330.00	1,800.00	2.0%
015112 - 523000	MILEAGE	297.10	1,000.00	1,000.00	103.89	1,000.00	0.0%
015112 - 524500	PEST CONTROL	19,791.00	18,791.00	18,791.00	18,791.00	24,000.00	27.7%
015112 - 529000	PROFESSIONAL SERVICES	1,778.30	1,366.00	1,366.00	120.00	1,400.00	2.5%
015112 - 529031	ANIMAL SHELTERING	766.16	3,000.00	3,000.00	2,762.30	3,000.00	0.0%
015112 - 529032	INTERFACE	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	0.0%
01511772 - 529000	PROFESSIONAL SERVICES	210.00	9,000.00	9,000.00	3,585.00	9,000.00	0.0%
HEALTH CONTRACTUAL TOTAL		40,746.06	51,617.00	51,617.00	42,957.69	57,500.00	11.4%
HEALTH SUPPLIES & MATERIAL							
015112 - 530501	MISC SUPPLIES	1,638.95	558.00	558.00	853.70	600.00	7.5%
015112 - 533500	TOOLS & HARDWARE	79.69	600.00	600.00	0.00	600.00	0.0%
015112 - 535501	CLOTHING	250.00	250.00	250.00	250.00	250.00	0.0%
01511772 - 532100	MEDICAL & SURGICAL SUPPLES	8,100.55	8,900.00	8,900.00	4,193.60	8,900.00	0.0%
HEALTH SUPPLIES & MATERIAL TOTAL		10,069.19	10,308.00	10,308.00	5,297.30	10,350.00	0.4%
HEALTH OTHER CHARGES							
015112 - 540500	DUES & MEMBERSHIPS	150.00	250.00	250.00	295.00	600.00	140.0%
015112 - 540700	SEMINARS & SCHOOLING	170.00	950.00	950.00	1,295.00	1,500.00	57.9%
015112 - 547000	RIVERSIDE ASSESSMENT	3,100.00	6,200.00	6,200.00	0.00	6,200.00	0.0%
015112 - 547001	COMMNUNITAS	8,460.00	8,460.00	8,460.00	0.00	8,460.00	0.0%
HEALTH OTHER CHARGES TOTAL		11,880.00	15,860.00	15,860.00	1,590.00	16,760.00	5.7%
511 HEALTH BUDGET TOTAL		**1,033,321.51**	**1,158,500.00**	**1,158,500.00**	**854,846.65**	**1,216,678.00**	**5.0%**

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540 BEEBE ESTATE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
BEEBE ESTATE CONTRACTUAL							
015402 - 522505	BEEBE ESTATE ELECTRIC	1,104.98	1,800.00	1,800.00	1,128.64	1,800.00	0.0%
015402 - 522605	BEEBE ESTATE GAS	4,662.36	3,900.00	3,900.00	4,128.71	3,900.00	0.0%
015402 - 527700	BUILDING REPAIR & MAINTENANCE	1,932.66	2,000.00	2,000.00	2,523.15	2,000.00	0.0%
BEEBE ESTATE CONTRACTUAL TOTAL		7,700.00	7,700.00	7,700.00	7,780.50	7,700.00	0.0%
BEEBE ESTATE SUPPLIES & MATERIAL							
015402 - 530501	MISC SUPPLIES	200.00	200.00	200.00	0.00	200.00	0.0%
BEEBE ESTATE SUPPLIES & MATERIAL TOTAL		200.00	200.00	200.00	0.00	200.00	0.0%
540 BEEBE ESTATE BUDGET TOTAL		**7,900.00**	**7,900.00**	**7,900.00**	**7,780.50**	**7,900.00**	**0.0%**

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541 COUNCIL ON AGING

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
COUNCIL ON AGING SALARIES							
015411 - 511000	SALARY & WAGES	173,177.07	226,769.00	226,769.00	177,410.88	252,442.00	11.3%
COUNCIL ON AGING SALARIES TOTAL		173,177.07	226,769.00	226,769.00	177,410.88	252,442.00	11.3%
COUNCIL ON AGING CONTRACTUAL							
015412 - 521000	PRINTING	0.00	50.00	50.00	94.50	600.00	1,100.0%
015412 - 523000	MILEAGE	0.00	100.00	100.00	0.00	100.00	0.0%
015412 - 527304	FIRE ALARM/SPRINKLER INSP	0.00	300.00	300.00	0.00	300.00	0.0%
COUNCIL ON AGING CONTRACTUAL TOTAL		0.00	450.00	450.00	94.50	1,000.00	122.2%
COUNCIL ON AGING SUPPLIES & MATERIAL							
015412 - 530200	COPY MACHINE SUPPLIES	150.00	150.00	150.00	0.00	0.00	-100.0%
015412 - 530501	PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	1,300.00	0.0%
015412 - 532500	HOUSEHOLD SUPPLIES	150.00	150.00	150.00	0.00	0.00	-100.0%
015412 - 534200	BOOKS & PERIODICALS	0.00	50.00	50.00	0.00	0.00	-100.0%
015412 - 535500	UNIFORMS	0.00	0.00	0.00	0.00	500.00	0.0%
COUNCIL ON AGING SUPPLIES & MATERIAL TOTAL		300.00	350.00	350.00	0.00	1,800.00	414.3%
COUNCIL ON AGING OTHER CHARGES							
015412 - 540500	DUES & MEMBERSHIPS	100.00	200.00	200.00	126.59	2,885.00	1,342.5%
COUNCIL ON AGING OTHER CHARGES TOTAL		100.00	200.00	200.00	126.59	2,885.00	1,342.5%
541 COUNCIL ON AGING BUDGET TOTAL		**173,577.07**	**227,769.00**	**227,769.00**	**177,631.97**	**258,127.00**	**13.3%**

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542 WOMEN'S COMMISSION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
WOMEN'S COMMISSION OTHER CHARGES							
015422 - 540000	OTHER CHARGES AND EXPENDITURES	0.00	2,000.00	2,000.00	245.00	2,000.00	0.0%
WOMEN'S COMMISSION OTHER CHARGES TOTAL		0.00	2,000.00	2,000.00	245.00	2,000.00	0.0%
542 WOMEN'S COMMISSION BUDGET TOTAL		**0.00**	**2,000.00**	**2,000.00**	**245.00**	**2,000.00**	**0.0%**

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543 VETERANS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
VETERANS SALARIES							
015431 - 511000	SALARY & WAGES	146,302.33	148,820.34	148,820.34	138,292.60	152,962.00	2.8%
VETERANS SALARIES TOTAL		146,302.33	148,820.34	148,820.34	138,292.60	152,962.00	2.8%
VETERANS CONTRACTUAL							
015432 - 523000	MILEAGE	0.00	500.00	500.00	0.00	500.00	0.0%
015432 - 525303	SOFTWARE LICENSES	449.00	700.00	700.00	449.00	700.00	0.0%
015432 - 527803	WAR MEMORIALS MAINTENANCE	2,495.92	4,000.00	4,000.00	1,525.88	4,000.00	0.0%
015432 - 529000	PROFESSIONAL SERVICES	0.00	0.00	20,000.00	20,000.00	0.00	0.0%
VETERANS CONTRACTUAL TOTAL		2,944.92	5,200.00	25,200.00	21,974.88	5,200.00	0.0%
VETERANS OTHER CHARGES							
015432 - 540500	DUES & MEMBERSHIPS	25.00	160.00	160.00	75.00	160.00	0.0%
015432 - 540600	EDUCATION/SEMINARS	415.97	2,000.00	2,000.00	38.70	2,000.00	0.0%
015432 - 542501	RENTAL OF QUARTERS - VETERANS	0.00	1,550.00	1,550.00	8.55	1,550.00	0.0%
015432 - 544000	VETERANS' BENEFITS	214,865.17	270,000.00	270,000.00	174,427.14	275,000.00	1.9%
015432 - 544020	OUTREACH PROGRAM	559.96	2,000.00	2,000.00	5.00	2,000.00	0.0%
VETERANS OTHER CHARGES TOTAL		215,866.10	275,710.00	275,710.00	174,554.39	280,710.00	1.8%
543 VETERANS BUDGET TOTAL		**365,113.35**	**429,730.34**	**449,730.34**	**334,821.87**	**438,872.00**	**2.1%**

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0100 GENERAL FUND

544 HUMAN RIGHTS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
HUMAN RIGHTS CONTRACTUAL							
015442 - 521000	PRINTING	275.00	525.00	525.00	500.00	525.00	0.0%
015442 - 529000	PROFESSIONAL SERVICES	2,459.00	2,475.00	2,475.00	950.00	2,475.00	0.0%
HUMAN RIGHTS CONTRACTUAL TOTAL		2,734.00	3,000.00	3,000.00	1,450.00	3,000.00	0.0%
544 HUMAN RIGHTS BUDGET TOTAL		**2,734.00**	**3,000.00**	**3,000.00**	**1,450.00**	**3,000.00**	**0.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

545 DISABILITY COMMISSION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
DISABILITY COMMISSION OTHER CHARGES							
015452 - 540000	OTHER CHARGES AND EXPENDITURES	0.00	2,500.00	2,500.00	436.80	2,500.00	0.0%
DISABILITY COMMISSION OTHER CHARGES TOTAL		0.00	2,500.00	2,500.00	436.80	2,500.00	0.0%
545 DISABILITY COMMISSION BUDGET TOTAL		**0.00**	**2,500.00**	**2,500.00**	**436.80**	**2,500.00**	**0.0%**

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611 LIBRARY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
LIBRARY SALARIES							
016111 - 511000	SALARY & WAGES	872,970.77	941,814.12	941,814.12	854,706.79	988,138.00	4.9%
016111 - 513000	OVERTIME	10,663.58	15,225.00	15,225.00	7,480.97	15,454.00	1.5%
LIBRARY SALARIES TOTAL		883,634.35	957,039.12	957,039.12	862,187.76	1,003,592.00	4.9%
LIBRARY CONTRACTUAL							
016112 - 521000	PRINTING	2,694.03	1,000.00	1,000.00	0.00	1,000.00	0.0%
016112 - 521500	POSTAGE	1,192.20	1,500.00	1,500.00	944.15	1,400.00	-6.7%
016112 - 522000	TELEPHONE	4,126.58	2,500.00	2,500.00	1,298.12	2,500.00	0.0%
016112 - 523000	MILEAGE	0.00	500.00	500.00	17.92	250.00	-50.0%
016112 - 525104	NOBLE ASSESSMENT & MAINTENANCE	51,166.02	51,166.00	51,166.00	42,638.35	52,087.00	1.8%
016112 - 527702	CONTRACT MAINTENANCE	10,601.00	13,241.00	13,241.00	12,580.60	15,235.00	15.1%
LIBRARY CONTRACTUAL TOTAL		69,779.83	69,907.00	69,907.00	57,479.14	72,472.00	3.7%
LIBRARY SUPPLIES & MATERIAL							
016112 - 530100	COMPUTER PURCHASES & UPGRADES	1,500.73	1,500.00	1,500.00	1,500.00	1,500.00	0.0%
016112 - 530500	OFFICE SUPPLIES	5,076.61	8,000.00	8,000.00	8,000.00	8,000.00	0.0%
016112 - 534100	AUDIO VISUAL MATERIALS	2,240.70	5,000.00	5,000.00	3,185.72	4,000.00	-20.0%
016112 - 534150	VIDEO FORMATS	2,940.83	5,400.00	5,400.00	2,450.79	4,000.00	-25.9%
016112 - 534200	BOOKS & PERIODICALS	63,833.04	42,000.00	42,000.00	45,989.93	42,000.00	0.0%
016112 - 534210	ELECTRONIC FORMATS	6,149.15	6,437.00	6,437.00	1,793.04	6,530.00	1.4%
016112 - 534220	NETWORK ECONTENT	16,325.00	16,325.00	16,325.00	16,325.00	18,407.00	12.8%
016112 - 534230	DOWNLOADABLE AV	13,493.14	7,319.00	7,319.00	7,319.00	10,069.00	37.6%
016112 - 534240	ELECTRONIC DATABASES	15,270.95	14,671.00	14,671.00	14,671.00	16,026.00	9.2%
016112 - 534300	LIBRARY MUSEUM PASSES	350.00	2,000.00	2,000.00	2,000.00	2,000.00	0.0%
016112 - 534800	RECREATIONAL SUPPLIES	800.85	1,000.00	1,000.00	1,000.00	1,000.00	0.0%
LIBRARY SUPPLIES & MATERIAL TOTAL		127,981.00	109,652.00	109,652.00	104,234.48	113,532.00	3.5%
LIBRARY OTHER CHARGES							
016112 - 540500	DUES & MEMBERSHIPS	373.00	300.00	300.00	620.00	300.00	0.0%
016112 - 540600	EDUCATION/SEMINARS	49.00	500.00	500.00	129.00	500.00	0.0%
016112 - 542700	RECREATIONAL PROGRAMS	2,978.00	2,600.00	2,600.00	2,485.00	2,600.00	0.0%
LIBRARY OTHER CHARGES TOTAL		3,400.00	3,400.00	3,400.00	3,234.00	3,400.00	0.0%
611 LIBRARY BUDGET TOTAL		**1,084,795.18**	**1,139,998.12**	**1,139,998.12**	**1,027,135.38**	**1,192,996.00**	**4.6%**

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631 RECREATION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
RECREATION SALARIES							
016311 - 511000	SALARY & WAGES	44,130.18	44,130.18	44,130.18	35,779.56	64,130.00	45.3%
RECREATION SALARIES TOTAL		44,130.18	44,130.18	44,130.18	35,779.56	64,130.00	45.3%
RECREATION OTHER CHARGES							
016312 - 542702	INCLUSIVE PROGRAMMING	3,600.00	3,600.00	3,600.00	2,049.30	3,600.00	0.0%
016312 - 542704	RECREATION SCHOLARSHIP	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.0%
016312 - 548950	COMMUNITY OUTREACH	2,500.00	2,500.00	2,500.00	2,564.23	2,500.00	0.0%
RECREATION OTHER CHARGES TOTAL		10,100.00	10,100.00	10,100.00	8,613.53	10,100.00	0.0%
RECREATION CAPITAL OUTLAY							
016312 - 551067	TEEN PROGRAMMING	9,800.00	9,800.00	9,800.00	8,189.50	9,800.00	0.0%
RECREATION CAPITAL OUTLAY TOTAL		9,800.00	9,800.00	9,800.00	8,189.50	9,800.00	0.0%
631 RECREATION BUDGET TOTAL		**64,030.18**	**64,030.18**	**64,030.18**	**52,582.59**	**84,030.00**	**31.2%**

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652 PINE BANKS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PINE BANKS SALARIES							
016521 - 511000	SALARY & WAGES	211,418.04	211,467.00	211,467.00	127,048.08	213,514.00	1.0%
016521 - 513000	OVERTIME	1,802.56	6,100.00	6,100.00	1,960.43	6,100.00	0.0%
PINE BANKS SALARIES TOTAL		213,220.60	217,567.00	217,567.00	129,008.51	219,614.00	0.9%
PINE BANKS CONTRACTUAL							
016522 - 522000	TELEPHONE	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.0%
016522 - 522500	ELECTRICITY	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	0.0%
016522 - 527500	MOTOR VEHICLE REPAIR & MAINT	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.0%
016522 - 527700	BUILDING REPAIR & MAINTENANCE	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.0%
016522 - 528600	AUDITING SERVICES	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	0.0%
016522 - 528804	ATHLETIC FIELD MAINT	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	0.0%
016522 - 529000	PROFESSIONAL SERVICES	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.0%
PINE BANKS CONTRACTUAL TOTAL		44,300.00	44,300.00	44,300.00	44,300.00	44,300.00	0.0%
PINE BANKS SUPPLIES & MATERIAL							
016522 - 530500	OFFICE SUPPLIES	500.00	500.00	500.00	500.00	500.00	0.0%
016522 - 530800	HEATING FUEL	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	0.0%
016522 - 531000	GAS & OIL	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	0.0%
016522 - 532000	CLEANING & DISINFECTANT SUP	500.00	500.00	500.00	500.00	500.00	0.0%
016522 - 533000	PAINTS	500.00	500.00	500.00	500.00	500.00	0.0%
016522 - 533500	TOOLS & HARDWARE	500.00	500.00	500.00	500.00	500.00	0.0%
016522 - 535100	PARKS & FIELDS MAINTENANCE SUP	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.0%
016522 - 537200	LUMBER	500.00	500.00	500.00	500.00	500.00	0.0%
PINE BANKS SUPPLIES & MATERIAL TOTAL		40,500.00	40,500.00	40,500.00	40,500.00	40,500.00	0.0%
PINE BANKS OTHER CHARGES							
016522 - 543201	WORKERS' COMP INS - PINE BANKS	4,225.00	5,225.00	5,225.00	5,225.00	5,225.00	0.0%
016522 - 544320	FIRE INSURANCE	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.0%
016522 - 544325	PINE BANKS LIABILITY INSURANCE	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	0.0%
016522 - 544330	AUTO INSURANCE	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	0.0%
PINE BANKS OTHER CHARGES TOTAL		9,225.00	10,225.00	10,225.00	10,225.00	10,225.00	0.0%
PINE BANKS CAPITAL OUTLAY							
016523 - 551095	PINE BANKS EQUIPMENT	10,700.00	7,500.00	7,500.00	7,500.00	7,500.00	0.0%
PINE BANKS CAPITAL OUTLAY TOTAL		10,700.00	7,500.00	7,500.00	7,500.00	7,500.00	0.0%
652 PINE BANKS BUDGET TOTAL		**317,945.60**	**320,092.00**	**320,092.00**	**231,533.51**	**322,139.00**	**0.6%**

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692 COMMUNITY EVENTS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
COMMUNITY EVENTS MISCELLANEOUS							
016922 - 560300	CELEBRATIONS EXPENSE	0.00	6,000.00	6,000.00	0.00	6,000.00	0.0%
016922 - 560301	CELEBRATIONS - VETERANS	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
COMMUNITY EVENTS MISCELLANEOUS TOTAL		0.00	8,000.00	8,000.00	0.00	8,000.00	0.0%
692 COMMUNITY EVENTS BUDGET TOTAL		**0.00**	**8,000.00**	**8,000.00**	**0.00**	**8,000.00**	**0.0%**

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693 MEMORIAL BUILDING

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MEMORIAL BUILDING SALARIES							
016931 - 511000	SALARY & WAGES	99,585.81	146,700.00	146,700.00	105,562.80	152,183.00	3.7%
MEMORIAL BUILDING SALARIES TOTAL		99,585.81	146,700.00	146,700.00	105,562.80	152,183.00	3.7%
MEMORIAL BUILDING CONTRACTUAL							
016932 - 522500	ELECTRICITY	11,933.36	20,700.00	20,700.00	12,832.42	20,700.00	0.0%
016932 - 522600	GAS HEAT	12,267.71	12,295.00	12,295.00	11,220.04	12,295.00	0.0%
016932 - 527303	ELEVATOR MAINTENANCE	4,518.48	4,632.00	4,632.00	4,878.60	5,200.00	12.3%
016932 - 527700	BUILDING REPAIR & MAINTENANCE	9,130.84	6,273.00	6,273.00	1,312.69	6,273.00	0.0%
016932 - 529000	PROFESSIONAL SERVICES	19,616.40	15,000.00	15,000.00	16,754.31	16,000.00	6.7%
MEMORIAL BUILDING CONTRACTUAL TOTAL		57,466.79	58,900.00	58,900.00	46,998.06	60,468.00	2.7%
MEMORIAL BUILDING SUPPLIES & MATERIAL							
016932 - 530501	MISC SUPPLIES	4,117.59	5,170.00	5,170.00	4,259.30	5,170.00	0.0%
016932 - 530508	MARKETING SUPPLIES	194.95	800.00	800.00	95.00	800.00	0.0%
MEMORIAL BUILDING SUPPLIES & MATERIAL TOTAL		4,312.54	5,970.00	5,970.00	4,354.30	5,970.00	0.0%
693 MEMORIAL BUILDING BUDGET TOTAL		**161,365.14**	**211,570.00**	**211,570.00**	**156,915.16**	**218,621.00**	**3.3%**

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711 MUNICIPAL DEBT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT MISCELLANEOUS							
017112 - 565000	MUNICIPAL DEBT	2,885,400.00	2,193,500.00	2,193,500.00	2,193,500.00	2,190,000.00	-0.2%
017112 - 565010	EXEMPT PRINCIPAL	1,463,009.35	1,525,409.35	1,525,409.35	1,525,409.35	1,588,910.00	4.2%
MUNICIPAL DEBT MISCELLANEOUS TOTAL		4,348,409.35	3,718,909.35	3,718,909.35	3,718,909.35	3,778,910.00	1.6%
711 MUNICIPAL DEBT BUDGET TOTAL		**4,348,409.35**	**3,718,909.35**	**3,718,909.35**	**3,718,909.35**	**3,778,910.00**	**1.6%**

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751 MUNICIPAL DEBT INTEREST

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT INTEREST OTHER CHARGES							
017512 - 549102	MUNICIPAL DEBT INTEREST	1,072,273.87	1,014,965.10	1,014,965.10	1,014,965.04	920,261.00	-9.3%
017512 - 549103	EXEMPT INTEREST	468,530.68	412,160.50	412,160.50	412,160.50	353,273.00	-14.3%
MUNICIPAL DEBT INTEREST OTHER CHARGES TOTAL		1,540,804.55	1,427,125.60	1,427,125.60	1,427,125.54	1,273,534.00	-10.8%
751 MUNICIPAL DEBT INTEREST BUDGET TOTAL		**1,540,804.55**	**1,427,125.60**	**1,427,125.60**	**1,427,125.54**	**1,273,534.00**	**-10.8%**

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752 PROJECTED DEBT & TEMP INTEREST

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PROJECTED DEBT & TEMP INTEREST OTHER CHARGES							
017522 - 549100	PROJECTED DEBT & TEMP INTEREST	0.00	84,283.48	74,283.48	0.00	31,777.00	-62.3%
PROJECTED DEBT & TEMP INTEREST OTHER CHARGES TOTAL		0.00	84,283.48	74,283.48	0.00	31,777.00	-62.3%
752 PROJECTED DEBT & TEMP INTEREST BUDGET TOTAL		**0.00**	**84,283.48**	**74,283.48**	**0.00**	**31,777.00**	**-62.3%**

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911 PENSION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PENSION SALARIES							
019111 - 511010	CONTRIBUTORY RETIREMENT	6,396,652.00	6,650,843.00	6,650,843.00	6,650,843.00	7,039,967.00	5.9%
PENSION SALARIES TOTAL		6,396,652.00	6,650,843.00	6,650,843.00	6,650,843.00	7,039,967.00	5.9%
911 PENSION BUDGET TOTAL		**6,396,652.00**	**6,650,843.00**	**6,650,843.00**	**6,650,843.00**	**7,039,967.00**	**5.9%**

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912 WORKER'S COMPENSATION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
WORKER'S COMPENSATION OTHER CHARGES							
019122 - 543100	WORKERS' COMP MEDICAL	98,830.57	100,000.00	100,000.00	97,762.95	100,000.00	0.0%
019122 - 543101	WORKERS' COMP EXPENSES	42,167.01	50,000.00	50,000.00	33,660.93	50,000.00	0.0%
019122 - 543102	WORKERS' COMP BENEFITS	157,698.10	200,000.00	200,000.00	149,530.63	200,000.00	0.0%
019122 - 543200	INDEMNIFICATION	19,065.69	70,000.00	70,000.00	5,932.03	70,000.00	0.0%
WORKER'S COMPENSATION OTHER CHARGES TOTAL		317,761.37	420,000.00	420,000.00	286,886.54	420,000.00	0.0%
912 WORKER'S COMPENSATION BUDGET TOTAL		**317,761.37**	**420,000.00**	**420,000.00**	**286,886.54**	**420,000.00**	**0.0%**

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913 UNEMPLOYMENT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
UNEMPLOYMENT OTHER CHARGES							
019132 - 544400	UNEMPLOYMENT EXPENSES	60,906.02	100,000.00	100,000.00	31,585.15	100,000.00	0.0%
UNEMPLOYMENT OTHER CHARGES TOTAL		60,906.02	100,000.00	100,000.00	31,585.15	100,000.00	0.0%
913 UNEMPLOYMENT BUDGET TOTAL		**60,906.02**	**100,000.00**	**100,000.00**	**31,585.15**	**100,000.00**	**0.0%**

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914 EMPLOYEE BENEFITS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
EMPLOYEE BENEFITS SALARIES							
019141 - 511000	SALARY & WAGES	76,640.48	86,610.18	86,610.18	67,333.06	92,736.00	7.1%
EMPLOYEE BENEFITS SALARIES TOTAL		76,640.48	86,610.18	86,610.18	67,333.06	92,736.00	7.1%
EMPLOYEE BENEFITS OTHER CHARGES							
019142 - 549201	GROUP HEALTH PROVIDERS	10,746,647.29	11,927,565.00	11,927,565.00	9,610,150.85	12,482,900.00	4.7%
019142 - 549214	LIFE INSURANCE PREMIUM	86,070.70	118,000.00	118,000.00	79,482.91	118,000.00	0.0%
019142 - 549215	SENTINEL FSA PREMIUM	36,725.50	17,500.00	17,500.00	30,672.73	17,500.00	0.0%
019142 - 549217	PART B MEDICARE PREMIUM (70%)	716,240.04	780,000.00	780,000.00	766,188.08	785,000.00	0.6%
019142 - 549218	PART B MEDICARE PENALTIES	29,393.90	35,000.00	35,000.00	24,060.00	35,000.00	0.0%
019142 - 549223	HIATUS REIMBURSEMENT	11,684.15	0.00	0.00	5,121.92	0.00	0.0%
019142 - 549224	HEALTH OPT-OUT PROGRAM	817,296.45	867,500.00	867,500.00	666,045.59	892,500.00	2.9%
EMPLOYEE BENEFITS OTHER CHARGES TOTAL		12,444,058.03	13,745,565.00	13,745,565.00	11,181,722.08	14,330,900.00	4.3%
914 EMPLOYEE BENEFITS BUDGET TOTAL		**12,520,698.51**	**13,832,175.18**	**13,832,175.18**	**11,249,055.14**	**14,423,636.00**	**4.3%**

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916 MEDICARE TAX CITY PORTION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MEDICARE TAX CITY PORTION OTHER CHARGES							
019162 - 548000	MEDICARE TAX, CITY PORTION	820,706.06	877,000.00	877,000.00	692,758.29	885,000.00	0.9%
MEDICARE TAX CITY PORTION OTHER CHARGES TOTAL		820,706.06	877,000.00	877,000.00	692,758.29	885,000.00	0.9%
916 MEDICARE TAX CITY PORTION BUDGET TOTAL		**820,706.06**	**877,000.00**	**877,000.00**	**692,758.29**	**885,000.00**	**0.9%**

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0100 GENERAL FUND

930 DEPARTMENTAL EQUIPMENT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
DEPARTMENTAL EQUIPMENT CONTRACTUAL							
019302 - 525305	IT COMMUNITY NOTIFICATION SYST	8,324.00	10,800.00	10,800.00	10,432.96	0.00	-100.0%
019302 - 527602	INFO TECH COPY MACHINE LEASE	7,558.55	27,707.00	27,707.00	28,071.84	27,707.00	0.0%
DEPARTMENTAL EQUIPMENT CONTRACTUAL TOTAL		15,882.55	38,507.00	38,507.00	38,504.80	27,707.00	-28.0%
DEPARTMENTAL EQUIPMENT SUPPLIES & MATERIAL							
019302 - 530100	IT COMPUTER PURCHASES & UPGRAD	5,644.32	28,000.00	28,000.00	20,040.78	28,000.00	0.0%
019302 - 530103	IT PRINTER PURCHASES	1,969.22	2,000.00	2,000.00	0.00	2,000.00	0.0%
019302 - 530500	OFFICE SUPPLIES	6,404.94	24,000.00	24,000.00	35,357.85	33,329.00	38.9%
DEPARTMENTAL EQUIPMENT SUPPLIES & MATERIAL TOTAL		14,018.48	54,000.00	54,000.00	55,398.63	63,329.00	17.3%
DEPARTMENTAL EQUIPMENT CAPITAL OUTLAY							
019303 - 551059	PERMITTING SOFTWARE	67,534.23	60,000.00	60,000.00	49,235.15	60,000.00	0.0%
DEPARTMENTAL EQUIPMENT CAPITAL OUTLAY TOTAL		67,534.23	60,000.00	60,000.00	49,235.15	60,000.00	0.0%
930 DEPARTMENTAL EQUIPMENT BUDGET TOTAL		**97,435.26**	**152,507.00**	**152,507.00**	**143,138.58**	**151,036.00**	**-1.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

931 CAPITAL OUTLAY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CAPITAL OUTLAY CAPITAL OUTLAY							
019313 - 551049	POLICE VEHICLES	-28,084.00	0.00	0.00	0.00	0.00	0.0%
019313 - 551098	CITY IT TECHNOLOGY	-211,000.00	50,000.00	50,000.00	0.00	50,000.00	0.0%
019313 - 551099	PINE BANKS CAPITAL PROJECTS	101,294.18	101,294.18	101,294.18	101,294.18	101,295.00	0.0%
019313 - 551102	PINE BANKS FACILITY SHED	0.00	48,597.67	48,597.67	48,597.67	48,598.00	0.0%
019313 - 551155	MUNIS UPGRADES	-39,874.33	0.00	0.00	0.00	0.00	0.0%
019313 - 551156	PHONE SYSTEM	-450.48	0.00	0.00	0.00	0.00	0.0%
01931773 - 551097	SCHOOL IT	0.00	50,000.00	50,000.00	2,646.63	50,000.00	0.0%
CAPITAL OUTLAY CAPITAL OUTLAY TOTAL		-178,114.63	249,891.85	249,891.85	152,538.48	249,893.00	0.0%
931 CAPITAL OUTLAY BUDGET TOTAL		**-178,114.63**	**249,891.85**	**249,891.85**	**152,538.48**	**249,893.00**	**0.0%**

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PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

942 STABILIZATION FUNDS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
STABILIZATION FUNDS MISCELLANEOUS							
019422 - 561300	STABILIZATION TRUST	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0.0%
019422 - 561400	OPEB TRUST	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0.0%
STABILIZATION FUNDS MISCELLANEOUS TOTAL		100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	0.0%
942 STABILIZATION FUNDS BUDGET TOTAL		**100,000.00**	**100,000.00**	**100,000.00**	**100,000.00**	**100,000.00**	**0.0%**

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0100 GENERAL FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
General Fund BUDGET TOTAL		**52,799,158.59**	**91,000,522.33**	**91,519,415.33**	**50,843,886.69**	**95,256,080.00**	**4.7%**

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
112	CITY COUNCIL					
51	SALARIES					
011121	511000 - SALARY & WAGES					105,751.00 *
	GHOBRIAL, ANDREW CLERK OF COMMITTEES		1.00	61,151.00		61,151.00
	CITY COUNCILORS		11.00	4,000.00		44,000.00
	UNUSED SICK TIME		1.00	600.00		600.00
	TOTAL SALARIES					105,751.00
	TOTAL CITY COUNCIL					105,751.00
121	MAYOR					
51	SALARIES					
011211	511000 - SALARY & WAGES					311,268.00 *
	BRODEUR, PAUL MAYOR		1.00	127,404.00		127,404.00
	WALL, LILY COMMUNICATIONS & OUTREACH COORDINATOR		1.00	65,703.00		65,703.00
	FLEISCHMAN, MARGOT DIRECTOR OF STRATEGIC INITIATIVES & COMMUNICATIONS		1.00	96,896.00		96,896.00
	REQUESTED POSITION PART TIME ADMIN		1.00	19,965.00		19,965.00
	UNUSED SICK TIME		1.00	1,300.00		1,300.00

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					311,268.00
	TOTAL MAYOR					311,268.00
135	AUDITOR					
51	SALARIES					
011351	511000 - SALARY & WAGES					394,042.00 *
	DELLO RUSSO, PATRICK CFO/CITY AUDITOR		1.00	158,347.00		158,347.00
	GOLDEN, KERRIANN ASSISTANT CITY AUDITOR		1.00	96,125.00		96,125.00
	IRVIN, JILL ACCOUNTS PAYABLE		1.00	64,914.00		64,914.00
	KENAWELL, KATIE FINANCE MANAGER		1.00	72,256.00		72,256.00
	UNUSED SICK TIME		1.00	2,400.00		2,400.00
	TOTAL SALARIES					394,042.00
	TOTAL AUDITOR					394,042.00
141	ASSESSORS					
51	SALARIES					
011411	511000 - SALARY & WAGES					233,867.00 *
	MACLELLAN, SARAH CHIEF ASSESSOR		1.00	93,979.00		93,979.00
	HOARE, TRISTAN ASSISTANT ASSESSOR		1.00	53,553.00		53,553.00
	VACANCY HEAD CLERK		1.00	59,165.00		59,165.00
	PITTS, JANE		1.00	12,279.00		12,279.00

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023 MAYOR	
	GIS ANALYST					
			3.00	4,347.00	13,041.00	
	BOARD OF ASSESSORS					
			1.00	1,850.00	1,850.00	
	SICK LEAVE INCENTIVE					
	TOTAL SALARIES				233,867.00	
	TOTAL ASSESSORS				233,867.00	
145	TREASURER/COLLECTOR					
51	SALARIES					
011451	511000 - SALARY & WAGES				380,331.00	*
	ARMATA, KATHRYN TREASURER COLLECTOR		1.00	114,308.00	114,308.00	
	CIAMPI, STEPHANIE ASSISTANT TREASURER		1.00	77,590.00	77,590.00	
	DEAN, PATRICIA HEAD CLERK		1.00	60,567.00	60,567.00	
	OLESKY, RENEE CLERK		1.00	42,321.00	42,321.00	
	NICHOLS, ANDREA PAYROLL CLERK		1.00	37,725.00	37,725.00	
	VERMA, MONIKA CLERK		1.00	44,220.00	44,220.00	
	SICK LEAVE INCENTIVE		1.00	3,600.00	3,600.00	

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					380,331.00
	TOTAL TREASURER/COLLECTOR					380,331.00
151	CITY SOLICITOR					
51	SALARIES					
011511	511000 - SALARY & WAGES					211,736.00 *
	COGAVIN, KELLY EXECUTIVE ASSISTANT		1.00	76,182.00		76,182.00
	PHILLIPS, SHANNON CITY SOLICITOR		1.00	134,354.00		134,354.00
	SICK LEAVE INCENTIVE		1.00	1,200.00		1,200.00
01151771	511000 - SALARY & WAGES					111,533.00 *
	LINDQUIST, AMY ASSISTANT SOLICITOR FOR SCHOOL & LABOR		1.00	111,533.00		111,533.00
	SICK LEAVE INCENTIVE		.00	.00		.00
	TOTAL SALARIES					323,269.00
	TOTAL CITY SOLICITOR					323,269.00
152	HUMAN RESOURCES					
51	SALARIES					
011521	511000 - SALARY & WAGES					146,614.00 *
	LATTA, POLINA DIRECTOR OF HUMAN RESOURCES		1.00	81,268.00		81,268.00
	BARRETT, DIANE HUMAN RESOURCE COORDINATOR		1.00	37,409.00		37,409.00
	TRAVERS, MATTHEW HUMAN RESOURCE ASSISTANT		1.00	27,187.00		27,187.00

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	SICK LEAVE INCENTIVE		1.00	750.00		750.00
	TOTAL SALARIES					146,614.00
	TOTAL HUMAN RESOURCES					146,614.00
155	INFORMATION TECHNOLOGY					
51	SALARIES					
011551	511000 - SALARY & WAGES					396,766.00 *
	ELLIS, NEAL DIRECTOR OF IT (CITY & SCHOOL)		1.00	87,431.00		87,431.00
	CAMERLENGO, JARED IT ANALYST		1.00	75,665.00		75,665.00
	SMULLIGAN, THOMAS ASSISTANT IT DIRECTOR		1.00	94,255.00		94,255.00
	CARDILLO, DONNA SYSTEMS ANALYST		1.00	64,244.00		64,244.00
	NICHOLS, ANDREA AP CLERK STIPEND		1.00	3,500.00		3,500.00
	VACANCY ANALYST		1.00	69,101.00		69,101.00
	SICK LEAVE INCENTIVE		1.00	2,570.00		2,570.00

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					396,766.00
	TOTAL INFORMATION TECHNOLOGY					396,766.00
161	CITY CLERK					
51	SALARIES					
011611	511000 - SALARY & WAGES					285,137.00 *
	FOOTE, KRISTIN CITY CLERK		1.00	97,082.00		97,082.00
	PERPERIAN, JOANNE ASSISTANT CITY CLERK		1.00	70,158.00		70,158.00
	TAVOR, DANIEL ELECTIONS ADMINISTRATOR		1.00	59,247.00		59,247.00
	ARDIZZONI, DIANE ADMINISTRATIVE CLERK		1.00	56,250.00		56,250.00
	SICK LEAVE INCENTIVE		1.00	2,400.00		2,400.00
	TOTAL SALARIES					285,137.00
	TOTAL CITY CLERK					285,137.00
162	ELECTION/REGISTRAR					
51	SALARIES					
011621	511000 - SALARY & WAGES					4,569.00 *
	BOARD OF REGISTRARS		3.00	1,023.00		3,069.00
	FOOTE, KIRSTIN CITY CLERK/BOARD OF REGISTRARS		1.00	1,500.00		1,500.00

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					4,569.00
	TOTAL ELECTION/REGISTRAR					4,569.00
171	CONSERVATION					
51	SALARIES					
011711	511000 - SALARIES					15,200.00 *
	DEVLIN, ERIC CONSERVATION COMMISSION AGENT		1.00	15,200.00		15,200.00
	TOTAL SALARIES					15,200.00
	TOTAL CONSERVATION					15,200.00
175	PLANNING BOARD					
51	SALARIES					
011751	511000 - SALARY & WAGES					362,014.00 *
	MASSA, LORI SENIOR PLANNER		1.00	73,349.00		73,349.00
	GAFFEY, DENISE DIRECTOR OF COMMUNITY DEVELOPMENT		1.00	133,067.00		133,067.00
	PITTS, JANE ACCOUNTING MANAGER & GIS ANALYST		1.00	61,507.00		61,507.00
	GROVER, MARTHA ENERGY EFFICIENCY MANAGER		1.00	30,390.00		30,390.00
	NOVISKI, MAYA ASSISTANT PLANNER		1.00	60,701.00		60,701.00
	SICK LEAVE INCENTIVE		1.00	3,000.00		3,000.00

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023 MAYOR
	TOTAL SALARIES				362,014.00
	TOTAL PLANNING BOARD				362,014.00
211	POLICE				
51	SALARIES				
012111	511000 - SALARY & WAGES				4,657,560.00 *
	AKELL, DAVID SERGEANT		1.00	98,853.00	98,853.00
	ALLEY, RON PATROL OFFICER		1.00	82,274.00	82,274.00
	APPLEGATE, JAMES PATROL OFFICER		1.00	94,865.00	94,865.00
	BALDWIN, ASHLEY PATROL OFFICER		1.00	65,518.00	65,518.00
	BARRANCO, ALEX PATROL OFFICER		1.00	85,749.00	85,749.00
	BROWN, ALAN PATROL OFFICER		1.00	94,423.00	94,423.00
	COLLINS, JOSEPH PATROL OFFICER		1.00	88,096.00	88,096.00
	CONNORS, RICHARD PATROL OFFICER		1.00	72,799.00	72,799.00
	COONEY, RICHARD SERGEANT		1.00	90,541.00	90,541.00
	CROWLEY, JOSHUA SERGEANT		1.00	110,554.00	110,554.00
	DOHERTY, JOHN PATROL OFFICER		1.00	74,505.00	74,505.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
DIFRANZA, LEVI		1.00	79,945.00	79,945.00
EHLERS, DANIEL PATROL OFFICER		1.00	73,536.00	73,536.00
FORESTELL, GREG PATROL OFFICER		1.00	72,850.00	72,850.00
GALVIN, STEPHEN PATROL OFFICER		1.00	75,375.00	75,375.00
GOC, JONATHAN SERGEANT		1.00	113,330.00	113,330.00
GOODHUE, JOHN PATROL OFFICER		1.00	69,233.00	69,233.00
GRANT, THOMAS PATROL OFFICER		1.00	62,735.00	62,735.00
GREEN, RICHARD PATROL OFFICER		1.00	79,656.00	79,656.00
HALL, ROBERT PARKING ENFORCEMENT		1.00	20,048.00	20,048.00
HANLEY, DANIEL PATROL OFFICER		1.00	72,794.00	72,794.00
HICKEY, CAMERON PATROL OFFICER		1.00	69,934.00	69,934.00
KAESTNER, LUCAS PATROL OFFICER		1.00	75,407.00	75,407.00
KARELAS, ERNIE PARKING ENFORCEMENT		1.00	11,925.00	11,925.00
LADNER, BRIAN SERGEANT		1.00	105,855.00	105,855.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
		1.00	145,988.00	145,988.00
LYLE, MICHAEL CHIEF/NEW CHIEF				
		1.00	111,877.00	111,877.00
LYNCH, MICHAEL SERGEANT				
		1.00	93,770.00	93,770.00
MACINTOSH, NIKOLAUS SERGEANT				
		1.00	128,508.00	128,508.00
MACKEY, DAVID LIEUTENANT				
		1.00	19,561.00	19,561.00
MACLEOD, DEBORAH PART TIME ACCOUNTING CLERK				
		1.00	130,616.00	130,616.00
MAHER, TIM LIEUTENANT				
		1.00	69,445.00	69,445.00
MALONEY, MICHAEL PATROL OFFICER				
		1.00	88,627.00	88,627.00
MANN, ROBERT PATROL OFFICER				
		1.00	114,299.00	114,299.00
MCNAMARA, PAUL SERGEANT				
		1.00	82,488.00	82,488.00
MORRIS, SEAN PATROL OFFICER				
		1.00	129,748.00	129,748.00
MULRENAN, JAMES LIEUTENANT				
		1.00	104,222.00	104,222.00
MULRENAN, KEVIN SERGEANT				
		1.00	85,749.00	85,749.00
NALLY, TRAVIS PATROL OFFICER				
		1.00	130,616.00	130,616.00

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ACCOUNTS FOR: GENERAL FUND	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
NORTON, PAUL		1.00	73,581.00	73,581.00
PARSONS, DALE PATROL OFFICER		1.00	111,877.00	111,877.00
PIASECKI, JON SERGEANT		1.00	70,677.00	70,677.00
PLUMER, MICHAEL PATROL OFFICER		1.00	80,103.00	80,103.00
RIORDAN, DANIEL PATROL OFFICER		1.00	74,913.00	74,913.00
RUBY, ANDREW PATROL OFFICER		1.00	85,749.00	85,749.00
SASSO, PAUL PATROL OFFICER		1.00	68,894.00	68,894.00
STAMEGNA, JOSEPH PATROL OFFICER		1.00	75,012.00	75,012.00
TRAINOR, BRIAN PATROL OFFICER		1.00	55,541.00	55,541.00
UPTON, KIM OFFICE MANAGER		1.00	76,674.00	76,674.00
WILSON, ALEX PATROL OFFICER		6.00	59,800.00	358,800.00
GILL, HINCHEY, KOYTIKH, STAMEGNA, TROCHE-VELL PATROL OFFICER RECRUITS		1.00	82,800.00	82,800.00
SICK LEAVE INCENTIVE		1.00	62,500.00	62,500.00
STIPENDS NARCAN, HAZMAT, DEFIB				

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ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
			1.00	4,125.00		4,125.00
	TOTAL SALARIES					4,657,560.00
	TOTAL POLICE					4,657,560.00
221	FIRE					
51	SALARIES					
012211	511000 - SALARY & WAGES					4,504,672.00 *
	ALLEY, SCOTT FIREFIGHTER		1.00	77,498.00		77,498.00
	BALL, DAVID FIREFIGHTER		1.00	84,487.00		84,487.00
	BELL, MICHAEL FIREFIGHTER		1.00	82,880.00		82,880.00
	BORNSTEIN, DEVIN FIREFIGHTER		1.00	83,149.00		83,149.00
	BRAMMER, MATTHEW CAPTAIN		1.00	105,971.00		105,971.00
	CANAVAN, BARRY LIEUTENANT		1.00	96,501.00		96,501.00
	CARLSON, SCOTT FIREFIGHTER		1.00	81,942.00		81,942.00
	CARPENTER, MICHAEL FIREFIGHTER		1.00	81,290.00		81,290.00
	CHRISTOPHER, ERIC FIREFIGHTER		1.00	82,993.00		82,993.00
	COLARUSSO, ALESSANDRO FIREFIGHTER		1.00	79,866.00		79,866.00
			1.00	145,803.00		145,803.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
COLLINA, EDWARD		1.00	93,907.00	93,907.00
COLLINA, PAUL LIEUTENANT		1.00	78,007.00	78,007.00
CONSTANTINE, MARC FIREFIGHTER		1.00	81,811.00	81,811.00
COOK, CHRISTOPHER FIREFIGHTER		1.00	103,695.00	103,695.00
DILLON, CHRISTOPHER CAPTAIN		1.00	79,866.00	79,866.00
DOBBINS, WILLIAM FIREFIGHTER		1.00	86,736.00	86,736.00
DRISCOLL, ROBERT FIREFIGHTER		1.00	79,866.00	79,866.00
DUNCGA, JEREMY FIREFIGHTER		1.00	79,866.00	79,866.00
FERREIRA, AUSTIN FIREFIGHTER		1.00	110,218.00	110,218.00
GIBSON, JAMES CAPTAIN		1.00	83,260.00	83,260.00
GLABICKY, JOHN FIREFIGHTER		1.00	108,070.00	108,070.00
GRANT, PETER CAPTAIN		1.00	77,498.00	77,498.00
GROGAN, CHRISTOPHER FIREFIGHTER		1.00	83,149.00	83,149.00
HOLM, WILLIAM FIREFIGHTER				

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
		1.00	50,816.00	50,816.00
JACOBSMEYER, RACHEL				
		1.00	93,053.00	93,053.00
JOHNSON, ALAN LIEUTENANT				
		1.00	79,317.00	79,317.00
JUDGE, STEPHEN FIREFIGHTER				
		1.00	78,007.00	78,007.00
KELEGHAN, SEAN FIREFIGHTER				
		1.00	80,983.00	80,983.00
LEPORE, PAUL FIREFIGHTER				
		1.00	94,637.00	94,637.00
MACINTOSH, KENNETH LIEUTENANT				
		1.00	78,061.00	78,061.00
MACLEOD, DARYL FIREFIGHTER				
		1.00	93,733.00	93,733.00
MADDEN, DERMOTT LIEUTENANT				
		1.00	78,007.00	78,007.00
MCCARRON, JOHN FIREFIGHTER				
		1.00	84,156.00	84,156.00
MCGREGOR, IAIN FIREFIGHTER				
		1.00	82,880.00	82,880.00
MERRIGAN, SEAN FIREFIGHTER				
		1.00	92,803.00	92,803.00
MORAN, BRIAN LIEUTENANT				
		1.00	96,453.00	96,453.00
MORNEAULT, JOHN LIEUTENANT				
		1.00	101,590.00	101,590.00
NOBILE, KEVIN CAPTAIN				

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
		1.00	95,281.00	95,281.00
OCONNOR, MICHAEL LIEUTENANT				
		1.00	92,860.00	92,860.00
PARSONS, SAMUEL LIEUTENANT				
		1.00	81,811.00	81,811.00
SANDS, JOHN FIREFIGHTER				
		1.00	80,604.00	80,604.00
SCALISI, ANTHONY FIREFIGHTER				
		1.00	78,007.00	78,007.00
STARE, WILLIAM FIREFIGHTER				
		1.00	113,590.00	113,590.00
SULLIVAN, MICHAEL CAPTAIN				
		1.00	81,811.00	81,811.00
WALSH, CHRISTOPHER FIREFIGHTER				
		1.00	77,019.00	77,019.00
WALSH, KEVIN FIRE ALARM TECHNCIAN				
		1.00	107,942.00	107,942.00
WHITE, JOHN CAPTAIN				
		1.00	74,355.00	74,355.00
FIGUEIREDO, ALFRED FIREFIGHTER				
		1.00	79,866.00	79,866.00
HARRIS, KRISTINA FIREFIGHTER				
		1.00	74,363.00	74,363.00
ORNAE, DANIEL FIREFIGHTER				
		1.00	74,338.00	74,338.00
ZUNIGA, MICHAEL FIREFIGHTER				

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
			1.00	60,000.00		60,000.00
	TOTAL SALARIES					4,504,672.00
	TOTAL FIRE					4,504,672.00
241	INSPECTION SERVICES					
51	SALARIES					
012411	511000 - SALARY & WAGES					328,407.00 *
	BUCCIERO, PATRICIA ASSISTANT DIRECTOR OF INSPECTIONAL SERVICES		1.00	61,457.00		61,457.00
	JOHNSON, PAUL DIRECTOR OF INSPECTIONAL SERVICES		1.00	105,190.00		105,190.00
	KOTOWSKI, WILLIAM WIRE INSPECTOR		1.00	49,629.00		49,629.00
	ROGERS, KENNETH PLUMBING INSPECTOR		1.00	45,058.00		45,058.00
	DOUCET, STEPHEN INSPECTOR		1.00	64,452.00		64,452.00
	SICK LEAVE INCENTIVE		1.00	2,621.00		2,621.00
	TOTAL SALARIES					328,407.00
	TOTAL INSPECTION SERVICES					328,407.00
291	EMERGENCY MANAGEMENT					
51	SALARIES					
012911	511000 - SALARY & WAGES					28,080.00 *
	ALPERT, ALLAN PART TIME EMERGENCY MANAGEMENT DIRECTOR		1.00	28,080.00		28,080.00

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					28,080.00
	TOTAL EMERGENCY MANAGEMENT					28,080.00
296	PARKING					
51	SALARIES					
012961	511000 - SALARY & WAGES					13,370.00 *
	CLERK STIPEND		3.00	1,300.00		3,900.00
	NICHOLS, ANDREA PARKING CLERK		1.00	9,470.00		9,470.00
	TOTAL SALARIES					13,370.00
	TOTAL PARKING					13,370.00
300	SCHOOL					
51	SALARIES					
013001	511000 - SALARY & WAGES				35,511,659.00	
	TOTAL SALARIES				35,511,659.00	
	TOTAL SCHOOL				35,511,659.00	
401	PW ADMINISTRATION/ ENGINEERING					
51	SALARIES					
014011	511000 - SALARY & WAGES					743,684.00 *
	DIXON, SCOTT STAFF ENGINEER		1.00	33,354.00		33,354.00
	ELSHANI, ARDI PROJECT ENGINEER		1.00	9,790.00		9,790.00
	GARRON, LYNDA RESIDENT SERVICES CLERK		1.00	30,293.00		30,293.00
	HOBBS, JOSEPH		1.00	59,825.00		59,825.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
OPERATIONS MANAGER		1.00	56,927.00		56,927.00
REIS, VONNIE CITY ENGINEER		1.00	72,395.00		72,395.00
PROAKIS-ELLIS, ELENA DIRECTOR OF PUBLIC WORKS		1.00	67,640.00		67,640.00
THOMPSON, MARK FACILITIES TECHNICIAN		1.00	78,956.00		78,956.00
MCNEIL, JAY FACILITIES MANAGER		1.00	59,969.00		59,969.00
TROUP, JAMES ASSISTANT DIRECTOR OF PUBLIC WORKS		1.00	25,208.00		25,208.00
COY, JASON DEPUTY CITY ENGINEER		1.00	66,125.00		66,125.00
BRIGHT, TINA ACCOUNTS PAYABLE CLERK		1.00	48,632.00		48,632.00
PISACRETA, ANGELA CEMETERY ADMINISTRATOR		1.00	35,986.00		35,986.00
VACANCY ENVIRONMENTAL OUTREACH COORDINATOR		1.00	50,428.00		50,428.00
BELL, JOAN SUPERINTENDENT OF PARKS AND OPEN SPACES		1.00	14,074.00		14,074.00
BRICKLEY, CINDY EXECUTIVE ASSISTANT		1.00	29,693.00		29,693.00
BOLGER, JANE SCHOOL RENTAL ADMINISTRATOR					

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
			1.00	4,389.00		4,389.00
TOTAL SALARIES						743,684.00
TOTAL PW ADMINISTRATION/ ENGINEERING						743,684.00
402	PW FACILITY MAINTENANCE					
51	SALARIES					
014021	511000 - SALARY AND WAGES					188,238.00 *
	GUEVIN, DANIEL MUNICIPAL CUSTODIAN		1.00	64,892.00		64,892.00
	PECK, LOUIS MUNICIPAL CUSTODIAN		1.00	58,839.00		58,839.00
	ALTIDOR, WILL MUNICIPAL CUSTODIAN		1.00	61,807.00		61,807.00
	SICK LEAVE INCENTIVE		1.00	2,700.00		2,700.00
01402771	511041 - SALARIES CUSTODIANS					686,248.00 *
	MACKENZIE, ROBERT SCHOOL CUSTODIAN		1.00	57,349.00		57,349.00
	DACOVA, ANGELO SCHOOL CUSTODIAN		1.00	58,275.00		58,275.00
	CRONIN, KEVIN SCHOOL CUSTODIAN		1.00	73,480.00		73,480.00
	MACLEAN, LENNY SCHOOL CUSTODIAN		1.00	68,385.00		68,385.00
	SHELTON, NICK SCHOOL CUSTODIAN		1.00	53,505.00		53,505.00
	MROZOWSKI, ED SCHOOL CUSTODIAN		1.00	66,110.00		66,110.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
		1.00	63,019.00		63,019.00
THOMAS, PAUL SCHOOL CUSTODIAN					
		1.00	63,366.00		63,366.00
MACKEY, MIKE SCHOOL CUSTODIAN					
		1.00	63,366.00		63,366.00
RUDOLPH, TREVOR SCHOOL CUSTODIAN					
		1.00	60,166.00		60,166.00
CURRAN, RICHARD SCHOOL CUSTODIAN					
		1.00	49,327.00		49,327.00
MARTINEZ, WALTER SCHOOL CUSTODIAN					
		1.00	9,900.00		9,900.00
SICK LEAVE INCENTIVE					
01402771 511042 - MAINTENANCE SALARIES					353,914.00 *
		1.00	76,871.00		76,871.00
MEANS, RYAN FACILITIES TRADESMAN					
		1.00	74,219.00		74,219.00
ENOS, SCOTT DIVISION FOREMAN					
		1.00	67,883.00		67,883.00
BELLIVEAU, JOHN FACILITIES TRADESMAN					
		1.00	63,300.00		63,300.00
FILIPIAK, DAVID FACILITIES TRADESPERSON					
		1.00	67,141.00		67,141.00
HICKEY, PETER FACILITIES TRADESMAN					
		1.00	4,500.00		4,500.00
SICK LEAVE INCENTIVE					

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					1,228,400.00
	TOTAL PW FACILITY MAINTENANCE					1,228,400.00
422	PUBLIC WORKS HIGHWAY					
51	SALARIES					
014221	511000 - SALARY & WAGES					269,586.00 *
	LANPHERE, DEREK OPERATIONS FOREMAN		1.00	88,108.00		88,108.00
	BARTLEBAUGH, JOHN HMEO		1.00	71,971.00		71,971.00
	CUTLIP, RICHARD LABORER		1.00	49,946.00		49,946.00
	THOMAS, CHARLES MEO TRUCK DRIVER		1.00	55,961.00		55,961.00
	SICK LEAVE INCENTIVE		1.00	3,600.00		3,600.00
	TOTAL SALARIES					269,586.00
	TOTAL PUBLIC WORKS HIGHWAY					269,586.00
433	PUBLIC WORKS SANITATION					
51	SALARIES					
014331	511000 - SALARY & WAGES					128,060.00 *
	HELLER, NICK DIVISION FOREMAN		1.00	78,006.00		78,006.00
	ECHEVARRIA, MARCOS LABORER		1.00	50,054.00		50,054.00
	SICK LEAVE INCENTIVE		.00	.00		.00

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					128,060.00
	TOTAL PUBLIC WORKS SANITATION					128,060.00
475	PW PARK & FORESTRY					
51	SALARIES					
014751	511000 - SALARY & WAGES					574,794.00 *
	SORRENTINO, CARMEN FORESTRY FOREMAN		1.00	67,895.00		67,895.00
	VROOMAN, NICK HMEO		1.00	66,320.00		66,320.00
	GUERRA, AL MEO DRIVER		1.00	70,664.00		70,664.00
	SASSO, MICHAEL PARK FOREMAN		1.00	69,244.00		69,244.00
	FOSS, SHAUN LABORER		1.00	62,331.00		62,331.00
	WEST, BRYAN SKILLED LABORER		1.00	62,741.00		62,741.00
	RUSH, SCOTT LABORER		1.00	60,668.00		60,668.00
	SUPPLE, SCOTT LABORER		1.00	49,482.00		49,482.00
	NEE, MIKE MEO		1.00	57,349.00		57,349.00
	SICK LEAVE INCENTIVE		1.00	8,100.00		8,100.00

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					574,794.00
	TOTAL PW PARK & FORESTRY					574,794.00
485	PW AUTOMOTIVE					
51	SALARIES					
014851	511000 - SALARY & WAGES					191,189.00 *
	MECHANIC		1.00	57,817.00		57,817.00
	FOREMAN		1.00	76,897.00		76,897.00
	NASCIMENTO, JOHNATHAN JR. MECHANIC		1.00	53,775.00		53,775.00
	SICK LEAVE INCENTIVE		1.00	2,700.00		2,700.00
	TOTAL SALARIES					191,189.00
	TOTAL PW AUTOMOTIVE					191,189.00
491	CEMETERY					
51	SALARIES					
014911	511000 - SALARY & WAGES					189,491.00 *
	ROSSI, JACK DIVISION FOREMAN		1.00	81,523.00		81,523.00
	MEDEIROS, MICHAEL LABORER		1.00	50,921.00		50,921.00
	FAWCETT, TIMOTHY HMEO EQUIPMENT OPERATOR		1.00	54,347.00		54,347.00
	SICK LEAVE INCENTIVE		1.00	2,700.00		2,700.00

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					189,491.00
	TOTAL CEMETERY					189,491.00
511	HEALTH					
51	SALARIES					
015111	511000 - SALARY & WAGES					473,959.00 *
	CHUI, ANTHONY HEALTH DIRECTOR MELROSE & WAKEFIELD		1.00	116,936.00		116,936.00
	HOPE, CORAL SENIOR HEALTH INSPECTOR MELROSE & WAKEFIELD		1.00	83,277.00		83,277.00
	VACANCY HEALTH INSPECTOR		1.00	55,734.00		55,734.00
	LOWRY, MELISSA PUBLIC HEALTH NURSE MELROSE & WAKEFIELD		1.00	77,009.00		77,009.00
	HATCHOUEL, EMILY PUBLIC HEALTH SPECIALIST		1.00	67,615.00		67,615.00
	SLANE, DENISE ADMINISTRATIVE ASSISTANT		1.00	44,102.00		44,102.00
	VACANCY ANIMAL CONTROL OFFICER		1.00	25,686.00		25,686.00
	SICK LEAVE INCENTIVE		1.00	3,600.00		3,600.00

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ACCOUNTS FOR: GENERAL FUND	VENDOR	QUANTITY	UNIT COST	2023 MAYOR	
01511771 511000 - SALARY SCHOOL NURSE				658,109.00	*
HANKS, DONNA SCHOOL NURSE LEADER		1.00	88,565.00	88,565.00	
ABRAMO, MARIA SCHOOL NURSE		1.00	69,383.00	69,383.00	
MORRIS, KATHY SCHOOL NURSE		1.00	75,626.00	75,626.00	
HOOD, JENNA SCHOOL NURSE		1.00	62,629.00	62,629.00	
DENNISON, LEANNE PART TIME SCHOOL NURSE		1.00	41,735.00	41,735.00	
BROCKLESBY, KAREN PART TIME SCHOOL NURSE		1.00	27,359.00	27,359.00	
CABRAL-PINI, MELODY SCHOOL NURSE		1.00	75,212.00	75,212.00	
MINSK, SUZANNE SCHOOL NURSE		1.00	78,744.00	78,744.00	
MACADAM, AMANDA SCHOOL NURSE		1.00	65,619.00	65,619.00	
ZAGARELLA, ANNE SCHOOL NURSE		1.00	67,837.00	67,837.00	
SICK LEAVE INCENTIVE		1.00	5,400.00	5,400.00	

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES				1,132,068.00	
	TOTAL HEALTH				1,132,068.00	
541	COUNCIL ON AGING					
51	SALARIES					
015411	511000 - SALARY & WAGES				252,442.00	*
	BROWN, ERICA SENIOR CENTER COORDINATOR		1.00	58,287.00	58,287.00	
	RIZZO, DEB PROGRAM ASSISTANT		1.00	53,502.00	53,502.00	
	MINCHELLO, STACEY DIRECTOR COA		1.00	90,921.00	90,921.00	
	CORDELLA, RACHEL SOCIAL WORKER		1.00	16,447.00	16,447.00	
	MINIBUS DRIVERS		1.00	31,485.00	31,485.00	
	SICK LEAVE INCENTIVE		1.00	1,800.00	1,800.00	
	TOTAL SALARIES				252,442.00	
	TOTAL COUNCIL ON AGING				252,442.00	
543	VETERANS					
51	SALARIES					
015431	511000 - SALARY & WAGES				152,962.00	*
	PINETTE, JAMES DISTRICT VSO		1.00	29,136.00	29,136.00	
	MANGAN, DAVID DISTRICT VSO		1.00	25,232.00	25,232.00	
	BURKE, KAREN DIRECTOR VETERANS SERVICES		1.00	78,448.00	78,448.00	

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	MELROSE- WAKEFIELD - SAUGUS					
			1.00	19,546.00		19,546.00
	VACANY ADMINISTRATIVE ASSISTANT					
			1.00	600.00		600.00
	SICK LEAVE INCENTIVE					
	TOTAL SALARIES					152,962.00
	TOTAL VETERANS					152,962.00
611	LIBRARY					
51	SALARIES					
016111	511000 - SALARY & WAGES					988,138.00 *
	DUGAN-POTTER, KATHLEEN LIBRARY ASSISTANT PART TIME		1.00	9,135.00		9,135.00
	COGAN, RENEE SENIOR CHILDREN'S ASSISTANT		1.00	62,042.00		62,042.00
	CONNOLLY, JILL LIBRARIAN		1.00	65,333.00		65,333.00
	D'AMBRA-O'BRIEN, SHELLEY REFERENCE LIBRARIAN		1.00	70,885.00		70,885.00
	JONES, PENNY LIBRARY ASSISTANT PART TIME		1.00	8,563.00		8,563.00
	D'INNOCENZO, ANDREA SENIOR ACQUISITIONS ASSISTANT		1.00	65,742.00		65,742.00
	LE MON, REBECCA LIBRARY ASSISTANT PART TIME		1.00	13,130.00		13,130.00
	FANTOZZI, ELIZABETH LIBRARY ASSISTANT		1.00	46,834.00		46,834.00
			1.00	8,232.00		8,232.00

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ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
STANTON, MARIANNE		1.00	100,826.00		100,826.00
GARDENER, LINDA C.W. LIBRARY DIRECTOR		1.00	65,402.00		65,402.00
LEWIS, ERIN LIBRARIAN		1.00	2,697.00		2,697.00
LUCEY, PETER LIBRARIAN PART TIME		1.00	45,847.00		45,847.00
MCKENNA, NOREEN LIBRARY ASSISTANT		1.00	65,694.00		65,694.00
MORRISSEY, CHRISTINE OFFICE COORDINATOR		1.00	58,749.00		58,749.00
ROWE, VIRGINIA LIBRARY ASSISTANT		1.00	7,686.00		7,686.00
SOOHOO, MAYOI LIBRARY ASSISTANT PART TIME		1.00	6,850.00		6,850.00
SULLIVAN, JUDITH LIBRARY ASSISTANT PART TIME		1.00	13,701.00		13,701.00
WALL, BRADLEY LIBRARY ASSISTANT PART TIME		1.00	86,766.00		86,766.00
WALL, DIANE ASSISTANT LIBRARY DIRECTOR		1.00	59,786.00		59,786.00
ODONNELL, MARY CLARE HEAD OF CHILDREN'S SERVICES		1.00	55,100.00		55,100.00
HELLER-WALLACE, MUHL LIBRARIAN		1.00	8,766.00		8,766.00
MACINTOSH, EMELYN PART TIME REFERENCE LIBRARIAN					

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ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR	
	SCHOFIELD, PAM		1.00	8,766.00		8,766.00	
	SUNDAY STAFF		1.00	8,104.00		8,104.00	
	SUBSTITUTES		1.00	1,935.00		1,935.00	
	SICK LEAVE INCENTIVE		1.00	5,765.00		5,765.00	
	LIBRARY PAGES		1.00	35,802.00		35,802.00	
	TOTAL SALARIES					988,138.00	
	TOTAL LIBRARY					988,138.00	
631	RECREATION						
51	SALARIES						
016311	511000 - SALARY & WAGES					64,130.00	*
	OLIVIERI, FRANK RECREATION DIRECTOR		1.00	43,100.00		43,100.00	
	VACANCY RECREATION COORDINATOR		1.00	21,030.00		21,030.00	
	TOTAL SALARIES					64,130.00	
	TOTAL RECREATION					64,130.00	
652	PINE BANKS						
51	SALARIES						
016521	511000 - SALARY & WAGES					213,514.00	*
	BENNER, KEVIN SUPERINTENDENT		1.00	73,626.00		73,626.00	
	VACANY SKILLED LABORER		1.00	38,328.00		38,328.00	
			1.00	44,152.00		44,152.00	

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ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023 MAYOR	
	WRIGHT, JOHN		1.00	38,328.00	38,328.00	
	VACANCY PART TIME SKILLED LABORER		1.00	19,080.00	19,080.00	
	TOTAL SALARIES				213,514.00	
	TOTAL PINE BANKS				213,514.00	
693	MEMORIAL BUILDING					
51	SALARIES					
016931	511000 - SALARY & WAGES				152,183.00	*
	PIGOTT-BRODEUR, KATHY EXECUTIVE DIRECTOR		1.00	88,393.00	88,393.00	
	CODAIR, DAVE PART TIME OPERATIONS ASSISTANT		1.00	18,824.00	18,824.00	
	MASON, ROB PART TIME OPERATIONS ASSISTANT		1.00	20,335.00	20,335.00	
	SANTOS, DANIEL PART TIME OPERATIONS ASSISTANT		1.00	18,776.00	18,776.00	
	DUMOT, WILLIAM PART TIME OPERATIONS ASSISTANT		1.00	5,255.00	5,255.00	
	SICK LEAVE INCENTIVE		1.00	600.00	600.00	

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					152,183.00
	TOTAL MEMORIAL BUILDING					152,183.00
911	PENSION					
51	SALARIES					
019111	511010 - CONTRIBUTORY RETIREMENT				7,039,967.00	
	TOTAL SALARIES					7,039,967.00
	TOTAL PENSION					7,039,967.00
914	EMPLOYEE BENEFITS					
51	SALARIES					
019141	511000 - SALARY & WAGES					92,736.00 *
	LATTA, POLINA DIRECTOR OF HUMAN RESOURCES		1.00	27,090.00		27,090.00
	BARRETT, DIANE HUMAN RESOURCE COORDINATOR		1.00	37,409.00		37,409.00
	TRAVERS, MATTHEW HUMAN RESOURCE ASSISTANT		1.00	27,187.00		27,187.00
	SICK LEAVE INCENTIVE		1.00	1,050.00		1,050.00
	TOTAL SALARIES					92,736.00
	TOTAL EMPLOYEE BENEFITS					92,736.00
	TOTAL GENERAL FUND					61,415,920.00
	GRAND TOTAL					61,415,920.00

** END OF REPORT - Generated by Kerriann Golden **

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CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Margot Fleischman, Director of Strategic Initiatives and Communications
Re: FY23 Budgets for Boards and Commissions
Date: May 16, 2022

In preparation for the review of Fiscal Year 2023 budgets, I am pleased to provide the Honorable City Council a summary of the commissions with budgetary allocations. As you will note from the chart below, the only commission that will see an increase in FY23 is the Conservation Commission. The Conservation Commission requested an increase in the salary and wages line of $5,700. This will allow the Conservation Agent to work 16 hours weekly versus the current 10 hours weekly.

		FY22	FY23	$ Change	% Change
165	Liquor Commission	2,000.00	2,000.00	0.00	0.00%
171	Conservation	20,825.00	26,590.00	5,765.00	27.68%
196	Melrose Energy Commission	2,500.00	2,500.00	0.00	0.00%
540	Beebe Estate	7,900.00	7,900.00	0.00	0.00%
542	Women's Commission	2,000.00	2,000.00	0.00	0.00%
544	Human Rights Commission	3,000.00	3,000.00	0.00	0.00%
545	Commission on Disability	2,500.00	2,500.00	0.00	0.00%

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CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Margot Fleischman, Director of Strategic Initiatives and Communications
Re: FY23 Mayor's Office Budgets (121 and 692)
Date: May 16, 2022

In preparation for the review of Fiscal Year 2023 budgets, I am pleased to provide the Honorable City Council a summary of the proposed changes to the Mayor's Office budgets.

The Mayor's Office operating budget (121) for FY23 reflects a 14.6% increase over FY22. The main cost drivers for this increase are Dues and Membership and Salary and Wages.

In the case of Dues and Memberships, the Mayor's Office budget has been underfunded for the past several years relative to the current annual dues paid by the City to the Massachusetts Municipal Association (MMA) and the Metropolitan Area Planning Council (MAPC). This line item has been increased by $4,556 (23.4%) to reflect the actual cost of these dues.

The Salary and Wages line item has been increased by $42,572 (15.8%) to reflect the 53-week year, as well as funding for a part-time (18 hours per week) administrative position in the Mayor's Office in FY23.

Mayor Brodeur's office is currently comprised of three employees:

- Director of Strategic Initiatives & Communication Margot Fleischman, who also serves as the Mayor's Chief of Staff
- Communications & Outreach Coordinator Lily Wall
- Director of Economic Recovery and Business Development Lauren Grymek

The Mayor's Office has traditionally relied on volunteers and participants in the Property Tax Work Program (PTWP) to staff our phones and front desk. While we value and deeply appreciate the contributions our excellent senior volunteers make to our office, there are some limitations to this set-up: PTWP participants are limited in the number of hours they work, and as they reach their maximum benefit of $1000, their turn-over means that we must continue to train and recruit new volunteers throughout the year.

Reliance on volunteers also means that it is not always possible to provide coverage during all the hours of the work week. There are frequently times when all members of the Mayor's staff need to be out of the office, in meetings, or on webinars, and there is no one available to answer phones or greet visitors to the Mayor's Office. Since our office has also taken over the responsibility to receive general calls on

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the City Hall main phone number, members of the public are unable to reach a live person when they call during business hours if our front desk is unstaffed.

This new part-time position will provide a consistent level of staffing for the office, answering phones, coordinating volunteers, and providing billing and payroll administrative support for the Mayor's Office and other departments as needed. We will continue to utilize volunteers and PTWP participants to cover the front desk for the remaining 17 hours per week.

Finally, the Mayor's Office recently welcomed Lauren Grymek as the City's first Director of Economic Recovery and Business Development. This new role was created by the Mayor to address the economic impacts of the COVID-19 pandemic and will be funded using ARPA funds. This position will continue through FY23-FY25, but as it is grant funded, there is no impact to the Mayor's Office operating budget.

The Community Events Budget (692) which is overseen by the Mayor's Office will remain unchanged from FY22 as we anticipate that the Memorial Day parade will return next year.

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

Allan I. Alpert
Director

MEMORANDUM

DATE: May 5, 2022
TO: Honorable City Council
FROM: Director Alpert
SUBJECT: FY Budget 2023

Below are the answers to your questionnaire.

1. Please identify any noteworthy changes or events that took place during FY22 in your department (staffing changes, technology upgrades, new regulations, or procedures, etc.)

1.1 The director was relocated to a first-floor office. 1.2 Using MEMA EMPG and HMEP Grant Funding, the EOC/training center was upgraded with new furniture, laptop computers and large screen monitors.

2. Do all your department's salaries come from the same budget, if not, please identify the split among multiple budgets?

Yes

3. Are there any significant changes to your FY22 budget compared to previous years? Please explain.

None

4. Any events or changes you anticipate in your department for 23?
4.1 Publish Evacuation Plans for City Hall. 4.2 Assess all city buildings (with the police department) to determine what is required to safely secure the location in the event of an intruder (armed or unarmed). 4.3 Prepare a protocol for intruder notification to departments and the police, 4.4 Establish a policy for an active intruder incident. 4.5 Conduct tabletop exercises for City Plans 4.6 Install radio equipment in the EOC/Training Center for FD & PD training, emergency use and EOC Operations.

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CITY OF MELROSE

SOLDIERS & SAILORS MEMORIAL BUILDING

590 Main Street
Melrose, Massachusetts 02176
Telephone (781) 979-4185
www.melrosememorialhall.com

KATHY PIGOTT-BRODEUR
Executive Director/Operations Manger
Kpigottbrodeur@cityofmelrose.org

MEMORANDUM

TO: The Honorable Melrose City Council
FR: Kathy Pigott-Brodeur, Executive Director/Operations Manager, Memorial Hall
DATE: May 5, 2022
RE: FY23 Memorial Hall (693) Budget

The following is an overview of the Soldiers and Sailors Memorial Building, (Memorial Building 693), FY23 budget and projects that will occur in FY23.

The Memorial Hall FY23 budget has an overall increase of 3.3%. The increases are due to:

- Elevator Maintenance line item: Memorial Hall has a stand-alone elevator service contract as Memorial Hall requires 24 hours on demand service, (ex: elevator needs repair during an event on Saturday night). The $568 increase (12.3%) is due to the annual contractual International Union of Elevator Contractors labor rates.

- Professional Services line item: There is an increase of $1,000 (6.7%). We are now required to use MERV Filter replacements in the HVAC system which have a higher cost than the filters that were used in the past.

- Salary and Wages line item: FY23 has an increase of $5,483 (3.7%) due to the 53 week-year and the annual steps for staff
    - Memorial Hall staff includes one Executive Director/Operations Manager, (4) part time Operations Assistants and (1) temporary summer custodian
    - All Memorial Hall salaries are in the Memorial Hall Salary and Wages line item

In FY23, the Memorial Hall Building Envelope Improvements project will occur. Construction will begin in Summer of 2022 with completion expected in Fall of 2023. As this project will include mostly exterior work, the construction will be scheduled around the event schedule to avoid disruption. Updates on the progress of the project will be posted weekly on the Memorial Hall city website page during construction.

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With the awarding of a matching SHRAB grant, the Melrose Civil War Veterans Heritage Project will be started in FY23. The project, will identify, catalogue, restore and preserve the artifacts housed at Memorial Hall and to research the history of our local veterans to ensure that all Civil War veterans who resided in Melrose are recognized. If it is discovered there are Civil War Veterans who have not been recognized, the next step will be to determine how and where to recognize these heroic veterans.

In FY22, we are on target to host 225 events, with approximately 37,000 guests in attendance. These events including symphony concerts, live concert performances and comedy shows fundraisers, business meetings, dance recitals, private music school performances, private family parties, rehearsals for surrounding communities and out of state professional music organizations (choral, music, symphonies, etc.), boxing, wrestling and muay thai amateur and professional matches, out of state dance company performances, vaccination clinics and the annual Nutcracker performances. As of April 2022, for FY23 we have requests for 191 event dates at Memorial Hall. For FY23 our main goal is to return to pre-COVID event bookings level, (FY19: 301 events).

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– – –

Annual Report

of

PINE BANKS PARK

– – –

January 2022

– – –

Budget for Fiscal 2023

– – –

Report of Activities

for

Calendar 2021

– – –

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PINE BANKS PARK



Superintendent Kevin Benner
Dr. Jessica Zaks
Baby Thomas "TJ" Benner's First Christmas

2022 Report of the Trustees

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Clerk's Certificate
Pine Banks Park

A meeting of the Board of Trustees of Pine Banks Park was held at 5:00 P.M. on Tuesday, May 10, 2022, due notice of which was given to all members in advance thereof, via ZOOM Conferencing from 350 Main Street, Malden, Massachusetts.

Present at the meeting were the following members:

C. Henry Kezer, of Melrose, Presiding, Hon Gary Christenson, Mayor of Malden, Hon Paul A. Brodeur, Mayor of Melrose, Richard R. Burns, Jr. of Malden, Peter M. Carroll, of Malden, and Richard C. Rudolph, at large. John W. Lynch, of Melrose was personally consulted in advance by Mr. Kezer, and approved by proxy.

A quorum was declared present and voting.

Section 6. of St. 1905, Chap. 393 states:

> The board shall annually in the month of January make a full report to the cities of Malden and Melrose of its receipts and expenditures, with its estimate of the amount required for maintenance for the ensuing year.

Section 7. of St. 1905, Chap. 393 states:

> The Cities of Malden and Melrose shall in their annual appropriation bills each appropriate and place at the disposal of said board one half of the amount determined by said board to be necessary for the maintenance of said property for that year, and set forth in its annual report as provided in section six.

Wherefore, the Annual Report of Pine Banks Park for January 2022, containing the Budget for the fiscal year 2023, and the report of the Superintendent of operations for Calendar 2021 was presented for the consideration of the board.

Upon motion duly made and seconded, it was unanimously:

VOTED: To adopt the report and budget, and submit the same to the Cities of Malden and Melrose for the purposes set forth in St. 1905, Chap. 393.

A true copy

C. Henry Kezer

C. Henry Kezer, Clerk

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MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Malden
CITY

TAX RATE RECAPITULATION
Fiscal Year 2022

I. TAX RATE SUMMARY

Ia.	Total amount to be raised (from page 2, IIe)	$ 218,910,537.67
Ib.	Total estimated receipts and other revenue sources (from page 2, IIIe)	117,237,894.70
Ic.	Tax Levy (Ia minus Ib)	$ 101,672,642.97
Id.	Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	79.7756	81,109,960.97	8,210,295,767.00		
Net of Exempt			6,567,322,967.00	12.35	81,106,438.64
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	11.2395	11,427,496.71	596,220,995.00	19.17	11,429,556.47
Net of Exempt					
Industrial	4.6447	4,722,389.25	246,386,492.00	19.17	4,723,229.05
SUBTOTAL	***95.6598***		***9,052,903,254.00***		***97,259,224.16***
Personal	4.3402	4,412,796.05	230,225,290.00	19.17	4,413,418.81
TOTAL	***100.0000***		***9,283,128,544.00***		***101,672,642.97***

MUST EQUAL 1C

Assessors

Robert Donnelly, Assessor , Malden , bdonnelly@cityofmalden.org 781-397-7100 | 12/1/2021 9:38 AM

Comment:

Gregory Lucey, City Clerk , Malden , glucey@cityofmalden.org 781-397-7000 | 12/1/2021 11:01 AM

Comment:

Nathaniel Cramer, Assessor , Malden , ncramer@cityofmalden.org 781-397-7100 | 12/1/2021 9:28 AM

Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Susan Whouley
Date: 12/06/2021
Approved: Anthony Rassias
Director of Accounts: Deborah A. Wagner

NOTE : The information was Approved on 12/6/2021

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MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Melrose
CITY

TAX RATE RECAPITULATION
Fiscal Year 2022

I. TAX RATE SUMMARY

Ia.	Total amount to be raised (from page 2, IIe)	$ 118,016,420.33
Ib.	Total estimated receipts and other revenue sources (from page 2, IIIe)	46,844,764.34
Ic.	Tax Levy (Ia minus Ib)	$ 71,171,655.99
Id.	Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	91.9297	65,427,889.84	6,190,050,331.00	10.57	65,428,832.00
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	4.4174	3,143,936.73	174,343,349.00	18.03	3,143,410.58
Net of Exempt					
Industrial	0.5275	375,430.49	20,820,720.00	18.03	375,397.58
SUBTOTAL	***96.8746***		***6,385,214,400.00***		***68,947,640.16***
Personal	3.1254	2,224,398.94	123,350,850.00	18.03	2,224,015.83
TOTAL	***100.0000***		***6,508,565,250.00***		***71,171,655.99***

MUST EQUAL 1C

Assessors

Cathy A Gulino, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/8/2021 8:50 AM

Comment:

Sarah MacLellan, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/9/2021 10:45 AM

Comment:

Lee A Phalen, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/8/2021 8:51 PM

Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Susan Whouley
Date: 12/14/2021
Approved: Thomas Guilfoyle
Director of Accounts: Deborah A. Wagner

NOTE : The information was Approved on 12/14/2021

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Municipal Funding Formula **Fiscal 2023**
Pine Banks Park
Chapter 393 of 1905; as Amended by Chapter 162 of 1906

Total Assessed Valuation - All Classes		Smaller Assessed Value	
Real Property Excluding Municipal and		City of Melrose	$ 6,385,214,400.00
Tax Exempt Property		"1 Percent"	$ 63,852,144.00
Prior Fiscal Year	2022	"1/150th Part" of 1%	$ 425,680.96
City	Total Assessed Value	Maximum Budget Requisition	
City of Malden	$ 9,052,903,254	City of Melrose - 50%	$ 425,680.96
City of Melrose	$ 6,385,214,400	City of Malden - 50%	$ 425,680.96
		Total	$ 851,361.92

Statutory Excerpt: St. 1905 Chapter 393; amended by St. 1906 Chapter 162

Section 6.

Said Board of trustees shall have the absolute control and management of the property, and shall have power to make rules and regulations regarding its use and management, in such manner as it shall deem best.

The board shall annually in the month of January make a full report to the cities of Malden and Melrose of its receipts and expenditures, with its estimate of the amount required for maintenance for the ensuing year. Its expenditures in any year shall not exceed the sum of the appropriations for that year and the income at the disposal of said trustees by reason of any gifts received under the authority of section two of this act.

Section 7.

The cities of Malden and Melrose shall in their annual appropriation bills each appropriate and place at the disposal of said board one half of the amount determined by said board to be necessary for the maintenance of said property for that year, and set forth in its annual report as provided in section six.

If either of said cities shall in any year fail to make such appropriation, the said board shall upon the written request of said donors or their heirs or devisees who may then hold their estate, reconvey said property to said heirs or devisees free from all trusts;

but the amount required of each city by said board to work a forfeiture shall not in any year exceed one one hundred and fiftieth part of one per cent of the assessed valuation for the preceding year of the city having the smaller assessed valuation.

Said cities may, if in their judgment the proper maintenance or improvement of said property shall require it, appropriate in equal amounts and place at the disposal of said board sums in excess of the amount which said board is hereby authorized to require of said cities.

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	Pine Banks Park - Budget Summary - Fiscal Year		2023		3:25 PM	12-May-22	Budg Code	
1	Compensation & Benefits Summary	Prior FY	**Budget**	$ increase	% increase	/City	Increase/City	Maid	Melr
2	Salaries & Wages	$ 217,567.00	$ 217,546.73	($20.29)	-0.01%	$108,773.36	($10.14)		
3	Pensions, Benefits & Insurance	$ 180,930.14	$ 174,720.77	($6,209.37)	-3.43%	$87,360.39	($3,104.68)		
4		---	---	---	---	---	---		
5	Total from Compensation Schedule	$ 398,497.14	$ 392,267.50	($6,229.65)	-1.56%	$196,133.75	($3,114.83)		
6	Utilities	Budget	Budget	$ increase	% increase	/City	Increase/City		
7	Telephone[1]	$ 5,000.00	$ 8,800.00	$3,800.00	76.00%	$4,400.00	$1,900.00	52217	522000
8	Electric	$ 26,000.00	$ 25,800.00	($200.00)	-0.77%	$12,900.00	($100.00)	52218	522500
9	Fuel/Heating Oil[2]	$ 9,000.00	$ 15,000.00	$6,000.00	66.67%	$7,500.00	$3,000.00	54311	530800
10		---	---	---	---	---	---		
11	Total	$ 40,000.00	$ 49,600.00	$9,600.00	24.00%	$24,800.00	$4,800.00		
12	Insurance	Budget	Budget	$ increase	% increase	/City	Increase/City		
13	Liability	$ 10,450.00	$ 8,600.00	($1,850.00)	-17.70%	$4,300.00	($925.00)	52418	543201
14	Auto Ins	$ 3,500.00	$ 3,500.00	$0.00	0.00%	$1,750.00	$0.00	52417	544330
15	D & O Liab.	$ 2,500.00	$ 2,500.00	$0.00	0.00%	$1,250.00	$0.00		
16	Fire Ins[3]	$ 4,000.00	$ 7,000.00	$3,000.00	75.00%	$3,500.00	$1,500.00	52415	544320
17		---	---	---	---	---	---		
18	Total	$ 20,450.00	$ 21,600.00	$1,150.00	5.62%	$10,800.00	$575.00		
19	Vehicles	Budget	Budget	$ increase	% increase	/City	Increase/City		
20	Gasoline/Grease	$ 7,000.00	$ 7,000.00	$0.00	0.00%	$3,500.00	$0.00	54312	531000
21	Repair & Maint MVE	$ 5,000.00	$ 5,000.00	$0.00	0.00%	$2,500.00	$0.00	52250	527500
22		---	---	---	---	---	---		
23	Total	$ 12,000.00	$ 12,000.00	$0.00	0.00%	$6,000.00	$0.00		
24	Maintenance	Budget	Budget	$ increase	% increase	/City	Increase/City		
25	Repair & Maint Bldng	$ 20,000.00	$ 15,000.00	($5,000.00)	-25.00%	$7,500.00	($2,500.00)	52252	527700
26	Field/Park Maint.	$ 60,000.00	$ 75,000.00	$15,000.00	25.00%	$37,500.00	$7,500.00	54319	535100
27		---	---	---	---	---	---		
28	Total	$ 80,000.00	$ 90,000.00	$10,000.00	12.50%	$45,000.00	$5,000.00		
29	Supplies & Materials	Budget	Budget	$ increase	% increase	/City	Increase/City		
30	Office Supplies	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54310	530500
31	Clean/Disinfect	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54325	532000
32	Paint	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54332	533000
33	Hardware	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54330	533500
34	Lumber	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54334	537200
35	Misce Expenses	$ 6,600.00	$ 6,600.00	$0.00	0.00%	$3,300.00	$0.00	57247	528804
36		---	---	---	---	---	---		
37	Total	$ 11,600.00	$ 11,600.00	$0.00	0.00%	$5,800.00	$0.00		
38	Professional Services	Budget	Budget	$ increase	% increase	/City	Increase/City		
39	Audit & Accounting	$ 16,000.00	$ 18,700.00	$2,700.00	16.88%	$9,350.00	$1,350.00	5300	528600
40	Web Site/Scheduling Admin	$ 10,000.00	$ 10,000.00	$0.00	0.00%	$5,000.00	$0.00		529000
41				---	---	---	---		
42	Total	$ 26,000.00	$ 28,700.00	$2,700.00	10.38%	$14,350.00	$1,350.00		
43	Eqpmt/Captl Purch	Budget	Budget	$ increase	% increase	/City	Increase/City		
44	***Last Year & Continuing***								
45	Ballfield Project Amortization	$ 202,588.36	$ 202,588.36	$0.00	0.00%	$101,294.18	$0.00	58539	551044
46	Supplemental Facility Shed	$ 97,195.33	$ 97,195.33	$0.00	0.00%	$48,597.67	$0.00		
47	Total Last & Continuing	$ 299,783.69	$ 299,783.69	$0.00	0.00%	$149,891.85	$0.00		
48									
49	***New Initiatives***								
50	Entrance Signage	$ 15,000.00	$0.00	$0.00	0.00%	$0.00	$0.00		
51	Pave Parking Lot by Lodge / Playground	$ 0.00	$ 68,020.70	$0.00	100.00%	$34,010.35	$0.00		
52		---	---	---	---	---	---		
53	Total New Initiatives	$ 15,000.00	$ 68,020.70	$53,020.70	353.47%	$34,010.35	$26,510.35		551020
54		---	---	---	---	---	---		
55	Total	$ 314,783.69	$ 367,804.39	$53,020.70	16.84%	$183,902.20	$26,510.35		
56	Summary	Budget	Budget	$ increase	% increase	/City	Increase/City		
57	***Compensation and Benefits line 5***	$398,497.14	$392,267.50	($6,229.65)	-1.56%	$196,133.75	($3,114.83)		
58									
59	Operating Expenses								
60	Utilities line 11	$40,000.00	$49,600.00	$9,600.00	24.00%	$24,800.00	$4,800.00		
61	Insurance line 18	$18,450.00	$21,600.00	$1,150.00	6.23%	$10,800.00	$575.00		
62	Vehicles line 23	$12,000.00	$12,000.00	$0.00	0.00%	$6,000.00	$0.00		
63	Maintenance line 28	$80,000.00	$90,000.00	$10,000.00	12.50%	$45,000.00	$5,000.00		
64	Supplies & Materials line 37	$11,600.00	$11,600.00	$0.00	0.00%	$5,800.00	$0.00		
65	Professional Services line 42	$26,000.00	$28,700.00	$2,700.00	10.38%	$14,350.00	$1,350.00		
66		---	---	---	---	---	---		
67	***Operating Expenses lines 59 - 64***	$188,050.00	$213,500.00	$23,450.00	12.47%	$106,750.00	$11,725.00		
68		---	---	---	---	---	---		
69	***Eqpmt/Captl Purch line 54***	$314,783.69	$367,804.39	$53,020.70	16.84%	$183,902.20	$26,510.35		
70	***Total***	$901,330.83	$973,571.89	$70,241.05	7.79%	$486,785.94	$35,120.52		
71	Statutory Mandate Amount	$ 794,823.49	$ 851,361.92	$56,538.43	7.11%	$425,680.96	$28,269.22		
72	Total Budget Amount	$ 901,330.83	$ 973,571.89	$72,241.05	8.01%	$486,785.94	$36,120.53		
73	Amount Over/(Under) Mandate	$ 106,507.34	$ 122,209.97	$15,702.62	14.74%	$61,104.98	$7,851.31		

[1] Alarm & internet to new office [2] Propane for Utility Bldng [3] New Bldng

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	Pine Banks Park - - -	Fiscal Year		2023		7:38 PM	9-May-22
	Compensation & Benefits Summary	*Prior FY*	***Budget***	*$ increase*	*% increase*	*/City*	*Increase/City*
1	*Salaries & Wages*						
2	Superintendent	$ 81,553.75	$ 70,800.00	($10,753.75)	-13.19%	$35,400.00	($5,376.88)
3	Asst Superintendent (vacant)	$ 50,576.53	$ 0.00	($50,576.53)	-100.00%	$0.00	($25,288.27)
4	Skilled Laborer	$ 42,469.45	$ 43,531.00	$1,061.55	2.50%	$21,765.50	$530.78
5	Skilled Laborer	$ 36,867.28	$ 37,789.00	$921.72	2.50%	$18,894.50	$460.86
6	Skilled Laborer (mechanic)	$ 0.00	$ 41,600.00	$41,600.00	100%	$20,800.00	$20,800.00
7	Skilled Laborer (part time)	$ 0.00	$ 18,720.00	$18,720.00	100%	$9,360.00	$9,360.00
8		- - -	- - -	- - -	- - -	- - -	- - -
9	Total	$ 211,467.00	$ 212,440.00	$973.00	0.46%	$106,220.00	$486.50
10							
11	Reserve for Overtime	$ 6,100.01	$ 5,106.73	($993.29)	-16.28%	$2,553.36	($496.64)
12							
13	Total Current Compensation	***$ 217,567.01***	***$ 217,546.73***	($20.29)	-0.01%	$108,773.36	($10.14)
14	*Pensions, Benefits & Insurance*						
15	Pension Benefits						
16	Pensions Benefits Active Staff	$ 65,843.00	$ 59,840.00	($6,003.00)	-9.12%	$29,920.00	($3,001.50)
17	Pension Benefits to Retirees	$ 50,563.20	$ 52,080.11	$1,516.91	3.00%	$26,040.06	$758.46
18		- - -	- - -	- - -	- - -	- - -	- - -
19	Total Pension Benefits	$ 116,406.20	$ 111,920.11	($4,486.09)	-3.85%	$55,960.06	($2,243.05)
20							
21	Health Insurance						
22	Health Insurance Active Staff	$ 46,591.61	$ 44,171.16	($2,420.45)	-5.20%	$22,085.58	($1,210.23)
23	Health Insurance Retirees	$ 11,561.26	$ 12,425.28	$864.02	7.47%	$6,212.64	$432.01
24		- - -	- - -				
25	Total Health Insurance	$ 58,152.87	$ 56,596.44	($1,556.43)	-2.68%	$28,298.22	($778.21)
26							
27	Misce						
28	Employers % Life Insurance	$ 904.80	$ 723.84	($180.96)	-20.00%	$361.92	($90.48)
29	Employers % Medicare Tax	$ 3,066.27	$ 3,080.38	$14.11	0.46%	$1,540.19	$7.05
30	Unemployment InsuranceH	$ 0.00	$ 0.00	$0.00	0.00%	$0.00	$0.00
31	Workingman's CompI	$ 0.00	$ 0.00	$0.00	0.00%	$0.00	$0.00
32	Sick Leave Buyback (4x $600)	$ 2,400.00	$ 2,400.00	$0.00	0.00%	$1,200.00	$0.00
33		- - -	- - -				
34	Total Miscellaneous	$ 6,371.07	$ 6,204.22	($166.85)	-2.62%	$1,902.11	($83.43)
35		- - -	- - -	- - -	- - -	- - -	- - -
36	*Total Pensions & Insurance*	***$ 180,930.14***	***$ 174,720.77***	($6,209.37)	-3.43%	$87,360.39	($3,104.68)
37	*Total Current Compensation*	$ 217,567.01	$ 217,546.73	($20.29)	-0.01%	$108,773.36	($10.14)
38	*Total Pensions & Insurance*	$ 180,930.14	$ 174,720.77	($6,209.37)	-3.43%	$87,360.39	($3,104.68)
39	*Total Compensation*	**$ 398,497.15**	**$ 392,267.50**	($6,229.66)	-1.56%	**$196,133.75**	($3,114.83)
40							

41	Reserve for Overtime Reconciliation.	
42	Year Round Budgeted Amount	$ 212,440.00
43	Per week (52)	$ 4,085.38
44	Reserve - 1.25 x One Week	$ 5,106.73

45

46 *Notes:*

47 Administered through and with current payments made through the City of Melrose HR Department.

48 Reimbursements from the City of Malden - estimated quarterly --> **$ 49,033.44**

49 Annualized Increase o/ prior yr --> **-1.56%**

50 Active employee pension cost based on per capita cost over all Melrose Employees.

51 H Unemployment Insurance funded semi-annually and if a PB employee is laid off Malden will contribute 1/2 actual cost.

52 I Melrose self insures Workingman's Compensation and Malden will pay 1/2 of claims as they actually occur.

53 Cost might change if employees or retirees change their benefits during Open Enrollment with effective date of change July 1.

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pine banks park

ANNUAL REPORT
OF
PINE BANKS PARK

Fiscal Year 2022

July 1, 2021 through June 30, 2022

Board of Trustees

C. Henry Kezer, President and Chairman, Melrose
Richard R. Burns, Jr., Treasurer, Malden
Peter M. Carroll, Malden
John Lynch, Melrose
Gary Christenson (Ex Officio), Mayor of Malden
Paul Brodeur (Ex Officio), Mayor of Melrose
Richard Rudolph (Provisional at-Large)

Staff Members of Pine Banks Park

Kevin Benner, Superintendent
Russell P. Kezer, Skilled Laborer
John Wright, Skilled Laborer
Frank Celona, Mechanic/Skilled Laborer

Report of the Superintendent.

As Superintendent of Pine Banks Park, I herewith submit the following report for the year 2022.

The park's overall usage has been very busy and is basically back to the 2019 schedule for organized programs, since the lifting of restrictions due to the pandemic. We were once again able to provide picnic reservations for three picnic sites which are available from May 1st through October 31st. The sports fields are heavily used by the cities of Malden and Melrose for high school and youth organizations, and any time left over is for reservation for private rental by travel programs and other athletic user groups for a set fee. The track and dog park continue to be very popular, as well as the hiking trails, which our staff tries to maintain regularly to keep a safe and consistent walking path.

Thanks to the Trustees and the cities of Malden and Melrose, the new maintenance building will be completed for this summer. This building will create a better operation for maintenance of every aspect of the park, and for the first time we will have everything needed at one location. The building process started in the summer of 2021 with the demolition of the old building and has continued throughout the fall and winter and is now in its final stages before completion.

For the first time since 2019, the park was able to hold the Santa event back in the Santa house on Main Street on Saturday December 18th from 2PM-6PM. Also, the Fairy House event was held on Saturday August 28th from 12PM-

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4PM. Special thanks to Malden city councilor Barbara Murphy and her Ward 5 volunteers for organizing both events and making it very special for all who attended.

We continued again this year to hire a private tree service to prune and remove certain trees which pose a threat and create hazards to areas such as roadways, parking areas, pond and playground areas, or anywhere there is a potential target. On October 27th, we had to make an emergency call for a large oak tree which split at the base and was hung up several feet in the air, hung up in another tree and compressed on the road surface. The trees were cleared and later a large section of trunk scheduled for crane removal. We had that same tree service come in a couple of other times for similar work but was based upon scheduled set-up location to remove hazardous trees and limbs. Some of the logs were kept onsite to decrease cost and were cut up by park staff safely (always wearing proper personal protective equipment, hard hat, face shield, leg chaps, as well as a work plan and focus on continued education involving tree work). The logs were then split and piled as firewood.

There are 13 maple trees at the field areas located along the road from field BB1 and ending at the track by Main Street. Most recently we had one small dead maple removal, and nine others were pruned of all dead wood. These trees are all in decline and have suffered from past road construction, compaction, storm damage and other factors. A project for tree planting throughout this area mentioned as well as removals should be strongly considered.

Though this year has been tough without a maintenance building, the new building will create a terrific environment for successful maintenance throughout the park. Overall, this year was a success. The park continues to see an interest from outside renters, and the revenue has been very good, but we are probably at capacity. The sports fields are heavily used, but with our regular maintenance, they still hold up well and can handle the heavy use.

This year, I was appointed to the NESTMA (New England Sports Turf Managers Association) Board of Directors, and hopefully either this fall or next spring we will be able to host a field day event. On May 18th, the park will be holding a field day for the Massachusetts Tree Wardens and Foresters Association, which will provide lunch, as well as a tree planting demonstration and risk assessment and vendor booths. Organizations such as the ones mentioned have helped me so much and offer education and advice for all in these related fields of open space and recreation.

The support of the Pine Banks Park Board of Trustees and the cities of Malden and Melrose make all of this possible for this just over 100 acre gem to be used for these communities as a public park. I think Mr. Converse would be proud of what it has become.

I would like to thank the Pine Banks staff – Russell Kezer, John Wright and newly hired mechanic/skilled laborer Frank Celona. The work that they do, and all their continued efforts are so important for this facility.

Finally, I would like to thank the Board of Trustees for giving me this opportunity to be Superintendent, it is a great honor and means a great deal to me. I would also like to thank past Superintendent, Andrew Walsh for all that he did for Pine Banks over five years. Also, to all that have had a part in the new building, whether it be in architecture or design, engineering, whatever it may be, thank you so much.

Respectfully submitted

Kevin D. Benner

Superintendent

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Scheduled Field Usage

The following is a list of participants using the sports fields on an annual basis:

Malden:
Varsity, JV & Freshman Baseball
Varsity & JV Soccer
Varsity, JV & Freshman Field Hockey
High School Cross Country
Girls' Varsity & JV Lacrosse
Boys' Varsity & JV Lacrosse
Malden Youth Soccer (with lights)
Malden Babe Ruth Baseball (with lights)
Malden Pop Warner Football
Malden Youth Softball

Melrose:
Varsity, JV & Freshman Baseball
Boys' Varsity & JV Soccer
High School Girls' Varsity & JV Soccer
High School Girls' Field Hockey
High School Girls' Varsity Softball
High School Girls' Lacrosse
High School Boys' Lacrosse
Babe Ruth Baseball (with lights)
Pop Warner Football practice (with lights)
Melrose Youth Soccer (with lights)
Melrose Youth Lacrosse

Other Organizations:
Kendall Wanderers AFC Soccer
Melrose Running Club
Mystic River Rugby Club (with lights)
Melrose Men's Softball League (with lights)
Vikings AAU baseball
Team Boston AAU baseball
Malden Youth Flag Football
North East Baseball Tournament
Boston City Football Club

Special Events Calendar

A sample of groups which hold their "Special Events" at the Park during the season. They included:

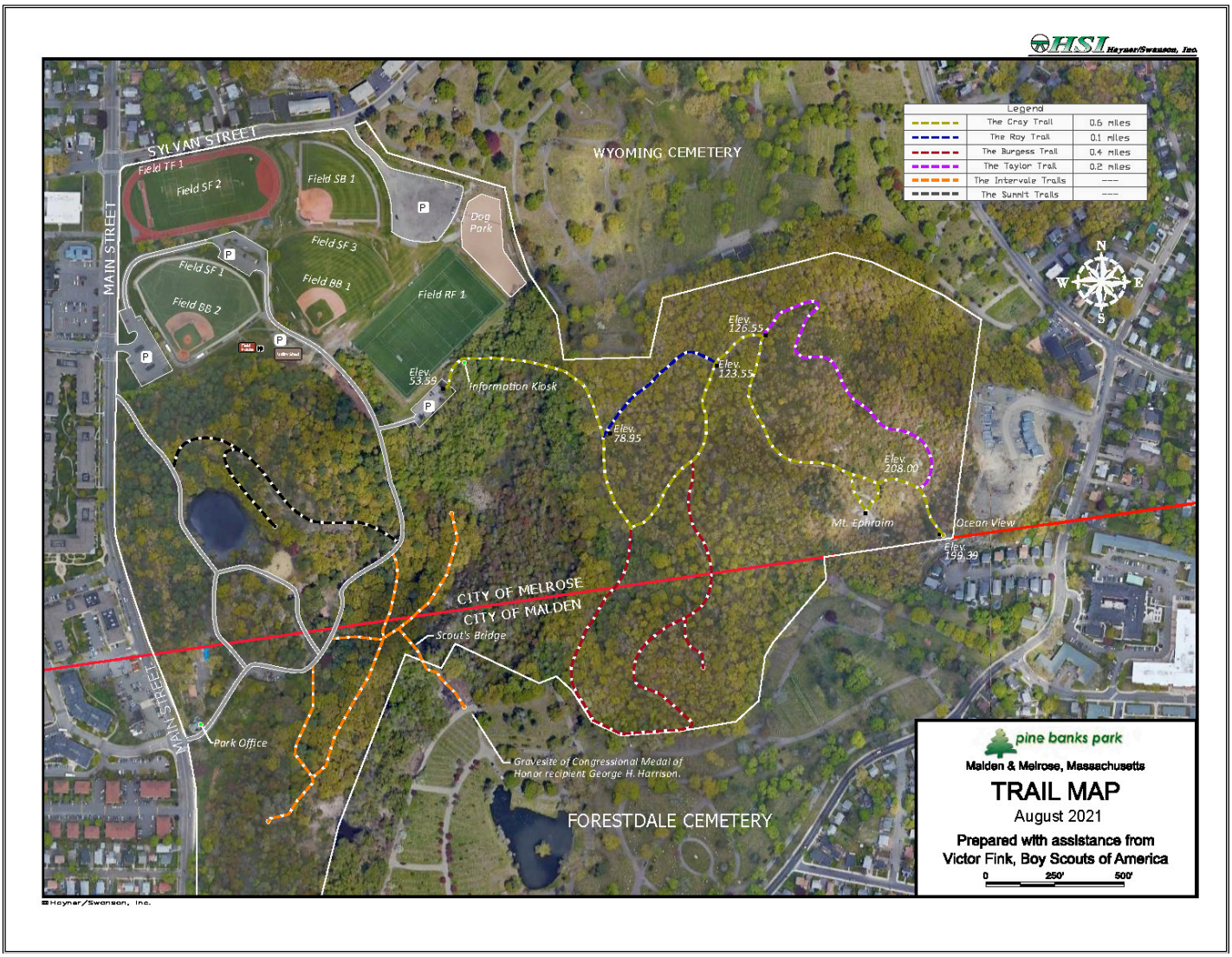
A. Melrose Running Club Mother's Day 5K Race
B. Bread of Life Walk
C. Melrose High School Marching Band Memorial Day Picnic
D. Melrose and Malden Boy Scouts Camp Out
E. Mayors' Cup (Malden vs. Melrose scholastic teams).
F. Malden YMCA Summer Program (a day camp)
G. Malden YWCA 5k road race.
H. Melrose Victorian Fair Road Race
I. Fundraising event for the Jimmy Fund
J. Learn to Cope Run and Walk Race
K. Weekly AA Meetings
L. Mystic River Rugby Club – Youth Rugby Summer Camp June – July



Youth Rugby Summer Camp

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Pine Banks Park – Satellite Photo.



This is a satellite photo of Pine Banks Park as it is presently configured, with an overlay of the locations of improvements and adjoining streets. The trail mapping was part of Victor Fink's Eagle Scout project, and was accomplished with a hand held GPS unit that provided exact locations and elevations. Victor stopped every six feet along the way to get these. His original work has been placed on the updated satellite image showing the new track, softball, dog park and parking area. This has been provided to us by our Civil Engineer, John Vancor, of Hayner/Swanson, and his son, Thomas Vancor, and our thanks goes out to them for it.

It is always interesting to see that the portion of the Park dedicated to the ball fields is a small portion of the total. It is also interesting to see the extensive trails running through the area, which a not well known to residents of either city.

A good portion is covered by a tributary stream to the Malden River. This comes down through the notch in our boundary with Wyoming Cemetery, running in a Southwesterly direction along our border with Forestdale Cemetery. This is the reason that there are no trails on the map where the boundaries for Melrose and Malden are shown. This low area is in contrast to the area to the East, which runs up to the high point at Mt. Ephraim and the view from Ocean View. Anyone who has not been up to visit these areas should try to make it and see the great views of Boston and the Ocean that available at Pine Banks Park.

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Pine Banks Park - Trustees' Notes 2022

Contributions.

In support of various projects, the trustees received the following contributions during the fiscal year:

- The Adelaide Breed Bayrd Foundation is in the renewed its grant of $250,000 over five years. Total contributions from them now exceed $1 million for park improvements. An additional grant for a similar amount to support capital improvements is to be submitted.
- The Adelaide Breed Bayrd Foundation contributed $25,000 for the purpose of acquiring miscellaneous equipment, improvements and other initiatives.
- The Adelaide Breed Bayrd Foundation contributed $5,000 for the hiring of a student from Malden as an intern during the late Spring and Summer. .
- The Piccolo Family Charitable Foundation contributed $25,000 for the purpose of acquiring miscellaneous equipment, improvements and other initiatives.
- The Piccolo Family Charitable Foundation contributed $5,000 for the hiring of a college student as an intern from the city of Melrose during the late Spring and Summer.

Capital Projects – Adelaide Breed Bayrd Foundation Loan.

As mentioned last year, the 1963 storage shed was to be replaced with a new Field Utility Building. This is the before picture:



Construction on the building began in the summer of 2021. Due to the East Boston Savings Bank acquisition by Rockland Trust Company, and the departure of key lending personnel, we lost our primary funding source since obtaining the MassDevelopment Bond. As an alternative, the trustees of the Adelaide Breed Bayrd

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Foundation agreed to loan the Pine Banks Park Foundation, Inc. the principal amount of $800,000.00 payable at 4.00% interest fixed over a term of ten years as had previously been discussed with East Boston Savings Bank. From the borrower's perspective, this is an advantageous arrangement in providing a fixed below market loan facility with minimum administrative overhead. From the lender's perspective, it allows the Adelaide Breed Bayrd Foundation to create an innovative and flexible charitable benefit to a local operating charity, like Pine Banks Park, while providing a fixed income investment at competitive rates. And all the Bayrd Trustees grew up at Pine Banks Park.

This loan was closed on February 16, 2022, and has been deployed toward the completion of the building. This loan was included in the FY 2022 budget, and is shown on the FY 2023 budget on line 46 of the Budget Summary.

This is a picture of the new building taken in May 2022, with occupancy set for Memorial Day 2022.



The main entrance is provided by two large overhead doors to the left, and behind the parked truck. To the right is the repair shop, with its own door for access. Inside is a complete vehicle workshop, complete with a lift for repair of park vehicles. Behind the workshop, but not visible here, is the office entrance to the right, The staff area consists of the Superintendent's office, a common break room with kitchenette, staff lockers, and bath and shower facilities. This new facility will provide Pine Banks Park with increased storage, maintenance capacity, and administrative space for the next fifty years. It took a lot of effort from all the friends of Pine Banks Park, but it came in on budget and on time. Our thanks to all.

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Pine Banks Park – Budget Summary – Fiscal 2023 Line Item Notes.

Pine Banks Park organizes its funding into three parts:

Part I Income - Compensation and Benefits. Lines 1 – 5 page 5.

The Park 'Leases' its employees from the City of Melrose. All compensation and benefits are administered through the Human Resources Department of the City of Melrose, and the entire scope of the costs are shown on the Park Budget. The City of Malden advances to the City of Melrose one half of the amounts required quarterly as shown on page 6. We include all costs related to benefits and retirement to be sure that the amounts are shared equally. The process was put into place in November 2012, and has been working extremely well, with thanks to the Human Resources Department of Malden and Melrose. Detail information is shown on the Compensation & Benefits Summary on page 6. These figures have remained flat from last year.

Part II Income – Operations - Budget Summary Lines 6 - 42. & 59 – 67.

These expenditures are made through a segregated central operating account at the Park, funded by monthly disbursements from each city. This has allowed a more accurate and timely control over expenses, which previously were made by each city on a per-expenditure basis. It also provides a more accurate basis for budgeting. The process has indicated areas to focus for more effective application of resources. These figures show and increase of $23,450 due to increased overhead in the operation of the new building, including heat, burglar alarm & internet totaled on line 67. The figures in the red box represent funds advanced from each city during the year.

Part III Income - Equipment and Capital Purchases Lines 43 - 55.

Capital expenses and acquisitions are shown on lines 43 - 55. These items are allocated and billed to each city as they are incurred during the year. Line 45 is the continuing amortization payment for the field improvements, and line 46 is for the supplemental funding of the Field Utility Building. Line 51 is a new one time capital expenditure to pave the parking lot by the playground.

Conclusion.

The Summary of expenditures is on lines 56 through 70. The Statutory Mandate is shown on line 71, and due to growth in assessed values has grown $56,538.43 this year to $851,361.92. The proposed budget is $973,571.89 and exceeds the mandate by $122,209.97, attributable largely to capital improvements.

The Trustees wish to express their appreciation to the citizens of Malden and Melrose for making this project possible. Those contributions together with the private grants that we continue to receive have permitted the Park to greatly improve its services for the citizens of both communities.

Respectfully submitted,

C. Henry Kezer, President & Chairman.

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Human Resources FY 23 Budget Memo

May 11, 2022

1. Percentage Increase in HR Budget over FY22?

152 Human Resources - overall increase 5.6%

- Salary and Wages
  - 6% increase due to step movement and having to budget for 53 payroll cycles in FY23
- Dues and Membership
  - 83.6% ($230) increase for SHRM membership, which offers useful tools, employment news and legal updates, and best practices for HR professionals.
- Education/Training (for HR)
  - A new line item of $500. Training is an important element for the professional development of employees, keeping up with the ever-changing HR field, aiding in performance boost and retention of HR staff.

914 Health Contractual

- Health Contractual Benefits – 4.7% increase
  - FY23 health insurance increase is 4.3% for City cost (calculation used 3/1 membership enrollment)
    - Non-Medicare health plan rates increased between 2.9% to 10.2%
    - Medicare health plan rates increased between 1.2% to 3.0%
  - The health budget projection is always a snapshot of a moment in time and cannot predict the behavior of employees, life events, or economic changes that may affect enrollment.
- Salaries and Wages
  - 7.1% increase due to step movement and having to budget for 53 payroll cycles in FY23.

2. What are the major changes to your budget?

There are no major changes to the FY23 budget, besides the health insurance contractual increase.

3. What are the reasons for these changes (major cost drivers)?

The Health Insurance budget, which has the largest financial impact on our budget is a contractual obligation for the City of Melrose and is primarily driven by the economy and the healthcare inflation, which we don't control. Approximately 5% average increase of the health insurance plans has been consistent over the last few years.

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Human Resources FY 23 Budget Memo

May 11, 2022

4. Please identify any noteworthy changes or events that took place during FY22 in your department (staffing changes, technology upgrades, new regulations or procedures, etc.)

In FY22 the HR department expanded its staffing. Three months ago we hired and started training an HR Assistant to help with recruiting, W/C, accruals, leave management and other projects. In FY22 HR continued playing a major role in interpreting the ever-changing federal and state regulations around pandemic protocols and response. HR created new testing, quarantine and leave policies based on current guidelines, educated and supported staff and managers on their application. We also tracked pandemic-related leaves and reported to the state for reimbursement purposes. Further, the HR Department provided regular professional development opportunities to managers and employees by offering and facilitating trainings related to team building, performance management, diversity, unconscious bias, inclusion and gender pronouns, financial webinars, First Amendment training, active shooter training, etc. In FY22 HR also implemented best DEI practices in the recruiting process, resulting in 25% of new hires (benefit eligible) who identify as "Other than Caucasian".

5. Do all of your department's salaries come from the same budget, if not, please identify the split among multiple budgets?

	HR S&W	Health S&W
HR Director	75%	25%
HR Coordinator	50%	50%
HR Assistant	50%	50%

6. Any events or changes you anticipate in your department for FY23?

In FY23 the HR department along with the Auditor's office will work towards implementing the new Compensation and Classification plans proposed by HRS Consultants. Part of the implementation will include developing a compensation administration policy based on a hybrid model of length of service and performance. To ensure the success of the new system and provide support for department heads and managers, HR will create a uniform performance guide.

The new employment landscape requires HR's strategic role in succession planning; recruiting for these roles, onboarding, providing transition support and retaining our employees. A critical project for FY23 will be the development and implementation of Recognition and Retention strategy for employees to feel appreciated, supported, and engaged in the workplace, which further enhances the morale and performance of staff and translates into higher retention and excellent service for the residents of Melrose.

In FY23, HR will continue supporting the DEI mission of the administration and work on implementing the recommendations of Visions Consultants, HRS' Organizational Needs Assessment and DEI Taskforce.

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HR will also work closely with the Executive Police Chief Search Consultant and coordinate the process for the successful selection, hiring and transition of a new Police Chief.

7. Additional Budget Summaries

912 Worker's Comp

Our FY23 Worker's Comp budget is being level funded. The HR Department oversees the Worker's Compensation (WC) for City and School employees as well as Fire and Police Injured on Duty. It is difficult to project what a WC budget may look like from year to year since the cost is driven by the number of claims and the type of claims that are filed.

The City of Melrose currently has three permanent WC recipients whose total cost is $155,000, and two short term recipients (one City, one School). We use a third party vendor, Future Comp, to assist with claims administration, billing and compliance with state and federal laws and regulations. They provide medical case management, utilization review, outside council services, and other tools that are critical in the sound and efficient management of a claim, overall cost reduction and most importantly, successful claims outcomes and return to work.

913 Unemployment

Our FY23 Unemployment budget is being level-funded. The City of Melrose is a reimbursable employer, which means that we are responsible to pay all costs related to unemployment benefits for former employees and as a subsequent employer, which makes it challenging to project what our next year's budget may look like. HR also reviews and dispute every claim that we believe is inaccurate or fraudulent.

Currently, the maximum benefit an employee can collect is half of their average weekly earnings up to $974 weekly for a maximum of 30 weeks. FY22 Unemployment budget has been fairly stable. In March 2022 we had two claims (one City, one School).

914 Health Contractual

The City of Melrose provides health insurance to our employees and retirees, their dependents and survivors through the Group Insurance Commission. In FY23, the City will be entering its second of six years agreement between the City of Melrose and Melrose Public Employee Committee regarding providing health insurance benefits. This agreement dictates the City and the Employee/Retiree health plans contributions for the next several years.

The Health insurance budget is dynamic and constantly changing. At any point in time we are presented with a snapshot of membership enrollment, which is driven by employees' life events and socioeconomic factors. In addition to the economy, the health contractual budget can be impacted by Open Enrollment changes, Opt Out enrollments, Medicare premium cost. All these factors provide for fluid, constantly changing data and over the years the HR and Auditor's office have worked creatively to adjust our approach to provide a most reasonable estimate next year's budget.

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Human Resources FY 23 Budget Memo

May 11, 2022

The City did not see too many changes during April- May 2022 Open Enrollment. The major change resulted from Fallon Health exiting out of the municipal insurance market. This affected 19 employees, who had Fallon and ended up enrolling in comparable health plans effective July 1.

When determining the Health Contractual budget for FY23 the City used a balanced approach of based on average plan cost, April 1 enrollment numbers and projected for anticipated retirements, vacancies, employee's turning 26, etc. This translated into 4.3% for City cost increase.

Our Opt Out program has been a successful health cost avoidance measure that employees take advantage of. The growth has stabilized and slowed down over the years. The City currently has 133 employees in the Family Opt Out plan and 14 employees in Individual Opt Out plan, which is an increase of 11 Family plans compared to the same time last year. Past history shows that about a quarter of new hires enroll in the Opt Out program. We projected an increase of the Opt Out budget of 2.9%.

Medicare Part B cost is another element that impacts the Health contractual budget. The City of Melrose reimburses our retirees and their spouses 70% of the standard Medicare Part B premium. Retirees are seeing a larger Medicare Part B premium increase in 2022 compared to previous years. These premiums are controlled by the Federal government. Since not every retiree pays the same premium, HR does its best to project the most reasonable estimated cost with the information we have available at the time.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Ghobrial, Andrew

From: Travinski, Adam
Sent: Tuesday, May 10, 2022 12:44 PM
To: Ghobrial, Andrew
Subject: COLA vote- City Council meeting
Attachments: Funding schedule with $12k COLA.pdf; Funding schedule with $16k COLA.pdf

Hi Andrew,

Please see the attached funding schedules. At the Retirement Board meeting on September 29, 2921, the Board voted to adopt two new funding schedules. One with our current $12k COLA base for retirees and one with an increase of $16k to the COLA base for retirees.

If the City Council votes yes to increasing the COLA base to $16k, this would mean an additional $10 per month for our retirees, if they at least receive a $16k pension from the Retirement Board.

As you know, our COLA base has never been raised for our retirees since 1997. I have provided a link below from PERAC's website that shows what other communities have done with increasing the COLA base for retirees over the years.

https://www.mass.gov/service-details/increase-cola-base

Please let me know if you have any questions.

Thanks,

Adam Travinski
Executive Director
Melrose Retirement Board
562 Main Street, City Hall
Melrose, MA 02176
Phone: 781-979-4151
Fax: 781-979-4206

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MELROSE RETIREMENT SYSTEM

FUNDING SCHEDULE with 3(8)(C) - 15 years: 4% amortization

RP-2014 adjusted to 2006, projected generationally using MP-2020; 7.25% Discount Rate

Funding Appropriation

Fiscal Year	Unfunded Liability	Net Normal Cost	Funding Amortization of UAAL	Amortization of Recognized Asset Loss/(Gain)	Net 3(8)(c) Payments	Schedule Contribution
2023	62,976,750	1,652,525	5,161,850	-	53,423	6,867,798
2024	62,006,481	1,726,889	5,368,324	-	53,423	7,148,635
2025	59,112,059	1,804,599	5,583,057	(150,032)	53,423	7,291,047
2026	57,570,763	1,885,806	5,806,379	(156,033)	53,423	7,589,575
2027	53,137,587	1,970,667	6,038,634	(431,064)	53,423	7,631,660
2028	50,975,942	2,059,347	6,280,180	(448,306)	53,423	7,944,643
2029	48,417,014	2,152,017	6,531,387	(466,238)	53,423	8,270,589
2030	45,422,375	2,248,858	6,792,642	(484,888)	53,423	8,610,036
2031	41,950,431	2,350,057	7,064,348	(504,283)	53,423	8,963,544
2032	37,956,167	2,455,809	7,346,922	(524,455)	53,423	9,331,699
2033	33,390,893	2,566,321	7,640,799	(545,433)	53,423	9,715,110
2034	28,201,953	2,681,805	7,946,431	(567,250)	53,423	10,114,409
2035	22,332,423	2,802,486	8,264,288	(589,940)	53,423	10,530,257
2036	15,720,786	2,928,598	8,594,860	(613,538)	53,423	10,963,343
2037	8,300,575	3,060,385	8,938,654	(638,079)	53,423	11,414,383
2038	(0)	3,198,103	-	-	53,423	3,251,525

Amortization of Unfunded Liability as of July 1, 2022

Year	Type*	Original Base	Original Amort. Amount	Percentage Increasing	Original # of Years	Current Amort. Amount	Years Remaining
2023	Fresh Start	62,976,750	5,161,850	4.00%	15	5,161,850	15
2025	Asset Gain	(1,632,364)	(150,032)	4.00%	13	-	13
2027	Asset Gain	(2,547,060)	(268,789)	4.00%	11	-	11

* Asset Gain/Loss is the amount recognized by the smoothing method in the year shown

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MELROSE RETIREMENT SYSTEM

FUNDING SCHEDULE with 3(8)(C) - 15 years: 4% amortization

RP-2014 adjusted to 2006, projected generationally using MP-2020; 7.25% Discount Rate; $16k COLA

Funding Appropriation

Fiscal Year	Unfunded Liability	Net Normal Cost	Funding Amortization of UAAL	Amortization of Recognized Asset Loss/(Gain)	Net 3(8)(c) Payments	Schedule Contribution
2023	66,410,270	1,721,559	5,443,276	-	53,423	7,218,258
2024	65,387,101	1,799,029	5,661,007	-	53,423	7,513,459
2025	62,423,871	1,879,985	5,887,448	(150,032)	53,423	7,670,824
2026	60,796,223	1,964,585	6,122,946	(156,033)	53,423	7,984,920
2027	56,257,375	2,052,991	6,367,863	(431,064)	53,423	8,043,214
2028	53,968,817	2,145,376	6,622,578	(448,306)	53,423	8,373,070
2029	51,259,650	2,241,918	6,887,481	(466,238)	53,423	8,716,583
2030	48,089,192	2,342,804	7,162,980	(484,888)	53,423	9,074,319
2031	44,413,404	2,448,230	7,449,500	(504,283)	53,423	9,446,869
2032	40,184,631	2,558,400	7,747,480	(524,455)	53,423	9,834,848
2033	35,351,323	2,673,528	8,057,379	(545,433)	53,423	10,238,897
2034	29,857,732	2,793,837	8,379,674	(567,250)	53,423	10,659,684
2035	23,643,593	2,919,560	8,714,861	(589,940)	53,423	11,097,903
2036	16,643,777	3,050,940	9,063,455	(613,538)	53,423	11,554,280
2037	8,787,914	3,188,232	9,425,993	(638,079)	53,423	12,029,569
2038	(0)	3,331,703	-	-	53,423	3,385,126

Amortization of Unfunded Liability as of July 1, 2022

Year	Type*	Original Base	Original Amort. Amount	Percentage Increasing	Original # of Years	Current Amort. Amount	Years Remaining
2023	Fresh Start	66,410,270	5,443,276	4.000%	15	5,443,276	15
2025	Asset Gain	(1,632,364)	(150,032)	4.000%	13	-	13
2027	Asset Gain	(2,547,060)	(268,789)	4.000%	11	-	11

* Asset Gain/Loss is the amount recognized by the smoothing method in the year shown

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Ghobrial, Andrew

From: Travinski, Adam
Sent: Monday, May 16, 2022 11:01 AM
To: Ghobrial, Andrew
Subject: FY 23 Appropriation
Attachments: FY 23 Appropriation by unit.pdf

Hi Andrew,

If the City Council approves the COLA increase to $16k, please see the attached FY 23 appropriation by unit.

Thanks,

Adam Travinski
Executive Director
Melrose Retirement Board
562 Main Street, City Hall
Melrose, MA 02176
Phone: 781-979-4151
Fax: 781-979-4206

****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.****

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Melrose Retirement Board
Appropriation by Governmental Unit

Fiscal Year 2023 - July 1, 2022 to June 30, 2023

Aggregate amount of appropriation: **$7,218,258**

UNIT	Percent of Aggregate Amount	Funding Schedule (excluding ERI)	ERI	Total Appropriation
City of Melrose	97.53%	$7,039,967	$0	$7,039,967
Melrose Housing Authority	2.47%	$178,291	$0	$178,291
UNIT TOTAL	**100%**	**$7,218,258**	**$ 0**	**$7,218,258**

The Total Appropriation column shown above is in accordance with your current funding schedule and the scheduled payment date(s) in that schedule. Whenever payments are made after the scheduled date(s), the total appropriation should be revised to reflect interest at the rate assumed in the most recent actuarial valuation. Payments should be made before the end of the fiscal year.

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CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Margot Fleischman, Director of Strategic Initiatives and Communications
Re: FY23 Budgets for Boards and Commissions
Date: May 16, 2022

In preparation for the review of Fiscal Year 2023 budgets, I am pleased to provide the Honorable City Council a summary of the commissions with budgetary allocations. As you will note from the chart below, the only commission that will see an increase in FY23 is the Conservation Commission. The Conservation Commission requested an increase in the salary and wages line of $5,700. This will allow the Conservation Agent to work 16 hours weekly versus the current 10 hours weekly.

		FY22	FY23	$ Change	% Change
165	Liquor Commission	2,000.00	2,000.00	0.00	0.00%
171	Conservation	20,825.00	26,590.00	5,765.00	27.68%
196	Melrose Energy Commission	2,500.00	2,500.00	0.00	0.00%
540	Beebe Estate	7,900.00	7,900.00	0.00	0.00%
542	Women's Commission	2,000.00	2,000.00	0.00	0.00%
544	Human Rights Commission	3,000.00	3,000.00	0.00	0.00%
545	Commission on Disability	2,500.00	2,500.00	0.00	0.00%

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FY 2023 Budget Questions from Councilors

Questions received by May 13, 2022

Updated May 25, 2022

General Questions:

1. What was the number of non-union employees included in FY 2022 Budget?
There were 66.5 non-union employees in the FY22 City Operating Budget.

2. What is the number of non-union employees included in FY 2023 Budget?
There are 66.5 non-union employees in the FY23 City Operating Budget. Although there is an increase of 1.0 FTE overall (see below), one existing FT position was shifted from non-union to union.

3. What new positions were created in FY 2022 and are there any new positions planned for in the FY 2023 Budget?
There were 3 positions added to the Fiscal 2022 Budget, HR(152), IT(155) and Inspectional Services (241).
There are 2 new positions added to the Fiscal 2023 Budget: part time positions in the Mayor's Office (121) and Pine Banks (652).

4. Where all new positions absorbed in the budget?
The new positions proposed are part of the balanced budget for Fiscal 2023.

5. Has any one-time money (ARPA) been used in FY22 or projected to be used in FY23 for any / new positions?
Yes. ARPA funds are being used to pay the wages, benefits and insurance costs of two full-time positions:

- Social Services Coordinator in the Health and Human Services Department
- Director of Economic Recovery and Business Development in the Mayor's Office

As the position are grant funded, they have no effect on the operating budget for either department.

6. Why do the Salary numbers seem so high for the Fiscal 2023 budget?
For Fiscal Year 2023, from Friday, July 1,' 2022 to Friday June 30,' 2023, there are 53 Fridays. City Departments are paid on Fridays and must budget for 53 weeks to account for this. This does not result in an extra week of pay for employees. In addition, typically this occurs every five or six years in the budget cycle.

7. How can I get a list of what the ARPA money has been committed to and that dollar amount?
An update memo to the City Council has been provided which lists all ARPA-funded projects approved to-date. There are also resources available on the City website to answer questions about approved projects at https://www.cityofmelrose.org/mayor/pages/ARPA.

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8. What are the balances in the revolving funds as well as revenues collected?

Fund Number	Revolving Fund	Balance as of 5/18/22	Revenues as of 5/18/22
2607	Veterans	2,026.04	-
2652	Recreation	388,350.43	403,844.10
2657	Recycling	65,018.89	58,361.08
2658	Inspectional Services	33,054.31	4,592.00
2659	Health	58,922.63	52,259.51
2665	Police False Alarm	3,362.64	3,250.00
2669	Park Permits	20,196.31	15,066.34
2750	Beebe	96,550.78	11,800.00
2811	COA	2,593.38	42,814.94*

*Please note COA revenues include a donation of $31,500 to fund the Social Worker position.

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Budget 121: Mayor

1. How many new positions were created in FY 2022 and are there any new positions proposed in the FY 2023 budget?
One full-time, grant funded position was created in FY22: the new Director of Economic Recovery and Business Development position was created by the Mayor using ARPA funds.

One part-time position is being proposed for inclusion in the FY23 operating budget: a part-time (18 hours/week) administrative position is proposed to be added to provide admin and front desk support to the Mayor's Office and other City Hall departments in need of additional administrative support.

2. Are these new salaries accounted for in the budget or through one time money?
The PT administrative position is included in the proposed FY23 budget. The ARPA-funded position is not.

3. Where in the Budget is the Community Development position?
There is no Community Development position in the Mayor's Office. The Director of Economic Recovery and Business Development position is not in the budget, as it is being fully grant funded through the use of ARPA funds.

4. Can you shed some light on the 23% increase in dues and membership?
For the past several years, the Mayor's Office budget has been carrying an outdated number for the cost of dues to the Massachusetts Municipal Association and the Metropolitan Area Planning Council, and because of this has regularly overspent this line item. These dues have been increased regularly, but the Mayor's Office budget has not kept pace with those adjustments. The increase for FY23 brings the budget in line with what is expected to be needed to meet these costs.

5. Can you explain the 15.8% increase in salaries?
This is a combination of the cost of the addition of the 18 hour/week administrative position and the effect of the 53-week year.

6. Will the part-time assistant position be eligible for benefits?
No. This will be a "Part-Time Employee Without Benefits" which is defined as an employee who is scheduled eighteen (18) hours or less per week regularly. These employees are not entitled to holiday pay, vacation pay, sick pay, group health insurance or any other benefits.

0100 Auditor

1. Were there any positions created in FY 2022 and are there any new positions proposed in FY 2023 Budget?
There are no new positions as part of the Fiscal 2023 budget for the Auditor's Office.

2. Can you shed some light on the 7.3% salary increase?
The Auditor's office is proposing that our union position be increased from 30 hours to 35 hours, in addition to the 53rd week budget requirement for Fiscal 2023.

141 Assessor

1. Are there any new/additional positions included in FY 2023 Budget?
No.

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2. When is the next re-evaluation? Was it in 2022? If so does FY 2023 need to be the same dollar amount?

- The next Revaluation (Certification Review conducted by the Bureau of Local Assessments/Department of Revenue) will be in Fiscal Year 2027.
- Fiscal Year 2022 is a Certification year for Melrose.
- The Bureau of Local Assessment (BLA) conducts this comprehensive review every 5 years using statistical analysis to ensure that the assessed values in each community in Massachusetts are supported with current market evidence and are uniformly and equitably applied to all property, and that the assessors have applied mass appraisal practices according to the law.
- In interim years (years between Certification years), assessors are required to adjust valuations to reflect changes in the tax base due to new construction, alterations, demolitions, etc. If there has been a change in market conditions, assessors must also adjust their valuation schedules so that all property valuations reflect full and fair cash value as of January 1st.
- Because the resources required to assess all property at full and fair market value as of January 1 remain the same in FY23, our budget requirements also remain the same.

3. Why do we need $4k in furniture if we spent $2,200 in 2021 and $29.98 YTD in FY 2022?

The Furniture & Fixtures line in the Assessor's budget is intended primarily for the maintenance and support of public access to materials, records and resources in the Assessor's office. Due to restrictions associated with the pandemic, some of the projects covered under this budget line were temporarily suspended in FY 2022. The Assessor's Department is currently resuming work on and intends to continue work on these projects in FY 2023, starting with the reestablishment of a Resident Kiosk area. This kiosk will allow all residents and taxpayers easy access to Assessors Maps, Property Record Cards, Valuation information, historical information, etc., while Assessing Office staff may provide explanation and support as needed. The planning of this space incorporates a focus on ADA compliance.

145 Treasurer/Collector

1. Are there any new/additional positions included in FY 2023 Budget?

No, there is no intent to add to the team in FY23. During FY22, the Head Clerk-RE retired and a Senior Clerk-W&S was promoted to Head Clerk. We recently hired a new Senior Clerk-W&S who has fit into the team very nicely and doing well on the learning curve. We are fully staffed and will focus on cross-training during the year.

2. Can you shed some light on why there is a $15k increase in printing cost?

The increase in printing cost is largely due to a reallocation of a portion of the Kelley & Ryan fees that had been booked to the postage line. The Kelley & Ryan bills cover the costs associated with printing, stuffing envelopes, processing and postage costs for each mailing for RE, Excise, Personal Property and other communications. Which line item the expenses were booked to seems to have varied over time and the entire bill had ended up booked in Postage. After reviewing with the Senior Auditor, it was decided that only the postage portion of the bills will be booked to postage and the actual creation/processing of the items should be booked to printing to more accurately reflect the expense.

Other printing line items that are part of the increase include the cost of W-2 forms & envelopes which we had had an inventory of to use in 2022 and will need to purchase for 2023. Additionally, the costs of mandatory advertisements in the Melrose Weekly News for Tailings, Tax Titles and bids for services have risen and added to the increase.

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3. Can you explain the new bank service fees that were not in the previous budget?
There are two drivers to the new cost. The first is the near zero percent interest rates that are being applied to our bank balances, the second is a merger between two of our providers.

The City has been using one banking institution for processing lockbox payments for many years. Their pricing model included that interest earned on the balances held in the lockbox account would be used to offset lockbox processing services. When interest rates dropped to record lows on the accounts, there was not enough interest generated to offset the fees, particularly during high spend or low collections periods such as when we fund the retirement pension or the month or so before the real estate payments are due and the account balances are lower than average. As the Fed tightens rates, the additional interest earned will help offset fees to a larger extent. This expense was not in prior years' budgets because the expense was not incurred in the past.

The bank we have been using was acquired in the late fall of 2021. The new bank did not have a pricing model in place for lockbox and rather than adopt the original bank's pricing, came up with a more restrictive pricing model from a client perspective. Additionally, they continue to apply the lowest interest rates to the accounts of all our banking relationships (.05%-.10%).

From a client perspective, the results of the merger have not been positive and I have initiated conversations with another lockbox provider to determine our best course for pricing and quality of service.

151 City Solicitor

1. Are there any new/additional positions included in FY 2023 Budget?
No.

2. Can you please explain the 25% increase in the salary/wages line?
The increase is to account for increasing the hours of the Assistant City Solicitor from 30 to 35 hours. Former City Solicitor's departure occurred right in the middle of switching this employee from 30 to 35 hours. For FY22, this position was budgeted for only 30 hours.

3. Why such a large increase in professional services?
Increase of $15,000 for Professional Services: Increase reflects cost of specialized Labor Counsel this coming fiscal year to assist in Main Table Collective Bargaining Negotiations for 3 Public Safety Contracts and continued use of Outside Counsel for Cable License Negotiations with Verizon/Comcast.

4. Can you shed some light into the considerable increase in the property and casualty Insurance? Did we experience a lot of claims?
Increase in Property Insurance coverage to reflect new pole chargers that were not part of the FY22 budget due to timing. Increase in coverage is also reflective of capital acquisitions in process on a regular basis and insurance cost increases to cover liability/defense of public safety employees. This number is also reflective of a 5% assumed increase across existing policies.

152 Human Resource

1. Are there any new/additional positions included in FY 2023 Budget?
No.

2. Can you give a little background into the 6% salary increase?
The 6% increase is due to step movement and having to budget for 53 payroll cycles in FY23.

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3. 30 retirements, including 21 on the City side: is this a typical number of retirements for the City in a fiscal year?

The number 21 represents the number of retirees collecting City pension (this includes retirees from the school who are not members of the Mass Teachers Retirement System).

If we report on the number of retirees who came from the City (not School), then that breakdown shifts to 16 City and 14 School retirees. This number is slightly larger than last year. In FY21 we had 12 retirees on the City side. Also this year, on both City and School side, we have few employees who resigned years ago and decided to retire now and are eligible for retirement benefits. They were counted towards the total number.

4**. What is the status of the police search committee? Is there any budgetary costs for that, or is it covered by what was appropriated for the search consultant?**

The Police Chief Search process is underway in coordination with our consultants at MRI, Inc.

Using community input gathered through a survey which received over 420 responses, our MRI consultant created an ideal candidate profile to be used in the recruiting process. We anticipate that MRI will be placing the ad for this position this week with various professional organizations.

Upon the consultant's recommendation that 6-8 community stakeholders be interviewed to gain a better understanding of what they are looking for in the next police chief, the Mayor identified 14 community members representing different groups and identities within Melrose. MRI will complete interviewing these stakeholders in the next week or two to gain their perspective in advance of beginning to evaluate candidates.

A Search Screening Committee will participate in the assessment center led by the MRI consultants later in the process. This will consist of a separate group of stakeholders that the Mayor has not yet designated.

There are no further costs associated with this process beyond the appropriation that funded the consultant.

5. Why was only about ½ of the budgeted amount for advertising spent, despite that number of open searches we've had in the past year?

As of today, the YTD advertising budget has been almost entirely spent. We currently have around $500 left, which will be deplete once we pay pending invoices, which we have not received yet. When the City Council received the YTD Advertising budget, we were still awaiting invoices from MMA. Additionally, two of the engines we use for recruiting (Linkedin and Indeed) require the use of a credit cards. Every few months I submit for the reimbursement of the cost associated with posting on Linkedin and Indeed. HR, Treasurer and Auditor are discussing using a City-issued card for these expenses going forward.

6. Would any DEI trainings be reflected in the HR budget, or in each individual department's professional development line item?

HR has a professional services line that is designated for the implementation of the Visions DEI audit recommendations. The consultants have just delivered their final report, and among their recommendations are additional trainings for staff. At this time, the funds in the professional services line item are anticipated to go in part towards further department-level DEI related trainings for staff, including cultural competency trainings and opportunities for all employees and leadership to improve

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their skills for having cross cultural, challenging conversations and to enhance problem solving using a multicultural lens (MCL).

Only individual departments who have requested professional development have a professional line item in their budget. The department determines the trainings that meet their needs, some of which are required in order to maintain certifications and licenses.

Separately, HR coordinated and participated in the following trainings for department heads and employees in FY22:

- REAL 100,200,300 webinars through National League of Cities:
    - Normalizing Racial Equity in Local Government
    - Organizing and Operationalizing Racial Equity in Local Government
    - Massachusetts "Town Hall Discussion" on Racial Equity in Local Government *(offered to employees, HR participated)*
- Unconscious Bias, Inclusion and Gender Pronouns *(offered to employees, HR participated)* through Optum
- Honors Class: how to recruit diverse talent (*HR participated)* through AMARU
- Advancing DEI & Talent Development in Cities & Towns *(HR participated)* through Northeast Government Executives Council

7. Do we typically not budget for any increased in the salary for new Chief of Police? According to the Police memo, there is no projected increase in the salary for FY23.

Since we don't have the specifics of the new Chief's start date and salary the department has not budgeted for the new projected increase yet.

155 Informational Technology

1. Are there any new/additional positions included in FY 2023 Budget?
There are no new positions included in the FY23 Budget. I do need another position to fulfil some of the Public Safety workload and cybersecurity issues but since I was allowed a new position for FY22, it was not prudent to add another position at this time. During the discussions for the IT Project Manager position in 2020, 2 positions were identified to be added to the IT Dept. The first was the Project Manager and the second was a technician to address the aforementioned items.

2. Can you give us a little background into the large increase in software licenses?
The city has moved to an Microsoft 365 (M365) platform for all of our MS Office products with the addition of Teams and email hosting (which is required for M365). This product will cost the City roughly $60,000/year. In FY22, the amount paid for M365 is $58,200.00. However, we have already needed to add licenses for departments and employees so I predict this will grow. Additionally, adjacent products are required to facilitate the use of M365. We are using a Barracuda product to backup all of the data now stored in 365 as well as screen and archive our email for legal compliance. This product is $24,898.64 for FY22. We will be renewing our antivirus this year for a three year terms which accounts for the rest of the increase. I predict the increase in these online platforms to rise in price 3-5% annually.

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3. OSDBA support contract line. We have been budgeting $10k a year but have not come close to using that dollar amount over the last two years. Is this the correct amount could it be less?
The OSDBA contract line has been in place for a while. Initially, this was for an actual Operational Services DataBase Agreement (OSDBA) which was a maintenance contract with Tyler (Munis) for anything related to emergency fixes and database issues. We have since discontinued that agreement which was for over $15,000 but kept in place a $10,000 amount to use for any emergencies that may arise and for Tyler upgrades etc. During the pandemic, we were focused on all tech needs surrounding the pandemic and school operations and there was not much done in Munis. Now that we are coming out of the pandemic (sort of) we have refocused our efforts on Munis maintenance upgrades. By the end of June, we will have rolled out the new 2021.3 version of Munis which is a major upgrade with many new features. Additionally, we will be rolling out new features with Tyler ESS in the coming year. The 2021.3 version will deprecate in 2023 at which time we will need to do another upgrade so this funding will be necessary.

161 City Clerk

1. Are there any new/additional positions included in FY 2023 Budget?
There are no new positions included in the FY 2023 budget for City Clerk 161, Clerk of Committees 112 or Elections 162

2. Can you give some insight into the 33% increase in the overtime budget?
It is anticipated that the voter access protocols will be back reinstituted in some fashion possibly with additional measures. With two fall elections the Elections Administrator will be working more than 35 hours to accommodate the work and this union position is eligible for overtime. Additionally, the senior clerk who shares some elections responsibilities is eligible for overtime as well. The FY2021 budget) reflects high overtime costs where that budget line was spent along with an additional $739.01 due to the additional voter access processes. Overtime will be carefully managed. Previously the City Clerk and Assistant City Clerk (not overtime eligible) were handling election functions.

162 Elections

1. Where is the Elections Administrators salary? It does not look like it is in this budget.
The elections administrator salary is paid from the City Clerk's salary and wages line (Department 161).

171 Conservation

1. What falls into the conservation maintenance line?
The conservation Maintenance line is what we pay out all of the pond treatments from. It currently has our regular maintenance contract for all three ponds (Ell, Swains and Towners). The current treatment contract (Algaecide and Alum treatments at Ell, herbicide treatments at Swains for submersed vegetation control and floating vegetation control at Towners) totals over $10k and is a separate contract from the Water Chestnut treatment contract.

2. Can you explain the 60% increase in salary and wages? Is this additional hours?
Yes. The Conservation Commission requested an increase in the salary and wages line of $5,700. This will allow the Conservation Agent to work 16 hours weekly versus the current 10 hours weekly.

3. Will the current conservation agent remain in the position for 16 hours a week?

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Yes, that is the expectation.

4. Does this increase from 10 to 16 hours change any benefits?
No.

175 Planning Board

1. Are there any new/additional positions included in FY 2023 Budget?
No.

2. Can you she some light on the 14% increase in salary and wages?
There are no new positions in the Office of Planning and Community Department in the FY2023 budget, but there have been staff changes that have resulted in an increase in salaries and wages. The Senior Planner left the organization and was replaced by the Planner who held the part time Planning Coordinator role for the past six years. During this transition, the job description for the Senior Planner role was reviewed and the salary was adjusted to reflect market conditions. When the promotion occurred and the part time Planning Coordinator role became available, the Planning Director consulted with the Mayor, the CFO and HR and received support to upgrade the Planning Coordinator role to a full time Assistant Planner position. The hours were adjusted from 24 hours per week to 35 hours per week, the job description was updated to reflect additional responsibilities and there was a corresponding increase in salary to reflect the additional hours, responsibilities and market conditions. This additional capacity and skill level will help with the implementation of the Housing Production Plan and help us better respond to the complexities of the work we do in the Office of Planning and Community Department.

211 Police

No questions received.

221 Fire

No questions received.

241 Inspectional Services

1. Are there any new/additional positions included in FY 2023 Budget?
No.

2. Do you have enough support in terms of staff?
I am continually assessing the needs for additional ISD staffing. Currently I am not pursing any additional staff. However, given the volume of large mixed use residential/retail projects in the pipeline, I anticipate pursing an additional local building inspector sometime during the FY 23 Budget period.

291 Emergency Management

No questions received.

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296 Parking

1. What falls under professional services line?
The professional services line for Parking includes the services provided by Kelley & Ryan. This includes and entering ticket data and maintaining the parking ticket system, mailing notifications regarding additional fees (demands) added to the amount due for late payment and for marking outstanding tickets at the registry of motor vehicles. The expense is driven by the number of parking tickets issued.

399 Regional School Assessment

1. Do we know what the enrollment is for next year?
56 at Northeast Metropolitan Regional Vocational School and 7 at Essex Agricultural

2. What is the increase in students?
Northeast Metropolitan Regional Vocation School is increasing by 12 students for Fiscal Year 2022 to Fiscal Year 2023. As of right now, there are 7 students attending Essex Agricultural in 2023. Enrollment remained the same from Fiscal Year 2022 to Fiscal Year 2023. For informational purposes, these enrollment numbers can and do fluctuate after the budget has been adopted as they are not under the purview of the City's control.

3. When does the assessment begin for the new school?
The Assessment for the Northeast Metropolitan begins in Fiscal Year 2023.

401 Administration and engineering

No questions received.

402 PW Facility Maintenance

No questions received.

422 Public Works Highway

No questions received.

423 Public Works Snow Removal

No questions received.

433 Public Works Sanitation

No questions received.

475 PW Park and Forestry

No questions received.

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485 PW Automotive

No questions received.

491 Cemetery

No questions received.

511 Health

1. Are there any new/additional positions included in FY 2023 Budget?
No.

2. Do you have any positions funded through ARPA?
We have one full-time position supported by ARPA: the Social Services Coordinator.

3. Can you shed some light on the 5.8% increase in salary and wages?
The 5.8% increase in salary and wages reflects two phenomena: new personnel are early career professionals, which entails Step increases on the union scale, as opposed to long time employees that may have maxed out on the union scale and are only receiving COLA each year. The other reason for the increase is due to the starting salary range for Health Inspectors being moved up. Health Inspectors are a difficult position to fill in the State of Massachusetts due to their unique skillset requirements and lack of a state funded formal training program. To remain competitive in the market, we needed to increase our salary range to attract and retain qualified Health Inspectors. And like all departments, our salary and wages budget is also affected by the 53-week year this fiscal year.

4. 27.7% increase in funding to pest control - what does that buy?

The increase in the pest control line is actually not a new service or increased service. Goose control was mistakenly not budgeted for last fiscal year, so we ended up paying for it through the Animal Control budget. This year, we are moving this cost back into pest control, along with the mosquito control that was already there.

540 Beebe Estate

No questions received.

541 Council on Aging

1. Are any positions covered under ARPA?
No.

2. Where does the transportation cost fall within this budget?

- Original purchases of busses were grants from the Friends of Milano Center.
- COA transportation costs are driver salaries.
- Passenger service fees go to the COA revolving account as well as expense-related to trips
- DPW assumes cost of vehicles (repairs, insurance, maintenance, and gas).

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3. What meals are being provided at the Milano Center now that it has reopened? How will this be different from what was done in the past?

The Milano Center is a distribution site for Mystic Valley's Meals on Wheels program. The caterer arrives on site and MVES drivers deliver. **– No change.**
The Milano Center is a congregate meal lunch site. Meals are provided by MVES and served on site for a requested donation of $2. **– No change.**
Exceptions to this state nutrition program are when we schedule special events. In other words, we cancel the MVES meal when we host bbqs, cooking demonstrations, or special meals.

The weekly Tuesday night dinner which was called the Community Dinner will no longer take place at the Milano Center. We will offer a monthly senior dinner on the last Tuesday of the month for a fee of $5 per person. The first dinner is scheduled June 28th. Reservation procedures are in place to tackle equity, access, and Melrose priority.

4. What is the fare structure for transportation to activities in/out of the City?

- $4 in town- Melrose roundtrip
- $8 out of town roundtrip
- Free service to the Milano Center
- Special trips follow the same structure with the addition of an event cost (ticket, parking, etc.)
- No one is ever denied transportation if unable to pay.

5. What is the revenue brought in from COA transportation?

July 1, 2021 – April 2022 $4,526.00

6. Salary increase of 11.3% - please provide addition information

- The Friends of the Milano Center covered 100% of the part-time social worker for FY22. In FY23, the approximate split will be: Friends $15,750, City $16,520. In FY24 the City will pay 100%.
- Drivers' salaries will increase aligning with minimum wage.

7. Dues and memberships increase of 1,342.5% - please provide additional information

The annual cost to Massachusetts Councils on Aging is $1435 with a soon to be released increase. MCOA is the regional organization that supports COAs locally with grants, best practices, and trainings. They also legislatively advocate for increased state funding and grants. The remaining amount of $1,450 covers training costs, workshop fees, and annual conference.

543 Veterans

1. Approximately how many Melrose veterans are being served through the Veteran's Services programs?

In Melrose, this department serves approximately 100-150/month in some capacity (fielding questions, filing claims, providing food, providing Ch. 115 assistance)

- As far as Chapter 115 the number of veterans/widows/families the number averages between 25-35 generally speaking. This is monthly assistance through Chapter 115.

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- For the food market it is 40-50 Melrose with the City being the hub for 200.
- For VA claims it can vary and is not a simple number since one A&A claim can take numerous appointments but on average the office processes 20-40 claims annually. With most claims that involves follow-up questions and appointments and then if denied assistance through the appeals process.
- In addition, the office fields multiple calls for a large variety of general VA and DoD related questions.

2. I know the department is split among Melrose, Saugus and Wakefield, so I'm also curious about how much these salaries are in totality, and what exactly is mandated under state regulations in terms of this department's composition and funding? And is each community splitting costs equally?

According to *A Guide for Establishing Veterans' Services Districts under Chapter 115*, based on our population, it recommends minimum staffing levels at 1 Full Time Director, 1 Full Time Agent & 2 Full Time Clerical Staff.

MINIMUM PERSONNEL STAFFING REQUIREMENTS AND GUIDELINES FOR VETERANS' SERVICES DISTRICTS

Aggregate Population of Municipalities Comprising Veterans' Services District	Full-Time Director of Veterans' Services District	Part-Time Director of Veterans' Services District	Full-Time Deputy Director or Assistant Director of Veterans' Services District	Part-Time Deputy Director or Assistant Director of Veterans' Services District	Full-Time Veterans' Agents	Part-Time Veterans' Agents	Full-Time Clerical Staff	Part-Time Clerical Staff
700,001 and Over	1	0	Optional	Optional	Ad Hoc	Ad Hoc	Ad Hoc	Ad Hoc
550,001 to 700,000	1	0	Optional	Optional	3	2	4	Optional
480,001 to 550,000	1	0	Optional	Optional	3	2	3	1
410,001 to 480,000	1	0	Optional	Optional	3	2	3	Optional
340,001 to 410,000	1	0	Optional	Optional	2	2	3	Optional
270,001 to 340,000	1	0	Optional	Optional	2	1	3	1
210,001 to 270,000	1	0	Optional	Optional	2	1	3	Optional
150,001 to 210,000	1	0	Optional	Optional	2	Optional	3	Optional
120,001 to 150,000	1	0	Optional	Optional	1	1	2	1
100,001 to 120,000	1	0	Optional	Optional	1	1	2	Optional
90,501 to 100,000	1	0	Optional	Optional	1	Optional	2	1
70,001 to 90,500	1	0	Optional	Optional	1	Optional	2	Optional

A Guide for Establishing Veterans' Services Districts

The salary line item in the Veteran's Service Budget of $152,962 represents the full salary for the following positions: District VSO, 2 Part Time VSOs and 1 Part Time Admin Assistant. These positions are all paid for through the City of Melrose payroll.

Wakefield reimburses the City of Melrose 33% of the District VSO's salary and benefits (Health & Medicare), 100% of their part time VSO's salary and benefits (Medicare). Wakefield employs an admin for the Veterans Office that is paid through their payroll.

Saugus reimburses the City of Melrose 33% of the District VSO's salary and benefits, 100% of their part time VSO's salary and benefits (Medicare). Saugus employs an admin for the Veterans Office that is paid through their payroll.

544 Human Rights Commission

No questions received.

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545 Disability Commission

No questions received.

611 Library

1. What is the plan to relocate the library and will this have any impact of the budget?
With the School Committee's approval, the library will relocate to the Beebe School in mid-August. The cost of the move is included in the project budget, and will have no impact on the library's operating budget.

2. Has any ARPA money been used for the relocation of the library?
No.

3. Will there be any cost saving from this budget while the library is relocated?
Because the library is required to maintain its normal hours open in our temporary space and maintain spending on new material for patrons, there are no significant changes to the budget.

4. Will there be any services not provided while the library is relocated?
Normal library programming will continue but will be located in partner locations or hosted virtually. As we did during COVID, we will modify our services to ensure that we are still providing service to the community. A small percentage of the library collections will be browsable by the public, and the remainder will be accessible by staff. We will also continue our interlibrary loan program. There will be a few computers available in the temporary space for the public, as well as wireless internet access.

631 Recreation

1. Is this budget enough to provide the programs?
The proposed FY23 budget for the Recreation Dept. allows us to continue our current level of programming and events for the community.

2. Has any ARPA money been allocated to the Recreation Department?
Yes. Money has been allocated to help support mental health and wellness programming. These funds are being used to offer specific types of trainings and workshops in Mental Health First Aid, mindfulness, and other programs that promote health and well-being.

3. What were the participation numbers pre Covid, during Covid and currently?

- Pre-Covid = 7,000+ participants
- During Covid = 3,000+ participants
- Currently = 5,000+ participants
- FY23 = Expecting increase to 8,000+ participants (our programs are in extremely high demand)

4. Do you have any new programs you are looking to create that cannot be funded within this budget?
Yes, however any new programming would require additional professional staff such as a second Recreation Coordinator. At this time the Recreation Department is at capacity with our current programs and events. In order to provide more programming to the community in the areas of athletics, fitness, arts, music, STEM, trainings, wellness, nature, clubs, gaming, adventure, inclusive, and events we would need the staff to provide appropriate coordination and oversight. Quality offerings are important for our residents and we need to have the staff available to do it properly. The first proposal would be to promote one of our part-time roles to a full-time position. The additional funds necessary would be in the ball park of $50,000 per year to cover their full-time salary and benefits. We're working on meeting

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this need through non-operating sources including our Revolving fund and by using ARPA funds and Free Cash to meet the department's capital needs as prioritized by the Rec Director.

652 Pine Banks

No questions received.

692 Community Events

1. What is planned in 2023? Why was not money spent in 2022?

We anticipate a full return of the Memorial Day parade in 2023, and that the budgeted community event funds for 2022 will be spent before the end of the Fiscal Year.

693 Memorial Hall

1. How do the bookings look for the rest on calendar year 2022?

For May 2022, we have 28 events and June we have 27 events. Total events for FY22 = 225 events

711 Municipal Debt

No questions received.

751 Municipal Debt Interest

No questions received.

752 Projected Temp/Debt Interest

No questions received.

911 Pension

No questions received.

912 Worker's Compensation

No questions received.

913 Unemployment

No questions received.

914 Employee Benefits

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No questions received.

916 Medicare Tax City Portion

No questions received.

930 Departmental Equipment

No questions received.

931 Capital Outlay

1. We budget $50k last year and spent $2,600. What goes into this line item?
This line item is used for IT upgrades for both the City ($50K) and School ($50K). Previous things this line item have been used on includes upgrades to projectors and whiteboards.

2. Wouldn't this go in the IT or School budget? These lines represent annual investment in the City and School's IT infrastructure. These items are considered Capital and put into a separate Capital budget outside of the department's operating budget.

942 Stabilization Funds

No questions received.

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MELROSE POLICE FY23 BUDGET

-Multi-Community Collaboration



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POLICE – SALARIES, OT, AND COURT

CATEGORY	FY22 BUDGETED	FY23 REQUESTED	FY23 PROPOSED	INCREASE/DECREASE %
SALARIES	4,512,237.17	4,589,071.67	4,657,560.00	3.2 %
OVERTIME	457,000.00	530,000.00	482,000.00	5.5 %
COURT TIME	35,000.00	53,000.00	45,000.00	28.6 %

INCREASE JUSTIFICATIONS	
SALARIES	Includes 6 Patrol replacements, 3 promotions due to recent separations, salary increases based on normal salary adjustments (steps and years of service). DOES NOT include any new union contract negotiations, or Chief of Police replacement impacts
OVERTIME	Report requests continue to increase, assigning a supervisor 2x/month (**FY22 TO-DATE: $17,140.36**), continued Military Deployments, Patrol backfill for minimum manning due to separations (no patrol pipeline queue), 111F, and both known and unknown separations2
COURT	Due to COVID criminal cases have resumed at peak capacity to eliminate backlog

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POLICE – CONTRACTUAL – LINE 52

CATEGORY	FY22 BUDGETED	FY23 REQUESTED	FY23 PROPOSED	INCREASE/DECREASE %
PRINTING	2,500.00	4,121.00	2,500.00	0 %
POSTAGE	2,550.00	3,600.00	3,600.00	41.2 %
LAUNDRY	800.00	800.00	800.00	0 %
LEAPS	1,240.00	1,240.00	1,240.00	0 %
GENERATOR	1,500.00	1,500.00	1,500.00	0 %
COMP SUPP	36,200.00	37,897.00	47,897.00	32.3 %
BESAFE	1,440.00	1,400.00	1,440.00	0 %
RADIO SYSTEM	29,000.00	671,847.28	29,000.00	??
COPY MAINT	4,500.00	4,500.00	4,500.00	0 %
PROF SERVICES	2,500.00	10,648.00	2,500.00	0 %

INCREASE JUSTIFICATIONS	
POSTAGE	USPS Postage Increase, federal agencies require certified mail ; our fax system not an approved system
COMP SUPP	SW Contract Cost Increases (Booking Room Camera, Fingerprint, Records Mgt. System (IMC), Evidence Room Tracking, Website Hosting and 24x7 Media Relations, PD Lobby Digital Signage)

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POLICE – SUPPLIES AND MATERIALS – LINE 53

CATEGORY	FY22 BUDGETED	FY23 REQUESTED	FY23 PROPOSED	INCREASE/DECREASE %
COMP MISC	250.00	300.00	300.00	20 %
FILM SUPPLIES	590.00	6,090.00	590.00	0 %
MISC SUPPLIES	1,800.00	2,969.00	2,969.00	64.9 %
RADAR	5,000.00	31,000.00	5,000.00	0 %
ACCREDITATION	6,900.00	13,600.00	13,600.00	97.1 %
BOOKS	1,200.00	1,200.00	1,200.00	0 %
FOOD FOR PRISONERS	500.00	500.00	500.00	0 %
UNIFORMS	73,500.00	129,825.15	73,500.00	0 %
NARCAN	2,500.00	2,672.00	2,500.00	0 %
AMMUNITION	5,750.00	10,500.00	10,500.00	82.6 %

INCREASE JUSTIFICATIONS	
COMP MISC	File transfer and storage now required to be on USB drives, CDs no longer accepted as media transfer
MISC SUPPLIES	Evidence room supplies (bags, boxes, other storage materials, tags, etc.) required under police reform mandates
ACCREDITATION	POST Integrated Policy Management System Replacement/Upgrade ($11,236.80)
AMMUNITION	Cost of ammunition increased. DOES NOT include cost for ammunition for new academy recrui

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POLICE – OTHER CHARGES – LINE 54

CATEGORY	FY22 BUDGETED	FY23 REQUESTED	FY23 PROPOSED	INCREASE/DECREASE %
DUES/MEMBERSHIPS	10,500.00	10,500.00	10,500.00	0.0 %
TRAINING	50,000.00	157,103.57	75,000.00	50 %

INCREASE JUSTIFICATIONS	
TRAINING	Police Reform in-service training requirements to increase annually (38 hours) as well as an additional 8 hour sponsored De-escalation Training through MDAO, and an additional 8 hour training of enhanced Behavioral Recognition training. Total is 54 hours per officer.

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POLICE – FY23 Goals and Objectives

1. Complete Accreditation Compliance – staffing shortages have always been a challenge;
   - *City Ordinance states 44 Patrol Officers, we fall well below that at 33*
2. Melrose Police Department to institute a HUB program to establish a team approach when dealing with families and individuals who may need Mental Health Services (drug addiction, homelessness, etc) from multiple agencies
   - *DPH Grant Social Worker will chair the HUB Community Meetings*
3. Implement a Social Media Investigation FREE Trial Program (Chorus)
4. Rotate in a new SRO for Melrose Middle School

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POLICE – FLEET

CATEGORY	COUNT	CONDITION
PATROL CAR		
Patrol SGT *	1	
Line Car *	2	Requesting 2 Replacements*
Hybrid	5	
ADMIN CARS		
Detective *	3	Requesting 2 Replacements*
Prosecutor *	1	1 – High Mileage
Chief	1	1 – EXTREMELY POOR CONDITION
Patrol Commander	1	
K-9 VEHICLES	1	
RADAR TRAILERS	1	
MOTORCYCLES	2	
HYBRID PATROL BICYCLES	2	

*** Pending Free Cash disbursement**

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POLICE – Special Studies

- Melrose Crime Analysis – 2021 data pending state review
- Annual Citation Analysis – 2021 pending new POST requirements
- OT Breakdown – General Financials
- Revenue Collected – Admin Fees
- Overdue Payments Analysis

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OT Breakdown – General Financials

FY21 Total Comp Time and Comp Time Bfill

1981 Hours

FY22 Total Comp Time and Comp Time Bfill

1264 Hours

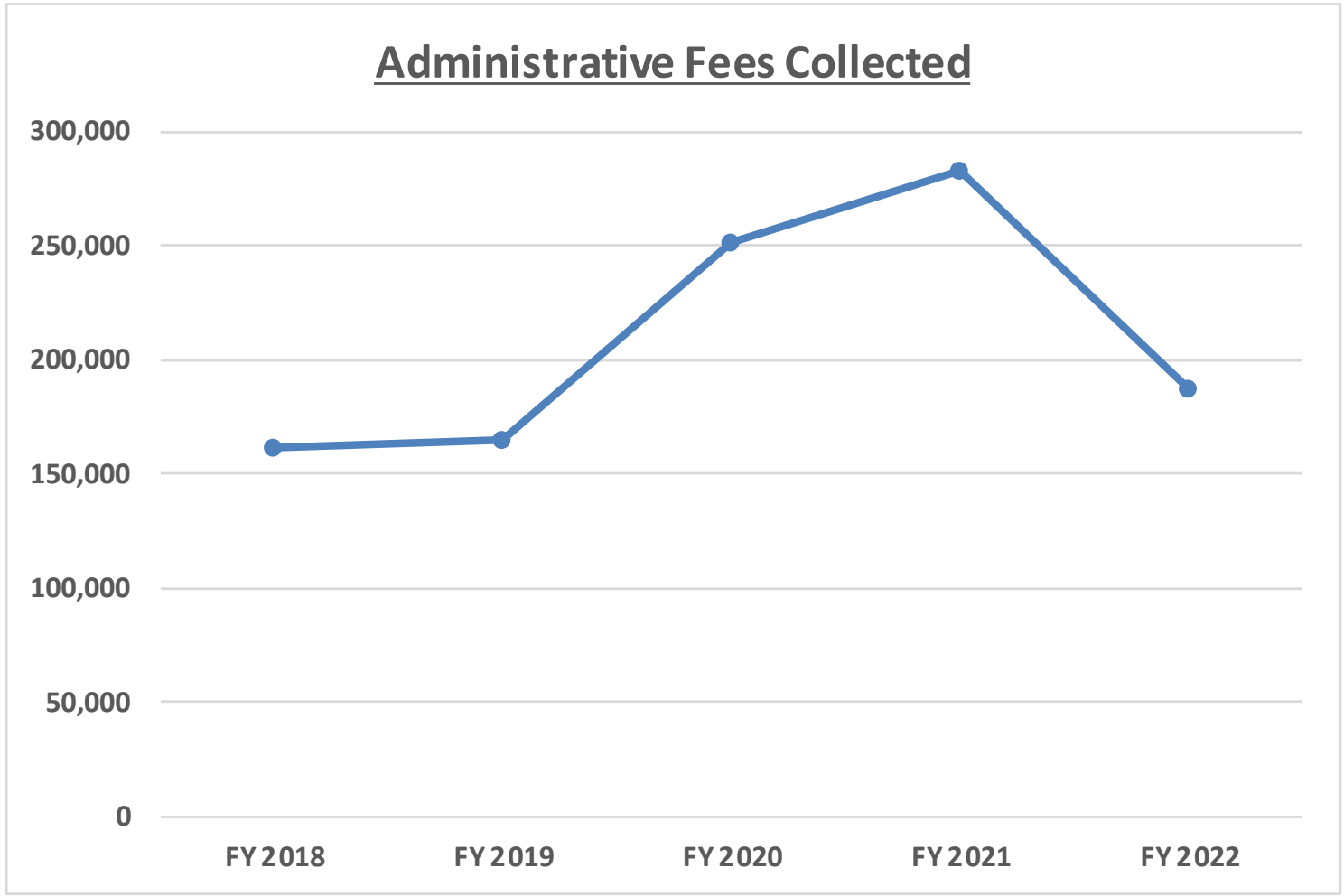
OT CATEGORY	FY20 HOUR	FY21 HOURS	FY22 HOURS A/O (5/11/2
VACATION BFILL	1999	1816	1672
SICK BFILL	1580	1194	2087.45 *
INJURED BFILL	1160	64	0
COURT	584.20	337.15	412.15 *
GRANTS	874.30	976	776.30
MINIMUM MANNING	632	2427.6	1304.27 *
INSERVICE TRNG	538	1452	1750
COVID – 19 RELATED	1172	2263.15	8
MILITARY BFILL	536	1208	1588
DETECTIVE/INVESTIGATION	668.30	790.30	877.45
WEATHER/EMERGENCY	12	73.50	195.45
COMMUNITY POLICING/EVENTS/BIKE PATROL	387	394	553.45
RANGE QUALIFICATION	476	340	248
BEREAVEMENT BFILL	40	116	40
REPORT REQUESTS	28	160	228

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Revenue Collected – Admin Fees

FY Year	Fees Collected
FY 2018	161,006
FY 2019	164,756
FY 2020	251,729
FY 2021	282,824
FY 2022	187,091 *

Thru 5/17/22

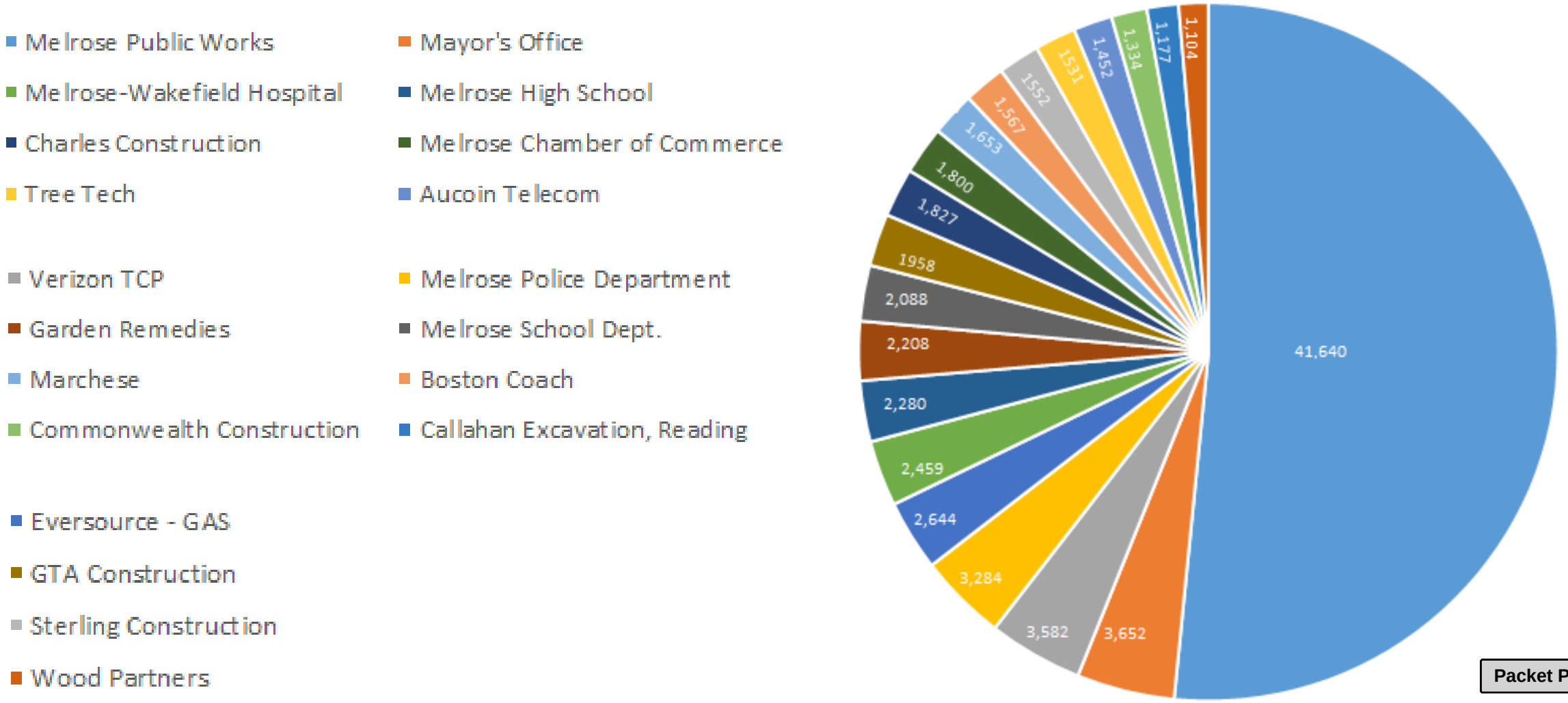


All revenue collected goes to the General Fund

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Overdue Payments Analysis

M.P.D. A/R AGING SUMMARY OVER $1,000 (60-90+ Days)



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CITY OF MELROSE

Legal Department

Shannon Phillips
City Solicitor
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Melrose, Massachusetts 02176
Telephone (781) 979-4184

MEMORANDUM

To: **The Honorable Melrose City Council**

From: **Shannon Phillips**

Re: **FY2023 Office of the City Solicitor (151)**

Date: **May 17, 2022**

To better assist the Honorable City Council in its review of the Fiscal Year 2023 Budget submitted by the Office of the City Solicitor, I am providing you with the following additional detailed information.

This past year, our office has gone through several changes including a change in personnel filling the role of City Solicitor which was held for many years by the same individual. Also, this year, there have been more than a few collective bargaining agreements expiring including with the 3 public safety unions, and the expiration of the long-term cable licensing agreements for the City of Melrose.

The overall change in the budget for the Office of the City Solicitor this year is +19.3%. This change is necessary and reflective of what is best for the operations of the department and a result of the following major changes/ considerations:

- *Increase in Salary & Wages line item:*

The increase in this line item reflects 53 weeks of salary/wages this fiscal year, step/COLA increases for applicable employees within this Department, and an increase in the hours of the Assistant City Solicitor from 30 to 35 hours. The former City Solicitor's departure occurred right in the middle of switching this employee from 30 to 35 hours. For FY22, this position was budgeted for only 30 hours. Important to note is that while this employee has a day-to-day focus on School-related legal matters, her past legal experience has allowed us to expand her role to now assist as needed with general City-side legal work.

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- *Increase in Professional Services line item*:

As you will note, there was also an increase of $15,000 for Professional Services. This line item is used to pay for the cost of specialized outside counsel, but also includes charges assessed to the City for things like constable services, overnight mailings, insurance deductibles for ongoing claims/litigation covered through our insurance contract, etc.

This Increase also reflects the expected cost to use specialized outside Labor Counsel this coming fiscal year to assist in Collective Bargaining Negotiations for Public Safety Union Contracts. During the upcoming fiscal year, the City anticipates negotiating with three (3) public safety unions. The use of specialized outside counsel to assist in these negotiations will put the City on the best path towards contract resolution in the timeliest and cost-effective manner possible. By way of background, should contract negotiations with public safety unions reach impasse, the parties end up at the Joint Labor Management Committee (JLMC). One of these contracts is already before this Committee in the initial stages. The JLMC allows for binding arbitration by a panel of arbitrators, with a specialized arbitration process and preparation consisting of a complex financial analysis and presentation of financial data involving financial comparable to other cities and towns in the Commonwealth.

- *Increase in Education/Seminars line item:*

The increase to the education/seminar line of our budget is necessary to allow for more advanced opportunities for professional development and growth for staff. For example, City Solicitor and Assistant City Solicitor review/draft contracts and advise on the procurement process on a very regular basis on the School and City side. The Massachusetts Certified Public Purchasing Official (MCPPO) program classes and training would greatly benefit their specializing in these tasks on the City and School side - something that would be greatly beneficial given the absence of a specialized Procurement Department within the City. In addition, since COVID-19, there has also been an increase in online course offerings and legal updates that would greatly benefit all Law Department personnel and allow for us to continue our goal of staying up to date on the current state of municipal law and best practices.

- *Increase in Property & Casualty Insurance line item:*

The increase in Property Insurance coverage reflects the costs of new Pole chargers that were not part of the FY22 budget due to timing, capital acquisitions in process on a regular basis, and the costs of insurance increases to cover liability/defense of public safety employees. This number is also reflective of a 5% assumed increase across existing policies.

Should you have any additional questions or need more details on the budget of the Office of the City Solicitor, please do not hesitate to reach out accordingly.

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CITY OF MELROSE Inspection Services

Paul E. Johnson
Director of Inspection Services
Building Commissioner

City Hall, 562 Main Street
Melrose, Massachusetts 02176
pjohnson@cityofmelrose.org
Telephone – (781) 979-4135
Fax – (781) 662-3450

MEMORANDUM

To: Honorable City Council

From: Paul E. Johnson, Director of Inspectional Services. PJ

Re: ISD FY 2023 Budget and Revolving Account #2658

Date: May 17, 2022

Please accept this memorandum in lieu of appearing in front of you tonight. Our primary goal is public safety. Through effective code enforcement we protect and ensure the safety of Melrose residents and the general public. Without effective code enforcement, there is a potential for loss of life. The staff consists of 1 full-time Director of Inspectional Services/Building Commissioner/Zoning Officer; 1 full time Assistant to the Director of Inspection Services/Assistant Zoning Officer; 1 part-time Building Inspector 28 Hr per week; 1 part-time Inspector of Wires/ Sealer of Weights and Measures 28 Hr per week and 1 part-time Inspector of Plumbing and Gas 24 Hrs per week . During FY22 I have increased the Building Inspectors and Inspector of Wires/Weights and Measures hours from 24 per week to 28 per week. As of this date ISD has issued 2,826 permits and preformed 4,104 inspections.

Over the last year, my staff and I have worked with Peoples Simplicity software to develop and offer an easy to use online permitting system to Melrose. My staff and I are excied to announce that as of April 2022, Melrose ISD has a new Online Permitting Portal. The portal is accessed through the ISD web page. This portal allows homeowner's and contractor's to create an account, apply for ISD permits, make payments and receive their permits all through the new Online Permitting Sysytem.

All salarires are paid form the ISD budget. I have stayed within the cap setforth in the revolving acconut ans do not forsee any changes to the account.

At this time I have made a few small increases to my operation budget accounts # 534200, #530502 and #540600 totaling $647.00. I would ask that you approve these minor changes.

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MELROSE PUBLIC LIBRARY

Date: May 13, 2022
To: City Council
From: Linda C.W. Gardener, Library Director
Subject: FY2023 budget

FY2022 began on an exciting note. On June 28, 2021 the library returned to its full hours for the first time since the COVID shut down, with no appointments or other restrictions. The year got really exciting with the announcement that MBLC had awarded Melrose a provisional grant, contingent upon attaining local funding and the approval of the City Council. In July, the Library Board of Trustees clearly expressed their support for the project by committing $2 million towards the local funding needed. City Council members were diligent in assessing the merits of the project, and Denise Gaffey, Patrick Dello Russo, the Mayor's office and I worked to ensure that they had all the information they needed. In October, the members of the City Council voted unanimously to support the library project, ensuring an accessible, modern library for future generations.

The library's roof reached a point of crisis, causing a leak directly into the local history room which caused damage to a photo album from 1884, which is currently being professionally preserved as much as is possible. After significant discussion on how to best proceed forward to protect the building while not putting extensive funds into a roof slated for replacement, a stopgap repair was implemented by DPW staff, which has held thus far. The heat in part of the building was not working in January. DPW was able to revive the system long enough to get through to warmer weather.

In September the library resumed service to community groups needing meeting space. Some part-time staff had made the decision to leave during the shut down, and some staff left during the year; those staff hours were replaced. In some cases, a single part time position was broken up to allow for more scheduling flexibility. One full-time staff member, our Head of Children's Services, left her position, and was replaced this Spring.

The entire staff took part in training on unconscious/implicit bias, provided the Human Resources department. The Assistant Director and I attended the Public Library Association Conference virtually.

Work on the library construction and design plans has been ongoing since the project was approved, and meetings have been had with the Building Committee. A meeting was also held with the Fire Chief, Police Chief, Building Commissioner, City Engineer and Facilities Manager

Melrose Public Library's staff, building and collections provide a portal for all to explore, imagine and engage. The library is where literacy, local history and community connect!

69 West Emerson Street
Melrose, MA 02176
www.melrosepubliclibrary.org

Phone: 781-665-2313
Fax: 781-662-4229
Email: lcwgardener@noblenet.org

Linda C.W. Gardener
Director

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where they had the opportunity to review the plans, ask questions and express any concerns. The architects, Owner's Project Manager, City Planner and I have been working together very closely, receiving approvals from the Massachusetts Board of Library Commissioners' building specialists at regular intervals.

The Library was very happy to be approached by members of the community and the schools regarding a community-wide read, and is partnering in MelroseReads, a city-wide book read. Books have been provided in multiple formats by the library, and book discussions, storytelling programs and other thematically related events are happening all over Melrose.

The library department's salaries all come from the same budget.

The library department's FY2023 expense budget submission reflects the request for level funding outside of contractual obligations. The submitted budget will cover our contractual increases. Trustee, State Aid, Donation and Friends funds will be used to cover other anticipated costs not covered by the budget. Because we are required to maintain our normal hours open in our temporary space, and maintain spending on new material for patrons, there are no significant changes to the budget.

Naturally, the big change in the library in FY23 will be the move into our temporary space at the Beebe School. We anticipate moving in mid-August and being closed for services for about a month while we move and set up operations in the Beebe. We will then be open our regular hours until we are ready to move back into the new/renovated space. Due to the limited publicly accessible space in the temporary location, we are working on finding satellite locations for our book groups and children's programs. We will work to ensure that the public knows where we are located, and also that they are aware of our wealth of online resources during this time when some of our physical resources will be less available.

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CITY OF MELROSE

OFFICE OF THE ASSESSOR

Sarah MacLellan
Chief Assessor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4103
assessor@cityofmelrose.org

MEMORANDUM

To: The Honorable Melrose City Council
From: Sarah MacLellan
Re: FY2023 Assessor's Office Budget (141)
Date: May 23, 2022

In preparation of review of the Fiscal Year 2023 Department Budgets, I am providing the City Council the following information regarding the proposed budget for the Assessor's Office.

There were several staffing changes that occurred in the Assessor's Department throughout FY 2022. At the start of the fiscal year, I transitioned into the Chief Assessor role after serving as the Assistant Assessor for four years. As a result of this promotion, we filled the vacant Assistant Assessor role in August 2021. Finally, the Assessing Head Clerk retired in February 2022 and we filled the role in April.

The overall change in the Assessing Budget for FY 2023 is a difference of -5.0%. This change is due to a reduction in the Salary and Wages line of $19,361 (-7.6%) due to the staffing changes outlined above. All Assessing staff salaries are paid directly from the Assessor's Department Budget (141). There are no further proposed changes in the Assessors Department Budget for FY2023 beyond the reduction in the Salary and Wages line.

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CITY OF MELROSE

VETERANS SERVICES

Karen Burke
Director of
Veterans Services

Milano Center
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Melrose, MA 02176
Telephone - 781-979-4186
Fax - 781-979-4509

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MEMORANDUM

To: Melrose City Council
From: Karen Burke, Former Director of Veterans Services
Re: Veterans Services Budget FY23
Date: May 17, 2022

Changes & Updates In FY22

MA Department of Veteran Services (DV) launched a new program to administer Chapter 115 benefits. The new web-based program is called OnBase. It presented some challenges when launched but training has been updated and staff are familiar with the program and working with it proficiently. There was no impact to the Ch. 115 beneficiaries.

As of May 2022, there have been staffing two changes. Karen Burke, Director of Veterans Services, has accepted a new position with the Town of Wakefield as the COA Director. Her last day was May 6th, and she has been working with HR to help find qualified applicants for the position. As this is written the job is still posted and HR is working with Col Driscoll to review applicants and schedule interviews. Karen Burke will participate with Col Driscoll in the hiring process to help ensure we get the most qualified candidate to fill the role.

The second staffing change is of Sue Caffey, who has resigned her position as Veterans Administrative Assistant. Her last day was May 5th. As this is written, we have filled the position with the hiring of Jacquelyn Miller. However, Sue Caffey will stay on as a consultant to train the new Veterans Administrative Assistant and if needed the new Director of Veterans Services on Chapter 115 benefits.

The 108 CMR is being re-written, but I do not anticipate this will be released prior to the end of FY 2022.

Salaries are paid from the same budget. The Director of Veterans Services budget is paid by Wakefield, Saugus and Melrose.

Currently the only submitted change is for the Veteran Benefit line which was a requested increase by 6% to match the anticipated DVS COLA adjustment that will be made in July. This is to correspond with the Social Security 5.9% COLA increase in Jan 2022.

Have requested the City look at increasing the administrative assistant position to full time to stay in compliance with the State regulations. Current manning for a District with 70-90K residents is 2 full time VSOs and 2 full time admins. We currently have 1 full time VSO (District Director) and 2 part time VSOs (1 each in Saugus and Wakefield). This meets the VSO requirement. We have part time admins in each of the 3 communities in the district. This only equals 1.5 so we need to increase the admin position. The best way to accomplish this is by increasing the Melrose admin position to full time. This also enables the District Director to spend more time working with Wakefield and Saugus, who pay towards their salary as being a part of the district.

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Ghobrial, Andrew

From: Bill Butler <billb@thebillbutlergroup.com>
Sent: Monday, May 9, 2022 3:15 PM
To: Ghobrial, Andrew
Subject: FY23 Budget Memo

FY23 Budget Memo

1. In 2022, we had one trustee resign and our Treasurer, Tarica Leskiw, gave notice on resigning as Treasurer but would still like to remain on the board.
2. Our board is voluntary and there are no salaries for the members.
3. There are no significant budget changes for 2022
4. For 2023, we will need to fill two vacancies on the board and elect/designate a new Treasurer.

Bill Butler
Leading Edge Real Estate
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f: 781.979.0214
Bill@TheBillButlerGroup.com
License #: 009506274 I LE License #: 9499

Why The Bill Butler Group?

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CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Margot Fleischman, Director of Strategic Initiatives and Communications
Re: FY23 Budget for Beebe Estates (540)
Date: May 17, 2022

As previously noted, the FY23 Beebe Estates budget will remain unchanged over FY22. The budget is comprised of utility costs ($5700), building maintenance ($2000), and supplies ($200). The Beebe Estate Rev. Acct (#2750) receives the revenue from rentals and is used to pay for capital expenses. As of 5/16/22 the balance of this account is 96,550.78. To-date rental revenues have been collected in the amount of $11,800, expenses year to date have been $15,085.19 which is almost entirely for the cost of the replacement of a boiler that failed late last December.

		FY22	FY23	$ Change	% Change
540	Beebe Estate	7,900.00	7,900.00	0.00	0.00%

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CITY OF MELROSE Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4162
Collector - (781) 979-4120
Fax - (781) 665-6877

MEMORANDUM

To: Melrose City Council

From: Kathryn Armata

Date: May 17, 2022

Re: **FY23 - Treasurer Collector budgets**

This memo provides a summary of the proposed FY23 budgets for the following categories:

145- Treasurer/Collector	711 – Municipal Debt
296 – Parking	751 – Municipal Interest
916 – Medicare City Portion	752 – Projected debt

Each budget commentary will address the following questions put forward by the City Council, when applicable:

- Please identify any noteworthy changes or events that took place during FY22 in your department (staffing changes, technology upgrades, new regulations, or procedures, etc.)
- Do all your department's salaries come from the same budget, if not, please identify the split among multiple budgets?
- Any events or changes you anticipate in your department for FY23?

145 – Treasurer Collector Operating Budget

The Treasurer Collector department is comprised of six people.

Treasurer	Head Clerk – Real Estate
Assistant Treasurer	Senior Clerk – Water & Sewer
Parking/Treasury Clerk	Senior Clerk - Excise

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Each of the Collectors is the subject matter expert of their assigned desk and also trained to act as a generalist on the other two desks. The Parking/Treasury Clerk is also trained as a generalist on the Collector's desks and covers the collections window or returns phone calls when needed.

The Treasurer Collector department budget is 8% higher than FY22.

The major drivers of the increase include:

- Salaries – Up 1.6% or $6,105 due to contractual step ups/COLA increases on a fully staffed team and 53 pay periods in FY23 rather than the usual 52 wks. These increases were modestly offset by lower starting salaries for the new Head Clerk and new hire Senior clerk than their predecessors' salaries at the time they left the positions.

  The majority of the salaries are paid from the Treasurer Collector budget. The Parking/Treasury Clerk salary is paid 23.5 hours per week from the Treasurer Collector budget and 6.5 hours per week from the Parking budget. The three Collectors also receive a weekly stipend of one hour or $25.00 each from the Parking budget. The Collectors and Treasury/Parking Clerk are Union positions and have 30 hour work weeks.

  There is no intent to add to the team in FY23. During FY22, the Head Clerk – Real Estate retired and in September the Senior Clerk – Water & Sewer was promoted to Head Clerk – Real Estate. We recently welcomed a new Senior Clerk – Water & Sewer, who has fit into the team nicely and is ahead of our expectations on the learning curve. We are fully staffed and will focus on additional cross-training during the year.

- Printing – up 121.7% or $14,822. The increase in printing costs is largely due to a reallocation of a $13,000 of the Kelley & Ryan fees that had previously been booked to the postage line.

  The Kelley & Ryan bills cover the costs associated with printing, stuffing envelopes, processing and postage costs for each mailing of Real Estate, Excise, Personal Property taxes and inserts that are occasionally added to the mailings. The line item the expenses were booked to seems to have varied over time and the entire bill had ended up booked in Postage. After reviewing the bills with the Senior Auditor, it was decided that only the postage portion of the bills will be booked to postage and the actual printing and processing of the items should be booked to printing to more accurately reflect the expense.

  Other printing line items that are part of the increase include the cost of W2 forms and envelopes. Additionally, the costs of mandatory advertisements in the Melrose Weekly News for Tailings, Tax Titles and bids for services have risen and added to the increase.

- Postage – Up 6.4% or $3,000. There is a minimal increase to the postage budget after the reallocation of Kelley & Ryan fees. The estimated cost of two elections and an anticipated increase in price of postage offsets the majority of the $13k reallocated to Printing.

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- Bank Fees - $6,000 – This was not a budgeted item in past years as the cost had not been incurred in the past. The low interest rates we see in today's market drove the shift in funding these costs.

- Professional Services – up 25% or $3,000 based on the average bill of Clifton Larson after a FY22 price increase. This is offset by a reduction in the amount of time per month to audit the books due to our new cash management module.

In FY22, the Treasurer Collector team experienced a retirement of the Head Clerk – Real Estate, internal promotion, replacement hire, addressed general ledger and cash balance outstanding items and a few projects in collaboration with other departments.

- Implemented the Munis Cash Management module in April 2022.
- The Senior Clerk – Water & Sewer was promoted to Head Clerk – Real Estate in September 2021 and a new Senior Clerk – Water & Sewer hired in March 2022.
- Implemented debit and credit card payments at the Collector's window for real estate and personal property tax and water/sewer payments.
- Collaborated with outward facing departments on the collection of outstanding taxes prior to the issuance of permits and licenses.
- Submitted Covid leave data to Commonwealth resulting in approximately $100,000 of reimbursements to the City.
- Finalized two IRS audits.

Our goals for FY23 include vetting lockbox providers for best services for best price, exploring if we can improve the Excise tax collection process with major leasing companies (electronic file and payment vs physical checks), and addressing the Personal Property tax receivables.

296 - Parking

The FY23 Parking budget is unchanged from FY22 at $71,870.

The budget includes 6.5 hours per week of the Treasury/Parking Clerk's salary and a stipend of 1 hour per week at $25.00 per hour for the three Collection Clerks for addressing parking issues at the collections window. The budget also includes the printing of parking stickers, lease of parking space at Grove & Myrtle Streets and the cost of professional services needed to support the operation.

Professional services are provided by Kelley & Ryan. The services provided include entering ticket data into their proprietary system and maintaining the system, mailing notifications regarding fees (demands) added to the amount due for late payment and for marking outstanding tickets at the registry of motor vehicles. The expense is driven by the number of parking tickets issued.

During FY22, the Parking Clerk collaborated with the DPW to implement the PayByPhone payment app at the train stations. The former ticket system had machinery with prohibitive maintenance and system upgrade costs, particularly as parking revenue decreased during Covid. As part of the transition to PayByPhone, we included an option of phoning in the payment for those without a

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smartphone. We will monitor the use of the telephone option over the year to determine if it is cost effective.

In FY23, the Parking goals include researching parking rates at the train stations to determine how our current prices compare to similar cities and towns and to review our pricing policy for overnight parking stickers. The overnight parking stickers are issued on a calendar year and priced at $80 whether purchased in January or December. Our written findings and recommendations will be submitted to the appropriate Committee for consideration.

916 - Medicare City Portion

The City portion of Medicare expenses for FY23 is budgeted at $885,000 which is 0.9% or $8,000 higher than prior year.

The budget is calculated at the mandated rate of 1.45% of Medicare wages. Medicare wages are defined as:

Total Wages

Less: FSA contributions
Dental premiums
Life Insurance premiums
Health Insurance premiums
Opt-outs of the City Health plan

The model assumes an overall 2.7% increase in total payroll due to head count changes, step increases and COLA. It also assumes a 4.7% increase in health insurance expenses based on prior years' experience.

711 - Municipal Debt and 751 - Municipal Interest

The debt issued by the City of Melrose is a contractual obligation taken on at the time the debt is issued. Failure to pay per the terms of the bond documents would result in default of the debt, reputational damage in the market and decline of the City's Standard & Poor's rating of AA+.

The issuance of Municipal Debt is the result of a rigorous process that includes the participation of the Mayor, Auditor/CFO, Treasurer Collector, Department Head in need of the funds, Debt Advisor (HillTop Securities) and Bond Counsel (Hinkley Allen) prior to presentation to and vote by the City Council to approve the issuance [1].

[1] Each loan order must be passed at two separate meetings of the City Council by a two-thirds vote of all members of the City Council and must be approved by the Mayor after final passage. Pursuant to Section 2-9(c) of the City Charter, the loan order must be posted in full on the City bulletin board and made available in the office of the City Clerk at least 10 days prior to final passage. Prior to final passage of the loan order, the Treasurer Collector is required under Section 56-14 of the City

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For FY23, the contractual payments due on Municipal Debt are:

	Principal	Interest
Exempt	$1,588,910.00	$ 353,273.00
Non-exempt	$2,190,000.00	$ 920,261.00
Total	$3,778,910.00	$1,273,534.00

752- Projected Debt Payments

The projected debt payments for FY23 are calculated on the maturity and re-issuance of the short-term debt (BANs) issued in FY22. The items included in the FY23 Budget are:

	Principal	Interest
Maturing BANs	$ -	$ 31,777.00

Should you have any questions regarding the budgets in this memo, please direct them to Margot Fleischman at mfleischman@cityofmelrose.org who will coordinate the response to the City Council.

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Ordinances to provide each member of the City Council with a projection of the estimated principal and interest payment schedule on the bonds. Bond Counsel must wait until the expiration of the 21-day referendum period after final passage of the loan order to approve the issuance of the bonds or notes authorized by the loan order, assuming no referendum petition challenging the loan order is filed.

CITY OF MELROSE

Auditors Office

Patrick D. Dello Russo
CFO/City Auditor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Auditor - (781) 979-4110

MEMORANDUM

To: Melrose City Council

From: Patrick D. Dello Russo

Date: May 18, 2022

Re: **Fiscal Year 2023 Auditor Departmental Budget (135)**

For Fiscal Year 2023, The Auditors budget is increasing by 6.3%. The only line item that is changing is our Salary & Wage line. The four employees in the Auditor's office are all paid from the same budget. The increase in our salary line is due to the 53rd week of budgeted payroll for Fiscal 2023, as well as the increase in hours from 30 to 35 hours for our Accounts Payable function, which is part of the Clerical Union.

During Fiscal Year 2022, our office continued to work on the CARES Act Reporting for the City, participated in discussions on use of ARPA funding, trained new staff on Munis functions and will migrate to a newer version of Munis late next month.

For Fiscal Year 2023, our office will continue to monitor the ARPA funding and seek professional development opportunities as applicable to our job functions. The changes in staff across the City and School have been impactful to our office. During Fiscal Year 2023, our goal is to use the migration of Munis to create standard trainings and documentation to help departments be successful.

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CITY OF MELROSE

Auditors Office

Patrick D. Dello Russo
CFO/City Auditor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Auditor - (781) 979-4110

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MEMORANDUM

To: Melrose City Council

From: Patrick D. Dello Russo

Date: May 18, 2022

Re: **Fiscal Year 2023 Stabilization Fund Budget (942)**

For Fiscal Year 2023, there is no increase in the Stabilization or OPEB Trust Fund budget request over Fiscal Year 2022.

019422-561300 Stabilization Trust - The money budgeted in this line item is transferred into the Stabilization Trust Fund (#8401). Please see section **48-5** of the City of Melrose Charter.

48-5. Stabilization fund. For the purpose of creating a stabilization fund, as authorized by MGL c. 40, § 5B, and subject to the provisions of such section, the Mayor may include, and the City Council may appropriate, in the annual budget for each year an amount of money to be raised by taxation on real estate and tangible personal property or transfer from any surplus funds an amount of money for such purposes. Appropriations from the stabilization fund created by this section may be made for the purposes for which the City would be authorized to borrow money under MGL c. 44, § 7.

019422-561400 OPEB Trust – The money budgeted in this line item is transferred into the OPEB (Other Post Employment Benefits) Trust Fund (#8407). Please see below the results of our most recent study as of June 30, 2021.

SECTION I – ACTUARIAL RESULTS

Summary of Results

The most recent actuarial OPEB valuation performed by Stone Consulting for the City of Melrose was on January 1, 2020. Participant census data as of January 1, 2020 was supplied by the City of Melrose and liabilities were first determined as of that date. Update procedures were used to roll the Total OPEB Liability from the valuation date to June 30, 2021, the OPEB plan's fiscal year-end (GASB 74) and the measurement date (GASB 75).

The key results as of June 30, 2021 were:

Total OPEB Liability	$ 172,961,147
Plan Fiduciary Net Position	1,023,696
Net OPEB Liability	$ 171,937,451

- "Total OPEB Liability" is the total liability for all benefits as of the reporting date and is based on a projection of future liabilities based on the City of Melrose's actuarial assumptions.
- "Plan Fiduciary Net Position" is the amount of assets available and in the OPEB trust as of the end of the 2021 Fiscal Year, 06/30/2021.
- "Net OPEB Liability" is the difference between the above two figures and is the amount of the future liability not funded as of the reporting date.

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City of Melrose Commission on Disability

Budget Memo – FY 2023

Prepared by David Hoff, Commission Chair

1. Please identify any noteworthy changes or events that took place during FY22 in your Board / Commission (staffing changes, technology upgrades, new regulations or procedures, etc.)

The Commission applied for a $54,000 grant to the Massachusetts Office on Disability on behalf of the city for an accessibility evaluation and development of a transition plan to improve accessibility for people with disabilities. The application was successful and work is currently underway, being conducted by the Institute for Human Centered Design, a consultant funded by the grant funds.

2. If applicable, do all of your Board / Commission's salaries come from the same budget, if not, please identify the split among multiple budgets?

N/A. All commissioners are volunteer.

3. Are there any significant changes to your FY22 budget compared to previous years? Please explain.

No significant changes. We do plan to use funds for outreach events, details to be determined.

4. Any events or changes you anticipate in your department for FY23?

No events or changes planned. The major activity will the completion of the self-evaluation and transition plan, resulting in a long-term plan for improving accessibility for individuals with disabilities in Melrose.

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MELROSE FIRE

FY23 Budget Presentation

for Fire and Ambulance



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FIRE SALARIES, OVERTIME, AND MUTUAL AID

CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Fire Salaries	$4,491,166.00	$4,537,945.27	$4,504,672.00	.3%
Fire Overtime	$504,000.00	$550,000.00	$515,000.00	2.2%
Mutual Aid	$1,500.00	$1,500.00	$1,500.00	0%

- The fire salary cost covers 51 of the Melrose Fire Department employees (8 other Fire Department employees are salaried through the Ambulance budget). The increase for salaries and overtime is due to contractual raises.

- *FY23 requested amount included the position of an EMS coordinator which was not funded.*

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FIRE – CONTRACTUAL – LINE #52

CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Printing	$250.00	No change requested	$250.00	0%
Life/Safety Equipment	$10,900.00	No change requested	$10,900.00	0%
Vehicle Repairs/Maint.	$100,000.00	No change requested	$100,000.00	0%
Fire Contracts	$2,500.00	$5,000.00	$5,000.00	100%
Radio Contracts	$13,500.00	No change requested	$13,500.00	0%
Professional Services	$30,000.00	$36,140.00	$36,140.00	20.5%

- 100% increase in Fire Contracts line for Metro Fire Chief's annual dues. Metro Fire Chief's is a consortium of cities and towns within the 128-belt known as Metro Boston.

- 20.5% increase in Professional Services line for in-house fit testing and in-house annual Hazmat training.

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FIRE – SUPPLIES & MATERIALS – LINE #53

CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Computer Purchase	$2,000.00	No change requested	$2,000.00	0%
Fire Prevention Supplies	$2,500.00	No change requested	$2,500.00	0%
Gas & Oil	$500.00	No change requested	$500.00	0%
Tires	$6,000.00	No change requested	$6,000.00	0%
Batteries	$1,500.00	No change requested	$1,500.00	0%
Cleaning Supplies	$4,800.00	No change requested	$4,800.00	0%
Paints	$500.00	No change requested	$500.00	0%
Electrical Supplies	$1,000.00	No change requested	$1,000.00	0%
Alarm System	$5,000.00	No change requested	$5,000.00	0%
Tools & Hardware	$2,400.00	$5,400.00	$2,400.00	---------
Books	$2,000.00	No change requested	$2,000.00	0%
Uniforms	$57,100.00	No change requested	$57,100.00	0%
Clothing	$500.00	No change requested	$500.00	0%
Protective Clothing	$2,400.00	No change requested	$2,400.00	0%
Turnout Gear	$75,000.00	No change requested	$75,000.00	0%

- *$3,000.00 requested in Tools & Hardware line to build proper storage cage in Headquarters attic for record securing. This request is under review through another funding source.*

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FIRE – OTHER CHARGES – LINE #54

CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Dues/Memberships	$975.00	No changed requested	$975.00	0%
Education/Seminars	$1,500.00	No changed requested	$1,500.00	0%

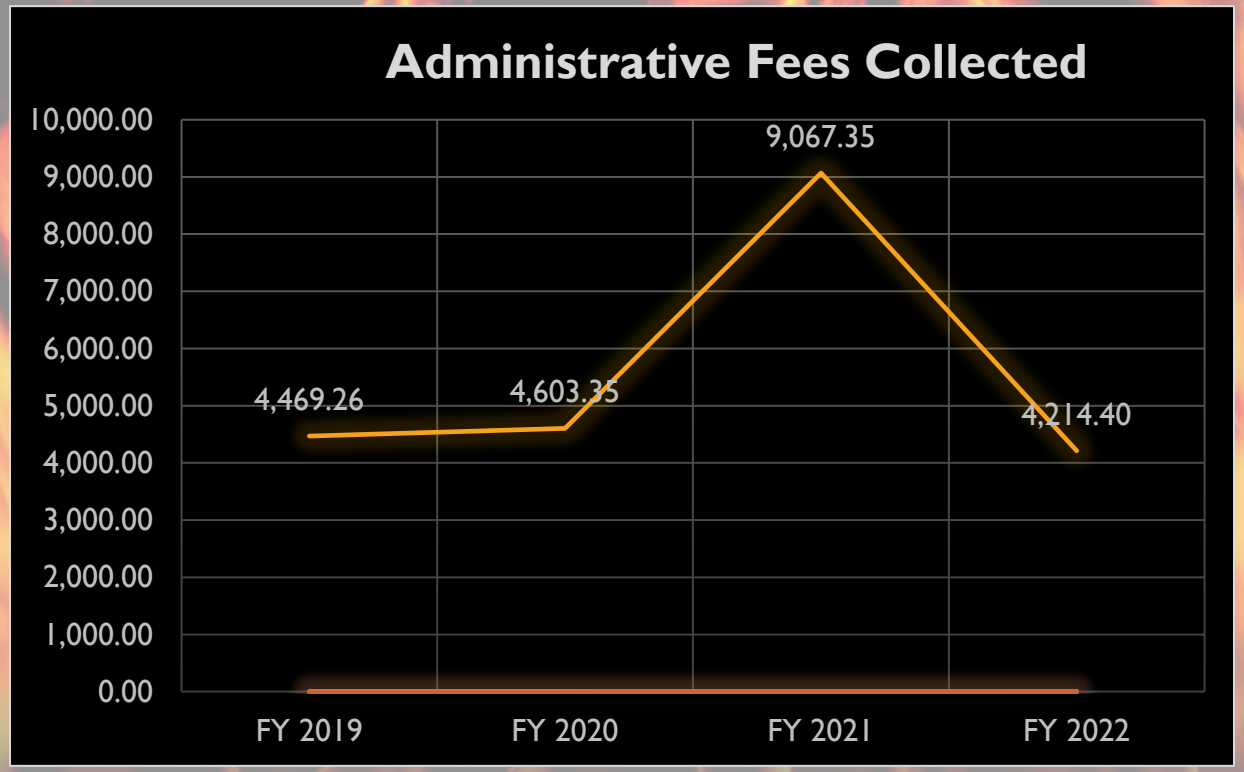
FIRE – MISCELLANEOUS– LINE #56

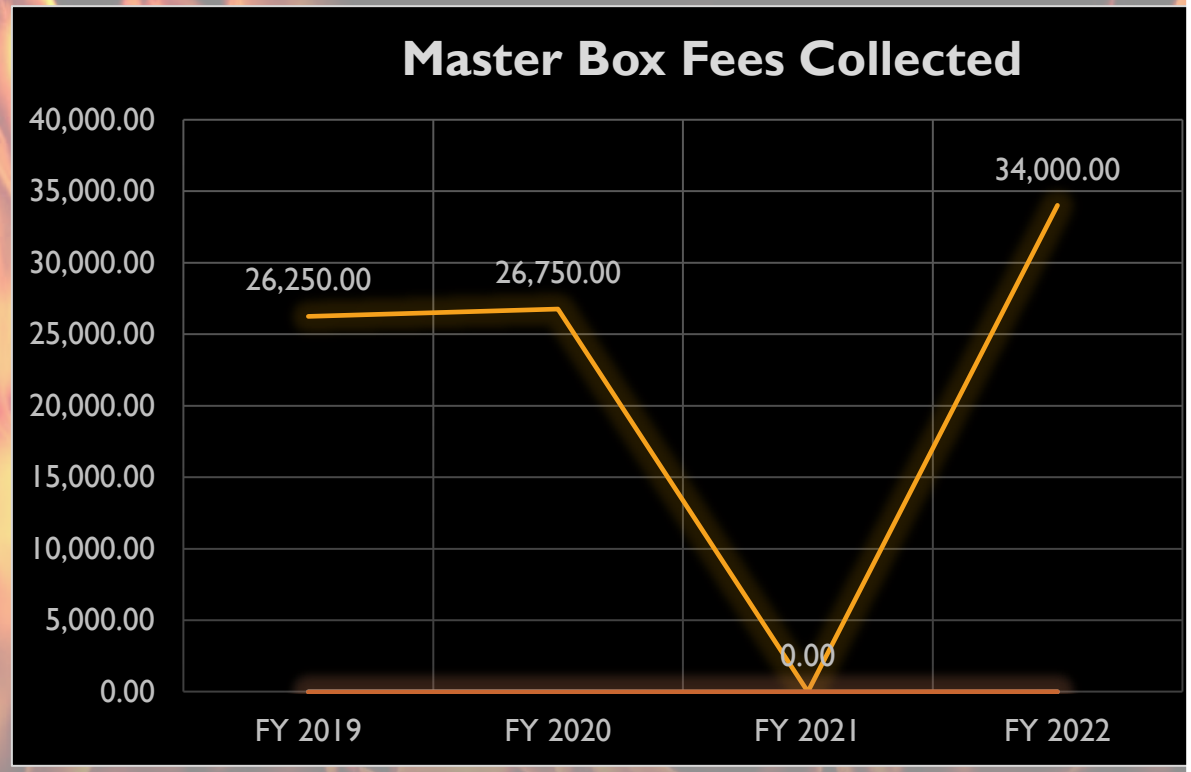
CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Education Reimbursement	$24,356.00	No changed requested	$24,356.00	0%
Fire Hose	$3,700.00	No changed requested	$3,700.00	0%

- *A new line item "Station Supplies" to be funded for $2,000.00/yr. was requested to purchase and replace 4 mattresses at $500.00 each per year. The Fire Department has a total of 20 beds between all 3 stations. This request is under review through another funding source.*

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FIRE – REVENUE COLLECTED



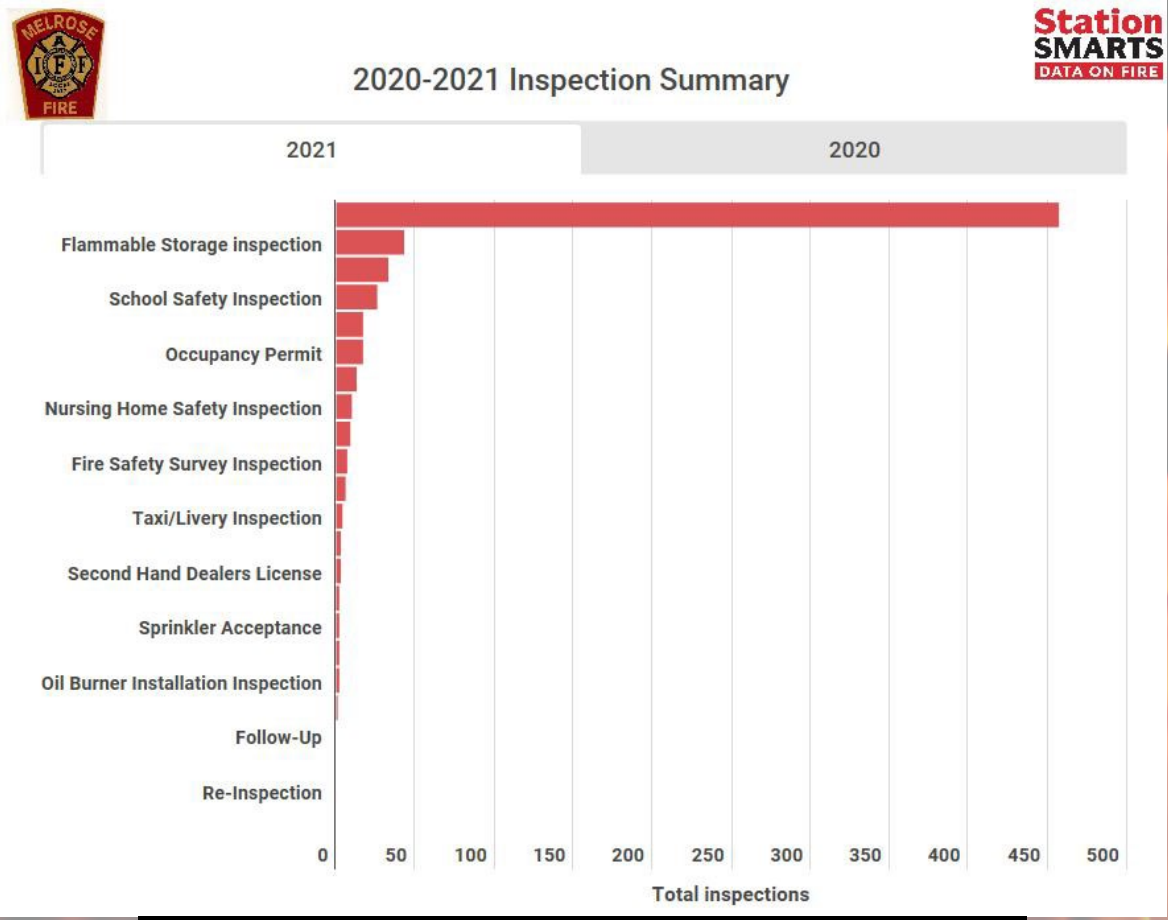


FY 2022 fees collected as of 5/23/2022

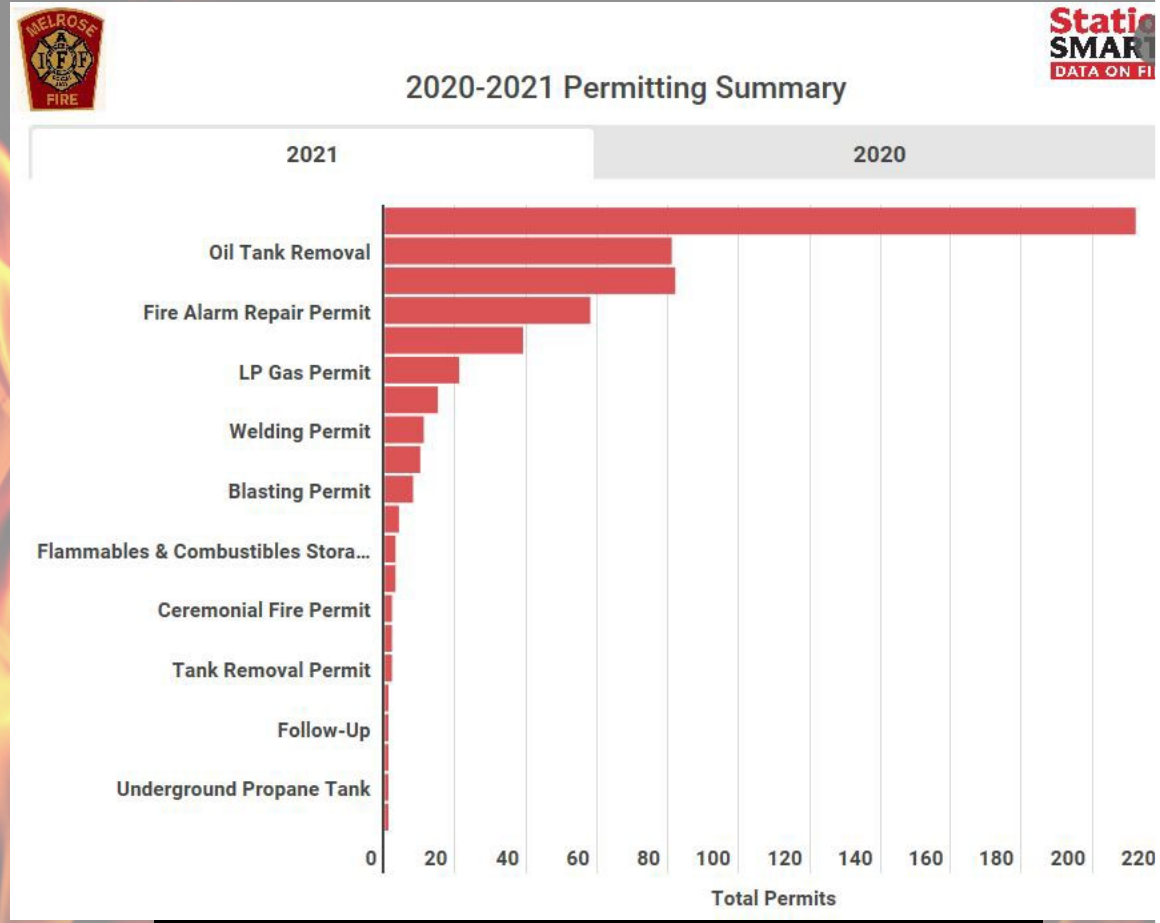
Note: Master Box fees were waived for FY 21 due to the Covid-19 pandemic

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FIRE PREVENTION – PERMITS/INSPECTIONS



Total Inspections Performed: 657



Total Permits Issued: 568

Total Fire Prevention Revenue: $45,195.00

as of May 2022

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AMBULANCE SALARIES AND OVERTIME

CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Ambulance Salaries	$653,616.00	$654,487.39	$666,212.00	9.4%
Ambulance Overtime	$120,000.00	$120,000.00	$120,000.00	0%

- The ambulance salary cost covers 8 of the Melrose Fire Department employees (51 other Fire Department employees are salaried through the fire budget). The increase for salaries is due to contractual raises.

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AMBULANCE – CONTRACTUAL – LINE #52

CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Printing	$250.00	No change requested	$250.00	0%
Medical Waste Disposal	$1,000.00	No change requested	$1,000.00	0%
Special Equip. Maint.	$4,000.00	No change requested	$4,000.00	0%
Radio Repairs	$1,000.00	No change requested	$1,000.00	0%
Defibrillator Maint.	$1,500.00	No change requested	$1,500.00	0%
SCBA Maintenance	$800.00	No change requested	$800.00	0%
ALS Fees	$2,000.00	No change requested	$2,000.00	0%
Professional Services	$65,000.00	No change requested	$65,000.00	0%

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AMBULANCE – SUPPLIES & MATERIALS – LINE #53

CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Office Supplies	$2,700.00	$9,700.00	$2,700.00	---------
EMS Supplies	$25,000.00	No change requested	$25,000.00	0%
Fire Equipment	$4,000.00	No change requested	$4,000.00	0%
Fire Stretcher	$1,000.00	No change requested	$1,000.00	0%
Tires	$3,500.00	No change requested	$3,500.00	0%
Oxygen – Ambulance	$1,500.00	No change requested	$1,500.00	0%
Motor Vehicle Parts & Repairs	$10,000.00	No change requested	$10,000.00	0%
Cleaning & Disinfecting Sup.	$1,000.00	No change requested	$1,000.00	0%
Uniforms	$8,500.00	No change requested	$8,500.00	0%
Clothing	$2,000.00	No change requested	$2,000.00	0%
Fire Turnout Gear	$10,000.00	No change requested	$10,000.00	0%

- *$5,000.00 requested in Office Supplies line to update Chief Collina's workstation furniture (desk/cabinet). This request is under review through another funding source.*

AMBULANCE – OTHER CHARGES – LINE #54

CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Training	$25,000.00	No changed requested	$25,000.00	0%
Property & Casualty Insurance	$11,100.00	No changed requested	$11,100.00	

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AMBULANCE - PROJECTED REVENUE

Payment Type	% of Cust.	Collection Rate	Transport Type	Transports	Net Rate Proj. Totals
Medicare	60.4%	90.0%	BLS	513	$210,226.0
			ALS – 1	503	$244,653.0
			ALS – 2	10	$7,227.0
Medicaid	15.4%	96.0%	BLS	131	$31,768.0
			ALS – 1	128	$36,970.0
			ALS – 2	3	$1,092.0
Other Insurance	21.5%	70.0%	BLS	183	$261,888.0
			ALS – 1	179	$316,117.0
			ALS – 2	4	$8,176.0
Patient Billed	2.4%	2.0%	BLS	20	$820.0
			ALS – 1	20	$990.0
			ALS – 2	0	$26.0

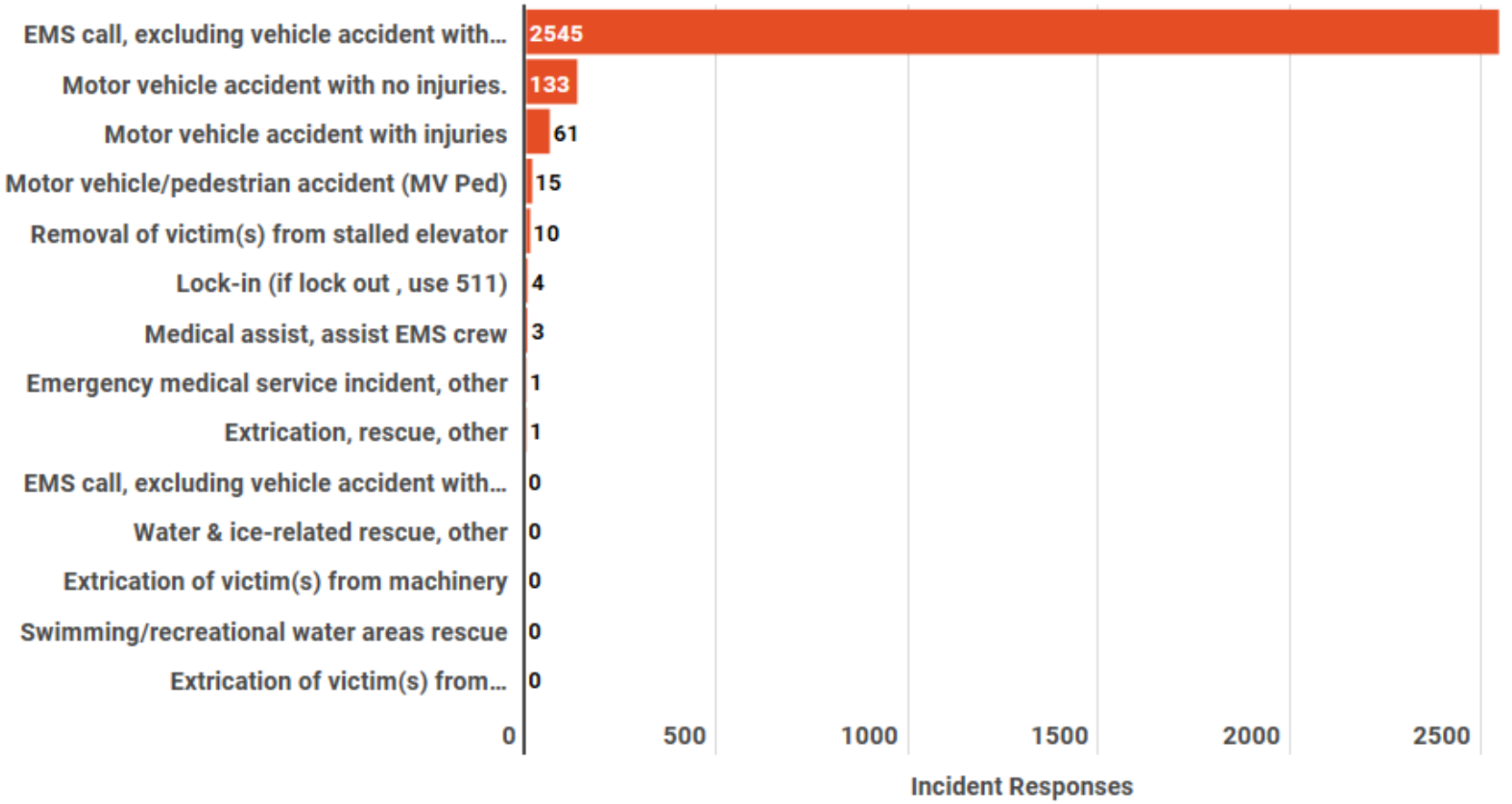
- Total EMS Projected Revenue = $1,162,159.00 (this total includes billing fees and mileage)

Totals calculated and projected by ProEMS

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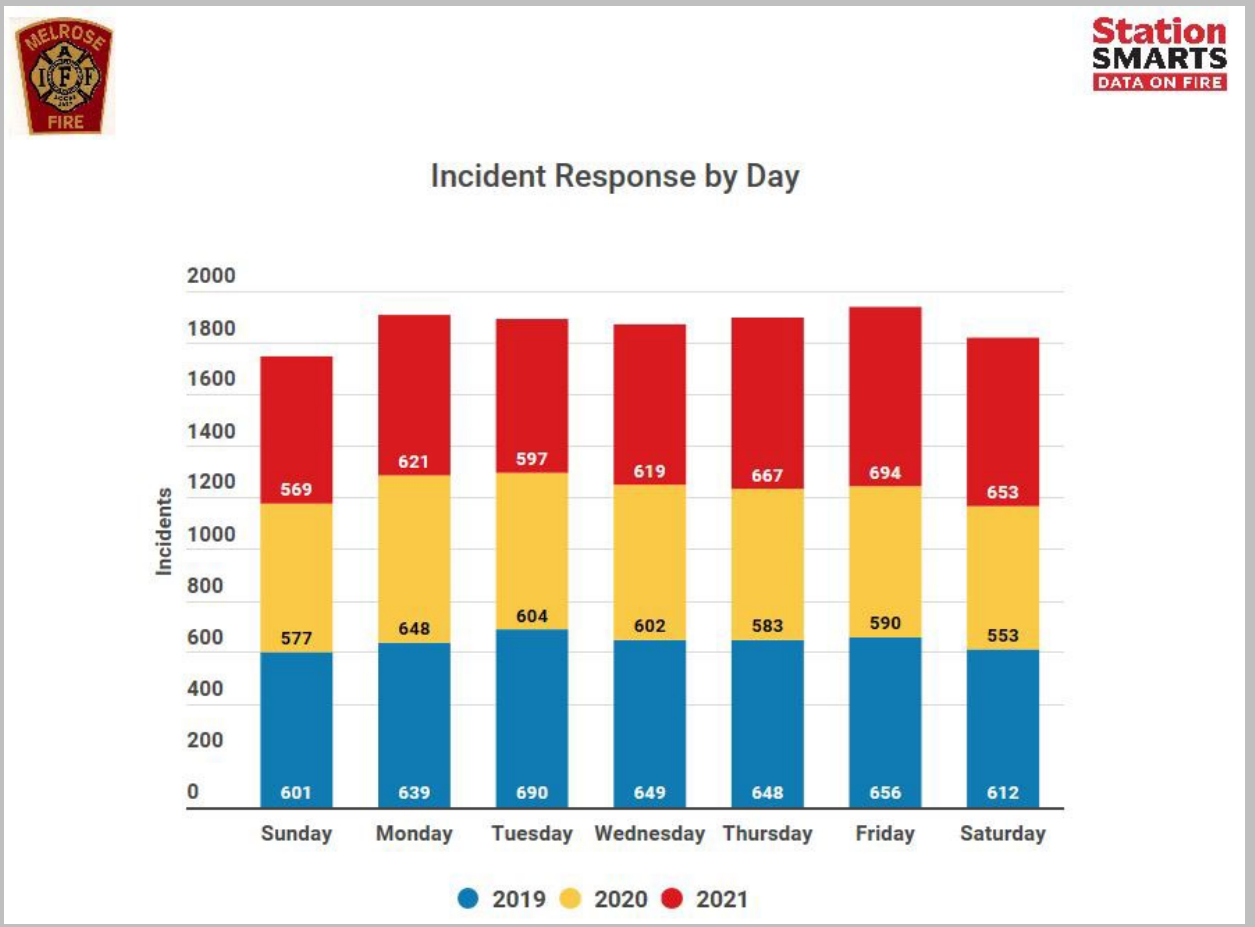
Rescue Call 300 Series Response Breakdown

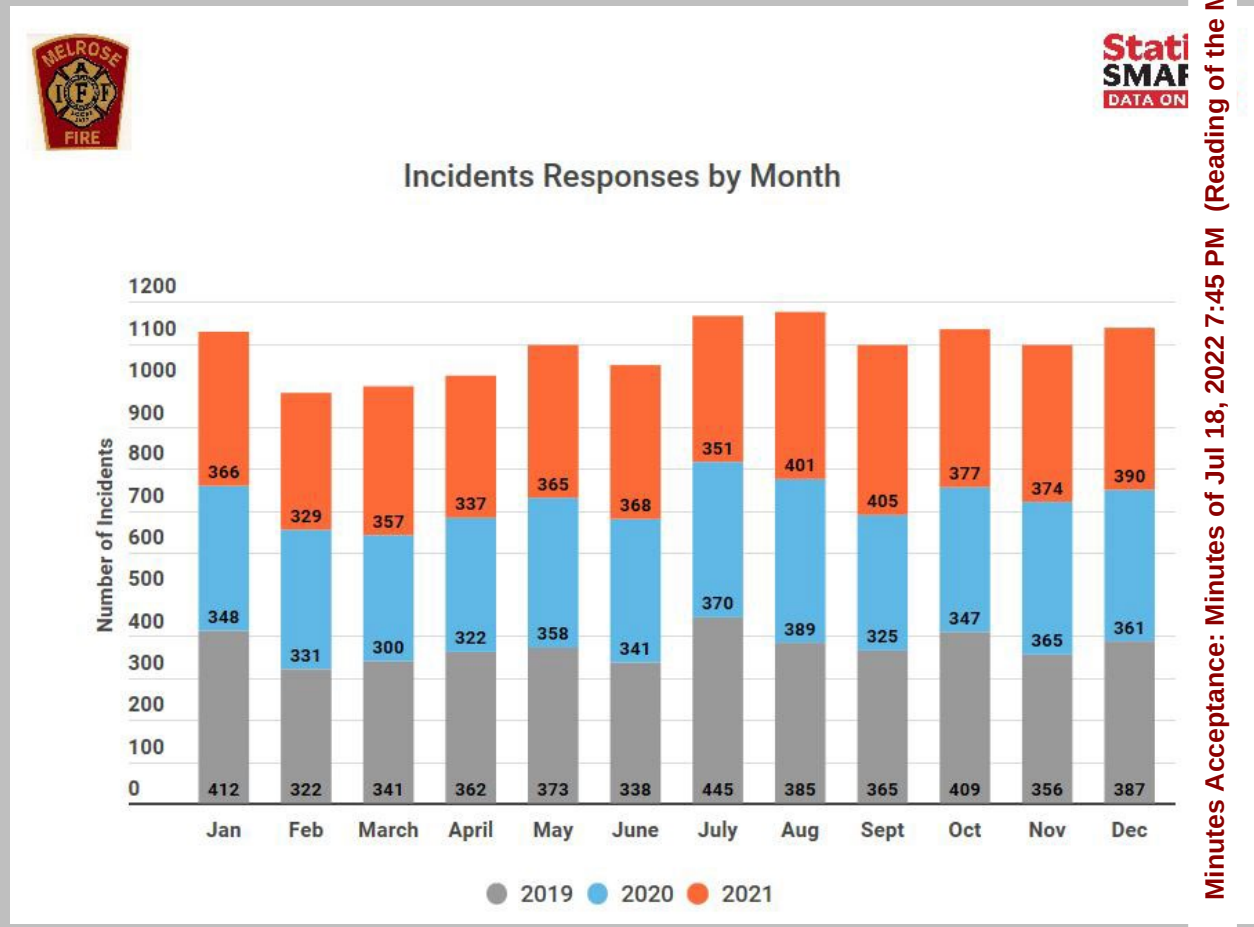
2021 | 2020 | 2019



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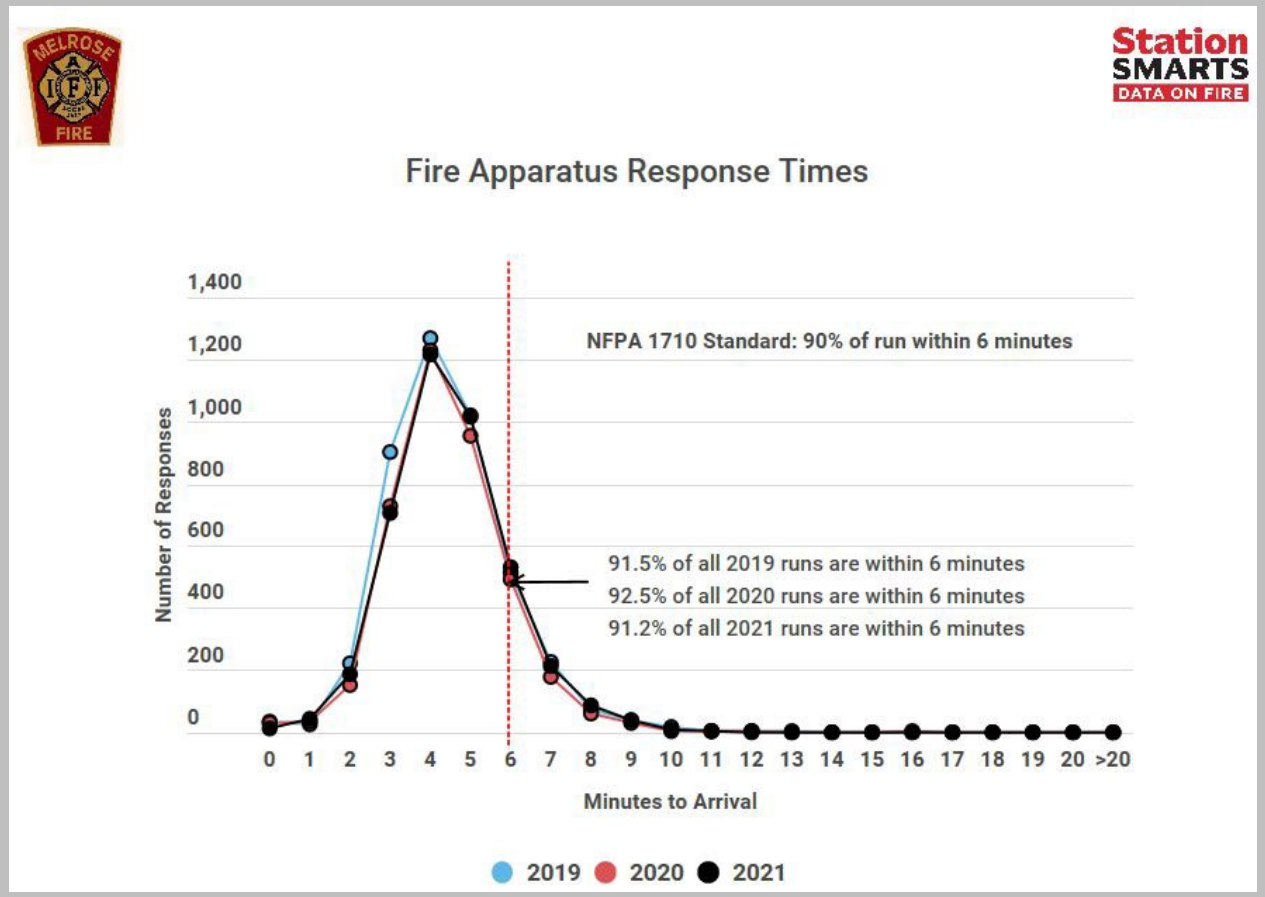
FIRE INCIDENT RESPONSES

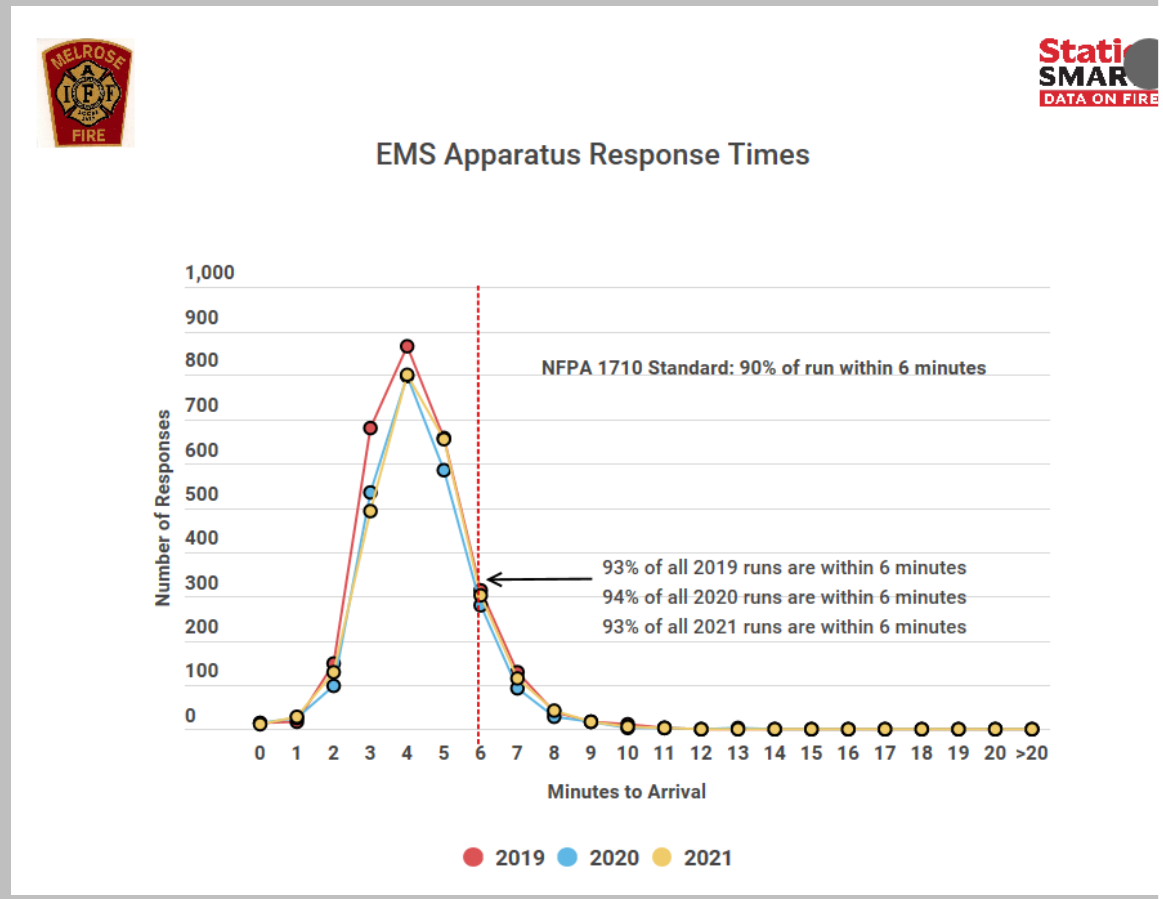




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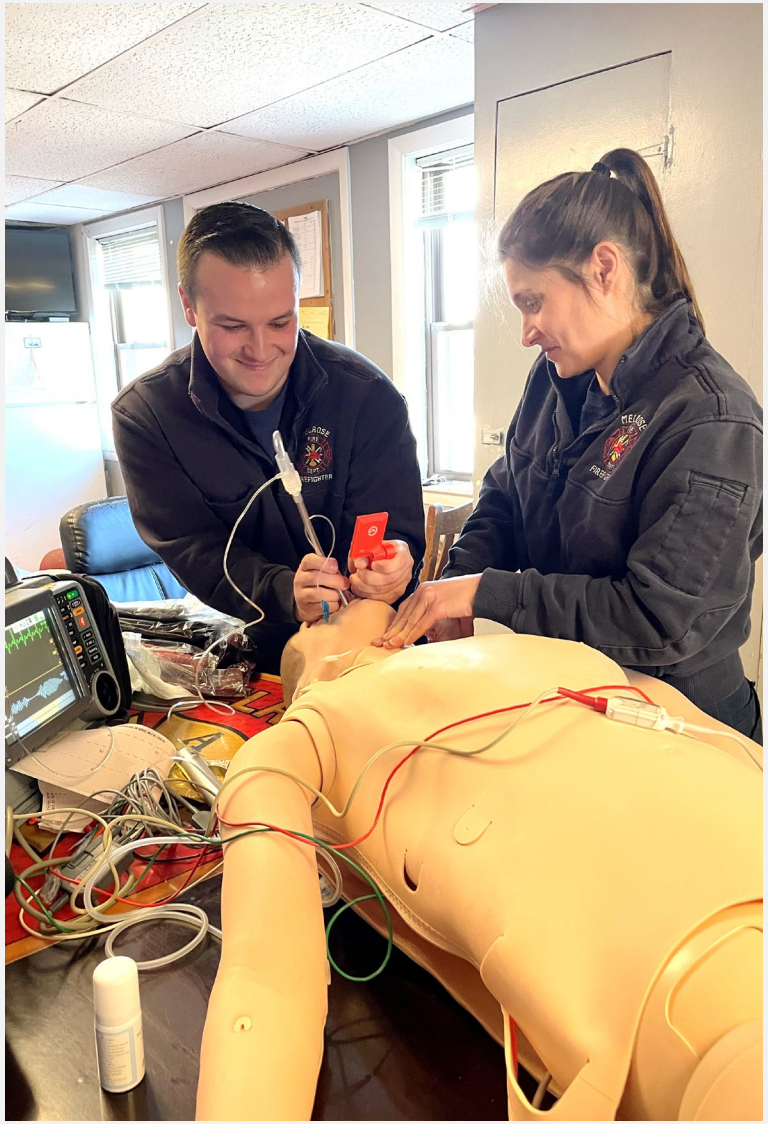
FIRE/EMS RESPONSE TIMES





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FY22 ACCOMPLISHMENTS



Pictured above: FF Austin Ferreira (left) and FF Dana Risso (right) training on the SimMan 3G Plus

COVID-19 Response

The Melrose Fire Department continues to respond at the frontline of the Covid-19 pandemic.

In FY22, the Fire Department was able to procure funds to purchase a patient simulator (SimMan 3G Plus). With this patient simulator, our members can train on the proper techniques and interventions when faced with bodily fluids. Staying ahead of the curve starts with proper training. With the patient simulator we can help prepare our team to develop clinical knowledge to manage severe cases of a patient suffering from Coronavirus and other infections. Scenarios can be run as an individual scenario or back-to-back in series. The scenarios focus on key decisions regarding invasive care and patient management. The patient simulator allows providers to remain proficient with interventions and clinical judgement. Scenarios will allow providers to properly complete a scene size up and deploy proper PPE to protect themselves and others.

Grant Funds

In July of 2022, the Fire Department received 16 new hand-held thermal imaging cameras (TIC's) as a result of a Firefighter Safety Equipment Grant. This allows each riding position to hold their own TIC during each shift. Also in this grant, we received scene lighting for fire prevention investigations.

Apparatus

The Tremont Street Fire Station received a new 2021 Seagrave Pumper in place of the 2007 Seagrave Pumper. The 2007 engine will replace the 1999 engine which is now a reserve. The 2021 pumper was placed in service on November 17, 2021. Approximately 5 minutes after being in service, the first call came in to respond to a house fire on Marmion Road.

The Fire Department took delivery of a new tractor drawn aerial truck (TDA ladder truck) in May of 2022 with the hopes of having it placed into service in June of 2022.

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FY23 GOALS

- Increase the department's training to stay in line with national standards as well as documenting said training by implementing Lexipol/Fire Rescue Academy. Lexipol/Fire Rescue Academy is an online training module that sends out and tracks the training performed by the Fire Department members. The Lexipol side of the module holds policies and procedures, most mandated by the State. The Fire Rescue Academy side of the module contains training videos and allows our department to upload our own videos for training purposes.

- Coming into compliance with OSHA annual fit-testing as per the OSHA regulation: *Appendix A to § 1910.134 - Fit Testing Procedures (Mandatory).*

- Continue to respond safely and effectively to the emergencies in the City of Melrose.

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CITY OF MELROSE

Information Technology

Neal M. Ellis
Chief Information Officer

City Hall
562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4142

Memorandum

To: City Council

CC: Lily Wall, Andrew Ghobrial

From: Neal Ellis

Date: May 6, 2022

Subject: Memo to the City Council, from the Information Technology Department

City Councilors,

To keep you current with IT operations as it pertains to the budget, I have provided answers to your specific questions below. If you have any questions, please feel free to contact me and I will be happy to answer them.

Please identify any noteworthy changes or events that took place during FY22 in your department (staffing changes, technology upgrades, new regulations or procedures, etc.)

Staffing

- New position was added to the FY22 budget for a Project Manager.

Projects

- M365 implementation and migration
- M365 training for the entire city
- All Roosevelt projectors, Interactive White Boards (Smartboards), and room audio amplifiers were replaced
- All Horace Mann projectors, Interactive White Boards (Smartboards), and room audio amplifiers were replaced and 3 interactive touchpanels installed
- Field camera was installed on Fred Green Field Press Box for MMTV coverage of games
- Distributed 1,042 new Chromebooks to secondary students as part of our 1 device for every student program (1:1)
- Cameras were installed in the MHS Gym and the MVMMS Gym for MMTV broadcast
- Completed Telephone system implementation to all buildings

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- Roosevelt telephone system replaced (in-house) and new phones installed throughout the building
- 74 Mobile phones replaced and upgraded
- Successful MCAS Exam conducted with students in school and students testing remotely on Chromebooks
- WIDA ACCESS for English Language Learners - Successful Implementation under pandemic conditions
- K and Pre-K web registrations built and implemented
- Moved Veteran's office to Milano Center
- Implemented cybersecurity training throughout the City and the Schools
- 44 Chromebooks repaired in-house (parts replaced)
- 6 computer labs rebuilt
- 22 new laptops rolled out to City staff
- New camera security system installed at the School Central Administration Office
- Conferencing setup including room camera, microphone, speakerbar and 75" LCD touchpanel in the Emergency Management Training Room at City Hall
- Began scanning invoices and quotes straight into Munis
- New wireless system installed at the Milano Center
- Created internal data dashboard for COVID-19 cases in the schools
- Successfully submitted many state-mandated reports
- Installed digital signage hardware and software at the Police Station lobby
- Design work with vendor for a city-wide fiber-optic upgrade and extension of critical public safety radios

Do all of your department's salaries come from the same budget, if not, please identify the split among multiple budgets?

Position	Budget Amount
• IT Director/Chief Information Officer	• 60% City | 40% School
• Assistant IT Director	• 100% City IT salary budget
• IT Systems Analyst	• 100% City IT salary budget
• IT Project Manager	• 100% City IT salary budget
• Financial Systems Analyst	• 21 hours City IT salary budget, 3.5 Water budget & 3.5 Sewer budget
• School Systems Administrator	• 100% School IT Salary Budget
• School Elementary Desktop Technician	• 100% School IT Salary Budget
• School MVMMS/HS/Franklin Desktop Technician	• 100% School IT Salary Budget

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• School SIS Data Coordinator	• 100% School IT Salary Budget

Are there any significant changes to your FY23 budget compared to previous years? Please explain.

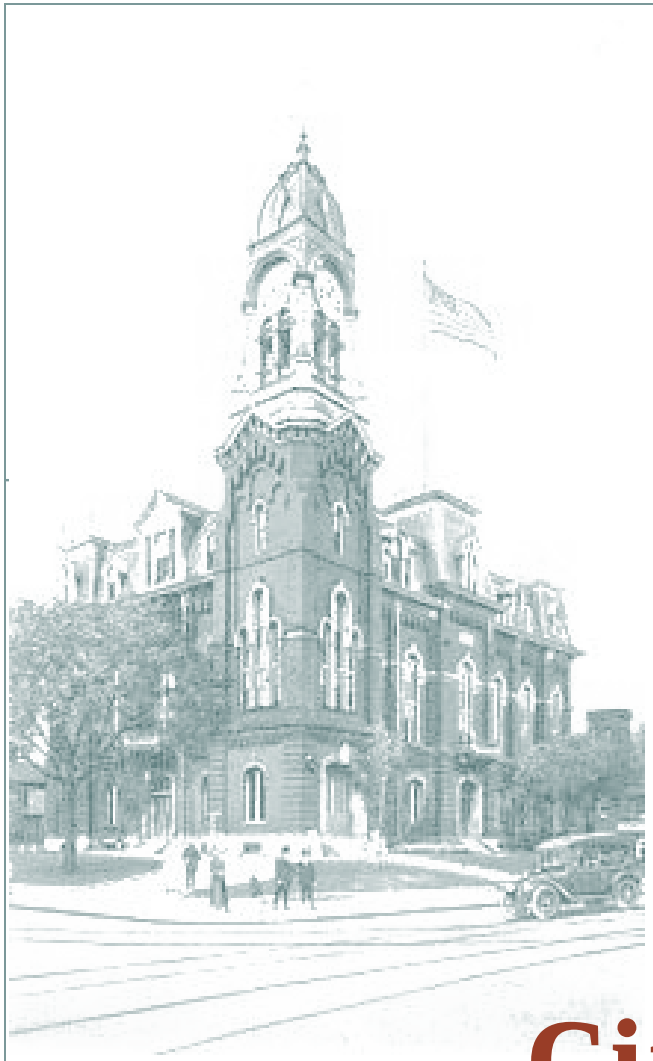
- Org: 019302 Obj: 525305 Desc: IT Community Notification System
  - In budget discussions with the schools, it was determined that this cost should be paid by the schools. The amount in the fund currently is $10.800
- Org: 011552 Obj: 530110 Desc: Computer Paper and Printing Supplies
  - Toner and paper will now be consolidated to the Office Supply line
- Org: 011552 Obj: 525303 Desc: Software Licenses
  - Microsoft M365 cost added
  - Microsoft M365 backup software added
  - New helpdesk ticketing system added
  - Offsite Disaster recovery added
  - Antivirus renewal added

Any events or changes you anticipate in your department for FY23?

In FY23, there are many projects that will need to be completed. I am anticipating the following projects:

- Hyper-Converged Infrastructure (HCI) (New servers with redundancy and malware protection) Implementation
- Antivirus upgrade
- Telephone system replacement at the schools
- Security camera server replacement and migration to new software
- Replacement of older printers in the elementary schools
- Switch replacement in the elementary schools
- Replacement of security cameras in the MVMMS
- Tyler Open Finance software on the website
- Fiber Optic Wide Area Network upgrade
- Virtual servers offsite location disaster recovery project
- Munis upgrade to version 2021.3

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City of Melrose

DEPARTMENT OF PUBLIC WORKS

FY23 BUDGET

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Who is DPW?

- 68 Full-time Employees
- Four Main Divisions:
  - Administration
  - Engineering/Water & Sewer Billing
  - Facilities
  - Operations







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Who is DPW?

- Administration:
  - Public Relations
  - Accounts Payable/Receivable
  - Payroll
  - Environmental/Outreach Coordinator
  - Rentals Coordinator



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Who is DPW?

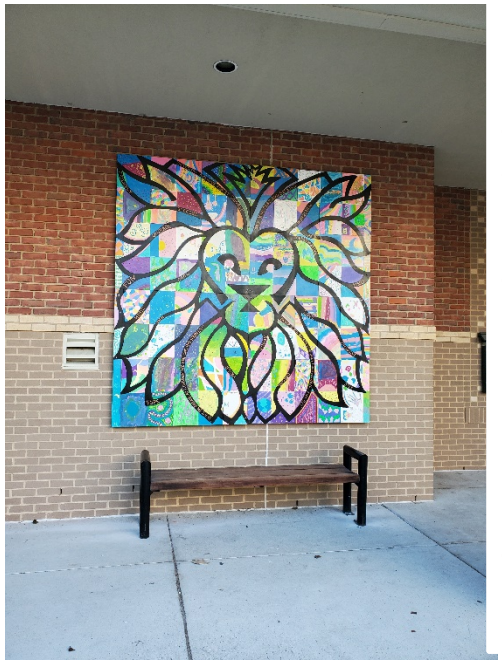
- Engineering/Water & Sewer Billing:
  - Capital Projects – Planning, Design, and Construction
  - Permits and Inspections
  - Development Reviews
  - Records and Plans
  - Geographic Information Systems
  - Water and Sewer Billing



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Who is DPW?

- Facilities:
  - Custodial Services – Schools and Municipal Buildings
  - Building Maintenance
  - Building Capital Projects
  - Building Security



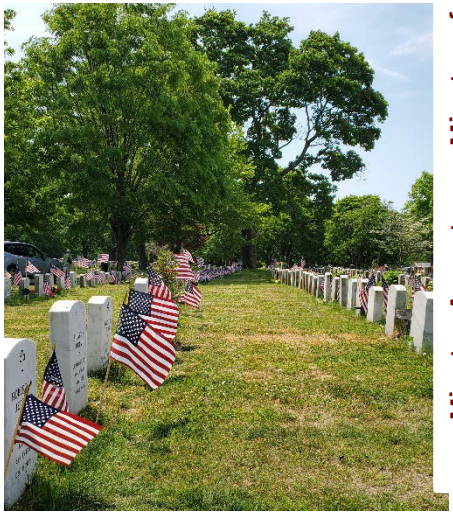
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Who is DPW?

- Operations:
  - Highway
  - Snow and Ice
  - Sanitation
  - Parks and Forestry
  - Fleet
  - Cemetery
  - Water and Sewer (Enterprise Funded)

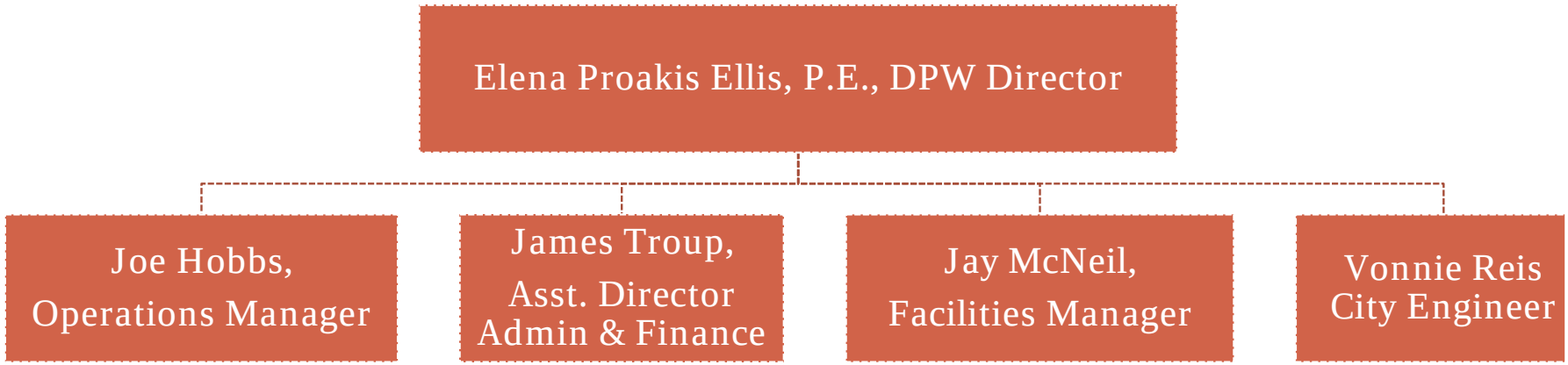






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DPW Organization



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New Employees Hired

- Operations Manager, **Joe Hobbs**
  (after retirement of longtime Manager **Peter Pietrantonio – THANK YOU!**)
- Project Engineer, **Ardi Elshani**
- Administrative Clerk – Engineering/Water & Sewer, **Jennifer Rosa**
- Rentals Coordinator, **Jane Bolger**
- School Custodian, **Walter Martinez**
- Heavy Motor Equipment Operator, **Tim Fawcett**
- Laborer - Sanitation, **Marcos Echevarria**
- Laborer - Parks & Forestry, **Scott Supple**
- Laborer - Cemetery, **Mike Medeiros**

WELCOME TO MELROSE!

Thank You for your Service to Melrose

Rick Cantone

- 32-year employee of Melrose DPW
- Retired in 2021



1957-2022

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Some Capital Accomplishments in FY22

- Paved: Echo Street, Botolph Street, Brown Street, Wyoming Heights, portions of Mt. Vernon Street, First Street (Waverly to Ashcroft), Damon Ave. (Boardman to Cochrane), South Main Street

- Water Main Replacements: Felton Place, Sycamore Road, Burnett Street, Hunnewell Street, Brazil Street, Ashland Street (Franklin to Melrose)

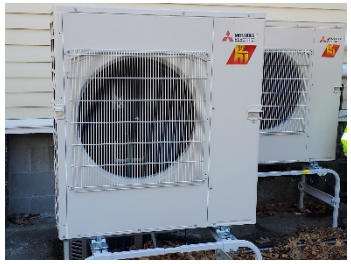
- Roosevelt School grounds project, including paving, completed



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Some Projects Ongoing in FY22

- City Hall/Memorial Hall generators under construction
- Memorial Hall envelope project
- Ell Pond Park Feasibility Study completed
- Central Terrace alley seating near completion
- 4 Parklets Installed
- Milano HVAC upgrade completed







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Some Operational Accomplishments in FY22

Through mid-May:



- 3,250 work orders resolved
- 547 potholes filled
- 171 City trees planted
- Handled storms totaling 51.6” of snow
- 2,393 invoices processed

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Some Operational Accomplishments in FY22

- Collected 6,923 tons of trash (JRM)
- Collected 2,408 tons of recycling (JRM)
- Collected yard waste curbside (City forces)
- Recycled 290 mattresses
- Sold 919 compliant trash barrels
- Accepted yard waste, recycling, and special collections at the City Yard



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Some Operational Accomplishments in FY22

- Fleet Division maintained 140 vehicles and pieces of equipment
- Green Team maintained 81 locations (parks, fields, open spaces)
- Wyoming Cemetery: 71 burials and 80 cremations
- Assisted with City events



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FY23 DPW, Water, and Sewer Operating Budgets

- DPW General Fund Request:

  $10,260,965

- Water Enterprise Fund Request:

  $6,119,429

- Sewer Enterprise Fund Request:

  $8,793,909

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FY23 Budget Highlights - Salaries

- Majority of salary increases are contractual (Laborers Union and Clerical Union)
- Both contracts are in the process of being negotiated, thus only step raises have been included in the budget
- Cost of living increases, once negotiated, will be added in

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Salary Breakdown by Account

- Some employees have portions of their salaries split between DPW general funds and the Water and Sewer Enterprise funds
- DPW includes portions of salaries for four full-time employees shared with other departments
- See handout for breakdown of salaries by account

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Employees by Operating Budget

Division	# of Full-time Employees
Administration/Engineering	3 fully funded; 12 partially funded
Facilities	14 custodians, 5 tradespeople
Highway	4 employees
Snow Removal	0 employees (all overtime)
Sanitation	2 employees
Parks & Forestry	9 employees
Fleet	3 employees
Cemetery	3 employees
Water	9 fully funded; 15 partially funded
Sewer	3 fully funded; 15 partially funded
TOTAL	**54 fully funded in one DPW division 14 spread between DPW divisions 4 shared with other departments**

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FY23 Budget Changes from FY22

- Budget level-funded in all non-salary line items except:
  - Admin Professional Services: $8,000
  - Professional Development: $2,500
  - ESCO project increase: $6,849.56
  - Facilities Professional Services: $20,000
  - Custodial Supplies increases: $16,755

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FY22 Budget Changes from FY22 (cont.)

- Traffic Markings: $10,000
- Drainage NPDES MS4 Permit Lines: $50,000
- Snow and Ice: $25,000
- Sanitation OT (Weekend Barrels): $2,108
- Solid Waste & Recycling Collection Contractual Obligations: $176,300
- Forestry Hired Equipment: $2,000
- MWRA Sewer Assessment: $350,889

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Water and Sewer Rates

- Water and Sewer volumetric rates proposed to go up by a combined 5.17%
- Reserve funds meeting 10% goals with transfers from retained earnings
- $400,000 in retained earnings put toward sewer fund operating expenses for FY23
- See memo for new rates and base fees

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Questions



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

CITY OF MELROSE

James Troup
Assistant Director – Administration & Finance

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

To: Melrose City Council
From: James Troup, DPW Deputy Director Administration and Finance
CC: Elena Proakis Ellis, DPW Director
RE: FY23 Budget Financial Submittal

Thank you for your consideration of the Department of Public Works FY23 Operating Budget request. Please accept the information below as further clarification to accompany our requests.

Salaries: The majority of the salaries for the Department of Public Works are aligned with the divisions in which they work. Engineering and Administrative support is proportionately split between the Operating Budget and the Water and Sewer Enterprise Funds. A complete list is shown below.

POSITION	SALARY 1	SALARY 2	SALARY 3	OTHER
Director of Public Works	50% Admin	25% Water	25% Sewer	
City Engineer	50% Admin	25% Water	25% Sewer	
Staff Engineer	50% Admin	25% Water	25% Sewer	
Deputy City Engineer	25% Admin	25% Water		50% Water/Sewer Bond
Project Engineer	15% Admin			85% Water/Sewer Bond
Water & Sewer Billing Clerk		50% Water	50% Sewer	
Billing and Engineering Clerk		50% Water	50% Sewer	
Clerk Sr. Accountant		50% Water	50% Sewer	
Deputy Director Admin/Finance	50% Admin	25% Water	25% Sewer	
Facilities Manager	70% Admin	15% Water	15% Sewer	
Operations Manager	50% Admin	25% Water	25% Sewer	
Facilities Technician	80% Admin	10% Water	10% Sewer	
SW&R Environmental Outreach	70% Admin	15% Water	15% Sewer	
Resident Service Rep	50% Admin	25% Water	25% Sewer	

Contractual and Service Obligations:

- Contractual increases in salaries (step increases for both union and non-union staff) are included in the budget as submitted. Please note that union cost-of-living increases are currently being negotiated and have therefore not been included at this time.

- Annual increases are included in Massachusetts Water Resource Authority assessments in water and sewer funds.

- In the Administration and Engineering Budget, increases to the line items of Professional Services and Professional Development are due to the additional contracted services that provide oversight on projects

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and the professional association memberships for our staff. Many of the professional services needs in the Administration budget arise from traffic analysis requests that are recommended by the Traffic Commission. Similarly, professional services are needed for the Facilities Division, which has been tasked with many small capital projects for which outside consultant support is frequently required to assist with bid document preparation and construction administration. (These services for larger capital projects are typically included in the capital project budget, but for smaller projects paid for with operating funds, they do not presently have a funding source.)

- Some of the biggest challenges facing the DPW are with costs associated with delivering facilities maintenance services. Rising costs for supplies and materials have affected the Facilities Division more than any other DPW Division. To address the rising cost and inventory need to deliver services, we have requested increases to three supply line items, which are shown in the budget in the range of roughly 10-11%. These increases assume that costs will level off.

- For Snow and Ice Operations, it should be noted that our 5-year average annual spending is $996,049. Although the budget has been adjusted each year, the average budgeted amount in the same period has been $574,103.

- The Highway Division budget is drastically affected by our obligations for NPDES MS4 drain services under the related federal permit, thus resulting in increases requested to those line items. We do not have any option of not performing these tasks that are federally mandated. In addition, increases to traffic markings (bike lanes, etc.) have resulted in increased costs to maintain these markings, through both materials costs for in-house efforts and contractual costs with our on-call line painting contractor.

- Our Solid Waste and Recycling hauling and disposal contract will be entering the second of three option years. The base cost of the contract will increase to $835,000. Disposal costs increase to $68/ton. At a projection of 8,500 tons of trash, the result is a cost of $578,000 in FY23. We will also see an increase in recycling costs that project to a $159,000 need in order to fully fund the contract. Lastly, in response to resident and City Council requests to increase downtown barrel pickup, the additional costs to the overtime line item are $2,000 to provide this added service.

- Requested increases in the Parks & Forestry Division are associated with our contracts to maintain our City trees with the increase in windstorms in recent years.

- The $900 increase shown to the insurance at Wyoming Cemetery is an actual cost that must be covered.

Anticipated Changes: The only additional change we are expecting to our budget is the increase in salaries and wages when cost of living increases are negotiated with both the clerical and laborers' unions.

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Other Noteworthy Items Going into FY23:

Critical goals for the Department of Public Works in FY23 include meeting the obligations of all regulatory programs, such as lead water service removals, NPDES MS4 drainage requirements, and hazardous materials reduction/removal, and fostering a positive work environment through enhanced professional development.

Of significant importance, the Department of Public Works is presently faced with staffing challenges and multiple openings throughout several of the Divisions. The retirement of our Operations Manager, along with several other key departures, has depleted the team in various Divisions. We have been fortunate to identify several candidates to fill vacancies, but we continue to struggle finding experienced candidates in some of the skilled trades, especially in our Fleet Division. We are working toward upgrading our technology with our time clock system and with a facilities asset management program. The goals of these programs are to improve efficiencies in the administration of the DPW, a more comprehensive facilities-focused preventive maintenance and work order system, and a stronger base to develop our Capital Improvement Program as it relates to our City's assets.

Thank you for your continued support of our Department and our staff as we continue to deliver critical services to our community.

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CITY OF MELROSE

OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4116

TO: Honorable City Council of Melrose
DATE: May 16, 2022
RE: FY 23 City Clerk/Elections (161/162) Budget

Please find information regarding the FY 2023 budget for the City Clerk and Elections Departments.

The **City Clerk (Dept. 161)** budget has a **total increase of 6.0%**. The is due to the following:

Salary and Wages/Overtime requested increase of 4.2 % due to union contractual increase for the Senior Clerk position and the Elections Administrator along with annual steps for the Assistant City Clerk and City Clerk positions as well accounting for a 53-week year in 2023. Overtime increase request due to anticipated voter access procedures – vote by mail, early in-person - that will be reinstated and possibly added to – same day registration. With two fall elections the Elections Administrator will be working more than 35 hours a week to accommodate the changes and this union position is eligible for overtime. Additionally, the senior clerk shares some elections responsibilities, and this position is also overtime eligible. The FY2021 budget reflected high overtime cost and the line was exhausted along with an additional $739.01 due to voter access processes. Overtime will be carefully managed. Of note the City Clerk and Assistant City Clerk previously handled elections functions – neither of those positions is eligible for overtime.

Contractual - Advertising/Recodification is a requested increase of 18.4%. The only paper of local circulation, The Melrose Weekly, has increased the fee to place public notices (required by the City Charter) for utility company petitions as well as notice of ordinance changes and the annual budget process. The cost to add changes to the City Charter and Administrative Code raises in direct proportion. (Please see recent memo attached to Order 2022-88 for details)

Education/Seminars is a request of 44.4%. A goal for staff engagement, part of the City Clerk's annual review, is to provide training and information that will empower staff in assisting residents and providing independence. The increase represents an ability to attend industry seminars along with task specific training like Microsoft Excel, Tyler Content a/k/a Munis, and Office 365 classes.

The **Election/Registrar budget (Dept. 162**) has an **overall increase of 7.5%** represented by:

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Salary and Wages as shown in year-to-year trends this line fluctuates in relation to the number of elections. The requested 2.5% increase would provide part time assistance to the Elections Administrator during high volume processing. A December 2021 memo to the Workforce Development Group requesting a non-benefitted part-time position is on hold pending the Compensation and Classification report. Currently there are no additional staff requests.

Contractual the 11.4% increase represents the escalating cost of paper, printing services (census, voter registration notices, permanent consolidation) and additional postage due to the increase in population and registered households in Melrose.

Supplies & Materials increase of 66.7% based on previous years expenditure and continued escalation of cost in materials due to Covid backlogs.

I am happy to supply additional details should information be needed. Thank you.
Kristin Foote, Melrose City Clerk

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CITY OF MELROSE

OFFICE OF THE
CLERK OF COMMITTEES

ANDREW A. GHOBRIAL
Clerk of Committees

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4100

M E M O R A N D U M

TO: Melrose Honorable City Council

FROM: Andrew Ghobrial, Clerk of Committees

DATE: May 18, 2022

RE: FY2023 Budget

1. Please identify any noteworthy changes or events that took place during FY22 in your department (staffing changes, technology upgrades, new regulations or procedures, etc.)

The most noteworthy change includes an addition to the City's contract with Granicus. Granicus currently provides access to our meeting agendas, packets associated with those meetings, and it also serves a repository for all meeting minutes including those of Boards and Commissions. Pending budget approval, it is our goal to launch the Granicus Boards and Commissions software as an addition to this contract. This public facing portal would list all boards and commissions and their respective term dates. This automated system would provide automatic updates concerning upcoming member term expirations. Further, it would also allow citizens to apply directly online for a position with a board/commission.

Consequently, the 2.4% increase in the City Council Budget is a result of these funds being appropriated for this additional software.

2. Do all of your department's salaries come from the same budget, if not, please identify the split among multiple budgets?

The salaries of the City Council and the Clerk of Committees are funded through the same budget in the City Council Salary and Wages line item.

3. Are there any significant changes to your FY23 budget compared to previous years? Please explain.

The City Council Salaries budget shows a 3.2% decrease in FY23. This is due to the changes in staffing of the Clerk of Committees role over the past year.

4. Any events or changes you anticipate in your department for FY23?

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We expect the workload to continue to be heavy as we launch the new boards and commissions portal. A lot of work will go into this between Granicus and the Clerk of Committees. Once the software is launched, we predict that minimal occasional maintenance will be needed to ensure this it is up to date. Work also continues between the Mayor's Office and the Clerk of Committees to ensure all re-appointments and new appointments are oathed and complete the onboarding process before they begin to serve as voting members. The Clerk of Committees will continue to office technical support and will work alongside the Mayor's office to continue to revamp and update the city's website as needed.

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MELROSE PUBLIC SCHOOLS

FY23 Adjusted Budget Proposal Update

prepared for the April 12, 2022 School Committee Meeting

DATE: April 7, 2022

TO: Melrose School Committee

Cc: Patrick Dello Russo, Melrose Chief Finance Officer

FROM: Dr. Julie R. Kukenberger, Superintendent of School, and Leia Dilorenzo-Secor, Director of Finance and Administrative Affairs

RE: FY23 MPS Adjusted Budget Proposal Overview

The table below outlines three levels of our FY23 MPS Administrative Team Budget Proposal compared to the MPS Administrative Team FY23 Proposed School Budget. Since the initial presentation on February 8, 2022, the superintendent and director of finance have made some refinements and applied strategic use of supplemental federal funding. The table below outlines MPS' projected State funding called Chapter 70 allocation (12.14% increase over FY22) as of April 6, 2022, offsets from revenue projections (4.72% increase over FY22), requested school appropriations, and known contributions from the City (1.23% increase over FY22), and denotes any existing budget gap within three scenarios presented. There are still several items in motion and more detail and more information are anticipated in the coming days and weeks. This table is designed to give a high-level overview of the critical pieces used to calculate the MPS Administrative Team Budget Proposal presented to the Melrose School Committee on February 8, 2022.

Column A outlines the MPS FY23 Level Service Budget alongside the MPS Adjusted Level Services (this pattern continues for Columns B and C). A level service budget is a maintenance budget. It does not include any new investments; however, it does include refinements and reallocations when possible. It also accounts for reductions in positions (FTE), known retirements, and known resignations. Column B outlines the cost of level services plus the cost of resources required to ensure special education services are provided in the most efficient and cost-effective manner. This year we are in need of three additional special education teachers to meet the known needs of our students. Finally, Column C calculates the cost of a reduced FY23 budget proposal. This adjusted proposal includes the addition of a second assistant principal at MVMMS to respond to the increasing middle school enrollment, an adjustment counselor to support the mental and emotional needs of our middle school students, and fully support the director of visual and performing arts director from a 0.6 FTE to 1.0 FTE. The investment

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proposals not included in Adjusted Column C will continue to be assessed and the School Committee and community can expect that we continue to brainstorm other ways to meet the needs these proposals were designed to address and likely present them again in subsequent fiscal years.

FY23 MPS Budget Scenarios						
	Column A	**Adjusted: Column A**	**Column B**	**Adjusted: Column B**	**Column C**	**Adjusted: Column C**
	FY23 Level Services: *maintenance budget - nothing new*		**FY23 Level Services + Required Investments**		**FY23 Adjusted Admin. Team Proposal:** *only includes MVMMS Asst. Principal, MVMMS Adjustment Counselor, 0.4 VPA Director*	
Budget Totals	39,943,692	39,855,436	40,306,292	40,043,836	40,687,996	40,253,740
Chapter 70	9,680,222	9,680,222	9,680,222	9,680,222	9,680,222	9,680,222
Offsets	4,418,407	4,627,000	4,418,407	4,627,000	4,418,407	4,627,000
School Appropriation Request	25,845,063	25,548,214	26,207,663	25,736,614	26,589,367	25,946,518
City's Contribution	25,568,717	25,883,829	25,568,717	25,883,829	25,568,717	25,946,629
Difference	**-276,346**	**335,615**	**-638,946**	**147,215**	**-1,020,650**	**111**

Clear, transparent communication is an essential part of the budget development process. To provide clear and effective communication regarding the MPS FY23 Adjusted Budget Proposal, we have created the following documents. Each of the attached documents illustrates the changes made from our initial proposal in February 2022.

- ❑ FY23 Budget Proposal Refinements: This document starts with the initial FY23 expenditure requests (gross budget) by DESE categories. It then outlines (in blue) all of the refinements, reductions, additions, and shifts to available grants (pink and yellow). At the bottom, you will find the FY22 Adjusted Budget Proposal compared to three previously approved school budgets.
- ❑ MPS Student Opportunity Act (SOA) Plan Amendment: This document provides a high-level overview of the amended plan submitted on April 1, 2022, to DESE per the amendment review process.
    - Student Opportunity Act Implementation Indicators for 2021-2022
- ❑ Strategic Use of ESSER III Funds - $1,001,426: The American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. The ARP Act provides additional funding for school districts to respond to the COVID-19 pandemic. The Education portion of ARP is known as the Elementary and

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Secondary School Emergency Relief (ESSER III or ARP ESSER) Fund. The purpose of the ESSER III fund is to support the safe reopening and sustaining of safe operations of schools while meeting students' academic, social, emotional, and mental health needs resulting from the COVID-19 pandemic. Massachusetts' ARP ESSER (ESSER III) plan was approved by the U.S. Department of Education on July 7, 2021. **The ESSER III program runs through September 30, 2024.**

- ❑ Updated Appendix B of the FY23 Budget Book: This tool illustrates how the FY23 adjusted budget proposal is built investment by investment. Everything above the red line is included in the FY23 Adjusted Budget Proposal (Adjusted Column C in the table above).

The table below outlines our plan to strategically utilize ESSER III funding over the next two fiscal years.

ESSER III - MPS Allocation: $1,001,426 - Expires September 2023		
FY23 Grant Expenditures		
Maintain 12 Substitutes- Teachers as Daily Studnet Supports (DSS)		259,200
Computer licenses	(moved from operating)	60,000
Add 6.0 Academic Interventionists (10@.6)	(Year 2 moved from operating plus additional at each school)	199,800
Add Mental Health Curriculum Development		14,000
	Total FY23 ESSER III Expenditures	**533,000**
Projected FY24 Grant Expenditures		
Maintain 3.0 Tier II Academic Interventionists	(Year 3 investment)	99,900
Maintain Substitutes- Teachers as Daily Studnet Supports (DSS)		259,200
	Total FY23 Projected ESSER III Expenditures	**359,100**
	Total ESSER III Expenditures	**892,100**
	Grant Balance	**109,326**

We are so grateful to have such a creative and innovative administrative team who has been flexible and responsive while keeping our students' needs and interests at the core of every conversation and decision. We are thankful for a Mayor, Chief Financial Officer, and other city partners who understand the importance of education and their commitment to a collaborative budget process ensuring the most fiscally responsible and sustainable school budget. We believe that this FY23 MPS School Budget positions us well to continue to accelerate learning for all students while ensuring that the necessary social, emotional, physical, and mental health supports are in place.

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City of Melrose Schools
Next Year / Current Year School Budget Analysis

PROJECTION: 20231 FISCAL YEAR 2023 SCHOOL OPERATING BUDGET

0111 SCHOOL GENERAL FUND

12 HOOVER SCHOOL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
HOOVER SCHOOL							
1112101 - 51103 -2305	HOOVER ELL TEACHER	54,567.50	58,464.00	58,464.00	56,215.50	58,464.00	0.0%
1112350 - 51101 -2210	HV PRINCIPAL SALARY	110,842.39	115,000.00	115,000.00	113,894.25	118,450.00	3.0%
1112350 - 51102 -2110	HV DIRECTORS SALARIES	29,372.98	33,250.00	33,250.00	43,790.47	46,453.00	39.7%
1112350 - 51103 -2305	HV TEACHER SALARY	1,072,524.13	1,143,443.00	1,143,443.00	1,139,003.83	1,200,992.00	5.0%
1112350 - 51199 -2210	HV LEAD TEACHER STIPEND	2,500.00	0.00	0.00	2,500.00	0.00	0.0%
1112350 - 51201 -2210	HV SECRETARY SALARY	29,014.44	29,670.00	29,670.00	25,008.84	31,083.00	4.8%
1112350 - 55500 -2415	HV INSTRUCTIONAL SUPPLIES	3,378.26	6,880.00	6,880.00	0.00	6,880.00	0.0%
1112350 - 55500 -2430	HV GENERAL SUPPLIES	4,529.39	8,541.00	8,541.00	14,347.44	8,541.00	0.0%
1112350 - 57613 -2210	HV MEMBERSHIPS/DUES	0.00	423.00	423.00	0.00	423.00	0.0%
1112400 - 51106 -2800	HV PSYCHOLOGIST/SOCIAL WORKER	25,881.45	65,750.00	65,750.00	25,604.30	26,925.00	-59.0%
1112400 - 51107 -2305	HV SPED TEACHER SALARY	207,349.74	224,019.00	224,019.00	216,160.50	229,833.00	2.6%
1112400 - 51108 -2320	HV THERAPIST OT, PT, SPL	135,371.86	139,433.00	139,433.00	98,573.42	102,994.00	-26.1%
1112400 - 51303 -2330	HV PARA SALARY	107,021.26	158,918.00	158,918.00	130,703.51	157,279.00	-1.0%
HOOVER SCHOOL TOTAL		1,782,353.40	1,983,791.00	1,983,791.00	1,865,802.06	1,988,317.00	0.2%
12 HOOVER SCHOOL BUDGET TOTAL		**1,782,353.40**	**1,983,791.00**	**1,983,791.00**	**1,865,802.06**	**1,988,317.00**	**0.2%**

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PROJECTION: 20231 FISCAL YEAR 2023 SCHOOL OPERATING BUDGET

0111 SCHOOL GENERAL FUND

13 HORACE MANN SCHOOL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
HORACE MANN SCHOOL							
1113350 - 51101 -2210	HM PRINCIPAL SALARY	107,634.58	107,000.00	107,000.00	105,971.25	110,210.00	3.0%
1113350 - 51102 -2110	HM DIRECTORS SALARIES	29,362.32	262,055.00	262,055.00	35,743.24	38,314.00	-85.4%
1113350 - 51103 -2305	HM TEACHER SALARY	918,885.77	966,928.00	966,928.00	938,449.90	995,890.00	3.0%
1113350 - 51113 -2305	HM ACADEMIC INTERVENTIONIST	18,054.00	0.00	0.00	0.00	0.00	0.0%
1113350 - 51199 -2210	HM LEAD TEACHER STIPEND	1,875.00	0.00	0.00	2,500.00	0.00	0.0%
1113350 - 51201 -2210	HM SECRETARY SALARY	29,669.64	30,326.00	30,326.00	27,992.89	31,946.00	5.3%
1113350 - 55500 -2430	HM GENERAL SUPPLIES	8,919.97	4,466.00	4,466.00	4,203.18	4,466.00	0.0%
1113350 - 55500 -2415	HM INSTR SUPPLIES	2,905.50	8,800.00	8,800.00	6,043.87	8,800.00	0.0%
1113350 - 57613 -2210	HM MEMBERSHIPS/DUES	0.00	344.00	344.00	0.00	344.00	0.0%
1113400 - 51106 -2800	HM PSYCHOLOGIST/SOCIAL WORKER	104,470.57	115,225.00	115,225.00	114,843.50	119,437.00	3.7%
1113400 - 51107 -2305	HM TEACHER- SPED	250,265.34	262,055.00	262,055.00	221,939.50	230,817.00	-11.9%
1113400 - 51108 -2320	HM THERAPIST OT,PT,SPL	47,725.07	61,427.00	61,427.00	44,298.50	47,886.00	-22.0%
1113400 - 51303 -2330	HM PARA SALARY	82,920.61	108,241.00	108,241.00	90,872.01	104,448.00	-3.5%
HORACE MANN SCHOOL TOTAL		1,602,688.37	1,926,867.00	1,926,867.00	1,592,857.84	1,692,558.00	-12.2%
13 HORACE MANN SCHOOL BUDGET TOTAL		**1,602,688.37**	**1,926,867.00**	**1,926,867.00**	**1,592,857.84**	**1,692,558.00**	**-12.2%**

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PROJECTION: 20231 FISCAL YEAR 2023 SCHOOL OPERATING BUDGET
0111 SCHOOL GENERAL FUND

14 LINCOLN SCHOOL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
LINCOLN SCHOOL							
1114101 - 51103 -2305	LN TEACHER ELL	175,163.30	189,763.00	189,763.00	171,298.75	183,184.00	-3.5%
1114350 - 51101 -2210	LN PRINCIPAL SALARY	209,948.96	209,949.00	209,949.00	274,819.97	215,402.00	2.6%
1114350 - 51102 -2110	LN DIRECTORS SALARIES	54,365.48	54,365.00	54,365.00	86,671.25	91,941.00	69.1%
1114350 - 51103 -2305	LN TEACHER SALARY	1,447,446.88	1,577,655.00	1,577,655.00	1,432,506.48	1,410,044.00	-10.6%
1114350 - 51199 -2210	LN LEAD TEACHER STIPEND	1,250.00	0.00	0.00	2,500.00	0.00	0.0%
1114350 - 51201 -2210	LN SECRETARY SALARY	30,419.60	30,326.00	30,326.00	28,080.59	31,946.00	5.3%
1114350 - 55500 -2415	LN INSTR SUPPLIES	6,012.22	6,359.00	6,359.00	949.90	6,359.00	0.0%
1114350 - 55500 -2430	LN GENERAL SUPPLIES	8,386.87	18,410.00	18,410.00	16,843.75	18,410.00	0.0%
1114350 - 57613 -2210	LN MEMBERSHIPS/DUES	0.00	644.00	644.00	0.00	644.00	0.0%
1114400 - 51106 -2800	LN PYSCHOLOGIST/SOCIAL WORKER	97,831.30	159,887.00	159,887.00	155,153.64	163,909.00	2.5%
1114400 - 51107 -2305	LN TEACHER SPED	447,319.88	455,664.00	455,664.00	488,426.33	497,687.00	9.2%
1114400 - 51108 -2320	LN THERAPIST OT, PT, SPL	200,594.37	134,406.00	134,406.00	209,873.76	208,042.00	54.8%
1114400 - 51303 -2330	LN PARA SALARY	318,493.14	325,399.00	325,399.00	407,620.05	460,063.00	41.4%
LINCOLN SCHOOL TOTAL		2,997,232.00	3,162,827.00	3,162,827.00	3,274,744.47	3,287,631.00	3.9%
14 LINCOLN SCHOOL BUDGET TOTAL		**2,997,232.00**	**3,162,827.00**	**3,162,827.00**	**3,274,744.47**	**3,287,631.00**	**3.9%**

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PROJECTION: 20231 FISCAL YEAR 2023 SCHOOL OPERATING BUDGET

0111 SCHOOL GENERAL FUND

16 ROOSEVELT SCHOOL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
ROOSEVELT SCHOOL							
1116101 - 51103 -2305	RV TEACHER ELL	52,460.00	84,792.00	84,792.00	81,860.42	91,745.00	8.2%
1116350 - 51101 -2210	RV PRINCIPAL SALARY	196,085.33	209,949.00	209,949.00	206,972.94	218,241.00	3.9%
1116350 - 51102 -2110	RV DIRECTORS SALARIES	45,337.71	30,000.00	30,000.00	89,652.53	48,651.00	62.2%
1116350 - 51103 -2305	RV TEACHER SALARY	1,416,275.80	1,579,066.00	1,579,066.00	1,503,599.89	1,662,082.00	5.3%
1116350 - 51199 -2210	RV LEAD TEACHER STIPEND	2,500.00	0.00	0.00	2,500.00	0.00	0.0%
1116350 - 51201 -2210	RV SECRETARY SALARY	30,325.68	30,500.00	30,500.00	28,156.80	31,946.00	4.7%
1116350 - 55500 -2430	RV GENERAL SUPPLIES	8,506.76	2,000.00	2,000.00	5,340.76	2,000.00	0.0%
1116350 - 55500 -2415	RV INSTR SUPPLIES	6,783.16	9,000.00	9,000.00	8,284.88	9,000.00	0.0%
1116350 - 57613 -2210	RV MEMBERSHIPS/DUES	0.00	600.00	600.00	0.00	600.00	0.0%
1116400 - 51106 -2800	RV PSYCHOLOGIST/SOCIAL WORKER	93,020.86	107,748.00	107,748.00	117,822.25	122,535.00	13.7%
1116400 - 51107 -2305	RV SPED TEACHER SALARY	590,631.70	617,391.00	617,391.00	547,807.00	585,703.00	-5.1%
1116400 - 51108 -2320	RV THERAPIST OT, PT, SPL	48,105.64	84,976.00	84,976.00	149,066.18	157,749.00	85.6%
1116400 - 51303 -2330	RV PARA SALARY	457,894.98	547,410.00	547,410.00	500,827.22	605,754.00	10.7%
ROOSEVELT SCHOOL TOTAL		2,947,927.62	3,303,432.00	3,303,432.00	3,241,890.87	3,536,006.00	7.0%
16 ROOSEVELT SCHOOL BUDGET TOTAL		**2,947,927.62**	**3,303,432.00**	**3,303,432.00**	**3,241,890.87**	**3,536,006.00**	**7.0%**

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PROJECTION: 20231 FISCAL YEAR 2023 SCHOOL OPERATING BUDGET

0111 SCHOOL GENERAL FUND

17 WINTHROP SCHOOL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
WINTHROP SCHOOL							
1117102 - 51110 -2305	WN TEACHER-ART	33,816.12	47,995.00	47,995.00	46,149.00	51,047.00	6.4%
1117350 - 51101 -2210	WN PRINCIPAL SALARY	164,644.48	164,644.00	164,644.00	162,582.70	169,646.00	3.0%
1117350 - 51102 -2110	WN DIRECTORS SALARIES	74,678.24	45,304.00	45,304.00	44,390.24	47,661.00	5.2%
1117350 - 51103 -2305	WN TEACHER SALARY	1,461,290.50	1,528,299.00	1,528,299.00	1,469,652.45	1,581,297.00	3.5%
1117350 - 51113 -2305	WN ACADEMIC INTERVENTIONIST	18,124.50	0.00	0.00	0.00	0.00	0.0%
1117350 - 51199 -2210	WN HEAD TEACHER STIPEND	2,500.00	0.00	0.00	2,500.00	0.00	0.0%
1117350 - 51201 -2210	WN SECRETARY SALARY	33,631.50	33,168.00	33,168.00	29,124.84	30,401.00	-8.3%
1117350 - 55500 -2430	WN GENERAL SUPPLIES	8,147.45	9,325.00	9,325.00	9,614.80	9,325.00	0.0%
1117350 - 55500 -2415	WN INSTR SUPPLIES	6,446.95	10,250.00	10,250.00	9,711.45	10,250.00	0.0%
1117350 - 57613 -2210	WN MEMBERSHIPS/DUES	600.00	644.00	644.00	600.00	644.00	0.0%
1117400 - 51106 -2800	WN PSYCHOLOGIST/SOCIAL WORKER	61,626.25	58,920.00	58,920.00	84,450.80	88,125.00	49.6%
1117400 - 51107 -2305	WN TEACHER SPED	246,329.98	260,399.00	260,399.00	255,926.50	277,843.00	6.7%
1117400 - 51108 -2320	WN THERAPIST OT,PT,SPL	32,068.34	62,568.00	62,568.00	71,882.80	66,675.00	6.6%
1117400 - 51303 -2330	WN PARA	98,413.73	163,823.00	163,823.00	181,256.93	186,030.00	13.6%
WINTHROP SCHOOL TOTAL		2,242,318.04	2,385,339.00	2,385,339.00	2,367,842.51	2,518,944.00	5.6%
17 WINTHROP SCHOOL BUDGET TOTAL		**2,242,318.04**	**2,385,339.00**	**2,385,339.00**	**2,367,842.51**	**2,518,944.00**	**5.6%**

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PROJECTION: 20231 FISCAL YEAR 2023 SCHOOL OPERATING BUDGET

0111 SCHOOL GENERAL FUND

18 FRANKLIN SCHOOL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
FRANKLIN SCHOOL							
1118350 - 51101 -2210	FN PRINCIPAL SALARY	19,379.92	23,000.00	23,000.00	19,362.00	20,137.00	-12.4%
1118350 - 51102 -2110	FN DIRECTORS SALARIES	45,271.25	44,441.00	44,441.00	45,862.25	48,651.00	9.5%
1118350 - 51103 -2305	FN TEACHER SALARY	215,558.46	222,532.00	222,532.00	217,149.75	229,912.00	3.3%
1118350 - 51108 -2320	FN THERAPIST OT,PT,SPL	104,781.01	98,526.00	98,526.00	149,438.58	153,861.00	56.2%
1118350 - 51201 -2210	FN SECRETARY SALARY	0.00	5,124.00	5,124.00	0.00	5,124.00	0.0%
1118350 - 55500 -2430	FN GENERAL SUPPLIES	586.14	959.00	959.00	1,299.46	959.00	0.0%
1118350 - 55500 -2415	FN INSTRUCTIONAL SUPPLIES	1,319.72	959.00	959.00	482.24	959.00	0.0%
1118400 - 51103 -2305	FN SPED TEACHER SALARY	400,185.28	410,953.00	410,953.00	419,734.77	417,817.00	1.7%
1118400 - 51106 -2800	FN PSYCHOLOGIST/SOCIAL WORKER	0.00	28,880.00	28,880.00	27,067.20	29,323.00	1.5%
1118400 - 51303 -2330	FN PARA SALARY	78,541.20	142,027.00	142,027.00	86,385.57	98,182.00	-30.9%
FRANKLIN SCHOOL TOTAL		865,622.98	977,401.00	977,401.00	966,781.82	1,004,925.00	2.8%
18 FRANKLIN SCHOOL BUDGET TOTAL		**865,622.98**	**977,401.00**	**977,401.00**	**966,781.82**	**1,004,925.00**	**2.8%**

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PROJECTION: 20231 FISCAL YEAR 2023 SCHOOL OPERATING BUDGET
0111 SCHOOL GENERAL FUND

21 MIDDLE SCHOOL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MIDDLE SCHOOL							
1121000 - 51101 -2210	MS PRINCIPALS SALARY	229,147.10	229,147.00	229,147.00	230,800.33	351,856.00	53.6%
1121000 - 51102 -2110	MS DIRECTORS SALARIES	85,554.75	88,977.00	88,977.00	162,130.55	95,725.00	7.6%
1121000 - 51103 -2305	MS TEACHER SALARY	0.00	0.00	0.00	7,141.76	0.00	0.0%
1121000 - 51103 -2340	MS LIBRARIAN SALARY	87,071.40	88,448.00	88,448.00	86,298.50	89,751.00	1.5%
1121000 - 51103 -2710	MS GUIDANCE SALARY	211,962.76	227,539.00	227,539.00	231,524.00	236,834.00	4.1%
1121000 - 51103 -2120	MS CURRICULUM LEADERS	202,719.64	234,873.00	234,873.00	277,076.65	314,951.00	34.1%
1121000 - 51110 -2324	MS LONG TERM SUBS	2,590.00	0.00	0.00	0.00	0.00	0.0%
1121000 - 51110 -2325	MS BUILDING SUBS	19,457.24	62,100.00	62,100.00	3,980.00	62,100.00	0.0%
1121000 - 51201 -2210	MS SECRETARY SALARY	102,293.08	100,657.00	100,657.00	96,060.08	115,087.00	14.3%
1121000 - 55500 -2430	MS GENERAL SUPPLIES	2,627.42	22,000.00	22,000.00	8,298.30	22,000.00	0.0%
1121000 - 55503 -2420	MS INSTRUCTIONAL EQUIP/TECH	12,552.84	22,000.00	22,000.00	31,988.63	22,000.00	0.0%
1121000 - 57613 -2210	MS MEMBERSHIPS/DUES	600.00	600.00	600.00	0.00	600.00	0.0%
1121101 - 51103 -2305	MS TEACHER ELL	44,834.92	0.00	0.00	47,355.40	51,047.00	0.0%
1121102 - 51103 -2305	MS ART TEACHER SALARY	128,221.24	146,828.00	146,828.00	49,210.50	51,179.00	-65.1%
1121110 - 51103 -2305	MS FOREIGN LANGUAGE TEACHER	309,257.26	320,324.00	320,324.00	311,894.89	330,363.00	3.1%
1121112 - 51103 -2305	MS WELLNESS TEACHER	71,284.98	76,694.00	76,694.00	74,004.00	80,146.00	4.5%
1121116 - 51103 -2305	MS LANGUAGE ARTS TEACHER	601,594.37	741,494.00	741,494.00	732,805.21	755,471.00	1.9%
1121118 - 51103 -2305	MS MATH TEACHER	757,890.94	782,325.00	782,325.00	786,991.14	796,089.00	1.8%
1121122 - 51103 -2305	MS MUSIC TEACHER	0.00	109,794.00	109,794.00	119,008.50	123,769.00	12.7%
1121126 - 51103 -2305	MS WELLNESS TEACHER	260,268.18	265,344.00	265,344.00	242,804.25	253,555.00	-4.4%
1121128 - 51103 -2305	MS SCIENCE TEACHER	621,106.60	658,220.00	658,220.00	615,862.95	648,790.00	-1.4%
1121130 - 51103 -2305	MS SOCIAL STUDIES TEACHER	640,277.70	685,492.00	685,492.00	660,073.20	702,590.00	2.5%
1121132 - 51103 -2305	MS TECH ED TEACHER	173,775.94	177,444.00	177,444.00	172,259.72	179,150.00	1.0%
1121400 - 51106 -2800	MS PSYCHOLOGIST/SOCIAL WORKER	161,084.56	168,958.00	168,958.00	181,878.97	235,458.00	39.4%
1121400 - 51107 -2305	MS TEACHER SPED	906,579.71	953,936.00	953,936.00	787,920.57	802,737.00	-15.9%
1121400 - 51108 -2320	MS THERAPIST- OT, PT, SPL	80,916.42	88,448.00	88,448.00	85,529.25	88,951.00	0.6%
1121400 - 51303 -2330	MS PARA SALARY	140,497.28	220,088.00	220,088.00	227,200.42	218,258.00	-0.8%
MIDDLE SCHOOL TOTAL		5,854,166.33	6,471,730.00	6,471,730.00	6,230,097.77	6,628,457.00	2.4%
21 MIDDLE SCHOOL BUDGET TOTAL		**5,854,166.33**	**6,471,730.00**	**6,471,730.00**	**6,230,097.77**	**6,628,457.00**	**2.4%**

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PROJECTION: 20231 FISCAL YEAR 2023 SCHOOL OPERATING BUDGET

0111 SCHOOL GENERAL FUND

31 HIGH SCHOOL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
HIGH SCHOOL							
1131000 - 51101 -2210	HS PRINCIPALS SALARY	350,421.24	349,171.00	349,171.00	286,951.34	371,173.00	6.3%
1131000 - 51102 -2110	HS DIRECTORS SALARIES	92,477.06	91,477.00	91,477.00	92,647.25	98,260.00	7.4%
1131000 - 51103 -2305	HS TEACHER SALARY	0.00	0.00	0.00	23,558.05	0.00	0.0%
1131000 - 51103 -2340	HS LIBRARIAN SALARY	71,489.34	76,967.00	76,967.00	74,006.25	79,992.00	3.9%
1131000 - 51103 -2120	HS CURRICULUM LEADERS	304,079.68	351,262.00	351,262.00	410,466.52	472,426.00	34.5%
1131000 - 51103 -2710	HS GUIDANCE SALARY	405,155.72	425,630.00	425,630.00	412,422.61	422,859.00	-0.7%
1131000 - 51110 -2325	HS BUILDING SUBS	13,970.00	36,000.00	36,000.00	1,540.00	36,000.00	0.0%
1131000 - 51201 -2710	HS GUIDANCE SECRETARY SALARY	33,541.49	32,537.00	32,537.00	30,857.47	34,448.00	5.9%
1131000 - 51201 -2210	HS SECRETARY SALARY	87,723.74	91,966.00	91,966.00	96,219.65	92,047.00	0.1%
1131000 - 51304 -2330	HS HALL MONITORS	22,305.00	0.00	0.00	36,830.00	0.00	0.0%
1131000 - 55500 -2430	HS GENERAL SUPPLIES	4,102.11	40,000.00	40,000.00	6,117.19	40,000.00	0.0%
1131000 - 55500 -2415	HS INSTRUCTIONAL SUPPLIES	19,624.38	40,000.00	40,000.00	53,503.89	40,000.00	0.0%
1131000 - 55503 -2420	HS INSTRUCTIONAL EQUIP/TECH	2,772.00	0.00	0.00	0.00	0.00	0.0%
1131000 - 57612 -2210	HS GRADUATION EXPENSES	18,448.27	15,000.00	15,000.00	17,565.60	15,000.00	0.0%
1131000 - 57613 -2210	HS DUES	20,825.00	30,000.00	30,000.00	16,228.36	30,000.00	0.0%
1131101 - 51103 -2305	HS TEACHER ELL	29,889.86	29,891.00	29,891.00	31,570.26	34,031.00	13.9%
1131102 - 51103 -2305	HS ART TEACHER	155,567.06	159,148.00	159,148.00	148,960.59	161,859.00	1.7%
1131104 - 51103 -2305	HS BUSINESS/COMP SCIENCE	188,008.60	198,979.00	198,979.00	193,745.00	199,082.00	0.1%
1131110 - 51103 -2305	HS FOREIGN LANGUAGE TEACHER	759,778.67	772,384.00	772,384.00	755,242.72	796,546.00	3.1%
1131116 - 51103 -2305	HS LANGUAGE ARTS TEACHER	815,910.34	906,152.00	906,152.00	903,322.64	959,559.00	5.9%
1131118 - 51103 -2305	HS MATH TEACHER	733,816.88	751,112.00	751,112.00	785,801.94	813,194.00	8.3%
1131122 - 51103 -2305	HS MUSIC TEACHER	0.00	63,841.00	63,841.00	0.00	0.00	-100.0%
1131126 - 51103 -2305	HS WELLNESS TEACHER	335,907.54	343,697.00	343,697.00	338,577.50	364,375.00	6.0%
1131128 - 51103 -2305	HS SCIENCE TEACHER	850,179.64	878,358.00	878,358.00	863,062.88	901,622.00	2.6%
1131130 - 51103 -2305	HS SOCIAL STUDIES TEACHER	807,981.54	843,874.00	843,874.00	843,895.57	931,216.00	10.4%
1131400 - 51106 -2800	HS PSYCHOLOGIST/SOCIAL WORKER	97,850.51	133,064.00	133,064.00	162,195.58	170,985.00	28.5%
1131400 - 51107 -2305	HS SPED TEACHER	799,142.85	973,997.00	973,997.00	765,927.06	836,615.00	-14.1%
1131400 - 51303 -2330	HS PARA SALARY	355,525.00	314,961.00	314,961.00	296,064.56	172,955.00	-45.1%
HIGH SCHOOL TOTAL		7,376,493.52	7,949,468.00	7,949,468.00	7,647,280.48	8,074,244.00	1.6%
31 HIGH SCHOOL BUDGET TOTAL		**7,376,493.52**	**7,949,468.00**	**7,949,468.00**	**7,647,280.48**	**8,074,244.00**	**1.6%**

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PROJECTION: 20231 FISCAL YEAR 2023 SCHOOL OPERATING BUDGET
0111 SCHOOL GENERAL FUND

35 ATHLETICS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
ATHLETICS							
1135700 - 51201 -3510	AT SEC SALARY	31,934.16	29,718.00	29,718.00	29,844.95	31,561.00	6.2%
1135700 - 51350 -3510	AT COACH SALARY	389,151.76	382,500.00	382,500.00	454,752.52	382,500.00	0.0%
1135700 - 53450 -3510	AT TRANSPORT	3,941.94	100,000.00	100,000.00	108,341.99	100,000.00	0.0%
1135700 - 55500 -3510	AT GENERAL EXPENSES	10,986.04	4,000.00	4,000.00	15,477.72	4,000.00	0.0%
1135700 - 57613 -3510	AT DUES	4,140.00	4,351.00	4,351.00	3,150.00	4,351.00	0.0%
1135701 - 55500 -3510	AT OFFICIAL SALARY	28,340.40	54,498.00	54,498.00	70,418.73	56,000.00	2.8%
1135702 - 55500 -3510	AT FOOTBALL	16,137.02	30,000.00	30,000.00	24,712.83	30,000.00	0.0%
1135703 - 55500 -3510	AT BASKETBALL BOYS	862.10	1,800.00	1,800.00	872.00	3,400.00	88.9%
1135704 - 55500 -3510	AT BASEBALL	2,003.73	3,000.00	3,000.00	2,079.36	3,000.00	0.0%
1135705 - 55500 -3510	AT TRACK BOYS	287.66	3,200.00	3,200.00	5,374.85	3,200.00	0.0%
1135706 - 55500 -3510	AT ICE HOCKEY BOYS	17,896.91	34,000.00	34,000.00	31,942.49	34,000.00	0.0%
1135707 - 55500 -3510	AT GOLF	1,187.70	1,300.00	1,300.00	916.00	1,300.00	0.0%
1135708 - 55500 -3510	AT TENNIS BOYS	94.78	1,500.00	1,500.00	1,050.00	1,500.00	0.0%
1135709 - 55500 -3510	AT SWIM BOYS	5,674.00	6,750.00	6,750.00	740.20	6,750.00	0.0%
1135710 - 55500 -3510	AT WRESTLING	325.00	1,800.00	1,800.00	4,900.39	1,800.00	0.0%
1135711 - 55500 -3510	AT SOCCER BOYS	1,411.26	2,000.00	2,000.00	6,100.81	2,000.00	0.0%
1135712 - 55500 -3510	AT FIELD HOCKEY	4,351.86	2,000.00	2,000.00	1,299.56	2,000.00	0.0%
1135713 - 55500 -3510	AT BASKETBALL GIRLS	775.10	1,800.00	1,800.00	2,882.00	1,800.00	0.0%
1135714 - 55500 -3510	AT SWIM GIRLS	6,221.00	6,250.00	6,250.00	2,689.10	6,250.00	0.0%
1135715 - 55500 -3510	AT GYMNASTICS	4,674.00	6,700.00	6,700.00	6,465.00	6,700.00	0.0%
1135716 - 55500 -3510	AT TENNIS GIRLS	94.78	1,500.00	1,500.00	945.00	1,500.00	0.0%
1135717 - 55500 -3510	AT SOFTBALL	348.00	1,800.00	1,800.00	2,689.32	1,800.00	0.0%
1135718 - 55500 -3510	AT TRACK GIRLS	287.66	3,200.00	3,200.00	5,358.37	3,200.00	0.0%
1135719 - 55500 -3510	AT VOLLEYBALL	1,673.40	1,600.00	1,600.00	2,171.02	1,600.00	0.0%
1135720 - 55500 -3510	AT SOCCER GIRLS	5,051.07	2,000.00	2,000.00	1,754.62	2,000.00	0.0%
1135721 - 55500 -3510	AT INTRAMURALS	0.00	2,700.00	2,700.00	150.00	2,700.00	0.0%
1135722 - 55500 -3510	AT EXTRA-CURRICULAR	-0.20	95,000.00	95,000.00	345.00	95,000.00	0.0%
1135723 - 55500 -3510	AT ICE HOCKEY GIRLS	5,367.04	19,000.00	19,000.00	10,596.67	19,000.00	0.0%
1135725 - 55500 -3510	AT LACROSSE GIRLS	1,301.66	2,300.00	2,300.00	1,275.81	2,300.00	0.0%
1135726 - 55500 -3510	AT LACROSSE BOYS	1,174.67	2,300.00	2,300.00	3,040.99	2,300.00	0.0%
1135727 - 55500 -3510	AT OUTDOOR TRACK BOYS	976.50	2,700.00	2,700.00	1,454.37	2,700.00	0.0%
1135728 - 55500 -3510	AT OUTDOOR TRACK GIRLS	976.50	2,700.00	2,700.00	1,864.37	2,700.00	0.0%
1135729 - 55500 -3510	AT CROSS COUNTRY BOYS	120.97	1,300.00	1,300.00	3,605.98	1,300.00	0.0%

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PROJECTION: 20231 FISCAL YEAR 2023 SCHOOL OPERATING BUDGET
0111 SCHOOL GENERAL FUND

35 ATHLETICS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
ATHLETICS **(continued from previous page)**							
1135730 - 55500 -3510	AT CROSS COUNTRY GIRLS	120.98	1,300.00	1,300.00	1,106.50	1,300.00	0.0%
ATHLETICS TOTAL		547,889.45	816,567.00	816,567.00	810,368.52	821,512.00	0.6%
35 ATHLETICS BUDGET TOTAL		**547,889.45**	**816,567.00**	**816,567.00**	**810,368.52**	**821,512.00**	**0.6%**

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PROJECTION: 20231 FISCAL YEAR 2023 SCHOOL OPERATING BUDGET
0111 SCHOOL GENERAL FUND

41 SPECIAL EDUCATION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
SPECIAL EDUCATION							
1141400 - 51100 -2110	SP DIRECTOR SALARY	148,538.34	146,538.00	146,538.00	158,335.82	136,600.00	-6.8%
1141400 - 51102 -2110	SP ADMIN SALARIES	95,531.09	92,109.00	92,109.00	54,614.76	57,472.00	-37.6%
1141400 - 51108 -2320	SP THERAPIST SALARY	510,933.10	508,056.00	508,056.00	558,515.70	579,662.00	14.1%
1141400 - 51111 -2320	SP P/T AIDE SALARY	132,448.33	0.00	0.00	121,293.56	29,735.00	0.0%
1141400 - 51201 -2110	SP SECRETARY SALARY	113,481.30	110,680.00	110,680.00	121,306.21	123,098.00	11.2%
1141400 - 51303 -2330	SP PARA SPED	20,412.00	0.00	0.00	45,391.50	0.00	0.0%
1141400 - 51303 -3300	SP TRANSPORTATION SALARY	196,836.12	228,041.00	228,041.00	170,691.61	231,085.60	1.3%
1141400 - 52400 -2320	SP RELATED COSTS	172,548.11	179,650.00	179,650.00	280,788.13	180,000.00	0.2%
1141400 - 53450 -3300	SP TRANSPORATION MPS	887,543.69	800,000.00	800,000.00	1,548,575.91	996,562.00	24.6%
1141400 - 53611 -2110	SP PRINTING	336.00	900.00	900.00	651.32	900.00	0.0%
1141400 - 53900 -9400	SP TUITION COLLABORATIVE	457,215.53	1,403,352.00	1,403,352.00	655,594.94	1,510,246.00	7.6%
1141400 - 53901 -9300	SP TUITION NON-PUBLIC	2,643,680.21	1,444,987.00	1,444,987.00	2,950,160.81	1,517,236.00	5.0%
1141400 - 55450 -2430	SP HEALTH NURSE SUPPLIES	0.00	1,500.00	1,500.00	0.00	1,500.00	0.0%
1141400 - 55500 -2430	SP GENERAL SUPPLIES	1,140.04	1,500.00	1,500.00	4,554.74	1,500.00	0.0%
1141400 - 55500 -2415	SP INSTRUCTIONAL SUPPLIES	165.46	2,000.00	2,000.00	571.96	2,000.00	0.0%
1141400 - 55500 -2710	SP GUIDANCE SUPPLIES	0.00	3,000.00	3,000.00	900.00	3,000.00	0.0%
1141400 - 55500 -2410	SP SPEECH/HEARING SUPPLIES	3,372.70	4,000.00	4,000.00	7,794.97	4,000.00	0.0%
1141400 - 55508 -2800	SP EVALUATION SUPPLIES	2,256.38	10,000.00	10,000.00	12,907.63	10,000.00	0.0%
1141400 - 57601 -2440	SP TRAVEL	0.00	1,000.00	1,000.00	1,200.00	1,000.00	0.0%
SPECIAL EDUCATION TOTAL		5,386,438.40	4,937,313.00	4,937,313.00	6,693,849.57	5,385,596.60	9.1%
41 SPECIAL EDUCATION BUDGET TOTAL		**5,386,438.40**	**4,937,313.00**	**4,937,313.00**	**6,693,849.57**	**5,385,596.60**	**9.1%**

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PROJECTION: 20231 FISCAL YEAR 2023 SCHOOL OPERATING BUDGET

0111 SCHOOL GENERAL FUND

96 CURRICULUM AND PD

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CURRICULUM AND PD							
1196000 - 51100 -2110	CR DIRECTOR SALARY	149,297.28	147,297.00	147,297.00	147,880.75	151,716.00	3.0%
1196000 - 51103 -2110	CURRICULUM LEADERS	22,354.69	361,446.00	361,446.00	0.00	115,081.40	-68.2%
1196000 - 51104 -2305	CONTENT FACILITATORS/TEAM INST	0.00	45,000.00	45,000.00	0.00	45,000.00	0.0%
1196000 - 51201 -2110	CR SECRETARY SALARY	46,827.97	47,542.00	47,542.00	43,915.15	50,312.00	5.8%
1196000 - 52400 -2358	CR PD CONTRACT SERVICES	38,920.00	20,000.00	20,000.00	19,932.68	20,000.00	0.0%
1196000 - 55500 -2430	CR GENERAL SUPPLY	1,828.71	1,000.00	1,000.00	843.04	1,000.00	0.0%
1196000 - 55502 -2410	CR INSTR MATERIALS	133,554.68	170,284.00	170,284.00	168,730.51	170,284.00	0.0%
1196000 - 57613 -2210	CR MEMBERSHIPS AND DUES	7,289.12	7,000.00	7,000.00	7,000.00	7,000.00	0.0%
1196000 - 57617 -2357	CR PROF DEVELOPMENT	67,066.19	75,000.00	75,000.00	75,078.16	75,000.00	0.0%
1196101 - 55500 -2415	CR ELL INSTR SUPPLIES	0.00	2,000.00	2,000.00	1,842.38	2,000.00	0.0%
1196107 - 51103 -2352	CR INSTRUCTIONAL COACH	503,829.92	534,339.00	534,339.00	447,970.42	515,977.00	-3.4%
CURRICULUM AND PD TOTAL		970,968.56	1,410,908.00	1,410,908.00	913,193.09	1,153,370.40	-18.3%
96 CURRICULUM AND PD BUDGET TOTAL		**970,968.56**	**1,410,908.00**	**1,410,908.00**	**913,193.09**	**1,153,370.40**	**-18.3%**

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PROJECTION: 20231 FISCAL YEAR 2023 SCHOOL OPERATING BUDGET

0111 SCHOOL GENERAL FUND

97 ADMIN

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
ADMIN							
1197000 - 51100 -3510	AD ATHLETICS DIRECTORY SALARY	112,267.02	107,417.00	107,417.00	106,462.38	117,548.00	9.4%
1197000 - 51100 -1410	AD BUSINESS MANAGER SALARY	122,399.94	122,400.00	122,400.00	121,223.00	126,072.00	3.0%
1197000 - 51100 -1210	AD SUPERINTENDENT SALARY	182,999.96	183,000.00	183,000.00	181,240.50	188,490.00	3.0%
1197000 - 51102 -4450	AD TECHNOLOGY DIRECTOR SALARY	54,674.36	54,674.00	54,674.00	50,715.62	55,767.00	2.0%
1197000 - 51199 -4450	AD HELP DESK TECHNICIAN	46,913.56	46,921.00	46,921.00	55,137.75	46,921.00	0.0%
1197000 - 51199 -4400	AD NETWORKING SALARY	75,021.16	74,000.00	74,000.00	68,822.89	76,220.00	3.0%
1197000 - 51201 -1230	AD VOLUNTEER COORDINATOR	6,230.85	12,000.00	12,000.00	22,909.63	12,360.00	3.0%
1197000 - 51201 -4450	AD COMPUTER TECHNICIAN SALARY	39,532.54	49,000.00	49,000.00	45,572.03	49,000.00	0.0%
1197000 - 51201 -1450	AD INFORMATION MANAGER SALARY	65,384.50	68,000.00	68,000.00	81,959.55	68,000.00	0.0%
1197000 - 51201 -1420	AD PERSONNEL SECRETARY SALARY	115,237.70	104,568.00	104,568.00	102,843.47	117,895.00	12.7%
1197000 - 51201 -1410	AD BUSINESS SECRETARY SALARY	109,356.16	106,328.00	106,328.00	102,034.67	113,734.00	7.0%
1197000 - 51202 -1210	AD SCHOOL RECEPTIONIST	43,668.00	45,033.00	45,033.00	41,336.17	47,390.00	5.2%
1197000 - 51203 -1210	AD SUPERINTENDENT SECRETARY	75,816.02	74,627.00	74,627.00	70,606.05	77,566.00	3.9%
1197000 - 53611 -1420	AD PRINTING PERSONNEL	7,504.54	500.00	500.00	7,879.77	500.00	0.0%
1197000 - 54610 -1420	AD PERSONNEL OFFICE SUPPLIES	0.00	200.00	200.00	834.98	200.00	0.0%
1197000 - 54610 -1410	AD BUSINESS OFFICE SUPPLIES	383.95	500.00	500.00	2,779.10	1,000.00	100.0%
1197000 - 54610 -1210	AD CENTRAL OFFICE SUPPLIES	189.06	500.00	500.00	1,226.21	1,000.00	100.0%
1197000 - 57600 -1110	AD EXPENSES SCHOOL COMMITTEE	0.00	500.00	500.00	1,691.04	500.00	0.0%
1197000 - 57600 -1210	AD EXPENSES CENTRAL OFFICE	2,207.02	4,500.00	4,500.00	740.00	4,500.00	0.0%
1197000 - 57613 -1110	AD DUES SCHOOL COMMITTEE	6,180.00	7,000.00	7,000.00	0.00	7,000.00	0.0%
1197000 - 57613 -1210	AD DUES ADMINISTRATION	13,390.51	8,500.00	8,500.00	22,697.42	8,500.00	0.0%
1197000 - 58609 -1410	AD BUSINESS OFFICE EQUIPMENT	325.62	500.00	500.00	0.00	500.00	0.0%
ADMIN TOTAL		1,079,682.47	1,070,668.00	1,070,668.00	1,088,712.23	1,120,663.00	4.7%
97 ADMIN BUDGET TOTAL		**1,079,682.47**	**1,070,668.00**	**1,070,668.00**	**1,088,712.23**	**1,120,663.00**	**4.7%**

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PROJECTION: 20231 FISCAL YEAR 2023 SCHOOL OPERATING BUDGET

0111 SCHOOL GENERAL FUND

99 SYSTEM-WIDE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
SYSTEM-WIDE							
1199000 - 51103 -2340	SW MEDIA TEACHERS SALARY	61,640.54	88,256.00	88,256.00	65,208.50	70,336.00	-20.3%
1199000 - 51104 -2305	SW CONT OBLIGATIONS	165,256.60	250,000.00	250,000.00	53,328.64	1,100,000.00	340.0%
1199000 - 51110 -2325	SW SUBSTITUTE TEACHER SALARY	69,085.47	121,098.00	121,098.00	4,890.00	121,098.00	0.0%
1199000 - 51110 -2305	SW ITINERANTS SALARIES	1,075,487.48	1,099,279.00	1,099,279.00	1,030,794.56	1,079,486.00	-1.8%
1199000 - 51199 -3200	SW HEALTH SERVICES SALARY	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	0.0%
1199000 - 51199 -4110	SW OTHER PROFESSIONAL SALARY	0.00	121,096.00	121,096.00	0.00	121,096.00	0.0%
1199000 - 51199 -5550	SW TRAFFIC SUPERVISOR SALARY	122,639.48	140,000.00	140,000.00	122,503.24	140,000.00	0.0%
1199000 - 51303 -2325	SW AIDES SALARIES	20,839.44	0.00	0.00	59,137.68	0.00	0.0%
1199000 - 52400 -3200	CONTRACT SERVICES	10,587.00	0.00	0.00	0.00	0.00	0.0%
1199000 - 52400 -1410	SW CONSULTANTS	3,300.00	5,000.00	5,000.00	7,200.00	5,000.00	0.0%
1199000 - 53401 -1430	SW LEGAL SERVICES	46,686.30	50,000.00	50,000.00	50,100.00	50,000.00	0.0%
1199000 - 53611 -2210	SW PRINTING	0.00	1,000.00	1,000.00	135.07	1,000.00	0.0%
1199000 - 53614 -4130	SW TELEPHONE	42,820.87	60,000.00	60,000.00	50,192.95	62,000.00	3.3%
1199000 - 53615 -1210	SW POSTAGE	11,000.00	17,000.00	17,000.00	17,000.00	17,500.00	2.9%
1199000 - 55500 -5500	SW CROSSING GUARD UNIFORMS	3,019.00	1,000.00	1,000.00	1,070.00	1,000.00	0.0%
1199000 - 55500 -2420	SW MAINTENANCE OF EQUIPMENT	83,225.67	100,000.00	100,000.00	105,174.98	100,000.00	0.0%
1199000 - 57601 -1210	SW TRAVEL	10,950.00	17,000.00	17,000.00	14,083.12	17,000.00	0.0%
1199000 - 57616 -5260	SW INSURANCE	18,901.00	19,000.00	19,000.00	22,863.00	23,000.00	21.1%
1199104 - 55500 -2210	SW COMPUTER LICENSES	163,289.53	80,000.00	80,000.00	203,747.31	80,000.00	0.0%
1199104 - 55503 -2420	SW COMPUTER MAINTENANCE	8,291.31	35,000.00	35,000.00	54,280.82	35,000.00	0.0%
1199122 - 55502 -2410	SW TEXTBOOKS	3,195.53	6,000.00	6,000.00	5,900.71	6,000.00	0.0%
1199122 - 57613 -2210	SW DUES	0.00	5,000.00	5,000.00	5,085.54	5,000.00	0.0%
SYSTEM-WIDE TOTAL		1,927,215.22	2,222,729.00	2,222,729.00	1,879,696.12	3,041,516.00	36.8%
99 SYSTEM-WIDE BUDGET TOTAL		**1,927,215.22**	**2,222,729.00**	**2,222,729.00**	**1,879,696.12**	**3,041,516.00**	**36.8%**

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PROJECTION: 20231 FISCAL YEAR 2023 SCHOOL OPERATING BUDGET

0111 SCHOOL GENERAL FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
	SYSTEM-WIDE **(continued from previous page)**						
General Fund BUDGET TOTAL		**35,580,996.36**	**38,619,040.00**	**38,619,040.00**	**38,573,117.35**	**40,253,740.00**	**4.2%**

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NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL
FY 2023 BUDGET

March 10, 2022

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Northeast Metropolitan Regional Vocational School
FY 23 Budget
Executive Summary

The following FY23 School Budget is submitted by the Northeast Metropolitan Administration for the School Committee's review and consideration.

This budget was developed in support to our mission statement of supplying our students a rigorous academic and career/technical education. Due to the increase of supply costs due to worldwide raw material shortages, we have significantly increased the supply budgets for many of the vocational shops within the budget.

Knowing the financial constraints faced by our member communities, we set out to limit our total operating assessment increase to 3% before the application of capital debt service. I am pleased to announce that we were able to achieve this goal and **our total operating assessment before capital debt service will increase by $136,448, or .88%, in FY23**. FY23 marks the first year of a capital assessment which will be used to pay for the principal and interest on our first bond issue for our approved school building project. The first year payment of $1,862,200 has been assessed to the member communities in this budget in order to pay for those costs. This cost should come as no surprise to our member communities as it has been communicated in our financial discussions with city and town leadership for the past six years. While our operating assessment has remained relatively low, the introduction of the capital assessment increases our total assessment request **by $1,998,648, or 12.92% in FY23**. While the large increase of the assessment due to the introduction of the debt assessment was unavoidable, we were able to minimize the original operating assessment by utilizing the following funding and strategies:

- Increase in Chapter 70 funding, $1,573,385 more than the budgeted FY22 amount
- We plan is to utilize $2,279,950 from excess and deficiency certified funds to offset our budget assessment impact to member communities in FY23 of which; we will use a regular offset of $600,000 to reduce the total assessment to member communities; $800,000 of which will be used to offset additional costs related to the school building project; $579,950 will be coupled with our $1,000,000 transportation reimbursement to fully offset the cost of transportation to the member communities; and $300,000 will be used to increase our OPEB contribution which helps us achieve a higher bond rating. All of these costs, while increasing our operating budget, will have no negative impact on the member assessments.

With the increase in projected revenue and use of E&D, we were able to significantly reduce the financial impact to our member communities. Northeast Metropolitan Regional Vocation School's total operating budget request for FY23 is $33,513,000. This represents an increase of $3,651,983 over the FY22 budget appropriation. As mentioned above, the major portion of the increase stems from the first debt service assessment of $1,862,200. The other major driving factors of the operating budget increase are as follows:

- Increase in contractual obligations due to steps and lanes, of approximately $943,529
- Increase to Sick Leave Buy Back Line Item of $40,000 for anticipated retirements
- Increase in funding due to Robotics Teacher no longer covered by the grant in FY23 of $102,481
- Increase in funding for new Foreign Language Teacher of $84,652
- Increase in funding for new Computer Literacy Teacher of $80,986
- Increase in funding for new Science Teacher of $87,805
- Increase in funding for new Business Tech/Marketing Teacher of $86,222
- Increase in funding for new Auto Tech Teacher of $80,986
- Increase in funding due to movement of Cafeteria Bookkeeper being moved to the Budget of $73,726
- Increase for Transportation Contract of $61,200
- Increase For Resource Officer Contract with Wakefield of 10,000
- Increase in Insurance Coverage projected 6.3% increase of $309,096
- Increase in funding for modular classroom of $150,000
- Increase in funding for Maintenance Supplies and Services of $34,735
- Increase in funding for Legal Services of $20,000
- Increase in Funding for Supplies due to increased raw material costs of $88,707
- Increase of OPEB Funding (covered by E&D) of $300,000

We were able to offset the total cost of the operating budget by reducing the following line items by evaluating historical cost data and future needs:

- Reduction of salary request as a result of retirements and attrition of $64,341
- Reduction in Contracted Services Line due to reduction in Capital Projects balance and offset of $700,000

A detailed summary of revenues and expenditures can be found in the next section.

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The FY23 budget proposal includes the following highlights and assumptions:

Based on our Chapter 70 formula calculation, Northeast Metro Tech is projected to receive $12,768,498 in aid for FY23. This amount is $1,573,385 higher than our budgeted aid in FY22.

We anticipate FY23 transportation revenue of $1,000,000 , which is $(200,000) less than the revenue we received in FY22.

	FY21 Budget	FY22 Budget	FY23 Appropriation	Change	% Change
Chapter 70 Aid	$ 10,745,350	$ 11,195,113	$ 12,768,498	$ 1,573,385	14.05%
Transportation Aid (Reimbursement Fund)	$ 1,000,000	$ 1,200,000	$ 1,000,000	$ (200,000)	-16.67%
Total State Revenue	$ 11,745,350	$ 12,395,113	$ 13,768,498	$ 1,373,385	11.08%

Expenses

Northeast Metropolitan Regional Vocational School's total operating expense before debt service for FY23 is projected to be $31,650,800 5.99% or $1,789,783 over the FY22 total operating budget of $29,861,016 .

	FY21 Budget	FY22 Budget	FY23 Request	Change	% Change
Northeast Metro Tech	$ 28,761,067	$ 29,861,016	$ 31,650,800	$ 1,789,783	5.99%
		with debt svc	$ 33,513,000	$ 3,651,983	12.23%

This total request can be attributed to increases in Salary, Contracted Services, Supplies, and Equipment over the FY22 budget amount.

Northeast Metropolitan Regional Vocational School's salary request for FY23 is $18,483,764 ; $1,516,046 or 8.93% over the FY22 budget of $16,967,718 . The increase in the salary request can be attributed to the following conditions:

	FY21 Actual	FY22 Budget	FY23 Request	Change	% Change
Total Salary	$ 15,783,690	$ 16,967,718	$ 18,483,764	$ 1,516,046	8.93%

Highlighted Salary Expenses		FTE	Change
Steps and Lanes/Salary Increases			$ 943,529
Increases to Sick Leave BuyBack Line Item			$ 40,000
Move Robotics Teacher into Budget from Grant			$ 102,481
Addition of Science Teacher		1.0	$ 87,805
Addition of Computer Literacy Teacher		1.0	$ 80,986
Addition of Foreign Language Teacher		1.0	$ 84,652
Move Cafeteria Bookkeeper to Budget		1.0	$ 73,726

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Addition of Office Tech Teacher		1.0	$	86,222
Addition of Auto Body Teacher		1.0	$	80,986
Salary Savings			$	(64,341)
Total Increase of Highlighted Expenses		6.0	$	1,516,046

Northeast Metropolitan Regional Vocational School's FY23 Contractual Services budget is $11,899,773 ; 1.58% or $185,031 more than the FY22 budget of $11.714.742 . The increase in the contracted services request can be mainly attributed to the following expenses and conditions:

	FY21 Actual	FY22 Budget	FY23 Request	Change	% Change
Total Contracted Services	$ 8,555,902	$ 11,714,742	$ 11,899,773	$ 185,031	1.58%

Highlighted Contracted Service Expenses	Notes	Increase in Funding
Yr 4 of Transportation contract $383 to $400 per bus		$ 61,200
Increase For Resource Officer Contract with Wakefield		$ 10,000
Increases in Insurance Coverage 6.3% projected		$ 309,096
Increase In Opeb Funding		$ 300,000
Funding For Modular Classroom Lease		$ 150,000
Reduction in Capital Budget Line Item		$ (700,000)
Increase funding for Maintenance Supplies		$ 34,735
Increase in Legal Service Cost		$ 20,000
Total Increase of Highlighted Expenses		$ 185,031

Northeast Metropolitan Regional Vocational School's Supplies and Materials budget for FY23 is $1,194,131 8.02% or $88,707 higher than the FY22 amount of $1,105,424 . The increase in supplies is due to the consumable supplies budget requested by department heads during the budget process.

	FY21 Actual	FY22 Budget	FY23 Request	Change	% Change
Total Supplies	$ 1,165,161	$ 1,105,424	$ 1,194,131	$ 88,707	8.02%

Highlighted Supply Expenses	Notes	Increase in Funding
Increase in Funding to Offset Rise in Supply Costs		$ 88,707
Total Increase of Highlighted Expenses		$ 88,707

Northeast Metropolitan Regional Vocational School's FY23 equipment/technology budget is $73,132 ; 0.00% or $- higher than the FY22 budget amount. The increase in equipment is attributed to:

	FY21 Actual	FY22 Budget	FY23 Request	Change	% Change

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Total Equipment	$ 20,015	$ 73,132	$ 73,132	$ -	

Highlighted Equipment Expenses			Increase in Funding

Total Increase of Highlighted Expenses $ -

Summary

Regionalization exists as a measure to offer services at a reduced cost to its member districts. Knowing the financial constraints faced by each member City and Town, Northeast aims to limit the annual operating assessment increase to a maximum of 3%. We are able to attain that goal by using $1,700,000 from our other funding sources to offset total expenditures, therefore reducing the assessment.

Funding Summary	FY21 Actual	FY22 Budget	FY23 Request	Change	% Change
Northeast Metro Tech Total Operating Expense	$ 28,761,067	$ 29,861,016	$ 31,650,800	$ 1,789,783	
Total Chapter 70 Revenue Applied to Budget	$ 10,745,350	$ 11,195,113	$ 12,768,498	$ 1,573,385	
Total Transportation Applied	$ 1,000,000	$ 1,200,000	$ 1,579,950	$ 379,950	
Total Other Funds (E&D and Capital Projects Fund)	$ 2,000,000	$ 2,000,000	$ 1,700,000	$ (300,000)	
Total Assessment Requested Before Debt Service	$ 15,015,717	$ 15,465,903	$ 15,602,352	$ 136,448	0.88%
Total Debt Service	$ -	$ -	$ 1,862,200	$ 1,862,200	
			$ 17,464,552	$ 1,998,648	cross check
Northeast Metro Tech Requested Assessment	$ 15,015,717	$ 15,465,903	$ 17,464,552	$ 1,998,648	12.92%

Before the capital assessment, the total assessment increase results in an increase of 0.88% After application of the debt service number of $1,862,200 , the total increase to the member communities is 12.92% .

District	FY21 Actual	FY22 Budget	FY23 Request	Change	% Change	% Change
Chelsea	$ 1,216,504	$ 1,002,864	$ 1,255,248	3	$ 252,384	25.2%
Malden	$ 1,459,986	$ 1,618,957	$ 1,869,733	2	$ 250,776	15.5%
Melrose	$ 767,490	$ 754,661	$ 1,050,138	12	$ 295,477	39.2%
North Reading	$ 558,500	$ 588,959	$ 645,192	0	$ 56,233	9.5%
Reading	$ 453,782	$ 571,636	$ 639,569	0	$ 67,933	11.9%
Revere	$ 1,980,630	$ 1,818,956	$ 2,202,229	5	$ 383,272	21.1%
Saugus	$ 3,045,572	$ 2,944,794	$ 2,715,853	-17	$ (228,941)	-7.8%
Stoneham	$ 1,335,229	$ 1,375,880	$ 1,534,237	1	$ 158,357	11.5%
Wakefield	$ 1,431,158	$ 1,732,232	$ 2,017,068	6	$ 284,836	16.4%
Winchester	$ 102,417	$ 190,545	$ 309,625	5	$ 119,079	62.5%
Winthrop	$ 727,150	$ 891,675	$ 1,041,127	6	$ 149,452	16.8%
Woburn	$ 1,937,299	$ 1,974,744	$ 2,184,533	6	$ 209,789	10.6%
Funding from Cities/Towns	$ 15,015,717	$ 15,465,903	$ 17,464,552	29	$ 1,998,648	12.92%

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District	Minimum Contribution	Transp.	Budget Adjustment Assessment	Total Operating Assessment Before Capital	Capital/Debt Assessment(BAN)	Total Assessment w Capital	Students	Enrollmen Percentag
Chelsea	$ 845,841	$ -	$ 66,033	$ 911,874	$ 343,374	$ 1,255,248	241	18.4%
Malden	$ 1,608,120	$ -	$ 42,195	$ 1,650,315	$ 219,418	$ 1,869,733	154	11.8%
Melrose	$ 955,006	$ -	$ 15,344	$ 970,350	$ 79,788	$ 1,050,138	56	4.3%
N. Reading	$ 587,433	$ -	$ 9,316	$ 596,749	$ 48,443	$ 645,192	34	2.6%
Reading	$ 583,509	$ -	$ 9,042	$ 592,551	$ 47,018	$ 639,569	33	2.5%
Revere	$ 1,772,436	$ -	$ 69,321	$ 1,841,757	$ 360,472	$ 2,202,229	253	19.4%
Saugus	$ 2,455,939	$ -	$ 41,921	$ 2,497,860	$ 217,993	$ 2,715,853	153	11.7%
Stoneham	$ 1,396,635	$ -	$ 22,194	$ 1,418,829	$ 115,408	$ 1,534,237	81	6.2%
Wakefield	$ 1,836,997	$ -	$ 29,044	$ 1,866,041	$ 151,028	$ 2,017,068	106	8.1%
Winchester	$ 282,444	$ -	$ 4,384	$ 286,828	$ 22,797	$ 309,625	16	1.2%
Winthrop	$ 934,104	$ -	$ 17,262	$ 951,366	$ 89,762	$ 1,041,127	63	4.8%
Woburn	$ 1,985,775	$ -	$ 32,058	$ 2,017,833	$ 166,700	$ 2,184,533	117	9.0%
Total	$15,244,239		$358,113	$15,602,352	$1,862,200	$17,464,552	1307	100%

Total FY23 Operating Budget Request		$ 31,650,800		
Expenditures				
Net school Spending	$ 28,012,737			
Transportation	$ 1,579,950			
Capital Projects Fund	$ 800,000			
E&D	$ 900,000			
Supplementary Requests	$ 358,113			
Bond Anticipitory	$ 1,862,200	$ 1,862,200		
Total FY23 Request		$ 33,513,000	$ 33,513,000	
Available Revenues				
Chapter 70 Funds	$ 12,768,498			
Transportation Fund	$ 1,579,950	$ 579,950	from E&D to cover revenue shortfall and offset total transportation cost	
E&D	$ 900,000			
Capital Projects Funding from	$ 800,000		from E&D to fund non reimbursable/inelegible building cost	
Total		$ 16,048,448		
Total Assessment		$ 17,464,552		
	cross check	$ 17,464,552		

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Northeast Metropolitan Regional Vocational School
Comparison of Assessments

	Budget FY 2022	Operating FY2023	Variance Operating	Variance %	Total Budget w Capital FY2023	Variance $	Variance %
Gross Budget	**$ 29,861,016**	**$ 31,650,800**	**$ 1,789,783**	**5.99%**	**$ 33,513,000**	**$ 3,651,983**	**12.23%**
Less Revenues							
Chapter 70 Aid	$ 11,195,113	$ 12,768,498	$ 1,573,385	14%	$ 12,768,498	$ 1,573,385	14.05%
Transportation	$ 1,200,000	$ 1,579,950	$ 379,950	32%	$ 1,579,950	$ 379,950	31.66%
Other Sources (E&D + Capital)	$ 2,000,000	$ 1,700,000	$ (300,000)	-15%	$ 1,725,000	$ (275,000)	-13.75%
Total Revenues	$ 14,395,113	$ 16,048,448	$ 1,653,335		$ 16,073,448	$ 1,678,335	11.66%
Net Assessments	$ 15,465,903	$15,602,352	$ 136,448		$ 17,439,552	$ 1,973,648	12.76%
Chelsea	$ 1,002,864	$ 911,874	$ (90,990)		$ 1,255,248	$ 252,384	25.17%
Malden	$ 1,618,957	$ 1,650,315	$ 31,358		$ 1,869,733	$ 250,776	15.49%
Melrose	$ 754,661	$ 970,350	$ 215,688		$ 1,050,138	$ 295,477	39.15%
North Reading	$ 588,959	$ 596,749	$ 7,790		$ 645,192	$ 56,233	9.55%
Reading	$ 571,636	$ 592,551	$ 20,915		$ 639,569	$ 67,933	11.88%
Revere	$ 1,818,956	$ 1,841,757	$ 22,801		$ 2,202,229	$ 383,272	21.07%
Saugus	$ 2,944,794	$ 2,497,860	$ (446,934)		$ 2,715,853	$ (228,941)	-7.77%
Stoneham	$ 1,375,880	$ 1,418,829	$ 42,949		$ 1,534,237	$ 158,357	11.51%
Wakefield	$ 1,732,232	$ 1,866,041	$ 133,809		$ 2,017,068	$ 284,836	16.44%
Winchester	$ 190,545	$ 286,828	$ 96,283		$ 309,625	$ 119,079	62.49%
Winthrop	$ 891,675	$ 951,366	$ 59,690		$ 1,041,127	$ 149,452	16.76%
Woburn	$ 1,974,744	$ 2,017,833	$ 43,089		$ 2,184,533	$ 209,789	10.62%
Total	$15,465,903	$15,602,352	$136,448	0.88%	$17,464,552 delta	$1,998,648 $1,862,200	12.92%

Enrollment	Students Oct 1, 2020	Students Oct 1, 2021	Variance	Variance %	Contribution %	Per Pupil Cost of Assessment
Chelsea	238	241	3	1.26%	18.44%	$ 5,208
Malden	152	154	2	1.32%	11.78%	$ 12,141
Melrose	44	56	12	27.27%	4.28%	$ 18,752
North Reading	34	34	0	0.00%	2.60%	$ 18,976
Reading	33	33	0	0.00%	2.52%	$ 19,381
Revere	248	253	5	2.02%	19.36%	$ 8,704
Saugus	170	153	-17	-10.00%	11.71%	$ 17,751
Stoneham	80	81	1	1.25%	6.20%	$ 18,941
Wakefield	100	106	6	6.00%	8.11%	$ 19,029
Winchester	11	16	5	45.45%	1.22%	$ 19,352
Winthrop	57	63	6	10.53%	4.82%	$ 16,526
Woburn	111	117	6	5.41%	8.95%	$ 18,671
Total Enrollment	1278	1307	29	2.27%	100.00%	

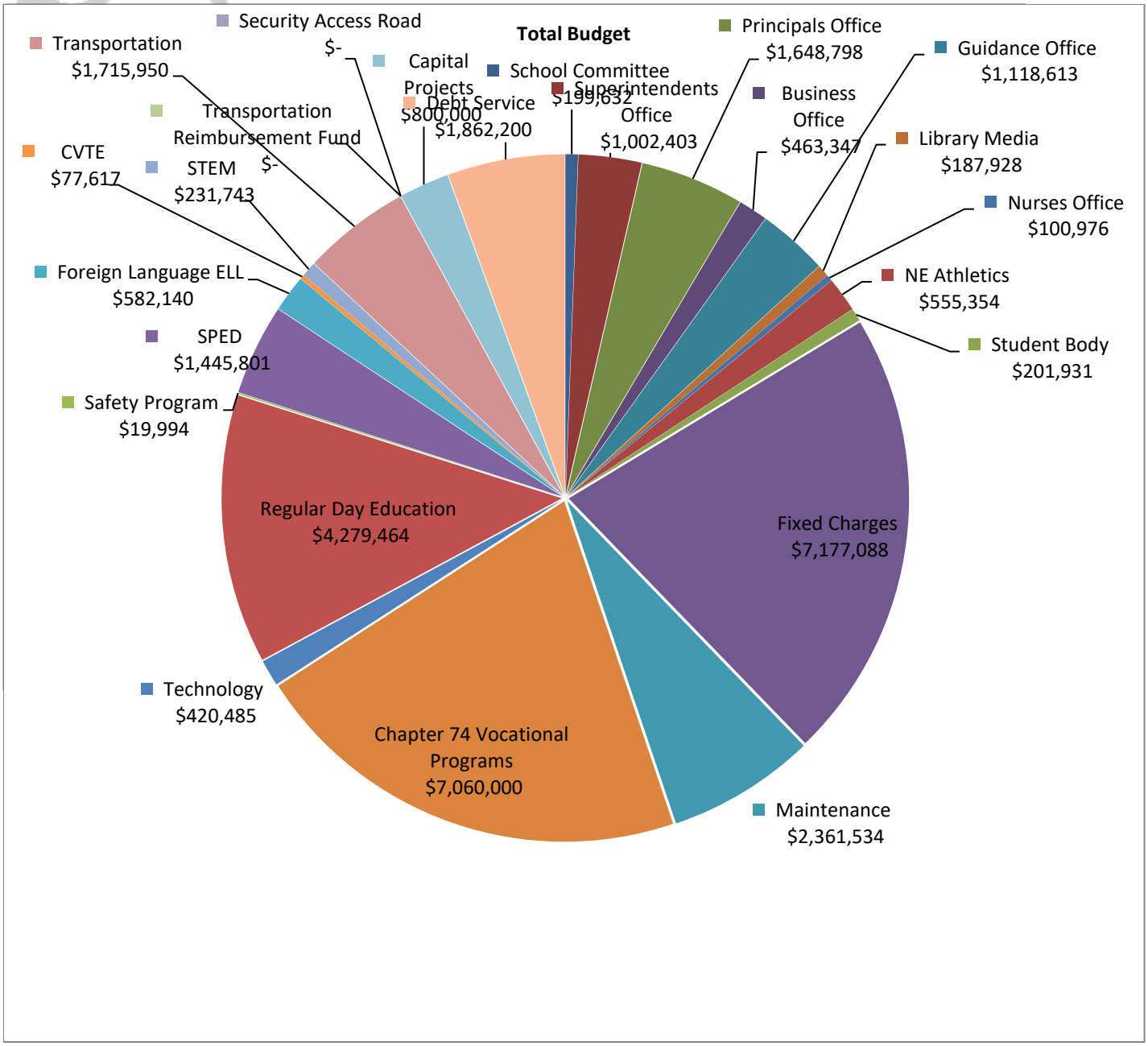
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	FY22 Minimum	FY23 Minimum	Change	% increase	% of Total
Chelsea	$ 796,316	$ 845,841	$ 49,525.00	6.2%	5.55%
Malden	$ 1,487,044	$ 1,608,120	$ 121,076.00	8.1%	10.55%
Melrose	$ 716,476	$ 955,006	$ 238,530.00	33.3%	6.26%
North Reading	$ 559,452	$ 587,433	$ 27,981.00	5.0%	3.85%
Reading	$ 542,997	$ 583,509	$ 40,512.00	7.5%	3.83%
Revere	$ 1,603,730	$ 1,772,436	$ 168,706.00	10.5%	11.63%
Saugus	$ 2,797,260	$ 2,455,939	$ (341,321.00)	-12.2%	16.11%
Stoneham	$ 1,306,452	$ 1,396,635	$ 90,183.00	6.9%	9.16%
Wakefield	$ 1,645,447	$ 1,836,997	$ 191,550.00	11.6%	12.05%
Winchester	$ 180,999	$ 282,444	$ 101,445.00	56.0%	1.85%
Winthrop	$ 842,208	$ 934,104	$ 91,896.00	10.9%	6.13%
Woburn	$ 1,875,809	$ 1,985,775	$ 109,966.00	5.9%	13.03%
Total	$ 14,354,190	$ 15,244,239	$ 890,049	6.20%	100.00%

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Description	FY21 Expended	FY22 Budgeted Staff	FY22 Budget	FY23 Staff Request	FY23 Request	Change	% Change
School Committee	$ 212,701	2.0	$ 183,200	2.0	$ 199,632	$ 16,432	8.97%
Superintendents Office	$ 756,678	3.0	$ 823,732	3.0	$ 1,002,403	$ 178,671	21.69%
Principals Office	$ 1,590,398	12.5	$ 1,601,842	12.5	$ 1,648,798	$ 46,956	2.93%
Business Office	$ 369,450	4.5	$ 372,208	5.5	$ 463,347	$ 91,139	24.49%
Guidance Office	$ 946,818	11.0	$ 1,108,014	11.0	$ 1,118,613	$ 10,599	0.96%
Library Media	$ 78,933	3.0	$ 150,191	3.0	$ 187,928	$ 37,737	25.13%
Nurses Office	$ 101,405	1.0	$ 98,247	1.0	$ 100,976	$ 2,729	2.78%
NE Athletics	$ 418,454		$ 557,173		$ 555,354	$ (1,819)	-0.33%
Student Body	$ 112,198	1.0	$ 198,244	1.0	$ 201,931	$ 3,687	1.86%
Fixed Charges	$ 5,157,431		$ 6,486,992		$ 7,177,088	$ 690,096	10.64%
Maintenance	$ 2,134,557	11.0	$ 2,295,963	11.0	$ 2,361,534	$ 65,571	2.86%
Chapter 74 Vocational Programs	$ 5,670,672	63.0	$ 6,378,906	66.0	$ 7,060,000	$ 681,094	10.68%
Technology	$ 652,669	3.0	$ 408,253	3.0	$ 420,485	$ 12,232	3.00%
Regular Day Education	$ 3,691,396	40.5	$ 3,853,841	44.5	$ 4,279,464	$ 425,623	11.04%
Safety Program	$ 19,334		$ 19,441		$ 19,994	$ 552	2.84%
SPED	$ 1,270,510	14.0	$ 1,395,500	15.0	$ 1,445,801	$ 50,301	3.60%
Foreign Language ELL	$ 387,802	5.0	$ 477,212	6.0	$ 582,140	$ 104,928	21.99%
CVTE	$ 231,910		$ 76,153		$ 77,617	$ 1,463	1.92%
STEM	$ 442,482	2.0	$ 221,153	2.0	$ 231,743	$ 10,590	4.79%
Transportation	$ 1,278,967		$ 1,654,750		$ 1,715,950	$ 61,200	3.70%
Transportation Reimbursement Fund							
Security Access Road			$ -		$ -	$ -	
Capital Projects			$ 1,500,000		$ 800,000	$ (700,000)	-46.67%
Debt Service	$ -		$ -		$ 1,862,200	$ 1,862,200	
Total Budget	$ 25,524,767	176.5	$ 29,861,016	186.5	$ 33,513,000	$ 3,651,983	12.23%

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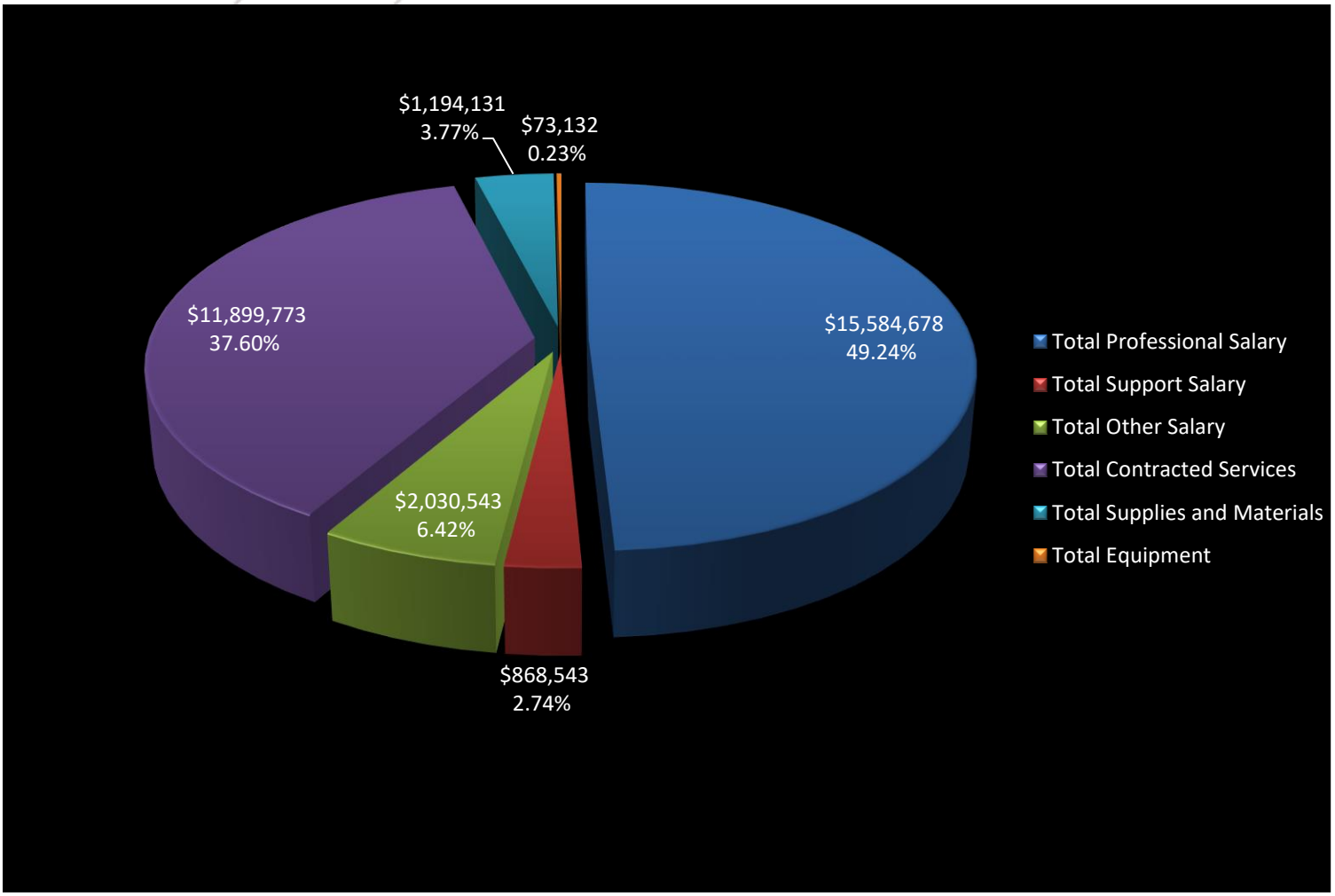
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Description	Professional Salary	Support Salary	Other Salary	Supplies	Services	Equipment
School Committee	$ 24,000	$ 7,632	$ -	$ 6,500	$ 161,500	$ -
Superintendents Office	$ 329,720	$ 142,483	$ -	$ 71,000	$ 459,200	$ -
Principals Office	$ 639,711	$ 139,606	$ 567,981	$ 80,000	$ 165,500	$ 56,000
Business Office	$ 149,138	$ 301,209	$ -	$ -	$ 13,000	$ -
Guidance Office	$ 755,842	$ 203,587	$ 129,834	$ 23,550	$ 5,800	$ -
Library Media	$ 98,811	$ -	$ 84,317	$ 2,600	$ 2,200	$ -
Nurses Office	$ 93,576	$ -	$ -	$ 6,750	$ 650	$ -
NE Athletics	$ 355,161	$ -	$ -	$ 59,019	$ 141,175	$ -
Student Body	$ 141,306	$ -	$ -	$ 8,200	$ 52,425	$ -
Fixed Charges	$ 264,500	$ -	$ -	$ -	$ 6,912,588	$ -
Maintenance	$ -	$ -	$ 805,425	$ 363,557	$ 1,192,552	$ -
Chapter 74 Vocational Programs	$ 6,454,268	$ -	$ 80,827	$ 432,207	$ 91,288	$ 1,411
Regular Day Education	$ 4,214,172	$ -	$ -	$ 61,813	$ 1,957	$ 1,521
Safety Program	$ -	$ -	$ -	$ 18,964	$ 1,030	$ -
SPED	$ 1,207,649	$ 74,026	$ 28,133	$ 15,914	$ 120,080	$ -
Foreign Language ELL	$ 573,455	$ -	$ -	$ 1,485	$ -	$ 7,200
CVTE	$ 72,232	$ -	$ -	$ 5,384	$ -	$ -
STEM	$ 211,137	$ -	$ -	$ 14,738	$ 5,868	$ -
Technology	$ -	$ -	$ 334,025	$ 22,450	$ 57,010	$ 7,000
Transportation	$ -	$ -	$ -	$ -	$ 1,715,950	$ -
Security Access Road					$ -	
Capital Projects	$ -	$ -	$ -	$ -	$ 800,000	$ -
Debt Service					$ 1,862,200	
Total	$ 15,584,678	$ 868,543	$ 2,030,543	$ 1,194,131	$ 13,761,973	$ 73,132

Total Salary	$ 18,483,764
Total Non Salary	$ 15,029,235
Total Budget	$ 33,513,000

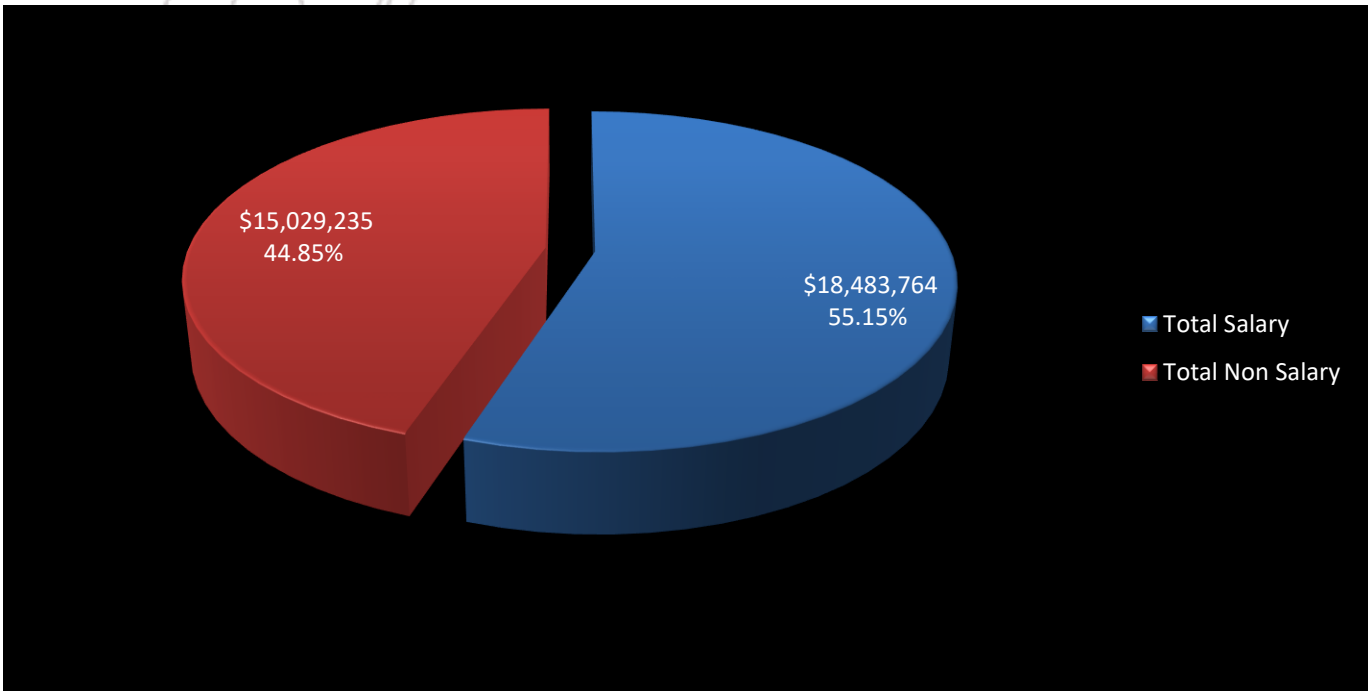
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Description	FY21 Expended	FY22 Budgeted Staff	FY22 Budget	FY23 Staff Request	FY23 Request	Change	% Change
Total Professional Salary	$ 13,175,729	141.0	$ 14,248,475	150.0	$ 15,584,678	$ 1,336,203	9.38%
Total Support Salary	$ 725,146	11.5	$ 745,630	12.5	$ 868,543	$ 122,914	16.48%
Total Other Salary	$ 1,882,815	24.0	$ 1,973,614	24.0	$ 2,030,543	$ 56,929	2.88%
Total Contracted Services	$ 8,555,902		$ 11,714,742		$ 11,899,773	$ 185,031	1.58%
Total Supplies and Materials	$ 1,165,161		$ 1,105,424		$ 1,194,131	$ 88,707	8.02%
Total Equipment	$ 20,015		$ 73,132		$ 73,132	$ -	
Total Debt Service	$ -		$ -		$ 1,862,200	$ 1,862,200	
Total Budget	$ 25,524,767	176.5	$ 29,861,016	186.5	$ 33,513,000	$ 3,651,983	12.23%

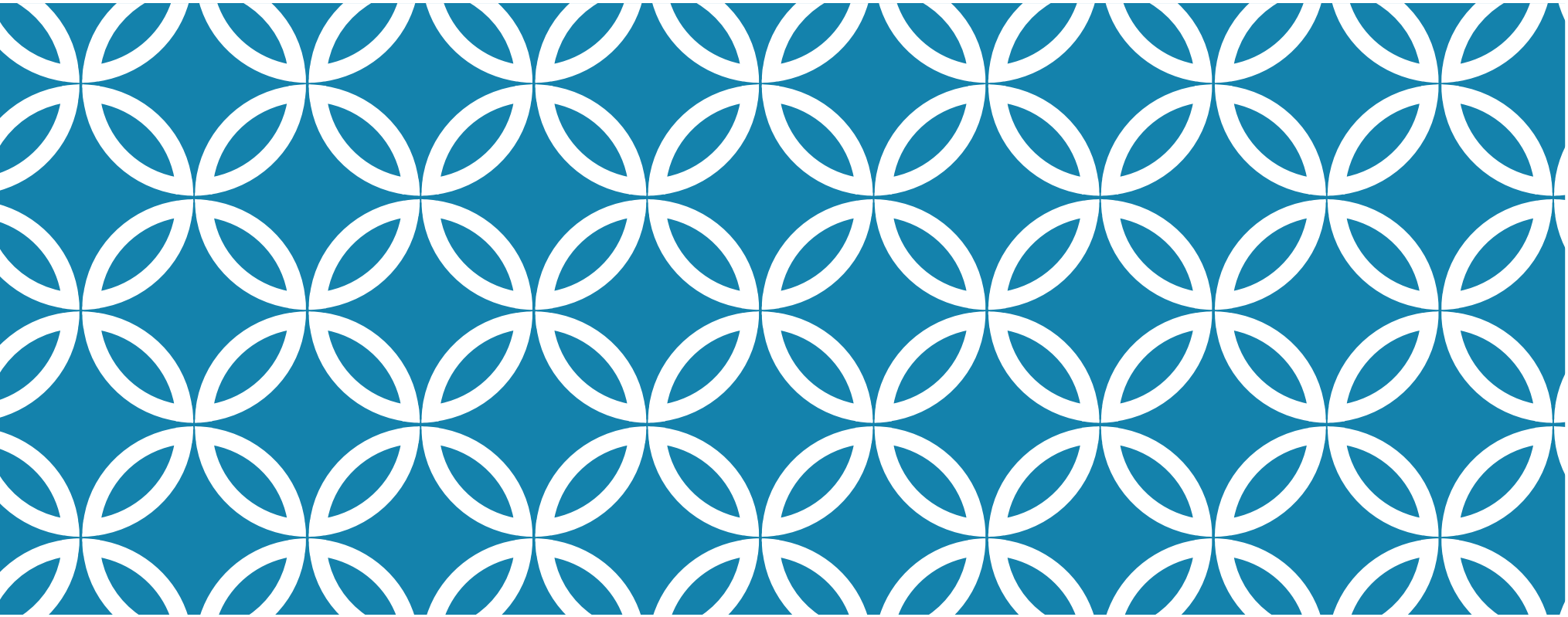


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Description	FY21 Expended	FY22 Budgeted Staff	FY22 Budget	FY23 Staff Request	FY23 Request	Change	% Change
Total Salary	$ 15,783,690	176.5	$ 16,967,718	186.5	$ 18,483,764	$ 1,516,046	8.93%
Total Non Salary	$ 9,741,077		$ 12,893,298		$ 15,029,235	$ 2,135,937	16.57%
Total Budget	$ 25,524,767	176.5	$ 29,861,016	186.5	$ 33,513,000	$ 3,651,983	12.23%



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NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL FY23 BUDGET

Presentation to School Committee

March 10, 2022

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

GOAL OF THE FY23 BUDGET

- Minimize the financial impact to our member communities, while being able to fund the principal and Interest Payment on the first round of bonding
- Provide an adequate level of funding to support student learning and foster educational excellence
- Allocate the additional funds provided by the Student Opportunity act to best Meet student needs

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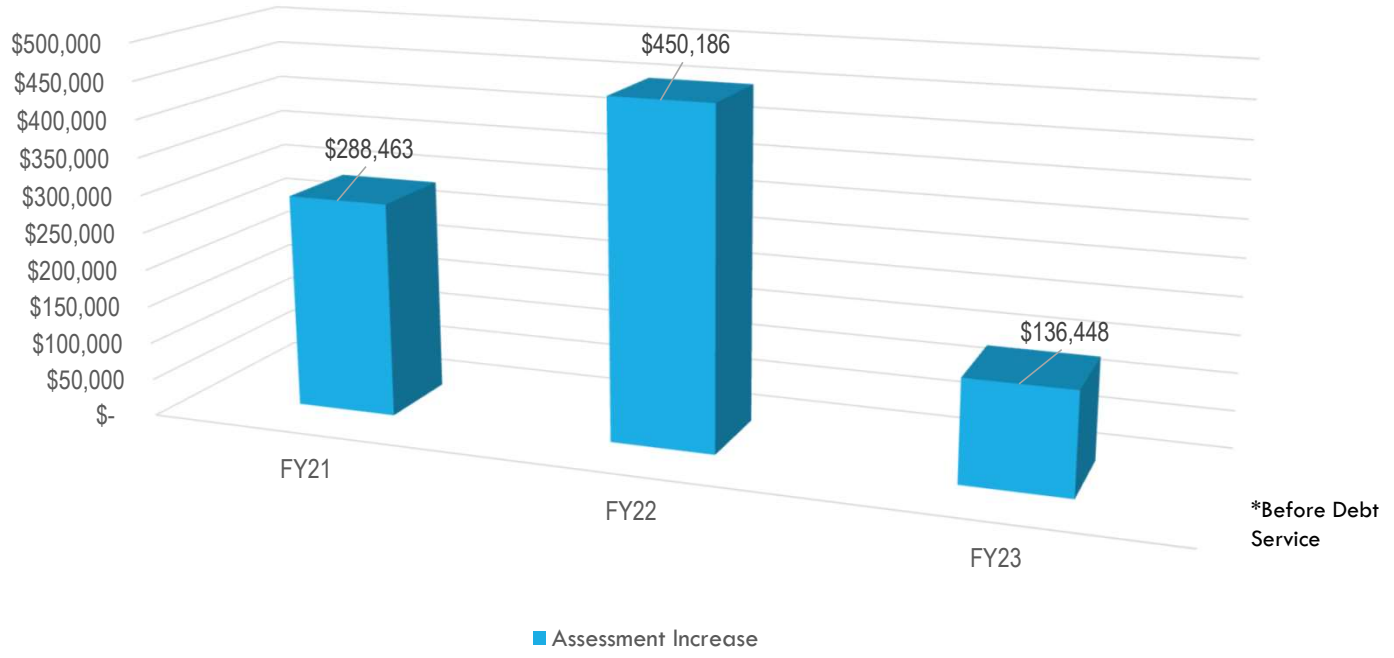
MINIMIZING FINANCIAL IMPACT

- Regionalization exists to offer services at a reduced cost to its member communities
- Initial Budget Goal: Operational Assessment Increase Before Debt Assessment at or below 3%, or $463,977 or less

Actual Operational Assessment Increase before debt assessment: $136,448

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MINIMIZING FINANCIAL IMPACT: HISTORICAL ASSESSMENT ANALYSIS



*Before Debt Service

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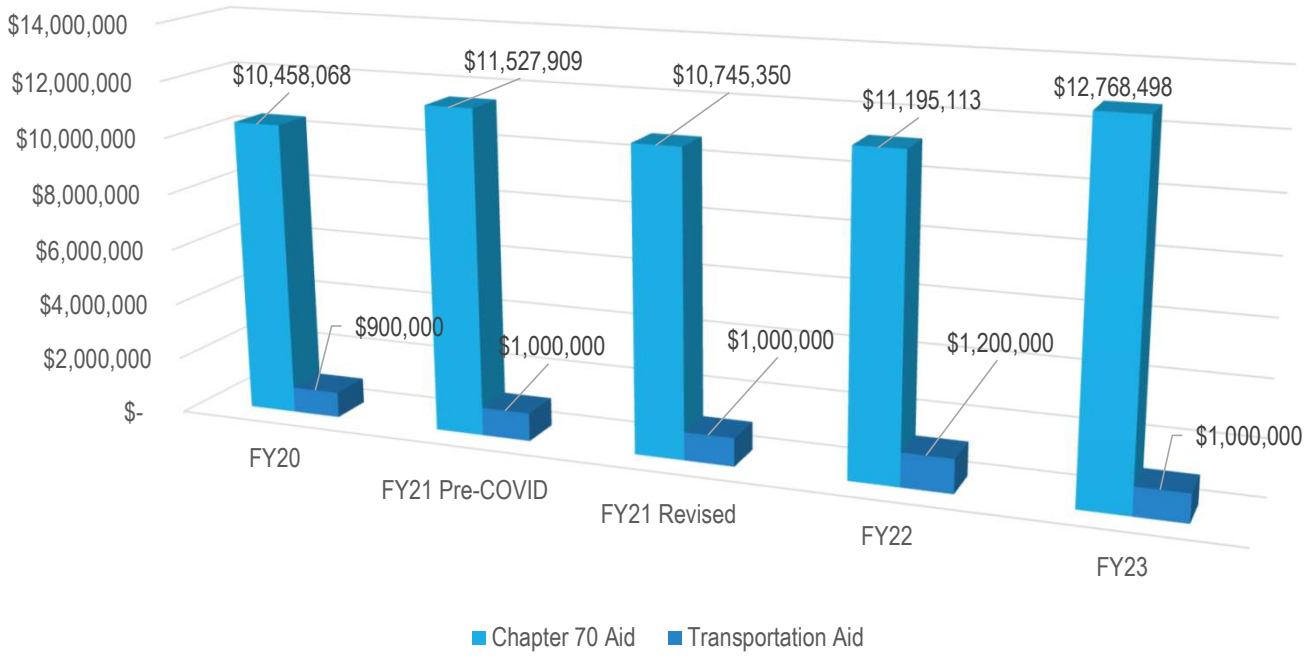
MINIMIZING FINANCIAL IMPACT: HISTORICAL ASSESSMENT ANALYSIS

Year	Previous Assessment	Current Assessment	Assessment Increase	% Change
FY21	$14,727,254	$15,015,717	$288,463	1.96%
FY22	$15,015,717	$15,465,903	$450,186	3.00%
FY23	$15,465,903	$15,602,352	$136,448	0.88%

* Before Debt Service

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MINIMIZING FINANCIAL IMPACT: STATE FUNDING



Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MINIMIZING FINANCIAL IMPACT: REVENUE

- Based on our Chapter 70 formula calculation, Northeast Metro Tech is projected to receive $12,768,498 in aid for FY23. This amount is $1,573,385 higher than our budgeted aid in FY22.
- We intend to receive a projected $1,000,000 in transportation revenue in FY22 that we will use to offset the FY23 budget.
- Additionally we intend to use $2,279,950 from our Excess and Deficiency funds (E&D) to further reduce assessment costs.
- In total, we plan to use $3,279,950 of other funds to reduce the member assessment. The resulting revenue increase in FY23 is $79,950. We intend to use a combination of these revenues to significantly offset increases in the operating budget.

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PROVIDING AN ADEQUATE LEVEL OF FUNDING

FY23 presents the following fiscal challenges:

- Funding for regular contractual salary obligations including steps/lanes
- Funding for new educators based on student needs and increased enrollment in key subjects
- Funding For OPEB, estimated liability of $60 Million
- Funding for increases in health insurance costs due to a projected 6.3% increase in GIC premiums
- Funding to tackle overcrowding in the current school building due to increased enrollment

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PROVIDING AN ADEQUATE LEVEL OF FUNDING: FY23 SALARY REQUEST

Northeast Metropolitan Regional Vocational School's salary request for FY23 is $18,483,764; $1,516,046 or 8.93% over the FY22 budget of $ 16,967,718.

Highlighted Salary Expenses	FTE	Change
Steps and Lanes/Salary Increases		$ 943,529
Increases to Sick Leave BuyBack Line Item		$ 40,000
Move Robotics Teacher into Budget from Grant		$ 102,481
Addition of Science Teacher	1.0	$ 87,805
Addition of Computer Literacy Teacher	1.0	$ 80,986
Addition of Foreign Language Teacher	1.0	$ 84,652
Move Cafeteria Bookkeeper to Budget	1.0	$ 73,726

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PROVIDING AN ADEQUATE LEVEL OF FUNDING: FY23 SALARY REQUEST (CONTINUED)

Northeast Metropolitan Regional Vocational School's salary request for FY23 is $18,483,764; $1,516,046 or 8.93% over the FY22 budget of $ 16,967,718.

Highlighted Salary Expenses		FTE		Change
Addition of Office Tech Teacher		1.0	$	86,222
Addition of Auto Tech Teacher		1.0	$	80,986
Salary Savings			$	(64,341)
Total Increase of Highlighted Expenses		6.0	$	1,516,046

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PROVIDING AN ADEQUATE LEVEL OF FUNDING: FY23 CONTRACTED SERVICES REQUEST

Northeast Metropolitan Regional Vocational School's FY23 Contractual Services budget is $11,899,773; 185,031 or 1.58% more than the FY22 budget of $ 11,714,742. The increase in the contracted services request can be mainly attributed to the following expenses and conditions:

Highlighted Contracted Service Expenses	Notes	Increase in Funding
Yr 4 of Transportation contract $383 to $400 per bus		$ 61,200
Increase For Resource Officer Contract with Wakefield		$ 10,000
Increases in Insurance Coverage 6.3% projected		$ 309,096
Increase In Opeb Funding		$ 300,000
Funding For Modular Classroom Lease		$ 150,000
Reduction in Capital Budget Line Item		$ (700,000)
Increase funding for Maintenance Supplies		$ 34,735
Increase in Legal Service Cost		$ 20,000
Total Increase of Highlighted Expenses		$ 185,031

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PROVIDING AN ADEQUATE LEVEL OF FUNDING: FY23 SUPPLY REQUEST

Northeast Metropolitan Regional Vocational School's Supplies and Materials budget for FY23 is $1,194,131; 88,707 or 8.02% more than the FY22 amount of $ $1,105,424. The increase in the contracted services request can be mainly attributed to the following expenses and conditions:

Highlighted Supply Expenses	Notes	Increase in Funding
Increase in Funding to Offset Rise in Supply Costs		$ 88,707
Total Increase of Highlighted Expenses		$ 88,707

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PROVIDING AN ADEQUATE LEVEL OF FUNDING: FY22 EQUIPMENT REQUEST

Northeast Metropolitan Regional Vocational School's EQUIPMENT/TECHNOLOGY BUDGET for FY23 is $73,132; $0 or 0% higher/lower than the FY22 amount of $73,132.

Highlighted Supply Expenses	Notes	Increase in Funding
		$ 0

Total Increase of Highlighted Expenses $ 0

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PROVIDING AN ADEQUATE LEVEL OF FUNDING FY23 TOTAL OPERATING BUDGET REQUEST

Expense	FY21 Budget	FY22 Budget	FY23 Request	Change	% Change
Total Salary	$15,745,827	$16,967,718	$18,483,764	$1,516,046	8.93%
Total Contracted Services	$11,833,684	$11,714,742	$11,899,773	$185,031	1.58%
Total Supplies	$1,108,424	$1,105,424	$1,194,131	$88,707	8.02%
Total Equipment	$73,132	$73,132	$73,132	$0	0.00%
Total Budget	$28,761,067	$29,861,016	$31,650,800	$1,789,784	5.99%

Northeast Metropolitan Regional Vocational School's total operating expense BEFORE DEBT SERVICE for FY23 is projected to be $31,650,800; 5.99% or $1,789,784 over FY22 total operating budget of $29,861,016.

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FY23 BUDGET OFFSET SUMMARY BEFORE DEBT SERVICE

Funding Summary	FY21 Budget	FY22 Budget	FY23 Budget Request	Change
Northeast Metro Tech Total Expense	$28,761,067	$29,861,016	$31,650,800	$1,789,784
Total Revenue Applied to Budget	$ 13,745,350	$ 14,395,113	$ 16,048,448	$1,653,335
Northeast Metro Tech Requested Assessment Before DEBT SERVICE	$15,015,717	$ 15,465,903	$ 15,602,352	$ 136,448

Northeast Metropolitan Regional Vocational School's total operating assessment BEFORE DEBT SERVICE for FY23 is projected to be 15,602,352; .88% or $136,448 over FY22 total operating assessment of $15,465,903.

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TOTAL OPERATING EXPENSE PLUS DEBT SERVICE

After application of debt service of $1,862,200 the resulting operational budget increase is:

Expense	FY21 Budget	FY22 Budget	FY22 Request	Change	% Change
Total Budget Before Debt Service	$28,761,067	$29,861,016	$31,650,800	$1,789,784	5.99%
Capital Debt Service	$0	$0	$1,862,200	$1,862,200	
Total Budget Including Debt Service	$28,761,067	$29,861,016	$33,513,000	$3,651,984	12.23%

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TOTAL ASSESSMENT INCLUDING DEBT SERVICE

After application of debt service of $1,862,200 the resulting assessment is:

Expense	FY21 Budget	FY22 Budget	FY22 Request	Change	% Change
Northeast Metro Tech Requested Assessment Before DEBT SERVICE	$15,015,717	$15,465,903	$15,602,352	$136,448	0.88%
Capital Debt Service	$0	$0	$1,862,200	$1,862,200	
Total Budget Including Debt Service	$15,015,717	$15,465,903	$17,464,552	$1,998,648	12.92%

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TOTAL ASSESSMENT SUMMARY

District	FY21 Assessment	FY22 Assessment	FY23 Assessment	Total Student Increase	Increase	% Chang
Chelsea	$ 1,216,504	$ 1,002,864	$ 1,255,248	3	$ 252,384	25.2%
Malden	$ 1,459,986	$ 1,618,957	$ 1,869,733	2	$ 250,776	15.5%
Melrose	$ 767,490	$ 754,661	$ 1,050,138	12	$ 295,477	39.2%
North Reading	$ 558,500	$ 588,959	$ 645,192	0	$ 56,233	9.5%
Reading	$ 453,782	$ 571,636	$ 639,569	0	$ 67,933	11.9%
Revere	$ 1,980,630	$ 1,818,956	$ 2,202,229	5	$ 383,272	21.1%
Saugus	$ 3,045,572	$ 2,944,794	$ 2,715,853	-17	$ (228,941)	-7.8%
Stoneham	$ 1,335,229	$ 1,375,880	$ 1,534,237	1	$ 158,357	11.5%
Wakefield	$ 1,431,158	$ 1,732,232	$ 2,017,068	6	$ 284,836	16.4%
Winchester	$ 102,417	$ 190,545	$ 309,625	5	$ 119,079	62.5%
Winthrop	$ 727,150	$ 891,675	$ 1,041,127	6	$ 149,452	16.8%
Woburn	$ 1,937,299	$ 1,974,744	$ 2,184,533	6	$ 209,789	10.6%
Funding from Cities/Towns	$ 15,015,717	$ 15,465,903	$ 17,464,552	29	$ 1,998,648	12.92%

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NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

100 HEMLOCK ROAD • WAKEFIELD, MASSACHUSETTS 01880-3597
781-246-0810 - FAX 781-246-4919

NEA S&C NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES ACCREDITED MEMBER

James T. Picone
Finance Director

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To: Melrose City Council

From: Jay Picone, Director of Finance

Date: June 2, 2022

RE: FY23 Budget Synopsis

I present to you the FY23 Budget request for Northeast Metropolitan Regional Vocational School. Due to a schedule conflict with our regular School Committee date, I regret to inform you that we will not be able to attend in person to discuss the budget; however, below you will find a brief synopsis of the contents of this year's budget.

This budget was developed in support to our mission statement of supplying our students a rigorous academic and career/technical education. Due to the increase of supply costs due to worldwide raw material shortages, we have significantly increased the supply budgets for many of the vocational shops within the budget.

Knowing the financial constraints faced by our member communities, we set out to limit our total operating assessment increase to 3% before the application of capital debt service. I am pleased to announce that we were able to achieve this goal and **our total operating assessment before capital debt service will increase by $136,448, or .88%, in FY23**. FY23 marks the first year of a capital assessment, which will be used to pay for the principal and interest on our first bond issue for our approved school building project. The first year payment of $1,862,200 has been assessed to the member communities in this budget in order to pay for those costs. This cost should come as no surprise to our member communities as it has been communicated in our financial discussions with city and town leadership for the past six years. While our operating assessment has remained relatively low, the introduction of the capital assessment increases our total assessment request **by $1,998,648, or 12.92% in FY23.** While the large increase of the assessment due to the introduction of the debt assessment was unavoidable, we were able to minimize the original operating assessment by utilizing the following funding and strategies:

- Increase in Chapter 70 funding, $1,573,385 more than the budgeted FY22 amount
- We plan is to utilize $2,279,950 from excess and deficiency certified funds to offset our budget assessment impact to member communities in FY23 of which; we will use a regular offset of $600,000 to reduce the total assessment to member communities; $800,000 of which will be used to offset additional costs related to the school building project; $579,950 will be coupled with our $1,000,000 transportation reimbursement to fully offset the cost of transportation to the member communities; and $300,000 will be used to increase our OPEB contribution which helps us achieve a higher bond rating. All of these costs, while increasing our operating budget, will have no negative impact on the member assessments.

With the increase in projected revenue and use of E&D, we were able to significantly reduce the financial impact to our member communities. Northeast Metropolitan Regional Vocation School's total operating budget request for FY23 is $33,513,000. This represents an increase of $3,651,983 over the FY22 budget appropriation. As mentioned above, the major portion of the increase stems from the first debt service assessment of $1,862,200. The other major driving factors of the operating budget increase are as follows:

- Increase in contractual obligations due to steps and lanes, of approximately $943,529
- Increase to Sick Leave Buy Back Line Item of $40,000 for anticipated retirements
- Increase in funding due to Robotics Teacher no longer covered by the grant in FY23 of $102,481
- Increase in funding for new Foreign Language Teacher of $84,652
- Increase in funding for new Computer Literacy Teacher of $80,986
- Increase in funding for new Science Teacher of $87,805
- Increase in funding for new Business Tech/Marketing Teacher of $86,222
- Increase in funding for new Auto Tech Teacher of $80,986
- Increase in funding due to movement of Cafeteria Bookkeeper being moved to the Budget of $73,726
- Increase for Transportation Contract of $61,200
- Increase For Resource Officer Contract with Wakefield of 10,000
- Increase in Insurance Coverage projected 6.3% increase of $309,096
- Increase in funding for modular classroom of $150,000
- Increase in funding for Maintenance Supplies and Services of $34,735
- Increase in funding for Legal Services of $20,000
- Increase in Funding for Supplies due to increased raw material costs of $88,707
- Increase of OPEB Funding (covered by E&D) of $300,000

We were able to offset the total cost of the operating budget by reducing the following line items by evaluating historical cost data and future needs:

- Reduction of salary request as a result of retirements and attrition of $64,341
- Reduction in Contracted Services Line due to reduction in Capital Projects balance and offset of $700,000

The final assessment for Melrose is $1,050,138, an increase of $295,477 over the FY22 assessment of $754,661. The increase is mainly driven by two factors; an increase of student enrollment of 12 students, bringing Melrose's student total to 56 students, resulting in an operational assessment increase of $215,689, and the first year debt assessment of $79,788; Melrose's share of the principal and interest payment for our first bond issuance due in FY23.

Please feel free to contact me if you have additional questions.

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Stacey A. Minchello
Executive Director

MELROSE COUNCIL ON AGING
MILANO CENTER
Live Well ~ Age Well

781 665-4304
sminchello@cityofmelrose.org

MAY 11, 2022, COUNCIL ON AGING FISCAL YEAR 2023 BUDGET MEMO

Thank you for your support to the Council on Aging Milano Center.

1. Noteworthy changes:

   In response to the Milano Center being closed, the Council on Aging reframed programs to be sure there was continuity during the pandemic. These creative platforms of connection helped us remain in touch with seniors and assist with the social isolation our seniors have experience for two years. Examples of this are the Horace Mann Summer Camp, satellite and on campus outdoor programs, group excursions, and Beebe Estate and Memorial Hall programs and events. The center is currently open with a full schedule expected early summer.

   Our full time Milano Center Manager joined the team beginning fiscal year 2022. This expanded role has been a great addition as we worked through renovations, the new HVAC installation, the redesigning of the center schedules, and the physical resetting of the center.

   The Milano Center program coordinator retired, and the position is currently open for recruitment.

2. Salary breakdowns:

City Payroll salary:	Executive Director (35 hours), Milano Center Manager (35 hours), Administrative Assistant (30 hours), 5 Drivers (40 hours), Social Services Coordinator (9 hours FY23)
Formula Grant:	Senior Center Assistants (20 hours), Milano Center Program Coordinator (16 hours)
Revolving Account:	Social Services Coordinator (9 hours FY23) Council on Aging Program Coordinator (5 hours)

3. Budget changes: The proposed increase in budget 541 reflects expected wage increases and minimal reasonable amounts of forecasted operating expenses.

4. Events or changes: An expected increase in participation may result in occasional payroll costs if required. Volunteer recruitment is an ongoing goal.

Best Regards,

Stacey A. Minchello

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CITY OF MELROSE

HEALTH & HUMAN SERVICES DEPARTMENT

ANTHONY CHUI
Director

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781-979-4130
Fax - (781) 662-2182

MEMORANDUM

To: The Honorable Melrose City Council
From: Anthony Chui
Re: FY2023 Health and Human Services Department Budget
Date: May 18, 2022

As the City Council prepares for the review of the Fiscal Year 2023 Department Budgets, I am providing information below that serves a context for the proposed budget of the City of Melrose Health and Human Services Department.

The Melrose Health and Human Services Department, formerly known as the Melrose Health Department, underwent several major staffing changes during FY 2022. In September 2021, I took over as the Director of Health and Human Services for the regional Health Department, shared by the City of Melrose and Town of Wakefield. Since then, we have experienced high amounts of turnover in existing positions including school nurses, health inspectors, animal control officers, and public health specialists. We have also added new positions, including the Social Services Coordinator and the Prevention and Wellness Coordinator.

Despite the changes, we are well-positioned to fulfill our mission to promote the health and wellness of the residents of Melrose and the environment we live in – all through our evidence-based food and health inspectional program, substance use prevention initiatives, community wellness offerings, public health nursing, and social services resource connections.

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Our close partnership with Melrose schools affords us the opportunity to positively impact youth and families with the goal of developing a healthier community. The last few years have been difficult, and last year was no different. The COVID-19 pandemic has undoubtedly resulted in short-and long-term effects for everyone in the community. Mental health and substance use challenges have only been exacerbated by the pandemic's compounding factors. With the Mayor's declaration of 2022 as the year of Community Health and Wellness, we have received strong support from our leadership team and look forward to serving the City of Melrose to the best of our capacity.

The overall change in the Health and Human Services Budget for FY 2023 is a difference of +5.0%. The change is due in most part to an increase in the Salary and Wages line of $25,847 (+5.8%). The increase in the Salary and Wages line can be explained by two phenomena: most of our new hires are early career professionals, which places them lower on the salary schedule, allowing for more pay steps. The other factor is the 53-week fiscal year, which accounts for part of the increase.

Other proposed changes in the Health and Human Services budget include an increase the Pest Control line of $5,209 (+27.7), the Dues and Memberships line of $350 (+140.0%), and the Seminars and Schooling line of $209 (+57.9%). The Pest Control line increase reflects the increase in the contract for seasonal goose and mosquito control. Given that mosquitoes can spread viruses and parasites, and geese can cause damage to the environment - excrement, turf destruction, and more, we are hoping to reduce these risks to our community through this contract. The Dues and Memberships line and the Seminars and Schooling line increases reflect both the increased number of staff members that will need continuing education, license maintenance, and certifications to stay up to date on best practices.

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CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

DENISE M. GAFFEY
Director & City Planner

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

M E M O R A N D U M

TO: Melrose City Council

FROM: Denise Gaffey, Director & City Planner

DATE: May 18, 2022

RE: FY2023 Budget

1.Please identify any noteworthy changes or events that took place during FY22 in your department (staffing changes, technology upgrades, new regulations or procedures, etc.)

The most noteworthy changes during FY2022 involved staffing changes. The Senior Planner left the organization in August 2021 and was replaced internally by the planner who held the part time Planning Coordinator role for the past six years. The Planning Director received approval to upgrade the Planning Coordinator role to a full time Assistant Planner position in December and the position was filled in February 2022. The Planning Coordinator role was unfilled for six months, which made it difficult to manage the workload in the department and meant some initiatives had to be delayed, but the overall impact of these changes is positive and will be beneficial for the department in the coming year.

2. Do all of your department's salaries come from the same budget, if not, please identify the split among multiple budgets?

The salaries in OPCD come from different sources and we have always strived to take advantage of grants and other funding sources outside of the general fund to the extent possible. For example, approximately half of the salary for the Sustainability Manager comes from energy incentive (rebate) funds. HOME (housing) funds from our participation in the North Suburban Consortium offset a small amount of the Senior Planner's salary. The salary for the GIS Analyst/Account Manager is also split among multiple budgets, with approximately 15% in the DPW Budget and the remaining in OPCD.

3. Are there any significant changes to your FY23 budget compared to previous years? Please explain.

The FY23 budget for OPCD illustrates a 14% increase in salaries and wages. The increases are due to the restructuring, the recruitment of new employees and a reflection of market conditions and, in the case of the Assistant Planner position, additional hours and job complexity. The

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hours for the Assistant Planner position were adjusted from 24 hours per week to 35 hours per week, the job description was updated to reflect additional responsibilities and there was a corresponding increase in salary to reflect the additional hours, responsibilities and market conditions. This additional capacity and skill level will help with the implementation of the Housing Production Plan and help us better respond to the complexities of the work we do in the Office of Planning and Community Department.

4. Any events or changes you anticipate in your department for FY23?

We expect the workload to continue to be heavy with quite a bit of development activity resulting from recent zoning changes, the desirability of Melrose and the strong demand for housing. We anticipate activity to implement the Housing Production Plan and the Net Zero Action Plan and we plan to work on an update to the Open Space and Recreation Plan. We will continue to provide technical and administrative support to the Planning Board, Zoning Board of Appeals, Historic District Commission and Energy Commission, and project management support for several important capital projects including the Library Renovations and the Accelerated Repair Projects at the Hoover and Horace Mann Elementary Schools.

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CITY OF MELROSE

CONSERVATION COMMISSION

City Hall, 562 Main Street
Melrose, Massachusetts 02176
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MEMORANDUM

Date: 5/19/2022

To: City Council

From: Eric Devlin, Conservation Agent

Subject: Conservation Capital budget expenses

The Commission has signed a $92,925 3-year treatment contract with Solitude Lake Management for a multi-year invasive Water Chestnut control program at Ell Pond with mechanical harvester and hydro rake treatment of invasive Water Chestnut at Ell pond (2022, 2023 and 2024). Management of the Water Chestnut is expected to take longer than three years and will require ongoing management into the future. We should see a significant reduction in the total Water Chestnut coverage at Ell pond by year three and we can transition to more manual pulling at that time. We're also supplementing the treatment with a follow-up volunteer hand pulling event to maximize the treatment effectiveness and help keep the total treatment costs down.

Treatment is scheduled to start this summer in July (tentative date of July 11 pending logistics coordination meeting with Solitude representative next month). The On-shore component of material removal will require DPW support and staff coordination. Melrose DPW has indicated that they will be able to provide the on-shore material handling support with a few weeks advance notice to ensure that equipment is available.

An expanded volunteer hand pulling effort to augment Ell Pond Water Chestnut management with hand pulling event, coordinated to immediately follow the conclusion of the contracted treatment. The objective of this is to maximize the efficiency of the mechanical treatment and catch more of the inevitable fragments that the large machines miss and have a significantly reduced total quantity of biomass out on the water that will be manageable with volunteer hand pulling.

<u>Funding sources/status:</u>

$50,000 State earmark to support Ell Pond invasive species project

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from Executive Office of Energy and Environmental Affairs (EOEEA), contract granted to June 30, 2024.

$27,500 Free cash appropriation to Conservation.

Task 1 from Solitude contract Task 1 2022 Water Chestnut harvesting – $29,500. Plan is to pay this out of the earmark fund and encumber the 27,500 free cash for use with task 2 on the following year. Funding for year three has not been secured, we are currently short $15,425 for the third-year treatment. These numbers do not reflect additional possible costs such as fuel surcharges or additional treatment days beyond the original quoted estimate.

Long term management of the Water Chestnut is expected to take longer than three years and will require ongoing management into the future. Under the current treatment plan the City should see a significant reduction in the total Water Chestnut coverage at Ell pond after three years of mechanical treatment. If this is outcome is achieved, we can transition to more manual pulling at that time and not require the mechanical harvester/hydro rake treatment. For reference, Solitude Lake Management quoted us $1,200 (8hr/2 people per day) for manual hand pulling.

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2023 Annual Budget Questionnaire – Conservation Commission

- Briefly describe what your department's responsibilities are.
  Include how and at what frequency your department interacts with residents, how many staff, etc.

  The Melrose Conservation Commission is a 7-member volunteer board created under the authority of Massachusetts General Law Chapter 40 Section 8c "for the promotion and development of the natural resources and for the protection of watershed resources." It is principally involved in administering the MA Wetlands Protection Act M.G.L. Ch. 131 sec. 40 originally passed in 1972, the 1996 Rivers Protection Act and the City of Melrose Wetland ordinance Chapter 231 (Ord. No. 07-008, 5-7-2007). Under these laws, no one may "remove, fill, dredge, or alter" any wetland, floodplain, bank, land under a water body, or land within 100 feet of a protected resource (the "Buffer Zone") without obtaining a permit from the Conservation Commission.

  The Conservation Commission also has responsibility for the care and control over the City's conservation lands, which are open space parcels available for passive recreational use. These include the conservation areas surrounding Towners and Swains Ponds (also known as Flagg Acres, Seaview Trails, and the Rocky View Trail/Knox Memorial Trail), the Ferdinand Woods and West Hill Terrace conservation areas in the northwest corner of the City, and various isolated parcels of land throughout the city. A major portion of the Commission's conservation maintenance budget is spent on managing nuisance vegetation and algae treatments for Towners Pond (which is under the control of the Conservation Commission)

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and for Ell Pond and Swains Pond, which are Parks Department properties.
The Commission frequently has cleanup days where volunteers and members maintain the hiking trails within the conservation areas. The Commission also continues to support the Outdoor Classroom at the Hoover school. One commission member is part of the group assessing the redesigned sports fields by Ell Pond.

There is one part time staff person. Residents routinely contact the office for guidance on proposed projects and open space concerns. At least one resident either calls, emails or stops by the office in person per week with a concern to be addressed.

- Please identify **any** noteworthy changes or events that took place during FY22 in your department (staffing changes, technology upgrades, new regulations or procedures, etc.)

  Remote hearings via Webex have been taking place since April 2020. More electronic filings materials required to meet changing state regulations. Staff hours increased from 10 hours to 16 hours a week. Calculation did not account for 2% COLA

  State funding earmark for $50,000 secured to help fund a multi-year invasive Water Chestnut control program at Ell Pond.

  $27,500 from free cash allocated to Conservation to help fund a multi-year invasive Water Chestnut control program at Ell Pond.

  $92,925 3-year contract with Solitude Lake Management secured for multi-year invasive Water Chestnut control program at Ell Pond for mechanical harvester and hydro rake treatment from (2022-2024).

  An undeveloped parcel of land abutting other conservation parcels near Swains pond was donated to the City and placed under the care

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and control of the Conservation Commission. This property has been utilized by an Eagle Scout project to restore the Rocky view hiking trail that was previously broken by recent private development.

- Do all of your department's salaries come from the same budget, if not, please identify the split among multiple budgets?

  All Department salaries come from the same budget. The Commission is looking to increase the allotted hours for staff time.

- Are there any *significant* changes to your FY23 budget compared to previous years? Any expected capital expenses?

  The proposed Conservation budget is substantially different from previous years. The Commission is now pursuing joining efforts with several other City departments (Parks, DPW, Engineering) and local residents under the direction of the Mayor's City ponds health advisory committee. Ell pond has had a major outgrowth of invasive water chestnut that will require a significant multiyear management strategy. A $92,925 3-year contract with Solitude Lake Management signed for multi-year invasive Water Chestnut control program at Ell Pond for mechanical harvester and hydro rake treatment from (2022-2024). Funding has only been secured for FY23 and FY24 currently.

  The Commission will continue to explore allocating additional conservation maintenance funds toward assessing and implementing preventative measures to improve the health of the ponds. The Commission's historic practice of treating nuisance vegetation in the three main ponds we oversee (Swains, Ell and Towners) with herbicides, while a common practice and effective at maintaining

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aesthetics and function of the ponds, is essentially treating a symptom rather than the underlying problems that are common to urban ponds.

The Commission has undertaken additional monitoring of these ponds in the past year and is currently assessing the use of aluminum treatment to reduce phosphorus concentrations. This effort will be done within our current budget structure for FY23. The Commission would also like to note that the health of the ponds is related to activities of the Department of Public Works, particularly related to stormwater management, and is impacted by many activities of residents and businesses within the watersheds to these ponds.

With the loss of several long time members in recent years, additional funding will be necessary for education and training for new members.

- Are there any significant events or other changes you anticipate in your department for FY23?

We are currently engaged in an effort to utilize volunteers to fulfill a couple of action items from the recently updated Melrose Master Plan. We will continue the Trail Stewardship volunteer program. It has been very successful in aiding the Commission address issues in a timely manner and both improve the trail user experience and protect wetland resource areas from damage.

$92,925 3-year contract with Solitude Lake Management for multi-year invasive Water Chestnut control program at Ell Pond with mechanical harvester and hydro rake treatment from (2022-2024) to start this July. On-shore component of material removal will require DPW support and staff coordination.

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Expanded volunteer hand pulling efforts to augment Ell Pond Water Chestnut management with hand pulling events this summer.

We currently have about 7 active trail steward volunteers that have been able to give the commission direct feedback on the trail areas throughout Melrose on a regular basis and identify areas that could be improved. Some ideas for trail improvements have begun to be implemented by this program.

The Master Plan also establishes goals and action items for the City to acquire additional open space, from among the small amount of remaining privately held undeveloped area in Melrose. The Commission would welcome contact from any City Councilors who have an interest in this issue.

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The Melrose Energy Commission (MEC) consists entirely of volunteers who freely offer their time and expertise to help educate Melrose residents and businesses on how to reduce their energy use, take advantage of state and federal incentives available for energy upgrades, and reduce their greenhouse gas emissions. As a volunteer organization, none of the members receives a salary. This allows our entire $2,500 budget appropriation to be used on efforts and materials that directly influence how and what types of energy our citizens use and the amount of greenhouse gases our city emits.

In FY22, MEC partnered with the Mayor's office to launch the Melrose Climate Action website, www.MelroseClimateAction.org. The site is an action-oriented hub of climate change information, enabling Melrose residents and businesses to easily determine what they can do to help reduce their contribution to climate change and to take action. In addition to this large effort, MEC continued our outreach mission through ongoing smaller efforts like newsletters, tabling at in-person events like the Victorian Fair and Healthy Melrose Fair, an electric vehicle showcase, Melrose Earth Week activities, signage, social media, and print media. We focused on encouraging residents and businesses to opt up to 100% renewable green electricity, weatherize and insulate their building envelopes, upgrade to electric vehicles, transition from fossil fuel heating systems to clean heat pump technology, and install solar PV when possible. We also performed an advisory function through recommendation of changes to city ordinances, improvements to city buildings, and contributing to the City's Net Zero Action Plan.

Assuming MEC members will agree to become a multi member body under the City's Administrative Code, FY23's focus will continue much the same as FY22, with the addition of supporting the City's Sustainability Manager, Martha Grover, with reaching income-eligible households, renters/landlords, small businesses, and other hard to reach Melrosians and encourage them to take advantage of new MassSave incentives through the Community First Partnership.

There was only one change of note to MEC's organization in FY22: our longtime Secretary, Susan Baron, stepped down from the role and a permanent replacement has not been elected. In the interim, members of the commission have stepped up on a month by month basis to perform the Secretary's duties, primarily taking notes and posting meeting minutes. The commission's Co-chairs, David Bliss and Gary Lamothe, continued in their roles from last year, along with MEC's Communications Director, Ian Moriarty.

MEC would like to thank the City Council for its continued support as we help address the direct causes for what most Americans now agree is a crisis of our changing climate.

Respectfully Submitted,

Gary Lamothe and David Bliss
MEC Co-Chairs

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FY23 - Melrose Recreation Department

Department Head / Commission Budget Questionnaire

*Please identify any noteworthy changes or events that took place during FY22 in your department (staffing changes, technology upgrades, new regulations or procedures, etc.)

In FY22, the Recreation Department was able to offer a wide variety of programs and events for the Melrose community. Program registration numbers and total programs offered raised back up to near pre-covid figures. We were able to bring back many programs that had been delayed or cancelled due to the pandemic. There were many challenges with starting so many programs and events back up but with hardworking staff and volunteers we were very successful in accomplishing this goal. One of the biggest challenges has been being short staffed for most of FY22. With the loss of our Recreation Coordinator (full-time) it left a big void in our department. We were unable to fill the position due to a lack of funds after the salary was reassessed at the completion of the HR compensation study. We were able to find ways to keep services up and quality high throughout the past year given the challenge. We are looking forward to rehiring this position for FY23.

*Do all of your department's salaries come from the same budget, if not, please identify the split among multiple budgets?

The Recreation Department salaries come from a split budget between the General Fund and the Recreation Revolving Fund. For our full-time (2) and part-time staff (2) our anticipated S&W comes to approximately $165,000. Of that approximately $120,000 is paid for by the Recreation Revolving Fund which is generated by the revenue that is created from program offerings. Currently, only $44,130 comes from the General Fund to support Recreation S&W. All other part-time and seasonal staff are paid for out of the Recreation Revolving Fund and our Teen Programming line. On an annual basis the Recreation Department self-sufficiently covers 85% of its budget and has received 0% in additional funding from the City in 10+ years. The Recreation Department adds staffing as needed based on what programs are running and covers this expense through registration fees.

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*Are there any significant changes to your FY22 budget compared to previous years?

The Recreation Department has had no significant changes.

*Are there any significant events or changes you anticipate in your department for FY23?

The Recreation Department will be hopefully filling the position of Recreation Coordinator (full-time) which has been vacant since October of 2021. Our department has been fiscally responsible as we patiently wait for the City to assist our department in fully funding the position in FY23. This past fiscal year HR completed its compensation study and it was determined that the Recreation Coordinator position was grossly underpaid. Once the position became vacant in October 2021 our department did not have the necessary funds available to fill the position. We are requesting an increase of $20,000 for FY23 in S&W so we can return to full staff.

Recreation Revolving fund is currently approved for $450,000 annual cap. The Recreation Department is 85% funded and supported by our revolving fund each year and it is the main fund in which we operate. This includes the collection of all registration revenue and the main fund used to expense all programs, events, and services for the community. At this time we are requesting no increase for FY23.

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Ghobrial, Andrew

From: Lower Main Street Neighbors <lowermainstreetneighbors@gmail.com>
Sent: Monday, June 6, 2022 7:18 PM
To: City Council; *Mayor Brodeur; MacMaster, Shawn; Proakis Ellis, Elena
Subject: Questions for the 2023 DPW Budget

Dear Council Members, Clerk of Committees, Mayor Paul Brodeur, Elena Proakis-Ellis, DPW Department Heads,

I thank you for your work and am thankful that we are all here another year.

If my questions are not read in the meeting I still aim to send them with the hope that they may be reviewed and answered at some time.As I have never attended a City of Melrose Budget Meeting I am learning its format. And I was having an issue with my personal email address getting through to the City system, I send from our group email. My concerns are shared ones.

I write with some questions in regards to the 2023 Budget on the matter of Department of Public Works Section 4.

- **Snow Removal**
- **Stormwater Drainage**
- **Professional Development for Staff to foster positive work environment**
- **Road Improvements and Maintenance**
- **Safety Concerns**

In regards to the 2023 Budget,

I will like to ask:

Snow Removal:

Regarding the Snow Removal for the now called South or Lower Main Street Area,

Sidewalks

will the 2023 Budget include Sidewalk plowing of the Southbound and Northbound sides of Main Street include the newly installed handicapped ramps for accessible travel through the Winter ? And in lew of the new accessibility developments can the Sidewalk plowing that used to be a yearly Winter maintenance standard for Northbound Lower Main Street be restored to Northbound Lower Main Street and include its newly installed handicapped ramps ?

Bicycle Lanes

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Where the new bicycle lanes will be and have been installed will there be ensured snow removal for these areas some of which have traditionally stored snow piles ? And is there a goal of time between Storm to clear paths ?

Storm Water Drainage: Will the Flooding that occurs with every storm, be it snow or rain, in areas of the Lower Main Street between W. Wyoming and Sylvan such as the intersections with Main of Lodge Ave, Rockview Ave, Sylvan Street and Kingsley, be addressed ? Will additional storm drains be added ?

City Trees: We notice many new trees getting put in which is great for the environment. If someone needs a tree removed and property damage repaired because the root growth is wreaking havoc on their sewer line to the street for example, is there a clear path to accomplish this and funds to support this maintenance ? And is there any kind of land preparation that can be done to protect City to property sewer lines from this occurring with the install of new trees ?

Professional Development in order to foster a positive work environment:

Is this a type of HR guidance in interpersonal staff interaction within and without the Department. Will the types of training to foster a positive work environment include training in how to make administrative decisions that include Stakeholders in neighborhood project development ? And possibly sensitivity training to understand how the concerns of marginalized people (Class, Race, Disability, Gender, Sexual Orientation, Age, Religious Preference) might be considered in project decision making ?

Road Project and Residents Reporting Concerns:

If a Road Improvement Project is segwayed will Abutting Residents be informed about when the project with be continued with actual dates or projected start week?

If there is a concern reported, particularly in the realm of safety or a desired project outcome that came up short, about how a road project is completed can residents expect to receive deadlines about completion ?

Is there project oversight of City of Melrose hired contractors and their work during or immediately following a project?

What are the checks and balances quality control to project work in Melrose ?

Project Completion and Safety Concerns: When a project is segwayed is there a way that safety can be ensured for the stopping point of the project ?

When a sidewalk is poured and set should the area around the sidewalk be restored after the sidewalk is set ? Including removing any wood that formed the molds of the sidewalk concrete pour and gaps left between the sidewalk and property lawns that may be safety hazards ?

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Thank you for your work and your time and assistance,

Meghan McDonough

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CITY OF MELROSE, MASSACHUSETTS

Department of Finance

FY 2023 Consolidated Budget Worksheet

OTHER FUNDING SOURCES

			Fund Number
1.	Cemetery Perpetual Care	$12,000.00	8201
1b.	Cemetery Sale of Lots and Graves	$50,000.00	2907
2.	Parking Receipts (Receipts Reserved)	$100,000.00	2906
3.	Indirect Costs due from Mt. Hood Fund	$181,549.00	6200
4.	Mt. Hood Payment - New Fields (Debt)	$359,468.76	6200
5.	Indirect Costs due from Water Fund	$922,735.00	6100
6.	Indirect Costs due from Sewer Fund	$741,558.00	6000
7.	Indirect Costs due from Ambulance Fund	$152,818.00	6500
8.	Overlay for Revaluation	$144,129.00	N/A
9.	Debt Exclusion	$33,948.80	2914
10	Cannabis Stabilization Fund		
11	Suits & Claims Stabilization Fund		
	Total:	$2,698,206.56	

DRAFT ONLY **********

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CITY OF MELROSE, MASSACHUSETTS

REPORT ON EXAMINATION OF BASIC FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2021

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CITY OF MELROSE, MASSACHUSETTS

REPORT ON EXAMINATION OF BASIC FINANCIAL STATEMENTS

JUNE 30, 2021

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Independent Auditor's Report

To the Honorable Mayor and City Council
City of Melrose, Massachusetts

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Melrose, Massachusetts as of and for the year ended June 30, 2021, (except for the Melrose Contributory Retirement System which is as of and for the year ended December 31, 2020) and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Melrose, Massachusetts, as of June 30, 2021 (except for the Melrose Contributory Retirement System which is as of and for the year ended December 31, 2020), and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 19, 2022, on our consideration of the City of Melrose, Massachusetts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Melrose, Massachusetts' internal control over financial reporting and compliance.



April 19, 2022

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Management's Discussion and Analysis

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Management's Discussion and Analysis

As management of the City of Melrose, we offer readers of these financial statements this narrative overview and analysis of the financial activities of the City for the year ended June 30, 2021. We encourage readers to consider the information presented in this report. All amounts, unless otherwise indicated, are expressed in whole dollars.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. These basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. The government-wide financial statements provide both long-term and short-term information about the City as a whole. The fund financial statements focus on the individual parts of the City government, reporting the City's operations in more detail than the government-wide statements. Both presentations (government-wide and fund) allow the user to address relevant questions, broaden the basis of comparison and enhance the City's accountability. An additional part of the basic financial statements are the notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of finances, in a manner similar to private-sector business.

The *statement of net position* presents information on all assets, liabilities, and deferred inflows/outflows of resources with the difference between them reported as *net position.* Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows.* Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (*governmental activities)* from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities).* The governmental activities include general government, public safety, education, public works, community development, health and human services, culture and recreation and interest. The business-type activities include the activities of the sewer department, water department, Mt. Hood Golf Course, and the ambulance department.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on *near-term inflows of spendable resources,* as well as on *balances of spendable resources* available at the end of the year. Such information may be useful in evaluating a government's near-term financing requirements.

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Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities.*

The City adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

Proprietary funds. The City maintains proprietary funds that provide the same information as the government-wide financial statements, only in more detail. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The proprietary fund financial statements provide separate information for the sewer, water, Mt. Hood Golf, and ambulance service activities.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not* available to support the City's own programs. The accounting used for fiduciary funds is much like that used for propriety funds.

The fiduciary fund financial statements provide combined information for the pension and OPEB trust funds of the City. This includes the other postemployment benefits trust fund which is used to account for assets accumulated to provide funding for future other postemployment benefits (OPEB) liabilities. Private-purpose trust funds are reported in a single, aggregate presentation in the fiduciary funds financial statements under the caption "private purpose trust funds."

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the City's budgetary basis of accounting.

Financial Highlights. As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City of Melrose, liabilities and deferred inflows exceeded assets and deferred outflows of resources by $93.4 million at the close of the most recent year. Key components of the City's governmental and business-type activities are presented on the following pages.

COVID – 19. On March 27, 2020, the United States Federal Government established the Coronavirus Aid, Relief and Economic Security (CARES) Act in response to the economic downfall caused by the COVID-19 pandemic. This Act requires that the payment from these funds be used only to cover expenses that; are necessary due to the public health emergency with respect to COVID-19; were not accounted for in the budget most recently approved as of March 27, 2020; and were incurred during the period that begins on March 1, 2020, and ends on December 31, 2021. In 2021, the City incurred COVID-19 related expenses totaling $4.6 million. The City anticipates being reimbursed for these costs through the Coronavirus Relief Fund and the Federal Emergency Management Agency.

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Government-wide Financial Analysis

The largest single portion of the City's net position, $85.4 million, reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment), less any related debt used to acquire those assets that are still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the net position, $8.8 million, represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position has a deficit of $187.7 million. The primary reason for this deficit balance is the recognition of other postemployment benefit liabilities totaling $171.9 million and a net pension liability of $57.0 million.

At the end of the current year, the City is able to report positive balances in two out of three categories of net position, with the exception being that governmental activities unrestricted net position reports a negative balance of $193.0 million. All business-type activity net position reports positive balances.

Governmental-type activities. Governmental-type activities decreased the City's net position by $696,000. Key components of the City's governmental-type activities follow.

	2021	2020
Assets:		
Current assets	$ 39,109,515	$ 34,626,241
Noncurrent assets (excluding capital)	129,190	135,850
Capital assets, nondepreciable	12,211,291	11,432,317
Capital assets, net of accumulated depreciation	96,468,784	98,239,615
Total assets	**147,918,780**	**144,434,023**
Deferred outflows of resources	**20,914,493**	**27,627,115**
Liabilities:		
Current liabilities (excluding debt)	4,493,258	2,948,124
Noncurrent liabilities (excluding debt)	223,695,332	220,799,617
Current debt	4,125,897	7,897,499
Noncurrent debt	40,648,718	41,619,334
Total liabilities	**272,963,205**	**273,264,574**
Deferred inflows of resources	**14,643,057**	**16,874,020**
Net position:		
Net investment in capital assets	65,342,557	62,159,071
Restricted	8,847,582	7,034,686
Unrestricted	(192,963,128)	(187,271,213)
Total net position	$ **(118,772,989)**	$ **(118,077,456)**

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	2021	2020
Program Revenues:		
Charges for services	$ 9,563,631	$ 11,504,571
Operating grants and contributions	33,839,789	27,996,784
Capital grants and contributions	88,500	216,970
General Revenues:		
Real estate and personal property taxes, net of tax refunds payable	68,247,294	66,432,905
Tax and other liens	375,357	337,570
Motor vehicle and other excise taxes	4,128,176	4,106,613
Penalties and interest on taxes	670,925	159,198
Grants and contributions not restricted to specific programs	5,434,855	5,117,607
Unrestricted investment income	1,381,440	514,093
Total revenues	**123,729,967**	**116,386,311**
Expenses:		
General government	6,579,964	6,456,957
Public safety	17,595,233	18,541,404
Education	79,507,573	75,856,039
Public works	13,734,155	13,383,175
Community development	7,030	48,620
Health and human services	2,938,025	2,915,235
Culture and recreation	3,027,042	3,544,717
Interest	1,397,247	1,745,629
Total expenses	**124,786,269**	**122,491,776**
Excess (Deficiency) before transfers	**(1,056,302)**	**(6,105,465)**
Transfers	**360,769**	**358,549**
Change in net position	**(695,533)**	**(5,746,916)**
Net position, beginning of year	**(118,077,456)**	**(112,330,540)**
Net position, end of year	$ **(118,772,989)**	$ **(118,077,456)**

The governmental activities net position decreased by $696,000 during the current year. This was primarily due to a $9.4 million decrease from the change in the net OPEB liability and related deferred outflows/inflows of resources, offset by a $2.3 million increase in the net pension liability and related deferred outflows/inflows of resources and a $5.8 increase in operating grants and contributions.

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Business-type activities. Business-type activities increased net position by $1.1 million. Key components of the City's business activities follow.

	2021	2020
Assets:		
Current assets	$ 12,741,781	$ 13,112,575
Capital assets, nondepreciable	897,712	897,712
Capital assets, net of accumulated depreciation	27,101,813	25,355,238
Total assets	**40,741,306**	**39,365,525**
Deferred outflows of resources	**445,029**	**501,286**
Liabilities:		
Current liabilities (excluding debt)	121,724	315,092
Noncurrent liabilities (excluding debt)	5,912,671	4,943,204
Current debt	1,474,314	1,671,789
Noncurrent debt	7,720,566	8,119,711
Total liabilities	**15,229,275**	**15,049,796**
Deferred inflows of resources	**611,527**	**567,047**
Net position:		
Net investment in capital assets	20,085,893	20,225,837
Unrestricted	5,259,640	4,024,131
Total net position	$ **25,345,533**	$ **24,249,968**

	2021	2020
Program Revenues:		
Charges for services	$ 19,270,969	$ 17,986,885
Operating grants and contributions	37,015	54,743
Capital grants and contributions	24,000	1,125,000
General Revenues:		
Penalties and interest on taxes	93,627	99,342
Unrestricted investment income	90,055	78,970
Total revenues	**19,515,666**	**19,344,940**
Expenses:		
Water	6,327,566	6,031,496
Sewer	8,926,900	8,855,292
Mt. Hood Golf	1,472,375	1,391,088
Ambulance	1,332,491	904,440
Total expenses	**18,059,332**	**17,182,316**
Excess (Deficiency) before transfers	**1,456,334**	**2,162,624**
Transfers	**(360,769)**	**(358,549)**
Change in net position	**1,095,565**	**1,804,075**
Net position, beginning of year	**24,249,968**	**22,445,893**
Net position, end of year	$ **25,345,533**	$ **24,249,968**

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The increase in net position is consistent with prior years and is designed to have direct costs and depreciation covered by current revenues.

Water net position increased by $538,000, which is consistent with prior years. The City has set rates to cover operating costs and depreciation.
Sewer net position increased by $620,000. The City has set rates to cover operating costs and depreciation.

Mt. Hood Golf Course net position increased by $108,000, compared to a $298,000 decrease in the prior year. This is mainly due to the golf course returning to full operating capacity after a decline in prior years due to the COVID-19 pandemic.

Ambulance net position decreased by $171,000. The decrease was primarily due to the increase in allocation of pension expenses to this function.

Financial Analysis of the Government's Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the City of Melrose's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the year.

The general fund is the chief operating fund. At the end of the current year, unassigned fund balance was $11.3 million while total fund balance equaled $20.2 million. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 11% of total general fund expenditures, while total fund balance represents 20% of that same amount. Fund balance of $6.5 million is assigned for encumbrances to be carried forward to the next year while $2.4 million is considered committed because it relates to the capital articles and contracts which are set aside for specific purposes and voted on by the City Council. The general fund had an increase in fund balance of $3.9 million in 2021. This was primarily due to positive budgetary results.

The COVID grants fund is used to account for the City's COVID-19 related grant revenues and expenditures. The City spent $4.6 million on COVID related costs in 2021, and which were funded by state and federal grants.

Nonmajor governmental fund is used to account for the City's special revenues, capital projects and permanent funds. This class of funds had a year-end fund balance of $12.6 million compared to a fund balance of $13.0 million in the prior year. The decrease is mainly attributed to timing differences between the receipt and expenditure of proceeds from bonds, grants and capital projects.

General Fund Budgetary Highlights

The original budget of $96.6 million was funded by $68.2 million of real estate and personal property taxes, $15.4 million of state funds, $6.3 million of estimated receipts, and $2.5 million of transfers from other funds. The budget was also funded by encumbrances and appropriation carry-forwards from the prior year of $4.0 million. The original budget was increased by $5.3 million in additional appropriations and transfers.

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Capital Asset and Debt Administration

Capital assets. The City's investment in capital assets for its governmental and business-type activities as of June 30, 2021, amounts to $136.7 million (net of accumulated depreciation). This investment in capital assets includes land, buildings, system improvements, machinery and equipment, park facilities, roads, highways, and bridges. Assets capitalized in 2021 totaled $7.2 million. Additions included infrastructure, buildings and improvements, vehicles, and equipment.

Long-term debt. At the end of the current year, the City had total governmental activities bonded debt outstanding of $43.4 million. The City's bonds are rated AA+ by Standard & Poor's.

Outstanding long-term debt of the enterprise funds, as of June 30, 2021, totaled $9.2 million. This debt is fully supported by the rates. Of this total $2.9 million relates to sewer projects, $6.2 million relates to water projects, and $130,000 relates to ambulance services provided by the City.

During 2021, the City issued $2.6 million of long-term refunding debt in the form of bond proceeds with a $400,000 related premium to refinance $3.0 million of outstanding bonds. The refunding resulted in an economic gain of $420,000.

Please refer to the Notes 4, 7 and 8 for further discussion of the capital and debt activity.

Requests for Information

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the City Auditor, City Hall, 562 Main Street, Melrose, Massachusetts 02176.

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Basic Financial Statements

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STATEMENT OF NET POSITION

JUNE 30, 2021

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS			
CURRENT:			
Cash and cash equivalents	$ 22,828,959	$ 6,145,684	$ 28,974,643
Investments	10,023,620	1,942,411	11,966,031
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes	1,856,274	-	1,856,274
Tax liens	717,597	155,798	873,395
Motor vehicle and other excise taxes	629,861	-	629,861
User charges	104,708	4,282,063	4,386,771
Departmental and other	686,134	215,825	901,959
Intergovernmental	2,259,242	-	2,259,242
Loans	3,120	-	3,120
Total current assets	39,109,515	12,741,781	51,851,296
NONCURRENT:			
Receivables, net of allowance for uncollectibles:			
Loans	129,190	-	129,190
Capital assets, nondepreciable	12,211,291	897,712	13,109,003
Capital assets, net of accumulated depreciation	96,468,784	27,101,813	123,570,597
Total noncurrent assets	108,809,265	27,999,525	136,808,790
TOTAL ASSETS	147,918,780	40,741,306	188,660,086
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows for refunding debt	427,157	-	427,157
Deferred outflows related to pensions	2,586,022	185,580	2,771,602
Deferred outflows related to other postemployment benefits	17,901,314	259,449	18,160,763
TOTAL DEFERRED OUTFLOWS OF RESOURCES	20,914,493	445,029	21,359,522
LIABILITIES			
CURRENT:			
Warrants payable	150,383	-	150,383
Accrued payroll	303,761	15,549	319,310
Tax refunds payable	100,760	-	100,760
Accrued interest	382,498	33,596	416,094
Other liabilities	676,446	4,307	680,753
Unearned revenue	1,811,308	-	1,811,308
Capital lease obligations	173,685	-	173,685
Compensated absences	1,068,102	68,272	1,136,374
Bonds payable	3,952,212	1,474,314	5,426,526
Total current liabilities	8,619,155	1,596,038	10,215,193
NONCURRENT:			
Capital lease obligations	1,246,062	-	1,246,062
Workers' compensation	693,887	-	693,887
Net pension liability	53,161,631	3,815,034	56,976,665
Other postemployment benefits	169,839,814	2,097,637	171,937,451
Bonds payable	39,402,656	7,720,566	47,123,222
Total noncurrent liabilities	264,344,050	13,633,237	277,977,287
TOTAL LIABILITIES	272,963,205	15,229,275	288,192,480
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows related to pensions	4,070,323	292,097	4,362,420
Deferred inflows related to other postemployment benefits	10,572,734	319,430	10,892,164
TOTAL DEFERRED INFLOWS OF RESOURCES	14,643,057	611,527	15,254,584
NET POSITION			
Net investment in capital assets	65,342,557	20,085,893	85,428,450
Restricted for:			
Loans	414,392	-	414,392
Permanent funds:			
Expendable	3,653,490	-	3,653,490
Nonexpendable	3,232,855	-	3,232,855
Gifts and grants	1,546,845	-	1,546,845
Unrestricted	(192,963,128)	5,259,640	(187,703,488)
TOTAL NET POSITION	$ (118,772,989)	$ 25,345,533	$ (93,427,456)

See notes to basic financial statements.

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STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2021

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenue
Primary Government:					
Governmental Activities:					
General government	$ 6,579,964	$ 1,659,165	$ 2,561,049	$ -	$ (2,359,750)
Public safety	17,595,233	4,124,642	444,292	-	(13,026,299)
Education	79,507,573	1,036,522	27,875,073	-	(50,595,978)
Public works	13,734,155	2,072,078	1,598,671	88,500	(9,974,906)
Community development	7,030	3,635	-	-	(3,395)
Health and human services	2,938,025	251,434	791,693	-	(1,894,898)
Culture and recreation	3,027,042	416,155	180,031	-	(2,430,856)
Interest	1,397,247	-	388,980	-	(1,008,267)
Total Governmental Activities	124,786,269	9,563,631	33,839,789	88,500	**(81,294,349)**
Business-Type Activities:					
Water	6,327,566	6,771,523	-	24,000	467,957
Sewer	8,926,900	9,419,261	37,015	-	529,376
Mt. Hood Golf	1,472,375	1,924,486	-	-	452,111
Ambulance	1,332,491	1,155,699	-	-	(176,792)
Total Business-Type Activities	18,059,332	19,270,969	37,015	24,000	**1,272,652**
Total Primary Government	$ 142,845,601	$ 28,834,600	$ 33,876,804	$ 112,500	$ **(80,021,697)**

See notes to basic financial statements.

(Continued)

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STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2021

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Changes in net position:			
Net (expense) revenue from previous page	**(81,294,349)**	**1,272,652**	**(80,021,697)**
General revenues:			
Real estate and personal property taxes, net of tax refunds payable	68,247,294	-	68,247,294
Tax and other liens	375,357	-	375,357
Motor vehicle and other excise taxes	4,128,176	-	4,128,176
Penalties and interest on taxes	670,925	93,627	764,552
Grants and contributions not restricted to specific programs	5,434,855	-	5,434,855
Unrestricted investment income	1,381,440	90,055	1,471,495
Transfers, net	360,769	(360,769)	-
Total general revenues and transfers	80,598,816	(177,087)	80,421,729
Change in net position	(695,533)	1,095,565	400,032
Net position:			
Beginning of year	(118,077,456)	24,249,968	(93,827,488)
End of year	(118,772,989)	25,345,533	(93,427,456)

(Concluded)

See notes to basic financial statements.

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GOVERNMENTAL FUNDS
BALANCE SHEET

JUNE 30, 2021

	General	COVID Grants	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS				
Cash and cash equivalents	$ 15,375,596	$ 208,274	$ 7,245,089	$ 22,828,959
Investments	5,263,882	-	4,759,738	10,023,620
Receivables, net of uncollectibles:				
Real estate and personal property taxes	1,856,274	-	-	1,856,274
Tax liens	717,597	-	-	717,597
Motor vehicle and other excise taxes	629,861	-	-	629,861
User charges	104,708	-	-	104,708
Departmental and other	413,220	-	272,914	686,134
Intergovernmental	-	1,603,109	656,133	2,259,242
Loans	-	-	132,310	132,310
TOTAL ASSETS	$ 24,361,138	$ 1,811,383	$ 13,066,184	$ 39,238,705
LIABILITIES				
Warrants payable	$ 6,019	$ 75	$ 144,289	$ 150,383
Accrued payroll	303,761	-	-	303,761
Tax refunds payable	100,760	-	-	100,760
Other liabilities	676,446	-	-	676,446
Unearned revenue	-	1,811,308	-	1,811,308
TOTAL LIABILITIES	1,086,986	1,811,383	144,289	3,042,658
DEFERRED INFLOWS OF RESOURCES				
Unavailable revenue	3,107,913	-	362,791	3,470,704
FUND BALANCES				
Nonspendable	-	-	3,238,313	3,238,313
Restricted	-	-	10,123,226	10,123,226
Committed	2,428,010	-	-	2,428,010
Assigned	6,455,260	-	-	6,455,260
Unassigned	11,282,969	-	(802,435)	10,480,534
TOTAL FUND BALANCES	20,166,239	-	12,559,104	32,725,343
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	$ 24,361,138	$ 1,811,383	$ 13,066,184	$ 39,238,705

See notes to basic financial statements.

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RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION

JUNE 30, 2021

Total governmental fund balances		$ 32,725,343
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds		108,680,075
Accounts receivable are not available to pay for current-period expenditures and, therefore, are unavailable in the funds		3,470,704
The statement of net position includes certain deferred inflows of resources and deferred outflows of resources that will be amortized over future periods. In governmental funds, these amounts are not deferred		6,271,436
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due		(382,498)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds:		
Bonds payable	(43,354,868)	
Net pension liability	(53,161,631)	
Other postemployment benefits	(169,839,814)	
Capital lease obligations	(1,419,747)	
Workers' compensation	(693,887)	
Compensated absences	(1,068,102)	
Net effect of reporting long-term liabilities		(269,538,049)
Net position of governmental activities		$ (118,772,989)

See notes to basic financial statements.

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GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2021

	General	COVID Grants	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:				
Real estate and personal property taxes, net of tax refunds	$ 68,511,604	$ -	$ -	$ 68,511,604
Tax liens	364,378	-	10,979	375,357
Motor vehicle and other excise taxes	4,249,062	-	-	4,249,062
Trash disposal	1,677,653	-	-	1,677,653
Penalties and interest on taxes	428,861	-	-	428,861
Intergovernmental - Teachers Retirement	12,191,456	-	-	12,191,456
Intergovernmental - other	15,312,730	4,622,319	6,014,090	25,949,139
Departmental and other	3,771,403	-	5,828,815	9,600,218
Contributions and donations	50,000	-	370,057	420,057
Investment income	226,708	-	1,154,732	1,381,440
TOTAL REVENUES	106,783,855	4,622,319	13,378,673	124,784,847
EXPENDITURES:				
Current:				
General government	2,895,181	1,288,435	1,167,188	5,350,804
Public safety	10,295,879	450,855	2,536,949	13,283,683
Education	34,701,662	1,642,471	7,917,685	44,261,818
Public works	9,371,617	968,343	1,032,307	11,372,267
Community development	-	-	7,030	7,030
Health and human services	1,583,451	236,600	544,316	2,364,367
Culture and recreation	1,640,860	35,615	556,198	2,232,673
Pension benefits	6,396,652	-	-	6,396,652
Pension benefits - Teachers Retirement	12,191,456	-	-	12,191,456
Employee benefits	13,210,008	-	-	13,210,008
State and county charges	4,146,976	-	-	4,146,976
Capital outlay	944,290	-	-	944,290
Debt service:				
Principal	4,348,409	-	-	4,348,409
Interest	1,540,805	-	-	1,540,805
TOTAL EXPENDITURES	103,267,246	4,622,319	13,761,673	121,651,238
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	3,516,609	-	(383,000)	3,133,609
OTHER FINANCING SOURCES (USES):				
Issuance of refunding bonds	2,391,500	-	-	2,391,500
Premium from issuance of refunding bonds	308,500	-	-	308,500
Payments to refunded bond escrow agent	(2,700,000)	-	-	(2,700,000)
Transfers in	614,337	-	1,783,337	2,397,674
Transfers out	(211,080)	-	(1,825,825)	(2,036,905)
TOTAL OTHER FINANCING SOURCES (USES)	403,257	-	(42,488)	360,769
NET CHANGE IN FUND BALANCES	3,919,866	-	(425,488)	3,494,378
FUND BALANCES AT BEGINNING OF YEAR	16,246,373	-	12,984,592	29,230,965
FUND BALANCES AT END OF YEAR	$ 20,166,239	$ -	$ 12,559,104	$ 32,725,343

See notes to basic financial statements.

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RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2021

Net change in fund balances - total governmental funds		$ 3,494,378
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital outlay	4,250,783	
Depreciation expense	(5,242,640)	
Net effect of reporting capital assets		(991,857)
Revenues in the Statement of Activities that do not provide current financial resources are unavailable in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable differ between the two statements. This amount represents the net change in unavailable revenue		(971,564)
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are unavailable and amortized in the Statement of Activities.		
Principal payments on capital leases	162,913	
Issuance of refunding bonds	(2,391,500)	
Premium from issuance of refunding bonds	(308,500)	
Payments to refunded bond escrow agent	2,700,000	
Net amortization of premium from issuance of bonds	230,896	
Net change in deferred charge on refunding	(146,243)	
Debt service principal payments	4,348,409	
Net effect of reporting long-term debt		4,595,975
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.		
Net change in compensated absences accrual	349,761	
Net change in accrued interest on long-term debt	58,905	
Net change in deferred outflow/(inflow) of resources related to pensions	(2,534,936)	
Net change in net pension liability	4,860,376	
Net change in deferred outflow/(inflow) of resources related to other postemployment benefits	(1,800,480)	
Net change in other postemployment benefits liability	(7,610,836)	
Net change in workers' compensation liability	(145,255)	
Net effect of recording long-term liabilities		(6,822,465)
Change in net position of governmental activities		$ (695,533)

See notes to basic financial statements.

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PROPRIETARY FUNDS
STATEMENT OF NET POSITION

JUNE 30, 2021

	Business-type Activities - Enterprise Funds				
	Water	Sewer	Mt. Hood Golf Course	Ambulance	Total
ASSETS					
CURRENT:					
Cash and cash equivalents	$ 2,833,891	$ 2,752,630	$ 311,121	$ 248,042	$ 6,145,684
Investments	615,201	822,654	372,120	132,436	1,942,411
Receivables, net of allowance for uncollectibles:					
Liens - user charges	63,216	92,582	-	-	155,798
User charges	1,821,178	2,460,885	-	-	4,282,063
Departmental and other	-	-	-	215,825	215,825
Total current assets	5,333,486	6,128,751	683,241	596,303	12,741,781
NONCURRENT:					
Capital assets, non depreciable	-	23,290	874,422	-	897,712
Capital assets, net of accumulated depreciation	14,551,850	11,892,581	574,725	82,657	27,101,813
Total noncurrent assets	14,551,850	11,915,871	1,449,147	82,657	27,999,525
TOTAL ASSETS	19,885,336	18,044,622	2,132,388	678,960	40,741,306
DEFERRED OUTFLOWS OF RESOURCES					
Deferred outflows related to pensions	74,472	43,711	8,238	59,159	185,580
Deferred outflows related to other postemployment benefits	130,218	56,298	25,715	47,218	259,449
TOTAL DEFERRED OUTFLOWS OF RESOURCES	204,690	100,009	33,953	106,377	445,029
LIABILITIES					
CURRENT:					
Accrued payroll	10,001	5,548	-	-	15,549
Accrued interest	17,571	14,942	-	1,083	33,596
Other liabilities	-	-	4,307	-	4,307
Compensated absences	33,864	16,608	17,800	-	68,272
Bonds payable	951,321	492,993	-	30,000	1,474,314
Total current liabilities	1,012,757	530,091	22,107	31,083	1,596,038
NONCURRENT:					
Net pension liability	1,530,938	898,583	169,365	1,216,148	3,815,034
Other postemployment benefits	980,043	533,007	137,550	447,037	2,097,637
Bonds payable	5,246,563	2,374,003	-	100,000	7,720,566
Total noncurrent liabilities	7,757,544	3,805,593	306,915	1,763,185	13,633,237
TOTAL LIABILITIES	8,770,301	4,335,684	329,022	1,794,268	15,229,275
DEFERRED INFLOWS OF RESOURCES					
Deferred inflows related to pensions	117,216	68,800	12,967	93,114	292,097
Deferred inflows related to other postemployment benefits	195,410	77,623	8,714	37,683	319,430
TOTAL DEFERRED INFLOWS OF RESOURCES	312,626	146,423	21,681	130,797	611,527
NET POSITION					
Net investment in capital assets	8,740,385	9,896,361	1,449,147	-	20,085,893
Unrestricted	2,266,714	3,766,163	366,491	(1,139,728)	5,259,640
TOTAL NET POSITION	$ 11,007,099	$ 13,662,524	$ 1,815,638	$ (1,139,728)	$ 25,345,533

See notes to basic financial statements.

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PROPRIETARY FUNDS

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

YEAR ENDED JUNE 30, 2021

	Business-type Activities - Enterprise Funds				
	Water	Sewer	Mt. Hood Golf Course	Ambulance	Total
OPERATING REVENUES:					
Charges for services	$ 6,837,238	$ 9,504,545	$ 1,924,486	$ 1,155,699	$ 19,421,968
OPERATING EXPENSES:					
Cost of services and administration	1,683,587	1,289,719	1,271,009	607,881	4,852,196
Salaries and wages	864,405	507,362	95,628	686,667	2,154,062
MWRA assessment	3,105,037	6,654,302	-	-	9,759,339
Depreciation	609,326	443,713	105,738	30,693	1,189,470
TOTAL OPERATING EXPENSES	6,262,355	8,895,096	1,472,375	1,325,241	17,955,067
OPERATING INCOME (LOSS)	574,883	609,449	452,111	(169,542)	1,466,901
NONOPERATING REVENUES (EXPENSES):					
Investment income	28,728	38,899	16,541	5,887	90,055
Interest expense	(65,211)	(31,804)	-	(7,250)	(104,265)
Intergovernmental	-	3,643	-	-	3,643
TOTAL NONOPERATING REVENUES (EXPENSES), NET	(36,483)	10,738	16,541	(1,363)	(10,567)
INCOME (LOSS) BEFORE TRANSFERS	538,400	620,187	468,652	(170,905)	1,456,334
TRANSFERS:					
Transfers out	-	-	(360,769)	-	(360,769)
CHANGE IN NET POSITION	538,400	620,187	107,883	(170,905)	1,095,565
NET POSITION AT BEGINNING OF YEAR	10,468,699	13,042,337	1,707,755	(968,823)	24,249,968
NET POSITION AT END OF YEAR	$ 11,007,099	$ 13,662,524	$ 1,815,638	$ (1,139,728)	$ 25,345,533

See notes to basic financial statements.

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PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2021

	Business-type Activities - Enterprise Funds				
	Water	Sewer	Mt. Hood Golf Course	Ambulance	Total
CASH FLOWS FROM OPERATING ACTIVITIES:					
Receipts from customers and users	$ 6,838,234	$ 9,627,507	$ 1,924,486	$ 1,114,955	$ 19,505,182
Payments to vendors	(4,495,141)	(7,668,519)	(1,224,837)	(282,050)	(13,670,547)
Payments to employees	(925,773)	(514,179)	(89,711)	(684,936)	(2,214,599)
NET CASH FROM OPERATING ACTIVITIES	1,417,320	1,444,809	609,938	147,969	3,620,036
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:					
Transfers out	-	-	(360,769)	-	(360,769)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:					
Proceeds from the issuance of bonds	875,000	-	-	-	875,000
Acquisition and construction of capital assets	(1,525,823)	(1,345,922)	(64,300)	-	(2,936,045)
Principal payments on bonds and notes	(831,797)	(517,460)	-	(55,000)	(1,404,257)
Principal payments on capital lease obligations	-	(66,448)	-	-	(66,448)
Interest expense	(66,474)	(31,053)	-	(7,625)	(105,152)
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES	(1,549,094)	(1,960,883)	(64,300)	(62,625)	(3,636,902)
CASH FLOWS FROM INVESTING ACTIVITIES:					
Purchase of investments	(615,201)	(822,654)	(372,120)	(132,436)	(1,942,411)
Investment income	28,728	38,899	16,541	5,887	90,055
NET CASH FROM INVESTING ACTIVITIES	(586,473)	(783,755)	(355,579)	(126,549)	(1,852,356)
NET CHANGE IN CASH AND CASH EQUIVALENTS	(718,247)	(1,299,829)	(170,710)	(41,205)	(2,229,991)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	3,552,138	4,052,459	481,831	289,247	8,375,675
CASH AND CASH EQUIVALENTS AT END OF YEAR	$ 2,833,891	$ 2,752,630	$ 311,121	$ 248,042	$ 6,145,684
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:					
Operating income (loss)	$ 574,883	$ 609,449	$ 452,111	$ (169,542)	$ 1,466,901
Adjustments to reconcile operating income to net cash from operating activities:					
Depreciation	609,326	443,713	105,738	30,693	1,189,470
Deferred (outflows)/inflows related to pensions	64,693	37,054	7,231	51,370	160,348
Deferred (outflows)/inflows related to other postemployment benefits	(58,378)	(7,696)	4,732	1,731	(59,611)
Changes in assets and liabilities:					
Liens - user charges	(11,864)	(12,844)	-	-	(24,708)
User charges	12,860	135,806	-	-	148,666
Departmental and other	-	-	-	(40,744)	(40,744)
Warrants payable	(166,974)	(23,372)	-	-	(190,346)
Accrued payroll	(1,425)	2,399	(2,383)	-	(1,409)
Other liabilities	-	-	1,519	-	1,519
Compensated absences	(1,565)	(1,520)	3,568	-	483
Net pension liability	318,818	237,831	31,231	254,342	842,222
Other postemployment benefits	76,946	23,989	6,191	20,119	127,245
Total adjustments	842,437	835,360	157,827	317,511	2,153,135
NET CASH FROM OPERATING ACTIVITIES	$ 1,417,320	$ 1,444,809	$ 609,938	$ 147,969	$ 3,620,036
NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES:					
Issuance of refunding bonds	$ -	$ 238,500	$ -	$ -	$ 238,500
Long-term bonds refunded	-	(199,961)	-	-	(199,961)
Refunding premium	-	(38,539)	-	-	(38,539)

See notes to basic financial statements.

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FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2021

	Pension and Other Employee Benefit Trust Funds	Private Purpose Trust Funds
ASSETS		
Cash and cash equivalents	$ 5,176,076	$ 72,815
Investments:		
Investments in Pension Reserve Investment Trust	98,439,891	-
Other investments	1,030,275	331,508
TOTAL ASSETS	104,646,242	404,323
NET POSITION		
Restricted for pensions	103,622,546	-
Restricted for other postemployment benefits	1,023,696	-
Held in trust for other purposes	-	404,323
TOTAL NET POSITION	$ 104,646,242	$ 404,323

See notes to basic financial statements.

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FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

YEAR ENDED JUNE 30, 2021

	Pension and Other Employee Benefit Trust Funds	Private Purpose Trust Funds
ADDITIONS:		
Contributions:		
Employer contributions	$ 6,717,898	$ -
Employer contributions for other postemployment benefit payments	4,452,974	-
Member contributions	2,365,953	-
Transfers from other systems	569,856	-
Contributions and donations	-	6,388
Total contributions	14,106,681	6,388
Net investment income:		
Investment income	22,266,388	18,458
Less: investment expense	(11,891,606)	-
Net investment income (loss)	10,374,782	18,458
TOTAL ADDITIONS	24,481,463	24,846
DEDUCTIONS:		
Administration	228,718	-
3(8)c transfer to other systems	1,140,036	-
Retirement benefits and refunds	9,886,808	-
Other postemployment benefit payments	4,452,974	-
Human service expenses	-	10,032
Educational scholarships	-	1,998
TOTAL DEDUCTIONS	15,708,536	12,030
NET INCREASE (DECREASE) IN NET POSITION	8,772,927	12,816
NET POSITION AT BEGINNING OF YEAR	95,873,315	391,507
NET POSITION AT END OF YEAR	$ 104,646,242	$ 404,323

See notes to basic financial statements.

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the City of Melrose, Massachusetts (City) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant City accounting policies are described herein.

A. Reporting Entity

The City is a municipal corporation that is governed by an elected Mayor and an 11-member City Council.

For financial reporting purposes, the City has included all funds, organizations, account groups, agencies, boards, commissions and institutions. The City has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the City (the primary government) and its component units. One entity has been included as a component unit in the reporting entity because of the significance of its operational and/or financial relationship.

Component Unit Presented as a Fiduciary Fund

The following component unit is presented as a Fiduciary Fund of the primary government due to the nature and significance of relationship between the City and the component unit.

The Melrose Contributory Retirement System (System) was established to provide retirement benefits to City employees, the Melrose Housing Authority employees, and their beneficiaries. The System is governed by the five-member Melrose Contributory Retirement Board (Retirement Board) comprised of the City Auditor (ex-officio), two members elected by the System's participants, one member appointed by the Mayor and one member appointed by the Retirement Board members. The System is presented using the accrual basis of accounting and is reported as a pension trust fund in the fiduciary fund financial statements.

The System did not issue a separate audited financial statement. The System issues a publicly available unaudited financial report in accordance with guidelines established by the Commonwealth of Massachusetts' (Commonwealth) Public Employee Retirement Administration Commission (PERAC). That report may be obtained by contacting the System located at 562 Main Street, Melrose, Massachusetts 02176.

Joint Ventures

The City is a member of the Northeast Metropolitan Regional Vocational School District that serves the members students seeking an education in academic and technical studies. The members share in the operations of the District and each member is responsible for its proportionate share of the operational and capital cost of the District, which are paid in the form of assessments. The City does not have an equity interest in the District and the 2021 assessment was $864,080.

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B. Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The government-wide financial statements (i.e., statement of net position and the statement of changes in net position) report information on all of the non-fiduciary activities of the primary government and its component units. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

Major Fund Criteria - Major funds must be reported if the following criteria are met:

- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets and deferred outflows of resources, liabilities and deferred inflows of resources, etc.) for all funds of that category or type (total governmental or total enterprise funds), *and*

- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.

- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.

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- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues.

For the most part, the effect of interfund activity has been removed from the government-wide financial statements. Exceptions are charges between the general fund and water and sewer enterprise fund. Elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

Fund Financial Statements

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after the current year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *COVID grants fund* is used to account for and report the proceeds of COVID-19 related grants that are restricted for expenditures related to the COVID-19 pandemic.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.

The *capital project fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets of the governmental funds other than school related capital projects.

The *permanent fund* and *perpetual permanent fund* are used to account for and report financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

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Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following major proprietary funds are reported:

The *water enterprise fund* is used to account for the City's water activities.

The *sewer enterprise fund* is used to account for the City's sewer activities.

The *Mt. Hood Golf enterprise fund* is used to account for the Mt. Hood Golf Course activities.

The *ambulance enterprise fund* is used to account for the City's Ambulance service activities.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *pension and other employee benefit trust fund* is used to account for the activities of the Retirement System and the City's defined benefit healthcare plan, which accumulates resources to provide pension and other postemployment benefits to eligible retirees and their beneficiaries.

The *private-purpose trust fund* is used to account for trust arrangements, other than those properly reported in the pension trust fund or permanent fund, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.

Government-Wide and Fund Financial Statements

For the government-wide financial statements, and proprietary and fiduciary fund accounting, all applicable Financial Accounting Standards Board (FASB) pronouncements issued on or prior to November 30, 1989, are applied, unless those pronouncements conflict with or contradict GASB pronouncements.

D. Cash and Investments

Government-Wide and Fund Financial Statements

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

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E. Fair Value Measurements

The City reports required types of financial instruments in accordance with the fair value standards. These standards require an entity to maximize the use of observable inputs (such as quoted prices in active markets) and minimize the use of unobservable inputs (such as appraisals or valuation techniques) to determine fair value. Fair value standards also require the government to classify these financial instruments into a three-level hierarchy, based on the priority of inputs to the valuation technique or in accordance with net asset value practical expedient rules, which allow for either Level 2 or Level 3 depending on lock up and notice periods associated with the underlying funds.

Instruments measured and reported at fair value are classified and disclosed in one of the following categories:

Level 1 – Quoted prices are available in active markets for identical instruments as of the reporting date. Instruments, which are generally included in this category, include actively traded equity and debt securities, U.S. government obligations, and mutual funds with quoted market prices in active markets.

Level 2 – Pricing inputs are other than quoted in active markets, which are either directly or indirectly observable as of the reporting date, and fair value is determined through the use of models or other valuation methodologies. Certain fixed income securities, primarily corporate bonds, are classified as Level 2 because fair values are estimated using pricing models, matrix pricing, or discounted cash flows.

Level 3 – Pricing inputs are unobservable for the instrument and include situations where there is little, if any, market activity for the instrument. The inputs into the determination of fair value require significant management judgment or estimation.

In some instances, the inputs used to measure fair value may fall into different levels of the fair value hierarchy and is based on the lowest level of input that is significant to the fair value measurement.

Market price is affected by a number of factors, including the type of instrument and the characteristics specific to the instrument. Instruments with readily available active quoted prices generally will have a higher degree of market price observability and a lesser degree of judgment used in measuring fair value. It is reasonably possible that change in values of these instruments will occur in the near term and that such changes could materially affect amounts reported in these financial statements. For more information on the fair value of the City's financial instruments, see Note 2 – Fair Value Measurements.

F. Accounts Receivable

Government-Wide and Fund Financial Statements

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

Real Estate, Personal Property Taxes and Tax Liens

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessors for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate and personal property taxes levied are recorded as receivables in the year of the levy.

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Real estate tax liens are processed one year and six months after the close of the valuation year on delinquent properties and are recorded as receivables in the year they are processed.

Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Motor Vehicle Excise

Motor vehicle excise taxes are assessed annually for each vehicle registered in the City and are recorded as receivables in the year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by $25 per $1,000 of value.

Motor vehicle excise tax receivables are considered 100% collectible because the registry of motor vehicles will not issue a registration unless all excise tax has been paid. Accordingly, an allowance for uncollectibles is not reported.

Trash

Trash fees are levied semi-annually for each type of property with six units or less. Properties are billed based on a per unit fee. The contract is funded from multi-family residence billings, available funds and the tax levy. Single-family units are not charged a fee for the services provided. Trash fees are recorded receivables in the year of the levy.

Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

Water and Sewer

User fees are levied quarterly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Water and Sewer liens are processed in November of every year and included as a lien on the property owner's tax bill. Water and Sewer charges and liens are recorded as receivables in the year of the levy.

Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

Departmental and Other

Departmental and other receivables consist primarily of parking tickets, police details and special betterment and are recorded as receivables in the year accrued.

The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Intergovernmental

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the

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provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

Loans

The Department of Planning and Development administers loan programs that provide housing assistance to residents and capital needs assistance for small businesses. Upon issuance, a receivable is recorded for the principal amount of the loan.

Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

G. Inventories

Government-Wide and Fund Financial Statements

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the government-wide and fund financial statements, and therefore are not reported.

H. Capital Assets

Government-Wide and Proprietary Fund Financial Statements

Capital assets, which include land, land improvements, buildings, machinery and equipment, and infrastructure (e.g., roads, water mains, sewer mains, and similar items), are reported in the applicable governmental or business-type activity column of the government-wide financial statements, and the proprietary fund financial statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation.

Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costs in excess of $15,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Capital assets (excluding land) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

Capital Asset Type	Estimated Useful Life (in years)
Land improvements	20
Buildings and improvements	20-50
Machinery and equipment	5-20
Books	3-7
Infrastructure	20-60

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The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

Governmental Fund Financial Statements

Capital asset costs are recorded as expenditures in the acquiring fund in the year of the purchase.

I. Deferred Outflows/Inflows of Resources

Government-Wide Financial Statements (Net Position)

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The City reports deferred outflows of resources related to pensions, other postemployment benefits and refunded debt in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City reports deferred inflows of resources related to pensions and other postemployment benefits in this category.

Governmental Fund Financial Statements

In addition to liabilities, the governmental funds balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources,* represents assets that have been recorded in the governmental fund financial statements but the revenue is not available and so will *not* be recognized as an inflow of resources (revenue) until it becomes available. The City has recorded unavailable revenue as deferred inflows of resources in the governmental funds balance sheet. Unavailable revenue is recognized as revenue in the conversion to the government-wide (full accrual) financial statements.

J. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Government-Wide Financial Statements

Transactions of a buyer/seller nature between and within governmental funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net position as “internal balances.”

Fund Financial Statements

Transactions of a buyer/seller nature between and within funds are not eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as “Due from other funds” or “Due to other funds” on the balance sheet.

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K. Interfund Transfers

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as operating transfers in and operating transfers out.

Government-Wide Financial Statements

Operating transfers between and within governmental funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as “Transfers, net.”

Fund Financial Statements

Operating transfers between and within funds are *not* eliminated from the individual fund statements and are reported as operating transfers in and operating transfers out.

L. Net Position and Fund Equity

Government-Wide Financial Statements (Net Position)

Net position is reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net position has been “restricted for” the following:

“Loans” represents community development outstanding loans receivable balances.

“Permanent funds - expendable” represents amounts held in trust for which the expenditures are restricted by various trust agreements.

“Permanent funds - nonexpendable” represents amounts held in trust for which only investment earnings may be expended.

“Gifts and grants” represents restrictions placed on assets from outside parties.

Sometimes the City will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City’s policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

Fund Financial Statements (Fund Balances)

Governmental fund equity is classified as fund balance. Fund balance is further classified as follows:

“Nonspendable” fund balance includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

“Restricted” fund balance includes amounts subject to constraints placed on the use of resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or that are imposed by law through constitutional provisions or enabling legislation.

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"Committed" fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority.

"Assigned" fund balance includes amounts that are constrained by the City's intent to be used for specific purposes but are neither restricted nor committed.

"Unassigned" fund balance includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

The City's spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

M. Long-term Debt

Government-Wide and Proprietary Fund Financial Statements

Long-term debt is reported as a liability in the government-wide and proprietary fund statement of net position. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

Governmental Fund Financial Statements

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

N. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Melrose Contributory Retirement System (MCRS) and the Massachusetts Teachers Retirement System (MTRS). Additions to/deductions from the Systems' fiduciary net position have been determined on the same basis as they are reported by the Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

O. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

P. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

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Government-Wide and Proprietary Fund Financial Statements

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

Governmental Fund Financial Statements

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities.

Q. Use of Estimates

Government-Wide and Fund Financial Statements

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the year. Actual results could vary from estimates that were used.

R. Total Column

Government-Wide Financial Statements

The total column presented on the government-wide financial statements represents consolidated financial information.

Fund Financial Statements

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

NOTE 2 – CASH AND INVESTMENTS

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and Cash Equivalents". The deposits and investments of the trust funds are held separately from those of other funds.

Statutes authorize the investment in obligations of the U.S. Treasury, agencies, instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (Pool). In addition, there are various restrictions limiting the amount and length of deposits and investments.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

Deposits and investments of the Other Postemployment Benefit (OPEB) Fund are held in the custody of the City Treasurer and are included in the City's deposit and investment disclosures below. At June 30, 2021, the OPEB Fund has deposits totaling $5,098 and investments totaling $1,018,598. The investments are comprised of equity mutual funds.

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The System participates in the Pension Reserve Investment Trust (PRIT), which meets the criteria of an external investment pool. PRIT is administered by the Pension Reserve Management Board, which was established by the Treasurer of the Commonwealth who serves as Trustee. The fair value of the position in PRIT is the same as the value of PRIT shares.

Custodial Credit Risk – Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the government's deposits may not be returned to it. At year-end, the carrying amount of deposits totaled $22,488,454 and the City's bank balance totaled $24,768,943. Of the bank balance, $1,641,233 was covered by Federal Depository Insurance, $267,972 was covered by Depositors Insurance Fund, $102,718 was collateralized, and $20,889,027 was exposed to custodial credit risk because it was uninsured and uncollateralized.

At December 31, 2020, the carrying amount of deposits for the System totaled $996,551, and the bank balance totaled $1,066,571. All of the bank balance was covered by Federal Depository Insurance and none of the funds were exposed to custodial credit risk.

Investments

As of June 30, 2021, the City of Melrose had the following investments:

		Maturities		
Investment Type	Fair value	Under 1 Year	1-5 Years	6-10 Years
Debt securities:				
U.S. treasury notes	$ 2,116,211	$ 805,755	$ 1,310,456	$ -
Government sponsored enterprises	1,026,757	-	783,359	243,398
Corporate bonds	4,769,595	-	4,769,595	-
Total debt securities	7,912,563	$ 805,755	$ 6,863,410	$ 243,398
Other investments:				
Equity securities	3,532,737			
Equity mutual funds	634,708			
Fixed income mutual funds	1,236,129			
MMDT - Cash portfolio	6,564,102			
Total investments	$ 19,880,239			

As of December 31, 2020, the System had the following investments:

Other investments:	
Real estate investment trust	$ 11,677
PRIT General Allocation Account	98,439,891
MMDT - Cash portfolio	4,174,427
Total investments	$ 102,625,995

The effective weighted duration rate for PRIT investments ranged from 0.19 to 16.28 years.

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Custodial Credit Risk – Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the investor will not be able to recover the value of its investments or collateral security that are in the possession of an outside party.

Of the City's investments in debt and equity securities, as detailed on the previous page, the City has a custodial credit risk exposure of $11,445,300 because the related securities are uninsured, unregistered and held by the counterparty. The City does not have a formal investment policy for custodial credit risk.

Of the System's investments in real estate, as detailed above, the System has a custodial credit risk of $11,677 because the related securities are uninsured, unregistered and held by the counterparty.

Interest Rate Risk

The City of Melrose matches its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than one year from the date of purchase.

The System does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk

The City is empowered by statute to invest in the following types of securities both insured, by the FDIC or other government agency, and uninsured: demand deposit accounts, time deposit accounts, money market accounts, certificates of deposit, repurchase agreements, U.S. Treasury instruments, and U.S. Governmental Agency securities. The City Treasurer shall require collateralization if market conditions or economic conditions warrant the protection of public funds be secured at the cost of return on investment. If an investment is deemed to require collateralization, the collateralization level will not be less than 102% of the market value of principal and accrued interest.

The System's policy is to limit its investments in commercial paper and notes rated P-1 by Moody's Investor Services (Moody's), A1 by Standard & Poor's (S&P) or F1 by Fitch Investor's Services (Fitch); certificate of deposits and bankers acceptances rated A or better by Moody's or equivalent by S&P; marketable corporate debt and asset backed securities rated the equivalent of BBB or better by Moody's, S&P or Fitch.

At June 30, 2021, the City's government sponsored enterprises totaling $1,026,757 were rated AAA and the City's corporate bonds were rated as follows:

Quality Rating		Corporate Bonds
A+	$	1,147,735
A		541,420
A-		620,689
BBB+		1,225,956
BBB		1,233,795
Total	$	4,769,595

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Concentration of Credit Risk

The City places no limit on the amount the government may invest in any one issuer. 24% of the City's investments are in securities of U.S. Government or its agencies.

The System restricts holdings to no more than 5%, at market value, in any one issuer's fixed income securities other than direct obligations of the U.S. Government or its agencies.

Fair Market Value of Investments

The City holds investments that are measured at fair value on a recurring basis. Because investing is not a core part of the City's mission, the City determines that the disclosures related to these investments only need to be disaggregated by major type. The City chooses a tabular format for disclosing the levels within the fair value hierarchy.

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The City has the following recurring fair value measurements as of June 30, 2021:

		Fair Value Measurements Using		
Investment Type	June 30, 2021	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investments measured at fair value:				
Debt securities:				
U.S. treasury notes	$ 2,116,211	$ 2,116,211	$ -	$ -
Government sponsored enterprises	1,026,757	1,026,757	-	-
Corporate bonds	4,769,595	-	4,769,595	-
Total debt securities	7,912,563	3,142,968	4,769,595	-
Other investments:				
Equity securities	3,532,737	3,532,737	-	-
Equity mutual funds	634,708	634,708	-	-
Fixed income mutual funds	1,236,129	1,236,129	-	-
Total other investments	5,403,574	5,403,574	-	-
Total investments measured at fair value	13,316,137	$ 8,546,542	$ 4,769,595	$ -
Investments measured at amortized cost:				
MMDT - Cash portfolio	6,564,102			
Total investments	$ 19,880,239			

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Government sponsored enterprises, U.S. treasury notes, equity securities, fixed income mutual fund, and equity mutual funds classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities. Corporate bonds are classified in Level 2 which are valued using a matrix pricing technique.

MMDT investments are valued at amortized cost. Under the amortized cost method, an investment is valued initially at its cost and adjusted for the amount of interest income accrued each day over the term of the investment to account for any difference between the initial cost and the amount payable at its maturity. If amortized cost is determined not to approximate fair value, the value of the portfolio securities will be determined under procedures established by the Advisor.

The retiree pension defined benefit plan holds significant amounts of investments that are measured at fair value on a recurring basis. Because investing is a key part of the plan's activities, the plan shows greater disaggregation in its disclosures. The plan chooses a tabular format for disclosing the levels within the fair value hierarchy.

The System categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles.

The System has the following recurring fair value measurements as of December 31, 2020:

		Fair Value Measurements Using		
Investment Type	December 31, 2020	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Other investments:				
Real estate investment trust	$ 11,677	$ -	$ -	$ 11,677
Investments measured at amortized cost:				
MMDT - Cash portfolio	4,174,427			
Investments measured at net asset value:				
Pension Reserve Investment Trust (PRIT)	98,439,891			
Total investments	$ 102,625,995			

Alternative investments – Real Estate classified in level 3 are valued using either a discounted cash flow or market comparable companies' technique.

PRIT Investments are valued using the net asset value (NAV) method. This investment pool was established by the Treasurer of the Commonwealth of Massachusetts, who serves as Trustee. PRIT is administered by the Pension Reserves Investment Management Board (PRIM). The fair values of the positions in each investment Pool are the same as the value of each Pool's shares. The System does not have the ability to control any of the investment decisions relative to its funds in PRIT.

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NOTE 3 – RECEIVABLES

At June 30, 2021, receivables for the individual major governmental funds, nonmajor and fiduciary funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
Receivables:			
Real estate and personal property taxes	$ 1,974,721	$ (118,447)	$ 1,856,274
Tax liens	717,597	-	717,597
Motor vehicle and other excise taxes	629,861	-	629,861
User charges	104,708	-	104,708
Departmental and other	686,134	-	686,134
Intergovernmental	2,259,242	-	2,259,242
Loans	132,310	-	132,310
Total	$ 6,504,573	$ (118,447)	$ 6,386,126

At June 30, 2021, receivables for the enterprise funds consist of the following:

	Gross Amount	Allowance for Uncollectibles	Net Amount
Receivables:			
Water liens - user charges	$ 63,216	$ -	$ 63,216
Water user charges	1,821,178	-	1,821,178
Sewer liens - user charges	92,582	-	92,582
Sewer user charges	2,460,885	-	2,460,885
Ambulance - other	215,825	-	215,825
Total	$ 4,653,686	$ -	$ 4,653,686

Governmental funds report *deferred inflows of resources* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current year, the various components of *deferred inflows of resources* reported in the governmental funds are as follows:

	General Fund	Other Governmental Funds	Total
Receivables:			
Real estate and personal property taxes	$ 1,242,527	$ -	$ 1,242,527
Tax liens	717,597	-	717,597
Motor vehicle and other excise taxes	629,861	-	629,861
User charges	104,708	-	104,708
Departmental and other	413,220	272,914	686,134
Intergovernmental	-	89,877	89,877
Total	$ 3,107,913	$ 362,791	$ 3,470,704

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NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2021, is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
Capital assets not being depreciated:				
Land	$ 11,432,317	$ -	$ -	$ 11,432,317
Construction in progress	-	778,974	-	778,974
Total capital assets not being depreciated	11,432,317	778,974	-	12,211,291
Capital assets being depreciated:				
Land improvements	8,197,190	-	-	8,197,190
Buildings and improvements	103,070,291	283,007	-	103,353,298
Machinery and equipment	14,522,630	2,279,180	(1,617,113)	15,184,697
Textbooks	43,658,564	-	-	43,658,564
Library books	929,659	-	-	929,659
Infrastructure	3,811,364	909,621	-	4,720,985
Total capital assets being depreciated	174,189,698	3,471,808	(1,617,113)	176,044,393
Less accumulated depreciation for:				
Land improvements	(4,252,478)	(218,538)	-	(4,471,016)
Buildings and improvements	(39,225,761)	(2,470,418)	-	(41,696,179)
Machinery and equipment	(11,796,540)	(1,051,630)	1,617,113	(11,231,057)
Textbooks	(16,045,032)	-	-	(16,045,032)
Library books	(929,659)	-	-	(929,659)
Infrastructure	(3,700,613)	(1,502,053)	-	(5,202,666)
Total accumulated depreciation	(75,950,083)	(5,242,639)	1,617,113	(79,575,609)
Total capital assets being depreciated, net	98,239,615	(1,770,831)	-	96,468,784
Total governmental activities capital assets, net	$ 109,671,932	$ (991,857)	$ -	$ 108,680,075

	Beginning Balance	Increases	Decreases	Ending Balance
Water:				
Capital assets:				
Land improvements	$ 623,923	$ -	$ -	$ 623,923
Machinery and equipment	1,948,965	-	-	1,948,965
Infrastructure	19,316,523	1,525,823	-	20,842,346
Total capital assets being depreciated	21,889,411	1,525,823	-	23,415,234
Less accumulated depreciation for:				
Land improvements	(374,354)	(31,196)	-	(405,550)
Machinery and equipment	(977,965)	(178,810)	-	(1,156,775)
Infrastructure	(6,901,739)	(399,320)	-	(7,301,059)
Total accumulated depreciation	(8,254,058)	(609,326)	-	(8,863,384)
Total water activities capital assets, net	$ 13,635,353	$ 916,497	$ -	$ 14,551,850

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	Beginning Balance	Increases	Decreases	Ending Balance
Sewer:				
Capital assets not being depreciated:				
Land	$ 23,290	$ -	$ -	$ 23,290
Capital assets being depreciated:				
Machinery and equipment	1,574,476	-	-	1,574,476
Infrastructure	14,318,079	1,345,922	-	15,664,001
Total capital assets being depreciated	15,892,555	1,345,922	-	17,238,477
Less accumulated depreciation for:				
Machinery and equipment	(767,026)	(149,540)	-	(916,566)
Infrastructure	(4,135,157)	(294,173)	-	(4,429,330)
Total accumulated depreciation	(4,902,183)	(443,713)	-	(5,345,896)
Total capital assets being depreciated, net	10,990,372	902,209	-	11,892,581
Total sewer activities capital assets, net	$ 11,013,662	$ 902,209	$ -	$ 11,915,871

	Beginning Balance	Increases	Decreases	Ending Balance
Mt. Hood Golf:				
Capital assets not being depreciated:				
Land	$ 874,422	$ -	$ -	$ 874,422
Capital assets being depreciated:				
Land improvements	1,441,158	-	-	1,441,158
Buildings and improvements	673,851	64,300	-	738,151
Machinery and equipment	153,585	-	-	153,585
Total capital assets being depreciated	2,268,594	64,300	-	2,332,894
Less accumulated depreciation for:				
Land improvements	(1,115,116)	(73,205)	-	(1,188,321)
Buildings and improvements	(408,300)	(26,977)	-	(435,277)
Machinery and equipment	(129,015)	(5,556)	-	(134,571)
Total accumulated depreciation	(1,652,431)	(105,738)	-	(1,758,169)
Total capital assets being depreciated, net	616,163	(41,438)	-	574,725
Total Mt. Hood golf activities capital assets, net	$ 1,490,585	$ (41,438)	$ -	$ 1,449,147

	Beginning Balance	Increases	Decreases	Ending Balance
Ambulance:				
Capital assets:				
Machinery and equipment	$ 489,982	$ -	$ -	$ 489,982
Less accumulated depreciation for:				
Machinery and equipment	(376,632)	(30,693)	-	(407,325)
Total ambulance activities capital assets, net	$ 113,350	$ (30,693)	$ -	$ 82,657

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Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:		
General government	$	344,036
Public safety		320,347
Education		2,683,531
Public works		1,758,988
Health and human services		4,998
Culture and recreation		130,739
Total depreciation expense - governmental activities	$	5,242,639
Business-Type Activities:		
Water	$	609,326
Sewer		443,713
Mt. Hood Golf		105,738
Ambulance		30,693
Total depreciation expense - business-type activities	$	1,189,470

NOTE 5 –TRANSFERS

transfers for the year ended June 30, 2021 are summarized as follows:

	Transfers In:			
Transfers Out:	General fund	Nonmajor governmental funds	Total	
General fund	$ -	$ 211,080	$ 211,080	(1)
Nonmajor governmental funds	253,568	1,572,257	1,825,825	(2)
Mt. Hood Enterprise fund	360,769	-	360,769	(3)
Total	$ 614,337	$ 1,783,337	$ 2,397,674	

(1) Represents budgeted transfers between general fund and nonmajor governmental funds.
(2) Represents transfers from the nonmajor governmental funds to the general fund, and transfers between various nonmajor governmental funds.
(3) Represents a budgeted transfer from the Mt. Hood enterprise fund to the general fund for debt service reimbursements.

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NOTE 6 – CAPITAL LEASES

The City has entered into a lease agreement as lessee for financing the acquisition of vehicles and for an energy efficiency project. These lease agreements qualify as capital leases for accounting purposes and therefore, have been recorded at the present value of their future minimum lease payments as of the inception date.

		Governmental Activities
Asset:		
Infrastructure	$	1,616,680
Less: accumulated depreciation		(258,672)
Total	$	1,358,008

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2021 were as follows:

Years ending June 30:		Governmental Activities
2022	$	209,288
2023		216,136
2024		223,191
2025		230,457
2026		237,941
2027-2028		502,576
Total minimum lease payments		1,619,589
Less: amounts representing interest		(199,842)
Present value of minimum lease payments	$	1,419,747

NOTE 7 – SHORT-TERM FINANCING

Short-term debt may be authorized and issued to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Short-term loans are general obligations and carry maturity dates that are limited by statute. Interest expenditures and expenses for short-term borrowings are accounted for in the general fund and water, sewer, Mt. Hood golf and ambulance enterprise funds, respectively.

As of June 30, 2021, the City had no short-term debt outstanding.

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NOTE 8 – LONG-TERM DEBT

Under the provisions of Chapter 44, Section 10, Municipal Law authorizes indebtedness up to a limit of 2 1/2% of the equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit." In addition, however, debt may be authorized in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit."

Details related to the outstanding indebtedness at June 30, 2021, and the debt service requirements are as follows:

Bonds and Notes Payable Schedule – Governmental Funds

Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2021
Municipal Purpose Bonds of 2005	2025	$ 3,765,000	3.13-4.70	$ 710,000
Municipal Purpose Bonds of 2008	2028	3,398,187	2.00-5.00	1,359,280
Municipal Purpose Refunding Bonds of 2012	2021	5,439,000	2.00-2.41	2,210,000
Municipal Purpose Bonds of 2012	2037	5,190,000	2.00-3.25	890,000
Municipal Purpose Bonds of 2014	2037	1,930,000	2.00-4.13	3,620,000
Municipal Purpose Bonds of 2015	2034	3,165,000	2.37-5.00	3,100,000
Municipal Purpose Bonds of 2016	2036	4,200,000	2.00-5.00	13,196,500
Municipal Purpose Refunding Bonds of 2016	2028	18,635,000	2.00-4.00	7,763,500
Municipal Purpose Bonds of 2017	2043	8,040,000	2.00-5.00	5,080,000
Municipal Purpose Bonds of 2019	2035	6,831,000	2.00-5.00	1,460,000
Municipal Purpose Refunding Bonds of 2020	2029	2,391,500	400-5.00	2,074,000
Total Bonds Payable				41,463,280
Add: Unamortized premium on bonds				1,891,588
Total Bonds Payable, net				$ 43,354,868

Debt service requirements for principal and interest for governmental fund general obligation bonds payable in future years are as follows:

Year	Principal	Interest	Total
2022	$ 3,718,909	$ 1,443,964	$ 5,162,873
2023	3,778,909	1,288,869	5,067,778
2024	3,848,409	1,130,802	4,979,211
2025	3,993,409	969,892	4,963,301
2026	3,748,409	812,011	4,560,420
2027	3,628,409	660,200	4,288,609
2028	3,748,409	529,205	4,277,614
2029	1,818,417	438,777	2,257,194
2030	1,445,000	378,104	1,823,104
2031	1,495,000	336,348	1,831,348
2032	1,485,000	293,249	1,778,249
2033	1,535,000	248,536	1,783,536
2034	1,565,000	201,672	1,766,672
2035	1,495,000	154,844	1,649,844
2036	1,285,000	111,078	1,396,078
2037	1,000,000	75,462	1,075,462
2038	340,000	54,838	394,838
2039	290,000	44,994	334,994
2040	295,000	35,669	330,669
2041	305,000	25,919	330,919
2042	315,000	15,844	330,844
2043	330,000	5,363	335,363
Total	$ 41,463,280	$ 9,255,640	$ 50,718,920

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Bonds and Notes Payable Schedule – Enterprise Funds

Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2021
General Obligation Bonds Payable:				
Sewer Meter Replacement Bonds	2024	$ 1,250,000	3.00-5.00	$ 515,000
Water Bonds of 2005	2025	2,285,000	3.13-4.70	445,000
Meter Replacement Bonds of 2015	2025	1,250,000	3.00-5.00	515,000
Municipal Purpose Loan of 2019	2034	504,000	2.00-5.00	475,000
Ambulance Bonds of 2016	2025	260,000	2.00-5.00	130,000
Refunding Bonds of 2020	2029	238,500	4.00-5.00	201,000
Subtotal general obligation bonds payable				2,281,000
Add: Unamortized premium on bonds				45,085
Total general obligation bonds payable, net				$ 2,326,085

Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2021
Direct Borrowings Payable:				
MCWT Sewer Bonds of 2004	2024	$ 400,693	2.00-3.75	$ 80,000
MCWT Sewer Bonds of 2008 (1)	2027	2,627,046	2.00	902,612
MCWT Sewer Bonds of 2008 (2)	2028	663,609	2.00	263,358
MWRA Sewer Bonds of 2017	2027	270,250	0.00	162,150
MWRA Sewer Bonds of 2018	2027	270,250	0.00	189,175
MWRA Sewer Bonds of 2019	2029	270,250	0.00	216,200
MWRA Sewer Bonds of 2020	2030	375,000	0.00	337,500
MWRA Water Bonds of 2014	2024	1,000,000	0.00	300,000
MWRA Water Bonds of 2015	2025	1,000,000	0.00	400,000
MWRA Water Bonds of 2016	2026	440,000	0.00	220,000
MWRA Water Bonds of 2017	2028	954,000	0.00	667,800
MWRA Water Bonds of 2018	2029	1,025,000	0.00	820,000
MWRA Water Bonds of 2019	2030	1,440,000	0.00	1,435,000
MWRA Water Bonds of 2020	2031	875,000	0.00	875,000
Subtotal direct borrowings payable				6,868,795
Total Bonds Payable, net				$ 9,194,880

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Debt service requirements for general obligation bonds and direct borrowing bonds principal and interest for enterprise fund bonds and notes payable in future years are as follows:

	General Obligation Bonds Payable:		
Year	Principal	Interest	Total
2022	$ 486,000	$ 95,832	$ 581,832
2023	501,000	71,305	572,305
2024	501,500	45,934	547,434
2025	351,500	25,750	377,250
2026	56,500	16,330	72,830
2027	56,500	12,669	69,169
2028	56,500	9,269	65,769
2029	61,500	6,195	67,695
2030	40,000	3,936	43,936
2031	40,000	3,135	43,135
2032	40,000	2,335	42,335
2033	45,000	1,463	46,463
2034	45,000	495	45,495
Total	$ 2,281,000	$ 294,648	$ 2,575,648

	Direct Borrowings:		
Year	Principal	Interest	Total
2022	$ 986,393	$ 16,622	$ 1,003,015
2023	1,004,998	13,732	1,018,730
2024	1,023,674	10,784	1,034,458
2025	912,427	7,778	920,205
2026	821,253	4,710	825,963
2027	781,158	1,580	782,738
2028	591,867	-	591,867
2029	419,525	-	419,525
2030	225,000	-	225,000
2031	102,500	-	102,500
Total	$ 6,868,795	$ 55,206	$ 6,924,001

During fiscal year 2021, the City refunded outstanding general obligation bond totaling $3.0 million through the issuance of $2.6 million in current refunding bonds, with a premium of $400,000. The total economic gain from the transaction totaled $420,000.

The Massachusetts Water Resource Authority (MWRA) operates an Infiltration/Inflow Financial Assistance Program for community owned collection systems. For each community approved for the project, financial assistance received from the MWRA consists of a grant and non-interest-bearing loan. The loan portion is payable in five to ten equal annual installments. At June 30, 2021, the outstanding principal amount of these loans totaled $5,622,825.

The City is scheduled to be subsidized by the Massachusetts Clean Water Trust (MCWT) on a periodic basis for principal in the amount of $2,459 and interest costs for $5,799. Thus, net MCWT loan repayments, including interest, on existing loans are scheduled to be $71,742. The principal subsidies are guaranteed. The interest subsidies are supported through future investment income and are expected to be made, although not guaranteed. Since the City is legally obligated for the total amount of the debt, such amounts have been reported in the accompanying basic financial statements. The current year interest subsidies totaled $3,643.

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The Commonwealth has approved school construction assistance. The assistance program, which is administered by the Massachusetts School Building Authority, provides resources for future debt service of general obligation school bonds outstanding. During the year, the City received $389,000 in payments under this program, which is the final payment as the project has been completed.

The City is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. The City's authorized and unissued debt at June 30, 2021, is detailed below:

Purpose	Amount
School (Roosevelt)	$ 700
Storm Water Management Plan (CW-02-32)	24,307
Sewer	1,154
Water Mains Pipeline	2,714
School Remodeling (High School Roof)	202,852
High School Science Lab Renovations	1,858,983
Sewer Improvements (MWRA)	412,050
School Feasibility Study (Windows and Doors)	60,000
Window & Door Replacements at Hoover Elementary School	683,853
Water Enterprise System	106,000
Roadway, Sidewalk, & Public Lot Improvements	7,740
Aerial Ladder Truck	1,425,471
Salt Shed Planning & Design	100,000
Memorial Hall Building Envelope Repair	2,311,205
Total	$ 7,197,029

Changes in Long-term Liabilities

During the year ended June 30, 2021, the following changes occurred in long-term liabilities:

	Beginning Balance	Bonds and Notes Issued	Bonds and Notes Redeemed	Other Increases	Other Decreases	Ending Balance	Due Within One Year
Governmental Activities:							
Long-term general obligation bonds payable	$ 46,120,189	$ 2,391,500	$ (7,048,409)	$ -	$ -	$ 41,463,280	$ 3,718,909
Add: Unamortized premium on bonds	1,813,984	-	-	308,500	(230,896)	1,891,588	233,303
Total bonds payable	47,934,173	2,391,500	(7,048,409)	308,500	(230,896)	43,354,868	3,952,212
Capital lease obligations	1,582,660	-	-	-	(162,913)	1,419,747	173,685
Compensated absences	1,417,863	-	-	1,068,102	(1,417,863)	1,068,102	1,068,102
Workers' compensation	548,632	-	-	693,887	(548,632)	693,887	-
Net pension liability	58,022,007	-	-	9,294,575	(14,154,951)	53,161,631	-
Other postemployment benefits	162,228,978	-	-	12,179,385	(4,568,549)	169,839,814	-
Total governmental activity long-term liabilities	$ 271,734,313	$ 2,391,500	$ (7,048,409)	$ 23,544,449	$ (21,083,804)	$ 269,538,049	$ 5,193,999
Business-Type Activities:							
Long-term general obligation bonds payable	$ 2,549,000	$ 238,500	$ (506,500)	$ -	$ -	$ 2,281,000	$ 486,000
Long-term direct borrowing payable	7,130,052	875,000	(1,136,257)	-	-	6,868,795	986,393
Add: Unamortized premium on bonds	46,000	-	-	-	(915)	45,085	1,921
Total bonds payable	9,725,052	1,113,500	(1,642,757)	-	(915)	9,194,880	1,474,314
Capital lease obligations	66,448	-	-	-	(66,448)	-	-
Compensated absences	67,789	-	-	68,272	(67,789)	68,272	68,272
Net pension liability	2,972,812	-	-	1,773,527	(931,305)	3,815,034	-
Other postemployment benefits	1,970,392	-	-	183,669	(56,424)	2,097,637	-
Total business-type activity long-term liabilities	$ 14,802,493	$ 1,113,500	$ (1,642,757)	$ 2,025,468	$ (1,122,881)	$ 15,175,823	$ 1,542,586

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NOTE 9 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS

The City classifies fund balances according to the constraints imposed on the use of the resources. There are two major types of fund balances, which are nonspendable and spendable.

Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The City has reported principal portions of endowment funds as nonspendable. In addition to the nonspendable fund balance, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- Restricted: fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.
- Committed: fund balances that contain self-imposed constraints of the government from its highest level of decision making authority.
- Assigned: fund balances that contain self-imposed constraints of the government to be used for a particular purpose.
- Unassigned: fund balance of the general fund that is not constrained for any particular purpose and the deficit fund balances for other funds that would otherwise be restricted, committed, or assigned.

The City has classified its fund balances with the following hierarchy:

	General	Nonmajor Governmental Funds	Total Governmental Funds
Fund Balances:			
Nonspendable:			
Permanent fund principal	$ -	$ 3,238,313	$ 3,238,313
Restricted for:			
City Capital Projects	-	941,431	941,431
Grants	-	274,644	274,644
Revolving Funds	-	1,121,121	1,121,121
Reserved for Appropriations	-	688,538	688,538
School Revolving Funds	-	249,625	249,625
School Grants	-	1,182,324	1,182,324
School Other Funds	-	1,086,840	1,086,840
Special Revenue Trust Funds	-	398,500	398,500
Other Special Revenue	-	463,662	463,662
School Capital Projects	-	68,509	68,509
Florence A Connor Library	-	2,291,038	2,291,038
Cemetery Perpetual Care	-	8,575	8,575
Permanent Trust Funds	-	1,348,419	1,348,419
Committed to:			
Articles and continuing appropriations:			
Contract Stabilization Fund	923,711	-	923,711
Capital Stabilization Fund	590,499	-	590,499
Suits & Claims Stabilization Fund	284,761	-	284,761
Special Education Stabilization Fund	528,979	-	528,979
OSHA Stabilization Fund	100,060	-	100,060
Assigned to:			
General government	467,708	-	467,708
Public safety	43,086	-	43,086
Education	153,974	-	153,974
Public works	2,848,540	-	2,848,540
Health and human services	37,395	-	37,395
Culture and recreation	5,569	-	5,569
Employee benefits	39,094	-	39,094
Capital Outlay	2,859,894	-	2,859,894
Unassigned	11,282,969	(802,435)	10,480,534
Total Fund Balances	$ 20,166,239	$ 12,559,104	$ 32,725,343

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Massachusetts General Law Ch. 40 §5B allows for the establishment of Stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any change to the purpose of the fund along with any additions to or appropriations from the fund requires a two-thirds vote of the legislative body. The City has established stabilization funds for general stabilization, contracts, capital, suits and claims, special education, OSHA and marijuana, the balances of which totaled $3,531,835, $1,133,675, $551,918, $488,077, $33,646, $151,189 and $140,338 at year end, respectively.

NOTE 10 – RISK FINANCING

The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the City carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous three years.
The City participates in a premium based health care plan for health insurance through the Group Insurance Commission. Claims have not exceeded insurance coverage.

The City is self-insured for its workers' compensation activities. These activities are accounted for in the General Fund. Workers' compensation claims are administered by a third-party administrator and are funded on a pay-as-you-go basis from annual appropriations. The estimated future workers' compensation liability is based on history and injury type. At June 30, 2021, the amount of the liability for workers' compensation claims totaled $694,000.

Changes in the reported liability since July 1, 2020, are as follows:

	Balance at Beginning of Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Year-End
2020	$ 1,145,007	$ (158,082)	$ (438,293)	$ 548,632
2021	548,632	463,017	(317,762)	693,887

NOTE 11 – PENSION PLAN

Plan Descriptions

The City is a member of the Melrose Contributory Retirement System (MCRS), a cost-sharing multiple-employer defined benefit pension plan covering eligible employees of the 2 member units. The system is administered by a five board members (Board) on behalf of all current employees and retirees except for current teachers and retired teachers. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. The System is a component unit and is reported as a pension trust fund in the fiduciary fund financial statements.

The City is a member of the Massachusetts Teachers' Retirement System (MTRS), a cost-sharing multi-employer defined benefit plan. MTRS is managed by the Commonwealth of Massachusetts (Commonwealth) on behalf of municipal teachers and municipal teacher retirees. The Commonwealth is a nonemployer contributor and is responsible for 100% of the contributions and future benefit requirements of the MTRS. The MTRS covers certified teachers in cities (except Boston), regional school districts, charter schools, educational collaboratives and Quincy College. The MTRS is part of the Commonwealth's reporting entity and the audited financial report may be obtained by visiting http://www.mass.gov/osc/publications-and-reports/financial-reports/.

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Special Funding Situation

The Commonwealth is a nonemployer contributor and is required by statute to make 100% of all actuarially determined employer contributions on behalf of the City to the MTRS. Therefore, the City is considered to be in a special funding situation as defined by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and the Commonwealth is a nonemployer contributor in MTRS. Since the City does not contribute directly to MTRS, there is no net pension liability to recognize. The total of the Commonwealth provided contributions have been allocated based on each employer's covered payroll to the total covered payroll of employers in MTRS as of the measurement date of June 30, 2020. The City's portion of the collective pension expense, contributed by the Commonwealth, of $12,191,456 is reported in the general fund as intergovernmental revenue and employee benefits in the current fiscal year. The portion of the Commonwealth's collective net pension liability associated with the City is $98,704,791 as of the measurement date.

Benefits Provided

Both the MCRS and MTRS provide retirement, disability, survivor and death benefits to plan members and beneficiaries. Massachusetts Contributory Retirement System benefits are, with certain minor exceptions, uniform from system to system. The MCRS provides for retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. For persons who became members on or after April 2, 2012, average salary is the average annual rate of regular compensation received during the five consecutive years that produce the highest average, or, if greater, during the last five years (whether or not consecutive) preceding retirement. Benefit payments are based upon a member's age, length of creditable service, level of compensation, and group classification. Members become vested after ten years of creditable service.

Employees who resign from service and who are not eligible to receive a retirement allowance or are under the age of 55 are entitled to request a refund of their accumulated total deductions. Survivor benefits are extended to eligible beneficiaries of members whose death occurs prior to or following retirement.

Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Board and are borne by the MCRS. At December 31, 2020, the System's membership consists of the following:

Active members	426
Retirees and beneficiaries currently receiving benefits	617
Total	1,043

Contributions

Chapter 32 of the MGL governs the contributions of plan members and member units. Active plan members are required to contribute to the System at rates ranging from 5% to 9% of gross regular compensation with an additional 2% contribution required for compensation exceeding $30,000. The percentage rate is keyed to the date upon which an employee's membership commences. The member units are required to pay into the MCRS a legislatively mandated actuarial determined contribution that is apportioned among the employers based on active current payroll. The total member units' contribution for the year ended December 31, 2020 was $6,396,652 or 27.20% of covered payroll, actuarially determined as an amount that, when combined with plan member contributions, is expected to finance the costs of benefits earned by plan members during the year, with an

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additional amount to finance any unfunded accrued liability. The City's proportionate share of the required contribution was 97.72%, which equaled its actual contribution.

Pension Liabilities

The components of the net pension liability of the participating member units at June 30, 2021 were as follows:

Total pension liability	$	161,928,625
Total pension plan's fiduciary net position		(103,622,546)
Total net pension liability	$	58,306,079
The pension plan's fiduciary net position as a percentage of the total pension liability		63.99%

At June 30, 2021, the City reported a liability of $56,976,665 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2019. Accordingly, update procedures were used to roll forward the total pension liability to the measurement date. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating members. At December 31, 2020, the City's proportion was 97.72%, which decreased from its proportion of 97.97% measured at December 31, 2019.

Pension Expense

For the year ended June 30, 2021, the City recognized a pension expense of $5,073,785. At June 30, 2021, the City reported deferred outflows of resources related to pensions of $2,771,602 and deferred inflow of resources related to pensions of $4,362,421. The composition of these amounts is as follows:

Deferred Category		Deferred Outflows of Resources		Deferred Inflows of Resources		Total
Differences between expected and actual experience	$	510,491	$	(232,158)	$	278,333
Difference between projected and actual earnings, net		-		(3,962,162)		(3,962,162)
Changes in assumptions		2,166,058		-		2,166,058
Changes in proportion and proportionate share of contributions		95,053		(168,101)		(73,048)
Total deferred outflows/(inflows) of resources	$	2,771,602	$	(4,362,421)	$	(1,590,819)

The City's deferred outflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:		
2022	$	(409,783)
2023		967,220
2024		(1,527,097)
2025		(621,159)
Total	$	(1,590,819)

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Actuarial Assumptions

The total pension liability in the January 1, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation date	January 1, 2019
Actuarial cost method	Individual Entry Age Normal Cost Method.
Amortization method - UAAL	Increasing dollar amount at 4.00% to reduce the Unfunded Actuarial Accrued Liability to zero over 19 years.
Investment rate of return	7.50% per year net of investment expenses.
Discount rate	7.50%
Projected salary increases	Groups 1 & 2 Union: 5.50% increases for years 1-8, 5.75% in years 9-13, 3.75% increases in all other years. Groups 1 & 2 Non-Union: 4.50% increases for years 1-8, 4.75% in years 9-13, 3.75% increases in all other years. Police: 7.90% increases in year 1, 7.60% in year 2, 5.30% in year 3, 5.75% in years 10, 15, and 20, 3.75% in all other years. Fire: 7.80% increases in year 1, 7.50% in year 2, 8.50% in year 3, 3.75% in all other years.
Payroll growth	4.50% per year.
Cost of living adjustments	3% of the first $12,000 of a member's retirement allowance.
Mortality rates	RP-2014 Mortality Table adjusted to 2006 and projected generationally with MP-2016 (sex-distinct). During employment the healthy employee mortality table is used. Post employment the healthy annuitant table is used. Mortality for disabled retirees follows the same tables as non-disabled retirees, set forward 2 years. Death is assumed to be due to the same cause as the disability 40% of the time.

Investment Policy

The pension plan's policy in regard to the allocation of invested assets is established by PRIT. Plan assets are managed on a total return basis with a long-term objective of achieving a fully funded status for the benefits provided through the pension plan.

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The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of January 1, 2019, are summarized in the following table:

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
US equity	13.00%	4.11%
International equities	13.00%	4.31%
Emerging equities	5.00%	6.07%
Hedged equities	8.00%	3.42%
Core bonds	6.00%	0.49%
Short-term fixed income	2.00%	-0.20%
Long duration treasuries	3.00%	-0.49%
Inflation-linked bonds	4.00%	-0.10%
Value added fixed income	8.00%	3.91%
Private equity	14.00%	7.83%
Real estate	10.00%	3.72%
Timberland	4.00%	4.31%
Portfolio completion (PCS)	10.00%	2.94%
Total	100.00%	

Rate of Return

For the year ended December 31, 2020, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was 11.05%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Discount Rate

The discount rate used to measure the total pension liability was 7.50%. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that contributions will be made at rates equal to the actuarially determined contribution rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

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Sensitivity of the net pension liability to changes in the discount rate

The following presents the net pension liability, calculated using the discount rate of 7.50%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50%) or 1-percentage-point higher (8.50%) than the current rate:

	1% Decrease (6.50%)	Current Discount (7.50%)	1% Increase (8.50%)
	December 31, 2020 Measurement Date		
The City's proportionate share of the net pension liability	$ 73,431,742	$ 56,976,665	$ 43,045,535
MCRS total net pension liability	$ 75,145,049	$ 58,306,043	$ 44,049,872

Changes of Assumptions – None.

Changes in Plan Provisions – None.

NOTE 12 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

Plan Description

The City of Melrose administers a single-employer defined benefit healthcare plan (Plan). The plan provides lifetime healthcare and life insurance for eligible retirees and their spouses through the City's group health and life insurance plans, which covers both active and retired members. Chapter 32B of the MGL assigns authority to establish and amend benefit provisions of the plan. Benefit provisions are negotiated between the City and the unions representing City employees and are renegotiated each bargaining period. The Plan does not issue a publicly available financial report.

Funding Policy

Contribution requirements are also negotiated between the City and union representatives. The required contribution is based on a pay-as-you-go financing requirement. The City contributes 50 to 87 percent of the cost of current-year premiums for eligible retired plan members and their spouses. Plan members receiving benefits contribute the remaining 13 to 50 percent of their premium costs. For the year ended June 30, 2021, the City contributed $4,624,974.

The Commonwealth of Massachusetts passed special legislation that has allowed the City to establish the other postemployment benefit trust fund to begin pre-funding its OPEB liabilities. During 2021, the City pre-funded future OPEB liabilities totaling $172,000 by contributing funds to the OPEB trust fund in excess of the pay-as-you-go required contribution. These funds are reported within the Fiduciary Fund financial statements. As of June 30, 2021, the net position of the OPEB trust fund totaled $1,023,696.

Investment policy

The City's policy in regard to the allocation of invested assets is established and may be amended by the City Council by a majority vote of its members. The OPEB plan's assets are managed on a total return basis with a

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long-term objective of achieving and maintaining a fully funded status for the benefits provided through the OPEB plan. The long-term real rate of return on OPEB investments was determined using the City's investment policy.

Employees Covered by Benefit Terms

The following table represents the Plan's membership at June 30, 2021:

Active members	778
Inactive members currently receiving benefits	514
Total	1,292

Components of OPEB Liability

The following table represents the components of the Plan's OPEB liability as of June 30, 2021:

Total OPEB liability	$ 172,961,147
Less: OPEB plan's fiduciary net position	(1,023,696)
Net OPEB liability	$ 171,937,451
The OPEB plan's fiduciary net position as a percentage of the total OPEB liability	0.59%

Significant Actuarial Methods and Assumptions

The total OPEB liability in the January 1, 2020, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation date	January 1, 2020
Actuarial cost method	Individual Entry Age Normal Cost Method.
Asset valuation method	Market value of assets with payables and receivables.
Interest Rate / Discount rate	2.20% per year net of investment expenses as of 06/30/2021. In the calculation of the discount rate, the 20-year Municipal General Obligation bonds as shown in the Bond Buyer 20 Bond Index (2.16%) was used.
Projected salary increases	Groups 1 and 2: 4.25% step increases for years 1-8, 3.25% ultimate. Group 4: 5.00% step increases for years 1-5, 3.25% ultimate.
Payroll growth	3.00% per year and 2.75% CPI-U.

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Mortality rates……	Actives: The RP-2014 Mortality Table adjusted to 2006, sex-distinct, for Employees projected using generational mortality and scale MP-2019. Retirees: The RP-2014 Mortality Tables adjusted to 2006, sex-distinct, for Healthy Annuitants projected using generational mortality and scale MP-2019. Disabled: The RP-2014 Mortality Tables adjusted to 2006, sex-distinct, for Healthy Annuitants projected using generational mortality and scale MP-2019. Set forward 2 years.

Rate of return

For the year ended June 30, 2021, the annual money-weighted rate of return on investments, net of investment expense, was 24.31%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

The long-term expected real rate of return reflects the expected rate of return on plan assets adjusted for the expected rate of inflation. Note that the discount rate includes the effect of inflation. The long-term real rate of return removes the effect of inflation on the return amounts. It is a long-term assumption and is meant to reflect a best estimate of future experience, based on the expected asset allocation. The allocation percentages are based on information provided by the City of Melrose and the Massachusetts PRIT (Pension Reserves Investment Trust). The real rates of return below are based on long-term return estimates provided by PRIT, adjusted for a 2.00% inflation assumption. Best estimates of geometric real rates of return for each major asset class included in the OPEB plan's target asset allocation as of June 30, 2021 are summarized in the following table:

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic Equity……	33.33%	5.34%
Domestic Bond……	32.54%	1.62%
International Equity……	17.65%	6.10%
International Bond……	6.29%	1.26%
Alternatives……	9.69%	4.21%
Cash and Equivalents……	0.50%	0.00%
Total……	100.00%	

Discount rate

The discount rate used to measure the total OPEB liability was 2.20% as of June 30, 2021 and 2.24% as of June 30, 2020. The projection of cash flows used to determine the discount rate assumed that contributions will be made in accordance with the Plan's funding policy. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be insufficient to make all projected benefit payments to current plan members. Therefore, the long-term expected rate of return on the OPEB plan assets was applied to the first 4 periods of projected future benefits payments and a yield or index rate for 20-year, tax exempt general obligation municipal bonds with an average rate of AA/Aa or higher, which was based on the S&P Municipal Bond 20 – Year High Grade Index as of June 30, 2021, was applied to all periods thereafter.

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Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances at June 30, 2020	$ 164,873,362	$ 673,992	$ 164,199,370
Changes for the year:			
Service cost	7,693,970	-	7,693,970
Interest	3,815,636	-	3,815,636
Changes in assumptions and other inputs	1,031,153	-	1,031,153
Contributions - employer	-	4,624,974	(4,624,974)
Net investment income	-	177,704	(177,704)
Benefit payments	(4,452,974)	(4,452,974)	-
Net change	8,087,785	349,704	7,738,081
Balances at June 30, 2021	$ 172,961,147	$ 1,023,696	$ 171,937,451

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The following table presents the net other postemployment benefit liability and service cost, calculated using the discount rate of 2.20%, as well as what the net other postemployment benefit liability and service cost would be if it were calculated using a discount rate that is 1-percentage-point lower (1.20%) or 1-percentage-point higher (3.20%) than the current rate.

	1% Decrease (1.20%)	Current Discount Rate (2.20%)	1% Increase (3.20%)
Net OPEB liability	$ 204,460,854	$ 171,937,451	$ 146,600,980

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Trend

The following table presents the net other postemployment benefit liability and service cost, calculated using the current healthcare trend rate, as well as what the net other postemployment benefit liability and service cost would be if it were calculated using a healthcare trend rate that is 1-percentage-point lower or 1-percentage-point higher.

	1% Decrease	Current Trend	1% Increase
Net OPEB liability	$ 141,366,950	$ 171,937,451	$ 212,924,081

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OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2021, the City recognized OPEB expense of $14,103,923. At June 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

Deferred Category	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Differences between expected and actual experience	$ -	$ (10,759,844)	$ (10,759,844)
Difference between projected and actual earning, net	-	(132,320)	(132,320)
Changes in assumptions	18,160,763	-	18,160,763
Total deferred outflows/(inflows) of resources	$ 18,160,763	$ (10,892,164)	$ 7,268,599

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Measurement date year ended June 30:	
2022	$ 2,611,341
2023	2,613,499
2024	1,475,075
2025	501,225
2026	67,459
Total deferred outflows/(inflows) of resources	$ 7,268,599

Changes of Assumptions

The discount rate was changed from 2.24% to 2.20%.

Changes in Plan Provisions – None.

NOTE 13 – FINANCIAL STATEMENTS FOR INDIVIDUAL PENSION AND OTHER POSTEMPLOYMENT BENEFIT TRUST FUNDS

GAAP requires that all Pension and Other Postemployment Trust Funds be combined and presented in one column in the Fiduciary Funds financial statements and that the individual financial statements for each trust fund plan are reported in the notes to the financial statements. Provided on the following page are the individual financial statements for the pension and OPEB plans that are included in the Fiduciary Funds as Pension and Other Postemployment Benefit Trust Funds.

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	Pension Trust Fund (as of December 31, 2020)	Other Postemployment Benefit Trust Fund	Total Pension and Other Postemployment Benefit Trust Funds
ASSETS			
Cash and cash equivalents	$ 5,170,978	$ 5,098	$ 5,176,076
Investments:			
Investments in Pension Reserve Investment Trust	98,439,891	-	98,439,891
Other investments	11,677	1,018,598	1,030,275
TOTAL ASSETS	103,622,546	1,023,696	104,646,242
NET POSITION			
Restricted for pensions	103,622,546	-	103,622,546
Restricted for other postemployment benefits	-	1,023,696	1,023,696
TOTAL NET POSITION	$ 103,622,546	$ 1,023,696	$ 104,646,242
ADDITIONS:			
Contributions:			
Employer contributions	$ 6,545,898	$ 172,000	$ 6,717,898
Employer contributions for other postemployment benefit payments	-	4,452,974	4,452,974
Member contributions	2,365,953	-	2,365,953
Retirement benefits - transfers from other systems	569,856	-	569,856
Total contributions	9,481,707	4,624,974	14,106,681
Net investment income:			
Investment income	22,088,684	177,704	22,266,388
Less: investment expense	(11,891,606)	-	(11,891,606)
Net investment income (loss)	10,197,078	177,704	10,374,782
TOTAL ADDITIONS	19,678,785	4,802,678	24,481,463
DEDUCTIONS:			
Administration	228,718	-	228,718
Retirement benefits - 3(8)c transfer to other systems	1,140,036	-	1,140,036
Retirement benefits and refunds	9,886,808	-	9,886,808
Other postemployment benefit payments	-	4,452,974	4,452,974
TOTAL DEDUCTIONS	11,255,562	4,452,974	15,708,536
NET INCREASE (DECREASE) IN NET POSITION	8,423,223	349,704	8,772,927
NET POSITION AT BEGINNING OF YEAR	95,199,323	673,992	95,873,315
NET POSITION AT END OF YEAR	$ 103,622,546	$ 1,023,696	$ 104,646,242

NOTE 14 – COMMITMENTS

In 2014, the City entered into an agreement with the City of Malden and the Pine Banks Park to fund capital improvements to the Park. Both the City of Melrose and the City of Malden are sharing costs and are considered

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lessees of the Pine Banks Park for a period of 25 years. The general fund has various commitments for goods and services related to encumbrances totaling $6,455,260.

NOTE 15 – CONTINGENCIES

The City participates in a number of federal award programs. Although the grant programs have been audited in accordance with the provisions of *Title 2 U.S. Code of Federal Regulations* Part 200*, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* through June 30, 2021, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although it is expected such amounts, if any, to be immaterial.

Various legal actions and claims are pending. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2021, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2021.

NOTE 16 – COVID-19

On March 10, 2020, the Massachusetts Governor declared a state of emergency in response to the coronavirus outbreak. The World Health Organization officially declared the novel Coronavirus (COVID-19) a pandemic the following day. In an attempt to slow the spread of COVID-19, governments issued various stay at home orders that caused global economic shutdowns and substantial financial market impact. Starting in March 2020, the Governor continued to issue orders allowing governments to operate and carry out essential functions safely. These included modifying the state's Open Meeting Law, issuing a stay-at-home order, and introducing a phased approach to reopening State businesses. The City is considered an essential business and although it was closed to the public for a period of time, departments remained operational and most employees continued to perform their daily duties.

A number of businesses have been forced to stop or significantly reduce operations, decreasing the City's portion of certain revenue. The City has also incurred unanticipated costs specifically related to the pandemic.

On March 27, 2020 the United States Federal Government established the Coronavirus Aid, Relief and Economic Security (CARES) Act in response to the economic downfall caused by the COVID-19 pandemic. This Act requires that the payment from these funds be used only to cover expenses that; are necessary expenditures incurred due to the public health emergency with respect to COVID-19; were not accounted for in the budget most recently approved as of March 27, 2020; and were incurred during the period that begins on March 1, 2020, and ends on December 31, 2021. The Commonwealth and communities throughout the Commonwealth were awarded a portion of this federal funding.

In addition to the CARES Act, on March 11, 2021, the United States Federal Government established the American Rescue Plan Act (ARPA) to enhance the United States' recovery from the economic and health effects of the COVID-19 pandemic. This Act requires that the payment from these funds be used to cover costs related to; public health; negative economic impacts; services to disproportionately impacted communities; premium pay; infrastructure; revenue replacement; or administration. These funds can be used to cover costs incurred between March 3, 2021 and December 31, 2024. The Commonwealth and communities throughout the Commonwealth were awarded a portion of this federal funding. In addition to funding from the CARES Act and the ARP Act, there are several other federal and state grants available. The full extent of the financial impact cannot be determined as of the date of the financial statements.

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NOTE 17 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through April 19, 2022, which is the date the financial statements were available to be issued.

NOTE 18 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During 2021, the following GASB pronouncements were implemented:

- GASB Statement #84, *Fiduciary Activities*. This pronouncement did not impact the basic financial statements.
- GASB Statement #90, *Majority Equity Interests – an amendment of GASB Statements #14 and #61*. This pronouncement did not impact the basic financial statements.
- GASB Statement #98, *The Annual Comprehensive Financial Report*. This pronouncement did not impact the basic financial statements.

The following GASB pronouncements will be implemented in the future:

- The GASB issued Statement #87, *Leases*, which is required to be implemented in 2022.
- The GASB issued Statement #89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, which is required to be implemented in 2022.
- The GASB issued Statement #91, *Conduit Debt Obligations*, which is required to be implemented in 2023.
- The GASB issued Statement #92, *Omnibus 2020*, which is required to be implemented in 2022.
- The GASB issued Statement #93, *Replacement of Interbank Offered Rates*, which is required to be implemented in 2022.
- The GASB issued Statement #94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, which is required to be implemented in 2023.
- The GASB issued Statement #96, *Subscription-Based Information Technology Arrangements*, which is required to be implemented in 2023.
- The GASB issued Statement #97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32*, which is required to be implemented in 2022.

Management is currently assessing the impact the implementation of these pronouncements will have on the basic financial statements.

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Required Supplementary Information

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General Fund Budgetary Schedule

The General Fund is the general operating fund of the City. It is used to account for all the financial resources, except those required to be accounted for in another fund.

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GENERAL FUND

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2021

	Budgeted Amounts			
	Amounts Carried Forward From Prior Year	Current Year Initial Budget	Original Budget	Final Budget
REVENUES:				
Real estate and personal property taxes, net of tax refunds	$ -	$ 68,230,458	$ 68,230,458	$ 68,301,636
Tax liens	-	-	-	-
Motor vehicle and other excise taxes	-	2,855,574	2,855,574	2,855,574
Trash Disposal	-	1,575,000	1,575,000	1,575,000
Penalties and interest on taxes	-	310,000	310,000	310,000
Intergovernmental	-	15,415,818	15,415,818	15,415,818
Departmental and other	-	1,429,343	1,429,343	1,429,343
Investment income	-	95,000	95,000	95,000
TOTAL REVENUES	-	89,911,193	89,911,193	89,982,371
EXPENDITURES:				
Current:				
General government	146,456	4,145,914	4,292,370	4,655,269
Public safety	70,091	10,320,149	10,390,240	10,538,439
Education	490,334	33,788,931	34,279,265	34,339,858
Public works	1,032,438	9,571,677	10,604,115	12,654,354
Health and human services	931	1,740,396	1,741,327	1,771,327
Culture and recreation	13,005	1,709,239	1,722,244	1,742,244
Pension benefits	-	6,396,652	6,396,652	6,396,652
Employee benefits	73,704	14,469,549	14,543,253	14,476,105
State and county charges	-	4,184,070	4,184,070	4,184,070
Capital outlay	2,169,227	339,094	2,508,321	3,887,606
Debt service:				
Principal	-	4,348,409	4,348,409	4,348,409
Interest	-	1,567,951	1,567,951	1,567,951
TOTAL EXPENDITURES	3,996,186	92,582,031	96,578,217	100,562,284
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(3,996,186)	(2,670,838)	(6,667,024)	(10,579,913)
OTHER FINANCING SOURCES (USES):				
Use of prior year reserves	3,996,186	-	3,996,186	3,996,186
Use of Free Cash	-	-	-	5,020,783
Use of overlay surplus	-	143,148	143,148	143,148
Transfers in	-	2,527,690	2,527,690	2,802,876
Transfers out	-	-	-	(1,383,080)
TOTAL OTHER FINANCING SOURCES (USES)	3,996,186	2,670,838	6,667,024	10,579,913
NET CHANGE IN FUND BALANCE	-	-	-	-
BUDGETARY FUND BALANCE, Beginning of year	-	10,587,539	10,587,539	10,587,539
BUDGETARY FUND BALANCE, End of year	$ -	$ 10,587,539	$ 10,587,539	$ 10,587,539

(Continued)

See notes to required supplementary information.

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Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
$ 68,633,668	$ -	$ 332,032
364,378	-	364,378
4,249,062	-	1,393,488
1,677,653	-	102,653
428,861	-	118,861
15,312,730	-	(103,088)
3,631,191	-	2,201,848
41,809	-	(53,191)
94,339,352	-	4,356,981
4,134,667	467,708	52,894
10,307,732	43,086	187,621
34,185,884	153,974	-
9,357,759	2,848,540	448,055
1,582,994	37,395	150,938
1,635,552	5,569	101,123
6,396,652	-	-
13,793,776	39,094	643,235
4,146,976	-	37,094
944,290	2,859,894	83,422
4,348,409	-	-
1,540,805	-	27,146
92,375,496	6,455,260	1,731,528
1,963,856	(6,455,260)	6,088,509
-	-	(3,996,186)
-	-	(5,020,783)
-	-	(143,148)
2,802,876	-	-
(1,383,080)	-	-
1,419,796	-	(9,160,117)
3,383,652	(6,455,260)	(3,071,608)
10,587,539	-	-
$ 13,971,191	$ (6,455,260)	$ (3,071,608)

(Concluded)

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Pension Plan Schedules – Retirement System

The Pension Plan's Schedule of Changes in Net Pension Liability and Related Ratios presents multi-year trend information on the Plan's net pension liability and related ratios.

The Pension Plan's Schedule of Contributions presents multi-year trend information on the required and actual contributions to the pension plan and related ratios.

The Pension Plan's Schedule of Investment Return presents multi-year trend information on the money-weighted investment return on retirement assets, net of investment expense.

These schedules are intended to present information for ten years. Until a ten-year trend is compiled, information is presented for those years for which information is available.

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SCHEDULE OF CHANGES IN THE NET PENSION LIABILITY
AND RELATED RATIOS
MELROSE CONTRIBUTORY RETIREMENT SYSTEM

	December 31, 2014	December 31, 2015	December 31, 2016	December 31, 2017	December 31, 2018	December 31, 2019	December 31, 2020
Total pension liability:							
Service cost	$ 2,370,000	$ 2,678,000	$ 2,798,000	$ 2,711,000	$ 2,833,000	$ 2,960,000	$ 3,266,000
Interest	9,398,000	9,534,000	10,620,000	10,789,000	10,981,000	11,317,000	11,662,000
Differences between expected and actual experience	-	2,548,000	-	(3,406,000)	-	977,000	-
Changes in assumptions	-	7,402,000	-	1,643,000	-	3,930,000	-
Benefit payments	(8,769,000)	(8,211,000)	(8,766,000)	(9,170,000)	(9,608,000)	(9,591,000)	(10,457,000)
Net change in total pension liability	2,999,000	13,951,000	4,652,000	2,567,000	4,206,000	9,593,000	4,471,000
Total pension liability - beginning	119,490,000	122,489,000	136,440,000	141,092,000	143,659,000	147,865,000	157,458,000
Total pension liability - ending (a)	$ 122,489,000	$ 136,440,000	$ 141,092,000	$ 143,659,000	$ 147,865,000	$ 157,458,000	$ 161,929,000
Plan fiduciary net position:							
Employer contributions	$ 5,519,000	$ 5,665,000	$ 5,814,000	$ 6,032,000	$ 6,028,000	$ 6,112,000	$ 6,546,000
Member contributions	2,080,000	1,962,000	2,030,000	2,204,000	2,204,000	2,271,000	2,366,000
Net investment income (loss)	5,002,000	144,000	4,849,000	12,199,000	(1,966,000)	12,728,000	10,197,000
Administrative expenses	(292,000)	(232,000)	(249,000)	(249,000)	(254,000)	(273,000)	(228,000)
Retirement benefits and refunds	(8,769,000)	(8,211,000)	(8,766,000)	(9,170,000)	(9,608,000)	(9,591,000)	(10,457,000)
Net increase (decrease) in fiduciary net position	3,540,000	(672,000)	3,678,000	11,016,000	(3,596,000)	11,247,000	8,424,000
Fiduciary net position - beginning of year	69,986,000	73,526,000	72,854,000	76,532,000	87,548,000	83,952,000	95,199,000
Fiduciary net position - end of year (b)	$ 73,526,000	$ 72,854,000	$ 76,532,000	$ 87,548,000	$ 83,952,000	$ 95,199,000	$ 103,623,000
Net pension liability - ending (a)-(b)	$ 48,963,000	$ 63,586,000	$ 64,560,000	$ 56,111,000	$ 63,913,000	$ 62,259,000	$ 58,306,000
Plan fiduciary net position as a percentage of the total pension liability	60.03%	53.40%	54.24%	60.94%	56.78%	60.46%	63.99%
Covered-employee payroll	$ 19,298,000	$ 20,268,000	$ 21,221,000	$ 21,353,000	$ 22,191,000	$ 22,575,000	$ 23,570,000
Net pension liability as a percentage of covered-employee payroll	253.72%	313.73%	304.23%	262.78%	288.01%	275.79%	247.37%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

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SCHEDULE OF CONTRIBUTIONS
MELROSE CONTRIBUTORY RETIREMENT SYSTEM

Year	Actuarially determined contribution	Contributions in relation to the actuarially determined contribution	Contribution deficiency (excess)	Covered-employee payroll	Contributions as a percentage of covered-employee payroll
December 31, 2020.....	$ 6,545,898	$ (6,545,898)	$ -	$ 23,570,000	27.77%
December 31, 2019.....	6,112,000	(6,112,000)	-	22,575,000	27.07%
December 31, 2018.....	6,028,000	(6,028,000)	-	22,191,000	27.16%
December 31, 2017.....	6,027,000	(6,032,000)	(5,000)	21,353,000	28.25%
December 31, 2016.....	5,809,000	(5,814,000)	(5,000)	21,221,000	27.40%
December 31, 2015.....	5,660,000	(5,665,000)	(5,000)	20,268,000	27.95%
December 31, 2014.....	5,519,000	(5,519,000)	-	19,298,000	28.60%

Note: this schedule is intended to present information for 10 years.
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See notes to required supplementary information.

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SCHEDULE OF INVESTMENT RETURNS
MELROSE CONTRIBUTORY RETIREMENT SYSTEM

Year	Annual money-weighted rate of return, net of investment expense
December 31, 2020	11.05%
December 31, 2019	15.45%
December 31, 2018	-2.23%
December 31, 2017	16.14%
December 31, 2016	6.49%
December 31, 2015	0.56%
December 31, 2014	7.39%

Note: this schedule is intended to present information for 10 years. Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

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Pension Plan Schedules – City

The Schedule of the City's Proportionate Share of the Net Pension Liability presents multi-year trend information on the City's net pension liability and related ratios.

The Schedule of City's Contributions presents multi-year trend information on the City's required and actual contributions to the pension plan and related ratios.

The Schedule of the Special Funding Amounts of the Net Pension Liability for the Massachusetts Teachers Contributory Retirement System presents multi-year trend information on the liability and expense assumed by the Commonwealth of Massachusetts on behalf of the City along with related ratios.

These schedules are intended to present information for ten years. Until a ten-year trend is compiled, information is presented for those years for which information is available.

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SCHEDULE OF THE CITY'S PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY
MELROSE CONTRIBUTORY RETIREMENT SYSTEM

Year	Proportion of the net pension liability (asset)	Proportionate share of the net pension liability (asset)	Covered-employee payroll	Net pension liability as a percentage of covered-employee payroll	Plan fiduciary net position as a percentage of the total pension liability
December 31, 2020.....	97.72%	$ 56,976,665	$ 23,031,469	247.39%	63.99%
December 31, 2019.....	97.97%	60,994,819	22,059,188	276.51%	60.46%
December 31, 2018.....	97.68%	62,429,475	21,661,725	288.20%	56.78%
December 31, 2017.....	97.98%	54,963,419	20,842,233	263.71%	60.94%
December 31, 2016.....	97.85%	63,132,469	21,221,300	297.50%	54.24%
December 31, 2015.....	97.74%	62,149,726	19,760,250	314.52%	53.40%
December 31, 2014.....	97.59%	47,782,553	18,823,161	253.85%	60.03%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

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SCHEDULE OF THE CITY'S CONTRIBUTIONS
MELROSE CONTRIBUTORY RETIREMENT SYSTEM

Year	Actuarially determined contribution	Contributions in relation to the actuarially determined contribution	Contribution deficiency (excess)	Covered-employee payroll	Contributions as a percentage of covered-employee payroll
June 30, 2021	$ 6,396,652	$ (6,396,652)	$ -	$ 23,492,098	27.23%
June 30, 2020	5,987,547	(5,987,547)	-	22,500,372	26.61%
June 30, 2019	5,874,402	(5,874,402)	-	22,094,960	26.59%
June 30, 2018	5,877,522	(5,882,421)	(4,899)	21,259,078	27.67%
June 30, 2017	5,657,138	(5,662,031)	(4,893)	21,645,726	26.16%
June 30, 2016	5,510,958	(5,515,850)	(4,892)	20,155,455	27.37%
June 30, 2015	5,368,133	(5,368,133)	-	19,199,624	27.96%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

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SCHEDULE OF THE SPECIAL FUNDING AMOUNTS OF THE NET PENSION LIABILITY

MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Therefore, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the associated collective net pension liability; the portion of the collective pension expense as both a revenue and pension expense recognized; and the Plan's fiduciary net position as a percentage of the total liability.

Year	Commonwealth's 100% Share of the Associated Net Pension Liability	Expense and Revenue Recognized for the Commonwealth's Support	Plan Fiduciary Net Position as a Percentage of the Total Liability
2021	$ 98,704,791	$ 12,191,456	50.67%
2020	83,244,186	10,094,802	53.95%
2019	76,908,935	7,793,607	54.84%
2018	72,944,524	7,613,432	54.25%
2017	70,683,576	7,210,188	52.73%
2016	64,556,761	5,236,128	55.38%
2015	50,466,709	3,506,164	61.64%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

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Other Postemployment Benefit Plan Schedules

The Schedule of Changes in the City's Net Other Postemployment Benefit Liability and Related Ratios presents multi-year trend information on changes in the Plan's total OPEB liability, changes in the Plan's net position, and ending net OPEB liability. It also demonstrates the Plan's net position as a percentage of the total liability and the Plan's net other postemployment benefit liability as a percentage of covered-employee payroll.

The Schedule of the City's Contributions presents multi-year trend information on the City's actual contributions to the other postemployment benefit plan and related ratios.

The Schedule of Investment Returns presents multi-year trend information on the money-weighted investment return on the Plan's other postemployment assets, net of investment expense.

These schedules are intended to present information for ten years. Until a ten-year trend is compiled, information is presented for those years for which information is available.

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SCHEDULE OF CHANGES IN THE
CITY'S NET OPEB LIABILITY AND RELATED RATIOS
OTHER POSTEMPLOYMENT BENEFIT PLAN

	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021
Total OPEB Liability					
Service cost	$ 6,401,978	$ 6,658,057	$ 4,897,981	$ 5,561,672	$ 7,693,970
Interest	5,701,415	5,972,623	5,502,180	5,504,926	3,815,636
Differences between expected and actual experience	-	(31,015,924)	-	(17,183,631)	-
Changes of assumptions	-	(365,029)	7,744,781	22,390,279	1,031,153
Benefit payments	(4,498,759)	(5,029,414)	(3,998,445)	(4,456,372)	(4,452,974)
Net change in total OPEB liability	7,604,634	(23,779,687)	14,146,497	11,816,874	8,087,785
Total OPEB liability - beginning	155,085,044	162,689,678	138,909,991	153,056,488	164,873,362
Total OPEB liability - ending (a)	$ 162,689,678	$ 138,909,991	$ 153,056,488	$ 164,873,362	$ 172,961,147
Plan fiduciary net position					
Employer contributions	$ 72,000	$ 72,000	$ 72,000	$ 172,000	$ 172,000
Employer contributions for OPEB payments	4,498,759	5,029,414	3,998,445	4,456,372	4,452,974
Net investment income	19,457	18,309	25,545	16,735	177,704
Benefit payments	(4,498,759)	(5,029,414)	(3,998,445)	(4,456,372)	(4,452,974)
Net change in plan fiduciary net position	91,457	90,309	97,545	188,735	349,704
Plan fiduciary net position - beginning of year	205,946	297,403	387,712	485,257	673,992
Plan fiduciary net position - end of year (b)	$ 297,403	$ 387,712	$ 485,257	$ 673,992	$ 1,023,696
Net OPEB liability - ending (a)-(b)	$ 162,392,275	$ 138,522,279	$ 152,571,231	$ 164,199,370	$ 171,937,451
Plan fiduciary net position as a percentage of the total OPEB liability	0.18%	0.28%	0.32%	0.41%	0.59%
Covered-employee payroll	$ 38,148,337	$ 42,881,892	$ 42,881,892	$ 46,375,131	$ 50,494,945
Net OPEB liability as a percentage of covered-employee payroll	425.69%	323.03%	355.79%	354.07%	340.50%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

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SCHEDULE OF THE CITY'S CONTRIBUTIONS
OTHER POSTEMPLOYMENT BENEFIT PLAN

Year	Actuarially determined contribution	Contributions in relation to the actuarially determined contribution	Contribution deficiency (excess)	Covered-employee payroll	Contributions as a percentage of covered-employee payroll
June 30, 2021.....	$ -	$ (4,624,974)	$ (4,624,974)	$ 50,494,945	9.16%
June 30, 2020.....	-	(4,628,372)	(4,628,372)	46,375,131	9.98%
June 30, 2019.....	-	(4,070,445)	(4,070,445)	42,881,892	9.49%
June 30, 2018.....	-	(5,101,414)	(5,101,414)	42,881,892	11.90%
June 30, 2017.....	12,908,131	(4,570,759)	8,337,372	38,148,337	11.98%

Note: this schedule is intended to present information for 10 years.
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See notes to required supplementary information.

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SCHEDULE OF INVESTMENT RETURNS
OTHER POSTEMPLOYMENT BENEFIT PLAN

Year	Annual money-weighted rate of return, net of investment expense
June 30, 2021	24.31%
June 30, 2020	3.07%
June 30, 2019	5.87%
June 30, 2018	2.65%
June 30, 2017	8.59%

Note: this schedule is intended to present information for 10 years. Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

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NOTE A – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgetary Information

Municipal Law requires the City to adopt a balanced budget that is approved by the Mayor and the City Council. The Mayor presents an annual budget to the Council, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. The Council, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Increases or transfers between and within departments subsequent to the approval of the annual budget, requires majority Council approval via a supplemental appropriation or Council order.

The majority of appropriations are non-continuing which lapse at the end of each year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior year be carried forward and made available for spending in the current year. These carry forwards are included as part of the subsequent year's original budget.

Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the payment of debt service is statutorily required, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by two-thirds majority vote of the City Council.

An annual budget is adopted for the general fund in conformity with the guidelines described above. The original 2021 approved budget includes $96.6 million in current year appropriations and other amounts to be raised and $4.0 million in prior year articles and encumbrances carried forward. During 2021, the Council also approved supplemental appropriations and transfers totaling approximately $5.3 million.

The City Auditor's office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the accounting system.

Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the year ended June 30, 2021, is presented below:

Net change in fund balance - budgetary basis	$	3,383,652
Perspective differences:		
Activity of the stabilization fund recorded in the general fund for GAAP		552,755
Basis of accounting differences:		
Net change in recording tax refunds payable		126,152
Net change in recording 60 day receipts		(248,216)
Net change in recording accrued payroll		(22,819)
Net change in recording investment market value		128,342
Recognition of revenue for on-behalf payments		12,191,456
Recognition of expenditures for on-behalf payments		(12,191,456)
Net change in fund balance - GAAP basis	$	3,919,866

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NOTE B – PENSION PLAN

Pension Plan Schedules – Retirement System

Schedule of Changes in the Net Pension Liability and Related Ratios

The Schedule of Changes in the Net Pension Liability and Related Ratios includes the detailed changes in the systems total pension liability, changes in the systems net position, and the ending net pension liability. It also demonstrates the plan's net position as a percentage of the total pension liability and the net pension liability as a percentage of covered payroll.

Schedule of Contributions

Governmental employers are required to pay an annual appropriation as established by PERAC. The total appropriation includes the amounts to pay the pension portion of each member's retirement allowance, an amount to amortize the actuarially determined unfunded liability to zero in accordance with the system's funding schedule, and additional appropriations in accordance with adopted early retirement incentive programs. The total appropriations are payable on July 1 and January 1. Employers may choose to pay the entire appropriation in July at a discounted rate. Accordingly, actual employer contributions may be less than the "total appropriation." The pension fund appropriations are allocated amongst employers based on covered payroll.

Schedule of Investment Returns

The money weighted rate of return is calculated as the internal rate of return on pension plan investments, net of pension plan investment expense. A money weighted rate of return expresses investment performance, net of pension plan investment expense, adjusted for the changing amounts actually invested. Inputs to the money weighted rate of return calculation are determined.

Pension Plan Schedules – City

Schedule of the City's Proportionate Share of the Net Pension Liability

The Schedule of the City's Proportionate Share of the Net Pension Liability details the allocated percentage of the net pension liability (asset), the proportionate share of the net pension liability, and the covered employee payroll. It also demonstrates the net position as a percentage of the pension liability and the net pension liability as a percentage of covered payroll.

Schedule of the City's Contributions

Governmental employers are required to pay an annual appropriation as established by PERAC. The appropriation includes the amounts to pay the pension portion of each member's retirement allowance, an amount to amortize the actuarially determined unfunded liability to zero in accordance with the system's funding schedule, and additional appropriations in accordance with adopted early retirement incentive programs. The appropriations are payable on July 1 and January 1. The City may choose to pay the entire appropriation in July at a discounted rate. Accordingly, actual contributions may be less than the "total appropriation". The pension fund appropriation is allocated to the City based on covered payroll.

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Schedule of the Special Funding Amounts of the Net Pension Liabilities

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Since the City does not contribute directly to MTRS, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the collective net pension liability that is associated with the City; the portion of the collective pension expense as both revenue and pension expense recognized by the City; and the Plan's fiduciary net position as a percentage of the total liability.

Changes in Assumptions – None.

Changes in Plan Provisions – None.

NOTE C – OTHER POSTEMPLOYMENT BENEFITS

The City administers a single-employer defined benefit healthcare plan ("The Retiree Health Plan"). The plan provides lifetime healthcare, dental and life insurance for eligible retirees and their spouses through the City's group health insurance plan, which covers both active and retired members, including teachers.

The Other Postemployment Benefit Plan

The Schedule of Changes in the City's Net Other Postemployment Benefit Liability and Related Ratios

The Schedule of Changes in the City's Net Other Postemployment Benefit Liability and Related Ratios presents multi-year trend information on changes in the Plan's total OPEB liability, changes in the Plan's net position, and ending net OPEB liability. It also demonstrates the Plan's net position as a percentage of the total liability and the Plan's net other postemployment benefit liability as a percentage of covered-employee payroll.

Schedule of the City's Contributions

The Schedule of the City's Contributions includes the City's annual required contribution to the Plan, along with the contribution made in relation to the actuarially determined contribution and the covered-employee payroll. The City is not required to fully fund this contribution. It also demonstrates the contributions as a percentage of covered-employee payroll. Actuarially contribution rates are calculated as of June 30, two years prior to the end of the fiscal year in which contributions are reported. Methods and assumptions used to determine contribution rates are on the following page.

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Valuation date	January 1, 2020
Actuarial cost method	Individual Entry Age Normal Cost Method.
Asset valuation method	Market value of assets with payables and receivables.
Interest Rate / Discount rate	2.20% per year net of investment expenses as of 06/30/2021. In the calculation of the discount rate, the 20-year Municipal General Obligation bonds as shown in the Bond Buyer 20 Bond Index (2.16%) was used.
Projected salary increases	Groups 1 and 2: 4.25% step increases for years 1-8, 3.25% ultimate. Group 4: 5.00% step increases for years 1-5, 3.25% ultimate.
Payroll growth	3.00% per year and 2.75% CPI-U.
Mortality rates	Actives: The RP-2014 Mortality Table adjusted to 2006, sex-distinct, for Employees projected using generational mortality and scale MP-2019. Retirees: The RP-2014 Mortality Tables adjusted to 2006, sex-distinct, for Healthy Annuitants projected using generational mortality and scale MP-2019. Disabled: The RP-2014 Mortality Tables adjusted to 2006, sex-distinct, for Healthy Annuitants projected using generational mortality and scale MP-2019. Set forward 2 years.

Schedule of Investment Returns

The Schedule of Investment Returns includes the money-weighted investment return on the Plan's other postemployment assets, net of investment expense.

Changes of Assumptions

The discount rate was changed from 2.24% to 2.20%.

Changes in Provisions – None.

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Doc ID	Status	Doc #	Short Title	Department	Meeting	Amount if not specified	DEPT. NOTES
2019							
7036	Adopted	ORDER-2019-61	An Appropriation from Free Cash in the amount of $102,000	Auditor	3/18/2019 7:45 PM	ISD OT, Election costs, MFD vehicle	Election costs for override special election(April 2019), Motor Vehicle repair Fire – aging fleet & Inspectional Service – unanticipated OT. Funding was requested as a supplemental appropriation to make the department whole for 6/30. Any unspent funds were turned back to the general fund.
7042	Adopted	ORDER-2019-52	An Appropriation from the Contract Stabilization Fund	Auditor	3/18/2019 7:45 PM	$101,827. police S&W and OT	Funds were requested from contract stabilization to fund year 1 of a police collective bargaining agreement. Any unspent funds at year end were turned back to the general fund.
7213	Adopted	ORDER-2019-90	Appropriation water retained earnings	Auditor	6/17/2019 7:45 PM	$591,100 various accounts	DPW: All projects complete and equipment purchased
7214	Adopted	ORDER-2019-89	Appropriation Sewer Retained Earnings	Auditor	6/17/2019 7:45 PM	$575,100. various accounts	DPW: All projects complete and equipment purchased
7216	Adopted	ORDER-2019-102	An Appropriation from Free Cash in the amount of $2,327,694	Auditor	6/17/2019 7:45 PM	DPW various, stabilizations, MPD	DPW: All projects complete; MPD: awaiting response
2020							
7377	Adopted	ORDER-2020-18	An Appropriation from Contract Stabilization for Local 272 Clerical Contract	Auditor	9/3/2019 7:45 PM	$61,138.14 fund one year	Funds were requested from contract stabilization to fund year 1 of the clerical union contract. Any unspent funds at year end were turned back to the general fund.
7383	Adopted	ORDER-2020-17	An Appropriation from Contract Stabilization to City Solicitor, Salary and Wages	Auditor	9/3/2019 7:45 PM	$5K S&W	Funds were appropriated from contract stabilization to fund an employee stipend related to the Liquor Commission. Any unspent funds at year end were turned back to the general fund.
7416	Adopted	ORDER-2020-12	An Appropration in the amount of $20,000 from Library fines.	Auditor	9/3/2019 7:45 PM	books/periodicals	MPL: Routine expenditure - library fines dedicated to books/periodicals
7639	Adopted	ORDER-2020-45	An Appropriation from PEG Access Fund #2922	Auditor	12/16/2019 7:45 PM	$241,140.22 MMTV/MPS	Routine appropriation to release the PEG Access funds received from the cable providers to MMTV and the Schools for operational expenses
7683	Adopted	ORDER-2020-47	An Appropriation from Free Cash in the Amount $65,000 to cover Election related costs.	Auditor	1/21/2020 7:45 PM		Funds were appropriated to cover the costs related to a special election. Any unspent funds were turned back to the general fund.
7685	Adopted	ORDER-2020-48	An Appropriation from Free Cash in the amount of $7,000 for the purchase of Fire Equipment.	Auditor	1/21/2020 7:45 PM		MFD: Received 7k towards the purchase and use of the 2013 Ford SUV used by Fire Prevention
7877	Adopted	ORDER-2020-70	An Appropriation of $984,925 from Free Cash and Capital Stabilization.	Auditor	3/23/2020 7:45 PM	$984,985 various accounts	DPW:used for the City Hall generator design; MFD Received 110k for SCBA and 769,925 for new pumper. Truck was received – incidental equipment costs factored into the cost of the truck remain outstanding at this time. The repair money in this order was for the fire department floor shoring up at the Main Street headquarters.
7878	Adopted	ORDER-2020-71	An Appropriation from Free Cash in the amount of $50,160	Auditor	3/23/2020 7:45 PM	library elevator	DPW: Work complete and paid for
7964	Adopted	ORDER-2020-78	Special Education Stabilization Fund	Auditor	5/4/2020 7:45 PM	$478,030.17 for 2 placements	Complete
7944	Adopted	ORDER-2020-103	Divided Order 2020-70-An Appropration of $579,000. from Free Cash	City Council	5/18/2020 7:45 PM	2019 CIP #4,9,11, 14	DPW: School security - in progress, middle school security (with IT) - complete, Lebanon/Sylvan drainage design - putting out design RFQ to have designer selected by July, self-contained breathing apparatus - see Fire
8007	Adopted	ORDER-2020-96	An Appropriation from Free Cash in the amount of $2,500,000	Auditor	6/1/2020 7:45 PM	7 stabilization accounts	Auditors: Routine appropriation to fund stabilitization accounts to maitain target balances for each fund.
8049	Adopted	ORDER-2020-104	An Appropriation from Free Cash to the Fire Department.	Auditor	6/24/2020 7:45 PM	ice sled, OT, motor vehicle	MFD: Ice sled purchased, 80k for OT with any unspent balance closed to general fund, and 30k for MW Repairs/Maintenance
8050	Adopted	ORDER-2020-105	An Appropriation from the PEG Access Fund #2922.	Auditor	6/24/2020 7:45 PM	$300,452.04 MMTV/MPS	Routine appropriation to release the PEG Access funds received from the cable providers to MMTV and the Schools for operational expenses
8051	Adopted	ORDER-2020-106	An Appropriation from Free Cash to the Police Department	Auditor	6/24/2020 7:45 PM	$195,714.85 OT,ammunition,vehicle	MPD: awaiting response
8053	Adopted	ORDER-2020-108	An Appropriation from Free Cash to Information Technology	Auditor	6/24/2020 7:45 PM	$309,104.60,	IT: See memo from IT Director
8054	Adopted	ORDER-2020-109	An Appropriation from Free Cash to Various Public Works Accounts	Auditor	6/24/2020 7:45 PM	$331,676.55 traffic calming,cemetry,tree equipment, sidewalk	DPW: cemetery money to be spent on paving in 2022 and continuation of digitization project; traffic calming and sidewalk repairs partially spent (see memo) - remainder to be spent in 2022 construction season; trees planted and paid; small balance on sidewalk PO to be applied to 2022
8055	Adopted	ORDER-2020-110	An Appropriation from Free Cash to Various Accounts	Auditor	6/24/2020 7:45 PM	$79,300 Pine Banks, MPS medicaid	MPS:Routine medicaid transfer - funds were appropriated to the school for their budget (77,500), this is a recurring annual event. Money was paid to Pine Banks foundation in conjunction with money budgeted totaling 12,500 (1,800 on order) for signage at Pine Banks.
2021							
8256	Adopted	ORDER-2021-20	An appropriation from the Rideshare Special Revenue Fund	Auditor	9/21/2020 7:45 PM	$37,965.80 road/sidewalk projects	DPW: Work completed - see Traffic Safety update memo
8163	Adopted	ORDER-2021-14	Street Sweeper Funding Request	Public Works Dep	10/5/2020 7:45 PM	$243,285.00	DPW: Purchase complete and sweeper in service
8212	Adopted	ORDER-2021-23	Library Fines Appropriation FY2021	Library	10/5/2020 7:45 PM	$20,000.regud materials expenditure	MPL: Routine expenditure - library fines dedicated to books/periodicals
8487	Adopted	ORDER-2021-48	An Appropriation from PEG Access Fund #2922	Auditor	1/19/2021 7:45 PM	$344,572.23 MMTV/MPS	Routine appropriation to release the PEG Access funds received from the cable providers to MMTV and the Schools for operational expenses. These monies are held in a separate Cable Access fund that is strictly a pass through account from Verizon and Comcast disbursements and no resident tax dollars or other municipal monies are included in the Fund.
8508	Adopted	ORDER-2021-52	An Appropriation from Free Cash	Auditor	1/19/2021 7:45 PM	$93,257: School – Essex Agri – 39,757. Police – 26,000 replacement of guns ISD - $25,000 ISD - $2,500	Essex Ag: Higher enrollment than budgeted (two new students moved to district), supplemental appropriation to make it whole; ISD: to cover the volume of inspections and unticipated OT costs; MPD: awaiting response
8612	Adopted	ORDER-2021-62	An Appropriation from Free Cash to the Police Department	Auditor	2/1/2021 7:45 PM	$55,300. training,uniforms, radios,ammunition	MPD: Routine appropriation for necessary equipment for costs associated with hiring new officers (complete)
8507	Adopted	ORDER-2021-43	FY21 Compensation and Classification Study	Human Resources	2/16/2021 7:45 PM	$50K	Complete - see memo from HR Director

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8828	Adopted	ORDER-2021-109	An Appropriation from Free Cash to Various Accounts	Auditor	4/20/2021 7:45 PM	Appropriation in the amount of $604,833: Generator – $400,000 Treasurer Collector – Munis Cash Module – $41,000 Fire – online training system (Lexipol) – $12,000 Fire – Motor Vehicle Repairs – $40,000 School – Medicare - 75,000 – Routine/annual School – Essex Agri -$ 20,833 - Increased enrollment ISD – permitting software -$16,000	DPW: Generator project in construction phase; the City, along with our design consultants from Wright Pierce, selected an option that includes a permanent standby generator for City Hall and a portable generator for Memorial Hall, all within the original project budget. The design was completed and the contract bid earlier this year. The construction contract was awarded to Phillips Electric, and construction is underway. Long lead times for the generator equipment have resulted in an expected completion date in late 2022 to early 2023.; T/C: $41,000 was used to purchase and implement the Munis Cash Management module; implementation was completed in April 2022 and T/C are currently working through the back end processes with CLA (auditors); MFD: used to maintain its fleet through the rest of the fiscal year, and to set up Lexipol (online fire/EMS training and management system); ISD: increased permitting fee due to increased revenues (1 time permit collected 496,987)
8886	Adopted	ORDER-2021-116	Special Education Stabilization Fund #8408	Auditor	5/17/2021 7:45 PM	$532,782.08	Schools: $499,953 used to fund operational costs
8887	Adopted	ORDER-2021-115	An Appropriation from Free Cash to City Clerk Salary & Wages	Auditor	5/17/2021 7:45 PM	$14,650 accrued vacation payout Clerk departures	Complete
8824	Adopted	ORDER-2021-110	An Appropriation from Free Cash	Auditor	6/7/2021 7:45 PM	$1,150,000. 6 stabilization ccounts	Auditors: Routine appropriation to fund stabilitization accounts to maitain target balances for each fund.
8947	Adopted	ORDER-2021-131	An Appropriation from Free Cash to the Human Resource Department	Auditor	6/7/2021 7:45 PM	$100K HR professional services	See memo from HR Director
8950	Adopted	ORDER-2021-132	An Appropriation from free Cash to IT Capital Projects	Auditor	6/7/2021 7:45 PM	$200K	See memo from IT Director
8952	Adopted	ORDER-2021-129	An Appropriation from Free Cash to the Affordable Housing Trust	Auditor	6/7/2021 7:45 PM	$75K	Initial appropriation to build Trust fund balance for future use.
8954	Adopted	ORDER-2021-134	An Appropriation from Free Cash to the Planning Department	Auditor	6/21/2021 7:45 PM	$50K wayfinding	OPCD: See memo from OPCD Director
8955	Adopted	ORDER-2021-139	An Appropriation from Free Cash to the Veterans Affairs	Auditor	6/21/2021 7:45 PM	$30K honor roll repair	Complete
8956	Adopted	ORDER-2021-130	An Appropriation from Free Cash to the Fire Department.	Auditor	6/21/2021 7:45 PM	$256K Ambulance	MFD: The ambulance has been ordered and we are awaiting a delivery date
8957	Adopted	ORDER-2021-138	An Appropriation of Free Cash to School Facilities	Auditor	6/21/2021 7:45 PM	$825K DPW facilities projects MPS roof	DPW: Hoover and HM roof projects - both in MSBA design process
9002	Adopted	ORDER-2021-148	An Appropriation from Water Retained Earnings in the amount of $43,423.46	Auditor	6/21/2021 7:45 PM		DPW: Used toward water reserves for FY22 - complete
9003	Adopted	ORDER-2021-149	An Appropriaton from Water Retained Earnings in the amount of $400,000	Auditor	6/21/2021 7:45 PM		DPW: Used toward FY22 rates - complete
9007	Adopted	ORDER-2021-153	An Appropriation in the amount of $276,505 from PEG Access	Auditor	6/21/2021 7:45 PM	MMTV/MPS	Routine appropriation to release the PEG Access funds received from the cable providers to MMTV and the Schools for operational expenses
8951	Adopted	ORDER-2021-136	An Appropriation from Free Cash to Various Public Works Accounts	Auditor	6/21/2021 7:45 PM	$480,243. tree equipment, traffic calming, sidewalk, a	DPW: Fall planting completed; ~90 trees marked out for spring 2022; sidewalk projects performed last year, remainder to be spent in 2022 under new Aggregate contract, Ell Pond Park Feasibiltiy Study complete, Traffic calming - see memo
8948	Adopted	ORDER-2021-137	An Appropriation from Free Cash to Public Works for Snow Deficit	Auditor	6/21/2021 7:45 PM	$270K snow: OT, hired equipmt,motor vehicle	DPW: work complete
8949	Adopted	ORDER-2021-133	An Appropriation from Free Cash to Park Capital Projects	Auditor	6/21/2021 7:45 PM	$502,500 lebanon field, pickleball, inclusive pground,	DPW/Parks: Pickleball & Lebanon partially complete, Volunteer in design, see memo from Joan Bell re Parks; see memo from Eric Devlin re: Ell Pond
8946	Adopted	ORDER-2021-135	An Appropriation from Free Cash to the Police Department	Auditor	6/21/2021 7:45 PM	$255K police vehicle, radio upgrade	MPD: awaiting response
9080	Adopted	ORDER-2022-2	An appropriation from Capital Stabilization in the amount of $20,000.00 to Veteran's	Auditor	8/16/2021 7:45 PM	Veterans Honor Roll	Complete
9362	Adopted	ORDER-2022-42	An Appropriation from Contract Stabilization to the Fire Department	Auditor	11/15/2021 7:45 PM	$317,693. OT, CBA yr 1 and 2	MFD: After the contract was settled, these additional funds were needed to meet the needs of the contract as well as balance the budget to get through the rest of the fiscal year and to pay retroactive pay from July 2021-November 2021. Not all funds have been expended since the end of the fiscal year is not yet over.
9363	Adopted	ORDER-2022-46	An Appropriation from the Ambulance Retained Earnings Account to the Ambulance Budget	Auditor	11/15/2021 7:45 PM	$46,863. OT S&W	MFD: Not all funds have been expended since the end of the fiscal year is not yet over. Any unexpended funds will return to the Enterprise Fund.
9416	Adopted	ORDER-2022-48	An Appropriation from the Rideshare Fund (#2921) in the amount of $9,049.20	Auditor	12/20/2021 7:45 PM	accessible curb ramps howard/sunset,	DPW: Scheduled for 2022 construction season (see memo)
9485	Adopted	ORDER-2022-51	An Appropriation in the amount of $289,121.48 from PEG Access	Auditor	12/20/2021 7:45 PM	see #9007, 8487, 8050, 7639	Routine appropriation to release the PEG Access funds received from the cable providers to MMTV and the Schools for operational expenses
9487	Adopted	ORDER-2022-52	Appropriation of $93,000 from Water and Sewer Enterprise Fund Retained Earnings	Public Works Dep	12/20/2021 7:45 PM	purchase replacement loader vehicle	DPW: Purchase complete and loader in service

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CITY OF MELROSE

PARKS DEPARTMENT
100 Slayton Road
Melrose, MA 02176

Joan Bell
Superintendent of Mount Hood
& Public Open Space
jbell@cityofmelrose.org
O: 781.662.0210

Date: June 13, 2022
To: City Council, Mayor Paul Brodeur
From: Joan Bell, Parks Superintendent
Subject: FY22 Parks Project Updates

Lebanon St Park

- Oct. 21: Moved home plate back 10 ft, regraded infield brought in the dimensions of the clay infield to match Youth Softball requirements for some older age groups. Removed the outfield fence and dug a trench in a to attempt pick up some footage and to alleviate some of the drainage issues.
- February: Spoke with youth softball about getting them additional time at Pine Banks while this is going on
- March: Met with Vonnie Reis and Commonwealth Construction on site, everyone agrees more worked needed than first expected.
- April 25: Scope of work and drawings completed, the decision was made to let Youth Softball to finish their season end of June and we will be looking for Commonwealth Construction to begin work July.

Volunteer Park

- May-July 21: Assembled a small group of residents 2 with children with different disabilities, held 4 meetings to discuss what we would be looking for in, equipment and furnishings an inclusive park in Melrose.
- Aug-Oct: Reached out to 4 playground companies of inclusive play products, met with them individually at the park to go over scope of equipment we're interested in, climbing, sensory, base material etc. and requested proposals 1st draft proposals.
- Winter: reviewed drafts
- March: held neighborhood meeting and met with arborist to inspect trees in the park that we suspected had some issues.
- May: Meeting set for the 18th for the group to meet have last review of proposals and choose vendor.
- June: Vendor to do site visit for final design and order equipment
- Set date schedule for tree work and demolition, site prep and installation.
- Fingers crossed for an Oct. install

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Foss Park

- June: With additional funding from the City, a draft design of the playground area is being put together to have further discussions with the neighborhood.
- Meeting is set for June 28th with Park Commission, Elena, and me. Notices will be going out June 13th to the neighbors and pickleball group.

5KYourWay Half Court High School

- Approved set for construction end of school year.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CONSERVATION COMMISSION

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4312
Fax - (781) 979-4290

MEMORANDUM

Date: 5/19/2022

To: City Council

From: Eric Devlin, Conservation Agent

Subject: Conservation Capital budget expenses

The Commission has signed a $92,925 3-year treatment contract with Solitude Lake Management for a multi-year invasive Water Chestnut control program at Ell Pond with mechanical harvester and hydro rake treatment of invasive Water Chestnut at Ell Pond (2022, 2023 and 2024). Management of the Water Chestnut is expected to take longer than three years and will require ongoing management into the future. We should see a significant reduction in the total Water Chestnut coverage at Ell Pond by year three and we can transition to more manual pulling at that time. We're also supplementing the treatment with a follow-up volunteer hand pulling event to maximize the treatment effectiveness and help keep the total treatment costs down.

Treatment is scheduled to start this summer in July (tentative date of July 11 pending logistics coordination meeting with Solitude representative next month). The on-shore component of material removal will require DPW support and staff coordination. Melrose DPW has indicated that they will be able to provide the on-shore material handling support with a few weeks advance notice to ensure that equipment is available.

An expanded volunteer hand pulling effort to augment Ell Pond Water Chestnut management with hand pulling event, coordinated to immediately follow the conclusion of the contracted treatment. The objective of this is to maximize the efficiency of the mechanical treatment and catch more of the inevitable fragments that the large machines miss and have a significantly reduced total quantity of biomass out on the water that will be manageable with volunteer hand pulling.

<u>Funding sources/status:</u>

- $50,000 State earmark to support Ell Pond invasive species project from Executive Office of Energy and Environmental Affairs (EOEEA), contract granted to June 30, 2024.
- $27,500 Free cash appropriation to Conservation.

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Task 1 from Solitude contract Task 1 2022 Water Chestnut harvesting – $29,500. Plan is to pay this out of the earmark fund and encumber the $27,500 free cash for use with task 2 on the following year. Funding for year three has not been secured, we are currently short $15,425 for the third-year treatment. These numbers do not reflect additional possible costs such as fuel surcharges or additional treatment days beyond the original quoted estimate.

Long term management of the Water Chestnut is expected to take longer than three years and will require ongoing management into the future. Under the current treatment plan the City should see a significant reduction in the total Water Chestnut coverage at Ell pond after three years of mechanical treatment. If this is outcome is achieved, we can transition to more manual pulling at that time and not require the mechanical harvester/hydro rake treatment. For reference, Solitude Lake Management quoted us $1,200 (8hr/2 people per day) for manual hand pulling.

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CITY OF MELROSE

Information Technology

Neal M. Ellis
Chief Information Officer

City Hall
562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4142

Memorandum

To: City Council, Margot Fleischman Chief of Staff

CC: Patrick Dello Russo Auditor/CFO

From: Neal M Ellis

Date: 06/02/2022

Subject: Free Cash Appropriations of ORDER-2020-108

An Appropriation from Free Cash, account number 01-324001, in the amount of $309,104.60 to various IT accounts as set forth herein.

FINANCIAL IMPACT:n/a

06/01/20	019313-551098 · Capital Outlay, City IT Technology	$225,000.00
06/01/20	01931773-551097 · Capital Outlay, School IT Technology	$84,104.60
06/01/20	01-324001 · Available Free Cash	($309,104.60)

Item labeled “Capital Outlay, City IT Technology $225,000.00” is for the amount of $200,000 that is allotted to IT yearly for the replacement of hardware and software. Prior to this year it was allocated as $150,000 for City CIP improvements and $150,000 for school CIP improvements. In 2020, Patrick Dello Russo funded this initiative out of free cash. This money was spent on projector/interactive whiteboard/audio replacements in the Roosevelt ($93,660.30) and Horace Mann schools ($39,817.00) this past Summer-Fall. Additionally, it funded the training for O365 ($68,895.00). The $25,000 was for the purchase and configuration of Tyler Open Finance which began in late 2020.

The Item labeled Capital Outlay, School IT Technology in the amount of $84,104.60 was for the replacement of all projector/interactive whiteboards/audio in the Winthrop Elementary School. That project was completed in the Summer of 2020.

As a side-note, the spending of some of this money took a little while due to operations surrounding the COVID-19 pandemic. Projects that were planned for 2020-2022 were moved much further into the future due to the ongoing demands of providing city staff and the schools with remote options and systems. Those projects were ultimately funded under CARES Act funding.

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CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

DENISE M. GAFFEY
Director & City Planner

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

M E M O R A N D U M

TO: Melrose City Council

FROM: Denise Gaffey, Director & City Planner

DATE: June 10, 2022

RE: Free Cash Funding for Wayfinding

I have been asked to provide an update on the Free Cash allocation for Wayfinding approved by the City Council in June 2021. As you may recall, Mayor Brodeur requested $50,000 from free cash to build on our successful Wayfinding and Placemaking Initiative launched in 2020, and specifically to:

- Create a final design for the wayfinding and signage system
- Fabricate and install signage in priority locations
- Invest in streetscape infrastructure and aesthetic improvements

This project has been slow to get underway for a couple of reasons. Initially, as was mentioned to the Council at the time this order was discussed, we were waiting to learn if we were going to receive an earmark from the state for the streetscape infrastructure element of this project, so we could leverage that funding to enhance our efforts. We did receive this funding, but notification was not received by the city until late into the fiscal year, which stalled our progress.

More significantly, the Office of Planning and Community Development lost a key staff member last August and we had a vacant position in the office for six months. It was not feasible to begin work on a new initiative with insufficient staff resources when there are so many other responsibilities, including those with statutory deadlines that must be met. Over the past year in response to the vacancy, we implemented some staff restructuring, a new planner was hired, and she is able to assist with the workload in the office.

Once the earmark funding was confirmed and staff resources were stabilized, we initiated a procurement process to select a consultant to assist with the next phase of Wayfinding work. Fortunately, the designers we worked with in the first phase, Selbert Perkins Design, were available and provided a competitive price, so we have engaged with them and just this past week held a meeting to map out the schedule. Moving forward, we have scheduled a kickoff meeting with the advisory committee on Thursday, June 16 and we anticipate continuing work on this initiative through the summer months, with completion by September.

I hope this information is helpful. Please do not hesitate to reach out if you have any questions.

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

CITY OF MELROSE

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

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

MEMORANDUM

Date: May 19, 2022

To: Mayor Paul Brodeur

From: Elena Proakis Ellis, Director of Public Works

cc: Patrick Dello Russo, CFO/Auditor
Margot Fleischman, Director of Strategic Initiatives

Subject: Update on Traffic Safety Improvements

Over the last several years, the City has accepted mitigation money related to rideshare services, in addition to allocating free cash funds to traffic calming measures. These funds, oftentimes in combination with other grant funding and roadway improvement allocations such as Chapter 90 funds, Complete Streets grants, and road bonds, have been used to implement a variety of traffic calming and safety improvement measures. This memo summarizes the notable achievements to date through these programs.

Rectangular Rapid Flashing Beacons
Crosswalk pushbutton signals provide additional visual queues to drivers of pedestrians entering a crosswalk. These signals have now been installed in the following fourteen locations:

- Howard Street at Nelson/Ruggles (2 sets)
- Grove at Larrabee/Whitman
- West Wyoming at Berwick
- Main Street just north of Lynn Fells Parkway near Linden
- Main Street near McCarthy House, south of Franklin Street
- Main Street at Boardman Ave.
- Main Street at Highland Ave.
- Upham at Gooch
- Upham near Simonds/gas station
- Franklin near Ashcroft
- Wyoming Ave. at Lincoln School
- Franklin Street at Vinton Street
- Vinton Street at Orris Street
- Franklin Street at Botolph Street

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Solar Speed Feedback Signs
These signs show drivers their speeds and provide messages such as “too fast” or “thank you” depending on the vehicle’s speed. They have been installed at the following 12 locations to date:

- Upham Street westbound
- Howard Street eastbound
- Grove Street between Main and Lebanon
- Main Street north side coming in from Wakefield
- Lebanon Street northbound across from Wyoming Cemetery
- Washington Street coming in from Malden
- Forest Street between coming in from Malden before Lebanon Street
- Warwick Road heading south
- Franklin Street coming in from Stoneham
- West Wyoming Avenue coming in from Stoneham
- South Main Street northbound
- South Main Street southbound

Accessible Curb Ramps
New accessible curb ramps have been added at all locations where sidewalk work was done as part of our capital roadway improvements program. In addition to those locations, new accessible ramps were added at individual locations around the City where a new crosswalk was being added (after approval by the Melrose Traffic Commission) or at high pedestrian volume locations where ramps were previously missing. The following curb ramps have been added in the past several years:

- Upham at gas station (pre-existing crosswalk missing ramps)
- Washington Street at Little Sprouts (new crosswalk)
- Sylvan Street at Mount Vernon (new crosswalk)
- Lebanon Street at Appleton (new crosswalk)
- Lebanon Street at Beech (new crosswalk)
- Howard Street at Carlida (new crosswalk)
- Upham Street at all cross streets on westbound side (existing crossings)
- Warwick Road at Maple (new crosswalk)
- Warwick Road at Stevens (new crosswalk)
- Upham Street at Dell (new crosswalk)
- Grove Street at Dell (new crosswalk)
- Pleasant Street at Everett (new crosswalk)
- Pleasant Street at Converse Lane (new crosswalk)
- Sylvan Street at Ryder (new crosswalk)
- Shadow Street at Washington (existing crossing)

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In addition, the following locations were previously approved for ramp work and some are partially complete. These will be completed during the 2022 construction season:

- Grove Street at Linwood (new crosswalk)
- Franklin Street near Warren (new crosswalk)
- Sunset Street at Howard (existing crossing)

Intersection Modifications
Intersections that were deemed to pose safety concerns due to their being either too large or having unclear or unsafe traffic patterns have been modified in the following locations:

- Howard Street at Green (roundabout location)
- Howard Street at Elm
- Poplar Street at Prospect
- Poplar Street at Emerson
- Warwick Road at Dyer
- Warwick Road at Sears
- Warwick Road at Stevens
- Foster Street at Cottage
- Echo Street at Whitman
- Glendower Road at Whitman

Sidewalk Additions
Lastly, sidewalks have been added in locations where they were previously lacking or incomplete on the following streets:

- Altamont Avenue
- Spear Street
- Hancock Street
- Whitman Avenue
- Echo Street
- Glendower Road
- Park Street
- Woodland Avenue (partially completed; to be finished this construction season)

These locations are in addition to sidewalk repairs or improvements on roads included in our capital program.

We appreciate the funding that has been allocated by the Council to these programs in the past to supplement our grant and bond-funded projects. We are hopeful that traffic calming funds will continue to be allocated to assist with additional requests that have not yet been met.

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CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Margot Fleischman, Chief of Staff & Director of Strategic Initiatives and Communication
Polina Latta, Director of Human Resources
Re: Status update on FY22 Free Cash Appropriation for DEI
Date: June 13, 2022

We are pleased to provide the Honorable City Council the following status update on DEI initiatives funded by the City of Melrose.

Background

In 2020, the Mayor and the City Council approved an investment of $40,000 for the purpose of contracting with a vendor to conduct a City-wide needs assessment relative to racial equity, diversity, and inclusion. The City Council further appropriated $100,000 towards the implementation of the recommendations of the DEI assessment.

In February 2021, a contract for the needs assessment was awarded to VISIONS, Inc. and work began in spring and summer of 2021 to launch a racial climate survey for the City of Melrose. Through community engagement and analysis, the consultants were to provide the City with a report and recommendations to inform the use of the implementation funds with a goal of creating a sustainable program of DEI initiatives.

Through an online survey and a series of focus groups, the consultant team at VISIONS, Inc. asked participants to characterize their experiences with the City of Melrose municipal government and the Melrose community in general. Participants in the focus groups were asked to reflect in detail on challenges and areas that need improvement as well as what is working well in Melrose with respect to diversity, equity, and inclusion; and the impact of the racial/cultural climate and ways participants feel valued or devalued and included or excluded in Melrose.

Due to a variety of reasons, including significant impacts on the consultant team of the COVID pandemic, the focus group implementation, survey analysis, and report preparation was significantly delayed beyond what had originally been envisioned in our contract with VISIONS, Inc. In late winter 2021, the Mayor's Office was able to get the consultant team back on track with an expectation that the final report would be delivered in spring, 2022.

In May 2022, VISIONS, Inc. provided the City with their final survey report and recommendations, which will be shared with the Melrose community at an upcoming virtual forum. As we are in the final stages of completion of the project, we expect the invoice for this contract to be paid in full later this month.

VISIONS Recommendations

VISIONS, Inc. recommendations were divided into the following categories that address different levels of impact (personal, interpersonal, institutional and cultural). Each level provides an opportunity for the City to address the challenges to diversity, equity and inclusion identified by the consultant.

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Workforce representing the community
This requires examination and update of hiring practices and job description language, developing diversified recruiting and hiring strategy and providing training to hiring committees to raise awareness of various biases impacting their decisions.

Training and skill building for all levels of the organization
This requires the development of ongoing and sustainable initiatives that will prepare employees and leadership to adopt a common language, goals and understanding of DEI, learn to understand and apply multicultural lens in everyday work, enhance problem solving skills, and create opportunities for practicing challenging conversations in a respectful and safe space, and shape values and behaviors that sustain DEI work for the long term.

Support of the DEI Taskforce
Defining the scope and level of work and responsibilities for the DEI Taskforce is important in order to benefit from the work that they do and their recommendations. Additionally, designating a DEI Taskforce liaison with the Mayor's Office would allow for greater collaboration with City Departments.

Community engagement
Through offering regular multicultural events in the community, the City can provide opportunities for cross cultural community engagement and learning on a larger scale. These events will also help provide support and engage more constituents in DEI work.

Transparent and effective communications
The City can benefit from regular community update on DEI efforts and the progress of recommendations and well as increased transparency to certain events, policy changes, and community projects.

City management engagement and support
In order to support leadership as they apply multicultural lens in their work, it is critical that the City examines policies, practices, procedures, communications, community offerings to enhance inclusiveness and equity for all employees and all residents. As DEI efforts are not an end goal, rather ongoing shared responsibility for a mindset and behavior change, department heads can also benefit from coaching and support as they shape the values and culture of the organization through their leadership work.

Next Steps
Having now received these long-awaited recommendations, we are ready to implement the following initiatives funded through the Free Cash appropriation previously approved by the City Council, as follows:

Equity Audit – cost not to exceed $75,000
The City will hire a consultant that will conduct an equity audit of the City's policies, procedures, hiring practices, communication methods, community offerings to evaluate if they are equitable, inclusive and accessible and identify barriers to equitable access and areas where we can improve on the institutional and cultural level of the organization to promote inclusiveness, equity and engagement internally and externally. This will support our goals to ensure that workforce is representative of the community and

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new hires are set up for success. Identifying barriers to equitable access of information will address our goal to provide transparent and effective communication in response to incidents, community projects, policy updated, DEI progress updates. It will also ensure that all voices are heard, and community members are represented in municipal government, and will further foster community engagement.

Annual training and speaker series – cost not to exceed $24,000

The City will seek qualified consultants or organizations to implement an annual DEI training calendar for City employees that will offer in-depth, interactive, in-person trainings on: implicit bias in customer service; implicit bias in hiring; how to set realistic DEI goals for department heads; intercultural competency training; how to have challenging conversations; problem resolution using multicultural lens, which will improve skill building and support employees of all levels to establish shared language, understanding and goals, create awareness, embrace differences, hold ourselves accountable, promote behavioral change, and improve relationships across all levels of the organization and with the community. We will further work to develop a speaker series to complement and enhance the impact of the trainings.

Government Alliance on Race and Equity (GARE) Membership – cost: $1,000

DEI work is not a one-time event, or a solution to a problem. It consists of continuous and collective efforts of policy and behaviors changes that shape the culture and values of the organization to promote inclusiveness, equity and engagement. Since DEI is an emerging field, in order to advance this work in our City, we are looking to partner with other municipalities or organization who are embarking on this critical journey, support each other, learn from each other and benefit from learning emerging best practices and updates. The Government Alliance on Race and Equity (GARE) works to advance racial equity and increase opportunities for all communities. Becoming a member of GARE provides us with access to knowledge and expertise of over 350 jurisdictions and with the support and opportunity to collaborate, learn from and work with a network that is at the forefront of these efforts.

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CITY OF MELROSE Human Resources Department

Polina Latta
Director
Platta@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
(P) 781-979-4146
(F) 781-979-4246

To: President Chris Cinella
Melrose City Council
From: Polina Latta, Human Resources Director
Re: Status update on FY22 Free Cash Appropriation for Compensation and Classification Study
Date: June 13, 2022

In February 2021 the City Council approved a funding request of $49,000 so that the City of Melrose could hire a consultant to perform a comprehensive classification and compensation study of 65 non-union positions including department heads and staff. This funding invests in the City's role as an employer and modernizes our pay practices for managers and staff with specific areas of expertise, licenses, and advanced degrees.

The City of Melrose hired Human Resources Services, Inc. (HRS) to conduct a compensation and classification study, which had not been done since 1988. The scope of work included the following:

- To conduct a comprehensive review of its current non-union classification and compensation system,
- To review and potentially rewrite position descriptions to uniformly reflect the essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (physical demands, work environment and certification, licenses, and/or registrations requirements for classification as needed.
- To establish a new standardized and equitable classification and compensation system that will:
    - Allow for efficient and effective classification processes that provides for meaningful progression and promotion,
    - Ensure that our practices are in compliance with the Fair Labor Standards Act and the Mass Pay Equity Act,
    - Offer fair and competitive wages, ensuring that compensation is adequate and consistent with assigned duties,
    - Attracts and retains high quality Managers and staff,
    - Ensure that positions performing similar work with essentially the same level of complexity, responsibility, knowledge and skills are classified together.

I am glad to report that HRS has completed the study and fulfilled the scope of services to our satisfaction. Next step will be implementation of the new compensation and classification plan. The Auditor's office and Human Resources will be working on that transition.

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MELROSE PUBLIC LIBRARY

Date: June 13, 2022
To: City Council
From: Linda C. W. Gardener, Library Director
Subject: Library Project Update

It is my pleasure to provide an update on the progress of the library building project.

The architects have received approval from the MBLC on the Schematic Design and Design Development phases. They are now working to advance the design for complete construction documents.

The building committee has met twice to review the design plans with the architect, and have provided feedback that has been incorporated into the design. We are currently on track to go out to bid for construction this summer.

We are pleased to report that the Massachusetts Historical Commission issued a favorable report, citing no adverse effect to the historic building as a result of the project.

We plan to close the library in mid-August for the move to the Beebe School, the library's temporary housing. The library will be closed for a month while we move and set up the new space. Our digital services will remain available, and we hope to have some virtual programming opportunities as well.

The Milano Senior Center will be hosting our adult book groups, so there will be no interruption to these programs.

Once open at the Beebe School, we will be accessible to the public for our full regular hours for the duration of our stay. Public access spaces will consist of the former kindergarten rooms and the All Purpose Room, both of which are wheelchair accessible.

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69 West Emerson Street
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www.melrosepubliclibrary.org

Phone: 781-665-2313 ext. 117
Fax: 781-662-4229
Email: lcwgardener@noblenet.org

Linda C. W. Gardener
Director

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-120

Reauthorization of City of Melrose Revolving Fund table as first adopted by City Ordinance June 18th, 2018 and annually thereafter. Revolving Funds are further authorized under Massachusetts General Law Chapter 44 Section 53E 1/2.

Offered by

BE IT ORDERED

Reauthorization of City of Melrose Revolving Fund table as first adopted by City Ordinance June 18th, 2018 and annually thereafter. Revolving Funds are further authorized under Massachusetts General Law Chapter 44 Section 53E 1/2.

FINANCIAL IMPACT:

n/a

05/16/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

05/16/22	**Appropriations and Oversight**	**HELD IN COMMITTEE**

RESULT:	**HELD IN COMMITTEE**

05/23/22	**Appropriations and Oversight**	**HELD IN COMMITTEE**

RESULT:	**HELD IN COMMITTEE**

06/06/22	**Appropriations and Oversight**	**HOLD**

RESULT:	**HOLD [10 TO 0]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Leila Migliorelli, Vice Chair
AYES:	Grigoraitis, Migliorelli, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	John Obremski

06/09/22	**Appropriations and Oversight**	**OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [7 TO 0]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Leila Migliorelli, Vice Chair
AYES:	Grigoraitis, Migliorelli, MacMaster, Garipay, Stewart, Karamcheti, Cinella
ABSENT:	Jack Eccles, Maya Jamaleddine, John Obremski, Ryan Williams

06/21/22	**City Council**	**PASSED**

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RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

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	A	B	C	D	E	F	G
Fund #	Revolving Fund	Department, Board, Committee, Agency or Officer Authorized to Spend from the Fund	Fees, Charges or Other Receipts Credited to Fund	Program of Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable from Fund	Other Requirements/ Reports	Fiscal years
2607	Veterans	Veterans Service Officer and Board	Donations	Supplies, administrative fees and permits for any programs related to Veteran Services and Melrose Community events.	$15,000 Annual Cap		Fiscal Year 2023 and subsequent years
2652	Recreation	Park Commission	Registration and User fees collected for Recreation Department sponsored programs	Costs associated with the various programs sponsored by the Recreation Department including the Director and Assistant Director's salary, program coordinator salaries as well as supplies and equipment needed to run the program.	$450,000 Annual Cap		Fiscal Year 2023 and subsequent years
2657	Recycling	Director of Public Works	Fees collected from the collection and recycling of white goods and metal, TV's monitors and special recycling events, sale of recycled paper and other products collected at our facility, sale of yard waste, compost, etc.	Hazardous household recycling funding, purchase, repairs and preplacement of recycling bins, rolls-offs, trucks, equipment, containers and maintenance of the Public Works Operations Facility Recycling drop-off area and salaries	$65,000 Annual Cap		Fiscal Year 2023 and subsequent years
2658	Inspectional Services	Director of Inspectional Services	Fees from inspections of multifamily homes	State-Mandated certificates of inspections, multifamily inspections, equipment, contracted inspectors, education and printing.	$15,000 Annual Cap. Salaries related to contracted inspectors are only paid from this fund.		Fiscal Year 2023 and subsequent years
2659	Health	Director of Health Department	Fees associated with public health programs	Costs associated with flu clinics, sale of bike helmets, salaries and CPR classes	$60,000 Annual Cap		Fiscal Year 2023 and subsequent years
2665	Police False Alarm	Chief of Police	Fees associated with excessive false alarm responses from private homes and businesses throughout the City	Maintenance of Police Department Fleet	$10,000 Annual Cap. No salaries are paid from this fund		Fiscal Year 2023 and subsequent years
2669	Park Permits	Park Commission	Rental Fees and Custodial charges received from activities hosted by user groups and organizations that do not reside within the City.	Supplies and maintenance costs associated with parks, fields and playgrounds where permits are issued.	$40,000 Annual Cap		Fiscal Year 2023 and subsequent years

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2750	Beebe Estate	Beebe Estate Trustees	Fees associated with the rental of this building and donations	Fees related to maintaining the Beebe Estate in a safe and sanitary manner.	$30,000 Annual Cap. No salaries are paid from this fund		Fiscal Year 2023 and subsequent years
2811	Council on Aging	Council on Aging Director	Donations	Council on Aging and Milano Center Programs and services, minibus related expenses and costs associated with maintaining the Milano Center in a safe and sanitary manner, Salary for Social Service Coordinator	$60,000 Annual Cap		Fiscal Year 2023 and subsequent years

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-121

Ambulance Enterprise Operating Budget for Fiscal 2023 in the amount of $1,001,312 (One Million, One Thousand, Three Hundred and Twelve Dollars).

Offered by

BE IT ORDERED

Ambulance Enterprise Operating Budget for Fiscal 2023 in the amount of $1,001,312 (One Million, One Thousand, Three Hundred and Twelve Dollars).

FINANCIAL IMPACT:

$1,001,312

05/16/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/02/22	**Appropriations and Oversight**	**OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Robb Stewart
SECONDER:	Christopher Cinella, President, ex oficio
AYES:	Grigoraitis, Migliorelli, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Obremski, Williams, Cinella

06/21/22	**City Council**	**PASSED**

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

05/10/2022 12:18 pm

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6500 AMBULANCE ENTERPRISE FUND

231 AMBULANCE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
AMBULANCE SALARIES							
650051 - 511000	SALARY & WAGES	586,521.77	608,753.00	653,616.00	561,463.68	666,212.00	9.4%
650051 - 513000	OVERTIME	100,145.11	120,000.00	122,000.00	59,248.75	120,000.00	0.0%
AMBULANCE SALARIES TOTAL		686,666.88	728,753.00	775,616.00	620,712.43	786,212.00	7.9%
AMBULANCE CONTRACTUAL							
650052 - 521000	PRINTING	29.68	250.00	250.00	80.25	250.00	0.0%
650052 - 522709	MEDICAL WASTE DISPOSAL	140.00	1,000.00	1,000.00	140.00	1,000.00	0.0%
650052 - 527300	SPECIAL EQUIPMENT MAINTENANCE	474.81	4,000.00	4,000.00	1,046.00	4,000.00	0.0%
650052 - 527801	RADIO REPAIRS	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
650052 - 527804	DEFIBRILLATOR MAINTENANCE	0.00	1,500.00	1,500.00	0.00	1,500.00	0.0%
650052 - 527805	SCBA MAINTENANCE	800.00	800.00	800.00	0.00	800.00	0.0%
650052 - 528003	ALS FEES	0.00	2,000.00	2,000.00	400.00	2,000.00	0.0%
650052 - 529000	PROFESSIONAL SERVICES	54,601.61	65,000.00	65,000.00	68,655.23	65,000.00	0.0%
AMBULANCE CONTRACTUAL TOTAL		56,046.10	75,550.00	75,550.00	70,321.48	75,550.00	0.0%
AMBULANCE SUPPLIES & MATERIAL							
650052 - 530500	OFFICE SUPPLIES	581.71	2,700.00	2,700.00	179.22	2,700.00	0.0%
650052 - 530514	EMS SUPPLIES	29,233.40	25,000.00	25,000.00	37,356.83	25,000.00	0.0%
650052 - 530706	FIRE EQUIPMENT	1,780.47	4,000.00	4,000.00	97.80	4,000.00	0.0%
650052 - 530711	FIRE STRETCHER	1,000.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
650052 - 531200	TIRES	1,000.00	3,500.00	3,500.00	0.00	3,500.00	0.0%
650052 - 531601	OXYGEN AMBULANCE	1,500.00	1,500.00	1,500.00	1,804.50	1,500.00	0.0%
650052 - 531800	MOTOR VEHICLE PARTS & REPAIRS	7,011.25	10,000.00	10,000.00	3,667.17	10,000.00	0.0%
650052 - 532000	CLEANING & DISINFECTANT SUP	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
650052 - 535500	UNIFORMS	8,000.00	8,500.00	8,500.00	8,000.00	8,500.00	0.0%
650052 - 535501	CLOTHING	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
650052 - 535505	FIRE TURNOUT GEAR	3,118.00	10,000.00	10,000.00	0.00	10,000.00	0.0%
AMBULANCE SUPPLIES & MATERIAL TOTAL		53,224.83	69,200.00	69,200.00	51,105.52	69,200.00	0.0%
AMBULANCE OTHER CHARGES							
650052 - 540702	TRAINING	5,500.00	25,000.00	25,000.00	14,686.66	25,000.00	0.0%
650052 - 544310	PROPERTY & CASUALTY INSURANCE	11,582.00	11,100.00	11,100.00	12,277.00	11,100.00	0.0%
AMBULANCE OTHER CHARGES TOTAL		17,082.00	36,100.00	36,100.00	26,963.66	36,100.00	0.0%
231 AMBULANCE BUDGET TOTAL		**813,019.81**	**909,603.00**	**956,466.00**	**769,103.09**	**967,062.00**	**6.3%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6500 AMBULANCE ENTERPRISE FUND

711 MUNICIPAL DEBT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT MISCELLANEOUS							
6500711 - 565000	MUNICIPAL DEBT	55,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.0%
MUNICIPAL DEBT MISCELLANEOUS TOTAL		55,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.0%
711 MUNICIPAL DEBT BUDGET TOTAL		**55,000.00**	**30,000.00**	**30,000.00**	**30,000.00**	**30,000.00**	**0.0%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6500 AMBULANCE ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT INTEREST OTHER CHARGES							
6500751 - 549102	MUNICIPAL DEBT INTEREST	7,625.00	5,750.00	5,750.00	5,750.00	4,250.00	-26.1%
MUNICIPAL DEBT INTEREST OTHER CHARGES TOTAL		7,625.00	5,750.00	5,750.00	5,750.00	4,250.00	-26.1%
751 MUNICIPAL DEBT INTEREST BUDGET TOTAL		**7,625.00**	**5,750.00**	**5,750.00**	**5,750.00**	**4,250.00**	**-26.1%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6500 AMBULANCE ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
General Fund BUDGET TOTAL		**875,644.81**	**945,353.00**	**992,216.00**	**804,853.09**	**1,001,312.00**	**5.9%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR: AMBULANCE ENTERPRISE FUND		VENDOR	QUANTITY	UNIT COST	2023 MAYOR
231	AMBULANCE				
51	SALARIES				
650051	511000 - SALARY & WAGES				666,212.00 *
	BALESTRACI, MEGHAN PARAMEDIC		1.00	79,866.00	79,866.00
	BOONE, JONATHAN PARAMEDIC		1.00	83,149.00	83,149.00
	CUMMING, DAVID PARAMEDIC		1.00	83,149.00	83,149.00
	FURTADO, JUSTIN PARAMEDIC		1.00	79,866.00	79,866.00
	LINSTAD, SARAH PARAMEDIC		1.00	82,142.00	82,142.00
	MERCIER, JUSTIN PARAMEDIC		1.00	83,149.00	83,149.00
	RISSO, DANA PARAMEDIC		1.00	83,149.00	83,149.00
	SHEDD, SCOTT PARAMEDIC		1.00	82,142.00	82,142.00
	SICK LEAVE INCENTIVE		1.00	9,600.00	9,600.00
TOTAL SALARIES					666,212.00
TOTAL AMBULANCE					666,212.00
TOTAL AMBULANCE ENTERPRISE FUND					666,212.00
GRAND TOTAL					666,212.00

** END OF REPORT - Generated by Kerriann Golden **

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-122

Mt. Hood Operating Budget for Fiscal 2023 in the amount of $1,572,549 (One Million, Five Hundred Seventy-Two Thousand, Five Hundred and Forty-Nine Dollars)

Offered by

BE IT ORDERED

Mt. Hood Operating Budget for Fiscal 2023 in the amount of $1,572,549 (One Million, Five Hundred Seventy-Two Thousand, Five Hundred and Forty-Nine Dollars)

FINANCIAL IMPACT:

$1,572,549

05/16/22 City Council ASSIGNED TO COMMITTEE

RESULT:	**ASSIGNED TO COMMITTEE**

05/16/22 Appropriations and Oversight OUGHT TO PASS

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Leila Migliorelli, Vice Chair
AYES:	Grigoraitis, Migliorelli, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Obremski, Williams, Cinella

06/21/22 City Council PASSED

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

6200 MT HOOD ENTERPRISE FUND

653 MOUNT HOOD

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MOUNT HOOD SALARIES							
620000 - 511000	SALARY & WAGES	98,010.88	102,012.60	102,012.60	90,195.63	106,720.00	4.6%
MOUNT HOOD SALARIES TOTAL		98,010.88	102,012.60	102,012.60	90,195.63	106,720.00	4.6%
MOUNT HOOD CONTRACTUAL							
620000 - 523300	OUTSIDE CONTRACTORS	16,089.14	20,000.00	20,000.00	14,709.81	20,000.00	0.0%
620000 - 527309	SECURITY	276.00	5,000.00	5,000.00	1,222.00	5,000.00	0.0%
620000 - 528600	AUDITING SERVICES	6,360.00	6,360.00	6,360.00	6,360.00	6,360.00	0.0%
620000 - 528800	PLOWING AND SANDING	0.00	6,000.00	6,000.00	0.00	6,000.00	0.0%
620000 - 528900	LEGAL COUNSEL	0.00	15,000.00	15,000.00	0.00	15,000.00	0.0%
620000 - 529000	PROFESSIONAL SERVICES	989,251.86	978,000.00	978,000.00	903,464.00	978,000.00	0.0%
620000 - 529006	MT HOOD CAPITAL IMPROVEMENT	68,565.00	50,000.00	50,000.00	21,997.48	50,000.00	0.0%
MOUNT HOOD CONTRACTUAL TOTAL		1,080,542.00	1,080,360.00	1,080,360.00	947,753.29	1,080,360.00	0.0%
MOUNT HOOD SUPPLIES & MATERIAL							
620000 - 530500	OFFICE SUPPLIES	0.00	4,000.00	4,000.00	0.00	4,000.00	0.0%
620000 - 530501	MISC SUPPLIES	10,564.98	12,000.00	12,000.00	7,073.27	12,000.00	0.0%
MOUNT HOOD SUPPLIES & MATERIAL TOTAL		10,564.98	16,000.00	16,000.00	7,073.27	16,000.00	0.0%
MOUNT HOOD OTHER CHARGES							
620000 - 548960	MT HOOD COMMUNITY EVENTS	10,000.00	10,000.00	10,000.00	1,496.32	10,000.00	0.0%
MOUNT HOOD OTHER CHARGES TOTAL		10,000.00	10,000.00	10,000.00	1,496.32	10,000.00	0.0%
653 MOUNT HOOD BUDGET TOTAL		**1,199,117.86**	**1,208,372.60**	**1,208,372.60**	**1,046,518.51**	**1,213,080.00**	**0.4%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6200 MT HOOD ENTERPRISE FUND

711 MUNICIPAL DEBT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT MISCELLANEOUS							
627112 - 565000	MUNICIPAL DEBT	0.00	200,000.00	200,000.00	0.00	215,000.00	7.5%
MUNICIPAL DEBT MISCELLANEOUS TOTAL		0.00	200,000.00	200,000.00	0.00	215,000.00	7.5%
711 MUNICIPAL DEBT BUDGET TOTAL		**0.00**	**200,000.00**	**200,000.00**	**0.00**	**215,000.00**	**7.5%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

6200 MT HOOD ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT INTEREST OTHER CHARGES							
627512 - 549102	MUNICIPAL DEBT INTEREST	0.00	152,768.76	152,768.76	0.00	144,469.00	-5.4%
MUNICIPAL DEBT INTEREST OTHER CHARGES TOTAL		0.00	152,768.76	152,768.76	0.00	144,469.00	-5.4%
751 MUNICIPAL DEBT INTEREST BUDGET TOTAL		**0.00**	**152,768.76**	**152,768.76**	**0.00**	**144,469.00**	**-5.4%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6200 MT HOOD ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
General Fund BUDGET TOTAL		**1,199,117.86**	**1,561,141.36**	**1,561,141.36**	**1,046,518.51**	**1,572,549.00**	**0.7%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR: MT HOOD ENTERPRISE FUND		VENDOR	QUANTITY	UNIT COST	2023 MAYOR	
653	MOUNT HOOD					
51	SALARIES					
620000	511000 - SALARY & WAGES				106,720.00	*
	BELL, JOAN SUPERINTENDENT OF MT. HOOD AND OPEN SPACES		1.00	50,127.00	50,127.00	
	BRICKLEY, CINDY EXECUTIVE ASSISTANT		1.00	55,813.00	55,813.00	
	SICK LEAVE INCENTIVE		1.00	780.00	780.00	
	TOTAL SALARIES				106,720.00	
	TOTAL MOUNT HOOD				106,720.00	
	TOTAL MT HOOD ENTERPRISE FUND				106,720.00	
	GRAND TOTAL				106,720.00	

** END OF REPORT - Generated by Kerriann Golden **

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

PARKS DEPARTMENT
100 Slayton Road
Melrose, MA 02176

Joan Bell
Superintendent of Mount Hood
& Public Open Space
jbell@cityofmelrose.org

On behalf of the Melrose Parks Department, I am pleased to present to the City Council the budget for the Mt. Hood Enterprise.

The mission of the Parks Department is to protect, maintain and develop the City's parks, fields and recreational facilities for the benefit of Melrose residents. The Park Department is responsible for the City's parks, fields and open spaces including Mount Hood Golf Course and Memorial Park. Apart from Mount Hood, these properties are maintained by the Department of Public Works. Mount Hood is operated and maintained under a management agreement between the City of Melrose and Mass. Golf Management, LLC.

The Mount Hood Enterprise budget is comprised of revenue brought in by the golf course and functions. It is not funded out of the City's general fund.

The proposed Mt. Hood Enterprise Budget for FY is $1,572,549. This represents a 0.7% change over the FY22 budget. The increase is due to a small uptick ($11,407) in the Salary and Wages line item, primarily due to the 53-week year.

In our contract with the management company, we contractually have agreed to spend a minimum of $50K on capital improvements each year, which will continue in FY23.

January 1, 2023, we look forward to starting a relationship with a new management company for Mt. Hood Memorial Park and Golf Course. GMC has had 4-5-year contracts with the City and will not be putting in a bid for the 2023 Management Contract for Mt. Hood, due to internal changes/illness within their company. The transition should start internally once we review the bids and pick the vendor, (expected beginning of June).

Our shift to the new company will be as smooth as possible by the end of year. Golf course revenue is driven by weather. Parks and Open Spaces requires comfortable weather for residents to take advantage of all the wonderful sports fields, parks, playgrounds, hiking trails, dog parks, community gardens, skateboard park, and bike paths Melrose has to offer.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-123

Water Enterprise Operating Budget for Fiscal 2023 in the amount of $6,119,429 (Six Million, One Hundred Nineteen Thousand, Four Hundred Twenty-Nine Dollars).

Offered by

BE IT ORDERED

Water Enterprise Operating Budget for Fiscal 2023 in the amount of $6,119,429 (Six Million, One Hundred Nineteen Thousand, Four Hundred Twenty-Nine Dollars).

FINANCIAL IMPACT:

$6,119,429

05/16/22 City Council ASSIGNED TO COMMITTEE

RESULT:	**ASSIGNED TO COMMITTEE**

06/06/22 Appropriations and Oversight OUGHT TO PASS

RESULT:	**OUGHT TO PASS [10 TO 1]**
MOVER:	Jack Eccles
SECONDER:	Christopher Cinella, President, ex oficio
AYES:	Grigoraitis, Migliorelli, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Obremski, Williams, Cinella
NAYS:	Shawn M. MacMaster

06/21/22 City Council PASSED

RESULT:	**PASSED [9 TO 1]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Williams, Cinella
NAYS:	Shawn M. MacMaster
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[9 to 1]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

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City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

6100 WATER ENTERPRISE FUND

451 WATER

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
WATER SALARIES							
614511 - 511000	SALARY & WAGES	813,914.30	878,996.00	878,996.00	740,544.39	921,211.00	4.8%
614511 - 512000	PART TIME SALARIES & WAGES	10,266.00	15,900.00	15,900.00	9,000.00	15,900.00	0.0%
614511 - 513000	OVERTIME	41,650.02	68,250.00	68,250.00	51,138.48	68,250.00	0.0%
WATER SALARIES TOTAL		865,830.32	963,146.00	963,146.00	800,682.87	1,005,361.00	4.4%
WATER CONTRACTUAL							
614512 - 521500	POSTAGE	20,753.61	18,000.00	18,000.00	15,070.20	18,000.00	0.0%
614512 - 522401	HYDRANT FLUSHING SYSTEM	0.00	32,500.00	32,500.00	14,533.12	32,500.00	0.0%
614512 - 522500	ELECTRICITY	13,242.72	14,763.00	14,763.00	11,489.36	14,763.00	0.0%
614512 - 522600	GAS HEAT	721.65	5,110.00	5,110.00	1,073.88	5,110.00	0.0%
614512 - 524002	CONSTRUCTION	15,487.90	54,000.00	54,000.00	31,136.00	54,000.00	0.0%
614512 - 525204	COMPUTER CONSULT W & S	-774.51	18,500.00	18,500.00	0.00	18,500.00	0.0%
614512 - 525406	DEA PROGRAM	0.00	2,500.00	2,500.00	0.00	2,500.00	0.0%
614512 - 527104	BIANNUAL LEAK DETECTION	10,455.00	17,500.00	17,500.00	9,995.00	17,500.00	0.0%
614512 - 527202	WATER SERVICE REPLACEMENT	18,340.02	50,000.00	50,000.00	33,600.00	50,000.00	0.0%
614512 - 527302	WATER REPAIRS	79,874.04	46,500.00	46,500.00	25,119.00	46,500.00	0.0%
614512 - 527400	WATER BACK FLOW PREVENTION	-1,201.34	17,500.00	17,500.00	4,200.00	17,500.00	0.0%
614512 - 527701	PUMP STATION MAINTENANCE	4,327.24	25,000.00	25,000.00	21,024.09	25,000.00	0.0%
614512 - 528600	AUDITING SERVICES	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.0%
614512 - 529000	PROFESSIONAL SERVICES	13,141.35	40,000.00	40,000.00	40,518.75	40,000.00	0.0%
614512 - 529200	MWRA ASSESSMENT	3,105,037.40	3,526,693.00	3,526,693.00	3,511,330.00	3,499,715.00	-0.8%
614512 - 529205	MALDEN RT99 WATER	4,672.94	25,000.00	25,000.00	12,424.02	25,000.00	0.0%
614512 - 529210	SAFE DRINKING WATER ACT	7,033.24	10,000.00	10,000.00	6,827.19	10,000.00	0.0%
WATER CONTRACTUAL TOTAL		3,301,111.26	3,913,566.00	3,913,566.00	3,748,340.61	3,886,588.00	-0.7%
WATER SUPPLIES & MATERIAL							
614512 - 530500	OFFICE SUPPLIES	654.49	1,000.00	1,000.00	757.83	1,000.00	0.0%
614512 - 531000	GAS & OIL	10,630.60	22,750.00	22,750.00	13,647.62	22,750.00	0.0%
614512 - 533500	TOOLS & HARDWARE	6,591.23	12,500.00	12,500.00	3,480.95	12,500.00	0.0%
614512 - 535000	SAND & GRAVEL	1,297.59	3,605.00	3,605.00	744.52	3,605.00	0.0%
614512 - 535501	CLOTHING	5,366.76	9,150.00	9,150.00	5,978.80	9,150.00	0.0%
614512 - 535509	SAFETY EQUIPMENT	817.34	2,000.00	2,000.00	1,142.68	2,000.00	0.0%
614512 - 535800	PATCHING	15,862.39	25,235.00	25,235.00	15,876.10	25,235.00	0.0%
614512 - 536100	PIPES & FITTINGS	23,580.00	62,000.00	62,000.00	67,057.40	62,000.00	0.0%
614512 - 536300	HYDRANTS	10,929.46	40,800.00	40,800.00	32,725.40	40,800.00	0.0%
614512 - 536310	WATER METERS	13,802.58	5,000.00	5,000.00	27,990.50	5,000.00	0.0%

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6100 WATER ENTERPRISE FUND

451 WATER

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
WATER SUPPLIES & MATERIAL (continued from previous page)							
614512 - 536320	EQUIMENT PARTS	24,286.01	27,250.00	27,250.00	6,007.91	27,250.00	0.0%
WATER SUPPLIES & MATERIAL TOTAL		113,818.45	211,290.00	211,290.00	175,409.71	211,290.00	0.0%
WATER OTHER CHARGES							
614512 - 540700	SEMINARS & SCHOOLING	0.00	0.00	0.00	533.00	0.00	0.0%
614512 - 540704	PROFESSIONAL DEVELOPMENT	5,000.00	6,000.00	6,000.00	4,958.00	6,000.00	0.0%
WATER OTHER CHARGES TOTAL		5,000.00	6,000.00	6,000.00	5,491.00	6,000.00	0.0%
WATER CAPITAL OUTLAY							
614513 - 551002	PW VEHICLE & EQUIPMENT	0.00	0.00	46,500.00	46,500.00	0.00	0.0%
WATER CAPITAL OUTLAY TOTAL		0.00	0.00	46,500.00	46,500.00	0.00	0.0%
451 WATER BUDGET TOTAL		**4,285,760.03**	**5,094,002.00**	**5,140,502.00**	**4,776,424.19**	**5,109,239.00**	**0.3%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

6100 WATER ENTERPRISE FUND

711 MUNICIPAL DEBT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT MISCELLANEOUS							
617112 - 565000	MUNICIPAL DEBT	831,797.70	966,235.00	966,235.00	949,400.00	969,400.00	0.3%
MUNICIPAL DEBT MISCELLANEOUS TOTAL		831,797.70	966,235.00	966,235.00	949,400.00	969,400.00	0.3%
711 MUNICIPAL DEBT BUDGET TOTAL		**831,797.70**	**966,235.00**	**966,235.00**	**949,400.00**	**969,400.00**	**0.3%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

6100 WATER ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT INTEREST OTHER CHARGES							
617512 - 549102	MUNICIPAL DEBT INTEREST	66,472.50	36,960.00	36,960.00	53,795.00	40,790.00	10.4%
MUNICIPAL DEBT INTEREST OTHER CHARGES TOTAL		66,472.50	36,960.00	36,960.00	53,795.00	40,790.00	10.4%
751 MUNICIPAL DEBT INTEREST BUDGET TOTAL		**66,472.50**	**36,960.00**	**36,960.00**	**53,795.00**	**40,790.00**	**10.4%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

6100 WATER ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
General Fund BUDGET TOTAL		**5,184,030.23**	**6,097,197.00**	**6,143,697.00**	**5,779,619.19**	**6,119,429.00**	**0.4%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR: WATER ENTERPRISE FUND		VENDOR	QUANTITY	UNIT COST	2023 MAYOR
451	WATER				
51	SALARIES				
614511	511000 - SALARY & WAGES				921,211.00 *
	CAHILL, BRENDAN METER TECHNICIAN		1.00	62,701.00	62,701.00
	HANLON, DOUG MEO TRUCK DRIVER		1.00	66,980.00	66,980.00
	BRANCATO, JOE HMEO		1.00	66,924.00	66,924.00
	BAGARELLA, THOMAS WORKING FOREMAN		1.00	69,096.00	69,096.00
	WHEELOCK,RYAN MEO TRUCK DRIVER		1.00	55,478.00	55,478.00
	CASHMAN, DENNIS LABORER		1.00	62,998.00	62,998.00
	ARRIA, ERIC HMEO		1.00	66,858.00	66,858.00
	SASSO, JOHN SKILLED LABORER		1.00	52,336.00	52,336.00
	VACANCY DIVISION FOREMAN		1.00	80,274.00	80,274.00
	PROAKIS ELLIS, ELENA DIRECTOR OF PUBLIC WORKS		1.00	36,198.00	36,198.00
	TROUP, JIM ASSISTANT DIRECTOR OF PUBLIC WORKS		1.00	29,984.00	29,984.00
	HOBBS, JOSEPH		1.00	29,912.00	29,912.00

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR:
WATER ENTERPRISE FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
OPERATIONS MANAGER		1.00	28,463.00		28,463.00
REIS, VONNIE CITY ENGINEER		1.00	25,208.00		25,208.00
COY, JASON DEPUTY CITY ENGINEER		1.00	16,677.00		16,677.00
DIXON, SCOTT STAFF ENGINEER		1.00	37,099.00		37,099.00
PATTERSON, LISA WATER & SEWER BILLING ADMINISTRATOR		1.00	32,785.00		32,785.00
KELLEY, MARISSA SENIOR CLERK AP & PAYROLL		1.00	15,146.00		15,146.00
GARRON, LYNDA RESIDENT SERVICES CLERK		1.00	8,455.00		8,455.00
THOMPSON, MARK FACILITIES TECHNICIAN		1.00	16,919.00		16,919.00
MCNEIL, JAY FACILITIES MANAGER		1.00	6,566.00		6,566.00
PITTS, JANE GIS MANAGER		1.00	10,767.00		10,767.00
CARDILLO, DONNA SYSTEMS ANALYST		1.00	25,131.00		25,131.00
ROSA, JENNIFER WATER & SEWER BILLING CLERK		1.00	7,711.00		7,711.00
VACANCY ENVIRONMENTAL OUTREACH COORDINATOR		1.00	10,545.00		10,545.00

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR:
WATER ENTERPRISE FUND **VENDOR QUANTITY UNIT COST 2023 MAYOR**

SICK LEAVE INCENTIVE

TOTAL SALARIES	921,211.00
TOTAL WATER	921,211.00
TOTAL WATER ENTERPRISE FUND	921,211.00
GRAND TOTAL	921,211.00

** END OF REPORT - Generated by Kerriann Golden **

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-124

Sewer Enterprise Operating Budget for Fiscal 2023 in the amount of $8,793,909 (Eight Million, Seven Hundred Ninety-Three Thousand, Nine Hundred and Nine Dollars)

Offered by

BE IT ORDERED

Sewer Enterprise Operating Budget for Fiscal 2023 in the amount of $8,793,909 (Eight Million, Seven Hundred Ninety-Three Thousand, Nine Hundred and Nine Dollars)

FINANCIAL IMPACT:

$8,793,909

05/16/22 City Council ASSIGNED TO COMMITTEE

RESULT:	**ASSIGNED TO COMMITTEE**

06/06/22 Appropriations and Oversight OUGHT TO PASS

RESULT:	**OUGHT TO PASS [10 TO 1]**
MOVER:	Maya Jamaleddine
SECONDER:	Leila Migliorelli, Vice Chair
AYES:	Grigoraitis, Migliorelli, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Obremski, Williams, Cinella
NAYS:	Shawn M. MacMaster

06/21/22 City Council PASSED

RESULT:	**PASSED [9 TO 1]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Williams, Cinella
NAYS:	Shawn M. MacMaster
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[9 to 1]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6000 SEWER ENTERPRISE FUND

441 SEWER

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
SEWER SALARIES							
604411 - 511000	SALARY & WAGES	477,630.78	557,309.00	557,309.00	424,829.34	572,989.00	2.8%
604411 - 512000	PART TIME SALARIES & WAGES	10,302.00	15,900.00	15,900.00	3,360.00	15,900.00	0.0%
604411 - 513000	OVERTIME	17,031.37	27,825.00	27,825.00	19,454.46	27,825.00	0.0%
SEWER SALARIES TOTAL		504,964.15	601,034.00	601,034.00	447,643.80	616,714.00	2.6%
SEWER CONTRACTUAL							
604412 - 521500	POSTAGE	14,617.55	18,000.00	18,000.00	18,035.22	18,000.00	0.0%
604412 - 522500	ELECTRICITY	20,938.69	20,000.00	20,000.00	26,589.16	20,000.00	0.0%
604412 - 524002	CONSTRUCTION	45,611.58	45,000.00	45,000.00	40,448.00	45,000.00	0.0%
604412 - 525204	COMPUTER CONSULT SEWER	0.00	5,000.00	5,000.00	0.00	5,000.00	0.0%
604412 - 525406	DEA PROGRAM	0.00	2,500.00	2,500.00	0.00	2,500.00	0.0%
604412 - 527302	SEWER REPAIRS	45,524.00	45,000.00	45,000.00	30,992.39	45,000.00	0.0%
604412 - 527701	PUMP STATION MAINTENANCE	2,224.24	45,000.00	45,000.00	28,607.37	45,000.00	0.0%
604412 - 528600	AUDITING SERVICES	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.0%
604412 - 529000	PROFESSIONAL SERVICES	-11,728.21	25,000.00	25,000.00	4,279.27	25,000.00	0.0%
604412 - 529200	MWRA ASSESSMENT	6,642,072.60	6,889,551.00	6,889,551.00	6,842,727.00	7,240,440.00	5.1%
SEWER CONTRACTUAL TOTAL		6,769,260.45	7,105,051.00	7,105,051.00	7,001,678.41	7,455,940.00	4.9%
SEWER SUPPLIES & MATERIAL							
604412 - 530500	OFFICE SUPPLIES	689.97	1,000.00	1,000.00	389.32	1,000.00	0.0%
604412 - 531000	GAS & OIL	11,538.80	15,000.00	15,000.00	36,167.06	15,000.00	0.0%
604412 - 532000	CLEANING & DISINFECTANT SUP	4,651.25	6,695.00	6,695.00	2,501.22	6,695.00	0.0%
604412 - 533500	TOOLS & HARDWARE	6,776.07	9,500.00	9,500.00	3,577.50	9,500.00	0.0%
604412 - 535000	SAND & GRAVEL	5,010.93	4,500.00	4,500.00	1,471.77	4,500.00	0.0%
604412 - 535501	CLOTHING	2,366.76	3,800.00	3,800.00	1,800.00	3,800.00	0.0%
604412 - 535504	GLOVES, BOOTS, ETC	359.88	1,000.00	1,000.00	0.00	1,000.00	0.0%
604412 - 535509	SAFETY EQUIPMENT	369.95	2,000.00	2,000.00	1,262.76	2,000.00	0.0%
604412 - 535800	PATCHING	0.00	8,750.00	8,750.00	4,000.00	8,750.00	0.0%
604412 - 536000	CEMENT & CONCRETE	1,669.34	7,500.00	7,500.00	3,632.79	7,500.00	0.0%
604412 - 536100	PIPES & FITTINGS	11,815.02	13,621.00	13,621.00	11,643.47	13,621.00	0.0%
604412 - 536320	EQUIMENT PARTS	20,922.96	20,125.00	20,125.00	6,672.36	20,125.00	0.0%
SEWER SUPPLIES & MATERIAL TOTAL		66,170.93	93,491.00	93,491.00	73,118.25	93,491.00	0.0%
SEWER OTHER CHARGES							
604412 - 540700	SEMINARS & SCHOOLING	0.00	0.00	0.00	533.00	0.00	0.0%
604412 - 540704	PROFESSIONAL DEVELOPMENT	1,685.00	4,000.00	4,000.00	3,000.00	4,000.00	0.0%
SEWER OTHER CHARGES TOTAL		1,685.00	4,000.00	4,000.00	3,533.00	4,000.00	0.0%

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6000 SEWER ENTERPRISE FUND

441 SEWER

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
SEWER CAPITAL OUTLAY (continued from previous page)							
SEWER CAPITAL OUTLAY							
604413 - 551002	PW VEHICLE & EQUIPMENT	0.00	80,000.00	126,500.00	126,500.00	80,000.00	0.0%
SEWER CAPITAL OUTLAY TOTAL		0.00	80,000.00	126,500.00	126,500.00	80,000.00	0.0%
441 SEWER BUDGET TOTAL		**7,342,080.53**	**7,883,576.00**	**7,930,076.00**	**7,652,473.46**	**8,250,145.00**	**4.6%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6000 SEWER ENTERPRISE FUND

711 MUNICIPAL DEBT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT MISCELLANEOUS							
607112 - 565000	MUNICIPAL DEBT	490,644.76	492,266.77	492,266.77	492,266.77	505,228.00	2.6%
MUNICIPAL DEBT MISCELLANEOUS TOTAL		490,644.76	492,266.77	492,266.77	492,266.77	505,228.00	2.6%
711 MUNICIPAL DEBT BUDGET TOTAL		**490,644.76**	**492,266.77**	**492,266.77**	**492,266.77**	**505,228.00**	**2.6%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6000 SEWER ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT INTEREST OTHER CHARGES							
607512 - 549102	MUNICIPAL DEBT INTEREST	59,807.89	50,452.47	50,452.47	50,452.47	38,536.00	-23.6%
MUNICIPAL DEBT INTEREST OTHER CHARGES TOTAL		59,807.89	50,452.47	50,452.47	50,452.47	38,536.00	-23.6%
751 MUNICIPAL DEBT INTEREST BUDGET TOTAL		**59,807.89**	**50,452.47**	**50,452.47**	**50,452.47**	**38,536.00**	**-23.6%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6000 SEWER ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
General Fund BUDGET TOTAL		**7,892,533.18**	**8,426,295.24**	**8,472,795.24**	**8,195,192.70**	**8,793,909.00**	**4.4%**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR: SEWER ENTERPRISE FUND		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
441	SEWER					
51	SALARIES					
604411	511000 - SALARY & WAGES				572,989.00	*
	DIVOLA, ROBERT WORKING FOREMAN		1.00	75,831.00	75,831.00	
	VOZZELLA, KRIS HMEO		1.00	72,561.00	72,561.00	
	GOULD, PAUL LABORER		1.00	67,073.00	67,073.00	
	PITTS, JANE GIS MANAGER		1.00	6,566.00	6,566.00	
	PROAKIS ELLIS, ELENA DIRECTOR OF PUBLIC WORKS		1.00	36,198.00	36,198.00	
	HOBBS, JOSEPH OPERATIONS MANAGER		1.00	29,912.00	29,912.00	
	TROUP, JIM ASSISTANT PUBLIC WORKS DIRECTOR		1.00	29,984.00	29,984.00	
	REIS, VONNIE CITY ENGINEER		1.00	28,463.00	28,463.00	
	DIXON, SCOTT STAFF ENGINEER		1.00	16,677.00	16,677.00	
	PATTERSON, LISA WATER & SEWER BILLING ADMINISTRATOR		1.00	37,099.00	37,099.00	
	ROSA, JENNIFER WATER & SEWER ADMIN		1.00	25,131.00	25,131.00	
			1.00	32,785.00	32,785.00	

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR: SEWER ENTERPRISE FUND	VENDOR	QUANTITY	UNIT COST	2023 MAYOR
KELLEY, MARISA		1.00	15,146.00	15,146.00
GARRON, LYNDA RESIDENT SERVICES CLERK		1.00	16,919.00	16,919.00
MCNEIL, JAY FACILITIES MANAGER		1.00	10,767.00	10,767.00
CARDILLO, DONNA SYSTEMS ANALYST		1.00	8,455.00	8,455.00
THOMPSON, MARK FACILITIES TECHNICIAN		1.00	50,416.00	50,416.00
COY, JASON DEPUTY CITY ENGINEER		1.00	5,295.00	5,295.00
SICK LEAVE INCENTIVE		1.00	7,711.00	7,711.00
VACANCY ENVIRONMENTAL OUTREACH COORDINATOR				
TOTAL SALARIES				572,989.00
TOTAL SEWER				572,989.00
TOTAL SEWER ENTERPRISE FUND				572,989.00
GRAND TOTAL				572,989.00

** END OF REPORT - Generated by Kerriann Golden **

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-126

Acceptance of One Hundred and Fifty Thousand Dollars ($150,000) from An Act Relative to Immediate Covid-19 Recovery Needs for accessibility and safety improvements for the 2 elevators at the Melrose High School

Offered by Mayor Paul Brodeur

BE IT ORDERED

As a result of an Act relative to immediate COVID-19 recovery needs (Chapter 102, Section 2A), the City of Melrose has been awarded a State Earmark not less than One Hundred and Fifty Thousand Dollars ($150,000) which shall be expended for the accessibility and safety improvements for the two (2) elevators at the Melrose High School.

Syska Hennessy has worked to assess the conditions of the current elevators and has provided to the City a detailed scope of work to address accessibility and safety improvements necessary for the elevators to meet compliance and to pass inspections. This assessment was presented for consideration to utilize available ARPA funds for this project for systematic replacement of outdated elevators that have exceeded useful life and for the equitable provision of services in the facility. It specifically targets public safety in our school buildings. These criteria served as a basis for our request. The project estimates would most likely have been incurred by the City had it not been funded by available ARPA opportunities.

We formally request acceptance of this grant award of $150,000 from the Department of Elementary and Secondary Education (Massachusetts DOE). Funds will be deposited into a dedicated account set up by the City Auditor and designated specifically for the above-mentioned project. Additional funds necessary to complete this project have been approved through the City's ARPA Project process. There is no cost or encumbrance required to enter into this agreement. Upon completion of this project, necessary preventive maintenance costs will be incorporated into the Department of Public Works Operating Budget.

FINANCIAL IMPACT:

N/A

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22	**Appropriations and Oversight**	**OUGHT TO PASS**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**OUGHT TO PASS [9 TO 0]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Manjula Karamcheti
AYES:	Grigoraitis, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	Leila Migliorelli, John Obremski

06/21/22 City Council PASSED

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

SYSKA HENNESSY GROUP

10 Post Office Square, Suite 725. ▪ Boston, MA 02109 ▪ 617.577.9900 ▪ www.syska.com

Melrose High School

360 LYNN FELLS PARKWAY
MELROSE, MA



Elevator Conditions Report

PREPARED FOR:

Melrose Department of Public Works
72 Tremont Street
Melrose, MA 02176

BY:

Syska Hennessy Group, Inc.
10 Post Office Square, Suite 725
Boston, MA 02109

PROJECT NO:
2021-PR-004296

February 8, 2022

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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II. Codes, Laws, and Regulations

III. General Comments

IV. Existing Installation Characteristics

V. Summary of Work

VI. Executive Summary and Major Recommendations

VII. Outline Scope of Related Work

VIII. Forecast of Probable Costs and Approximate Schedules

IX. Appendix

A. Photographs

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

I. INTRODUCTION

This report encompasses field observations made of the two (2) hydraulic passenger elevators at Melrose High School, 360 Lynn Fells Parkway, Melrose, MA. Survey Conducted by Steve Connelly, Syska Hennessy Group, Inc., Vertical Transportation.

The Purpose of this study is to:

1. Evaluate the condition of the existing elevators by on-site observations.
2. Document our observations.
3. Indicate any safety and code violations or deficiencies.
4. Provide summary recommendations for upgrading or repairing the elevator equipment to best serve the immediate and future building needs and to meet new regulations.
5. Provide probable renovation costs and approximate schedule of elevator renovations.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

II. CODES, LAWS, AND REGULATIONS

Codes, laws, and regulations applying to this study are as follows:

1. MGL (Massachusetts General Laws) Chapter 143, sections 62 through 71G.
2. 524 CMR (Commonwealth of Massachusetts Elevator Board Regulations) latest edition
3. 521 CMR (Commonwealth of Massachusetts Architectural Access Board Regulations) latest edition.
4. American National Standard Institute ASME A17.1, 2004 and 2013 Safety Code for Elevators and Escalators) with Massachusetts Modifications as found in 524 CMR Section 35.00. (Latest edition).
5. American National Standard Institute ASME A17.1a-1997, ASME A17.1b-1998, ASME A17.1c-1999 and ASME A17.d-2000, Addenda to ASME A17.1-1996.
6. American National Standard Institute ASME A17.1 and ASME A17.1d-2002, Addenda to A17.1-2000.
7. American with Disabilities Act Accessibility Guidelines (AADAG) latest Edition.
8. 527 CMR 12.00 (Massachusetts State Electrical Code) promulgated by the Board of Fire Prevention Regulations.
9. NFPA 70 (National Electrical Code) latest Edition.
10. All related local and national codes.

Note: In every case the more stringent will apply.

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III. GENERAL COMMENTS

Please be advised that this office has concluded its review of the elevators located at the above referenced location. The elevators located in Melrose High School were installed in 1975 and many major components are original equipment.

The review conducted did not involve any testing of the elevator systems and is based on general operation as well as general condition of areas and equipment. No covers, fixtures or modules were removed during the review.

All equipment is showing wear consistent with the age and use of the elevators. Typical effective timeline of an elevator is typically 25 years.

The underground equipment for passenger elevator 1 and service elevator 2 were replaced in 2018 and contain protective PVC encasement. These systems meet current code.

A. General History – In Ground Hydraulic Elevator

As general history, the inception of the hydraulic elevator occurred prior to WW II; however, it was not until the late 1940s and early 1950s that the popularity of the hydraulic elevator soared. It was considered an economical alternative to the standard overhead or basement traction elevator. Direct acting hydraulic elevators are raised by forcing pressurized oil through a valve into a steel cylinder located underground. The pressure forces a piston to rise, lifting the elevator platform and car enclosure mounted on it. The car is lowered, braked, and stopped by opening the valve and allowing the weight of the car to force oil from the cylinder in a controlled manner. Since the weight of a hydraulic elevator car is borne by the piston, there is no need for structural framework or load-bearing rails as is necessary for the traction elevator.

A few major elevator companies apparently were initially reluctant to incorporate the hydraulic in-ground design due to the belief that the hydraulic elevator was not as inherently safe as a traction elevator since it contained no safety or braking device. Based on demand; however, the hydraulic elevator became very popular due to its very design and cost effectiveness.

B. Current Events – Hydraulic Elevators

Over the past thirty years and more specifically the last fifteen years it has been confirmed that the underground environment presents several potential problems to hydraulic cylinders. Alkalines, sulphur, salt, electric current, and other chemical agents contained in the soil and groundwater surrounding the cylinder may cause the cylinder to corrode. As the corrosive effects on underground cylinders have become known, elevator companies have been developing various methods and devices designed to control cylinder corrosion. Some cylinders have been covered with tapes and other coatings. Cathodic protection utilizing an anode or impressed current has been developed, and some cylinders have been enclosed by PVC (Polyvinyl Chloride). [Note: In 2003, PVC became a requirement under A17.1 national elevator code for all new installations and/or replacement of existing equipment. Prior to that time, the installation of PVC was not a mandated or common practice.]

The utilization of PVC potentially inhibits corrosion and deters rapid deterioration of the cylinder. While these improvements extend the useful life of hydraulic cylinders, it is, nevertheless, impossible to know with certainty the condition or remaining useful life of a hydraulic cylinder located beneath the ground.

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The underground equipment for passenger elevator 1 and service elevator 2 were replaced in 2018 and contain protective PVC encasement.

Hydraulic jacks and buried piping of hydraulic elevators have the same inherent risks of corrosion from water or electrolysis that occurs to any metal that is underground. The inability to detect such corrosion prior to the development of leaks causes such a cylinder to carry with it certain risks associated with hydraulic fluid (oil). These risks include both environmental contamination and possible catastrophic failure by allowing the fluid to escape rapidly causing the elevator car to descend in an uncontrolled manner with a risk of injury as well as property damage and environmental problems.

Based on the 2018 replacement date, the integrity of these units may be intact and may not require replacement.

C. **Elevator Control Systems**

The elevator control system for service elevator 2 is original 1975 (based on drawing detail) relay Logic. The control system for passenger elevator 1 was installed in 1998 and is relay and microprocessor design. There have been considerable advancements in controller equipment since the design of these controllers both in safety as well as operability and response. Complete replacement of both controllers is recommended.

It is our understanding that the elevators do not operate on emergency power. With the new controller, the intent is a Battery Lowering control system which, upon loss of power, the elevator will lower to the bottom landing and open its doors to release any passengers. The doors will then shut. The elevator will remain at the landing until normal power is returned to the elevator. At that time the battery will recharge.

D. **Elevator Power Unit**

The power unit for service elevator 2 utilizes a V-Belt design which contains the motor and muffler under the tank. Due to age, the condition of the unit is poor. Replacement is required. Recommended is a submersible unit which typically runs quieter.

The power unit for passenger elevator 1 which contains the motor, valve, pump, muffler, and all related components was installed in 1998. As noted, typical effective timeline for a power unit is no more than 25 years. The entire power unit including the tank and oil should be replaced.

E. **Door Operation**

When attempting to provide better and more prompt elevator service for any building, it should be recognized, when an elevator system performs its task of vertically transporting passengers, that one-half of the time an elevator is actually standing still while it is opening and closing doors and transferring people.

The most frequent causes of elevator breakdown occur at the point where passengers are most frequently exposed to the system; that is, at or near the doors and associated mechanisms. Coupled with age of the systems, reliability cannot be expected on a long-term basis.

The entire door operating system on the elevators as a whole show wear and should be completely replaced. The existing door operating system on each of the elevators is no longer in

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a reliable condition. It is recommended that complete new door operating systems be installed. This would include a high-speed door operator, new car door panels, new landing doors, new hangers and tracks, new interlocks, car door restrictor and door closer. Included also will be landing door retainers which are a new code requirement to prevent displacement of hoistway doors.

The elevators are equipped with an infra-red electronic door protection system. It is strongly recommended the car doors be upgraded with a curtain of direct infra-red beams which beam 'green' on open, 'flashing red' on closing and steady 'red' on close which generally reduces the potential of liability and provides the most enhanced doorway protection to the user. Nudging, which pushes the rider to either enter or exit the elevator, will not be activated on the elevators. Should a person be utilizing a walking device or crutches, nudging can prove to be a liability since it disables the electronic edge and proceeds to shut the door at slow speed. A buzzer is also available which will remain active for an alert to the passenger to proceed with entering or exiting the elevator.

The door system on the elevators have been in operation from original installation. Over the years due to wear and tear, the door welds have begun to wear. To attempt to reuse the doors as well as to refortify and redrill same to incorporate a new door operator and new related door equipment will result in an equally costly product were new doors actually installed. It is recommended that at the time of modernization all landing door panels and car door panels be replaced. These new landing doors shall be wrapped in satin stainless steel. The car door will be furnished in satin stainless steel. The existing frames will be cleaned and retained.

It is to be cautioned that earlier vintage 1970s elevator doors were typically constructed with an asbestos liner. Drilling into these doors to replace components is not recommended due to the potential risks involved. These landing doors will be replaced, and new doors will be wrapped in satin stainless steel.

Another cautionary matter in relation to these doors is the potential requirement for testing by a certified ACM firm for appropriate disposal. It is to be stated that during the removal of the doors, there is no disturbing of the interior liner of the doors; however, it may be the owner's intent that disposal may need to be specifically addressed. The testing and the disposal of the doors is typically the responsibility of the Owner. (Removal by elevator contractor; wrapping prior to removal by others.) In most cases the elevator contractor has been able to dispose of the doors without any issues. This will be a matter for further discussion. If there is to be any testing, access for testing to the hoistway side of the doors will need to be accommodated by the elevator contractor.

F. **Americans with Disabilities Act**

The United States Congress has passed landmark legislation designed to improve access to public accommodations and commercial facilities for people with disabilities. Known as the Americans with Disabilities Act, or ADA, it has potential for far reaching impact on building owners. The ADA is not a building code; rather it is a civil rights act. Building owners found to be in violation might be required to compensate an injured party, correct non-conformance, and be subjected to fines up to $50,000 for the first violation and $100,000 for subsequent violations.

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The Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) was produced by the US Architectural & Transportation Barriers Compliance Board and originally published on July 26, 1991.

The elevators are not in general conformance with ADA regulations. Door operation due to wear and age of the equipment results in continual maintenance tasking of the doors to be adjusted to meet code established timing criteria. There was variation in compliance with the landing door speed and closing time.

Replacement of all door equipment, door operator and door panels will allow adjustments and door operation to be consistent and in conformance with code.

The hall fixtures are not mounted at MA ADA height. At completion of the project all fixtures shall be located at code compliance.

Both elevators do not contain phones. When the elevators are modernized, the car operating panel in the cabs will be replaced, and the emergency phone will be accessible by a push button directly on the panel.

It will be necessary for the building to provide a dedicated telephone line to each of the elevator machine rooms. Also required is a 24/7/365 live operator service. Code does not permit the phone to be programmed into a service that may place the call into a 'holding' pattern. There are various services that provide this function. One is Kings III Emergency Communications (Kingsiii.com). Typically, the elevator company does not provide this service due to the liability associated with same in relation to their standard answering service.

G. **Fire Emergency Requirements**

After several fire disasters occurred in high-rise buildings during the sixties with considerable loss of human life, the role of elevators in multi-storied buildings became a great concern to regulatory bodies. The emphasis being then, as well as today, that the public should not ride elevator equipment during fire emergencies, but rather be evacuated from the shaft (a natural flue for smoke and gases) as quickly as possible. A second concern was to enable the firefighter to reach a fire in a building promptly. With these objectives in mind, regulations and codes were created both locally and nationally to enable elevators, both high rise and low rise, to respond to this need.

As experience grew within the elevator industry, there were many changes that became necessary to ensure the safety of both the public and the firefighter. The intention of the changes listed in regulation was to standardize the many variations of fire emergency service and not to do this would jeopardize the life-safety of the firefighter.

The implementation of this regulation required a visual and audible signal in the elevator with a "Call Cancel" button, a "Door Open" and a "Door Close" button and a three-position key switch marked "OFF", "HOLD", and "ON". In addition, a three-position key switch was to be installed in the hall at the main floor marked "BYPASS", "OFF" and "ON".

Current national code was again revised in 2000 which includes a mandate for the hall key switch to be changed from "Bypass" to "RESET", "OFF" and "ON". This requires a mis-firing smoke detector to be repaired rather than being bypassed. A visual signal is also required at the hall key switch. Another change which occurred in 2004 National Code is the requirement of a

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Firefighters' locked panel in the car operating panel as well as specific instructions located within the cover of the box along with instructions located at the hall firefighters' key switch.

The service elevator does not have Firefighters' Service. There exists the potential, if a fire is present in the building, the riders could be delivered to an active fire floor. With the code safety requirements of Firefighters' operation, the elevator would automatically be returned to the main landing. Should the main landing be a fire floor, the elevator would automatically recall to a different, pre-assigned floor.

When the elevators are updated, they will contain all current Elevator Firefighters' Service features.

The Building Fire Alarm Panel is an addressable system: However, further verification is required to confirm capability for the service elevator requirements.

H. **Cab and Fixtures**

When such components as door operators are replaced along with car door operating parts including car door hangers, tracks, and clutches, it is necessary to completely remove the car doors. Since field labor is the same, or even sometimes less, when complete new car doors, pre-drilled and properly reinforced are installed, the actual additional material cost usually adds very little to the overall costs as compared to reusing existing car doors.

When work is performed on landing doors, hoistway landing control systems, hoistway wiring including traveling cables, terminal slowdown and other limit switches, labor is most efficient when an open platform is available as a working surface.

In consideration of this fact, it is most practical to entirely strip off the existing car enclosure including walls, returns and dome and install a new cab of practical materials, using comprehensive fixtures which combine all the accessibility, communication as well as emergency controls in a vandal resistant design.

With the cab removed from the platform, this platform can then be utilized as a working surface as the hoistway equipment and doors are replaced. This also allows easier access to all hoistway switches for full adjustments. This results in an efficiency in labor as well as greater safety for the elevator technicians.

It is recommended that new fixtures be incorporated in the new cab. These will be vandal resistant, ADA compliant car operating stations without any plastic buttons or plastic lenses. Digital car position indicators, compatible with the new car operating panel design, will be installed. All components will be serial linked to the new controller for full integration of systems.

New hall push button fixtures will be installed which will be heavy duty, vandal resistant, ADA compliant design.

I. **Elevator Pit**

There is a 'pit bucket' for each elevator which is utilized for the collection of oil seepage from the jack head packing. Recommended is an oil recovery unit which will automatically pump any oil residue directly from the jack head back to the hydraulic tank.

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The underground equipment for passenger elevator 1 and service elevator 2 were replaced in 2018 and contain a pit rupture valve as well as protective PVC encasement. At this time no further action may be required. It is, of course, cautioned that condition of the underground equipment is an unknown variable.

J. **Miscellaneous**

Car Guide Assemblies: Both elevators are equipped with slide guides. This type of guide requires frequent lubrication of the rails for proper operation. This lubricant; unfortunately, collects any dirt or dust in the hoistway. Recommended are roller guide assemblies which require no lubrication. Also recommended is the full cleaning of the rails.

Car Top Inspection Station: This station allows the elevator technician to operate the car on Inspection Service while riding on the car top. This station is recommended to be replaced and all safety features be aligned with current code. The new station will be fully compatible with the new controller.

Hoistway wiring and traveling cable: All wiring and traveling cable will be replaced and serial linked to the new fixtures with the new controllers.

Included in the new traveling cable will be wiring provisions for future camera installation. This cable will be properly terminated and labeled.

K. **New Code Requirements**

The new landing doors will be equipped with the following:

1. Retaining devices which limit the potential of the doors being pushed into the hoistway.

2. Doors shall be equipped with emergency exit keyholes to be utilized by MA Elevator Licensed technicians and Firefighters as emergency evacuation of a person entrapped in the elevator. Access by way of the keyhole can be conducted at any landing.

Telephone line monitoring system: A device will be located at the main landing in the hall push button station which monitors the operability of the dedicated phone line. This function occurs automatically each day. Should there be a failure of the phone line, a buzzer shall sound, and the indicator jewel shall light. The buzzer can be temporarily keyed off but will reactivate upon continual failure of the phone line.

L. **Door Frames and Landing Doors**

The existing door frames and doors are painted. Prior practice was the option to electrostatically paint the landing doors and frames. Due to the odors involved, this method is not regularly utilized by the elevator industry. Also, based on prior painting types and the fact that all layers of paint are not removed from the frame prior to the electrostatic painting process, there have been instances, although limited, where the paint has chipped from the frames. Electrostatic painting as part of the elevator contractor's scope of work is no longer a preferred method.

The choice is to either wrap the frames in satin stainless steel (along with the new landing doors) or the Owner directly addresses the frames. It is recommended the frames be wrapped in satin stainless steel.

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M. **Conclusion**

The decision facing owners of older elevator systems is not an easy one. As a system ages and eventually becomes obsolete, parts are no longer available. The potential for failures and entrapments accelerates and modernization is the logical option.

It is further recommended, that the modernization project on each elevator not be completed in stages but be completed in the recommended entirety. The recommended approach is a full modernization to ensure full compatibility of all equipment.

In conclusion, most of the issues with the elevator are age related. A complete modernization is warranted.

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IV. EXISTING INSTALLATION CHARACTERISTICS

A. In the following table, general data is provided on the elevator system, as existing:

State I.D. #*:	Passenger Elevator 1: 178-P-35	Service Elevator 2: 178-P-36
Type:	Hydraulic	Hydraulic
Use:	Passenger	Passenger
Controller:	MCE	ESCO
Rated Capacity:	2000 Lbs.	3500 Lbs.
Date Installed:	1975	1975
Date Modernized:	1998	N/A
Rated Speed:	100 fpm	60 fpm
Floors Served:	*1, 2, 3	*1 ,2, 3
Stops/Openings:	3 Front	3 Front
Operation	Simplex	Simplex
Machine Type:	Submersible	Belted
Machine Location:	Level 1	Level 1
Control Logic:	Selective Collective	Selective Collective
Door Operator Model:	Moline	Moline
Door Protection:	Infra-Red	Infra-Red
Guide Type:	Slide Guide	Slide Guide
Hall Lanterns:	No	No
Car Traveling Lanterns	No	No
Hall Position Indicator	Yes	No
Hall Directional Indicator	No	No
Firefighter's Service:	1996	No
Emergency Power:	No	No
Cab Emergency Phone:	Behind Panel	No
State Test Date:	7/13/2021	7/13/2021
Certificate Expiration:	7/31/2022	7/31/2022

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V. SUMMARY OF WORK

See Attached

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Elevator Modernization - Summary of Elevator Work

Owner/Property Manager

Project MELROSE HIGH SCHOOL

Location 360 Lynn Fells Parkway

Reviewer Syska Hennessy Group, Vertical Transportation

Legend:
X = Required/Recommended
O = Not Required

Component	PASSENGER: ELEVATOR # 1	SERVICE: ELEVATOR # 2	COMMENTS
Power Unit	X	X	
Valve	X	X	
Motor	X	X	
Pump	X	X	
Replace Hydraulic Oil	X	X	
Hydraulic Machine Room Piping	X	X	
Motor Soft Starter	X	X	
Controller & Selector	X	X	
Battery Lowering	X	X	
Machine Room Wiring	X	X	
Hoistway Limit and Slow Down Switches	X	X	
Car Guide Assemblies	X	X	
Traveling Cable	X	X	
Cab, Complete	X	X	
Cab Fixtures	X	X	
Car Door	X	X	
Car Door Restrictor	X	X	
Car Door Closed Loop Operator	X	X	
Car Door Clutch	X	X	
Car Door Rollers, Gibs, Misc Components	X	X	
Car Tracks and Hangers	X	X	
Infrared door screen with Red and Green Indicators	X	X	
Hoistway Doors-Satin Stainless Steel	X	X	
Hoistway Door Closers	X	X	
Hoistway Door Hangers and Tracks	X	X	
Hoistway Hanger Rollers, Gibs, Misc Components	X	X	
Interlocks & Interlock Wiring	X	X	
Hoistway Door Retaining Devices	X	X	
Hoistway Frames-Wrap in Stainless Steel	X	X	
Hoistway Door Unlocking Devices			
Hall Buttons	X	X	Change Location on Passenger Elevator
Traveling Lantern	X	X	
Position/Direction Indicator At Main Landing	X	X	New for Service Elevator Located in Hall Push Button
Car Top Inspection Station	X	X	
New or Updated Firefighters' Service	X	X	
Telephone Monitoring System	X	X	
Hydraulic Equipment (Cylinder & Piston)	O	O	Retain - New in 2018
Oil Recovery/Scavenger Tank	X	X	
Pit Ladder	X	X	
BUDGET PRICING	$220,000	$250,000	See Note Below*
Out of Service Timeline	10 Weeks	10 Weeks	See Note Below**

*Elevator Budget is based on submitted bid pricing of comparable projects and review of current trending of pricing. It is to be understood that based on current financial trending, pricing variables are not predictive.

**Elevator out of service timeline is approximated and based on acceptance test being conducted on overtime.

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VI. EXECUITVE SUMMARY AND MAJOR RECOMMENDATIONS

1. Elevator: General

   a. Passenger Elevator:

      1) New power unit and controller were installed in 1998

   b. Service Elevator:

      1) Equipment was installed in 1975

   c. A full replacement/refurbishment of all components of the elevators is warranted as indicated.

      1) This would include but not be limited to all machine room equipment including all hydraulic piping from machine room to pit, all fixtures, cab, hoistway switches, wiring, traveling cable as well as the in-the ground jack equipment.

2. Machine (Power Unit)

   a. The passenger elevator power unit was installed in 1998. As previously addressed, typical effective timeline for a power unit is no more than 25 years. Complete replacement is recommended.

   b. The service elevator power unit which is original installation is in poor condition. All equipment including the muffler, motor, tank, and all related equipment should be removed and replaced.

   c. The hydraulic oil will be removed and replaced with new hydraulic oil.

      1) Melrose High School is responsible to provide EPA manifest registration number.

3. Controller

   a. The existing controllers are dated: Service Elevator- 1975, passenger elevator -1998. Both control systems are considered obsolete as compared to today's standards for safety and efficiency.

   b. At the time of the upgrade, a new battery lowering system shall be incorporated on the elevators.

   c. New Firefighters' features will be also added to the control system and will be in conformance with current adopted 2013 Code.

      1) Further review required for capability of Building Fire Alarm Panel.

   d. A new solid-state motor starter is recommended to ensure maximum protection.

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4. Selector

   a. The existing selector was also original equipment and is compatible with the existing control unit. This unit will be replaced when the controller is replaced.

   b. It is recommended at the time of the upgrade of each of the elevators that a complete new solid-state hoistway landing control system be installed in conjunction with the new solid-state controller to provide maximum reliability for leveling and operation of the car.

5. Door Equipment

   a. The door operator and all door components are showing wear due to age. The door system is another major condition for modernization of the elevators since it is one of the highest used components on an elevator. As the system continues to age, door failure becomes more prevalent and full upgrade and replacement rather than continual repair becomes the most viable option. It is our recommendation when the elevators are modernized, to replace the door operators and all related components.

   b. At the time of the upgrade the following is also recommended:

      1) New car and landing door hangers, door hanger rollers, new tracks and new gibs should be installed on all doors.

      2) New hoistway doors will also be equipped with new code retaining devices to limit the potential of the doors being pushed into the hoistway.

      3) Retain hoistway door frames and sills.

         i. The door frames are scratched but can be reused as existing.

         ii. Alternate is all frames can be wrapped in stain stainless steel to match the new doors.

      4) Car door shall be furnished in a satin stainless-steel finish.

      5) New landing doors will be wrapped in satin stainless steel.

6. Hoistway

   a. There are slide guide assemblies on both elevators. It is recommended they be replaced with new roller guides.

   b. Guide rails will be cleaned of all lint and lubrication.

   c. New traveling cable will be installed. Incorporated in the cable will be camera cable for future provisions.

7. Pit

   a. As previously addressed, both underground jack assemblies were replaced in 2018. Although underground equipment condition can not be verified or predicted, it is

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anticipated that the underground jack units can be retained.

b. There are no pit ladders to access either pit. New pit ladders are required.

8. Cabs

a. The cabs are in poor condition.

1) The cabs for elevators should be considered for replacement. Further, an open working platform is the safest approach when hoistway equipment and doors are replaced.

b. The car door operator shows major signs of wear and should be replaced along with the hangers, interlocks, and related equipment.

c. New car door should be installed.

d. The car operating panel will be replaced and serial linked to the new controller.

1) New vandal proof buttons are recommended.

2) Updated Firefighters' Service will be included in the new car operating panel.

e. As noted, when the cab is replaced, it allows the platform to be utilized as an open area for the door and hoistway work. This allows an efficiency in labor as well as an additional safe working area for the elevator technicians.

f. Included in the car jambs will be traveling lanterns to show the direction of the elevator. This is an ADA code requirement.

9. Hall

a. The hall push button stations will also be replaced, and serial linked to the controller.

1) All Firefighters' Service features will be incorporated in the first-floor hall station.

2) New vandal resistant fixtures are recommended.

b. Hall Position and Direction Indicator is located at the main landing for the passenger elevator.

1) This will be replaced and serial linked to the controller.

2) Recommended is a new position and direction indicator at the main level for the service elevator. This feature will be located directly in the hall push button station.

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VII. OUTLINE SCOPE OF RELATED WORK

A. General Outline of Recommended and Required Related Work:

1. Electrical

a. New properly grounded 3-Phase heavy duty power disconnect.

1) The Mainline Disconnect for passenger elevator 1 is not in accordance with code. The operating handle shall be positioned on the side of the disconnect closest to the lock jamb side of the machine room door. The new mainline disconnect switch shall utilize a circuit breaker.

2) Contacts shall allow proper differentiation between manual power shut down and actual power loss. For proper battery lowering operation, an auxiliary contact is required in the main power disconnect.

a) Contacts shall be U.L. approved and located in the disconnect.

b. New fused heavy duty single phase disconnect for car lights and car fan.

c. New energy efficient LED lighting in machine rooms and pits is recommended.

d. New GFCI in machine rooms and pits.

e. Ensure dedicated telephone line in machine rooms for emergency telephone.

f. Machine room 115 VAC receptacle in proximity of tanks for new tank heater (tank heater by Elevator Contractor).

g. Machine rooms to maintain 50 to 90 degrees Fahrenheit as required by code.

1) Machine room split unit air conditioning system and condensing unit should be considered to ensure the machine room temperature never exceeds 90 degrees.

h. New fire alarm modules in the machine rooms for code required “flashing’ Firefighters’ hat.

1) An additional fire alarm module is also required in the Machine Room to power the new hoistway mechanical damper on building alarm.

2) There are no existing fire alarm modules in Service Elevator 2- machine room for code required Firefighters’ Service. Required will be:

a) Designated recall level.

b) Alternate recall level.

c) “Flashing “firefighters’ hat.

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d) An additional fire alarm module is also required in the Machine Room to power the new hoistway mechanical damper on building alarm.

3) As noted, further investigation required with Fire Alarm Company to confirm capability of addressable system in relation to the elevators.

2. Mechanical

a. Hoistway Ventilation

1) Existing hoistway vent will be eliminated and a new energy efficient damper system installed at the top of the hoistway.

a) Service elevator 2: Existing vent is not in accordance with code. The bottom of vent is to be no less than three (3) feet from the roof.

2) New Power closed ventilation is opened under the following conditions:

a) By an approved automatic thermostat designed to open at a temperature of not more than 90 degrees.

i. Thermostat shall be located in machine room.

b) By a building alarm system.

c) Upon building power loss.

b. Machine Room Ventilation

1) Properly locate the machine room vent for both elevators to be within 1' of machine room ceiling in accordance with code.

a) Service elevator 2: Remove metal duct to existing machine room vent.

3. Pit

a. There are no pit ladders in either pit for access. New Pit ladders are required.

4. Additional Matters

a. Remove smoke detector at top of hoistway, Passenger and Service elevator.

b. Eliminate circuitry in hoistway for car lights and fan, Passenger and Service elevator and properly relocate.

c. Bevel ledge in hoistway at third floor level, Right side looking in, Service elevator 2.

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VIII. Forecast of Probable Cost and Approximate Schedule

A. Modernization of Hydraulic Passenger Elevators

1. Costs and Schedules

a.	Budget Cost [1]	$470,000.00
2.	Engineering and submission of drawings, time for approvals, lead-time for fabrication & Delivery (Full Modernization)	32 Weeks
3.	Field installation – Approximate out of service time: [2]	
a.	Passenger Elevator 1:	10 Weeks
b.	Service Elevator 2:	10 Weeks
	Total Approximated Project Schedule:	52 Weeks

B. Related Work (General Estimation) [3]

1.	Electrical	$45,000.00
2.	Mechanical	$50,000.00
3.	Fire Alarm Integration for Elevator Firefighters' Service	TBD

1. *Budget cost includes interim maintenance prior to elevator modernization and one-year warranty maintenance after certification of elevator by the Department of Public Safety. Budget cost is based on comparable projects and most effective pricing strategy. It is to be used for discussion purposes only.*

2. *Time estimation includes each of the acceptance testing conducted by the Department of Public Safety being conducted on overtime.*

3. *Related Work budget is a general estimation. This is not the Vertical Transportation Division's direct area of expertise to calculate.*

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

IX. APPENDIX

A. Photographs

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

SYSKA HENNESSY GROUP

Passenger Elevator I

New Jack Unit 2018. Contains PVC Protection. 	24-Year-Old Control System. Does Not Contain Current Code Safety Features. 
24-Year-Old Power Unit. Complete Replacement is Recommended. 	Existing Car Door Operator is Worn. New Car Door Operator is Recommended. 

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Entrance Frames and Sills Will be Retained. Recommend New Doors and Existing Frames to Be Wrapped in Stainless Steel. 	The Cab is in Poor Condition. Replacement is Recommended. 
Existing Slide Guide Assemblies. Require Lubrication. New Roller Guides are Recommended. 	Remove Smoke Detector at Top of Hoistway. 

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

The Mainline Disconnect for The Elevator is Not in Accordance with Code. The Operating Handle Shall be Positioned on The Side of The Disconnect Closest to The Lock Jamb Side of The Machine Room Door. New Mainline Disconnect Switch Shall Utilize a Circuit Breaker. 	Properly Locate the Machine Room Vent to be Within 1' of Machine Room Ceiling in Accordance with Code. 
There is no Pit Ladder to Access Pit. New Ladder is Required. 	Eliminate Circuitry in Hoistway for Car Lights and Fan. Properly Relocate. 

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

SYSKA HENNESSY GROUP

Service Elevator 2

New Jack Unit 2018. Contains PVC Protection. 	Controller is Original Equipment and Does Not Contain Current Code Safety Features. 
Original Power Unit. Leaking Oil. 	Existing Car Door Operator is Worn. New Car Door Operator is Recommended. 

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Entrance Frames and Sills Will be Retained. Recommend New Doors and Existing Frames Be Wrapped in Stainless Steel. 	The Cab is in Poor Condition. New Cab is Recommended. 
Existing Slide Guide Assemblies. Require Lubrication. New Roller Guides are Recommended. 	Fixtures are Not in Accordance With MAAB. Button to Be Center Lined at 42". 

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

There is no Pit Ladder to Access Pit. New Ladder is Required. 	Remove Smoke Detector at Top of Hoistway. 
Eliminate Circuitry in Hoistway for Car Lights and Fan. 	Existing Hoistway Ventilation is Not 3 Feet from the Roof Line. 

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Bevel Ledge in Hoistway at Third Floor Level. Right Side Looking in. 	Properly Locate the Machine Room Vent to be Within 1' of Machine Room Ceiling. Remove Metal Duct. 

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

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

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

MEMORANDUM

To: Mayor Paul Brodeur
Melrose City Council

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

cc: Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant Auditor
Margot Fleishman, Director of Strategic Initiatives
James Troup, Assistant DPW Director – Administration & Finance
Jay McNeil, Facilities Manager

Date: May 3, 2022

Re: Earmark Funding for Accessibility and Safety Improvements – MHS Elevators

As a result of an Act relative to immediate COVID-19 recovery needs (Chapter 102, Section 2A), the City of Melrose has been awarded a State Earmark not less than One Hundred and Fifty Thousand Dollars ($150,000) which shall be expended for the accessibility and safety improvements for the two (2) elevators at the Melrose High School.

Syska Hennessy has worked to assess the conditions of the current elevators and has provided to the City a detailed scope of work to address accessibility and safety improvements necessary for the elevators to meet compliance and to pass inspections. This assessment was presented for consideration to utilize available ARPA funds for this project for systematic replacement of outdated elevators that have exceeded useful life and for the equitable provision of services in the facility. It specifically targets public safety in our school buildings. These criteria served as a basis for our request. The project estimates would most likely have been incurred by the City had it not been funded by available ARPA opportunities.

We formally request acceptance of this grant award of $150,000 from the Department of Elementary and Secondary Education (Massachusetts DOE). Funds will be deposited into a dedicated account set up by the City Auditor and designated specifically for the above-mentioned project. Additional funds necessary to complete this project have been approved through the City's ARPA Project process. There is no cost or encumbrance required to enter into this agreement. Upon completion of this project, necessary preventive maintenance costs will be incorporated into the Department of Public Works Operating Budget.

Additional backup documents shall be attached to this Order for your review and approval.

Thank you very much for your consideration and continued support of our efforts.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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**, 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: (and d/b/a):		**COMMONWEALTH DEPARTMENT NAME:** Dept. of Elementary & Secondary Edu. MMARS Department Code: DOE	
Legal Address: (W-9, W-4):		**Business Mailing Address:** 75 Pleasant Street, Malden, MA 02148	
Contract Manager:	**Phone:**	**Billing Address (if different):**	
E-Mail:	**Fax:**	**Contract Manager:** Matt Deninger	**Phone:** 781-338-3117
Contractor Vendor Code:		**E-Mail:** Matthew.J.Deninger@mass.gov	**Fax:**
Vendor Code Address ID (e.g. "AD001"): AD___. (Note: The Address ID must be set up for EFT payments.)		**MMARS Doc ID(s):**	
		RFR/Procurement or Other ID Number: CSFEARMARK	

_x_ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

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

___ CONTRACT AMENDMENT

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

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

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

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

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.
__ **Rate Contract.** (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
_x_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $ 150,000.

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

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) *AN ACT RELATIVE TO IMMEDIATE COVID-19 RECOVERY NEEDS, Chapter 102, Section 2A: provided further, that not less than $150,000 shall be expended for the city of Melrose for accessibility and safety improvements for the 2 elevators at the Melrose high school*

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.

_x_ 2. may be incurred as of July 1, **2022**, a date **LATER** than the Effective Date below and **no** obligations have been incurred **prior** to the Effective Date.

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

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

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

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

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

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

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

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-127

Acceptance of Three (3) MassDOT Shared Streets and Spaces Program Grants for various equipment and pedestrian safety measures funded at a total of $158,843.

Offered by Mayor Paul Brodeur

BE IT ORDERED

The Department of Public Works, in collaboration with the Mayor's Office, is pleased to request acceptance of three Massachusetts Department of Transportation Shared Streets and Spaces Program Grants for a total of One Hundred Fifty Eight Thousand Eight Hundred and Forty Three dollars ($158,843). The full details of each of the Grant Awards are found in the attachments to this Order, along with a memo explaining the expected use of the funds. In sum, the three awards will address specific safety measures with the purchase of equipment to remove snow from sidewalks in our City School properties, fund portable speed mitigation equipment to be deployed strategically to reduce speeds throughout the City, and to address safety concerns at the intersection of West Emerson and Vinton.

We formally request acceptance of these three MassDOT Shared Streets and Spaces Program Grants totaling One Hundred Fifty Eight Thousand Eight Hundred Forty Three Dollars ($158,843). Please note there is no match component. Thank you for your continued support and feel welcome to contact us with any questions you may have.

FINANCIAL IMPACT:

Acceptance of three MassDOT Shared Streets and Spaces Program Grants. The three awards are for West Emerson at Vinton Intersection Safety Improvements funded at $77,900, for Portable Speed Mitigation Equipment (equipment only) funded at $30,943, and for School Sidewalk Plow (equipment only) funded at $50,000.

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**
RESULT:	**ASSIGNED TO COMMITTEE**	
06/13/22	**Appropriations and Oversight**	**OUGHT TO PASS**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**OUGHT TO PASS [9 TO 0]**
MOVER:	Jack Eccles
SECONDER:	Shawn M. MacMaster
AYES:	Grigoraitis, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	Leila Migliorelli, John Obremski

06/21/22 City Council PASSED

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Ryan Williams, Ward 7
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

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Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Jamey Tesler, Secretary & CEO

massDOT
Massachusetts Department of Transportation

May 20, 2022

Vonnie Reis
562 Main Street
Melrose, MA 02176

Via email: VReis@CityofMelrose.org

Dear Vonnie Reis:

Thank you for your submission to the Shared Streets and Spaces Program during the Fiscal Year 2023 application solicitation. We received a record number of applications and had many creative projects from which to select. I am pleased to notify you that Melrose's application for "W Emerson at Vinton Intersection Safety Improvements" has been approved for $77,900.00.

Awarded municipalities must enter into a contract with MassDOT for the funding of the approved work. To initiate this contract, please review and sign the Project Funding Agreement provided to you with this award letter and return it to SharedStreets@dot.state.ma.us as soon as possible. It is anticipated that the Notice to Proceed (NTP) for this award will be issued by August 1, 2022 and that the deadline for construction will be December 31, 2023. MassDOT-funded work may not proceed until the NTP is issued. Your patience during the contracting process is appreciated as MassDOT works to execute contracts with a large volume of awardees.

This award is reimbursement-based, meaning that funds are provided after costs are incurred. Please note that this is different than previous funding years. Reimbursement requests are processed by your District State Aid Engineer in the same manner as Chapter 90 projects. Learn more about this process as well as other implementation details on the program website at: mass.gov/shared-streets-and-spaces-grant-program.

Please email SharedStreets@dot.state.ma.us with questions related to this award. Thank you for your commitment to improving safety, access, and mobility for all roadway users in your community and for your participation in the Shared Streets and Spaces Program.

Sincerely,

Jamey Tesler

Jamey Tesler
Secretary and CEO

cc: Cassandra Gascon, MassDOT Community Grants Program Administrator

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Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot

Shared Streets and Spaces Program
Project Funding Agreement

Agreement Number: _____

Date: _____

Municipality: Melrose

Project: W Emerson at Vinton Intersection Safety Improvements

---

This Project Funding Agreement ("Agreement") made and entered into by and between the MASSACHUSETTS DEPARTMENT OF TRANSPORTATION, hereinafter called "MassDOT", and the City/Town of Melrose, (hereinafter called the "MUNICIPALITY"), as set forth below:

WHEREAS, the MUNICIPALITY proposes to construct certain roadway improvements from its approved Shared Streets and Spaces Application ("Application"), attached hereto as Exhibit A, and

WHEREAS, the scope of work for said roadway improvements is described in Exhibit A, (the "Project") and is in accordance with the project approvals from the Shared Streets and Spaces Program, and

WHEREAS, the total estimated construction cost for the Project is $77,900.00, as described within Exhibit B, (the "Project Cost Estimate"), and

WHEREAS, the PROJECT is to be financed by funds provided by MassDOT in accordance with appropriation 6921-2109, and

WHEREAS, MassDOT has reviewed the Project's items of work described within Exhibit B to ensure they are commensurate with the Project's scope of work, Exhibit A, and

WHEREAS, the PROJECT shall be constructed by MUNICIPALITY'S

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employees and/or a contractor approved by MassDOT's prequalification process, in accordance with M.G.L. c 81 subsection 8B, and

WHEREAS, all environmental permits and approvals must be obtained prior to construction. MassDOT's Environmental Punch list must be signed by the authorized municipal official, hereby attached and labeled as Exhibit C, and

WHEREAS, the parties hereto have reached an agreement as to the apportionment of work and expense necessary for the completion of the Project.

NOW THEREFORE, in consideration of the obligations contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, MassDOT and the MUNICIPALITY hereby agree, each with the other, as follows:

1.0 DIVISION OF WORK

1.1 MUNICIPALITY shall develop plans and specifications for the Project (collectively, "Specifications") in accordance with the attached scope of work (Exhibit A), and the Project Estimate (Exhibit B). The Specifications set forth by the MUNICIPALITY, shall be in conformance with, but not limited to the following current documents as amended: MassDOT's Project Development and Design Guide, MassDOT's Construction Standard Details, MassDOT's Separated Bike Lane Planning and Design Guide, MassDOT's Guidelines for the Planning and Design of Roundabouts, MassDOT's Bridge Manual, MassDOT's Standard Specifications for Highways and Bridges, MassDOT's Standard Drawings for Traffic Signals and Highway Lighting, the latest edition of American Standard for Nursery Stock, 521 CMR Rules and Regulations of the Architectural Access Board (AAB) and Americans with Disabilities Act(ADA), the Manual on Uniform Traffic Control Devices, and any and all state or federal regulations, and/or to the satisfaction of MassDOT – Highway Division, Chief Engineer. The Project shall be constructed in accordance with the Specifications.

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1.2 The MUNICIPALITY shall provide by its own municipal employees, contractors and/or subcontractors all necessary labor materials, equipment and other services to construct said Project pursuant to any and all applicable Specifications and in compliance with applicable local, state and federal laws and regulations. To be eligible to bid on said Project, the contractor shall be approved in accordance with MassDOT's prequalification process, the application forms for which are located on mass.gov, under Prequalification of Horizontal Construction Firms. In addition, any and all construction activities or related work required for the construction of said Project shall be in conformance with any and all MassDOT policies and procedures.

1.3 The MUNICIPALITY shall not commence construction work on the Project until MassDOT has issued a written Notice to Proceed to MUNICIPALITY. Prior to beginning construction, MUNICIPALITY shall, at its sole expense, obtain any and all easements, permits (including environmental permits), licenses, or other permissions to enter onto property required to complete the Project not otherwise owned or controlled by MUNICIPALITY. Upon MassDOT's request, MUNICIPALITY shall demonstrate such acquisitions and/or provide copies of all permits acquired.

1.4 The Municipality shall be solely responsible for the installation of adequate safety precautions for the protection of the travelling public and all project personnel. Municipality shall, at its sole expense, identify, furnish, and maintain adequate traffic control devices for the protection of the travelling public and working personnel during construction operations. The design, application, and installation of all devices shall conform to MassDOT's "Standard Drawing for the Development of Temporary Traffic Control Plans" and the Amendments to the Manual on Uniform Traffic Control Devices. In no event shall MassDOT be responsible for any failure of the Municipality's to provide adequate safety precautions and protections during construction operations.

1.5 The MUNICIPALITY shall complete the Project by the Agreement's Expiration Date unless an extension of time is granted by MassDOT pursuant to Subsection 5.2 below. Work performed after this Agreement's Expiration Date shall not be eligible for reimbursement.

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1.6 Upon the completion of the Project, MUNICIPALITY shall promptly complete the Post-Construction Report Form provided by MassDOT. MUNICIPALITY shall provide pre- and post- construction photos and all relevant construction metrics for bicycle, pedestrian, transit, and outdoor programming infrastructure requested by MASSDOT.

2.0 DIVISION OF EXPENSE

2.1 Except as provided in Section 2.2 below, MassDOT will reimburse MUNICIPALITY for the actual costs incurred to complete the Project up to, but not exceeding, the amount approved. All costs incurred must be approved by MassDOT prior to reimbursement. Any costs above this amount shall be borne by MUNICIPALITY.

2.2 MUNICIPALITY shall bear all costs and expenses associated with the acquisition of rights-of-way and permitting necessary to complete to perform its obligations hereunder ("Acquisition Costs"). MUNICIPALITY shall also be solely responsible for all costs and expenses associated with traffic control and safety measures in or around the construction work zone, including but not limited to, the use of uniformed law enforcement officers and provision of traffic control devices ("Traffic Control Costs.") Municipality agrees and acknowledges that Acquisition Costs and Traffic Control Costs are ineligible for reimbursement under this Agreement.

3.0 METHOD OF PAYMENT TO THE MUNICIPALITY

3.1 During the course of the Project, MUNICIPALITY may present monthly progress bills of the incurred costs for approval and reimbursement by MassDOT. All reimbursement requests by Municipality shall be made in accordance with MassDOT's procedures for Chapter 90 funded projects using the applicable Chapter 90 forms ("Forms") required by MassDOT. MUNICIPALITY shall electronically submit the completed Forms and supporting documentation to MassDOT's District State Aid Engineer after expenses are

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incurred for review and processing.

3.2 Upon the completion of the PROJECT to the satisfaction of MassDOT and the MUNICIPALITY, written notification shall be given to MassDOT's District Highway Director by the MUNICIPALITY that said work has been completed and, within 120 days thereof, the MUNICIPALITY will submit to MassDOT a final detailed bill (in quintuplicate) as required, and final settlement will then be made between MassDOT and the MUNICIPALITY.

4.0 AUDIT

4.1 All reimbursable charges in connection with this Agreement will be subject to audit by representatives of MassDOT and the MUNICIPALITY will retain all records and documents pertaining to the Agreement charges until such audit is completed or until written approval to destroy the records is given by MassDOT.

4.2 The Governor or his designee, the Secretary of Administration and Finance, and the State Auditor or his designee shall have the right at reasonable times and upon reasonable notice to examine the books, records and other complications of data of the MUNICIPALITY which pertain to the performance of the provisions and requirements of this Agreement.

4.0 FUTURE MAINTENANCE

4.1 The MUNICIPALITY shall be solely responsible for the maintenance and upkeep of all property associated with the PROJECT and the costs thereof.

4.2 If the property is owned by an entity other than MUNICIPALITY, MUNICIPALITY shall enter into a separate agreement with the property owner that provides for the maintenance and upkeep of the property associated with the Project.

5.0 TERM AND TERMINATION

5.1 This agreement will expire on December 31, 2023 ("Expiration Date"),

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unless extended as provided for in Subsection 5.2.

5.2 MUNICIPALY may request to extend this Agreement beyond that provided in Subsection 5.1. Any request for an extension must be made in writing to MassDOT soon as practicably possible, but no later than sixty (60) days prior to the Agreement's Expiration Date. MUNICPALITY's request shall include a justification for the requested extension, the requested new expiration date, and any other information deemed necessary by MASSDOT. MassDOT, in its sole and exclusive discretion, may agree to grant said request for an extension of time if it finds that sufficient justification has been provided by the MUNICIPALITY.

5.3 This Agreement may be terminated by mutual agreement of the Parties, upon such terms and conditions as the Parties may mutually agree upon. Such termination shall be effective in accordance with a written agreement by the Parties. Termination under this section shall not constitute a waiver of the rights of either Party to damages or other remedies related to this Agreement, except to the extent that the mutual agreement termination this Agreement so specifies.

5.4 MassDOT may, by written notice to the MUNICIPALITY, terminate this Agreement in any one of the following circumstances:

5.4.1 The MUNICIPALITY neglects or fails to comply with any provision of this Agreement in accordance with its terms or within the time specified for performance herein, and MUNICIPALITY fails to cure any such failure within thirty (30) calendar days after receipt of notice specifying such failure. In the event this Agreement is terminated pursuant to this provision, MassDOT shall not be liable to the Municipality for any costs incurred or burdens assumed upon or subsequent to, and associated with, such termination.

5.4.2 The applicable State or Federal funding source fails to appropriate or otherwise make available funds for the work contemplated herein. In the event this Agreement is

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terminated pursuant to this provision, MassDOT shall not be liable to Municipality for any costs.

6.0 MISCELLANEOUS

6.1 Compliance with Law.

The work and services to be performed hereunder shall be done in compliance with applicable federal, state, and local laws, ordinances, rules and regulations.

6.2 Notices:

MASSDOT:

The MUNICIPALITY:

6.3 Indemnification:

To the extent permitted by the laws of the Commonwealth, the MUNICIPALITY hereby assumes and agrees to indemnify, defend (at the MUNICIPALITY's sole expense and with counsel reasonably acceptable to MassDOT) and hold harmless MassDOT and MassDOT's affiliates, contractors, employees and representatives from and against any and all losses suffered by MassDOT and any and all claims, liability or penalties asserted against MassDOT by or on behalf of any person on account of, based in, resulting from, arising out of (or which may be claimed to have arisen out of), in whole or in part, the acts or omissions of the MUNICIPALITY in its performance of the obligations set forth herein. This covenant shall survive the expiration of this Agreement.

6.4 Governing Law; Severability:

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This Agreement shall be governed by the laws of the Commonwealth of Massachusetts, without regard to principles of conflicts of law or choice of laws. In the event that any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be declared to be invalid or unenforceable, then the remainder of this Agreement or the application of such term or provision to other person or circumstances, other than those as to which it would become invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

6.5 No Third-Party Beneficiaries:

This Agreement shall not be construed to create any third-party beneficiary rights in favor of any other parties or any right or privilege for the benefit of any other parties.

6.6 No Agency:

In no event shall MUNICIPALITY or any of its employees, agents, contractors, subcontractors be considered agents or employees of MassDOT.

6.7 Amendments

This Agreement and each of its provisions may only be waived, modified, or altered in a writing signed by MassDOT and MUNICIPALITY

6.8 Counterparts:

This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

[Remainder of page intentionally blank]

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IN WITNESS WHEREOF, the Parties have executed this Agreement as an instrument under seal as of the date first above written.

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

By: _____

Name:

Title:

MUNICIPALITY

By: _____

Name:

Title:

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Exhibit A – Project Application

Exhibit B – Project Cost Estimate

Exhibit C – Environmental Punchlist

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Exhibit A – Project Application

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

From: noreply@formstack.com
To: SharedStreets@dot.state.ma.us; service-m365pa-grants@dot.state.ma.us
Subject: Shared Streets Grant Application - 935465315
Date: Monday, February 28, 2022 10:08:28 AM
Attachments: W Emerson cost estimate form.pdf
W Emerson & Vinton location plan.pdf
W Emerson project narrative.pdf
Speed Mgmt Form Summary.pdf
Pages from ATR.pdf

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Formstack Submission For: Shared Streets and Spaces

Submitted at 02/28/22 10:08 AM

Part A: Applicant Information	
Date: (Required):	02/28/2022
Are you in a Municipality or Transit Authority? (Required):	Municipality
Municipality: (Required):	MELROSE
Name of official Municipal signatory: (Required):	Vonnie Reis
Contact person: (Required):	Vonnie Reis

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Address: (Required):	562 Main St Melrose, MA 02176
Email: (Required):	VReis@CityofMelrose.org
Telephone: (Required):	(781) 979-4171
Has your municipality previously received a MassDOT Shared Streets and Spaces grant? (Required):	Yes
If Yes, list amounts and status (Required):	Sidewalk extension, Slow Streets, Parklets - 2020 grant amount = $ 59,160 (complete); Central Terrace outside space - 2021 grant amount = $28,822.75 (complete)
	Part B: Project Information
Project Type(s) – see program website for project type descriptions and to ensure you select the correct option for your proposal. Please note: all selected types must be included in project description. Equipment Only may not be combined with other project types. (Required):	Bicycle and Pedestrian Infrastructure Speed Management

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Project Title:	W. Emerson at Vinton Intersection Safety Improvements
Project location (GPS coordinates): (Required):	42.459306, -71.071558
Amount requested from MassDOT: (Required):	77900.00
Project description (2-3 sentences): (Required):	The project includes design and implementation of intersection improvements at W. Emerson St and Vinton St. with a focus on pedestrian safety. This intersection is located in a busy area, with shops, a park, and the MBTA Cedar Park commuter rail station nearby. Cedar Park also hosts the weekly Farmers' Market for 6 months of the year.
Describe the project goals and benefits (1-2 sentences): (Required):	To implement traffic calming measures to make the intersection safer for all users.
Is the project intended to address a demonstrated need for Speed Management, according to local information, data, plans, or community concerns related to speed and safety? (Required):	Yes
If Yes, please describe the issue/need, including any/all data	Changes to curb lines, pavement marking, crosswalks, etc. will be designed with a goal of slowing speeds and improving safety.

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sources (Required):	
Is the project intended to provide improvements to infrastructure used by children to get to and from school (within two miles) or other youth destinations? If yes, please list schools or destinations. (Required):	Yes
Detail (Required):	This intersection is on a walking route to schools.
Is the proposed project intended to provide improvements to infrastructure used by seniors to reach senior destinations (within one mile)? If yes, please list destinations. (Required):	Yes
Detail (Required):	This intersection is within 1/2 mile of two senior living facilities. Additionally, the seniors frequent Cedar Park and the Farmers' market.
Is the proposed project intended to support safe walking and	

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biking within one mile of a transit stop? If yes, please list the transit stop(s). (Required):	Yes
Detail (Required):	This intersection is located adjacent to Cedar Park T stop and is used by commuters daily.
Does the proposed project support safe routes to open space and/or parks? If yes, please list the name of the facilities. (Required):	Yes
Detail (Required):	This intersection is located next to Cedar Park and is within 1/2 mile from Ell Pond Park.
Is the proposed project located in the municipality's Housing Choice designation area, will the project benefit from an Opportunity Zone Fund investment, or has the municipality implemented economic development best practices through the Community Compact program? (Required):	Yes

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If Yes, list which applies (Required):	Melrose belongs to the Community Compact program.
Will the proposed project be fully implemented by June 30, 2023? (Required):	Yes
Is this project intended to be a temporary or permanent improvement? (Required):	Permanent
Description of project implementation including staff roles and key milestones: (Required):	The City is currently conducting a traffic study with Stantec for this intersection, due to frequent complaints of speeding and crashes. Residents also report unsafe conditions for non-vehicular users. The study includes collection of limited traffic volume/speed data and analysis of crash data. The project to be conducted under this grant will make use of the recommendation from the study and, using technical assistance provided by MassDOT and City staff, will design intersection improvements. A small amount of effort will be required from Stantec to help develop plans and specifications. Potential improvements may include changes to curb locations, a center island, an expanded pedestrian refuge, new ADA ramps, and re-locating and striping of crosswalks. Key milestones are 1) evaluation of alternatives, 2) design of improvements, and 3) construction (using in house forces and on-call contractors). Construction would happen after the summer, due to high volume in this area during the warmer months.
List all materials required to implement the project, and how they will be obtained:	Will use state vendor list

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(Required):	
The Shared Streets and Spaces Program requires municipalities to provide notice or opportunity for public engagement related to the proposed project. Please confirm whether this has occurred. If yes, please list engagement activities. (Required):	Yes
If yes, please list engagement activities (Required):	One public meeting will be held at the Alternatives Analysis stage to gather feedback.
Demonstration of compliance with safety and accessibility-related regulations (ADA and MAAB): (Required):	Yes

Part C: Site Information

Is this project entirely on muncipally-owned infrastructure? (Required):	Yes

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Indicate what, if any, MassDOT-owned infrastructure is integral to the proposed project. If improvements are proposed on MassDOT infrastructure, indicate whether the municipality has applied for an Access Permit. (Required):	No
Indicate what, if any, infrastructure owned by a state agency other than MassDOT is integral to the proposed project (i.e. the Department of Conservation & Recreation): (Required):	No
Demonstrate whether the proposed project is in a Census Block Group identified by the relevant Regional Planning Agency as an Environmental Justice area: (Required):	Yes

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Would the proposed project divert, detour, or otherwise impede current public transit service, even temporarily? (Required):	No
Attach Project Cost Estimate (Required - PDF file type allowed):	View File
Attach Locus Map(Optional - PDF file type allowed):	View File
Attach Illustrations of project (Optional - PDF, EXCEL, WORD, JPG, JPEG, PNG file types allowed):	View File
Attach Speed Management Data Form (Required - PDF and EXCEL file types allowed):	View File
Raw Speed Data (Optional - PDF, WORD, EXCEL file types allowed):	View File

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Formstack, 11671 Lantern Road, Suite 300, Fishers, IN 46038



City of Melrose

Shared Streets Application W. Emerson & Vinton St. Melrose, MA

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Aerial imagry taken on March 27,2021

N
W E
S

1 inch = 100 feet

Map created on February 18, 2022

Exhibit B – Project Cost Estimate

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STATE AID REIMBURSABLE PROGRAM – PRELIMINARY ESTIMATE
Chapter 90

City /Town of Melrose, MA Contract # _____

Project Name W. Emerson & Vinton Intersection Safety Improvements

Project Location/Road W.Emerson St.
Date 2/22/2022

ITEM #	QTY.	UNIT	DESCRIPTION OF ITEM	UNIT PRICE $	AMOUNT $
1	1.00	EA	Review of traffic volume and speed data by City Staff	$ -	$ -
2	1.00	EA	Technical Assistance MassDOT	$ -	$ -
3	1.00	EA	Design of Improvements by City Staff	$ -	$ -
4	1.00	EA	Design assistance by Stantec	$ 5,000.00	$ 5,000.00
5	1.00	EA	Public meeting by City staff	$ -	$ -
6	1.00	EA	Construction - curblines, island, pedestrian refuge by on-call contractor	$ 30,000.00	$ 30,000.00
7	1.00	EA	Loam and plantings by on-call contractor	$ 5,000.00	$ 5,000.00
8	110.00	Ton	Mill and Overlay by on-call contractor	$ 90.00	$ 9,900.00
9	4.00	EA	Cross walks, pavement markings by on-call contractor	$ 1,000.00	$ 4,000.00
10	8.00	EA	ADA ramps by on-call contractor	$ 3,000.00	$ 24,000.00
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
TOTAL					$ 77,900.00

Vonnie Reis 2/22/2022
Supervisor/Foreman Date

HED-614 (R)

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Exhibit C – Environmental Punchlist

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EXHIBIT C – Environmental Punchlist
Shared Streets and Spaces Program

Municipality: _____ MassDOT Highway District #: _____

Project Name: _____

NOTE: ALL ENVIRONMENTAL PERMITS / APPROVALS MUST BE OBTAINED PRIOR TO CONSTRUCTION.

1.	Will the pavement width increase by four or more feet for one-half or more miles?	Yes ____	No ____	
2.	Will the project alter the bank or terrain located ten more feet from the existing roadway for one-half or more miles, unless necessary to install a structure or equipment?	Yes ____	No ____	
3.	Will the removal of 5 or more trees with diameters of 14 inches or more be required?	Yes ____	No ____	
4.	Will more than 300 ft. of stone wall be removed or altered?	Yes ____	No ____	
5.	Will the project involve construction of a parking lot with capacity of 150 cars or more?	Yes ____	No ____	
6.	Are any other MEPA review thresholds exceeded (see 301 CMR 11.03)? If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).*	Yes ____	No ____	
7.	Will the project be on a "Scenic Road" (Acts of 1973, C. 67)? If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls.	Yes ____	No ____	
8.	Have all necessary takings, easements, rights of entry, etc. been completed? If a county Hearing is required, it must be held prior to starting work.	Yes ____	No ____	
9	Has a Project Notification Form and locus map been submitted to the Massachusetts Historical Commission? Required https://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf	Yes ____	No ____	
10.	Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)?* If your answer is YES, you must file the project with your local Conservation Commission prior to starting work.	Yes ____	No ____	
11.	If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc.	Yes ____	No ____	

Validation

It is recognized that the purpose of this information is to assist the MassDOT Highway Division in approving the Shared Streets and Spaces Project Funding Agreement (of which this is a part). Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by MassDOT Highway Division on the basis of this information shall not legally or financially obligate MassDOT Highway Division to support or defend the municipality, and the municipality shall save harmless MassDOT Highway Division for any action.

Duly Authorized Municipal Officials	Reviewed and Approved for Transmittal by:
	Highway or Conservation Officer's Title
Signatures Date	Signatures Date

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COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

8.10.c

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

CONTRACTOR LEGAL NAME: CITY OF MELROSE **(and d/b/a):**		**COMMONWEALTH DEPARTMENT NAME:** **MMARS Department Code:** DOT	
Legal Address: (W-9, W-4):		**Business Mailing Address:** 10 Park Plaza, Boston MA 02116	
Contract Manager:	**Phone:**	**Billing Address (if different):**	
E-Mail:	**Fax:**	**Contract Manager:** Cassandra Gascon	**Phone:** (857) 368-4636
Contractor Vendor Code: VC6000192115		**E-Mail:** Cassandra.Gascon@dot.state.ma.us	**Fax**: n/a
Vendor Code Address ID (e.g. "AD001"): AD__. **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s):** **RFR/Procurement or Other ID Number:**	

_X_ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

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

___ CONTRACT AMENDMENT

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

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

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

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

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.
__ **Rate Contract.** (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
_X_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $77,900.00 .

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

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)
This agreement is between MassDOT and the CITY OF MELROSE which is participating in the Shared Streets and Spaces Program.

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

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

CONTRACT END DATE: Contract performance shall terminate as of **December 31 , 2023,** with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

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

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

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

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

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

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Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Jamey Tesler, Secretary & CEO

massDOT
Massachusetts Department of Transportation

May 20, 2022

Vonnie Reis
562 Main Street
Melrose, MA 02176

Via email: VReis@CityofMelrose.org

Dear Vonnie Reis:

Thank you for your submission to the Shared Streets and Spaces Program during the Fiscal Year 2023 application solicitation. We received a record number of applications and had many creative projects from which to select. I am pleased to notify you that Melrose's Equipment Only application for "Schools Sidewalk Plow" has been approved for $50,000.00.

Awarded municipalities must enter into a contract with MassDOT for the purchase of the approved equipment. To initiate this contract, please review and sign the Equipment Funding Agreement provided to you with this award letter and return it to SharedStreets@dot.state.ma.us as soon as possible. It is anticipated that the Notice to Proceed (NTP) for this award will be issued by October 1, 2022 and that the deadline for equipment purchases will be December 31, 2023. MassDOT-funded costs may not be incurred until the NTP is issued. Your patience during the contracting process is appreciated as MassDOT works to execute contracts with a large volume of awardees.

This award is reimbursement-based, meaning that funds are provided after costs are incurred. Please note that this is different than previous funding years. Reimbursement requests are processed by your District State Aid Engineer in the same manner as Chapter 90 projects. Learn more about this process as well as other implementation details on the program website at: mass.gov/shared-streets-and-spaces-grant-program.

Please email SharedStreets@dot.state.ma.us with questions related to this award. Thank you for your commitment to improving safety, access, and mobility for all roadway users in your community and for your participation in the Shared Streets and Spaces Program.

Sincerely,

Jamey Tesler

Jamey Tesler
Secretary and CEO

cc: Cassandra Gascon, MassDOT Community Grants Program Administrator

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Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot

Shared Streets and Spaces Program
Equipment Funding Agreement

Agreement Number: _____

Date: _____

Municipality: Melrose

Project Name: Schools Sidewalk Plow

This Equipment Funding Agreement ("Agreement") is made and entered into by and between the MASSACHUSETTS DEPARTMENT OF TRANSPORTATION, hereinafter called "MassDOT", and the City/Town of Melrose, (hereinafter called the "MUNICIPALITY"), as set forth below:

WHEREAS, the MUNICIPALITY seeks to acquire certain item(s) of equipment (the "Equipment") described in its approved Shared Streets and Spaces Application ("Application"), attached hereto as Exhibit A, and

WHEREAS, MUNICIPALITY'S acquisition of and intended use of the Equipment will support public health, safe mobility, and strengthened commerce, and is in accordance with the project approvals from the Shared Streets and Spaces Program, and

WHEREAS, MassDOT has agreed to partially or wholly fund the Equipment in accordance with the terms, conditions and provisions set forth below.

NOW THEREFORE, in consideration of the obligations contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, MassDOT and the MUNICIPALITY hereby agree, each with the other, as follows:

1.0 EQUIPMENT

1.1 Procurement and Use of Equipment

MUNICIPALITY shall be solely responsible for the procurement of the Equipment. MUNICIPALITY shall comply with all laws, rules and regulations applicable to the acquisition, use, installation, and operation of the Equipment, including but not limited to procurement laws. MUNICIPALITY shall use the Equipment for its proposed and intended purpose as set forth in MUNICIPALITY's Application.

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1.2 Ownership

MUNICIPALITY shall have ownership and legal title to all Equipment acquired in whole or in part with the funds provided under this Agreement.

1.3 Maintenance

MUNICIPALITY shall be solely responsible for the maintenance and upkeep of the Equipment and the costs thereof. MUNICIPALITY shall maintain the Equipment in good condition and working order, ordinary wear and tear from proper use excepted. MassDOT shall have no responsibility for the use, maintenance, or fitness of the Equipment.

1.4 Equipment To Be Installed on MassDOT Property

If Municipality intends to install the Equipment on MassDOT property, Municipality agrees and acknowledges that it is solely responsible for obtaining all applicable permits and authorizations prior to performing any associated work. Receipt of grant funds shall not be construed as an authorization to perform work on MassDOT property.

2.0 GRANT FUNDING AND METHOD OF REIMURSEMENT

2.1 The maximum amount of funds available to MUNICIPALTY pursuant to this Agreement shall be $50,000.00 ("Grant Amount") as described within Exhibit B, (the "Project Cost Estimate").

2.2 MassDOT will reimburse MUNICIPALITY for the actual costs incurred for the purchase of the Equipment up to, but not exceeding, the Grant Amount. All costs incurred must be approved by MassDOT prior to reimbursement, and MassDOT's determination of eligible and approved costs shall be final in all cases. Any Equipment costs above the Grant Amount shall be borne by MUNICIPALITY.

2.3 Subsequent to the acquiring the Equipment, MUNICIPALITY may present an invoice of the incurred costs for approval and reimbursement by MassDOT. All reimbursement requests by Municipality shall be made in accordance with MassDOT's procedures for Chapter 90 funded projects using the applicable Chapter 90 forms ("Forms") required by MassDOT. MUNICIPALITY shall electronically submit the completed Forms and supporting documentation to MassDOT's District State Aid Engineer after expenses are incurred for review and processing. MUNICIPALITY shall provide MassDOT with any information MassDOT deems necessary to verify the accuracy of the invoice.

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3.0 AUDIT

3.1 All reimbursable charges in connection with this Agreement will be subject to audit by representatives of MassDOT and the MUNICIPALITY will retain all records and documents pertaining to the Agreement charges until such audit is completed or until written approval to destroy the records is given by MassDOT.

3.2 The Governor or his designee, the Secretary of Administration and Finance, and the State Auditor or his designee shall have the right at reasonable times and upon reasonable notice to examine the books, records and other complications of data of the MUNICIPALITY which pertain to the performance of the provisions and requirements of this Agreement.

4.0 TERM AND TERMINATION

4.1 This Agreement expire on December 31, 2023 ("Expiration Date"), unless extended as provided for in Subsection 4.2.

4.2 MUNICIPALITY may request to extend this Agreement beyond that provided in Subsection 5.1. Any request for an extension must be made in writing to MassDOT soon as practicably possible, but no later than sixty (60) days prior to the Agreement's Expiration Date. MUNICPALITY's request shall include a justification for the requested extension, the requested new expiration date, and any other information deemed necessary by MASSDOT. MassDOT, in its sole and exclusive discretion, may agree to grant said request for an extension of time if it finds that sufficient justification has been provided by the MUNICIPALITY.

4.3 This Agreement may be terminated by mutual agreement of the Parties, upon such terms and conditions as the Parties may mutually agree upon. Such termination shall be effective in accordance with a written agreement by the Parties. Termination under this section shall not constitute a waiver of the rights of either Party to damages or other remedies related to this Agreement, except to the extent that the mutual agreement termination this Agreement so specifies.

4.4 MassDOT may, by written notice to the MUNICIPALITY, terminate this Agreement in any one of the following circumstances:

4.4.1 The MUNICIPALITY neglects or fails to comply with any provision of this

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Agreement in accordance with its terms or within the time specified for performance herein, and MUNICIPALITY fails to cure any such failure within thirty (30) calendar days after receipt of notice specifying such failure. In the event this Agreement is terminated pursuant to this provision, MassDOT shall not be liable to the Municipality for any costs incurred or burdens assumed upon or subsequent to, and associated with, such termination.

4.4.2 The applicable State funding source fails to appropriate or otherwise make available funds for the Equipment. In the event this Agreement is terminated pursuant to this provision, MassDOT shall not be liable to Municipality for any costs.

5.0 MISCELLANEOUS

5.1 Notices:

MASSDOT:

The MUNICIPALITY:

5.2 Indemnification.

To the extent permitted by the laws of the Commonwealth, the MUNICIPALITY hereby assumes and agrees to indemnify, defend (at the MUNICIPALITY's sole expense and with counsel reasonably acceptable to MassDOT) and hold harmless MassDOT and MassDOT's affiliates, contractors, employees and representatives from and against any and all losses suffered by MassDOT and any and all claims, liability or penalties asserted against MassDOT by or on behalf of any person on account of, based in, resulting from, arising out of (or which may be claimed to have arisen out of), in whole or in part, the acts or omissions of the MUNICIPALITY in the use, operation, maintenance, installation, or repair of the Equipment. This covenant shall survive the termination of this Agreement.

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5.3 Governing Law; Severability.
This Agreement shall be governed by the laws of the Commonwealth of Massachusetts, without regard to principles of conflicts of law or choice of laws. In the event that any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be declared to be invalid or unenforceable, then the remainder of this Agreement or the application of such term or provision to other person or circumstances, other than those as to which it would become invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

5.4 No Third-Party Beneficiaries.
This Agreement shall not be construed to create any third-party beneficiary rights in favor of any other parties or any right or privilege for the benefit of any other parties.

5.5 No Agency.
In no event shall MUNICIPALITY or any of its employees, agents, contractors, subcontractors be considered agents or employees of MassDOT.

5.6 No Representations by MassDOT.
No representations, warranties or statements, expressed or implied, have been made by or on behalf of MassDOT with respect to the fitness of the Equipment for the use contemplated by MUNICIPALITY in its Application.

5.7 Amendments
This Agreement and each of its provisions may only be waived, modified, or altered in a writing signed by MassDOT and MUNICIPALITY.

5.8 Counterparts.
This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

[Remainder of page intentionally blank]

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

IN WITNESS WHEREOF, the Parties have executed this Agreement as an instrument under seal as of the date first above written.

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

By: _____

Name:

Title:

MUNICIPALITY

By: _____

Name:

Title:

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Exhibit A – Project Application

Exhibit B – Project Cost Estimate

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Exhibit A – Project Application

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

From: noreply@formstack.com
To: SharedStreets@dot.state.ma.us; service-m365pa-grants@dot.state.ma.us
Subject: Shared Streets Grant Application - 932191281
Date: Friday, February 18, 2022 3:16:28 PM
Attachments: PreliminaryEstimateForm sidewalk plow.pdf

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Formstack Submission For: Shared Streets and Spaces

Submitted at 02/18/22 3:16 PM

Part A: Applicant Information	
Date: (Required):	02/18/2022
Are you in a Municipality or Transit Authority? (Required):	Municipality
Municipality: (Required):	MELROSE
Name of official Municipal signatory: (Required):	Vonnie Reis
Contact person: (Required):	Vonnie Reis
Address: (Required):	562 Main St Melrose, MA 02176
Email: (Required):	VReis@CityofMelrose.org
Telephone: (Required):	(781) 979-4171
Has your municipality previously received a	

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MassDOT Shared Streets and Spaces grant? (Required):	Yes
If Yes, list amounts and status (Required):	Sidewalk extension, Slow Streets, Parklets - 2020 grant amount = $ 59,160 (complete) Central Terrace outside space - 2021 grant amount = $76,122 (complete)
Part B: Project Information	
Project Type(s) – see program website for project type descriptions and to ensure you select the correct option for your proposal. Please note: all selected types must be included in project description. Equipment Only may not be combined with other project types. (Required):	Equipment Only
Project Title:	Schools Sidewalk Plow
Project location (GPS coordinates): (Required):	42.463903, -71.065132
Amount requested from MassDOT: (Required):	50000.00
Project description (2-3 sentences): (Required):	Purchase of a sidewalk plow to be used for the schools, routes to schools, and other busy pedestrian routes.
Describe the project goals and benefits (1-2 sentences): (Required):	To enable prompt removal of snow to provide safe walking routes to the schools for students and other residents. This plow will be used in locations where obstructions prevent the use of existing equipment, such as school walkways, ADA ramps, and school walking routes. Better clearing of these sidewalks will also benefit other residents and promote walking and

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	transit use in the winter months.
Is the project intended to address a demonstrated need for Speed Management, according to local information, data, plans, or community concerns related to speed and safety? (Required):	No
Is the project intended to provide improvements to infrastructure used by children to get to and from school (within two miles) or other youth destinations? If yes, please list schools or destinations. (Required):	Yes
Detail (Required):	During large storms, this equipment will be specifically used for school properties and routes to schools.
Is the proposed project intended to provide improvements to infrastructure used by seniors to reach senior destinations (within one mile)? If yes, please list destinations. (Required):	Yes
Detail (Required):	Senior living facilities are located near the High School and the sidewalks in those areas are used by all residents.
Is the proposed project intended to support safe walking and biking within one mile of a transit stop? If yes, please list the transit stop(s). (Required):	Yes
Detail (Required):	All three MBTA commuter rail stops are within one mile of a school. Clearing of the school walking routes will also benefit commuters. The T

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	stops are Wyoming, Cedar Park, and Melrose Highlands.
Does the proposed project support safe routes to open space and/or parks? If yes, please list the name of the facilities. (Required):	Yes
Detail (Required):	Several schools are located within 1 mile of Ell Pond Park. Residents walking to the park will benefit from this plow.
Is the proposed project located in the municipality's Housing Choice designation area, will the project benefit from an Opportunity Zone Fund investment, or has the municipality implemented economic development best practices through the Community Compact program? (Required):	Yes
If Yes, list which applies (Required):	The City is a member of the Community Compact program.
Will the proposed project be fully implemented by June 30, 2023? (Required):	Yes
Is this project intended to be a temporary or permanent improvement? (Required):	Permanent
Description of project implementation including staff roles and key milestones: (Required):	Purchase of the sidewalk plow.
List all materials required to implement the project, and how they will be	N/A

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

obtained: (Required):	
The Shared Streets and Spaces Program requires municipalities to provide notice or opportunity for public engagement related to the proposed project. Please confirm whether this has occurred. If yes, please list engagement activities. (Required):	No
Demonstration of compliance with safety and accessibility-related regulations (ADA and MAAB): (Required):	Yes
Part C: Site Information	
Is this project entirely on muncipally-owned infrastructure? (Required):	Yes
Indicate what, if any, MassDOT-owned infrastructure is integral to the proposed project. If improvements are proposed on MassDOT infrastructure, indicate whether the municipality has applied for an Access Permit. (Required):	N/A
Indicate what, if any, infrastructure owned by a state agency other than MassDOT is integral to the proposed project (i.e. the Department of Conservation & Recreation): (Required):	N/A
Demonstrate whether the proposed project is in a Census Block Group	

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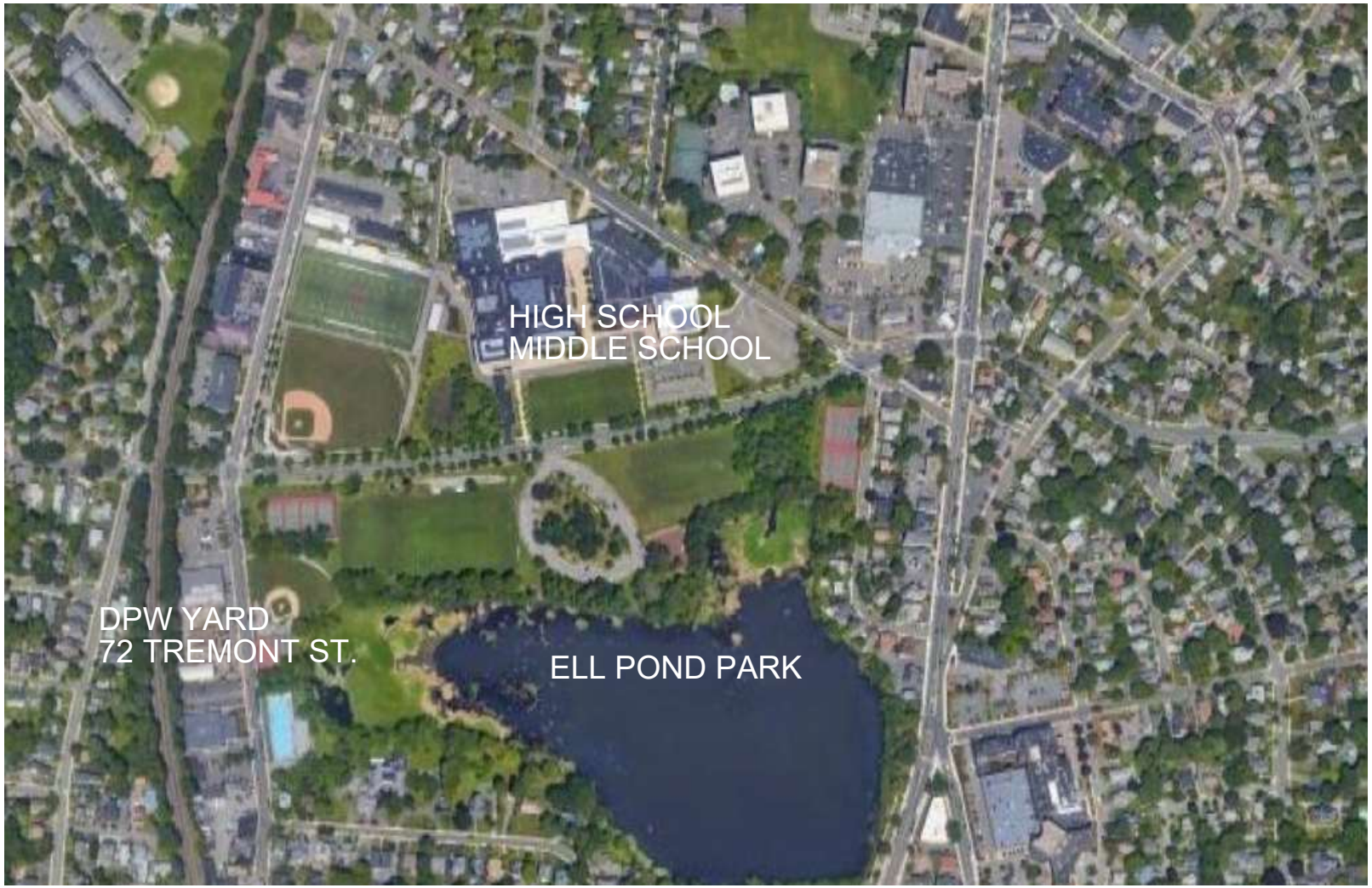
identified by the relevant Regional Planning Agency as an Environmental Justice area: (Required):	Yes
Would the proposed project divert, detour, or otherwise impede current public transit service, even temporarily? (Required):	No
Attach Project Cost Estimate (Required - PDF file type allowed):	View File

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Formstack, 11671 Lantern Road, Suite 300, Fishers, IN 46038

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CITY OF MELROSE
SHARED STREETS GRANT – EQUIPMENT SIDEWALK PLOW



PROPOSED EQUIPMENT TO BE STORED AT DPW YARD, 72 TREMONT ST.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Exhibit B – Project Cost Estimate

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

massDOT Massachusetts Department of Transportation Highway Division

STATE AID REIMBURSABLE PROGRAM – PRELIMINARY ESTIMATE
Chapter 90

City /Town of Melrose Contract # _____

Project Name Shared Streets Equipment - Sidewalk plow

Project Location/Road Various

Date 2/18/2022

ITEM #	QTY.	UNIT	DESCRIPTION OF ITEM	UNIT PRICE $	AMOUNT $
1	1.00	EA	Bobcat sdiewalk plow	$ 58,569.12	$ 58,569.12
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
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					$ -
					$ -
					$ -
					$ -
TOTAL					$ 58,569.12

Vonnie Reis 2/18/2022

HED-614 (R) Supervisor/Foreman Date

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

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

CONTRACTOR LEGAL NAME: CITY OF MELROSE **(and d/b/a):**		**COMMONWEALTH DEPARTMENT NAME:** **MMARS Department Code:** DOT	
Legal Address: (W-9, W-4):		**Business Mailing Address:** 10 Park Plaza, Boston MA 02116	
Contract Manager:	**Phone:**	**Billing Address (if different):**	
E-Mail:	**Fax:**	**Contract Manager:** Cassandra Gascon	**Phone:** (857) 368-4636
Contractor Vendor Code: VC6000192115		**E-Mail:** Cassandra.Gascon@dot.state.ma.us	**Fax:** n/a
Vendor Code Address ID (e.g. "AD001"): AD__. **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s):** **RFR/Procurement or Other ID Number:**	

_X_ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

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

___ CONTRACT AMENDMENT

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

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

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

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

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.
__ **Rate Contract.** (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
_X_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $50,000.00 .

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

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)
This agreement is between MassDOT and the CITY OF MELROSE which is participating in the Shared Streets and Spaces Program.

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

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

CONTRACT END DATE: Contract performance shall terminate as of **December 31 , 2023,** with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

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

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

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

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

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

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Jamey Tesler, Secretary & CEO

massDOT
Massachusetts Department of Transportation

May 20, 2022

Vonnie Reis
562 Main Street
Melrose, MA 02176

Via email: VReis@CityofMelrose.org

Dear Vonnie Reis:

Thank you for your submission to the Shared Streets and Spaces Program during the Fiscal Year 2023 application solicitation. We received a record number of applications and had many creative projects from which to select. I am pleased to notify you that Melrose's Equipment Only application for "Portable speed mitigation equipment" has been approved for $30,943.00.

Awarded municipalities must enter into a contract with MassDOT for the purchase of the approved equipment. To initiate this contract, please review and sign the Equipment Funding Agreement provided to you with this award letter and return it to SharedStreets@dot.state.ma.us as soon as possible. It is anticipated that the Notice to Proceed (NTP) for this award will be issued by November 1, 2022 and that the deadline for equipment purchases will be December 31, 2023. MassDOT-funded costs may not be incurred until the NTP is issued. Your patience during the contracting process is appreciated as MassDOT works to execute contracts with a large volume of awardees.

This award is reimbursement-based, meaning that funds are provided after costs are incurred. Please note that this is different than previous funding years. Reimbursement requests are processed by your District State Aid Engineer in the same manner as Chapter 90 projects. Learn more about this process as well as other implementation details on the program website at: mass.gov/shared-streets-and-spaces-grant-program.

Please email SharedStreets@dot.state.ma.us with questions related to this award. Thank you for your commitment to improving safety, access, and mobility for all roadway users in your community and for your participation in the Shared Streets and Spaces Program.

Sincerely,

Jamey Tesler

Jamey Tesler
Secretary and CEO

cc: Cassandra Gascon, MassDOT Community Grants Program Administrator

Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Shared Streets and Spaces Program
Equipment Funding Agreement

Agreement Number: _____

Date: _____

Municipality: Melrose

Project Name: Portable speed mitigation equipment

This Equipment Funding Agreement ("Agreement") is made and entered into by and between the MASSACHUSETTS DEPARTMENT OF TRANSPORTATION, hereinafter called "MassDOT", and the City/Town of Melrose, (hereinafter called the "MUNICIPALITY"), as set forth below:

WHEREAS, the MUNICIPALITY seeks to acquire certain item(s) of equipment (the "Equipment") described in its approved Shared Streets and Spaces Application ("Application"), attached hereto as Exhibit A, and

WHEREAS, MUNICIPALITY'S acquisition of and intended use of the Equipment will support public health, safe mobility, and strengthened commerce, and is in accordance with the project approvals from the Shared Streets and Spaces Program, and

WHEREAS, MassDOT has agreed to partially or wholly fund the Equipment in accordance with the terms, conditions and provisions set forth below.

NOW THEREFORE, in consideration of the obligations contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, MassDOT and the MUNICIPALITY hereby agree, each with the other, as follows:

1.0 EQUIPMENT

1.1 Procurement and Use of Equipment

MUNICIPALITY shall be solely responsible for the procurement of the Equipment. MUNICIPALITY shall comply with all laws, rules and regulations applicable to the acquisition, use, installation, and operation of the Equipment, including but not limited to procurement laws. MUNICIPALITY shall use the Equipment for its proposed and intended purpose as set forth in MUNICIPALITY's Application.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

1.2 Ownership

MUNICIPALITY shall have ownership and legal title to all Equipment acquired in whole or in part with the funds provided under this Agreement.

1.3 Maintenance

MUNICIPALITY shall be solely responsible for the maintenance and upkeep of the Equipment and the costs thereof. MUNICIPALITY shall maintain the Equipment in good condition and working order, ordinary wear and tear from proper use excepted. MassDOT shall have no responsibility for the use, maintenance, or fitness of the Equipment.

1.4 Equipment To Be Installed on MassDOT Property

If Municipality intends to install the Equipment on MassDOT property, Municipality agrees and acknowledges that it is solely responsible for obtaining all applicable permits and authorizations prior to performing any associated work. Receipt of grant funds shall not be construed as an authorization to perform work on MassDOT property.

2.0 GRANT FUNDING AND METHOD OF REIMURSEMENT

2.1 The maximum amount of funds available to MUNICIPALTY pursuant to this Agreement shall be $30,943.00 ("Grant Amount") as described within Exhibit B, (the "Project Cost Estimate").

2.2 MassDOT will reimburse MUNICIPALITY for the actual costs incurred for the purchase of the Equipment up to, but not exceeding, the Grant Amount. All costs incurred must be approved by MassDOT prior to reimbursement, and MassDOT's determination of eligible and approved costs shall be final in all cases. Any Equipment costs above the Grant Amount shall be borne by MUNICIPALITY.

2.3 Subsequent to the acquiring the Equipment, MUNICIPALITY may present an invoice of the incurred costs for approval and reimbursement by MassDOT. All reimbursement requests by Municipality shall be made in accordance with MassDOT's procedures for Chapter 90 funded projects using the applicable Chapter 90 forms ("Forms") required by MassDOT. MUNICIPALITY shall electronically submit the completed Forms and supporting documentation to MassDOT's District State Aid Engineer after expenses are incurred for review and processing. MUNICIPALITY shall provide MassDOT with any information MassDOT deems necessary to verify the accuracy of the invoice.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

3.0 AUDIT

3.1 All reimbursable charges in connection with this Agreement will be subject to audit by representatives of MassDOT and the MUNICIPALITY will retain all records and documents pertaining to the Agreement charges until such audit is completed or until written approval to destroy the records is given by MassDOT.

3.2 The Governor or his designee, the Secretary of Administration and Finance, and the State Auditor or his designee shall have the right at reasonable times and upon reasonable notice to examine the books, records and other complications of data of the MUNICIPALITY which pertain to the performance of the provisions and requirements of this Agreement.

4.0 TERM AND TERMINATION

4.1 This Agreement expire on December 31, 2023 ("Expiration Date"), unless extended as provided for in Subsection 4.2.

4.2 MUNICIPALITY may request to extend this Agreement beyond that provided in Subsection 5.1. Any request for an extension must be made in writing to MassDOT soon as practicably possible, but no later than sixty (60) days prior to the Agreement's Expiration Date. MUNICPALITY's request shall include a justification for the requested extension, the requested new expiration date, and any other information deemed necessary by MASSDOT. MassDOT, in its sole and exclusive discretion, may agree to grant said request for an extension of time if it finds that sufficient justification has been provided by the MUNICIPALITY.

4.3 This Agreement may be terminated by mutual agreement of the Parties, upon such terms and conditions as the Parties may mutually agree upon. Such termination shall be effective in accordance with a written agreement by the Parties. Termination under this section shall not constitute a waiver of the rights of either Party to damages or other remedies related to this Agreement, except to the extent that the mutual agreement termination this Agreement so specifies.

4.4 MassDOT may, by written notice to the MUNICIPALITY, terminate this Agreement in any one of the following circumstances:

4.4.1 The MUNICIPALITY neglects or fails to comply with any provision of this

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Agreement in accordance with its terms or within the time specified for performance herein, and MUNICIPALITY fails to cure any such failure within thirty (30) calendar days after receipt of notice specifying such failure. In the event this Agreement is terminated pursuant to this provision, MassDOT shall not be liable to the Municipality for any costs incurred or burdens assumed upon or subsequent to, and associated with, such termination.

4.4.2 The applicable State funding source fails to appropriate or otherwise make available funds for the Equipment. In the event this Agreement is terminated pursuant to this provision, MassDOT shall not be liable to Municipality for any costs.

5.0 MISCELLANEOUS

5.1 Notices:

MASSDOT:

The MUNICIPALITY:

5.2 Indemnification.

To the extent permitted by the laws of the Commonwealth, the MUNICIPALITY hereby assumes and agrees to indemnify, defend (at the MUNICIPALITY's sole expense and with counsel reasonably acceptable to MassDOT) and hold harmless MassDOT and MassDOT's affiliates, contractors, employees and representatives from and against any and all losses suffered by MassDOT and any and all claims, liability or penalties asserted against MassDOT by or on behalf of any person on account of, based in, resulting from, arising out of (or which may be claimed to have arisen out of), in whole or in part, the acts or omissions of the MUNICIPALITY in the use, operation, maintenance, installation, or repair of the Equipment. This covenant shall survive the termination of this Agreement.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

5.3 Governing Law; Severability.
This Agreement shall be governed by the laws of the Commonwealth of Massachusetts, without regard to principles of conflicts of law or choice of laws. In the event that any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be declared to be invalid or unenforceable, then the remainder of this Agreement or the application of such term or provision to other person or circumstances, other than those as to which it would become invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

5.4 No Third-Party Beneficiaries.
This Agreement shall not be construed to create any third-party beneficiary rights in favor of any other parties or any right or privilege for the benefit of any other parties.

5.5 No Agency.
In no event shall MUNICIPALITY or any of its employees, agents, contractors, subcontractors be considered agents or employees of MassDOT.

5.6 No Representations by MassDOT.
No representations, warranties or statements, expressed or implied, have been made by or on behalf of MassDOT with respect to the fitness of the Equipment for the use contemplated by MUNICIPALITY in its Application.

5.7 Amendments
This Agreement and each of its provisions may only be waived, modified, or altered in a writing signed by MassDOT and MUNICIPALITY.

5.8 Counterparts.
This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

[Remainder of page intentionally blank]

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

IN WITNESS WHEREOF, the Parties have executed this Agreement as an instrument under seal as of the date first above written.

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

By: _____

Name:

Title:

MUNICIPALITY

By: _____

Name:

Title:

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Exhibit A – Project Application

Exhibit B – Project Cost Estimate

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Exhibit A – Project Application

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

From: noreply@formstack.com
To: SharedStreets@dot.state.ma.us; service-m365pa-grants@dot.state.ma.us
Subject: Shared Streets Grant Application - 935449519
Date: Monday, February 28, 2022 9:35:31 AM
Attachments: Cost estimate calming devices.pdf
Maps compiled.pdf
Calming devices narrative.pdf

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Formstack Submission For: Shared Streets and Spaces

Submitted at 02/28/22 9:35 AM

Part A: Applicant Information	
Date: (Required):	02/28/2022
Are you in a Municipality or Transit Authority? (Required):	Municipality
Municipality: (Required):	MELROSE
Name of official Municipal signatory: (Required):	Vonnie Reis
Contact person: (Required):	Vonnie Reis
Address: (Required):	562 Main St Melrose, MA 02176
Email: (Required):	VReis@CityofMelrose.org
Telephone: (Required):	(781) 979-4171
Has your municipality previously received a MassDOT Shared Streets and Spaces grant? (Required):	Yes

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

If Yes, list amounts and status (Required):	Sidewalk extension, Slow Streets, Parklets - 2020 grant amount = $ 59,160 (complete); Central Terrace outside space - 2021 grant amount = $28,822.75 (complete)
Part B: Project Information	
Project Type(s) – see program website for project type descriptions and to ensure you select the correct option for your proposal. Please note: all selected types must be included in project description. Equipment Only may not be combined with other project types. (Required):	Equipment Only
Project Title:	Portable speed mitigation equipment
Project location (GPS coordinates): (Required):	42.469826, -71.073892 & 42.452016, -71.066992
Amount requested from MassDOT: (Required):	30943.00
Project description (2-3 sentences): (Required):	Purchase of portable speed mitigation equipment for use throughout the City. Will be piloted in two specific locations in 2022.
Describe the project goals and benefits (1-2 sentences): (Required):	To train drivers to reduce speeds on residential streets
Is the project intended to address a demonstrated need for Speed Management, according to local information, data, plans, or community concerns related to speed and safety? (Required):	Yes
If Yes, please describe the issue/need,	Pilot projects will be used to evaluate the effectiveness of

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including any/all data sources (Required):	traffic calming devices in specific neighborhoods. Pilot area chosen based on feedback from residents.
Is the project intended to provide improvements to infrastructure used by children to get to and from school (within two miles) or other youth destinations? If yes, please list schools or destinations. (Required):	Yes
Detail (Required):	Traffic calming devices will be installed on school walking routes.
Is the proposed project intended to provide improvements to infrastructure used by seniors to reach senior destinations (within one mile)? If yes, please list destinations. (Required):	Yes
Detail (Required):	Pilot project will benefit seniors in specific neighborhoods, including in and around retail, restaurants, and transit.
Is the proposed project intended to support safe walking and biking within one mile of a transit stop? If yes, please list the transit stop(s). (Required):	Yes
Detail (Required):	The pilot projects are both located within 1/2 mile of an MBTA station
Does the proposed project support safe routes to open space and/or parks? If yes, please list the name of the facilities. (Required):	Yes
Detail (Required):	The pilot projects are both located within 1/2 mile of a park or walking path

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Is the proposed project located in the municipality's Housing Choice designation area, will the project benefit from an Opportunity Zone Fund investment, or has the municipality implemented economic development best practices through the Community Compact program? (Required):	Yes
If Yes, list which applies (Required):	Melrose belongs to the Community Compact program.
Will the proposed project be fully implemented by June 30, 2023? (Required):	Yes
Is this project intended to be a temporary or permanent improvement? (Required):	Potentially Permanent
Description of project implementation including staff roles and key milestones: (Required):	Speed controls will be deployed by DPW staff in areas where residents have complained of unsafe vehicle speeds. Plan to pilot in two specific locations in 2022, but will use Citywide based on feedback and requests from residents.
List all materials required to implement the project, and how they will be obtained: (Required):	See cost estimate - this is an equipment request.
The Shared Streets and Spaces Program requires municipalities to provide notice or opportunity for public engagement related to the proposed project. Please confirm whether this has occurred. If yes, please list engagement activities. (Required):	Yes
If yes, please list engagement	Melrose Ped/Bike committee has met with resdients in these neighborhood several

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activities (Required):	times in 2020 and 2021. Resdients have requested this type of project.
Demonstration of compliance with safety and accessibility-related regulations (ADA and MAAB): (Required):	Yes
Part C: Site Information	
Is this project entirely on muncipally-owned infrastructure? (Required):	Yes
Indicate what, if any, MassDOT-owned infrastructure is integral to the proposed project. If improvements are proposed on MassDOT infrastructure, indicate whether the municipality has applied for an Access Permit. (Required):	N/A
Indicate what, if any, infrastructure owned by a state agency other than MassDOT is integral to the proposed project (i.e. the Department of Conservation & Recreation): (Required):	N/A
Demonstrate whether the proposed project is in a Census Block Group identified by the relevant Regional Planning Agency as an Environmental Justice area: (Required):	Yes
Would the proposed project divert, detour, or otherwise impede current public transit service, even temporarily? (Required):	No
Attach Project Cost Estimate (Required - PDF file type allowed):	View File
Attach Locus Map(Optional - PDF file type allowed):	View File

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Attach Illustrations of project (Optional - PDF, EXCEL, WORD, JPG, JPEG, PNG file types allowed):	View File

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Formstack, 11671 Lantern Road, Suite 300, Fishers, IN 46038

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CITY OF MELROSE, MA DPW
SHARED STREETS GRANT APPLICATION
EQUIPMENT – PORTABLE TRAFFIC CALMING DEVICES

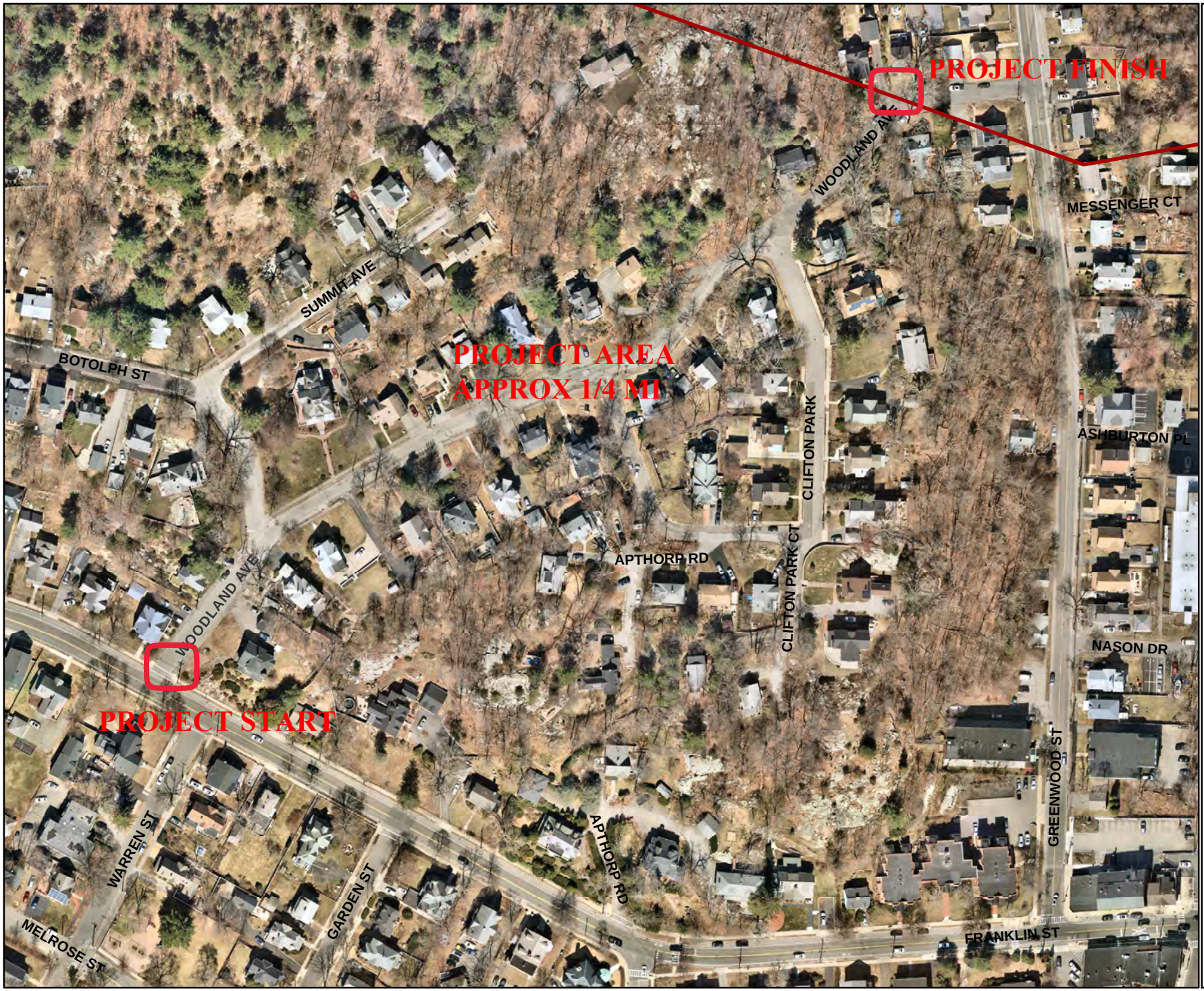
Project Narrative:

The City is applying for this grant to purchase portable traffic calming devices. Two pilot project locations have already been identified to pilot the devices. The two locations were chosen based on requests from residents related to traffic speed and safety concerns for pedestrians and cyclists. The first location is Woodland Ave. from Franklin St. to the Wakefield Town line. The project area is approximately ¼ mile. This residential street is used as a cut through and is especially busy due to morning and afternoon school traffic. The DPW plans to pilot portable speed bumps, "Slow Street" signs, and potentially temporary curb bump outs. This street was piloted as a Slow Street location in 2021 with cones and this project is the next step in determining what traffic calming measures will be most effective.

The second location is Lynde St., from Main St. to Summer St. The project area is approximately ¼ mile. Residents on this street are primarily concerned about speeds. The pilot will potentially include barrels and cones to simulate chicanes, portable speed bumps, and signage. This street was piloted as a Slow Street location in 2021 with cones and this project is the next step in determining what traffic calming measures will be most effective.

All of the equipment under this request will be used on these project or other projects Citywide, as more locations for traffic calming are identified.

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Shared Streets Application
Melrose, MA

Woodland Ave from Franlklin St. to Greenwood Ave

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City of Melrose

Aerial imagry taken on March 27,2021

N W E S

1 inch = 175 feet

Map created on February 18, 2022



City of Melrose

Shared Streets Application Melrose, MA

Lynde St. from Main St. to Summer St.

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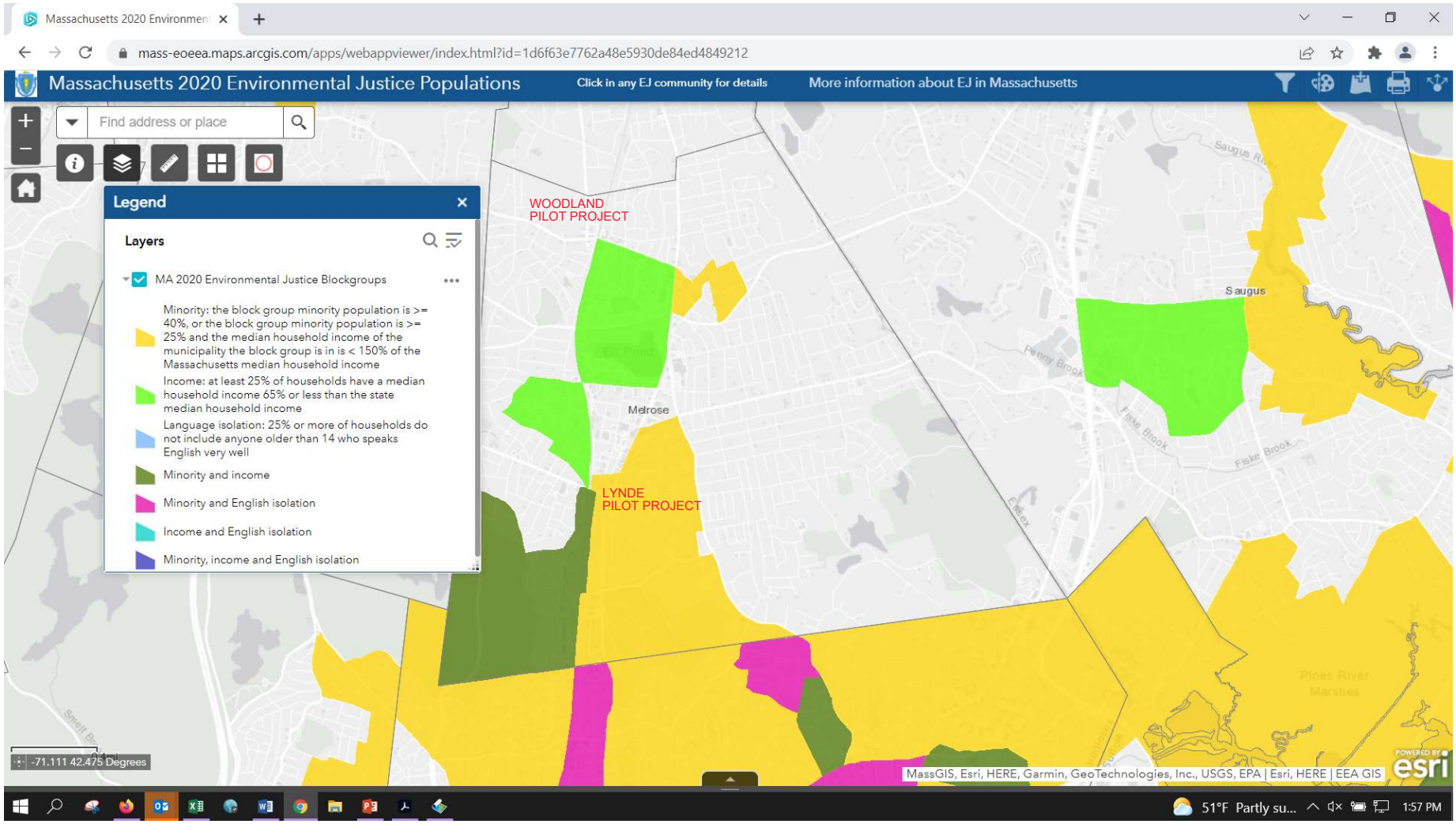
Aerial imagry taken on March 27,2021

N W E S

1 inch = 135 feet

Map created on February 18, 2022

Environmental Justice Map
Portable Traffic Calming Devices



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Exhibit B – Project Cost Estimate

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massDOT Massachusetts Department of Transportation Highway Division

STATE AID REIMBURSABLE PROGRAM – PRELIMINARY ESTIMATE
Chapter 90

City /Town of Melrose, MA Contract # _____

Project Name Equipment - Portable Traffic Calming Devices

Project Location/Road Woodland Ave. / Lynde St.

Date 2/22/22

ITEM #	QTY.	UNIT	DESCRIPTION OF ITEM	UNIT PRICE $	AMOUNT $
1	50.00	EA	Portable speed bumps (6 LF ea)	$ 216.00	$ 10,800.00
2	10.00	EA	Portable speed cushions	$ 1,200.00	$ 12,000.00
3	50.00	EA	Removable flex posts	$ 32.20	$ 1,610.00
4	5.00	EA	"Slow Street" signs	$ 100.00	$ 500.00
5	100.00	EA	Traffic cones	$ 19.00	$ 1,900.00
6	20.00	EA	Orange barrels w/ base and flasher	$ 107.00	$ 2,140.00
7	5.00	EA	Steel barricades (will post sign on)	$ 173.00	$ 865.00
8	6.00	EA	Water filled barrier - corner	$ 188.00	$ 1,128.00
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
TOTAL					$ 30,943.00

Vonnie Reis 2/22/2022

HED-614 (R) Supervisor/Foreman Date

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COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

8.10.i

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

CONTRACTOR LEGAL NAME: CITY OF MELROSE **(and d/b/a):**		**COMMONWEALTH DEPARTMENT NAME:** **MMARS Department Code:** DOT	
Legal Address: (W-9, W-4):		**Business Mailing Address:** 10 Park Plaza, Boston MA 02116	
Contract Manager:	**Phone:**	**Billing Address (if different):**	
E-Mail:	**Fax:**	**Contract Manager:** Cassandra Gascon	**Phone:** (857) 368-4636
Contractor Vendor Code: VC6000192115		**E-Mail:** Cassandra.Gascon@dot.state.ma.us	**Fax**: n/a
Vendor Code Address ID (e.g. "AD001"): AD__. **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s):** **RFR/Procurement or Other ID Number:**	

_X_ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

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

___ CONTRACT AMENDMENT

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

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

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

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

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.
__ **Rate Contract.** (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
_X_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $30,943.00 .

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

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)
This agreement is between MassDOT and the CITY OF MELROSE which is participating in the Shared Streets and Spaces Program.

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

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

CONTRACT END DATE: Contract performance shall terminate as of **December 31 , 2023,** with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

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

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

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

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

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

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

CITY OF MELROSE

Vonnie Reis, P.E.
City Engineer

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

MEMORANDUM

Date: May 27, 2022

To: Melrose City Council

From: Vonnie Reis, City Engineer
James Troup, Asst. Director DPW Admin and Finance

cc: Mayor Paul Brodeur
Patrick Dello Russo, CFO
Margot Fleischman, Chief of Staff
Elena Proakis Ellis, DPW Director

The MADOT Shared Streets program was launched in 2020 in response to COVID-19 to support projects that promote public health, safe mobility, and renewed commerce by providing spaces for walking, cycling, dining, and retail. The 2022 grant is focused on projects that will promote reduction in vehicle speeds and improve safety for all roadway users. The Engineering Division of the DPW submitted three grant applications and all three were approved for funding (see attached notification letters). This grant program does not require matching funds or in-kind contributions. A total of $158,843 in grants will be awarded to the City under this program. A summary of the projects for which grants were awarded is as follows:

1. The implementation of intersection improvements to the intersection at Vinton St. and West Emerson to slow vehicle speeds and enhance safety for pedestrians and bicycles. This busy intersection is located next to a park, a commuter rail station, residences, and businesses. Speed data has been collected and will be used in the design. The grant will fund evaluation of alternatives, including improvements to intersection geometry and changes to curbing and sidewalks. Field design/build of the final improvements with one of our on-call contractors. The grant amount is for $77,900.

2. Purchase of portable traffic calming devices to be used to pilot changes to residential streets. Devices to be purchased include portable speed bumps and cushions, flexible posts, “Slow Street” signs, traffic barrels, and both steel and water filled barricades. The DPW plans to implement pilot projects on Woodland Ave. and Lynde St. as soon as the equipment is acquired. The grant amount is $30,943.

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3. Acquisition of a sidewalk plow dedicated to the schools. Improving safe winter access for children (and parents) at our school properties is a goal of the DPW and having this new piece of equipment will help achieve that goal. The recent reduction in contractors and their specialized equipment during the winter seasons has challenged the DPW, and the acquisition of this small plow will help to fill that gap. The amount of this grant is $50,000.

These grants will enable the DPW to continue making our streets and sidewalks safer so that all users can enjoy everything that Melrose has to offer. Community feedback is key to making these projects successful and residents will be able to provide comments to the DPW through a dedicated email address – sharedstreets@cityofmelrose.org.

The DPW requests immediate consideration of acceptance of the three grants in order to meet the timeline for the grant awards. Thank you for your consideration of this request.

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Melrose Pedestrian & Bicyclist Committee

Date: June 13, 2022

Re: ORDER-2022-127 : Acceptance of Three (3) MassDOT Shared Streets and Spaces Program Grants for various equipment and pedestrian safety measures funded at a total of $158,843.

To the members of the City Council Appropriations & Oversight Committee:

We are writing to strongly support acceptance of the MassDOT Shared Streets & Spaces program grant before you tonight under Order 2022-127.

This grant program has already brought considerable benefits to Melrose, including the city's popular parklets program and its "Slow Streets" program, both of which our Committee was pleased to be able to provide technical support for. We are thankful to the city for continuing to devote staff time to not only pursuing these grants but to rapidly implementing them. These grants are supportive of so many of our community's goals around walkability, accessible community spaces, and small business support. They also encourage a "quick build" dynamic – a pacing which we feel is critical in these complex, fast-changing times.

This particular grant round will build on the strength of those prior efforts, particularly through the purchase of portable traffic calming devices. The city's "Slow Streets" program has proved immensely popular with residents, and demand for neighborhood installations has consistently exceeded available capacity. These installations were always meant to be part of a path towards more permanent infrastructure improvements, and we view the materials being purchased under this grant as the next step towards that goal. Lynde Street, which is one of the locations the city will target with these grant funds, was the first neighborhood to embrace the city's "Slow Street" program, and for good reason: despite the street's central location within the city and proximity to Main Street, it still lacks contiguous sidewalks. It is also the site of one of Melrose's most recent pedestrian fatalities, when in 2016 John Strileckis was killed by an automobile driver while making his weekly Saturday morning walk to Dunkin' Donuts.

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We are pleased to see the City devoting the remaining grant funds to improving access around schools during snow events, which is one of the main complaint areas our Committee receives during the winter; and to the area around Bowden Park, a key link to the Cedar Park train station, businesses along the Rail Corridor, and the site of the Melrose Farmers Market, which provides perhaps the most vibrant outdoor community space within the city.

Thank you for your consideration.

The members of the Melrose Pedestrian & Bicyclist Committee

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CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-128

Proposed FY23 Sewer Rates

Offered by Mayor Paul Brodeur

BE IT ORDERED

The Water and Sewer Rate Review Committee, pursuant to the language in Melrose Revised Ordinances, Chapter 228, Article II Section 228-15 (Rates Set by Mayor and Council: Water Rate Review Committee) and Article IV, Section 228-30 (Sewer Service Rates; Minimum Charges), respectfully requests updates to water and sewer rates as set forth herein.

By unanimous vote, the Water and Sewer Rate Review Committee proposes the below for your consideration.

The combined rate impact across water and sewer is a 5.17% increase over FY22 rates. In an effort to mitigate impacts to customers during the pandemic, when many people had financial hardships, Melrose did not increase water or sewer volumetric rates or base fees the last two years. In fact, we have not increased water volumetric rates since FY18 and water base fees since FY17, meaning that water rates have been level for the last five years. For sewer, we have not increased volumetric rates since FY17, and increases in FY18, FY19, and FY20 were limited to base fee increases only.

As water usage rebounds from pandemic level increases, rate adjustments are required to meet our FY23 financial obligations to operate the water and sewer systems. The proposed rates, as shown herein, would appear on water bills beginning on October 1, 2022, since earlier bills would not consist entirely of water used within FY23. This decision was made several years ago and has been consistent since that time. We recommend continuing this practice in FY23.

Proposed FY23 Water and Sewer Rates

Proposed FY23 Volumetric Rates	**Water (per 100 cf)**	**Sewer (per 100 cf)**
Tier 1	$7.20	$11.78
Tier 2	$9.65	$14.84
Proposed FY23 Base Fees (meter size)	**Water (per meter)**	**Sewer (per meter)**
5/8”	$17.65	$25.39
3/4”	$17.65	$25.39

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1”	$17.65	$25.39
1.5”	$67.29	$99.55
2”	$104.52	$155.17
3”	$191.39	$284.95
4”	$315.49	$470.35
6”	$625.74	$933.85
2nd Meter Fee	$17.65 ($50.00 if not upgraded)	--

We appreciate your consideration and are happy to answer any questions you may have. We look forward to continuing the important work of our committee in FY23 to provide fiscally responsible and sustainable water and sewer rates for our community.

FINANCIAL IMPACT:

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06/06/22 City Council ASSIGNED TO COMMITTEE

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22 Appropriations and Oversight OUGHT TO PASS

RESULT:	**OUGHT TO PASS [9 TO 0]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Ryan Williams
AYES:	Grigoraitis, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	Leila Migliorelli, John Obremski

06/21/22 City Council PASSED

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

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In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

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DEPARTMENT OF PUBLIC WORKS
Water and Sewer Rate Advisory Committee

CITY OF MELROSE

Elena Proakis Ellis, P.E., Chair
Patrick Dello Russo, CFO/Auditor
Kathryn Armata, Treasurer/Collector
Vonnie Reis, P.E., City Engineer
Ryan Williams, City Council Representative
Ken Truesdale, Resident Representative

Melrose City Yard, 72 Tremont Street
Melrose, Massachusetts 02176
Telephone - (781) 665-0142

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MEMORANDUM

To: Melrose City Council

From: Water and Sewer Rate Advisory Committee

cc. Mayor Paul Brodeur
James Troup, DPW
Donna Cardillo, DPW
Lisa Patterson, DPW

Date: May 17, 2022

Re: Summary of FY23 Water and Sewer Rate Orders

The Water and Sewer Rate Advisory Committee, consisting of the members listed above, respectfully submits the following proposed water and sewer rate adjustments, enterprise fund budgets, and free cash requests for FY23. They are recommended by unanimous vote of the committee.

The combined rate impact across water and sewer is a 5.17% increase over FY22 rates. In an effort to mitigate impacts to customers during the pandemic, when many people had financial hardships, Melrose did not increase water or sewer volumetric rates or base fees the last two years. In fact, we have not increased water volumetric rates since FY18 and water base fees since FY17, meaning that water rates have been level for the last five years. For sewer, we have not increased volumetric rates since FY17, and increases in FY18, FY19, and FY20 were limited to base fee increases only.

As water usage rebounds from pandemic level increases, rate adjustments are required to meet our FY23 financial obligations to operate the water and sewer systems. The proposed rates, as shown on the next page, will appear on water bills beginning on October 1, 2022, since earlier bills would not consist entirely of water used within FY23. This decision was made several years ago and has been consistent since that time. We recommend continuing this practice in FY23.

Proposed FY23 Water and Sewer Rates

Proposed FY23 Volumetric Rates	Water (per 100 cf)	Sewer (per 100 cf)
Tier 1	$7.20	$11.78
Tier 2	$9.65	$14.84
Proposed FY23 Base Fees (meter size)	**Water (per meter)**	**Sewer (per meter)**
5/8"	$17.65	$25.39
3/4"	$17.65	$25.39
1"	$17.65	$25.39
1.5"	$67.29	$99.55
2"	$104.52	$155.17
3"	$191.39	$284.95
4"	$315.49	$470.35
6"	$625.74	$933.85
2nd Meter Fee	$17.65 ($50.00 if not upgraded)	--

In addition to these rates, the Committee respectfully recommends the following requests:

1. Approval of the Department of Public Works' Water Enterprise Operating Budget for Fiscal Year 2023 in the amount of $6,119,429, as shown in the budget document submitted under separate cover to the City Council.

2. Approval of the Department of Public Works' Sewer Enterprise Operating Budget for Fiscal Year 2023 in the amount of $8,793,909, as shown in the budget document submitted under separate cover to the City Council.

3. Approval of the MWRA Local Water Assistance Loan funding in the amount of $685,000, as submitted previously to the Council. The terms of this loan include payback over 10 years with 0% interest.

4. Approval of free cash from the Water Enterprise Fund consisting of the following items, for a total request of $570,098.10 (compared to a current balance of $870,241, or approximately 65% of the available retained earnings):

    a. $200,000 to cover any potential revenue shortfalls in the FY22 Water Enterprise Fund budget due largely to lower than projected water usage

    b. $28,298.10 to the Water Enterprise Fund Reserves, to achieve the goal of having 10% of the value of the operating budget available in reserves to maintain adherence to sound fiscal policy and to address potential water related emergencies that may arise during the upcoming fiscal year

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c. $91,800 toward the design of water main capital improvements for the next two years, to have shovel-ready projects for potential infrastructure bill funding should the opportunity arise
d. $250,000 to supplement the water main construction project for calendar year 2022 (with the remainder to be paid using the MWRA loan funds noted above). The CY2022 projects include water main and service replacement on Appleton Street, Irving Street, Elliott Street, and Frost Avenue.

5. Approval of free cash from the Sewer Enterprise Fund consisting of the following items, for a total request of $1,123,629.51 (compared to a current balance of $1,675,926, or approximately 67% of the available retained earnings):

    a. $200,000 to cover any potential revenue shortfalls in the FY22 Sewer Enterprise Fund budget due largely to lower than projected water usage

    b. $400,000 to mitigate customer impacts from the FY23 rates (similar to what was done last year from the water fund)

    c. $33,629.51 to the Sewer Enterprise Fund Reserves, to achieve the goal of having 10% of the value of the operating budget available in reserves to maintain adherence to sound fiscal policy and to address potential sewer related emergencies that may arise during the upcoming fiscal year

    d. $400,000 for the design and construction of backup power generators at the Upham Street and Fellsway sewer pump stations, our two largest stations representing critical city infrastructure

    e. $90,000 for the purchase of a dump truck to replace Truck #55, a 17-year-old truck actively used by the Sewer Division with rotted-out floors, a rotted bed, and a recent failed state inspection.

We appreciate your consideration of these items and are happy to answer any questions you may have. We look forward to continuing the important work of our committee in FY23 to provide fiscally responsible and sustainable water and sewer rates for our community.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-130

An Appropriation from Free Cash, account 01-324001, in the amount of $341,621.03 (Three Hundred Forty-One Thousand, Six Hundred Twenty-One Thousand Dollars and Three Cents) to various Public Works Snow and Ice accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Free Cash, account 01-324001, in the amount of $341,621.03 (Three Hundred Forty-One Thousand, Six Hundred Twenty-One Thousand Dollars and Three Cents) to various Public Works Snow and Ice accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**014232-524000 · Pwsnow Exp Hired Equipment**	**$128,607.51**
06/06/22	**014232-534900 · Pwsnow Exp Salt & Chemicals**	**$70,615.85**
06/06/22	**014231-513000 · PW Snow Sal Overtime**	**$61,809.19**
06/06/22	**014232-531800 · Pwsnow Exp Motor Vehicle Parts & Repairs**	**$50,395.75**
06/06/22	**014232-531000 · Pwsnow Exp Gas & Oil**	**$30,192.73**
06/06/22	**01-324001 · Available Free Cash**	**($341,621.03)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [9 TO 0]**
MOVER:	Mark Garipay
SECONDER:	Jack Eccles
AYES:	Grigoraitis, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	Leila Migliorelli, John Obremski

06/21/22 **City Council** **PASSED**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Ryan Williams, Ward 7
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

FOR 2022 13

ACCOUNTS FOR: 0100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
423 PUBLIC WORKS SNOW REMOVAL							
51 SALARIES							
014231 513000 OVERTIME	125,000	0	125,000	186,809.19	.00	-61,809.19	149.4%*
TOTAL SALARIES	125,000	0	125,000	186,809.19	.00	-61,809.19	149.4%
52 CONTRACTUAL							
014232 524000 HIRE EQUIP	248,700	0	248,700	378,276.51	.00	-129,576.51	152.1%*
014232 529015 YOUTH SNOW	1,000	0	1,000	.00	.00	1,000.00	.0%
014232 529220 WEATHER	2,300	0	2,300	2,331.00	.00	-31.00	101.3%*
TOTAL CONTRACTUAL	252,000	0	252,000	380,607.51	.00	-128,607.51	151.0%
53 SUPPLIES & MATERIAL							
014232 531000 GAS&OIL	15,000	0	15,000	61,395.75	.00	-46,395.75	409.3%*
014232 531201 TIRE CHAIN	2,000	0	2,000	.00	.00	2,000.00	.0%
014232 531203 PLOW PARTS	30,000	0	30,000	28,752.11	.00	1,247.89	95.8%
014232 531800 PARTS&REP	35,000	0	35,000	85,895.33	.00	-50,895.33	245.4%*
014232 533500 TOOLS	2,000	0	2,000	3,714.85	.00	-1,714.85	185.7%*
014232 534900 SALT	222,000	0	222,000	292,615.85	.00	-70,615.85	131.8%*
014232 535000 SAND&GRAVE	15,000	0	15,000	.00	.00	15,000.00	.0%
014232 535401 SNOW MEALS	2,000	0	2,000	1,830.44	.00	169.56	91.5%
TOTAL SUPPLIES & MATERIAL	323,000	0	323,000	474,204.33	.00	-151,204.33	146.8%
TOTAL PUBLIC WORKS SNOW REMOVAL	700,000	0	700,000	1,041,621.03	.00	-341,621.03	148.8%
TOTAL GENERAL FUND	700,000	0	700,000	1,041,621.03	.00	-341,621.03	148.8%
TOTAL EXPENSES	700,000	0	700,000	1,041,621.03	.00	-341,621.03	

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	700,000	0	700,000	1,041,621.03	.00	-341,621.03	148.8%

** END OF REPORT - Generated by Kerriann Golden **

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

James Troup
Assistant Director – Administration & Finance

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

MEMORANDUM

To: Mayor Paul Brodeur
Melrose City Council

From: James Troup, Assistant DPW Director – Administration and Finance

cc: Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant City Auditor
Kathryn Armata, Treasurer Collector
Elena Proakis Ellis, DPW Director

Date: June 2, 2022

Re: FY2022 Snow and Ice Commitment

In consideration of the commitments of the Snow and Ice Budget for Fiscal Year 2022, the Department of Public Works is requesting a Free Cash transfer in the amount of $341,621.03 to make each category whole and to avoid financing the deficit.

Overall, the winter season proved challenging in many ways. The number of storms that required plowing were fewer than average, however there were several salting events that contributed to the cost effect on the snow budget. A historic blizzard and a twenty-four-hour storm were two of the three major snow events this past winter. The aging fleet is proving to be a challenge to maintain and costs to keep our equipment operable are unfortunately rising. We also suffered from a reduced number of contractors and contractors' equipment coupled with rising hourly costs.

Please noted that our 5-year average spent on Snow and Ice operations is $996,049. Although the budget has been adjusted each year, the average budgeted amount in the same period has been $574,103. Thus, the average deficit over the 5-year period is $421,946. As you can see, we face a less than average challenge in FY22. The allocation to cover this deficit includes $61,809.19 for Overtime, $128,607.51 for Hired Equipment/Contractors, $70,615.85 for Salt and Chemicals, $50,395.75 for Fleet repairs, and $30,192.73 for Gas and Oil.

Fiscal controls including purchasing from State Contracts and competitive bidding for supplies and materials continue to positively impact the spending in this category.

Thank you for your consideration and continued support.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-131

Authorizing a Bond for the replacement of the Salt Shed.

Offered by Mayor Paul Brodeur

BE IT ORDERED

BE IT ORDERED

That the City appropriates $1,757,000.00 to pay costs of constructing a new salt shed, including all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefore; that the Mayor is authorized to take any other action necessary to carry out this project; and that any premium received upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Pursuant to Section 56-14 of the City Ordinances, attached is a projection of the principal and interest costs on the bonds proposed to be authorized by the following loan order under consideration by the City Council. The payment schedule attached assumes a 30-year borrowing term, an interest rate assumption of 5% over the life of the borrowing, and a level debt service payment schedule. The debt service on these bonds will not be paid from an enterprise fund and will have no impact on any enterprise fund rates.

FINANCIAL IMPACT:

See attached.

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**
RESULT:	**ASSIGNED TO COMMITTEE**	
06/13/22	**Appropriations and Oversight**	**OUGHT TO PASS**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**OUGHT TO PASS [7 TO 2]**
MOVER:	Maya Jamaleddine
SECONDER:	Ryan Williams
AYES:	Grigoraitis, MacMaster, Eccles, Jamaleddine, Karamcheti, Williams, Cinella
NAYS:	Mark Garipay, Robb Stewart
ABSENT:	Leila Migliorelli, John Obremski

06/21/22 City Council PASSED

RESULT:	**PASSED [9 TO 1]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
NAYS:	Mark Garipay
ABSENT:	Robb Stewart

In the City Council
Ordained Roll Call
[9 to 1]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4162
Collector - (781) 979-4120
Fax - (781) 665-6877

MEMORANDUM

To: Melrose City Council
Mayor Brodeur

From: Kathryn Armata

Date: May 27, 2022

Re: **Salt Shed Order**

BE IT ORDERED

That the City appropriates $1,757,000 to pay costs of constructing a new salt shed, including all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the Mayor is authorized to take any other action necessary to carry out this project; and that any premium received upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Pursuant to Section 56-14 of the City Ordinances, attached is a projection of the principal and interest costs on the bonds proposed to be authorized by the following loan order under consideration by the City Council. The payment schedule attached assumes a 30-year borrowing term, an interest rate assumption of 5% over the life of the borrowing, and a level debt service payment schedule. The debt service on these bonds will not be paid from an enterprise fund and will have no impact on any enterprise fund rates."

FINANCIAL IMPACT: See attached

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

BOND DEBT SERVICE

City of Melrose, Massachusetts
$1,757,000 Proposed Salt Shed
30 years - Level Debt Service
Interest Estimated and Subject to Change

Dated Date 09/15/2023
Delivery Date 09/15/2023

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
03/15/2024	-	-	43,925.00	43,925.00	-
06/30/2024	-	-	-	-	43,925.00
09/15/2024	27,000.00	5.000%	43,925.00	70,925.00	-
03/15/2025	-	-	43,250.00	43,250.00	-
06/30/2025	-	-	-	-	114,175.00
09/15/2025	25,000.00	5.000%	43,250.00	68,250.00	-
03/15/2026	-	-	42,625.00	42,625.00	-
06/30/2026	-	-	-	-	110,875.00
09/15/2026	30,000.00	5.000%	42,625.00	72,625.00	-
03/15/2027	-	-	41,875.00	41,875.00	-
06/30/2027	-	-	-	-	114,500.00
09/15/2027	30,000.00	5.000%	41,875.00	71,875.00	-
03/15/2028	-	-	41,125.00	41,125.00	-
06/30/2028	-	-	-	-	113,000.00
09/15/2028	30,000.00	5.000%	41,125.00	71,125.00	-
03/15/2029	-	-	40,375.00	40,375.00	-
06/30/2029	-	-	-	-	111,500.00
09/15/2029	35,000.00	5.000%	40,375.00	75,375.00	-
03/15/2030	-	-	39,500.00	39,500.00	-
06/30/2030	-	-	-	-	114,875.00
09/15/2030	35,000.00	5.000%	39,500.00	74,500.00	-
03/15/2031	-	-	38,625.00	38,625.00	-
06/30/2031	-	-	-	-	113,125.00
09/15/2031	35,000.00	5.000%	38,625.00	73,625.00	-
03/15/2032	-	-	37,750.00	37,750.00	-
06/30/2032	-	-	-	-	111,375.00
09/15/2032	40,000.00	5.000%	37,750.00	77,750.00	-
03/15/2033	-	-	36,750.00	36,750.00	-
06/30/2033	-	-	-	-	114,500.00
09/15/2033	40,000.00	5.000%	36,750.00	76,750.00	-
03/15/2034	-	-	35,750.00	35,750.00	-
06/30/2034	-	-	-	-	112,500.00
09/15/2034	45,000.00	5.000%	35,750.00	80,750.00	-
03/15/2035	-	-	34,625.00	34,625.00	-
06/30/2035	-	-	-	-	115,375.00
09/15/2035	45,000.00	5.000%	34,625.00	79,625.00	-
03/15/2036	-	-	33,500.00	33,500.00	-
06/30/2036	-	-	-	-	113,125.00
09/15/2036	45,000.00	5.000%	33,500.00	78,500.00	-
03/15/2037	-	-	32,375.00	32,375.00	-
06/30/2037	-	-	-	-	110,875.00
09/15/2037	50,000.00	5.000%	32,375.00	82,375.00	-
03/15/2038	-	-	31,125.00	31,125.00	-
06/30/2038	-	-	-	-	113,500.00
09/15/2038	50,000.00	5.000%	31,125.00	81,125.00	-
03/15/2039	-	-	29,875.00	29,875.00	-
06/30/2039	-	-	-	-	111,000.00
09/15/2039	55,000.00	5.000%	29,875.00	84,875.00	-
03/15/2040	-	-	28,500.00	28,500.00	-
06/30/2040	-	-	-	-	113,375.00
09/15/2040	60,000.00	5.000%	28,500.00	88,500.00	-
03/15/2041	-	-	27,000.00	27,000.00	-
06/30/2041	-	-	-	-	115,500.00
09/15/2041	60,000.00	5.000%	27,000.00	87,000.00	-
03/15/2042	-	-	25,500.00	25,500.00	-
06/30/2042	-	-	-	-	112,500.00
09/15/2042	65,000.00	5.000%	25,500.00	90,500.00	-
03/15/2043	-	-	23,875.00	23,875.00	-
06/30/2043	-	-	-	-	114,375.00
09/15/2043	65,000.00	5.000%	23,875.00	88,875.00	-
03/15/2044	-	-	22,250.00	22,250.00	-
06/30/2044	-	-	-	-	111,125.00
09/15/2044	70,000.00	5.000%	22,250.00	92,250.00	-
03/15/2045	-	-	20,500.00	20,500.00	-
06/30/2045	-	-	-	-	112,750.00
09/15/2045	75,000.00	5.000%	20,500.00	95,500.00	-
03/15/2046	-	-	18,625.00	18,625.00	-
06/30/2046	-	-	-	-	114,125.00
09/15/2046	80,000.00	5.000%	18,625.00	98,625.00	-
03/15/2047	-	-	16,625.00	16,625.00	-
06/30/2047	-	-	-	-	115,250.00
09/15/2047	80,000.00	5.000%	16,625.00	96,625.00	-
03/15/2048	-	-	14,625.00	14,625.00	-
06/30/2048	-	-	-	-	111,250.00
09/15/2048	85,000.00	5.000%	14,625.00	99,625.00	-
03/15/2049	-	-	12,500.00	12,500.00	-
06/30/2049	-	-	-	-	112,125.00
09/15/2049	90,000.00	5.000%	12,500.00	102,500.00	-
03/15/2050	-	-	10,250.00	10,250.00	-
06/30/2050	-	-	-	-	112,750.00
09/15/2050	95,000.00	5.000%	10,250.00	105,250.00	-
03/15/2051	-	-	7,875.00	7,875.00	-
06/30/2051	-	-	-	-	113,125.00
09/15/2051	100,000.00	5.000%	7,875.00	107,875.00	-
03/15/2052	-	-	5,375.00	5,375.00	-
06/30/2052	-	-	-	-	113,250.00
09/15/2052	105,000.00	5.000%	5,375.00	110,375.00	-
03/15/2053	-	-	2,750.00	2,750.00	-
06/30/2053	-	-	-	-	113,125.00
09/15/2053	110,000.00	5.000%	2,750.00	112,750.00	-
06/30/2054	-	-	-	-	112,750.00
	1,757,000.00		1,678,600.00	3,435,600.00	3,435,600.00

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

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

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4172
Fax – (781) 662-6873
E-mail: eproakis@cityofmelrose.org

MEMORANDUM

Date: June 8, 2022

To: Melrose City Council

From: Elena Proakis Ellis, P.E., Director of Public Works
Sponsored by Mayor Paul Brodeur

Subject: Salt Shed Bond Order – Supplemental Information

The City of Melrose's salt shed bond authorization is scheduled for discussion with the Appropriations Committee on June 13, 2022. We have received questions since our last discussion on this topic, and this memorandum provides information addressing those questions.

Demolition Order

After our last meeting, we discussed the condition of the existing structure with Building Commissioner Paul Johnson, who requested an updated review by our structural engineer. The structural engineer from Weston & Sampson who had previously evaluated the existing structure provided updated information, and based on a combination of that information and a site visit by Commissioner Johnson, the Inspectional Services Department is issuing a demolition order. This will be provided to the Council as soon as it is received and is anticipated within the next several days.

Bid Opening and Construction Cost

On May 27, 2022, the City opened bids for the recommended high-arch gambrel design. The low bidder's construction price is $1,543,000. The current bond authorization request is for a total of $1,757,000, which includes construction administration costs and construction contingency.

Comparison to Fabric Shed Option

The following table compares some elements of the recommended high arch gambrel design with the less costly fabric shed option.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

	High Arch Gambrel Shed	Fabric Shed
Foundation	Cast-in-place concrete	8-foot tall block wall
Door Opening	16’ wide x 30’ tall	16’ wide x 20’ tall
Salt Storage Footprint	72’ x 40’ (2,880 sf)	100’ x 40’ (4,000 sf)
Covered Vehicle Storage	28’ x 40’ (1,120 sf)	0 sf
Height	Approx. 40’	Approx.. 31’
Salt Capacity	~1,300 tons	~1,200 tons
Expected Life	>35 years (current shed has lasted 50 years)	35 years for the structure, 15 years fabric if not damaged
Fabric Replacement Cost	N/A	$10,000 in today’s dollars
Construction Costs	$1,757,000	$1,533,000 (includes redesign and rebidding)

The cost estimate for the fabric shed is based on the cost estimated by Weston and Sampson in November 2021 ($1,460,190), plus a small escalation factor for the time elapsed between the estimate and an anticipated bid date in August 2022. This 5% increase was selected based on the fact that the bid price for the building option increased by approximately 7% within a one-year period between bids. The redesign and rebidding costs are included in the total project cost.

The cost differential is $224,000. The benefits of the recommend plan are as follows:

1) The construction contract can be signed right away with the bids already in hand, and demolition/construction can start immediately. This avoids any further cost increases due solely to inflation on materials costs, fuel costs, etc., as well as lost costs and staff time due to redesign and rebidding.

2) City staff do not need to initiate and oversee fabric replacement every 15 years, which requires time, effort, and funding. As described during the DPW budget hearing, one of our biggest constraints is time when it comes to the implementation of capital projects. Freeing up time allows us to implement more capital projects and take advantage of more funding sources such as grants.

3) The recommended option allows for the inclusion of a canopy that provides an additional 1,120 sf of covered vehicle storage space. Space is at a premium within the City Yard, and especially covered storage. This will result in additional operational efficiencies and better protection of the City’s investments. About four vehicles can be stored in this location depending on their size.

4) Salt can be delivered to the inside of the shed given the door and building heights, as opposed to dumping the delivery outside the shed then moving it in, which would be required with the fabric shed. The latter situation results in loss of product (thus loss of money) and increased runoff of salt into the catch basins in the parking lot which ultimately lead to Ell Pond.

5) The higher interior ceiling decreases the chances of damage from vehicles throughout the lifespan of the structure. The fabric shed would be more prone to truck damage with its lower clearance.

6) Solar panels can be installed. The 20-year payback on the panels is estimated at a minimum of $20,000 with the smallest footprint configuration. In addition to the cost savings, the solar panels help move the City a step closer to our net zero goals.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the opinion of City staff, the benefits are worth the additional costs of the project. The salt shed replacement was identified as the #1 project out of 99 projects included in the recent Capital Improvement Plan. It has been included in the debt model at the recommended level of $1.757M and can be funded at this level within the City's target debt threshold. After seriously considering a number of options as previously discussed, it remains the strong recommendation of the City administration that we move forward with the high arch gambrel building option for all of the reasons listed above.

Thank you for your consideration of this bond authorization order.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Ghobrial, Andrew

From: Joe Pelrine via Melrose MA <cmsmailer@civicplus.com>
Sent: Monday, June 13, 2022 2:55 PM
To: City Council
Subject: Form submission from: Contact the City Council

Submitted on Monday, June 13, 2022 - 2:55pm

Submitted values are:

Message: Good Afternoon All, I wanted to comment on the new salt shed. I agree that we need to replace the existing one. I am against purchasing the loading ramp. Any heavy equipment operator worth their " salt " has no problem loading our sander trucks right now. Oh it is mentioned in the sales spiel that it would reduce spillage while loading. 2 things here, the first, over half of our small box sanders mounted on 1 ton pick ups. The loader towers over these vehicles now with out the ramp and the loader bucket is larger than the sander box. That is where the spillage comes from. And when there is spillage, the loader truck just pushes it back into the pile. And then there is the question of where this ramp would be placed. It is very tight now in this area. Would the ramp have to be moved after every storm? Probably. Thanks
==Please provide the following information==
Your Name: Joe Pelrine
Your E-mail Address: [redacted]
Organization:
Phone Number: [redacted]
==Address==
Street: [redacted]
City: Melrose
State: Massachusetts
Zipcode: 02176

The results of this submission may be viewed at:
https://www.cityofmelrose.org/node/15943/submission/43321

****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.****

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)







City of Melrose

DEPARTMENT OF PUBLIC WORKS
SALT SHED APPROPRIATION REQUEST

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Order #2022-131

- Requesting authorization to borrow $1.757M to pay the costs of constructing a new salt shed, including all costs incidental and related thereto
- Projection assumes a 30-year term at 5% interest

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Why do we need a new salt shed?

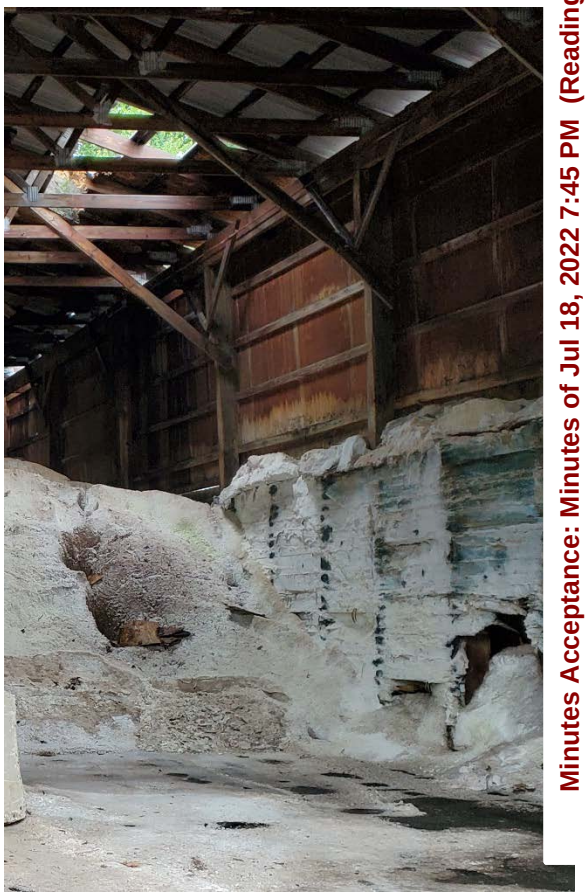
- Salt is critical to our winter operations and public safety
- Replacement of the salt shed is the #1 priority project in the Capital Improvement Plan (CIP)
- A demolition order has been issued for the existing building

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Cost Breakdown Based on Low Bid Received

Description	Cost	Notes
Construction Contract	$1,543,000	**Construction bids in hand – price is locked in**
Construction Administration	$100,000	Engineering services for oversight and regulatory compliance
Construction Contingency*	$114,000	~7% of bid price
TOTAL	**$1,757,000**	

*Any leftover funds to be rescinded to reduce final loan amount

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Cost Estimate for Fabric Shed Option

Description	Cost	Notes
Redesign and rebidding	$50,000	
Construction Contract	$1,163,000	From November 2021 cost estimate
Construction Administration	$100,000	Engineering services for oversight and regulatory compliance
Construction Contingency	$147,000	~12% of construction cost
Cost Escalation 11/21 to 8/22	$73,000	5% of total project cost
TOTAL	**$1,533,000**	**All costs subject to change based on market volatility**

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Comparison of Features

	High Arch Gambrel	Fabric Shed
Foundation	Cast-in-place concrete	8-foot tall block wall
Door Opening	16’ wide x 30’ tall (allows delivery inside)	16’ wide x 20’ tall
Salt Storage Footprint	72’ x 40’ (2,880 sf)	100’ x 40’ (4,000 sf)
Covered Vehicle Storage	28’ x 40’ (1,120 sf)	0 sf
Height	Approx. 40’	Approx. 31’
Salt Capacity	~1,300 tons	~1,200 tons
Expected Life	>35 years (current shed has lasted 50 years)	35 years for the structure, 15 years fabric if not damaged
Fabric Replacement Cost	N/A	$10,000+ (today’s dollars) per replacement

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Why is the high arch gambrel the preferred option?

- ✓ Construction bids in hand – project can start right away, avoiding cost escalation from delays
- ✓ Avoids further safety risks of existing shed – demolition can start immediately
- ✓ Fabric shed is expected to require fabric replacement 2-3 times over lifespan (more, if damaged), estimated to cost $10,000 in today's dollars each time, along with city staff time and effort
- ✓ 1,120 sf canopy will allow the storage of approx. 4 vehicles that are presently stored outside, better protecting our investments and reducing associated repair and maintenance costs
- ✓ Salt can be delivered inside the shed given the height and door opening, reducing product waste and environmental impacts and saving time and effort

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Why is the high arch gambrel the preferred option?

- ✓ Higher interior height limits damage to shed from vehicles
- ✓ Can accommodate solar panels, estimated to have a minimum $20K net payback
- ✓ Savings from having a salt shed next winter: otherwise we will need to pay to store salt somewhere else and pay a premium for our contractors to access that salt outside of the City
- ✓ Gas usage will also increase with the need to drive elsewhere to load salt for part or all of next winter
- ✓ Impacts to winter operations logistics and response times to snow/ice if salt is stored temporarily outside of Melrose

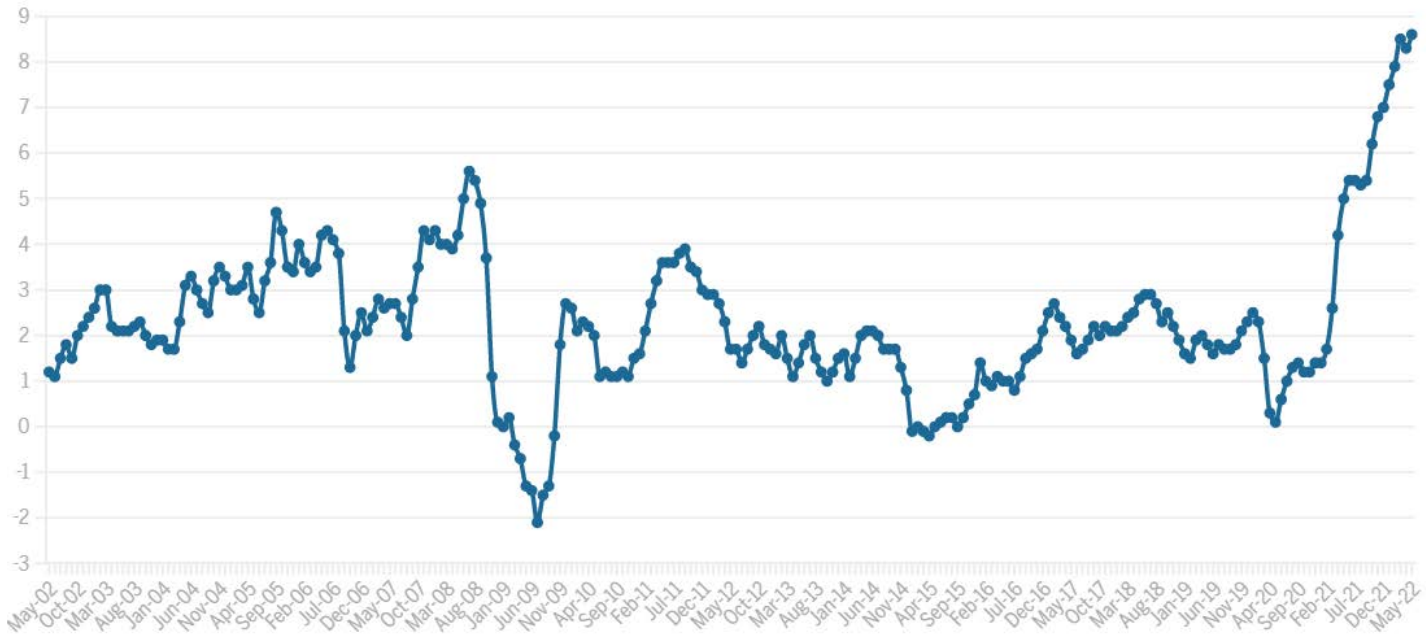
Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Market/Supply Chain Uncertainty (Boston Globe 6/10/22)

Inflation's at a 40-year-high, and the future is uncertain

The annual percentage change in prices since May 2002

All items



Source: US Department of Labor • Ryan Huddle / Globe staff

A Flourish chart

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Lost Costs for Any Option Other Than Current Bid (offsets to $224,000 cost differential with fabric shed)

- Operations staff time to move salt deliveries into fabric shed for lifetime of shed
  - 5,000 tons of salt/year = 166 truckloads @ 30 min/load, $35/hour
  - **$101,675 of staff time over 35-year life of fabric shed**

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Lost Costs for Any Option Other Than Current Bid (cont.) (offsets to $224,000 cost differential with fabric shed)

- City staff time for redesign and rebidding
- Costs due to delays:
  - Inflation
  - Increased interest on delayed loan
  - Staff time to coordinate arrangement for salt availability for winter ‘22-2
  - Gas costs to transport salt longer distance this winter
  - Higher contractor costs for salting this winter, both hourly rates and gas
  - Contractor price increases for submitting bids a third time to same client
- Personnel time for fabric replacement bidding and oversight in the future

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Conclusion

	High Arch Gambrel	Fabric Shed
Total Construction Cost	✗	✓
Max. Salt Storage Capacity	✓	✗
Covered Vehicle Storage	✓	✗
Operational Efficiency (e.g., salt can be delivered directly into the shed)	✓	✗
Solar Capacity; Consistency with Net Zero Goals	✓	✗
No Recurring Replacement Costs	✓	✗
No Additional Design Costs	✓	✗
No Additional Storage/Transport Costs Due to Delay	✓	✗

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Questions



What About Brine?

- Complements (does not replace) need for salt and salt storage
- Two large dump trucks used for salting operations are in need of replacement - currently outfitted in winter with salter with Magic Minus Zero tanks and spray nozzles to apply chemical to treat salt
- Recommend replacements that allow easy swapping out of dump body, brine tank with nozzles to spray the ground, and salter to allow for maximum flexibility

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What About Brine?



Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

What About Brine?



Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-137

An Appropriation from Free Cash, account 01-324001, in the amount of $267,000 (Two Hundred Sixty-Seven Thousand Dollars) to various school accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Free Cash, account 01-324001, in the amount of $267,000 (Two Hundred Sixty-Seven Thousand Dollars) to various school accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**19054-490000 · School Other Funding Sources**	**$192,000.00**
06/06/22	**16204-490000 · School , Medicaid Fund, Transfer In**	**$75,000.00**
06/06/22	**01-324001 · Available Free Cash**	**($267,000.00)**
	TOTAL:	**$0.00**

06/06/22 City Council ASSIGNED TO COMMITTEE

RESULT:	**ASSIGNED TO COMMITTEE**

06/09/22 Appropriations and Oversight OUGHT TO PASS

RESULT:	**OUGHT TO PASS [7 TO 0]**
MOVER:	Manjula Karamcheti
SECONDER:	Robb Stewart
AYES:	Grigoraitis, Migliorelli, MacMaster, Garipay, Stewart, Karamcheti, Cinella
ABSENT:	Jack Eccles, Maya Jamaleddine, John Obremski, Ryan Williams

06/21/22 City Council PASSED

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Melrose Public Schools
Administrative Offices

360 Lynn Fells Parkway, Melrose, MA 02176

Telephone: (781) 662-2000 V/TTY
Fax: (781) 979-2149

Julie R. Kukenberger, Ed. D.
Superintendent of Schools
Email: jkukenberger@melroseschools.com

Leia A. DiLorenzo-Secor
Director of Finance and Administrative Affairs
Email: lsecor@melroseschools.com

To: The Honorable Melrose City Council

From: Dr. Julie R. Kukenberger, *Superintendent of Schools*, and Ms. Leia DiLorenzo-Secor, *Director of Finance and Administrative Affairs*

Date: June 2, 2022

Re: Free Cash Approval

Cc: Mayor Brodeur, Patrick Dello Russo, *Chief Financial Officer/Auditor*

The School Department recognizes and appreciates the investment of operating and capital monies allocated by the City every year in the interest of teaching and learning. It is evident that each and every child is in some way a beneficiary of those investments.

The below request will greatly assist the teaching and learning of the district. The funds will be used to purchase a new elementary literacy curriculum, new microscopes for the science department at the middle and high school, a new utility vehicle and new uniforms for the athletic department. Thank you for your consideration.

Medicaid Reimbursement:	$ 75,000
Literacy Curriculum (Savvas):	$100,000
Microscopes:	$ 30,000
Utility Vehicle:	$ 12,000
Uniform Replacement:	$ 50,000
Total: Free Cash Approved:	***$267,000***

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-135

An Appropriation from Free Cash, account 01-324001, in the amount of $783,025.22 (Seven Hundred Eighty-Three Thousand, Twenty-Five Dollars and Twenty-Two Cents) to various Public Works Accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Free Cash, account 01-324001, in the amount of $783,025.22 (Seven Hundred Eighty-Three Thousand, Twenty-Five Dollars and Twenty-Two Cents) to various Public Works Accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**019313-551002 · Cap Outlay PW Vehicle & Equipment**	**$482,000.00**
06/06/22	**014012-529000 · PW Admin Professional Services**	**$150,000.00**
06/06/22	**014222-520300 · PW Hgh Exp Traffic Calming**	**$70,404.57**
06/06/22	**014752-524006 · PW Parks&Forestry Hired Equipment**	**$70,000.00**
06/06/22	**014912-530501 · Cemtry Exp Misc Supplies**	**$10,620.65**
06/06/22	**01-324001 · Available Free Cash**	**($783,025.22)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [9 TO 0]**
MOVER:	Robb Stewart
SECONDER:	Ryan Williams
AYES:	Grigoraitis, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	Leila Migliorelli, John Obremski

06/21/22 **City Council** **PASSED**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Ryan Williams, Ward 7
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

FY 2022



CAPITAL IMPROVEMENT PROGRAM

FINAL COMMITTEE REPORT

Paul Brodeur, Mayor

Denise Gaffey, CIP Chair, OPCD

April 2022

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CAPITAL IMPROVEMENT PROGRAM

EXECUTIVE SUMMARY

Since 1995, the Capital Improvement Program (CIP) Committee has reviewed and recommended funding for capital projects on an annual basis. Capital projects are major, non-recurring expenditures that typically cost $25,000 or more and have a useful life of five or more years.

In the past 27 years, roughly 220 projects have been funded at an estimated cost of over $166 million. Projects have ranged from the construction of two new elementary schools and funding for a new middle school to updating the city website. The projects have impacted a variety of city services including Schools, Public Works, Police, Fire, Parks, Library, Council on Aging, Inspectional Services, Information Technology, and Memorial Hall.

Projects are reviewed according to eight evaluation criteria: risk to public safety or health, deteriorated facility, systematic replacement, improvement of operating efficiency, coordination, equitable provision of services and facilities, protection and conservation of resources, and new or substantially expanded facility. Committee members then assign each project a priority group. These range from Priority Group A – "urgent, high-priority projects that should be done if at all possible" to Priority Group E – "very-low priority and/or not desirable." Committee members then rank the projects in priority order.

For FY2022, the CIP Committee received applications for 96 proposed projects from seven departments. Fifteen (15) projects fell into Priority Group A, 54 projects received a Priority Group B ranking and 27 projects received a Priority Group C ranking. No projects received a Priority Group D or E ranking, which means that the CIP Committee determined that all of the projects were worthwhile, as funding becomes available.

The CIP Committee recommends funding all Group A projects in FY2022 except for the Public Safety Building Upgrades as the original feasibility study is under review by a newly formed Public Safety Building Committee and the final plan and project cost is not yet known. This CIP Report includes a summary and project description form for each of the Group A projects along with a list in ranked order of the other 81 worthwhile projects recommended for funding in subsequent years.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

FY2022 RECOMMENDED
CAPITAL IMIPROVEMENT PROGRAM PROJECTS

Rank	Priority Group A Projects	Estimated Cost
1	Salt Shed Replacement	$1,700,000
2	High School Elevator Rehabilitation	$350,000
3	Fire Dept. SCBA Packs and Cylinders	$71,850
4	Memorial Hall Building Envelope Restoration Phase 2	$1,500,000
5	Lead Water Service Inventory	$50,000
6	Fred Green Athletic Field Turf Fabric Replacement	$600,000
7	Public Safety Building Upgrades	$32,558,000
8	High School Bathroom Upgrades	$1,350,000
9	Fiber Optic Network Upgrade	$360,000
10	Sewer Pump Station Emergency Backup Generators	$400,000
11	Fire Station HVAC Upgrade	$35,000
12	School Facilities Master Plan Study	$125,000
13	Fire Department Pumper Apparatus Replacement	$720,000
14	IT Network Switch Refresh	$414,000
15	Ashland Street Water Main Replacement	$40,000
	Total	**$40,273,850**

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I. CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) provides a mechanism to analyze a five-year projection of public physical improvements needs. The CIP sets out proposed expenditures for systematically constructing, maintaining, upgrading, and replacing the City's physical plant. Planning for capital improvements requires communication between City departments, and a successful CIP will coordinate physical development with fiscal capacity.

What is a "Capital Improvement?"

A capital improvement project is generally defined as a major, non-recurring expenditure that includes one or more of the following:

- A non-recurring rehabilitation (i.e., something which is infrequent and would not be considered annual or other recurrent maintenance) or major repair of all or a part of a building, its grounds, or a facility, or of equipment, provided that the cost is $25,000 or more and the improvement will have a useful life of five years or more.

- Purchase of major equipment (i.e., items with a cost, individually or in total, of $25,000 or more, which has a useful life of five years or more).

- Any construction of a new facility (e.g., a public building, or water lines, playing field, or the like) or an addition to, or extension of, such a facility.

- Any planning, feasibility, engineering, or design study related to an individual capital improvement project or to a program that is implemented through individual capital improvement projects.

- Any acquisition of land for a public purpose, and any costs associated with the acquisition.

While the type of improvement is the basic criterion, a project costing at least $25,000 and with a life expectancy of five years or more is generally considered to be a capital improvement. Note that capital needs concerning water and sewer projects generally are not included in this plan, as they must be addressed through the City's Sewer and Water Enterprise Fund.

Why Plan for Capital Improvements?

The potential benefits of developing a thorough Capital Improvement Program are significant. In addition to keeping the public informed about future needs and projects, a CIP may facilitate coordination between capital needs and operating budgets, enhance the City's credit rating, control its tax rate, and increase opportunities for obtaining federal and state aid. As more attention is focused on community objectives and fiscal capacity in the CIP process, goals are achieved via thoughtful, cooperative planning.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

II. PREVIOUS CIP FUNDING: FY1995 – FY2022

The current CIP program, which was developed in FY95, has been very successful in helping the City to recognize where it most needs to allocate capital funds by prioritizing projects. In the past 27 years, roughly 220 projects have been funded at an estimated cost of over $166 million. Projects have ranged from the construction of two new elementary schools and funding for a new middle school to updating the city website. The projects have impacted a variety of city services including Schools, Public Works, Police, Fire, Parks, Library, Council on Aging, Inspectional Services, Information Technology, and Memorial Hall. Capital projects are funded in a variety of ways including from the city's operating budget, bonds, tax-exempt municipal leases, grants, and from the annual Free Cash line item. Projects funded through the CIP program since FY95 are listed below.

Capital Improvement Program Investments through FY22 (to date)

FY95	Water Street Repairs		$65,000
	Public Works Department (Highway) Truck with Sander		$58,000
	Fire Department Self-Contained Breathing Apparatus		$49,894
	Library Roof Replacement		$45,000
	Public Works Department Backhoe		$38,000
	City Hall Improvements		$30,000
	Public Works Department Pickup Truck		$29,000
	Public Works Department Compressor and Tools		$25,000
		TOTAL	**$339,894**
FY96	High School Roof		$195,800
	Computerization		$160,000
	City Hall HVAC		$95,000
	Boiler Replacement - Roosevelt School		$89,500
	PWD Dump Truck & Sander		$82,000
	Memorial Hall Weatherproofing		$76,000
	Asbestos Removal - Roosevelt School		$61,000
	Police/Fire Needs Assessment/Design Study		$60,000
	Fire Department Turn Out Gear		$50,000
	PWD Sign Maintenance Truck		$48,000
	Fire Station Exhaust Capture System		$36,000
	Council on Aging Accessible Van		$30,300
		TOTAL	**$983,600**
FY97	Memorial Hall - Handicapped Access		$405,000
	Schools Technology Improvements		$325,000
	Network & Office Automation		$201,713
	Front End Loader w/Plow		$152,500
	G.I.S. System		$123,000

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	School Roof Replacements	$120,354
	Fire Department - Alarm Desk	$112,412
	City Yard Design/City Hall Stair Repair	$105,000
	Parks - Common Field	$100,000
	Play Area Rehabilitation	$100,000
	Consolidated Fueling Station	$97,400
	Municipal Software	$90,000
	Sidewalk Tractor w/Plow	$75,500
	Schools - Boiler Gas Conversion	$72,800
	Schools - Oil Tank Conversion	$62,321
	Asbestos Removal - Roosevelt	$62,000
	Contingency/Bonding Fees	$50,000
	School Furniture	$45,000
	TOTAL	**$2,300,000**
FY98	Memorial Hall - Electrical improvements	$250,000
	School's -Barry Auditorium	$161,000
	Fire - Fire Pumper (lease purchase)	$40,000
	PWD - Dump Truck w/Sander (2 units) (lease purchase)	$40,000
	TOTAL	**$491,000**
FY99	Lincoln School (Design and Construction)	$10,300,000
	City Hall Renovations - Phase 1 (Waterproofing/Ventilation)	$850,000
	Oil Tank Removal	$313,790
	Memorial Hall - Roofing Replacement	$188,370
	Central Fire Station Doors	$179,000
	City Yard Consolidated Fueling Station and Pumping Stations	$157,500
	Franklin Field Reconstruction	$125,000
	City Match FEMA - Ell Pond Brook	$117,840
	Horace Mann Window Replacement	$112,200
	PWD - Sidewalk Rehabilitation Program	$100,000
	Schools - Technology Improvements	$90,000
	Middle School Annex Roof Work	$81,900
	Schools – Elementary School Furniture	$59,400
	Inspect. Services - Fire Alarm Bucket Truck	$55,000
	Municipal Software	$35,000
	Bond Fees	$35,000
	TOTAL	**$12,800,000**
FY00	Technology Improvements (MHS language lab; computers at MHS and MMS)	$120,000
	Middle School Study	$25,000
	Roosevelt Schools Study	$25,000
	TOTAL	**$170,000**

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FY01	Roosevelt School Construction Project		$11,410,700
	MMS project - Design		$600,000
	Sidewalk Rehabilitation Program		$179,000
	Senior Van		$37,167
		TOTAL	**$12,226,867**
FY02	Fire Headquarters Structural Reinforcements		$66,000
	Water Building Emergency Roof Repairs		$59,950
	Police Station Immediate Building Repairs		$44,891
	Emergency repairs to the Middle School Roof		$25,000
		TOTAL	**$195,841**
FY04	Melrose Middle School		$38,170,000
		TOTAL	**$38,170,000**
FY05	Melrose Middle School		$11,700,000
		TOTAL	**$11,700,000**
FY06	High School Generator		$25,000
		TOTAL	**$25,000**
FY07	Fire Dept. Pumper Truck and Ladder Truck		$1,150,000
	Stormwater Flood Mitigation: Ell Pond Brook		$1,000,000
	Memorial Hall HVAC		$800,000
	Water System Improvements		$658,659
	Field Improvements (Hesseltine Field, Lebanon Field, Tremont Street Tennis Courts, Field Lighting, Marcoux Gym Floor)		$495,000
	Stormwater Flood Mitigation: Converse Lane		$400,000
	Ell Pond Soccer Field Drainage Repairs		$350,000
	High School Open Space / Roof Repair		$305,000
	PWD Tree Bucket Truck		$140,000
		TOTAL	**$5,298,659**
FY08	High School Upgrades – Phase I Technology/Electrical Upgrades		$1,490,000
	Middle School Solar Panels		$340,000
	Restore Victorian Street Lights		$200,000
	Council on Aging Van		$39,800
	School Sanding Truck		$35,000
	School Utility Truck		$34,000
	City Hall Generator		$25,000
	Skateboard Park		$25,000

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	GIS Upgrades (Assessing)		$25,000
		TOTAL	**$2,213,800**
FY09	Sanitation Vehicle		$60,000
	Morelli Field Improvements		$40,000
	Sidewalk Plow		$29,681
		TOTAL	**$129,681**
FY10	Neighborhood Improvement Project: Cedar Park and Wyoming Station		$857,500
	Public Works Vehicles (one sander, one without sander)		$80,000
		TOTAL	**$937,500**
FY11	High School Athletic Complex		$4,500,000
	Pine Banks Track and Field (Melrose portion)		$1,000,000
	PWD City Yard Building Renovation		$950,000
	High School Upgrades – Phase II Roof Replacement		$740,000
	School District-wide Smart Board Installation		$400,000
	Cemetery Expansion		$350,000
	Recycling Truck		$250,000
	Ambulance		$230,000
	Winthrop ES EMS and Ventilation Upgrades		$161,656
	Sidewalk Repairs		$150,000
	Middle School Solar Panel Expansion		$150,000
	Police Vehicles		$85,500
	Dog Control Vehicle		$37,500
	Police cruiser lease payoff		$25,000
		TOTAL	**$9,029,656**
FY12	Sewer (East Side Interceptor)		$1,000,000
	Fire Engine		$525,000
	High School Upgrades – Phase III Roof Replacement		$460,000
	School Equipment (Smart Boards)		$400,000
	PWD City Yard Building Renovation - Additional		$370,000
	Elementary School Lighting Upgrades		$291,583
	High School Design & OPM Services (Master Plan/Learning Commons)		$250,000
	PWD Gasoline Fueling & Dispensing Station		$165,000
		TOTAL	**$3,461,583**
FY13	High School Science Lab		$5,200,000
	Text Books		$480,000
	Police Dispatch Renovation		$450,000
	Ambulance Equipment		$65,000

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	Middle School Gym Lighting Upgrade		$25,500
		TOTAL	**$6,220,500**
FY14	High School HVAC Upgrade		$3,000,000
	DPW Equipment		$250,000
		TOTAL	**$3,250,000**
FY15	High School Learning Commons, Admin Wing, STEM		$5,300,000
	ESCO Project (energy upgrades in 20 facilities)		$2,441,424
	IT System upgrades		$1,200,000
	School - 2 Hot Water Tanks		$60,000
	Electric Vehicle Purchase		$46,000
	Fire Department Bathroom Renovations		$40,000
		TOTAL	**$9,087,424**
FY16	LED Streetlight Upgrade		$1,401,167
	Hoover School New Windows, Doors, Secure Entry		$1,039,469
	Kimballs Court Parking Lot Acquisition		$400,000
	Melrose Commons Playground		$250,000
	Police Cruisers and Voting Machines		$197,500
	School Classroom/Office Renovations		$128,500
	Public Library Feasibility Study Design & OPM		$110,000
	Public Safety Study		$65,000
	Central Fire Interior Upgrades		$63,500
	Cemetery Roads,Boiler and Equipment		$58,500
	School Classroom Furniture		$31,500
		TOTAL	**$3,745,136**
FY17	Horace Mann Renovations and Modulars		$5,950,000
	Capital Equipment DPW/Fire Depts.		$624,300
	IT City/School		$214,000
	New Sidewalk Plow		$135,500
	Library HVAC Repairs		$60,000
	City Website		$35,000
	Electric Vehicle Purchase		$28,685
		TOTAL	**$7,047,485**
FY18	High School Elevator Repairs		$100,000
	Lincoln ES EMS Upgrade		$164,408
	Memorial Hall Feasibility Study		$25,000
	MVMMS Auditorium Upgrades		$233,000
		TOTAL	**$522,408**

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FY19	DPW Address sidewalk gaps on west side of Mt. Vernon	$34,600
	DPW Reconstruct intersection of Cottage and West Foster	$30,000
	DPW Rectangular Rapid Beacon Signals	$82,500
	DPW Repair and add Accessible Handicap Ramps	$68,000
	DPW Sidewalk Program	$50,000
	DPW Upham Street Patch Repairs	$65,000
	DPW Vehicles and 2 Mowers	$473,000
	Fire Engine Pumper Down Payment	$250,000
	IT City Hall Telephone System Replacement	$100,000
	IT Munis Accounting Software/Hardware (Phase I)	$80,000
	IT Upgrade City Munis Accounting System (Phase II)	$80,000
	Memorial Hall Building Repairs and Envelope Survey	$100,000
	MVMMS EMS Retrocommissioning	$48,330
	Parks - Repairs, Renovations and Upgrades for Livermore Park	$62,500
	Police Department Cruisers	$163,500
	TOTAL	**$1,687,430**
FY20	Beebe Elementary Boiler Replacement	$94,814
	Beebe/Ripley School Building Envelope	$28,093
	Memorial Hall Envelope Upgrades Phase I	$2,311,205
	MVMMS Gym VFDs	$43,843
	MVMMS Performance Center Stage Lighting Upgrade	$283,007
	Roosevelt Elementary LED Upgrade	$99,999
	TOTAL	**$2,860,961**
FY21	DPW Asphalt Hot Box	$31,430
	DPW Citywide Sidewalk Repairs	$100,000
	DPW Citywide Tree Planting	$156,000
	DPW Crosswalk Safety Improvements	$80,000
	DPW Paving	$1,500,000
	Fire: Front Line Fire Apparatus	$2,169,000
	Fire: Self-Contained Breathing Apparatus	$110,000
	IT City PC Upgrade	$170,000
	IT School PC Upgrade	$488,700
	MHS/MVMMS Kitchen Equipment	$36,735
	Pole-Mounted Electric Vehicle Chargers (15)	$130,000
	Steamtrap Replacement and Repairs (five buildings)	$51,979
	TOTAL	**$5,023,844**
FY22	Beebe School Feasibility Study	$50,000
to date	City Hall Generator and Heat Pump	$341,000
	City Hall Window Repairs	$40,000
	Ell Pond Park Feasibility Study	$59,000

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Hoover and Horace Mann Roof Replacement Feasibility Studies	$75,000
Inspection Department Vehicles	$89,415
IT MVMMS Security	$50,000
IT Projectors	$120,000
IT School Chromebook Cart Replacement	$1,030,000
IT School Security Upgrades	$350,000
LED Upgrades (six schools)	$504,539
Library Renovation and Expansion Project	$21,000,000
Memorial Hall Envelope Upgrades Phase II	$1,500,000
MHS DHW Replacement	$35,345
Milano Center HVAC	$206,000
Milano Center Lighting Upgrade	$32,963
MVMMS and Lincoln VFD Replacements	$55,420
Parks: Pickleball Court	$75,000
Parks: Softball Field (Lebanon Park) Upgrades	$200,000
Parks: Volunteer Inclusive Playground	$200,000
Police: Chief Admin Vehicle and EV charger	$75,000
Roosevelt Lincoln School Telephone System Upgrades	$37,500
Roosevelt Slope and Erosion Repair	$110,000
Winthrop Furnace Replacement	$60,000
TOTAL	**$26,296,182**
GRAND TOTAL	**$166,214,451**

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III. FY2022 CIP ANALYSIS & RECOMMENDATIONS

The FY22 Capital Improvement Program (CIP) process began in November 2021 with a request to department heads to submit capital needs for the next five years. Ninety-six CIP project proposals were submitted by seven departments for a total estimated cost of $96,983,025. The CIP Committee first met in December to review the CIP process, timeline, and funding approach and concluded its work in March 2022.

CIP Committee Members

The CIP Committee is comprised of the following members:

Office of Planning & Community Development Director and CIP Chair, Denise Gaffey
CFO/City Auditor, Patrick Dello Russo
City Treasurer/Collector, Kathryn Armata
Department of Public Works Director, Elena Proakis Ellis
Director of Strategic Initiatives, Margot Fleischman
Melrose Public Schools Finance Director, Leia DiLorenzo-Secor
School Committee representative, Ed O'Connell
City Council representative, Mark Garipay
Community representative, Peter Bowman
Sustainability Manager, Martha Grover

Evaluation Criteria

The CIP Committee reviewed the projects for capital funding using the evaluation criteria below:

Risk to Public Safety or Health To protect against a clear and immediate risk to public safety or public health.

Deteriorated Facility An investment that deals with a deteriorated facility or piece of equipment. The action taken may be either: 1) reconstruction or extensive rehabilitation to extend its useful life to avoid or to postpone replacing it with a new and more costly one; or 2) replacement of the facility or piece of equipment with a new one.

Systematic Replacement An investment that replaces or upgrades a facility or piece of equipment as part of a systematic replacement program. This investment assumes the equipment will be replaced at approximately the same level of service. Some increase in size to allow for normal growth or increased demand is anticipated.

Improvement of Operating Efficiency An investment that substantially and significantly improves the operating efficiency of a department. Or, an expenditure that has a very favorable return on investment with a promise of reducing existing, or future, increases in operating expenses (e.g., introduction of a new or improved technology).

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Coordination 1) An expenditure that is necessary to insure coordination with another CIP project (e.g., scheduling a sewer project to coincide with a street reconstruction project so that the street is not dug up a year after it is completed); 2) A project that is necessary to comply with requirements imposed by others (e.g., a court order, a change in federal or state law or administrative ruling, an agreement with another city or governmental agency); or 3) A project that meets established goals or objectives of the City Council or the Mayor.

Equitable Provision of Services, Facilities 1) An investment that serves the special needs of a segment of the City's population identified by public policy as deserving of special attention (e.g., those with ADA-accessibility issues, the elderly, or low- and moderate-income persons); or 2) An investment that, considering existing services or facilities, makes equivalent facilities or services available to neighborhoods or population groups that are now under served in comparison with people in the City, generally.

Protection and Conservation of Resources 1) A project that protects natural resources that are at risk of being reduced in amount or quality; or 2) A project that protects the investment in existing infrastructure against excessive demand or overload that threatens the capacity or useful life of a facility or piece of equipment.

New or Substantially Expanded Facility Construction, or acquisition, of a new facility (including land) or new equipment, or major expansion thereof, that provides a service, or a level of service, not now available.

Determination of Rank

Each Committee member also assigned one of the following priority groups to each request:

Group A: Urgent, high-priority projects that should be done if at all possible; a special effort should be made to find sufficient funding for all of the projects in this group.

Group B: High-priority projects that should be done as funding becomes available.

Group C: Worthwhile projects to be considered if funding becomes available; may be deferred to a subsequent year.

Group D: Low-priority projects; desirable but not essential.

Group E: Very-low priority and/or not desirable.

Finally, in addition to the above letter rankings, Committee members were asked to rank each project numerically, from highest to lowest priority (i.e. 1 to 96). The Committee's overall ranking was computed using the average ranks of all committee members. The Committee then met to further discuss projects in the collective groups and develop a final ranked list and a set of recommended projects.

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Final Recommendations

In order for CIP planning efforts to be of maximum benefit to the City, funds should be restricted to recommended items only. Unspent monies due to high estimates and/or costs which come in under budget will revert to the CIP program and be used as contingency to fund projects which come in over the estimate. For all unfunded projects, a list of ranked projects should be maintained to guide future funding decisions. Some projects, due to safety concerns, external grant deadlines, or other factors, may need to occur out of order. Other projects can wait until a later date. The CIP Committee recommends to the Mayor funding the 15 top-ranked projects (listed below and described on the following pages), subject to availability of funds.

FY2022 RECOMMENDED
CAPITAL IMIPROVEMENT PROGRAM PROJECTS

Rank	Priority Group A Projects	Estimated Cost
1	Salt Shed Replacement	$1,700,000
2	High School Elevator Rehabilitation	$350,000
3	Fire Dept. SCBA Packs and Cylinders	$71,850
4	Memorial Hall Building Envelope Restorations 2	$1,500,000
5	Lead Water Service Inventory	$50,000
6	Fred Green Athletic Field Turf Fabric Replacement	$600,000
7	Public Safety Building Upgrades	$32,558,000
8	High School Bathroom Upgrades	$1,350,000
9	Fiber Optic Network Upgrade	$360,000
10	Sewer Pump Station Emergency Backup Generators	$400,000
11	Fire Station HVAC Upgrade	$35,000
12	School Facilities Master Plan Study	$125,000
13	Fire Dept. Pumper Apparatus Replacement	$720,000
14	IT Network Switch Refresh	$414,000
15	Ashland Street Water Main Replacement	$40,000
	Total	**$40,273,850**

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Priority Group A Project Descriptions

The CIP Committee recommends funding all Priority Group A projects in FY2022 with the exception of the Public Safety Building Upgrades. The original Public Safety Building feasibility study is under review by a newly formed Public Safety Building Committee and the final plan and project cost is not yet known. Department project request forms submitted for all projects are attached in the Appendix. The rankings of the remaining CIP projects are shown on pages 15 - 17 in ranked order and should be funded as further capital funding becomes available.

The CIP program will continue to take place annually with projects resubmitted and re-ranked each year. If funding becomes available during the year, the CIP ranking list is a guide as to what should be funded next.

Below is a brief summary of all CIP projects recommended for funding consideration in FY2022 in final ranked order.

1. SALT SHED REPLACEMENT $1,700,000
Department of Public Works, Facilities

The Salt Shed located next to the Public Works Operations Facility on Tremont Street plays a critical role all winter and especially during snow events. It was built in 1974 and has been repaired a number of times. Most recently the roof was damaged by strong winds in March 2018 but the wooden walls have also rotted and are warped, contributing to unsafe conditions for staff. It now needs to be replaced with a structure that will withstand the impacts of storing salt for road treatment for the next 40-50 years.

2. HIGH SCHOOL ELEVATOR REHABILITATION $350,000
Department of Public Works, Facilities

There are two failing elevators at the high school that require significant rehabilitation beyond the usual annual maintenance and repairs.

3. SCBA PACKS AND CYLINDERS $71,850
Fire Department

Self-Contained Breathing Apparatus (SCBA) equipment is critical equipment for the Fire Department. The air packs are used for a variety of emergency incidents including fire-fighting, hazardous materials, elevated carbon monoxide levels, and confined space events. In 2021 the Fire Department replaced 20 air cylinders and the SCBA compressor. To complete the equipment upgrade, replace aging equipment, and stay in compliance with OSHA regulations, they need 10 new air packs and 20 new cylinders.

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4. MEMORIAL HALL ENVELOPE REPAIRS 2 $1,500,000

Office of Planning and Community Development

Repairing the building envelope at Memorial Hall is a high priority in order to protect the historic features and interior upgrade investments made over the years. A renovation project is currently underway to make the building weather tight and prevent further water damage to the building interior. However, a comprehensive analysis of the building envelope, completed by Gale Associates as part of this project, identified additional building envelope components needing repair that were not included in the original scope of work. The additional scope of work includes replacing the entire roof, repointing all brick and granite mortar joints, restoring all of the windows and miscellaneous related items.

5. LEAD WATER SERVICE INVENTORY $50,000

Department of Public Works, Engineering

This project includes the identification of lead water services which pose a public health threat. The goal of the program is to catalog all lead service pipe on both the private and public side of the service in a database of locations. This is phase one of a subsequent Lead Water Service Replacement Program targeted for FY2023 and FY2024.

6. FRED GREEN ATHLETIC FIELD TURF FABRIC REPLACEMENT $600,000

Parks Department

The turf fabric at Fred Green Athletic Field has a ten year life expectancy and is overdue for replacement.

7. PUBLIC SAFETY BUILDING UPGRADES $32,558,000

Departments of Public Works, Fire, Police

The condition of the City's public safety facilities, including the police station and three fire stations, has been a concern for many years. All four facilities have reached the limit of their program and useful space to accommodate the needs of the departments they currently house. They are outdated, undersized, non-code compliant, not energy efficient, and in need of numerous repairs. In 2016 the City hired an architectural firm to provide a comprehensive assessment of existing conditions, an analysis of space needs for both the Fire and Police Department, and to develop options for renovation and/or replacement. A Public Safety Study finalized in 2017 is under review by a newly formed Public Safety Building Committee to guide the future decision-making process. The project cost indicated here is in 2017 dollars based on the previous recommendation and is likely to change.

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8. HIGH SCHOOL BATHROOM UPGRADES $1,350,000
Department of Public Works, Facilities

Significant investments have been made to renovate and update portions of Melrose High School over the years including the Science Wing, HVAC system, and the Learning Commons. The School Department and DPW have identified bathroom renovations as the next priority. The bathrooms haven't been comprehensively updated since the high school was built in 1974 and are in very poor condition. Upgrades are needed to reflect the needs for gender neutral bathrooms, stall separations, accessibility, efficiency, and modernization. With over one thousand building occupants daily, the bathrooms get constant use. The project cost includes design and estimated construction costs.

9. FIBER OPTIC NETWORK UPGRADE $360,000
Information Technology

This project is necessary in order to sustain radio communications for the police and fire departments and was submitted by the IT department in conjunction with public safety. Currently, several radio towers are fed by copper lines that Verizon is in the process of terminating. The replacement solution is to expand and build out the city's existing fiber optic network to include new locations that the radio towers can connect to. In addition, the upgrade would create redundant loop paths through Melrose to ensure public safety uptime and would resolve "dead zone" areas where the radios don't fully function.

10. SEWER PUMP STATIONS EMERGENCY BACKUP GENERATORS $400,000
Department of Public Works, Engineering

The existing emergency generators at the Upham Street and Fellsway pump stations were installed in the 1960-70s and are not functional today. In the event of a power outage, pump station operations must be maintained to prevent sewer backups which makes this project a high priority, as indicated in a 2020 evaluation of all pump stations. The estimated project cost includes design and installation of backup generators at each station.

11. CENTRAL FIRE STATION HVAC UPGRADE $35,000
Department of Public Works, Facilities

The Engine 1 HVAC system for the second floor, which includes offices and living quarters, has failed and needs to be replaced with a new system.

12. SCHOOL FACILITIES MASTER PLAN STUDY $125,000
Department of Public Works, Facilities

The last comprehensive district-wide facility evaluation was done in 1997 by HMFH Architects. That study was instrumental at the time in positioning the city and school department to embark on a capital campaign for new school facilities and resulted in the

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Lincoln Elementary School Renovation and Addition (2000), the new Roosevelt Elementary School (2002) and the new Melrose Veterans Memorial Middle School (2007). Other important capital projects in school facilities that have been performed in recent years include the series of investments in the Melrose High School (Science Labs, Learning Commons, Guidance and Admin upgrades, Roof replacements and HVAC upgrades), the upgrades to the Horace Mann Elementary School and the Modular Classroom additions at the Winthrop and Hoover Elementary School. These projects addressed enrollment challenges and obsolete facility needs at the time, but the needs and challenges that confront the district today - 25 years after the last Facility Master Plan Study - require a new, comprehensive evaluation. This study will assess existing physical conditions at each school facility, review their adequacy to house anticipated student enrollment over the next 20 years and make recommendations for necessary renovations and reconfigurations in line with desired educational outcomes. The study will also help identify the priorities for pursuing grant funding for capital construction projects through the Mass School Building Authority.

13. PUMPER APPARATUS REPLACEMENT $720,000

Fire Department

The Fire Department's Seagrave pumper truck, purchased in 2007, is nearing the end of its useful life. Typically, pumper trucks stay in service for 10-12 years. Maintenance costs are very high and will continue to increase as the reliability of the apparatus declines.

14. NETWORK SWITCH REFRESH $414,000

Information Technology

This project would proactively replace the network switches throughout the city and schools. The current fleet of networking gear is six years old which is nearing the seven-year mark when switch gear begins to fail. Failures are usually seen in the fans which run continuously and when they fail, the equipment overheats and then stops functioning. It's recommended to start this project in FY22 and complete it in phases over three years.

15. ASHLAND STREET WATER MAIN REPLACEMENT $40,000

Department of Public Works, Engineering

The cast iron main on Ashland Street between Melrose and Franklin Streets needs to be replaced with 8-inch ductile iron water pipe in order to prevent unexpected water main breaks and water quality issues. This project was an Add Alternate on a much larger water main replacement project that has been included in the overall scope because the bids were favorable, but a separate funding source (not MWRA) needs to be identified.

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PRIORITY GROUPS B AND C PROJECTS

The following projects are not recommended for immediate funding but should be reconsidered for funding in subsequent years. Priority Group B projects were deemed by the Committee to be high priority to be addressed as funding becomes available. Priority Group C projects are worthwhile but they may be deferred to subsequent years.

Final Rank	Dept. Priority	Project Title	TOTAL
	Priority Group B		
16	DPW ENG-14	Lead Water Service Replacement	$2,500,000
17	FIRE-3	Fire Chief Command Vehicle	$60,000
18	IT-11	High and Middle School Telephones	$90,000
19	DPW FAC-3	Facilities CMMS	$100,000
20	IT-4	Printer Replacement - Schools	$151,300
21	IT-2	Camera Replacement - MVMMS	$100,000
22	DPW FAC-16	School District HVAC Evaluation	$250,000
23	DPW ENG-9	Annual Road Program	$2,700,000
24	PARKS-1	Ell Pond Park Improvements	$10,000,000
25	DPW ENG-5	Design Water Main Improvements	$60,000
26	DPW FAC-8	School Asbestos Abatement	$500,000
27	DPW FAC-13	Ripley School Roof Replacement	$350,000
28	DPW ENG-2	Lebanon St Survey	$144,910
29	DPW ENG-12	Crosswalk Safety/Accessibility Improvements	$400,000
30	IT-21	Cybersecurity Plan	$60,000
31	DPW FAC-21	Lincoln/Roosevelt Fire Panel Replacements	$100,000
32	IT-10	Lab Upgrade - Middle School	$77,000
33	DPW ENG-7	Penney Road Sewer PS Replacement	$500,000
34	FIRE-4	Fire Captain/Fire Prevention Vehicle	$60,000
35	IT-9	HS Lab PC Upgrade	$116,000
36	IT-6	PD Internal Camera Replacement	$25,000
37	IT-8	Lab Upgrade - HS Science Rooms	$115,000
38	DPW FAC-10	Milano Center Exterior Repairs	$35,000
39	IT-13	Wireless Upgrade	$183,000
40	DPW ENG-10	Citywide Sidewalk Repairs	$500,000
41	REC-1	Ford F-150 Lightening Pickup	$40,000
42	DPW FAC-11	Winthrop School Flooding Mitigation	$30,000
43	DPW FAC-7	MHS Courtyard Rear Stairs	$65,000
44	FIRE-5	Fire Alarm Bucket Utility Truck	$132,748
45	DPW FAC-27	Franklin School Windows/Roof	$2,500,000
46	DPW ENG-13	Fleet Upgrades	$2,500,000

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47	PARKS-3	Hoover Playground Upgrades	$170,000
48	DPW FAC-24	MVMMS Generator	TBD
49	DPW FAC-9	MVMMS Settling Study	$150,000
50	DPW FAC-15	Fire - Engine 2 Plumbing/HVAC	TBD
51	DPW FAC-20	MHS Electric Heater Controllers/Contactors	$80,000
52	PARKS-4	Foss Park Basketball Court	$60,000
53	DPW ENG-4	Various Drainage Studies	$150,000
54	IT-3	Timeclock Upgrade DPW	$21,567
55	DPW FAC-17	Roosevelt HVAC Controls	$325,000
56	DPW FAC-26	Beebe School Renovation	$14,000,000
57	DPW FAC-18	Lincoln HVAC Controls	$300,000
58	IT-17	Document Management Project	$200,000
59	MEM HALL-2	Stair Repairs and Restoration	$625,000
60	IT-15	School UPS Replacement Project 2024	$40,000
61	DPW FAC-19	MVMMS Air Conditioning	$800,000
62	IT-5	Camera Replacement - Roosevelt	$25,000
63	DPW ENG-11	Citywide Tree Planting	$350,000
64	DPW ENG-17	I/I Investigations and Improvements	$250,000
65	IT-18	Camera Replacement - High School	$70,500
66	DPW FAC-6	MHS Loading Dock Repairs	$45,000
67	FIRE-6	Forestry-Brush Fire Pick Up Truck	$50,000
68	IT-12	Projector Replacement - District	$704,000
69	DPW ENG-18	Ell Pond Drain Relocation	$481,000
		Subtotal	**$43,342,025**

Priority Group C

70	DPW ENG-8	Replace Swains Pond Headwall	$60,000
71	DPW ENG-15	City Hall Parking Lot Upgrades	$300,000
72	PARKS-5	Crystal Street Tennis Court Repairs	$175,000
73	IT-14	Teacher Laptop Replacement	$694,400
74	IT-16	Chromebook Replacements	$600,000
75	IT-19	Security Cameras - DPW & Franklin	$45,750
76	DPW FAC-23	Masonry Repairs - Schools and City Hall	$400,000
77	DPW FAC-22	Milano Center Driveway Lighting	$40,000
78	DPW FAC-14	MHS 3rd Floor Renovation	$5,100,000
79	DPW FAC-29	Winthrop and Franklin Electrical Upgrades	$250,000
80	DPW FAC-30	Heating Projects - Hoover/Winthrop/Franklin	$900,000
81	PARKS-6	Conant Park Back Field	$20,000
82	DPW FAC-25	LED Lighting Upgrades - Schools	$600,000
83	DPW FAC-33	Lincoln School Chiller	$325,000
84	DPW ENG-21	Lebanon TIP Construction	$100,000
85	DPW FAC-28	City Yard Renovation	$1,650,000
86	DPW FAC-34	Roosevelt Roof Recoating	$300,000

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87	DPW FAC-35	Fire - Engine 3 Roof Replacement	TBD
88	DPW FAC-31	School Window Treatments	$350,000
89	DPW ENG-16	Drainage Utility GIS Improvements	$100,000
90	DPW FAC-32	Lincoln Recoat Roof and Reglaze Skylights	$300,000
91	DPW ENG-19	Cemetery Digitization Completion	$80,000
92	DPW ENG-22	Friends Parking Lot Rehab	$150,000
93	DPW ENG-20	Water Bottle Filling Stations at Parks	$40,000
94	DPW FAC-36	MHS/MVMMS Pkg Lot Paving/Reconfiguration	$400,000
95	IT-20	Laptop Refresh Project - City	$162,000
96	PARKS-7	Lewis Monk Field Lights	$225,000
		Subtotal	**$13,367,150**

APPENDIX

On the following pages are the project descriptions, completed by Department Heads, for all projects.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Memorial Hall **Prepared By:** Denise Gaffey, OPCD

Project Title: Building Envelope Restoration Phase 2 **Date Prepared:** December 1, 2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project represents a future phase of Building Envelope Restoration Work that will be needed in approximately five years. A project is currently underway to implement a first phase of building envelope restoration work which will make the building weather tight and prevent further water damage to the building interior. However, a comprehensive analysis of the building envelope, completed by Gale Associates as part of this project, has identified building envelope components that are currently intact but will need to be addressed in five years to continue to maintain weather tight conditions. The future phase will include replacing the portions of the roof that are not being replaced during phase one, repointing the brick and granite mortar joints that are not repointed during phase one, rebuilding the front stairs and miscellaneous related items.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility, Improvement to Operating Efficiency, Protection and Conservation of Resources

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

Building Envelope Evaluation Report prepared by Gale Associates dated September 24, 2021

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is an important project that should be planned for in approximately five years.

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Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Construction estimate in 2021 dollars is $1,600,000. With soft costs estimated at approximately 25% of construction, the total cost without escalation is $2 Million.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

It is anticipated that the City would issue a bond to fund this project.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

This project is linked to the FY20 CIP Project that was funded by the City in the amount of $2,311,205 and is currently underway, representing the first phase of building restoration work to create a weather tight condition. A plan for building interior restoration and repairs should be developed for CIP consideration as well.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Memorial Hall **Prepared By:** Denise Gaffey, OPCD

Project Title: Memorial Hall Stair Restoration **Date Prepared:** February 24, 2022

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project involves rebuilding the front entrance stairs with new piles and a new concrete foundation to address the significant settling, cracking and displacement of the front stairs. A geotechnical analysis undertaken as part of the Building Envelope Project has documented the poor condition of the front stairs, including open and delaminated mortar joints, some cracks in the granite steps and movement in the wing walls away from the stairs. The front entrance is not used by the public but it is a prominent feature of the building and should be addressed soon to prevent further deterioration. This project includes rebuilding the concrete stair at the rear of the building and rebuilding the granite step at the north egress door. These stairs show signs of deterioration and the rear stair repairs would include regrading the area around the stairs to improve drainage.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility, Protection and Conservation of Resources

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

Building Envelope Evaluation Report prepared by Gale Associates dated September 24, 2021

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is an important project that should be accomplished in approximately five years.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

These three project elements are estimated to cost $625,000, including soft costs and based on an estimate provided by PM&C, a cost estimating firm retained as part of the Building Envelope Project. Cost escalation is not built in to this cost.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Funding source to be determined

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

This project is linked to the Building Envelope Project but not dependent on it. The existing condition evaluation was included in the evaluation of the building envelope performed by Gale Associates.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Recreation

Prepared By: Frank Olivieri

Project Title: Recreation Vehicle Request

Date Prepared: November 15, 2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Recreation Department is requesting the purchase of a Ford F-150 Lightning Electric Truck.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

The Recreation Department will be in desperate need of a pickup truck within the next 1-3 years. Our current Rec pickup truck is used to transport equipment and supplies year round for programming and events. It is also needed to roam between programs during the days, evenings, and weekends as we travel from program to program. It is a vital part of our operations. Our current vehicle is a 2002 Chevrolet Silverado which was purchased by the Rec Dept. in 2017 for $5,300 (top of our budget). The current mileage is 107,000 miles and the vehicle is in below average condition at best. We typically have to jump the pickup truck two or three times per month. Safety is a concern when driving the vehicle as it has the tendency to shut off while driving locking the steering wheel in place. DPW has been of great assistance with trying to keep it running for us. We know it is only a matter of time before we will be in need of another pickup truck and we would like to make a real investment in an electric vehicle to meet the City's energy initiatives.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The vehicle has been included in the recent City Fleet survey.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is our priority project. We have no other CIP requests at this time.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The MSRP price range is $38,000 - $40,000 for the Ford F-150 Lightning EV.

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Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Project funding will be in the range of $30,000 - $40,000. This will depend on rebates and other government / dealership incentives. Rebates can sometimes range from $5,000 - $12,500 off the MSRP. Funding would most likely need to be secured from the general fund budget or other sources. The Rec Dept. would find a way to contribute up to $5,000 if absolutely needed to help this project.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

This project is not liked to any other CIP projects.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Lead Water Service Inventory Program **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The project includes the identification of lead water services. Work would employ both in-house and contract personnel to develop a database of locations. The goal of the program is to catalogue all lead service pipe on both the private and public side of the service.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

EPA has required the identification and removal of lead water service pipes as lead from the pipes can leach into the drinking water.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?
N/A

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority as lead in drinking water poses a public health hazard.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The project cost is estimated at $50,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$50,000 from Water Enterprise Fund free cash.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

Work to preceded the Lead Water Service Replacement Program.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Lebanon St. Survey **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Scope of Work includes the collection of elevation data on Lebanon Street, from Sylvan Street to the Malden town line, to be used for the 25% design effort for a federal Transportation improvement Project (TIP) application. The survey will be conducted using vehicle mounted LIDAR equipment and the data will be used to develop base mapping in AutoCAD. Inclusion for TIP funding required the completion of a 25% design by the applicant. Once approved, the TIP will cover the construction of the project.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Effort will support a federal funding application

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The proposed roadway improvements align with the City's Complete Streets Plan, including improvements for pedestrians and cyclists.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Completion of the 25% design is required to be considered by the TIP program. This request is the first step towards developing a 25% design.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The mapping and survey effort is estimated to cost $44,910. (see attached)

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

This funding is being requested from general fund free cash.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

The work under this project will be coordinated with the request for additional funding during construction of the TIP project on Lebanon St.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Ashland Street Water Main Replacement **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The work under this project included the replacement of old, cast iron water main on Ashland Street, between Melrose Street and Franklin Street, with new 8-inch ductile iron water pipe.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This work was included in the larger Water Main Replacement, Contract 7, as an Add Alternate because the pricing on the contract bids came in favorably. Including this section with the larger project was financially advantageous for the City. The work was not eligible for funding through the MWRA water program.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The City's Asset Management Plan identifies upgrading of cast iron pipes to ductile iron to prevent unexpected emergency breaks and water quality issues.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Funding of this project is a high priority.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The estimated cost is $40,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$40,000 to be requested from Water Fund free cash.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Various Drainage Studies **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

There are several areas in Melrose where property owners experience flooding during heavy storms that may originate from the public right-of-way. Most of the issues are localized, so it makes sense to group 5-6 small projects into one larger drainage study. The work will include an analysis of existing drainage patterns and structures, and recommendations or preliminary design of recommended improvements to mitigate flooding. Construction of some improvements may be implemented, if funding allows.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Due to climate change, larger storms are happening more frequently. Mitigation of these drainage issues will help prevent damage to public and private property.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

N/A

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

While these projects are small, the potential impact to the residents of not designing improvements could be quite large.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Preliminary design of improvements is estimated at $150,000. If funds remain after initial evaluation, some improvements may be constructed as funds allow.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

The funding request for this work is $150,000 from general fund free cash.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Design of Water Main Improvements, Contracts 8 & 9 **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Design of water main improvements to include replacement of mains, services, hydrants, and other appurtenances to improve water quality and pressure in locations throughout the City.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Much of the water infrastructure in Melrose is past, or approaching, the end of its useful life. In anticipation of federal funding for "shovel ready" projects in the Infrastructure Bill, design of the next two phases of the DPW's ongoing water main improvement program is proposed, for a total of approximately 8,000 linear feet of water main replacement.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The City's Asset Management plan identifies replacement of aging water pipes to prevent emergencies and improve service to customers.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

As federal funding for construction may become available, having "shovel ready" projects is a high priority.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$60,000 is estimated. The resulting construction projects are estimated to cost approximately $2M.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$60,000 from Water Enterprise Fund free cash.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Sewer PS Emergency Backup Generators **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Design and installation of an emergency backup generator at the 1) Upham St. sewer pump station and 2) the Fellsway sewer pump station.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

The existing emergency generators were installed in the 1960-70's and are not functional. In the event of a power outage, pump station operation must be maintained to prevent sewer backups.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

An evaluation of the pumps stations was conducted for the City in 2020. The report recommends replacement of the generators at these two pump stations.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority, as operation of the stations during a power outage is critical.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Estimated $400,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Funds will be requested from Sewer Enterprise Fund free cash for either one at a time or both.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Penney Road Sewer PS Replacement **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Design of the Penney Road sewer pump station project.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

The existing sewer pump station is in poor condition, The wetwell, pumps, and associated piping needs to be replaced.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

An evaluation of the pumps stations was conducted for the City in 2020. The report recommends replacement of the wetwell, pumps, and associated piping at this pump station with a new submersible pump station.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority, as operation of the pump stations is critical.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Estimated $100,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$100,000 to be requested from Sewer Enterprise Fund free cash.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

A future funding request for $400,000 from free cash to construct the pump station improvements is anticipate

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: Replacement of Swains Pond Headwall **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

An outlet structure into Swains Pond from an upgradient drainage system, just off of Swains Pond Avenue, was damaged during a storm in 2015 and requires replacement with a new headwall.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Risk to public health and safety (collapsing structure)
- Deteriorated facility
- Protection and conservation of natural resources

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

No

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium priority – this problem needs to be fixed before further deterioration or collapse occurs.

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

A guesstimate for this project is $60,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

This project would be entirely funded through the general fund. We are not aware of applicable grant funding. We may be able to fund some portion through operating budget but would likely need a supplement from free cash to have adequate funds.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering Division **Prepared By:** Vonnie Reis

Project Title: Annual Road Program **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Annual Road Program includes the repair, rehabilitation, and re-paving of roads throughout the City. The streets to be included in the program are chosen based on a road ranking system developed in-house and maintained by the Engineering Division. In addition to road condition, other factors such as utility work and drainage repairs are considered when determining which roads will be paved each year.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Many of Melrose's streets are in Poor-Very Poor condition and require repaving under this program. The roadway ranking program identified over three miles of roadway with a condition score of 70 or less. Our annual Chapter 90 allocation of roughly $540,000 is not sufficient to keep pace with the replacement needs of our roadways.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The roadway ranking is a long term plan for maintaining the City's streets.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This project is a high priority as roadway conditions will continue to deteriorate if maintenance and repairs are deferred.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$3.75 million over the next 5 years ($750,000 per year).

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

All funding to be provided from Road Bonds.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW

Prepared By: Elena Proakis Ellis

Project Title: Citywide Sidewalk Repairs

Date Prepared: 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The City uses eGov as our work order management system. Routinely, eGov requests for sidewalk repairs, both asphalt and concrete, date back several years. In FY21, a portion of free cash at the end of the fiscal year was allocated to catch up on the large backlog of eGov requests for sidewalk repairs. This is an ongoing need but is typically funded through free cash rather than the operating budget. If this practice continues, this becomes a CIP item. This project would use the City's on-call roadway and sidewalk contractor and would bring the eGov list up-to-date.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Risk to public safety or health – this project would repair damages that pose tripping hazards and prevent safe sidewalk use by disabled individuals.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

Yes, the Melrose Forward master plan discusses the need to continue providing funding for sidewalks repairs and upgrades.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium priority

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

It is estimated that approximately $100,000 will be needed each year in addition to operating funds to keep up with the sidewalk repair request lists.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

This project is proposed to be entirely funded through general fund, likely via free cash.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

Not applicable.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW

Prepared By: Elena Proakis Ellis

Project Title: Citywide Tree Planting

Date Prepared: 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The City uses the eGov work order system to track requests for new trees or replacement trees. When a tree is taken down, the City automatically enters a replacement request. In addition, residents may request new street trees. The eGov system currently has a backlog of tree requests back to 2019. The operating budget does not allow for enough tree installations to keep up with the eGov requests. In addition, trees are planted through special project funds such as Chapter 90 when roadways are rehabilitated. In FY21, $150,000 was allocated to tree installation, which will allow us to catch up on our request list. Since there is no operating budget line item for tree planting, we will need an additional approximately $70,000 per year to keep up on the list moving forward.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Protection and conservation of natural resources – planting trees is important to our goals of greenhouse gas reduction and climate resiliency due to their reduction in heat island impacts

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

Planting trees, especially resilient tree species, was identified in the City's Master Plan, the Natural Hazards Mitigation Plan (NHMP), and the Municipal Vulnerability Preparedness (MVP) report, all of which were approved by the Aldermen and the Mayor.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium priority

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$70,000 annually

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

The proposed amount would be funded through the general fund (free cash), unless grant funding can be obtained. This would supplement the current budget, to allow the City to catch up on the eGov planting list.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

No.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: Crosswalk Safety and Accessibility Improvements **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The City has been working toward completing projects in the Complete Streets Prioritization Plan and supplementing state grant funding with local funding sources when available. We continue to install rectangular rapid flashing beacons, new crosswalks and curb ramps, and solar speed feedback signs in locations where deemed appropriate. These expenditures have typically been funded through free cash for traffic calming.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Risk to public health and safety – these improvements would improve traffic and pedestrian safety.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

These types of upgrades were identified in the City's Complete Streets Prioritization Plan, which was approved by the Mayor.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium priority

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

A proposed budget of $80,000 is recommended to continue these efforts.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Funding would be from the general fund for items where Complete Streets funds are either not available or would not be obtained soon enough for the level of need at particular locations.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

Not applicable.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Public Works

Prepared By: Elena Proakis Ellis

Project Title: Fleet Upgrades

Date Prepared: 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The average age of the DPW Fleet is 17 years old. Emergency response is key to our success. We are in the process of updating the five year plan to replace older and not repairable equipment vehicles and equipment. The updated plan will be provided as soon as it is completed.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk to Public Health and Safety (not immediate)
Deteriorating Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$2.5M over five years

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

No money is allocated in the operating budgets for fleet vehicles. Last year we managed to purchase a new vehicle for Inspectional Services which was a high priority on the CIP list out of operating funds, but this is the exception rather than the rule and does not account for a planned replacement program.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Lead Water Service Replacement Program **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The project includes the replacement of lead water services at up to 500 properties. Work would include the excavation and removal of lead services and replacement with new copper pipe and all associated site restoration. The goal of the program is to eliminate all lead service pipe on both the private and public side of the service. Private side replacement would likely be partially funded through an incentive payment to property owners who willingly participate in the program.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

EPA has required the identification and removal of lead water service pipes as lead from the pipes can leach into the drinking water.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?
N/A

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority as lead in drinking water poses a public health hazard.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The project cost is estimated at $2.5 million, over at least two construction contracts.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$2.5 million from the federal Infrastructure Bill funding and possibly some component from ARPA.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

To be coordinated with the results of the Lead Water Service Inventory program.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: City Hall Parking Lot Upgrades **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The municipal parking lot located behind City Hall is deteriorating and routinely floods. The proposed project would add a green infrastructure component by providing natural stormwater treatment, while remedying the current flooding and providing improved pavement conditions and drainage structures. The parking lot is approximately 77,000 square feet.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Risk to public health and safety (flooding)
- Deteriorated facility (parking lot pavement and drainage structures are deteriorating)
- Protection and Conservation of Resources (improvements to stormwater quality)

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

Yes, it was included in the Natural Hazards Mitigation Plan (NHMP) and the Municipal Vulnerability Preparedness (MVP) plan, both of which received approval from the City Council and the Mayor.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium-high

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The cost is estimated at roughly $300,000. The paving component is being funded through a recent road bond, so this cost would just be for the drainage/green infrastructure components.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

The City will continue to seek grant funding for portions of this project but has not been successful to date.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: Drainage Utility GIS Upgrades **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

As part of the National Pollutant Discharge Elimination System stormwater permit, the City is required to improve its GIS database to facilitate the work associated with meeting the permit's requirements. The current GIS layers are fairly accurate, but changes have been made to the system that have not been captured in the GIS. Furthermore, better flyover data provides a better basis for confirming data accuracy.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Improvement of operating efficiency

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

No.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium/low

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

A guesstimate for this project is $100,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

This would likely be funded via the general fund (free cash), unless grant sources became available.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

Not applicable.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: I/I Investigations and Improvements **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The project request includes funding for I/I investigations or improvements not funded under the MWRA Local Financial Assistance Program. Work may include, but not be limited to, additional CCTV, smoke testing, dye testing, building inspections, CIPP lining, short lining, and open cut pipe repairs.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Excessive infiltration and inflow (I/I) into the City's sewer system increases sewer rates. The MWRA LFAP for I/I work provides some funding, but in order to continue the identification and reduction of I/I, additional funding is required.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The City's sewer asset management plan includes the reduction of I/I.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This funding is a priority to help reduce sewer rates for customers.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Estimated $250,000 to supplement MWRA grant/loan funding

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$250,000 from the Sewer Enterprise fund free cash.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: Ell Pond Drain Relocation **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The old drain outlet from Ell Pond presently goes under buildings on public and private property, including the former Caruso's Pizza building at the corner of Main Street and East Emerson Street. Relocation of this drain would make the currently vacant property more attractive and feasible for redevelopment.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Improvement of operating efficiency – this project promotes redevelopment, thus increasing tax revenue

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

A study was conducted by CDM Smith pertaining to this project. This project has the support of the Mayor's office due to the economic development benefits of being able to redevelop the subject property.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium priority given present interest in the property

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The CDM Smith report identified the planning level cost to be $481,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

The funding source for this project is uncertain. It's possible it could be funded through a public-private partnership with future owners of the vacant building noted above, to allow for redevelopment. Grant funding is also being sought and may require a City match.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

Not applicable

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: Cemetery Digitization Completion **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The City has been undertaking a data digitization project at Wyoming Cemetery through which all hard copy burial cards are being scanned and attached via GIS to their respective parcels. This will eventually facilitate cemetery operations and also allow for a public interface whereby people can find burial information and locations easily online. This project has been ongoing for the past couple of years but will require additional funding for completion and implementation into day-to-day operations.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Improvement of operating efficiency – this project will substantially improve the operating efficiency of the Cemetery Division both now and in the future.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

This project is not part of a formal study but has been an ongoing initiative that has had enthusiastic support from the Cemetery Comission.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This project is a medium priority.

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$80,000 estimate to complete the project

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

This project is proposed to be funded via the general fund (free cash), unless applicable grant funding be obtained.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: Water Bottle Filling Stations at Parks **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would fund the addition of water bottle filling stations at select parks and playgrounds.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Protection and conservation of natural resources – reduces single-use bottle use by providing locations to fill reusable water bottles, and also promotes public health by providing access to water in place of other drinks.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

The Mass in Motion program has identified the desire to have water bottle filling stations at parks and playgrounds, to promote health and wellbeing.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

This project is guesstimated at $40,000 to provide five water bottle filling stations, based on the need to tap water mains and bring service to the desired locations.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

This project could be funded by the general fund (free cash), or grant funding could be sought.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

Not applicable.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Engineering **Prepared By:** Vonnie Reis

Project Title: Lebanon St. TIP Construction **Date Prepared:** 12/01/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Scope of Work includes any ineligible costs incurred during construction of the Transportation Improvement Program (TIP) funded Lebanon Street Complete Streets Improvements.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Funding supplements construction costs paid by federal program.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The proposed roadway improvements align with the City's Complete Streets Plan, including improvements for pedestrians and cyclists.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Some minor improvements may be considered ineligible under the TIP program. In the interest of cost effectiveness, the City may choose to construct those improvements as part of the larger project.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

This funding request is for $100,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

This request could be funded from Free Cash and would not be needed until the project is under construction. At the earliest, construction would start in FY2024.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW **Prepared By:** Elena Proakis Ellis

Project Title: Friends Parking Lot Rehabilitation **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Friends municipal parking lot is in need of repaving. The lot is approximately 47,000 square feet and contains approximately 90 parking spaces. A green infrastructure component could be considered to improve the treatment of stormwater from the lot as part of this project. The parking lot has recently been restriped to create more even parking spaces. This striping would be painted again if the lot was freshly paved.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

- Deteriorated facility
- Protection and conservation of natural resources (green infrastructure – improvements to stormwater quality)

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

Green infrastructure was identified as a priority in the Natural Hazards Mitigation Plan and the Municipal Vulnerability Preparedness program, both of which were approved by the Mayor and BOA.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium priority

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Based on the current bid prices with our on-call paving and sidewalks contractor, this project is very roughly estimated at $150,000 without the green infrastructure component, or $250,000 with stormwater treatment incorporated.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

There was some discussion of possible state earmark funding for this project, although these funds do not seem to have been received.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

Not applicable

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Public Works **Prepared By:** Elena Proakis Ellis

Project Title: Salt Shed **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The salt shed located at the City Yard needs to be replaced. It was built in 1974. It has been repaired numerous times over the years. Most recently it was damaged by strong winds in March 2018. Wind damaged a large portion of the roof. The wooden sides of the buildings are rotted and warped. This building is critical to snow operations. The building is unsafe and requires immediate attention. Solar panels are also proposed to be added following replacement.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk to Public Health and Safety
Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

This building was identified as a top priority in the last CIP process.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Highest

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$1,700,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.
Bonding

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: High School Elevator Rehab **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

We have two failing elevators at the high school that require rehabilitation. The design and construction is estimated to cost roughly $340,000 including design services.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk to Public Safety and Health
Deteriorated Facility
Systematic Replacement
Equitable Provision of Services, Facilities

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

No

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Highest

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$350,000, based on estimated $50K design and $300K construction with knowledge of current construction market for this type of work

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Possibly free cash; seeking earmark funds for some portion as well

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW-Facilities/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: Facilities Computerized Maintenance Management System (CMMS) **Date Prepared:** 12/7/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The facilities division of DPW needs to have a system to track maintenance and repairs of equipment throughout all municipal buildings and schools. With all of the added HVAC equipment (e.g., HEPA filters) and other recent facility upgrades, we need a systematic way to track preventative maintenance and repairs and to catalog what equipment we have and where.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Operating Efficiency

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

No

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$100K

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
It would be helpful to have this in place before we continue with major rehabilitation projects in facilities, to enable us to track all new equipment and preventative maintenance schedules from the beginning.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Fire **Prepared By:** Proakis Ellis, Elena

Project Title: Fire Station HVAC **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Engine 1 HVAC system replacement for the second floor.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$35,000 based on quotes

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Requesting ARPA funding

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None (needs to be completed now, in advance of any larger public safety building changes)

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/POLICE/FIRE **Prepared By:** DPW/OPCD

Project Title: PUBLIC SAFETY FACILITY UPGRADES **Date Prepared:** 11/30/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

All four public safety facilities, including the police station and three fire stations have reached the limit of their program and useful space to accommodate the needs of the departments they currently house. The facilities have become outdated, unsafe, non-code compliant, not energy efficient, undersized, and require repairs. As such, the Public Safety Building Committee commissioned a feasibility study of the current facilities and options for renovation and/or replacement.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk to Public Safety and Health
Deteriorated Facility
Improvement of Operating Efficiency
Coordination of Police and Fire Department functions
Protection and Conservation of Resources
New or Substantially Expanded Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

The Public Safety Building Committee commissioned a Feasibility Study and Assessment that was completed in June 2017 by Dore & Whittier Architects. This initiative is being continued with a new committee formed by the Mayor's office in FY22 which will guide the future decision-making process.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$32,558,000 in 2017 dollars

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match. Borrowing/debt exclusion vote anticipated to be needed

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: MHS Loading Dock Lot Repairs **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Repaving of the deteriorated loading dock parking lot at the high school, adjustment of the curb cut, and repainting of lines to accommodate more parking spaces.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$45K

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: MHS/MVMMS Courtyard Rear Stairs **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Repair concrete stairs and railings in the MHS/MVMMS courtyard on the Melrose Street side due to significant deterioration.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$65K, based on similar work performed recently in the front of the school

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Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: School Asbestos Tile Remediation/Removal **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Franklin, Horace Mann, Winthrop, Hoover, and possibly MHS have asbestos floor tiles that require frequent attention and abatement when they become disturbed. It is important to replace tiles that could become friable, releasing asbestos particles. The DPW would prefer an annual capital outlay to chip away at this issue each summer in the highest needs areas.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk to Public Safety and Health
Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

Abatement of hazardous materials is a priority in the City's planning documents.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$100K/year for five years ($500K total), based on pricing during summer 2021

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This project would not apply if a larger renovation was scheduled for a school, such as the Winthrop.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: MVMMS Settling Study and Associated Interior Repairs **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Fund an engineering/architectural firm to review the settling issues at MVMMS in the main lobby, gym floor, boiler room hallway, exterior front steps and walkways. Proceed with select repairs in most critical areas.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk to Public Health and Safety
Deteriorated Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium-High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$150K

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Senior Center **Prepared By:** Proakis Ellis, Elena

Project Title: Milano Center Exterior Repairs **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

There are rotting boards on the exterior of the Milano Senior Center that require repair in order to protect the interior. Water is getting in at some locations.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$35,000 guesstimate based on other recent projects and pricing

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: Winthrop School Flooding at Modular Connection **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Address flooding issues at the connection between the main school and the modular. This may just be a matter of increasing the capacity of the drainage system and the grades in the immediate vicinity.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Improvement of Operating Efficiency

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$30,000 guesstimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: High School Bathroom Renovations **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The high school bathrooms were built in 1974 and many have original fixtures. Upgrades are needed to reflect the needs for gender neutral bathrooms, separation of stalls, accessibility, efficiency, and modernization. With 1,000+ people in the building on a daily basis, the bathrooms get constant use.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement
Equitable Provision of Services

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The HS bathrooms have been identified as a need by the Mayor on many occasions.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$150K final design/bidding, $1.2M construction (rough estimate)

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools (SEEM) **Prepared By:** Proakis Ellis, Elena

Project Title: Ripley School Roof Replacement **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Replacement of the Ripley School roof

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$350,000 guesstimate, but will be receiving better cost estimate from design consultant, which has been approved via free cash in 2021

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: Melrose High School Space Study/3rd Floor Renovation **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project involves studying the ability to create additional classrooms in the high school to accommodate upcoming class sizes. There would be a study phase, followed by a design and construction phase.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Equitable Provision of Services, Facilities
New or Substantially Expanded Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This has been identified as a need in all school demographic studies.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$5M was estimated in prior round of CIP. Study would be completed sooner and is estimated at $100K.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD; Study could be completed with free cash

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Fire **Prepared By:** Proakis Ellis, Elena

Project Title: Fire - Engine 2 Plumbing/HVAC Improvements **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Engine 2 plumbing and HVAC equipment is outdated and requires replacement

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

TBD

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This work needs to be considered in the context of any larger public safety building changes

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: School District HVAC System Evaluations **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Evaluation of the HVAC systems at all Melrose schools to evaluate equipment useful life, recommendations for future replacements and costs, efficiency upgrades, and the ability to retrofit buildings with air conditioning.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement
Equitable Provision of Services
Protection and Conservation of Resources

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

Energy efficiency is a priority of the Net Zero planning and air conditioning has been identified as a need in the Municipal Vulnerability Preparedness and Hazard Mitigation Planning processes.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium-High (study is high but construction phasing can be determined after)

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$250,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Public Works/School Buildings **Prepared By:** Elena Proakis Ellis

Project Title: Roosevelt HVAC Controls Upgrades **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Similar to the Lincoln HVAC controls project that we completed last winter. This project would allow better and more efficient controls. HVAC System installed 2003 and outdated. Increased usage after hours makes the controls more important.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement
Improvement of Operating Efficiency

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium-High

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$325,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: Lincoln School HVAC Controls **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Lincoln School HVAC control valves, variable frequency drives, and pumps require replacement.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$300,000 guesstimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: MVMMS Air Conditioning Retrofit **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Addition of a rooftop air conditioning unit at the Middle School. The school was built to accommodate the addition of this unit.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

New or Substantially Expanded Facility
Equitable Provision of Services, Facilities

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

The addition of air conditioning at locations that may be used as shelters or provide heat relief was a priority identified in the Natural Hazards Mitigation Plan, approved by the City Council and Mayor.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$800K

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: Replacement of Electric Heater Contactors/Controllers **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Replacement of failing electrical heater components in the MHS HVAC system

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium-High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$80,000, rough estimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Elena Proakis Ellis

Project Title: Lincoln & Roosevelt Fire Panel Replacements **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The fire panels at the Lincoln and Roosevelt are approximately 17 -20 years old. The Simplex system is outdated and parts are difficult to find.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement
Risk to Public Health and Safety – communication to Fire Department.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium-High

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$100,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/COA **Prepared By:** Proakis Ellis, Elena

Project Title: Milano Center Driveway Lighting **Date Prepared:** 12/14/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The COA is interested in having street lights installed along the driveway into the Milano Center, to make it easier to see for drivers and pedestrians coming to events at the Milano and the Beebe. This requires underground conduit, light posts, and connection to existing electrical utilities.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Expanded facility (never had lights in this location before)

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None known

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$40,000 guesstimate based on similar work performed by our street light contractor and excavation contractor

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Elena Proakis Ellis

Project Title: Winthrop/High School/City Hall Exterior Masonry Project **Date Prepared:** 11/30/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Winthrop School, High School and City Hall are in need of extensive amount of exterior masonry work – repointing joints and exterior façade. In 2019 our masonry contractor repointed the Ashcroft entrance to the Winthrop School, the cost was $60,000. ($30,000 from FY19 and $30,000 from FY20.) These types of expenditures are too large for our facilities operating budgets. Some work was accomplished with free cash at the HS in summer 2021, but there is more work to be done at these locations.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk to Public Safety or Health

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$400,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: MVMMS Backup Generator **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Providing emergency backup power for the Middle School.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

New or Substantially Expanded Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

Identified in the Hazard Mitigation Plan approved by the Mayor and Council since the school can be used as a shelter

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

TBD

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: School LED Lighting Upgrades **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

We have performed some LED lighting upgrades but need to do more. The High School, Middle School, Hoover, and Franklin have not yet been completed. All other schools are done.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Systematic Replacement
Improvement of Operating Efficiency
Protection and Conservation of Resources

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

Energy efficiency is a goal of the City's master plan and Net Zero energy planning, supported by the Mayor's office

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$200,000 per year for 3 years ($600,000 total)

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

We have used a combination of Green Communities and other grant funding along with City funds. We should continue to explore outside funding sources in addition to City sources.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM
Capital Improvement Project Request Form

Department: DPW/OPCD **Prepared By:** Elena Proakis Ellis

Project Title: Beebe School Renovations **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Based on the 2021 work performed by Tappe Architects, this project involves renovation of the Beebe School to create a functional and code-compliant learning environment, as well as exterior improvements.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

The project meets essentially all CIP Evaluation Criteria, particularly Deteriorated Facility, Improvement of Operating Efficiency, Coordination, Equitable Provision of Services/Facilities, and Protection and Conservation of Resources.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

The project was endorsed by the community overwhelmingly through the approval of the general tax override in 2019, although the needs have changed with the completion of the modular kindergarten classrooms and present enrollment numbers. The project need is now being driven by the need for expanded accommodations at the elementary level and will be discussed further.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium-high

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$9M - $14M based on evaluation by Tappe and detailed cost estimate at 2021 prices

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Would require bonding

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Public Works/School Buildings **Prepared By:** Elena Proakis Ellis

Project Title: Franklin School Windows and Roof **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The Franklin School windows are in similar if not worse condition as the windows that were replaced at the Hoover School in 2016. The roof requires replacement, and design money was allocated via free cash in 2021.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk to Public Health and Safety
Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$2,500,000, rough estimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

We hope to apply for MSBA Accelerated Repair funding for windows and roof at the Franklin School, which would require a City match of approximately 50%.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Public Works **Prepared By:** Elena Proakis Ellis

Project Title: City Yard Renovations **Date Prepared:** 11/30/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The two buildings in the rear of the City Yard need to be renovated or rebuilt. The old fleet garage roof has failed and has structural damage. There is a need for storage, parking and a larger recycling area. The entire site would benefit from a master plan to guide future decisions and phase improvements to protect assets within the buildings.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium priority for master plan, long-term need for construction

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$150,000 master plan & preliminary design; $1.5M final design & first phase of construction guesstimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Elena Proakis Ellis

Project Title: Winthrop & Franklin Electrical Upgrades **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

With the increasing amount of electronics (Smartboards/phones/chromebooks/air conditioners), the Winthrop and Franklin will need the electrical panels upgraded or added.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$250,000 per building, $500,000 total (guesstimate)

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

A larger renovation at the Winthrop would eliminate the need for this project. This project also requires for the HVAC studies to have been completed in advance, to identify electrical needs.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Public Works/School Buildings **Prepared By:** Elena Proakis Ellis

Project Title: Heating Projects **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The boilers and unit ventilators at the Hoover, Winthrop and Franklin are very old and will need to be replaced in the near future. The Hoover's boilers were installed in 1963. The Franklin's boilers were installed in 1964 and the Winthrop boiler was installed 1999. The second boiler at the Winthrop was replaced in 2021 using operating funds.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$900,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

If a large scale project is undertaken to upgrade a school, such as the Winthrop, this project would not be undertaken as a separate initiative.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Public Works/School Buildings **Prepared By:** Elena Proakis Ellis

Project Title: School Window Treatments **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The High School, Franklin, Winthrop, and Horace Mann need window treatments/shades. The window treatments are needed to shade the sunlight, temperature control, and security and safety protocols.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.
$350,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Small amounts can be paid thru the yearly budget, but larger expenditures would need a different funding source.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: Recoat Roof and Reglaze/Replace Skylights at Lincoln School **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The roof at the Lincoln School should be recoated with a 20-year product, and the skylights need to be replaced or reglazed. Solar panels can be considered following this work.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None other than solar panels for meeting Net Zero goals

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$300,000 excluding solar panels

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: Lincoln School Rooftop Chiller Replacement **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Replacement of the rooftop chiller at the Lincoln School. It is undersized and cannot cool the whole building.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement
Improvement of Operating Efficiency
New or Substantially Expanded Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$325,000, guesstimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
Would need to be coordinated after the roof project.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Schools **Prepared By:** Proakis Ellis, Elena

Project Title: Recoat Roof at Roosevelt School **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The roof at the Roosevelt School should be recoated with a 20-year product. Solar panels can be considered following this work.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None other than solar panels for meeting Net Zero goals

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$300,000 excluding solar panels

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/Fire **Prepared By:** Proakis Ellis, Elena

Project Title: Fire - Engine 3 Roof Replacement **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The roof at Engine 3 is in need of replacement to protect existing building infrastructure.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium-Low

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

TBD

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This project needs to be considered in the context of any large scale changes to the public safety facilities.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Public Works/School **Prepared By:** Elena Proakis Ellis

Project Title: HS/MVMMS Parking Lot Reconfrig **Date Prepared:** 11/30/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The High School and Middle School parking lots need to be expanded and reconfigured. There is a need for more spaces for students and staff. The back parking lot, Knoll, loading dock and front parking lots need to be expanded. Reconfiguring and paving of the knoll has been moved into the Ell Pond Park Rehabilitation project. The parking lot projects may also ultimately be connected to solar canopy projects if they ever become viable.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
New or Substantially Expanded Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

None

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Low

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$400,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

TBD

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/OPCD/Schools **Prepared By:** Denise Gaffey OPCD

Project Title: School Facilities Master Plan Study **Date Prepared:** 2/24/2022

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The recent Feasibility Study effort around the Beebe Elementary School has highlighted the need to perform a comprehensive assessment of all school facilities to better understand how existing facilities can be used in an optimal way to best serve the current and future needs of Melrose students. A comprehensive district-wide evaluation was last performed in 1997 by HMFH Architects. That study was instrumental at the time in positioning the City and School Department to embark on a capital campaign for new school facilities, and resulted in the Lincoln Elementary School Renovation and Addition (2000), the new Roosevelt Elementary School (2002) and the new Melrose Veterans Memorial Middle School (2007). Other important capital projects in school facilities that have been performed in recent years include the series of investments in the Melrose High School (Science Labs, Learning Commons, Guidance and Admin upgrades, Roof replacements and HVAC upgrades), the upgrades to the Horace Mann Elementary School and the Modular Classroom additions at the Winthrop and Hoover Elementary School. These projects addressed enrollment challenges and obsolete facility needs at the time, but the needs and challenges that confront the district today—25 years after the last Facility Master Plan Study--require a new, comprehensive evaluation. This study will assess existing physical conditions at each of the City's eight school facilities, review their adequacy to house anticipated student enrollment over the next 20 years and make recommendations for necessary renovations and reconfigurations in line with desired educational outcomes. The study will also help identify the priorities for pursuing grant funding for capital construction projects through the Mass School Building Authority.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility
Improvement of Operating Efficiency
Coordination with other School Facility Projects
Protection and Conservation of Resources
New or Substantially Expanded Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

N/A

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

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Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$125,000.00 Estimate based on review of similar efforts and discussion with architect familiar with these projects.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

To be determined

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

This Study is linked to several CIP Projects including the Beebe School Renovations, the High School Third Floor Renovations and several miscellaneous school facility repair projects.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Fire **Prepared By:** Chief Collina

Project Title: Front-Line Firefighting Apparatus **Date Prepared:** 11/16/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Replace 2010 Seagrave Pumper. This piece is 3 years past the useful life as front line firefighting apparatus, and should be placed into reserve apparatus which will extend its usefulness, not running on an everyday basis. According to NFPA standards, replacement of front line apparatus is recommended to be 10-12 years of front line service, with a good preventative maintenance program. If we continue to run this piece at the pace that it is currently running as, we know from past experience that we will expect increased maintenance costs on it.

Replace 1999 Ford F-350 Pickup Truck. This vehicle is used as the Fire Department's forestry/brush-truck. It is used to fight fires deep into the wooded areas of Melrose as well as plowing the Fire Station ramps in the winter.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk of Public Safety or Health
Systematic Replacement
Improvement of Operating Efficiency
Protection and Conservation of Resources

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

N/A

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High Priority

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Quoted:
$720,000 – Seagrave Pumper
Guesstimate:
$50,000 – Ford F-350 Pickup Truck + $5,000 – Front End Plow + $? Emergency Lights

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Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

No grants are available at this moment for funding

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Fire **Prepared By:** Chief Collina

Project Title: Fire Command/Staff Vehicles **Date Prepared:** 11/16/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Replacement of the Fire Chief's car & Fire Prevention vehicle. These two vehicles play a crucial role in establishing mobile command posts at a variety of incidents in the City of Melrose.

The unreliability of the Fire Chief's car has become a chronic issue and impacts safety at emergency incidents. If the Fire Chief is unable to arrive at the scene of an emergency in a timely fashion, this potential delay could impact the safety of firefighters and civilians. The roof still leaks when it rains and continues to have transmission issues. The vehicle is not large enough to store fire protective gear and accommodate a proper command work station in the rear of the vehicle. A dependable, larger vehicle will allow the Chief to arrive on scene with the fire apparatus, set up and operate a proper command post, and direct and coordinate the activities of emergency incidents, increasing the overall efficiency of the operation.

The Fire Prevention vehicle serves as a multi-purpose vehicle; code enforcement, fire investigation unit, and safety officer at fire scenes. This vehicle carries tools used in investigations and canisters for collecting evidence. The current vehicle is 9 years old and has over 205,000 miles.

Replacement of the Fire Alarm Bucket/Utility Truck.

This vehicle is used to maintain our municipal fire alarm system, street lighting, and traffic signals throughout the City. The current vehicle is 23 years old and has been plagued in the past with significant mechanical issues. In addition, the vehicles body and framework is starting to rot/rust due to the age of the vehicle.

The unreliability of our aged and unreliable vehicles has the potential to affect firefighter and public safety.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Systematic Replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

N/A

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Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High Priority

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Previously Quoted:
$60,000 per vehicle x 2 = $120,000 – Fire Chief and Fire Prevention Vehicles
$132,748.00 – Fire Alarm Bucket/Utility Truck

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

No grants are available at this moment for funding

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Fire **Prepared By:** Chief Collina

Project Title: Self Contained Breathing Apparatus **Date Prepared:** 11/16/21

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

SCBA Equipment Replacement.

Our current Self Contained Breathing Apparatus (SCBA) Paks are aged out and no longer covered by warranty. Our air packs are used for firefighting incidents, hazardous material incidents, elevated carbon monoxide incidents and confined space incidents. The air packs are failing annual flow testing which requires repairs/maintenance multiple times a year. The Fire Department is spending thousands of dollars annually to repair/maintain our aged air packs.

The Fire Department also needs to replace and purchase 20 air cylinders (30 minute 4500 psi air cylinders). The cylinders the department currently holds have a useful life of 15 years, manufactured in 2008. These cylinders were tested for the last time this year and cannot be re-tested or repaired if needed. We are required under OSHA to Bench Test and re-certify all SCBA annually as well as Hydro Test all SCBA cylinders every five years.

This equipment is critical to the successful execution of our jobs.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Risk of Public Safety or Health

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

N/A

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High Priority

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Quoted:
10 SCBA air packs @ $5,395.00ea. = $53,950.00

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20 SCBA cylinders @ $895.00ea. = $17,900.00

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

No grants are available at this moment for funding

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

N/A

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Fiber Optic Network Upgrade Project **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project is being submitted on behalf of the IT, Fire and Police Departments.

This project is absolutely necessary to sustaining radio communication for public safety. Verizon is terminating all copper lines in Melrose as they have done in other communities in favor of their fiber optic network. Several of our radio towers are fed by these copper lines and need to be replaced. This is easily done by connecting them to our existing fiber optic infrastructure however, we would need to extend some fiber out to new locations such as the M/W Hospital, 2 Washington Street, 1 Nason Dr and 101 Cottage St. For the City, this project would connect the Wyoming Cemetery building and Pine Banks Office building In addition to these new locations, this upgrade would create redundant loop paths through the City which is needed for public safety to ensure uptime. For example, with our current system, data that goes to a radio tower would be disconnected if a car takes down a pole on the street and breaks our fiber optic line. With a loop, that data can get to the tower through the loop fiber that is run on different poles.

Currently, there is no tower on Washington St. causing a "Dead Zone" where Police and Fire and hear radio but not call into the station. This is near the Oak Grove area.

We need to do this prior to purchasing the radio equipment needed for the upgrade needed this year.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This project is a non-recurring rehabilitation of an existing asset over $25,000

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This project is part of a study to analyze the Fiber Optic Network connecting all city and school building and a fiber design by Comm-Tract, a state contract vendor for Fiber Optic Installs.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The budgetary cost we received from Comm-Tract includes some sites that we will not need to connect. Once these are removed and an additional site added (Cottage St), the total cost of the project will be approximately $270,000.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$120,000 from Capital and $150,000 from already allocated budgetary IT Capital funds in ORG 019303 and held FY2021 POs

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This is a stand-alone project but could be combined with a Police and Fire Radio upgrade project. This project would need to be done before the radio project otherwise you would run into a "cart before the horse" scenario.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT/Schools **Prepared By:** Ellis, Neal

Project Title: Camera Replacement - MVMMS **Date Prepared:** 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace the B&W cameras that were installed when the building was constructed. These cameras are old, their quality has diminished and they are dying. The external cameras are in the worst shape. Most of the images retrieved from these cameras is blurred or non-existent. They no longer function as intended. This causes many problems for the principal or police if they need to monitor or retrieve camera footage

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This project is a non-recurring rehabilitation (i.e., something which is infrequent and would not be considered annual or other recurrent maintenance) or major repair of all or a part of abuilding, its grounds, or a facility, or of equipment, provided that the cost is $25,000 or more and the improvement will have a useful life of five years or more. These cameras would last about 8 years before needing to be replaced again.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of a prepared study and cost evaluation however, a new quote would be needed given the rising cost of equipment and the length of time since the quote was given.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This project is a medium priority in overall IT projects but a high priority of the Superintendent.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$100,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$100,000 from enterprise funds unless there is a way to pay for this through Infrastructure bill or a grant.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This could be combined with a camera replacement project at the High School however, this project is a much higher priority.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Timeclock Upgrade **Date Prepared:** 11/24/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would upgrade our current timeclock system at the City Yard to a new system. The current system has been having problems recently due to its age. It is running on a Windows XP virtual desktop which has not been supported since April of 2014 and no longer receives critical security patches.

The current software simply logs the clock-in and clock-out of each employee and is not sophisticated enough to program in more complex time scenarios. Additionally, all of the data clocked-in is not immediately transferred over to Munis for payroll. It is taken out and printed out then manually entered into Munis. All of this can be automated by recording the time straight into Munis and calculated simplifying the whole process. The new software would have the capability of seamlessly moving this data within Munis instead of faxing or scanning paper timesheets around. Also, it would allow any employee to see their time in the Employee ESS web console on a daily basis.

This timeclock project is a dual-effort with DPW and is being submitted on behalf of both IT and the DPW by Neal Ellis and Jim Troup

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a one-time cost that is rehabilitating a current asset. It will be above $25,000.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is not part of a study but is addressing an immediate need of the DPW

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority and should be placed in a manner to replace this equipment in the coming year. There are a lot of people who depend on this system and we don't want to be left without it if it fails.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$40,000 - Estimate based on prior software modules from Tyler

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$40,000 from General Fund or Capital

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
No

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Printer Replacement - Schools **Date Prepared:** 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace all of the printers in the School District.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

The average printer in the school district is over 13 years old. They are at their end-of-life and are currently costing us more on our printer maintenance contract due to their age. I have more information on an analysis of the printers in the District.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of a quarterly study we do of the printers in our fleet which are maintained by Toshiba.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High, we need to get these printers swapped out

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$151,300 - Franklin - 6 Printers (6 x $850), Horace Mann - 9 Printers (9 x $850), Winthrop - 8 Printers (8 x $850), Hoover - 12 Printers (12 x $850), Lincoln - 10 Printers (10 x $850), Roosevelt - 16 Printers (16 x $850), High School - 51 Printers (51 x $850), Middle School - 66 Printers (66 x $850)

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$151,300 from unknown funds

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
None

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** ELLIS, NEAL

Project Title: Camera Replacement - Roosevelt School **Date Prepared:** 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace approximately 4 cameras and possibly install 1 or two aditional in and around the Roosevelt School and replace the cabling to each camera with network cable. These would be run back to the server room.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This project is a non-recurring rehabilitation of existing equipment in the Roosevelt

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is based on former prices I have received for cabling and camera installation in similar circumstances.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a medium priority

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$25,000 from unknown

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$25,000

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This project could be linked to the MVMMS camera project

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** ELLIS, NEAL

Project Title: PD Internal Cameras Replacement **Date Prepared:** 11/30/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would be to replace the current 10+ year-old equipment currently at the Police station.

These cameras are analog and grainy. Several of them are black and white and the resolution was not good when they were installed. Improving this picture would be crucial to operations within, and for monitoring parts of, the station.

There are currently two internal camera systems in the Police Station that are not tied together nor is one system tied to the City camera system through the network. One system is tied to the network via analog to digital streamers which fail regularly and need to be rebooted. The other system is for cell monitoring is works on a closed circuit camera box. This project would bring both of those systems into our city-wide system for camera video footage recall and backup. Also, this would allow for one window through which dispatch could view operations.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a one-time cost to rehab an existing asset or assets. It is $25,000 and will not recur within 5 years. It will need to be replaced within and estimated 10-year period.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This project is part of a study of all camera and security systems within the City.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a medium to high importance project. It is possible that one of these systems could die soon. It also standardizes camera access throughout the city.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$25,000 estimated cost is from past projects of this type and the cost of the kind of cameras that would be needed for the installation. This would also include software licensing for the recording server and labor to install the cameras.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$25,000

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This project could be linked to any of the other camera replacement or new installation projects.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Switch Refresh **Date Prepared:** 11/24/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace the network switches throughout the city and schools. Our current fleet of networking gear is 6 years old. Most networking gear is made to be run for 7 years at a maximum before failures in the equipment begin. They all having running fans which run continuously for the time that they have been in operation. They will fail and the equipment will overheat and no longer work. We could split this into 2 phases where we do all of the school buildings in 2022 and the city buildings in 2023 or vice versa. This could be pushed to 2023 and 2024 but that is the latest we could get these units swapped out.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This project is a non-recurring cost that will take place in more than 5 years.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This project is part of a study of IT equipment as a whole and when it needs to be replaced as part of an ongoing replacement cycle.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority next to all of the projects since this is the backbone of our infrastructure. If it fails, everything that depends on it will fail i.e., computers, wireless servers, vpn etc.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

The project is estimated to cost roughly $414,000 based on the current price of switches times the number of switches we have. We may need some switches that are more expensive in some places or less expensive in some which is to be determined.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$414,000 from unknown funds

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This could be on its own or split into two projects.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Lab Upgrade - HS Science Rooms - 115 PCs **Date Prepared:** 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace the 115 PCs in the Science classrooms at the High School. It is a little unclear at this time whether or not all of the PCs would need to be replaced.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

These PCs are 8 years old and no longer able to run a modern Operating system such as Windows 10 or 11 and no longer receive security updates from Microsoft making them vulnerable to cybersecurity attack

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of an overall study of computer equipment lifecycles in the City and Schools

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$115,000 (115 PCs x $1000/PC). This may be less as indicated above.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$115,000 from unknown funds

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This can be tied into the replacement of PCs in the Middle School and/or High School labs.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis`, Neal

Project Title: HS Lab PC Upgrade Project **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Replacement of the PCs in HS Room 312 CAD computer lab (PCs are 8 years old) 30 Units
Replacement of the PCs in HS Room 302 computer lab (PCs are 8 years old) 30 units
Replacement of HS LC PC Lab 10 units.
Replacement of HS Laptop Science Cart 30 Units
Replacement of the Apple Macs in the Video Editing Lab and Studio: 9 x $2,000/iMac
All of the computers except for the iMacs are depended on to teach classes in these labs. Currently, they are running Windows 7 which is no longer supported and does not get security updates any longer making it vulnerable to attack by malware. These PCs are far too old to be updated and are between 6-9 yrs old. The iMac lab is running several iMacs that will no longer have updates in a year and a few that have already reached their end-of-life for support and are a cybersecurity risk. The laptops in the science cart will be 7 years old at the end of this school year

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This project is over $25,000, is not recurring within 5 years and a rehab of an existing asset.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This project is part of a study of the entire school and city computer assets and replacement cycle.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is very important

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$116,000 based on equipment general prices and quotes from the manufacturer in the case of the iMacs. There would be 100 PCs at $1,000/PC and 9 iMacs at $1,949-$2,000 These are based on an outright purchase but could be rolled into a lease.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Capital funding

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This can be linked to the purchase of the MS Lab replacement project or the HS Science room PC Replacement Project

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Lab Upgrade - Middle School **Date Prepared:** 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Woodshop PC Replacement 27 PCs
4th Fl Computer Lab - Jodi Miles 25 PCs
Library Lab 3rd Fl 25 PCs

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

These labs have PCs that are past their end-of-life and need to be replaced in order to allow them to function with modern applications and run Windows 10 or 11 which include security fixes needed to ensure cybersecurity/

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of a study of all computer equipment in the City and Schools.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$77,000 based on the number of PCs * $1000/unit

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$77,000 unknown funds

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This could be combined with the project to replace the lab machines at the High School

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT Schools **Prepared By:** Ellis, Neal

Project Title: High and Middle School Telephone Project **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace all of the phones, phone servers and phone routing equipment at MHS and MVMMS. The current Cisco VoIP telephone maintenance contract costs more than it would cost to replace the system. We no longer have a maintenance contract for the phones because of the cost. Additionally, the servers that run the system are now 8 years old and cannot be relied on to keep running. The equipment routing the calls at the two buildings is also that same age and none of it is supported any longer.

This change would give a significant savings in phone line consolidation and move to a much cheaper phone connection. I would estimate that the new phone bill with long distance would be under $700/month.

Additionally, Verizon has been unable to correct the location of the 911 calls being made from each building. We worked with them for years to try to get this fixed and it was never fixed. We spent enough time that we could have replaced the system. This problem would also be corrected at the Hoover, Franklin, Winthrop and Horace Mann schools.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a replacement of a current asset that is non-recurring over $25,000

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of a study of the entire school and city telephone systems.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a High priority since it impacts student safety

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$70,000 based on previous VoIP work completed using the same equipment.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$70,000 from Captial

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This is a stand-alone project

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Projector Replacement - District-wide **Date Prepared:** 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace the remaining projectors throughout the school district with wall-mounted ultra-short-throw projectors with interactivity and wireless connection.
The projectors in these buildings are over 12 years old and reached end-of-life 5-8 years ago. We are replacing bulbs in them but many are dim. Additionally, this project would replace the SmartBoards that are in the classrooms with the interactivity of the new projector. All of the SmartBoard features are now built into the projector so we can use a standard whiteboard with them.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This would be a non-recurring project for capital rehab.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This project is part of a study of the school district to consider the age of all projectors and equipment and determine a lifecycle and replacement schedule.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

High

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$704,000 based on the current cost of outfitting a room with a projector, a new whiteboard in place of the old whiteboard and a soundbar or speakers. Sometimes this will include a replacement amplifier to replace the current models which are bulky and around 15 years old and purchased with the building in the case of the Middle School

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$704,000 from free cash?

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
No

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Wireless Upgrade Project **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Our current wireless system, throughout the city and schools is a Cisco system with 358 Cisco Wireless Access Points (APs). These APs (these are the ceiling units), will no longer get security fixes in 04/2021 at which point they will be 8 years old. With wireless technology evolving at a rapid pace, we are already behind in the wireless technology needs of the schools and city. I am looking to upgrade the system by the summer of 2023.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a non-recurring purchase within 5 years. It is a rehab of an existing critical asset over $25k

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of an overall plan and study of current IT assets throughout the city and schools.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a very High importance for the end of the FY2023 and the beginning of FY2024

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Total cost of the project is $305,000. The source of the estimate is a budgetary quote from a vendor for the equipment and licensing. This is based on an outright purchase. We can lease this equipment over 3-5 years if necessary.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$305,000 from available free cash. All of the School wireless hardware is ERate reimbursable at 40% for a total of $122,000

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This would not need to be combined with another project however, it would help to have this done in conjunction to the switch refresh project.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Ellis, Neal

Project Title: Laptop replacement - 2025 District-wide 460 x $1,300 **Date Prepared:** 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace all of the current fleet of teacher and staff laptops at the school district. The current fleet was deployed in 2020 using CARES Act funding but will need to be replaced.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a non-recurring rehab of an existing asset that will occur every 5 to 6 years.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of a study that considers all of the IT equipment in the City and Schools and when it should be replaced

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Medium right now but High when approaching the deadline. This could be done in 2025 or 2026. I would worry about the battery life in the machines by 2026.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$694,000 - 496 Laptops x $1400/laptop (volume discount and would include 1 monitor per laptop

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$694,000 from unknown funds

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
We can break this one down into 3 years of upgrades

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT/Schools **Prepared By:** Ellis, Neal

Project Title: School UPS (battery backups) Replacement Project 2024 **Date Prepared:** 11/24/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace the Uninterrupted Power Supplies (UPS) that were first installed in 2018. They will be at their End Of Life (EOL) in 2024 and will need to be replaced around the school district. These UPSs are in every building and are used to regulate power into all of the equipment we have in Intermediate Data Feed (IDF) closets and Main Data Feed (MDF) rooms. they also provide battery backup power to the equipment in the event of a power outage. When equipment is powered off by loss of power (hard shutdown) and then powered back on, they can malfunction and/or be permanently damaged which is why we install UPSs between the wall outlet and the equipment.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a non-recurring rehabiliation

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of a study of all equipment in the schools and city to form a reliable replacement cycle.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This will be a high priority in 2024

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

Capital

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$40,000 from Capital however 40% of this cost ($16,000) is reimbursable under ERate but we would have to spend the money upfront.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
Could be combined with the work to replace the switch gear in every school.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** ELLIS, NEAL

Project Title: Chromebook Replacement 2024-2025 - 800 CBs (800 x $250)

Date Prepared: 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would begin replacement of the current new fleet of Chromebooks in a phased approach where we replace the current fleet over three years. This would be the first year of replacement.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a non-recurring capital improvement however, we will need to begin this process every 4-5 years and a cycle of replacement lasts 3 years. this would be the first year of a 3-yr phased replacement at the schools.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is based on the Chromebook support lifecycle. The current fleet of Chromebooks purchased last year will be end of life and no longer obtain needed updates from Google and the manufacturer in Sept of 2026. At this time, they will no longer be able to run all web software that they will need to run, become increasingly more dangerous for cybersecurity, and no longer can be used for MCAS or WIDA online testing.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority as a project however, it will not be a high priority until 2024

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$200,000. This is based on 800 Chromebooks at $250/CB. This is assuming that 400-500 student will be using Chromebooks that they have purchased themselves.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$200,000 may be able to be obtained from a DESE grant. I have written grants for over $400,000 of Chromebooks in the last year and a half but those were mostly in response to the pandemic. It would be prudent to build this into an ongoing replacement budget. Otherwise we could lease the equipment for 6 years and purchase all of the equipment at once in the summer before the 2026-2027 school year.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** ELLIS, NEAL

Project Title: Chromebook Replacement 2025-2026 - 800 CBs (800 x $250)

Date Prepared: 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would continue the replacement of the current new fleet of Chromebooks in a phased approach where we replace the current fleet over three years. This would be the second year of replacement.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a non-recurring capital improvement however, we will need to begin this process every 4-5 years and a cycle of replacement lasts 3 years. this would be the second of a 3-yr phased replacement at the Schools

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is based on the Chromebook support lifecycle. The current fleet of Chromebooks purchased last year will be end of life and no longer obtain needed updates from Google and the manufacturer in Sept of 2026. At this time, they will no longer be able to run all web software that they will need to run, become increasingly more dangerous for cybersecurity, and no longer can be used for MCAS or WIDA online testing.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority as a project however, it will not be a high priority until 2025

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$200,000. This is based on 800 Chromebooks at $250/CB. This is assuming that 400-500 student will be using Chromebooks that they have purchased themselves.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$200,000 may be able to be obtained from a DESE grant. I have written grants for over $400,000 of Chromebooks in the last year and a half but those were mostly in response to the pandemic. It would be prudent to build this into an ongoing replacement budget. Otherwise we could lease the equipment for 6 years and purchase all of the equipment at once in the summer before the 2026-2027 school year.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** ELLIS, NEAL

Project Title: Chromebook Replacement 2026-2027 - 800 CBs (800 x $250)

Date Prepared: 11/22/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would begin replacement of the current new fleet of Chromebooks in a phased approach where we replace the current fleet over three years. This would be the third year of replacement.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a non-recurring capital improvement however, we will need to begin this process every 4-5 years and a cycle of replacement lasts 3 years. This would be the third year of a 3-yr phased replacement at the schools.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is based on the Chromebook support lifecycle. The current fleet of Chromebooks purchased last year will be end of life and no longer obtain needed updates from Google and the manufacturer in Sept of 2026. At this time, they will no longer be able to run all web software that they will need to run, become increasingly more dangerous for cybersecurity, and no longer can be used for MCAS or WIDA online testing.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is a high priority as a project however, it will not be a high priority until

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$200,000. This is based on 800 Chromebooks at $250/CB. This is assuming that 400-500 student will be using Chromebooks that they have purchased themselves.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$200,000 may be able to be obtained from a DESE grant. I have written grants for over $400,000 of Chromebooks in the last year and a half but those were mostly in response to the pandemic. It would be prudent to build this into an ongoing replacement budget. Otherwise we could lease the equipment for 6 years and purchase all of the equipment at once in the summer before the 2026-2027 school year.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT DPW Auditor's Inspectional Services Assessors Clerks **Prepared By:** Ellis, Neal

Project Title: Document Management Project **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would analyze the storage of documentation, help to organize it into material to be shredded, saved or scanned then scan the needed items. The scanned docs would then be housed in a cloud-based storage solution and software.

This is critical in the Inspectional Services department where they have run out of physical space to store plans and documents and retrieval is cumbersome. Their solution would be combined with an online submission form in order to submit plans electronically directly into the system without having to scan them from paper.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a non-recurring project that costs over $25,000. There would be an annual cost for use of the software and storage of the scanned items

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Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This was part of a budgetary quote given to us by Ricoh. Their price was very high and I think we could do better than the proposed price with another vendor. From what I can see, we would have at least $200,000 in material to scan but we could do a piece and pay for the software and do a little year after year.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

This is an important project. It is High given the state of the paper storage in the basement but it could wait a year

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Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$200,000 from budgetary quote from Ricoh.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$200,000 from Capital

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This would be a stand-alone project

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT Schools **Prepared By:** Ellis, Neal

Project Title: Camera Replacement - High School **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace the 45 existing cameras at the High School and install two additional cameras. The cameras will be at the end of their useable lifespan at that time and will need to be replaced. They will be over 10 years old at that time

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a replacement of an existing asset costing more than $25,000

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of an overall study of IT equipment through the schools and City

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Low

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$70,500 for new equipment, labor to replace each unit and adjust + programming and then attachment to the server and test. Given past quotes for similar work, I would estimate the average cost/unit to be $1,500/unit x 47 units.

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$70,500 from Capital

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This project could be combined with the MVMMS Camera Replacement Project and/or the Roosevelt Camera Replacement Project.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT-DPW-Schools **Prepared By:** ELLIS, NEAL

Project Title: Security Camera project - City Yard and Franklin **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would bring the existing stand-alone camera system at the City Yard into the City System allowing for backup of data and recovery of the operating system if corrupt. We are also paying a lot of money for maintenance and repair of the separate system so this would make the system more stable. The police also do not have access to these cameras if there is an incident or to monitor. Additionally, the Franklin is the only school without network cameras. There is a small camera that is used to verify a person through the intercom but this is not recorded video nor does it have backup and recall or the ability for the Police to monitor it.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is a non-recurring purchase over $25,000 that is a rehab of an existing asset

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of a study of current IT assets within the city and schools.

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Low

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$45,750 for cameras, software licenses and labor to install. This is based on an outright purchase, baby!

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$45,750 from Capital funding

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This could be combined with the camera replacement at the Roosevelt School and/or the MVMMS camera replacement projects.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** ELLIS, NEAL

Project Title: Laptop Refresh Project - City Laptops **Date Prepared:** 12/1/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

This project would replace the current laptop fleet in the City. These will need to begin being replaced in 2025.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

This is for a non-recurring replacement of a current asset over $25,000. This will need to be funded every 5-6 years.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

This is part of an IT Study of equipment and replacement cycles

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Low right now

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$ 162,000.00 Source of the estimate is the going cost for a laptop when purchased in this number of units. If this was combined with the purchase of laptops from another laptop refresh project like for the schools

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$ 162,000.00 from Capital funds

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
This project could be combined with the purchase of laptops for the Schools for one of the fiscal years.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: IT **Prepared By:** Neal Ellis

Project Title: Cybersecurity Plan **Date Prepared:** 2-22-22

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

The goal of this project is to create a solid set of cybersecurity policies and implement them. Find best management practices that we can use given our network and infrastructure. Ultimately create less of an attack surface throughout the City and Schools.

This project would allow for the hiring of a cybersecurity consulting firm to review our policies and practices and make recommendations for new policies and help us create them. This would be a proactive step toward mitigating potential cyber threats as they increase globally. $65,000 would be enough for the consultation and policy creation as well as an investigation and recommendations. Actual penetration testing and a deep dive into the network/protocols/technology, wifi penetration and social testing would not be included in this kind of assessment. We have had those assessments about 3-4 years ago but we do not have the staff to implement those changes.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Required for insurance and by rating agencies.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, Board of Aldermen)?

NA

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Project Estimated Cost and Source: List the total cost of the project in year 2019 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

FY23: $65,000

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

Possibly ARPA funds

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: DPW/ Parks **Prepared By:** Bell, Joan

Project Title: Ell Pond Feasibility Study **Date Prepared:** 12/8/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

upgrade to fields, parking lot, trails and water quality

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Equitable Provision of services and facilities

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

yes, in progress

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

B

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$10 Million

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

10 Million

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
The Feasibly Study findings.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Parks/ DPW **Prepared By:** Bell, Joan

Project Title: Fred Green Replacement Fabric **Date Prepared:** 12/8/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Replacing approximately 83,528,00 sq. ft. of turf fabric. Fred Green was installed with a ten year life expectancy

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Systematic replacement

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

no

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

B

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$600K see attached

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$600K

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
No

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PRICING PROPOSAL

FieldTurf® A Tarkett Sports Company

MELROSE MIDDLE SCHOOL

October 22, 2021

FieldTurf USA, Inc. is pleased to present the following proposal. FieldTurf pricing is based on the Sourcewell contract (formerly NJPA). Sourcewell provides predetermined preferential pricing through approved vendors. Since the products have already been bid at the national level, individual municipalities do not have to duplicate the bidding process per Sourcewell Contract # 060518-FTU.

BASE BID

FIELD NAME	Melrose Middle School
TURF SYSTEM	Classic HD 2.5"
SQUARE FOOTAGE	83,528 SF
FIELD MARKINGS	Football, Soccer, Lacrosse, Field Hockey
TOTAL PRICE	$ 506,744.05

	Description	Quantity	Units	Unit Price	Total
	Sitework				
1	Civil Scope (Description Below)	83,528	SF	$0.90671	$75,735.56
	Subtotal Synthetic Turf Site Work				$75,735.56
	Synthetic Turf				
2	FieldTurf Classic HD 2.5"	83,528	SF	$4.9500000	$413,463.60
3	Inlaid Football Numbers & Arrows	1	EA	$7,140.00	donated
4	Inlaid Football Hash Marks	1	EA	$7,140.00	donated
5	Inlaid Soccer Markings	1	EA	$7,140.00	donated
6	Inlaid Men's Lacrosse Markings	1	EA	$7,140.00	donated
7	Inlaid Women's Lacrosse Markings	1	EA	$7,140.00	donated
8	Inlaid Field Hockey Markings	1	EA	$7,140.00	donated
9	Center Logo, M, 33' x 38'6"', 2 Colors	1	EA	$10,200.00	$10,200.00
10	Gmax Testing (1) Test at Install	1	EA	$1,530.00	$1,530.00
	Subtotal Synthetic Turf				$425,193.60
	Subtotal Project				$500,929.16
11	Performance & Payment Bonds	1	EA	$5,814.89	$5,814.89
	Total Project				$506,744.05

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Project Title: Hoover School Playground **Date Prepared:** 2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Systematic replacement Project

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

The equipment is at the end of life expectancy. Sections are showing wear and tear, Bolts and panels have been replaced recently, and some of the decks are showing extreme stress mostly due to exposer to the elements. Going to be a safety issue shortly.

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$143,000.00
Break down
$90,000.00 equipment
$40K install
$7K Mulch –add $40K to have pour in place rubber instead of mulch
$6K benches and tables

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Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.
PTO might help with some of the site upgrades.

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
DWP can assist with removal of old equipment to defer some of the cost.

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Parks/DPW Prepared By: Bell, Joan

Project Title: Foss Park - Basketball Court Date Prepared: 12/8/0021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Reconfigure the playground area where the swings are to add a 80ft. by 45 ft. basketball court. Replacing the swings and moving them to another area with in the tot lot.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Inefficient use of space deteriorating surfacing

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

No

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

B

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$60K Guesstimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$60K

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.

None

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Sports Tek, Inc

266 Cabot St, Suite 5, Beverly, MA 01915

Rogersportstek@yahoo.com

978 578 1379

December 8, 2021

For: Town of Melrose
562 Main St
Melrose, MA 02176
Joan Bell - 781 979 4169

Job At: Foss Park
127 Lynde St
Melrose, MA 02176

Surface One New Basketball Court

Sports Tek is pleased to provide you with this quote for the surfacing of one new basketball court. Sports Tek would provide the following:

1. Apply one (1) coat of Nova Black Acrylic Resurfacer to entire court surface.
2. Apply two (2) Novacrylic playing surface to entire court surface.
3. Paint one set of basketball lines using white textured line paint.

NOTES:

- Temperatures must be 50 degrees and rising with no rain in the forecast.
- Sports Tek is not responsible for puddling.
- Price assumes proper access to courts.
- Pavement must cure for at least 14 days prior to color coating

PRICE: $9,690.00
TERMS: Balance on completion

Respectfully submitted by
Roger Bouchard of SPORTS•TEK
President

_____
Accepted by

Date:_____

_____
Roger G. Bouchard

Date:_____

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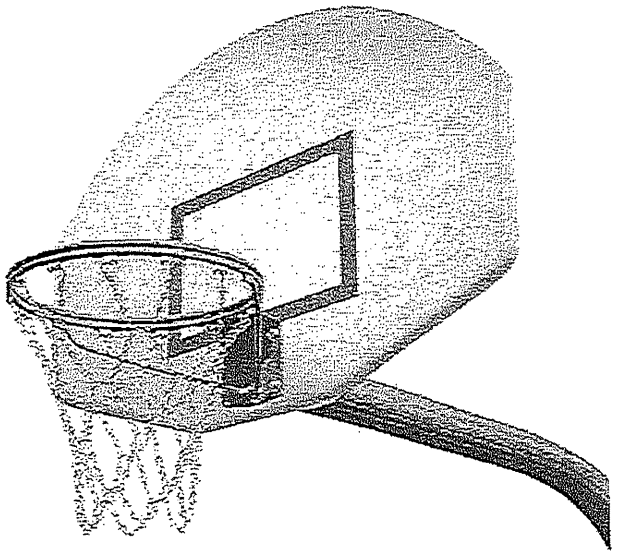
FAN CLOTH SIDELINE STORE

Log In | Offers SEARCH View Cart $3,509.98

Shipping NOT Included In price

Apparel Footwear Team Uniforms Equipment

Home / Equipment / Sports / Basketball / Outdoor & Playground Systems / Outdoor Gooseneck System



Zoom

OUTDOOR GOOSENECK SYSTEM

Ships Truck

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5' Extension w/Double Rim & Chain Net SKU# PRS0059	Qty	$1,789.99 each
4' Extension w/Double Rim & Chain Net SKU# PRS0058	Qty	$1,594.99 each
5' Extension w/Standard Rim & Nylon Net SKU# PRS0055	Qty	$1,754.99 each
4' Extension w/Standard Rim & Nylon Net SKU# PRS0054	Qty	$1,619.99 each

Contact Us

CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Parks/ DPW Prepared By: Bell, Joan

Project Title: Crystal Street Tennis Court repairs. Date Prepared: 12/8/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Resurface courts

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

we have funds set aside to fill the major cracks in the spring that are causing safety issues. but it is due for a systematic resurfacing

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

I think there was a section included in the feasibility study that mentions upgrades to Crystal St Courts

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

C

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$175K Guesstimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$175K

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
Possibly include in Feasibility Study

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Parks/DPW Prepared By: Bell, Joan

Project Title: Conant' Park Back Field Date Prepared: 12/8/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Have a drainage study done on whether is is worth investing the time and funds to bring and maintain back the two fields that are currently wet and overgrown.

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Deteriorated Facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

No

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

C

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

$10K - 20K depends on study /Guestimate

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$10K - $20K Depends on study

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
No

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CITY OF MELROSE
CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Project Request Form

Department: Parks/ DPW **Prepared By:** Bell, Joan

Project Title: Lewis Monk Field Lights **Date Prepared:** 12/8/2021

Project Description: Give a brief description of what the project includes. Provide basic information, such as location, size, acreage, floor area, capacity, etc. Attach brochures and plans of new equipment or photos of equipment to be replaced.

Adding a light system to Lewis Monk Field

Project Justification: Write a brief description of how the project meets as many of the project evaluation criteria as set forth in the Capital Improvement Program Information Packet.

Substantially expanded facility

Planning Context: Is the project part of a prepared plan or study? If so, when was the plan or study prepared and by whom did it receive its highest level of approval (e.g., department head, committee, Mayor, City Council)?

no/ request from Little league

Project Priority: Describe the importance of this project in relation to all other proposed projects in your department, and whether they are scheduled for current or future FY budgets.

D

Project Estimated Cost and Source: List the total cost of the project in year 2021 dollars, the source of the estimate (e.g., comparable facility, unit costs, engineer/architect, bids, guesstimate, etc.), and if it is based on an outright purchase or lease.

see attached

Financing: Indicate the amount to be obtained from the project's funding source (e.g., general budget fund, enterprise funds, specific accounts, local aid, grants, private funding, combination, etc.). Note reimbursable funds and local cash match.

$225K

Project Coordination: If the project is dependent upon or should be linked to one or more CIP projects, identify them and indicate what the relationship among the projects is.
Little League might be willing to support with some funding

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Budget Estimate

Melrose Little League Field
Melrose, MA
December 1, 2021
Joan Bell

Budget Estimate – Materials & Installation

Musco's Light-Structure™ System as described below and delivered to the job site:

Baseball Field *(Materials Only – LED Light Source):*	**$115,000 - $125,000**
Estimated cost for electrical contractor to install:	**$90,000 - $100,000**

Equipment Description

Light-Structure™ System in 5 Easy Pieces™

- Pre-Cast concrete bases
- Galvanized steel poles
- Remote electrical component enclosures
- Pole length wire harnesses
- Factory-aimed and assembled luminaries

Benefits of the Light-Structure System with TLC for LED™ Total Light Control

- Reduction of energy and maintenance costs by 50% to 85% over typical 1500w HID equipment
- Reduction of spill light and glare by 50% or more
- Guaranteed light levels of 50 footcandles on the infield and 30 footcandles in the outfield
- An unmatched warranty for up to 25 years that includes onsite maintenance
- Includes our Control-Link® System for remote on/off control and performance monitoring with 24/7 customer support

Notes

- Requires confirmation of field dimensions, pole locations and a Musco lighting design prior to providing quote(s)
- Based upon projects similar in scope and is intended for **preliminary planning purposes only**
- Estimate is based on **December 2021** pricing and is subject to change
- Getting electrical power to the site, coordination with the utility and any power company fees are the responsibility of the owner
- Assumes standard soil conditions - rock, bottomless, wet, or unsuitable soil may require additional engineering, special installation methods and additional cost
- Assumes building code IBC 2015 and 130 mph wind speed

Thank you for considering Musco for your sports lighting needs. Please feel free to contact us with any questions you may have.

Mike Berry
Sales Representative
Musco Sports Lighting, LLC
Phone: 617-571-3714
Email: Mike.Berry@Musco.com

James Hayward
Project Planning Specialist
Musco Sports Lighting, LLC
Phone: 800-825-6030
Email: James.Hayward@Musco.com

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

CITY OF MELROSE

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

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

MEMORANDUM

Date: June 2, 2022

To: Mayor Paul Brodeur

From: Elena Proakis Ellis, Director of Public Works

cc: Patrick Dello Russo, CFO/Auditor
Margot Fleishmann, Director of Strategic Initiatives

Subject: Free Cash Request – Traffic Calming

The Department of Public Works respectfully requests $70,404.57 of free cash to put toward traffic calming/traffic control devices. We have had many additional requests for Rectangular Rapid Flashing Beacon (RRFB) pushbutton crosswalk devices and solar speed feedback signs. We also make traffic safety improvements on our capital projects when the opportunities arise, such as reconfiguring intersections to narrow crossing distances or to improve compliance with speed regulations. The requested free cash will be used to fund additional requests that have not yet been met. Requests will be prioritized based on feedback from the police department and available speed and volume data.

Status Update on Past Traffic Calming Measures

Over the last several years, the City has accepted mitigation money related to rideshare services, in addition to allocating free cash funds to traffic calming measures. These funds, oftentimes in combination with other grant funding and roadway improvement allocations such as Chapter 90 funds, Complete Streets grants, and road bonds, have been used to implement a variety of traffic calming and safety improvement measures. The information below summarizes the notable achievements to date through these programs.

Rectangular Rapid Flashing Beacons

Crosswalk pushbutton signals provide additional visual queues to drivers of pedestrians entering a crosswalk. These signals have now been installed in the following locations:

- Howard Street at Nelson/Ruggles (2 sets)
- Grove at Larrabee/Whitman
- West Wyoming at Berwick
- Main Street just north of Lynn Fells Parkway near Linden
- Main Street near McCarthy House, south of Franklin Street
- Main Street at Boardman Ave.
- Main Street at Highland Ave.

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- Upham at Gooch
- Upham near Simonds/gas station
- Franklin near Ashcroft
- Wyoming Ave. at Lincoln School
- Franklin Street at Vinton Street
- Vinton Street at Orris Street
- Franklin Street at Botolph Street

Solar Speed Feedback Signs
These signs show drivers their speeds and provide messages such as “too fast” or “thank you” depending on the vehicle’s speed. They have been installed at the following 12 locations to date:

- Upham Street westbound
- Howard Street eastbound
- Grove Street between Main and Lebanon
- Main Street north side coming in from Wakefield
- Lebanon Street northbound across from Wyoming Cemetery
- Washington Street coming in from Malden
- Forest Street between coming in from Malden before Lebanon Street
- Warwick Road heading south
- Franklin Street coming in from Stoneham
- West Wyoming Avenue coming in from Stoneham
- South Main Street northbound
- South Main Street southbound

Accessible Curb Ramps
New accessible curb ramps have been added at all locations where sidewalk work was done as part of our capital roadway improvements program. In addition to those locations, new accessible ramps were added at individual locations around the City where a new crosswalk was being added (after approval by the Melrose Traffic Commission) or at high pedestrian volume locations where ramps were previously missing. The following curb ramps have been added in the past several years:

- Upham at gas station (pre-existing crosswalk missing ramps)
- Washington Street at Little Sprouts (new crosswalk)
- Sylvan Street at Mount Vernon (new crosswalk)
- Lebanon Street at Appleton (new crosswalk)
- Lebanon Street at Beech (new crosswalk)
- Howard Street at Carlida (new crosswalk)
- Upham Street at all cross streets on westbound side (existing crossings)
- Warwick Road at Maple (new crosswalk)
- Warwick Road at Stevens (new crosswalk)
- Upham Street at Dell (new crosswalk)

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- Grove Street at Dell (new crosswalk)
- Pleasant Street at Everett (new crosswalk)
- Pleasant Street at Converse Lane (new crosswalk)
- Sylvan Street at Ryder (new crosswalk)
- Shadow Street at Washington (existing crossing)

In addition, the following locations were previously approved for ramp work and some are partially complete. These will be completed during the 2022 construction season:

- Grove Street at Linwood (new crosswalk)
- Franklin Street near Warren (new crosswalk)
- Sunset Street at Howard (existing crossing)

Intersection Modifications
Intersections that were deemed to pose safety concerns due to their being either too large or having unclear or unsafe traffic patterns have been modified in the following locations:

- Howard Street at Green (roundabout location)
- Howard Street at Elm
- Poplar Street at Prospect
- Poplar Street at Emerson
- Warwick Road at Dyer
- Warwick Road at Sears
- Warwick Road at Stevens
- Foster Street at Cottage
- Echo Street at Whitman
- Glendower Road at Whitman

Sidewalk Additions
Lastly, sidewalks have been added in locations where they were previously lacking or incomplete on the following streets:

- Altamont Avenue
- Spear Street
- Hancock Street
- Whitman Avenue
- Echo Street
- Glendower Road
- Park Street
- Woodland Avenue (partially completed; to be finished this construction season)

These locations are in addition to sidewalk repairs or improvements on roads included in our capital program.

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We appreciate the funding that has been allocated by the Council to these programs in the past to supplement our grant and bond-funded projects. We are hopeful that traffic calming funds will continue to be allocated to assist with additional requests that have not yet been met.

Thank you for your consideration of this request.

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

CITY OF MELROSE

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

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

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MEMORANDUM

Date: June 2, 2022

To: Mayor Paul Brodeur

From: Elena Proakis Ellis, Director of Public Works

cc: Patrick Dello Russo, CFO/Auditor
Jim Troup, Deputy Director Admin & Finance
Joe Hobbs, DPW Operations Manager

Subject: Street Trees – Free Cash Request

Planting street trees is a priority for the Department of Public Works, both for aesthetics and for the positive environmental benefits of trees, such as reducing heat island impacts and furthering uptake of greenhouse gases contributing to climate change. The City does not have a line item in our budget for tree planting, and we rely on the allocation of retained earnings to keep up with our annual planting program.

Each time we remove a tree because it is unhealthy or has been damaged in a storm, we log in a work order for a replacement. On average, we record about 125 removal work orders per year. In addition, residents contact the City year round and request trees in front of their homes. Using the free cash allocated to trees last year, we have addressed requests up through April 2021 and are working on completing the remainder of 2021 requests.

The proposed $70,000 allocation will allow us to meet the 2022 requests, to continue to stay caught up with our tree request list. At an average cost of approximately $550/tree, we will be able to plant approximately 125 trees using these funds. This covers the cost of our on-call planting contractor to provide and plant a tree, along with the costs of police details and gator bags.

We respectfully request your consideration of this request. Thank you.

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

CITY OF MELROSE

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

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

MEMORANDUM

Date: June 2, 2022

To: Mayor Paul Brodeur

From: Elena Proakis Ellis, Director of Public Works

cc: Patrick Dello Russo, CFO/Auditor
Julie Kukenberger, Superintendent
Leia DiLorenzo-Secor, Melrose Schools Business Manager
Jim Troup, Deputy Director Admin & Finance
Jay McNeil, DPW Facilities Manager
Denise Gaffey, OPCD Director

Subject: School Facility Capital Project – Free Cash Request

The Department of Public Works is hereby requesting $150,000 in free cash to advance the design of upgrades to the Melrose High School bathrooms.

The high school bathrooms were built in 1974 and many have original fixtures. Upgrades are sorely needed to reflect the needs for separation of stalls, gender neutral bathrooms, accessibility, efficiency, and modernization. With over 1,000 people in the building daily, these bathrooms get constant use.

During the recent Capital Improvement Plan process, the high school bathroom renovations were ranked in the highest priority category (Group A). The project met the criteria of deteriorated facilities, systematic replacement, and equitable provision of services. The proposed $150,000 allocation would fund final design and bidding of the bathroom renovation project. A future request would be made to fund the construction costs once the architect has developed a detailed construction cost estimate.

The DPW has worked closely with the school department to identify and prioritize facility needs, and this project is a high need that requires this design phase before any further work can be advanced. The first step in the process would be putting out a Request for Qualifications to hire a qualified design firm to perform this final design, cost estimating, and bidding of the project.

Thank you for your consideration of this request.

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

CITY OF MELROSE

James Troup
Assistant Director – Administration & Finance

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

May 6, 2022

To: Paul Brodeur, Mayor
Patrick Dello Russo, CFO/Auditor
From: James Troup, DPW Deputy Director Administration and Finance
CC: Elena Proakis Ellis, DPW Director Joseph Hobbs, Operations Manager

RE: Vehicle Condition and Replacement Request

The Department of Public Works has assessed the current condition of an aging fleet to identify specific vehicles and equipment that should be targeted for replacement. Included in the criteria to assess the fleet were age, miles, body condition, and services the vehicle is used to provide. Of note, we utilize most of our fleet to deliver snow removal and emergency response services. In the current state, we are in jeopardy of compromising the services we deliver in such instances. Please see the below list of vehicles that should be targeted for replacement in the immediate and short-term future. The vehicles are grouped by type.

Roll-off Vehicle

Truck 17 – 1999 International 4900 – 116,098 Miles – Sanitation Division





Conditions: Cracked frame in several locations has been welded and plated. Hydraulics in need of replacement. Passed most recent inspection but is not expected to pass in the future.
Replacement Cost: $200,000

Additional Notes: This vehicle is used to transport roll-off containers from the City Yard to the recycling and yard waste facilities. It is critical to the day-to-day operations of the City Yard's recycling and yard waste facility and is the only vehicle in our fleet of this type. Thus its replacement is a very high priority.

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Trash Packers

Truck 26 - 2004 International Packer - 115,623 Miles - Sanitation Division (public barrels and yard waste)








Conditions: Rotted body. Hydraulic lines in need of replacement. Rotted hopper.
Replacement Cost: $305,000

Additional Notes: This vehicle is critical to the department's day-to-day operations. It is used for curbside yard waste pickup and for municipal barrel collection. If this vehicle is not replaced within the next couple of years, we will need to look at outsourcing our curbside yard waste program and municipal barrel collection.

Truck 18 – 2010 International Packer – 130,549 Miles – Sanitation Division (public barrels and yard waste)





Conditions: Rotted body. Recently invested $22K to rebuild engine (temporary repair).
Replacement Cost: $285,000

Additional Notes: This vehicle is in full-time use for public barrels and school trash disposal and is also used to supplement peak yard waste operations. It is also used to collect curbside solid waste and recycling from a handful of streets that JRM's larger collection vehicles cannot access.

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Heavy Duty Trucks

Truck 21 - 1998 International Dump - 77,894 Miles - Highway Division (snow operations)

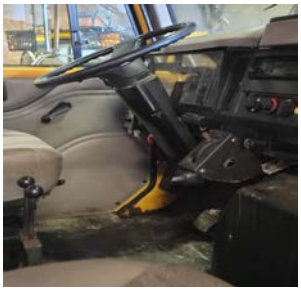





Conditions: Cracked frame. Rotted floor. Failed inspection.
Replacement Cost: $225,000

Truck 29 - 1997 International - 33,995 Miles - Highway Division (snow operations)



Conditions: Rotted floor. Failing frame. Failed inspection.
Replacement Cost: $225,000

Light Dump Trucks

Truck 33 - 2012 Chevy 3500 Dump w/Liftgate - 63,810 Miles - Parks & Forestry Division (snow operations)






Conditions: Rotted holes in floor. Failed inspection. Primary vehicle for pulling landscape trailers and parks maintenance.
Replacement Cost: $88,000

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Truck 35 - 2011 Chevy 3500 Dump - 50,263 Miles - Parks & Forestry Division (snow operations)







Conditions: Rotted floor. Failed inspection.
Replacement Cost: $96,000

Truck 38 - 2012 Chevy 3500 Dump - 66,930 Miles - Parks & Forestry Division (snow operations)






Conditions: Rotted Floor. Failed inspection.
Replacement Cost: $88,000

Truck 47 - 2012 Chevy 3500 - 56,000 Miles – Cemetery Division (snow operations)




Conditions: Rotted bed.
Replacement Cost: $88,000

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Truck 48 - 2010 Chevy 3500 - 60,000 Miles – Cemetery Division (snow operations)





Conditions: Rotted body and bed. Failed inspection.
Replacement Cost: $88,000

Truck 55 - 2005 Chevy 3500 Dump - 76,158 Miles - Sewer Division (snow operations)






Conditions: Rotted floors and bed. Failed inspection.
Replacement Cost: $90,000

Truck 57 - 2001 Ford F350 - 76,121 – Facilities Division (snow operations)






Conditions: Inoperable. Fire damage from recent vehicle fire during use. Rotted floor. Transmission overhaul needed.
Replacement Cost: $88,000

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Truck 65 - 2010 Chevy 350 Dump - 89,797 Miles – Highway Division (snow operations)

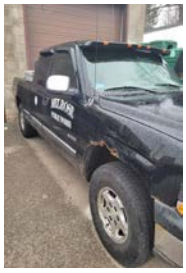





Conditions: Rotted floor and bed. Failed inspection. Primary vehicle to respond to pothole work orders.
Replacement Cost: $96,000

Pickup Trucks

Truck 10 - 2000 Chevy Pick-up - 119,611 Miles - Highway Division (snow operations)





Conditions: Rotted Floor. Failed inspection.
Replacement Cost: $53,000

Truck 8 - 2004 Chevy Pick-up - 125,450 Miles - Water/Sewer Divisions (snow operations)





Conditions: Rotted floor. Exhaust system leaks. Failed inspection.
Replacement Cost: $53,000

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Truck 39 - 1999 Chevy 1500 Pick-Up - 132,002 Miles – Highway Division (snow operations)





Conditions: Engine replacement needed (parked). Rotted floor. Rotted bed.
Replacement Cost: $53,000

Truck 46 - 1999 Ford F150 - 99,000 Miles – Cemetery Division





Conditions: Rotted floor. 2 wheel drive (not available for snow operations). Failed inspection
Replacement Cost: $53,000

Specialty Equipment

Truck 50 - 1997 Case Backhoe – Cemetery Division (snow operations)




Conditions: Rotted floors. Primary vehicle for all cemetery operations.
Replacement Cost: $150,000

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Truck 77 - 1997 Volvo L90 C Loader - Highway Division (snow operations)







Conditions: Rotted body and in need of tires. Hydraulic hoses in need of replacement. Engine overhaul needed.
Replacement Cost: $190,000

Summary

As shown above, the conditions of the vehicles compromise the safety of our staff and jeopardize the levels of services that our residents have come to expect from the DPW. We have exceeded the expected life of these vehicles on both miles and age. Fleet Counselor Services, a nationally recognized consulting firm, recommends replacement of fleet vehicles at intervals shown below.

Vehicle Type	Recommended Useful Life (Fleet Counselor Services Data)	Age of City Vehicles	Estimated Replacement Cost
Roll-off	12 years or 9,000 hours	#17 – 23 years	$200,000
Packer	7 years or 9,000 hours	#26 – 18 years #18 – 12 years	$305,000 $285,000
Heavy Dump Truck	12 years or 120,000 miles	#21 – 24 years #29 – 25 years	$225,000
Light Dump Truck	12 years or 120,000 miles	#33 – 20 years #35 – 11 years #38 – 10 years #47 – 10 years #48 – 12 years #55 – 17 years #57 – 21 years #65 – 12 years	$88,000 to $96,000
Pickup Trucks	12 years or 120,000 miles	#10 – 22 years #8 – 18 years #39 – 23 years #46 – 23 years	$53,000
Backhoe	12 years or 9,000 hours	#50 – 25 years	$150,000
Loader	12 years or 10,000 hours	#77 – 25 years	$190,000

The Melrose DPW fleet vehicles shown above represent approximately $2.5M in short-term need. Vehicles over 20 years old are shown in red. Please note that this does not include non-DPW fleet needs, such as the Fire Department and Recreation Department, who have also requested new vehicles which should be considered for funding.

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For this year's free cash request, we recommend replacing the following DPW vehicles:

- Roll-off (Truck #17) - $200,000
- Light Dump Trucks (#33, #55 and #57) - $176,000 general fund; $90,000 sewer fund
- Pickup Trucks (#39 and #46) - $106,000

This results in a total free cash request of $482,000 from the general fund and $90,000 from the sewer fund. All purchases will be discussed in advance with the Sustainability Manager to explore sustainable options. We would be happy to discuss alternative approaches to funding and strategies different from or in addition to the vehicles selected for this year's request. We appreciate all your consideration. Please feel welcome to reach out with any questions you may have.

We thank you for your continued support as we serve the City and our residents.

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QUOTATION

Frigid Fluid Company
11631 W Grand Ave
Northlake, IL 60164
800-621-4719

Quote Number: 8911
Quote Date: 05/04/22
Page: 1
Customer Phone: 781-665-0142
Customer Fax:

BILL
CITY OF MELROSE
562 MAIN ST
MELROSE, MA 02176

SHIP
CITY OF MELROSE
562 MAIN ST
MELROSE, MA 02176

ATTN: JIM TROUP

Entered By: LYN
Location: DEFAULT
Account Cd: CITMEL001
Salesperson: 999

RFQ Number: NEED PO#/ VERBAL/ J
Ship Via: BEST WAY
Taxable: Y
Pmt Terms: NET 30

Line	Order Qty	Part# / Description	DISC	Price	UM	Extended Price	Est Ship	Due Dat
1	1.00	3-IMP5502SP IMPERIAL PLACER SET PACKAGE SS-CEMETERY MODEL KIT CONSISTS OF: 1) SS LOWERING DEVICE 2) STRAP SET # 3) PLACER SET	0.00	$5,310.0000	EA	$5,310.00	07/31/22	07/31/2
2	1.00	3-STRM614 STREAMLINER COMPLETE W/ TOW BAR & LONG CHANNELS	0.00	$3,534.1000	EA	$3,534.10	07/31/22	07/31/2
3	1.00	5-DRP616BUR DRAPE FOR STREAMLINER-BURG SINGLE-FACED, 1 PC	0.00	$466.1000	EA	$466.10	07/31/22	07/31/2

THANK YOU FOR THE OPPORTUNITY
TO QUOTE.

PRICES ARE GOOD FOR 30 DAYS
FROM DATE OF QUOTATION.

Subtotal: $9,310.
Sales Tax: $0.
Freight: $1,310.
Total: $10,620.

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

CITY OF MELROSE

James Troup
Assistant Director – Administration & Finance

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

MEMORANDUM

To: Mayor Paul Brodeur
Melrose City Council

From: James Troup, Assistant DPW Director – Administration and Finance

cc: Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant City Auditor
Kathryn Armata, Treasurer Collector
Elena Proakis Ellis, DPW Director

Date: June 2, 2022

Re: FY2022 Free Cash Appropriation for Cemetery Equipment

In collaboration with the City of Melrose Cemetery Commission, the Department of Public Works requests your consideration for an appropriation of $10,620.65.

After meeting with stakeholders, it was determined that specific equipment was in dire need of replacement at the Wyoming Cemetery. This request is accompanied by a quote for a Stainless Steel Lowering Device, which includes a Strap Set and a Placer Set. The complete set includes a tow bar with long channels and decorative draping. This equipment is vital to the funeral process and to the services delivered by the Cemetery Division of the Department of Public Works.

We specifically want to thank the Melrose Cemetery Commission and Mr. Daniel O'Neill, as well as DPW employees Jack Rossi and Angela Pisacreta for their contributions to identifying this equipment. Thank you to the City Council for your continued support and for your consideration of this appropriation.

Feel welcome to contact us with any further questions.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-139

Appointment of Janet Nevin, 415 East Foster Street, to the Council on Aging; said term to expire on the last day of February 2023.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Appointment of Janet Nevin, 415 East Foster Street, to the City of Melrose Council on Aging Board, for a one-year term, said term to expire the last day of February 2023.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

06/06/22 City Council ASSIGNED TO COMMITTEE

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22 Health, Education & Welfare OUGHT TO PASS

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Ryan Williams
AYES:	Eccles, Karamcheti, MacMaster, Stewart, Williams, Cinella

06/21/22 City Council ADOPTED

RESULT:	**ADOPTED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Mark Garipay, Ward 4
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Janet M. Nevin
415 East Foster Street, Melrose, MA 02176

Objective: Seeking a position in a dynamic and collaborative environment, where my experience and talents will contribute to the growth and success of the organization.

Skills: Flexible, resourceful, detail oriented, with exceptional communication skills. Focused, dependable, a solid team player and consensus-builder. Proven expertise in writing, editing and proofreading, as well as experience with grant administration support.

Education:
University of Vermont
Mass Communications & Theater Major

Professional:

SDM Foundation
Associate
Worked as a team member to provide administrative and marketing support for a non-profit focused on teaching people to use technology to enrich their lives. Our services were tailored to individual needs and were available free of charge. Responsibilities included the overall customer experience and community outreach. Also set-up the monthly Shop Talks Speaker Series with local experts on a variety of technical topics. Assisted with scheduling and publishing monthly newsletters.

City of Melrose | Health Department
Grant Administrator
Provided administrative support to Melrose Substance Abuse Prevention Coalition. Assisted with production and dissemination of all Coalition materials, including Annual Report, meeting minutes and press releases. Coordinated staffing for off-site events. Worked from grant inception to build relationships with community groups, schools, police and local businesses in support of Coalition mission.

Continental Cablevision, Inc.
Office Manager and Executive Assistant to the Chairman & CEO
Hired, trained and managed office staff, maintained office systems and acted as liaison to corporate vendors through office relocation process; represented company at corporate sponsored events.

Volunteer / Community Development:

The Bridge | A School/Community Partnership
Former Board Member and Bee Committee Member
Developed policies and goals for organization and represented Board at community and school district events; assisted with planning yearly fundraiser as member of raffle committee.

Melrose Alliance Against Violence
Supporter and Current Walk Committee Member
Assist in planning annual walk for an organization whose mission is to raise community awareness of domestic and teen dating violence and to promote programs to reduce violence and encourage healthy relationships.

Community Coalition of Melrose
Former Member
Served as community representative for group comprised of local businesses and organizations, which was formed to promote quality of life within Melrose.

Common Ground Teen Center
Founding Member & Former Volunteer
In response to community need, helped to establish drop-in center for community youth. Assisted with strategic planning, staffing and fundraising.

Volunteer:
Melrose Schools – Former volunteer at a variety of levels, most recently in the community reading program
Meals on Wheels Program – Former delivery team member
Melrose Parent Workshop – Former member – developed and co-chaired parent & community speaker series.
The Food Drive, Melrose – Current volunteer

Award: **City of Melrose** – Volunteer of the Year - 2007

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

Paul Brodeur
Mayor

Milano Center
201 West Foster Street
Melrose, MA 02176
Telephone - 781-979-4186
Fax - 781-979-4509

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Council on Aging Board Appointment
Date: May 31, 2022

I respectfully request the Honorable City Council confirm the appointment of Janet Nevin, of 415 East Foster Street, to the City of Melrose Council on Aging Board, for a one-year term, said term to expire the last day of February 2023. Nevin's appointment would replace Sue Doherty Fernandez's position on the board, whose term would expire on the last day of February of 2023, and who has elected to step down.

With an extensive background in event planning, community outreach, and administrative support, as well as noteworthy volunteerism, it is my strong recommendation that Janet Nevin be appointed to the Melrose Council on Aging Board. Nevin's track record of capably collaborating with individuals and community groups to ensure events are successful achieved would provide the board with the event planning support and skills they need to continue to make progress for our older adults.

Finally, as Nevin has been previously named the City of Melrose Volunteer of the Year (2007) and currently volunteers with The Food Drive in Melrose, I have completely confidence that she would above and beyond to ensure our older adults live within our community with dignity and with access to the services and resources they need to thrive.

Thank you for your consideration.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-140

Appointment of Kristin Thorp, of 77 Wentworth Road, to the City of Melrose Council on Aging Board, for a three-year term, said term to expire the last day of February 2025.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Appointment of Kristin Thorp, of 77 Wentworth Road, to the City of Melrose Council on Aging Board, for a three-year term, said term to expire the last day of February 2025. Thorp's appointment would fill a vacancy.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

06/06/22 City Council ASSIGNED TO COMMITTEE

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22 Health, Education & Welfare OUGHT TO PASS

RESULT:	**OUGHT TO PASS [UNANIMOUS]**
MOVER:	Robb Stewart
SECONDER:	Ryan Williams
AYES:	Eccles, Karamcheti, MacMaster, Stewart, Williams, Cinella

06/21/22 City Council ADOPTED

RESULT:	**ADOPTED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

KRISTIN B. THORP

77 Wentworth Rd Melrose, MA 02176 | [redacted]

OBJECTIVE

In a highly focused manner, I am interested in using my business and technical experience in a volunteer position. The Melrose Council on Aging works closely with SDM Foundation, and the opportunity to build on that relationship is of interest to me.

EXPERIENCE

2016 - Present Executive Director, *SDM Foundation, Inc*

- Created, direct and manage the foundation based on the mission of helping non-technical people use technology.

1988 - 2016 Self employed

- Software development field focusing on making complex software easier for non-technical people to use.

EDUCATION

1976 - 1980 BS Business Administration, Minneapolis, MN, *University of Minnesota*

SKILLS AND ABILITIES

Extremely organized and focused
Excellent interpersonal skills
Strong business skills
Knowledgeable in many areas of technology

LEADERSHIP

2021 - Present Board of Directors Farm Direct Coop, 2022 President

2021 – Present Board of Directors Melrose Chamber of Commerce

2004 – 2015 Melrose School Committee

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Stacey A. Minchello
Executive Director

MELROSE COUNCIL ON AGING
MILANO CENTER
Live Well ~ Age Well

781 665-4304
sminchello@cityofmelrose.org

May 25, 2022

Honorable Mayor, Paul Brodeur
562 Main Street
Melrose, MA 02176

Dear Mayor,

On behalf of the Melrose Council on Aging Board, please accept this recommendation to appoint Kristin Thorp to the Melrose Council on Aging Board. Kristin brings a long history of volunteering in many Melrose capacities and an immense portfolio of skills and experience that align with the Council's strategic plan and initiatives.

Thank you for your consideration.

Please feel free to contact me if you have any questions.

Sincerely,

Stacey A. Minchello

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

Paul Brodeur
Mayor

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

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Council on Aging Board Appointment
Date: May 31, 2022

I respectfully request the Honorable City Council confirm the appointment of Kristin Thorp, of 77 Wentworth Road, to the City of Melrose Council on Aging Board, for a three-year term, said term to expire the last day of February 2025. Thorp's appointment would fill a vacancy.

In addition to Thorp's volunteer experiences, which include over a decade serving on the Melrose School Committee, she has dedicated her career to making online information and technology more accessible to all, including older adults who live in Melrose. Her role as the Executive Director of the Melrose-based SDM Foundation has provided her with the opportunity to work closely with the Melrose Council on Aging. Through this partnership, she has helped older adults adapt to our technologically advanced world, and have equal access to the opportunities, resources, and information that is available to them online.

I am assured that Thorp's appointment will further both her mission to support technology literacy, and the mission of the Council on Aging to help our older adults live with dignity in our community. Thank you for your consideration.

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-144

An Appropriation from Water Retained Earnings, account 6100-319000, in the amount of $570,098.10 (Five Hundred Seventy Thousand, ninety-eight dollars and ten cents) to various water accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Water Retained Earnings, account 6100-319000, in the amount of $570,098.10 (Five Hundred Seventy Thousand, ninety-eight dollars and ten cents) to various water accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**614512-524002 · Water-Construction**	**$250,000.00**
06/06/22	**610004-490000 · Water, Transfers in**	**$200,000.00**
06/06/22	**614512-529000 · Water Professional Services**	**$91,800.00**
06/06/22	**8416-490000 · Water, Reserve Retained Earnings**	**$28,298.10**
06/06/22	**6100-319000 · Water Retained Earnings**	**($570,098.10)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [9 TO 0]**
MOVER:	Maya Jamaleddine
SECONDER:	Jack Eccles
AYES:	Grigoraitis, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	Leila Migliorelli, John Obremski

06/21/22 **City Council** **PASSED**

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Maya Jamaleddine, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

DEPARTMENT OF PUBLIC WORKS
Water and Sewer Rate Advisory Committee

CITY OF MELROSE

Elena Proakis Ellis, P.E., Chair
Patrick Dello Russo, CFO/Auditor
Kathryn Armata, Treasurer/Collector
Vonnie Reis, P.E., City Engineer
Ryan Williams, City Council Representative
Ken Truesdale, Resident Representative

Melrose City Yard, 72 Tremont Street
Melrose, Massachusetts 02176
Telephone - (781) 665-0142

MEMORANDUM

To: Melrose City Council

From: Water and Sewer Rate Advisory Committee

cc. Mayor Paul Brodeur
James Troup, DPW
Donna Cardillo, DPW
Lisa Patterson, DPW

Date: May 17, 2022

Re: Summary of FY23 Water and Sewer Rate Orders

The Water and Sewer Rate Advisory Committee, consisting of the members listed above, respectfully submits the following proposed water and sewer rate adjustments, enterprise fund budgets, and free cash requests for FY23. They are recommended by unanimous vote of the committee.

The combined rate impact across water and sewer is a 5.17% increase over FY22 rates. In an effort to mitigate impacts to customers during the pandemic, when many people had financial hardships, Melrose did not increase water or sewer volumetric rates or base fees the last two years. In fact, we have not increased water volumetric rates since FY18 and water base fees since FY17, meaning that water rates have been level for the last five years. For sewer, we have not increased volumetric rates since FY17, and increases in FY18, FY19, and FY20 were limited to base fee increases only.

As water usage rebounds from pandemic level increases, rate adjustments are required to meet our FY23 financial obligations to operate the water and sewer systems. The proposed rates, as shown on the next page, will appear on water bills beginning on October 1, 2022, since earlier bills would not consist entirely of water used within FY23. This decision was made several years ago and has been consistent since that time. We recommend continuing this practice in FY23.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Proposed FY23 Water and Sewer Rates

Proposed FY23 Volumetric Rates	Water (per 100 cf)	Sewer (per 100 cf)
Tier 1	$7.20	$11.78
Tier 2	$9.65	$14.84
Proposed FY23 Base Fees (meter size)	**Water (per meter)**	**Sewer (per meter)**
5/8"	$17.65	$25.39
3/4"	$17.65	$25.39
1"	$17.65	$25.39
1.5"	$67.29	$99.55
2"	$104.52	$155.17
3"	$191.39	$284.95
4"	$315.49	$470.35
6"	$625.74	$933.85
2nd Meter Fee	$17.65 ($50.00 if not upgraded)	--

In addition to these rates, the Committee respectfully recommends the following requests:

1. Approval of the Department of Public Works' Water Enterprise Operating Budget for Fiscal Year 2023 in the amount of $6,119,429, as shown in the budget document submitted under separate cover to the City Council.

2. Approval of the Department of Public Works' Sewer Enterprise Operating Budget for Fiscal Year 2023 in the amount of $8,793,909, as shown in the budget document submitted under separate cover to the City Council.

3. Approval of the MWRA Local Water Assistance Loan funding in the amount of $685,000, as submitted previously to the Council. The terms of this loan include payback over 10 years with 0% interest.

4. Approval of free cash from the Water Enterprise Fund consisting of the following items, for a total request of $570,098.10 (compared to a current balance of $870,241, or approximately 65% of the available retained earnings):

    a. $200,000 to cover any potential revenue shortfalls in the FY22 Water Enterprise Fund budget due largely to lower than projected water usage

    b. $28,298.10 to the Water Enterprise Fund Reserves, to achieve the goal of having 10% of the value of the operating budget available in reserves to maintain adherence to sound fiscal policy and to address potential water related emergencies that may arise during the upcoming fiscal year

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

c. $91,800 toward the design of water main capital improvements for the next two years, to have shovel-ready projects for potential infrastructure bill funding should the opportunity arise
d. $250,000 to supplement the water main construction project for calendar year 2022 (with the remainder to be paid using the MWRA loan funds noted above). The CY2022 projects include water main and service replacement on Appleton Street, Irving Street, Elliott Street, and Frost Avenue.

5. Approval of free cash from the Sewer Enterprise Fund consisting of the following items, for a total request of $1,123,629.51 (compared to a current balance of $1,675,926, or approximately 67% of the available retained earnings):

    a. $200,000 to cover any potential revenue shortfalls in the FY22 Sewer Enterprise Fund budget due largely to lower than projected water usage

    b. $400,000 to mitigate customer impacts from the FY23 rates (similar to what was done last year from the water fund)

    c. $33,629.51 to the Sewer Enterprise Fund Reserves, to achieve the goal of having 10% of the value of the operating budget available in reserves to maintain adherence to sound fiscal policy and to address potential sewer related emergencies that may arise during the upcoming fiscal year

    d. $400,000 for the design and construction of backup power generators at the Upham Street and Fellsway sewer pump stations, our two largest stations representing critical city infrastructure

    e. $90,000 for the purchase of a dump truck to replace Truck #55, a 17-year-old truck actively used by the Sewer Division with rotted-out floors, a rotted bed, and a recent failed state inspection.

We appreciate your consideration of these items and are happy to answer any questions you may have. We look forward to continuing the important work of our committee in FY23 to provide fiscally responsible and sustainable water and sewer rates for our community.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-145

An Appropriation from Sewer Retained Earnings, account 6000-319000) in the amount of $1,123,629.51 (One Million, One Hundred Twenty-Three Thousand, Six Hundred Twenty-Nine Thousand and fifty- one Cents) to various Sewer accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Sewer Retained Earnings, account 6000-319000) in the amount of $1,123,629.51 (One Million, One Hundred Twenty-Three Thousand, Six Hundred Twenty-Nine Thousand and fifty- one Cents) to various Sewer accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**600004-490000 · Sewer, Transfer in**	**$400,000.00**
06/06/22	**604412-524002 · Sewer- Construction**	**$400,000.00**
06/06/22	**600004-490000 · Sewer, Transfer in**	**$200,000.00**
06/06/22	**604413-551002 · Sewer- Equipment**	**$90,000.00**
06/06/22	**8415-490000 · Sewer, Reserve for Retained Earnings**	**$33,629.51**
06/06/22	**6000-319000 · Sewer, Retained Earnings**	**($1,123,629.51)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/13/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [9 TO 0]**
MOVER:	Shawn M. MacMaster
SECONDER:	Jack Eccles
AYES:	Grigoraitis, MacMaster, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Williams, Cinella
ABSENT:	Leila Migliorelli, John Obremski

06/21/22 **City Council** **PASSED**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

DEPARTMENT OF PUBLIC WORKS
Water and Sewer Rate Advisory Committee

CITY OF MELROSE

Elena Proakis Ellis, P.E., Chair
Patrick Dello Russo, CFO/Auditor
Kathryn Armata, Treasurer/Collector
Vonnie Reis, P.E., City Engineer
Ryan Williams, City Council Representative
Ken Truesdale, Resident Representative

Melrose City Yard, 72 Tremont Street
Melrose, Massachusetts 02176
Telephone - (781) 665-0142

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MEMORANDUM

To: Melrose City Council

From: Water and Sewer Rate Advisory Committee

cc. Mayor Paul Brodeur
James Troup, DPW
Donna Cardillo, DPW
Lisa Patterson, DPW

Date: May 17, 2022

Re: Summary of FY23 Water and Sewer Rate Orders

The Water and Sewer Rate Advisory Committee, consisting of the members listed above, respectfully submits the following proposed water and sewer rate adjustments, enterprise fund budgets, and free cash requests for FY23. They are recommended by unanimous vote of the committee.

The combined rate impact across water and sewer is a 5.17% increase over FY22 rates. In an effort to mitigate impacts to customers during the pandemic, when many people had financial hardships, Melrose did not increase water or sewer volumetric rates or base fees the last two years. In fact, we have not increased water volumetric rates since FY18 and water base fees since FY17, meaning that water rates have been level for the last five years. For sewer, we have not increased volumetric rates since FY17, and increases in FY18, FY19, and FY20 were limited to base fee increases only.

As water usage rebounds from pandemic level increases, rate adjustments are required to meet our FY23 financial obligations to operate the water and sewer systems. The proposed rates, as shown on the next page, will appear on water bills beginning on October 1, 2022, since earlier bills would not consist entirely of water used within FY23. This decision was made several years ago and has been consistent since that time. We recommend continuing this practice in FY23.

Proposed FY23 Water and Sewer Rates

Proposed FY23 Volumetric Rates	Water (per 100 cf)	Sewer (per 100 cf)
Tier 1	$7.20	$11.78
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Proposed FY23 Base Fees (meter size)	**Water (per meter)**	**Sewer (per meter)**
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3"	$191.39	$284.95
4"	$315.49	$470.35
6"	$625.74	$933.85
2nd Meter Fee	$17.65 ($50.00 if not upgraded)	--

In addition to these rates, the Committee respectfully recommends the following requests:

1. Approval of the Department of Public Works' Water Enterprise Operating Budget for Fiscal Year 2023 in the amount of $6,119,429, as shown in the budget document submitted under separate cover to the City Council.

2. Approval of the Department of Public Works' Sewer Enterprise Operating Budget for Fiscal Year 2023 in the amount of $8,793,909, as shown in the budget document submitted under separate cover to the City Council.

3. Approval of the MWRA Local Water Assistance Loan funding in the amount of $685,000, as submitted previously to the Council. The terms of this loan include payback over 10 years with 0% interest.

4. Approval of free cash from the Water Enterprise Fund consisting of the following items, for a total request of $570,098.10 (compared to a current balance of $870,241, or approximately 65% of the available retained earnings):

    a. $200,000 to cover any potential revenue shortfalls in the FY22 Water Enterprise Fund budget due largely to lower than projected water usage

    b. $28,298.10 to the Water Enterprise Fund Reserves, to achieve the goal of having 10% of the value of the operating budget available in reserves to maintain adherence to sound fiscal policy and to address potential water related emergencies that may arise during the upcoming fiscal year

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

c. $91,800 toward the design of water main capital improvements for the next two years, to have shovel-ready projects for potential infrastructure bill funding should the opportunity arise
d. $250,000 to supplement the water main construction project for calendar year 2022 (with the remainder to be paid using the MWRA loan funds noted above). The CY2022 projects include water main and service replacement on Appleton Street, Irving Street, Elliott Street, and Frost Avenue.

5. Approval of free cash from the Sewer Enterprise Fund consisting of the following items, for a total request of $1,123,629.51 (compared to a current balance of $1,675,926, or approximately 67% of the available retained earnings):

    a. $200,000 to cover any potential revenue shortfalls in the FY22 Sewer Enterprise Fund budget due largely to lower than projected water usage

    b. $400,000 to mitigate customer impacts from the FY23 rates (similar to what was done last year from the water fund)

    c. $33,629.51 to the Sewer Enterprise Fund Reserves, to achieve the goal of having 10% of the value of the operating budget available in reserves to maintain adherence to sound fiscal policy and to address potential sewer related emergencies that may arise during the upcoming fiscal year

    d. $400,000 for the design and construction of backup power generators at the Upham Street and Fellsway sewer pump stations, our two largest stations representing critical city infrastructure

    e. $90,000 for the purchase of a dump truck to replace Truck #55, a 17-year-old truck actively used by the Sewer Division with rotted-out floors, a rotted bed, and a recent failed state inspection.

We appreciate your consideration of these items and are happy to answer any questions you may have. We look forward to continuing the important work of our committee in FY23 to provide fiscally responsible and sustainable water and sewer rates for our community.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-129

A Transfer from Human Resource Salary and Wages (011521-511000) in the amount of $2,000 (Two Thousand Dollars) to Human Resource Advertising (011522-520500).

Offered by

BE IT ORDERED

The Human Resources Department is requesting a transfer of funds from Salary and Wages, account number 011521-511000 to Advertising, account number 011522-520500 in the amount of $2,000. These funds are required so that the City of Melrose can continue advertising and recruiting for current vacancies.

FINANCIAL IMPACT:

n/a

06/06/22	**011522-520500 · H R Exp Advertising**	**$2,000.00**
06/06/22	**011521-511000 · H R Sal Salary & Wages**	**($2,000.00)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/16/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [7 TO 0]**
MOVER:	Mark Garipay
SECONDER:	Robb Stewart
AYES:	Grigoraitis, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Cinella
ABSENT:	Shawn M. MacMaster, John Obremski, Ryan Williams
EXCUSED:	Leila Migliorelli

06/21/22 **City Council** **PASSED**

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE **Human Resources Department**

Polina Latta
Director
Platta@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
(P) 781-979-4146
(F) 781-979-4246

To: President Chris Cinella
Melrose City Council

From: Polina Latta

Re: Transfer of Funds to Advertising

Date: May 12, 2022

The Human Resources Department is requesting a transfer of funds from Salary and Wages, account number 011521-511000 to Advertising, account number 011522-520500 in the amount of $2,000. These funds are required so that the City of Melrose can continue advertising and recruiting for current vacancies.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-132

An Appropriation from Free Cash, account 01-324001, in the amount of $1,225,000 (One Million, Two Hundred Twenty-Five Thousand Dollars), to various stabilization accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Free Cash, account 01-324001, in the amount of $1,225,000 (One Million, Two Hundred Twenty-Five Thousand Dollars), to various stabilization accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**84084-4900000 · Special Ed Stabilization/Reserve Fund**	**$465,000.00**
06/06/22	**84044-490000 · Contract Stabilization Fund, Transfer In**	**$460,000.00**
06/06/22	**84014-490000 · Stabilization Trust Fund**	**$200,000.00**
	-	
06/06/22	**84074-490000 · OPEB Trust Fund**	**$50,000.00**
06/06/22	**84094-490000 · OSHA Stabilization Fund**	**$50,000.00**
06/06/22	**01-324001 · Available Free Cash**	**($1,225,000.00)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/16/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [7 TO 0]**
MOVER:	Manjula Karamcheti
SECONDER:	Jack Eccles
AYES:	Grigoraitis, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Cinella
ABSENT:	Shawn M. MacMaster, John Obremski, Ryan Williams
EXCUSED:	Leila Migliorelli

06/21/22 **City Council** **PASSED**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

	A	B	C	D	E	F	G	H	I
		FY2022/FY2023		FY2023					
		CITY OF MELROSE	At 5/02/22	With Budget Increase					
		STABILIZATION FUND BALANCES				Proposed		Estimated	
			CURRENT		Adjusted	Free Cash	Estimated New	Target	
	Fund Number	DESCRIPTION	Fund Balance	Addition	Balances	Addition	Fund Balance	Fund Balance	Variance
1	8401	Stabilization	$3,690,091	$50,000	$3,740,091	$200,000	$3,940,091	$4,550,000	($609,909)
2	8404	Contract	$838,806		$838,806	$460,000	$1,298,806	$1,300,000	($1,194)
3	8405	Capital	$547,845		$547,845	$0	$547,845	$550,000	($2,155)
4	8406	Suits and Claims	$502,636		$502,636	$0	$502,636	$500,000	$2,636
5	8407	OPEB	$1,048,790	$50,000	$1,098,790	$50,000	$1,148,790	$171,937,451	($170,788,661)
6	8408	Special Education Fund	$34,650		$34,650	$465,000	$499,650	$500,000	($350)
7	8409	OSHA Fund	$155,700		$155,700	$50,000	$205,700	$250,000	($44,300)
8	8410	Recreational Marijuana Fund	$382,858		$382,858	$0	$382,858	N/A	N/A
		Totals:	$7,201,375	$100,000	$7,301,375	$1,225,000	$8,526,375		
		Fn:FY2022/StabFundBalrev1withbudgetdepositextra							

FOOTNOTES:

1. Fund # 8401 Stabilization Variance is based upon 5% of FY2022 Operating Budget Amount
2. Fund # 8407 OPEB Liability as of FY2021.
3. All amounts rounded up.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

AUDITOR'S OFFICE
City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4107
Fax - (781) 662-2182

PATRICK D. DELLO RUSSO
CFO/City Auditor

To: Honorable City Council
City of Melrose

From: Patrick D. Dello Russo, MBA
CFO/City Auditor

Date: May 10, 2022

Re: **Proposing a Free Cash Appropriation for $1,225,000 or 22.68% of the Certified Free Cash available (balances as of 5/2/2022).**

As the CFO/City Auditor, I submit this summary of Financial Management Strategies for your review, information, and consideration.

Reserves/Stabilization Funds & Management

The City of Melrose has established a number of Financially Strategic Stabilization Funds, with a collective balance exceeding $7.1 million dollars. This provides assurance to the community that we can meet a negative downturn in the economy or unanticipated costs, which could disrupt the delivery of services and negatively impact our operating budget at any given time within a fiscal year. There is "tremendous value here" and in our collective decision to safeguard the assets of the community through the establishment of these funds. There is no greater priority from a financial perspective.

1. We have developed a **"Foundation Stabilization Fund" # 8401**, with a balance just under $3.7 million dollars. The request before you is to add the sum of $200,000 thousand dollars to this fund for a total of over $3.9 million dollars. The city's goal is to have the fund equate to 5% of the operating budget. In Fiscal 2022 that amount would be just over $4.5 million dollars. If approved, this would be a positive move in our efforts to reach that goal. The Massachusetts Municipal Association "best practice" includes adopting reserve funding targets of 5% or more based on the specifics of the municipal budget and consideration of spending and revenue risks. There is also a standing

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

City Council Ordinance (Section 48-5) that speaks to the funding of the Stabilization Fund annually. We have also budgeted $50,000 to go into this fund as part of the standard annual operating budget request.

2. We have established a **"Contract Stabilization Fund" #8404,** with a balance of just over $838,000 thousand dollars. The request before you is to add the sum of $460,000 thousand dollars to this fund in order to insure that the city can fund negotiated collective bargaining agreements when settled, and non – union compensation obligations for example. This includes any retroactive payments relative to the respective contracts and non-union salary adjustments. To date, going into FY2023, the Police Superiors and Patrol are out of contract as of June 30, 2021. In addition, the Clerical and Laborer's Unions are out of contract commencing June 30th, 2022. The target balance for this fund is $1.3 million dollars.

3. We have established a **Capital Stabilization Fund # 8405,** with a balance of approx. $547,000 thousand dollars, and we are not seeking any funding at this time as it mirrors our targeted amount of $550,000 at this time. Capital purchases in excess of $25,000 thousand dollars are funded from this source. This enables the city added flexibility in addressing its' capital needs (pay as you go financing) for items that are not advantageous to issue debt on (departmental equipment, for example) and may be needed at any time during a fiscal year.

4. We have established a **Suits and Claims Stabilization Fund # 8406,** with a balance of over $502,000 thousand dollars. The city uses this fund to address costs associated with legal claims and suits that arise throughout the fiscal year. We are not seeking any funding at this time as it meets our targeted amount of $500,000 thousand dollars.

5. We have established a **"Special Education Stabilization Fund" #8408,** which is used to fund special education costs realized by the School Department that exceed its budgeted funds. The request is to add the sum of $465,000 thousand dollars to this fund. We currently have just over $34,000 thousand dollars in this fund. Our target allocation is a standing balance of $500,000 thousand dollars.

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6. We have established a Statutory Fund under Chapter 32b, Section 20; called the **" OPEB Fund" #8407,** (Other Post Employment Benefits), with a balance of $1,048,000 thousand dollars. We are requesting the sum of $50,000 thousand dollars be added to this fund. The continued funding of this significant liability plays a "key" role in the determination of our Bond Rating by Standard and Poor's Rating Agency (please see most recent S & P report dated September 15, 2020). We have also incorporated a request for $50,000 thousand dollars as part of the standard annual operating budget request.

7. We have established an **"OSHA" Fund # 8409,** (Occupational Safety and Health Administration), stabilization fund with a current balance of over $155,000 thousand dollars. We are requesting the sum of $50,000 thousand dollars be added to this fund which would bring the balance to just over $205,000 thousand dollars. The city's target amount for this fund is $250,000 thousand dollars.

Your support and consideration is most appreciated.

Cc: Honorable Mayor Paul Brodeur
Audit File.

Attachment.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-133

An Appropriation from Free Cash, account 01-324001, in the amount of $34,010.35 (Thirty-Four Thousand, Ten Dollars and 35 Cents) to Pine Banks, Capital Outlay, account 016523-551099. This appropriation will be used to pave the parking lot by the playground & lodge.

Offered by

BE IT ORDERED

An Appropriation from Free Cash, account 01-324001, in the amount of $34,010.35 (Thirty-Four Thousand, Ten Dollars and 35 Cents) to Pine Banks, Capital Outlay, account 016523-551099. This appropriation will be used to pave the parking lot by the playground & lodge.

FINANCIAL IMPACT:

n/a

06/06/22	**016523-551099 · Pine Banks, Capital Projects**	**$34,010.35**
06/06/22	**01-324001 · Available Free Cash**	**($34,010.35)**
	TOTAL:	**$0.00**

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/16/22	**Appropriations and Oversight**	**OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [7 TO 0]**
AYES:	Grigoraitis, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Cinella
ABSENT:	Shawn M. MacMaster, John Obremski, Ryan Williams
EXCUSED:	Leila Migliorelli

06/21/22	**City Council**	**PASSED**

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Municipal Funding Formula **Fiscal 2023**
Pine Banks Park
Chapter 393 of 1905; as Amended by Chapter 162 of 1906

Total Assessed Valuation - All Classes		Smaller Assessed Value	
Real Property Excluding Municipal and		City of Melrose	$ 6,385,214,400.00
Tax Exempt Property		"1 Percent"	$ 63,852,144.00
Prior Fiscal Year	2022	"1/150th Part" of 1%	$ 425,680.96
City	Total Assessed Value	Maximum Budget Requisition	
City of Malden	$ 9,052,903,254	City of Melrose - 50%	$ 425,680.96
City of Melrose	$ 6,385,214,400	City of Malden - 50%	$ 425,680.96
		Total	$ 851,361.92

Statutory Excerpt: St. 1905 Chapter 393; amended by St. 1906 Chapter 162

Section 6.

Said Board of trustees shall have the absolute control and management of the property, and shall have power to make rules and regulations regarding its use and management, in such manner as it shall deem best.

The board shall annually in the month of January make a full report to the cities of Malden and Melrose of its receipts and expenditures, with its estimate of the amount required for maintenance for the ensuing year. Its expenditures in any year shall not exceed the sum of the appropriations for that year and the income at the disposal of said trustees by reason of any gifts received under the authority of section two of this act.

Section 7.

The cities of Malden and Melrose shall in their annual appropriation bills each appropriate and place at the disposal of said board one half of the amount determined by said board to be necessary for the maintenance of said property for that year, and set forth in its annual report as provided in section six.

If either of said cities shall in any year fail to make such appropriation, the said board shall upon the written request of said donors or their heirs or devisees who may then hold their estate, reconvey said property to said heirs or devisees free from all trusts;

but the amount required of each city by said board to work a forfeiture shall not in any year exceed one one hundred and fiftieth part of one per cent of the assessed valuation for the preceding year of the city having the smaller assessed valuation.

Said cities may, if in their judgment the proper maintenance or improvement of said property shall require it, appropriate in equal amounts and place at the disposal of said board sums in excess of the amount which said board is hereby authorized to require of said cities.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Malden
CITY

TAX RATE RECAPITULATION
Fiscal Year 2022

I. TAX RATE SUMMARY

Ia.	Total amount to be raised (from page 2, IIe)	$ 218,910,537.67
Ib.	Total estimated receipts and other revenue sources (from page 2, IIIe)	117,237,894.70
Ic.	Tax Levy (Ia minus Ib)	$ 101,672,642.97
Id.	Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	79.7756	81,109,960.97	8,210,295,767.00		
Net of Exempt			6,567,322,967.00	12.35	81,106,438.64
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	11.2395	11,427,496.71	596,220,995.00	19.17	11,429,556.47
Net of Exempt					
Industrial	4.6447	4,722,389.25	246,386,492.00	19.17	4,723,229.05
SUBTOTAL	***95.6598***		***9,052,903,254.00***		***97,259,224.16***
Personal	4.3402	4,412,796.05	230,225,290.00	19.17	4,413,418.81
TOTAL	***100.0000***		***9,283,128,544.00***		***101,672,642.97***

MUST EQUAL 1C

Assessors

Robert Donnelly, Assessor , Malden , bdonnelly@cityofmalden.org 781-397-7100 | 12/1/2021 9:38 AM

Comment:

Gregory Lucey, City Clerk , Malden , glucey@cityofmalden.org 781-397-7000 | 12/1/2021 11:01 AM

Comment:

Nathaniel Cramer, Assessor , Malden , ncramer@cityofmalden.org 781-397-7100 | 12/1/2021 9:28 AM

Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Susan Whouley
Date: 12/06/2021
Approved: Anthony Rassias
Director of Accounts: Deborah A. Wagner

NOTE : The information was Approved on 12/6/2021

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Melrose
CITY

TAX RATE RECAPITULATION
Fiscal Year 2022

I. TAX RATE SUMMARY

Ia.	Total amount to be raised (from page 2, IIe)	$ 118,016,420.33
Ib.	Total estimated receipts and other revenue sources (from page 2, IIIe)	46,844,764.34
Ic.	Tax Levy (Ia minus Ib)	$ 71,171,655.99
Id.	Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	91.9297	65,427,889.84	6,190,050,331.00	10.57	65,428,832.00
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	4.4174	3,143,936.73	174,343,349.00	18.03	3,143,410.58
Net of Exempt					
Industrial	0.5275	375,430.49	20,820,720.00	18.03	375,397.58
SUBTOTAL	***96.8746***		***6,385,214,400.00***		***68,947,640.16***
Personal	3.1254	2,224,398.94	123,350,850.00	18.03	2,224,015.83
TOTAL	***100.0000***		***6,508,565,250.00***		***71,171,655.99***

MUST EQUAL 1C

Assessors

Cathy A Gulino, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/8/2021 8:50 AM

Comment:

Sarah MacLellan, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/9/2021 10:45 AM

Comment:

Lee A Phalen, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/8/2021 8:51 PM

Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Susan Whouley
Date: 12/14/2021
Approved: Thomas Guilfoyle
Director of Accounts: Deborah A. Wagner

NOTE : The information was Approved on 12/14/2021

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

	Pine Banks Park - Budget Summary - Fiscal Year		2023	8:11 PM	9-May-22		Budg Code	
1	Compensation & Benefits Summary	Prior FY	**Budget**	$ increase	% increase	/City	Increase/City	Maid	Melr
2	Salaries & Wages	$ 217,567.00	$ 217,546.73	($20.29)	-0.01%	$108,773.36	($10.14)		
3	Pensions, Benefits & Insurance	$ 180,930.14	$ 174,720.77	($6,209.37)	-3.43%	$87,360.39	($3,104.68)		
4		---	---	---	---	---	---		
5	Total from Compensation Schedule	$ 398,497.14	$ 392,267.50	($6,229.65)	-1.56%	$196,133.75	($3,114.83)		
6	Utilities	Budget	Budget	$ increase	% increase	/City	Increase/City		
7	Telephone[1]	$ 5,000.00	$ 8,800.00	$3,800.00	76.00%	$4,400.00	$1,900.00	52217	522000
8	Electric	$ 26,000.00	$ 25,800.00	($200.00)	-0.77%	$12,900.00	($100.00)	52218	522500
9	Fuel/Heating Oil[2]	$ 9,000.00	$ 15,000.00	$6,000.00	66.67%	$7,500.00	$3,000.00	54311	530800
10		---	---	---	---	---	---		
11	Total	$ 40,000.00	$ 49,600.00	$9,600.00	24.00%	$24,800.00	$4,800.00		
12	Insurance	Budget	Budget	$ increase	% increase	/City	Increase/City		
13	Liability	$ 10,450.00	$ 8,600.00	($1,850.00)	-17.70%	$4,300.00	($925.00)	52418	543201
14	Auto Ins	$ 3,500.00	$ 3,500.00	$0.00	0.00%	$1,750.00	$0.00	52417	544330
15	D & O Liab.	$ 2,500.00	$ 2,500.00	$0.00	0.00%	$1,250.00	$0.00		
16	Fire Ins[3]	$ 4,000.00	$ 7,000.00	$3,000.00	75.00%	$3,500.00	$1,500.00	52415	544320
17		---	---	---	---	---	---		
18	Total	$ 20,450.00	$ 21,600.00	$1,150.00	5.62%	$10,800.00	$575.00		
19	Vehicles	Budget	Budget	$ increase	% increase	/City	Increase/City		
20	Gasoline/Grease	$ 7,000.00	$ 7,000.00	$0.00	0.00%	$3,500.00	$0.00	54312	531000
21	Repair & Maint MVE	$ 5,000.00	$ 5,000.00	$0.00	0.00%	$2,500.00	$0.00	52250	527500
22		---	---	---	---	---	---		
23	Total	$ 12,000.00	$ 12,000.00	$0.00	0.00%	$6,000.00	$0.00		
24	Maintenance	Budget	Budget	$ increase	% increase	/City	Increase/City		
25	Repair & Maint Bldng	$ 20,000.00	$ 15,000.00	($5,000.00)	-25.00%	$7,500.00	($2,500.00)	52252	527700
26	Field/Park Maint.	$ 60,000.00	$ 75,000.00	$15,000.00	25.00%	$37,500.00	$7,500.00	54319	535100
27		---	---	---	---	---	---		
28	Total	$ 80,000.00	$ 90,000.00	$10,000.00	12.50%	$45,000.00	$5,000.00		
29	Supplies & Materials	Budget	Budget	$ increase	% increase	/City	Increase/City		
30	Office Supplies	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54310	530500
31	Clean/Disinfect	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54325	532000
32	Paint	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54332	533000
33	Hardware	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54330	533500
34	Lumber	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54334	537200
35	Misce Expenses	$ 6,600.00	$ 6,600.00	$0.00	0.00%	$3,300.00	$0.00	57247	528804
36		---	---	---	---	---	---		
37	Total	$ 11,600.00	$ 11,600.00	$0.00	0.00%	$5,800.00	$0.00		
38	Professional Services	Budget	Budget	$ increase	% increase	/City	Increase/City		
39	Audit & Accounting	$ 16,000.00	$ 18,700.00	$2,700.00	16.88%	$9,350.00	$1,350.00	5300	528600
40	Web Site/Scheduling Admin	$ 10,000.00	$ 10,000.00	$0.00	0.00%	$5,000.00	$0.00		529000
41			---	---	---	---	---		
42	Total	$ 26,000.00	$ 28,700.00	$2,700.00	10.38%	$14,350.00	$1,350.00		
43	Eqpmt/Captl Purch	Budget	Budget	$ increase	% increase	/City	Increase/City		
44	***Last Year & Continuing***								
45	Ballfield Project Amortization	$ 202,588.36	$ 202,588.36	$0.00	0.00%	$101,294.18	$0.00	58539	551044
	Supplemental Facility Shed	$ 97,195.33	$ 97,195.33	$0.00	0.00%	$48,597.67	$0.00		
46	Total Last & Continuing	$ 299,783.69	$ 299,783.69	$0.00	0.00%	$149,891.85	$0.00		
47									
48	***New Initiatives***								
49	Entrance Signage	$ 15,000.00	$0.00	$0.00	0.00%	$0.00	$0.00		
50	Pave Parking Lot by Lodge / Playground	$ 0.00	$ 68,020.70	$0.00	100.00%	$34,010.35	$0.00		
51		---	---	---	---	---	---		
52	Total New Initiatives	$ 15,000.00	$ 68,020.70	$53,020.70	353.47%	$34,010.35	$26,510.35		551020
53		---	---	---	---	---	---		
54	Total	$ 314,783.69	$ 367,804.39	$53,020.70	16.84%	$183,902.20	$26,510.35		
55	Summary	Budget	Budget	$ increase	% increase	/City	Increase/City		
56	***Compensation and Benefits line 5***	$398,497.14	$392,267.50	($6,229.65)	-1.56%	$196,133.75	($3,114.83)		
57									
58	Operating Expenses								
59	Utilities line 11	$40,000.00	$49,600.00	$9,600.00	24.00%	$24,800.00	$4,800.00		
60	Insurance line 18	$18,450.00	$21,600.00	$1,150.00	6.23%	$10,800.00	$575.00		
61	Vehicles line 23	$12,000.00	$12,000.00	$0.00	0.00%	$6,000.00	$0.00		
62	Maintenance line 28	$80,000.00	$90,000.00	$10,000.00	12.50%	$45,000.00	$5,000.00		
63	Supplies & Materials line 37	$11,600.00	$11,600.00	$0.00	0.00%	$5,800.00	$0.00		
64	Professional Services line 42	$26,000.00	$28,700.00	$2,700.00	10.38%	$14,350.00	$1,350.00		
65		---	---	---	---	---	---		
66	***Operating Expenses lines 59 - 64***	$188,050.00	$213,500.00	$23,450.00	12.47%	$106,750.00	$11,725.00		
67		---	---	---	---	---	---		
68	***Eqpmt/Captl Purch line 54***	$314,783.69	$367,804.39	$53,020.70	16.84%	$183,902.20	$26,510.35		
69	***Total***	$901,330.83	$973,571.89	$70,241.05	7.79%	$486,785.94	$35,120.52		
70	Statutory Mandate Amount	$ 767,216.64	$ 851,361.92	$84,145.28	10.97%	$425,680.96	$42,072.64		
71	Total Budget Amount	$ 901,330.83	$ 973,571.89	$72,241.05	8.01%	$486,785.94	$36,120.53		
72	Amount Over/(Under) Mandate	$ 134,114.19	$ 122,209.97	($11,904.23)	-8.88%	$61,104.98	($5,952.11)		

[1] Alarm & internet to new office

[2] Propane for Utility Bldng

[3] New Bldng

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

	Pine Banks Park - - -	Fiscal Year		2023	7:38 PM	9-May-22	
	Compensation & Benefits Summary	*Prior FY*	***Budget***	*$ increase*	*% increase*	*/City*	*Increase/City*
1	*Salaries & Wages*						
2	Superintendent	$ 81,553.75	$ 70,800.00	($10,753.75)	-13.19%	$35,400.00	($5,376.88)
3	Asst Superintendent (vacant)	$ 50,576.53	$ 0.00	($50,576.53)	-100.00%	$0.00	($25,288.27)
4	Skilled Laborer	$ 42,469.45	$ 43,531.00	$1,061.55	2.50%	$21,765.50	$530.78
5	Skilled Laborer	$ 36,867.28	$ 37,789.00	$921.72	2.50%	$18,894.50	$460.86
6	Skilled Laborer (mechanic)	$ 0.00	$ 41,600.00	$41,600.00	100%	$20,800.00	$20,800.00
7	Skilled Laborer (part time)	$ 0.00	$ 18,720.00	$18,720.00	100%	$9,360.00	$9,360.00
8		- - -	- - -	- - -	- - -	- - -	- - -
9	Total	$ 211,467.00	$ 212,440.00	$973.00	0.46%	$106,220.00	$486.50
10							
11	Reserve for Overtime	$ 6,100.01	$ 5,106.73	($993.29)	-16.28%	$2,553.36	($496.64)
12							
13	Total Current Compensation	***$ 217,567.01***	***$ 217,546.73***	($20.29)	-0.01%	$108,773.36	($10.14)
14	*Pensions, Benefits & Insurance*						
15	Pension Benefits						
16	Pensions Benefits Active Staff	$ 65,843.00	$ 59,840.00	($6,003.00)	-9.12%	$29,920.00	($3,001.50)
17	Pension Benefits to Retirees	$ 50,563.20	$ 52,080.11	$1,516.91	3.00%	$26,040.06	$758.46
18		- - -	- - -	- - -	- - -	- - -	- - -
19	Total Pension Benefits	$ 116,406.20	$ 111,920.11	($4,486.09)	-3.85%	$55,960.06	($2,243.05)
20							
21	Health Insurance						
22	Health Insurance Active Staff	$ 46,591.61	$ 44,171.16	($2,420.45)	-5.20%	$22,085.58	($1,210.23)
23	Health Insurance Retirees	$ 11,561.26	$ 12,425.28	$864.02	7.47%	$6,212.64	$432.01
24		- - -	- - -				
25	Total Health Insurance	$ 58,152.87	$ 56,596.44	($1,556.43)	-2.68%	$28,298.22	($778.21)
26							
27	Misce						
28	Employers % Life Insurance	$ 904.80	$ 723.84	($180.96)	-20.00%	$361.92	($90.48)
29	Employers % Medicare Tax	$ 3,066.27	$ 3,080.38	$14.11	0.46%	$1,540.19	$7.05
30	Unemployment InsuranceH	$ 0.00	$ 0.00	$0.00	0.00%	$0.00	$0.00
31	Workingman's CompI	$ 0.00	$ 0.00	$0.00	0.00%	$0.00	$0.00
32	Sick Leave Buyback (4x $600)	$ 2,400.00	$ 2,400.00	$0.00	0.00%	$1,200.00	$0.00
33		- - -	- - -				
34	Total Miscellaneous	$ 6,371.07	$ 6,204.22	($166.85)	-2.62%	$1,902.11	($83.43)
35		- - -	- - -	- - -	- - -	- - -	- - -
36	*Total Pensions & Insurance*	***$ 180,930.14***	***$ 174,720.77***	($6,209.37)	-3.43%	$87,360.39	($3,104.68)
37	*Total Current Compensation*	$ 217,567.01	$ 217,546.73	($20.29)	-0.01%	$108,773.36	($10.14)
38	*Total Pensions & Insurance*	$ 180,930.14	$ 174,720.77	($6,209.37)	-3.43%	$87,360.39	($3,104.68)
39	*Total Compensation*	**$ 398,497.15**	**$ 392,267.50**	($6,229.66)	-1.56%	**$196,133.75**	($3,114.83)
40							

41	Reserve for Overtime Reconciliation.	
42	Year Round Budgeted Amount	$ 212,440.00
43	Per week (52)	$ 4,085.38
44	Reserve - 1.25 x One Week	$ 5,106.73

45

46 *Notes:*

47 Administered through and with current payments made through the City of Melrose HR Department.

48 Reimbursements from the City of Malden - estimated quarterly --> **$ 49,033.44**

49 Annualized Increase o/ prior yr --> **-1.56%**

50 Active employee pension cost based on per capita cost over all Melrose Employees.

51 H Unemployment Insurance funded semi-annually and if a PB employee is laid off Malden will contribute 1/2 actual cost.

52 I Melrose self insures Workingman's Compensation and Malden will pay 1/2 of claims as they actually occur.

53 Cost might change if employees or retirees change their benefits during Open Enrollment with effective date of change July 1.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Pine Banks Park - - - Fiscal Year 2023

Compensation and Benefits Data 7:38 PM 9-May-22

	compensation levels		*$/hr*	*$/yr*
1	Kevin Benner:		*34.0385*	$ 70,800.00
2	*(Asst Super Vacated)*		*0.0000*	$ 0.00
3	Russell Kezer:		*20.9284*	$ 43,531.00
4	John Wright		*18.1678*	$ 37,789.00
5	Frank Celona		*20.0000*	$ 41,600.00
6	Robert Celona (part time)		20.0000	$ 18,720.00
7				$ 212,440.00
8	***Health Insurance***			
9	*PLAN TYPE*	*Employee Name*	*mo*	*yr*
10	Active			
11	HPIP-Ind./month	K. Benner	$ 2,129.09	$ 25,549.08
12	HPIP-Ind./month	R. Kezer	$ 870.27	$ 10,443.24
13	Unicare Basic w/ CIC I	J. Wright	$ 681.57	$ 8,178.84
14		Subtotal Active	$ 3,680.93	$ 44,171.16
15	***Retired***			
16	HPPC-Ind. /month	J. Burgess (Retiree)	$ 634.71	$ 7,616.52
17	HP Medic.Enh./month	R. Trabucco (Retiree)	296.78	$ 3,561.36
18	Med.Part B ($135.50/month) RT	Reimbursement/Month	$103.95	$ 1,247.40
19		Subtotal Retired	$ 1,035.44	$ 12,425.28
20		Total	$ 4,716.37	$ 56,596.44
21	***Life Insurance***			
22	PLAN TYPE	*Employee Name*	*Monthly*	*Annual*
23	$5,000 basic	J. Burgess (Retiree)	$ 7.54	$ 90.48
24	$10,000 basic	K. Benner	$ 15.08	$ 180.96
25	$10,000 basic	R. Kezer	$ 15.08	$ 180.96
26	$10,000 basic	J. Wright	$ 15.08	$ 180.96
27	$5,000 basic	R. Trabucco (Retiree)	$ 7.54	$ 90.48
28		Total	$ 60.32	$ 723.84
29				
30	Estimate of Pension Costs per Melrose HR FY 23			$ 59,840.00
31	Retired Employee Costs (Not Active) subject to vote of Retirement Board COLA.			
32	*projected increase*	*3.00%*		*23*
33	J Burgess*			$ 23,614.28
34	R Trabucco			$ 28,465.83
35	Total Retirees			$ 52,080.11

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

Auditors Office

Patrick D. Dello Russo, MBA
CFO/City Auditor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Auditor - (781) 979-4110

MEMORANDUM

To: Melrose City Council

From: Patrick D. Dello Russo, MBA
CFO/City Auditor

Date: June 1, 2022

Re: Free Cash Order 2022-133

In the Fiscal Year 2023 Budget attached to order 2022-133, the Pine Banks Foundation under new initiatives is requesting to pave the parking lot by the lodge/playground. The amount requested of $34,010.35 represents the City of Melrose 50% share of the project.

	Eqpmt/Captl Purch	Budget	Budget	$ increase	% increase	/City	Increase/City		
44	*Last Year & Continuing*								
45	Ballfield Project Amortization	$ 202,588.36	$ 202,588.36	$0.00	0.00%	$101,294.18	$0.00	58539	551044
	Supplemental Facility Shed	$ 97,195.33	$ 97,195.33	$0.00	0.00%	$48,597.67	$0.00		
46	Total Last & Continuing	$ 299,783.69	$ 299,783.69	$0.00	0.00%	$149,891.85	$0.00		
47									
48	*New Initiatives*								
49	Entrance Signage	$ 15,000.00	$0.00	$0.00	0.00%	$0.00	$0.00		
50	Pave Parking Lot by Lodge / Playground	$ 0.00	$ 68,020.70	$0.00	100.00%	$34,010.35	$0.00		
51		---	---	---	---	---	---		
52	Total New Initiatives	$ 15,000.00	$ 68,020.70	$53,020.70	353.47%	$34,010.35	$26,510.35		551020
53		---	---	---	---	---	---		
54	Total	$ 314,783.69	$ 367,804.39	$53,020.70	16.84%	$183,902.20	$26,510.35		

Thank you for your consideration of this request.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-134

An Appropriation from Free Cash, account 01-324001, in the amount of $270,000 (Two Hundred Seventy Thousand Dollars) to various IT accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Free Cash, account 01-324001, in the amount of $270,000 (Two Hundred Seventy Thousand Dollars) to various IT accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**01931773-551097 · Capital Outlay, School IT Technology**	**$150,000.00**
06/06/22	**019313-551098 · Capital Outlay, City IT Technology**	**$100,000.00**
06/06/22	**011552-525303 · Info Exp Software Licenses**	**$20,000.00**
06/06/22	**01-324001 · Available Free Cash**	**($270,000.00)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/16/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [7 TO 0]**	**Next: 6/21/2022 7:45 PM**
MOVER:	Jack Eccles	
SECONDER:	Christopher Cinella, President, ex oficio	
AYES:	Grigoraitis, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Cinella	
ABSENT:	Shawn M. MacMaster, John Obremski, Ryan Williams	
EXCUSED:	Leila Migliorelli	

06/21/22 **City Council** **PASSED**

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
Information Technology

Neal M. Ellis
Chief Information Officer

City Hall
562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4142

Memorandum

To: Patrick Dello Russo

CC: Kerriann Golden

From: Neal Ellis

Date: 05/31/2022

Subject: Free cash appropriations

Free cash in the amount of $200,000 – Hardware Replacement

This free cash appropriation continues the ability of the IT Department to replace crucial systems on a replacement cycle. Currently, these funds will go toward a new telephone system at MHS, MVMMS, Horace Mann, Franklin, Hoover and Winthrop schools. Additionally, a project to replace all of the networking backbone equipment will be funded by this appropriation.

Free cash in the amount of $50,000 – MVMMS Security Cameras

Last year, the Superintendent of Schools Dr. Kukenberger identified the security camera system at the MVMMS as a priority for replacement. Since that time I have worked to find funds for this purpose. Mr. Dello Russo and Mayor Brodeur worked with State Representative Kate Lipper Garabedian to obtain state funds for this project. A $100,000 proposal was made however, the state voted to approve $50,000 for this project. Since the project was estimated to cost approximately $100,000, the Mayor's Office decided to put forth $50,000 in matching funds to fill out the project.

The system at the MVMMS is the original one installed when the building was built and opened in 2006. They are either failed, working improperly and not adequate. They are all cable-connected black and white units.

Free Cash in the amount of $20,000 – Social Media Archiving

The city and schools are in need of a system to archive the social media accounts being used by staff. To be in compliance with the Freedom of Information Act, we require a system that will archive and make retrievable, content posted and collected on our various social media. Additionally, this system will archive chat conversations taking place in the new M365 solution just implemented in the city. The content and search capabilities will be made accessible to the Solicitor's office for faster retrieval.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-136

An Appropriation from Free Cash, account 01-324001, in the amount of $75,967.40 (Seventy-Five Thousand, Nine Hundred Sixty-Seven Dollars and Forty Cents) to various Community Service line items as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Free Cash, account 01-324001, in the amount of $75,967.40 (Seventy-Five Thousand, Nine Hundred Sixty-Seven Dollars and Forty Cents) to various Community Service line items as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**019313-551178 · Capital Outlay, Rec Department**	**$47,077.40**
06/06/22	**015402-540000 · COA, Miscellaneous Supplies**	**$13,890.00**
06/06/22	**016312-525405 · Rec - Registration Software**	**$10,000.00**
06/06/22	**016932-527303 · Mem Bl Exp Elevator Maintenance**	**$5,000.00**
06/06/22	**01-324001 · Available Free Cash**	**($75,967.40)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/16/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [7 TO 0]**	**Next: 6/21/2022 7:45 PM**
MOVER:	Mark Garipay	
SECONDER:	Manjula Karamcheti	
AYES:	Grigoraitis, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Cinella	
ABSENT:	Shawn M. MacMaster, John Obremski, Ryan Williams	
EXCUSED:	Leila Migliorelli	

06/21/22 **City Council** **PASSED**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE RECREATION DEPARTMENT

Frank Olivieri, CPRE
Melrose Recreation Department
Recreation Director

Melrose Recreation Department
562 Main Street.
Melrose, Massachusetts 02176
Telephone - (781) 979-4179
E-mail – folivieri@cityofmelrose.org

MEMORANDUM

To: Honorable City Council
Date: December 16, 2021
Re: FY22 Free Cash Request

Capital Outlay – Recreation Vehicle

The Recreation Department is respectfully requesting an appropriation of $47,077.40 for the purchase of a new electric vehicle pick-up truck. Our department relies heavily on our current truck to move equipment, supplies, and staff to different parks and facilities in and around Melrose year-round. Our current vehicle is a 2001 Chevy Silverado that is barely functioning. On a daily basis we need to jump the vehicle to get it started. It is not equipped to handle driving more than a few miles at a time and there are many reoccurring safety concerns. Our current pick-up truck does not have much time remaining, and we project that within the next year it will need to be decommissioned. Our pickup truck plays a major role in our operations and allows us to deliver quality programs and events to the Melrose community. We are asking for your support to purchase a new vehicle so we can continue to offer our services without any major interruption.

Recreation Registration Software

The Recreation Department is respectfully requesting an appropriation of $10,000 for the purchase of professional registration software. At this time our department uses a product called Sports Connect. Sports Connect was originally owned by Dicks Sporting Goods and was offered as a safe and free software platform for non-profit agencies and recreation departments to use for participant registrations, website management, and record keeping. Three years ago the software platform was sold to Stack Sports and repackaged as Sports Connect. Since that time changes continue to be implemented that are very concerning including charging additional fees to residents to use the

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

system, the raising of credit card transaction fees on our department, and most recently the unsolicited marketing of promotions to Melrose residents without consent from the Recreation Department. These recent policies and actions by Sports Connect are unacceptable and we feel strongly that it is in the best interest of the City, the Recreation Department, and our residents to purchase and implement a new recreation registration system immediately that meets the standards of the City and also surrounding municipalities. After extensive research, almost all known recreation departments in the Commonwealth of Massachusetts are using three main vendors as their contracted company (Civic Rec, MyRec, and Active Network). If approved, it is our goal to move quickly, demo all three products, go under contract, and to implement the new software within the next few months to bring our department up to standard with surrounding communities. On an annual basis we have 4,000+ participant registrations and over $400,000+ in revenue pass through our system. It is our responsibility to provide a safe, secure, and stable way for our residents to continue to register for recreation programs and events.

Closing Statement

We kindly ask for your support with these very important endeavors. It is our department's goal to always strive to provide the highest quality services, programs, and events for our residents. We respectfully ask for the following resources to try and keep to our standards and best practices at the highest levels possible.

Thank you for your consideration,

Sincerely,

Frank Olivieri

Frank Olivieri
Recreation Director

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Stacey A. Minchello
Executive Director

MELROSE COUNCIL ON AGING
MILANO CENTER
Live Well ~ Age Well

781 665-4304
sminchello@cityofmelrose.org

June 2, 2022

Dear City Councilors:

Please accept this correspondence as a thank you for your consideration of a free cash appropriation for the Council on Aging in the amount of Thirteen Thousand Eight Hundred and Ninety dollars ($13,890).

This appropriation will allow us to install a fob access system to the Milano Center. This not only provides us a more secure access system; it also allows us to easily control access to the building on evenings and weekends. A fob system gives us the ability to open the center for community meetings, commissions, and renters.

Additionally, within this appropriation, we will repair the existing media equipment set up so the hall speakers are all operational. We will add listening devices to accommodate those with hearing issues, and seek media options for additional accessibility, i.e. conference room wireless speakers/cameras to enhance virtual programs.

Much appreciation for your support, consideration, and especially your understanding of how important it is for the Milano Center to be a community partner..

Thank you.

Please feel free to contact me if you have any questions.

Sincerely,

Stacey A. Minchello

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

SOLDIERS & SAILORS
MEMORIAL BUILDING

590 Main Street
Melrose, Massachusetts 02176
Telephone (781) 979-4185
www.melrosememorialhall.com

KATHY PIGOTT-BRODEUR
Executive Director/Operations Manger
Kpigottbrodeur@cityofmelrose.org

MEMORANDUM

TO: The Honorable Melrose City Council
FR: Kathy Pigott-Brodeur, Executive Director/Operations Manager, Memorial Hall
DATE: May 30, 2022
RE: Memorial Hall (693) Elevator Software Upgrade

The elevator at Memorial Hall will need a software upgrade for the controller. The controller will be reprogrammed so it can enable the Emergency Phase 2 Car Operation when tested. This is a code mandated by the State and must be installed by the end of 2022 or the elevator will be deemed inoperable. As this upgrade is being done statewide on a large majority of elevators, our vendor's upgrade appointment schedule will run June through December 2022. The estimated cost for the software upgrade as of today is $5000, (elevator maintenance line item of the Memorial Hall budget 016932-527303).

Thank you for your time and consideration.

Kathy P-B
Kathy Pigott-Brodeur
Executive Director/operations Manger
Soldiers and Sailors Memorial Building (Melrose Memorial Hall)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-138

An Appropriation from Free Cash, account 01-324001 in the amount of $76,400 (Seventy Six Thousand and four hundred dollars) to various general government accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Free Cash, account 01-324001 in the amount of $76,400 (Seventy Six Thousand and four hundred dollars) to various general government accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**015112-529000 · Health Exp Professional Services**	**$28,000.00**
06/06/22	**011512-529000 · Ctysol Exp Professional Services**	**$25,000.00**
06/06/22	**019302-537500 · Dept EquipFurniture & Fixtures**	**$10,000.00**
06/06/22	**012212-537500 · Fire Exp Furn &Fixtures**	**$10,000.00**
06/06/22	**011622-530506 · Elec Exp Election Supplies**	**$3,400.00**
06/06/22	**01-324001 · Available Free Cash**	**($76,400.00)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/16/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [7 TO 0]**	**Next: 6/21/2022 7:45 PM**
MOVER:	Christopher Cinella, President, ex oficio	
SECONDER:	Jack Eccles	
AYES:	Grigoraitis, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Cinella	
ABSENT:	Shawn M. MacMaster, John Obremski, Ryan Williams	
EXCUSED:	Leila Migliorelli	

06/21/22 **City Council** **PASSED**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4116

TO: Honorable City Council
DATE: May 31, 2022
RE: Equipment Request

I respectfully request an appropriation of $3,393.94 to purchase retractable banner signs/stands (image below). This request is made in response to feedback **consistently** received from voters and staff alike regarding identification of the appropriate Ward/Precinct. Overwhelmingly it has been reported that clear signage is a key element in reducing precinct confusion and these banners provide a bold visual. The vendor quote Is attached for reference as is a list of surrounding communities using them. I contacted other municipal users and have received positive feedback.

These 6-foot-high banners will replace the approximately 4-foot white plastic sandwich boards previously used at the polls. We will be repurposing the boards to outside as additional visual signage for voters. Thank you for your consideration



Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Inclusion Solutions
2000 Greenleaf St.
Suite 3 Evanston, IL 60202
www.inclusionsolutions.com
Email contact@inclusionsolutions.com
Tel 847-869-2500
Fax 847-869-2515

Sales Quote

Quote #	SQ-009755
Date	3/14/2022

Billing Address	**Melrose MA, City of** 562 Main Street Melrose, MA 02176	Shipping Address	**Melrose MA, City of** 562 Main Street Melrose, MA 02176
Contact Phone	Kristin Foote (781) 979-4116	Email Address Fax#	cityclerk@cityofmelrose.org (781) 979-4149

Sales Rep
Hollister Bundy

Product	Description	Quantity	Unit Price	Sub-Total
RETBNR	Retractable Banner Stand- 33" x 78"; Custom Design	14	$229.00	$3,206.00

Remarks

Ward Horizontal and then numbers
1, 2, 3, 4, 5, 6, 7

Precinct (vertical) 1 and 2

RED SIGNS WHITE LETTERING

CUSTOM SIGNS -- WILL SEND PROOF BEFORE PRODUCTION
(No election until September)

Sub-Total	$3,206.00
Shipping	$187.94
Total	$3,393.94

To approve quote, sign and fax back to 847-869-2515 or sign, scan document, and email to sales@inclusionsolutions.com

Quote Approved by:_____(Sign Here)
*By signing this quote, I authorize Inclusion Solutions to ship the product listed herein and acknowledge that I have followed all state, county, or local purchasing requirements

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

4:12 PM
02/14/22
Accrual Basis

Inclusion Solutions, LLC
Sales by Item Detail
All Transactions

Type	Date	Num	Memo	Name	Qty
Inventory					
Election Accessories (Election Accessories)					
RETBNR Retractable Banner (Retractable Banner Stand)					
Invoice	01/26/2020	14259	Retractable B...	Butte CA, County El...	12
Invoice	03/08/2021	141545	Retractable B...	Easthampton MA, ...	5
Invoice	03/09/2021	141549	Retractable B...	Tewksbury MA, Tow...	8
Invoice	03/10/2021	141556	Retractable B...	Abington MA, Town of	5
Invoice	03/17/2021	141567	Retractable B...	Johnson IL, County ...	6
Invoice	03/23/2021	141591	Retractable B...	Norwell MA, Town of	3
Invoice	03/23/2021	142249	Retractable B...	South Hadley MA, T...	5
Invoice	04/05/2021	141602	Retractable B...	Pemiscot MO, Coun...	6
Invoice	04/05/2021	141612	Retractable B...	Leominster MA, Tow...	15
Invoice	04/14/2021	141636	Retractable B...	Rehoboth MA, Town...	3
Invoice	06/01/2021	141763	Retractable B...	Tewksbury MA, Tow...	5
Invoice	06/24/2021	141820	Retractable B...	Randolp MA, City of	24
Invoice	06/24/2021	141824	Retractable B...	Rehoboth MA, Town...	1
Invoice	06/30/2021	141874	Retractable B...	Rehoboth MA, Town...	4
Invoice	07/06/2021	141868	Retractable B...	Boxford MA, Town of	3
Invoice	12/08/2021	142246	Retractable B...	Westborough MA, T...	6
Invoice	12/09/2021	142256	Retractable B...	Plainville MA, Clerk of	6
Invoice	02/10/2022	142366	Retractable B...	Dighton MA, City of	3
Invoice	02/14/2022	142372	Retractable B...	Orange MA, Elections	2
Total RETBNR Retractable Banner (Retractable Banner Stand)					122
Total Election Accessories (Election Accessories)					122
Total Inventory					122
TOTAL					**122**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

FIRE DEPARTMENT
CITY OF MELROSE

OFFICE OF THE CHIEF

Edward J. Collina
Chief of Department

Fire Headquarters, 576 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4404
Fax - (781) 662-2304

MEMORANDUM

To: City Council

Cc: Mayor Paul Brodeur

Date: June 1, 2022

Re: Free Cash Funds – Fire Department Upgrades

I respectfully request an appropriation of $10,000.00 to purchase and replace the mattresses throughout all three fire stations. In total, between all stations, there are twenty beds that need new mattresses. Most of the current mattresses have not been replaced in 10+ years.

I appreciate your consideration.

Respectfully Submitted,

Edward J. Collina
Chief of Department

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

Auditors Office

Patrick D. Dello Russo, MBA
CFO/City Auditor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Auditor - (781) 979-4110

MEMORANDUM

To: Melrose City Council

From: Patrick D. Dello Russo, MBA
CFO/City Auditor

Date: June 1, 2022

Re: Free Cash Order 2022-138

The free cash appropriation requested in the amount of $10,000 to line item 019302-537500 is for upgrades to office equipment. There is currently no line item specific to this item in the Fiscal 2022 or Fiscal 2023 budget for all departments. This money would allow us to purchase office equipment needs as they arise with departments.
The City tries to recycle and reuse equipment in most circumstances. However, there are situations where the office equipment is no longer functional and needs to be replaced.

Thank you for your consideration of this request.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

HEALTH AND HUMAN SERVICES DEPARTMENT

Board of Health
Frank Brincheiro, MD
Lillian Kelly R.N.
Carol Ann Licitra, L.M.H.C.

Health Director
Anthony Chui, MPH

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781)979-4130
health@cityofmelrose.org

MEMORANDUM

To: The Honorable Melrose City Council
From: Anthony Chui, M.P.H., Health and Human Services Director
Date: June 2, 2022
RE: Rodent Control

The Health and Human Services Department is requesting an appropriation of $28,000 to Health Professional Services (015112-529000) to be used for a pilot rodent control program.

We have attached a copy of the estimate from North Shore Wildlife that will be handling the pest control. This estimate outlines the services and reporting that they will provide to the City of Melrose as part of the pilot program.

Thank you for your consideration.

Anthony Chui, M.P.H.
Health and Human Services Director

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

ESTIMATE

Anthony Chui
562 Main St
Melrose, Ma 02176
(781) 307-2668

North Shore Wildlife
72 Elm St Suite 2
Salisbury, Ma 01952
Phone: (978) 872-6633
Email: bob@nswildlife.com
Web: www.nswildlife.com

Estimate #	001147
Date	05/01/2022
Business / Tax #	[redacted]

Description	Total
	$21,960.00
R.A.T.S. Rat Action Tunnel System	$10,980.00

North Shore Wildlife (NSW) will take an integrated pest management (IPM) approach using mechanical, cultural, and prevention techniques. NSW will set trap(s) at the three locations identified by health director as problem areas in Melrose and Wakefield Ma.
NSW will monitor, service, re-set, re-bait, and re-position all traps as necessary.

NSW will inspect D.P.W. buildings during each visit and complete a full exclusion as necessary using steel galvanized mesh, Pur Black foam, copper mesh "Stuff It", ASI 502 Silicone Sealant and any other materials needed.

NSW will report the following data to the health director bi-weekly:

-Number of rodents trapped

-Suggestions and implementation of environmental changes to help decrease rodent population

-Dates and times technicians service, re-bait and re-set traps

-Pictures of each trap so location can be determined

-Pictures of any exclusion work performed to prevent rodents from entering D.P.W. buildings

WEEKLY ITEMIZED COSTS

-Labor, Fuel & Materials (Steel galvanized mesh, Pur Black foam, ASI 502 Silicone Sealant $175/day x 3/days = $525/wk x 12/wks = $6300

-Trap Rental $195/wk (Per Trap) (1 traps per site 2 traps total) = $780/wk x 12/wks = $4,680

-Bi-Monthly Report (No additional cost)

-One time (Snap Trap) set up fee $120 (Waived)

-Exclusion work on both D.P.W. buildings during the three month period.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

This cost will cover the Months of July, August and September.

R.A.T.S. (Rat Action Tunnel System) $10,980.00

North Shore Wildlife (NSW) will take an integrated pest management (IPM) approach using mechanical, cultural, and prevention techniques. NSW will set trap(s) at the three locations identified by health director as problem areas in Melrose and Wakefield Ma.
NSW will monitor, service, re-set, re-bait, and re-position all traps as necessary.

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-Number of rodents trapped

-Suggestions and implementation of environmental changes to help decrease rodent population

-Dates and times technicians service, re-bait and re-set traps

-Pictures of each trap so location can be determined

-Pictures of any exclusion work performed to prevent rodents from entering D.P.W. buildings

WEEKLY ITEMIZED COSTS

-Labor, Fuel & Materials (Steel galvanized mesh, Pur Black foam, ASI 502 Silicone Sealant $175/day x 3/days = $525/wk x 12/wks = $6300

-Trap Rental $195/wk (Per Trap) (1 traps per site 2 traps total) = $780/wk x 12/wks = $4,680

-Bi-Monthly Report (No additional cost)

-One time (Snap Trap) set up fee $120 (Waived)

-Exclusion work on both D.P.W. buildings during the three month period.

This cost will cover the Months of March, April and May.

Subtotal	$21,960.00
Total	**$21,960.00**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

By signing this document, the customer agrees to the services and conditions outlined in this document. You are allowing NSW on the property on the scheduled day agreed upon. You also agree to pay this amount in full same day the job is completed.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE **Legal Department**

Shannon Phillips
City Solicitor
sphillips@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone (781) 979-4184

MEMORANDUM

To: **The Honorable Melrose City Council**

From: **Shannon Phillips**

Re: **Legal Department Budget – Funds**

Date: **June 2, 2022**

---

151 City Solicitor's Office

Appropriation from Free Cash to Professional Services: $25,000.00 (2022-138)

Transfer to Professional Services: $30,000.00 (2022-141)

These amounts relate to costs for arbitration of an ongoing labor matter, cost of outside counsel for ongoing labor matters and contract negotiations, & Cable Contract Negotiations.

Transfer to Property and Casualty Insurance: $85,000.00 (2022-141)
This transfer in Property Insurance coverage reflects the costs of new Pole chargers that were not part of the FY22 budget due to timing, capital acquisitions in process on a regular basis, and higher than estimated premium increases.

Transfer to Suits and Claims: $40,000.00 (2022-141)
This relates to two pending legal matters for which the City needs to pay insurance deductibles for work on litigation.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-141

A Transfer from Temporary Interest, account 017522-549100, in the amount of $74,000 (Seventy Four Thousand Dollars) and a transfer from Health Insurance, account 019142-549201, in the amount of $81,000 (Eighty One Thousand Dollars) to the City Solicitor budget as set forth herein.

Offered by

BE IT ORDERED

Authorize A Transfer from Temporary Interest, account 017522-549100, in the amount of $74,000 (Seventy Four Thousand Dollars) and a transfer from Health Insurance, account 019142-549201, in the amount of $81,000 (Eighty One Thousand Dollars) to the City Solicitor budget as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**011512-529000 · Ctysol Exp Professional Services**	**$30,000.00**
06/06/22	**017522-549100 · Projected Debt Interest**	**($74,000.00)**
06/06/22	**011512-544310 · Ctysol Exp Property & Casualty Insurance**	**$85,000.00**
06/06/22	**011512-544500 · Ctysol Exp Suits & Claims**	**$40,000.00**
06/06/22	**019142-549201 · Hth Con Ex Group Health Providers**	**($81,000.00)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/16/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [7 TO 0]**	**Next: 6/21/2022 7:45 PM**
MOVER:	Jack Eccles	
SECONDER:	Christopher Cinella, President, ex oficio	
AYES:	Grigoraitis, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Cinella	
ABSENT:	Shawn M. MacMaster, John Obremski, Ryan Williams	
EXCUSED:	Leila Migliorelli	

06/21/22 **City Council** **PASSED**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE **Legal Department**

Shannon Phillips
City Solicitor
sphillips@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone (781) 979-4184

MEMORANDUM

To: **The Honorable Melrose City Council**

From: **Shannon Phillips**

Re: **Legal Department Budget – Funds**

Date: **June 2, 2022**

---

151 City Solicitor's Office

Appropriation from Free Cash to Professional Services: $25,000.00 (2022-138)

Transfer to Professional Services: $30,000.00 (2022-141)

These amounts relate to costs for arbitration of an ongoing labor matter, cost of outside counsel for ongoing labor matters and contract negotiations, & Cable Contract Negotiations.

Transfer to Property and Casualty Insurance: $85,000.00 (2022-141)
This transfer in Property Insurance coverage reflects the costs of new Pole chargers that were not part of the FY22 budget due to timing, capital acquisitions in process on a regular basis, and higher than estimated premium increases.

Transfer to Suits and Claims: $40,000.00 (2022-141)
This relates to two pending legal matters for which the City needs to pay insurance deductibles for work on litigation.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-143

An Appropriation from Mt. Hood Retained Earnings, account 620000-319000, in the amount of $92,000 (Ninety-Two Thousand Dollars) to Mt. Hood Professional Services, account 620000-529000 to fulfill contract obligations.

Offered by

BE IT ORDERED

An Appropriation from Mt. Hood Retained Earnings, account 620000-319000, in the amount of $92,000 (Ninety-Two Thousand Dollars) to Mt. Hood Professional Services, account 620000-529000 to fulfill contract obligations.

FINANCIAL IMPACT:

n/a

06/06/22	**620000-529000 · Mt Hood Professional Services**	**$92,000.00**
06/06/22	**620000-319000 · Retained Earnings**	**($92,000.00)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/16/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [7 TO 0]**	**Next: 6/21/2022 7:45 PM**
MOVER:	Jack Eccles	
SECONDER:	Christopher Cinella, President, ex oficio	
AYES:	Grigoraitis, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Cinella	
ABSENT:	Shawn M. MacMaster, John Obremski, Ryan Williams	
EXCUSED:	Leila Migliorelli	

06/21/22 **City Council** **PASSED**

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

PARKS DEPARTMENT
100 Slayton Road
Melrose, MA 02176

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

May 31, 2022

To: Mayor Paul Brodeur
Patrick Dello Russo, Auditor

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

Cc: Kerriann Golden, Assistant Auditor

Subject: Appropriation

I respectfully request an appropriation in the amount of ninety-two thousand dollars ($92,000.00).

From: Mt Hood Reserve Fund

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

This appropriation is necessary to fulfill contract obligations.

Thank you.

Regards,

Joan E. Bell

Superintendent of Mt. Hood & Public Open Space

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-146

An Appropriation from Ambulance Retained Earnings, account number 6500-31900, in the amount of $73,355.98 (Seventy Three Thousand, Three Hundred Fifty-five dollars and ninety-eight cents) to various ambulance accounts as set forth herein.

Offered by

BE IT ORDERED

An Appropriation from Ambulance Retained Earnings, account number 6500-31900, in the amount of $73,355.98 (Seventy Three Thousand, Three Hundred Fifty-five dollars and ninety-eight cents) to various ambulance accounts as set forth herein.

FINANCIAL IMPACT:

n/a

06/06/22	**8418-490000 · Ambulance Reserve Retained Earnings, Transfer In**	**$42,355.98**
06/06/22	**650052-527300 · Ambulance, Special Equipment**	**$31,000.00**
06/06/22	**6500-319000 · Ambulance, Retained Earnings**	**($73,355.98)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/16/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [7 TO 0]**	**Next: 6/21/2022 7:45 PM**
MOVER:	Manjula Karamcheti	
SECONDER:	Christopher Cinella, President, ex oficio	
AYES:	Grigoraitis, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Cinella	
ABSENT:	Shawn M. MacMaster, John Obremski, Ryan Williams	
EXCUSED:	Leila Migliorelli	

06/21/22 **City Council** **PASSED**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

FIRE DEPARTMENT
CITY OF MELROSE

OFFICE OF THE CHIEF

Edward J. Collina
Chief of Department

Fire Headquarters, 576 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4404
Fax - (781) 662-2304

MEMORANDUM

To: City Council

Cc: Mayor Paul Brodeur

Date: June 1, 2022

Re: Free Cash Funds – LifePak 15

I respectfully request an appropriation of $31,000.00 to purchase a LifePak 15 which is a critical piece of equipment on an ALS (Advanced Life Support) ambulance.

The LifePak 15 monitor/defibrillator has six main operating modes:

-AED mode: for automated ECG analysis and a prompted treatment protocol for patients in cardiac arrest.
-Manual mode: for performing manual defibrillation, synchronized cardioversion, noninvasive pacing, and ECG and vital sign monitoring.
-Archive mode: for accessing stored patient information.
-Setup mode: for changing default settings of the operating functions.
-Service mode: for authorized personnel to perform diagnostic tests and calibrations.
-Demo mode: for simulated waveforms and trend graphs for demonstration purposes.

The purchase of a new LifePak 15 will replace our original monitor which is 10+ years old.

I appreciate your consideration.

Respectfully Submitted,

Edward J. Collina
Chief of Department

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

Auditors Office

Patrick D. Dello Russo, MBA
CFO/City Auditor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Auditor - (781) 979-4110

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

MEMORANDUM

To: Melrose City Council

From: Patrick D. Dello Russo, MBA
CFO/City Auditor

Date: June 1, 2022

Re: Free Cash Order 2022-146

An appropriation in the amount of $42,355.98 from Ambulance Retained Earnings[1], account 6500-319000 to Ambulance, Reserve for Retained Earnings, account 8418-490000[2]. The City's goal for the Ambulance Enterprise Fund is to keep a balance of Reserve for Retained Earnings of $150,000. The current balance in the fund as of 6/1/2022 is $107,644.02. The requested appropriation will replenish the fund back to $150,000.

Thank you for your consideration.

[1] Retained Earnings – is the certified free cash for an enterprise fund.

[2] Reserve for Retained Earnings – is the reserve fund for an enterprise fund.

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-147

An Appropriation from the Peg Access Cable Fund (#2922) in the amount of $276,764.16 (Two Hundred Seventy - Six thousand, Seven Hundred Sixty-Four Thousand and sixteen cents) to MMTV and Melrose Public Schools.

Offered by

BE IT ORDERED

An Appropriation from the PEG Access Cable Fund (#2922) in the amount of $221,411.33 to MMTV and $55,352.83 to Melrose Public Schools for fees received year to date. The receipts requested for appropriation represent MMTV's 4.00% and Melrose Public School's 1.00% of the City of Melrose PEG Access Agreement. Fund 2922 was established by Council Order on 6/17/19 Order 2019-109 and under MGL Chapter 44 Section 53F 3/4.

FINANCIAL IMPACT:

n/a

06/06/22	**29224-437000 · PEG Access Cable - Fee Revenue**	**$221,411.33**
06/06/22	**18034-490000 · PEG Access Cable - Transfer In School Department**	**$55,352.83**
06/06/22	**29222-590003 · PEG Access Cable Fund Transfer Out Schools**	**($55,352.83)**
06/06/22	**29222-590000 · PEG Access Cable -Transfer out**	**($221,411.33)**
	TOTAL:	**$0.00**

06/06/22 **City Council** **ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/16/22 **Appropriations and Oversight** **OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [7 TO 0]**	**Next: 6/21/2022 7:45 PM**
MOVER:	Christopher Cinella, President, ex oficio	
SECONDER:	Robb Stewart	
AYES:	Grigoraitis, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Cinella	
ABSENT:	Shawn M. MacMaster, John Obremski, Ryan Williams	
EXCUSED:	Leila Migliorelli	

06/21/22 **City Council** **PASSED**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-148

Reauthorize the previously adopted Order to Create an Education, Public Safety & Substance Abuse Prevention Stabilization Fund.

Offered by Mayor Paul Brodeur

BE IT ORDERED

That the City Council per Council Order 2019-46, reauthorize the "Education, Public Safety and Substance Abuse Prevention Stabilization Fund" and dedicated revenue source of 50% of the local options excise on retail sales of marijuana for adult use established as of July 1, 2019 for the purpose of supplementing annual appropriations thereto unless and until revoked by Council.

FINANCIAL IMPACT:

N/A

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/21/22	**Legal & Legislative**	**RECOMMEND AS AMENDED**

RESULT:	**RECOMMEND AS AMENDED [4 TO 0]**
AYES:	Leila Migliorelli, Maya Jamaleddine, Jen Grigoraitis, Christopher Cinella
ABSENT:	Robb Stewart, Manjula Karamcheti

06/21/22	**City Council**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
No Vote

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Michael J. Heffernan
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

Informational Guideline Release

Bureau of Municipal Finance Law
Informational Guideline Release (IGR) No. 17-20
July 2017

Supersedes IGR 04-201 and Inconsistent Prior Written Statements

STABILIZATION FUNDS

(G.L. c. 40, § 5B and G.L. c. 59, § 21C(g))

This Informational Guideline Release (IGR) informs local officials about changes made by the Municipal Modernization Act that eliminate caps on stabilization fund balances and annual appropriations, change the quantum of vote for appropriations into stabilization funds, allow the dedication of certain revenue streams into stabilization funds and expand the depositories and investment options for stabilization fund reserves.

Topical Index Key:

Accounting Policies and Procedures
Appropriations
Proposition 2½
Special Funds

Distribution:

Accountants/Auditors
Mayors/Selectmen
City/Town Managers/Exec. Secys.
Finance Directors
Finance Committees
City/Town Councils
City Solicitors/Town Counsels

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(G.L. c. 40, § 5B and G.L. c. 59, § 21C(g))

SUMMARY:

These guidelines inform local officials about amendments made to G.L. c. 40, § 5B, which establishes city, town and district stabilization funds, by the Municipal Modernization Act statute that took effect on November 7, 2016. St. 2016, c. 218, § 22.

Under G.L. c. 40, § 5B, municipalities and districts may create one or more stabilization funds, which are special reserves into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Voters may also approve a Proposition 2½ override in order to fund appropriations for a particular stabilization fund. Monies accumulated in a stabilization fund carry over from one fiscal year to another, and interest remains with that fund.

The Municipal Modernization Act made four significant changes to G.L. c. 40, § 5B. First, it eliminated caps on the amount that could be appropriated into the fund in any year and the aggregate balances of all stabilization funds. Previously, municipalities and districts could not appropriate into a stabilization fund in any year an amount exceeding 10 percent of the prior year's tax levy, or a larger amount, without the approval of the Director of Accounts, and the total reserved in all funds could not exceed 10 percent of the equalized valuation of the municipality or district. Second, appropriations made into the fund may now be approved by a majority vote, instead of a two-thirds vote. Appropriations from a stabilization fund must still be approved by a two-thirds vote. Likewise, a two-thirds vote is still needed to create a stabilization fund and to change its purpose. Third, the local treasurer has a broader range of investment options consistent with the 2014 amendments to municipal and district trust fund investments under G.L. c. 44, § 54 and banking laws governing the Commissioner of Bank's authority to establish a list of sound investments for banking institutions. St. 2014, c. 343. Finally, a new local acceptance provision was added as the fourth paragraph of G.L. c. 40, § 5B. If accepted, the local legislative body, by a two-thirds vote, may dedicate to a stabilization fund certain revenue streams, including revenue from fees and charges, except revenues already reserved by law for particular purposes and locally assessed taxes and excises.

These guidelines are in effect and supersede Informational Guideline Release No. 04-201, *Creation of Multiple Stabilization Funds and Proposition 2½ Overrides for Stabilization Funds*, and any inconsistent prior written statements or documents.

MUNICIPAL FINANCE LAW BUREAU **KATHLEEN COLLEARY, CHIEF**

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GUIDELINES:

I. MULTIPLE STABILIZATION FUNDS

A. Creation of Funds

Stabilization funds may be created for one or more different purposes. G.L. c. 40, § 5B. A fund may be created for a broad category of spending purposes, such as any lawful purpose, capital budget purposes or purposes for which the community may borrow money. Stabilization funds may also be created for a specific purpose or project, for example, to acquire a new fire truck or undertake a particular school construction project.

Creation of a fund requires a two-thirds vote of the legislative body of the city, town or district. The vote must clearly define the purpose(s) of the fund.

B. Changing Fund Purpose

The purpose of a stabilization fund may be changed at any later time by a two-thirds vote of the legislative body. For example, if a community had established a fund in order to reserve monies to acquire a new fire truck and a balance remains after the purchase, the legislative body could vote to change the purpose to meet some new savings objective.

If the legislative body votes to change the purpose of a stabilization fund for which revenue has been dedicated, the vote should also state whether the dedication continues after the purpose changes. See Section II-C-1 below regarding the minimum period a dedication is effective.

If a Proposition 2½ levy limit override was approved for the purpose of funding the particular stabilization fund, however, the city or town must also follow the election procedure explained in Section III-C below to be able to change the fund purpose and then continue using the additional levy capacity resulting from that override in future years.

C. Appropriations and Transfers

Appropriations into any stabilization fund require a majority vote of the legislative body. Appropriations from a stabilization fund require a two-thirds vote of the legislative body.

Monies may also be transferred from one stabilization fund to another by two-thirds vote. When monies in the fund from which the transfer is made cannot be appropriated directly for the purpose of the fund receiving the transfer, for example, a transfer of $50,000 from a fund for a particular school construction project to a fund to construct a new senior center, the vote also serves as a change in purpose to the extent of the amount appropriated.

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D. Investment and Interest

The treasurer may deposit stabilization funds in (1) a trust company, co-operative bank, or savings bank, if the trust company or bank is organized or exists under either the laws of the Commonwealth of Massachusetts, or of any other state, or may transact business in the Commonwealth, and has its main office or a branch office in the Commonwealth; and (2) a national bank, federal savings bank or federal savings and loan association, if the bank or association may transact business and has its main office or a branch office in the Commonwealth. Any state-chartered or federally-chartered bank used to deposit stabilization funds must be insured by the Federal Deposit Insurance Corporation (or its successor).

The treasurer may also invest stabilization funds in (1) participation units under G.L. c. 29, § 38A (Massachusetts Municipal Depository Trust established by the State Treasurer); or (2) securities that are legal investments for savings banks under Massachusetts law. Savings banks may legally invest in securities included in the annual legal list of investments established by the Commissioner of Banks under G.L. c. 167, §§ 15A-15K, and permitted by G.L. c. 167F, § 3. All investments in securities that are legal investments for savings banks must still meet the investment standard in G.L. c. 44, § 55B governing a treasurer's investment of public funds generally, which means those investments must be prudent.

All interest earned on the deposit and investment of stabilization funds belongs to the funds. The treasurer may pool monies from all stabilization funds for investment purposes, but the accounting officer must account for them separately in the general ledger and allocate interest earned on the pooled monies proportionately to each stabilization fund.

II. DEDICATION OF REVENUES TO STABILIZATION FUND

A. Purpose

Cities, towns and districts that accept the fourth paragraph of G.L. c. 40, § 5B may dedicate, without further appropriation, all, or a percentage of not less than 25 percent, of a particular fee, charge or other receipt to any stabilization fund established under G.L. c. 40, § 5B.

B. Acceptance Procedure

Acceptance of the fourth paragraph of G.L. c. 40, § 5B is by majority vote of the legislative body of the city, town or district, subject to charter. G.L. c. 4, § 4. (See attached sample acceptance vote.)

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C. Dedication of Revenue Stream to a Stabilization Fund

1. Dedication Vote

After a city, town or district has accepted the fourth paragraph of G.L. c. 40, § 5B, its legislative body may vote to dedicate a revenue source to a stabilization fund by a two-thirds vote. The vote must include the (1) specific revenue source being dedicated; (2) the percentage of that revenue source being dedicated, which must be at least 25 percent of the source; and (3) the fund into which the revenue source is being dedicated. A separate vote should be taken for each dedication. (See attached sample dedication vote.)

The vote must take place before July 1 of the fiscal year in which the dedication is to begin. A dedication may be terminated in the same manner, i.e., by a two-thirds vote of the legislative body, but cannot terminate unless it has been in effect for at least three fiscal years.

2. Dedicated Revenue Streams

Any fee, charge or other receipt may be dedicated to a stabilization fund, except:

a. Locally Assessed Taxes, Excises and Property Tax Surcharges

Real and personal property taxes, motor vehicle excises, boat excises, farm animal and machinery excises, classified forest, farm and recreational land and penalty taxes, community preservation surcharges and municipal water infrastructure surcharges cannot be dedicated to a stabilization fund.

b. Revenues Reserved by Law for Particular Purposes

Fees, charges or other receipts already reserved by law for expenditure for a particular purpose cannot be dedicated to a stabilization fund. This includes revenues dedicated by general laws or special acts and revenues dedicated because the city, town or district accepted a statute or otherwise acted under a statute to dedicate them.

For example, the legislative body could not dedicate those betterments and special assessment revenues reserved for debt service under G.L. c. 44, § 53J, parking meter receipts reserved for certain parking related purposes if the city or town had accepted G.L. c. 40, § 22A or ambulance receipts if the city or town was reserving them for appropriation under G.L. c. 40, § 5F.

This exception means that the fees, charges or other receipts that may be dedicated are revenues that would belong to the general fund. G.L. c. 44, § 53.

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3. Dedicated Revenue Accounting

Upon receipt of dedicated revenue, the accounting officer must credit the voted percentage to the designated stabilization fund and the remaining percentage, if any, to the general fund. No appropriation or other action is required.

4. Balance Available for Appropriation

The stabilization fund balance available for appropriation includes only the amount of the dedicated revenue actually received and credited to the fund.

D. Revocation of Acceptance

Acceptance may be revoked, but the city, town or district must wait until at least three years after acceptance. G.L. c. 4, § 4B. Revocation is also by vote of the legislative body of the city, town or district, subject to charter.

Revocation terminates all dedications at the end of the fiscal year in which the revocation takes effect. See II-E below.

E. Effective Date of Acceptance or Revocation

Acceptance or revocation of the fourth paragraph of G.L. c. 40, § 5B is effective for the fiscal year that begins the next July 1, unless a later fiscal year is designated in the acceptance or revocation vote.

F. Notification of Acceptance or Revocation/Revenue Dedication or Termination

The city, town or district clerk must notify the Municipal Databank if the fourth paragraph of G.L. c. 40, § 5B is accepted or revoked, and if a revenue source is dedicated to a stabilization fund. (See "Notification of Acceptance or Revocation/Revenue Dedication or Termination.") The notification should be made **as soon as possible** after the vote.

III. STABILIZATION FUND OVERRIDES

A. Presentation and Approval of Override Ballot Question

Cities and towns may ask voters to approve a Proposition 2½ levy limit override ballot question for the purpose of funding any of the stabilization funds it establishes.

If approved, the additional levy capacity is earmarked for the same stabilization fund in the fiscal year the override is effective and subsequent years. G.L. c. 59, § 21C(g).

Therefore, the amount of any override for a stabilization fund must be clearly identified, preferably by presenting a separate override question for each stabilization fund being funded. For example:

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Shall the city/town of _____ be allowed to assess an additional $100,000 in real estate and personal property taxes for the purposes of funding the municipal capital stabilization fund for the fiscal year beginning July 1, ____?

Shall the city/town of _____ be allowed to assess an additional $100,000 in real estate and personal property taxes for the purposes of funding the school capital stabilization fund for the fiscal year beginning July 1, ____?

If the amount is included in an override for multiple purposes, however, the exact amount allocated to the particular stabilization fund must be stated. For example:

Shall the city/town of _____ be allowed to assess an additional $1,000,000 in real estate and personal property taxes for the purposes of funding the town and school operating budgets, the municipal capital stabilization fund ($100,000) and the school capital stabilization fund ($100,000) for the fiscal year beginning July 1, ____?

B. Appropriation of Override in Future Years

1. Annual Appropriation Procedure

In the fiscal year the override is effective, the appropriation of the funds generated by the override into the particular stabilization fund is made by the usual appropriation procedure for stabilization funds under G.L. c. 40, § 5B, i.e., a majority vote of the legislative body.

Each year thereafter, however, the selectboard, town council or city council, with the mayor's approval if required by law, must decide whether to "appropriate" any of the additional capacity resulting from the override for the same stabilization fund purpose. A two-thirds vote is required to make any subsequent fiscal year "appropriation" into a stabilization fund. G.L. c. 59, § 21C(g),

2. Appropriation Amount

All or some of the additional levy capacity may be "appropriated." In the first year after the override is effective, the additional levy capacity that may be appropriated is 102.5 percent of the override amount. In subsequent years, it is 102.5 percent of the amount of additional levy capacity appropriated in the last year it was appropriated.

Example

A $100,000 override is approved for a school capital project stabilization fund for fiscal year 2017 and the legislative body appropriates the same amount from that year's tax levy for that purpose.

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In FY2018, $102,500 is available for "appropriation" by the selectmen, town council or city council, with the mayor's approval if required by law. That entire amount is "appropriated."

In FY2019, $105,062 (1.025 x FY2018 appropriation of $102,500) is available, but only $80,000 is "appropriated."

The amount available in FY2020 now becomes $82,000 (1.025 x FY2019 appropriation of $80,000). However, no appropriation is made in FY2020.

The amount available in FY2021 is $82,000 (1.025 x last appropriation made, i.e., FY2019 appropriation of $80,000).

3. Tax Rate

The assessors must raise the amount “appropriated” in the tax rate. This “appropriation” is reported on page two of the tax rate recapitulation under “Other Amounts to Be Raised” and documented by a certified copy of the “appropriation” vote, as explained in the annual tax rate recapitulation instructions issued by the Bureau of Accounts.

4. Levy Limit Calculation

The municipality’s levy limit for any year is increased by the amount of additional levy capacity that is appropriated for the stabilization fund purpose. The new limit must still be within overall levy ceiling of 2½ percent of the full and fair cash value of taxable property.

C. Change in Override Purpose

1. Presenting Ballot Question

The selectboard, town council or city council, with the mayor’s approval if required by law, may ask the voters to approve a change in the purpose of the override. This change can result in the additional levy capacity being allocated to another stabilization fund or to any other municipal purpose. A two-thirds vote is required to place the ballot question before the voters.

2. Question Form

The following question form should be used to ask voters to change the override purpose:

Shall the city/town of _____ be allowed to change the purpose of a Proposition 2½ override question approved at an election held on _____, ____ for the (capital stabilization fund) to the following new purpose(s): _____ for the fiscal year beginning July 1, ____?

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3. Question Approval

The question is approved if a majority of those voting on the question vote "yes."

4. Appropriation in Future Years

If the purpose of the override is changed to another stabilization fund, or other purpose, the additional levy capacity would have to be "appropriated" to the new purpose each year or the levy limit would not be increased. See Section III-B above.

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SAMPLES
(Samples should not be used without the advice of municipal or district counsel.)

DEDICATION OF REVENUES TO A STABILIZATION FUND

ACCEPTANCE

Legislative Body Vote

ARTICLE/ORDER. To see if the city/town/district will vote to accept the fourth paragraph of Massachusetts General Laws Chapter 40, Section 5B, which allows the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund established under Massachusetts General Laws Chapter 40, Section 5B, to be effective for the fiscal year beginning on July 1, _____, or take any other action relative thereto.

MOTION. Moved/ordered that the city/town/district accept the fourth paragraph of Massachusetts General Laws Chapter 40, Section 5B, which provides for the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund established under Massachusetts General Laws Chapter 40, Section 5B, to be effective for the fiscal year beginning on July 1, _____.

REVOCATION

Legislative Body Vote

ARTICLE/ORDER: To see if the city/town/district will vote to revoke its acceptance of the fourth paragraph of Massachusetts General Laws Chapter 40, Section 5B, which allows the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund established under Massachusetts General Laws Chapter 40, Section 5B, to be effective for the fiscal year beginning on July 1, _____, or take any other action relative thereto.

MOTION: Moved/ordered that the city/town/district revoke its acceptance of the fourth paragraph of Massachusetts General Laws Chapter 40, Section 5B, which provides for the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund established under Massachusetts General Laws Chapter 40, Section 5B, to be effective for the fiscal year beginning on July 1, _____.

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REVENUE DEDICATION

Legislative Body Vote

ARTICLE/ORDER: To see if the city/town/district will dedicate all or a percentage, which may not be less than 25 percent, of the _____ to the _____ Stabilization Fund established under Massachusetts General Laws Chapter 40, Section 5B, effective for fiscal year _____beginning on July 1, _____ or take any other action relative thereto.

MOTION: Moved/ordered that the city/town/district dedicate ____% of the _____ to the _____ Stabilization Fund established under Massachusetts General Laws Chapter 40, Section 5B, effective for the fiscal year _____ beginning on July 1, _____.

Example

ARTICLE/ORDER: To see if the city/town will dedicate all or a percentage, which may not be less than 25 percent, of the meals excise revenues collected under Massachusetts General Laws Chapter 64L to the Capital Purposes Stabilization Fund established under Massachusetts General Laws Chapter 40, Section 5B, effective for fiscal year 2019 beginning on July 1, 2018, or take any other action relative thereto.

MOTION: Moved/ordered that the city/town dedicate 50% of the meals excise revenues collected under Massachusetts General Laws Chapter 64L to the Capital Purposes Stabilization Fund established under Massachusetts General Laws Chapter 40, Section 5B, effective for fiscal year 2019 beginning on July 1, 2018.

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DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Christopher C. Harding
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

Local Finance Opinion

LFO-2018-3
September 24, 2018

TOPIC: Money from Marijuana Establishments and Medical Marijuana Treatment Centers

ISSUE: Accounting treatment of local option excises on retail sales of marijuana for adult use and impact fees and any other payments required or received from marijuana establishments and medical marijuana treatment centers in connection with their operation

This LFO addresses questions and provides guidance regarding the municipal finance law and accounting treatment of money from marijuana establishments and medical marijuana treatment centers. It does not address how payments by those establishments or treatment centers are treated for purposes of host community agreements.

1. What is the general rule about accounting for money received by a city, town or district officer or department?

All money received or collected by a city, town or district from any source is credited to its general fund and can only be spent after appropriation unless a general or special law provides for an exception and different treatment, *i.e.*, a general or special law expressly reserves the revenue stream for expenditure for a particular purpose or allows expenditure by a municipal or district department or officer without appropriation. G.L. c. 44 § 53.

2. What money could a marijuana establishment or a medical marijuana treatment center generate for a municipality?

Municipalities may (1) impose a local excise on the retail sales of marijuana for adult use and (2) negotiate impact fees or other payments under a community host or other agreement with a marijuana establishment or medical marijuana treatment center in connection with its siting and operation in the municipality.

3. How does a municipality impose a local excise on retail sales of marijuana for adult use?

A city or town may impose a local excise on the retail sale of marijuana for adult use by accepting G.L. c. 64N, § 3. Acceptance is by majority vote of the community's legislative body, subject to charter. The maximum excise rate communities may impose is 3%. If a city or town in which a marijuana retailer is located accepts G.L. c. 64N, § 3, all sales by the marijuana retailer that are subject to the state excise on marijuana retail sales will also be subject to the host community's local excise. The excise does not apply to the sale of marijuana or marijuana products by a medical marijuana treatment center. G.L. c. 64N, § 4. See Bulletin 2018-3, *Local Excise on Retail Sales of Marijuana for Adult Use*.

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4. How does a municipality obtain impact fees or other payments from a marijuana establishment or medical marijuana treatment center?

A marijuana establishment or a medical marijuana treatment center that wants to operate or continue to operate in a municipality must execute a community host agreement with the municipality. G.L. c. 94G, § 3(d). The community host agreement must include, but is not limited to, all responsibilities of both parties with respect to the operation of the establishment or center within the municipality. The agreement may include payment of a community impact fee by the marijuana establishment or medical marijuana treatment center in order to mitigate the costs imposed upon the municipality by the operation of the establishment or treatment center within its borders. G.L. c. 94G, § 3(d).

5. Is there an exception to the general rule for money related to the operation of a marijuana establishment or medical marijuana treatment center?

No. There is no general law that establishes a different accounting treatment for (1) revenues generated by the local sales excise on retail sales of marijuana for adult use or (2) payments made under community host or other agreements with marijuana establishments or medical marijuana treatment centers. Therefore, the money belongs to the general fund and can only be spent by appropriation. G.L. c. 44 § 53.

6. How do accounting officers treat money related to the operation of a marijuana establishment or medical marijuana treatment center?

Accounting officers must credit all of the following to the general fund:
1. Collections from local option excises on retail sales of marijuana for adult use and
2. Payments made by a marijuana establishment or medical marijuana treatment center regardless of the characterization of the payments by the parties.

State law governs the municipal finance and accounting treatment of payments made by a marijuana establishment or medical marijuana treatment center, not a host community or other agreement between the municipality and the establishment or treatment center. It is not within our regulatory purview to determine the nature of those payments for purposes of G.L. c. 94G, § 3(d). For municipal finance law purposes, however, payments made by an establishment or treatment center under a host community or other agreement in connection with, or to mitigate the costs imposed by, the location and operation of the establishment or treatment center within the municipality are in the nature of exactions or mitigation payments that belong to the general fund. They cannot be reserved in or credited to a separate gift or grant account, trust fund, revolving fund or other special revenue fund and cannot be spent without appropriation or appropriated as an available fund. They belong to the general fund because no general law establishes a different accounting treatment for money related to the operation of these establishments or treatment centers specifically or from exactions or mitigation payments generally.

We understand that some of these agreements have characterized all or some of the payments as gifts or gifts in the nature of trusts. However, a payment made by a private party to a municipality in connection with a regulated activity, contract or other municipal action is not a gift, donation or grant within the meaning of and for the purposes of G.L. c. 44, § 53A. Therefore, it may not be accounted for in a separate account and spent without appropriation. These payments lack the donative intent that is an essential characteristic of the genuine gift required by that statute. A gift is ordinarily defined as a

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voluntary payment of money or transfer of property made without consideration. Although a private party's decision to engage in a regulated activity or contract with a municipality may be one of choice, it is doing so with the expectation of receiving valuable consideration in return, *i.e.*, a privilege or benefit, or some municipal action or authorization. In this case, the execution of a host agreement is a condition precedent to being able to operate or continue to operate as a licensed marijuana establishment or registered medical marijuana treatment center. It is doubtful that any payments the establishment or treatment center agree to make are for a purpose other than to obtain the necessary host agreement. "[T]he nature of a monetary exaction must be determined by its operation rather than its specially descriptive phrase." Emerson College v. Boston, 391 Mass. 415, at 424 (1984), quoting Thomson Electric Welding Company v. Commonwealth, 275 Mass. 426, at 429 (1931).

7. Is there a way under state law that a municipality may dedicate payments made by a marijuana establishment or medical marijuana treatment center for later appropriation for particular purposes?

Yes. A municipality may use a local acceptance option to dedicate all, or a portion of at least 25%, of the collections of the excise on retail sales of marijuana or payments from a community host and other agreement payments to a general or special purpose stabilization fund established under G.L. c. 40 § 5B. For the procedure that must be followed to accept and use this local option, see Section II of Informational Guideline Release (IGR) No. 17-20, *Stabilization Funds*. Under this option, these collections and payments may be dedicated to stabilization funds because they are not earmarked for a particular purpose under current state law. In addition, the excise on marijuana retail sales is not a locally assessed tax or excise specifically excluded from dedication.

8. How will the Bureau of Accounts treat balance sheet reservations of payments from a marijuana establishment or medical marijuana treatment center when certifying free cash?

The Bureau of Accounts will close balance sheet reservations of payments from marijuana establishments or medical marijuana treatment centers when calculating the available funds of a municipality (free cash). G.L. c. 59, § 23. This is consistent with its policy with respect to similar payments made under host, development or other agreements with other private parties that also belong to the general fund.

9. What agency has regulatory jurisdiction over issues related to the operation of marijuana establishments or medical marijuana treatment centers?

The state's Cannabis Control Commission determines whether marijuana establishments or medical marijuana treatment centers meet licensing or registration standards required to operate. Questions regarding the interpretation of the statute, regulations and other guidance related to the implementation of marijuana for adult use or medical purposes should be directed to the Commission.

Kathleen Colleary, Chief
Bureau of Municipal Finance Law

KC:KW

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Part I ADMINISTRATION OF THE GOVERNMENT

Title VII CITIES, TOWNS AND DISTRICTS

Chapter 40 POWERS AND DUTIES OF CITIES AND TOWNS

Section 5B STABILIZATION FUNDS; ESTABLISHMENT

[Text of section effective until November 7, 2016. For text effective November 7, 2016, see below.]

Section 5B. For the purpose of creating 1 or more stabilization funds, cities, towns and districts may appropriate in any year an amount not exceeding, in the aggregate, 10 per cent of the amount raised in the preceding fiscal year by taxation of real estate and tangible personal property or such larger amount as may be approved by the director of accounts. The aggregate amount in such funds at any time shall not exceed 10 per cent of the equalized valuation of the city or town as defined in section 1 of chapter 44. Any interest shall be added to and become part of the fund.

The treasurer shall be the custodian of all such funds and may deposit the proceeds in national banks or invest the proceeds by deposit in savings banks, co-operative banks or trust companies organized under the laws of the commonwealth, or invest the same in such securities as are

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legal for the investment of funds of savings banks under the laws of the commonwealth or in federal savings and loans associations situated in the commonwealth.

At the time of creating any such fund the city, town or district shall specify, and at any later time may alter, the purpose of the fund, which may be for any lawful purpose, including without limitation an approved school project under chapter 70B or any other purpose for which the city, town or district may lawfully borrow money. Such specification and any such alteration of purpose, and any appropriation of funds into or out of any such fund, shall be approved by two-thirds vote, except as provided in paragraph (g) of section 21C of chapter 59 for a majority referendum vote. Subject to said section 21C, in a town or district any such vote shall be taken at an annual or special town meeting, and in a city any such vote shall be taken by city council.

Chapter 40: Section 5B. Stabilization funds; establishment

[Text of section as amended by 2016, 218, Sec. 22 effective November 7, 2016. For text effective until November 7, 2016, see above.]

Section 5B. Cities, towns and districts may create 1 or more stabilization funds and appropriate any amount into the funds. Any interest shall be added to and become part of the fund.

The treasurer shall be the custodian of all stabilization funds and may deposit the proceeds in a trust company, co-operative bank or savings bank, if the trust company or bank is organized or exists pursuant to the laws of the commonwealth or any other state or may transact business in the commonwealth and has its main office or a branch office in the commonwealth; a national bank, federal savings bank or federal savings and loan association, if the bank or association may transact business and

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has its main office or a branch office in the commonwealth; provided, however, that a state-chartered or federally-chartered bank shall be insured by the Federal Deposit Insurance Corporation or its successor; or may invest the funds in participation units in a combined investment fund pursuant to section 38A of chapter 29 or in securities that are legal investments for savings banks.

At the time of creating any stabilization fund the city, town or district shall specify, and at any later time may alter, the purpose of the fund, which may be for any lawful purpose, including without limitation, an approved school project pursuant to chapter 70B or any other purpose for which the city, town or district may lawfully borrow money. The specification and any alteration of purpose, and any appropriation of funds from any such fund, shall be approved by a two-thirds vote, except as provided in paragraph (g) of section 21C of chapter 59 for a majority referendum vote. Subject to said section 21C of said chapter 59, any such vote shall be of the legislative body of the city, town or district, subject to charter.

Notwithstanding section 53 of chapter 44 or any other general or special law to the contrary, a city, town or district that accepts this paragraph may dedicate, without further appropriation, all, or a percentage not less than 25 per cent, of a particular fee, charge or other receipt to any stabilization fund established pursuant to this section; provided, however, that the receipt is not reserved by law for expenditure for a particular purpose. For purposes of this paragraph, a receipt shall not include taxes or excises assessed pursuant to chapter 59, 60A, 60B, 61, 61A or 61B or surcharges assessed pursuant to section 39M or chapter 44B. A dedication shall be approved by a two-thirds vote of the legislative body of the city, town or district, subject to charter, and may be terminated in the same manner. A

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vote to dedicate or terminate a dedication shall be made before the fiscal year in which the dedication or termination is to commence and shall be effective at least for 3 fiscal years.

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Part I ADMINISTRATION OF THE GOVERNMENT

Title VII CITIES, TOWNS AND DISTRICTS

Chapter 44 MUNICIPAL FINANCE

Section 53 CITY, TOWN OR DISTRICT FUNDS; USE AND DISPOSITION

[Text of section effective until November 7, 2016. For text effective November 7, 2016, see below.]

Section 53. All moneys received by any city, town or district officer or department, except as otherwise provided by special acts and except fees provided for by statute, shall be paid by such officers or department upon their receipt into the city, town or district treasury. Any sums so paid into the city, town or district treasury shall not later be used by such officer or department without specific appropriation thereof; provided, however, that (1) sums allotted by the commonwealth or a county to cities or towns for highway purposes and sums allotted by the commonwealth to cities, towns or districts for water pollution control purposes shall be available therefor without specific appropriation, but shall be used only for the purposes for which the allotment is made or to meet temporary loans issued in anticipation of such allotment as provided in section six or six A, (2) sums not in excess of twenty thousand dollars recovered under the terms of fire or physical damage insurance policy and sums not in excess of twenty thousand dollars received in restitution for damage done to

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such city, town or district property may be used by the officer or department having control of the city, town or district property for the restoration or replacement of such property without specific appropriation and (3) sums recovered from pupils in the public schools for loss of school books or paid by pupils for materials used in the industrial arts projects may be used by the school committee for the replacement of such books or materials without specific appropriation.

Chapter 44: Section 53. City, town or district funds; use and disposition

[Text of section as amended by 2016, 218, Sec. 84 effective November 7, 2016. For text effective until November 7, 2016, see above.]

Section 53. All moneys received by any city, town or district officer or department, except as otherwise provided by special acts and except fees provided for by statute, shall be paid by such officers or department upon their receipt into the city, town or district treasury. Any sums so paid into the city, town or district treasury shall not later be used by such officer or department without specific appropriation thereof; provided, however, that (1) sums allotted by the commonwealth or a county to cities or towns for highway purposes and sums allotted by the commonwealth to cities, towns or districts for water pollution control purposes shall be available therefor without specific appropriation, but shall be used only for the purposes for which the allotment is made or to meet temporary loans issued in anticipation of such allotment as provided in section six or six A, (2) sums not in excess of $150,000 recovered under the terms of a fire or physical damage insurance policy or received in restitution for damage done to such city, town or district property may, with the approval of the chief executive officer, be used by the officer or department having

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control of the city, town or district property for the restoration or replacement of such property without specific appropriation during the fiscal year in which they are received or 120 days after receipt, whichever is later, and (3) sums recovered from pupils in the public schools for loss of or damage to school books, materials, electronic devices or other learning aids provided by the school committee, or paid by pupils for materials used in the industrial arts projects, may be used by the school committee for the restoration or replacement of such books or materials without specific appropriation.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-149

An acceptance of the Municipal Fiber Grant awarded to Melrose MA in the amount of $237,500 (Two Hundred Thirty Seven Thousand Dollars) with a $12,500 (Twelve Thousand Five Hundred Dollar) match from IT Operating funds

Offered by

BE IT ORDERED

The City of Melrose has recently been approved for $237,500 through the Department of Revenue Senior Deputy Commissioner for Local Services on behalf of the Secretary of the Executive Office for Administration and Finance (EOAF) under the Municipal Fiber Grant program. This program funds the installation of fiber optic cable between municipal buildings and/or assets to improve network communications.

The IT Department maintains and operates fiber optic cable on utility poles throughout Melrose similar to Comcast or Verizon. The City of Melrose fiber-optic Wide Area Network (WAN) was never fully completed when it was installed in 2010. This project would complete the installation, bring desperately needed connectivity for public safety, and create redundant paths to mitigate disasters in the future. It will also create a continuance of city and school functions during a disaster.

FINANCIAL IMPACT:

Acceptance for $237,500 grant with a city match of $12,500 to be taken from local IT operating funds.

06/13/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/16/22	**Appropriations and Oversight**	**OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [7 TO 0]**
MOVER:	Jack Eccles
SECONDER:	Christopher Cinella, President, ex oficio
AYES:	Grigoraitis, Eccles, Garipay, Jamaleddine, Stewart, Karamcheti, Cinella
ABSENT:	Shawn M. MacMaster, John Obremski, Ryan Williams
EXCUSED:	Leila Migliorelli

06/21/22	**City Council**	**PASSED**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Ryan Williams, Ward 7
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Executive Office for Administration & Finance
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE ▪ BOSTON, MA 02133
(617) 727-2040

CHARLES D. BAKER
GOVERNOR

MICHAEL J. HEFFERNAN
SECRETARY

KARYN E. POLITO
LIEUTENANT GOVERNOR

May 17, 2022

Dear Mayor Brodeur,

It is with great pleasure that we inform you that Melrose has been awarded a $237,500 grant in the inaugural round of the Community Compact Cabinet's (CCC) new Municipal Fiber grant program. The demand for funding and interest in the program was overwhelming. Your application was chosen because it met the overarching goal of supporting the closing of critical gaps in municipal networks and connecting municipally owned facilities to assist municipalities.

We are currently working to schedule an awards ceremony in the coming weeks where we will officially announce all of the grant winners. You will be notified via email of the specifics regarding this future event shortly and ask that you please refrain from publicly announcing this award prior to the ceremony.

As Chair of the Community Compact Cabinet, I want to congratulate you on your status as a Compact Community and participation in this newest program. Your participation reflects another effort to modernize and enhance municipal government capabilities and connectivity. I am glad to see your community taking advantage of the benefits the CCC program offers.

Sincerely,

Karyn E. Polito
Lieutenant Governor

Michael J. Heffernan, Secretary
Executive Office for Administration and Finance

Curtis M. Wood, Secretary
Executive Office for Technology Services and Security

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CITY OF MELROSE

Information Technology

Neal M. Ellis
Chief Information Officer

City Hall
562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4142

MEMORANDUM

To: Mayor Paul Brodeur; Melrose City Council
Margot Fleischman, Chief of Staff

From: Neal M. Ellis, Chief Information Officer

cc: Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant Auditor
Margot Fleischman, Chief of Staff

Date: June 1, 2022

Re: Acceptance of Municipal Fiber Optic Grant ($237,500)

The City of Melrose has recently been approved for $237,500 through the Department of Revenue Senior Deputy Commissioner for Local Services on behalf of the Secretary of the Executive Office for Administration and Finance (EOAF) under the Municipal Fiber Grant program. This program funds the installation of fiber optic cable between municipal buildings and/or assets to improve network communications.

The IT Department maintains and operates fiber optic cable on utility poles throughout Melrose similar to Comcast or Verizon. The City of Melrose fiber-optic Wide Area Network (WAN) was never fully completed when it was installed in 2010. This project would complete the installation, bring desperately needed connectivity for public safety, and create redundant paths to mitigate disasters in the future. It will also create a continuance of city and school functions during a disaster.

The need for redundant fiber-optic cable was identified in 2019 during our Municipal Vulnerability Preparedness (MVP) sessions with CDM Smith and is part of our Hazard Mitigation Plan (HMP)
https://www.cityofmelrose.org/sites/g/files/vyhlif3451/f/pages/melrose_ma-final.pdf

The next steps include entering into a contract with The Commonwealth of Massachusetts Executive Office for Administration and Finance for acceptance of the grant funds. The deadline for construction to be completed will be September 30, 2023. Funds to reimburse eligible expenses will be deposited into our 4156 account, which was set up specifically for this awarded grant fund, within 45 days of acceptance. We can then sign a contract with a state blanket contract vendor for installation.

We formally request acceptance of this Municipal Fiber Grant Funding Program award in the amount of $237,500 from the MA Executive Office for Administration and Finance. There is a 5% match which will be taken from IT operating funds to enter into this agreement. We appreciate the consideration and look forward to the improvements in the Fiber Optic Wide Area Network.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-142

The appointment of Ana Vasconcelos, of 37 Washington Street Apt 106, to the City of Melrose Commission on Women, for a three-year term, said term to expire the last day of February 2025.

Offered by Mayor Paul Brodeur

BE IT ORDERED

The appointment of Ana Vasconcelos, of 37 Washington Street Apt 106, to the City of Melrose Commission on Women, for a three-year term, said term to expire the last day of February 2025.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

06/06/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

06/16/22	**Health, Education & Welfare**	**OUGHT TO PASS**

RESULT:	**OUGHT TO PASS [4 TO 0]**
MOVER:	Christopher Cinella, President, ex oficio
SECONDER:	Manjula Karamcheti, Vice Chair
AYES:	Jack Eccles, Manjula Karamcheti, Robb Stewart, Christopher Cinella
ABSENT:	Shawn M. MacMaster, Ryan Williams

06/21/22	**City Council**	**ADOPTED**

RESULT:	**ADOPTED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Ana Vasconcelos
37 Washington St Apt 106
Melrose, MA 02176

April 13, 2022

Melrose City Hall
562 Main St
Melrose, MA 02176
United States

Dear members of the Commission on Women,

I would like to bring to the Commission on Women my professional background in helping, empowering, and creating opportunities for people who face systemic disadvantages in society, especially girls and women.

I earned a Bachelor of Social Work and a Bachelor of Science in Political Science from Salem State University in 2014, and a Data Analytics Certificate from Bunker Hill Community College in 2021.

As a former social worker at a non-profit at Waltham, I have over five years of experience providing community-based mental health services. I also have experience in community organizing and activism, particularly around immigration reform, labor rights, and services for victims of domestic violence.

In the winter and spring of 2021, I was a Research Assistant Intern at a non-profit in Boston, where I became involved in public policy research with a special focus on finding solutions to advancing economic opportunities for women and minorities.

Finally, in my most recent position as a Research Associate at Cambridge Health Alliance, I conducted research and program evaluation to promote community health, especially for those most vulnerable in our society.

I appreciate you taking the time to review my interest in joining the Commission on Women, and I look forward to hearing from you soon.

Sincerely,

Ana Vasconcelos

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Ana Vasconcelos
37 Washington St. Apt 106, Melrose, MA, 02176
|

EDUCATION

Bunker Hill Community College — Boston, MA
Data Analytics Certificate Program | **GPA: 3.9** — June 2022

Salem State University — Salem, MA
BS in Political Science | Summa Cum Laude | **GPA: 4.0** — Jan. 2015
Bachelor of Social Work | Summa Cum Laude | **GPA: 3.99** — May 2014

EXPERIENCE

Cambridge Health Alliance — Nov. 2021 – April 2022
Research Associate — Malden, MA
- Developed surveys, focus group and interview guides, and other project tools
- Collected data, including conducting interviews and moderating focus groups
- Participated in the analysis and interpretation of both qualitative data and quantitative data
- Utilized secondary data sources to create summary tables and charts for reports
- Contributed to reports and other dissemination materials for stakeholders

Commonwealth — Jan. 2021 – June 2021
Research Assistant — Boston, MA
- Evaluated pilot programs that improve the financial security of the financially vulnerable
- Managed, cleaned, analyzed, and visualized survey data using Stata and Excel
- Researched and contributed to reports on issues related to financial vulnerability

Wayside Youth and Family Support Network — Sept. 2014 – May 2020
Mental Health Social Worker/Case Manager — Waltham, MA
- Wrote detailed evaluation of clients' needs, progress, and obstacles toward treatment goals
- Coordinated and facilitated treatment team meetings
- Researched, identified, and connected vulnerable populations to community resources

Massachusetts Immigrant and Refugee Advocacy Coalition — Sept. 2013 – May 2014
Community Organizer Intern — Boston, MA
- Managed policy campaigns in collaboration with coalition members
- Drafted and disseminated documents to advance policy campaign goals
- Coordinated volunteer efforts for Raise Up Massachusetts

Mayor's Office for Immigrant Advancement, Boston City Hall — June 2013 – Sept. 2013
Communications Intern — Boston, MA
- Managed database of community organizations and sponsors
- Organized annual fundraiser that raised over $200,000 for immigrant advancement programs

COMPUTER SKILLS

Stata | R-Studio | Tableau | SQL | MS Products | RedCap | Qualtrics | SurveyMonkey

LANGUAGE SKILLS

Portuguese (Native speaker) | French (High Intermediate) | Spanish (Low Intermediate)

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

Paul Brodeur
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Commission on Women Appointment
Date: May 31, 2022

I respectfully request the Honorable City Council confirm the appointment of Ana Vasconcelos, of 37 Washington Street Apt 106, to the City of Melrose Commission on Women, for a three-year term, said term to expire the last day of February 2025. Vasconcelos' appointment would replace Kristina Pechulis, whose term expired on the last day of February 2022.

Vasconcelos' extensive experience in community organizing, activism, and serving, empowering, and creating opportunities for girls and women, as well as other vulnerable and systemically disadvantaged populations, would greatly strengthen the Commission on Women.

Finally, her time serving on the Massachusetts Immigrant and Refugee Advocacy Coalition and within the Boston Mayor's Office for Immigrant Advancement, has provided her with the knowledge and networks necessary to drive positive change in our community.

Thank you for your consideration.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

June 21, 2022

AN ORDER

ORDER-2022-30

An Order on the Status of Green and Howard St. Electrical transmission Line

Offered by

BE IT ORDERED

BE IT ORDERED, that representatives from Eversource, the Director of Public Works and the City Engineer for the City of Melrose appear before the Public Works Committee of the City Council to provide an update on the ongoing electrical transmission line repair project on Green and Howard St.

In particular, this order seeks information regarding the reasons for the delays, status of the project, neighborhood safety concerns, impact to the resident's and any other items that the Committee deems relevant regarding this project.

Submitted by,

Councilor Mark D. Garipay Ward 4

Councilor Jeffrey McNaught Ward 2

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

09/13/21	**City Council**	**ASSIGNED TO COMMITTEE**
RESULT:	**ASSIGNED TO COMMITTEE**	
10/04/21	**Public Works**	**HELD IN COMMITTEE**
RESULT:	**HELD IN COMMITTEE**	
11/29/21	**Public Works**	**HOLD**
RESULT:	**HOLD [5 TO 0]**	
MOVER:	Mark Garipay	
SECONDER:	Shawn M. MacMaster, Chair	
AYES:	Thomas, Garipay, MacMaster, Stewart, Cinella	
EXCUSED:	Jack Eccles	
01/18/22	**City Council**	**RECOMMITTED**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**RECOMMITTED [10 TO 0]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	John Obremski, Ward 2
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Stewart, Williams, Cinella
EXCUSED:	Shawn M. MacMaster

02/22/22 City Council ASSIGNED TO COMMITTEE

RESULT:	**ASSIGNED TO COMMITTEE**

03/31/22 Public Works HOLD

RESULT:	**HOLD [5 TO 0]**
MOVER:	Mark Garipay
SECONDER:	Christopher Cinella, President, ex oficio
AYES:	MacMaster, Eccles, Garipay, Karamcheti, Cinella
ABSENT:	Ryan Williams

06/21/22 City Council PLACED ON FILE

RESULT:	**PLACED ON FILE [10 TO 0]**
MOVER:	Shawn M. MacMaster, Ward 5
SECONDER:	Mark Garipay, Ward 4
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Williams, Cinella
ABSENT:	Robb Stewart

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call
[Unanimous]

Passed June 21, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

EVERSOURCE

247 Station Drive
Westwood, MA 02090

March 24, 2022

By E-mail

Shawn MacMaster
Chairman, Committee of Public Works, Melrose City Council
Melrose City Hall
562 Main Street
Melrose, MA 02176

Re: Melrose Order 2022-30 - Order on the Status of the Green and Howard Streets electrical transmission line

Dear Chairman MacMaster,

Pursuant to the above referenced City Council order, the status of the final restoration on Green and Howard Streets is as follows

- 85 Green Street sidewalk repair was completed in the fall of 2021
- Per the city's specifications, final restoration on Howard Street is anticipated to begin the week of April 18, 2022, weather dependent, in the vicinity of between 72 Howard Street and 179 Howard Street.

Restoration work along Howard Street is expected to take 7 days, and traffic management will be coordinated with the city's police department.

This restoration work will complete Eversource's Mystic to Golden Hills Reliability Project in the city of Melrose.

On behalf of the entire Eversource team, thank you and your residents for the patience, cooperation, and understanding that you've extended to us throughout the duration of this Project. This Project improves the reliability of greater Boston's electric grid, and we are grateful for your partnership in working to accomplish this goal.

With thanks,

Meredith L. B.

Meredith Boericke
Project Manager, Project Services

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

July 18, 2022

AN ORDER

ORDER-2023-1

Appointment of Benjamin Rosenberg, 76 Ardsmoor Road, as a Regular Member of the Zoning Board of Appeals (ZBA) to fill the unexpired term of David Roache, whose term shall expire on the last day of February 2023.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Appointment of Benjamin Rosenberg, 76 Ardsmoor Road, as a Regular Member of the Zoning Board of Appeals (ZBA) to fill the unexpired term of David Roache, whose term shall expire on the last day of February 2023. Mr. Rosenberg's appointment also satisfies the Engineering role on the board currently filled by Roache.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

07/18/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed July 18, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Zoning Board of Appeals Appointment
Date: Monday, July 12, 2022

I respectfully request the Honorable City Council confirm the appointment of Benjamin Rosenberg, 76 Ardsmoor Road, as a Regular Member of the Zoning Board of Appeals (ZBA) to fill the unexpired term of David Roache, whose term shall expire on the last day of February 2023. Mr. Rosenberg's appointment also satisfies the Engineering role on the board currently filled by Roache.

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

Thank you for your consideration and support for Benjamin Rosenberg's appointment to the ZBA.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

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

6/27/2022

To Whom It May Concern:

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

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

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

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

Sincerely,



Benjamin Rosenberg, PE, LEED AP

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

Benjamin Rosenberg, PE, LEED AP

76 Ardsmoor Road, Melrose, MA 02176
[redacted]

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

PROFESSIONAL EXPERIENCE

SILMAN **Boston, MA**
Principal and Sector Manager *June 2006–Present*

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

RHODE ISLAND SCHOOL OF DESIGN (RISD) **Providence, RI**
Lecturer *February 2020–Present*

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

EDUCATION

PRINCETON UNIVERSITY **Princeton, NJ**
Bachelor of Science in Engineering, Civil and Environmental Engineering, Structures Focus *May 2005*

PROFESSIONAL REGISTRATION

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

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

July 18, 2022

AN ORDER

ORDER-2023-2

Appointment of Michael Aveni, 16 Hillside Ave, to the Planning Board to fill the term of Robert Mercado which expired in February 2022. Mr. Aveni's term shall expire on the last day of February 2027.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Appointment of Michael Aveni, 16 Hillside Ave, to the Planning Board to fill the term of Robert Mercado which expired in February 2022. Mr. Aveni's term shall expire on the last day of February 2027.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

07/18/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed July 18, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Planning Board Appointment
Date: Tuesday, July 12, 2022

I respectfully request the Honorable City Council confirm the appointment of Michael Aveni, 16 Hillside Ave, to the Planning Board to fill the term of Robert Mercado which expired in February 2022. Mr. Aveni's term shall expire on the last day of February 2027.

A Melrose resident for since 1998, Aveni has outstanding qualifications and nearly 40 years of planning, architectural, engineering, and construction experience. Here are a few highlights from his candidacy:

- Many years of experience overseeing the production of permit and construction documents
- Vast experience in an architectural civil engineering firm
- Working knowledge of grading and topography, stormwater management, and environmental considerations
- Intimate knowledge of local zoning and legal and procedural functions of permit granting authorities
- Experience producing working drawings for small to medium sized retail projects and educational facilities, building code review, project, coordinating with consultants; architectural site surveys, and extensive construction administration.

For these qualifications and more, including his immense experience working with municipal, state, and federal agencies, it is my strong recommendation that Aveni be appointed to the Planning Board.

Thank you for your consideration and support for Michael Aveni's appointment to the Planning Board.

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To Whom It May Concern,

I write today to express my interest in Full Member position on the Melrose Planning Board.

I am a Registered Architect (MA Architect Lic. No. 31349) and have been a Melrose resident for since 1998. While I have 37 years' experience in the architectural / engineering /construction industry, it is in the past 26 that I have been employed at Cummings Properties (Cummings) where I have acquired skills and experiences that make me a qualified candidate for a position on the Planning Board. Cummings is a real estate management / development firm, based in Woburn, with 10 million square feet of mixed-use commercial property in 11 communities in eastern Massachusetts.

In my role at Cummings as Senior Architect, I am responsible for overseeing the production of all permit and construction documents, from small tenant fit-ups to out of the ground construction projects. As the architect, I am responsible for construction administration as well. My past working experience in an architectural / civil engineering firm enabled me to expand in a similar role at Cummings. My working knowledge of grading and topography, stormwater management, and environmental considerations has put me in a position to schematically design each civil engineering project before handing it off to our consultants. Additionally, I am also responsible for the entitlement of all of new development projects, including securing all local, state, and federal permits. In that role, I am responsible for the preparation of all the required entitlement documents. It is this intimate knowledge of each project, coupled with my familiarity with local zoning and my understanding of the legal and procedural functions of each permit granting authority that allows me to take the lead role in presenting projects to local Planning Boards, Zoning Boards, and Conservation Commissions.

It is this vast experience gained working with various municipal, state, and federal agencies from a developer's perspective that I believe could be an asset to any municipal board or commission.

My resume is attached. Please contact me with any questions.

I look forward to hearing from you.

Sincerely,
Michael A. Aveni
16 Hillside Ave

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Sincerely,
Michael A. Aveni
16 Hillside Ave

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CITY OF MELROSE

In City Council

July 18, 2022

AN ORDER

ORDER-2023-3

Re-appointment of Bryan Thorp, 77 Wentworth Road, to a five-year term as a Regular Member on the Zoning Board of Appeals; said term to expire the last day of February 2026.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Re-appointment of Bryan Thorp, 77 Wentworth Road, to a five-year term as a Regular Member on the Zoning Board of Appeals; said term to expire the last day of February 2026.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

07/18/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

In the City Council
Ordained Roll Call

Passed July 18, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

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June 22, 2022

Paul Brodeur, Mayor
Office of Mayor Brodeur
Melrose City Hall
562 Main Street
Melrose, MA 02176

Re: Melrose Zoning Board of Appeals membership

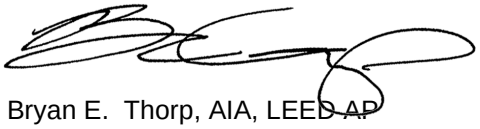
Dear Paul,

I am writing to confirm that I am interestesd in continuing my position as a member of the Zoning Board of Appeals.

As a resident for over 30 years I have seen much change and grow in the city and over the past 10+ years as a ZBA member, I have participated with a group of dedicated staff and volunteers to assure the Melrose retains the character and quality of life we have all come to expect.

Thank you for your consideration and the opportunity to continue to offer my services to the City

Best,



Bryan E. Thorp, AIA, LEED AP

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Bryan Thorp AIA, LEED AP® BD+C

EXECUTIVE PROJECT MANAGER | ARC

Bryan Thorp has over 30 years of experience specializing in science facilities for a variety of academic and corporate clients. He has successfully managed many of ARC's large-scale, complex, and award-winning science and research projects. Bryan is experienced in all project phases from the initial site and master planning, consultant coordination, specifications preparation through construction administration management. Bryan is a LEED Accredited Professional and is actively involved in ARC's in-house Sustainable Design Working Group, staying abreast with the industry's latest trends and requirements.

Education

Bachelor of Architecture, University of Minnesota

Bachelor of Science in Housing Studies, University of Minnesota

Registration

Registered Architect: MA

Years of Experience

35 years

Tenure with Firm

31 years

RELEVANT PROJECTS

University of Massachusetts Medical School, Albert Sherman Center & Vivarium+
WORCESTER, MASSACHUSETTS

Dana-Farber Cancer Institute, Level B1 Core Facilities / 8th Floor Lab Fit-Out / Cancer Research Laboratory Fit-Out at Longwood Center / 6th Floor Fit-Out+ BOSTON, MASSACHUSETTS

University of Massachusetts, Amherst, Life Sciences Laboratories II Fit-Out+
AMHERST, MASSACHUSETTS

Tufts University, School of Dental Medicine, Master Plan / Vertical Expansion
BOSTON, MASSACHUSETTS

UConn Health, Clinic Building Renovation FARMINGTON, CONNECTICUT

Harvard Medical School, New Research Building & Vivarium
BOSTON, MASSACHUSETTS

Worcester State University, Wellness Center / May Street Study / Health Center Feasibility Study WORCESTER, MASSACHUSETTS

Bristol-Myers Squibb, 100 Binney Street
CAMBRIDGE, MASSACHUSETTS

University of New Hampshire, Integrated Biological Life Sciences Project
DURHAM, NEW HAMPSHIRE

Massachusetts Eye & Ear Infirmary, Vandenberghe Lab Renovations / SPEL Lab
BOSTON, MASSACHUSETTS

Tufts University School of Medicine, Jaharis Family Center for Biomedical & Nutrition Sciences BOSTON, MASSACHUSETTS

Sanofi Genzyme, Science Center / Biopharmaceutical, Manufacturing Plant / Laboratory and Office Renovations
MULTIPLE LOCATIONS, MASSACHUSETTS

University of Massachusetts Lowell, Campus Recreation Center LOWELL, MASSACHUSETTS

Center for Blood Research, Master Plan Study
BOSTON, MASSACHUSETTS

AbbVie, Laboratories Expansion Study WORCESTER, MASSACHUSETTS

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OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Zoning Board of Appeals Re-Appointments
Date: Monday, July 11, 2022

I respectfully request the Honorable City Council confirm the re-appointment of the following City of Melrose Zoning Board of Appeals (ZBA) members:

- Megan Carriere, 36 Larrabee Street, to a two-year term as an Associate Member; said term to expire on the last day of February 2024.
- Bryan Thorpe, 77 Wentworth Road, to a five-year term as a Regular Member; said term to expire the last day of February 2026.

Bryan Thorpe is a registered Massachusetts Architect and a Melrose resident for more than 30 years and has served on the ZBA for over a decade. During this time, he has worked seamlessly alongside both City staff and other ZBA volunteers to ensure Melrose continues to provide its residents with the quality of life they deserve through seeing that Melrose maintains its structural character and integrity.

Since joining the ZBA in February 2022, Carriere, an architect in Boston and Cambridge for more than a decade, has been passionate about engaging with the Melrose community in her capacity as an associate member. Her experience, skills and knowledge, in addition to her passion to ensure Melrose continues to value diversity, safety, and positive change, continue to make a positive impact on the ZBA and Melrose.

Thank you for your consideration and support for these reappointments.

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CITY OF MELROSE

In City Council

July 18, 2022

AN ORDER

ORDER-2023-4

Re-appointment of Megan Carriere, 36 Larrabee Street, to a two-year term as an Associate Member on the Zoning Board of Appeals ; said term to expire on the last day of February 2024.

Offered by Mayor Paul Brodeur

BE IT ORDERED

Re-appointment of Megan Carriere, 36 Larrabee Street, to a two-year term as an Associate Member on the Melrose Zoning Board of Appeals; said term to expire on the last day of February 2024.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

07/18/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

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MEGAN YASIGIAN CARRIERE AIA NCARB

36 Larrabee Street, Melrose, MA 02176

certification

Registered Architect
MA License #50560 | 08.2013

NCARB Certificate | 05.2014

CSI CDT | 05.2012

education

Syracuse University
School of Architecture
Bachelor of Architecture | 05.2009
magna cum laude

Minor | English & Textual Studies

Syracuse University
Florence, Italy | Fall 2007

membership

American Institute of Architects Boston
Society of Architects
NCARB

skills

Revit Architecture
AutoCAD Architecture
Adobe CC
Newforma
Bluebeam
SketchUp
hand sketching
scale model construction

awards

Syracuse University Founders Scholarship
2004 - 2009

Syracuse University Dean's List
2004 - 2009

professional experience

Project Architect **Finegold Alexander Associates**

August 2019 - Present | Boston, MA

York Judicial Center
Project Architect for new judicial center currently in design development in York County Maine. Collaborating on the design of the exterior, and leading documentation of design and building systems.

Architect / Associate **Arrowstreet**

August 2015 - August 2019 | Boston, MA

KIPP Academy Lynn Collegiate
Lead project team for the renovation of a 75,000 SF former warehouse into a charter high school in Lynn, MA. Coordinated specifications and consultants, researched and reviewed exterior envelope performance and detailing, and supervised exterior and interior detailing. Lead construction administration services.

Parcel K Hyatt
Parcel K is a mixed-use development in the Seaport district. Researched and reviewed resiliency information and documentation for the parcel. Lead the hotel project team in documentation, detailed core and shell of the building, and coordinated with structural, MEP/FP, interiors, code, and accessibility consultants.

Hyatt Centric Boston
Coordinated with existing conditions, consultants, and code officials for 163 key hotel (renovation and addition) within the Congress Square development downtown through the design documentation phase.

Architect **SMMA | Symmes Maini McKee & Associates**

March 2010 - July 2015 | Cambridge, MA

Arthur and Patricia Ryan Center for Business Studies
Formatted data and produced campus utilization study for client to determine programmatic needs for School of Business. Provided programming through design development services to the client.

Anderson Stadium / Chapey Field
Lead project team in documentation, and coordinated with consultants and engineers for a lacrosse and soccer stadium with attached parking garage and elevated tennis court deck.

Schneider Arena Addition & Renovations
Coordinated project team, produced construction documents, and provided construction administration services for an addition and renovation to an existing hockey arena.

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CITY OF MELROSE

In City Council

July 18, 2022

AN ORDER

ORDER-2023-5

Polling location officer detail pursuant to Chapter 92 of the Acts of 2022 also known as the VOTES Act

Offered by

BE IT ORDERED

Be it ordered, that, the Melrose City Council, in accordance with Section 13 of Chapter 92 of the Acts of 2022, and, after consultation with the Board of Registrars, shall detail six police officers for the polling place to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections for the state Primary on Tuesday, September 6, 2022 and the state Election on Tuesday, November 8, 2022.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

07/18/22	**City Council**	**ASSIGNED TO COMMITTEE**

RESULT:	**ASSIGNED TO COMMITTEE**

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The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Elections Division

Election Advisory #22-01

Changes to State Election Laws

June 23, 2022

The purpose of this Advisory is to familiarize local election officials with changes to state election laws that will impact the 2022 State Primaries and State Election, as well as upcoming local elections.

This Advisory includes a first-glance summary of changes that will directly affect how you, as a local election official, will carry out your duties. Additional information and specifics will be provided in the coming weeks and months, as different aspects of the new law go into effect and as new regulations are promulgated.

The VOTES Act

On June 22, 2022, an election reform law titled "The VOTES Act" was signed into law. Among other things, the VOTES Act makes several of the temporary changes from the pandemic permanent, so many of these policies and procedures will be familiar to those of you administering elections in 2020. The new law also makes the absentee voting process and early voting by mail processes consistent.

Voter Registration Deadlines

Beginning July 22, 2022, the voter registration deadline for all elections and town meetings will be 10 calendar days before the date of the meeting or election.

Local election officials will still be required to hold in-person registration sessions on the last day to register to vote, which for any Tuesday election will now be a Saturday, but the registration session will end at 5 p.m. instead of 8 p.m.

For cities and towns with more than 1,500 voters, the registration session must be held from 9 a.m. until 5 p.m. For towns with fewer than 1,500 voters, the registration session must be held from 9 a.m. until 11 a.m. and from 3 p.m. until 5 p.m.

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Poll Worker Appointments

Effectively immediately, there is additional flexibility for the appointment of poll workers.

If, six weeks before an election, it is determined that there are not enough election officers appointed, the appointing authority (board of selectmen, city council, board of election commissioners) may appoint poll workers without regard to political party affiliation, voter registration status, residence, or inclusion on a list from a local party committee.

If, three weeks before an election, there are still not enough poll workers appointed, the clerk will be able to fill vacancies by appointing any competent person, without regard to party, residence, or a list from a local party committee.

Further, you now have the option to eliminate the use of a check-out table if you choose to do so. If you do not use a check-out table, however, you must still have a poll worker stationed at the ballot box.

If poll workers are appointed without regard to party affiliation, the inspectors at the check-in table (and check-out, if used) cannot be of the same political party. If poll workers are appointed from lists from the parties, the inspectors must be of different political parties.

Police Officer Assignments

Effective immediately, the law regarding assignment of police officers at polling places is amended to require the board of selectmen, town council, or city council to assign police officers and constables to polling places. Previously, this was the responsibility of the chief of police.

Since this change is taking effect before the primaries, you will need to communicate with your selectmen or council to make sure they detail officers at a summer meeting before September.

Vote by Mail

Effective immediately, early voting by mail must be available for all state elections, state primaries, and presidential primaries.

Early voting by mail is also required for all local elections and preliminaries, unless the city or town opts out. In order to opt out of Vote by Mail for a local election, the selectmen, city council, or town council must hold a public hearing and public roll call vote to NOT allow Vote by Mail no later than 45 days before the date of the election. Cities and towns cannot opt out of Vote by Mail for a local election if the election is happening on the same day as a state election, state primary, or presidential primary.

Applications

As in 2020, the Elections Division will be mailing Vote by Mail applications at least 45 days before every regular state primary, state election, and presidential primary. The applications will be sent to everyone registered to vote by the 60th day before the election who has not

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already applied for a ballot. The applications will be pre-addressed to the local election office and postage pre-paid.

Unlike previous years, family members are now allowed to request an early Vote by Mail ballot on a voter's behalf, as they currently can with absentee ballots. Similarly, family members are now permitted to return an early Vote by Mail ballot for the voter as well.

Applications to Vote by Mail must be posted every city and town website, as well as on the Secretary of the Commonwealth's website.

Any form of written communication requesting a ballot is sufficient. Applications may be signed electronically, as long as the signature is written in substantially the same manner as a hand-written signature.

Effective immediately, you are required to include Vote by Mail applications with all acknowledgement notices sent to any new voter or anyone who has changed their address. Note that unlike 2020, these applications must be sent all year round, and not only to voters who register or move after the statewide application mailing has been sent.

Online Portals

The Elections Division will also be required to establish an online ballot request portal for voters to use to request their ballots online. The law states that a wet signature cannot be required for this portal. Additional information on the portal will be provided after the Secretary's Information Technology Division is able to examine the requirements in the law.

A portal for UOCAVA voters to request their ballots and submit ballots electronically will also be required, though that part of the law does not go into effect this year. More information on that will be provided after the 2022 elections.

Application Deadlines

The deadline to receive a request for any ballot (early or absentee) to be mailed is now 5 business days before the election. A business day is any weekday that is not a legal holiday, so this will typically fall one week before Election Day.

For the September 6th State Primary, because Labor Day is not a business day, the deadline for you to receive vote by mail applications is 5 p.m. Monday, August 29th.

For the November 8th State Election, the deadline for you to receive vote by mail applications is 5 p.m. Tuesday, November 1st.

No ballots can be mailed to any voter whose application has not been received by 5 p.m. on the 5th business day before the election. Remember, however, that in-person early voting is still available until the Friday before the election for applicable elections and in-person absentee voting is still available until noon on the day before the election (if that day isn't a holiday).

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Additionally, voters admitted to a health care facility after 12pm on the 7th day before the election can request a hand-delivered absentee ballot up until the close of polls.

Accessible Vote by Mail
Effective immediately, voters who have a disability which prevents them from being able to independently mark a paper ballot are allowed to request a reasonable accommodation. Additional information on accessible voting by mail will be forthcoming.

Ballot Envelopes
Return ballot envelopes (AV-8s) for state primaries, state elections, and presidential primaries are now pre-addressed and postage pre-paid.

This means that any AV-8 return ballot envelopes provided by this office need to be printed specifically for your community. It will be very important for you to be aware of your inventory and provide as much notice as possible to the Elections Division if you are running low.

Ballot Return
For most elections, all ballots will still have to be returned by close of polls on Election Day. Beginning with the 2022 State Election, ballots will be able to arrive up to 3 days after Election Day for biennial state elections only. This means that ballots mailed from inside the country can be counted if they are postmarked by Election Day and received by 5 p.m. on the Friday after Election Day. Again, this is only for biennial state elections, which are the November federal elections held in even-numbered years.

This year, because the Friday after the election is a holiday, the deadline for ballots to be received is 5 p.m. on Saturday, November 12th. We realize this deadline creates logistical issues and we are in the process of exploring our options. More information will be provided as soon as we have it.

Ballots returned by hand, to a drop box, or electronically still need to be received by your office by close of polls on Election Day for all elections.

Ballot Processing
Similar to 2020, you now have the option of advance removing ballots from their envelopes and advance depositing ballots into the tabulator or ballot box ahead of Election Day. All ballot removal and depositing before Election Day will still need to happen in public sessions. The Elections Division will be issuing regulations, likely similar to those used in 2020, on advance processing and more information will be provided when that happens.

Deceased Voters
Since ballots will begin to be processed before Election Day, the law prohibiting counting the ballot of anyone who dies before Election Day has been repealed. A voter's ballot can be counted as long as the voter was alive when it was cast, which means as of the postmark date or when it was hand-delivered or deposited into a drop box.

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In-Person Early Voting

In-person early voting must now be offered for all regular state primaries, state elections, and presidential primaries. It must also be offered for special elections and primaries to fill vacancies for U.S. Senate or Congress. In-person early voting must also be held for any municipal elections being held on the same day as one of the above listed elections.

In-Person Early Voting Dates

In-person early voting for biennial state elections must be held from the 17th day through the 4th day before the election. In 2022, the early voting period for the November 8th State Election will begin on Saturday, October 22nd and end on Friday, November 4th.

Early voting for state and presidential primaries will begin on the 10th day before the primary and end on the 4th day before the primary. Early voting for the September 6th State Primary will begin on Saturday, August 27th (the same day as the voter registration deadline) and end on Friday, September 2nd.

In-Person Early Voting Hours

The requirements for early voting hours have changed to require weekend hours and set standards for weekday hours. Please note that these are minimum hours and you can always increase the in-person early voting hours.

On weekends, the number of hours you must be open depends on the number of registered voters in your community. The required minimum hours for weekends are:

Number of Voters	Required Weekend Early Voting Hours
0 - 4,999	At least 1 day per weekend At least 2 hours each day you are open At least 4 hours total each weekend
5,000 – 24,999	At least 1 day per weekend At least 3 hours per day you are open At least 6 hours total each weekend
25,000 – 39,999	At least 4 hours each weekend day
40,000 – 74,999	At least 6 hours each weekend day
75,000+	At least 8 hours each weekend day

For weekdays, the required minimum early voting hours will vary depending on the size of your community and at what point it is during the in-person early voting period. By default, the early voting hours are during your regular business hours; however, your city council, board of selectmen, or town council may have the option to limit early voting hours on certain days, if your community is small enough.

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The required weekday early voting hours are:

Number of Voters	Required Weekday Early Voting Hours
0 - 4,999	At least 25% of regular business hours
5,000 – 39,999	Primary: Regular business hours State Election: Week 1: at least 50% of regular business hours Week 2: Regular business hours
40,000+	During your regular business hours

In order to limit your early voting hours, your board of selectmen, city council, or town council will need to vote to do so at a public meeting held no later than 20 days before early voting begins. For the November 8, 2022 State Election, the deadline to take that vote is Sunday, October 2, 2022.

Early Voting Locations
Minor changes have been made to the law regarding the designation of early voting sites. As has been the case previously, your local election office is the default early voting site in your community. If your office is determined to be unsuitable or inaccessible, the registrars must vote to hold early voting in a different location. You can also designate additional early voting locations, which must also be accessible.

When assigning early voting sites, your city or town must now consider, to the extent feasible, diverse geographic locations and whether the sites would have an impact on access to the polls on the basis of race, national origin, disability, income, or age. Unlike the assignment of polling places in 2020, no written report on the impact of the early voting locations is required.

Your early voting sites must be designated no later than 2 weeks before early voting begins.

Notice Requirements
You will also need to publish notice of the locations and schedule for early voting at least 5 business days before early voting begins and at least once during the early voting period.

Notice must be posted: in your office or on the city/town bulletin board; in any other public building considered necessary; on the city/town's website; and on the Secretary's website. Remember, you need to enter your hours and locations into VRIS (or notify the Elections Division by email, if that VRIS screen is locked) for them to be posted on our website.

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The deadlines for early voting posting for 2022 are:

State Primary
Designate Early Voting sites & schedule: Saturday, August 13, 2022
Post 1st Notice: Monday, August 22, 2022
Post 2nd Notice: August 27 – September 2

State Election
Designate Early Voting sites & schedule: Saturday, October 8, 2022
Post 1st Notice: Monday, October 17, 2022
Post 2nd Notice: October 22 – November 4

Local Elections
For local elections, cities and towns may choose to have in-person early voting. To opt-in to early voting for local elections, at least two registrars need to recommend it, and the board of selectmen, town council, or city council must then vote to authorize in-person early voting.

The vote to opt-in to early voting must take place no later than 5 days before early voting would begin, and must include the early voting schedule. Early voting can begin no earlier than the 17th day before the election or preliminary and can end no later than 2 business days before the election. Early voting for local elections default to your usual business hours, unless the vote specifies otherwise.

Sites for early voting for local elections will be designated by the clerk. The location(s) and early voting schedule must be posted no less than 48 weekday hours before early voting begins.

150 Foot Rule
Beginning with early voting for the September 6th State Primary, the 150 foot rule prohibiting campaigning around polling places will be extended to early voting sites as well. This means that there shall be no campaigning for or against a candidate or question on the ballot for that election within 150 feet of the entrance to the early voting site during voting hours. Signature gathering of any kind will also be prohibited during the voting hours.

Jail-Based Voting

While voters who are incarcerated for a reason other than a felony conviction can already vote by absentee ballot, the new law contains provisions to make voting easier for those who are incarcerated, including adding requirements to correctional facilities to distribute information. Changes to jail-based voting take effect at the beginning of 2023 and more information will be provided after the 2022 elections.

Automatic Voter Registration

Beginning on January 1, 2023, applicants at the RMV will no longer have the option to opt out of automatic voter registration. Instead, the RMV will be required to transmit the names and

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addresses of all ***eligible citizen*** applicants to local election officials for voter registration purposes.

Applicants who are automatically registered to vote will now be allowed to decline registration only after receiving the acknowledgment notice you send to them.

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S 2924

Chapter 92
of the Acts of 2022

THE COMMONWEALTH OF MASSACHUSETTS

In the One Hundred and Ninety-Second General Court

AN ACT FOSTERING VOTER OPPORTUNITIES, TRUST, EQUITY AND SECURITY.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to authorize forthwith voter opportunities, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Section 1F of chapter 51 of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out the words "eight o'clock post meridian of the twentieth" and inserting in place thereof the following words:- 5:00 p.m. of the tenth.

SECTION 2. Section 26 of said chapter 51, as so appearing, is hereby amended by striking out, in lines 10 and 11, the words "eight o'clock in the evening" and inserting in place thereof, in each instance, the following words:- 5:00 p.m.

SECTION 3. Said section 26 of said chapter 51, as so appearing, is hereby further amended by striking out, in line 10, the word "twentieth" and inserting in place thereof the following word:- tenth.

SECTION 4. Said chapter 51 is hereby further amended by striking out section 28, as so appearing, and inserting in place thereof the following section:-

Section 28. Registrars shall hold a continuous session from 9:00 a.m. until 5:00 p.m. on the last day for registration established under section 26; provided, however, that a town having less than 1,500 voters may hold a session from 9:00 a.m. until 11:00 a.m. and from 3:00 p.m. until 5:00 p.m.

SECTION 5. Section 33A of said chapter 51, as so appearing, is hereby amended by adding the following sentence:- The state secretary shall make the online portal accessible in English, Spanish, Portuguese, Chinese and such additional languages as the state secretary deems necessary or required by law.

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SECTION 6. Section 42G½ of said chapter 51, as so appearing, is hereby amended by inserting after the word "vote", in line 57, the following words:- pursuant to subsection (d) of section 65.

SECTION 7. Said section 42G½ of said chapter 51, as so appearing, is hereby further amended by striking out subsection (d) and inserting in place thereof the following subsection:-

(d) In accordance with the memorandum of understanding required by subsection (b), each eligible applicant for services at an automatic voter registration agency who meets the qualifications to register to vote and does not decline to register to vote under subsection (d) of section 65 shall be registered as a voter under said section 65 as of the date the registrars add the person's name and address to the register of voters, pursuant to paragraph (4) of said subsection (d) of said section 65; provided, however, that an applicant who meets the qualifications to register to vote, does not decline to register to vote under said subsection (d) of said section 65 and completes a qualifying transaction with an automatic voter registration agency not less than 10 days before an election shall be entitled to vote in that election. If necessary to comply with federal law, the division of medical assistance and the commonwealth health insurance connector authority may allow an applicant to decline to register to vote at the time of application. Otherwise, all automatic voter registration agencies, including the registry of motor vehicles, shall transmit records of all eligible applicants as provided in subsection (e) and these applicants may decline to register to vote only after receiving notice from the registrars under paragraph (3) of said subsection (d) of said section 65.

SECTION 8. Section 47C of said chapter 51, as so appearing, is hereby amended by adding the following paragraph:-

To the extent feasible, the state secretary shall make the statewide list of registered voters contained in the central registry of voters established in this section available to the local election officers at each polling location.

SECTION 9. Chapter 54 of the General Laws is hereby amended by striking out section 14, as so appearing, and inserting in place thereof the following section:-

Section 14. For any primary or election, if the city or town clerk determines in writing that there is a deficiency in the number of required election officers within the 6 weeks preceding the primary or election, the appointing authority may appoint election officers without regard to

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political party membership, voter status, residence in the city or town or inclusion on a list filed by a political party committee pursuant to sections 11B and 12. If the position of warden, clerk or inspector, or deputy of any such officer, if any, is vacant within the 3 weeks preceding any primary or election, the city or town clerk may fill the vacancy by appointing a competent person willing to serve, without regard to political party membership, voter status, residence in the city or town or inclusion on a list filed by a political party committee pursuant to said sections 11B and 12.

SECTION 10. Said chapter 54 is hereby further amended by striking out section 25B, as so appearing, and inserting in place thereof the following 2 sections:-

Section 25B. (a)(1) The election officers and registrars of every city or town shall allow any registered voter qualified under section 1 of chapter 51 to vote early by mail for any municipal preliminary or election or presidential or state primary or election, including any such special preliminary, primary or election, or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; provided, however, that the select board, board of selectmen, town council or city council of each city and town may, after a public hearing and by recorded and public vote not less than 45 days prior to the date of the preliminary or election, opt out of the provisions of this subsection for any regular or special municipal preliminary or municipal election; provided further, that any registered voter qualified under section 1 of chapter 51 shall be allowed to vote early by mail for any municipal preliminary or municipal election held on the same day as any presidential or state primary or election or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and provided further, that this subsection shall not apply to an annual or special town meeting.

(2) Any registered voter wanting to vote early by mail may file with the voter's local election official an application for an early voting ballot for a preliminary, primary or election or for all preliminaries, primaries and elections authorized pursuant to this subsection during the calendar year. Any form of written communication evidencing a desire to have an early voting ballot sent for use for voting at a preliminary, primary or election shall be given the same effect as an application made in the form prescribed by the state secretary. Applications shall be acceptable if they are signed or submitted electronically; provided, however, that any electronic signature

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shall be written in substantially the same manner as a handwritten signature. No application shall be deemed to be seasonably filed unless it is received in the office of the city or town clerk or registrars of voters before 5 p.m. on the fifth business day preceding the preliminary, primary or election.

(3) A family member of a person qualified to vote early by mail may apply in the manner described under paragraph (2) on behalf of such person. Such applicant shall state the applicant's relationship to the early voter, shall sign the application under the pains and penalties of perjury and shall transmit the application to the clerk of the city or town where the early voter is registered.

(4) A voter wishing to apply to vote early by mail in any presidential or state primary or election or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress and who needs accommodation by reason of disability and is unable to independently mark a paper ballot may apply for such accommodations in a form and manner prescribed by the state secretary. Accommodations shall include, but not be limited to: (i) clear and accessible electronic instructions for completion, printing and returning of the ballot; (ii) an accessible blank electronic application that can be: (A) completed by the voter electronically; (B) signed with a wet signature, a hand drawn electronic signature or the voter's typewritten name as a signature if the voter is unable to independently insert a hand-drawn signature on the application due to a disability; and (C) submitted electronically, by mail or by delivering it, in person or by a family member, to the office of the appropriate city or town clerk; (iii) an authorized accessible blank electronic ballot that can be filled out electronically, printed and signed; provided, however, that the accessible electronic ballot marking system the voter utilizes to access their blank electronic ballot shall not collect or store any personally identifying information obtained in the process of filling out the ballot; (iv) an accessible electronic affidavit that may be used for certification of an accessible electronic ballot and signed with a wet signature, a hand-drawn electronic signature or the voter's typewritten name as a signature if the voter is unable to independently insert a hand-drawn signature on the ballot due to a disability; (v) an envelope to return the ballot to the voter's town or city clerk with postage guaranteed; and (vi) hole punched markers in place of a wet signature required for certification if an electronic affidavit of certification is not utilized. A voter with accommodations in receipt of a ballot pursuant to this section may complete and return the ballot by: (i)

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submitting it electronically; (ii) delivering it, in person or by a family member, to the office of the appropriate city or town clerk or a secured municipal drop box for the city or town where the voter is registered; or (iii) mailing it to the appropriate city or town clerk; provided, however, that the state secretary shall provide an envelope to allow for returning the ballot pursuant to clause (ii) or (iii).

(5) A voter wishing to apply to vote early by mail in a municipal preliminary or election authorized pursuant to this subsection and who needs accommodation by reason of disability and is unable to independently mark a paper ballot may request an accommodation from their local election official. The request shall be received by the local election official not later than the seventh business day preceding the preliminary or election. Upon receiving such a request from a registered voter by phone or electronically, the local election official shall grant reasonable accommodations to the voter.

(6) The state secretary shall establish, implement and maintain an internet portal on the secretary's website to allow a voter to request an early voting ballot for preliminaries, primaries and elections authorized pursuant to this subsection or an absent voting ballot for primaries and elections authorized pursuant to section 86. The voter shall be able to request that the ballot be mailed to the voter's home address, or a different mailing address as designated by the voter, or provided electronically if the voter is approved to utilize an accessible electronic ballot as an accommodation under paragraph (4). Any request under this paragraph shall not require the voter's wet signature.

(7) (i) Not later than 45 days before any presidential or regular state primary or biennial state election or a primary held pursuant to section 140 to fill a vacancy for senator in congress, the state secretary shall mail to all registered voters who are registered to vote not less than 60 days before such primary or election, at their residential addresses or mailing addresses if different from their residential address listed in the central registry, an application for an early voting ballot for the applicable primary or election and any city or town election held on the same day as such primary or election. The application shall also allow a voter to request an early voting ballot for: (A) the remaining state primary or election in the calendar year; or (B) if applicable, the election held pursuant to section 140 to fill a vacancy for senator in congress. The state secretary need not mail an application to a voter whose previous application for an absent

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voting ballot or early voting ballot for the applicable primary or election has been accepted.

(ii) Each application mailed pursuant to this paragraph shall: (A) be pre-addressed to the city or town clerk with return postage guaranteed; (B) be provided in any language required by the bilingual election requirements of the federal Voting Rights Act, 52 U.S.C. 10503; (C) be in a form prescribed by the state secretary in accordance with state and federal law; (D) include clear instructions for completing and returning the application; and (E) allow a voter to designate the mailing address to which the ballot shall be sent.

(iii) Each application mailed pursuant to this paragraph to a voter in the city of Boston shall include an option, which shall appear prominently on the application, to request a ballot printed in any language available at the voter's polling location pursuant to chapter 166 of the acts of 2014.

(iv) To minimize mailings and costs, the state secretary may seek to include said applications in any other mailings required by this chapter or otherwise issued to such registered voters at such time; provided, however, that such a mailing shall clearly indicate that applications to vote early by mail are contained therein and that any voter who previously returned an accepted application for an absent voting ballot or early voting ballot in the calendar year need not return an additional application for the applicable primary or election.

(v) The applications required pursuant to this paragraph shall be made available on the website of: (A) the state secretary; and (B) each city and town.

(8) The election officers and registrars of every city or town shall include an application for an early voting ballot with the acknowledgment notice sent to any person registering to vote or changing their voter registration address; provided, however, that the application shall be in the form prescribed by the state secretary pursuant to paragraph (7).

(9) Upon receipt of an early voting application, the election officers shall verify the voter's information and, if confirmed, shall record the voter as "EV" on the voting list. If the election officers find that the person signing the application is not a duly registered voter or the family member of a voter, they shall send the voter written notice to that effect and shall preserve the application during the time fixed by law for the preservation of ballots cast in the coming election, after which time the application shall be destroyed.

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(10) Early voting ballots authorized pursuant to this section shall be mailed by the appropriate local election officials as soon as such materials are available. The mailing of an early voting ballot shall include: (i) instructions for early voting; (ii) instructions for completing the ballot; (iii) an inner envelope where the ballot shall be placed after voting that contains an affidavit of compliance to be filled out by the voter and notice of the penalties under section 26 of chapter 56; and (iv) an outer envelope that is pre-addressed to the local election official with postage guaranteed. To the extent feasible, the state secretary shall include on the outer envelope a system that generates a postmark for determining the date upon which the envelope was mailed.

(11) Early voting ballots authorized pursuant to this section shall be provided to the voter in the language required pursuant to clauses (ii) and (iii) of paragraph (7).

(12) The provisions of section 81 relative to spoiled ballots shall apply to early voting ballots under this section; provided, however, that a request for a substitute ballot from a voter who has received a ballot by mail shall not be valid unless it is accompanied by the spoiled ballot and received in the office of the city or town clerk or the registrars before 5 p.m. on the fifth day preceding the election for which such substitute voting ballot is requested.

(13) An early voting ballot received by mail may be returned by the voter or a family member by: (i) delivering it in person to the office of the appropriate city or town clerk; (ii) delivering it to an early voting location for the appropriate city or town during the early voting in-person hours; (iii) dropping it in a secured municipal drop box for the city or town where the voter is registered; or (iv) mailing it to the appropriate city or town clerk.

All early voting ballots submitted by mail, delivered in person to the office of the city or town clerk, returned to a secured municipal drop box for the city or town where the voter is registered or returned electronically pursuant to the accommodations granted to a voter by reason of disability under paragraph (4) shall be received by the city or town clerk before the hour fixed for closing the polls on the day of a preliminary, primary or election; provided, however, that an early voting ballot mailed on or before the day of a biennial state election shall be accepted until 5 p.m. on the third day after the election and shall be processed in accordance with section 95. A postmark, if legible, shall be evidence of the time of mailing.

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(14) Upon receipt of a completed early voting ballot, the local election official shall open the outer mailing envelope and examine the inner secrecy envelope without opening it, compare the signature thereon with the signature on the application therefor, except if a family member signed the application or the voter received assistance in signing the application or the envelope, and examine the affidavit on each such envelope. If the affidavit has been improperly executed or does not sufficiently indicate that the ballot was marked and mailed or delivered as required by this section, the local election official shall mark across the face thereof "Rejected as defective" and shall notify the voter and send the voter a new ballot. If the early voting ballot is accepted, the local election official shall record the date and secure the ballot in its envelope until processing in accordance with law.

(b)(1) The local election officers and registrars of every city or town shall allow any registered voter qualified under section 1 of chapter 51 to vote early in person for any: (i) presidential or state primary or biennial state election or primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and (ii) city or town election held on the same day as a primary or election enumerated in clause (i). Any voter wishing to vote early in person in such primaries or elections may do so at the time, manner and location prescribed in this section.

(2) Early voting in person shall be conducted:

(i) from the seventeenth day through the fourth day, inclusive, preceding a biennial state election and any city or town election held on the same day as a biennial state election; and

(ii) from the tenth day through the fourth day, inclusive, preceding any: (A) presidential or state primary or primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and (B) city or town election held on the same day as a primary or election enumerated in subclause (A).

(3) Early voting in person shall be conducted on weekend dates during the early voting period as follows: (i) for municipalities with less than 5,000 registered voters, for not less than 4 hours each weekend, with at least 1 day per weekend, for not less than 2 hours on a weekend day in which voting is conducted; (ii) for municipalities with not less than 5,000 registered voters but less than 25,000 registered voters, for not less than 6 hours each weekend, with at least 1 day per weekend, for not less than 3 hours on a weekend day in which voting is conducted; (iii) for municipalities

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with not less than 25,000 registered voters but less than 40,000 registered voters, for not less than 4 hours each weekend day; (iv) for municipalities with not less than 40,000 registered voters but less than 75,000 registered voters, for not less than 6 hours each weekend day; and (v) for municipalities with not less than 75,000 registered voters, for not less than 8 hours each weekend day. For each other day during the early voting period, early voting in-person shall be conducted as follows: (i) for municipalities with less than 5,000 registered voters the city council of a city or board of selectmen or select board of a town may, at a public meeting held not less than 20 days before the first day of the early voting period, vote to provide early voting hours of not less than 25 per cent of the usual business hours of the town clerk; (ii) for municipalities with more than 5,000 registered voters but less than 40,000 registered voters: (A) for the fifteenth day to the eleventh day, inclusive, preceding a biennial state election, the city council of a city or board of selectmen or select board of a town may, at a public meeting held not less than 20 days before the first day of the early voting period, vote to provide early voting hours of not less than 50 per cent of the usual business hours of the city or town clerk; and (B) for the eighth day to the fourth day, inclusive, during the usual business hours of each city or town clerk; and (iii) for municipalities with more than 40,000 registered voters, during the usual business hours of the city or town clerk. A city or town may, in its discretion, provide for additional early voting hours beyond the hours required by this paragraph.

(4) Each city and town shall establish an early voting site that shall include the local election office for the city or town; provided, however, that if the city or town determines that the office is unavailable or unsuitable for early voting, the registrars of each city or town shall identify and provide for an alternative public building that is centrally-located, suitable and convenient within the city or town as an early voting site; and provided further, that when designating early voting sites, a city or town shall consider, to the extent feasible, diverse geographic locations and whether such sites would have an impact on access to the polls on the basis of race, national origin, disability, income or age. A city or town may also provide for additional early voting sites at the discretion of the registrars for that city or town. Each early voting site shall be accessible to persons with disabilities in accordance with state and federal law.

(5) The designation of an early voting site shall be made not less than 14 days prior to the beginning of the early voting period established in this

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section. Not less than 5 business days prior to the beginning of the early voting period and at least once during the early voting period, the registrars for each city and town shall publish notice of the location of the early voting sites as well as the applicable dates and hours. Such notice shall be conspicuously posted: (i) in the office of the city or town clerk and on the principal official bulletin board of each city or town; (ii) on any other public building considered necessary; (iii) on the city or town's website; and (iv) on the website of the state secretary.

(6) Prior to the beginning of in-person early voting, the local election officials for each city and town shall prepare a list for the early voting sites, containing the names and residences of all persons qualified to vote at each voting site as the names and residences appear upon the annual register, and shall reasonably transmit the applicable list to the local election officers at each early voting site designated by the registrars.

(7) A voter seeking to vote in person at an early voting site shall provide their name and address to the local election officer who shall, upon finding the voter's name and address upon the list, repeat it loudly and clearly, mark the list and provide the voter with an early voting ballot and an envelope containing an affidavit, which shall include a notice of penalties under section 26 of chapter 56. The registrar or presiding election officer at the early voting site shall cause to be placed on the voting list opposite the name of a qualified voter who participates in early voting, the letters "EV" designating an early voter.

(8) Upon marking their early voting ballot, enclosing it in the secrecy envelope and executing the affidavit, the voter shall return the ballot envelope to a local election officer at the early voting site who shall review the envelope to ensure the affidavit has been signed by the voter. After a ballot envelope has been accepted, it shall be securely stored at the early voting site until such time as it is transported to the office of the local election official, but not later than the close of early voting for that day.

(c)(1) The select board, board of selectmen, town council or city council of each city and town may vote to authorize early in-person voting for any other city or town preliminary or election not included in subsection (b). Such vote may only be taken after a request from not less than 50 percent of the registrars of the city or town recommending in-person early voting; provided, however, that such vote shall occur not less than 5 business days prior to the proposed beginning of early voting.

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(2) As part of the vote to allow early in-person voting under this subsection, a city or town shall set the early voting period to begin not sooner than 17 days before the preliminary or election and end not later than 2 business days preceding the preliminary or election.

(3) Early voting under this subsection shall be conducted during the usual business hours of the city or town clerk unless different hours are set as part of the vote to allow early in-person voting, including any weekend hours.

(4) The city or town clerk shall establish an early voting site for early in-person voting under this subsection that is centrally-located, suitable and in a convenient public building. Notice of the early voting location, dates and hours shall be posted not less than 48 weekday hours before the early voting period begins.

(5) A voter voting early in person under this subsection shall be provided with a ballot and an envelope where the ballot is placed after voting that contains an affidavit of compliance to be filled out by the voter. A voter voting early in person shall complete an affidavit under the regulations promulgated by the state secretary for the administration of early voting, as applicable, which shall include a notice of penalties under section 26 of chapter 56.

(d) The registrars shall prepare lists of all voters casting ballots during the early voting period pursuant to this section and update the voter list in a manner prescribed by the state secretary. Once an early voting ballot is cast, the voter shall not vote again.

(e) The early voting ballot of any voter who was eligible to vote at the time the ballot was cast shall not be invalid solely because the voter became ineligible to vote by reason of death after casting the ballot. For purposes of this subsection, the term "cast" shall mean that the voter has: (i) deposited the early voting ballot in the mail for ballots mailed; (ii) returned the early voting ballot to the appropriate local election official either by hand or by depositing it in a secured municipal drop box, where available, for the city or town where the voter is registered; (iii) completed voting in person at an early voting location; or (iv) submitted a ballot electronically pursuant to the accommodations granted to a voter by reason of disability under paragraph (4) of subsection (a).

(f) Sections 37 and 38 of chapter 53 shall apply to unenrolled voters and voters enrolled in political designations voting early in primaries. The registrar or presiding election official at the early voting site shall cause

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the name of the party of the ballot being voted to be recorded on the voting list. Once the party selection has been recorded on the voting list, a voter shall not request or vote on the ballot of another party.

(g) Not less than 30 days prior to each presidential primary, state primary, state election, and primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress, the state secretary shall deliver to each city and town, in quantities as the state secretary determines necessary, the following papers: (i) official early voting ballots similar to the official ballot to be used at the election; provided, however, that a sufficient quantity of such ballots are printed in the languages necessary to accommodate the selection of a bilingual ballot by voters pursuant to clauses (ii) and (iii) of paragraph (7) of subsection (a); (ii) envelopes of sufficient size to contain the ballots specified in clause (i) bearing on their reverse the voter's affidavit; (iii) return envelopes, pre-addressed to the local election official with postage guaranteed, for any ballot requested for voting by mail; and (iv) instructions for voting by mail to be sent to each voter who requests to cast a ballot by mail. The voting period for early voting by mail shall begin as soon as all necessary early voting materials have been received by the local election official pursuant to this subsection.

(h) Any early voting ballot cast pursuant to this section may be opened and deposited into a tabulator in advance of the date of the preliminary, primary or election in accordance with regulations promulgated by the state secretary; provided, however, that municipalities that do not have a tabulator may open and deposit early voting ballots into a ballot box; provided further, that such ballots shall be kept secured, locked and unexamined and that no results shall be determined or announced until after the time polls close on the date of the preliminary, primary or election; and provided further, that notice of the date, time and location of any such opening or depositing shall be posted not less than 2 business days in advance of the opening or depositing; and provided further, that the opening or depositing shall be open to the public. Disclosing any such result before such time shall be punished as a violation of section 14 of chapter 56.

All envelopes referred to in this section shall be retained with the ballots cast at the preliminary, primary or election and shall be preserved and destroyed in the manner provided by law for the retention, preservation or destruction of official ballots.

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(i) The state secretary shall promulgate regulations to implement this section including, but not limited to, a process for establishing additional early voting sites and a process for applying for, receiving, separating, compiling, recording and securing early ballots and advance depositing.

(j) Section 72 shall not apply to this section; provided, however, that a city or town, at the discretion of its election officers and registrars, may detail a sufficient number of police officers or constables for each early voting site at the expense of the city or town to preserve order, protect local election officers and supervisors from any interference with their duties and aid in enforcing the laws relating to elections.

(k) Not later than 45 days after each presidential primary, regular state primary, biennial state election and primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress, the state secretary shall submit a report to the house and senate committees on ways and means and the joint committee on election laws on the costs to implement subsection (a) of this section. The report shall include, but not be limited to: (i) the number of ballot applications with postage guaranteed mailed to voters; (ii) where available, the number of ballot applications with postage guaranteed returned requesting a ballot; (iii) the total number of ballots cast by mail; (iv) total cost and amounts paid for using federal funds; and (v) where available, the number of ballot applications that were returned as undeliverable and a description of the reasons why each application was returned, including, but not limited to, a change of address or the intended recipient being deceased.

Section 25C. (a) For the purposes of this section, the following words shall have the following meanings:

"Applicable statewide election", a presidential or regular state primary or biennial state election or a primary or election held pursuant to section 140 to fill a vacancy for senator in congress.

"Facility", a correctional facility, house of correction, jail or department of youth services.

(b) The officer in charge of a facility shall develop and publish policies and procedures that govern the facilitation of voting and voter registration for eligible voters in the facility; provided, however, that the policies and procedures shall include, but not be limited to:

(i) the distribution of voter education and election information provided by the state secretary, including, but not limited to: (A) the display of posters in prominent locations visible to individuals who are

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incarcerated at the facility; and (B) the dissemination of written notices about voting rights and procedures to all individuals who are incarcerated at the facility and who may be eligible to vote;

(ii) for any preliminary, primary or election, assisting an individual who is incarcerated at the facility and who may be eligible to vote in registering as a voter and in applying for an early voting by mail or absent voting ballot, including as a specially qualified voter; provided, however, that such assistance shall include, but not be limited to: (A) distributing forms prepared by the state secretary for those purposes, including ballot applications or voter registration forms; (B) providing an individual with access to a writing implement sufficient to properly complete the registration and application forms; (C) providing records that may serve as proof of residence for the purpose of voter registration or that provide a voter with their last known address, such as intake forms, arrest records or other forms in the possession of the facility; (D) providing voter information packets generated by the state secretary and, where possible, by nonpartisan community groups, nonpartisan volunteers or other nonpartisan stakeholders; and (E) facilitating the timely return of an application for an eligible voter to be permitted to vote early by mail;

(iii) facilitating the expeditious and timely receipt and return of an early voting by mail or absent voting ballot by an eligible individual who is incarcerated at the facility, including, but not limited to, by: (A) providing access to a writing implement sufficient to properly complete the ballots; (B) establishing locations where voters may complete ballots and other paperwork in private, where feasible; and (C) facilitating the mailing of completed mail ballots as soon as practicable; provided, however, that an employee, contractor, agent, official or representative of the department of correction shall not open or inspect any completed mail ballot unless it is to investigate reasonable suspicion of a prohibited activity;

(iv) providing means of tracking: (A) complaints by an individual who is incarcerated at the facility related to voting or registration; (B) numbers of individuals who are incarcerated who sought to vote; and (C) the outcome of their requests; and

(v) policies for collaboration with local election officials, civic engagement community groups and other stakeholders.

(c) The officer in charge of a facility shall:

(i) not later than 45 days before an applicable statewide election, display or distribute any informational posters or packets provided by the

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state secretary pursuant to subsection (d) or, if received after such date, immediately upon receipt; provided, however, that the distribution and announcements of such information shall be continued through the conclusion of such election;

(ii) not later than 14 days before an applicable statewide election, file a written report with the state secretary, in a form prescribed by the state secretary, that details the actions taken under this section; provided, however, that the report shall be a public record; and

(iii) appoint a subordinate officer at the facility to supervise the actions required by this section.

(d) Not later than 90 days before an applicable statewide election, the state secretary shall: (i) create and distribute to sheriffs and superintendents of facilities voter information signs and information for display and distribution in facilities; and (ii) distribute to local election officials information on: (A) the qualifications and rights of eligible incarcerated voters; (B) how to process a voter registration or ballot application from an eligible incarcerated voter; (C) current law pertaining to those rights and processes; and (D) the presumed residence for voting purposes of an eligible incarcerated voter and instances in which an eligible incarcerated voter can maintain the facility in which they are confined as their address for voting purposes.

(e)(1) Prior to the expiration of the term for a person who is incarcerated in a correctional facility, the officer in charge of the facility shall provide, in writing, a document prepared by the state secretary explaining: (i) the voting rights of a person who is incarcerated in a correctional facility upon discharge from a correctional facility; and (ii) instructions for the person to register to vote following discharge from the facility. The officer in charge of the facility shall provide the person with a voter registration form with a postage guaranteed envelope, and assistance, if requested, to complete such form.

(2) The state secretary shall prepare and transmit the document required pursuant to paragraph (1) to the local election officials for each city and town.

(f)(1) For each applicable statewide election, following the close of registration pursuant to section 26 of chapter 51 but not later than the day of the election, the officer in charge of a facility, except for the department of youth services, shall transmit to the state secretary: (i) a list containing information about persons who are newly incarcerated in the

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correctional facility due to a felony conviction since the time of last reporting under this section; (ii) a list containing information about persons who were incarcerated in the correctional facility due to a felony conviction but were discharged since the time of last reporting under this section; and (iii) a list containing information about persons in the facility who are detained pre-trial or convicted of a misdemeanor.

(2) The lists required by paragraph (1) shall include, for each person listed: (i) name; (ii) date of birth; (iii) last 4 digits of social security number or driver's license number, if available; (iv) address on-file, including street, city or town and state; and (v) the name and address of the facility where the person is detained.

(g) The state secretary shall submit a report to the joint committee on election laws not later than 6 months following each applicable statewide election, including anonymized, aggregated data on the number of: (i) eligible incarcerated voters at the time of the election in each municipality; and (ii) incarcerated voters who requested an early voting by mail or absent voting ballot and the outcome of that request in each municipality, including the reasons for rejection, if applicable. The state secretary may coordinate with local election officials and officers in charge of facilities to aggregate such data, where available. The submitted report shall be a public record, but other materials generated for the purpose of the state secretary's compilation of the report shall not be public records.

(h) Not later than 30 days before any municipal, state or presidential election, each city or town clerk shall post on the city or town's website and report to the state secretary any measures undertaken to facilitate voting for eligible incarcerated voters.

SECTION 11. Section 65 of said chapter 54, as so appearing, is hereby amended by adding the following paragraph:-

This section shall apply to early voting locations under section 25B while voting is being conducted.

SECTION 12. Said chapter 54 is hereby further amended by striking out section 67, as so appearing, and inserting in place thereof the following section:-

Section 67. One voting list shall be delivered to the ballot clerks and another may be delivered to the officer in charge of the ballot box; provided, however, that the city or town clerk may opt to use only 1 voting list at the check in. When a ballot is delivered to a voter, the voter's name shall be checked on the voting list and, except where the city or town clerk

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has opted to not use a check-out list, it shall be checked on the second voting list when the voter deposits the ballot. Where a check-out list is used, the officer in charge of the ballot box and the officer in charge of the voting list shall either: (i) be of different political parties; or (ii) not be of the same political party if the election officers have been appointed pursuant to section 14 without regard to political party membership. No person shall vote if the person's name is not on the voting list, nor until the local election officer shall check the person's name thereon, unless the person presents a certificate from the registrars of the city or town as provided by section 51 or section 59 of chapter 51 or unless the person is voting by provisional ballot under section 76C. A city or town may vote to use electronic poll books rather than paper voting lists in accordance with section 33I.

SECTION 13. Said chapter 54 is hereby further amended by striking out section 72, as so appearing, and inserting in place thereof the following section:-

Section 72. The select board, board of selectmen, town council or city council of each city and town, in consultation with its election officers and registrars, shall detail a sufficient number of police officers or constables for each building that contains the polling place for 1 or more precincts at every election therein to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections.

SECTION 14. Said chapter 54 is hereby further amended by striking out section 83, as so appearing, and inserting in place thereof the following section:-

Section 83. In a precinct at which a check-out table is used, a voter, after marking the voter's ballot, shall give the voter's name, and, if requested, residence, to an officer in charge of the ballot box, who shall distinctly announce the voter's name and, if requested, residence. If the name is found on the voting list by the local election officer, the local election officer shall distinctly repeat the name and check it on the voting list. The voter may then deposit the ballot in the ballot box. No ballot without the official endorsement, except as provided in section 61, shall be deposited in the ballot box. A city or town clerk may opt to eliminate the use of a voting list at the check-out table but shall maintain an officer in charge of the ballot box.

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SECTION 15. Subsection (d) of section 87 of said chapter 54, as so appearing, is hereby amended by adding the following paragraph:-

To the extent feasible, the state secretary shall include on the envelopes required pursuant to this subsection a system that generates a postmark for determining the date upon which the envelope was mailed.

SECTION 16. Section 89 of said chapter 54, as so appearing, is hereby amended by striking out the second sentence and inserting in place thereof the following sentence:- No application for an absent voting ballot to be sent by mail shall be deemed to be seasonably filed unless it is received in the office of the city or town clerk or registrars before 5 p.m. on or before the fifth business day preceding the election for which the ballot is being requested.

SECTION 17. Section 91B of said chapter 54, as so appearing, is hereby amended by inserting after the word "prepaid", in line 5, the following words:- and with return postage guaranteed.

SECTION 18. Said chapter 54 is hereby further amended by striking out section 91C, as so appearing, and inserting in place thereof the following section:-

Section 91C. (a) For the purposes of this section, "voter" shall mean an individual voting pursuant to the federal Uniformed and Overseas Citizens Absentee Voting Act.

(b) A voter wishing to cast an absentee ballot in any preliminary, primary or election may apply for such ballot in a form and manner prescribed by the state secretary; provided, however, that the secretary shall permit a voter to apply through an electronic application that: (i) includes clear instructions for completing and returning the application; and (ii) can be: (A) completed by the voter electronically; (B) signed with a wet signature or hand-drawn electronic signature; and (C) submitted electronically, by mail or by delivering it to the office of the appropriate city or town clerk. The most recent version of the Federal Post Card Application shall be one such application that shall be accepted by the state secretary pursuant to this section.

(c) An application pursuant to subsection (b) shall permit a voter to request to receive an absentee ballot: (i) by mail, in accordance with section 91B; (ii) by fax; (iii) by email; or (iv) electronically through an electronic system that is approved by the state secretary and allows a voter to receive, mark, verify and cast a ballot electronically; provided, however, that any electronic system approved by the state secretary under this section

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shall: (A) provide an electronic voter affidavit that may be used for certification of an electronic ballot and signed with a wet signature or hand-drawn electronic signature; and (B) not store personal identifying information beyond the time necessary to confirm the identity of the voter.

(d) Upon receipt of a properly executed application for an absentee ballot from a voter, the city or town clerk shall retain the application and, without delay, enter the application in the voter registration information system. The city or town clerk shall expeditiously transmit a ballot or access to an electronic ballot to all voters for whom an application was received in accordance with subsection (c).

(e) The state secretary shall provide clear instructions to voters for returning the marked absentee ballot to the appropriate city or town clerk to be counted; provided, however, that the voter may return the ballot to the city or town clerk: (i) by mail; (ii) by fax; (iii) by email; (iv) electronically through the electronic system approved by the state secretary, subject to the regulations promulgated by the secretary; or (v) by delivering it to the office of the city or town clerk or a secured municipal drop box for the city or town where the voter is registered.

(f) If a request for an absentee ballot is received from a voter 45 or more days before a federal election and the state secretary has determined that the city or town clerk is unwilling or unable to transmit the ballot not less than 45 days before the election, the state secretary may, on behalf of the city or town clerk, after notice to the city or town clerk and in accordance with the voter's choice, electronically transmit or mail the appropriate absentee ballot and instructions to the voter not later than 45 days prior to the federal election. The state secretary shall enter in the voter registration information system the transmission date on which absentee voters were sent ballots by the state secretary pursuant to this subsection.

(g) The state secretary shall promulgate regulations to implement this section.

SECTION 19. Section 92 of said chapter 54, as so appearing, is hereby amended by adding the following subsection:-

(d) The absent voting ballot of any voter who was eligible to vote at the time the ballot was cast shall not be deemed invalid solely because the voter became ineligible to vote by reason of death after casting the ballot. For purposes of this subsection, the term "cast" shall mean that the voter has: (i) deposited the absent voting ballot in the mail for ballots mailed; (ii) returned the absent voting ballot to the appropriate local election

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official either by hand or by depositing it in a secured municipal drop box, where available, for the city or town where the voter is registered; or (iii) returned the absent voting ballot electronically pursuant to section 91C.

SECTION 20. Said chapter 54 is hereby further amended by striking out section 93, as so appearing, and inserting in place thereof the following section:-

Section 93. All absent voting ballots submitted by mail, delivered in person to the office of the city or town clerk, returned to a secured municipal drop box for the city or town where the voter is registered or returned electronically pursuant to section 91C shall be received by the city or town clerk before the hour fixed for closing the polls on the day of a primary or election; provided, however, that an absent voting ballot mailed on or before the day of a biennial state election shall be accepted until 5 p.m. on the third day after the election and shall be processed in accordance with section 95. A postmark, if legible, shall be evidence of the time of mailing.

SECTION 21. Section 95 of said chapter 54, as so appearing, is hereby amended by striking out the first paragraph and inserting in place thereof the following 2 paragraphs:-

Any absent voter ballot cast pursuant to section 86 may be opened and deposited into a tabulator in advance of the date of the primary or election in accordance with regulations promulgated by the state secretary; provided, however, that municipalities that do not have a tabulator may open and deposit early voting ballots into a ballot box; provided further, that such ballots shall be kept secured, locked and unexamined and that no results shall be determined or announced until after the time polls close on the date of the primary or election; and provided further, that notice of the date, time and location of any such opening or depositing shall be posted 2 business days in advance of the opening or depositing; and provided further, that the opening or depositing shall be open to the public. Disclosing any such result before such time shall be punished as a violation of section 14 of chapter 56.

If not advance deposited, the city or town clerk, on the day of the election but not later than 1 hour after the hour for the closing of the polls, shall transmit all envelopes purporting to contain official absent voting ballots received on or before the close of business on the day preceding the day of the election, and that have not been marked "Rejected as Defective" as provided in section 94, to the local election officers in the

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several precincts where the voters whose names appear on such envelopes assert the right to vote or to a central tabulation facility designated in accordance with regulations promulgated by the state secretary. The local election officer in charge of the polling place or central tabulation facility shall immediately, after receipt of any such envelopes, distinctly announce the name and residence of each such voter and check the voter's name on the voting lists referred to in section 60 of chapter 51, on the voter's certificate of supplementary registration attached to such lists as provided in section 51 of said chapter 51 or on the lists of specially qualified voters, if it has not already been so checked. The city or town clerk shall open the envelopes in which the ballot is enclosed in such a manner as not to destroy the affidavit thereon, take the ballot therefrom without opening it or permitting it to be examined and deposit it in the ballot box. All envelopes referred to in this section shall be retained with the ballots cast at the election and shall be preserved and destroyed in the manner provided by law for the retention, preservation or destruction of official ballots.

SECTION 22. Section 100 of said chapter 54 is hereby repealed.

SECTION 23. Not later than July 1, 2022, the state secretary shall enter into the agreement with the Electronic Registration Information Center, Inc. as required by section 47C of chapter 51 of the General Laws.

SECTION 24. Not later than 30 days after the effective date of this act, the state secretary shall conduct a public awareness campaign to inform voters in the commonwealth of the provisions of this act, including, but not limited to, measures to promote public awareness of: (i) expanded early voting options; (ii) the requirements and procedures for early voting by mail, including, but not limited to, information related to the ability of a voter who requests but does not return an early voting by mail ballot to vote in person on election day; (iii) the availability of accommodations for voters with disabilities; (iv) the availability of assistance under section 79 of chapter 54 of the General Laws for voters who have limited English proficiency; and (v) information explaining that the processing of mail ballots and the tabulating of the results of the election may extend a few days past the day of the election. The public awareness campaign shall: (i) be linguistically diverse and culturally competent; (ii) be provided in multiple formats for viewing and include, but not be limited to, outreach through digital and social media; and (iii) ensure specific outreach is conducted for groups and communities that have historically underused mail voting and early voting.

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SECTION 25. The electronic instructions and accommodations prescribed by the state secretary pursuant to paragraph (4) of subsection (a) of section 25B of chapter 54 of the General Laws, as inserted by section 10, shall comply with requirements contained in Title II of the federal Americans with Disabilities Act and shall conform, to the extent feasible and required under law, with the Web Content Accessibility Guidelines 2.1 Level AA and best practices from the National Institute of Standards and Technology.

SECTION 26. Sections 1 to 4, inclusive, shall take effect 30 days after the effective date of this act.

SECTION 27. Not later than 30 days after the effective date of this act, the state secretary shall implement the internet portal required by paragraph (6) of subsection (a) of section 25B of chapter 54 of the General Laws, as inserted by section 10.

SECTION 28. Section 18 shall take effect on December 1, 2022. The state secretary shall promulgate regulations necessary to implement section 91C of chapter 54 of the General Laws, as inserted by section 18, not later than January 1, 2023.

SECTION 29. Sections 6 and 7 shall take effect on January 1, 2023.

SECTION 30. Section 25C of chapter 54 of the General Laws, as inserted by section 10, shall take effect on January 1, 2023.

House of Representatives, June 16, 2022.

Preamble adopted, Kate Hy, Speaker.

In Senate, June 16, 2022.

Preamble adopted, , President.

House of Representatives, June 16, 2022.

Bill passed to be enacted, , Speaker.

In Senate, June 16, 2022.

Bill passed to be enacted, , President.

June 22, 2022.

Approved,

at 2 o'clock and 55 minutes, P. M.

Governor.

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CITY OF MELROSE

In City Council

July 18, 2022

AN ORDER

INFO-2023-1

Net Zero Action Plan Presentation

Offered by

BE IT ORDERED

To the Honorable City Councilors,

I respectfully request the opportunity to present the Melrose Net Zero Action Plan, which lays out a number of strategies for reducing community-wide greenhouse gas emissions by 2030 and eventually to net zero by 2050, was released on Earth Day in April 2022. The Plan looks at three main sectors - Buildings, Transportation, and Energy Supply - and provides an action roadmap for residents, businesses and the city to take to achieve our goals.

Please see attached memorandum and copy of the Net Zero Action Plan. I look forward to meeting with you to discuss this important initiative!

Sincerely,

Martha Grover,
Sustainability Manager

FINANCIAL IMPACT:

None

07/18/22	**City Council**	**ASSIGN TO COMMITTEE**

RESULT: **ASSIGN TO COMMITTEE**

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In the City Council
Ordained Roll Call

Passed July 18, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

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CITY OF MELROSE

OFFICE OF PLANNING AND
COMMUNITY DEVELOPMENT

DENISE M. GAFFEY
Director & City Planner

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

MEMORANDUM

TO: Melrose City Council

FROM: Martha Grover, Sustainability Manager

RE: Melrose Net Zero Action Plan

DATE: June 15, 2022

The Melrose Net Zero Action Plan, which lays out a number of strategies for reducing community-wide greenhouse gas emissions by 2030 and eventually to net zero by 2050, was released on Earth Day in April 2022. The Plan looks at three the main sectors – Buildings, Transportation, and Energy Supply – and provides an action roadmap for residents, businesses and the city to take to achieve our goals. The Melrose goals are in line with that of the Commonwealth as described in the Massachusetts 2050 Decarbonization Roadmap.

I'd like to provide a 20-minute overview of the Plan in order to provide the context for current and future municipal initiatives including:

- Adoption of a Specialized Opt-In Building Code for new construction later this year,
- Transitioning our school and municipal buildings off fossil fuels over time as existing equipment is replaced,
- Requiring all major municipal building construction and renovation projects are built to net zero standards,
- A new Electric First Vehicle Fleet Policy starting in fiscal year 2023,
- Expanding public and municipal fleet charging infrastructure,
- Increasing the amount of renewable energy in both the municipal electric supply as well as in the Melrose Community Power program over time to get to 100% by 2030,
- Installing solar on every available municipal rooftop and over parking lots when feasible, and
- Launching a multi-year community outreach program to encourage residents and businesses to transition off fossil fuels with a focus on low and moderate-income households, renters and landlords, and small businesses.

Thank you for your support and I look forward to your questions. I can be reached at mgrover@cityofmelrose.org or 781-979-4195 as well if you have questions in advance.

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Our plan to reduce greenhouse gas pollution to net zero by 2050

April 2022

City of Melrose

NET ZERO ACTION PLAN



MAPC

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Acknowledgements

Office of Planning and Community Development, City of Melrose

Denise Gaffey, Director

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Lori Massa, Senior Planner

Volunteers representing the Melrose Energy Commission, Melrose Climate Action, Melrose Pedestrian & Bicyclist Committee and others

Tyler Ballew

Susan Gitelle Baron

Dave Bliss

Ben Butterworth

Jonah Chiarenza

Doug Dick

Rodney Dowell

Jim Garrett

Charlie Harak

Doug Harriott

Ellen Katz

Cassandra Koutalidis

Gary Lamothe

Finn McSweeney

Lisa Montouri Trimble

Ian Moriarty

Susan Murphy

Sunil Sainis

Lori Timmermann

Gabrielle Watson

Ryan Williams

Thank you to the many members of the community who participated in the public input opportunities throughout the plan's development.

MAPC Staff

Megan Aki, Clean Energy and Climate Systems Manager

Brooks Winner, Senior Clean Energy Specialist

Nicole Sanches, Former Clean Energy and Equity Specialist I

Cover photo credit: Jim Harrington

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Letter from THE FUTURE

Dear Melrose Residents of 2022,

We know that the last few years have been tough in so many ways but please be reassured that you will soon emerge to a brighter future. You may ask yourself, how do we know this? Because we are here, decades in the future, already.

Chastened by the unmitigated disaster of Covid-19, and the imminent existential threat of climate change, America signaled a new era of possibilities had arrived. Eventually, legislation at the local, state and national levels was enacted to revitalize and drive economic and social equality, together with programs for substantially greater environmental quality.

With new momentum spreading across the globe by the 2030's, the dawning of the Sustainable Age arrived as an era of regenerative economic growth driven by the benefits of emerging new technologies and fostering prosperity even as fossil fuel use dramatically declined.

The technological innovations of developing both industrial scale and decentralized sustainable energy sources using wind, waves, tides, solar, biological, terrestrial and hydraulic forces led to vast changes in standards of living across the globe. Self-sustaining redevelopment alleviated many local and global climate threats.

On the local level, communities across the metropolitan Boston area implemented climate action plans in the 2020s to meet the 2050 net zero emissions goal adopted by Boston, Melrose and 12 other surrounding community leaders back in 2016. By 2022, all of the original 14 had begun implementation of the plans and their early success at laying the groundwork began to pay off in the mid '20's as the Sustainable Age gained widespread momentum across New England and other areas of the country.

Energy-efficient heat pump technology to condition our homes and buildings and demand for electric vehicles (EVs) became widespread. Even automobile manufacturers pivoted rapidly away from fossil fuels with most switching to all EVs by 2035. Electric utilities accelerated procurement of renewable energy to meet consumer demand. These and other societal changes led to dramatic improvements in air and water quality.

We extend our heartfelt thanks to the many Melrose citizens whose shoulders we stand on. For it was all of you, who turned your concern for the environment to action, nourished by the small successes, in order to make meaningful change to our community and the larger world. We wish for you all the good fortitude, strength, and continuing love for our Earth needed to make the promise real.

Sincerely,
The 2050 Melrose Energy Commission

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Getting to Net Zero

Melrose has committed to reaching net zero greenhouse gas (GHG) pollution by 2050. What exactly does this mean for our community? Why does our local goal matter? How will we get there and what do we need to do to reach that goal? This Net Zero Action Plan aims to answer these questions and to create a roadmap for our city to reach net zero by 2050.

IN 2017, OUR CITY WAS RESPONSIBLE FOR EMITTING

187,642

METRIC TONS OF CO2e

in MELROSE

THAT WORKS OUT TO

7

METRIC TONS OF CO2e

per resident



OUR EMISSIONS BREAKDOWN

61%

0.4%

38%

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Where are we starting?

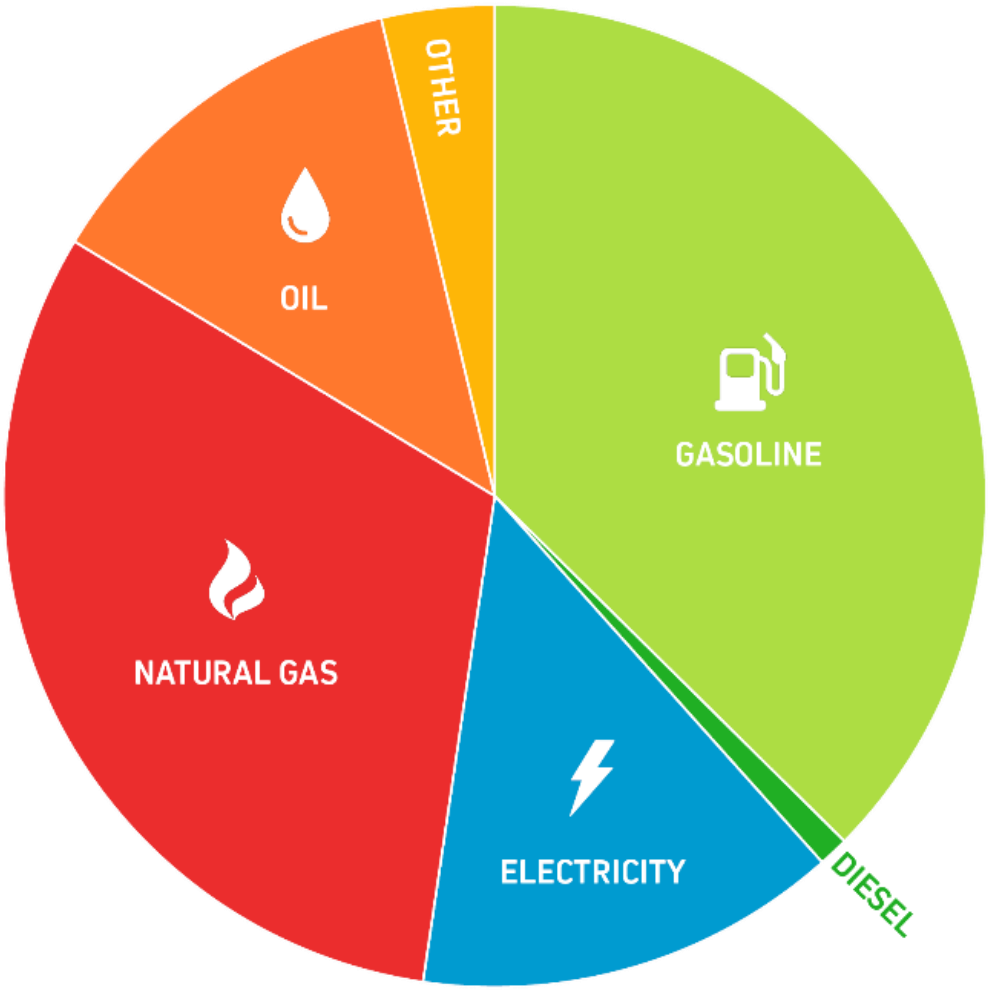
Every day, Melrose residents and businesses rely on fossil fuels to heat and cool our homes, keep the lights on, power our electronics and drive our cars. In doing so, we release **greenhouse gas emissions**.

In 2020, City staff and volunteers worked with MAPC to identify the primary sources of emissions across our community for 2017, the most recent year for which complete data were available, to calculate a baseline for future emission reductions (see Appendix A for the methodology).

In Melrose, buildings are the largest source of emissions (61%). On-road transportation is another major source of emissions, more than 38%.

Which fuels generated the most emissions in Melrose?

The types of fuel sources our homes, businesses, and vehicles rely on every day generate different amounts of emissions in our community. Our 2017 inventory of greenhouse gas emissions shows that the combustion of fossil fuels, such as oil, natural gas, diesel, and gasoline, was responsible for over 82 percent of our community-wide emissions.

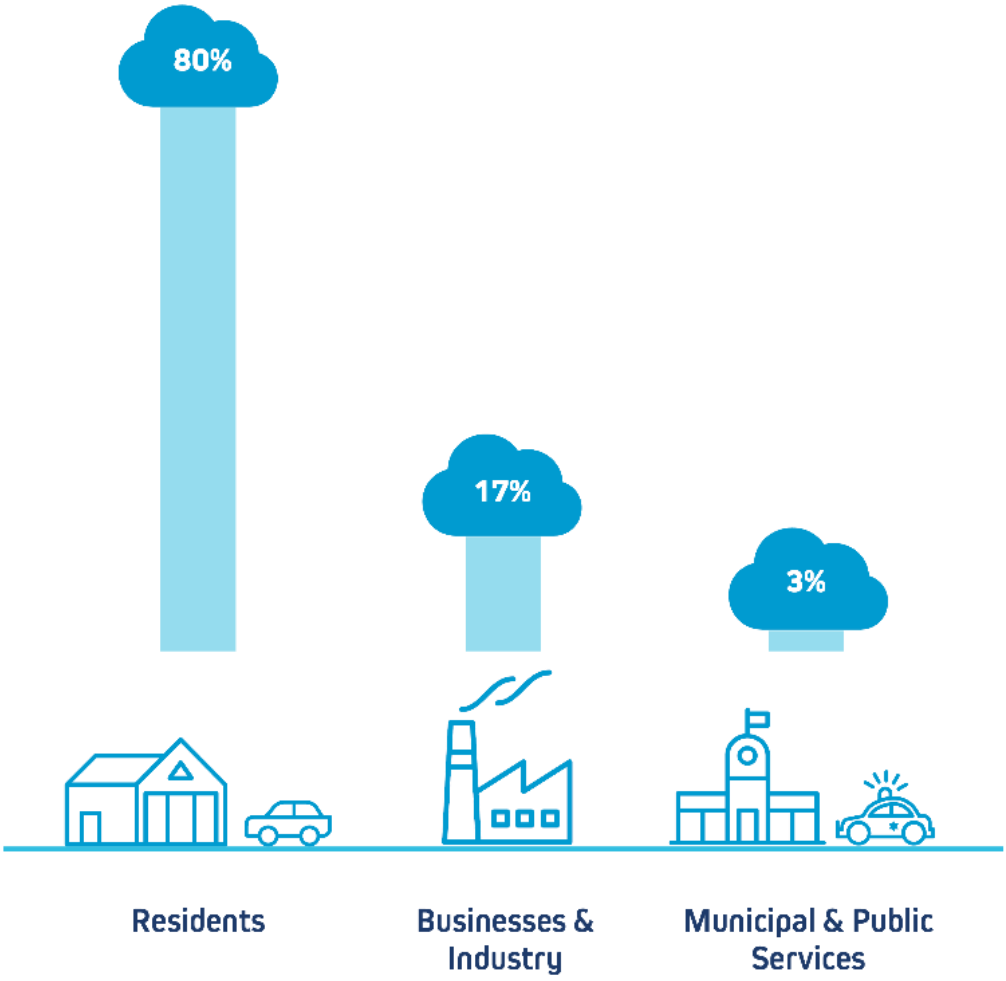


SOURCE: MELROSE'S 2017 GREENHOUSE GAS INVENTORY

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Who is responsible for emissions in Melrose?

As a community, the actions and choices we make each day contribute to the amount of emissions we are responsible for. In Melrose, over 80 percent of emissions come from residents' homes and vehicles and another 17 percent comes from businesses and industry in Melrose.



SOURCE: MELROSE'S 2017 GREENHOUSE GAS INVENTORY

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Why net zero?

Climate scientists have made it clear that we need to reduce global GHG emissions to net zero by 2050, or sooner, to avoid catastrophic climate change.

We know that the planet has already warmed by about 1° Celsius since we started burning fossil fuels like coal, oil, and gas in the mid-1800s.[i] We also know that if we can keep warming below 1.5° Celsius we can avoid the worst impacts of climate change like extreme floods, wildfires, and droughts.[ii] The Intergovernmental Panel on Climate Change's 2019 special report, ***Global Warming of 1.5°C***, says that in order to give ourselves a chance to limit global warming to 1.5° Celsius we will need to reduce GHG pollution 45% by 2030 and to net zero by 2050. This means that we have a limited "carbon budget," or amount of GHG pollution that we can afford to put into the air without exceeding 1.5° Celsius of warming.

The longer we wait to start reducing our GHG pollution, the faster we use up our carbon budget and the less time we give ourselves to meet our goal. That is why getting to net zero matters and why we have chosen 2050 as our target date.

We recognize climate change is a global problem and that many of the solutions are beyond our control. To reach our net zero goal, we will need help from global, federal, state, and regional policies that support our transition to clean energy, but we can lead at the local level. During the spring of 2021, the Commonwealth enacted Senate Bill 9, An Act Creating a Next Generation Roadmap for Massachusetts Climate Policy, which set the interim GHG reduction targets of no less than 50% by 2030 and 75% by 2040.[iii] Our net zero roadmap highlights the strategies that we can deploy locally to accelerate this transition over the next several years.



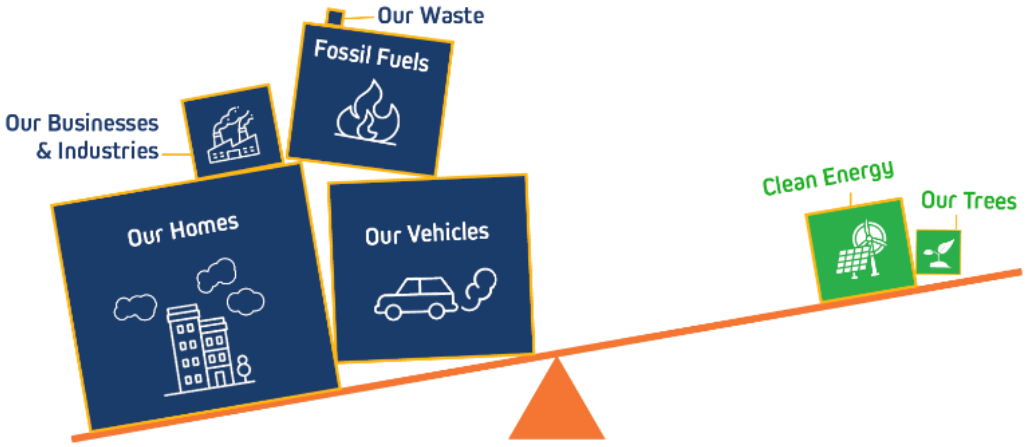
Source: Architecture2030.org

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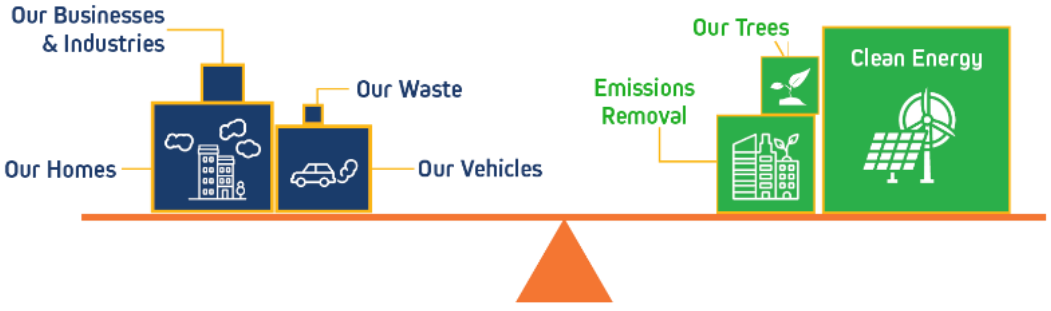
What does "net zero" mean?

Reaching "net zero" means that our community will reduce its GHG emissions as much as possible and remove or offset any remaining emissions by 2050 and ideally sooner. This will require a major shift in the way we heat and cool our homes, how we get around, and where our energy comes from. It also presents a huge opportunity to change our community for the better. By achieving net zero GHG emissions, we can also have cleaner air, healthier people, and a more equitable and prosperous community for everyone. **Sounds pretty good, doesn't it?**

From this...



...to this!



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Getting there equitably

Climate change is an existential challenge, but it is also an opportunity to re-imagine Melrose's future, and to make that future safe, affordable, and equitable for all who live and work in our community. Massachusetts municipalities are increasingly undertaking climate mitigation and adaptation strategies and are starting to seek out ways to advance equity within those measures. By centering equity in this plan, we can build a future that not only is safer and affordable for all, but also allows each individual in Melrose to thrive. An equitable net zero carbon future must be our goal.

In equitable planning, we must be conscientious of the history of our region, the differences in how populations are able to respond to a changing climate, and the needs of residents. We recognize that the effects of climate change systemically impact Environmental Justice communities and other vulnerable populations inequitably. The comparatively negative health outcomes that people of color experience are one example. The inequities we see today will persist in the future if we do not act.

In addition, as more households switch from natural gas to electricity for heating, it is expected that gas rates will rise for those still dependent on gas heating systems. Careful planning at the state level is needed in order to avoid the cost burden falling disproportionately on low-income households.

The state of Massachusetts considers income, race, and English language proficiency within its definition of an Environmental Justice neighborhood.[iv] The Environmental Justice neighborhoods in Melrose meet either the state's income or minority population Environmental Justice criteria, or both.

Accordingly, it is essential to assess the potential social equity impacts of climate mitigation strategies. For our plan to be actionable and for our vision of the future to be equitable, we must prioritize equity throughout the planning and implementation of our net zero strategies. An equitable Net Zero Plan investigates the anticipated outcomes of its proposed actions on environmental justice communities and other vulnerable populations.

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How do we get there?

A lot can change in 30 years and this plan is a starting point on our path to net zero that we will revisit and adjust as we continue to move forward in the coming years. We know that we need to make our buildings and vehicles, the two major sources of emissions in our community, much cleaner and more efficient. To reach our net zero goal, our community will need to work towards five core transitions.



Make our homes and businesses super-efficient.

Making existing buildings super-efficient and constructing new buildings to high efficiency standards will reduce emissions and make energy bills more affordable for everyone because the cheapest energy is the energy you don't use.



Electrify heating and cooking equipment.

Switching to electric heating and cooking appliances like air-source heat pumps and induction cooktops immediately reduces carbon emissions and improves indoor air quality, and these benefits only get better as our electric grid gets cleaner.



Electrify cars, trucks, buses, trains, and other ways we get around.

Electric vehicles are cleaner, cheaper to run over time, and require less maintenance. Providing access to charging stations and creating electric transportation options for those who do not own vehicles are essential to this transition.



Make walking, biking, and public transit the best way to get around.

By designing greener and people-centered streets and sidewalks, we can reduce emissions and air pollution while also making residents healthier and more connected to their community.



Green the grid and produce more renewable energy locally.

Renewable energy comes from endlessly sustainable sources such as wind, the sun's heat or light, or the earth beneath our feet. Our electricity is getting greener all the time thanks to state and local policies, but natural gas still provides most of our electricity in Massachusetts and it has to be imported from out of state. Locally produced renewable energy makes the air we breathe cleaner and benefits the local economy in multiple ways.

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What have we already done?

As a member of the Metropolitan Mayors Coalition, the City of Melrose signed a commitment in 2016 to achieve net zero emissions as a region by 2050. The Melrose Sustainability Manager and the Melrose Energy Commission have worked together on behalf of the City over the last decade to reduce greenhouse gas emissions.

LEADING BY EXAMPLE

Green Community since 2010. Designated a Green Community in 2010, Melrose has since received more than $2 million in grants and utility incentives for dozens of energy efficiency projects in city and school buildings and LED streetlight upgrades. Melrose currently hosts 11 public EV charging stations and includes three battery EVs in its municipal fleet as well as a water meter van with a hybrid retrofit system. The roofs of the high school, middle school, and DPW Operations Facility are covered with solar arrays.

BUILDINGS

Melrose Energy Challenge. Two community outreach efforts in 2011 and 2016 incentivized homeowners to take advantage of MassSave home energy assessments and weatherization projects. Continued outreach results in about 600 energy assessments and more than 200 insulation projects annually which save homeowners energy and reduces community emissions.

Melrose Heat Smart Campaign. In 2020 Melrose launched a clean heating and cooling outreach program called HeatSmart Melrose with the support of the Massachusetts Clean Energy Center. Heat pumps and solar hot water systems were promoted with much success and over 138 new installations completed. The program laid the groundwork for continued education and awareness efforts to encourage property owners to consider non-fossil fuel options for heating and cooling.

MOBILITY PROGRESS

The Melrose Pedestrian and Bicyclist Committee has worked with the City over the years to increase access and safety for pedestrians and bicycles via Complete Streets projects and infrastructure improvements. Improving public transit and fighting to maintain service levels continue to be top priorities for elected officials and commuters who depend on it daily.

Smart Growth in Melrose. Long before the terms "transit-oriented development" and "smart growth" became commonplace, the City of Melrose created opportunities for dense development near transit through progressive zoning and cooperative relationships with developers. The City has had progressive, growth-oriented zoning in place since the early 1980s and, in recent years, has seized opportunities to promote high-density housing in our transit-rich locations. Two overlay districts established in 2008 and 2014 incentivize dense, mixed-use

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PHOTO CREDIT: CITY OF MELROSE

development near public transit on Washington Street and Rail Corridor. In 2021, the Planning Board also approved an incentive program for the zoning districts around the Commuter Rail Stations that is meant to incentivize higher densities in exchange for providing community benefits like green building practices.

EV Charging Infrastructure

In an effort to make electric vehicle charging accessible and easy, Melrose has taken advantage of state grants and utility incentives to install 11 public electric vehicle charging stations (19 total ports) over the last seven years. The most recent chargers are utility pole-mounted chargers – the first of this type of equipment to be installed on the east coast – as a demonstration project with National Grid. Public EV charging is convenient to shopping areas, parks and recreation, as well as to renters and condo owners who may not have the ability to install chargers at home.

CLEAN ENERGY PROGRESS

Solarize Mass Melrose. This 2012 outreach project resulted in 79 homeowners signing up to participate, 425 kW of solar installed, and $48,000 annual energy savings. The number of rooftop solar installations has grown from nine in 2011 to 526 by the close of 2021 with more permits in process.



PHOTO CREDIT: RESONANT ENERGY

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Melrose Community Power Program. The primary goals of the program are to provide competitive choice, longer-term price stability and more renewable energy options to participating consumers. About 90% of Melrose households participate in Melrose Community Power (MCP). Under the new contract that began In November 2021 the program allows residents to choose to support local renewable energy by purchasing 10% more renewable energy than is required by the state. The Massachusetts Renewable Portfolio Standard (RPS) mandates levels increase annually so that in 2022 when the state requirement is at 20% the additional 10% in the MCP program will result in 30% of the supply coming from local Class 1 sources such as wind, solar, and low-impact hydro energy. There is also an option called Melrose 100% Local Green that more than 200 residents have chosen to purchase.

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What have we heard from the community?

Melrose's Net Zero Action Plan was developed by the City of Melrose, in a collaborative effort between municipal staff, committee members, residents, and businesses, with support from the Metropolitan Area Planning Council (MAPC).

The Melrose Energy Commission, with key input from the Melrose Pedestrian and Bicyclist Committee, served as the primary advising body in developing the Plan. The committee received training from MAPC on developing a greenhouse gas inventory to inform the plan development and leading focus groups to expand current and future engagement of key stakeholders.

The strategies and actions identified in the Plan were primarily informed by research MAPC completed on other communities' climate action plans and align with MAPC's Municipal Net Zero Playbook, a regional guide for municipalities seeking to reduce emissions. The final priority actions included reflect Melrose's net zero journey, community feedback, and the major sources of GHG emissions in Melrose.

VICTORIAN FAIR KICK-OFF

In 2019, the volunteers engaged residents at the City's annual Victorian Fair and shared information about the net zero planning process commencing in Melrose.



PHOTO ABOVE: SUSTAINABE MELROSE BOOTHS AT MELROSE'S SEPTEMBER 2019 VICTORIAN FAIR

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COMMUNITY SURVEY AND ONLINE OPEN HOUSE

In September 2020, Melrose residents were invited to participate in an online survey and provide input on the planning process. Participants were asked to share what their concerns were related to climate change and what strategies they believed the City should prioritize in the Plan. More than 500 people completed the survey. It was followed by an Online Open House in December 2020 that solicited still more feedback on the draft.

How can you be a Net Zero Hero?

Getting to net zero is a journey that will require Melrose to assemble its own A-Team. There is a place and a way for everyone in our community to contribute to, and benefit from, achieving our net zero goal. While this Net Zero Action Plan highlights the strategies and actions our municipal government will take to support our community-wide goal, we also want all members of our community to envision themselves as Net Zero Heroes on Melrose's A-Team.

Community members of all types – from residents to large employers and everyone in between – are invited to be Net Zero Heroes. Below are some ways you are encouraged to participate in Melrose's net zero journey:

Melrose Resident: Share your voice, get involved, and take action on choices in your control (e.g., complete an energy audit, insulate and air seal your home, go solar, switch to clean heating, make your next car electric) and participate in the local and state programs available to support you.

Melrose Small Business: Share your commitments with customers and staff. For those in a climate-adjacent field – such as electricians, HVAC specialists, plumbers – participate in the green economy and support "green growth" locally.

Larger Employer or Local Institution: Provide programs that assist employees in decarbonizing their homes and commute, and work with other large businesses to share experiences and support community-wide GHG emissions reductions.

Elected and Appointed Officials: Consider how the decisions your Board, Committee, or legislative body will impact Melrose's net zero goal. Advocate and vote to support policy or regulations that advance actions identified in the Net Zero Plan.

Municipal and School Staff: Lead by example with new public facility construction and renovation projects and when possible, purchase zero emission fleet vehicles. Continue to make municipal buildings and school as energy efficient as possible and add solar to new roofs as they are replaced.

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Net Zero Action Roadmap

The City of Melrose developed this Net Zero Action Roadmap to inform our next five years of action to reduce greenhouse gas emissions across all sectors of the City's economy.

Informed by engagement with Melrose's Climate Action Committee members, municipal staff, and the public, the following actions have been prioritized to identify immediate next steps for the City to implement based on potential for impact.

For the five core transitions we know we need to make to achieve net zero, the City has identified **milestones** to work toward by 2030 and 2050. The **strategies** and **actions** identified in the City's Net Zero Action Roadmap all contribute to our efforts to achieve progress towards the key milestones listed below.

	TODAY	2030	2050
Make our homes and businesses super-efficient.	**All new buildings built to the state stretch energy code.** **24% of residents participate in the MassSave Program[v]**	**All new buildings built to net zero standards.** **20% of homes and businesses have undergone deep energy retrofits.**	**Nearly all existing homes and businesses in Melrose have had deep energy retrofits.**
Electrify heating and cooking equipment.	**Approximately 12% of homes rely on electric heating, primarily low efficiency electric baseboard heating.[vi]**	**80% of homes previously on fuel oil, propane, or electric baseboard heat have converted to high efficiency electric heat (heat pumps).** **10% of homes currently on gas heat have converted to high efficiency electric heat.**	**Nearly all homes and businesses rely on high efficiency electric heating.**
Make walking, biking, and public transit the best way to get around.	**Approximately 27% of residents walk, bike, or take public transit to work.[vii]** **Average number of cars per household is 1.55.**	**All new developments are accessible by biking, walking, or connected to public transit.** **Average number of cars per household is below 1.47 (e.g., vehicle miles traveled are reduced by 5%)**	**All key destinations in Melrose are accessible by biking, walking, or connected to public transit.**

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Electrify cars, trucks, buses, trains, and other ways we get around. 	**Less than 0.1% of vehicles registered in Melrose are zero emissions.**[viii]	**60% of new vehicle purchases are zero emissions.** **37% of registered vehicles are zero emissions.**	**Nearly all passenger and commercial vehicles registered in Melrose are zero emissions.**
Green the grid and produce more renewable energy locally. 	**Our electricity supply comes from 21% carbon-free sources.**[ix]	**Our electricity supply comes from 100% carbon-free sources.**	

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Our Homes and Businesses

Making our homes and buildings super-efficient and electrifying our space and water heating and cooking are core to Melrose's Net Zero Action Plan. The City of Melrose commits to implementing actions that advance the following strategies:

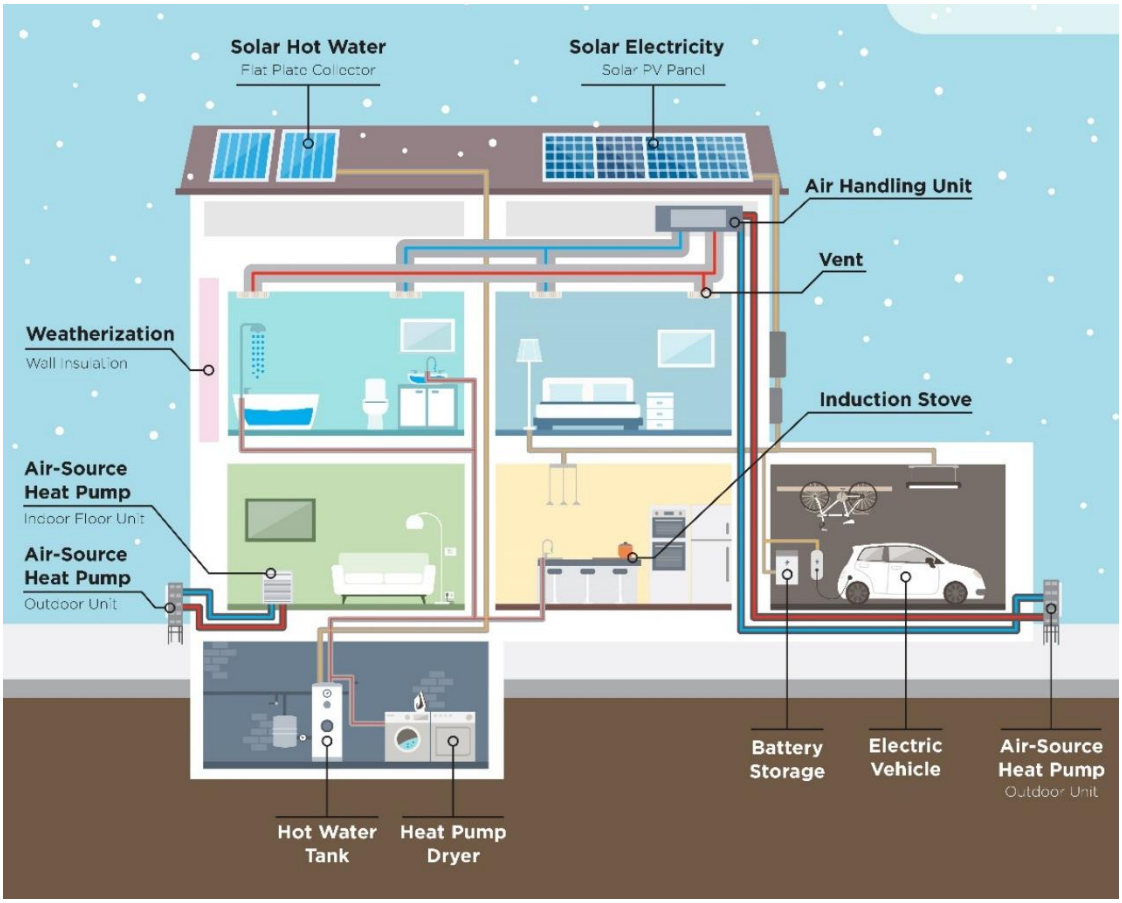
Strategy 1. Electrify fossil-fuel end uses.

Strategy 2. Maximize uptake of residential energy efficiency and deep energy retrofits in existing buildings.

Strategy 3. Target energy efficiency retrofits of large multi-family buildings.

Strategy 4. Adopt policies to Incentivize energy efficiency and renewable energy in new construction and major renovations.

Strategy 5. Lead by example with municipal buildings and advocate for net zero building policies.



Infographic Credit: Massachusetts Clean Energy Center

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GROUND SOURCE HEAT PUMPS

An energy-efficient heating system which uses energy from the earth to efficiently heat or cool a building.

AIR SOURCE HEAT PUMPS

An energy-efficient heating system which uses electricity to transfer heat from outside to inside a building, or vice versa. The technology can also be used to heat domestic hot water.

SOLAR HOT WATER

A type of domestic hot water heating system that use sunlight to heat water using a thermal collector.

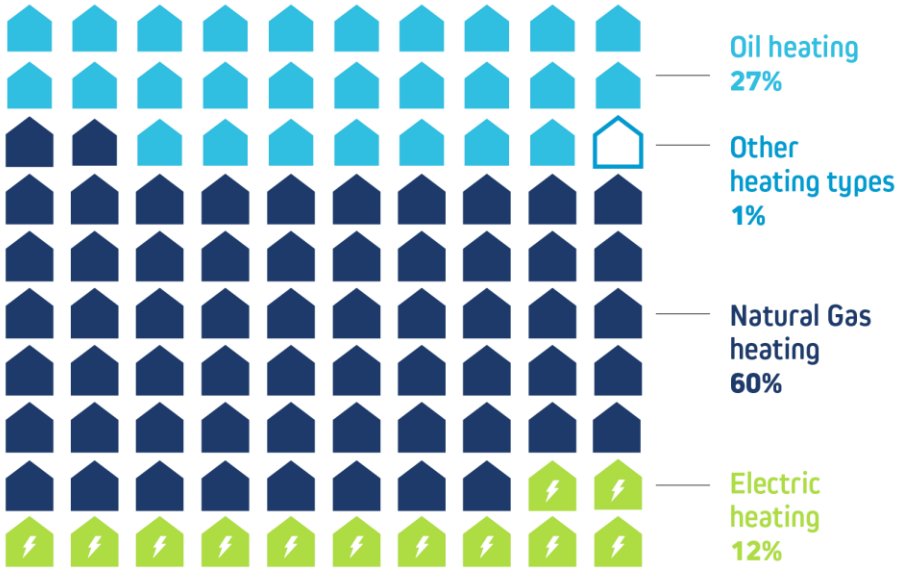
INDUCTION COOKTOPS

A type of electric cooktop with electromagnetic coils beneath a ceramic glass surface that transfers energy

In Melrose, **60 percent of building-related emissions** result from the use of home heating fuels like natural gas and fuel oil. Businesses and industry in Melrose rely less heavily on fuel oil, but the use of natural gas and fuel oil still contribute another 14 percent of building-related emissions. Melrose's older housing stock means the vast majority of homes were built before modern insulation and air sealing practices and can benefit from weatherization and energy retrofits.

Burning oil and natural gas to heat our homes and cook our food creates **66,421 metric tons** of emissions every year in Melrose. It also creates pollution both inside and outdoors. In fact, recent studies have shown that methane leaks from gas-burning stoves is far worse than previously thought.

How are homes heated in Melrose?



SOURCE: AMERICAN COMMUNITY SURVEY 2013-2017 ESTIMATES

Switching to highly efficient electric heating and cooking appliances like **ground-source** and **air-source heat pumps, solar hot water, heat pump hot water,** and **induction cooktops** immediately reduces carbon emissions and improves indoor air quality, and these benefits only get better as our electric grid gets cleaner. The long life of home heating systems and other appliances means it is important to electrify these systems as they are replaced, to avoid locking new fossil fuel systems that may last for ten, twenty or thirty years.

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Strategy 1: Electrify fossil-fuel end uses.

ACTION 1. Create an ongoing "Electrify Melrose" program and campaign.

The City of Melrose will create an on-going "Electrify Melrose" program to help home and business owners transition from fossil fuels to lower emissions alternatives. Melrose's previous successful Solarize, HeatSmart and Energy Challenge campaigns have shown the potential for community-based outreach campaigns to increase uptake and leverage state funding and incentives.

The new "Electrify Melrose" program would combine the following into a sustained ongoing campaign:

- Support for a range of technologies (see sidebar on previous page);
- Community "electrification coach" advisory services relying on a combination of city staff and volunteer coaches;
- Community-based marketing (outreach using local channels, website, certification program, assisting access to financial incentives);
- Partnerships with installers/manufacturers with discounted and transparent prices;
- Target high-cost oil, propane and electric baseboard heat and systems at the end of their useful life;
- Promote decarbonization planning for future electrification for homes with newer systems.

"Electrify Melrose" should operate in conjunction with home energy efficiency coaching (see Action 3) to provide one-stop shopping for energy saving measures.

Equity Considerations: Target outreach to renters, landlords, residents who speak languages other than English, and low- and moderate-income residents with electrification subsidy programs and income-based MassSave incentives.

ACTION 2. Develop and implement a mechanism for tracking home heating type in Melrose.

The City of Melrose will assess opportunities within existing City reporting mechanisms, such as the Annual City Census form, to reliably and simply collect information on residents' home heating fuel type. Current local, state, and national datasets on home heating fuel type are limited in the level of granularity and frequency of updates. This provides a challenge to the City's climate efforts to target and track rapid electrification of homes in Melrose.

Equity Considerations: Provide educational materials regarding different types of home heating systems and how to identify them for both homeowners and renters.

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Strategy 2: Maximize uptake of residential energy efficiency and deep energy retrofits in existing buildings.

ACTION 3. Create home efficiency coaching program to assist residents with energy efficiency and deep energy retrofits.

Melrose's historic housing stock presents ample opportunities for weatherization, energy efficiency and deep energy retrofits to reduce both energy costs and greenhouse gas emissions. Home energy efficiency is in many cases the most cost-effective means to reduce emissions from the building sector and residents have indicated the need for better information and guidance in implementing energy efficiency improvements, particularly those that may go beyond MassSave's standard recommendations. Melrose's previous successful Solarize, HeatSmart and Energy Challenge programs have shown the potential for community-based programs to overcome information and cost barriers and increase uptake of energy saving and clean energy improvements.

The Melrose home efficiency coaching program will rely on a City staffperson with residential construction and energy efficiency experience as an initial point of contact to answer resident's questions, direct residents to appropriate resources and provide information on incentives and funding. A combination of City staff and volunteers can provide more in-depth coaching, working in conjunction with MassSave's evolving home energy assessments and incentives as well as the Electrify Melrose program (see Action 1).

Equity Considerations: Target outreach to renters, landlords, residents who speak languages other than English, and low- and moderate-income residents with electrification subsidy programs and income-based MassSave incentives.

ACTION 4. Opt into the state's Commercial Property Assessed Clean Energy (CPACE) law.

Melrose will explore opting into Commercial Property Assessed Clean Energy (CPACE), a financing structure that allows businesses to borrow money for clean energy projects and make repayments through an assessment on their property tax bill. CPACE allows commercial property owners to make more comprehensive clean energy upgrades and finance them with longer payback periods. CPACE financing is available in Massachusetts as of July 2020. Melrose will also advocate with state legislators to sponsor or support legislation that increases funding for incentives and financing that encourage deep energy retrofits, renewable energy, energy storage, and clean heating and cooling for businesses and residents of all income levels that prioritize expanding access to historically underserved populations (e.g., low- and moderate-income, renters, low-English-proficiency households) such as Residential PACE (RPACE) or a Green Bank similar to that of Connecticut.

Equity Considerations: Conduct outreach and education to small businesses that own commercial property in Melrose.

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Strategy 3: Target energy efficiency retrofits of large multi-family buildings.

ACTION 5. Consider requiring licensing for rental units to include energy efficiency requirements for ongoing compliance.

One of the largest barriers to implementation of energy efficiency in rental units is that it requires those who own and manage the property, such as landlords and building managers, to invest in efficiency upgrades while those occupying the building units – assuming they are responsible for the utility payments – experience the benefits, including economic, quality of life, resilience, and health benefits. This is known as a "split incentive." Rental licensing helps to address this challenge and promote energy efficiency in existing buildings by requiring that certain actions, such as energy audits and weatherization, be implemented in rental properties and pass a regular inspection during the point of leasing.

For the 30% of residents who are renters, the City will explore options to establish requirements within the rental licensing process for landlords and building managers to improve their health, safety, and welfare. This could include requirements to provide a minimum level of energy efficiency upgrades to their units. Formalize the timeline of energy efficiency measures so that landlords and building managers can implement appropriate measures strategically. Consider starting with a voluntary program with recognition for joining the program, and ramping up to required rental licensing over time.

The program should provide landlords with flexibility in how to comply, such as the ability to choose which technology, from among a prioritized list or degree of efficiency, is most appropriate. Inspections of rental unit should happen at minimum when the leaser changes, however, more regular inspections could be enforced at a standard interval of time. Results of the inspection should be publicly available for renters.

Equity Considerations: Pair implementation with protection for renters so that they are not displaced by resulting improvements to the property. Enact complementary policies and programs, such as renter protections, free renter legal aid, and renter support phone-lines.

ACTION 6. Target existing multi-family dwellings with electric baseboard or oil heat for conversion to heat pumps.

Melrose's previous outreach campaigns have demonstrated the need for targeted programs to reach residents of multi-family buildings. Many of the largest multi-family properties in the City rely on high-cost, high-emissions heating systems such as electric baseboard (Melrose Towers and Melrose Housing Authority properties) and oil (Towne Estates, Levi-Gould and Fuller House). Targeted outreach to the management of these properties can be incorporated into the Electrify Melrose program (see Action 1) but will require a specialized approach.

Equity Considerations: This action item supports equity, as many of the targeted property residents include lower- and middle-income or fixed income households.

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Strategy 4: Adopt policies to mandate energy efficiency and renewable energy in new construction and major renovations.

ACTION 7. Adopt net zero stretch building energy code.

Following state action to establish a net zero stretch building energy code in 2022, as mandated under the March 2021 Next Generation Roadmap legislation, the City of Melrose will adopt a net zero stretch building energy code. Melrose will pair adoption of a net zero stretch energy code with outreach and education for developers, builders, and residents (see Action 10). The building code presents an opportunity to make buildings healthier and safer, and to transition away from onsite combustion. Today, the upfront cost differentials of building to a net zero standard are minimal, and will continue to reduce over time. It is far more cost-effective to build to a net zero standard than to retroactively retrofit the same building. Subsequently, the annual energy costs can be reduced when buildings are built to a highly efficient standard and renewables are leveraged. A net zero stretch code allows communities to ensure that new construction and major renovations will be built to net zero standards and helps ensure that buildings are not locked into high emissions for years into the future.

Equity Considerations: Engage in discussions with Environmental Justice populations in Melrose and empower community organizations to weigh-in on the code development process.

ACTION 8. Incentivize energy efficiency, electrification, and renewable energy within special permit processes.

The City of Melrose will seek to adopt and gradually strengthen requirements over time for special permits that incentivize and facilitate the implementation of net zero measures in buildings undergoing significant renovation and new construction. Over the next 30 years, a subset of buildings will undergo a significant renovation or be replaced with a new building. For these buildings, it is important to ensure that they will be both allowed and encouraged to achieve the highest possible energy and emissions reductions because those buildings may not undergo significant rebuilding for another 50 to 100 years.

Until a net zero stretch building code is adopted (Action 7), the best zoning tools for Melrose to enact are special permits that incentivize these net zero measures. Special permit processes will also be important in establishing standards beyond what may be included in the net zero stretch code (under development by the Department of Energy Resources).[x]

In June 2021, the City of Melrose adopted an incentive zoning special permit that allows for appropriate increases in density in the downtown and Commuter Rail station areas for projects that provide community benefits, such as green building practices that result in energy efficiency levels exceeding building code and/or clean energy generation, which go beyond what is otherwise required in the Zoning Ordinance. This special permit can be updated as necessary over time to gradually strengthen requirements around energy efficiency, electrification, and

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renewable energy in a way that does not impede the creation of new housing units in smart growth locations.

Melrose also has a special permit review process for multi-family residential uses in non-residentially zoned areas that could be updated to include standards for energy efficiency, electrification, and renewable energy to support the City's net zero goals.

Equity Considerations: Develop requirements in consultation with developers and building owners to avoid unintended impacts on energy bills.

ACTION 9. Require energy reporting for all new commercial construction one year after certificate of occupancy, or on an ongoing basis.

To support implementation of Action 8, the City of Melrose will explore options for implementing energy reporting for all new commercial, mixed use, and multifamily construction one year after certificate of occupancy. The reporting requirements for new construction in Action 8 will require Melrose to establish a structure for processing reporting as well as increased staff capacity, but it is the best way to analyze whether permitting and zoning measures are working. This policy is an important enabling action that many communities are already using to drive emissions reductions in the building sector across New England and throughout the United States.

Equity Considerations: Work with affordable housing owners and developers to ensure that the reporting requirements are structured in a way that allows them to participate.

ACTION 10. Provide training opportunities for City departments, boards and committees, realtors, and developers on Net Zero.

Since the development of a Net Zero building utilizes different building standards, calculations, and codes than are typically used in construction, building inspectors and plan reviewers may not have a familiarity with best practices. The goals of these trainings would be to familiarize inspectional services and other staff and members of boards and committees with high-performance building practices, to empower them to conduct relevant energy and performance calculations during plan review, and to enable inspectors to identify common construction mistakes and code violations in order to conduct efficient and effective inspections. A thorough curriculum will cover topics such as: LEED, Net Zero, Passive House and other high-performance standards, HERS ratings, life safety benefits of Net Zero buildings, and energy modeling. Additionally, Melrose will provide guidance to developers on permitting for Net Zero buildings.

Equity Considerations: Include focused training on net zero and net positive practices for multi-family buildings to increase the likelihood that benefits are realized by renters.

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Strategy 5: Lead by example within municipal buildings and advocate for net zero building policies.

ACTION 11. Adopt net zero standards for new public buildings and major renovations.

The City of Melrose will lead by example by constructing, retrofitting and maintaining City-owned buildings to reduce energy use and maximize clean energy technology as much as feasible. Municipal buildings are the largest source of GHG emissions from municipal operations (municipal emissions overall only represents 3% of total community-wide emissions), and they also present a highly visible opportunity for the City to demonstrate the feasibility and appeal of net zero buildings.

In existing City-owned buildings (including school and municipal buildings), Melrose will complete energy audits and retro-commissioning projects that ensure that existing energy systems are operating efficiently, perform deep energy retrofits that maximize energy efficiency, and deploy renewable energy projects that provide as much on-site energy as possible. We will use the audits to identify buildings with high energy consumption and plan for deep energy efficiency retrofits. We will also evaluate buildings for on-site renewable energy suitability and build renewable energy projects at municipal properties with sufficient resource potential.

Equity Considerations: Prioritize improvements to public buildings that are utilized by residents in the community such as schools, library, and the senior center.

ACTION 12. Implement a suite of strategies to protect and plant trees.

The City of Melrose will implement a variety of strategies to protect the health of existing trees, reduce the removal of viable trees and increase the planting of new trees. Increasing the tree canopy in Melrose reduces heat islands and hot spots in the city and sequesters carbon that would otherwise go into the atmosphere. Require that every tree removed is replaced on site with a dedicated number of trees (2x or 3x). If the trees cannot be planted on site, they must be planted off-site at a location designated by the Department of Public Works with priority given to neighborhoods and streets with little tree canopy and heat islands.

In addition, adopting enhanced sustainable landscape plans for new construction in its zoning ordinances should be encouraged (see, e.g., Somerville's Green Score, which replaces inflexible "minimum landscaped areas" requirements with a point-based system that encourages higher value landscaping elements such as large trees).

Equity Considerations: Engage residents from vulnerable communities in the planning and development of the Green Score to improve the likelihood for a more equitable and impactful outcome.

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Getting Around Melrose

Electrifying our transportation system and giving people choices about how they get around are core to Melrose's Net Zero Action Plan. The City of Melrose commits to implementing actions that advance the following strategies:

Strategy 1. Encourage low-carbon modes of transportation.

Strategy 2. Encourage uses of zero emission vehicles.

Strategy 3. Develop zero emission vehicle infrastructure for residents, workers, and visitors.

Strategy 4. Adopt zero emission mobility zoning measures.

Strategy 5. Lead by example through municipal fleet electrification and advocate for community transit needs.



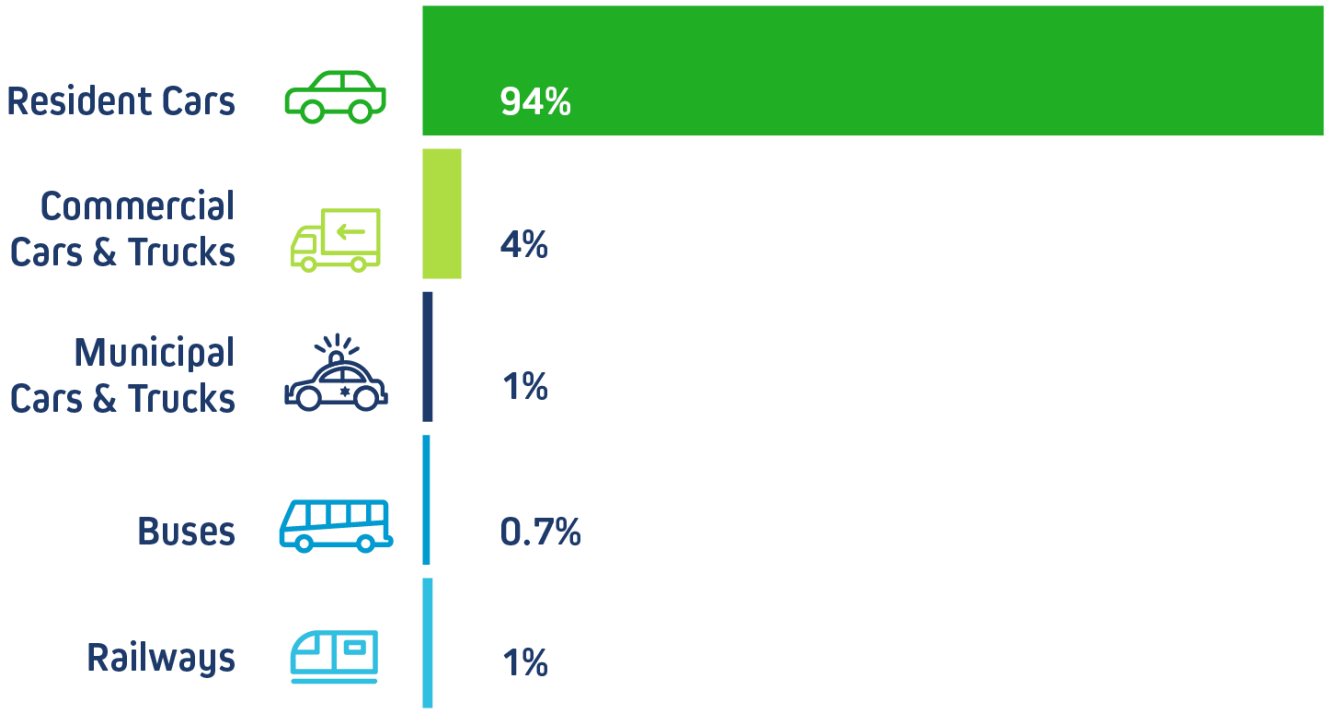
PHOTO ABOVE: MELROSE ELECTRIC VEHICLE SHOWCASE

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Gasoline- and diesel-powered cars, trucks, buses, trains, and other forms of transportation accounted for **more than a third** of our community's emissions in 2017.

Electric cars and buses are cleaner, cheaper to run over time, and require less maintenance. Electric vehicles are becoming more common and more affordable every year, and the range of makes and models available at comparable price points to gasoline- and diesel-powered vehicles is set to increase immensely in the next five years.

Expanding low-carbon mobility options like walking, biking, and transit are some of the best ways to reduce transportation emissions. By designing greener and people-centered streets and sidewalks, we can make walking, biking, and public transit as easy as taking a solo trip in a personal vehicle – and reduce traffic too! These alternatives to driving will help reduce emissions and air pollution while also making residents healthier and more connected to their community.



SOURCE: MELROSE'S 2017 GREENHOUSE GAS INVENTORY

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Strategy 1: Encourage low-carbon modes of transportation

ACTION 13. Develop and implement a Safe Streets Plan and pilot projects.

The City of Melrose will develop a Safe Streets Plan to identify gaps in the transportation network and inform how best to prioritize near- and longer-term projects. This effort will build on the work of the Pedestrian and Bicycle Advisory Committee and prioritize the needs of children, older adults, and people with disabilities.

The Safe Streets Plan should analyze mode share patterns, evaluate bicycle and pedestrian infrastructure needs, and make recommendations on best practices to improve bicycle and pedestrian safety and connectivity on major regional corridors and local routes with high access to important destinations (workplaces, retail, recreation, public services, etc.). This plan will also aim to connect Melrose to existing and proposed regional trails and paths, such as the Northern Strand Trail in Malden, Malden River Greenway, Tri-Community Greenway in Stoneham and the Wakefield-Lynnfield Rail Trail.

Melrose will also explore options for off-road community paths. Off-road paths that prohibit motorized vehicles are an important option to encourage residents and commuters to leave their cars. One potential area to explore is the use of the Orange Line MBTA/DCR right of way, which was first recommended in MAPC's Main Street Corridor report published in 2013.

Equity Considerations: Ensure robust engagement of vulnerable populations in the planning processes. Plan for the provision of equitable access to infrastructure investments.

ACTION 14. Expand Safe Routes to School programming.

Safe Routes to School (SRTS) a federally funded initiative of MassDOT, works with schools, communities, students, and families to increase walking and biking among elementary and middle school students in the Commonwealth. SRTS works with a variety of stakeholders to advocate for better bicycling and pedestrian infrastructure, educate students and their families about walking and biking to school safely, and provides other related technical assistance to schools. The City should adopt recommendations made by SRTS studies to make known hot spots safer.

Equity Considerations: Ensure robust engagement of vulnerable populations in the planning processes. Advocate for the provision of equitable access to infrastructure investments

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ACTION 15. Support expansion of the Landline Trail and Greenway Network.

As a part of the safe streets plan in Action 13, the City will support expansion of the Landline Trail and Greenway Network and Safe Routes to School (SRTS) programming.

MAPC's Landline Trail and Greenway Plan envisions a 1,400 mile regional network of trails and greenways across the region. These trails and greenways will provide critical infrastructure and connectivity to facilitate more walking and biking throughout the region. The City will help implement the Landline vision by working with local trail groups to identify priority trail construction areas and advocating for funds at the state level for trail construction and maintenance.

Equity Considerations: Ensure robust engagement of vulnerable populations in the planning processes. Advocate for the provision of equitable access to infrastructure investments.

Strategy 2: Encourages uses of zero emission vehicles.

ACTION 16. Create an education and community engagement program to promote electric vehicle adoption

The City of Melrose will provide a suite of education and outreach services, EV ride and drives, and incentives to promote electric vehicle adoption with a focus on financing and purchase opportunities to make zero emission vehicles more affordable.

At first glance, the transition to zero emission vehicles may seem to rest squarely on consumer choices and behavioral changes of a community's residents. However, there is an important role for larger market forces, federal and state incentives, and local education and awareness building to nudge residents toward the choice that aligns with getting to net zero. The City will develop a suite of municipal outreach services that may include partnerships with nonprofits such as the Green Energy Consumers Alliance Drive Green discount program, utility EV charging and program offerings, and national programs such as National Drive Electric Week to educate Melrose residents about the benefits of EVs.

Local EV showcases at Healthy Melrose and the Victorian Fair have proven to be very effective at increasing EV purchases by residents and those should continue and expand to provide ride and drive opportunities. Giving people direct and extended experience driving an electric vehicle can reduce perceived barriers individuals may have about switching to an electric vehicle. The Portland Greater Council of Governments took this a step further with their Electric Vehicle Lending Program, which provides individuals with the opportunity to borrow an EV for up to a week. This extended exposure allows individuals to see how an EV fits into their day-to-day lifestyle.

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Equity Considerations: Identify opportunities to increase the subsidies and incentives for low-income drivers and provide opportunities to access electrified transportation for people who do not own a car. Incorporate translation and accessibility into the program planning.

Strategy 3: Develop zero emission vehicle infrastructure for residents, workers, and visitors.

ACTION 17. Support awareness of on-street EV charging to provide access to infrastructure for renters and homeowners that lack access to off-street parking.

In 2021, the City partnered with National Grid on a demonstration project to test the concept of pole-mounted EV chargers. Nine locations near multifamily housing, recreation areas, and in business districts with limited off-street parking were selected in order to make EV charging more accessible to more people. Other benefits include lower installation costs and easier installation at the power source. Following the installation of 15 new utility pole-mounted EV chargers through the National Grid demonstration project in July 2021, the City will promote them widely through signage, lighting, outreach and other awareness efforts.

Equity Considerations: Perform regular and ongoing outreach to neighborhoods with high concentrations of renters where resident turnover will be more frequent.

ACTION 18. Conduct outreach and education efforts targeting businesses to encourage charging infrastructure deployment.

To support the expansion of charging stations beyond publicly owned lots and right of ways, the City will approach large employers, institutions, and retailers to connect them with funding opportunities (e.g. Volkswagen Settlement, MassDEP Electric Vehicle Incentive Program - EVIP, and National Grid's Make Ready Program) to install electric vehicle charging stations on their sites. The City will leverage connections through the Chamber of Commerce and National Grid to work with large private sector actors interested in installing electric vehicle charging stations. The City will coordinate with National Grid to ensure there is a plan for increased electric demand from the charging stations installed.

Equity Considerations: Ensure robust engagement of vulnerable populations in the planning processes to ensure equitable distribution of charging infrastructure.

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ACTION 19. Expand public charging and more municipal parking lots near municipal services and facilities such as the library, schools, and additional business districts.

The City of Melrose will expand public charging at more municipal parking lots near municipal services and facilities such as the library, schools, and additional business districts.

Melrose installed an EV charger in the City Hall parking lot in 2014 and a second one at the Cedar Park commuter lot in 2017 which serve a variety of users and needs. The City will invest in additional electric vehicle charging stations in more locations to help provide the infrastructure needed to support continued EV adoption for residents, workers, and visitors. As a part of this action, the City will assess options and put in place sustainable pricing and parking policies to support management of the charging stations as utilization increases over time. Consider allowing renters and those without at-home access to charging to use the public chargers overnight with special parking permits.

Equity Considerations: Plan for equitable geographic distribution of charging stations across the community and pair with programs to reduce economic barriers to EV adoption (Action 13).

ACTION 20. Specify or adopt design guidelines for EV and PEV charging stations, signage, and wayfinding for both on- and off-street parking. Adopt regulations and enforcement policies for EV and PEV parking spaces.

Consistent wayfinding and visible signage provides the needed support for existing EV drivers to locate charging infrastructure and sends a signal to other drivers that an EV may be viable alternative by reducing range anxiety. The City will pair signage with EV specific parking regulations and incorporate these regulations into existing parking enforcement structures. The City's signage guidelines will adhere to the standards published by the Federal Highway Administration in the Manual on Uniform Traffic Control Devices. Signage requirements will include consistent guidance on parking space stencils and signage that communicates any restrictions to the use of the EV parking space. Regulations will limit use of the spot to EV drivers and impose a time limitation to increase utilization of the charging station.

Equity Considerations: Plans for and requirements around EV charging station installation should include provisions for ADA compliant spaces with access to charging stations.

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Strategy 4: Adopt zero emissions mobility zoning measures.

ACTION 21. Continue to support transit-oriented development in existing overlay districts.

Recognizing its strong transportation assets, the City is committed to advancing smart growth and transit-oriented development. That is, high-density, mixed-used development near the Oak Grove Rapid Transit Station, as well as around our three MBTA Commuter Rail Stations and in our downtown. As the City of Melrose has increased its housing supply over the years, it has also remained dedicated to increasing the supply of affordable housing. While Melrose has not yet met the 10% threshold set by the Commonwealth for the percentage of housing units designated as affordable, it has reached 8% by making steady progress over the years. Melrose will continue to make progress and increase redevelopment near public transit through progressive zoning and the flexibility of the Planning Board to ease or waive parking requirements.

Equity Considerations: Include requirements for affordability and community amenities within existing overlays. This recommendation should also be paired with strategies that preserve affordable housing and protect against displacement.

ACTION 22. Adopt comprehensive parking policies to maximize efficient use of spaces, reduce use of single occupancy vehicles, and incentivize electric vehicle charging infrastructure.

Parking plays an integral role in influencing vehicle congestion, determining travel behavior, and shaping land use patterns. Not only is parking very expensive to construct, but also in many circumstances, more parking actually contributes to increased vehicular congestion. Under this policy, the City will consider the elimination of minimum parking requirements for all new residential units, establishment of parking maximums within half a mile of high-quality transit stops, creation and expansion of parking benefit districts, and incentives for developers to provide less than maximum allowable parking. There are a wide range of data-driven strategies that cities and towns can employ to encourage more efficient allocation of parking resources. Parking studies provide valuable insight as to how parking is currently utilized and can help inform how parking policies can best meet demand, often reducing the perceived need for more parking.

As a part of the incentive zoning special permit in Action 2, the City will also aim to incentivize electric vehicle charging infrastructure and on or off-site bicycle and pedestrian infrastructure in exchange for allowing increases in density.

Equity Considerations: Incorporate considerations that prioritize creation of housing units and other community amenities within parking policies.

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Strategy 5: Lead by example in the municipal fleet and advocate for community transit needs.

ACTION 23. Adopt zero emission standards for the municipal fleet.

The City of Melrose will adopt a zero emission municipal fleet policy that commits to complete transition to zero emission vehicles and equipment by no later than 2035 for all vehicles with viable zero emission makes and models. This policy should also address how the vehicle purchase approval process will be managed within the municipality to ensure that all departments are adhering to the new emissions standards. The policy should include maintenance equipment such as landscaping tools and machines.

Building on the City's participation in National Grid's Fleet Advisory Services Program (FASP) begun in June 2021, municipal staff involved in fleet purchase decisions will be actively involved in the ongoing analysis. The FASP assessment will provide recommendations on electric fleet replacements, idle reduction technologies, fleet right sizing (i.e., consolidating vehicles with similar use cases and low rates of utilization), and placement of charging stations to support fleet electrification. The FASP process commits the City to revisiting and regularly updating it to account for rapid improvements in vehicle technology.

Equity Considerations: Provide opportunities for community feedback on the policy to promote greater transparency and community involvement in lead by example efforts.

ACTION 24. Advocate for community transit service needs, bus stop upgrades, and increased efficiency and electrification of the regional transit system.

The City of Melrose will continue to advocate for measures within transit planning processes at the MBTA and MassDOT that align with the City's net zero goals. Recent examples include successfully fighting MBTA service reductions on the Reading/Haverhill line with elimination of the Cedar Park station stop and the 136/137 bus routes in 2020.

Melrose will work with the community to identify priority areas to increase access and community transit ridership. The City will also advocate during upcoming planning processes with the MBTA and MassDOT and push for improved energy efficiency and reduced carbon intensity of mass transit vehicles.

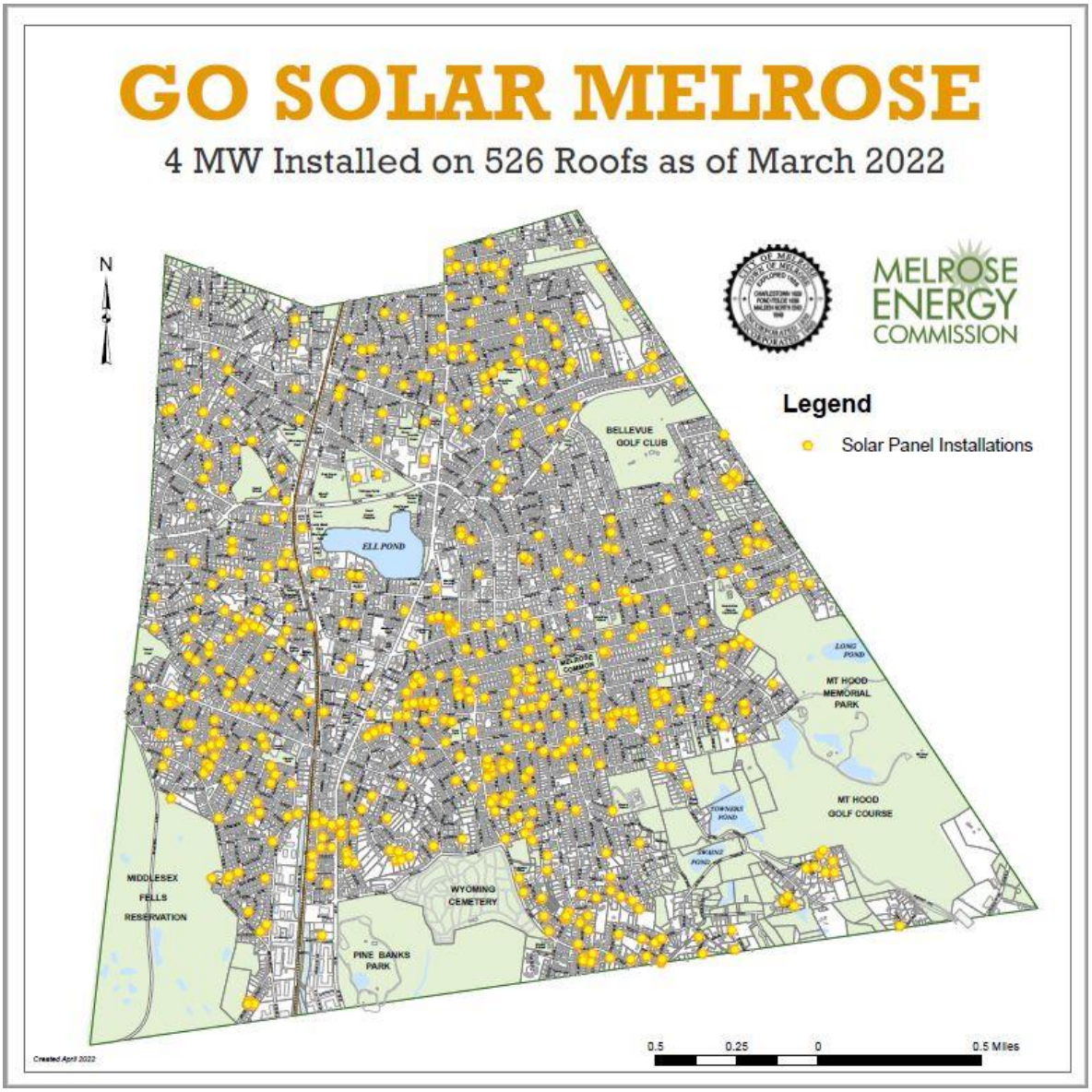
Equity Considerations: Ensure robust engagement of vulnerable populations in the planning processes. Plan for the provision of equitable access to infrastructure investments.

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Where Our Energy Comes From

The City of Melrose commits to implementing actions that advance the following clean energy supply strategies:

Strategy 1. Maximize on-site renewables for property owners.
Strategy 2. Maximize off-site community shared solar
Strategy 3. Procure renewable energy for all remaining energy needs
Strategy 4. Lead by example and advocate for smart electricity use.



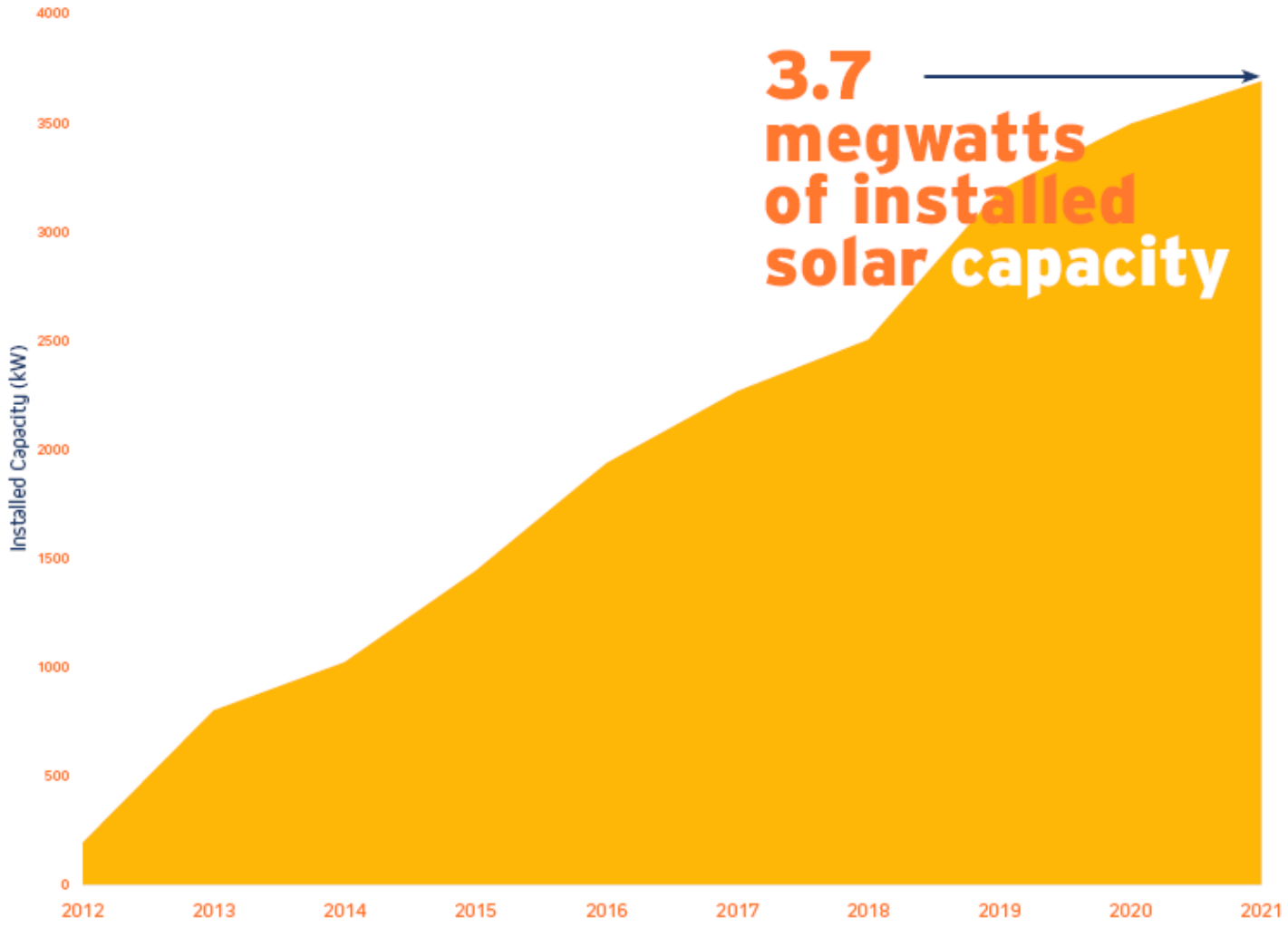
GRAPHIC ABOVE: MELROSE ROOFTOP SOLAR INSTALLATIONS THROUGH MARCH 2022. SOURCE: PERMITS

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Electrification of systems that currently rely on fossil fuels (like our home heating systems, our cars, etc.) is essential to achieving our net zero goal in Melrose. However, the success of this strategy depends on fully transitioning our electric grid to renewable sources of energy.

Renewable energy comes from endlessly sustainable sources such as wind, the sun's heat or light (i.e., solar), or the earth beneath our feet (i.e., geothermal). Our electricity is getting cleaner and greener all the time thanks to state and local policies, like Melrose's electricity aggregation, but natural gas still provides most of our electricity in New England. Developing local renewable energy projects and supporting renewable energy projects through electricity aggregation and policy advocacy will help our community speed up the process of switching to clean energy.

In Melrose, more than 526 properties already have solar on their rooftops, and the production of local, renewable energy sources is growing. As of the end of 2021, Melrose's installed solar capacity was more than **3.7 megawatts**.



SOURCE: MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES, SREC I, SREC II, AND SMART QUALIFIED PROJECT DATA IN MELROSE

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Strategy 1: Maximize on-site renewables for property owners.

ACTION 25. Continue to promote the EnergySage.com platform for residents who want to install solar and for renters who want to participate in community solar.

The City of Melrose will continue to promote the EnergySage.com platform for residents who want to install solar and for renters who want to participate in community solar. The City will also explore mechanisms to support access to community solar for low-income residents.

Building on the success and lessons learned from the City's implementation of Solarize Melrose in 2012 and the partnership with EnergySage that began in 2014, Melrose will continue to promote the EnergySage.com online platform for property owners who want to go solar as a shopping and education tool. The City will also promote EnergySage's community solar platform for renters and other homeowners who are unable to install rooftop solar. The City will consider the potential for additional partnerships with specific installers chosen through a competitive procurement process (see Action 1).

Equity Considerations: Identify and mitigate potential barriers to participation in community solar including long term contracts and credit score requirements.

Strategy 2: Maximize off-site community shared solar.

ACTION 26. Develop a low-income community shared solar program under the state's SMART incentives.

Melrose will explore options available to develop a low-income community shared solar program through the municipal aggregation program Melrose Community Power as authorized in the updated SMART incentives. This will include a review of near-term opportunities under the state's SMART program incentives. The City will work to ensure through project outreach and incentives that low-income residents are involved in the development of the program.

Equity Considerations: Identify and mitigate potential barriers to participation in community solar including long term contracts and credit score requirements.

Strategy 3: Procure renewable energy for all remaining needs.

ACTION 27. Pursue 100% carbon-free electricity in the Melrose Community Power by 2030.

The City of Melrose will gradually increase the amount of renewable energy in the Melrose Community Power program so the default level is 100% carbon-free by 2030, and then maintain that outcome permanently.

Melrose launched what is now called Melrose Community Power in 2015. The 2019-2021 contract set the baseline for electricity supply at 5% more local

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renewables than the state's Renewable Portfolio Standard (RPS) The new 2021 – 2024 contract will increase the amount to 10%. There is also an option for 100% renewable energy. The program ensures that all additional renewables are from MA Class I RECs (Renewable Energy Credits). MA Class I RECs help to support local renewable energy since projects meeting the criteria for these credits are required by the state RPS.

The City will continue to implement this program into the future with the goal of increasing the percent of Class I RECs in the default rate to 100% renewables by 2030 as well as exploring direct off-taker opportunities in renewable energy developments. This effort will involve active monitoring of rates and the local impact on low-income ratepayers. The City will also continue the successful outreach campaign to encourage residents and businesses to opt-up to 100% Local Green.

Equity Considerations: Pay particular attention to the costs of participating compared to utility electricity costs and provide a default rate that is competitive with these prices.

Strategy 4: Lead by example and advocate for smart electricity use.

ACTION 28. Maximize the installation of clean energy resources on municipal property and purchase 100% renewable municipal electricity supply by 2030.

The City will seek to maximize the installation of clean energy resources on municipal property, including exploration of opportunities to pair solar with storage and retrofit buildings with clean heating and cooling systems.

The City has already installed rooftop solar on every available municipal building roof where there is space and the roof condition makes it feasible including on the high school, middle school and the Public Works Operations Facility. Melrose will demonstrate leadership in this sector by maximizing the installation of solar PV on municipal buildings as more roofs are replaced, such as Memorial Hall and several elementary schools. Solar canopies should be considered again for parking lots such as at the high school and the City Hall parking lot among others. After assessing the feasibility of municipal sites for renewable energy, the City will consider a plan for installation and procure these systems where they are feasible.

In addition, Melrose should progressively increase the amount of renewable electricity in its municipal supply contracts until reaching 100% for municipal operations by 2030. Melrose has already started this transition by contracting for an additional 10% MA Class 1 RECs in the last year of the current contract for 2023. At all points of implementing this action, the City will consider cost impacts to taxpayers in Melrose.

Equity Considerations: Provide opportunities for community feedback on the policy to promote greater transparency and community involvement in lead by example efforts.

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ACTION 29. Support state legislation and policies to de-carbonize the region's energy supply.

The City of Melrose will advocate for state policies that increase the Renewable Portfolio Standard (RPS) and promote incentives specifically for low to moderate income (LMI) residents such as LMI solar incentives, and programs and procurements that further decarbonize the region's energy supply, such as offshore wind development.

The current RPS puts the state on track to reach 67% renewable energy by 2030. The Next Generation Roadmap for Massachusetts Climate Policy, enacted in 2021, raised the rate of increase to 3% from 2025 through 2029 at which point the rate of increase returns to 2% and puts the state on a pathway to achieve approximately 80% renewable generation by 2050.[xi]

An increase in the renewable portfolio standard helps to advance the installation of new renewable energy systems across the state. Since many utility programs are driven by the requirements of the RPS, an increase in renewables also improves the financial incentives for renewables and helps to lower soft costs for renewable energy by the increase in competition.

Equity Considerations: Ensure that policies include measures to directly benefit Environmental Justice communities across Massachusetts and increase access to clean energy for all.

ACTION 30. Advocate for expansion of demand response programs and creation of distinct time of use rates.

The City of Melrose has participated in a variety of demand response programs since 2012 with much success. The City should continue these initiatives and also advocate for expansion of demand management programs and the creation of distinct time of use rates for different types of buildings and electric vehicle charging. This will include support for smart metering infrastructure, demand response programs, energy storage infrastructure and advocacy for additional incentives for energy storage.

Equity Considerations: Ensure that policies include measures to directly benefit Environmental Justice communities across Massachusetts with a focus on affordability.

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ACTION 31. Advocate to regulators and utilities to greatly accelerate the repair of gas leaks and support the phase-out of the natural gas distribution supply network.

Melrose will advocate for the repair of super-emitter gas leaks and coordinate information and data sharing with National Grid. Repairing gas leaks improves residents' health, makes the gas network more efficient and helps to eliminate difficult to account for GHG emissions. The City will advocate for additional efforts for detection and mitigation of gas leaks and work to expedite the repair of local leaks.

Melrose will also advocate for regulatory changes that help accelerate the phasing-out of the gas distribution network as is being investigated by the MA Department of Public Utilities at the request of the MA Attorney General's Office. We await the outcome of the investigation that was launched in October 2020.

Since the repair of gas leaks and replacement of pipes involves digging up and repairing streets, they can be costly and require multiple permits. Melrose will continue to work with National Grid to see where priorities for gas leak repair and street repair overlap and explore opportunities to develop a shared schedule to complete multiple repairs in the same street opening and re-pavement. This action could also include consideration of ways to expedite permitting for these repairs, including an online permitting system such as Roadworks. Melrose will continue its participation in the Multi-Town Gas Leaks Initiative, working with communities throughout the region to accelerate leak repair by improving data sharing, communication, and coordination between municipalities and National Grid.

Equity Considerations: Ensure equity in setting street repair and gas leak repair priorities throughout Melrose.

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Implementation: What's Next?

This Net Zero Action Plan is just the beginning for the City of Melrose. The transitions required to achieve net zero in Melrose necessitates an all-hands-on-deck approach – both internally, with City staff and elected bodies, and externally, with local community partners and municipal peers. The following initiatives will be spearheaded by the City's Sustainability Manager which will facilitate implementation of the actions prioritized in this plan.

Governance

Develop internal practices and structures for multi-departmental coordination on climate action.

The Mayor will appoint key members of City boards, commissions, and departments to join a Net Zero Action Task Force. Task Force members will support the Sustainability Manager in implementing and reporting on the progress of priority actions identified in the plan. The Task Force will also be structured to be a two-way exchange of information – providing opportunities to increase climate literacy and technical capacity across city government.

One of the first objectives of the Net Zero Action Task Force will be to align municipal department responsibilities with the goals of the Net Zero Action Plan and identify any areas where municipal activities may be acting in opposition to the goals of the plan.

This process will result in the incorporation of a climate framework into the goals of every municipal department.

Report on metrics of success and update greenhouse gas inventory on a semi-annual basis.

The City's GHG inventory will be the core tool for benchmarking progress toward its net zero goal. The City will update its GHG inventory as new data sets are made available, using MAPC's Community Greenhouse Gas Inventory Tool. The expectation is that this will occur every two years. The 2017 GHG inventory will be used as the baseline to measure progress against.

Revisit and update the plan every five years.

The Net Zero Action Plan is intended to serve as a living document that will be revisited and revised regularly by the Sustainability Manager and the Net Zero Action Task Force to ensure our community is always pushing ahead and successfully working toward its goals.

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Public Engagement and Education

Building community capacity to make the electrification transition

A core component of the community engagement plans to convene focus groups during the planning process had to be put on hold due to the COVID-19 pandemic. As such, the City will prioritize building and strengthening relationships with vulnerable populations that are not currently reached by the City's communication and engagement channels. In addition, broad and continued outreach to stakeholders both in city government and in the wider community is necessary in order to increase understanding of what the transition to net zero entrails. There is a role for everyone in this challenge and more education on how to get there is needed.

Partnership and Collaboration

Coordinate climate action regionally with the Metro Mayors Coalition municipalities

Coordinated action with surrounding municipalities will be a component to the success of Melrose's Plan. The City will continue to connect and share best practices with staff in nearby Metro Boston municipalities, utilizing existing regional networks like the Metropolitan Mayors Coalition Climate Preparedness Task Force to identify regional priorities and programs for implementation.

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Net Zero Action Roadmap Summary

NAVIGATING THE ROADMAP

Timeframe

Specifies the anticipated timeframe needed for full implementation of the action.

IN PROCESS Currently underway by City staff

SHORT TERM Less than one year (<1 yr)

INTERMEDIATE TERM Two to three years (2-3 yrs)

LONG TERM Four to five years (4-5 yrs)

Potential Co-Benefits

This section identifies the high-level potential for the types of benefits, in addition to greenhouse gas emissions reductions, the City may experience through effective implementation of the action.

PUBLIC HEALTH BENEFITS

ECONOMIC BENEFITS

ENERGY SYSTEM BENEFITS

ENVIRONMENTAL BENEFITS

Internal Partners

Although the Sustainability Manager is primarily responsible for spearheading implementation, Internal Partners are identified to assist with implementation. Acronyms used refer to Office of Planning and Community Development (OPCD) and Department of Public Works (DPW).

Other Partners

Other partners are identified within municipal operations and the broader community-at-large that will be critical to successful implementation of the action. Acronyms used refer to Melrose Energy Commission (MEC), Massachusetts Clean Energy Center (MassCEC), Massachusetts Department of Energy Resources (DOER).

Funding Needs

This category specifies whether the type of funding need is capital, operations, staff or volunteer time. Particularly intensive actions call out where the City may need additional dedicated staff for successful implementation.

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Our Homes and Businesses:

2030 MILESTONES

- All new buildings built to net zero standards.
- 20% of homes and businesses have undergone deep energy retrofits.
- 80% of homes previously on fuel oil, propane, or electric baseboard heat have converted to high efficiency electric heat (heat pumps).
- 10% of homes currently on gas heat have converted to high efficiency electric heat.

2050 MILESTONES

- Nearly all existing homes and businesses in Melrose have had deep energy retrofits.
- Nearly all homes and businesses rely on high efficiency electric heating.

STRATEGY 1: Electrify fossil-fuel end uses

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 1.	Create an ongoing "Electrify Melrose" program and campaign.	<1 yr	Energy Coach	MEC, MassSave, DOER, National Grid, MassCEC, MassEnergize	Dedicated staff person Operating expenses	●	●		
ACTION 2.	Develop and implement a mechanism for tracking home heating type in Melrose.	<1 yr	GIS Specialist	City Clerk, Assessors, Inspectional Services	Staff time				

STRATEGY 2: Maximize uptake of residential energy efficiency and deep energy retrofits in existing buildings

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 3.	Create a home efficiency coach program to assist residents with energy efficiency and deep energy retrofits.	<1 yr	Existing volunteer coaches	MEC, MassSave, DOER, National Grid, MassCEC, Abode Energy	Dedicated staff person Operating expenses	●	●	●	

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ACTION 4.	Opt into the state's Commercial Property Assessed Clean Energy (CPACE) law.	2-3 yrs	Chief Assessor	Chamber of Commerce, commercial property owners	Operating expenses				

STRATEGY 3: Target energy efficiency retrofits of large multi-family buildings

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 5.	Consider requiring licensing for rental units to include energy efficiency requirements for ongoing compliance.	4-5 yrs	Building Commissioner	Renters, property owners and managers, Board of Health	Dedicated staff person Operating expenses	●		●	
ACTION 6.	Target existing multi-family dwellings with electric baseboard or oil heat for conversion to heat pumps.	2-3 yrs	Energy Coach	MassSave, National Grid, DOER, MassCEC, MassEnergize	Staff time	●	●		

STRATEGY 4: Adopt policies to mandate energy efficiency and renewable energy in new construction and major renovations

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 7.	Adopt net zero stretch building energy code.	<1 yr	Director Strategic Initiatives	OPCD, Planning Board, MEC, building developers, Inspectional Services, City Council	Staff time	●	●		●
ACTION 8.	Incentivize energy efficiency, electrification, and renewable energy within special permit processes.	2-3 yrs	Planning Director	OPCD, Inspectional Services, Planning Board, Zoning Board, building developers	Staff time	●	●		
ACTION 9.	Require energy reporting for all new commercial	2-3 yrs	Building Commissioner	OPCD, Planning Board, Zoning Board	Staff time		●	●	

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	construction one year after certificate of occupancy, or on an ongoing basis.								
ACTION 10.	Provide training opportunities for City departments, boards and committees, and developers to support Net Zero.	<1 yr	Director Strategic Initiatives	Certified trainers, MEC, DOER, National Grid, MassCEC	Operating expenses Staff time		●		

STRATEGY 5: Lead by example within municipal buildings and advocate for net zero building policies

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 11.	Adopt net zero standards for new public buildings and major renovations.	<1 yr	Planning Director	Mayor's Office, DPW, Inspectional Services, MEC, City Council	Staff time	●	●	●	●
ACTION 12.	Implement a suite of strategies to protect and plant trees.	2-3 yrs	City Engineer	DPW Green Team	Capital expenses	●			●

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GETTING AROUND MELROSE

2030 MILESTONES

- All new developments are accessible by biking, walking, or connected to public transit.
- Average number of cars per household is below 1.47 (e.g., vehicle miles traveled are reduced by 5%)
- 60% of new vehicle purchases are zero emissions.
- 37% of registered vehicles are zero emissions.

2050 MILESTONES

- All key destinations in Melrose are accessible by biking, walking, or connected to public transit.
- Nearly all passenger and commercial vehicles registered in Melrose are zero emissions.

STRATEGY 1: Encourage low-carbon modes of transportation

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS	♥	$	⚡	◔
ACTION 13.	Develop and implement a Safe Streets Plan and pilot projects.	2-3 yrs	Planning Director	DPW, OPCD, Pedestrian and Bicyclist Committee	Capital funding Staff time	●			●
ACTION 14.	Expand Safe Routes to School programming.	2-3 yrs	School Department	DPW, OPCD, Pedestrian and Bicyclist Committee	Grant funding	●			●
ACTION 15.	Support expansion of the Landline Trail and Greenway Network.	4-5 yrs	Planning Director	DPW, OPCD, Pedestrian and Bicyclist Committee	Capital funding	●			●

STRATEGY 2: Encourage use of zero emission vehicles

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS	♥	$	⚡	◔
ACTION 16.	Create an education and community engagement	In process	Energy Coach	Green Energy Consumers Alliance, MEC, EV Taskforce	Dedicated staff person	●	●		●

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	program to promote electric vehicle adoption.				Operating expenses

STRATEGY 3: Develop zero emission vehicle infrastructure for residents, workers, and visitors

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 17.	Support awareness of on-street EV charging to provide access to infrastructure for renters and homeowners that lack access to off-street parking.	In process	Communi-cations Coordinator	MEC, DPW, National Grid	Volunteer time Staff time		●	●	
ACTION 18.	Conduct outreach and education efforts targeting businesses to encourage charging infrastructure deployment.	<1 yr	Energy Coach	MEC, OPCD, Chamber of Commerce	Volunteer time Staff time		●		
ACTION 19.	Expand public charging in more municipal parking lots near services and facilities such as the library, schools, and additional business districts	2-3 yrs	DPW	National Grid, EV charging station vendors, MassEVIP	Capital funding Operating expenses Grant funding		●	●	
ACTION 20.	Specify or adopt design guidelines for EV and PEV charging stations, signage, and wayfinding for both on- and off-street parking. Adopt regulations and enforcement policies for EV and PEV parking spaces.	<1 yr	Planning Director	OPCD, Planning Board	Staff time		●		

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STRATEGY 4: Adopt zero emissions mobility zoning measures

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 21.	Continue to support transit-oriented development in existing overlay districts.	In process	Planning Director	OPCD, Planning Board	Staff time	●	●		●
ACTION 22.	Adopt comprehensive parking policies to maximize efficient use of spaces, reduce use of single occupancy vehicles, and incentivize electric vehicle charging infrastructure.	2-3 yrs	Planning Director	OPCD, Planning Board	Staff time	●			●

STRATEGY 5: Lead by example in the municipal fleet and advocate for community transit needs

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 23.	Adopt zero emission standards for the municipal fleet.	<1 yr	Strategic Initiatives Director	DPW Director, City Department Heads, National Grid Fleet Advisory Services Program	Staff time	●	●	●	
ACTION 24.	Advocate for community transit service needs, bus stop upgrades, bus rapid transit, and increased efficiency and electrification of the regional transit system.	In process	Mayor's Office	OPCD, MBTA, MassDOT, and Pedestrian and Bicyclist Committee	Staff time	●	●	●	●

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Our Energy Supply

2030 MILESTONES

- Our electricity supply comes from 100% carbon-free sources.

STRATEGY 1: Maximize on-site renewables for property owners

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 25.	Continue to promote the EnergySage platform for residents who want to install solar; renters who want to participate in community solar	In process	Energy Coach	MEC, EnergySage.com	Volunteer time Staff time		●	●	

STRATEGY 2: Maximize off-site community shared solar

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 26.	Develop a low-income community shared solar program under the state's SMART incentives	2-3 yrs	Strategic Initiatives Director	DOER, solar developers, electric supplier, PowerOptions, Good Energy	Staff time Grant funding		●	●	

STRATEGY 3: Procure renewable energy for all remaining needs

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 27.	Pursue 100% carbon-free electricity in the Melrose Community Power by 2030.	In process	Strategic Initiatives Director	Good Energy, electricity supplier, MEC, DPU, DOER	Staff time		●	●	●

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STRATEGY 4: Lead by example and advocate for smart electricity use

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 28.	Maximize the installation of clean energy resources on municipal property and purchase 100% renewable municipal electricity supply by 2030	4-5 yrs	City Engineer	DPW, OPCD, PowerOptions, National Grid, solar developers	Capital expense Grant funding	●	●		
ACTION 29.	Support state legislation and policies to de-carbonize the region's energy supply	In process	Mayor's Office	State Legislature, City Council	Staff time	●	●	●	
ACTION 30.	Advocate for expansion of demand response programs and creation of distinct time of use rates.	4-5 yrs	Mayor's Office	State Legislature, City Council, DPU	Staff time		●	●	●
ACTION 31.	Advocate to regulators and utilities to greatly accelerate the repair of gas leaks and support the phase-out of the natural gas distribution supply network	4-5 yrs	Mayor's Office	DPW, State Legislature, City Council, DPU	Staff time	●	●		●

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Appendix A: Net Zero Roadmap Milestone Supporting Documentation

The targets set forth in the Net Zero Roadmap for the year 2030 are designed to provide concrete, measurable milestones that will allow the City to assess whether it is on track to meet the Net Zero by 2050 goal. These targets are calculated to be consistent with Massachusetts' climate goals as set forth in "An Act Creating a Next Generation Roadmap for Massachusetts Climate Policy" adopted in 2021, which establishes an emissions limit of not less than 50% reduction from 1990 levels by 2030 (and 75% reduction by 2040), and are tailored to Massachusetts' specific challenges as a largely residential community with an older historic housing stock.

Baseline

The Massachusetts statewide target is assessed based on a 1990 emissions baseline; due to progress made since 1990 (primarily due to reductions in emissions intensity of the electric grid) the state has achieved approximately a 23 % reduction in statewide emissions since 1990, so the target equates to a 35% reduction from current emissions levels.

Melrose does not have data on city emissions from 1990 and is using its 2017 Greenhouse Gas Inventory as the baseline for assessing progress on mitigation goals. For the purpose of setting 2030 targets this plan assumes that Melrose is in a similar position to the state as a whole in terms of the progress made between 1990 and 2017, so the targets are calculated to achieve a 35% reduction from the 2017 baseline. This seems to be a reasonable assumption since Melrose's population in 2017 (28,367)is very similar to that in 1990 (28,112); note Melrose's population declined significantly and then rebounded during that time, so the pattern of emissions trends between 1990 and 2017 may be quite different from that of the state as a whole.

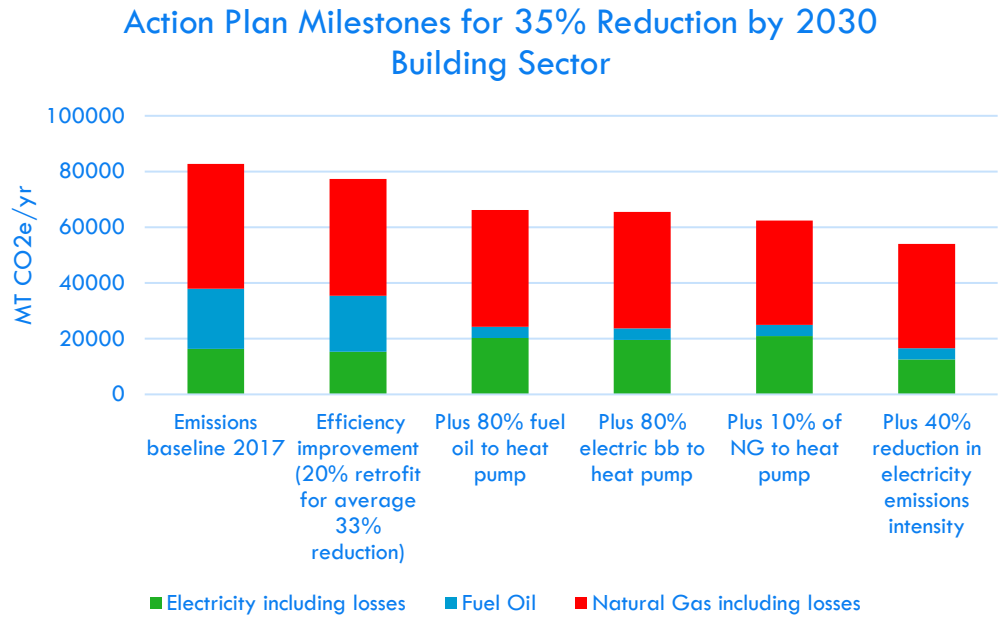
Building sector targets

Reducing emissions from the building sector involves a combination of reducing energy usage through improving building envelopes, improving the energy efficiency of building heating and cooling systems, and electrifying those systems so that they can be run on clean renewable electricity. These changes build on one another; for example, switching from oil heat to electric heat pump reduces emissions through the greater efficiency of the heat pump system and also due to the lower emissions intensity of electricity as a power source, and there will be further emissions reductions from those systems over time as the electric grid becomes cleaner.

The chart below illustrates the cumulative impact of the energy efficiency, heat pump conversion and electric grid clean energy targets to achieve the 2030

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emissions reduction target. Note that these targets represent one pathway to achieving the goal; shortfalls in one area can be made up by improved progress in other areas, and it is important to keep track of all of the measures to ensure that overall progress is on track.

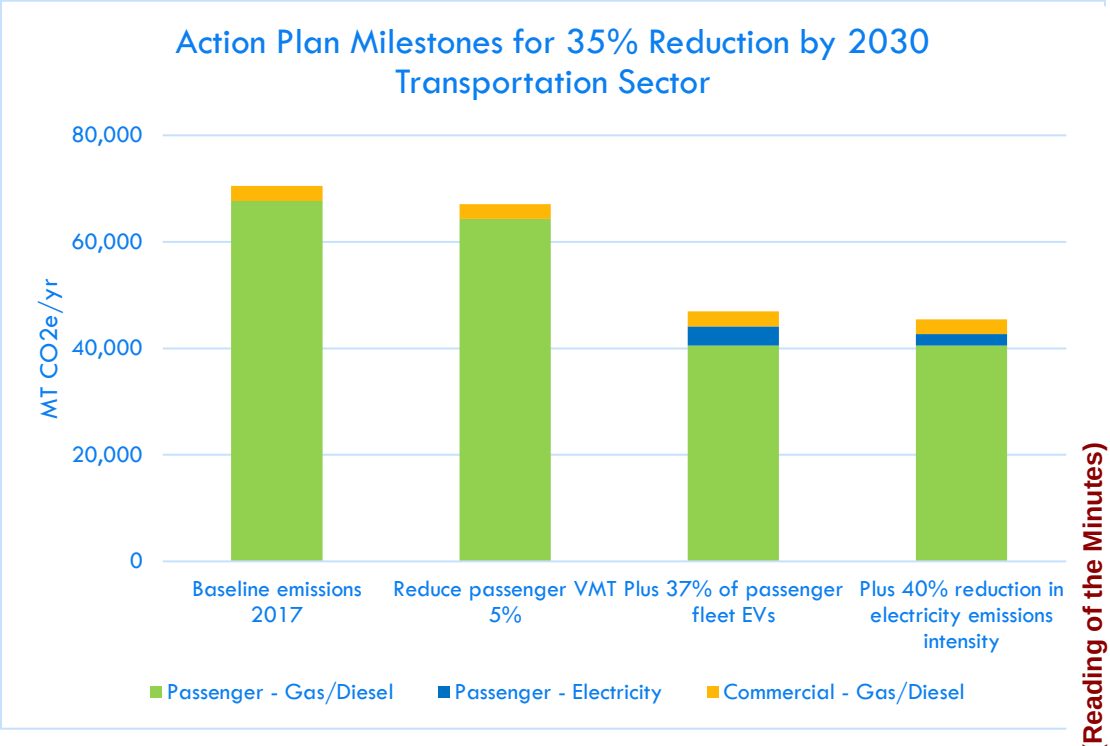


Transportation

Reducing emissions from the transportation sector involves a combination of reducing vehicle miles, improving the energy efficiency of vehicles, and electrifying vehicles so that they can be run on clean renewable electricity. These changes build on one another; for example, modern electric vehicles use less energy to run and also reduce emissions due to the lower emissions intensity of electricity as a power source, and there will be further emissions reductions from those systems over time as the electric grid becomes cleaner.

The chart below illustrates the cumulative impact of reducing vehicle miles and transitioning to electric vehicles to achieve the 2030 emissions reduction target. Currently approximately 12% of passenger vehicles in Melrose are replaced by new vehicles each year; assuming linear progress towards a goal of 60% of new cars electric in 2030, the percent of registered vehicles that would be EV in 2030 should be about 37%.

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Clean electricity

The transition to clean renewable sources of electricity is essential to achieving Melrose's net zero goals, and reduction in the emissions intensity of the electric grid in incorporated into the target calculations for the building and transportation sector. The overall intensity of the electric grid is largely dependent on state policy, but Melrose has committed to targeting 100% of electricity from renewable resources through increasing local renewable generation and through power purchasing programs.

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End Notes

[i] https://earthobservatory.nasa.gov/world-of-change/global-temperatures#:~:text=According%20to%20an%20ongoing%20temperature,2%C2%B0%20Fahrenheit)%20since%201880.
[ii] https://climate.nasa.gov/news/2865/a-degree-of-concern-why-global-temperatures-matter/
[iii] "Governor Baker Signs Climate Legislation to Reduce Greenhouse Gas Emissions, Protect Environmental Justice Communities," *Governor's Press Office*, March 21, 2021, https://www.mass.gov/news/governor-baker-signs-climate-legislation-to-reduce-greenhouse-gas-emissions-protect-environmental-justice-communities
[iv] "Environmental Justice Populations in Massachusetts," MA Executive Office of Energy and Environmental Affairs, https://www.mass.gov/info-details/environmental-justice-populations-in-massachusetts#interactive-map-
[v] "Residential Nonparticipant Customer Profile Study," *DNV GL*, February 6, 2020, Table 7.2. Community outreach metric table: dual fuel, p.94, https://ma-eeac.org/wp-content/uploads/MA19X06-B-RESNONPART_Report_FINAL_v20200228.pdf
[vi] "Housing Tenure by Fuel Type by Municipality," American Community Survey (ACS), 2014-2018, https://datacommon.mapc.org/browser/datasets/191
[vii] "Transportation to Work from Residence by Municipality," American Community Survey (ACS), 2014-2018, https://datacommon.mapc.org/browser/datasets/38
[viii] "Massachusetts Vehicle Census Summary Statistics for GHG Inventories (Municipal)," Metropolitan Area Planning Council, 2014, https://datacommon.mapc.org/browser/datasets/412
[ix] Melrose Community Power Program webpage, https://mcp.cityofmelrose.org/
[x] According to MGL Chapter 40A Section 9, *"Zoning ordinances or by-laws may also provide for special permits authorizing increases in the permissible density of population or intensity of a particular use in a proposed development; provided that the petitioner or applicant shall, as a condition for the grant of said permit, provide certain open space, housing for persons of low or moderate income, traffic or pedestrian improvements, installation of solar energy systems, protection for solar access, or other amenities."*
[xi] https://malegislature.gov/Laws/SessionLaws/Acts/2021/Chapter8

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CITY OF MELROSE

In City Council

July 18, 2022

AN ORDER

INFO-2023-2

2022 State Primary - September 6, 2022 - Early in-person voting schedule

Offered by

BE IT ORDERED

Honorable City Council please be advised of the following dates, hours and location of in-person early voting for the September 6th state primary in accordance with the recently enacted Chapter 92 of the Acts of 2022.

In-Person Early Voting Dates for the September 6th state primary will run from Saturday, August 27th (also the voter registration deadline) through Friday, September 2nd

In-Person Early Voting Hours requirements have changed to require weekend hours and to set standard weekday hours. Early voting will be held in the City Council Chamber on the first floor of City Hall at 562 Main Street, Melrose, MA as follows:

- Saturday, August 27 — 10am - 5pm
- Monday, August 29 - Thursday, September 1 — 8:30am - 4pm
- Friday , September 2 — 8:30am - 12:30pm

07/18/22	**City Council**	**ASSIGN TO COMMITTEE**

RESULT:	**ASSIGN TO COMMITTEE**

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In the City Council
Ordained Roll Call

Passed July 18, 2022

Kristin Foote, Clerk

Christopher Cinella, President
City Council

Paul Brodeur, Mayor

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S 2924

Chapter 92
of the Acts of 2022

THE COMMONWEALTH OF MASSACHUSETTS

In the One Hundred and Ninety-Second General Court

AN ACT FOSTERING VOTER OPPORTUNITIES, TRUST, EQUITY AND SECURITY.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to authorize forthwith voter opportunities, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Section 1F of chapter 51 of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out the words "eight o'clock post meridian of the twentieth" and inserting in place thereof the following words:- 5:00 p.m. of the tenth.

SECTION 2. Section 26 of said chapter 51, as so appearing, is hereby amended by striking out, in lines 10 and 11, the words "eight o'clock in the evening" and inserting in place thereof, in each instance, the following words:- 5:00 p.m.

SECTION 3. Said section 26 of said chapter 51, as so appearing, is hereby further amended by striking out, in line 10, the word "twentieth" and inserting in place thereof the following word:- tenth.

SECTION 4. Said chapter 51 is hereby further amended by striking out section 28, as so appearing, and inserting in place thereof the following section:-

Section 28. Registrars shall hold a continuous session from 9:00 a.m. until 5:00 p.m. on the last day for registration established under section 26; provided, however, that a town having less than 1,500 voters may hold a session from 9:00 a.m. until 11:00 a.m. and from 3:00 p.m. until 5:00 p.m.

SECTION 5. Section 33A of said chapter 51, as so appearing, is hereby amended by adding the following sentence:- The state secretary shall make the online portal accessible in English, Spanish, Portuguese, Chinese and such additional languages as the state secretary deems necessary or required by law.

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SECTION 6. Section 42G½ of said chapter 51, as so appearing, is hereby amended by inserting after the word "vote", in line 57, the following words:- pursuant to subsection (d) of section 65.

SECTION 7. Said section 42G½ of said chapter 51, as so appearing, is hereby further amended by striking out subsection (d) and inserting in place thereof the following subsection:-

(d) In accordance with the memorandum of understanding required by subsection (b), each eligible applicant for services at an automatic voter registration agency who meets the qualifications to register to vote and does not decline to register to vote under subsection (d) of section 65 shall be registered as a voter under said section 65 as of the date the registrars add the person's name and address to the register of voters, pursuant to paragraph (4) of said subsection (d) of said section 65; provided, however, that an applicant who meets the qualifications to register to vote, does not decline to register to vote under said subsection (d) of said section 65 and completes a qualifying transaction with an automatic voter registration agency not less than 10 days before an election shall be entitled to vote in that election. If necessary to comply with federal law, the division of medical assistance and the commonwealth health insurance connector authority may allow an applicant to decline to register to vote at the time of application. Otherwise, all automatic voter registration agencies, including the registry of motor vehicles, shall transmit records of all eligible applicants as provided in subsection (e) and these applicants may decline to register to vote only after receiving notice from the registrars under paragraph (3) of said subsection (d) of said section 65.

SECTION 8. Section 47C of said chapter 51, as so appearing, is hereby amended by adding the following paragraph:-

To the extent feasible, the state secretary shall make the statewide list of registered voters contained in the central registry of voters established in this section available to the local election officers at each polling location.

SECTION 9. Chapter 54 of the General Laws is hereby amended by striking out section 14, as so appearing, and inserting in place thereof the following section:-

Section 14. For any primary or election, if the city or town clerk determines in writing that there is a deficiency in the number of required election officers within the 6 weeks preceding the primary or election, the appointing authority may appoint election officers without regard to

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political party membership, voter status, residence in the city or town or inclusion on a list filed by a political party committee pursuant to sections 11B and 12. If the position of warden, clerk or inspector, or deputy of any such officer, if any, is vacant within the 3 weeks preceding any primary or election, the city or town clerk may fill the vacancy by appointing a competent person willing to serve, without regard to political party membership, voter status, residence in the city or town or inclusion on a list filed by a political party committee pursuant to said sections 11B and 12.

SECTION 10. Said chapter 54 is hereby further amended by striking out section 25B, as so appearing, and inserting in place thereof the following 2 sections:-

Section 25B. (a)(1) The election officers and registrars of every city or town shall allow any registered voter qualified under section 1 of chapter 51 to vote early by mail for any municipal preliminary or election or presidential or state primary or election, including any such special preliminary, primary or election, or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; provided, however, that the select board, board of selectmen, town council or city council of each city and town may, after a public hearing and by recorded and public vote not less than 45 days prior to the date of the preliminary or election, opt out of the provisions of this subsection for any regular or special municipal preliminary or municipal election; provided further, that any registered voter qualified under section 1 of chapter 51 shall be allowed to vote early by mail for any municipal preliminary or municipal election held on the same day as any presidential or state primary or election or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and provided further, that this subsection shall not apply to an annual or special town meeting.

(2) Any registered voter wanting to vote early by mail may file with the voter's local election official an application for an early voting ballot for a preliminary, primary or election or for all preliminaries, primaries and elections authorized pursuant to this subsection during the calendar year. Any form of written communication evidencing a desire to have an early voting ballot sent for use for voting at a preliminary, primary or election shall be given the same effect as an application made in the form prescribed by the state secretary. Applications shall be acceptable if they are signed or submitted electronically; provided, however, that any electronic signature

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shall be written in substantially the same manner as a handwritten signature. No application shall be deemed to be seasonably filed unless it is received in the office of the city or town clerk or registrars of voters before 5 p.m. on the fifth business day preceding the preliminary, primary or election.

(3) A family member of a person qualified to vote early by mail may apply in the manner described under paragraph (2) on behalf of such person. Such applicant shall state the applicant's relationship to the early voter, shall sign the application under the pains and penalties of perjury and shall transmit the application to the clerk of the city or town where the early voter is registered.

(4) A voter wishing to apply to vote early by mail in any presidential or state primary or election or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress and who needs accommodation by reason of disability and is unable to independently mark a paper ballot may apply for such accommodations in a form and manner prescribed by the state secretary. Accommodations shall include, but not be limited to: (i) clear and accessible electronic instructions for completion, printing and returning of the ballot; (ii) an accessible blank electronic application that can be: (A) completed by the voter electronically; (B) signed with a wet signature, a hand drawn electronic signature or the voter's typewritten name as a signature if the voter is unable to independently insert a hand-drawn signature on the application due to a disability; and (C) submitted electronically, by mail or by delivering it, in person or by a family member, to the office of the appropriate city or town clerk; (iii) an authorized accessible blank electronic ballot that can be filled out electronically, printed and signed; provided, however, that the accessible electronic ballot marking system the voter utilizes to access their blank electronic ballot shall not collect or store any personally identifying information obtained in the process of filling out the ballot; (iv) an accessible electronic affidavit that may be used for certification of an accessible electronic ballot and signed with a wet signature, a hand-drawn electronic signature or the voter's typewritten name as a signature if the voter is unable to independently insert a hand-drawn signature on the ballot due to a disability; (v) an envelope to return the ballot to the voter's town or city clerk with postage guaranteed; and (vi) hole punched markers in place of a wet signature required for certification if an electronic affidavit of certification is not utilized. A voter with accommodations in receipt of a ballot pursuant to this section may complete and return the ballot by: (i)

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submitting it electronically; (ii) delivering it, in person or by a family member, to the office of the appropriate city or town clerk or a secured municipal drop box for the city or town where the voter is registered; or (iii) mailing it to the appropriate city or town clerk; provided, however, that the state secretary shall provide an envelope to allow for returning the ballot pursuant to clause (ii) or (iii).

(5) A voter wishing to apply to vote early by mail in a municipal preliminary or election authorized pursuant to this subsection and who needs accommodation by reason of disability and is unable to independently mark a paper ballot may request an accommodation from their local election official. The request shall be received by the local election official not later than the seventh business day preceding the preliminary or election. Upon receiving such a request from a registered voter by phone or electronically, the local election official shall grant reasonable accommodations to the voter.

(6) The state secretary shall establish, implement and maintain an internet portal on the secretary's website to allow a voter to request an early voting ballot for preliminaries, primaries and elections authorized pursuant to this subsection or an absent voting ballot for primaries and elections authorized pursuant to section 86. The voter shall be able to request that the ballot be mailed to the voter's home address, or a different mailing address as designated by the voter, or provided electronically if the voter is approved to utilize an accessible electronic ballot as an accommodation under paragraph (4). Any request under this paragraph shall not require the voter's wet signature.

(7) (i) Not later than 45 days before any presidential or regular state primary or biennial state election or a primary held pursuant to section 140 to fill a vacancy for senator in congress, the state secretary shall mail to all registered voters who are registered to vote not less than 60 days before such primary or election, at their residential addresses or mailing addresses if different from their residential address listed in the central registry, an application for an early voting ballot for the applicable primary or election and any city or town election held on the same day as such primary or election. The application shall also allow a voter to request an early voting ballot for: (A) the remaining state primary or election in the calendar year; or (B) if applicable, the election held pursuant to section 140 to fill a vacancy for senator in congress. The state secretary need not mail an application to a voter whose previous application for an absent

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voting ballot or early voting ballot for the applicable primary or election has been accepted.

(ii) Each application mailed pursuant to this paragraph shall: (A) be pre-addressed to the city or town clerk with return postage guaranteed; (B) be provided in any language required by the bilingual election requirements of the federal Voting Rights Act, 52 U.S.C. 10503; (C) be in a form prescribed by the state secretary in accordance with state and federal law; (D) include clear instructions for completing and returning the application; and (E) allow a voter to designate the mailing address to which the ballot shall be sent.

(iii) Each application mailed pursuant to this paragraph to a voter in the city of Boston shall include an option, which shall appear prominently on the application, to request a ballot printed in any language available at the voter's polling location pursuant to chapter 166 of the acts of 2014.

(iv) To minimize mailings and costs, the state secretary may seek to include said applications in any other mailings required by this chapter or otherwise issued to such registered voters at such time; provided, however, that such a mailing shall clearly indicate that applications to vote early by mail are contained therein and that any voter who previously returned an accepted application for an absent voting ballot or early voting ballot in the calendar year need not return an additional application for the applicable primary or election.

(v) The applications required pursuant to this paragraph shall be made available on the website of: (A) the state secretary; and (B) each city and town.

(8) The election officers and registrars of every city or town shall include an application for an early voting ballot with the acknowledgment notice sent to any person registering to vote or changing their voter registration address; provided, however, that the application shall be in the form prescribed by the state secretary pursuant to paragraph (7).

(9) Upon receipt of an early voting application, the election officers shall verify the voter's information and, if confirmed, shall record the voter as "EV" on the voting list. If the election officers find that the person signing the application is not a duly registered voter or the family member of a voter, they shall send the voter written notice to that effect and shall preserve the application during the time fixed by law for the preservation of ballots cast in the coming election, after which time the application shall be destroyed.

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(10) Early voting ballots authorized pursuant to this section shall be mailed by the appropriate local election officials as soon as such materials are available. The mailing of an early voting ballot shall include: (i) instructions for early voting; (ii) instructions for completing the ballot; (iii) an inner envelope where the ballot shall be placed after voting that contains an affidavit of compliance to be filled out by the voter and notice of the penalties under section 26 of chapter 56; and (iv) an outer envelope that is pre-addressed to the local election official with postage guaranteed. To the extent feasible, the state secretary shall include on the outer envelope a system that generates a postmark for determining the date upon which the envelope was mailed.

(11) Early voting ballots authorized pursuant to this section shall be provided to the voter in the language required pursuant to clauses (ii) and (iii) of paragraph (7).

(12) The provisions of section 81 relative to spoiled ballots shall apply to early voting ballots under this section; provided, however, that a request for a substitute ballot from a voter who has received a ballot by mail shall not be valid unless it is accompanied by the spoiled ballot and received in the office of the city or town clerk or the registrars before 5 p.m. on the fifth day preceding the election for which such substitute voting ballot is requested.

(13) An early voting ballot received by mail may be returned by the voter or a family member by: (i) delivering it in person to the office of the appropriate city or town clerk; (ii) delivering it to an early voting location for the appropriate city or town during the early voting in-person hours; (iii) dropping it in a secured municipal drop box for the city or town where the voter is registered; or (iv) mailing it to the appropriate city or town clerk.

All early voting ballots submitted by mail, delivered in person to the office of the city or town clerk, returned to a secured municipal drop box for the city or town where the voter is registered or returned electronically pursuant to the accommodations granted to a voter by reason of disability under paragraph (4) shall be received by the city or town clerk before the hour fixed for closing the polls on the day of a preliminary, primary or election; provided, however, that an early voting ballot mailed on or before the day of a biennial state election shall be accepted until 5 p.m. on the third day after the election and shall be processed in accordance with section 95. A postmark, if legible, shall be evidence of the time of mailing.

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(14) Upon receipt of a completed early voting ballot, the local election official shall open the outer mailing envelope and examine the inner secrecy envelope without opening it, compare the signature thereon with the signature on the application therefor, except if a family member signed the application or the voter received assistance in signing the application or the envelope, and examine the affidavit on each such envelope. If the affidavit has been improperly executed or does not sufficiently indicate that the ballot was marked and mailed or delivered as required by this section, the local election official shall mark across the face thereof "Rejected as defective" and shall notify the voter and send the voter a new ballot. If the early voting ballot is accepted, the local election official shall record the date and secure the ballot in its envelope until processing in accordance with law.

(b)(1) The local election officers and registrars of every city or town shall allow any registered voter qualified under section 1 of chapter 51 to vote early in person for any: (i) presidential or state primary or biennial state election or primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and (ii) city or town election held on the same day as a primary or election enumerated in clause (i). Any voter wishing to vote early in person in such primaries or elections may do so at the time, manner and location prescribed in this section.

(2) Early voting in person shall be conducted:

(i) from the seventeenth day through the fourth day, inclusive, preceding a biennial state election and any city or town election held on the same day as a biennial state election; and

(ii) from the tenth day through the fourth day, inclusive, preceding any: (A) presidential or state primary or primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and (B) city or town election held on the same day as a primary or election enumerated in subclause (A).

(3) Early voting in person shall be conducted on weekend dates during the early voting period as follows: (i) for municipalities with less than 5,000 registered voters, for not less than 4 hours each weekend, with at least 1 day per weekend, for not less than 2 hours on a weekend day in which voting is conducted; (ii) for municipalities with not less than 5,000 registered voters but less than 25,000 registered voters, for not less than 6 hours each weekend, with at least 1 day per weekend, for not less than 3 hours on a weekend day in which voting is conducted; (iii) for municipalities

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with not less than 25,000 registered voters but less than 40,000 registered voters, for not less than 4 hours each weekend day; (iv) for municipalities with not less than 40,000 registered voters but less than 75,000 registered voters, for not less than 6 hours each weekend day; and (v) for municipalities with not less than 75,000 registered voters, for not less than 8 hours each weekend day. For each other day during the early voting period, early voting in-person shall be conducted as follows: (i) for municipalities with less than 5,000 registered voters the city council of a city or board of selectmen or select board of a town may, at a public meeting held not less than 20 days before the first day of the early voting period, vote to provide early voting hours of not less than 25 per cent of the usual business hours of the town clerk; (ii) for municipalities with more than 5,000 registered voters but less than 40,000 registered voters: (A) for the fifteenth day to the eleventh day, inclusive, preceding a biennial state election, the city council of a city or board of selectmen or select board of a town may, at a public meeting held not less than 20 days before the first day of the early voting period, vote to provide early voting hours of not less than 50 per cent of the usual business hours of the city or town clerk; and (B) for the eighth day to the fourth day, inclusive, during the usual business hours of each city or town clerk; and (iii) for municipalities with more than 40,000 registered voters, during the usual business hours of the city or town clerk. A city or town may, in its discretion, provide for additional early voting hours beyond the hours required by this paragraph.

(4) Each city and town shall establish an early voting site that shall include the local election office for the city or town; provided, however, that if the city or town determines that the office is unavailable or unsuitable for early voting, the registrars of each city or town shall identify and provide for an alternative public building that is centrally-located, suitable and convenient within the city or town as an early voting site; and provided further, that when designating early voting sites, a city or town shall consider, to the extent feasible, diverse geographic locations and whether such sites would have an impact on access to the polls on the basis of race, national origin, disability, income or age. A city or town may also provide for additional early voting sites at the discretion of the registrars for that city or town. Each early voting site shall be accessible to persons with disabilities in accordance with state and federal law.

(5) The designation of an early voting site shall be made not less than 14 days prior to the beginning of the early voting period established in this

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section. Not less than 5 business days prior to the beginning of the early voting period and at least once during the early voting period, the registrars for each city and town shall publish notice of the location of the early voting sites as well as the applicable dates and hours. Such notice shall be conspicuously posted: (i) in the office of the city or town clerk and on the principal official bulletin board of each city or town; (ii) on any other public building considered necessary; (iii) on the city or town's website; and (iv) on the website of the state secretary.

(6) Prior to the beginning of in-person early voting, the local election officials for each city and town shall prepare a list for the early voting sites, containing the names and residences of all persons qualified to vote at each voting site as the names and residences appear upon the annual register, and shall reasonably transmit the applicable list to the local election officers at each early voting site designated by the registrars.

(7) A voter seeking to vote in person at an early voting site shall provide their name and address to the local election officer who shall, upon finding the voter's name and address upon the list, repeat it loudly and clearly, mark the list and provide the voter with an early voting ballot and an envelope containing an affidavit, which shall include a notice of penalties under section 26 of chapter 56. The registrar or presiding election officer at the early voting site shall cause to be placed on the voting list opposite the name of a qualified voter who participates in early voting, the letters "EV" designating an early voter.

(8) Upon marking their early voting ballot, enclosing it in the secrecy envelope and executing the affidavit, the voter shall return the ballot envelope to a local election officer at the early voting site who shall review the envelope to ensure the affidavit has been signed by the voter. After a ballot envelope has been accepted, it shall be securely stored at the early voting site until such time as it is transported to the office of the local election official, but not later than the close of early voting for that day.

(c)(1) The select board, board of selectmen, town council or city council of each city and town may vote to authorize early in-person voting for any other city or town preliminary or election not included in subsection (b). Such vote may only be taken after a request from not less than 50 percent of the registrars of the city or town recommending in-person early voting; provided, however, that such vote shall occur not less than 5 business days prior to the proposed beginning of early voting.

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(2) As part of the vote to allow early in-person voting under this subsection, a city or town shall set the early voting period to begin not sooner than 17 days before the preliminary or election and end not later than 2 business days preceding the preliminary or election.

(3) Early voting under this subsection shall be conducted during the usual business hours of the city or town clerk unless different hours are set as part of the vote to allow early in-person voting, including any weekend hours.

(4) The city or town clerk shall establish an early voting site for early in-person voting under this subsection that is centrally-located, suitable and in a convenient public building. Notice of the early voting location, dates and hours shall be posted not less than 48 weekday hours before the early voting period begins.

(5) A voter voting early in person under this subsection shall be provided with a ballot and an envelope where the ballot is placed after voting that contains an affidavit of compliance to be filled out by the voter. A voter voting early in person shall complete an affidavit under the regulations promulgated by the state secretary for the administration of early voting, as applicable, which shall include a notice of penalties under section 26 of chapter 56.

(d) The registrars shall prepare lists of all voters casting ballots during the early voting period pursuant to this section and update the voter list in a manner prescribed by the state secretary. Once an early voting ballot is cast, the voter shall not vote again.

(e) The early voting ballot of any voter who was eligible to vote at the time the ballot was cast shall not be invalid solely because the voter became ineligible to vote by reason of death after casting the ballot. For purposes of this subsection, the term "cast" shall mean that the voter has: (i) deposited the early voting ballot in the mail for ballots mailed; (ii) returned the early voting ballot to the appropriate local election official either by hand or by depositing it in a secured municipal drop box, where available, for the city or town where the voter is registered; (iii) completed voting in person at an early voting location; or (iv) submitted a ballot electronically pursuant to the accommodations granted to a voter by reason of disability under paragraph (4) of subsection (a).

(f) Sections 37 and 38 of chapter 53 shall apply to unenrolled voters and voters enrolled in political designations voting early in primaries. The registrar or presiding election official at the early voting site shall cause

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the name of the party of the ballot being voted to be recorded on the voting list. Once the party selection has been recorded on the voting list, a voter shall not request or vote on the ballot of another party.

(g) Not less than 30 days prior to each presidential primary, state primary, state election, and primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress, the state secretary shall deliver to each city and town, in quantities as the state secretary determines necessary, the following papers: (i) official early voting ballots similar to the official ballot to be used at the election; provided, however, that a sufficient quantity of such ballots are printed in the languages necessary to accommodate the selection of a bilingual ballot by voters pursuant to clauses (ii) and (iii) of paragraph (7) of subsection (a); (ii) envelopes of sufficient size to contain the ballots specified in clause (i) bearing on their reverse the voter's affidavit; (iii) return envelopes, pre-addressed to the local election official with postage guaranteed, for any ballot requested for voting by mail; and (iv) instructions for voting by mail to be sent to each voter who requests to cast a ballot by mail. The voting period for early voting by mail shall begin as soon as all necessary early voting materials have been received by the local election official pursuant to this subsection.

(h) Any early voting ballot cast pursuant to this section may be opened and deposited into a tabulator in advance of the date of the preliminary, primary or election in accordance with regulations promulgated by the state secretary; provided, however, that municipalities that do not have a tabulator may open and deposit early voting ballots into a ballot box; provided further, that such ballots shall be kept secured, locked and unexamined and that no results shall be determined or announced until after the time polls close on the date of the preliminary, primary or election; and provided further, that notice of the date, time and location of any such opening or depositing shall be posted not less than 2 business days in advance of the opening or depositing; and provided further, that the opening or depositing shall be open to the public. Disclosing any such result before such time shall be punished as a violation of section 14 of chapter 56.

All envelopes referred to in this section shall be retained with the ballots cast at the preliminary, primary or election and shall be preserved and destroyed in the manner provided by law for the retention, preservation or destruction of official ballots.

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(i) The state secretary shall promulgate regulations to implement this section including, but not limited to, a process for establishing additional early voting sites and a process for applying for, receiving, separating, compiling, recording and securing early ballots and advance depositing.

(j) Section 72 shall not apply to this section; provided, however, that a city or town, at the discretion of its election officers and registrars, may detail a sufficient number of police officers or constables for each early voting site at the expense of the city or town to preserve order, protect local election officers and supervisors from any interference with their duties and aid in enforcing the laws relating to elections.

(k) Not later than 45 days after each presidential primary, regular state primary, biennial state election and primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress, the state secretary shall submit a report to the house and senate committees on ways and means and the joint committee on election laws on the costs to implement subsection (a) of this section. The report shall include, but not be limited to: (i) the number of ballot applications with postage guaranteed mailed to voters; (ii) where available, the number of ballot applications with postage guaranteed returned requesting a ballot; (iii) the total number of ballots cast by mail; (iv) total cost and amounts paid for using federal funds; and (v) where available, the number of ballot applications that were returned as undeliverable and a description of the reasons why each application was returned, including, but not limited to, a change of address or the intended recipient being deceased.

Section 25C. (a) For the purposes of this section, the following words shall have the following meanings:

"Applicable statewide election", a presidential or regular state primary or biennial state election or a primary or election held pursuant to section 140 to fill a vacancy for senator in congress.

"Facility", a correctional facility, house of correction, jail or department of youth services.

(b) The officer in charge of a facility shall develop and publish policies and procedures that govern the facilitation of voting and voter registration for eligible voters in the facility; provided, however, that the policies and procedures shall include, but not be limited to:

(i) the distribution of voter education and election information provided by the state secretary, including, but not limited to: (A) the display of posters in prominent locations visible to individuals who are

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incarcerated at the facility; and (B) the dissemination of written notices about voting rights and procedures to all individuals who are incarcerated at the facility and who may be eligible to vote;

(ii) for any preliminary, primary or election, assisting an individual who is incarcerated at the facility and who may be eligible to vote in registering as a voter and in applying for an early voting by mail or absent voting ballot, including as a specially qualified voter; provided, however, that such assistance shall include, but not be limited to: (A) distributing forms prepared by the state secretary for those purposes, including ballot applications or voter registration forms; (B) providing an individual with access to a writing implement sufficient to properly complete the registration and application forms; (C) providing records that may serve as proof of residence for the purpose of voter registration or that provide a voter with their last known address, such as intake forms, arrest records or other forms in the possession of the facility; (D) providing voter information packets generated by the state secretary and, where possible, by nonpartisan community groups, nonpartisan volunteers or other nonpartisan stakeholders; and (E) facilitating the timely return of an application for an eligible voter to be permitted to vote early by mail;

(iii) facilitating the expeditious and timely receipt and return of an early voting by mail or absent voting ballot by an eligible individual who is incarcerated at the facility, including, but not limited to, by: (A) providing access to a writing implement sufficient to properly complete the ballots; (B) establishing locations where voters may complete ballots and other paperwork in private, where feasible; and (C) facilitating the mailing of completed mail ballots as soon as practicable; provided, however, that an employee, contractor, agent, official or representative of the department of correction shall not open or inspect any completed mail ballot unless it is to investigate reasonable suspicion of a prohibited activity;

(iv) providing means of tracking: (A) complaints by an individual who is incarcerated at the facility related to voting or registration; (B) numbers of individuals who are incarcerated who sought to vote; and (C) the outcome of their requests; and

(v) policies for collaboration with local election officials, civic engagement community groups and other stakeholders.

(c) The officer in charge of a facility shall:

(i) not later than 45 days before an applicable statewide election, display or distribute any informational posters or packets provided by the

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state secretary pursuant to subsection (d) or, if received after such date, immediately upon receipt; provided, however, that the distribution and announcements of such information shall be continued through the conclusion of such election;

(ii) not later than 14 days before an applicable statewide election, file a written report with the state secretary, in a form prescribed by the state secretary, that details the actions taken under this section; provided, however, that the report shall be a public record; and

(iii) appoint a subordinate officer at the facility to supervise the actions required by this section.

(d) Not later than 90 days before an applicable statewide election, the state secretary shall: (i) create and distribute to sheriffs and superintendents of facilities voter information signs and information for display and distribution in facilities; and (ii) distribute to local election officials information on: (A) the qualifications and rights of eligible incarcerated voters; (B) how to process a voter registration or ballot application from an eligible incarcerated voter; (C) current law pertaining to those rights and processes; and (D) the presumed residence for voting purposes of an eligible incarcerated voter and instances in which an eligible incarcerated voter can maintain the facility in which they are confined as their address for voting purposes.

(e)(1) Prior to the expiration of the term for a person who is incarcerated in a correctional facility, the officer in charge of the facility shall provide, in writing, a document prepared by the state secretary explaining: (i) the voting rights of a person who is incarcerated in a correctional facility upon discharge from a correctional facility; and (ii) instructions for the person to register to vote following discharge from the facility. The officer in charge of the facility shall provide the person with a voter registration form with a postage guaranteed envelope, and assistance, if requested, to complete such form.

(2) The state secretary shall prepare and transmit the document required pursuant to paragraph (1) to the local election officials for each city and town.

(f)(1) For each applicable statewide election, following the close of registration pursuant to section 26 of chapter 51 but not later than the day of the election, the officer in charge of a facility, except for the department of youth services, shall transmit to the state secretary: (i) a list containing information about persons who are newly incarcerated in the

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correctional facility due to a felony conviction since the time of last reporting under this section; (ii) a list containing information about persons who were incarcerated in the correctional facility due to a felony conviction but were discharged since the time of last reporting under this section; and (iii) a list containing information about persons in the facility who are detained pre-trial or convicted of a misdemeanor.

(2) The lists required by paragraph (1) shall include, for each person listed: (i) name; (ii) date of birth; (iii) last 4 digits of social security number or driver's license number, if available; (iv) address on-file, including street, city or town and state; and (v) the name and address of the facility where the person is detained.

(g) The state secretary shall submit a report to the joint committee on election laws not later than 6 months following each applicable statewide election, including anonymized, aggregated data on the number of: (i) eligible incarcerated voters at the time of the election in each municipality; and (ii) incarcerated voters who requested an early voting by mail or absent voting ballot and the outcome of that request in each municipality, including the reasons for rejection, if applicable. The state secretary may coordinate with local election officials and officers in charge of facilities to aggregate such data, where available. The submitted report shall be a public record, but other materials generated for the purpose of the state secretary's compilation of the report shall not be public records.

(h) Not later than 30 days before any municipal, state or presidential election, each city or town clerk shall post on the city or town's website and report to the state secretary any measures undertaken to facilitate voting for eligible incarcerated voters.

SECTION 11. Section 65 of said chapter 54, as so appearing, is hereby amended by adding the following paragraph:-

This section shall apply to early voting locations under section 25B while voting is being conducted.

SECTION 12. Said chapter 54 is hereby further amended by striking out section 67, as so appearing, and inserting in place thereof the following section:-

Section 67. One voting list shall be delivered to the ballot clerks and another may be delivered to the officer in charge of the ballot box; provided, however, that the city or town clerk may opt to use only 1 voting list at the check in. When a ballot is delivered to a voter, the voter's name shall be checked on the voting list and, except where the city or town clerk

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has opted to not use a check-out list, it shall be checked on the second voting list when the voter deposits the ballot. Where a check-out list is used, the officer in charge of the ballot box and the officer in charge of the voting list shall either: (i) be of different political parties; or (ii) not be of the same political party if the election officers have been appointed pursuant to section 14 without regard to political party membership. No person shall vote if the person's name is not on the voting list, nor until the local election officer shall check the person's name thereon, unless the person presents a certificate from the registrars of the city or town as provided by section 51 or section 59 of chapter 51 or unless the person is voting by provisional ballot under section 76C. A city or town may vote to use electronic poll books rather than paper voting lists in accordance with section 33I.

SECTION 13. Said chapter 54 is hereby further amended by striking out section 72, as so appearing, and inserting in place thereof the following section:-

Section 72. The select board, board of selectmen, town council or city council of each city and town, in consultation with its election officers and registrars, shall detail a sufficient number of police officers or constables for each building that contains the polling place for 1 or more precincts at every election therein to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections.

SECTION 14. Said chapter 54 is hereby further amended by striking out section 83, as so appearing, and inserting in place thereof the following section:-

Section 83. In a precinct at which a check-out table is used, a voter, after marking the voter's ballot, shall give the voter's name, and, if requested, residence, to an officer in charge of the ballot box, who shall distinctly announce the voter's name and, if requested, residence. If the name is found on the voting list by the local election officer, the local election officer shall distinctly repeat the name and check it on the voting list. The voter may then deposit the ballot in the ballot box. No ballot without the official endorsement, except as provided in section 61, shall be deposited in the ballot box. A city or town clerk may opt to eliminate the use of a voting list at the check-out table but shall maintain an officer in charge of the ballot box.

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SECTION 15. Subsection (d) of section 87 of said chapter 54, as so appearing, is hereby amended by adding the following paragraph:-

To the extent feasible, the state secretary shall include on the envelopes required pursuant to this subsection a system that generates a postmark for determining the date upon which the envelope was mailed.

SECTION 16. Section 89 of said chapter 54, as so appearing, is hereby amended by striking out the second sentence and inserting in place thereof the following sentence:- No application for an absent voting ballot to be sent by mail shall be deemed to be seasonably filed unless it is received in the office of the city or town clerk or registrars before 5 p.m. on or before the fifth business day preceding the election for which the ballot is being requested.

SECTION 17. Section 91B of said chapter 54, as so appearing, is hereby amended by inserting after the word "prepaid", in line 5, the following words:- and with return postage guaranteed.

SECTION 18. Said chapter 54 is hereby further amended by striking out section 91C, as so appearing, and inserting in place thereof the following section:-

Section 91C. (a) For the purposes of this section, "voter" shall mean an individual voting pursuant to the federal Uniformed and Overseas Citizens Absentee Voting Act.

(b) A voter wishing to cast an absentee ballot in any preliminary, primary or election may apply for such ballot in a form and manner prescribed by the state secretary; provided, however, that the secretary shall permit a voter to apply through an electronic application that: (i) includes clear instructions for completing and returning the application; and (ii) can be: (A) completed by the voter electronically; (B) signed with a wet signature or hand-drawn electronic signature; and (C) submitted electronically, by mail or by delivering it to the office of the appropriate city or town clerk. The most recent version of the Federal Post Card Application shall be one such application that shall be accepted by the state secretary pursuant to this section.

(c) An application pursuant to subsection (b) shall permit a voter to request to receive an absentee ballot: (i) by mail, in accordance with section 91B; (ii) by fax; (iii) by email; or (iv) electronically through an electronic system that is approved by the state secretary and allows a voter to receive, mark, verify and cast a ballot electronically; provided, however, that any electronic system approved by the state secretary under this section

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shall: (A) provide an electronic voter affidavit that may be used for certification of an electronic ballot and signed with a wet signature or hand-drawn electronic signature; and (B) not store personal identifying information beyond the time necessary to confirm the identity of the voter.

(d) Upon receipt of a properly executed application for an absentee ballot from a voter, the city or town clerk shall retain the application and, without delay, enter the application in the voter registration information system. The city or town clerk shall expeditiously transmit a ballot or access to an electronic ballot to all voters for whom an application was received in accordance with subsection (c).

(e) The state secretary shall provide clear instructions to voters for returning the marked absentee ballot to the appropriate city or town clerk to be counted; provided, however, that the voter may return the ballot to the city or town clerk: (i) by mail; (ii) by fax; (iii) by email; (iv) electronically through the electronic system approved by the state secretary, subject to the regulations promulgated by the secretary; or (v) by delivering it to the office of the city or town clerk or a secured municipal drop box for the city or town where the voter is registered.

(f) If a request for an absentee ballot is received from a voter 45 or more days before a federal election and the state secretary has determined that the city or town clerk is unwilling or unable to transmit the ballot not less than 45 days before the election, the state secretary may, on behalf of the city or town clerk, after notice to the city or town clerk and in accordance with the voter's choice, electronically transmit or mail the appropriate absentee ballot and instructions to the voter not later than 45 days prior to the federal election. The state secretary shall enter in the voter registration information system the transmission date on which absentee voters were sent ballots by the state secretary pursuant to this subsection.

(g) The state secretary shall promulgate regulations to implement this section.

SECTION 19. Section 92 of said chapter 54, as so appearing, is hereby amended by adding the following subsection:-

(d) The absent voting ballot of any voter who was eligible to vote at the time the ballot was cast shall not be deemed invalid solely because the voter became ineligible to vote by reason of death after casting the ballot. For purposes of this subsection, the term "cast" shall mean that the voter has: (i) deposited the absent voting ballot in the mail for ballots mailed; (ii) returned the absent voting ballot to the appropriate local election

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official either by hand or by depositing it in a secured municipal drop box, where available, for the city or town where the voter is registered; or (iii) returned the absent voting ballot electronically pursuant to section 91C.

SECTION 20. Said chapter 54 is hereby further amended by striking out section 93, as so appearing, and inserting in place thereof the following section:-

Section 93. All absent voting ballots submitted by mail, delivered in person to the office of the city or town clerk, returned to a secured municipal drop box for the city or town where the voter is registered or returned electronically pursuant to section 91C shall be received by the city or town clerk before the hour fixed for closing the polls on the day of a primary or election; provided, however, that an absent voting ballot mailed on or before the day of a biennial state election shall be accepted until 5 p.m. on the third day after the election and shall be processed in accordance with section 95. A postmark, if legible, shall be evidence of the time of mailing.

SECTION 21. Section 95 of said chapter 54, as so appearing, is hereby amended by striking out the first paragraph and inserting in place thereof the following 2 paragraphs:-

Any absent voter ballot cast pursuant to section 86 may be opened and deposited into a tabulator in advance of the date of the primary or election in accordance with regulations promulgated by the state secretary; provided, however, that municipalities that do not have a tabulator may open and deposit early voting ballots into a ballot box; provided further, that such ballots shall be kept secured, locked and unexamined and that no results shall be determined or announced until after the time polls close on the date of the primary or election; and provided further, that notice of the date, time and location of any such opening or depositing shall be posted 2 business days in advance of the opening or depositing; and provided further, that the opening or depositing shall be open to the public. Disclosing any such result before such time shall be punished as a violation of section 14 of chapter 56.

If not advance deposited, the city or town clerk, on the day of the election but not later than 1 hour after the hour for the closing of the polls, shall transmit all envelopes purporting to contain official absent voting ballots received on or before the close of business on the day preceding the day of the election, and that have not been marked "Rejected as Defective" as provided in section 94, to the local election officers in the

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several precincts where the voters whose names appear on such envelopes assert the right to vote or to a central tabulation facility designated in accordance with regulations promulgated by the state secretary. The local election officer in charge of the polling place or central tabulation facility shall immediately, after receipt of any such envelopes, distinctly announce the name and residence of each such voter and check the voter's name on the voting lists referred to in section 60 of chapter 51, on the voter's certificate of supplementary registration attached to such lists as provided in section 51 of said chapter 51 or on the lists of specially qualified voters, if it has not already been so checked. The city or town clerk shall open the envelopes in which the ballot is enclosed in such a manner as not to destroy the affidavit thereon, take the ballot therefrom without opening it or permitting it to be examined and deposit it in the ballot box. All envelopes referred to in this section shall be retained with the ballots cast at the election and shall be preserved and destroyed in the manner provided by law for the retention, preservation or destruction of official ballots.

SECTION 22. Section 100 of said chapter 54 is hereby repealed.

SECTION 23. Not later than July 1, 2022, the state secretary shall enter into the agreement with the Electronic Registration Information Center, Inc. as required by section 47C of chapter 51 of the General Laws.

SECTION 24. Not later than 30 days after the effective date of this act, the state secretary shall conduct a public awareness campaign to inform voters in the commonwealth of the provisions of this act, including, but not limited to, measures to promote public awareness of: (i) expanded early voting options; (ii) the requirements and procedures for early voting by mail, including, but not limited to, information related to the ability of a voter who requests but does not return an early voting by mail ballot to vote in person on election day; (iii) the availability of accommodations for voters with disabilities; (iv) the availability of assistance under section 79 of chapter 54 of the General Laws for voters who have limited English proficiency; and (v) information explaining that the processing of mail ballots and the tabulating of the results of the election may extend a few days past the day of the election. The public awareness campaign shall: (i) be linguistically diverse and culturally competent; (ii) be provided in multiple formats for viewing and include, but not be limited to, outreach through digital and social media; and (iii) ensure specific outreach is conducted for groups and communities that have historically underused mail voting and early voting.

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SECTION 25. The electronic instructions and accommodations prescribed by the state secretary pursuant to paragraph (4) of subsection (a) of section 25B of chapter 54 of the General Laws, as inserted by section 10, shall comply with requirements contained in Title II of the federal Americans with Disabilities Act and shall conform, to the extent feasible and required under law, with the Web Content Accessibility Guidelines 2.1 Level AA and best practices from the National Institute of Standards and Technology.

SECTION 26. Sections 1 to 4, inclusive, shall take effect 30 days after the effective date of this act.

SECTION 27. Not later than 30 days after the effective date of this act, the state secretary shall implement the internet portal required by paragraph (6) of subsection (a) of section 25B of chapter 54 of the General Laws, as inserted by section 10.

SECTION 28. Section 18 shall take effect on December 1, 2022. The state secretary shall promulgate regulations necessary to implement section 91C of chapter 54 of the General Laws, as inserted by section 18, not later than January 1, 2023.

SECTION 29. Sections 6 and 7 shall take effect on January 1, 2023.

SECTION 30. Section 25C of chapter 54 of the General Laws, as inserted by section 10, shall take effect on January 1, 2023.

House of Representatives, June 16, 2022.

Preamble adopted, Kate Hy, Speaker.

In Senate, June 16, 2022.

Preamble adopted, [signature], President.

House of Representatives, June 16, 2022.

Bill passed to be enacted, Kate Hy, Speaker.

In Senate, June 16, 2022.

Bill passed to be enacted, [signature], President.

June 22, 2022.

Approved,

at 2 o'clock and 55 minutes, P. M.

[signature]

Governor.

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CITY OF MELROSE

In City Council

July 18, 2022

AN ORDER

INFO-2023-3

Calling A State Primary - Tuesday, the Sixth Day of September, 2022

Offered by

BE IT ORDERED

Calling A State Primary

Tuesday, the Sixth day of September, 2022

In accordance with Massachusetts General Laws, Chapter 54, as amended, the City Clerk is hereby authorized and directed to notify and to warn such of the inhabitants of the City of Melrose as are qualified to vote in Primaries to assemble at the polling place as designated herein, on **TUESDAY, the SIXTH DAY of SEPTEMBER, 2022 from 7:00 a.m. to 8:00 p.m.,** then and there to cast their votes in the State Primary for the candidates of political parties for the following offices:

GOVERNOR. . . . . For This Commonwealth
LIEUTENANT GOVERNOR. . . . . For This Commonwealth
ATTORNEY GENERAL. . . . . For This Commonwealth
SECRETARY OF STATE. . . . . For This Commonwealth
TREASURER. . . . . For This Commonwealth
AUDITOR. . . . . For This Commonwealth
REPRESENTATIVE IN CONGRESS. . . . . Fifth District
COUNCILLOR. . . . . .Sixth District
SENATOR IN GENERAL COURT . . . . . Fifth Middlesex District
REPRESENTATIVE IN GENERAL COURT. . . . . 32nd Middlesex District
DISTRICT ATTORNEY . . . . . Northern District
SHERIFF . . . . . Middlesex County

WARD/PRECINCT		POLLING PLACE LOCATION	
1	1	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
1	2	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
2	1	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
2	2	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
3	1	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
3	2	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
4	1	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
4	2	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
5	1	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
5	2	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

6	1	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
6	2	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
7	1	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
7	2	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.

The polls shall be opened at seven o'clock a.m. and shall be closed at eight o'clock p.m.

07/18/22 City Council ASSIGN TO COMMITTEE

RESULT: ASSIGN TO COMMITTEE

In the City Council
Ordained Roll Call

Passed July 18, 2022

Kristin Foote, Clerk

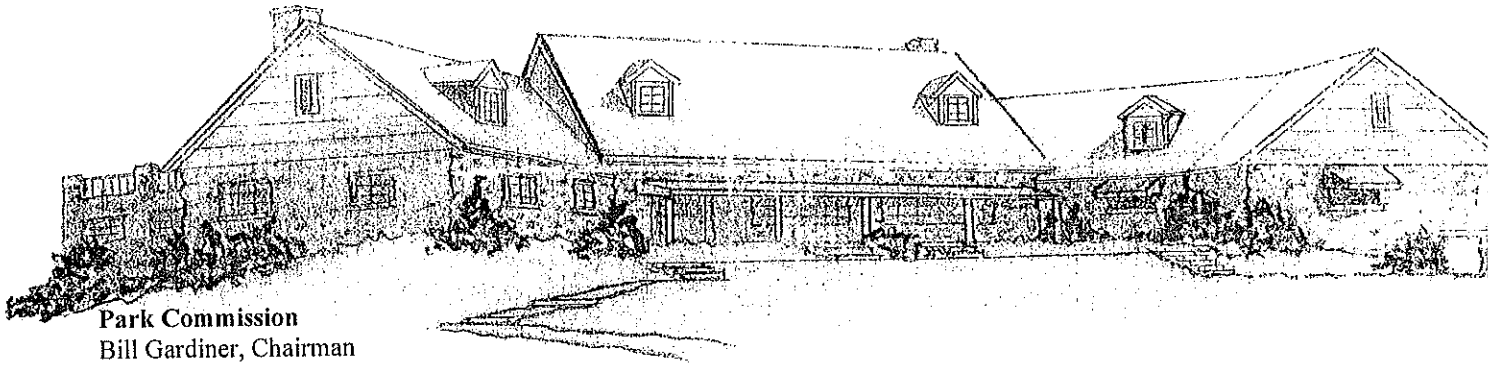
Christopher Cinella, President
City Council

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jul 18, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

Mount Hood Golf Course & Memorial Pa
100 Slayton Ro
Melrose, MA 021
Park Dept.: 781.662.02
Park Dept. Fax: 781.662.44



Park Commission
Bill Gardiner, Chairman
Robert Christiansen
John Mercer
John McLaughlin
James Lane

Joan Bell

Superintendent of Mount Hood & Public Open Space
jbell@cityofmelrose.org
O: 781.979-4169
C 781-389-6085

August 9, 2022

To: Mayor Paul Brodeur

On behalf of the Melrose Park Commission, I am respectfully requesting approval that the term on the next Management Agreement for the Operation & Maintenance of the Mt. Hood Memorial Park & Golf Course (the "Golf Course") and any and all future management agreements of this same type for the Golf Course, be authorized for a 5-year contract term.

Pursuant to M.G.L. c. 30B, § 12, as the delegated procurement officer for this process, I cannot award any contract for a term exceeding three years unless first authorized by a majority vote of City Council, with your approval.

This summer, the Park Commission issued two RFPs for the selection of a new management company for the Golf Course and received no proposals. After soliciting feedback from many of the companies who requested the RFP but who did not bid, one of the main concerns mentioned was that given the economic climate, they felt they needed a longer-term contract than three years to justify the significant expenses and investments they would need to make in staff benefits, labor, materials, and equipment. The cost to supply these items has increased dramatically in recent years at a time when there are still growing concerns about a slowing economy, recession fears and interest rates hikes.

Based on market feedback, extending the term of this type of contract to 5 years, should help in attracting additional companies to bid on a new RFP by giving them the added security of time to recoup the large investments needed to undertake management of the Golf Course.

Attachment: Mt Hood Request for 5 year contract (ORDER-2023-6 : Mt Hood Contract Terms)

If you approve of this requested contract term extension, please confirm as such in writing, and I will have this request submitted to City Council for the necessary vote to take place.

Regards,

Joan Bell

Superintendent of Mt. Hood & Public Open Space

Attachment: Mt Hood Request for 5 year contract (ORDER-2023-6 : Mt Hood Contract Terms)

CITY OF MELROSE

AUDITOR'S OFFICE
City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4107
Fax - (781) 662-2182

PATRICK D. DELLO RUSSO
CFO/City Auditor

Office of the Inspector General
One Ashburton Place
Room 1311
Boston, MA 02108

Attn: CPO Delegation

May 22, 2012

Dear Mr. /Ms.:

Attached you will find a Chief Procurement Officer's Delegation of Procurement Powers and Duties completed form. It is my objective to delegate the specified powers and duties for the Procurement of a Golf Management Contract (Mt. Hood Golf Course in Melrose, Mass.) to the "Superintendent of Mount Hood & Public Open Space".

If you have any questions, please do not hesitate to contact me.

Thank you again.

Sincerely,

Patrick D. Dello Russo, MBA,CPP
CFO/City Auditor
City of Melrose

CC: Audit File

Fn:OFFICEOFTHEINSPECTORGENERALMTHOODDELEGATION052212

Attachment: 2012 Delegation Form - 2023-6 (ORDER-2023-6 : Mt Hood Contract Terms)

Chief Procurement Officer's Delegation of Procurement Powers and Duties

(Type or print legibly)

1. ☑ Original Delegation ☐ Amendment ☐ Revocation

2. Pursuant to the provisions of M.G.L. c.30B, section 19, I PATRICK D. DELLO RUSSO (print full name) am the CPO for City of MELROSE (jurisdiction) and hereby delegate the procurement powers and duties set forth below to:

   Title SUPT. OF MOUNT HOOD & PUBLIC OPEN SPACE

   Department MOUNT HOOD

   Name JOAN E. BELL

3. I hereby delegate the following Chapter 30B powers and duties to the procurements specified herein:

   ☑ Solicit ☑ Open ☑ Evaluate ☑ Award ☑ Reject/Cancel
   ☑ Exercise options ☑ Increase quantities ☑ Maintain records
   ☑ All of the above ☐ Other (specify in an attachment)

4. This delegation pertains to procurements:

   ☐ for the following department(s): _____

   ☑ for the following contract(s): GOLF MANAGEMENT CONTRACT

   ☐ other (specify in an attachment)

   involving:

Supplies	Services	
☐	☐	under M.G.L. c.30B, §4(c) (sound business practices)
☐	☐	under M.G.L. c.30B, §4(a) (price quotations)
☑	☑	under M.G.L. c.30B, §5 using bids
☑	☑	under M.G.L. c.30B, §6 using proposals
☐	☐	Other (specify in attachment)

5. This delegation is conditioned upon compliance with M.G.L. c.30B, all applicable statutes, rules, regulations, charters, ordinances, or bylaws, and subject to the following additional requirements:

   ☐ Final approval of award by Chief Procurement Officer
   ☐ Approval of all documents by Chief Procurement Officer prior to issuance
   ☐ Certification as a Massachusetts Certified Public Purchasing Official (MCPPO)
   ☐ Certification as an MCPPO for Supplies and Services
   ☐ Certification as an MCPPO for Design and Construction
   ☐ Other Certification (specify in attachment)

Attachment: 2012 Delegation Form - 2023-6 (ORDER-2023-6 : Mt Hood Contract Terms)

5. (Continued from previous page):

☐ Completion of the following MCPPO course(s):

- ☐ Public Contracting Overview
- ☐ Supplies and Services Contracting
- ☐ Design and Construction Contracting
- ☐ Construction Management at Risk
- ☐ Other_____(specify in an attachment)
- ☐ Bidding Basics and Contract Administration
- ☐ Bidding for Better Results
- ☐ Model IFB Course
- ☐ Advanced Topics Update

☐ Other requirements (specify in an attachment)

6. This delegation shall remain in effect until revoked or amended. Otherwise, this delegation shall expire on: "NOT APPLICABLE"

7. I certify that I am the Chief Procurement Officer of City of Melrose
(jurisdiction name)

Signed Patrick D. Dello Russo Date 5/22/2012

Name PATRICK D. DELLO RUSSO

Title CFO/City Auditor

Department OFFICE OF THE AUDITOR

Office Address MELROSE CITY HALL, 562 MAIN STREET

MELROSE, MASS. Zip 02176

Office Telephone (781) 979-4107

CPO has MCPPO Certification: ☑ Yes ☐ No

8. Send a copy of this form to Office of the Inspector General, One Ashburton Place, Room 1311, Boston, MA 02108, ATTN: CPO Delegation. **No delegation, amendment or revocation shall take effect until a copy of the form is received by the Office of the Inspector General.**

Attachment: 2012 Delegation Form - 2023-6 (ORDER-2023-6 : Mt Hood Contract Terms)

MELROSE PUBLIC LIBRARY

Attachment: City Council Memo 08.09.22 (ORDER-2023-7 : Disposal of City Owned Property via a Library Sale)

Date: August 9, 2022
To: City Council
Cc: Mayor Paul Brodeur
From: Linda C.W. Gardener, Library Director
Subject: Disposition of Library Property

The Library Department is requesting permission to dispose of various items that will not be moved to the newly renovated building through a "yard" sale in the vacated library building. Due to the need to completely empty the building in September, prior to construction, we are requesting immediate consideration of this order. The items have been purchased or donated over the years from a variety of sources, including the City, Friends of Melrose Public Library, the Board of Trustees, and individual donations.

Due to the varied nature of acquiring these items, and the connection of this process to the library building project, any funds received will be deposited to the Library Renovation Account, Fund #3390, and will be used to benefit the building project. Items will be offered to other City departments prior to the yard sale. All items remaining will be sold "as is".

Thank you for your consideration of this request.

69 West Emerson Street
Melrose, MA 02176
www.melrosepubliclibrary.org

Phone: 781-665-2313 ext. 117
Email: lcwgardener@noblenet.org

Linda C.W. Gardener
Director

Dear Mayor Brodeur and members of the Melrose Human Rights Commission:

It is with great enthusiasm that I submit my request to join the board of the Melrose Human Rights Commission. It is the commission's logo and slogan, "One Community Open to All", that led my husband and I to move to Melrose in 2016 to start a family. It was critically important that we move to a "safe" space, recognizing the subtle discrimination we each experienced for being gay while living in less welcoming communities.

While it would be an honor to serve as a commissioner and participate in community building, I believe my professional skills and work experience might compliment the commissions efforts. I am currently a Licensed Clinical Mental Health counselor and Executive Coach specializing in the field of psychological trauma. I have a strong ability to deeply understand others. I also enjoy facilitating conversations across difference - Behind anger is always a hurt. When we make space to understand the hurt, we increase the potential for greater understanding and perhaps even some compassion within a conflict. My mission is not to tell others how to be, but to expand awareness.

The conflict that erupted in our community during Halloween of 2021, prompted me to get involved with the MPS PTO as a co-DEI rep at The Frankin, where my daughter was in pre-k. I really enjoyed learning how to facilitate "community circle" conversations and look forward to continuing this work as my daughter enters Kindergarten this fall. Joining the MHRC would complement my continued participation on the PTO doing DEI work. We have a long way to go in encouraging community members to learn why DEI matters to EVERYONE - not just to those who carry a minority group status.

I look forward to rolling up my sleeves and joining the team members of the Melrose Human Rights Commission and appreciate your consideration.

My resume is attached.

Best,
Doug DiBrielle
39 Reading Hill Ave
Melrose, MA 02176

Attachment: Doug_DiBrielle_LOI (ORDER-2023-8 : Appointment of Doug DiBrielle, 39 Reading Ave, to the Melrose Human Rights Commission)

Contact

www.linkedin.com/in/dougdibrielle (LinkedIn)

Top Skills

Counseling
Clinical
Psychotherapy

Languages

Spanish (Full Professional)

Certifications

ICF Member Badge
Energy Leadership™ Index Master Practitioner (ELI-MP)
Licensed Mental Health Counselor (Massachusetts)

Doug DiBrielle, LMHC (he, his, him)

Executive and Self-Leadership Coach, Licensed Mental Health Counselor at THRIVE CATALYST, LLC
Boston, Massachusetts, United States

Summary

Experienced Licensed Mental Health Counselor with a demonstrate history of working in the mental health care industry. Skilled in Coaching, Crisis Intervention, Clinical Supervision, Facilitation, and Mentoring. Strong healthcare services professional with a Graduate Certificate in Non-Profit Management & Leadership focused in Non-Profit/Public/Organizational Management from Boston University.

Experience

THRIVE CATALYST, LLC
Executive and Life Coach
April 2017 - Present (5 years 5 months)
Boston, Massachusetts, United States

Thrive Catalyst
Licensed Mental Health Counselor - Private Practice
January 2017 - Present (5 years 8 months)
Boston, MA

St. Francis House
6 years 10 months

Program Manager (Guest Services)
February 2014 - December 2016 (2 years 11 months)
Boston, MA

Design & Implementation of integrated clinical / case management services. Manage $2.1 million budget, including oversight of 33 staff working in 3 separate direct service programs.

Bilingual Mental Health Counselor
March 2010 - January 2014 (3 years 11 months)
boston, massachusetts

Attachment: Doug_DiBrielle_Resume (ORDER-2023-8 : Appointment of Doug DiBrielle, 39 Reading Ave, to the Melrose Human Rights

Lesley University
Adjunct Faculty
September 2009 - May 2014 (4 years 9 months)

Lesley University
3 years

Research and Teaching Assistant
January 2007 - May 2009 (2 years 5 months)

Investigated resilience in the wake of ethnocultural conflict.

Teaching assistant in Psychopathology course

Counseling Intern
2008 - 2009 (1 year)

Provide counseling services to university students, conduct psychoeducation seminars, and individual and group psychotherapy.

Student Athlete Mentor
2006 - 2009 (3 years)

Provided academic support and guidance to students in unversity athletics program.

St. Francis House
Mental Health Intern
2007 - 2008 (1 year)

Provided counseling services to guests.

Donahue & Grolman
Office Manager
2004 - 2006 (2 years)

Delta Connection Academy
Group Manager
2002 - 2004 (2 years)

Flight training

Cape Air
Customer Service Agent
1996 - 2004 (8 years)

Daniel Webster College

Attachment: Doug_DiBrielle_Resume (ORDER-2023-8 : Appointment of Doug DiBrielle, 39 Reading Ave, to the Melrose Human Rights

Certificated Flight Instructor (CFII)
2002 - 2002 (less than a year)

Education

Boston University

Graduate Certificate in Non-Profit Management & Leadership, Non-Profit/ Public/Organizational Management · (2014 - 2015)

Lesley University

M.A. Clinical Mental Health Counseling, Trauma Specialization, Clinical Psychology · (2006 - 2009)

University of Oregon

B.A., Environmental Studies · (1996 - 2000)

Roger Williams University

Architecture · (1995 - 1996)

Attachment: Doug_DiBrielle_Resume (ORDER-2023-8 : Appointment of Doug DiBrielle, 39 Reading Ave, to the Melrose Human Rights

CITY OF MELROSE

OFFICE OF THE MAYOR

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

PAUL
BRODEUR
Mayor

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Melrose Human Rights Commission Appointment
Date: August 9, 2022

I respectfully request the Honorable City Council confirm the appointment of Doug DiBrielle, 39 Reading Ave, to the Melrose Human Rights Commission, for a three-year term, said term to expire on the last day of February 2025. Mr. DiBrielle's appointment satisfies a vacant seat on the commission.

As you are likely aware, the MHRC was originally developed to help resolve disputes among Melrose citizens that may involve an element of racial, religious, or ethnic prejudice, and to develop programs for promoting a spirit of diversity and respect for others regardless of their differences. As a Licensed Clinical Mental Health Counselor and Executive Coach, Mr. DiBrielle is trained and experienced in facilitating difficult conversations across differences and mediating conflicts.

In addition, much like the MHRC takes a proactive approach towards the support and defense of human rights in the City, Mr. DiBrielle shares these values, and has proactively looked for opportunities to support Melrose residents through their differences. I'm positive that Mr. DiBrielle's therapeutic training, experience, and appreciate for human differences will add immense value to the Human Rights Commission.

Thank you for your consideration.

Attachment: Melrose_Human_Rights_Commission_Memo_Doug_DiBrielle (ORDER-2023-8 : Appointment of Doug DiBrielle, 39 Reading Ave, to

To: Mayor Brodeur and the Conservation Commission City of Melrose
562 Main Street
Melrose, MA 02176

Dear Mayor Brodeur and members of the Conservation Commission.

I am writing to express my strong interest in joining the Melrose Conservation Commission. I have been a resident of Melrose 16 years.
In those years, I have spent many hours exploring the trails and open spaces that Melrose has to offer, some of which are steps from my house. For the past few years, I have volunteered as a trail steward for the city. During that time, I have responded to issues on the trails, organized cleanup efforts and "trail days" to reclaim overgrown trails, address trail erosion and work to mitigate invasive species such as bittersweet and knot weed. As a certified trail builder, I can be regularly found working in other cities performing tail maintenance and repair. I have been called upon by the Melrose Conservation Commission to also help with trail design and to work with the commission to identify and correct issues. I am a strong advocate for conservation while at the same time increasing the sustainable use and access to the green spaces that make Melrose so inviting. I feel as a member of the commission, I would give a valuable perspective and would be able to to more for the city to conserve our green spaces than I can as a trail steward.

I appreciate your consideration and look forward to discussing this opportunity with you at your convenience.
Please let me know if there is any other information that I can provide that will support my candidacy for the Conservation Commission.

Sincerely,

Craig

--
Craig Molway

Attachment: Craig_Molway_LOI (ORDER-2023-9 : Appointment of Craig Molway to the Melrose Conservation Commission)

Craig Molway

Experience

Mount Auburn Hospital- Cambridge Massachusetts April 2018 – Present *Applications Analyst III*

• Senior Analyst supporting the Emergency Department ASAP platform and the technical lead for Care Everywhere
• Project lead for various clinical and interoperability projects.
• Responsible for ongoing environment evaluation, testing, initiatives and upgrades.
• Technical expert for the hospital's web portal connection for non-Epic trading partners.
• Haiku/Canto (Epic mobile applications) lead for the application team.
• Responsible for ongoing development and validation of associated reports including Reporting Workbench, Crystal and Excel.
• Responsible for Radar Dashboard development to drive provider performance and enhance the user experience.
• Provide end-user clinical application on-call support for Epic ASAP, Care Everywhere and associated reporting analytic tools.
• Contributing member of the Onboarding, Mobile Applications, Security, Printing Blood Admin and SOGI workgroups.
• Recipient of the 2022 Achievement in Patient Safety Team Award.

Recent Projects

• ED to Inpatient Admission Project (Project Lead): Large-scale project to change the hospital admission process in the emergency department. Project spanned 10 months and involved Inpatient, ambulatory and emergency department teams and stakeholders.
• Dementia and Delirium project (Project Lead for ED workflows): New workflows for different roles in the ED to identify, treat and follow-ups for patient who present with delirium and dementia in the ED.
• 21 Century Cures Act Project (Project Member and Interoperability Lead): Project was to insure that the hospital was able to meet the new regulatory requirements of interoperability for sharing data between patients and providers.

Boston Medical Center – Boston Massachusetts August 2015 – April 2018 *Applications Analyst II*

• Epic certified Ambulatory analyst. Certified Epic Regulatory analyst. MyChart (patient portal) analyst. Detailed knowledge of the Centers of Medicare & Medicaid (CMS) Meaningful Use (MU) incentive and Quality Payment Program (QPP) programs. Performed analysis on multiple aspects of the CMS program including measure detail, CHPL certification, hardship exemptions, review and analysis of new and changing regulations covered in the federal register. Authoring of BMC's interpretation and attestation documents for audit.
• Lead for MU/QPP-related projects, environment evaluation and upgrade build attestation submissions, audit risk analysis and mitigation. Performance overview and mitigation of over 700 eligible clinicians in the MU program and over 1200 providers in the QPP program.
• Responsible for the build and maintenance of all outpatient clinical quality measures (CQM) reported out of the EHR.
• Provide end-user clinical application on-call support for Epic Ambulatory, MyChart and associated reporting analytic tools.

Dana Farber Cancer Institute- May 2014 – August 2015 *Applications Analyst (Consultant)*

• Provide adult and pediatric clinical application IS support
• Member of the LMR (EHR), Pediatric Oncology, eScription, Dragon and Dawn AC support teams.
• Provide support, in person and over the phone to clinical staff on a variety of clinical applications.
• Facilitate the design and implementation of Meaningful Use (MU) Standards within EHR.
• Author and update business and technical documents and give end-user training.
• Identify, develop and train clinical workflow for new applications to meet MU standards.
• Regression, integration and HL7 interface testing for multiple software releases.
• Work with users and developers to identify and track software bugs.

Boston Children's Hospital - Boston Massachusetts Jan 2014 - Mar 2014 *Applications Specialist (Consultant)*

• Providing IT and Laboratory Information System support (LIS) for BCH department of Pathology
• Regression and integration testing for new LIS upgrade in advance of ICD-10 requirements.
• Perform database queries and perform statistical analysis on results.
• Author and update technical documentation for end-user training.
• Manage department SharePoint team site and Sitecore CMS website.
• Provide desktop support for the department.

Attachment: Craig Molway - Resume - redacted (ORDER-2023-9 : Appointment of Craig Molway to the Melrose Conservation Commission)

Craig Molway

Education

University of Massachusetts Boston
Bachelor of Arts in History. *Magna Cum Laude*
Golden Key International Honor Society.

Mount Auburn
Mount Auburn Interdisciplinary Processional Leadership Academy (IPLA) - 2022 class.

Epic Certifications

- EpicCare Ambulatory
- Care Everywhere
- ASAP Emergency Department
- MyChart
- Advanced Care Everywhere Badge
- Epic Regulatory Badge
- Advanced Analyst Badge

Attachment: Craig Molway - Resume - redacted (ORDER-2023-9 : Appointment of Craig Molway to the Melrose Conservation Commission)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL
BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Melrose Conservation Commission Appointment
Date: August 9, 2022

I respectfully request the Honorable City Council confirm the appointment of Craig Molway, 58 Gross Ave, to the Melrose Conservation Commission, for a two-year term, said term to expire on the last day of February 2024. Mr. Molway's appointment will replace the membership of Gwendolyn Orford, who resigned from the Commission on July 13, 2022.

Mr. Molway has been a resident of Melrose for the past 16 years. During this time, he has dedicated himself to exploring the many trails and open spaces that Melrose has to offer and taken the initiative to serve Melrose as a trail steward and a certified trail builder. As a steward for Melrose trails, he has used his event planning skills and experience to organize various trail cleanup efforts, and "trail days" — all with the intention of protecting Melrose's conservation spaces.

In addition, Mr. Molway's preexisting relationship with the Melrose Conservation Commission, developed through co-trail building, has set a strong foundation for him to serve as a Commission team member.

Thank you for your consideration.

Attachment: Melrose Conservation Commission Appointment_Craig_Molway_Memo.pdf (ORDER-2023-9 : Appointment of Craig Molway to the

SHANE M. EGAN
21 Boston Rock Road
Melrose, MA 02176

EDUCATION

University of Massachusetts at Boston
Masters in Business Administration with a Specialization in Finance

University of Massachusetts at Amherst
Bachelor of Science Hotel, Restaurant, and Travel Administration

PROFESSIONAL EXPERIENCE

Beth Israel Deaconess Medical Center **Boston, MA**

Director of Finance- Support Services Division **August 2011 to Present**

In addition to keeping the responsibilities of the previous position, responsible for leading the Support Services' division in budgeting, variance analysis, and invoice processing for 19 cost centers totaling $53M+ in expenses and $26M+ in revenues annually.

- Worked with a Group Purchasing Organization(VHA) to the Medical Center in an initiative to save $1.5M in annual Supply Chain Spend and to set up purchase contracts to generate admin fee revenues of up to $2M annually.
- Act as medical center liaison for GPO related expenses and savings verification.
- Member of Clinical Quality Value Analysis Executive Committee that verifies Medical Center Supply Chain Savings and Directs future areas of inquiry.

Financial Business Manager **July 2008 to August 2011**

Responsible for financial analysis, reporting, and financial control of several departments, including Food Service, Environmental Services, and Patient Transport.

- Managed the financial component of a transfer of contract service companies in support services.
- Audit and pay invoices from suppliers totaling $250-$300K per week.
- Audit adherence to Sodexo and Crothall contracts covering managed volume in excess of $28M/year
- Manage staff in the operation of the Business Administration office.
- Lead the budget development process annually for six cost centers.
- Create monthly variance reports and financial projections
- Perform ad hoc financial analysis for Support Services
- Create monthly and quarterly Press Ganey reports for Food Services and Environmental Services.
- Create and update a Balanced Scorecard to measure progress in the Support Services' division against predefined goals.
- Manage the payroll process for over 400 employees.
- Maintain updated employee files consistent with state and federal laws, as well as Joint Commission requirements.

Sodexo, USA **1994 – 2008**

Beth Israel Deaconess Medical Center **Boston, MA**

Attachment: RESUME- Shane Egan-2022 - redacted (ORDER-2023-10 : Appointment of Shane Egan, 21 Boston Rock Road, to the Melrose

Finance Manager **September 2005 – July 2008**

Responsibilities:

- Responsible for the budget development process for six medical center cost centers and three Sodexo cost centers.
- Draft weekly invoice for the client.
- Internally audit finances in all cost centers.
- Create monthly variance reports for Sodexo and the medical center.
- Pay all department invoices through Peoplesoft
- Manage Payroll/Human Resource Data for 400 medical center employees and 36 Sodexo managers

Beth Israel Deaconess Medical Center Boston, MA

Call Center General Manager/Data Analyst **January 2003 – September 2008**

Responsible for the management and direction of the Service Response Center, an internal hospital call center which manages multiple types of service calls including patient transport, maintenance, housekeeping, patient information, motor services, and conference room booking.

Responsibilities:

- Responsible for the budget reporting and budget development process of the department
- Analyze support service data relating to timeliness of service response utilizing advanced applications of Microsoft Access and Excel, as well as the use of Sodexo proprietary software
- Manage the day-to-day operations of the call center
- Enforce HIPAA laws and JCAHO regulations with regards to patient information policies and procedures
- Perform 24/7 system administrator duties for three servers and four software programs

Accomplishments:

- Established the Beth Israel Deaconess site as a national training site for Sodexo call center managers
- Integrated the Patient Information call center into the Service Response Center, increasing efficiency and reducing labor costs.
- Developed detailed statistical reports utilizing Microsoft Excel and Access for the Medical Center leadership and department directors to regularly monitor key drivers of service efficiency and customer service
- Provided critical data analysis for a performance improvement team that increased patient throughput for the medical center
- Presented the Sodexo call center model to prospective clients which resulted in sales contracts for several new accounts in the U.S. and Canada

Retail Operations Manager **2000 - 2003**

Responsible for directing a team of two managers and four supervisors to manage all five retail food service outlets at the medical center with revenues in excess of $3M per year.

Cafeteria Manager **1995 – 2000**

Responsible for managing the Medical Center's 374-seat main cafeteria and a 30 seat off-site cafeteria with revenues in excess of $2.2M per year.

Attachment: RESUME- Shane Egan-2022 - redacted (ORDER-2023-10 : Appointment of Shane Egan, 21 Boston Rock Road, to the Melrose

Mayor Brodeur and Members of the City Council,

I am writing to express my interest in volunteering to become a member of the Melrose Historical Commission. I have lived in Melrose for over twenty years with my wife, Natalie, and daughter Sam. We have had wonderful experiences in our time here. Over the last few years, I have developed an acute interest in Melrose's rich history. This started with collecting Melrose items at yard sales or through the internet, and has culminated with the creation and ongoing administration of a Facebook page(Old Time Melrose) devoted to the history of Melrose. This page has grown to over 3,700 members in the six months since it was created.

In order to source content for this Facebook page, I have worked with local citizens, including unofficial historian Scott Macaulay, as well as the Melrose Public Library to help digitize hundreds of historical Melrose photos to share with the community. This process has taught me a lot about the history of Melrose and its architecture. I would like to join the Commission, as I want to see our history maintained and restored. I am prepared to give my time for meetings and projects to help further this goal.

As for my educational and professional history, I received a Bachelor of Science in Hotel, Restaurant, and Travel Administration from the University of Massachusetts/Amherst and an MBA from UMass Boston. I have held several food service management positions early in my career. For the last 14 years, I have been a Finance Director at Beth Israel Deaconess Medical Center in Boston. I would be happy to lend those skills to the Commission if/when financial analysis is needed.

I hope that I can be a part of this important body protecting our city's history. Thank you for your consideration.

Sincerely,

Shane Egan
21 Boston Rock Road

Attachment: Shane_egan_LOI (ORDER-2023-10 : Appointment of Shane Egan, 21 Boston Rock Road, to the Melrose Historical Commission)

CITY OF MELROSE

OFFICE OF THE MAYOR

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

PAUL
BRODEUR
Mayor

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Melrose Historical Commission Appointment
Date: August 9, 2022

I respectfully request the Honorable City Council confirm the appointment of Shane Egan, 21 Boston Rock Ave, to the Melrose Historical Commission, for a three-year term, said term to expire on the last day of February 2025. Mr. Egan's appointment replaces the membership of George Proakis, whose appointment expired on the last day or February 2022.

Since moving to Melrose 20 years ago, Mr. Egan has been archiving Melrose items found at local yard sales and researching the history of Melrose. In 2021, Mr. Egan launched a Facebook Group known as Old Time Melrose that is entirely devoted to shedding light on Melrose's lost history.

Through this work, Mr. Egan has collaborated with many Melrose residents and the Melrose Public Library, which has supported Mr. Egan in digitizing hundreds of historical photos—all with the intention of sharing Melrose's history with our community members.

In addition to sharing the Historical Commission's dedication to preserving protecting and promoting Melrose's historical heritage, archeological and architectural assets of the City for future generations, he is prepared to offer his finance analysis skills to the Commission in any situation that requires a keen understanding of financial documents.

Thank you for your consideration.

Attachment: Melrose_Historical_Commission_Appointment_Memo_Shane_Egan (ORDER-2023-10 : Appointment of Shane Egan, 21 Boston

Letter of Interest

June 30, 2022

Mayor Paul Brodeur
562 Main Street
Melrose, MA, 02176

I am interested in the volunteer position with the Melrose Historical Commission. As a Melrose resident who works in the construction industry and has a background in historic building preservation, this role utilizes my professional skills and personal interests.

My family and I moved to Melrose for many reasons, but the architectural landscape of the City was one of the biggest deciding factors for me. I have spent my career dedicated to managing and maintaining historic buildings throughout Boston, and I have found that Melrose is exceptional in its commitment to retaining its character and value through the built environment.

I work for PIERCE Property Services in Winchester, where I provide inspection reports for the buildings that we maintain, waterproof and restore. I help guide our clients through the best approaches to take care of their buildings. I also have a Master's degree from Boston University in Historic Building Preservation. At BU, I acquired the necessary skills to research and analyze buildings, and to plan for the stewardship of buildings to ensure they stand for generations to come.

As for the requirements for the position, I do read and interpret architectural plans regularly for work. As member, I would like to help homeowners understand the impact their plans can have not just on their home but on the neighborhood itself. My background in historic buildings will be useful in ensuring that the buildings in Melrose are altered in a way that respects the original architecture while also meeting modern day needs.

I can be reached by email or phone for further discussion. I look forward to hearing from you.

Best regards,

Kate Roberts

25 Rockland Street, Melrose, MA [redacted] [redacted]

Attachment: Letter of Interest - Kate Roberts - Redacted (ORDER-2023-11 : Appointment of Kate Roberts, 25 Rockland St, to the Melrose

Kate Roberts

[redacted]
linkedin.com/in/kate-roberts-pps
http://www.pierceps.com

Summary

Kate Roberts is the Director of PIERCE360, a division of PIERCE that's dedicated entirely to providing comprehensive information about the health of a building's exterior to clients as a value-add service.

Kate sees her clients as partners with a shared goal: extending the life of Boston's architectural landscape. She earned her Master's Degree in Historic Preservation & Building Stewardship from Boston University. She combines this education with her 10+ years of experience in the Boston real estate market to help clients make informed decisions for their facilities.

Outside of work, Kate spends time restoring her Victorian house in Melrose, chasing her twins Dean and Charlotte, and hanging out with her friends.

Experience

Director of PIERCE360

PIERCE Property Services

Jun 2021 - Present (1 year 1 month +)

Combining property management and building stewardship, PIERCE360 is an industry-first platform that documents the existing condition of a building envelope. PIERCE technicians are face-to-face with every inch of a building's exterior.

We show building managers and owners what they can't see from the ground. Our in-house building experts then evaluate the findings and make recommendations for how to restore, maintain, and waterproof buildings to protect their lifecycle.

As Director of PIERCE360, I generate the PIERCE360 reports and advise building managers and owners on what they need to do in order to get ahead of any issues that can affect the health of the building.

Assistant Property Manager, Pier 4

CommonWealth Partners

Jan 2019 - May 2021 (2 years 5 months)

-Manage the day to day operations of 200 Pier 4 Blvd, a Class A commercial mid-rise in the Seaport District.

-Maintain positive and collaborative tenant relations.

-Manage capital projects from start to completion and represent building ownership for tenant capital projects.

-Completed LEED and Fitwel Certification for Pier 4 in partnership with Verdani consultants.

-Manage the Pier 4 Common Area Easement, a Chapter 91 public access easement along the Boston Waterfront.

Director of Leasing, Senior Property Manager

Attachment: Resume-Kate-Roberts (002)_Redacted (ORDER-2023-11 : Appointment of Kate Roberts, 25 Rockland St, to the Melrose Historical

MVC
May 2015 - Oct 2018 (3 years 6 months)
-Manage 300 apartments over 16 buildings. Maintain resident communication, manage maintenance team, ensure efficient operations of all properties.
-Set rents for renewing leases and apartments going on the market. Achieve revenue goals monthly and yearly.
-Inspect units and properties for capital improvements. Meet market demands for amenities, finishes, level of quality.
-Head of operations for leasing, setting policies regarding lease documentation, resident communication guidelines, and updating lease documents.
-Assess the needs of newly acquired apartment buildings with the Director of Property Management and execute plans for upgrades, including renovations, reconfigured layouts, and updated common areas.



Property Manager
Equity Residential
Sep 2014 - May 2015 (9 months)
-Manage occupancy and rental income budgets by closely monitoring market pricing, local competitors, and leasing staff's strategies.
-Work with maintenance staff and corporate office to launch property improvement projects.
-Manage resident relations, delinquency, and leasing.



Senior Leasing Consultant
Equity Residential
Dec 2013 - Sep 2014 (10 months)
-Tour prospective residents at Cambridge Park Apartments.
-Uphold the policies and ethics of Equity Residential, the largest REIT in the country.
-Assist the Property Manager with management tasks, including accounting, resident events, marketing, and resident relations.
-Manage lease renewals and provide feedback on pricing.
-Train new Equity Residential employees.



Leasing Consultant
Equity Residential
Feb 2013 - Dec 2013 (11 months)
-Tour prospective residents at the West End Apartments, including the Longfellow Towers, Emerson Place Apartments, Asteria, Vesta and the Villas.
-Uphold the policies and ethics of Equity Residential, including excellent customer service and positive resident relations.
-Be a resource for all 1,500 residents in our community throughout their stay.
-Manage lease renewals, resident questions and concerns, and ensure a positive and nurturing relationship with residents.



Real Estate Agent
Exit Realty
Feb 2010 - Jan 2013 (3 years)

Attachment: Resume-Kate-Roberts (002)_Redacted (ORDER-2023-11 : Appointment of Kate Roberts, 25 Rockland St, to the Melrose Historical

-Market and lease apartments throughout Boston.
-Use various online marketing to gain new clients.
-Interact and negotiate with landlords, tenants and clients.
-Ensure proper accounting and payment of deposits.

Intern, Stewardship Department
Historic New England
Mar 2012 - Nov 2012 (9 months)
-Compiled and entered data in the New England Modern House Database.
-Performed deed research on 100 acre property in Massachusetts.
-Wrote house tour guide for modernist house tour.
-Attended and assisted with promotional events.

Intern, Consultant
Historic Boston, Incorporated
Jan 2011 - Jun 2011 (6 months)
-Research historic buildings and neighborhoods
-Assist with preservation planning projects
-Assist with preservation advocacy
-Administrative duties

Intern
National Trust for Historic Preservation
Oct 2008 - Dec 2009 (1 year 3 months)
Assisted with promotional events. Created database for their extensive library and reference materials.

Writing and Presentation Tutor
Capital University
Sep 2005 - Dec 2006 (1 year 4 months)
-Reviewed and edited student papers.
-Provided guidance to students who needed help with public speaking.

Education

Boston University
Master's, Historic Preservation
2008 - 2011
-Preservation Planning
-Building Archaeology
-Building Research and Documentation
-Preservation Financing
-Building Conservation
-Preservation Law

Capital University

Attachment: Resume-Kate-Roberts (002)_Redacted (ORDER-2023-11 : Appointment of Kate Roberts, 25 Rockland St, to the Melrose Historical

Bachelor of Arts (BA), History
2003 - 2007

Skills

Real Estate • Apartment Rentals • Leasing • Sales • Research • Architecture • Real Estate Development • Marketing • Administrative Assistants • Customer Service

Attachment: Resume-Kate-Roberts (002)_Redacted (ORDER-2023-11 : Appointment of Kate Roberts, 25 Rockland St, to the Melrose Historical

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Melrose Historical Commission
Date: August 9, 2022

I respectfully request the Honorable City Council confirm the appointment of Kate Roberts, 25 Rockland St, to the Melrose Historical Commission, for a three-year term, said term to expire on the last day of February 2025. Ms. Roberts' appointment replaces the membership of Ward Hamilton, whose appointment expired on the last day or February 2022.

Ms. Roberts is eager put her background in historic preservation and construction to work as a member of the Historical Commission. Ms. Roberts' many years spent preserving historic buildings in Boston shows a strong commitment to retaining the character, value, and dignity of historic structures, and I am confident this commitment will carry over into her volunteer work within the Melrose community.

In addition to her experience, and Master's in Historical Building Preservation from Boston University, she is qualified to read and interpret architectural plans, a skill that will support a key part of the Commission's mission.

Thank you for your consideration.

Attachment: Melrose_Historical_Commission_Appointment_Memo (ORDER-2023-11 : Appointment of Kate Roberts, 25 Rockland St, to the

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

CITY OF MELROSE

Vonnie Reis, P.E.
City Engineer

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

August 9, 2022

Memo to City Council
Re: Lead Water Service Replacement Planning

In July 2020, the Massachusetts Department of Environmental Protection adopted a program offering financial assistance in the form of a loan with 100% forgiveness for lead service line inventories and replacement plans. To be eligible for the 100% load forgiveness, planning activities must start within six months of project approval and be completed within two years. Funding will be provided through the State Revolving Fund (SRF) and applications are on a first come-first served basis. Inventory and planning projects require authorization to borrow the funds even though 100% loan forgiveness will be provided. Tata & Howard is assisting the City with the loan application.

The project scope includes review of existing information, compilation of the inventory in accordance with the EPA proposed data categories as presented in the EPA's Service Line Inventory Guidance documents, and review of services classified as "unknown material" and make assumptions on material based on historical data. The updated inventory will be used to identify up to 700 homes to be inspected to confirm and/or identify service material on both the public and private side of the curb stop. At completion of the planning project, the City will be pursuing additional funding through the SRF for construction to remove the lead services on the City side and to fund an incentive program for the removal of private lead services by property owners. The funding for the follow-up program will be a separate SRF application.

We formally request approval to apply for SRF funding in the amount of One Hundred Sixty-Five Thousand Dollars ($165,000) for these purposes, with funds to be transferred into a dedicated fund account to be established by the Auditor's Office. This project will not have any impact to the FY23 budget.

Attachment: Memo to City Council re SRF program (ORDER-2023-13 : Lead Water Service Planning SRF Loan)

CITY OF MELROSE Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4162
Collector - (781) 979-4120
Fax - (781) 665-6877

MEMORANDUM

To: Melrose City Council
Mayor Brodeur

From: Kathryn Armata

Date: August 8, 2022

Re: CWT Lead Water Line Planning Bonds – Financial Impact

Pursuant to Section 56-14 of the City Ordinances, this memo provides a projection of the principal and interest costs on the bonds proposed to be authorized by the following loan order under consideration by the City Council. The bond will have a 0% interest rate, no stated term and is expected to be 100% forgiven by the lending authority. The debt service on these bonds will not be paid from an enterprise fund and will have no impact on any enterprise fund rates.

Please see the memo from City Engineer, Vonnie Reis, for additional information.

Attachment: Financial Impact CWT Lead Water Replacement Planning Bonds (ORDER-2023-13 : Lead Water Service Planning SRF Loan)

CITY OF MELROSE Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4162
Collector - (781) 979-4120
Fax - (781) 665-6877

MEMORANDUM

To: Melrose City Council
Mayor Brodeur

From: Kathryn Armata

Date: August 8, 2022

Re: CWT Lead Water Line Planning Bonds

ORDERED: That the City appropriates $165,000 to pay costs of developing plans and specifications for the replacement of lead water lines in the City's water system, including all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(7) and/or Chapter 29C of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; that the Treasurer with the approval of the Mayor is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust (the "Trust") established under Chapter 29C of the General Laws and in connection therewith to enter into a financing agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection ("DEP") with respect to such loan and for any federal or state aid that may be available for the project or for the financing thereof; and that the Mayor is authorized to enter into any agreements with the DEP, to expend all funds available for the project, and to take any other actions necessary to carry out the project.

Attachment: CWT Lead Water Replacement Planning Bonds (ORDER-2023-13 : Lead Water Service Planning SRF Loan)

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

Renewal Application
Gasoline & Storage Check List

_____ Completed Application (PRINT or TYPE Clearly). – The application must have a "wet" signature

_____ Contact the Office of Fire Prevention for inspection and approval signature. (see form and attachment)

_____ Completed State Tax ID Form

_____ Obtain approval of good standing from Treasurer/Collectors Office

_____ Renewal Fee: **$100,** make checks payable to City of Melrose.

Return no later than April 8, 2022

Review the current business listing we have on file. If you need to make changes, please correct in the updated listing column. By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

	Current listing	Updated listing
Business Name (If applicable)	**Webster Willows Condominium Trust**	
	Webster Willows Condominium Trust	
Owner's Name	Harvest Properties	
Address of Storage	**391 Pleasant Street**	
Mailing Address	441 main St Suite 206 melrose MA	
Telephone Number of Owner	781-979-9199	
Email Address of Owner (required)		
24 hour Emergency Contact name and phone number other than yourself	Jessica@harvestprops.com	

Signature of petitioner 1 Jessica Curtin

Signature of petitioner 2 _____

Return to:
Melrose City Clerk's Office
562 Main Street
Melrose, MA 02176
If you have questions please call (781) 979-4115 or via email at clerks@cityofmelrose.org

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

FIRE DEPARTMENT

REPORT OF INVESTIGATION – RELATIVE TO RENEWAL FOR

Renewal Class:	**Gasoline/Petroleum**
Inspection Fee:	**$10.00 (payable to the Melrose Fire Department)**
Located at:	**391 Pleasant Street**
Expiration date:	**April 30, 2023**

Approval: _____ **Date:** 7/14/22

Melrose Fire Department Captain Gibson– 781-665-0500

****When the Fire Department visits your site for inspection, you will need a copy of the latest fire protection systems and fire alarm inspection reports.****

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

TREASURER/COLLECTOR'S OFFICE

Renewal Class: **Gasoline & Storage Renewal**

Licensee Name: Webster Willows Condominium Trust

Physical Address: 391 Pleasant Street

Mailing Address:

City, State, Zip:

Approval: _____ **Date:** 7-14-22

Melrose Treasurer/Collector's Office – 781-979-4120

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

TAX CERTIFICATION FORM
(Do Not Leave Anything Blank)

License Year: **2022-2023**

Licensee Name: Webster Willows Condominium Trust

Physical Address: 391 Pleasant Street

Mailing Address:

City, State, Zip:

Manager/Business Owner: Harvest Properties LLC

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Signature of Applicant or
Corporate Name*

Harvest Properties LLC
By: Corporate Office
(Mandatory, if applicable)

26-0442392
Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

FP–005
(Rev. 1.2018)

The Commonwealth of Massachusetts

City/Town of _____

GIS Coordinates
LAT.
LONG.
License Number

Certificate of Registration

Massachusetts General Law, Chapter 148 §13

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: Webster Willaws Condo trust
Name of License Holder

391 Pleasant St. Melrose MA 02176
Business Address of License Holder

Is the holder of a license granted on _____, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:
391 Pleasant St. Melrose MA 02176
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.

Jessica Castanza 7/14/22 Jessica Castanza
Signature of License Holder or Agent Date Printed Name

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official Title Date

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

Renewal Application
Gasoline & Storage Check List

_____ Completed Application (PRINT or TYPE Clearly). – The application must have a "wet" signature
_____ Contact the Office of Fire Prevention for inspection and approval signature. (see form and attachment)
_____ Completed State Tax ID Form
_____ Obtain approval of good standing from Treasurer/Collectors Office
_____ Renewal Fee: **$205,** make checks payable to City of Melrose.

Return no later than April 8, 2022

Review the current business listing we have on file. If you need to make changes, please correct in the updated listing column. By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

	Current listing	Updated listing
Business Name (If applicable)	Brickstone Park Condominium Trust	
Owner's Name	Brickstone Park Condominium Trust c/o Harvest Properties, LLC	
Address of Storage	**509 Pleasant Street**	
Mailing Address	441 Main Street St, Suite 206	

Telephone Number of Owner 781-979 9199

Email Address of Owner (required)
24 hour Emergency Contact name and phone number other than yourself Jessica@harvestprops.com

Signature of petitioner 1 Jessica Carlson

Signature of petitioner 2 _____

Return to:
Melrose City Clerk's Office
562 Main Street
Melrose, MA 02176
If you have questions please call (781) 979-4115 or via email at clerks@cityofmelrose.org

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

FIRE DEPARTMENT
REPORT OF INVESTIGATION – RELATIVE TO RENEWAL FOR

Renewal Class: **Gasoline/Petroleum**

Inspection Fee: **$10.00 (payable to the Melrose Fire Department)**

Located at: **509 Pleasant Street**

Expiration date: **April 30, 2023**

Approval: _____ **Date:** 7/14/22

Melrose Fire Department Captain Gibson– 781-665-0500

****When the Fire Department visits your site for inspection, you will need a copy of the latest fire protection systems and fire alarm inspection reports.****

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

TREASURER/COLLECTOR'S OFFICE

Renewal Class: **Gasoline & Storage Renewal**

Licensee Name: Brickstone Park Condominium Trust

Physical Address: 509 Pleasant Street

Mailing Address: 441 Main St, Suite 206

City, State, Zip: Melrose, MA 02176

Approval: _____ **Date:** 7/14/23

Melrose Treasurer/Collector's Office – 781-979-4120

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

TAX CERTIFICATION FORM
(Do Not Leave Anything Blank)

License Year: **2022-2023**

Licensee Name: Brickstone Park Condominium Trust

Physical Address: 509 Pleasant Street

Mailing Address: 441 Main St, Suite 206

City, State, Zip: Melrose, MA 02176

Manager/Business Owner: Harvest Properties LLC

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Jessica Gustafson
Signature of Applicant or
Corporate Name*

Harvest Properties LLC
By: Corporate Office
(Mandatory, if applicable)

04-6910408
Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

Renewal Application
Gasoline & Storage Check List

_____ Completed Application (PRINT or TYPE Clearly). – The application must have a "wet" signature
_____ Contact the Office of Fire Prevention for inspection and approval signature. (see form and attachment)
_____ Completed State Tax ID Form
_____ Obtain approval of good standing from Treasurer/Collectors Office
_____ Renewal Fee: **$150,** make checks payable to City of Melrose.

Return no later than April 8, 2022

Review the current business listing we have on file. If you need to make changes, please correct in the updated listing column. By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

	Current listing	Updated listing
Business Name (If applicable)	**Mt. Vernon Condominium Trust**	
Owner's Name	**Mt. Vernon Condominium Trust c/o Harvest Properties, LLC**	
Address of Storage	**12-14 Mount Vernon Street**	
Mailing Address	**441 Main St, Suite 206 Melrose, MA 02176**	
Telephone Number of Owner	**781-979-9199**	
Email Address of Owner (required) 24 hour Emergency Contact name and phone number other than yourself	Jessica@harvestprops.com	

Signature of petitioner 1 _____

Signature of petitioner 2 _____

Return to:
Melrose City Clerk's Office
562 Main Street
Melrose, MA 02176
If you have questions please call (781) 979-4115 or via email at clerks@cityofmelrose.org

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

FIRE DEPARTMENT
REPORT OF INVESTIGATION – RELATIVE TO RENEWAL FOR

Renewal Class:	**Gasoline/Petroleum**
Inspection Fee:	**$10.00 (payable to the Melrose Fire Department)**
Located at:	**12-14 Mount Vernon Street**
Expiration date:	**April 30, 2023**

Approval: _____ **Date:** 7/14/22

Melrose Fire Department Captain Gibson– 781-665-0500

****When the Fire Department visits your site for inspection, you will need a copy of the latest fire protection systems and fire alarm inspection reports.****

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

TREASURER/COLLECTOR'S OFFICE

Renewal Class: **Gasoline & Storage Renewal**

Licensee Name: Mt. Vernon Condominium Trust

Physical Address: 12-14 Mount Vernon Street

Mailing Address: 441 Main St, Suite 206

City, State, Zip: Melrose, MA 02176

Approval: _____ **Date:** 7/14/22

Melrose Treasurer/Collector's Office – 781-979-4120

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

TAX CERTIFICATION FORM
(Do Not Leave Anything Blank)

License Year: **2022-2023**

Licensee Name: Mt. Vernon Condominium Trust

Physical Address: 12-14 Mount Vernon Street

Mailing Address: 441 Main St, Suite 206

City, State, Zip: Melrose, MA 02176

Manager/Business Owner: Harvest Properties LLC

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Jessica Austin
Signature of Applicant or Corporate Name*

Harvest Properties LLC
By: Corporate Office
(Mandatory, if applicable)

04-2740790
Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

Renewal Application
Gasoline & Storage Check List

_____ Completed Application (PRINT or TYPE Clearly). – The application must have a "wet" signature
_____ Contact the Office of Fire Prevention for inspection and approval signature. (see form and attachment)
_____ Completed State Tax ID Form
_____ Obtain approval of good standing from Treasurer/Collectors Office
✓ Renewal Fee: **$100,** make checks payable to City of Melrose.

Return no later than April 8, 2022

Review the current business listing we have on file. If you need to make changes, please correct in the updated listing column. By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

	Current listing	Updated listing
Business Name (If applicable)	**Melrose Place Condominium Trust**	
Owner's Name	**Melrose Place Condominium Trust Harvest Properities**	
Address of Storage	**334-340 Main Street**	
Mailing Address	**441 Main Street Suite 206 Melrose, MA 02176**	

Telephone Number of Owner 781 979 9199

Email Address of Owner (required)

24 hour Emergency Contact name and phone number other than yourself Jessica@harvestprops.com

Signature of petitioner 1 Jessica Costigan

Signature of petitioner 2 _____

Return to:
Melrose City Clerk's Office
562 Main Street
Melrose, MA 02176
If you have questions please call (781) 979-4115 or via email at clerks@cityofmelrose.org

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

FIRE DEPARTMENT

REPORT OF INVESTIGATION – RELATIVE TO RENEWAL FOR

Renewal Class:	**Gasoline/Petroleum**
Inspection Fee:	**$10.00 (payable to the Melrose Fire Department)**
Located at:	**334-340 Main Street**
Expiration date:	**April 30, 2023**

Approval: _____ **Date:** 7/14/22

Melrose Fire Department Captain Gibson– 781-665-0500

****When the Fire Department visits your site for inspection, you will need a copy of the latest fire protection systems and fire alarm inspection reports.****

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

TREASURER/COLLECTOR'S OFFICE

Renewal Class: **Gasoline & Storage Renewal**

Licensee Name: Melrose Place Condominium Trust

Physical Address: 334-340 Main Street

Mailing Address: 441 Main Street Suite 206

City, State, Zip: Melrose, MA 02176

Approval: _____ **Date:** 7-14-22

Melrose Treasurer/Collector's Office – 781-979-4120

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

TAX CERTIFICATION FORM
(Do Not Leave Anything Blank)

License Year: **2022-2023**

Licensee Name: Melrose Place Condominium Trust

Physical Address: 334-340 Main Street

Mailing Address: 441 Main Street Suite 206

City, State, Zip: Melrose, MA 02176

Manager/Business Owner: Harvest Properties LLC

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Signature of Applicant or
Corporate Name*

Harvest Properties LLC
By: Corporate Office
(Mandatory, if applicable)

Social Security # (voluntary) or
Federal Identification Number**
04-2780244

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

CITY OF MELROSE

OFFICE OF PLANNING AND
COMMUNITY DEVELOPMENT

DENISE M. GAFFEY
Director & City Planner

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

MEMORANDUM

TO: Melrose City Council

FROM: Martha Grover, Sustainability Manager

RE: Melrose Net Zero Action Plan

DATE: June 15, 2022

The Melrose Net Zero Action Plan, which lays out a number of strategies for reducing community-wide greenhouse gas emissions by 2030 and eventually to net zero by 2050, was released on Earth Day in April 2022. The Plan looks at three the main sectors – Buildings, Transportation, and Energy Supply – and provides an action roadmap for residents, businesses and the city to take to achieve our goals. The Melrose goals are in line with that of the Commonwealth as described in the Massachusetts 2050 Decarbonization Roadmap.

I'd like to provide a 20-minute overview of the Plan in order to provide the context for current and future municipal initiatives including:

- Adoption of a Specialized Opt-In Building Code for new construction later this year,
- Transitioning our school and municipal buildings off fossil fuels over time as existing equipment is replaced,
- Requiring all major municipal building construction and renovation projects are built to net zero standards,
- A new Electric First Vehicle Fleet Policy starting in fiscal year 2023,
- Expanding public and municipal fleet charging infrastructure,
- Increasing the amount of renewable energy in both the municipal electric supply as well as in the Melrose Community Power program over time to get to 100% by 2030,
- Installing solar on every available municipal rooftop and over parking lots when feasible, and
- Launching a multi-year community outreach program to encourage residents and businesses to transition off fossil fuels with a focus on low and moderate-income households, renters and landlords, and small businesses.

Thank you for your support and I look forward to your questions. I can be reached at mgrover@cityofmelrose.org or 781-979-4195 as well if you have questions in advance.

Attachment: City Council Memo_Net Zero Action Plan (INFO-2023-1 : Net Zero Action Plan)

Our plan to reduce greenhouse gas pollution to net zero by 2050

April 2022

City of Melrose

NET ZERO ACTION PLAN



MAPC

Attachment: melrose_net_zero_action_plan_FINAL (INFO-2023-1 : Net Zero Action Plan)

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Acknowledgements

Office of Planning and Community Development, City of Melrose

Denise Gaffey, Director

Martha Grover, Sustainability Manager

Lori Massa, Senior Planner

Volunteers representing the Melrose Energy Commission, Melrose Climate Action, Melrose Pedestrian & Bicyclist Committee and others

Tyler Ballew

Susan Gitelle Baron

Dave Bliss

Ben Butterworth

Jonah Chiarenza

Doug Dick

Rodney Dowell

Jim Garrett

Charlie Harak

Doug Harriott

Ellen Katz

Cassandra Koutalidis

Gary Lamothe

Finn McSweeney

Lisa Montouri Trimble

Ian Moriarty

Susan Murphy

Sunil Sainis

Lori Timmermann

Gabrielle Watson

Ryan Williams

Thank you to the many members of the community who participated in the public input opportunities throughout the plan's development.

MAPC Staff

Megan Aki, Clean Energy and Climate Systems Manager

Brooks Winner, Senior Clean Energy Specialist

Nicole Sanches, Former Clean Energy and Equity Specialist I

Cover photo credit: Jim Harrington

Attachment: melrose_net_zero_action_plan_FINAL (INFO-2023-1 : Net Zero Action Plan)

Letter from THE FUTURE

Dear Melrose Residents of 2022,

We know that the last few years have been tough in so many ways but please be reassured that you will soon emerge to a brighter future. You may ask yourself, how do we know this? Because we are here, decades in the future, already.

Chastened by the unmitigated disaster of Covid-19, and the imminent existential threat of climate change, America signaled a new era of possibilities had arrived. Eventually, legislation at the local, state and national levels was enacted to revitalize and drive economic and social equality, together with programs for substantially greater environmental quality.

With new momentum spreading across the globe by the 2030's, the dawning of the Sustainable Age arrived as an era of regenerative economic growth driven by the benefits of emerging new technologies and fostering prosperity even as fossil fuel use dramatically declined.

The technological innovations of developing both industrial scale and decentralized sustainable energy sources using wind, waves, tides, solar, biological, terrestrial and hydraulic forces led to vast changes in standards of living across the globe. Self-sustaining redevelopment alleviated many local and global climate threats.

On the local level, communities across the metropolitan Boston area implemented climate action plans in the 2020s to meet the 2050 net zero emissions goal adopted by Boston, Melrose and 12 other surrounding community leaders back in 2016. By 2022, all of the original 14 had begun implementation of the plans and their early success at laying the groundwork began to pay off in the mid '20's as the Sustainable Age gained widespread momentum across New England and other areas of the country.

Energy-efficient heat pump technology to condition our homes and buildings and demand for electric vehicles (EVs) became widespread. Even automobile manufacturers pivoted rapidly away from fossil fuels with most switching to all EVs by 2035. Electric utilities accelerated procurement of renewable energy to meet consumer demand. These and other societal changes led to dramatic improvements in air and water quality.

We extend our heartfelt thanks to the many Melrose citizens whose shoulders we stand on. For it was all of you, who turned your concern for the environment to action, nourished by the small successes, in order to make meaningful change to our community and the larger world. We wish for you all the good fortitude, strength, and continuing love for our Earth needed to make the promise real.

Sincerely,
The 2050 Melrose Energy Commission

Attachment: melrose_net_zero_action_plan_FINAL (INFO-2023-1 : Net Zero Action Plan)

Getting to Net Zero

Melrose has committed to reaching net zero greenhouse gas (GHG) pollution by 2050. What exactly does this mean for our community? Why does our local goal matter? How will we get there and what do we need to do to reach that goal? This Net Zero Action Plan aims to answer these questions and to create a roadmap for our city to reach net zero by 2050.

IN 2017, OUR CITY WAS RESPONSIBLE FOR EMITTING

187,642

METRIC TONS OF CO2e

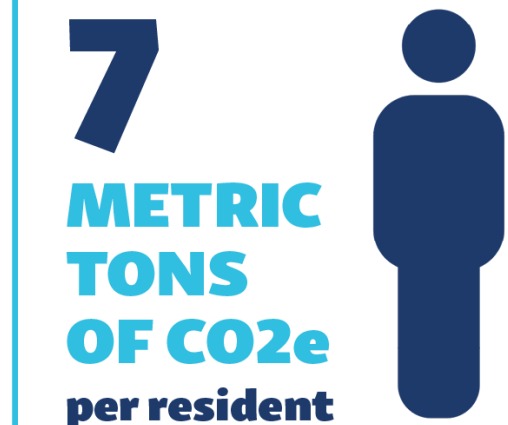
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THAT WORKS OUT TO

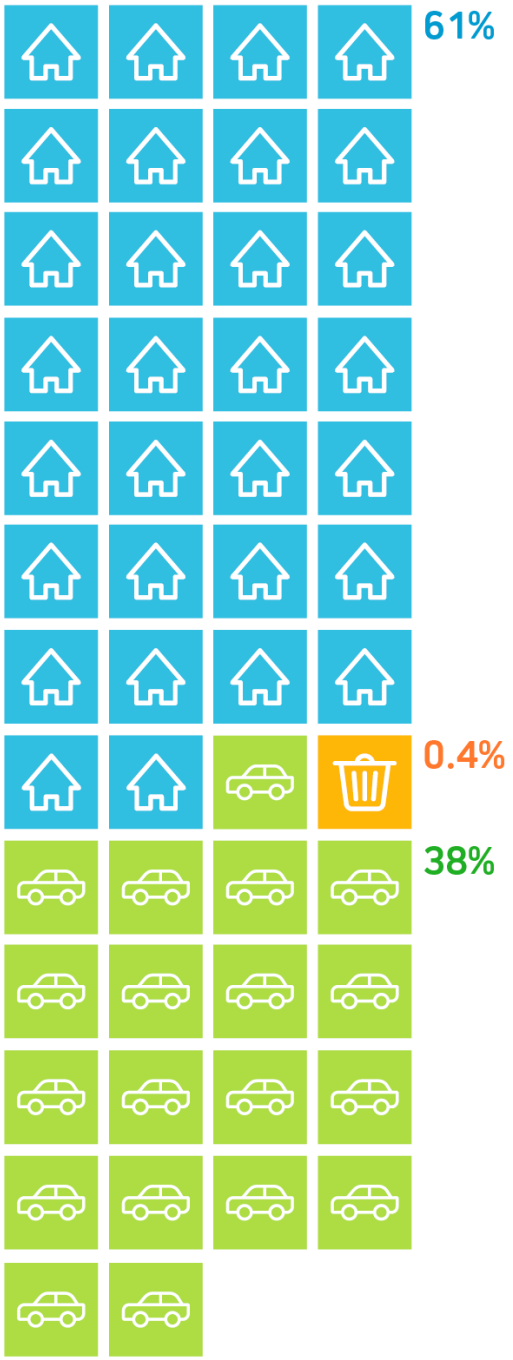
7

METRIC TONS OF CO2e

per resident



OUR EMISSIONS BREAKDOWN



Attachment: melrose_net_zero_action_plan_FINAL (INFO-2023-1 : Net Zero Action Plan)

Where are we starting?

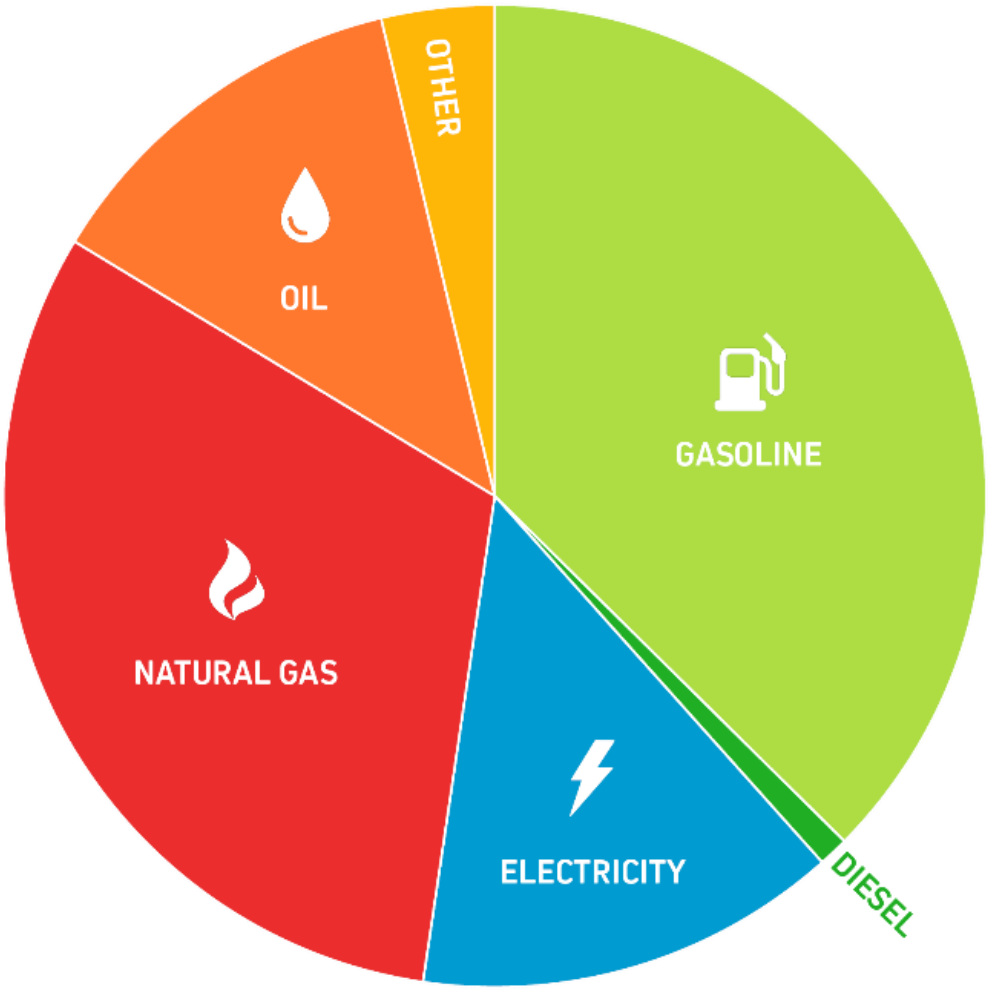
Every day, Melrose residents and businesses rely on fossil fuels to heat and cool our homes, keep the lights on, power our electronics and drive our cars. In doing so, we release **greenhouse gas emissions**.

In 2020, City staff and volunteers worked with MAPC to identify the primary sources of emissions across our community for 2017, the most recent year for which complete data were available, to calculate a baseline for future emission reductions (see Appendix A for the methodology).

In Melrose, buildings are the largest source of emissions (61%). On-road transportation is another major source of emissions, more than 38%.

Which fuels generated the most emissions in Melrose?

The types of fuel sources our homes, businesses, and vehicles rely on every day generate different amounts of emissions in our community. Our 2017 inventory of greenhouse gas emissions shows that the combustion of fossil fuels, such as oil, natural gas, diesel, and gasoline, was responsible for over 82 percent of our community-wide emissions.

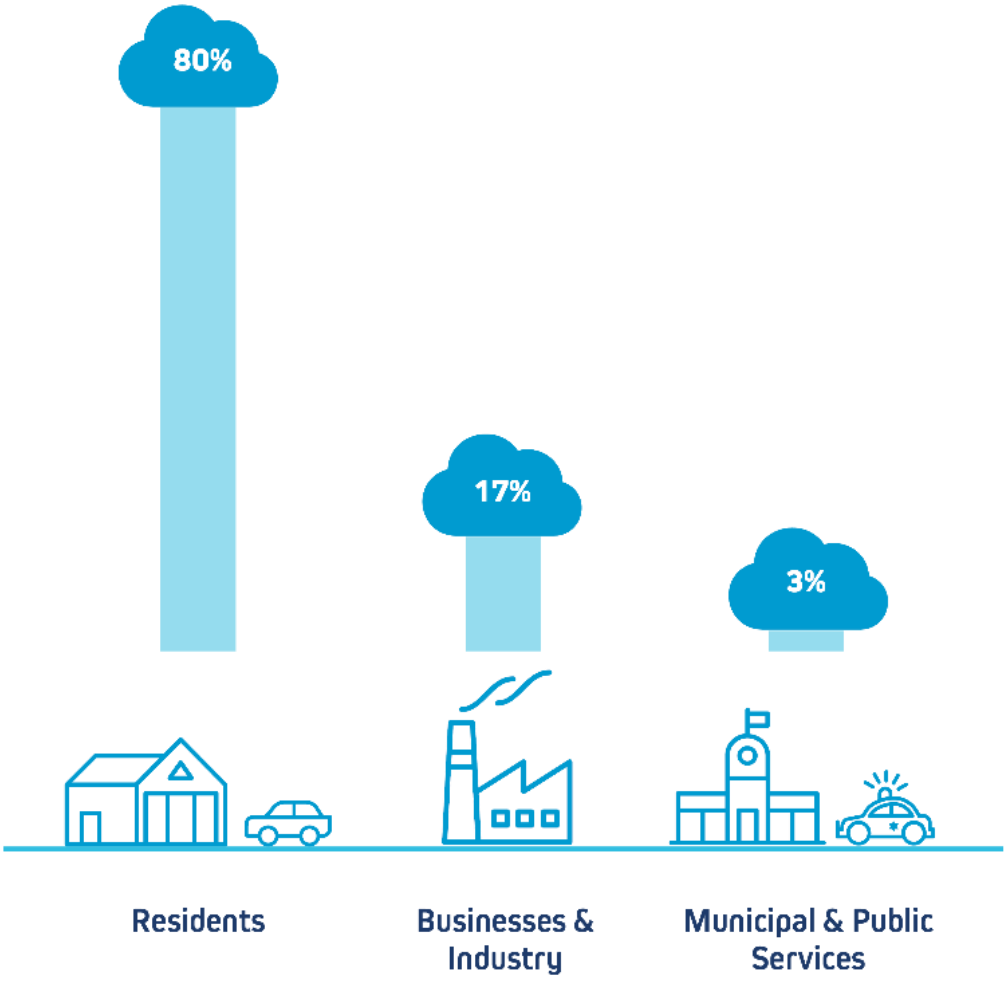


SOURCE: MELROSE'S 2017 GREENHOUSE GAS INVENTORY

Attachment: melrose_net_zero_action_plan_FINAL (INFO-2023-1 : Net Zero Action Plan)

Who is responsible for emissions in Melrose?

As a community, the actions and choices we make each day contribute to the amount of emissions we are responsible for. In Melrose, over 80 percent of emissions come from residents' homes and vehicles and another 17 percent comes from businesses and industry in Melrose.



SOURCE: MELROSE'S 2017 GREENHOUSE GAS INVENTORY

Attachment: melrose_net_zero_action_plan_FINAL (INFO-2023-1 : Net Zero Action Plan)

Why net zero?

Climate scientists have made it clear that we need to reduce global GHG emissions to net zero by 2050, or sooner, to avoid catastrophic climate change.

We know that the planet has already warmed by about 1° Celsius since we started burning fossil fuels like coal, oil, and gas in the mid-1800s.[i] We also know that if we can keep warming below 1.5° Celsius we can avoid the worst impacts of climate change like extreme floods, wildfires, and droughts.[ii] The Intergovernmental Panel on Climate Change's 2019 special report, ***Global Warming of 1.5°C***, says that in order to give ourselves a chance to limit global warming to 1.5° Celsius we will need to reduce GHG pollution 45% by 2030 and to net zero by 2050. This means that we have a limited "carbon budget," or amount of GHG pollution that we can afford to put into the air without exceeding 1.5° Celsius of warming.

The longer we wait to start reducing our GHG pollution, the faster we use up our carbon budget and the less time we give ourselves to meet our goal. That is why getting to net zero matters and why we have chosen 2050 as our target date.

We recognize climate change is a global problem and that many of the solutions are beyond our control. To reach our net zero goal, we will need help from global, federal, state, and regional policies that support our transition to clean energy, but we can lead at the local level. During the spring of 2021, the Commonwealth enacted Senate Bill 9, An Act Creating a Next Generation Roadmap for Massachusetts Climate Policy, which set the interim GHG reduction targets of no less than 50% by 2030 and 75% by 2040.[iii] Our net zero roadmap highlights the strategies that we can deploy locally to accelerate this transition over the next several years.



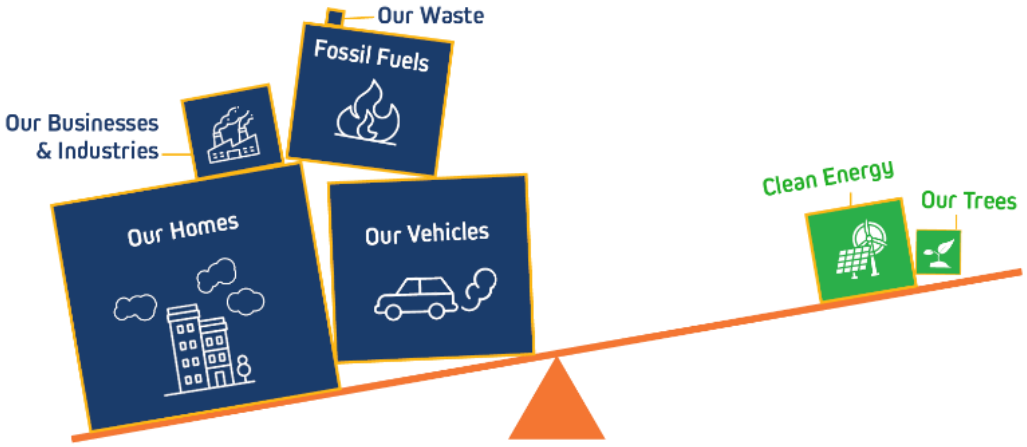
Source: Architecture2030.org

Attachment: melrose_net_zero_action_plan_FINAL (INFO-2023-1 : Net Zero Action Plan)

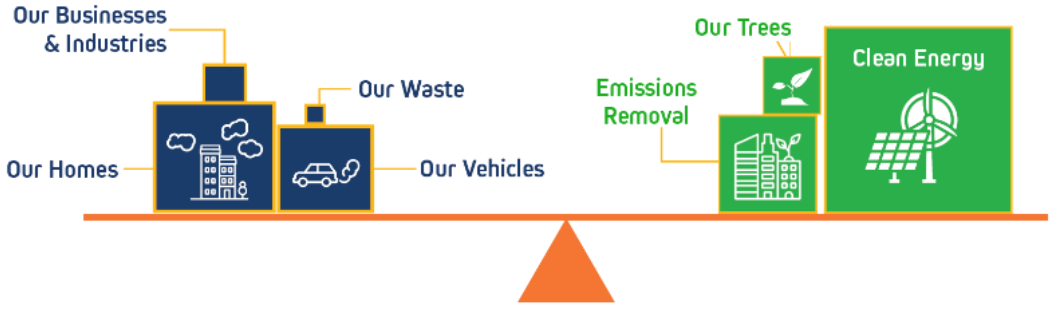
What does "net zero" mean?

Reaching "net zero" means that our community will reduce its GHG emissions as much as possible and remove or offset any remaining emissions by 2050 and ideally sooner. This will require a major shift in the way we heat and cool our homes, how we get around, and where our energy comes from. It also presents a huge opportunity to change our community for the better. By achieving net zero GHG emissions, we can also have cleaner air, healthier people, and a more equitable and prosperous community for everyone. **Sounds pretty good, doesn't it?**

From this...



...to this!



Attachment: melrose_net_zero_action_plan_FINAL (INFO-2023-1 : Net Zero Action Plan)

Getting there equitably

Climate change is an existential challenge, but it is also an opportunity to re-imagine Melrose's future, and to make that future safe, affordable, and equitable for all who live and work in our community. Massachusetts municipalities are increasingly undertaking climate mitigation and adaptation strategies and are starting to seek out ways to advance equity within those measures. By centering equity in this plan, we can build a future that not only is safer and affordable for all, but also allows each individual in Melrose to thrive. An equitable net zero carbon future must be our goal.

In equitable planning, we must be conscientious of the history of our region, the differences in how populations are able to respond to a changing climate, and the needs of residents. We recognize that the effects of climate change systemically impact Environmental Justice communities and other vulnerable populations inequitably. The comparatively negative health outcomes that people of color experience are one example. The inequities we see today will persist in the future if we do not act.

In addition, as more households switch from natural gas to electricity for heating, it is expected that gas rates will rise for those still dependent on gas heating systems. Careful planning at the state level is needed in order to avoid the cost burden falling disproportionately on low-income households.

The state of Massachusetts considers income, race, and English language proficiency within its definition of an Environmental Justice neighborhood.[iv] The Environmental Justice neighborhoods in Melrose meet either the state's income or minority population Environmental Justice criteria, or both.

Accordingly, it is essential to assess the potential social equity impacts of climate mitigation strategies. For our plan to be actionable and for our vision of the future to be equitable, we must prioritize equity throughout the planning and implementation of our net zero strategies. An equitable Net Zero Plan investigates the anticipated outcomes of its proposed actions on environmental justice communities and other vulnerable populations.

Attachment: melrose_net_zero_action_plan_FINAL (INFO-2023-1 : Net Zero Action Plan)

How do we get there?

A lot can change in 30 years and this plan is a starting point on our path to net zero that we will revisit and adjust as we continue to move forward in the coming years. We know that we need to make our buildings and vehicles, the two major sources of emissions in our community, much cleaner and more efficient. To reach our net zero goal, our community will need to work towards five core transitions.



Make our homes and businesses super-efficient.

Making existing buildings super-efficient and constructing new buildings to high efficiency standards will reduce emissions and make energy bills more affordable for everyone because the cheapest energy is the energy you don't use.



Electrify heating and cooking equipment.

Switching to electric heating and cooking appliances like air-source heat pumps and induction cooktops immediately reduces carbon emissions and improves indoor air quality, and these benefits only get better as our electric grid gets cleaner.



Electrify cars, trucks, buses, trains, and other ways we get around.

Electric vehicles are cleaner, cheaper to run over time, and require less maintenance. Providing access to charging stations and creating electric transportation options for those who do not own vehicles are essential to this transition.



Make walking, biking, and public transit the best way to get around.

By designing greener and people-centered streets and sidewalks, we can reduce emissions and air pollution while also making residents healthier and more connected to their community.



Green the grid and produce more renewable energy locally.

Renewable energy comes from endlessly sustainable sources such as wind, the sun's heat or light, or the earth beneath our feet. Our electricity is getting greener all the time thanks to state and local policies, but natural gas still provides most of our electricity in Massachusetts and it has to be imported from out of state. Locally produced renewable energy makes the air we breathe cleaner and benefits the local economy in multiple ways.

Attachment: melrose_net_zero_action_plan_FINAL (INFO-2023-1 : Net Zero Action Plan)

What have we already done?

As a member of the Metropolitan Mayors Coalition, the City of Melrose signed a commitment in 2016 to achieve net zero emissions as a region by 2050. The Melrose Sustainability Manager and the Melrose Energy Commission have worked together on behalf of the City over the last decade to reduce greenhouse gas emissions.

LEADING BY EXAMPLE

Green Community since 2010. Designated a Green Community in 2010, Melrose has since received more than $2 million in grants and utility incentives for dozens of energy efficiency projects in city and school buildings and LED streetlight upgrades. Melrose currently hosts 11 public EV charging stations and includes three battery EVs in its municipal fleet as well as a water meter van with a hybrid retrofit system. The roofs of the high school, middle school, and DPW Operations Facility are covered with solar arrays.

BUILDINGS

Melrose Energy Challenge. Two community outreach efforts in 2011 and 2016 incentivized homeowners to take advantage of MassSave home energy assessments and weatherization projects. Continued outreach results in about 600 energy assessments and more than 200 insulation projects annually which save homeowners energy and reduces community emissions.

Melrose Heat Smart Campaign. In 2020 Melrose launched a clean heating and cooling outreach program called HeatSmart Melrose with the support of the Massachusetts Clean Energy Center. Heat pumps and solar hot water systems were promoted with much success and over 138 new installations completed. The program laid the groundwork for continued education and awareness efforts to encourage property owners to consider non-fossil fuel options for heating and cooling.

MOBILITY PROGRESS

The Melrose Pedestrian and Bicyclist Committee has worked with the City over the years to increase access and safety for pedestrians and bicycles via Complete Streets projects and infrastructure improvements. Improving public transit and fighting to maintain service levels continue to be top priorities for elected officials and commuters who depend on it daily.

Smart Growth in Melrose. Long before the terms "transit-oriented development" and "smart growth" became commonplace, the City of Melrose created opportunities for dense development near transit through progressive zoning and cooperative relationships with developers. The City has had progressive, growth-oriented zoning in place since the early 1980s and, in recent years, has seized opportunities to promote high-density housing in our transit-rich locations. Two overlay districts established in 2008 and 2014 incentivize dense, mixed-use

Attachment: melrose_net_zero_action_plan_FINAL (INFO-2023-1 : Net Zero Action Plan)



PHOTO CREDIT: CITY OF MELROSE

development near public transit on Washington Street and Rail Corridor. In 2021, the Planning Board also approved an incentive program for the zoning districts around the Commuter Rail Stations that is meant to incentivize higher densities in exchange for providing community benefits like green building practices.

EV Charging Infrastructure

In an effort to make electric vehicle charging accessible and easy, Melrose has taken advantage of state grants and utility incentives to install 11 public electric vehicle charging stations (19 total ports) over the last seven years. The most recent chargers are utility pole-mounted chargers – the first of this type of equipment to be installed on the east coast – as a demonstration project with National Grid. Public EV charging is convenient to shopping areas, parks and recreation, as well as to renters and condo owners who may not have the ability to install chargers at home.

CLEAN ENERGY PROGRESS

Solarize Mass Melrose. This 2012 outreach project resulted in 79 homeowners signing up to participate, 425 kW of solar installed, and $48,000 annual energy savings. The number of rooftop solar installations has grown from nine in 2011 to 526 by the close of 2021 with more permits in process.



PHOTO CREDIT: RESONANT ENERGY

Attachment: melrose_net_zero_action_plan_FINAL (INFO-2023-1 : Net Zero Action Plan)

Melrose Community Power Program. The primary goals of the program are to provide competitive choice, longer-term price stability and more renewable energy options to participating consumers. About 90% of Melrose households participate in Melrose Community Power (MCP). Under the new contract that began In November 2021 the program allows residents to choose to support local renewable energy by purchasing 10% more renewable energy than is required by the state. The Massachusetts Renewable Portfolio Standard (RPS) mandates levels increase annually so that in 2022 when the state requirement is at 20% the additional 10% in the MCP program will result in 30% of the supply coming from local Class 1 sources such as wind, solar, and low-impact hydro energy. There is also an option called Melrose 100% Local Green that more than 200 residents have chosen to purchase.

Attachment: melrose_net_zero_action_plan_FINAL (INFO-2023-1 : Net Zero Action Plan)

What have we heard from the community?

Melrose's Net Zero Action Plan was developed by the City of Melrose, in a collaborative effort between municipal staff, committee members, residents, and businesses, with support from the Metropolitan Area Planning Council (MAPC).

The Melrose Energy Commission, with key input from the Melrose Pedestrian and Bicyclist Committee, served as the primary advising body in developing the Plan. The committee received training from MAPC on developing a greenhouse gas inventory to inform the plan development and leading focus groups to expand current and future engagement of key stakeholders.

The strategies and actions identified in the Plan were primarily informed by research MAPC completed on other communities' climate action plans and align with MAPC's Municipal Net Zero Playbook, a regional guide for municipalities seeking to reduce emissions. The final priority actions included reflect Melrose's net zero journey, community feedback, and the major sources of GHG emissions in Melrose.

VICTORIAN FAIR KICK-OFF

In 2019, the volunteers engaged residents at the City's annual Victorian Fair and shared information about the net zero planning process commencing in Melrose.



PHOTO ABOVE: SUSTAINABE MELROSE BOOTHS AT MELROSE'S SEPTEMBER 2019 VICTORIAN FAIR

Attachment: melrose_net_zero_action_plan_FINAL (INFO-2023-1 : Net Zero Action Plan)

COMMUNITY SURVEY AND ONLINE OPEN HOUSE

In September 2020, Melrose residents were invited to participate in an online survey and provide input on the planning process. Participants were asked to share what their concerns were related to climate change and what strategies they believed the City should prioritize in the Plan. More than 500 people completed the survey. It was followed by an Online Open House in December 2020 that solicited still more feedback on the draft.

How can you be a Net Zero Hero?

Getting to net zero is a journey that will require Melrose to assemble its own A-Team. There is a place and a way for everyone in our community to contribute to, and benefit from, achieving our net zero goal. While this Net Zero Action Plan highlights the strategies and actions our municipal government will take to support our community-wide goal, we also want all members of our community to envision themselves as Net Zero Heroes on Melrose's A-Team.

Community members of all types – from residents to large employers and everyone in between – are invited to be Net Zero Heroes. Below are some ways you are encouraged to participate in Melrose's net zero journey:

Melrose Resident: Share your voice, get involved, and take action on choices in your control (e.g., complete an energy audit, insulate and air seal your home, go solar, switch to clean heating, make your next car electric) and participate in the local and state programs available to support you.

Melrose Small Business: Share your commitments with customers and staff. For those in a climate-adjacent field – such as electricians, HVAC specialists, plumbers – participate in the green economy and support "green growth" locally.

Larger Employer or Local Institution: Provide programs that assist employees in decarbonizing their homes and commute, and work with other large businesses to share experiences and support community-wide GHG emissions reductions.

Elected and Appointed Officials: Consider how the decisions your Board, Committee, or legislative body will impact Melrose's net zero goal. Advocate and vote to support policy or regulations that advance actions identified in the Net Zero Plan.

Municipal and School Staff: Lead by example with new public facility construction and renovation projects and when possible, purchase zero emission fleet vehicles. Continue to make municipal buildings and school as energy efficient as possible and add solar to new roofs as they are replaced.

Attachment: melrose_net_zero_action_plan_FINAL (INFO-2023-1 : Net Zero Action Plan)

Net Zero Action Roadmap

The City of Melrose developed this Net Zero Action Roadmap to inform our next five years of action to reduce greenhouse gas emissions across all sectors of the City's economy.

Informed by engagement with Melrose's Climate Action Committee members, municipal staff, and the public, the following actions have been prioritized to identify immediate next steps for the City to implement based on potential for impact.

For the five core transitions we know we need to make to achieve net zero, the City has identified **milestones** to work toward by 2030 and 2050. The **strategies** and **actions** identified in the City's Net Zero Action Roadmap all contribute to our efforts to achieve progress towards the key milestones listed below.

	TODAY	2030	2050
Make our homes and businesses super-efficient.	**All new buildings built to the state stretch energy code.** **24% of residents participate in the MassSave Program[v]**	**All new buildings built to net zero standards.** **20% of homes and businesses have undergone deep energy retrofits.**	**Nearly all existing homes and businesses in Melrose have had deep energy retrofits.**
Electrify heating and cooking equipment.	**Approximately 12% of homes rely on electric heating, primarily low efficiency electric baseboard heating.[vi]**	**80% of homes previously on fuel oil, propane, or electric baseboard heat have converted to high efficiency electric heat (heat pumps).** **10% of homes currently on gas heat have converted to high efficiency electric heat.**	**Nearly all homes and businesses rely on high efficiency electric heating.**
Make walking, biking, and public transit the best way to get around.	**Approximately 27% of residents walk, bike, or take public transit to work.[vii]** **Average number of cars per household is 1.55.**	**All new developments are accessible by biking, walking, or connected to public transit.** **Average number of cars per household is below 1.47 (e.g., vehicle miles traveled are reduced by 5%)**	**All key destinations in Melrose are accessible by biking, walking, or connected to public transit.**

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Electrify cars, trucks, buses, trains, and other ways we get around. 	**Less than 0.1% of vehicles registered in Melrose are zero emissions.**[viii]	**60% of new vehicle purchases are zero emissions.** **37% of registered vehicles are zero emissions.**	**Nearly all passenger and commercial vehicles registered in Melrose are zero emissions.**
Green the grid and produce more renewable energy locally. 	**Our electricity supply comes from 21% carbon-free sources.**[ix]	**Our electricity supply comes from 100% carbon-free sources.**	

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Our Homes and Businesses

Making our homes and buildings super-efficient and electrifying our space and water heating and cooking are core to Melrose's Net Zero Action Plan. The City of Melrose commits to implementing actions that advance the following strategies:

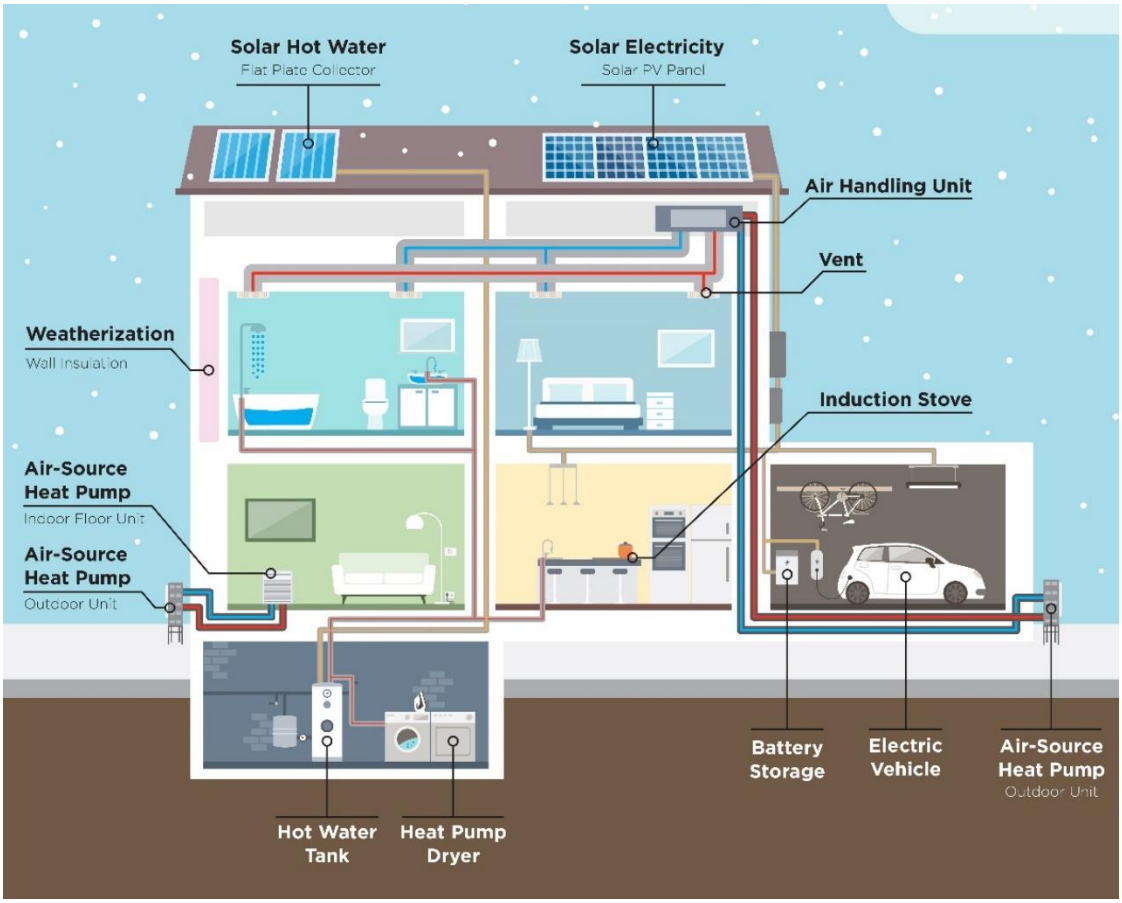
Strategy 1. Electrify fossil-fuel end uses.

Strategy 2. Maximize uptake of residential energy efficiency and deep energy retrofits in existing buildings.

Strategy 3. Target energy efficiency retrofits of large multi-family buildings.

Strategy 4. Adopt policies to Incentivize energy efficiency and renewable energy in new construction and major renovations.

Strategy 5. Lead by example with municipal buildings and advocate for net zero building policies.



Infographic Credit: Massachusetts Clean Energy Center

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GROUND SOURCE HEAT PUMPS

An energy-efficient heating system which uses energy from the earth to efficiently heat or cool a building.

AIR SOURCE HEAT PUMPS

An energy-efficient heating system which uses electricity to transfer heat from outside to inside a building, or vice versa. The technology can also be used to heat domestic hot water.

SOLAR HOT WATER

A type of domestic hot water heating system that use sunlight to heat water using a thermal collector.

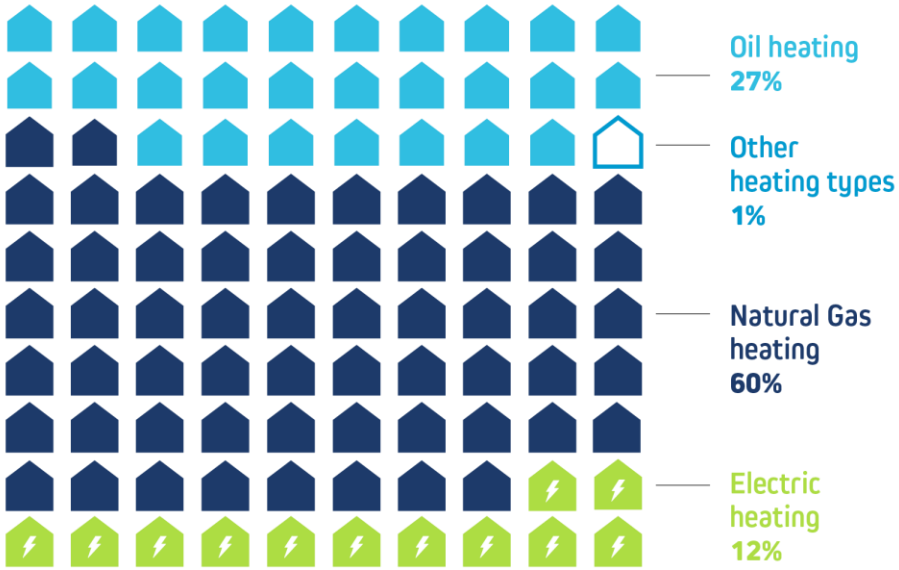
INDUCTION COOKTOPS

A type of electric cooktop with electromagnetic coils beneath a ceramic glass surface that transfers energy

In Melrose, **60 percent of building-related emissions** result from the use of home heating fuels like natural gas and fuel oil. Businesses and industry in Melrose rely less heavily on fuel oil, but the use of natural gas and fuel oil still contribute another 14 percent of building-related emissions. Melrose's older housing stock means the vast majority of homes were built before modern insulation and air sealing practices and can benefit from weatherization and energy retrofits.

Burning oil and natural gas to heat our homes and cook our food creates **66,421 metric tons** of emissions every year in Melrose. It also creates pollution both inside and outdoors. In fact, recent studies have shown that methane leaks from gas-burning stoves is far worse than previously thought.

How are homes heated in Melrose?



SOURCE: AMERICAN COMMUNITY SURVEY 2013-2017 ESTIMATES

Switching to highly efficient electric heating and cooking appliances like **ground-source** and **air-source heat pumps, solar hot water, heat pump hot water,** and **induction cooktops** immediately reduces carbon emissions and improves indoor air quality, and these benefits only get better as our electric grid gets cleaner. The long life of home heating systems and other appliances means it is important to electrify these systems as they are replaced, to avoid locking new fossil fuel systems that may last for ten, twenty or thirty years.

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Strategy 1: Electrify fossil-fuel end uses.

ACTION 1. Create an ongoing "Electrify Melrose" program and campaign.

The City of Melrose will create an on-going "Electrify Melrose" program to help home and business owners transition from fossil fuels to lower emissions alternatives. Melrose's previous successful Solarize, HeatSmart and Energy Challenge campaigns have shown the potential for community-based outreach campaigns to increase uptake and leverage state funding and incentives.

The new "Electrify Melrose" program would combine the following into a sustained ongoing campaign:

- Support for a range of technologies (see sidebar on previous page);
- Community "electrification coach" advisory services relying on a combination of city staff and volunteer coaches;
- Community-based marketing (outreach using local channels, website, certification program, assisting access to financial incentives);
- Partnerships with installers/manufacturers with discounted and transparent prices;
- Target high-cost oil, propane and electric baseboard heat and systems at the end of their useful life;
- Promote decarbonization planning for future electrification for homes with newer systems.

"Electrify Melrose" should operate in conjunction with home energy efficiency coaching (see Action 3) to provide one-stop shopping for energy saving measures.

Equity Considerations: Target outreach to renters, landlords, residents who speak languages other than English, and low- and moderate-income residents with electrification subsidy programs and income-based MassSave incentives.

ACTION 2. Develop and implement a mechanism for tracking home heating type in Melrose.

The City of Melrose will assess opportunities within existing City reporting mechanisms, such as the Annual City Census form, to reliably and simply collect information on residents' home heating fuel type. Current local, state, and national datasets on home heating fuel type are limited in the level of granularity and frequency of updates. This provides a challenge to the City's climate efforts to target and track rapid electrification of homes in Melrose.

Equity Considerations: Provide educational materials regarding different types of home heating systems and how to identify them for both homeowners and renters.

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Strategy 2: Maximize uptake of residential energy efficiency and deep energy retrofits in existing buildings.

ACTION 3. Create home efficiency coaching program to assist residents with energy efficiency and deep energy retrofits.

Melrose's historic housing stock presents ample opportunities for weatherization, energy efficiency and deep energy retrofits to reduce both energy costs and greenhouse gas emissions. Home energy efficiency is in many cases the most cost-effective means to reduce emissions from the building sector and residents have indicated the need for better information and guidance in implementing energy efficiency improvements, particularly those that may go beyond MassSave's standard recommendations. Melrose's previous successful Solarize, HeatSmart and Energy Challenge programs have shown the potential for community-based programs to overcome information and cost barriers and increase uptake of energy saving and clean energy improvements.

The Melrose home efficiency coaching program will rely on a City staffperson with residential construction and energy efficiency experience as an initial point of contact to answer resident's questions, direct residents to appropriate resources and provide information on incentives and funding. A combination of City staff and volunteers can provide more in-depth coaching, working in conjunction with MassSave's evolving home energy assessments and incentives as well as the Electrify Melrose program (see Action 1).

Equity Considerations: Target outreach to renters, landlords, residents who speak languages other than English, and low- and moderate-income residents with electrification subsidy programs and income-based MassSave incentives.

ACTION 4. Opt into the state's Commercial Property Assessed Clean Energy (CPACE) law.

Melrose will explore opting into Commercial Property Assessed Clean Energy (CPACE), a financing structure that allows businesses to borrow money for clean energy projects and make repayments through an assessment on their property tax bill. CPACE allows commercial property owners to make more comprehensive clean energy upgrades and finance them with longer payback periods. CPACE financing is available in Massachusetts as of July 2020. Melrose will also advocate with state legislators to sponsor or support legislation that increases funding for incentives and financing that encourage deep energy retrofits, renewable energy, energy storage, and clean heating and cooling for businesses and residents of all income levels that prioritize expanding access to historically underserved populations (e.g., low- and moderate-income, renters, low-English-proficiency households) such as Residential PACE (RPACE) or a Green Bank similar to that of Connecticut.

Equity Considerations: Conduct outreach and education to small businesses that own commercial property in Melrose.

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Strategy 3: Target energy efficiency retrofits of large multi-family buildings.

ACTION 5. Consider requiring licensing for rental units to include energy efficiency requirements for ongoing compliance.

One of the largest barriers to implementation of energy efficiency in rental units is that it requires those who own and manage the property, such as landlords and building managers, to invest in efficiency upgrades while those occupying the building units – assuming they are responsible for the utility payments – experience the benefits, including economic, quality of life, resilience, and health benefits. This is known as a "split incentive." Rental licensing helps to address this challenge and promote energy efficiency in existing buildings by requiring that certain actions, such as energy audits and weatherization, be implemented in rental properties and pass a regular inspection during the point of leasing.

For the 30% of residents who are renters, the City will explore options to establish requirements within the rental licensing process for landlords and building managers to improve their health, safety, and welfare. This could include requirements to provide a minimum level of energy efficiency upgrades to their units. Formalize the timeline of energy efficiency measures so that landlords and building managers can implement appropriate measures strategically. Consider starting with a voluntary program with recognition for joining the program, and ramping up to required rental licensing over time.

The program should provide landlords with flexibility in how to comply, such as the ability to choose which technology, from among a prioritized list or degree of efficiency, is most appropriate. Inspections of rental unit should happen at minimum when the leaser changes, however, more regular inspections could be enforced at a standard interval of time. Results of the inspection should be publicly available for renters.

Equity Considerations: Pair implementation with protection for renters so that they are not displaced by resulting improvements to the property. Enact complementary policies and programs, such as renter protections, free renter legal aid, and renter support phone-lines.

ACTION 6. Target existing multi-family dwellings with electric baseboard or oil heat for conversion to heat pumps.

Melrose's previous outreach campaigns have demonstrated the need for targeted programs to reach residents of multi-family buildings. Many of the largest multi-family properties in the City rely on high-cost, high-emissions heating systems such as electric baseboard (Melrose Towers and Melrose Housing Authority properties) and oil (Towne Estates, Levi-Gould and Fuller House). Targeted outreach to the management of these properties can be incorporated into the Electrify Melrose program (see Action 1) but will require a specialized approach.

Equity Considerations: This action item supports equity, as many of the targeted property residents include lower- and middle-income or fixed income households.

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Strategy 4: Adopt policies to mandate energy efficiency and renewable energy in new construction and major renovations.

ACTION 7. Adopt net zero stretch building energy code.

Following state action to establish a net zero stretch building energy code in 2022, as mandated under the March 2021 Next Generation Roadmap legislation, the City of Melrose will adopt a net zero stretch building energy code. Melrose will pair adoption of a net zero stretch energy code with outreach and education for developers, builders, and residents (see Action 10). The building code presents an opportunity to make buildings healthier and safer, and to transition away from onsite combustion. Today, the upfront cost differentials of building to a net zero standard are minimal, and will continue to reduce over time. It is far more cost-effective to build to a net zero standard than to retroactively retrofit the same building. Subsequently, the annual energy costs can be reduced when buildings are built to a highly efficient standard and renewables are leveraged. A net zero stretch code allows communities to ensure that new construction and major renovations will be built to net zero standards and helps ensure that buildings are not locked into high emissions for years into the future.

Equity Considerations: Engage in discussions with Environmental Justice populations in Melrose and empower community organizations to weigh-in on the code development process.

ACTION 8. Incentivize energy efficiency, electrification, and renewable energy within special permit processes.

The City of Melrose will seek to adopt and gradually strengthen requirements over time for special permits that incentivize and facilitate the implementation of net zero measures in buildings undergoing significant renovation and new construction. Over the next 30 years, a subset of buildings will undergo a significant renovation or be replaced with a new building. For these buildings, it is important to ensure that they will be both allowed and encouraged to achieve the highest possible energy and emissions reductions because those buildings may not undergo significant rebuilding for another 50 to 100 years.

Until a net zero stretch building code is adopted (Action 7), the best zoning tools for Melrose to enact are special permits that incentivize these net zero measures. Special permit processes will also be important in establishing standards beyond what may be included in the net zero stretch code (under development by the Department of Energy Resources).[x]

In June 2021, the City of Melrose adopted an incentive zoning special permit that allows for appropriate increases in density in the downtown and Commuter Rail station areas for projects that provide community benefits, such as green building practices that result in energy efficiency levels exceeding building code and/or clean energy generation, which go beyond what is otherwise required in the Zoning Ordinance. This special permit can be updated as necessary over time to gradually strengthen requirements around energy efficiency, electrification, and

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renewable energy in a way that does not impede the creation of new housing units in smart growth locations.

Melrose also has a special permit review process for multi-family residential uses in non-residentially zoned areas that could be updated to include standards for energy efficiency, electrification, and renewable energy to support the City's net zero goals.

Equity Considerations: Develop requirements in consultation with developers and building owners to avoid unintended impacts on energy bills.

ACTION 9. Require energy reporting for all new commercial construction one year after certificate of occupancy, or on an ongoing basis.

To support implementation of Action 8, the City of Melrose will explore options for implementing energy reporting for all new commercial, mixed use, and multifamily construction one year after certificate of occupancy. The reporting requirements for new construction in Action 8 will require Melrose to establish a structure for processing reporting as well as increased staff capacity, but it is the best way to analyze whether permitting and zoning measures are working. This policy is an important enabling action that many communities are already using to drive emissions reductions in the building sector across New England and throughout the United States.

Equity Considerations: Work with affordable housing owners and developers to ensure that the reporting requirements are structured in a way that allows them to participate.

ACTION 10. Provide training opportunities for City departments, boards and committees, realtors, and developers on Net Zero.

Since the development of a Net Zero building utilizes different building standards, calculations, and codes than are typically used in construction, building inspectors and plan reviewers may not have a familiarity with best practices. The goals of these trainings would be to familiarize inspectional services and other staff and members of boards and committees with high-performance building practices, to empower them to conduct relevant energy and performance calculations during plan review, and to enable inspectors to identify common construction mistakes and code violations in order to conduct efficient and effective inspections. A thorough curriculum will cover topics such as: LEED, Net Zero, Passive House and other high-performance standards, HERS ratings, life safety benefits of Net Zero buildings, and energy modeling. Additionally, Melrose will provide guidance to developers on permitting for Net Zero buildings.

Equity Considerations: Include focused training on net zero and net positive practices for multi-family buildings to increase the likelihood that benefits are realized by renters.

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Strategy 5: Lead by example within municipal buildings and advocate for net zero building policies.

ACTION 11. Adopt net zero standards for new public buildings and major renovations.

The City of Melrose will lead by example by constructing, retrofitting and maintaining City-owned buildings to reduce energy use and maximize clean energy technology as much as feasible. Municipal buildings are the largest source of GHG emissions from municipal operations (municipal emissions overall only represents 3% of total community-wide emissions), and they also present a highly visible opportunity for the City to demonstrate the feasibility and appeal of net zero buildings.

In existing City-owned buildings (including school and municipal buildings), Melrose will complete energy audits and retro-commissioning projects that ensure that existing energy systems are operating efficiently, perform deep energy retrofits that maximize energy efficiency, and deploy renewable energy projects that provide as much on-site energy as possible. We will use the audits to identify buildings with high energy consumption and plan for deep energy efficiency retrofits. We will also evaluate buildings for on-site renewable energy suitability and build renewable energy projects at municipal properties with sufficient resource potential.

Equity Considerations: Prioritize improvements to public buildings that are utilized by residents in the community such as schools, library, and the senior center.

ACTION 12. Implement a suite of strategies to protect and plant trees.

The City of Melrose will implement a variety of strategies to protect the health of existing trees, reduce the removal of viable trees and increase the planting of new trees. Increasing the tree canopy in Melrose reduces heat islands and hot spots in the city and sequesters carbon that would otherwise go into the atmosphere. Require that every tree removed is replaced on site with a dedicated number of trees (2x or 3x). If the trees cannot be planted on site, they must be planted off-site at a location designated by the Department of Public Works with priority given to neighborhoods and streets with little tree canopy and heat islands.

In addition, adopting enhanced sustainable landscape plans for new construction in its zoning ordinances should be encouraged (see, e.g., Somerville's Green Score, which replaces inflexible "minimum landscaped areas" requirements with a point-based system that encourages higher value landscaping elements such as large trees).

Equity Considerations: Engage residents from vulnerable communities in the planning and development of the Green Score to improve the likelihood for a more equitable and impactful outcome.

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Getting Around Melrose

Electrifying our transportation system and giving people choices about how they get around are core to Melrose's Net Zero Action Plan. The City of Melrose commits to implementing actions that advance the following strategies:

Strategy 1. Encourage low-carbon modes of transportation.

Strategy 2. Encourage uses of zero emission vehicles.

Strategy 3. Develop zero emission vehicle infrastructure for residents, workers, and visitors.

Strategy 4. Adopt zero emission mobility zoning measures.

Strategy 5. Lead by example through municipal fleet electrification and advocate for community transit needs.



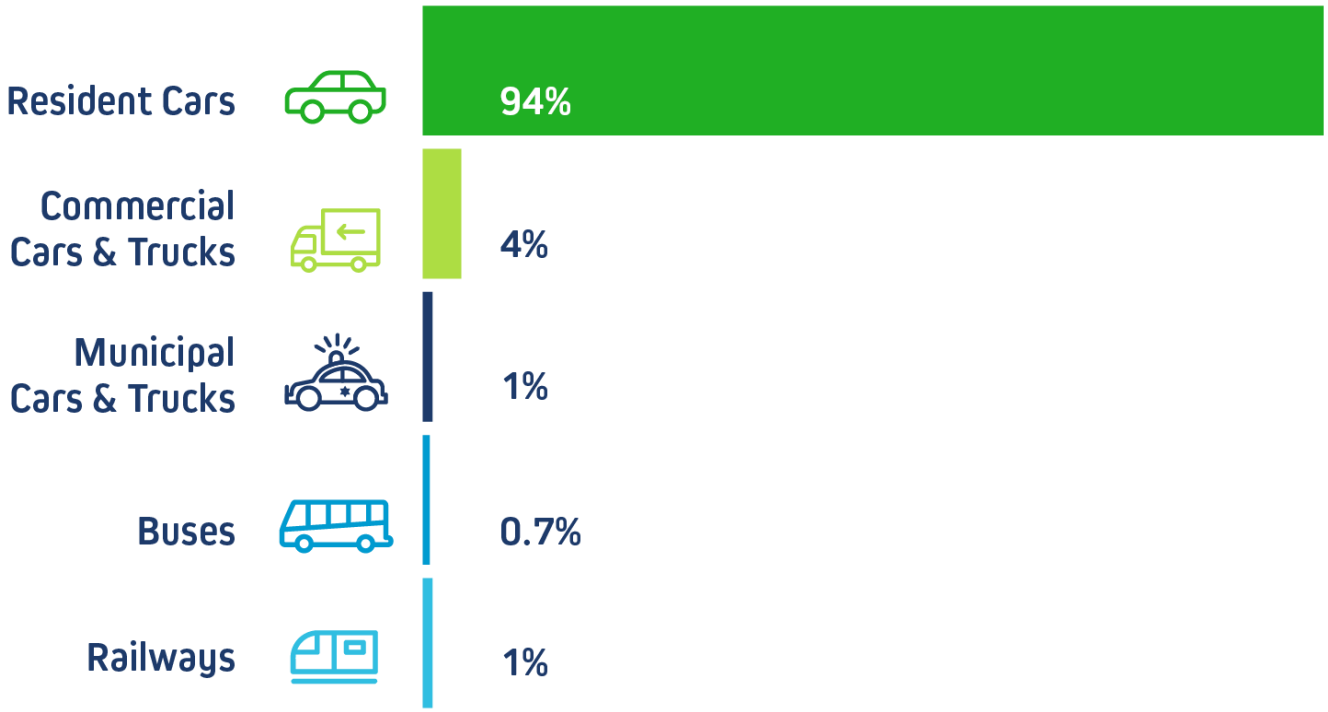
PHOTO ABOVE: MELROSE ELECTRIC VEHICLE SHOWCASE

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Gasoline- and diesel-powered cars, trucks, buses, trains, and other forms of transportation accounted for **more than a third** of our community's emissions in 2017.

Electric cars and buses are cleaner, cheaper to run over time, and require less maintenance. Electric vehicles are becoming more common and more affordable every year, and the range of makes and models available at comparable price points to gasoline- and diesel-powered vehicles is set to increase immensely in the next five years.

Expanding low-carbon mobility options like walking, biking, and transit are some of the best ways to reduce transportation emissions. By designing greener and people-centered streets and sidewalks, we can make walking, biking, and public transit as easy as taking a solo trip in a personal vehicle – and reduce traffic too! These alternatives to driving will help reduce emissions and air pollution while also making residents healthier and more connected to their community.



SOURCE: MELROSE'S 2017 GREENHOUSE GAS INVENTORY

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Strategy 1: Encourage low-carbon modes of transportation

ACTION 13. Develop and implement a Safe Streets Plan and pilot projects.

The City of Melrose will develop a Safe Streets Plan to identify gaps in the transportation network and inform how best to prioritize near- and longer-term projects. This effort will build on the work of the Pedestrian and Bicycle Advisory Committee and prioritize the needs of children, older adults, and people with disabilities.

The Safe Streets Plan should analyze mode share patterns, evaluate bicycle and pedestrian infrastructure needs, and make recommendations on best practices to improve bicycle and pedestrian safety and connectivity on major regional corridors and local routes with high access to important destinations (workplaces, retail, recreation, public services, etc.). This plan will also aim to connect Melrose to existing and proposed regional trails and paths, such as the Northern Strand Trail in Malden, Malden River Greenway, Tri-Community Greenway in Stoneham and the Wakefield-Lynnfield Rail Trail.

Melrose will also explore options for off-road community paths. Off-road paths that prohibit motorized vehicles are an important option to encourage residents and commuters to leave their cars. One potential area to explore is the use of the Orange Line MBTA/DCR right of way, which was first recommended in MAPC's Main Street Corridor report published in 2013.

Equity Considerations: Ensure robust engagement of vulnerable populations in the planning processes. Plan for the provision of equitable access to infrastructure investments.

ACTION 14. Expand Safe Routes to School programming.

Safe Routes to School (SRTS) a federally funded initiative of MassDOT, works with schools, communities, students, and families to increase walking and biking among elementary and middle school students in the Commonwealth. SRTS works with a variety of stakeholders to advocate for better bicycling and pedestrian infrastructure, educate students and their families about walking and biking to school safely, and provides other related technical assistance to schools. The City should adopt recommendations made by SRTS studies to make known hot spots safer.

Equity Considerations: Ensure robust engagement of vulnerable populations in the planning processes. Advocate for the provision of equitable access to infrastructure investments

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ACTION 15. Support expansion of the Landline Trail and Greenway Network.

As a part of the safe streets plan in Action 13, the City will support expansion of the Landline Trail and Greenway Network and Safe Routes to School (SRTS) programming.

MAPC's Landline Trail and Greenway Plan envisions a 1,400 mile regional network of trails and greenways across the region. These trails and greenways will provide critical infrastructure and connectivity to facilitate more walking and biking throughout the region. The City will help implement the Landline vision by working with local trail groups to identify priority trail construction areas and advocating for funds at the state level for trail construction and maintenance.

Equity Considerations: Ensure robust engagement of vulnerable populations in the planning processes. Advocate for the provision of equitable access to infrastructure investments.

Strategy 2: Encourages uses of zero emission vehicles.

ACTION 16. Create an education and community engagement program to promote electric vehicle adoption

The City of Melrose will provide a suite of education and outreach services, EV ride and drives, and incentives to promote electric vehicle adoption with a focus on financing and purchase opportunities to make zero emission vehicles more affordable.

At first glance, the transition to zero emission vehicles may seem to rest squarely on consumer choices and behavioral changes of a community's residents. However, there is an important role for larger market forces, federal and state incentives, and local education and awareness building to nudge residents toward the choice that aligns with getting to net zero. The City will develop a suite of municipal outreach services that may include partnerships with nonprofits such as the Green Energy Consumers Alliance Drive Green discount program, utility EV charging and program offerings, and national programs such as National Drive Electric Week to educate Melrose residents about the benefits of EVs.

Local EV showcases at Healthy Melrose and the Victorian Fair have proven to be very effective at increasing EV purchases by residents and those should continue and expand to provide ride and drive opportunities. Giving people direct and extended experience driving an electric vehicle can reduce perceived barriers individuals may have about switching to an electric vehicle. The Portland Greater Council of Governments took this a step further with their Electric Vehicle Lending Program, which provides individuals with the opportunity to borrow an EV for up to a week. This extended exposure allows individuals to see how an EV fits into their day-to-day lifestyle.

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Equity Considerations: Identify opportunities to increase the subsidies and incentives for low-income drivers and provide opportunities to access electrified transportation for people who do not own a car. Incorporate translation and accessibility into the program planning.

Strategy 3: Develop zero emission vehicle infrastructure for residents, workers, and visitors.

ACTION 17. Support awareness of on-street EV charging to provide access to infrastructure for renters and homeowners that lack access to off-street parking.

In 2021, the City partnered with National Grid on a demonstration project to test the concept of pole-mounted EV chargers. Nine locations near multifamily housing, recreation areas, and in business districts with limited off-street parking were selected in order to make EV charging more accessible to more people. Other benefits include lower installation costs and easier installation at the power source. Following the installation of 15 new utility pole-mounted EV chargers through the National Grid demonstration project in July 2021, the City will promote them widely through signage, lighting, outreach and other awareness efforts.

Equity Considerations: Perform regular and ongoing outreach to neighborhoods with high concentrations of renters where resident turnover will be more frequent.

ACTION 18. Conduct outreach and education efforts targeting businesses to encourage charging infrastructure deployment.

To support the expansion of charging stations beyond publicly owned lots and right of ways, the City will approach large employers, institutions, and retailers to connect them with funding opportunities (e.g. Volkswagen Settlement, MassDEP Electric Vehicle Incentive Program - EVIP, and National Grid's Make Ready Program) to install electric vehicle charging stations on their sites. The City will leverage connections through the Chamber of Commerce and National Grid to work with large private sector actors interested in installing electric vehicle charging stations. The City will coordinate with National Grid to ensure there is a plan for increased electric demand from the charging stations installed.

Equity Considerations: Ensure robust engagement of vulnerable populations in the planning processes to ensure equitable distribution of charging infrastructure.

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ACTION 19. Expand public charging and more municipal parking lots near municipal services and facilities such as the library, schools, and additional business districts.

The City of Melrose will expand public charging at more municipal parking lots near municipal services and facilities such as the library, schools, and additional business districts.

Melrose installed an EV charger in the City Hall parking lot in 2014 and a second one at the Cedar Park commuter lot in 2017 which serve a variety of users and needs. The City will invest in additional electric vehicle charging stations in more locations to help provide the infrastructure needed to support continued EV adoption for residents, workers, and visitors. As a part of this action, the City will assess options and put in place sustainable pricing and parking policies to support management of the charging stations as utilization increases over time. Consider allowing renters and those without at-home access to charging to use the public chargers overnight with special parking permits.

Equity Considerations: Plan for equitable geographic distribution of charging stations across the community and pair with programs to reduce economic barriers to EV adoption (Action 13).

ACTION 20. Specify or adopt design guidelines for EV and PEV charging stations, signage, and wayfinding for both on- and off-street parking. Adopt regulations and enforcement policies for EV and PEV parking spaces.

Consistent wayfinding and visible signage provides the needed support for existing EV drivers to locate charging infrastructure and sends a signal to other drivers that an EV may be viable alternative by reducing range anxiety. The City will pair signage with EV specific parking regulations and incorporate these regulations into existing parking enforcement structures. The City's signage guidelines will adhere to the standards published by the Federal Highway Administration in the Manual on Uniform Traffic Control Devices. Signage requirements will include consistent guidance on parking space stencils and signage that communicates any restrictions to the use of the EV parking space. Regulations will limit use of the spot to EV drivers and impose a time limitation to increase utilization of the charging station.

Equity Considerations: Plans for and requirements around EV charging station installation should include provisions for ADA compliant spaces with access to charging stations.

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Strategy 4: Adopt zero emissions mobility zoning measures.

ACTION 21. Continue to support transit-oriented development in existing overlay districts.

Recognizing its strong transportation assets, the City is committed to advancing smart growth and transit-oriented development. That is, high-density, mixed-used development near the Oak Grove Rapid Transit Station, as well as around our three MBTA Commuter Rail Stations and in our downtown. As the City of Melrose has increased its housing supply over the years, it has also remained dedicated to increasing the supply of affordable housing. While Melrose has not yet met the 10% threshold set by the Commonwealth for the percentage of housing units designated as affordable, it has reached 8% by making steady progress over the years. Melrose will continue to make progress and increase redevelopment near public transit through progressive zoning and the flexibility of the Planning Board to ease or waive parking requirements.

Equity Considerations: Include requirements for affordability and community amenities within existing overlays. This recommendation should also be paired with strategies that preserve affordable housing and protect against displacement.

ACTION 22. Adopt comprehensive parking policies to maximize efficient use of spaces, reduce use of single occupancy vehicles, and incentivize electric vehicle charging infrastructure.

Parking plays an integral role in influencing vehicle congestion, determining travel behavior, and shaping land use patterns. Not only is parking very expensive to construct, but also in many circumstances, more parking actually contributes to increased vehicular congestion. Under this policy, the City will consider the elimination of minimum parking requirements for all new residential units, establishment of parking maximums within half a mile of high-quality transit stops, creation and expansion of parking benefit districts, and incentives for developers to provide less than maximum allowable parking. There are a wide range of data-driven strategies that cities and towns can employ to encourage more efficient allocation of parking resources. Parking studies provide valuable insight as to how parking is currently utilized and can help inform how parking policies can best meet demand, often reducing the perceived need for more parking.

As a part of the incentive zoning special permit in Action 2, the City will also aim to incentivize electric vehicle charging infrastructure and on or off-site bicycle and pedestrian infrastructure in exchange for allowing increases in density.

Equity Considerations: Incorporate considerations that prioritize creation of housing units and other community amenities within parking policies.

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Strategy 5: Lead by example in the municipal fleet and advocate for community transit needs.

ACTION 23. Adopt zero emission standards for the municipal fleet.

The City of Melrose will adopt a zero emission municipal fleet policy that commits to complete transition to zero emission vehicles and equipment by no later than 2035 for all vehicles with viable zero emission makes and models. This policy should also address how the vehicle purchase approval process will be managed within the municipality to ensure that all departments are adhering to the new emissions standards. The policy should include maintenance equipment such as landscaping tools and machines.

Building on the City's participation in National Grid's Fleet Advisory Services Program (FASP) begun in June 2021, municipal staff involved in fleet purchase decisions will be actively involved in the ongoing analysis. The FASP assessment will provide recommendations on electric fleet replacements, idle reduction technologies, fleet right sizing (i.e., consolidating vehicles with similar use cases and low rates of utilization), and placement of charging stations to support fleet electrification. The FASP process commits the City to revisiting and regularly updating it to account for rapid improvements in vehicle technology.

Equity Considerations: Provide opportunities for community feedback on the policy to promote greater transparency and community involvement in lead by example efforts.

ACTION 24. Advocate for community transit service needs, bus stop upgrades, and increased efficiency and electrification of the regional transit system.

The City of Melrose will continue to advocate for measures within transit planning processes at the MBTA and MassDOT that align with the City's net zero goals. Recent examples include successfully fighting MBTA service reductions on the Reading/Haverhill line with elimination of the Cedar Park station stop and the 136/137 bus routes in 2020.

Melrose will work with the community to identify priority areas to increase access and community transit ridership. The City will also advocate during upcoming planning processes with the MBTA and MassDOT and push for improved energy efficiency and reduced carbon intensity of mass transit vehicles.

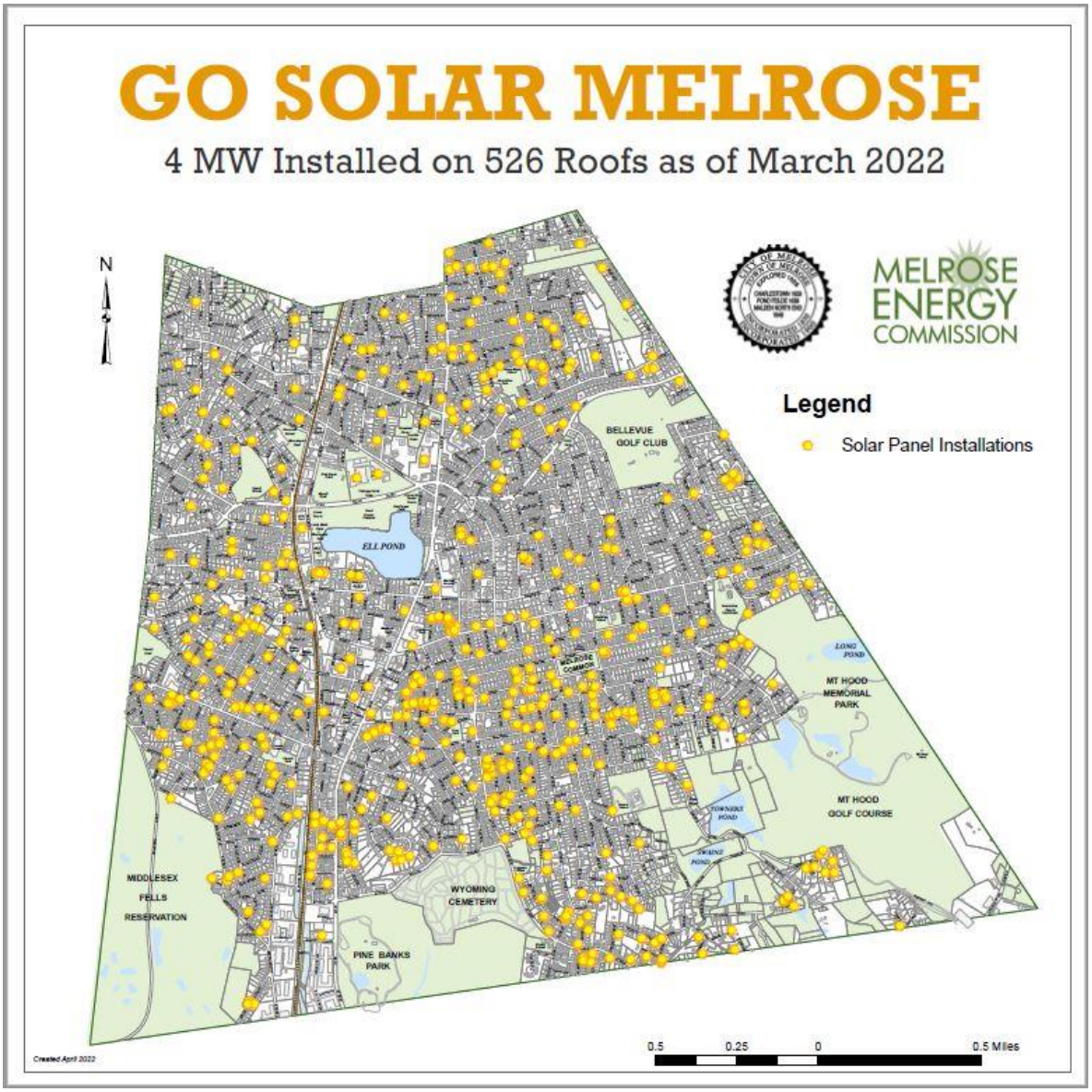
Equity Considerations: Ensure robust engagement of vulnerable populations in the planning processes. Plan for the provision of equitable access to infrastructure investments.

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Where Our Energy Comes From

The City of Melrose commits to implementing actions that advance the following clean energy supply strategies:

Strategy 1. Maximize on-site renewables for property owners.
Strategy 2. Maximize off-site community shared solar
Strategy 3. Procure renewable energy for all remaining energy needs
Strategy 4. Lead by example and advocate for smart electricity use.



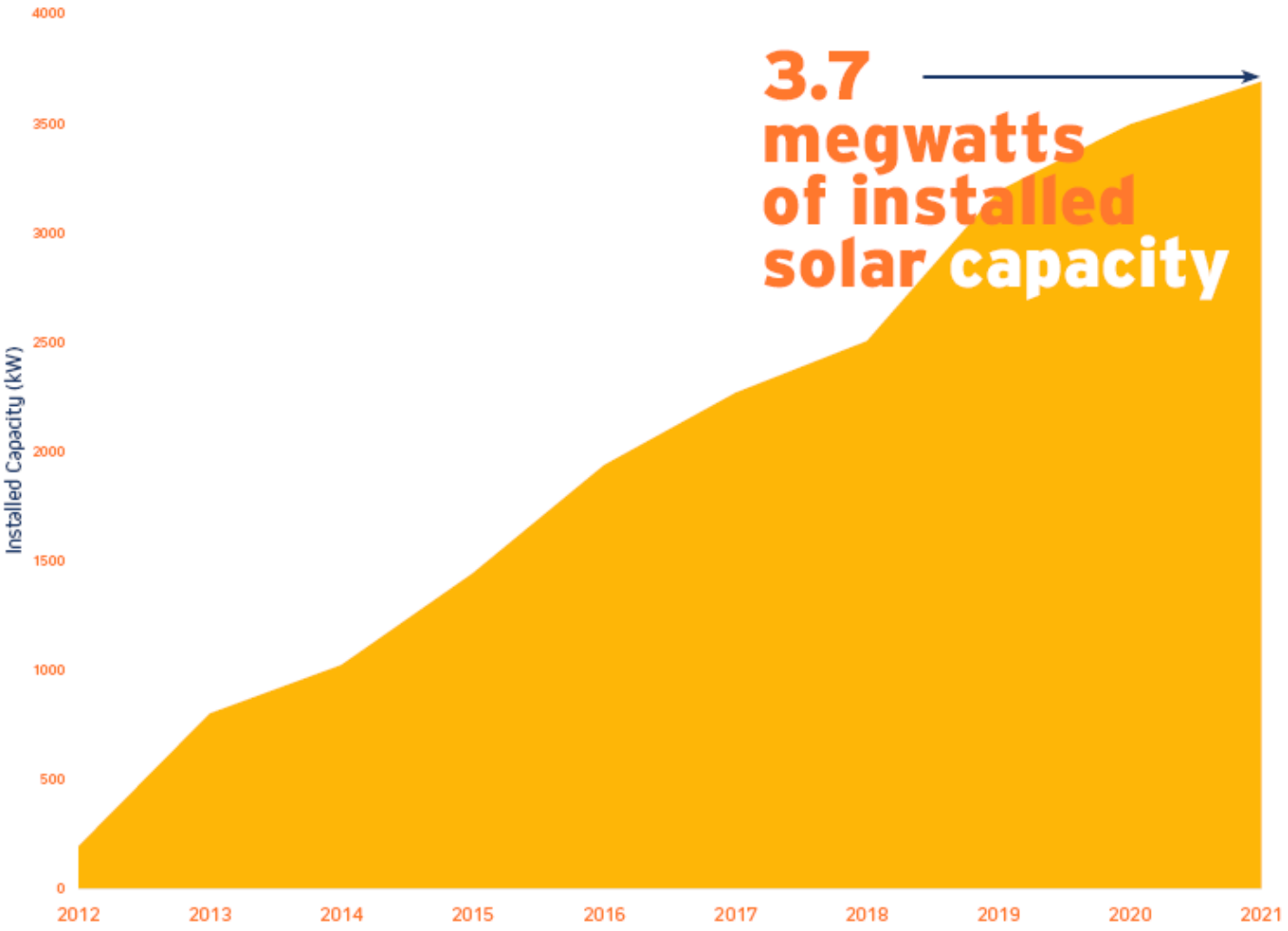
GRAPHIC ABOVE: MELROSE ROOFTOP SOLAR INSTALLATIONS THROUGH MARCH 2022. SOURCE: PERMITS

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Electrification of systems that currently rely on fossil fuels (like our home heating systems, our cars, etc.) is essential to achieving our net zero goal in Melrose. However, the success of this strategy depends on fully transitioning our electric grid to renewable sources of energy.

Renewable energy comes from endlessly sustainable sources such as wind, the sun's heat or light (i.e., solar), or the earth beneath our feet (i.e., geothermal). Our electricity is getting cleaner and greener all the time thanks to state and local policies, like Melrose's electricity aggregation, but natural gas still provides most of our electricity in New England. Developing local renewable energy projects and supporting renewable energy projects through electricity aggregation and policy advocacy will help our community speed up the process of switching to clean energy.

In Melrose, more than 526 properties already have solar on their rooftops, and the production of local, renewable energy sources is growing. As of the end of 2021, Melrose's installed solar capacity was more than **3.7 megawatts**.



SOURCE: MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES, SREC I, SREC II, AND SMART QUALIFIED PROJECT DATA IN MELROSE

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Strategy 1: Maximize on-site renewables for property owners.

ACTION 25. Continue to promote the EnergySage.com platform for residents who want to install solar and for renters who want to participate in community solar.

The City of Melrose will continue to promote the EnergySage.com platform for residents who want to install solar and for renters who want to participate in community solar. The City will also explore mechanisms to support access to community solar for low-income residents.

Building on the success and lessons learned from the City's implementation of Solarize Melrose in 2012 and the partnership with EnergySage that began in 2014, Melrose will continue to promote the EnergySage.com online platform for property owners who want to go solar as a shopping and education tool. The City will also promote EnergySage's community solar platform for renters and other homeowners who are unable to install rooftop solar. The City will consider the potential for additional partnerships with specific installers chosen through a competitive procurement process (see Action 1).

Equity Considerations: Identify and mitigate potential barriers to participation in community solar including long term contracts and credit score requirements.

Strategy 2: Maximize off-site community shared solar.

ACTION 26. Develop a low-income community shared solar program under the state's SMART incentives.

Melrose will explore options available to develop a low-income community shared solar program through the municipal aggregation program Melrose Community Power as authorized in the updated SMART incentives. This will include a review of near-term opportunities under the state's SMART program incentives. The City will work to ensure through project outreach and incentives that low-income residents are involved in the development of the program.

Equity Considerations: Identify and mitigate potential barriers to participation in community solar including long term contracts and credit score requirements.

Strategy 3: Procure renewable energy for all remaining needs.

ACTION 27. Pursue 100% carbon-free electricity in the Melrose Community Power by 2030.

The City of Melrose will gradually increase the amount of renewable energy in the Melrose Community Power program so the default level is 100% carbon-free by 2030, and then maintain that outcome permanently.

Melrose launched what is now called Melrose Community Power in 2015. The 2019-2021 contract set the baseline for electricity supply at 5% more local

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renewables than the state's Renewable Portfolio Standard (RPS) The new 2021 – 2024 contract will increase the amount to 10%. There is also an option for 100% renewable energy. The program ensures that all additional renewables are from MA Class I RECs (Renewable Energy Credits). MA Class I RECs help to support local renewable energy since projects meeting the criteria for these credits are required by the state RPS.

The City will continue to implement this program into the future with the goal of increasing the percent of Class I RECs in the default rate to 100% renewables by 2030 as well as exploring direct off-taker opportunities in renewable energy developments. This effort will involve active monitoring of rates and the local impact on low-income ratepayers. The City will also continue the successful outreach campaign to encourage residents and businesses to opt-up to 100% Local Green.

Equity Considerations: Pay particular attention to the costs of participating compared to utility electricity costs and provide a default rate that is competitive with these prices.

Strategy 4: Lead by example and advocate for smart electricity use.

ACTION 28. Maximize the installation of clean energy resources on municipal property and purchase 100% renewable municipal electricity supply by 2030.

The City will seek to maximize the installation of clean energy resources on municipal property, including exploration of opportunities to pair solar with storage and retrofit buildings with clean heating and cooling systems.

The City has already installed rooftop solar on every available municipal building roof where there is space and the roof condition makes it feasible including on the high school, middle school and the Public Works Operations Facility. Melrose will demonstrate leadership in this sector by maximizing the installation of solar PV on municipal buildings as more roofs are replaced, such as Memorial Hall and several elementary schools. Solar canopies should be considered again for parking lots such as at the high school and the City Hall parking lot among others. After assessing the feasibility of municipal sites for renewable energy, the City will consider a plan for installation and procure these systems where they are feasible.

In addition, Melrose should progressively increase the amount of renewable electricity in its municipal supply contracts until reaching 100% for municipal operations by 2030. Melrose has already started this transition by contracting for an additional 10% MA Class 1 RECs in the last year of the current contract for 2023. At all points of implementing this action, the City will consider cost impacts to taxpayers in Melrose.

Equity Considerations: Provide opportunities for community feedback on the policy to promote greater transparency and community involvement in lead by example efforts.

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ACTION 29. Support state legislation and policies to de-carbonize the region's energy supply.

The City of Melrose will advocate for state policies that increase the Renewable Portfolio Standard (RPS) and promote incentives specifically for low to moderate income (LMI) residents such as LMI solar incentives, and programs and procurements that further decarbonize the region's energy supply, such as offshore wind development.

The current RPS puts the state on track to reach 67% renewable energy by 2030. The Next Generation Roadmap for Massachusetts Climate Policy, enacted in 2021, raised the rate of increase to 3% from 2025 through 2029 at which point the rate of increase returns to 2% and puts the state on a pathway to achieve approximately 80% renewable generation by 2050.[xi]

An increase in the renewable portfolio standard helps to advance the installation of new renewable energy systems across the state. Since many utility programs are driven by the requirements of the RPS, an increase in renewables also improves the financial incentives for renewables and helps to lower soft costs for renewable energy by the increase in competition.

Equity Considerations: Ensure that policies include measures to directly benefit Environmental Justice communities across Massachusetts and increase access to clean energy for all.

ACTION 30. Advocate for expansion of demand response programs and creation of distinct time of use rates.

The City of Melrose has participated in a variety of demand response programs since 2012 with much success. The City should continue these initiatives and also advocate for expansion of demand management programs and the creation of distinct time of use rates for different types of buildings and electric vehicle charging. This will include support for smart metering infrastructure, demand response programs, energy storage infrastructure and advocacy for additional incentives for energy storage.

Equity Considerations: Ensure that policies include measures to directly benefit Environmental Justice communities across Massachusetts with a focus on affordability.

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ACTION 31. Advocate to regulators and utilities to greatly accelerate the repair of gas leaks and support the phase-out of the natural gas distribution supply network.

Melrose will advocate for the repair of super-emitter gas leaks and coordinate information and data sharing with National Grid. Repairing gas leaks improves residents' health, makes the gas network more efficient and helps to eliminate difficult to account for GHG emissions. The City will advocate for additional efforts for detection and mitigation of gas leaks and work to expedite the repair of local leaks.

Melrose will also advocate for regulatory changes that help accelerate the phasing-out of the gas distribution network as is being investigated by the MA Department of Public Utilities at the request of the MA Attorney General's Office. We await the outcome of the investigation that was launched in October 2020.

Since the repair of gas leaks and replacement of pipes involves digging up and repairing streets, they can be costly and require multiple permits. Melrose will continue to work with National Grid to see where priorities for gas leak repair and street repair overlap and explore opportunities to develop a shared schedule to complete multiple repairs in the same street opening and re-pavement. This action could also include consideration of ways to expedite permitting for these repairs, including an online permitting system such as Roadworks. Melrose will continue its participation in the Multi-Town Gas Leaks Initiative, working with communities throughout the region to accelerate leak repair by improving data sharing, communication, and coordination between municipalities and National Grid.

Equity Considerations: Ensure equity in setting street repair and gas leak repair priorities throughout Melrose.

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Implementation: What's Next?

This Net Zero Action Plan is just the beginning for the City of Melrose. The transitions required to achieve net zero in Melrose necessitates an all-hands-on-deck approach – both internally, with City staff and elected bodies, and externally, with local community partners and municipal peers. The following initiatives will be spearheaded by the City's Sustainability Manager which will facilitate implementation of the actions prioritized in this plan.

Governance

Develop internal practices and structures for multi-departmental coordination on climate action.

The Mayor will appoint key members of City boards, commissions, and departments to join a Net Zero Action Task Force. Task Force members will support the Sustainability Manager in implementing and reporting on the progress of priority actions identified in the plan. The Task Force will also be structured to be a two-way exchange of information – providing opportunities to increase climate literacy and technical capacity across city government.

One of the first objectives of the Net Zero Action Task Force will be to align municipal department responsibilities with the goals of the Net Zero Action Plan and identify any areas where municipal activities may be acting in opposition to the goals of the plan.

This process will result in the incorporation of a climate framework into the goals of every municipal department.

Report on metrics of success and update greenhouse gas inventory on a semi-annual basis.

The City's GHG inventory will be the core tool for benchmarking progress toward its net zero goal. The City will update its GHG inventory as new data sets are made available, using MAPC's Community Greenhouse Gas Inventory Tool. The expectation is that this will occur every two years. The 2017 GHG inventory will be used as the baseline to measure progress against.

Revisit and update the plan every five years.

The Net Zero Action Plan is intended to serve as a living document that will be revisited and revised regularly by the Sustainability Manager and the Net Zero Action Task Force to ensure our community is always pushing ahead and successfully working toward its goals.

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Public Engagement and Education

Building community capacity to make the electrification transition

A core component of the community engagement plans to convene focus groups during the planning process had to be put on hold due to the COVID-19 pandemic. As such, the City will prioritize building and strengthening relationships with vulnerable populations that are not currently reached by the City's communication and engagement channels. In addition, broad and continued outreach to stakeholders both in city government and in the wider community is necessary in order to increase understanding of what the transition to net zero entrails. There is a role for everyone in this challenge and more education on how to get there is needed.

Partnership and Collaboration

Coordinate climate action regionally with the Metro Mayors Coalition municipalities

Coordinated action with surrounding municipalities will be a component to the success of Melrose's Plan. The City will continue to connect and share best practices with staff in nearby Metro Boston municipalities, utilizing existing regional networks like the Metropolitan Mayors Coalition Climate Preparedness Task Force to identify regional priorities and programs for implementation.

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Net Zero Action Roadmap Summary

NAVIGATING THE ROADMAP

Timeframe

Specifies the anticipated timeframe needed for full implementation of the action.

IN PROCESS Currently underway by City staff

SHORT TERM Less than one year (<1 yr)

INTERMEDIATE TERM Two to three years (2-3 yrs)

LONG TERM Four to five years (4-5 yrs)

Potential Co-Benefits

This section identifies the high-level potential for the types of benefits, in addition to greenhouse gas emissions reductions, the City may experience through effective implementation of the action.

PUBLIC HEALTH BENEFITS

ECONOMIC BENEFITS

ENERGY SYSTEM BENEFITS

ENVIRONMENTAL BENEFITS

Internal Partners

Although the Sustainability Manager is primarily responsible for spearheading implementation, Internal Partners are identified to assist with implementation. Acronyms used refer to Office of Planning and Community Development (OPCD) and Department of Public Works (DPW).

Other Partners

Other partners are identified within municipal operations and the broader community-at-large that will be critical to successful implementation of the action. Acronyms used refer to Melrose Energy Commission (MEC), Massachusetts Clean Energy Center (MassCEC), Massachusetts Department of Energy Resources (DOER).

Funding Needs

This category specifies whether the type of funding need is capital, operations, staff or volunteer time. Particularly intensive actions call out where the City may need additional dedicated staff for successful implementation.

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Our Homes and Businesses:

2030 MILESTONES

- All new buildings built to net zero standards.
- 20% of homes and businesses have undergone deep energy retrofits.
- 80% of homes previously on fuel oil, propane, or electric baseboard heat have converted to high efficiency electric heat (heat pumps).
- 10% of homes currently on gas heat have converted to high efficiency electric heat.

2050 MILESTONES

- Nearly all existing homes and businesses in Melrose have had deep energy retrofits.
- Nearly all homes and businesses rely on high efficiency electric heating.

STRATEGY 1: Electrify fossil-fuel end uses

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 1.	Create an ongoing "Electrify Melrose" program and campaign.	<1 yr	Energy Coach	MEC, MassSave, DOER, National Grid, MassCEC, MassEnergize	Dedicated staff person Operating expenses	●	●		
ACTION 2.	Develop and implement a mechanism for tracking home heating type in Melrose.	<1 yr	GIS Specialist	City Clerk, Assessors, Inspectional Services	Staff time				

STRATEGY 2: Maximize uptake of residential energy efficiency and deep energy retrofits in existing buildings

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 3.	Create a home efficiency coach program to assist residents with energy efficiency and deep energy retrofits.	<1 yr	Existing volunteer coaches	MEC, MassSave, DOER, National Grid, MassCEC, Abode Energy	Dedicated staff person Operating expenses	●	●	●	

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ACTION 4.	Opt into the state's Commercial Property Assessed Clean Energy (CPACE) law.	2-3 yrs	Chief Assessor	Chamber of Commerce, commercial property owners	Operating expenses				

STRATEGY 3: Target energy efficiency retrofits of large multi-family buildings

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 5.	Consider requiring licensing for rental units to include energy efficiency requirements for ongoing compliance.	4-5 yrs	Building Commissioner	Renters, property owners and managers, Board of Health	Dedicated staff person Operating expenses	●		●	
ACTION 6.	Target existing multi-family dwellings with electric baseboard or oil heat for conversion to heat pumps.	2-3 yrs	Energy Coach	MassSave, National Grid, DOER, MassCEC, MassEnergize	Staff time	●	●		

STRATEGY 4: Adopt policies to mandate energy efficiency and renewable energy in new construction and major renovations

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 7.	Adopt net zero stretch building energy code.	<1 yr	Director Strategic Initiatives	OPCD, Planning Board, MEC, building developers, Inspectional Services, City Council	Staff time	●	●		●
ACTION 8.	Incentivize energy efficiency, electrification, and renewable energy within special permit processes.	2-3 yrs	Planning Director	OPCD, Inspectional Services, Planning Board, Zoning Board, building developers	Staff time	●	●		
ACTION 9.	Require energy reporting for all new commercial	2-3 yrs	Building Commissioner	OPCD, Planning Board, Zoning Board	Staff time		●	●	

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	construction one year after certificate of occupancy, or on an ongoing basis.								
ACTION 10.	Provide training opportunities for City departments, boards and committees, and developers to support Net Zero.	<1 yr	Director Strategic Initiatives	Certified trainers, MEC, DOER, National Grid, MassCEC	Operating expenses Staff time		●		

STRATEGY 5: Lead by example within municipal buildings and advocate for net zero building policies

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 11.	Adopt net zero standards for new public buildings and major renovations.	<1 yr	Planning Director	Mayor's Office, DPW, Inspectional Services, MEC, City Council	Staff time	●	●	●	●
ACTION 12.	Implement a suite of strategies to protect and plant trees.	2-3 yrs	City Engineer	DPW Green Team	Capital expenses	●			●

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GETTING AROUND MELROSE

2030 MILESTONES

- All new developments are accessible by biking, walking, or connected to public transit.
- Average number of cars per household is below 1.47 (e.g., vehicle miles traveled are reduced by 5%)
- 60% of new vehicle purchases are zero emissions.
- 37% of registered vehicles are zero emissions.

2050 MILESTONES

- All key destinations in Melrose are accessible by biking, walking, or connected to public transit.
- Nearly all passenger and commercial vehicles registered in Melrose are zero emissions.

STRATEGY 1: Encourage low-carbon modes of transportation

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 13.	Develop and implement a Safe Streets Plan and pilot projects.	2-3 yrs	Planning Director	DPW, OPCD, Pedestrian and Bicyclist Committee	Capital funding Staff time	●			●
ACTION 14.	Expand Safe Routes to School programming.	2-3 yrs	School Department	DPW, OPCD, Pedestrian and Bicyclist Committee	Grant funding	●			●
ACTION 15.	Support expansion of the Landline Trail and Greenway Network.	4-5 yrs	Planning Director	DPW, OPCD, Pedestrian and Bicyclist Committee	Capital funding	●			●

STRATEGY 2: Encourage use of zero emission vehicles

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 16.	Create an education and community engagement	In process	Energy Coach	Green Energy Consumers Alliance, MEC, EV Taskforce	Dedicated staff person	●	●		●

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	program to promote electric vehicle adoption.				Operating expenses				

STRATEGY 3: Develop zero emission vehicle infrastructure for residents, workers, and visitors

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 17.	Support awareness of on-street EV charging to provide access to infrastructure for renters and homeowners that lack access to off-street parking.	In process	Communi-cations Coordinator	MEC, DPW, National Grid	Volunteer time Staff time		●	●	
ACTION 18.	Conduct outreach and education efforts targeting businesses to encourage charging infrastructure deployment.	<1 yr	Energy Coach	MEC, OPCD, Chamber of Commerce	Volunteer time Staff time		●		
ACTION 19.	Expand public charging in more municipal parking lots near services and facilities such as the library, schools, and additional business districts	2-3 yrs	DPW	National Grid, EV charging station vendors, MassEVIP	Capital funding Operating expenses Grant funding		●	●	
ACTION 20.	Specify or adopt design guidelines for EV and PEV charging stations, signage, and wayfinding for both on- and off-street parking. Adopt regulations and enforcement policies for EV and PEV parking spaces.	<1 yr	Planning Director	OPCD, Planning Board	Staff time		●		

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STRATEGY 4: Adopt zero emissions mobility zoning measures

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 21.	Continue to support transit-oriented development in existing overlay districts.	In process	Planning Director	OPCD, Planning Board	Staff time	●	●		●
ACTION 22.	Adopt comprehensive parking policies to maximize efficient use of spaces, reduce use of single occupancy vehicles, and incentivize electric vehicle charging infrastructure.	2-3 yrs	Planning Director	OPCD, Planning Board	Staff time	●			●

STRATEGY 5: Lead by example in the municipal fleet and advocate for community transit needs

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 23.	Adopt zero emission standards for the municipal fleet.	<1 yr	Strategic Initiatives Director	DPW Director, City Department Heads, National Grid Fleet Advisory Services Program	Staff time	●	●	●	
ACTION 24.	Advocate for community transit service needs, bus stop upgrades, bus rapid transit, and increased efficiency and electrification of the regional transit system.	In process	Mayor's Office	OPCD, MBTA, MassDOT, and Pedestrian and Bicyclist Committee	Staff time	●	●	●	●

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Our Energy Supply

2030 MILESTONES

- Our electricity supply comes from 100% carbon-free sources.

STRATEGY 1: Maximize on-site renewables for property owners

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 25.	Continue to promote the EnergySage platform for residents who want to install solar; renters who want to participate in community solar	In process	Energy Coach	MEC, EnergySage.com	Volunteer time Staff time		●	●	

STRATEGY 2: Maximize off-site community shared solar

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 26.	Develop a low-income community shared solar program under the state's SMART incentives	2-3 yrs	Strategic Initiatives Director	DOER, solar developers, electric supplier, PowerOptions, Good Energy	Staff time Grant funding		●	●	

STRATEGY 3: Procure renewable energy for all remaining needs

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 27.	Pursue 100% carbon-free electricity in the Melrose Community Power by 2030.	In process	Strategic Initiatives Director	Good Energy, electricity supplier, MEC, DPU, DOER	Staff time		●	●	●

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STRATEGY 4: Lead by example and advocate for smart electricity use

	ACTION	TIMEFRAME	INTERNAL PARTNER	OTHER PARTNERS	FUNDING NEEDS				
ACTION 28.	Maximize the installation of clean energy resources on municipal property and purchase 100% renewable municipal electricity supply by 2030	4-5 yrs	City Engineer	DPW, OPCD, PowerOptions, National Grid, solar developers	Capital expense Grant funding	●	●		
ACTION 29.	Support state legislation and policies to de-carbonize the region's energy supply	In process	Mayor's Office	State Legislature, City Council	Staff time	●	●	●	
ACTION 30.	Advocate for expansion of demand response programs and creation of distinct time of use rates.	4-5 yrs	Mayor's Office	State Legislature, City Council, DPU	Staff time		●	●	●
ACTION 31.	Advocate to regulators and utilities to greatly accelerate the repair of gas leaks and support the phase-out of the natural gas distribution supply network	4-5 yrs	Mayor's Office	DPW, State Legislature, City Council, DPU	Staff time	●	●		●

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Appendix A: Net Zero Roadmap Milestone Supporting Documentation

The targets set forth in the Net Zero Roadmap for the year 2030 are designed to provide concrete, measurable milestones that will allow the City to assess whether it is on track to meet the Net Zero by 2050 goal. These targets are calculated to be consistent with Massachusetts' climate goals as set forth in "An Act Creating a Next Generation Roadmap for Massachusetts Climate Policy" adopted in 2021, which establishes an emissions limit of not less than 50% reduction from 1990 levels by 2030 (and 75% reduction by 2040), and are tailored to Massachusetts' specific challenges as a largely residential community with an older historic housing stock.

Baseline

The Massachusetts statewide target is assessed based on a 1990 emissions baseline; due to progress made since 1990 (primarily due to reductions in emissions intensity of the electric grid) the state has achieved approximately a 23 % reduction in statewide emissions since 1990, so the target equates to a 35% reduction from current emissions levels.

Melrose does not have data on city emissions from 1990 and is using its 2017 Greenhouse Gas Inventory as the baseline for assessing progress on mitigation goals. For the purpose of setting 2030 targets this plan assumes that Melrose is in a similar position to the state as a whole in terms of the progress made between 1990 and 2017, so the targets are calculated to achieve a 35% reduction from the 2017 baseline. This seems to be a reasonable assumption since Melrose's population in 2017 (28,367)is very similar to that in 1990 (28,112); note Melrose's population declined significantly and then rebounded during that time, so the pattern of emissions trends between 1990 and 2017 may be quite different from that of the state as a whole.

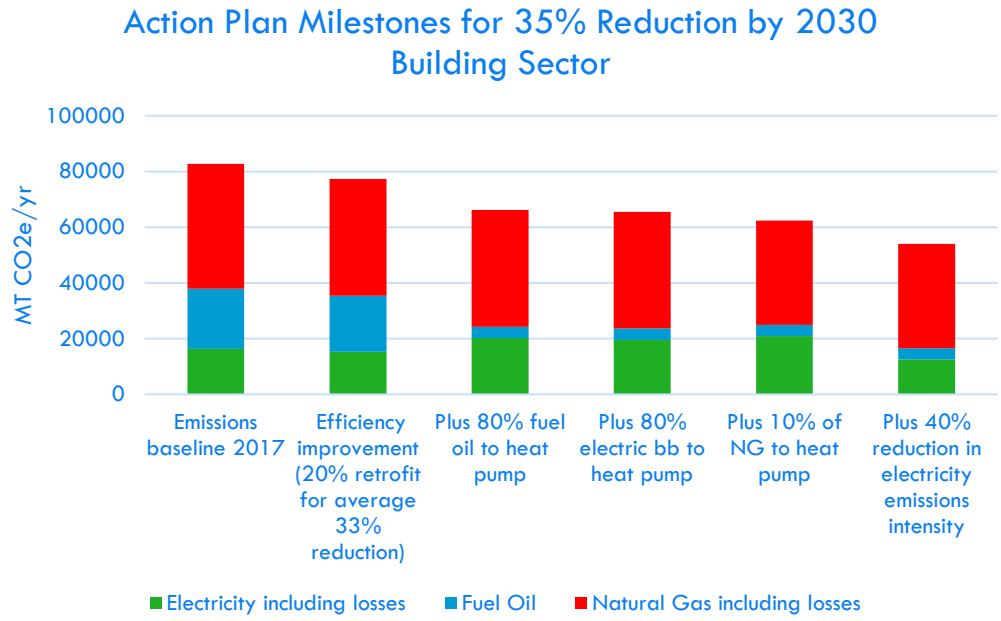
Building sector targets

Reducing emissions from the building sector involves a combination of reducing energy usage through improving building envelopes, improving the energy efficiency of building heating and cooling systems, and electrifying those systems so that they can be run on clean renewable electricity. These changes build on one another; for example, switching from oil heat to electric heat pump reduces emissions through the greater efficiency of the heat pump system and also due to the lower emissions intensity of electricity as a power source, and there will be further emissions reductions from those systems over time as the electric grid becomes cleaner.

The chart below illustrates the cumulative impact of the energy efficiency, heat pump conversion and electric grid clean energy targets to achieve the 2030

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emissions reduction target. Note that these targets represent one pathway to achieving the goal; shortfalls in one area can be made up by improved progress in other areas, and it is important to keep track of all of the measures to ensure that overall progress is on track.

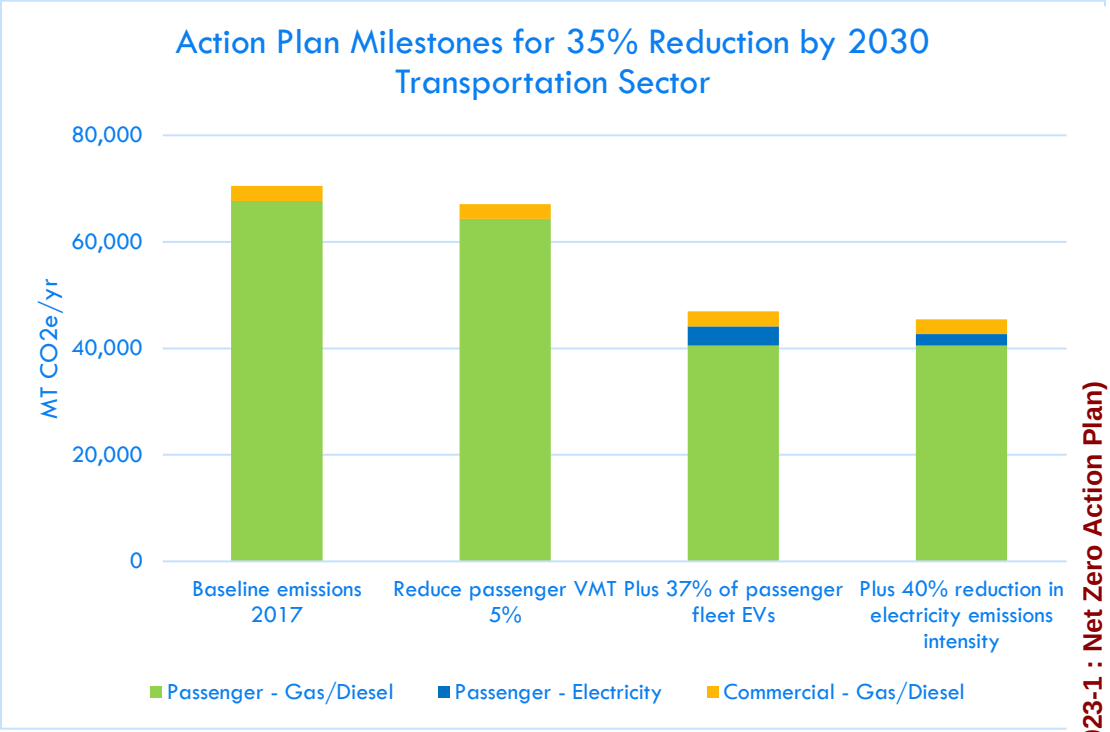


Transportation

Reducing emissions from the transportation sector involves a combination of reducing vehicle miles, improving the energy efficiency of vehicles, and electrifying vehicles so that they can be run on clean renewable electricity. These changes build on one another; for example, modern electric vehicles use less energy to run and also reduce emissions due to the lower emissions intensity of electricity as a power source, and there will be further emissions reductions from those systems over time as the electric grid becomes cleaner.

The chart below illustrates the cumulative impact of reducing vehicle miles and transitioning to electric vehicles to achieve the 2030 emissions reduction target. Currently approximately 12% of passenger vehicles in Melrose are replaced by new vehicles each year; assuming linear progress towards a goal of 60% of new cars electric in 2030, the percent of registered vehicles that would be EV in 2030 should be about 37%.

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Clean electricity

The transition to clean renewable sources of electricity is essential to achieving Melrose's net zero goals, and reduction in the emissions intensity of the electric grid in incorporated into the target calculations for the building and transportation sector. The overall intensity of the electric grid is largely dependent on state policy, but Melrose has committed to targeting 100% of electricity from renewable resources through increasing local renewable generation and through power purchasing programs.

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End Notes

[i] https://earthobservatory.nasa.gov/world-of-change/global-temperatures#:~:text=According%20to%20an%20ongoing%20temperature,2%C2%B0%20Fahrenheit)%20since%201880.
[ii] https://climate.nasa.gov/news/2865/a-degree-of-concern-why-global-temperatures-matter/
[iii] "Governor Baker Signs Climate Legislation to Reduce Greenhouse Gas Emissions, Protect Environmental Justice Communities," *Governor's Press Office*, March 21, 2021, https://www.mass.gov/news/governor-baker-signs-climate-legislation-to-reduce-greenhouse-gas-emissions-protect-environmental-justice-communities
[iv] "Environmental Justice Populations in Massachusetts," MA Executive Office of Energy and Environmental Affairs, https://www.mass.gov/info-details/environmental-justice-populations-in-massachusetts#interactive-map-
[v] "Residential Nonparticipant Customer Profile Study," *DNV GL*, February 6, 2020, Table 7.2. Community outreach metric table: dual fuel, p.94, https://ma-eeac.org/wp-content/uploads/MA19X06-B-RESNONPART_Report_FINAL_v20200228.pdf
[vi] "Housing Tenure by Fuel Type by Municipality," American Community Survey (ACS), 2014-2018, https://datacommon.mapc.org/browser/datasets/191
[vii] "Transportation to Work from Residence by Municipality," American Community Survey (ACS), 2014-2018, https://datacommon.mapc.org/browser/datasets/38
[viii] "Massachusetts Vehicle Census Summary Statistics for GHG Inventories (Municipal)," Metropolitan Area Planning Council, 2014, https://datacommon.mapc.org/browser/datasets/412
[ix] Melrose Community Power Program webpage, https://mcp.cityofmelrose.org/
[x] According to MGL Chapter 40A Section 9, *"Zoning ordinances or by-laws may also provide for special permits authorizing increases in the permissible density of population or intensity of a particular use in a proposed development; provided that the petitioner or applicant shall, as a condition for the grant of said permit, provide certain open space, housing for persons of low or moderate income, traffic or pedestrian improvements, installation of solar energy systems, protection for solar access, or other amenities."*
[xi] https://malegislature.gov/Laws/SessionLaws/Acts/2021/Chapter8

Attachment: melrose_net_zero_action_plan_FINAL (INFO-2023-1 : Net Zero Action Plan)

Randall Carter
50 Mystic Ave
Melrose, MA 02176

Mayor Paul Brodeur
Melrose City Hall - Second Floor
562 Main St
Melrose, MA 02176

Dear Mayor Brodeur,

My name is Randall Carter, and I am writing to be considered for appointment to the Human Rights Commission of Melrose. While I moved to Melrose only two years ago with my fiancée, I am already proud to call myself a Melrosian. I'm seeking appointment to the HRC so that I could do my part to make Melrose an even more harmonious and inclusive community.

I am tremendously passionate about social justice and equality, and I would relish the opportunity to serve on the HRC and help further its mission of promoting a spirit of diversity and respect among Melrose's citizens. In addition to my enthusiasm for DEI, I also have a great deal of event planning experience, having served on the event planning committee at my workplace for several years. After attending the most recent HRC meeting, I am eager to work with the esteemed current commissioners to engage in community outreach, event planning, and advocacy in service of the commission's goals.

Please find a copy of my professional resume attached with this letter.

Thank you very much for your time and for your consideration. If you have any questions or concerns about my qualifications or my candidacy, please don't hesitate to contact me at [redacted]

Sincerely,
Randall Carter

Attachment: Randall Carter HRC Application_Redacted (ORDER-2022-153 : Appointment of Randall Carter, 50 Mystic Ave, to the Melrose

RANDALL CARTER

[redacted]
WEB: LINKEDIN.COM/IN/RANDALL-CARTER

EDUCATION

- **Boston University**
  - Certificate in Paralegal Studies, 2019
- **Touro College**
  - M.S., Childhood Education and Childhood Special Education, Grades 1-6, 2014
- **Colgate University**
  - B.A., Psychology, 2011

RELATED WORK EXPERIENCE

Technology Transfer Associate

ADDGENE, JANUARY 2021-PRESENT

Contracts Administrator

ADDGENE, NOVEMBER 2018-JANUARY 2021

- Manage, negotiate, and execute over 500 contracts per year with university technology transfer offices
- Maintain relationships with external administrative offices through phone calls, emails, meetings, and conferences
- Provide expert knowledge and support for Addgene's technology transfer process, to both internal and external users
- Process improvement: spearhead the design of website improvements; develop outreach efforts; implement updates to team policies, resources, etc., as necessary

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Customer Support Specialist

ADDGENE, APRIL 2016-NOVEMBER 2018

- Provided patient, capable order support to researchers around the world via telephone and email
- Swiftly responded to all manner of urgent customer problems (e.g. customs issues, shipping delays, dry ice refills, payment problems)

Associate Teacher

SUCCESS ACADEMY CHARTER SCHOOLS, 2013-2014

- Provided comprehensive, data-driven instruction in English Language Arts and mathematics
- Tailored instruction to all students' individual needs and Individualized Education Programs
- Cultivated meaningful working relationships with students, parents, and co-workers

Attachment: Randall Carter Resume_Redacted (ORDER-2022-153 : Appointment of Randall Carter, 50 Mystic Ave, to the Melrose Human Rights

CITY OF MELROSE

OFFICE OF THE MAYOR

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

PAUL BRODEUR
Mayor

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Melrose Human Rights Commission
Date: June 15, 2022

I respectfully request the Honorable City Council confirm the appointment of Tesfay Aradom, Green Street, to the Melrose Human Rights Commission for a three-year term, said term to expire on the last day of February 2025.

As an Eritrean- American, he has a deep respect for other cultures, and a strong sense of commitment to the protecting and promoting civil rights of all people and will bring a valuable international perspective to the Human Rights Commission.

In addition to his unique world views and experiences, Aradom brings with him vast knowledge and experience in supporting vulnerable populations such as but not limited to children, individuals with mental health disorders, and children with special needs.

Thank you for your consideration.

Attachment: Aradom_Memo1 (ORDER-2022-154 : Appointment of Tesfay Aradom, Green Street, to the Melrose Human Rights Commission)

Tesfay Aradom, Ph.D.; LMHC

CURRICULUM VITAE

Objectives:
- **A full-time faculty position in a college or university**
- **Conduct training and provide consultation on mental health and child development issues**
- **Perfom diagnostic and therapeutic functions in a mental health clinic or setting where it is required**

EDUCATION

1994- Boston College, Boston, MA
Ph.D. - Psychology Department

1985-Boston College, Boston, MA
M. Ed. Children with Disability

1997-Goddard College, Boston, MA
M.A. Political Science

1975-Boston State College, Boston, MA
B.A. Sociology, Magna Cum Laude

Awards: Four year minority fellowship at Boston College, Psychology Department

EMPLOYMENT HISTORY

Consultancy

08/15/2002 -07/31/2004
UNDP—Senior Social Re-integration Consultant for the National Commission for Demobilization and Re-integration Program (NCDRP), Asmara, Eritrea.

Analysed the overall social re-integration and support needs of vulnerable populations in relation to the mission of the NCDRP. Planned and developed a composite and integrated social re-integration training program that was adopted by the implementing partners and civic organizations. Designed appropriate indicators for the effective monitoring and evaluation of psychosocial interventions. Completed a Capacity Analysis and subsequently developed a capacity development program for the implementing partners staff. Prepared periodic reports and presentations on the status of the social re-integration interventions for the World Bank and Donor partners. Identified problems, issues and concers regarding the implementation of psychosocial interventions for vulnerable groups. As requested, facilitated discussions and communication between the NCDRP and Donor representatives.

04/2001 - 08/2001
UNICEF-Child Protection Section, Asmara, Eritrea
Conducted a psycho social capacity analysis both within the sphere of the Mahzel Project in the Gash-Barka Region, as well as various orphanages in the country (governmental, church, etc.) in line with Unicef's newly adopted strategy for Community Capacity Development (CCD).

06/2000-08/2000
Adviser to an International Team of Experts responsible for conducting a Rapid Psycho-Social Needs Assessment of unaccompanied children in IDP camps

Attachment: CV--Tesfay Aradom - UPDATED for IQM2 (ORDER-2022-154 : Appointment of Tesfay Aradom, Green Street, to the Melrose Human

2004 –Present
I have traveled to various cities within the the USA and Europe to conduct Workshops for youth and adults on:

The Psychosocial Impact of Immigration
Stress and Stress Cponing Mechanisms
The Impact of COVID-19 on mental health and psychosocial functioning
Various topics concerning mental health

College Teaching Experience

01/1993 - present
Professor
Roxbury Community College- Roxbury, MA
General and Advanced Psychology Courses: Introduction to Psychology; Culture And Psychology; Abnormal Psychology; Social Psychology; Research Methods in the Social Sciences and Human Growth And Development.

Early Childhood Education Courses: Education of Children with Emotional Disorders and Learning disabilities; History, Theory and Practice of Child development and Exploring Parenting courses in the Social Sciences and Early Childhood Education Departments of the Division of Arts and Sciences.

07/2005—2011
Adjunct Professor
Orotta School of Medicine- Asmara, Eritrea
General and Advanced Psychology Courses

2013- Present
Asmara Collge of Health Sciences (ACHS), Asmara, Eritrea
Teaching courses in General Psychology, Abnormal Psychology, Human Growth and Development and Research Methods in the Social Sciences

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Administrative and Teaching Experience in Early Childhood and Special Needs Students

10/1985 - 11/1988
Program Director
ABCD, Geneva Avenue/Walnut Street Grove Headstart Centers, Boston, MA
Administer and manage program operations to ensure provision of high quality services to children and their families. Assume administrative responsibility to ensure compliance with funding agencies' regulations. Supervise the recruitment, hiring and evaluation of fifty professional and paraprofessional personnel. Conduct training workshops pertaining to personnel and program operations matters. Ensure provision of training, support and guidance to staff and parents on the mainstreaming of children with special needs. Develop and manage operational systems related to staff attendance and payroll disbursement. Convene general and departmental staff meetings on a regular basis. Develop and administer an annual operating budget of **1.2** million dollars.

12/1983 - 10/1985
Director of Education
North Shore Special Education Consortium/Centerpoint Program of Justice Resource Institute, Boston, MA
Develop and administer an annual budget of **$180,000.00.** Hire, supervise and evaluate eight educational, counseling and support personnel. Identify and develop community linkages for clients to facilitate employment and/or educational opportunities. Perform additional administrative and on-call duties as a member of the clinical/management team.

10/1981 - 12/1983
Shift Supervisor
North Shore Special Education Consortium/Centerpoint
Program of Justice Resource Institute, Boston, MA

Attachment: CV--Tesfay Aradom - UPDATED for IQM2 (ORDER-2022-154 : Appointment of Tesfay Aradom, Green Street, to the Melrose Human

Manage the school unit. Develop a work schedule for a staff of ten professionals and paraprofessionals. Design, implement and evaluate Math/Science courses for special needs students.

1980 - 1981
Assistant Administrator of Education Trustees Dr. S.C.F. CMHC, Inc. Adolescent Rehabilitation Program, Boston, MA
Develop and implement educational and pre-vocational courses for severely emotionally disturbed adolescents. Screen, interview, supervise and evaluate educational and counseling staff.

1979 - 1980
Education Coordinator
Educational Development Center, Inc.
Suffolk County House of Correction, Boston, MA
Manage program operations. Interview, hire and evaluate six professional staff and twelve volunteers. Design, implement and evaluate G.E.D. and other adult literacy courses. Serve as a liaison with communi ty agencies to identify educational and training opportunities for clients.

1977 - 1978
Coordinator of Education
M.C.I. Walpole, Center for Prison Education, Walpole, MA
Coordinate tutorial program. Supervise professional staff and volunteers. Design, implement and evaluate adult literacy curriculum for incarcerated students.

Clinical Experience

09/1992 - present
Individual and Family Counseling - Part-time
Roxbury Comprehensive Community Health Center
Massachusetts Society for Prevention of Cruelty against Children, Boston, MA
Evaluate clients' need for mental health services. Present diagnostic evaluations and treatment plans to a multidisciplinary team. Provide clinical treatment (individual, family and/or group psychotherapy or counseling) and crisis intervention services. Provide orientation and training for other staff and student interns.

03/1991 - 09/1992
Consultant Child Tester

Abt Associates, Inc., Cambridge, MA
Test children ages 12 months to 5 years using a variety of standardized measures including the Bayley Scales of Infant Development, the Kaufman Assessment Battery for Children, the Peabody Picture Vocabulary Test and the NCAST (a parent-child observational checklist). Maintain effective communication with parents regarding their children's progress. Interview children's mothers or primary caregivers regarding their children's health status.

11/1988 - 09/199
Associate Director of Case Management
Solomon Carter Fuller Mental Health Center - Department of Mental Health Area Office
Provide clinical and administrative supervision to six case managers. Make recommendations to the Director regarding allocation of child/adolescent resources. Monitor catchment area child/adolescent programs for compliance with DMH policies and contracts. Provide technical assistance to vendors. Disseminate information to appropriate staff regarding current and pending legislation, DMH resources, and determine treatment and intervention priorities. Collaborate with clinical staff in the CIU (Crisis Intervention Unit) regarding crisis situations and resolutions.

Attachment: CV--Tesfay Aradom - UPDATED for IQM2 (ORDER-2022-154 : Appointment of Tesfay Aradom, Green Street, to the Melrose Human

PUBLICATIONS

1. "Issues of Social Adjustments by Eritrean Abroad," Journal of Eritrean Studies, Vol. IV, 1-2.
2. "The Orphans of Eritrea: A comparison study," P.H. Wolff, B. Tesfay, H. Iyassu, T. Aradom.
3. "The Care of Orphans in the Third World: An Eritrean Case," P.H. Wolff, MD; T. Aradom, MA, MEd, LMHC.
4. "The Psycho-social Consequences of War and State Sponsored Violence on Children," T. Aradom, unpublished master's thesis, Psychology Department, Boston College, Boston, MA.

5-Perceptions of mental illness among the Tigrigna nationality-Doctoral Dissertation

5 "Recommendations for Mental Health Services in Eritrea," Eritrean Profile, Vol. 2, No. 18-19.

6. "Psycho-social Capacity Analysis of the Mahzel Project: Community Based Orphan Reunification & Reintegration Program in Gash Barka Region," UNICEF-Eritrea, Aug. 2001.

MEMBERSHIPS

Massachusetts Mental Health Counselors' Association, License #271
Mass. Mental Mental Health Counselor' Association-Board Member, 1997-1998
Former Board Member, Transafrica, Boston Chapter

LANGUAGE PROFICIENCY

Tigrinya, English, Italian and Amharic

REFERENCES

Furnished upon request

Attachment: CV--Tesfay Aradom - UPDATED for IQM2 (ORDER-2022-154 : Appointment of Tesfay Aradom, Green Street, to the Melrose Human

Dear Chad,

Best wishes to you and your family.

Thank you for willing to talk with me and allowing me to forward my resume.

The following four statements from the UDHC prologue capture the essence of why I am interested in becoming a member of the MHRC. As an Eritrean- American I have had a deep and long commitment to the rights of people for self-determination and friendly and productive relations between nations as one way of promoting international peace and progress. I am also interested in the protection of the civil rights of all people, regardless of race, creed, social class and spiritual beliefs. The promotion of racial and ethnic harmony at the national and international levels, through a constructive conflict resolution, has also been part of my civic interest and activity in the US and the Horn of Africa.

It is my hope that, as a member of the MHRC, I will be able to utilize the experience and knowledge I have acquired to play an active and constructive role in the advancement and practice of such lofty goals and ideals. I am laso looking forward to working with other members and lean from their experience and expertise.

Respectfully,

Tesfay

"Whereas recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world,

Whereas disregard and contempt for human rights have resulted in barbarous acts which have outraged the conscience of mankind, and the advent of a world in which human beings shall enjoy freedom of speech and belief and freedom from fear and want has been proclaimed as the highest aspiration of the common people,

Whereas it is essential, if man is not to be compelled to have recourse, as a last resort, to rebellion against tyranny and oppression, that human rights should be protected by the rule of law,

Whereas it is essential to promote the development of friendly relations between nations"

Attachment: Melrose Human Rights Commission Statement (ORDER-2022-154 : Appointment of Tesfay Aradom, Green Street, to the Melrose

June 2, 2022

Melrose City Council

Dear Council Members,

My name is Forrest Tiedeman. I am a long term resident of Melrose. I moved into our house at 50 Orris Street in 1994. I wish to serve my community as an advocate for our natural resources and for the protection of our watershed. This desire leads me to ask to be appointed as a board member to the Conservation Commission. I believe my legal training should be very useful in the Conservation Commission executing its responsibilities.

Thank you.

Forrest Tiedeman

Attachment: Forrest_Tiedeman_Melrose Conservation Commission Letter for Appointment (ORDER-2022-151 : Associate Member

CITY OF MELROSE

OFFICE OF THE MAYOR

Paul Brodeur
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Melrose Conservation Commission Associate Member Appointment
Date: June 7, 2022

Dear Honorable City Council,

I respectfully request the appointment of Forrest Tiedeman, of 50 Orris Street, to the Melrose Conservation Commission, as an associate member, said term to expire on the last day of February 2023.

Mr. Tiedeman, a long-time resident of Melrose, has expressed earnest interest in giving back to his community through advocating for and protecting our natural resources. In addition to his interest, his extensive leadership experience and legal training would bolster the initiatives of the Conservation Commission, driving the promotion and development of the natural resources and for the protection of watershed resources forward.

Finally, Tiedeman's attention to detail, as demonstrated in his many years as an international tax director, would be of great benefit to the commission. For these reasons and more, I highly recommend Mr. Tiedeman's appointment.

Thank you for your consideration.

Attachment: 6_7_22_Memo_Conservation_Mission_Associate_Member (ORDER-2022-151 : Associate Member Appointment of Forrest

FORREST TIEDEMAN, CPA, J.D.

50 Orris Street • Melrose, MA 02176 •

INTERNATIONAL TAX DIRECTOR

Extensive leadership experience in corporate tax planning and strategy, international tax, mergers and acquisitions, divestitures and federal and state income tax returns. Background spans software, medical devices, business consulting and Big Four public accounting. Reputation for building, developing and managing corporate tax functions that maximize tax savings. Effective communicator and influencer, with a talent for presenting the implications of complex tax rules on the organization. Strengths include:

- International Tax
- Transfer Pricing
- Acquisitions and Divestitures
- Tax Audit Management
- Research and Planning
- Cash Repatriation
- Legal reorganizations
- IP integration and migration

PROFESSIONAL EXPERIENCE

CIRCOR INTERNATIONAL, INC. – Burlington, MA 2021 to Present

Vice President Tax

Hired to upgrade and bring more in-depth corporate tax accounting experience to the Tax Department. Developed the company's tax strategy to maximize the ETR benefit. Developed the company's SOX control strategy to mitigate a tax accounting significant deficiency.

- Responsible for regular review of international business operations to identify and implement local country tax rate reduction strategies.
- Plan tax efficient disposition of business assets and units.
- Responsible for the global tax provision.
- Responsible for tax effective cash repatriation.
- Responsible for defense of the tax structure through management of foreign income tax audits.
- Responsible for transfer pricing risk management.
- Responsible for the preparation and review of the consolidated 1120 and State corporate income tax returns.

NUANCE COMMUNICATIONS, INC. – Burlington, MA 2013 to 2021

Senior Director International Tax

Hired to upgrade and bring more in-depth corporate tax experience to the Tax Department. Developed the company's international tax strategy to maximize the ETR benefit of the double Irish tax structure. Managed the integration of international acquisitions into the existing structure in a tax efficient manner. Implemented opportunities for the tax efficient disposition of business units.

- Responsible for regular review of international business operations to identify and implement local country tax rate reduction strategies.
- Plan tax efficient integration of acquired businesses into the existing tax structure.
- Plan tax efficient disposition of the Imaging and Auto business units.
- Responsible for the review and assessment of risks and opportunities of the international tax aspects of the TCJA.
- Implemented USA and local country basis step-ups in conjunction with acquisitions.

Attachment: FGT Resume 6 1 22 (002) (ORDER-2022-151 : Associate Member Appointment of Forrest Tiedeman to the Conservation

- Implemented the migration of the IP from a double Irish tax structure into an Irish principal company.
- Responsible for international components of global tax provision.
- Responsible for tax effective cash repatriation.
- Responsible for defense of the tax structure through management of foreign income tax audits.
- Responsible for transfer pricing risk management.
- Responsible for maximizing the Canadian benefit of the refundable Quebec e-business credit and the federal SRED credit.
- Responsible for the preparation and review of the international oriented forms in the Nuance Communications, Inc. consolidated 1120.
- Managed the double Irish structure to demonstrate management and control in Bermuda to produce a low ETR on the international profits.

ALERE INC (formerly INVERNESS INNOVATIONS, INC.) – Waltham, MA 2003 to 2013

Global Tax Director

First hire for the Tax Department. Built and oversaw Tax Department of four professionals. Created and implemented cohesive structure and process that enabled the efficient reporting of worldwide taxes and allowed for accurate reporting of taxes for financial statement purposes.

Developed and implemented strategies to lessen tax compliance burdens and liabilities. Oversaw creation of documentation to properly support transfer pricing and deductibility of significant acquisition-related costs. Worked closely with Legal Department to ensure tax opportunities and risks were properly considered in transactions. Managed preparation of federal consolidated tax return and approximately 140 state tax returns.

- Responsible for regular review of business operations and goals to identify and implement tax rate reduction strategies.
- Implemented a limited risk distributor model in the reorganization of the professional diagnostics business line in Europe with the principal based in Ireland
- Performed tax due diligence reviews and integration planning for over 75 domestic and foreign acquisitions.
- Implemented leverage structures, basis step-ups and intellectual property transfers in conjunction with acquisitions.
- Constructed cross border tax planning to maximize beneficial tax results for the joint venture with Proctor & Gamble and for the disposition of the nutritional business.
- Constructed and implemented a plan for the ownership of intellectual property in a favorable tax rate country.
- Responsible for global tax provision calculation in accordance with ASC 740.
- Responsible for tax effective cash repatriation.
- Responsible for management of foreign and domestic income tax audits.
- Responsible for transfer pricing planning, implementation and maintenance.

PRIOR ROLES as Senior International Tax Manager, International Tax Manager, Tax Senior and Tax Associate for companies and firms such as Arthur Andersen, Ernst & Young, Bain & Company and Bank of Boston.

EDUCATION / LICENSURE / PROFESSIONAL MEMBERSHIPS

JD, Suffolk University – Boston, MA

BA, University of Michigan – Ann Arbor, MI

Certified Public Accountant licensed in Massachusetts

Lawyer licensed in Massachusetts

Tax Executives Institute New England Chapter - Chair International Tax Committee

Attachment: FGT Resume 6 1 22 (002) (ORDER-2022-151 : Associate Member Appointment of Forrest Tiedeman to the Conservation

S 2924

Chapter 92
of the Acts of 2022

THE COMMONWEALTH OF MASSACHUSETTS

In the One Hundred and Ninety-Second General Court

AN ACT FOSTERING VOTER OPPORTUNITIES, TRUST, EQUITY AND SECURITY.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to authorize forthwith voter opportunities, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Section 1F of chapter 51 of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out the words "eight o'clock post meridian of the twentieth" and inserting in place thereof the following words:- 5:00 p.m. of the tenth.

SECTION 2. Section 26 of said chapter 51, as so appearing, is hereby amended by striking out, in lines 10 and 11, the words "eight o'clock in the evening" and inserting in place thereof, in each instance, the following words:- 5:00 p.m.

SECTION 3. Said section 26 of said chapter 51, as so appearing, is hereby further amended by striking out, in line 10, the word "twentieth" and inserting in place thereof the following word:- tenth.

SECTION 4. Said chapter 51 is hereby further amended by striking out section 28, as so appearing, and inserting in place thereof the following section:-

Section 28. Registrars shall hold a continuous session from 9:00 a.m. until 5:00 p.m. on the last day for registration established under section 26; provided, however, that a town having less than 1,500 voters may hold a session from 9:00 a.m. until 11:00 a.m. and from 3:00 p.m. until 5:00 p.m.

SECTION 5. Section 33A of said chapter 51, as so appearing, is hereby amended by adding the following sentence:- The state secretary shall make the online portal accessible in English, Spanish, Portuguese, Chinese and such additional languages as the state secretary deems necessary or required by law.

Attachment: VOTES Act--Chapter 92 of the Acts of 2022 (INFO-2023-2 : 2022 State Primary: Early voting period)

SECTION 6. Section 42G½ of said chapter 51, as so appearing, is hereby amended by inserting after the word "vote", in line 57, the following words:- pursuant to subsection (d) of section 65.

SECTION 7. Said section 42G½ of said chapter 51, as so appearing, is hereby further amended by striking out subsection (d) and inserting in place thereof the following subsection:-

(d) In accordance with the memorandum of understanding required by subsection (b), each eligible applicant for services at an automatic voter registration agency who meets the qualifications to register to vote and does not decline to register to vote under subsection (d) of section 65 shall be registered as a voter under said section 65 as of the date the registrars add the person's name and address to the register of voters, pursuant to paragraph (4) of said subsection (d) of said section 65; provided, however, that an applicant who meets the qualifications to register to vote, does not decline to register to vote under said subsection (d) of said section 65 and completes a qualifying transaction with an automatic voter registration agency not less than 10 days before an election shall be entitled to vote in that election. If necessary to comply with federal law, the division of medical assistance and the commonwealth health insurance connector authority may allow an applicant to decline to register to vote at the time of application. Otherwise, all automatic voter registration agencies, including the registry of motor vehicles, shall transmit records of all eligible applicants as provided in subsection (e) and these applicants may decline to register to vote only after receiving notice from the registrars under paragraph (3) of said subsection (d) of said section 65.

SECTION 8. Section 47C of said chapter 51, as so appearing, is hereby amended by adding the following paragraph:-

To the extent feasible, the state secretary shall make the statewide list of registered voters contained in the central registry of voters established in this section available to the local election officers at each polling location.

SECTION 9. Chapter 54 of the General Laws is hereby amended by striking out section 14, as so appearing, and inserting in place thereof the following section:-

Section 14. For any primary or election, if the city or town clerk determines in writing that there is a deficiency in the number of required election officers within the 6 weeks preceding the primary or election, the appointing authority may appoint election officers without regard to

Attachment: VOTES Act--Chapter 92 of the Acts of 2022 (INFO-2023-2 : 2022 State Primary: Early voting period)

political party membership, voter status, residence in the city or town or inclusion on a list filed by a political party committee pursuant to sections 11B and 12. If the position of warden, clerk or inspector, or deputy of any such officer, if any, is vacant within the 3 weeks preceding any primary or election, the city or town clerk may fill the vacancy by appointing a competent person willing to serve, without regard to political party membership, voter status, residence in the city or town or inclusion on a list filed by a political party committee pursuant to said sections 11B and 12.

SECTION 10. Said chapter 54 is hereby further amended by striking out section 25B, as so appearing, and inserting in place thereof the following 2 sections:-

Section 25B. (a)(1) The election officers and registrars of every city or town shall allow any registered voter qualified under section 1 of chapter 51 to vote early by mail for any municipal preliminary or election or presidential or state primary or election, including any such special preliminary, primary or election, or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; provided, however, that the select board, board of selectmen, town council or city council of each city and town may, after a public hearing and by recorded and public vote not less than 45 days prior to the date of the preliminary or election, opt out of the provisions of this subsection for any regular or special municipal preliminary or municipal election; provided further, that any registered voter qualified under section 1 of chapter 51 shall be allowed to vote early by mail for any municipal preliminary or municipal election held on the same day as any presidential or state primary or election or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and provided further, that this subsection shall not apply to an annual or special town meeting.

(2) Any registered voter wanting to vote early by mail may file with the voter's local election official an application for an early voting ballot for a preliminary, primary or election or for all preliminaries, primaries and elections authorized pursuant to this subsection during the calendar year. Any form of written communication evidencing a desire to have an early voting ballot sent for use for voting at a preliminary, primary or election shall be given the same effect as an application made in the form prescribed by the state secretary. Applications shall be acceptable if they are signed or submitted electronically; provided, however, that any electronic signature

Attachment: VOTES Act--Chapter 92 of the Acts of 2022 (INFO-2023-2 : 2022 State Primary: Early voting period)

shall be written in substantially the same manner as a handwritten signature. No application shall be deemed to be seasonably filed unless it is received in the office of the city or town clerk or registrars of voters before 5 p.m. on the fifth business day preceding the preliminary, primary or election.

(3) A family member of a person qualified to vote early by mail may apply in the manner described under paragraph (2) on behalf of such person. Such applicant shall state the applicant's relationship to the early voter, shall sign the application under the pains and penalties of perjury and shall transmit the application to the clerk of the city or town where the early voter is registered.

(4) A voter wishing to apply to vote early by mail in any presidential or state primary or election or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress and who needs accommodation by reason of disability and is unable to independently mark a paper ballot may apply for such accommodations in a form and manner prescribed by the state secretary. Accommodations shall include, but not be limited to: (i) clear and accessible electronic instructions for completion, printing and returning of the ballot; (ii) an accessible blank electronic application that can be: (A) completed by the voter electronically; (B) signed with a wet signature, a hand drawn electronic signature or the voter's typewritten name as a signature if the voter is unable to independently insert a hand-drawn signature on the application due to a disability; and (C) submitted electronically, by mail or by delivering it, in person or by a family member, to the office of the appropriate city or town clerk; (iii) an authorized accessible blank electronic ballot that can be filled out electronically, printed and signed; provided, however, that the accessible electronic ballot marking system the voter utilizes to access their blank electronic ballot shall not collect or store any personally identifying information obtained in the process of filling out the ballot; (iv) an accessible electronic affidavit that may be used for certification of an accessible electronic ballot and signed with a wet signature, a hand-drawn electronic signature or the voter's typewritten name as a signature if the voter is unable to independently insert a hand-drawn signature on the ballot due to a disability; (v) an envelope to return the ballot to the voter's town or city clerk with postage guaranteed; and (vi) hole punched markers in place of a wet signature required for certification if an electronic affidavit of certification is not utilized. A voter with accommodations in receipt of a ballot pursuant to this section may complete and return the ballot by: (i)

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submitting it electronically; (ii) delivering it, in person or by a family member, to the office of the appropriate city or town clerk or a secured municipal drop box for the city or town where the voter is registered; or (iii) mailing it to the appropriate city or town clerk; provided, however, that the state secretary shall provide an envelope to allow for returning the ballot pursuant to clause (ii) or (iii).

(5) A voter wishing to apply to vote early by mail in a municipal preliminary or election authorized pursuant to this subsection and who needs accommodation by reason of disability and is unable to independently mark a paper ballot may request an accommodation from their local election official. The request shall be received by the local election official not later than the seventh business day preceding the preliminary or election. Upon receiving such a request from a registered voter by phone or electronically, the local election official shall grant reasonable accommodations to the voter.

(6) The state secretary shall establish, implement and maintain an internet portal on the secretary's website to allow a voter to request an early voting ballot for preliminaries, primaries and elections authorized pursuant to this subsection or an absent voting ballot for primaries and elections authorized pursuant to section 86. The voter shall be able to request that the ballot be mailed to the voter's home address, or a different mailing address as designated by the voter, or provided electronically if the voter is approved to utilize an accessible electronic ballot as an accommodation under paragraph (4). Any request under this paragraph shall not require the voter's wet signature.

(7) (i) Not later than 45 days before any presidential or regular state primary or biennial state election or a primary held pursuant to section 140 to fill a vacancy for senator in congress, the state secretary shall mail to all registered voters who are registered to vote not less than 60 days before such primary or election, at their residential addresses or mailing addresses if different from their residential address listed in the central registry, an application for an early voting ballot for the applicable primary or election and any city or town election held on the same day as such primary or election. The application shall also allow a voter to request an early voting ballot for: (A) the remaining state primary or election in the calendar year; or (B) if applicable, the election held pursuant to section 140 to fill a vacancy for senator in congress. The state secretary need not mail an application to a voter whose previous application for an absent

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voting ballot or early voting ballot for the applicable primary or election has been accepted.

(ii) Each application mailed pursuant to this paragraph shall: (A) be pre-addressed to the city or town clerk with return postage guaranteed; (B) be provided in any language required by the bilingual election requirements of the federal Voting Rights Act, 52 U.S.C. 10503; (C) be in a form prescribed by the state secretary in accordance with state and federal law; (D) include clear instructions for completing and returning the application; and (E) allow a voter to designate the mailing address to which the ballot shall be sent.

(iii) Each application mailed pursuant to this paragraph to a voter in the city of Boston shall include an option, which shall appear prominently on the application, to request a ballot printed in any language available at the voter's polling location pursuant to chapter 166 of the acts of 2014.

(iv) To minimize mailings and costs, the state secretary may seek to include said applications in any other mailings required by this chapter or otherwise issued to such registered voters at such time; provided, however, that such a mailing shall clearly indicate that applications to vote early by mail are contained therein and that any voter who previously returned an accepted application for an absent voting ballot or early voting ballot in the calendar year need not return an additional application for the applicable primary or election.

(v) The applications required pursuant to this paragraph shall be made available on the website of: (A) the state secretary; and (B) each city and town.

(8) The election officers and registrars of every city or town shall include an application for an early voting ballot with the acknowledgment notice sent to any person registering to vote or changing their voter registration address; provided, however, that the application shall be in the form prescribed by the state secretary pursuant to paragraph (7).

(9) Upon receipt of an early voting application, the election officers shall verify the voter's information and, if confirmed, shall record the voter as "EV" on the voting list. If the election officers find that the person signing the application is not a duly registered voter or the family member of a voter, they shall send the voter written notice to that effect and shall preserve the application during the time fixed by law for the preservation of ballots cast in the coming election, after which time the application shall be destroyed.

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(10) Early voting ballots authorized pursuant to this section shall be mailed by the appropriate local election officials as soon as such materials are available. The mailing of an early voting ballot shall include: (i) instructions for early voting; (ii) instructions for completing the ballot; (iii) an inner envelope where the ballot shall be placed after voting that contains an affidavit of compliance to be filled out by the voter and notice of the penalties under section 26 of chapter 56; and (iv) an outer envelope that is pre-addressed to the local election official with postage guaranteed. To the extent feasible, the state secretary shall include on the outer envelope a system that generates a postmark for determining the date upon which the envelope was mailed.

(11) Early voting ballots authorized pursuant to this section shall be provided to the voter in the language required pursuant to clauses (ii) and (iii) of paragraph (7).

(12) The provisions of section 81 relative to spoiled ballots shall apply to early voting ballots under this section; provided, however, that a request for a substitute ballot from a voter who has received a ballot by mail shall not be valid unless it is accompanied by the spoiled ballot and received in the office of the city or town clerk or the registrars before 5 p.m. on the fifth day preceding the election for which such substitute voting ballot is requested.

(13) An early voting ballot received by mail may be returned by the voter or a family member by: (i) delivering it in person to the office of the appropriate city or town clerk; (ii) delivering it to an early voting location for the appropriate city or town during the early voting in-person hours; (iii) dropping it in a secured municipal drop box for the city or town where the voter is registered; or (iv) mailing it to the appropriate city or town clerk.

All early voting ballots submitted by mail, delivered in person to the office of the city or town clerk, returned to a secured municipal drop box for the city or town where the voter is registered or returned electronically pursuant to the accommodations granted to a voter by reason of disability under paragraph (4) shall be received by the city or town clerk before the hour fixed for closing the polls on the day of a preliminary, primary or election; provided, however, that an early voting ballot mailed on or before the day of a biennial state election shall be accepted until 5 p.m. on the third day after the election and shall be processed in accordance with section 95. A postmark, if legible, shall be evidence of the time of mailing.

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(14) Upon receipt of a completed early voting ballot, the local election official shall open the outer mailing envelope and examine the inner secrecy envelope without opening it, compare the signature thereon with the signature on the application therefor, except if a family member signed the application or the voter received assistance in signing the application or the envelope, and examine the affidavit on each such envelope. If the affidavit has been improperly executed or does not sufficiently indicate that the ballot was marked and mailed or delivered as required by this section, the local election official shall mark across the face thereof "Rejected as defective" and shall notify the voter and send the voter a new ballot. If the early voting ballot is accepted, the local election official shall record the date and secure the ballot in its envelope until processing in accordance with law.

(b)(1) The local election officers and registrars of every city or town shall allow any registered voter qualified under section 1 of chapter 51 to vote early in person for any: (i) presidential or state primary or biennial state election or primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and (ii) city or town election held on the same day as a primary or election enumerated in clause (i). Any voter wishing to vote early in person in such primaries or elections may do so at the time, manner and location prescribed in this section.

(2) Early voting in person shall be conducted:

(i) from the seventeenth day through the fourth day, inclusive, preceding a biennial state election and any city or town election held on the same day as a biennial state election; and

(ii) from the tenth day through the fourth day, inclusive, preceding any: (A) presidential or state primary or primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and (B) city or town election held on the same day as a primary or election enumerated in subclause (A).

(3) Early voting in person shall be conducted on weekend dates during the early voting period as follows: (i) for municipalities with less than 5,000 registered voters, for not less than 4 hours each weekend, with at least 1 day per weekend, for not less than 2 hours on a weekend day in which voting is conducted; (ii) for municipalities with not less than 5,000 registered voters but less than 25,000 registered voters, for not less than 6 hours each weekend, with at least 1 day per weekend, for not less than 3 hours on a weekend day in which voting is conducted; (iii) for municipalities

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with not less than 25,000 registered voters but less than 40,000 registered voters, for not less than 4 hours each weekend day; (iv) for municipalities with not less than 40,000 registered voters but less than 75,000 registered voters, for not less than 6 hours each weekend day; and (v) for municipalities with not less than 75,000 registered voters, for not less than 8 hours each weekend day. For each other day during the early voting period, early voting in-person shall be conducted as follows: (i) for municipalities with less than 5,000 registered voters the city council of a city or board of selectmen or select board of a town may, at a public meeting held not less than 20 days before the first day of the early voting period, vote to provide early voting hours of not less than 25 per cent of the usual business hours of the town clerk; (ii) for municipalities with more than 5,000 registered voters but less than 40,000 registered voters: (A) for the fifteenth day to the eleventh day, inclusive, preceding a biennial state election, the city council of a city or board of selectmen or select board of a town may, at a public meeting held not less than 20 days before the first day of the early voting period, vote to provide early voting hours of not less than 50 per cent of the usual business hours of the city or town clerk; and (B) for the eighth day to the fourth day, inclusive, during the usual business hours of each city or town clerk; and (iii) for municipalities with more than 40,000 registered voters, during the usual business hours of the city or town clerk. A city or town may, in its discretion, provide for additional early voting hours beyond the hours required by this paragraph.

(4) Each city and town shall establish an early voting site that shall include the local election office for the city or town; provided, however, that if the city or town determines that the office is unavailable or unsuitable for early voting, the registrars of each city or town shall identify and provide for an alternative public building that is centrally-located, suitable and convenient within the city or town as an early voting site; and provided further, that when designating early voting sites, a city or town shall consider, to the extent feasible, diverse geographic locations and whether such sites would have an impact on access to the polls on the basis of race, national origin, disability, income or age. A city or town may also provide for additional early voting sites at the discretion of the registrars for that city or town. Each early voting site shall be accessible to persons with disabilities in accordance with state and federal law.

(5) The designation of an early voting site shall be made not less than 14 days prior to the beginning of the early voting period established in this

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section. Not less than 5 business days prior to the beginning of the early voting period and at least once during the early voting period, the registrars for each city and town shall publish notice of the location of the early voting sites as well as the applicable dates and hours. Such notice shall be conspicuously posted: (i) in the office of the city or town clerk and on the principal official bulletin board of each city or town; (ii) on any other public building considered necessary; (iii) on the city or town's website; and (iv) on the website of the state secretary.

(6) Prior to the beginning of in-person early voting, the local election officials for each city and town shall prepare a list for the early voting sites, containing the names and residences of all persons qualified to vote at each voting site as the names and residences appear upon the annual register, and shall reasonably transmit the applicable list to the local election officers at each early voting site designated by the registrars.

(7) A voter seeking to vote in person at an early voting site shall provide their name and address to the local election officer who shall, upon finding the voter's name and address upon the list, repeat it loudly and clearly, mark the list and provide the voter with an early voting ballot and an envelope containing an affidavit, which shall include a notice of penalties under section 26 of chapter 56. The registrar or presiding election officer at the early voting site shall cause to be placed on the voting list opposite the name of a qualified voter who participates in early voting, the letters "EV" designating an early voter.

(8) Upon marking their early voting ballot, enclosing it in the secrecy envelope and executing the affidavit, the voter shall return the ballot envelope to a local election officer at the early voting site who shall review the envelope to ensure the affidavit has been signed by the voter. After a ballot envelope has been accepted, it shall be securely stored at the early voting site until such time as it is transported to the office of the local election official, but not later than the close of early voting for that day.

(c)(1) The select board, board of selectmen, town council or city council of each city and town may vote to authorize early in-person voting for any other city or town preliminary or election not included in subsection (b). Such vote may only be taken after a request from not less than 50 percent of the registrars of the city or town recommending in-person early voting; provided, however, that such vote shall occur not less than 5 business days prior to the proposed beginning of early voting.

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(2) As part of the vote to allow early in-person voting under this subsection, a city or town shall set the early voting period to begin not sooner than 17 days before the preliminary or election and end not later than 2 business days preceding the preliminary or election.

(3) Early voting under this subsection shall be conducted during the usual business hours of the city or town clerk unless different hours are set as part of the vote to allow early in-person voting, including any weekend hours.

(4) The city or town clerk shall establish an early voting site for early in-person voting under this subsection that is centrally-located, suitable and in a convenient public building. Notice of the early voting location, dates and hours shall be posted not less than 48 weekday hours before the early voting period begins.

(5) A voter voting early in person under this subsection shall be provided with a ballot and an envelope where the ballot is placed after voting that contains an affidavit of compliance to be filled out by the voter. A voter voting early in person shall complete an affidavit under the regulations promulgated by the state secretary for the administration of early voting, as applicable, which shall include a notice of penalties under section 26 of chapter 56.

(d) The registrars shall prepare lists of all voters casting ballots during the early voting period pursuant to this section and update the voter list in a manner prescribed by the state secretary. Once an early voting ballot is cast, the voter shall not vote again.

(e) The early voting ballot of any voter who was eligible to vote at the time the ballot was cast shall not be invalid solely because the voter became ineligible to vote by reason of death after casting the ballot. For purposes of this subsection, the term "cast" shall mean that the voter has: (i) deposited the early voting ballot in the mail for ballots mailed; (ii) returned the early voting ballot to the appropriate local election official either by hand or by depositing it in a secured municipal drop box, where available, for the city or town where the voter is registered; (iii) completed voting in person at an early voting location; or (iv) submitted a ballot electronically pursuant to the accommodations granted to a voter by reason of disability under paragraph (4) of subsection (a).

(f) Sections 37 and 38 of chapter 53 shall apply to unenrolled voters and voters enrolled in political designations voting early in primaries. The registrar or presiding election official at the early voting site shall cause

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the name of the party of the ballot being voted to be recorded on the voting list. Once the party selection has been recorded on the voting list, a voter shall not request or vote on the ballot of another party.

(g) Not less than 30 days prior to each presidential primary, state primary, state election, and primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress, the state secretary shall deliver to each city and town, in quantities as the state secretary determines necessary, the following papers: (i) official early voting ballots similar to the official ballot to be used at the election; provided, however, that a sufficient quantity of such ballots are printed in the languages necessary to accommodate the selection of a bilingual ballot by voters pursuant to clauses (ii) and (iii) of paragraph (7) of subsection (a); (ii) envelopes of sufficient size to contain the ballots specified in clause (i) bearing on their reverse the voter's affidavit; (iii) return envelopes, pre-addressed to the local election official with postage guaranteed, for any ballot requested for voting by mail; and (iv) instructions for voting by mail to be sent to each voter who requests to cast a ballot by mail. The voting period for early voting by mail shall begin as soon as all necessary early voting materials have been received by the local election official pursuant to this subsection.

(h) Any early voting ballot cast pursuant to this section may be opened and deposited into a tabulator in advance of the date of the preliminary, primary or election in accordance with regulations promulgated by the state secretary; provided, however, that municipalities that do not have a tabulator may open and deposit early voting ballots into a ballot box; provided further, that such ballots shall be kept secured, locked and unexamined and that no results shall be determined or announced until after the time polls close on the date of the preliminary, primary or election; and provided further, that notice of the date, time and location of any such opening or depositing shall be posted not less than 2 business days in advance of the opening or depositing; and provided further, that the opening or depositing shall be open to the public. Disclosing any such result before such time shall be punished as a violation of section 14 of chapter 56.

All envelopes referred to in this section shall be retained with the ballots cast at the preliminary, primary or election and shall be preserved and destroyed in the manner provided by law for the retention, preservation or destruction of official ballots.

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(i) The state secretary shall promulgate regulations to implement this section including, but not limited to, a process for establishing additional early voting sites and a process for applying for, receiving, separating, compiling, recording and securing early ballots and advance depositing.

(j) Section 72 shall not apply to this section; provided, however, that a city or town, at the discretion of its election officers and registrars, may detail a sufficient number of police officers or constables for each early voting site at the expense of the city or town to preserve order, protect local election officers and supervisors from any interference with their duties and aid in enforcing the laws relating to elections.

(k) Not later than 45 days after each presidential primary, regular state primary, biennial state election and primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress, the state secretary shall submit a report to the house and senate committees on ways and means and the joint committee on election laws on the costs to implement subsection (a) of this section. The report shall include, but not be limited to: (i) the number of ballot applications with postage guaranteed mailed to voters; (ii) where available, the number of ballot applications with postage guaranteed returned requesting a ballot; (iii) the total number of ballots cast by mail; (iv) total cost and amounts paid for using federal funds; and (v) where available, the number of ballot applications that were returned as undeliverable and a description of the reasons why each application was returned, including, but not limited to, a change of address or the intended recipient being deceased.

Section 25C. (a) For the purposes of this section, the following words shall have the following meanings:

"Applicable statewide election", a presidential or regular state primary or biennial state election or a primary or election held pursuant to section 140 to fill a vacancy for senator in congress.

"Facility", a correctional facility, house of correction, jail or department of youth services.

(b) The officer in charge of a facility shall develop and publish policies and procedures that govern the facilitation of voting and voter registration for eligible voters in the facility; provided, however, that the policies and procedures shall include, but not be limited to:

(i) the distribution of voter education and election information provided by the state secretary, including, but not limited to: (A) the display of posters in prominent locations visible to individuals who are

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incarcerated at the facility; and (B) the dissemination of written notices about voting rights and procedures to all individuals who are incarcerated at the facility and who may be eligible to vote;

(ii) for any preliminary, primary or election, assisting an individual who is incarcerated at the facility and who may be eligible to vote in registering as a voter and in applying for an early voting by mail or absent voting ballot, including as a specially qualified voter; provided, however, that such assistance shall include, but not be limited to: (A) distributing forms prepared by the state secretary for those purposes, including ballot applications or voter registration forms; (B) providing an individual with access to a writing implement sufficient to properly complete the registration and application forms; (C) providing records that may serve as proof of residence for the purpose of voter registration or that provide a voter with their last known address, such as intake forms, arrest records or other forms in the possession of the facility; (D) providing voter information packets generated by the state secretary and, where possible, by nonpartisan community groups, nonpartisan volunteers or other nonpartisan stakeholders; and (E) facilitating the timely return of an application for an eligible voter to be permitted to vote early by mail;

(iii) facilitating the expeditious and timely receipt and return of an early voting by mail or absent voting ballot by an eligible individual who is incarcerated at the facility, including, but not limited to, by: (A) providing access to a writing implement sufficient to properly complete the ballots; (B) establishing locations where voters may complete ballots and other paperwork in private, where feasible; and (C) facilitating the mailing of completed mail ballots as soon as practicable; provided, however, that an employee, contractor, agent, official or representative of the department of correction shall not open or inspect any completed mail ballot unless it is to investigate reasonable suspicion of a prohibited activity;

(iv) providing means of tracking: (A) complaints by an individual who is incarcerated at the facility related to voting or registration; (B) numbers of individuals who are incarcerated who sought to vote; and (C) the outcome of their requests; and

(v) policies for collaboration with local election officials, civic engagement community groups and other stakeholders.

(c) The officer in charge of a facility shall:

(i) not later than 45 days before an applicable statewide election, display or distribute any informational posters or packets provided by the

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state secretary pursuant to subsection (d) or, if received after such date, immediately upon receipt; provided, however, that the distribution and announcements of such information shall be continued through the conclusion of such election;

(ii) not later than 14 days before an applicable statewide election, file a written report with the state secretary, in a form prescribed by the state secretary, that details the actions taken under this section; provided, however, that the report shall be a public record; and

(iii) appoint a subordinate officer at the facility to supervise the actions required by this section.

(d) Not later than 90 days before an applicable statewide election, the state secretary shall: (i) create and distribute to sheriffs and superintendents of facilities voter information signs and information for display and distribution in facilities; and (ii) distribute to local election officials information on: (A) the qualifications and rights of eligible incarcerated voters; (B) how to process a voter registration or ballot application from an eligible incarcerated voter; (C) current law pertaining to those rights and processes; and (D) the presumed residence for voting purposes of an eligible incarcerated voter and instances in which an eligible incarcerated voter can maintain the facility in which they are confined as their address for voting purposes.

(e)(1) Prior to the expiration of the term for a person who is incarcerated in a correctional facility, the officer in charge of the facility shall provide, in writing, a document prepared by the state secretary explaining: (i) the voting rights of a person who is incarcerated in a correctional facility upon discharge from a correctional facility; and (ii) instructions for the person to register to vote following discharge from the facility. The officer in charge of the facility shall provide the person with a voter registration form with a postage guaranteed envelope, and assistance, if requested, to complete such form.

(2) The state secretary shall prepare and transmit the document required pursuant to paragraph (1) to the local election officials for each city and town.

(f)(1) For each applicable statewide election, following the close of registration pursuant to section 26 of chapter 51 but not later than the day of the election, the officer in charge of a facility, except for the department of youth services, shall transmit to the state secretary: (i) a list containing information about persons who are newly incarcerated in the

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correctional facility due to a felony conviction since the time of last reporting under this section; (ii) a list containing information about persons who were incarcerated in the correctional facility due to a felony conviction but were discharged since the time of last reporting under this section; and (iii) a list containing information about persons in the facility who are detained pre-trial or convicted of a misdemeanor.

(2) The lists required by paragraph (1) shall include, for each person listed: (i) name; (ii) date of birth; (iii) last 4 digits of social security number or driver's license number, if available; (iv) address on-file, including street, city or town and state; and (v) the name and address of the facility where the person is detained.

(g) The state secretary shall submit a report to the joint committee on election laws not later than 6 months following each applicable statewide election, including anonymized, aggregated data on the number of: (i) eligible incarcerated voters at the time of the election in each municipality; and (ii) incarcerated voters who requested an early voting by mail or absent voting ballot and the outcome of that request in each municipality, including the reasons for rejection, if applicable. The state secretary may coordinate with local election officials and officers in charge of facilities to aggregate such data, where available. The submitted report shall be a public record, but other materials generated for the purpose of the state secretary's compilation of the report shall not be public records.

(h) Not later than 30 days before any municipal, state or presidential election, each city or town clerk shall post on the city or town's website and report to the state secretary any measures undertaken to facilitate voting for eligible incarcerated voters.

SECTION 11. Section 65 of said chapter 54, as so appearing, is hereby amended by adding the following paragraph:-

This section shall apply to early voting locations under section 25B while voting is being conducted.

SECTION 12. Said chapter 54 is hereby further amended by striking out section 67, as so appearing, and inserting in place thereof the following section:-

Section 67. One voting list shall be delivered to the ballot clerks and another may be delivered to the officer in charge of the ballot box; provided, however, that the city or town clerk may opt to use only 1 voting list at the check in. When a ballot is delivered to a voter, the voter's name shall be checked on the voting list and, except where the city or town clerk

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has opted to not use a check-out list, it shall be checked on the second voting list when the voter deposits the ballot. Where a check-out list is used, the officer in charge of the ballot box and the officer in charge of the voting list shall either: (i) be of different political parties; or (ii) not be of the same political party if the election officers have been appointed pursuant to section 14 without regard to political party membership. No person shall vote if the person's name is not on the voting list, nor until the local election officer shall check the person's name thereon, unless the person presents a certificate from the registrars of the city or town as provided by section 51 or section 59 of chapter 51 or unless the person is voting by provisional ballot under section 76C. A city or town may vote to use electronic poll books rather than paper voting lists in accordance with section 33I.

SECTION 13. Said chapter 54 is hereby further amended by striking out section 72, as so appearing, and inserting in place thereof the following section:-

Section 72. The select board, board of selectmen, town council or city council of each city and town, in consultation with its election officers and registrars, shall detail a sufficient number of police officers or constables for each building that contains the polling place for 1 or more precincts at every election therein to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections.

SECTION 14. Said chapter 54 is hereby further amended by striking out section 83, as so appearing, and inserting in place thereof the following section:-

Section 83. In a precinct at which a check-out table is used, a voter, after marking the voter's ballot, shall give the voter's name, and, if requested, residence, to an officer in charge of the ballot box, who shall distinctly announce the voter's name and, if requested, residence. If the name is found on the voting list by the local election officer, the local election officer shall distinctly repeat the name and check it on the voting list. The voter may then deposit the ballot in the ballot box. No ballot without the official endorsement, except as provided in section 61, shall be deposited in the ballot box. A city or town clerk may opt to eliminate the use of a voting list at the check-out table but shall maintain an officer in charge of the ballot box.

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SECTION 15. Subsection (d) of section 87 of said chapter 54, as so appearing, is hereby amended by adding the following paragraph:-

To the extent feasible, the state secretary shall include on the envelopes required pursuant to this subsection a system that generates a postmark for determining the date upon which the envelope was mailed.

SECTION 16. Section 89 of said chapter 54, as so appearing, is hereby amended by striking out the second sentence and inserting in place thereof the following sentence:- No application for an absent voting ballot to be sent by mail shall be deemed to be seasonably filed unless it is received in the office of the city or town clerk or registrars before 5 p.m. on or before the fifth business day preceding the election for which the ballot is being requested.

SECTION 17. Section 91B of said chapter 54, as so appearing, is hereby amended by inserting after the word "prepaid", in line 5, the following words:- and with return postage guaranteed.

SECTION 18. Said chapter 54 is hereby further amended by striking out section 91C, as so appearing, and inserting in place thereof the following section:-

Section 91C. (a) For the purposes of this section, "voter" shall mean an individual voting pursuant to the federal Uniformed and Overseas Citizens Absentee Voting Act.

(b) A voter wishing to cast an absentee ballot in any preliminary, primary or election may apply for such ballot in a form and manner prescribed by the state secretary; provided, however, that the secretary shall permit a voter to apply through an electronic application that: (i) includes clear instructions for completing and returning the application; and (ii) can be: (A) completed by the voter electronically; (B) signed with a wet signature or hand-drawn electronic signature; and (C) submitted electronically, by mail or by delivering it to the office of the appropriate city or town clerk. The most recent version of the Federal Post Card Application shall be one such application that shall be accepted by the state secretary pursuant to this section.

(c) An application pursuant to subsection (b) shall permit a voter to request to receive an absentee ballot: (i) by mail, in accordance with section 91B; (ii) by fax; (iii) by email; or (iv) electronically through an electronic system that is approved by the state secretary and allows a voter to receive, mark, verify and cast a ballot electronically; provided, however, that any electronic system approved by the state secretary under this section

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shall: (A) provide an electronic voter affidavit that may be used for certification of an electronic ballot and signed with a wet signature or hand-drawn electronic signature; and (B) not store personal identifying information beyond the time necessary to confirm the identity of the voter.

(d) Upon receipt of a properly executed application for an absentee ballot from a voter, the city or town clerk shall retain the application and, without delay, enter the application in the voter registration information system. The city or town clerk shall expeditiously transmit a ballot or access to an electronic ballot to all voters for whom an application was received in accordance with subsection (c).

(e) The state secretary shall provide clear instructions to voters for returning the marked absentee ballot to the appropriate city or town clerk to be counted; provided, however, that the voter may return the ballot to the city or town clerk: (i) by mail; (ii) by fax; (iii) by email; (iv) electronically through the electronic system approved by the state secretary, subject to the regulations promulgated by the secretary; or (v) by delivering it to the office of the city or town clerk or a secured municipal drop box for the city or town where the voter is registered.

(f) If a request for an absentee ballot is received from a voter 45 or more days before a federal election and the state secretary has determined that the city or town clerk is unwilling or unable to transmit the ballot not less than 45 days before the election, the state secretary may, on behalf of the city or town clerk, after notice to the city or town clerk and in accordance with the voter's choice, electronically transmit or mail the appropriate absentee ballot and instructions to the voter not later than 45 days prior to the federal election. The state secretary shall enter in the voter registration information system the transmission date on which absentee voters were sent ballots by the state secretary pursuant to this subsection.

(g) The state secretary shall promulgate regulations to implement this section.

SECTION 19. Section 92 of said chapter 54, as so appearing, is hereby amended by adding the following subsection:-

(d) The absent voting ballot of any voter who was eligible to vote at the time the ballot was cast shall not be deemed invalid solely because the voter became ineligible to vote by reason of death after casting the ballot. For purposes of this subsection, the term "cast" shall mean that the voter has: (i) deposited the absent voting ballot in the mail for ballots mailed; (ii) returned the absent voting ballot to the appropriate local election

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official either by hand or by depositing it in a secured municipal drop box, where available, for the city or town where the voter is registered; or (iii) returned the absent voting ballot electronically pursuant to section 91C.

SECTION 20. Said chapter 54 is hereby further amended by striking out section 93, as so appearing, and inserting in place thereof the following section:-

Section 93. All absent voting ballots submitted by mail, delivered in person to the office of the city or town clerk, returned to a secured municipal drop box for the city or town where the voter is registered or returned electronically pursuant to section 91C shall be received by the city or town clerk before the hour fixed for closing the polls on the day of a primary or election; provided, however, that an absent voting ballot mailed on or before the day of a biennial state election shall be accepted until 5 p.m. on the third day after the election and shall be processed in accordance with section 95. A postmark, if legible, shall be evidence of the time of mailing.

SECTION 21. Section 95 of said chapter 54, as so appearing, is hereby amended by striking out the first paragraph and inserting in place thereof the following 2 paragraphs:-

Any absent voter ballot cast pursuant to section 86 may be opened and deposited into a tabulator in advance of the date of the primary or election in accordance with regulations promulgated by the state secretary; provided, however, that municipalities that do not have a tabulator may open and deposit early voting ballots into a ballot box; provided further, that such ballots shall be kept secured, locked and unexamined and that no results shall be determined or announced until after the time polls close on the date of the primary or election; and provided further, that notice of the date, time and location of any such opening or depositing shall be posted 2 business days in advance of the opening or depositing; and provided further, that the opening or depositing shall be open to the public. Disclosing any such result before such time shall be punished as a violation of section 14 of chapter 56.

If not advance deposited, the city or town clerk, on the day of the election but not later than 1 hour after the hour for the closing of the polls, shall transmit all envelopes purporting to contain official absent voting ballots received on or before the close of business on the day preceding the day of the election, and that have not been marked "Rejected as Defective" as provided in section 94, to the local election officers in the

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several precincts where the voters whose names appear on such envelopes assert the right to vote or to a central tabulation facility designated in accordance with regulations promulgated by the state secretary. The local election officer in charge of the polling place or central tabulation facility shall immediately, after receipt of any such envelopes, distinctly announce the name and residence of each such voter and check the voter's name on the voting lists referred to in section 60 of chapter 51, on the voter's certificate of supplementary registration attached to such lists as provided in section 51 of said chapter 51 or on the lists of specially qualified voters, if it has not already been so checked. The city or town clerk shall open the envelopes in which the ballot is enclosed in such a manner as not to destroy the affidavit thereon, take the ballot therefrom without opening it or permitting it to be examined and deposit it in the ballot box. All envelopes referred to in this section shall be retained with the ballots cast at the election and shall be preserved and destroyed in the manner provided by law for the retention, preservation or destruction of official ballots.

SECTION 22. Section 100 of said chapter 54 is hereby repealed.

SECTION 23. Not later than July 1, 2022, the state secretary shall enter into the agreement with the Electronic Registration Information Center, Inc. as required by section 47C of chapter 51 of the General Laws.

SECTION 24. Not later than 30 days after the effective date of this act, the state secretary shall conduct a public awareness campaign to inform voters in the commonwealth of the provisions of this act, including, but not limited to, measures to promote public awareness of: (i) expanded early voting options; (ii) the requirements and procedures for early voting by mail, including, but not limited to, information related to the ability of a voter who requests but does not return an early voting by mail ballot to vote in person on election day; (iii) the availability of accommodations for voters with disabilities; (iv) the availability of assistance under section 79 of chapter 54 of the General Laws for voters who have limited English proficiency; and (v) information explaining that the processing of mail ballots and the tabulating of the results of the election may extend a few days past the day of the election. The public awareness campaign shall: (i) be linguistically diverse and culturally competent; (ii) be provided in multiple formats for viewing and include, but not be limited to, outreach through digital and social media; and (iii) ensure specific outreach is conducted for groups and communities that have historically underused mail voting and early voting.

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SECTION 25. The electronic instructions and accommodations prescribed by the state secretary pursuant to paragraph (4) of subsection (a) of section 25B of chapter 54 of the General Laws, as inserted by section 10, shall comply with requirements contained in Title II of the federal Americans with Disabilities Act and shall conform, to the extent feasible and required under law, with the Web Content Accessibility Guidelines 2.1 Level AA and best practices from the National Institute of Standards and Technology.

SECTION 26. Sections 1 to 4, inclusive, shall take effect 30 days after the effective date of this act.

SECTION 27. Not later than 30 days after the effective date of this act, the state secretary shall implement the internet portal required by paragraph (6) of subsection (a) of section 25B of chapter 54 of the General Laws, as inserted by section 10.

SECTION 28. Section 18 shall take effect on December 1, 2022. The state secretary shall promulgate regulations necessary to implement section 91C of chapter 54 of the General Laws, as inserted by section 18, not later than January 1, 2023.

SECTION 29. Sections 6 and 7 shall take effect on January 1, 2023.

SECTION 30. Section 25C of chapter 54 of the General Laws, as inserted by section 10, shall take effect on January 1, 2023.

House of Representatives, June 16, 2022.

Preamble adopted, Kate Hogan, Speaker.

In Senate, June 16, 2022.

Preamble adopted, Karen E. Spilka, President.

House of Representatives, June 16, 2022.

Bill passed to be enacted, Kate Hogan, Speaker.

In Senate, June 16, 2022.

Bill passed to be enacted, Karen E. Spilka, President.

June 22, 2022.

Approved,

at 2 o'clock and 55 minutes, P. M.

Charles D. Baker

Governor.

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The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Elections Division

Election Advisory #22-01

Changes to State Election Laws

June 23, 2022

The purpose of this Advisory is to familiarize local election officials with changes to state election laws that will impact the 2022 State Primaries and State Election, as well as upcoming local elections.

This Advisory includes a first-glance summary of changes that will directly affect how you, as a local election official, will carry out your duties. Additional information and specifics will be provided in the coming weeks and months, as different aspects of the new law go into effect and as new regulations are promulgated.

The VOTES Act

On June 22, 2022, an election reform law titled "The VOTES Act" was signed into law. Among other things, the VOTES Act makes several of the temporary changes from the pandemic permanent, so many of these policies and procedures will be familiar to those of you administering elections in 2020. The new law also makes the absentee voting process and early voting by mail processes consistent.

Voter Registration Deadlines

Beginning July 22, 2022, the voter registration deadline for all elections and town meetings will be 10 calendar days before the date of the meeting or election.

Local election officials will still be required to hold in-person registration sessions on the last day to register to vote, which for any Tuesday election will now be a Saturday, but the registration session will end at 5 p.m. instead of 8 p.m.

For cities and towns with more than 1,500 voters, the registration session must be held from 9 a.m. until 5 p.m. For towns with fewer than 1,500 voters, the registration session must be held from 9 a.m. until 11 a.m. and from 3 p.m. until 5 p.m.

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Poll Worker Appointments

Effectively immediately, there is additional flexibility for the appointment of poll workers.

If, six weeks before an election, it is determined that there are not enough election officers appointed, the appointing authority (board of selectmen, city council, board of election commissioners) may appoint poll workers without regard to political party affiliation, voter registration status, residence, or inclusion on a list from a local party committee.

If, three weeks before an election, there are still not enough poll workers appointed, the clerk will be able to fill vacancies by appointing any competent person, without regard to party, residence, or a list from a local party committee.

Further, you now have the option to eliminate the use of a check-out table if you choose to do so. If you do not use a check-out table, however, you must still have a poll worker stationed at the ballot box.

If poll workers are appointed without regard to party affiliation, the inspectors at the check-in table (and check-out, if used) cannot be of the same political party. If poll workers are appointed from lists from the parties, the inspectors must be of different political parties.

Police Officer Assignments

Effective immediately, the law regarding assignment of police officers at polling places is amended to require the board of selectmen, town council, or city council to assign police officers and constables to polling places. Previously, this was the responsibility of the chief of police.

Since this change is taking effect before the primaries, you will need to communicate with your selectmen or council to make sure they detail officers at a summer meeting before September.

Vote by Mail

Effective immediately, early voting by mail must be available for all state elections, state primaries, and presidential primaries.

Early voting by mail is also required for all local elections and preliminaries, unless the city or town opts out. In order to opt out of Vote by Mail for a local election, the selectmen, city council, or town council must hold a public hearing and public roll call vote to NOT allow Vote by Mail no later than 45 days before the date of the election. Cities and towns cannot opt out of Vote by Mail for a local election if the election is happening on the same day as a state election, state primary, or presidential primary.

Applications

As in 2020, the Elections Division will be mailing Vote by Mail applications at least 45 days before every regular state primary, state election, and presidential primary. The applications will be sent to everyone registered to vote by the 60th day before the election who has not

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already applied for a ballot. The applications will be pre-addressed to the local election office and postage pre-paid.

Unlike previous years, family members are now allowed to request an early Vote by Mail ballot on a voter's behalf, as they currently can with absentee ballots. Similarly, family members are now permitted to return an early Vote by Mail ballot for the voter as well.

Applications to Vote by Mail must be posted every city and town website, as well as on the Secretary of the Commonwealth's website.

Any form of written communication requesting a ballot is sufficient. Applications may be signed electronically, as long as the signature is written in substantially the same manner as a hand-written signature.

Effective immediately, you are required to include Vote by Mail applications with all acknowledgement notices sent to any new voter or anyone who has changed their address. Note that unlike 2020, these applications must be sent all year round, and not only to voters who register or move after the statewide application mailing has been sent.

Online Portals

The Elections Division will also be required to establish an online ballot request portal for voters to use to request their ballots online. The law states that a wet signature cannot be required for this portal. Additional information on the portal will be provided after the Secretary's Information Technology Division is able to examine the requirements in the law.

A portal for UOCAVA voters to request their ballots and submit ballots electronically will also be required, though that part of the law does not go into effect this year. More information on that will be provided after the 2022 elections.

Application Deadlines

The deadline to receive a request for any ballot (early or absentee) to be mailed is now 5 business days before the election. A business day is any weekday that is not a legal holiday, so this will typically fall one week before Election Day.

For the September 6th State Primary, because Labor Day is not a business day, the deadline for you to receive vote by mail applications is 5 p.m. Monday, August 29th.

For the November 8th State Election, the deadline for you to receive vote by mail applications is 5 p.m. Tuesday, November 1st.

No ballots can be mailed to any voter whose application has not been received by 5 p.m. on the 5th business day before the election. Remember, however, that in-person early voting is still available until the Friday before the election for applicable elections and in-person absentee voting is still available until noon on the day before the election (if that day isn't a holiday).

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Additionally, voters admitted to a health care facility after 12pm on the 7th day before the election can request a hand-delivered absentee ballot up until the close of polls.

Accessible Vote by Mail
Effective immediately, voters who have a disability which prevents them from being able to independently mark a paper ballot are allowed to request a reasonable accommodation. Additional information on accessible voting by mail will be forthcoming.

Ballot Envelopes
Return ballot envelopes (AV-8s) for state primaries, state elections, and presidential primaries are now pre-addressed and postage pre-paid.

This means that any AV-8 return ballot envelopes provided by this office need to be printed specifically for your community. It will be very important for you to be aware of your inventory and provide as much notice as possible to the Elections Division if you are running low.

Ballot Return
For most elections, all ballots will still have to be returned by close of polls on Election Day. Beginning with the 2022 State Election, ballots will be able to arrive up to 3 days after Election Day for biennial state elections only. This means that ballots mailed from inside the country can be counted if they are postmarked by Election Day and received by 5 p.m. on the Friday after Election Day. Again, this is only for biennial state elections, which are the November federal elections held in even-numbered years.

This year, because the Friday after the election is a holiday, the deadline for ballots to be received is 5 p.m. on Saturday, November 12th. We realize this deadline creates logistical issues and we are in the process of exploring our options. More information will be provided as soon as we have it.

Ballots returned by hand, to a drop box, or electronically still need to be received by your office by close of polls on Election Day for all elections.

Ballot Processing
Similar to 2020, you now have the option of advance removing ballots from their envelopes and advance depositing ballots into the tabulator or ballot box ahead of Election Day. All ballot removal and depositing before Election Day will still need to happen in public sessions. The Elections Division will be issuing regulations, likely similar to those used in 2020, on advance processing and more information will be provided when that happens.

Deceased Voters
Since ballots will begin to be processed before Election Day, the law prohibiting counting the ballot of anyone who dies before Election Day has been repealed. A voter's ballot can be counted as long as the voter was alive when it was cast, which means as of the postmark date or when it was hand-delivered or deposited into a drop box.

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In-Person Early Voting

In-person early voting must now be offered for all regular state primaries, state elections, and presidential primaries. It must also be offered for special elections and primaries to fill vacancies for U.S. Senate or Congress. In-person early voting must also be held for any municipal elections being held on the same day as one of the above listed elections.

In-Person Early Voting Dates

In-person early voting for biennial state elections must be held from the 17th day through the 4th day before the election. In 2022, the early voting period for the November 8th State Election will begin on Saturday, October 22nd and end on Friday, November 4th.

Early voting for state and presidential primaries will begin on the 10th day before the primary and end on the 4th day before the primary. Early voting for the September 6th State Primary will begin on Saturday, August 27th (the same day as the voter registration deadline) and end on Friday, September 2nd.

In-Person Early Voting Hours

The requirements for early voting hours have changed to require weekend hours and set standards for weekday hours. Please note that these are minimum hours and you can always increase the in-person early voting hours.

On weekends, the number of hours you must be open depends on the number of registered voters in your community. The required minimum hours for weekends are:

Number of Voters	Required Weekend Early Voting Hours
0 - 4,999	At least 1 day per weekend At least 2 hours each day you are open At least 4 hours total each weekend
5,000 – 24,999	At least 1 day per weekend At least 3 hours per day you are open At least 6 hours total each weekend
25,000 – 39,999	At least 4 hours each weekend day
40,000 – 74,999	At least 6 hours each weekend day
75,000+	At least 8 hours each weekend day

For weekdays, the required minimum early voting hours will vary depending on the size of your community and at what point it is during the in-person early voting period. By default, the early voting hours are during your regular business hours; however, your city council, board of selectmen, or town council may have the option to limit early voting hours on certain days, if your community is small enough.

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The required weekday early voting hours are:

Number of Voters	Required Weekday Early Voting Hours
0 - 4,999	At least 25% of regular business hours
5,000 – 39,999	Primary: Regular business hours State Election: Week 1: at least 50% of regular business hours Week 2: Regular business hours
40,000+	During your regular business hours

In order to limit your early voting hours, your board of selectmen, city council, or town council will need to vote to do so at a public meeting held no later than 20 days before early voting begins. For the November 8, 2022 State Election, the deadline to take that vote is Sunday, October 2, 2022.

Early Voting Locations
Minor changes have been made to the law regarding the designation of early voting sites. As has been the case previously, your local election office is the default early voting site in your community. If your office is determined to be unsuitable or inaccessible, the registrars must vote to hold early voting in a different location. You can also designate additional early voting locations, which must also be accessible.

When assigning early voting sites, your city or town must now consider, to the extent feasible, diverse geographic locations and whether the sites would have an impact on access to the polls on the basis of race, national origin, disability, income, or age. Unlike the assignment of polling places in 2020, no written report on the impact of the early voting locations is required.

Your early voting sites must be designated no later than 2 weeks before early voting begins.

Notice Requirements
You will also need to publish notice of the locations and schedule for early voting at least 5 business days before early voting begins and at least once during the early voting period.

Notice must be posted: in your office or on the city/town bulletin board; in any other public building considered necessary; on the city/town's website; and on the Secretary's website. Remember, you need to enter your hours and locations into VRIS (or notify the Elections Division by email, if that VRIS screen is locked) for them to be posted on our website.

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The deadlines for early voting posting for 2022 are:

State Primary
Designate Early Voting sites & schedule: Saturday, August 13, 2022
Post 1st Notice: Monday, August 22, 2022
Post 2nd Notice: August 27 – September 2

State Election
Designate Early Voting sites & schedule: Saturday, October 8, 2022
Post 1st Notice: Monday, October 17, 2022
Post 2nd Notice: October 22 – November 4

Local Elections
For local elections, cities and towns may choose to have in-person early voting. To opt-in to early voting for local elections, at least two registrars need to recommend it, and the board of selectmen, town council, or city council must then vote to authorize in-person early voting.

The vote to opt-in to early voting must take place no later than 5 days before early voting would begin, and must include the early voting schedule. Early voting can begin no earlier than the 17th day before the election or preliminary and can end no later than 2 business days before the election. Early voting for local elections default to your usual business hours, unless the vote specifies otherwise.

Sites for early voting for local elections will be designated by the clerk. The location(s) and early voting schedule must be posted no less than 48 weekday hours before early voting begins.

150 Foot Rule
Beginning with early voting for the September 6th State Primary, the 150 foot rule prohibiting campaigning around polling places will be extended to early voting sites as well. This means that there shall be no campaigning for or against a candidate or question on the ballot for that election within 150 feet of the entrance to the early voting site during voting hours. Signature gathering of any kind will also be prohibited during the voting hours.

Jail-Based Voting

While voters who are incarcerated for a reason other than a felony conviction can already vote by absentee ballot, the new law contains provisions to make voting easier for those who are incarcerated, including adding requirements to correctional facilities to distribute information. Changes to jail-based voting take effect at the beginning of 2023 and more information will be provided after the 2022 elections.

Automatic Voter Registration

Beginning on January 1, 2023, applicants at the RMV will no longer have the option to opt out of automatic voter registration. Instead, the RMV will be required to transmit the names and

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addresses of all ***eligible citizen*** applicants to local election officials for voter registration purposes.

Applicants who are automatically registered to vote will now be allowed to decline registration only after receiving the acknowledgment notice you send to them.

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S 2924

Chapter 92
of the Acts of 2022

THE COMMONWEALTH OF MASSACHUSETTS

In the One Hundred and Ninety-Second General Court

AN ACT FOSTERING VOTER OPPORTUNITIES, TRUST, EQUITY AND SECURITY.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to authorize forthwith voter opportunities, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Section 1F of chapter 51 of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out the words "eight o'clock post meridian of the twentieth" and inserting in place thereof the following words:- 5:00 p.m. of the tenth.

SECTION 2. Section 26 of said chapter 51, as so appearing, is hereby amended by striking out, in lines 10 and 11, the words "eight o'clock in the evening" and inserting in place thereof, in each instance, the following words:- 5:00 p.m.

SECTION 3. Said section 26 of said chapter 51, as so appearing, is hereby further amended by striking out, in line 10, the word "twentieth" and inserting in place thereof the following word:- tenth.

SECTION 4. Said chapter 51 is hereby further amended by striking out section 28, as so appearing, and inserting in place thereof the following section:-

Section 28. Registrars shall hold a continuous session from 9:00 a.m. until 5:00 p.m. on the last day for registration established under section 26; provided, however, that a town having less than 1,500 voters may hold a session from 9:00 a.m. until 11:00 a.m. and from 3:00 p.m. until 5:00 p.m.

SECTION 5. Section 33A of said chapter 51, as so appearing, is hereby amended by adding the following sentence:- The state secretary shall make the online portal accessible in English, Spanish, Portuguese, Chinese and such additional languages as the state secretary deems necessary or required by law.

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SECTION 6. Section 42G½ of said chapter 51, as so appearing, is hereby amended by inserting after the word "vote", in line 57, the following words:- pursuant to subsection (d) of section 65.

SECTION 7. Said section 42G½ of said chapter 51, as so appearing, is hereby further amended by striking out subsection (d) and inserting in place thereof the following subsection:-

(d) In accordance with the memorandum of understanding required by subsection (b), each eligible applicant for services at an automatic voter registration agency who meets the qualifications to register to vote and does not decline to register to vote under subsection (d) of section 65 shall be registered as a voter under said section 65 as of the date the registrars add the person's name and address to the register of voters, pursuant to paragraph (4) of said subsection (d) of said section 65; provided, however, that an applicant who meets the qualifications to register to vote, does not decline to register to vote under said subsection (d) of said section 65 and completes a qualifying transaction with an automatic voter registration agency not less than 10 days before an election shall be entitled to vote in that election. If necessary to comply with federal law, the division of medical assistance and the commonwealth health insurance connector authority may allow an applicant to decline to register to vote at the time of application. Otherwise, all automatic voter registration agencies, including the registry of motor vehicles, shall transmit records of all eligible applicants as provided in subsection (e) and these applicants may decline to register to vote only after receiving notice from the registrars under paragraph (3) of said subsection (d) of said section 65.

SECTION 8. Section 47C of said chapter 51, as so appearing, is hereby amended by adding the following paragraph:-

To the extent feasible, the state secretary shall make the statewide list of registered voters contained in the central registry of voters established in this section available to the local election officers at each polling location.

SECTION 9. Chapter 54 of the General Laws is hereby amended by striking out section 14, as so appearing, and inserting in place thereof the following section:-

Section 14. For any primary or election, if the city or town clerk determines in writing that there is a deficiency in the number of required election officers within the 6 weeks preceding the primary or election, the appointing authority may appoint election officers without regard to

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political party membership, voter status, residence in the city or town or inclusion on a list filed by a political party committee pursuant to sections 11B and 12. If the position of warden, clerk or inspector, or deputy of any such officer, if any, is vacant within the 3 weeks preceding any primary or election, the city or town clerk may fill the vacancy by appointing a competent person willing to serve, without regard to political party membership, voter status, residence in the city or town or inclusion on a list filed by a political party committee pursuant to said sections 11B and 12.

SECTION 10. Said chapter 54 is hereby further amended by striking out section 25B, as so appearing, and inserting in place thereof the following 2 sections:-

Section 25B. (a)(1) The election officers and registrars of every city or town shall allow any registered voter qualified under section 1 of chapter 51 to vote early by mail for any municipal preliminary or election or presidential or state primary or election, including any such special preliminary, primary or election, or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; provided, however, that the select board, board of selectmen, town council or city council of each city and town may, after a public hearing and by recorded and public vote not less than 45 days prior to the date of the preliminary or election, opt out of the provisions of this subsection for any regular or special municipal preliminary or municipal election; provided further, that any registered voter qualified under section 1 of chapter 51 shall be allowed to vote early by mail for any municipal preliminary or municipal election held on the same day as any presidential or state primary or election or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and provided further, that this subsection shall not apply to an annual or special town meeting.

(2) Any registered voter wanting to vote early by mail may file with the voter's local election official an application for an early voting ballot for a preliminary, primary or election or for all preliminaries, primaries and elections authorized pursuant to this subsection during the calendar year. Any form of written communication evidencing a desire to have an early voting ballot sent for use for voting at a preliminary, primary or election shall be given the same effect as an application made in the form prescribed by the state secretary. Applications shall be acceptable if they are signed or submitted electronically; provided, however, that any electronic signature

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shall be written in substantially the same manner as a handwritten signature. No application shall be deemed to be seasonably filed unless it is received in the office of the city or town clerk or registrars of voters before 5 p.m. on the fifth business day preceding the preliminary, primary or election.

(3) A family member of a person qualified to vote early by mail may apply in the manner described under paragraph (2) on behalf of such person. Such applicant shall state the applicant's relationship to the early voter, shall sign the application under the pains and penalties of perjury and shall transmit the application to the clerk of the city or town where the early voter is registered.

(4) A voter wishing to apply to vote early by mail in any presidential or state primary or election or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress and who needs accommodation by reason of disability and is unable to independently mark a paper ballot may apply for such accommodations in a form and manner prescribed by the state secretary. Accommodations shall include, but not be limited to: (i) clear and accessible electronic instructions for completion, printing and returning of the ballot; (ii) an accessible blank electronic application that can be: (A) completed by the voter electronically; (B) signed with a wet signature, a hand drawn electronic signature or the voter's typewritten name as a signature if the voter is unable to independently insert a hand-drawn signature on the application due to a disability; and (C) submitted electronically, by mail or by delivering it, in person or by a family member, to the office of the appropriate city or town clerk; (iii) an authorized accessible blank electronic ballot that can be filled out electronically, printed and signed; provided, however, that the accessible electronic ballot marking system the voter utilizes to access their blank electronic ballot shall not collect or store any personally identifying information obtained in the process of filling out the ballot; (iv) an accessible electronic affidavit that may be used for certification of an accessible electronic ballot and signed with a wet signature, a hand-drawn electronic signature or the voter's typewritten name as a signature if the voter is unable to independently insert a hand-drawn signature on the ballot due to a disability; (v) an envelope to return the ballot to the voter's town or city clerk with postage guaranteed; and (vi) hole punched markers in place of a wet signature required for certification if an electronic affidavit of certification is not utilized. A voter with accommodations in receipt of a ballot pursuant to this section may complete and return the ballot by: (i)

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submitting it electronically; (ii) delivering it, in person or by a family member, to the office of the appropriate city or town clerk or a secured municipal drop box for the city or town where the voter is registered; or (iii) mailing it to the appropriate city or town clerk; provided, however, that the state secretary shall provide an envelope to allow for returning the ballot pursuant to clause (ii) or (iii).

(5) A voter wishing to apply to vote early by mail in a municipal preliminary or election authorized pursuant to this subsection and who needs accommodation by reason of disability and is unable to independently mark a paper ballot may request an accommodation from their local election official. The request shall be received by the local election official not later than the seventh business day preceding the preliminary or election. Upon receiving such a request from a registered voter by phone or electronically, the local election official shall grant reasonable accommodations to the voter.

(6) The state secretary shall establish, implement and maintain an internet portal on the secretary's website to allow a voter to request an early voting ballot for preliminaries, primaries and elections authorized pursuant to this subsection or an absent voting ballot for primaries and elections authorized pursuant to section 86. The voter shall be able to request that the ballot be mailed to the voter's home address, or a different mailing address as designated by the voter, or provided electronically if the voter is approved to utilize an accessible electronic ballot as an accommodation under paragraph (4). Any request under this paragraph shall not require the voter's wet signature.

(7) (i) Not later than 45 days before any presidential or regular state primary or biennial state election or a primary held pursuant to section 140 to fill a vacancy for senator in congress, the state secretary shall mail to all registered voters who are registered to vote not less than 60 days before such primary or election, at their residential addresses or mailing addresses if different from their residential address listed in the central registry, an application for an early voting ballot for the applicable primary or election and any city or town election held on the same day as such primary or election. The application shall also allow a voter to request an early voting ballot for: (A) the remaining state primary or election in the calendar year; or (B) if applicable, the election held pursuant to section 140 to fill a vacancy for senator in congress. The state secretary need not mail an application to a voter whose previous application for an absent

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voting ballot or early voting ballot for the applicable primary or election has been accepted.

(ii) Each application mailed pursuant to this paragraph shall: (A) be pre-addressed to the city or town clerk with return postage guaranteed; (B) be provided in any language required by the bilingual election requirements of the federal Voting Rights Act, 52 U.S.C. 10503; (C) be in a form prescribed by the state secretary in accordance with state and federal law; (D) include clear instructions for completing and returning the application; and (E) allow a voter to designate the mailing address to which the ballot shall be sent.

(iii) Each application mailed pursuant to this paragraph to a voter in the city of Boston shall include an option, which shall appear prominently on the application, to request a ballot printed in any language available at the voter's polling location pursuant to chapter 166 of the acts of 2014.

(iv) To minimize mailings and costs, the state secretary may seek to include said applications in any other mailings required by this chapter or otherwise issued to such registered voters at such time; provided, however, that such a mailing shall clearly indicate that applications to vote early by mail are contained therein and that any voter who previously returned an accepted application for an absent voting ballot or early voting ballot in the calendar year need not return an additional application for the applicable primary or election.

(v) The applications required pursuant to this paragraph shall be made available on the website of: (A) the state secretary; and (B) each city and town.

(8) The election officers and registrars of every city or town shall include an application for an early voting ballot with the acknowledgment notice sent to any person registering to vote or changing their voter registration address; provided, however, that the application shall be in the form prescribed by the state secretary pursuant to paragraph (7).

(9) Upon receipt of an early voting application, the election officers shall verify the voter's information and, if confirmed, shall record the voter as "EV" on the voting list. If the election officers find that the person signing the application is not a duly registered voter or the family member of a voter, they shall send the voter written notice to that effect and shall preserve the application during the time fixed by law for the preservation of ballots cast in the coming election, after which time the application shall be destroyed.

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(10) Early voting ballots authorized pursuant to this section shall be mailed by the appropriate local election officials as soon as such materials are available. The mailing of an early voting ballot shall include: (i) instructions for early voting; (ii) instructions for completing the ballot; (iii) an inner envelope where the ballot shall be placed after voting that contains an affidavit of compliance to be filled out by the voter and notice of the penalties under section 26 of chapter 56; and (iv) an outer envelope that is pre-addressed to the local election official with postage guaranteed. To the extent feasible, the state secretary shall include on the outer envelope a system that generates a postmark for determining the date upon which the envelope was mailed.

(11) Early voting ballots authorized pursuant to this section shall be provided to the voter in the language required pursuant to clauses (ii) and (iii) of paragraph (7).

(12) The provisions of section 81 relative to spoiled ballots shall apply to early voting ballots under this section; provided, however, that a request for a substitute ballot from a voter who has received a ballot by mail shall not be valid unless it is accompanied by the spoiled ballot and received in the office of the city or town clerk or the registrars before 5 p.m. on the fifth day preceding the election for which such substitute voting ballot is requested.

(13) An early voting ballot received by mail may be returned by the voter or a family member by: (i) delivering it in person to the office of the appropriate city or town clerk; (ii) delivering it to an early voting location for the appropriate city or town during the early voting in-person hours; (iii) dropping it in a secured municipal drop box for the city or town where the voter is registered; or (iv) mailing it to the appropriate city or town clerk.

All early voting ballots submitted by mail, delivered in person to the office of the city or town clerk, returned to a secured municipal drop box for the city or town where the voter is registered or returned electronically pursuant to the accommodations granted to a voter by reason of disability under paragraph (4) shall be received by the city or town clerk before the hour fixed for closing the polls on the day of a preliminary, primary or election; provided, however, that an early voting ballot mailed on or before the day of a biennial state election shall be accepted until 5 p.m. on the third day after the election and shall be processed in accordance with section 95. A postmark, if legible, shall be evidence of the time of mailing.

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(14) Upon receipt of a completed early voting ballot, the local election official shall open the outer mailing envelope and examine the inner secrecy envelope without opening it, compare the signature thereon with the signature on the application therefor, except if a family member signed the application or the voter received assistance in signing the application or the envelope, and examine the affidavit on each such envelope. If the affidavit has been improperly executed or does not sufficiently indicate that the ballot was marked and mailed or delivered as required by this section, the local election official shall mark across the face thereof "Rejected as defective" and shall notify the voter and send the voter a new ballot. If the early voting ballot is accepted, the local election official shall record the date and secure the ballot in its envelope until processing in accordance with law.

(b)(1) The local election officers and registrars of every city or town shall allow any registered voter qualified under section 1 of chapter 51 to vote early in person for any: (i) presidential or state primary or biennial state election or primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and (ii) city or town election held on the same day as a primary or election enumerated in clause (i). Any voter wishing to vote early in person in such primaries or elections may do so at the time, manner and location prescribed in this section.

(2) Early voting in person shall be conducted:

(i) from the seventeenth day through the fourth day, inclusive, preceding a biennial state election and any city or town election held on the same day as a biennial state election; and

(ii) from the tenth day through the fourth day, inclusive, preceding any: (A) presidential or state primary or primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and (B) city or town election held on the same day as a primary or election enumerated in subclause (A).

(3) Early voting in person shall be conducted on weekend dates during the early voting period as follows: (i) for municipalities with less than 5,000 registered voters, for not less than 4 hours each weekend, with at least 1 day per weekend, for not less than 2 hours on a weekend day in which voting is conducted; (ii) for municipalities with not less than 5,000 registered voters but less than 25,000 registered voters, for not less than 6 hours each weekend, with at least 1 day per weekend, for not less than 3 hours on a weekend day in which voting is conducted; (iii) for municipalities

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with not less than 25,000 registered voters but less than 40,000 registered voters, for not less than 4 hours each weekend day; (iv) for municipalities with not less than 40,000 registered voters but less than 75,000 registered voters, for not less than 6 hours each weekend day; and (v) for municipalities with not less than 75,000 registered voters, for not less than 8 hours each weekend day. For each other day during the early voting period, early voting in-person shall be conducted as follows: (i) for municipalities with less than 5,000 registered voters the city council of a city or board of selectmen or select board of a town may, at a public meeting held not less than 20 days before the first day of the early voting period, vote to provide early voting hours of not less than 25 per cent of the usual business hours of the town clerk; (ii) for municipalities with more than 5,000 registered voters but less than 40,000 registered voters: (A) for the fifteenth day to the eleventh day, inclusive, preceding a biennial state election, the city council of a city or board of selectmen or select board of a town may, at a public meeting held not less than 20 days before the first day of the early voting period, vote to provide early voting hours of not less than 50 per cent of the usual business hours of the city or town clerk; and (B) for the eighth day to the fourth day, inclusive, during the usual business hours of each city or town clerk; and (iii) for municipalities with more than 40,000 registered voters, during the usual business hours of the city or town clerk. A city or town may, in its discretion, provide for additional early voting hours beyond the hours required by this paragraph.

(4) Each city and town shall establish an early voting site that shall include the local election office for the city or town; provided, however, that if the city or town determines that the office is unavailable or unsuitable for early voting, the registrars of each city or town shall identify and provide for an alternative public building that is centrally-located, suitable and convenient within the city or town as an early voting site; and provided further, that when designating early voting sites, a city or town shall consider, to the extent feasible, diverse geographic locations and whether such sites would have an impact on access to the polls on the basis of race, national origin, disability, income or age. A city or town may also provide for additional early voting sites at the discretion of the registrars for that city or town. Each early voting site shall be accessible to persons with disabilities in accordance with state and federal law.

(5) The designation of an early voting site shall be made not less than 14 days prior to the beginning of the early voting period established in this

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section. Not less than 5 business days prior to the beginning of the early voting period and at least once during the early voting period, the registrars for each city and town shall publish notice of the location of the early voting sites as well as the applicable dates and hours. Such notice shall be conspicuously posted: (i) in the office of the city or town clerk and on the principal official bulletin board of each city or town; (ii) on any other public building considered necessary; (iii) on the city or town's website; and (iv) on the website of the state secretary.

(6) Prior to the beginning of in-person early voting, the local election officials for each city and town shall prepare a list for the early voting sites, containing the names and residences of all persons qualified to vote at each voting site as the names and residences appear upon the annual register, and shall reasonably transmit the applicable list to the local election officers at each early voting site designated by the registrars.

(7) A voter seeking to vote in person at an early voting site shall provide their name and address to the local election officer who shall, upon finding the voter's name and address upon the list, repeat it loudly and clearly, mark the list and provide the voter with an early voting ballot and an envelope containing an affidavit, which shall include a notice of penalties under section 26 of chapter 56. The registrar or presiding election officer at the early voting site shall cause to be placed on the voting list opposite the name of a qualified voter who participates in early voting, the letters "EV" designating an early voter.

(8) Upon marking their early voting ballot, enclosing it in the secrecy envelope and executing the affidavit, the voter shall return the ballot envelope to a local election officer at the early voting site who shall review the envelope to ensure the affidavit has been signed by the voter. After a ballot envelope has been accepted, it shall be securely stored at the early voting site until such time as it is transported to the office of the local election official, but not later than the close of early voting for that day.

(c)(1) The select board, board of selectmen, town council or city council of each city and town may vote to authorize early in-person voting for any other city or town preliminary or election not included in subsection (b). Such vote may only be taken after a request from not less than 50 percent of the registrars of the city or town recommending in-person early voting; provided, however, that such vote shall occur not less than 5 business days prior to the proposed beginning of early voting.

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(2) As part of the vote to allow early in-person voting under this subsection, a city or town shall set the early voting period to begin not sooner than 17 days before the preliminary or election and end not later than 2 business days preceding the preliminary or election.

(3) Early voting under this subsection shall be conducted during the usual business hours of the city or town clerk unless different hours are set as part of the vote to allow early in-person voting, including any weekend hours.

(4) The city or town clerk shall establish an early voting site for early in-person voting under this subsection that is centrally-located, suitable and in a convenient public building. Notice of the early voting location, dates and hours shall be posted not less than 48 weekday hours before the early voting period begins.

(5) A voter voting early in person under this subsection shall be provided with a ballot and an envelope where the ballot is placed after voting that contains an affidavit of compliance to be filled out by the voter. A voter voting early in person shall complete an affidavit under the regulations promulgated by the state secretary for the administration of early voting, as applicable, which shall include a notice of penalties under section 26 of chapter 56.

(d) The registrars shall prepare lists of all voters casting ballots during the early voting period pursuant to this section and update the voter list in a manner prescribed by the state secretary. Once an early voting ballot is cast, the voter shall not vote again.

(e) The early voting ballot of any voter who was eligible to vote at the time the ballot was cast shall not be invalid solely because the voter became ineligible to vote by reason of death after casting the ballot. For purposes of this subsection, the term "cast" shall mean that the voter has: (i) deposited the early voting ballot in the mail for ballots mailed; (ii) returned the early voting ballot to the appropriate local election official either by hand or by depositing it in a secured municipal drop box, where available, for the city or town where the voter is registered; (iii) completed voting in person at an early voting location; or (iv) submitted a ballot electronically pursuant to the accommodations granted to a voter by reason of disability under paragraph (4) of subsection (a).

(f) Sections 37 and 38 of chapter 53 shall apply to unenrolled voters and voters enrolled in political designations voting early in primaries. The registrar or presiding election official at the early voting site shall cause

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the name of the party of the ballot being voted to be recorded on the voting list. Once the party selection has been recorded on the voting list, a voter shall not request or vote on the ballot of another party.

(g) Not less than 30 days prior to each presidential primary, state primary, state election, and primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress, the state secretary shall deliver to each city and town, in quantities as the state secretary determines necessary, the following papers: (i) official early voting ballots similar to the official ballot to be used at the election; provided, however, that a sufficient quantity of such ballots are printed in the languages necessary to accommodate the selection of a bilingual ballot by voters pursuant to clauses (ii) and (iii) of paragraph (7) of subsection (a); (ii) envelopes of sufficient size to contain the ballots specified in clause (i) bearing on their reverse the voter's affidavit; (iii) return envelopes, pre-addressed to the local election official with postage guaranteed, for any ballot requested for voting by mail; and (iv) instructions for voting by mail to be sent to each voter who requests to cast a ballot by mail. The voting period for early voting by mail shall begin as soon as all necessary early voting materials have been received by the local election official pursuant to this subsection.

(h) Any early voting ballot cast pursuant to this section may be opened and deposited into a tabulator in advance of the date of the preliminary, primary or election in accordance with regulations promulgated by the state secretary; provided, however, that municipalities that do not have a tabulator may open and deposit early voting ballots into a ballot box; provided further, that such ballots shall be kept secured, locked and unexamined and that no results shall be determined or announced until after the time polls close on the date of the preliminary, primary or election; and provided further, that notice of the date, time and location of any such opening or depositing shall be posted not less than 2 business days in advance of the opening or depositing; and provided further, that the opening or depositing shall be open to the public. Disclosing any such result before such time shall be punished as a violation of section 14 of chapter 56.

All envelopes referred to in this section shall be retained with the ballots cast at the preliminary, primary or election and shall be preserved and destroyed in the manner provided by law for the retention, preservation or destruction of official ballots.

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(i) The state secretary shall promulgate regulations to implement this section including, but not limited to, a process for establishing additional early voting sites and a process for applying for, receiving, separating, compiling, recording and securing early ballots and advance depositing.

(j) Section 72 shall not apply to this section; provided, however, that a city or town, at the discretion of its election officers and registrars, may detail a sufficient number of police officers or constables for each early voting site at the expense of the city or town to preserve order, protect local election officers and supervisors from any interference with their duties and aid in enforcing the laws relating to elections.

(k) Not later than 45 days after each presidential primary, regular state primary, biennial state election and primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress, the state secretary shall submit a report to the house and senate committees on ways and means and the joint committee on election laws on the costs to implement subsection (a) of this section. The report shall include, but not be limited to: (i) the number of ballot applications with postage guaranteed mailed to voters; (ii) where available, the number of ballot applications with postage guaranteed returned requesting a ballot; (iii) the total number of ballots cast by mail; (iv) total cost and amounts paid for using federal funds; and (v) where available, the number of ballot applications that were returned as undeliverable and a description of the reasons why each application was returned, including, but not limited to, a change of address or the intended recipient being deceased.

Section 25C. (a) For the purposes of this section, the following words shall have the following meanings:

"Applicable statewide election", a presidential or regular state primary or biennial state election or a primary or election held pursuant to section 140 to fill a vacancy for senator in congress.

"Facility", a correctional facility, house of correction, jail or department of youth services.

(b) The officer in charge of a facility shall develop and publish policies and procedures that govern the facilitation of voting and voter registration for eligible voters in the facility; provided, however, that the policies and procedures shall include, but not be limited to:

(i) the distribution of voter education and election information provided by the state secretary, including, but not limited to: (A) the display of posters in prominent locations visible to individuals who are

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incarcerated at the facility; and (B) the dissemination of written notices about voting rights and procedures to all individuals who are incarcerated at the facility and who may be eligible to vote;

(ii) for any preliminary, primary or election, assisting an individual who is incarcerated at the facility and who may be eligible to vote in registering as a voter and in applying for an early voting by mail or absent voting ballot, including as a specially qualified voter; provided, however, that such assistance shall include, but not be limited to: (A) distributing forms prepared by the state secretary for those purposes, including ballot applications or voter registration forms; (B) providing an individual with access to a writing implement sufficient to properly complete the registration and application forms; (C) providing records that may serve as proof of residence for the purpose of voter registration or that provide a voter with their last known address, such as intake forms, arrest records or other forms in the possession of the facility; (D) providing voter information packets generated by the state secretary and, where possible, by nonpartisan community groups, nonpartisan volunteers or other nonpartisan stakeholders; and (E) facilitating the timely return of an application for an eligible voter to be permitted to vote early by mail;

(iii) facilitating the expeditious and timely receipt and return of an early voting by mail or absent voting ballot by an eligible individual who is incarcerated at the facility, including, but not limited to, by: (A) providing access to a writing implement sufficient to properly complete the ballots; (B) establishing locations where voters may complete ballots and other paperwork in private, where feasible; and (C) facilitating the mailing of completed mail ballots as soon as practicable; provided, however, that an employee, contractor, agent, official or representative of the department of correction shall not open or inspect any completed mail ballot unless it is to investigate reasonable suspicion of a prohibited activity;

(iv) providing means of tracking: (A) complaints by an individual who is incarcerated at the facility related to voting or registration; (B) numbers of individuals who are incarcerated who sought to vote; and (C) the outcome of their requests; and

(v) policies for collaboration with local election officials, civic engagement community groups and other stakeholders.

(c) The officer in charge of a facility shall:

(i) not later than 45 days before an applicable statewide election, display or distribute any informational posters or packets provided by the

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state secretary pursuant to subsection (d) or, if received after such date, immediately upon receipt; provided, however, that the distribution and announcements of such information shall be continued through the conclusion of such election;

(ii) not later than 14 days before an applicable statewide election, file a written report with the state secretary, in a form prescribed by the state secretary, that details the actions taken under this section; provided, however, that the report shall be a public record; and

(iii) appoint a subordinate officer at the facility to supervise the actions required by this section.

(d) Not later than 90 days before an applicable statewide election, the state secretary shall: (i) create and distribute to sheriffs and superintendents of facilities voter information signs and information for display and distribution in facilities; and (ii) distribute to local election officials information on: (A) the qualifications and rights of eligible incarcerated voters; (B) how to process a voter registration or ballot application from an eligible incarcerated voter; (C) current law pertaining to those rights and processes; and (D) the presumed residence for voting purposes of an eligible incarcerated voter and instances in which an eligible incarcerated voter can maintain the facility in which they are confined as their address for voting purposes.

(e)(1) Prior to the expiration of the term for a person who is incarcerated in a correctional facility, the officer in charge of the facility shall provide, in writing, a document prepared by the state secretary explaining: (i) the voting rights of a person who is incarcerated in a correctional facility upon discharge from a correctional facility; and (ii) instructions for the person to register to vote following discharge from the facility. The officer in charge of the facility shall provide the person with a voter registration form with a postage guaranteed envelope, and assistance, if requested, to complete such form.

(2) The state secretary shall prepare and transmit the document required pursuant to paragraph (1) to the local election officials for each city and town.

(f)(1) For each applicable statewide election, following the close of registration pursuant to section 26 of chapter 51 but not later than the day of the election, the officer in charge of a facility, except for the department of youth services, shall transmit to the state secretary: (i) a list containing information about persons who are newly incarcerated in the

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correctional facility due to a felony conviction since the time of last reporting under this section; (ii) a list containing information about persons who were incarcerated in the correctional facility due to a felony conviction but were discharged since the time of last reporting under this section; and (iii) a list containing information about persons in the facility who are detained pre-trial or convicted of a misdemeanor.

(2) The lists required by paragraph (1) shall include, for each person listed: (i) name; (ii) date of birth; (iii) last 4 digits of social security number or driver's license number, if available; (iv) address on-file, including street, city or town and state; and (v) the name and address of the facility where the person is detained.

(g) The state secretary shall submit a report to the joint committee on election laws not later than 6 months following each applicable statewide election, including anonymized, aggregated data on the number of: (i) eligible incarcerated voters at the time of the election in each municipality; and (ii) incarcerated voters who requested an early voting by mail or absent voting ballot and the outcome of that request in each municipality, including the reasons for rejection, if applicable. The state secretary may coordinate with local election officials and officers in charge of facilities to aggregate such data, where available. The submitted report shall be a public record, but other materials generated for the purpose of the state secretary's compilation of the report shall not be public records.

(h) Not later than 30 days before any municipal, state or presidential election, each city or town clerk shall post on the city or town's website and report to the state secretary any measures undertaken to facilitate voting for eligible incarcerated voters.

SECTION 11. Section 65 of said chapter 54, as so appearing, is hereby amended by adding the following paragraph:-

This section shall apply to early voting locations under section 25B while voting is being conducted.

SECTION 12. Said chapter 54 is hereby further amended by striking out section 67, as so appearing, and inserting in place thereof the following section:-

Section 67. One voting list shall be delivered to the ballot clerks and another may be delivered to the officer in charge of the ballot box; provided, however, that the city or town clerk may opt to use only 1 voting list at the check in. When a ballot is delivered to a voter, the voter's name shall be checked on the voting list and, except where the city or town clerk

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has opted to not use a check-out list, it shall be checked on the second voting list when the voter deposits the ballot. Where a check-out list is used, the officer in charge of the ballot box and the officer in charge of the voting list shall either: (i) be of different political parties; or (ii) not be of the same political party if the election officers have been appointed pursuant to section 14 without regard to political party membership. No person shall vote if the person's name is not on the voting list, nor until the local election officer shall check the person's name thereon, unless the person presents a certificate from the registrars of the city or town as provided by section 51 or section 59 of chapter 51 or unless the person is voting by provisional ballot under section 76C. A city or town may vote to use electronic poll books rather than paper voting lists in accordance with section 33I.

SECTION 13. Said chapter 54 is hereby further amended by striking out section 72, as so appearing, and inserting in place thereof the following section:-

Section 72. The select board, board of selectmen, town council or city council of each city and town, in consultation with its election officers and registrars, shall detail a sufficient number of police officers or constables for each building that contains the polling place for 1 or more precincts at every election therein to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections.

SECTION 14. Said chapter 54 is hereby further amended by striking out section 83, as so appearing, and inserting in place thereof the following section:-

Section 83. In a precinct at which a check-out table is used, a voter, after marking the voter's ballot, shall give the voter's name, and, if requested, residence, to an officer in charge of the ballot box, who shall distinctly announce the voter's name and, if requested, residence. If the name is found on the voting list by the local election officer, the local election officer shall distinctly repeat the name and check it on the voting list. The voter may then deposit the ballot in the ballot box. No ballot without the official endorsement, except as provided in section 61, shall be deposited in the ballot box. A city or town clerk may opt to eliminate the use of a voting list at the check-out table but shall maintain an officer in charge of the ballot box.

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SECTION 15. Subsection (d) of section 87 of said chapter 54, as so appearing, is hereby amended by adding the following paragraph:-

To the extent feasible, the state secretary shall include on the envelopes required pursuant to this subsection a system that generates a postmark for determining the date upon which the envelope was mailed.

SECTION 16. Section 89 of said chapter 54, as so appearing, is hereby amended by striking out the second sentence and inserting in place thereof the following sentence:- No application for an absent voting ballot to be sent by mail shall be deemed to be seasonably filed unless it is received in the office of the city or town clerk or registrars before 5 p.m. on or before the fifth business day preceding the election for which the ballot is being requested.

SECTION 17. Section 91B of said chapter 54, as so appearing, is hereby amended by inserting after the word "prepaid", in line 5, the following words:- and with return postage guaranteed.

SECTION 18. Said chapter 54 is hereby further amended by striking out section 91C, as so appearing, and inserting in place thereof the following section:-

Section 91C. (a) For the purposes of this section, "voter" shall mean an individual voting pursuant to the federal Uniformed and Overseas Citizens Absentee Voting Act.

(b) A voter wishing to cast an absentee ballot in any preliminary, primary or election may apply for such ballot in a form and manner prescribed by the state secretary; provided, however, that the secretary shall permit a voter to apply through an electronic application that: (i) includes clear instructions for completing and returning the application; and (ii) can be: (A) completed by the voter electronically; (B) signed with a wet signature or hand-drawn electronic signature; and (C) submitted electronically, by mail or by delivering it to the office of the appropriate city or town clerk. The most recent version of the Federal Post Card Application shall be one such application that shall be accepted by the state secretary pursuant to this section.

(c) An application pursuant to subsection (b) shall permit a voter to request to receive an absentee ballot: (i) by mail, in accordance with section 91B; (ii) by fax; (iii) by email; or (iv) electronically through an electronic system that is approved by the state secretary and allows a voter to receive, mark, verify and cast a ballot electronically; provided, however, that any electronic system approved by the state secretary under this section

Attachment: VOTES Act--Chapter 92 of the Acts of 2022 (ORDER-2023-5 : Police Officer Detail)

shall: (A) provide an electronic voter affidavit that may be used for certification of an electronic ballot and signed with a wet signature or hand-drawn electronic signature; and (B) not store personal identifying information beyond the time necessary to confirm the identity of the voter.

(d) Upon receipt of a properly executed application for an absentee ballot from a voter, the city or town clerk shall retain the application and, without delay, enter the application in the voter registration information system. The city or town clerk shall expeditiously transmit a ballot or access to an electronic ballot to all voters for whom an application was received in accordance with subsection (c).

(e) The state secretary shall provide clear instructions to voters for returning the marked absentee ballot to the appropriate city or town clerk to be counted; provided, however, that the voter may return the ballot to the city or town clerk: (i) by mail; (ii) by fax; (iii) by email; (iv) electronically through the electronic system approved by the state secretary, subject to the regulations promulgated by the secretary; or (v) by delivering it to the office of the city or town clerk or a secured municipal drop box for the city or town where the voter is registered.

(f) If a request for an absentee ballot is received from a voter 45 or more days before a federal election and the state secretary has determined that the city or town clerk is unwilling or unable to transmit the ballot not less than 45 days before the election, the state secretary may, on behalf of the city or town clerk, after notice to the city or town clerk and in accordance with the voter's choice, electronically transmit or mail the appropriate absentee ballot and instructions to the voter not later than 45 days prior to the federal election. The state secretary shall enter in the voter registration information system the transmission date on which absentee voters were sent ballots by the state secretary pursuant to this subsection.

(g) The state secretary shall promulgate regulations to implement this section.

SECTION 19. Section 92 of said chapter 54, as so appearing, is hereby amended by adding the following subsection:-

(d) The absent voting ballot of any voter who was eligible to vote at the time the ballot was cast shall not be deemed invalid solely because the voter became ineligible to vote by reason of death after casting the ballot. For purposes of this subsection, the term "cast" shall mean that the voter has: (i) deposited the absent voting ballot in the mail for ballots mailed; (ii) returned the absent voting ballot to the appropriate local election

Attachment: VOTES Act--Chapter 92 of the Acts of 2022 (ORDER-2023-5 : Police Officer Detail)

official either by hand or by depositing it in a secured municipal drop box, where available, for the city or town where the voter is registered; or (iii) returned the absent voting ballot electronically pursuant to section 91C.

SECTION 20. Said chapter 54 is hereby further amended by striking out section 93, as so appearing, and inserting in place thereof the following section:-

Section 93. All absent voting ballots submitted by mail, delivered in person to the office of the city or town clerk, returned to a secured municipal drop box for the city or town where the voter is registered or returned electronically pursuant to section 91C shall be received by the city or town clerk before the hour fixed for closing the polls on the day of a primary or election; provided, however, that an absent voting ballot mailed on or before the day of a biennial state election shall be accepted until 5 p.m. on the third day after the election and shall be processed in accordance with section 95. A postmark, if legible, shall be evidence of the time of mailing.

SECTION 21. Section 95 of said chapter 54, as so appearing, is hereby amended by striking out the first paragraph and inserting in place thereof the following 2 paragraphs:-

Any absent voter ballot cast pursuant to section 86 may be opened and deposited into a tabulator in advance of the date of the primary or election in accordance with regulations promulgated by the state secretary; provided, however, that municipalities that do not have a tabulator may open and deposit early voting ballots into a ballot box; provided further, that such ballots shall be kept secured, locked and unexamined and that no results shall be determined or announced until after the time polls close on the date of the primary or election; and provided further, that notice of the date, time and location of any such opening or depositing shall be posted 2 business days in advance of the opening or depositing; and provided further, that the opening or depositing shall be open to the public. Disclosing any such result before such time shall be punished as a violation of section 14 of chapter 56.

If not advance deposited, the city or town clerk, on the day of the election but not later than 1 hour after the hour for the closing of the polls, shall transmit all envelopes purporting to contain official absent voting ballots received on or before the close of business on the day preceding the day of the election, and that have not been marked "Rejected as Defective" as provided in section 94, to the local election officers in the

Attachment: VOTES Act--Chapter 92 of the Acts of 2022 (ORDER-2023-5 : Police Officer Detail)

several precincts where the voters whose names appear on such envelopes assert the right to vote or to a central tabulation facility designated in accordance with regulations promulgated by the state secretary. The local election officer in charge of the polling place or central tabulation facility shall immediately, after receipt of any such envelopes, distinctly announce the name and residence of each such voter and check the voter's name on the voting lists referred to in section 60 of chapter 51, on the voter's certificate of supplementary registration attached to such lists as provided in section 51 of said chapter 51 or on the lists of specially qualified voters, if it has not already been so checked. The city or town clerk shall open the envelopes in which the ballot is enclosed in such a manner as not to destroy the affidavit thereon, take the ballot therefrom without opening it or permitting it to be examined and deposit it in the ballot box. All envelopes referred to in this section shall be retained with the ballots cast at the election and shall be preserved and destroyed in the manner provided by law for the retention, preservation or destruction of official ballots.

SECTION 22. Section 100 of said chapter 54 is hereby repealed.

SECTION 23. Not later than July 1, 2022, the state secretary shall enter into the agreement with the Electronic Registration Information Center, Inc. as required by section 47C of chapter 51 of the General Laws.

SECTION 24. Not later than 30 days after the effective date of this act, the state secretary shall conduct a public awareness campaign to inform voters in the commonwealth of the provisions of this act, including, but not limited to, measures to promote public awareness of: (i) expanded early voting options; (ii) the requirements and procedures for early voting by mail, including, but not limited to, information related to the ability of a voter who requests but does not return an early voting by mail ballot to vote in person on election day; (iii) the availability of accommodations for voters with disabilities; (iv) the availability of assistance under section 79 of chapter 54 of the General Laws for voters who have limited English proficiency; and (v) information explaining that the processing of mail ballots and the tabulating of the results of the election may extend a few days past the day of the election. The public awareness campaign shall: (i) be linguistically diverse and culturally competent; (ii) be provided in multiple formats for viewing and include, but not be limited to, outreach through digital and social media; and (iii) ensure specific outreach is conducted for groups and communities that have historically underused mail voting and early voting.

Attachment: VOTES Act--Chapter 92 of the Acts of 2022 (ORDER-2023-5 : Police Officer Detail)

SECTION 25. The electronic instructions and accommodations prescribed by the state secretary pursuant to paragraph (4) of subsection (a) of section 25B of chapter 54 of the General Laws, as inserted by section 10, shall comply with requirements contained in Title II of the federal Americans with Disabilities Act and shall conform, to the extent feasible and required under law, with the Web Content Accessibility Guidelines 2.1 Level AA and best practices from the National Institute of Standards and Technology.

SECTION 26. Sections 1 to 4, inclusive, shall take effect 30 days after the effective date of this act.

SECTION 27. Not later than 30 days after the effective date of this act, the state secretary shall implement the internet portal required by paragraph (6) of subsection (a) of section 25B of chapter 54 of the General Laws, as inserted by section 10.

SECTION 28. Section 18 shall take effect on December 1, 2022. The state secretary shall promulgate regulations necessary to implement section 91C of chapter 54 of the General Laws, as inserted by section 18, not later than January 1, 2023.

SECTION 29. Sections 6 and 7 shall take effect on January 1, 2023.

SECTION 30. Section 25C of chapter 54 of the General Laws, as inserted by section 10, shall take effect on January 1, 2023.

House of Representatives, June 16, 2022.

Preamble adopted, Kate Hogan, Speaker.

In Senate, June 16, 2022.

Preamble adopted, Karen E. Spilka, President.

House of Representatives, June 16, 2022.

Bill passed to be enacted, Kate Hogan, Speaker.

In Senate, June 16, 2022.

Bill passed to be enacted, Karen E. Spilka, President.

June 22, 2022.

Approved,

at 2 o'clock and 55 minutes, P. M.

Charles D. Baker

Governor.

Attachment: VOTES Act--Chapter 92 of the Acts of 2022 (ORDER-2023-5 : Police Officer Detail)

Contact

www.linkedin.com/in/juliedelillo
(LinkedIn)

Top Skills

Training
Performance Management
Talent Acquisition

Julie DeLillo

HR Leader looking to make good things happen
Melrose

Summary

Human Resources professional with a demonstrated history of building strong relationships across all layers of an organization. As a member of the leadership team, I help to oversee and communicate operating plans that support the achievement of the overall business strategy and objectives and provide leadership to drive efficiencies and develop key goals and metrics and overall business strategy. I am a strategic business advisor to the Executiv Director and senior management team regarding key organizationa and management issues.

Experience

Heading Home
Senior Director of HR
April 2022 - Present (3 months)
Boston, Massachusetts, United States

Making Opportunity Count
Vice President Human Resources
February 2021 - April 2022 (1 year 3 months)
Fitchburg, Massachusetts, United States

Responsible for developing and executing the human resource strategy in support of Making Opportunity Count's overall business plan and strategic direction. As a member of the leadership team, help to develop and communicate key goals and metrics of the organizational strategy. Provide overall leadership and guidance to the HR function overseeing talent acquisition, career and leadership development, succession planning, retention, compensation and benefits.

Town of Swampscott
Director of Human Resources
July 2018 - February 2021 (2 years 8 months)
Swampscott, Massachusetts, United States

Attachment: Julie_Delilo_RESUME (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Hired as the first shared HR position between the Town and Schools, I created and led a professional HR team implementing HR best practices across both organizations. Understanding that people are critical to the success of both organizations, I worked closely with the Town Administrator, Superintendent of Schools and senior leadership to ensure the organization attracted, hired and retained exceptional staff. As a trusted partner to the leadership team, I was able to create synergy between the two organizations through combined policy and practice decisions and creating an overall HR strategy. As a trusted leader, I filled the role of Acting Town Administrator during the Town Administrator's absence.

Perkins School for the Blind
Director of Human Resources
December 2011 - July 2018 (6 years 8 months)
Watertown, MA

An HR Leader trusted to provide HR strategy, guidance and support to senio leadership. Proven ability to lead HR transformation, align HR structure, plans and people with business goals. A professional Human Resources leader wi a diverse financial, audit and legal background. My background provides me the ability to manage all aspects of budgeting for the department, interpret an understand legal issues related to Human Resources and develop processes and audit steps to ensure the integrity of data, and the accuracy of billing, benefits and deductions to ensure zero financial waste. All while acting as a strategic partner to our Senior Leadership Team.

Vinfen Corporation
Director of Human Resources
August 2006 - December 2011 (5 years 5 months)
950 Cambridge Street, Cambridge, MA

As Director of HR I provided leadership during a period of growth and transiti to a Community Based Supports Approach to serving clients. Introduced succession planning utilizing career ladders for entry level staff as a retention tool. Realigned compensation program for Residential Counselors based on level of complexity of program. Streamlined processes and documentation management by introducing a electronic document management system. Eliminated duplication of processes within HR by consolidating positions.

Bright Horizons

Attachment: Julie_Delilo_RESUME (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Benefits Manager
2005 - 2006 (1 year)

Filene's
Benefits Manager
1999 - 2005 (6 years)
Watertown, MA

Education

Suffolk University Law School
Juris Doctorate, Law

Fitchburg State University
Bachelor's degree, Business Administration and Management, General

Fitchburg State University
Master of Business Administration - MBA

Attachment: Julie_Delilo_RESUME (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

May 31, 2022

Mayor Paul Brodeur
Melrose City Hall
562 Main Street
Melrose, MA 02176

Re: Nomination to Board of Registrars

Dear Mayor Brodeur,

As you know, I have been a resident of the City of Melrose for over 12 years and active in the community and within the Melrose Republican City Committee. My interest in becoming a member of the Board of Registrars, stems from my desire to continue to serve the City of Melrose. In addition, I believe my background as an auditor, lawyer and Head of HR provide me the skills necessary to ensure I can uphold with integrity the rules and regulations that apply to voting in MA.

I have worked the last 2 elections and have learned a little about the process, have worked each election with professionalism and have ensured that my part in the process was accurate. While my experience is not vast working the polls, I do understand the overall process and hope to be a part of ensuring our elections run smoothly and ensure our citizens that their votes are counted.

While there is much discussion around voter integrity on both sides of the political parties, as a lawyer and as a Head of HR, I will uphold all laws and regulations related to voting regardless of my personal views. I am excited to move forward in this process and hope to hear from you soon.

Sincerely,

Julie DeLillo

Julie DeLillo

Attachment: Julie_Delilo_BoardofRegistrars_LetterOfInterest (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of

CITY OF MELROSE

PAUL BRODEUR
Mayor

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Melrose Board of Registrars of Voters
Date: June 8, 2022

I respectfully request the Honorable City Council confirm the appointment of Julie Delillo, 13 Circuit Street, to the Melrose Board of Registrars of Voters for a three-year term, said term to expire on the last day of March 2025.

As the Board of Registrars of Voters is charged with resolving disputes, certifying signatures on nomination papers and petitions, employing poll workers and ballot counters, and more, I am confident Delillo's appointment would strengthen the work of the Board, given her many years of professional experience as a former auditor, a lawyer, and a current leader in the human resources industry.

Throughout her career, Delillo has spent decades upholding the law, following policies that safeguard the rights of others, and has maintained a mission to be fair and accurate in her work and hold herself and others accountable. In turn, I am confident she would play a key role in ensuring our City elections run smoothly, and that those hired to work our City elections and those who participate in them – the voters – are treated fairly.

Finally, Delillo has been a resident of Melrose for over a decade and has maintained an active role in our community as a member of the Melrose Republic City Committee. Through this membership, she has professionally worked the last two elections, gaining hands-on experience in the City's election and vote counting processes.

Thank you for your consideration.

Attachment: Julie_Delillo_BOROV_Memo (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Ghobrial, Andrew

From: James Bennett <[redacted]>
Sent: Tuesday, June 21, 2022 9:45 AM
To: City Council
Subject: Appointment of Julie DeLillo

Dear Melrose City Council,

I write to you with serious concerns about the appointment of Julie DeLillo to the Melrose Board of Registrars of Voters, order #2022-152 on your agenda this evening. I hope that my concerns are completely unfounded. You can put them to rest tonight by asking her a few simple questions before your vote.

I do not know Ms. DeLillo personally or by reputation. My concern stems from her role as the current chair of the Melrose Republican City Committee, a fact that was not disclosed in her statement of interest or in Mayor Brodeur's letter of support, where she is described simply as "a member." Ms. DeLillo is listed as the chair on the Mass GOP's website, which was presumably updated by the time of the Melrose RCC caucus, which took place in February. I would have liked to confirm her status as chair on the state's OCPF website, but the Melrose RCC apparently has not submitted finance reports for the last two years.

I serve as chair of the Melrose Democratic City Committee, and so I have a great appreciation of the difference between being a member of a local political committee and serving as its head. As chair, I have committed to support the party, its platform, and its endorsed candidates, which means at times suppressing my personal fancies and opinions in the name of ensuring institutional stability. I imagine it is the same for my Republican counterpart. Under normal circumstances, that commitment to the wellbeing of the party would not be in a conflict of interest with serving a nonpartisan role as a registrar of voters.

Unfortunately, there is nothing normal about the current circumstances of the Massachusetts GOP. Under the leadership of its chair, Jim Lyons, it has continuously repeated the lie that the 2020 presidential election was riddled with fraud and stolen from former president Trump. At the Mass GOP's convention in May, delegates endorsed Rayla Campbell for Secretary of State—our Commonwealth's chief elections officer—after she gave a speech in which she claimed that Republicans "watched our elections be stolen." Delegates likewise nominated Geoff Diehl for governor, a candidate who has repeatedly questioned the integrity of the 2020 election

Ms. DeLillo may well now disagree with everything that her party believes about the 2020 election. If so, that would be a reversal of her beliefs in the immediate wake of that election, when she made two financial contributions totaling $272 to the campaign of Kelly Loeffler, a candidate for Senate in Georgia who at that time was alleging fraud in Georgia election results and had called for the resignation of Republican Secretary of State Brad Raffensperger, a public official whose defense of the integrity of Georgia's elections laws had led to threats against his life.

Ms. DeLillo stated in her letter of interest that she "will uphold all laws and regulations related to voting," but given that she has chosen to support and maintain people who pose grave threats to our democracy, I think the public is owed greater scrutiny about her commitments. I would challenge one or more among you to ask questions along these lines: Do you accept the results of the 2020 election? Do you believe that President Biden obtained his office through fraudulent manipulation of the elections system? Do you condemn members of your own party now running for office who repeat lies about the 2020 election, including Rayla Campbell and Geoff Diehl?

If Ms. DeLillo can answer those questions satisfactorily, then I would support her and wish her all the best in her new

Attachment: Bennett_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

role. If she cannot, then she should not serve. If you fail to ask her such questions, then doubt will be cast on her appointment, and that in itself would damage the integrity of our elections in Melrose.

I thank you for your attention. In closing, I must aver that while I serve as chair of the Melrose DCC, I have represented only my own opinions in this letter and consulted no one aside from my own conscience before penning it.

Yours Sincerely,

Jim Bennett
[redacted]

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Attachment: Bennett_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Ghobrial, Andrew

From: Beth Hampson <[redacted]>
Sent: Thursday, July 14, 2022 4:11 PM
To: City Council
Subject: Concern About Julie DeLillo's Nomination for the Melrose Board of Registrars of Voters

Dear City Council,

I am concerned that Julie DeLillo, a nominee for the Melrose Board of Registrars of Voters, will not be able to safeguard voting in Melrose. I ask that when she appears before you on Monday night, you ask her whether she believes in the validity of mail-in and early voting, whether she believes in Voter ID, and whether she believes that the 2020 election was stolen. Receiving answers to these questions will reveal whether Ms. DeLillo will be able to maintain our voting rights in Melrose.

Signed,

Elizabeth Hampson
[redacted]

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Attachment: Hampson_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Ghobrial, Andrew

From: Carolyn Cronin <[redacted]>
Sent: Friday, July 15, 2022 12:10 PM
To: City Council
Subject: Nominee for Board of Registrars

Dear City Council,

I am writing about my concerns regarding a nominee for the Melrose Board of Registrars, Julie DeLillo. Given her past support of candidates who deny the outcome of the 2020 Presidential election, i question whether she will uphold voting rights in Melrose.

I ask that when she appears before you on Monday night, you ask her whether she believes in the validity of mail-in and early voting, whether she believes in Voter ID, and whether she believes that the 2020 election was stolen. Please press her on these points and only vote for her if you are confident that Ms. DeLillo will work to maintain our voting rights in Melrose.

Further, my concern is not partisan as I understand the rules for nominees to the Board of Registrars calls for a Republican Nominee. But within that limitation, i urge you to be diligent in only voting for a nominee who supports the voting as it stands in Melrose now.
And who demonstrates a willingness and capacity to be objective.

Thank you for reading and considering this email,

Carolyn Cronin
[redacted]
Melrose MA 02176

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Attachment: Cronin_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Ghobrial, Andrew

From: Janna Jackson <[redacted]>
Sent: Friday, July 15, 2022 4:02 PM
To: City Council
Subject: Board of Registrars

Dear City Council,

I am concerned that Julie DeLillo, a nominee for the Melrose Board of Registrars of Voters, will not be able to safeguard voting in Melrose due to her positions on voting rights. I ask that when she appears before you on Monday night, you ask her whether she believes in the validity of mail-in and early voting, whether she believes that the 2020 election was stolen, whether she believes that voting fraud is a widespread problem, whether she believes that this job entails making sure that as many voters as possible are able to vote safely, and whether or not she believes that voters should be required to show ID even if that means it will disenfranchise some voters. Receiving answers to these questions will reveal whether Ms. DeLillo will be able to maintain our voting rights in Melrose.

Signed,

Janna Kellinger
[redacted]
Melrose
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Attachment: Kellinger_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Ghobrial, Andrew

From: Austin Frakt <[redacted]>
Sent: Saturday, July 16, 2022 10:17 AM
To: City Council
Subject: Julie DeLillo's nomination for the Melrose Board of Registrars of Voters

Dear City Council,

I am concerned that Julie DeLillo, a nominee for the Melrose Board of Registrars of Voters, will not be able to safeguard voting in Melrose. I ask that when she appears before you on Monday night, you ask her whether she believes in the validity of mail-in and early voting, whether she believes in Voter ID, and whether she believes that the 2020 election was stolen. Receiving answers to these questions will reveal whether Ms. DeLillo will be able to maintain our voting rights in Melrose.

Austin Frakt, PhD
Health Economist, Department of Veterans Affairs
Professor, Boston University School of Public Health
Principal Research Scientist, Harvard T.H. Chan School of Public Health
Editor-in-Chief, *Health Services Research*
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Attachment: Frakt_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Ghobrial, Andrew

From: Scott Lefton <[redacted]>
Sent: Saturday, July 16, 2022 11:54 AM
To: City Council
Subject: Concerns about Julie DeLillo as a member of the Melrose Board of Registrars of Voters

Dear City Council,

I am concerned that Julie DeLillo, a nominee for the Melrose Board of Registrars of Voters, will not be able to safeguard voting in Melrose. I ask that when she appears before you on Monday night, you ask her whether she believes in the validity of mail-in and early voting, whether she believes in Voter ID, and whether she believes that the 2020 election was stolen. Receiving answers to these questions will reveal whether Ms. DeLillo will be able to maintain our voting rights in Melrose.

Specifically, please ask her:
Do you support your party's lawsuit to stop mail-in and early voting in Massachusetts?
Do you support your party's initiative to demand mandatory Voter ID?
Do you believe that mail-in and early voting without Voter ID leads to voter fraud? If you do, how can you impartially discharge duties that would require you to enable such fraud?
Do you support your party's candidate for Secretary of State, Rayla Campbell, who continues to promote the lie that the 2020 election was stolen?
Do you believe that the 2020 election was stolen?
If you do not believe the 2020 election was stolen, do you now regret your campaign contributions to Kelly Loeffler?

I also look forward to the meeting on Monday night.

Regards,
Scott Lefton
[redacted]
Melrose

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Attachment: Lefton_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Ghobrial, Andrew

From: Rachel Silber [redacted] >
Sent: Saturday, July 16, 2022 12:25 PM
To: City Council
Subject: Fwd: Concerns about Julie DeLillo as a member of the Melrose Board of Registrars of Voters

Dear City Council,

I have been active in supporting voting rights in states across the country and it is concerning to me when there is a possibility of voter suppression in the state of Massachusetts.

Julie DeLillo, a nominee for the Melrose Board of Registrars of Voters, has at least the appearance of a background of conflict of interest with measures that safeguard broad exercise of voting rights. I am concerned that she will not safeguard voting in Melrose if appointed to that position. When she appears before you on Monday night, hard questions must be asked. Please ask her whether she believes in the validity of mail-in and early voting, whether she believes in Voter ID, and whether she believes that the 2020 election was stolen. Receiving answers to these questions will reveal whether Ms. DeLillo will be able to maintain our voting rights in Melrose.

Specifically, please ask her:
Do you support your party's lawsuit to stop mail-in and early voting in Massachusetts?
Do you support your party's initiative to demand mandatory Voter ID?
Do you believe that mail-in and early voting without Voter ID leads to voter fraud? If you do, how can you impartially discharge duties that would require you to enable such fraud?
Do you support your party's candidate for Secretary of State, Rayla Campbell, who continues to promote the lie that the 2020 election was stolen?
Do you believe that the 2020 election was stolen?
If you do not believe the 2020 election was stolen, do you now regret your campaign contributions to Kelly Loeffler?

Regards,
Rachel Silber
[redacted]
Melrose

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Attachment: Silber_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Ghobrial, Andrew

From: GRETCHEN BOWDER <[redacted]>
Sent: Monday, July 18, 2022 8:56 AM
To: City Council
Subject: Grave concerns about Julie DeLillo's candidacy

Dear City Council,

I am deeply concerned that Julie DeLillo, a nominee for the Melrose Board of Registrars of Voters, will not safeguard voting in Melrose. I ask that when she appears before you tonight, you ask her the following questions:

Do you support your party's lawsuit to stop mail-in and early voting in Massachusetts?
Do you support your party's initiative to demand mandatory Voter ID?
Do you believe that mail-in and early voting without Voter ID leads to voter fraud? If you do, how can you impartially discharge duties that would require you to enable such fraud?
Do you support your party's candidate for Secretary of State, Rayla Campbell, who continues to promote the lie that the 2020 election was stolen?
Do you believe that the 2020 election was stolen?
If you do not believe the 2020 election was stolen, do you now regret your campaign contributions to Kelly Loeffler?

American democracy is in danger. We must ensure that those tasked with maintaining elections in Melrose share our common democratic values. I hope that Ms. DeLillo is such a person, and that she emerges from the appointment process with the full confidence of the poll workers she will oversee and of the greater Melrose community. Receiving answers to the above questions will reveal whether Ms. DeLillo is able and willing to maintain our voting rights in Melrose, and uphold the fundamental principles of democracy.

Signed,
Gretchen Bowder
Melrose, MA

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Attachment: Bowder_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Ghobrial, Andrew

From: Kelly Thome <[redacted]
Sent: Monday, July 18, 2022 11:52 AM
To: City Council
Subject: Concern on tonight's vote on Board of Registrars of Voters

Dear members of the Melrose City Council,

I am concerned that Julie DeLillo, a nominee for the Melrose Board of Registrars of Voters, will not be able to safeguard free and fair voting in Melrose. As chair of the Melrose Republican City Committee, she is the official voice of support for both the Massachusetts Republican Party and National Republican party platform, both of which deny the fundamental fairness of mail-in voting, and which perpetuate the lie that voter fraud is rampant and invalidated the 2020 Presidential Election. In addition, in post-election 2020 she made personal campaign contributions to former GA Senator Kelly Loeffler, a vocal proponent of the falsehood that the 2020 Presidential Election was "stolen".

I am a resident of our city and since 2020 have been a poll worker (a Precinct Clerk) here. My reasons for becoming a poll worker is a fundamental belief that everyone who IS eligible to vote, should be ABLE to vote. I fear that Ms. DeLillo will not be willing to carry out that task. I therefore ask that when she appears before you on Monday night, you ask her directly whether she believes in the validity of mail-in and early voting, whether she believes in Voter ID, whether she believes that the 2020 election was stolen, and if no does she regret her campaign support of a known proponent of the Big Lie.

Receiving answers to these questions will reveal whether Ms. DeLillo will be able to maintain our voting rights in Melrose. Please act with all due diligence before placing a person on our Board of Registrars of Voters that could undermine the very transparent and fair elections process we have.

Sincerely,

Kelly Thome PhD

[redacted]

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This email has been checked for viruses by Avast antivirus software.
https://www.avast.com/antivirus

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

Attachment: Thome_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Ghobrial, Andrew

From: Nandini Talwar <[redacted]>
Sent: Monday, July 18, 2022 9:47 PM
To: City Council
Subject: Re: Nominee for Melrose Board of Registrars of Voters

Dear City Council,

I am concerned that Julie DeLillo, a nominee for the Melrose Board of Registrars of Voters, will not be able to safeguard voting in Melrose. I ask that when she appears before you on Monday night, you ask her whether she believes in the validity of mail-in and early voting, whether she believes in Voter ID, and whether she believes that the 2020 election was stolen. Receiving answers to these questions will reveal whether Ms. DeLillo will be able to maintain our voting rights in Melrose.

Signed,
Nandini Talwar and Madeline Albert
[redacted]
Melrose, MA 02176

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

Attachment: Talwar and Albert_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Ghobrial, Andrew

From: Marcia Sullivan via Melrose MA <cmsmailer@civicplus.com>
Sent: Monday, July 18, 2022 6:50 PM
To: City Council
Subject: Form submission from: Contact the City Council

Submitted on Monday, July 18, 2022 - 6:50pm

Submitted values are:

Message:
Dear City Council,

I am concerned that Julie DeLillo, a nominee for the Melrose Board of Registrars of Voters, will not be able to safeguard voting in Melrose. I ask that when she appears before you tonight, you ask her whether she believes in the validity of mail-in and early voting, whether she believes in Voter ID, and whether she believes that the 2020 election was stolen. Receiving answers to these questions will reveal whether Ms. DeLillo will be able to maintain our voting rights in Melrose.

Signed,

Marcia Sullivan
==Please provide the following information==
Your Name: Marcia Sullivan
Your E-mail Address: [redacted]
Organization:
Phone Number: [redacted]
==Address==
Street: [redacted]
City: Melrose
State: Massachusetts
Zipcode: 02176

The results of this submission may be viewed at:
https://www.cityofmelrose.org/node/15943/submission/43886

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

Attachment: Sullivan_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Ghobrial, Andrew

From: James Bennett <[redacted]>
Sent: Tuesday, July 19, 2022 6:54 AM
To: *Mayor Brodeur
Cc: City Council
Subject: Composition of the Board of Registrars of Voters

Dear Mayor Brodeur,

I thank you for your candid words last night regarding the unusual appointment process prescribed by the state for candidates to the Board of Registrars of Voters, which in your own words "disenfranchises" the majority of Melrosians.

At the close of my public comments, I asserted that Mass. Gen. Laws ch. 51, § 15 does not require the appointment of two Republicans to the board, which was based on my interpretation of this clause: "the members of the board shall represent the two leading political parties, as defined in section one of chapter fifty; provided, that a city or town clerk need not be enrolled in a political party; and provided further, that in no case shall an appointment be made as to cause a board to have more than two members, including the city or town clerk, of the same political party."

You responded that in your informal communication with the state (I cannot recall whether it was with the Secretary of State's office or the Attorney General), you were advised that any appointment to the BRV must be a member of the same party vacating the office, which in the case of Melrose means that there will forever be two Republicans and one Democrat on the BRV, yet there is no stricture to that effect in the text above. It merely states that at any given time no more than two members of the BRV shall be of the same political party. It does not specify that the BRV must permanently maintain the same proportion of representation it had at the time of its foundation many decades ago, which is what I interpreted your comments to mean.

I would request that you direct the City Solicitor to make all due inquiries with relevant state agencies to receive a formal ruling on this question before the vote on Ms. DeLillo's appointment before the full council next month. About one-third of Melrose voters are registered Democrats, a proportion that has remained consistent for the past twenty years; only 8%, and falling, are registered Republicans. By right of that simple demography, the majority of appointees to the BRV should be Democrats.

I thank you for your attention to this matter.

Sincerely,

Jim Bennett
Chair
Melrose Democratic City Committee
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Attachment: Bennett 2_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Ghobrial, Andrew

From: James Bennett <[redacted]>
Sent: Monday, August 8, 2022 9:35 PM
To: City Council
Cc: *Mayor Brodeur
Subject: Board of Registrars of Voters

Dear City Council,

I expect that you will be scheduled to vote on whether to confirm Julie DeLillo as a new member of the Board of Registrars of Voters at your meeting next Monday night. It is therefore disappointing to me that at this late hour it seems that the City Solicitor has yet to receive an opinion from the Secretary of State's office on whether Republicans alone may be nominated to this position.

Based on a brief Googling exercise, I would guess that the answer is no. There are at least two communities in Massachusetts which have appointed unenrolled voters to positions on their Boards of Registrars of Voters, in Grafton and Boylston. Both of those towns have active Republican and Democratic Town Committees; they seem to have simply opted not to fill one of their open Board positions using the partisan method recommended (but not required) by statute. In this way, they have redressed the disenfranchisement of unenrolled voters which Mayor Brodeur lamented at your last meeting. If these other communities were able to do something about this unfortunate state of affairs, I believe that Melrose can and should do so as well.

I also found this legal opinion on the Town of Winchester's website from April of 2020. The context for the opinion is unclear, but it seems that the town was interested in nominating a Democrat to fill an outgoing Republican's seat on the Board of Registrars of Voters to bring the composition of the Board into closer conformity with the demographics of Winchester's registered voters, where Democrats outnumber Republicans by a ratio of nearly three to one. This memorandum argues that the town had an obligation to do just that. In Melrose, Democrats outnumber Republicans by a ratio of nearly four to one, which would suggest an even greater imperative for change on our Board.

All of this evidence anecdotally suggests that the city has both the legal authority and the moral responsibility to cast a wider and more inclusive net in seeking the next member of the Board of Registrars of Voters. I urge the Mayor and the City Solicitor to discover the truth of the matter well in advance of next Monday's meeting.

Respectfully,

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

Attachment: Bennett 3_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Ghobrial, Andrew

From: Maureen Buzby <[redacted]>
Sent: Sunday, August 14, 2022 9:29 PM
To: City Council
Subject: Board of Registrars

Dear Council Members,
I only recently learned that the rules around the make-up of the Board of Registrars do not now require that a member of the local Republican Party be one of the three Board members.
Given the voting demographic of the City and very real concerns that have been raised about the candidacy of Ms.Julie DeLillo, I am pleased that you no longer have to rubber stamp this appointment, that you can actually make a careful and thoughtful decision about who will provide appropriate guidance in future city elections and who will protect voting rights.
Thank you for listening as always.
Maureen Buzby
[redacted]
Melrose, MA 02176
[redacted]

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

Attachment: Buzby_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Ghobrial, Andrew

From: Rachel Silber <[redacted]>
Sent: Monday, August 15, 2022 12:38 AM
To: City Council
Subject: Appointment of Ms DeLillo to Board of Registrars of Voters

Hello Councillors,

I am writing to urgently ask you to decline Julie DeLillo's appointment to the Board of Registrars of Voters. The times demand someone who passionately supports protection of access to the vote, not someone who bobs and weaves when asked basic questions about their support for the law.

Now that it has been made clear that we are not forced to a sub-standard choice by false considerations of partisan balance, the City Council is free to request the appointment of a candidate who will serve the interests of the voters of the City of Melrose, and in whom we can repose our confidence for the fair administration of voting in a non-partisan manner. Testimony before the Council last month made it clear that that person is not Julie DeLillo.

Thank you for your "no" vote on DeLillo's appointment.
Rachel Silber
[redacted]

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Attachment: Silber_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Ghobrial, Andrew

From: Sandy Gmail Personal <[redacted]>
Sent: Monday, August 15, 2022 11:09 AM
To: City Council
Cc: *Mayor Brodeur; [redacted]
Subject: Board of Elections vote tonight...

Dear City Council members-

Tonight you will be voting on Julie DeLillo joining the Melrose Board of Elections. I just learned that the Secretary of State's office has ruled that a Republican does not have to be appointed to this position, but that it must be someone who is *either* enrolled as a Democrat or Republican. This seems like a very important piece of information, given that I assume she was nominated because of her party affiliation and an assumption that the seat needed to be filled by a Republican. If that is not the case, then I believe there are more qualified candidates for this role.

To support this, I offer the following statements provided by Ms. DeLillo:

When asked about expanding early voting, she opted not to answer the question.

When asked if she agreed with the lawsuit by the head of the Republican Party challenging mail-in voting, she dodged the question, even when it was pointed out that it was being done not by an individual but in the name of her party.

Additionally, Ms. DeLillo said that she knows that “her beliefs” often differ from “lots of other people’s.” The questions being asked about being a member of this board are not about her political stance, but about her beliefs in the democratic process. I understand that she is stating that, as a Republican, she often has different views from Democrats. She should not have different views about the importance of voting, the essential nature of ensuring the voting process is safe and secure, and the sanctity of this value. These are not small matters, given all that is currently happening today.

Ms. DeLillo kept saying she agreed with Rebublican values, but did not expand on that. Well, currently, many Republican values are in opposition to the democratic process. I strongly disagree with that, as should she, regardless of party affiliation. I wish she had stated that, and stated her beliefs in making sure this process remains robust and above reproach in Melrose. And that she understands that it is currently under assault in many cities and towns.

Given today’s political climate, and the actions in other cities and towns that have been focused on making voting harder, I respectfully suggest that another person would be better suited for this role in Melrose. Ms. DiLillo stated that she does not understand the power of her position on this board. In fact, she quite forcefully kept telling the council how little power she would have, to the point of seeming not to understand what has been happening in other cities and towns, and the role that the board she would be joining has. I would have appreciated if she understood why there has been concern about her possible appointment, and had not, instead, seemed to downplay the significance of her role on this board.

I hope my email makes it clear that I am not opposed to someone’s political affiliation, I am wishing for a candidate who will **strongly** and **clearly** affirm their values with respect to the democratic process, who understands why these are important **for this board**, and who will state that when asked about it. It is my understanding that there is no rush to fill this role, so I encourage the council to take the time to find the most qualified candidate. I would hope Mayor Brodeur would take the time to fully vet candidates for this board.

Thank you very much and thank you for all you do for the city of Melrose,
-Sandy Dixon
[redacted]

Attachment: Dixon_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

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Attachment: Dixon_Redacted (ORDER-2022-152 : Appointment of Julie Delillo to the Board of Registrars of Voters)

Roseann Trionfi-Mazzuchelli
[redacted]

WORK HISTORY:

May 13 – Present: Veteran Service Director, Winthrop, MA

Since May 2013, I have served Veterans and their families in ensuring they receive their benefits and entitlements as well as complying with local, state, and federal regulations in accordance with MGL Chap. 115, 108 CMR, and Title 38 USC. I am also responsible to ensure that Veterans/families are protected under all ADA Compliances and Regulations when it comes to housing, accessing services, and are not discriminated against due to their military service or disability. Over the years, have I developed, maintained key relationships with local, state, and federal relationships, building partnerships with same to best serve my community. I attend and participate in meetings and conferences to not only keep me updated on legislature, mediation, support, but to participate in making positive changes in legislation, benefits, programs, and initiatives for the community I serve. My role is key when it comes to working with law enforcement agencies when a Veteran comes into custody or is homeless in my community – we work together for the best outcome for said Veteran. As part of the Chap 115 role, it is imperative that I conduct weekly investigations to monitor the Veteran's activities as to not violate any rules or regulations with regarding this benefit.

Jan 07 – Present: American Heart Association Certified Instructor, MA

CPR, AED, 1st Aid Certification in Heart Saver, and Basic Life Support for Health Care Providers throughout MA, and currently aligned with Hallmark Health of Medford, and the Town of Winthrop. To date have certified over 1,500 persons in CPR with AED, and 1st Aid.

1994 - Present: Program Coordinator, Town of Winthrop Parks & Recreation, MA

Initiate, implement, and facilitate various programs offered by the Parks & Recreation department from early childhood programs through adults. Since 2008, have taken on writing and administering state, local, and federal grants for this department, as well as conducting safety and 1st aid training for both full and part time town employees to include training of all summer hires.

Oct 04 – Dec 13: Personal Assistant, Winthrop, MA

Assist private clients with various duties at their home office and in their home, such as preparing financials, organizing, computer tasks, and more.

Mar 06 – Nov 11: Legal Assistant, Attorney James J. Cipoletta, Revere, MA

Assisted Solo-Practicing Attorney in his law practice primarily concentrating in criminal and zoning matters. Managed office with regard to administrative duties, close client interaction, and prepared legal documents as well as filed same at various courthouses in MA.

Jan 04 – June 05: Office Manager, Class Measures, Stoneham, MA

Oversaw and maintained all business matters relating to an education consulting firm, to include finances and payroll, communication, client contact, writing and submitting grants, and contracting from various state departments, as well as maintaining the administration of the office and staff.

1981 – April 05: Manager, Jeannette's Catering, Everett, MA

Oversaw operation of a family catering company to include recruiting, hiring, training and supervising employees, managed banquet functions from 20 to 600 persons, interacted with clients, banquet facilities personnel, conducted banking transactions, and food/menu preparations.

Jan 99 – 2012: Trainer, Family Readiness Office, US Army, United States and Europe

Instruct and prepare soldiers and family members for deployments, emergency preparedness, and mobilizations for Active Army and Reserves. Set-up Family Readiness Training Academies, conduct instructor training, give briefings at all levels of the Army, train and maintain volunteers in Family Readiness. Work with other government agencies to incorporate Family Readiness training into their programs. Was a paid position – now volunteer doing the same, but not as many hours as most information is online.

Attachment: Roseann Trionfi-Mazzuchelli Resume (ORDER-2022-150 : Appointment of Roseann Trionfi-Mazzuchelli as Veterans Services

1979 - Mar 2000: ***Special Agent/Military Police Officer, U.S. Army***

Served both on Active Duty and in the Army Reserves in law enforcement. Conducted investigations of crimes against the US Government of all felonies to include white collar crimes. Also provided protective service to foreign dignitaries as well as high ranking US officials. Additional duties included: EO Representative, Family Readiness Liaison Officer, and Mobilization/Deployment Officer. As the EO Representative, set-up, maintained, trained, and ensured compliance of Unit members understanding of EO Policies and procedures. Investigated all violations And complaints relating to EO. Also responsible for Diversity Training for the unit.

1997 – 2000: ***Administrator, US Army, Ft. Devens, MA***

Assistant to the Family Readiness Director for approximately 7,000 soldiers and their families. Provided referrals, administrative support, oversaw a multitude and variety of various projects, and compiled a database of soldiers and families for Family Readiness.

1990 – 1992: ***Proprietor, Rosa's Variety, Winthrop, MA***

Owned and operated a full-service convenient store with heavy lottery traffic.

1981 – 1988: ***Private Investigator, Security Consultant, New England***

Conducted investigations and undercover operations for several attorneys and retail establishments throughout New England, as well as managed employee personnel matters for a major private security firm in New England.

EDUCATION: **BS Degree in Legal Studies; AS Degree in Criminal Justice (1986);**

Many military investigative courses to include a 6-month Federal Investigative Army Academy, Spouse and Child Abuse Investigations, Advance Fraud Investigations, Forensic Investigations, Military Police Academy, Basic Training, Equal Opportunity Representative Training, and Instructor Training. I am also certified by the American Heart Association as a CPR/1st Aid Trainer as well as trained as Faculty for Lawrence Memorial Hospital in Medford, MA.

VOLUNTEER ASSIGNMENTS: **Current and past**

*Current President of the Mass Veteran Service Officers' Association
*Special Needs Advocate
*Teen Counselor for St. John's Church in Winthrop
*Assist at childrens' schools (Former PTO President, Vice President)
*Scout Leader/Adult Trainer/Chair-Person (boys)
*Religious Education Teacher (grades one through ten)
*Senior Instructor/Facilitator for US Army, teaching classes on mobilization, emergency preparedness, volunteer management, family readiness, instructor training.
*Soccer Coach (former – 8 years)
*Chair-Person (former), 94th RRC Family Program Advisory Council
*Co-Chair for Friends of Winthrop Beach – grass roots organization

AWARDS: Received both military and civilian awards for accomplishments, volunteer activities, and more. In Jan 2012, received the Community Service award from the Town of Winthrop, MA and the Un-Sung Heroine Award in 2018 from the Commonwealth of MA; the Patriot Award for 2019 for Winthrop, and the Deborah Sampson Award in 2021 for the Commonwealth of MA.
Instrumental in the Town of Winthrop becoming a Heart-Safe Community.

Attachment: Roseann Trionfi-Mazzuchelli Resume (ORDER-2022-150 : Appointment of Roseann Trionfi-Mazzuchelli as Veterans Services

Roseann Trionfi-Mazzuchelli
[redacted]

4 May 2022

Ms. Polina Latta
HR Director
City of Melrose
562 Main Street
Melrose, MA 02176

Re: Job Posting: District Director of Veterans' Services

Dear Ms. Latta:

Greetings! I recently viewed the posting for the District Director of Veterans' Services. Currently, I am the Veteran Service Officer for the Town of Winthrop and have been in that position since May 2013. I have also certified as a National Service Officer.

Most VSO positions basically have the same duties. Some offices do a lot more than others, which is what I have done in Winthrop. As the Winthrop VSO, I assist Veterans and their family members in establishing their claim, submitting them for processing, to include submitting all documentation required to successfully process their claim. I work directly with the Veteran or family member from the beginning, starting their claim process to the very end. I also advocate for them, sometimes attending the C & P exam with them (in difficult situations). In my position I also complete and submit other claims, such as burial, bonus awards, annuities, education, rehabilitation, etc…My primary function as a local VSO is to ensure all Veterans, and their family members receive all of what they are entitled to. For low-income Veterans, I administer Chap 115 benefits. My position requires much research, including legal, and a thorough investigation of all claims. I also assist Veterans in obtaining healthcare through the VA. Over the years, I have gained tremendous experience in counseling. I have had several Veterans with whom I had to work with our local police department for a committal in order to save their life. I have come to be the "MST" expert among my peers. I have great working relationships with other departments, especially, housing, COA, fire, police, and our Board of Health. I am comfortable with all of the operating systems we use day-to-day.

I have attached my resume for you to review. Since I was hired, I have added much to this position in town, by adding job searches, resume building, Flag replacement ceremonies, strong outreach, a Veterans Food Bank, and much more. A huge part of my duties is ensuring Veterans get treated fairly at their jobs and that employers are following the rules under re-employment after a service member returns from a deployment.

I am passionate about assisting Veterans in any way that I can. I am a Veteran with over 21 years of both Active Duty and Reserves serving as a Military Police Officer, and then as a Special Agent in Army Criminal Investigations Command, along with several additional duties.

I look forward to meeting with you to discuss how I can be of even more service to my fellow veterans and their families. Thank you for your time and consideration.

Sincerely,

///*Roseann Trionfi-Mazzuchelli*
Roseann Trionfi-Mazzuchelli

Attachment: Roseann Trionfi-Mazzuchelli VSO Cover letter (ORDER-2022-150 : Appointment of Roseann Trionfi-Mazzuchelli as Veterans

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: City Council President Christopher Cinella
From: Mayor Paul Brodeur
Re: Appointment of Roseann Trionfi-Mazzuchelli as Veterans Services District Director
Date: June 21, 2022

It is my pleasure to submit to you and the Honorable City Council the appointment of Roseann Trionfi-Mazzuchelli to serve as a Director of Veterans Services for the Melrose-Wakefield -Saugus Veterans District.

Ms. Trionfi-Mazzuchelli comes to Melrose from the City of Winthrop, MA where she has served as the Veteran Service Director for the past nine years. In this role, she has worked to ensure that veterans and their families receive their benefits and entitlements they are due in accordance with MGL Ch. 115, 108 CMR, and Title 38 USC, are protected under all ADA regulations in regard to housing and access to services, and that they are not discriminated against due to their military service or disability status. She has also established collaborative relationships with law enforcement agencies to address the needs of veterans coming into custody or experiencing homelessness.

Ms. Trionfi-Mazzuchelli currently serves as President of the Massachusetts Veteran Service Officers' Association, but has been actively involved with meeting the needs of veterans and active-duty service members and their families throughout many aspects of her career. As a trainer for the US Army's Family Readiness Office, she instructed and prepared soldiers and their family members for deployments and set up Family Readiness Training academies. She also worked with emergency preparedness and mobilizations for Active Army and Reserves. From her time serving as a member of the Military Police, she has a strong background and training with investigative skills including Spouse and Child Abuse Investigations and Equal Opportunity Representative Training.

Melrose is extremely fortunate to have the benefit of Ms. Trionfi-Mazzuchelli's experience, both as a veteran who served our country for over twenty years, and as a Veterans' Services Officer in another community. She is highly qualified, passionate, and dedicated to the wellbeing of veterans, and will bring a wealth of knowledge of complementary areas of community service, including recreation, health and wellness, and issues related to aging. I respectfully request the City Council confirm her appointment as Director of Veterans Services for the City of Melrose and Director of the Melrose-Wakefield -Saugus Veterans District.

Thank you for your consideration.

Attachment: Roseann Trionfi-Mazzuchelli appointment memo (ORDER-2022-150 : Appointment of Roseann Trionfi-Mazzuchelli as Veterans

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Zoning Board of Appeals Appointment
Date: Monday, July 12, 2022

I respectfully request the Honorable City Council confirm the appointment of Benjamin Rosenberg, 76 Ardsmoor Road, as a Regular Member of the Zoning Board of Appeals (ZBA) to fill the unexpired term of David Roache, whose term shall expire on the last day of February 2023. Mr. Rosenberg's appointment also satisfies the Engineering role on the board currently filled by Roache.

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

Thank you for your consideration and support for Benjamin Rosenberg's appointment to the ZBA.

Attachment: 7_12_22_ZBA_B.Rosenberg_Memo_v2 (ORDER-2023-1 : Appointment of Benjamin Rosenberg to the Zoning Board of Appeals)

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

6/27/2022

To Whom It May Concern:

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

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

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

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

Sincerely,



Benjamin Rosenberg, PE, LEED AP

Attachment: Ben Rosenberg - Redacted ZBA Letter of Interest (ORDER-2023-1 : Appointment of Benjamin Rosenberg to the Zoning Board of

Benjamin Rosenberg, PE, LEED AP

76 Ardsmoor Road, Melrose, MA 02176
[redacted]

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

PROFESSIONAL EXPERIENCE

SILMAN **Boston, MA**
Principal and Sector Manager *June 2006–Present*

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

RHODE ISLAND SCHOOL OF DESIGN (RISD) **Providence, RI**
Lecturer *February 2020–Present*

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

EDUCATION

PRINCETON UNIVERSITY **Princeton, NJ**
Bachelor of Science in Engineering, Civil and Environmental Engineering, Structures Focus *May 2005*

PROFESSIONAL REGISTRATION

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

Attachment: Ben Rosenberg - Redacted ZBA Resume (ORDER-2023-1 : Appointment of Benjamin Rosenberg to the Zoning Board of Appeals)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Planning Board Appointment
Date: Tuesday, July 12, 2022

I respectfully request the Honorable City Council confirm the appointment of Michael Aveni, 16 Hillside Ave, to the Planning Board to fill the term of Robert Mercado which expired in February 2022. Mr. Aveni's term shall expire on the last day of February 2027.

A Melrose resident for since 1998, Aveni has outstanding qualifications and nearly 40 years of planning, architectural, engineering, and construction experience. Here are a few highlights from his candidacy:

- Many years of experience overseeing the production of permit and construction documents
- Vast experience in an architectural civil engineering firm
- Working knowledge of grading and topography, stormwater management, and environmental considerations
- Intimate knowledge of local zoning and legal and procedural functions of permit granting authorities
- Experience producing working drawings for small to medium sized retail projects and educational facilities, building code review, project, coordinating with consultants; architectural site surveys, and extensive construction administration.

For these qualifications and more, including his immense experience working with municipal, state, and federal agencies, it is my strong recommendation that Aveni be appointed to the Planning Board.

Thank you for your consideration and support for Michael Aveni's appointment to the Planning Board.

Attachment: 7_12_22_M.Aveni_Planning_Board_Memo (ORDER-2023-2 : Appointment of Michael Aveni to the Planning Board)

To Whom It May Concern,

I write today to express my interest in Full Member position on the Melrose Planning Board.

I am a Registered Architect (MA Architect Lic. No. 31349) and have been a Melrose resident for since 1998. While I have 37 years' experience in the architectural / engineering /construction industry, it is in the past 26 that I have been employed at Cummings Properties (Cummings) where I have acquired skills and experiences that make me a qualified candidate for a position on the Planning Board. Cummings is a real estate management / development firm, based in Woburn, with 10 million square feet of mixed-use commercial property in 11 communities in eastern Massachusetts.

In my role at Cummings as Senior Architect, I am responsible for overseeing the production of all permit and construction documents, from small tenant fit-ups to out of the ground construction projects. As the architect, I am responsible for construction administration as well. My past working experience in an architectural / civil engineering firm enabled me to expand in a similar role at Cummings. My working knowledge of grading and topography, stormwater management, and environmental considerations has put me in a position to schematically design each civil engineering project before handing it off to our consultants. Additionally, I am also responsible for the entitlement of all of new development projects, including securing all local, state, and federal permits. In that role, I am responsible for the preparation of all the required entitlement documents. It is this intimate knowledge of each project, coupled with my familiarity with local zoning and my understanding of the legal and procedural functions of each permit granting authority that allows me to take the lead role in presenting projects to local Planning Boards, Zoning Boards, and Conservation Commissions.

It is this vast experience gained working with various municipal, state, and federal agencies from a developer's perspective that I believe could be an asset to any municipal board or commission.

My resume is attached. Please contact me with any questions.

I look forward to hearing from you.

Sincerely,
Michael A. Aveni
16 Hillside Ave

Attachment: Michael Aveni resume_Redacted (ORDER-2023-2 : Appointment of Michael Aveni to the Planning Board)

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It is this vast experience gained working with various municipal, state, and federal agencies from a developer's perspective that I believe could be an asset to any municipal board or commission.

My resume is attached. Please contact me with any questions.

I look forward to hearing from you.

Sincerely,
Michael A. Aveni
16 Hillside Ave

Attachment: Michael_Aveni_LOI_Redacted (ORDER-2023-2 : Appointment of Michael Aveni to the Planning Board)

June 22, 2022

Paul Brodeur, Mayor
Office of Mayor Brodeur
Melrose City Hall
562 Main Street
Melrose, MA 02176

Re: Melrose Zoning Board of Appeals membership

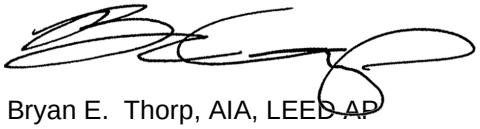
Dear Paul,

I am writing to confirm that I am interestesd in continuing my position as a member of the Zoning Board of Appeals.

As a resident for over 30 years I have seen much change and grow in the city and over the past 10+ years as a ZBA member, I have participated with a group of dedicated staff and volunteers to assure the Melrose retains the character and quality of life we have all come to expect.

Thank you for your consideration and the opportunity to continue to offer my services to the City

Best,



Bryan E. Thorp, AIA, LEED AP

Attachment: ZBA Bryan Thorp Letter of interest 2022 (ORDER-2023-3 : Re-Appointment of Byran Thorp to the Melrose Zoning Board of



Bryan Thorp AIA, LEED AP® BD+C

EXECUTIVE PROJECT MANAGER | ARC

Bryan Thorp has over 30 years of experience specializing in science facilities for a variety of academic and corporate clients. He has successfully managed many of ARC's large-scale, complex, and award-winning science and research projects. Bryan is experienced in all project phases from the initial site and master planning, consultant coordination, specifications preparation through construction administration management. Bryan is a LEED Accredited Professional and is actively involved in ARC's in-house Sustainable Design Working Group, staying abreast with the industry's latest trends and requirements.

Education

Bachelor of Architecture, University of Minnesota

Bachelor of Science in Housing Studies, University of Minnesota

Registration

Registered Architect: MA

Years of Experience

35 years

Tenure with Firm

31 years

RELEVANT PROJECTS

University of Massachusetts Medical School, Albert Sherman Center & Vivarium+
WORCESTER, MASSACHUSETTS

Dana-Farber Cancer Institute, Level B1 Core Facilities / 8th Floor Lab Fit-Out / Cancer Research Laboratory Fit-Out at Longwood Center / 6th Floor Fit-Out+ BOSTON, MASSACHUSETTS

University of Massachusetts, Amherst, Life Sciences Laboratories II Fit-Out+
AMHERST, MASSACHUSETTS

Tufts University, School of Dental Medicine, Master Plan / Vertical Expansion
BOSTON, MASSACHUSETTS

UConn Health, Clinic Building Renovation FARMINGTON, CONNECTICUT

Harvard Medical School, New Research Building & Vivarium
BOSTON, MASSACHUSETTS

Worcester State University, Wellness Center / May Street Study / Health Center Feasibility Study WORCESTER, MASSACHUSETTS

Bristol-Myers Squibb, 100 Binney Street
CAMBRIDGE, MASSACHUSETTS

University of New Hampshire, Integrated Biological Life Sciences Project
DURHAM, NEW HAMPSHIRE

Massachusetts Eye & Ear Infirmary, Vandenberghe Lab Renovations / SPEL Lab
BOSTON, MASSACHUSETTS

Tufts University School of Medicine, Jaharis Family Center for Biomedical & Nutrition Sciences BOSTON, MASSACHUSETTS

Sanofi Genzyme, Science Center / Biopharmaceutical, Manufacturing Plant / Laboratory and Office Renovations
MULTIPLE LOCATIONS, MASSACHUSETTS

University of Massachusetts Lowell, Campus Recreation Center LOWELL, MASSACHUSETTS

Center for Blood Research, Master Plan Study
BOSTON, MASSACHUSETTS

AbbVie, Laboratories Expansion Study WORCESTER, MASSACHUSETTS

Attachment: ZBA Bryan Thorp Letter of interest 2022 (ORDER-2023-3 : Re-Appointment of Byran Thorp to the Melrose Zoning Board of

CITY OF MELROSE

PAUL BRODEUR
Mayor

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

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Zoning Board of Appeals Re-Appointments
Date: Monday, July 11, 2022

I respectfully request the Honorable City Council confirm the re-appointment of the following City of Melrose Zoning Board of Appeals (ZBA) members:

- Megan Carriere, 36 Larrabee Street, to a two-year term as an Associate Member; said term to expire on the last day of February 2024.
- Bryan Thorpe, 77 Wentworth Road, to a five-year term as a Regular Member; said term to expire the last day of February 2026.

Bryan Thorpe is a registered Massachusetts Architect and a Melrose resident for more than 30 years and has served on the ZBA for over a decade. During this time, he has worked seamlessly alongside both City staff and other ZBA volunteers to ensure Melrose continues to provide its residents with the quality of life they deserve through seeing that Melrose maintains its structural character and integrity.

Since joining the ZBA in February 2022, Carriere, an architect in Boston and Cambridge for more than a decade, has been passionate about engaging with the Melrose community in her capacity as an associate member. Her experience, skills and knowledge, in addition to her passion to ensure Melrose continues to value diversity, safety, and positive change, continue to make a positive impact on the ZBA and Melrose.

Thank you for your consideration and support for these reappointments.

Attachment: 7_11_22_ZBA_Reappointments_Memo_ (ORDER-2023-3 : Re-Appointment of Byran Thorp to the Melrose Zoning Board of

MEGAN YASIGIAN CARRIERE AIA NCARB

36 Larrabee Street, Melrose, MA 02176

certification

Registered Architect
MA License #50560 | 08.2013

NCARB Certificate | 05.2014

CSI CDT | 05.2012

education

Syracuse University
School of Architecture
Bachelor of Architecture | 05.2009
magna cum laude

Minor | English & Textual Studies

Syracuse University
Florence, Italy | Fall 2007

membership

American Institute of Architects Boston
Society of Architects
NCARB

skills

Revit Architecture
AutoCAD Architecture
Adobe CC
Newforma
Bluebeam
SketchUp
hand sketching
scale model construction

awards

Syracuse University Founders Scholarship
2004 - 2009

Syracuse University Dean's List
2004 - 2009

professional experience

Project Architect **Finegold Alexander Associates**

August 2019 - Present | Boston, MA

York Judicial Center
Project Architect for new judicial center currently in design development in York County Maine. Collaborating on the design of the exterior, and leading documentation of design and building systems.

Architect / Associate **Arrowstreet**

August 2015 - August 2019 | Boston, MA

KIPP Academy Lynn Collegiate
Lead project team for the renovation of a 75,000 SF former warehouse into a charter high school in Lynn, MA. Coordinated specifications and consultants, researched and reviewed exterior envelope performance and detailing, and supervised exterior and interior detailing. Lead construction administration services.

Parcel K Hyatt
Parcel K is a mixed-use development in the Seaport district. Researched and reviewed resiliency information and documentation for the parcel. Lead the hotel project team in documentation, detailed core and shell of the building, and coordinated with structural, MEP/FP, interiors, code, and accessibility consultants.

Hyatt Centric Boston
Coordinated with existing conditions, consultants, and code officials for 163 key hotel (renovation and addition) within the Congress Square development downtown through the design documentation phase.

Architect **SMMA | Symmes Maini McKee & Associates**

March 2010 - July 2015 | Cambridge, MA

Arthur and Patricia Ryan Center for Business Studies
Formatted data and produced campus utilization study for client to determine programmatic needs for School of Business. Provided programming through design development services to the client.

Anderson Stadium / Chapey Field
Lead project team in documentation, and coordinated with consultants and engineers for a lacrosse and soccer stadium with attached parking garage and elevated tennis court deck.

Schneider Arena Addition & Renovations
Coordinated project team, produced construction documents, and provided construction administration services for an addition and renovation to an existing hockey arena.

Attachment: MeganCarriere_Resume_Redacted (ORDER-2023-4 : Re-Appointment of Megan Carriere to the Melrose Zoning Board of Appeals)

CITY OF MELROSE

PAUL BRODEUR
Mayor

OFFICE OF THE MAYOR
City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4440
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Thank you for your consideration and support for these reappointments.

Attachment: 7_11_22_ZBA_Reappointments_Memo_ (ORDER-2023-4 : Re-Appointment of Megan Carriere to the Melrose Zoning Board of