



# CITY OF MELROSE

## CITY COUNCIL

### ORDERS OF THE DAY • OCTOBER 3, 2022

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

7:45 PM

#### I. CALL TO ORDER

#### II. PLEDGE OF ALLEGIANCE

#### III. READING OF THE MINUTES

City Council - Regular Meeting - Sep 19, 2022 7:45 PM

#### IV. PUBLIC COMMENT

Zoom link for Public Comment:

[https://cityofmelrose-org.zoom.us/webinar/register/WN\\_VdtsqTQdQvSaR833rQ2qTg](https://cityofmelrose-org.zoom.us/webinar/register/WN_VdtsqTQdQvSaR833rQ2qTg)

After registering, you will receive a confirmation email containing information about joining the webinar.

#### V. NEW BUSINESS

##### A. *Filings by the Honorable Mayor*

1. **ORDER-2023-20** : Acceptance of Federal Title III B FY23 Grant Through Mystic Valley Elder Services in the Amount of \$10,000
2. **ORDER-2023-21** : Acceptance of Grant from the Massachusetts Department of Conservation and Recreation (DCR) in the Amount of \$75,000 For Enhancements to Recreational Developments and Parks

*Offered by:* Mayor Paul Brodeur

3. **ORDER-2023-22** : Authorization to Accept a MassWorks Infrastructure Grant in the amount of \$615,000 from the Executive Office of Housing and Economic Development (EOHED) through the Community One Stop for Growth Program and Authorize the Mayor to Execute a Contract with EOHED; funds to be deposited into Fund 4519

*Offered by:* Mayor Paul Brodeur

4. **ORDER-2023-23** : Authorization to Accept a Grant in the amount of \$500,000.00 from the Department of Energy Resources (DOER) through the Green Communities Division and Authorize the Mayor to Execute a Contract with DOER; funds to be deposited into Fund 4520

*Offered by:* Mayor Paul Brodeur

5. **ORDER-2023-24** : Funding Authorization in the amount of Sixty Eight Thousand Five Hundred (\$68,500) Dollars for Design Services for Public Safety Facilities

## ***B. Filings by the Honorable City Council***

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

1. **ORDER-2023-25** : Proclaiming the month of October, 2022, as Domestic Violence Awareness Month

*Offered by:* Mayor Paul Brodeur

## **VII. LICENSES**

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

*From:* Protection and License Committee

OUGHT TO PASS



## VIII. UNFINISHED BUSINESS

## IX. REPORTS FROM COMMITTEES

1. **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

*From:* Health, Education & Welfare Committee

OUGHT TO PASS

2. **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

*From:* Health, Education & Welfare Committee

OUGHT TO PASS

3. **ORDER-2023-14** : Acceptance of Massachusetts Executive Office of Energy and Environmental Affairs 2023 Coastal Habitat and Water Quality Grant in the Amount of \$100,868.00

*Offered by:* Mayor Paul Brodeur

*From:* Appropriations & Oversight Committee

OUGHT TO PASS

4. **ORDER-2023-15** : Acceptance of Two Grants from the Commonwealth of Massachusetts Community Compact Best Practices Program in the amounts of \$35,000 and \$25,000

*Offered by:* Mayor Paul Brodeur

*From:* Appropriations & Oversight Committee

OUGHT TO PASS

5. **ORDER-2023-16** : Authorizing a Bond for the purchase of landscaping equipment necessary to run Mt Hood Golf Course

*Offered by:* Mayor Paul Brodeur

*From:* Appropriations & Oversight Committee

OUGHT TO PASS

**X. RULE 53 REPORTS**

**XI. ADJOURNMENT**



# CITY OF MELROSE

## CITY COUNCIL

### MINUTES • SEPTEMBER 19, 2022

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

7:45 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 Jamaledine     | 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

## III. READING OF THE MINUTES

City Council - Regular Meeting - Aug 15, 2022 7:45 PM

City Council - Special Meeting - Aug 22, 2022 7:45 PM

Accept August 15th and 22nd minutes without reading

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

## IV. PUBLIC COMMENT

Remote link: <https://cityofmelrose-org.zoom.us/j/99081483447?pwd=Nm1hT3R1Z3l2cWJ3bTZkdVBzbW1Kdz09#success>

**Motion:** Open and Close the public comment period

Motion: Open Public Comment by unanimous consent.

By: President Cinella,

No objection.

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

J. DeLillo of Circuit Street speaks regarding Order 2023-19, the request letter sent to political party chairpersons and the history of the appointment to the Board of Registrars of Voters.

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

|                |                                                                                                                    |
|----------------|--------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>                                                                                          |
| <b>MOVER:</b>  | Christopher Cinella, President                                                                                     |
| <b>AYES:</b>   | Eccles, Garipay, Grigoraitis, Jamaledine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella |

## V. NEW BUSINESS

### A. *Filings by the Honorable Mayor*

1. **ORDER-2023-14** : Acceptance of Massachusetts Executive Office of Energy and Environmental Affairs 2023 Coastal Habitat and Water Quality Grant in the Amount of \$100,868.00

*Offered by:* Mayor Paul Brodeur

|                |                                      |
|----------------|--------------------------------------|
| <b>RESULT:</b> | <b>ASSIGNED TO COMMITTEE</b>         |
| <b>TO:</b>     | Appropriations & Oversight Committee |

2. **ORDER-2023-15** : Acceptance of Two Grants from the Commonwealth of Massachusetts Community Compact Best Practices Program in the amounts of \$35,000 and \$25,000

*Offered by:* Mayor Paul Brodeur

|                |                                      |
|----------------|--------------------------------------|
| <b>RESULT:</b> | <b>ASSIGNED TO COMMITTEE</b>         |
| <b>TO:</b>     | Appropriations & Oversight Committee |

3. **ORDER-2023-16** : Authorizing a Bond for the purchase of landscaping equipment necessary to run Mt Hood Golf Course

*Offered by:* Mayor Paul Brodeur

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

4. **ORDER-2023-17** : Appointment of Michael Barry, 910 Main St., to the Melrose Housing Authority, for a one-year term, said term to expire on the first Monday of March 2023.

*Offered by:* Mayor Paul Brodeur

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

5. **ORDER-2023-18** : Appointment of Susan Lawson Cann to Melrose Cemetery Commission

*Offered by:* Mayor Paul Brodeur

*Sponsored by:* Mayor Paul Brodeur

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

6. **ORDER-2023-19** : Appointment of Francis X. Wright Melrose Board of Registrars of Voters

*Offered by:* Mayor Paul Brodeur

*Sponsored by:* Mayor Paul Brodeur

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

## ***B. Filings by the Honorable City Council***

1. **INFO-2023-6:** Status of the Melrose Public Library Construction

*Sponsored by:* Ward 4 Mark Garipay, Ward 3 Robb Stewart

|                |                                      |                                |
|----------------|--------------------------------------|--------------------------------|
| <b>RESULT:</b> | <b>ASSIGN TO COMMITTEE</b>           | <b>Next: 10/3/2022 7:30 PM</b> |
| <b>TO:</b>     | Appropriations & Oversight Committee |                                |

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

## VII. UNFINISHED BUSINESS

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

*From:* City Council

GRANTED WITH RESTRICTIONS

|                  |                                                                                                         |
|------------------|---------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>GRANTED [10 TO 1]</b>                                                                                |
| <b>MOVER:</b>    | Jen Grigoraitis, Ward 6                                                                                 |
| <b>SECONDER:</b> | Mark Garipay, Ward 4                                                                                    |
| <b>AYES:</b>     | Eccles, Garipay, Grigoraitis, Jamaledine, Karamcheti, Migliorelli, Obremski, Stewart, Williams, Cinella |
| <b>NAYS:</b>     | Shawn M. MacMaster                                                                                      |

## VIII. RESOLUTIONS

**Motion:** Immediate Consideration / No Objection

Motion: Immediate Consideration

By: Councilor Stewart - No Objection

|                |                                                                                                                    |
|----------------|--------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>                                                                                          |
| <b>MOVER:</b>  | Robb Stewart, Ward 3                                                                                               |
| <b>AYES:</b>   | Eccles, Garipay, Grigoraitis, Jamaledine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella |

- RES-2023-3** : Childhood Cancer Awareness Month

*Sponsored by:* Ward 3 Robb Stewart

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

|                  |                                                                                                                      |
|------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>PLACE ON FILE [UNANIMOUS]</b>                                                                                     |
| <b>MOVER:</b>    | Robb Stewart, Ward 3                                                                                                 |
| <b>SECONDER:</b> | Mark Garipay, Ward 4                                                                                                 |
| <b>AYES:</b>     | Eccles, Garipay, Grigoraitis, Jamaled dine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella |

## IX. LICENSES

## X. REPORTS FROM COMMITTEES

**Motion:** Suspend the Rules, by unanimous consent, to hear from the presenter.

Motion: Suspend the Rules  
By: President Cinella, no objection. Motion carried.

|                |                                                                                                                      |
|----------------|----------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>                                                                                            |
| <b>AYES:</b>   | Eccles, Garipay, Grigoraitis, Jamaled dine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella |

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

*From:* City Council

HOLD

Sustainability Manager Martha Grover's presentation provides background and education regarding the Net Zero initiative. Says Melrose is a stretch code community and by years end will automatically be adopting locally the new state zoning. In 2023 the City may also adopt opt-in code as well. A new webpage is under construction outlining the 'energy challenge.'

Councilor Stewart asks about energy sources and Councilor Williams is eager to learn who will 'drive' project management, outreach and capacity stretching tools as we look at FY 2023/24 budget.

|                  |                                                                                                                      |
|------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>FILED [UNANIMOUS]</b>                                                                                             |
| <b>MOVER:</b>    | Mark Garipay, Ward 4                                                                                                 |
| <b>SECONDER:</b> | Shawn M. MacMaster, Ward 5                                                                                           |
| <b>AYES:</b>     | Eccles, Garipay, Grigoraitis, Jamaled dine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella |

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

*Sponsored by:* President Christopher Cinella

From: Finance Committee

RECOMMEND PLACE ON FILE

|                  |                                                                                                                      |
|------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>FILED [UNANIMOUS]</b>                                                                                             |
| <b>MOVER:</b>    | Maya Jamaled dine, At-Large                                                                                          |
| <b>SECONDER:</b> | Jack Eccles, At-Large                                                                                                |
| <b>AYES:</b>     | Eccles, Garipay, Grigoraitis, Jamaled dine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella |

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

*Sponsored by:* President Christopher Cinella

From: Finance Committee

RECOMMEND PLACE ON FILE

|                  |                                                                                                                      |
|------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>FILED [UNANIMOUS]</b>                                                                                             |
| <b>MOVER:</b>    | Maya Jamaled dine, At-Large                                                                                          |
| <b>SECONDER:</b> | Jen Grigoraitis, Ward 6                                                                                              |
| <b>AYES:</b>     | Eccles, Garipay, Grigoraitis, Jamaled dine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella |

4. **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

From: Appropriations & Oversight Committee

OUGHT TO PASS

|                  |                                                                                                                      |
|------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>PASSED [UNANIMOUS]</b>                                                                                            |
| <b>MOVER:</b>    | Mark Garipay, Jen Grigoraitis                                                                                        |
| <b>SECONDER:</b> | Leila Migliorelli, At-Large                                                                                          |
| <b>AYES:</b>     | Eccles, Garipay, Grigoraitis, Jamaled dine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella |

5. **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



*From:* Appropriations & Oversight Committee

OUGHT TO PASS

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

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

*Sponsored 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, Jamaledine, Karamcheti, MacMaster,  
                  Migliorelli, Obremski, Stewart, Williams, Cinella

## XI. EXPIRIES

## XII. RULE 53 REPORTS

Councilor Eccles mentions the Traffic Commission is meeting virtually on Wednesday, September 21st.

## XIII. ADJOURNMENT

**Motion:** Adjourn

Motion: Adjourn

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

Meeting adjourned at 8:43 p.m.

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



# CITY OF MELROSE

*In City Council*

*September 19, 2022*

## AN ORDER

### ORDER-2023-14

Acceptance of Massachusetts Executive Office of Energy and Environmental Affairs 2023 Coastal Habitat and Water Quality Grant in the Amount of \$100,868.00

Offered by Mayor Paul Brodeur

## BE IT ORDERED

As a result of our application to the Executive Office of Energy & Environmental Affairs, the City of Melrose Department of Public Works Engineering Division is proud to report that we have qualified for and received an award of \$100,868.

The City will be partnered with the Mystic River Watershed Association and the project will consist of 15 constructed stormwater street trenches located throughout the Mystic River Watershed (MyRW) in Melrose. These cost-effective retrofit designs take advantage of existing infrastructure to create small-scale distributed phosphorus control measures, as called for by EPA's 2020 Alternative TMDL Report for the MyRW. This project is an extension of a larger effort to create hundreds of distributed small-scale green infrastructure installations across the watershed, taking advantage of cost-effective opportunities in an urbanized landscape to restore a measure of natural hydrology and to reduce nutrient pollution.

This award goes a long way to support the City's efforts to reduce stormwater runoff pollutants and increase the water quality to Ell Pond and to the Mystic River.

We formally request acceptance of this grant award of One Hundred Thousand, Eight Hundred and Sixty Eight Dollars (\$100,868) from the EEEA Office. This is a reimbursement grant that will be initially funded using an account assigned by the City's Finance Team. Reimbursement requests will be made on a quarterly basis to replenish the fund(s) noted above.

#### FINANCIAL IMPACT:

N/A

09/19/22

City Council

ASSIGNED TO COMMITTEE

RESULT:

ASSIGNED TO COMMITTEE

09/22/22

Appropriations and Oversight

OUGHT TO PASS

Order 2023-14

Meeting of September 19, 2022

|                  |                                                                                             |
|------------------|---------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>OUGHT TO PASS [9 TO 0]</b>                                                               |
| <b>MOVER:</b>    | Manjula Karamcheti                                                                          |
| <b>SECONDER:</b> | Ryan Williams                                                                               |
| <b>AYES:</b>     | Migliorelli, MacMaster, Eccles, Garipay, Jamaledine, Stewart, Karamcheti, Williams, Cinella |
| <b>ABSENT:</b>   | John Obremski                                                                               |
| <b>EXCUSED:</b>  | Jen Grigoraitis                                                                             |

In the City Council  
Ordained Roll Call

Passed September 19, 2022

Kristin Foote, Clerk

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Christopher Cinella, President  
City Council

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Paul Brodeur, Mayor

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Date

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Date

Minutes Acceptance: Minutes of Sep 19, 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>.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>CONTRACTOR LEGAL NAME:</b> CITY OF MELROSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            | <b>COMMONWEALTH DEPARTMENT NAME:</b> EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS/CZM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |
| <b>Legal Address:</b> (W-9, W-4): 562 MAIN STREET, MELROSE, MA 02176                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            | <b>Business Mailing Address:</b> 251 CAUSEWAY STREET, 8 <sup>TH</sup> FLOOR, BOSTON, MA 02114                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |
| <b>Contract Manager:</b> JAY COY, P.E.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Phone:</b> 781-979-4172 | <b>Billing Address (if different):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |
| <b>E-Mail:</b> JCOY@CITYOFMELROSE.ORG                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Fax:</b>                | <b>Contract Manager:</b> Sean Duffey                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Phone:</b> 617-626-1232 |
| <b>Contractor Vendor Code:</b> VC6000192115                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            | <b>E-Mail:</b> <a href="mailto:Sean.Duffey@mass.gov">Sean.Duffey@mass.gov</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Fax:</b>                |
| <b>Vendor Code Address ID (e.g. "AD001"):</b> AD001<br>(Note: The Address ID must be set up for EFT payments.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            | <b>MMARS Doc ID(s):</b> CT ENV 4300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            | <b>RFR/Procurement or Other ID Number:</b> BD-22-1042-CZM-ENV40-74257                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |
| <input checked="" type="checkbox"/> <b>NEW CONTRACT</b><br><b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b><br><input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department)<br><input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget)<br><input checked="" type="checkbox"/> <b>Department Procurement</b> (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)<br><input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget)<br><input type="checkbox"/> <b>Contract Employee</b> (Attach Employment Status Form, scope, budget)<br><input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            | <input type="checkbox"/> <b>CONTRACT AMENDMENT</b><br>Enter <b>Current Contract End Date</b> <u>Prior</u> to Amendment: _____, 20____.<br>Enter <b>Amendment Amount:</b> \$ _____ (or "no change")<br><b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b><br><input type="checkbox"/> <b>Amendment to Date, Scope or Budget</b> (Attach updated scope and budget)<br><input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget)<br><input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget)<br><input type="checkbox"/> <b>Other Procurement Exception</b> (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): <input checked="" type="checkbox"/> <a href="#">Commonwealth Terms and Conditions</a> <input type="checkbox"/> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> <input type="checkbox"/> <a href="#">Commonwealth IT Terms and Conditions</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <b>COMPENSATION:</b> (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 <a href="#">815 CMR 9.00</a> .<br><input type="checkbox"/> <b>Rate Contract.</b> (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <input checked="" type="checkbox"/> <b>Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or <i>new</i> total if Contract is being amended). <b>\$100,868.00</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> 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: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (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.) FY23 grant CONTRACT WITH CITY OF MELROSE FOR IMPLEMENTATION OF MULTIPLE, COST-EFFICIENT INFILTRATION TRENCHES TO ADDRESS NUTRIENT IMPAIRMENT NEGATIVELY IMPACTING ANADROMOUS FISH.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <input type="checkbox"/> 3. were incurred as of _____, 20____, a date <b>PRIOR</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>06/30/</u> , 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <b>CERTIFICATIONS:</b> 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 <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract. |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b><br><br>X: _____ Date: _____<br>(Signature and Date Must Be Captured At Time of Signature)<br><br>Print Name: _____<br>Print Title: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            | <b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b><br><br>X: _____ Date: _____<br>(Signature and Date Must Be Captured At Time of Signature)<br><br>Print Name: <u>WILLIAM NICHOLS</u><br>Print Title: <u>FINANCE DIRECTOR, EEA</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            |

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**ATTACHMENT B**  
**Project Budget**

The City of Melrose shall be paid an amount of \$100,868 as a grant per an award under Blanket Bid BD-22-1042-CZM-ENV40-74257 (FY23 Coastal Habitat and Water Quality Grant Program). Payment will be made in accordance with the following schedule:

|         |                  |                                                                                    |
|---------|------------------|------------------------------------------------------------------------------------|
| FY 2023 | <b>\$100,868</b> | Upon request from the municipality, after partial and/or final completion of work. |
|---------|------------------|------------------------------------------------------------------------------------|

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**City of Melrose Scope of Services  
Coastal Habitat and Water Quality Grant Program FY23**

**Contact**

Jay Coy, P.E.  
Department of Public Works  
562 Main Street  
Melrose, MA 02176  
781-979-4172  
[jcoy@cityofmelrose.org](mailto:jcoy@cityofmelrose.org)

**Project Title**

Implementation of multiple, cost-efficient infiltration trenches to address nutrient impairment negatively impacting anadromous fish

**Project Summary**

The City of Melrose, in partnership with the Mystic River Watershed Association (MyRWA), will construct 15 stormwater street trenches to treat stormwater runoff entering the Malden River. The Malden River is a tributary to the Mystic River, which provides habitat for one of the largest migratory river herring runs in Massachusetts. This project builds off previous efforts by municipalities in this region working with MyRWA to reduce phosphorous pollution entering the Mystic River.

**Project Scope**

The following tasks will be performed under this contract. Please note that it is highly preferable to receive deliverables according to the due dates below rather than at the end of the grant period. Please allow two weeks for CZM review.

| Task                                      | Description                                                                                                                                                                                                                                                                                                                                                                              | Deliverable(s)                                                                                                                                                | Due Date       |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>1</b> Conduct project kickoff meeting  | CZM, the City of Melrose, and MyRWA will meet to discuss the project tasks, deliverables, and due dates. During the meeting, the role of the Town, CZM, and project partners will be clearly identified.                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>- Kickoff meeting (virtual)</li> <li>- Revised scope (as appropriate)</li> <li>- Signed contract agreements</li> </ul> | September 2022 |
| <b>2</b> Final Designs and Site Selection | The project team will select approximately 15 sites for BMP installation, based on previous site selection and initial design efforts. MyRWA will advance the initial designs to final designs, including plans, specifications, and cost estimates. The draft final designs will be reviewed by the City and CZM prior to finalization (please allow ten business days for CZM review). | <ul style="list-style-type: none"> <li>- Electronic copy of final designs including cost estimates</li> <li>- List of selected sites</li> </ul>               | February 2023  |

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|   |                                                           |                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                   |               |
|---|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 3 | Construction bidding and award                            | The City will develop the construction bid package and bid specification documents for public notice and distribution, advertise as appropriate, receive construction bids, review contractor qualifications, select the preferred contractor, and prepare and execute a contract with the selected vendor. The project team will prepare for and participate in one pre-bid meeting. | <ul style="list-style-type: none"> <li>- Fully executed construction contract between the Consultant and the subcontractor</li> <li>- Anticipated construction schedule</li> </ul>                                                                                | February 2023 |
| 4 | Infiltration Trench BMP Construction                      | The City, with support from MyRWA, will manage and oversee construction of up to 15 infiltration trenches. The City will provide frequent inspections of system installation, and upon substantial completion of each BMP will prepare a punch-list of remaining items.                                                                                                               | <ul style="list-style-type: none"> <li>- Notify CZM of construction start and end</li> <li>- Construction inspection reports</li> <li>- Photos of construction activities and constructed BMPs</li> <li>- Punchlist of remaining items</li> </ul>                 | May 2023      |
| 5 | Construction As-Builts and Operation and Maintenance Plan | Upon completion the City and MyRWA will conduct a final site walk to verify construction completion and prepare red-lined as-built plans showing any alterations, notes, etc. In addition, the Consultant, the Town, and project partners will develop final O&M plans with CZM review.                                                                                               | <ul style="list-style-type: none"> <li>- Report on compliance with specifications</li> <li>- Electronic copy of "As-Built" plans stamped by a professional engineer</li> <li>- Final O&amp;M Plan</li> <li>- Final punch list and inspection report(s)</li> </ul> | June 2023     |
| 6 | Public Outreach and Engagement                            | MyRWA will provide outreach services, including door-knocking in neighborhood, meetings with municipal committees, presentations at events and public meetings, etc. to inform the public and interested stakeholders of the project.                                                                                                                                                 | <ul style="list-style-type: none"> <li>- Presentation materials</li> <li>- Video that records site selection and construction process</li> <li>- Meeting minutes</li> </ul>                                                                                       | June 2023     |

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|   |                                    |                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                |
|---|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | Grant administration and reporting | The applicant will provide administrative services, including review of contractor invoices, contractor payment, compilation of staff time and match contribution, submission of all deliverables including <b>submission of a brief project summary (see below)</b> , and submission of reimbursement package. | <ul style="list-style-type: none"> <li>- Project summary</li> <li>- Paperwork and record necessary to enable CZM reimbursement to the grantee</li> </ul> <p>Deliverables: Jun 30, 2023</p> <p>Reimbursement: July 31, 2023</p> |
|---|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Project Summary Requirement for CPR Grantees

### General Information

- Project Title
- Municipality
- Project Contact
- Partners and Other Funding (if applicable)
- Links to project webpage or information (if applicable)

### Completed Tasks & Lessons Learned

- Provide a *brief* summary for each task, describe any measures of success, any changes to the project or timeline, and any issues that came up and how they were resolved
- Please provide any lessons learned or comments on project tasks or project management that may be informative for CZM staff or other municipalities

### Provide the following information for constructed stormwater infrastructure (implementation projects only)

- Brief description of BMP(s) including estimated design life
- Location(s) (street address and latitude/longitude in decimal degrees)
- Pictures of construction and completed BMP(s)
- Total drainage area and % impervious area treated
- Water quality volume and design storm that BMP is sized for
- Pollutant removal estimates for pollutant(s) of concern when applicable (SIMPLE or other common method), please include method used/references for pollutant removal calculations
- Construction cost for each BMP or system of BMPs
- Total Cost to assess, design and construct (can be a combined total cost for multiple BMPs that are part of one project)
- Cost per unit pollutant(s) of concern when applicable (e.g. cost per pound of Total Nitrogen removed)

## Submission of Reimbursement Package

In order to receive the grant reimbursement, the applicant must have agreed to the fiscal requirements of the program by providing a statement from the authorized signatory of the organization acknowledging and accepting the following:

- The organization commits to match (cash or in-kind) as detailed in the grant application and acknowledges that funding is provided on a reimbursement basis.
- Advanced payments shall not be made. No payments will be made for Massachusetts sales tax. CZM will retain a minimum of ten percent (10%) of the total maximum obligation of funds until all contract provisions are satisfied and final reports and other products are delivered and accepted.

Reimbursement will be issued for costs incurred for the project during the contractual period only. Work done prior to the project start date: the date issued and signed by the Commonwealth's Department Authorized Signatory; shall NOT be reimbursed, (unless the work is approved as match by CZM's Project Manager prior to its commencement). The applicant can submit multiple reimbursement requests for each task during the grant period, or submit one request at the end of the grant period.

The contractor must submit a reimbursement package containing the following items (**electronic submission is preferred**):



1. A letter (on city or town letterhead) from the contractor's authorized signatory requesting reimbursement. The letter should include the amount requested, the amount of match provided and the request invoice number in the convention used by the municipality or if no invoice system is in place the MMARS Doc ID number found in the contract with -01, -02, -03 etc. to indicate multiple reimbursement requests.
2. All invoices requesting payment, including those from subcontractors. Invoices must itemize costs consistent with the original proposal or any subsequent amendments. Invoices must demonstrate sufficient information for CZM to determine that the services were performed and/or products were received, and that the invoiced items meet all contractual performance requirements.
3. A detailed breakdown of the required match for the project. For in-kind services, include sufficient details to demonstrate the total amounts of match contributed, and as appropriate, a list of personnel, hours worked, hourly rate, etc.

Following approval of the reimbursement package by the project manager, the Commonwealth will reimburse the City of Melrose for an amount not to exceed the maximum obligation of **\$100,868**. Reimbursement is generally made within 45 days subsequent to a grantee submitting an approved reimbursement package.

All work must be completed by June 30, 2023 and all invoicing must be submitted by July 31, 2023.



# CITY OF MELROSE

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

5.A.1.c

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](mailto: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  
Vonnie Reis, City Engineer  
Jay Coy, Deputy City Engineer

**Date:** August 30, 2022

**Re:** Coastal Habitat and Water Quality Grant

As a result of our application to the Executive Office of Energy & Environmental Affairs, the City of Melrose Department of Public Works Engineering Division is proud to report that we have qualified for and received an award of \$100,868.

The City will be partnered with the Mystic River Watershed Association and the project will consist of 15 constructed stormwater street trenches located throughout the Mystic River Watershed (MyRW) in Melrose. These cost-effective retrofit designs take advantage of existing infrastructure to create small-scale distributed phosphorus control measures, as called for by EPA's 2020 Alternative TMDL Report for the MyRW. This project is an extension of a larger effort to create hundreds of distributed small-scale green infrastructure installations across the watershed, taking advantage of cost-effect opportunities in an urbanized landscape to restore a measure of natural hydrology and to reduce nutrient pollution.

This award goes a long way to support the City's efforts to reduce stormwater runoff pollutants and increase water quality to Ell Pond and to the Mystic River.

**We formally request acceptance of this grant award of \$100,868 from the EEEA Office.** This is a reimbursement grant that will be initially funded using an account assigned by the finance department. Reimbursement requests will be made on a quarterly basis to replenish the fund(s) noted above.

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# CITY OF MELROSE

*In City Council*

*September 19, 2022*

## AN ORDER

### ORDER-2023-15

Acceptance of Two Grants from the Commonwealth of Massachusetts Community Compact Best Practices Program in the amounts of \$35,000 and \$25,000

Offered by Mayor Paul Brodeur

## BE IT ORDERED

Through the Mayor's Office, the City of Melrose recently applied for and received two grants from the Commonwealth of Massachusetts Community Compact Best Practices Program: \$35,000 for capital planning and \$25,000 for fleet management. **There is no match required for these grants and the City has up to two years to spend the funds.**

The Community Compact is a voluntary, mutual agreement entered into between the Executive Office for Administration and Finance and individual cities and towns of the Commonwealth. In a Community Compact, a community will agree to implement at least one best practice selected from across a variety of areas. The community's chosen best practice(s) are reviewed between the Commonwealth and the municipality to ensure that the best practice(s) chosen are applicable to the municipality and reflect needed areas of improvement.

### FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

09/19/22 City Council

ASSIGNED TO COMMITTEE

|                  |                                                                                             |
|------------------|---------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ASSIGNED TO COMMITTEE</b>                                                                |
| 09/22/22         | Appropriations and Oversight                                                                |
| <b>RESULT:</b>   | <b>OUGHT TO PASS [9 TO 0]</b>                                                               |
| <b>MOVER:</b>    | Ryan Williams                                                                               |
| <b>SECONDER:</b> | Jack Eccles                                                                                 |
| <b>AYES:</b>     | Migliorelli, MacMaster, Eccles, Garipay, Jamaledine, Stewart, Karamcheti, Williams, Cinella |
| <b>ABSENT:</b>   | John Obremski                                                                               |
| <b>EXCUSED:</b>  | Jen Grigoraitis                                                                             |

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Order 2023-15

Meeting of September 19, 2022

In the City Council  
Ordained Roll Call

Passed September 19, 2022

Kristin Foote, Clerk

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Christopher Cinella, President  
City Council

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Paul Brodeur, Mayor

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Date

---

Date

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## CITY OF MELROSE

PAUL BRODEUR  
Mayor

## OFFICE OF THE MAYOR

City Hall, 562 Main Street  
Melrose, Massachusetts 0217  
Telephone - (781) 979-444

### MEMORANDUM

To: Melrose City Council  
From: Margot Fleischman, Director of Strategic Initiatives and Communications;  
Patrick Dello Russo, City Auditor/CFO;  
Denise Gaffey, Director of Planning and Community Development  
Re: Community Compact Best Practices Grant for Capital Planning (\$35,000)  
Date: September 6, 2022

Through the Mayor's Office, the City of Melrose recently applied for and has received two grants (\$35,000 for capital planning and \$25,000 for fleet management) from the Commonwealth of Massachusetts Community Compact Best Practices Program. The full amount of each grant will be paid within 45 days of the execution of the contract, and we have until two years from the signing date to complete the project. **There is no match required for these grants.**

The Community Compact is a voluntary, mutual agreement entered into between the Executive Office for Administration and Finance and individual cities and towns of the Commonwealth. In a Community Compact, a community will agree to implement at least one best practice selected from across a variety of areas. The community's chosen best practice(s) are reviewed between the Commonwealth and the municipality to ensure that the best practice(s) chosen are applicable to the municipality and reflect needed areas of improvement.

Eligible communities could apply for up to two best practice areas for the FY23 Community Compact grant program. The two best practice areas Melrose applied for were:

1. **Financial Management Best Practice:** Prepare a Capital Improvement Plan that reflects a community's needs, is reviewed and updated annually, and fits within a financing plan that reflects the community's ability to pay;
2. **Asset and Infrastructure Management Best Practice:** Develop a Multi-Year Vehicle Maintenance and Replacement Plan for their municipal vehicle fleet.

In our application for a **Financial Management Best Practice**, we articulated the need to build upon and improve our capital planning (CIP) process in order to develop a multi-year capital plan for the City that matches anticipated capital needs with available resources, with the goal of effective and fiscally responsible management of the City's capital assets and infrastructure.

We will use the grant funding to engage the assistance of a qualified consultant tasked with developing a comprehensive, five-year capital improvement plan that will not only address current needs, but also

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serve as the foundation of an annual process of reassessing capital assets and available financial resources. In collaboration with the City Auditor/CFO, the consultant will develop a proposed capital investment strategy and budget for each year of the five-year plan. As necessary, the project team will work the City's financial advisor and bond counsel to review current and future year budget and debt projections, history of new growth, stabilization fund balances, free cash, etc. to determine what resources might be made available over the five years for investment in capital projects.

We look forward to working together to take our capital planning to the next level by developing a comprehensive CIP document that outlines the City's capital investment strategy and proposed five-year project plan and budget, and we respectfully request Council acceptance of this \$35,000 grant award.



## CITY OF MELROSE

PAUL BRODEUR  
Mayor

## OFFICE OF THE MAYOR

City Hall, 562 Main Street  
Melrose, Massachusetts 0217  
Telephone - (781) 979-444

### MEMORANDUM

To: Melrose City Council  
From: Margot Fleischman, Director of Strategic Initiatives and Communications  
Elena Proakis Ellis, DPW Director  
Re: Community Compact Best Practices Grant – Fleet Management (\$25,000)  
Date: September 6, 2022

Through the Mayor's Office, the City of Melrose recently applied for and has received two grants (\$35,000 for capital planning and \$25,000 for fleet management) from the Commonwealth of Massachusetts Community Compact Best Practices Program. The full amount of each grant will be paid within 45 days of the execution of the contract, and we have until two years from the signing date to complete the project. **There is no match required for these grants.**

The Community Compact is a voluntary, mutual agreement entered into between the Executive Office for Administration and Finance and individual cities and towns of the Commonwealth. In a Community Compact, a community will agree to implement at least one best practice selected from across a variety of areas. The community's chosen best practice(s) are reviewed between the Commonwealth and the municipality to ensure that the best practice(s) chosen are applicable to the municipality and reflect needed areas of improvement.

Eligible communities could apply for up to two best practice areas for the FY23 Community Compact grant program. The two best practice areas Melrose applied for were:

1. **Financial Management Best Practice:** Prepare a Capital Improvement Plan that reflects a community's needs, is reviewed and updated annually, and fits within a financing plan that reflects the community's ability to pay;
2. **Asset and Infrastructure Management Best Practice:** Develop a Multi-Year Vehicle Maintenance and Replacement Plan for their municipal vehicle fleet.

In our application for our **Asset and Infrastructure Management Best Practice**, we articulated the need for the Department of Public Works to improve its fleet management operations in order to create a multi-year vehicle replacement plan that allows the City to meet both industry recommendations for vehicle life span and the City's goals for fleet electrification.

Melrose has an aging fleet, exceeding the expected life both in miles and age on the majority of vehicles in service. While DPW works on an annual basis to identify specific vehicles and equipment that should be targeted for replacement, the lack of a comprehensive multi-year vehicle replacement plan has the potential to both jeopardize the levels of services that residents have come to expect and create safety

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hazards for DPW staff. Furthermore, the City has recently adopted electric vehicle (EV) replacement policies and invested time in planning for fleet electrification in partnership with National Grid Fleet Advisory Services Program. National Grid assessed the economic feasibility of electrification of the Melrose fleet and identified 119 on-road vehicles, 99 that have EV options available, and 24 of those that would be beneficial to convert over the next 15 years.

We will use the grant funding to engage the assistance of a consultant who will be tasked with removing operational impediments to the implementation of a comprehensive fleet management plan, assist in optimizing the in-place software system (Mitchell1), and identify training opportunities and materials and other operational changes that are needed to successfully operationalize modern fleet management in the Department of Public Works.

We anticipate that the Community Compact Best Practices grant for fleet management will complement the City's other Best Practice area by developing a robust, data-driven fleet replacement schedule that will be integrated into our long-range capital planning (for more details on the CIP project, please see the corresponding memo for that grant acceptance).

We look forward to working together on this timely initiative and we respectfully request Council acceptance of this \$25,000 grant award.





# CITY OF MELROSE

*In City Council*

*September 19, 2022*

## AN ORDER

### ORDER-2023-16

Authorizing a Bond for the purchase of landscaping equipment necessary to run Mt Hood Golf Course

Offered by Mayor Paul Brodeur

## BE IT ORDERED

### BE IT ORDERED

That the City appropriates \$563,000 to pay costs of purchasing equipment for the Mt. Hood Golf Course, 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.

Pursuant to Section 56-14 of the City Ordinances, attached is a projection of the principal and interest costs on the bonds proposed to be authorized by the following loan order under consideration by the City Council. The payment schedule attached assumes a 10-year borrowing term, an interest rate assumption of 3.5% over the life of the borrowing, and a level debt service payment schedule. The debt service on these bonds will be paid from the Mt. Hood Enterprise Fund and will have no impact on the enterprise fund rates."

### FINANCIAL IMPACT:

See Attached

09/19/22 City Council ASSIGNED TO COMMITTEE

|                  |                                                                 |
|------------------|-----------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ASSIGNED TO COMMITTEE</b>                                    |
| 09/22/22         | Appropriations and Oversight                                    |
| <b>RESULT:</b>   | <b>OUGHT TO PASS [5 TO 4]</b>                                   |
| <b>MOVER:</b>    | Christopher Cinella, President, ex officio                      |
| <b>SECONDER:</b> | Shawn M. MacMaster                                              |
| <b>AYES:</b>     | MacMaster, Eccles, Garipay, Karamcheti, Cinella                 |
| <b>NAYS:</b>     | Leila Migliorelli, Maya Jamaledine, Robb Stewart, Ryan Williams |
| <b>ABSENT:</b>   | John Obremski                                                   |
| <b>EXCUSED:</b>  | Jen Grigoraitis                                                 |

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

Order 2023-16

Meeting of September 19, 2022

In the City Council  
Ordained Roll Call

Passed September 19, 2022

Kristin Foote, Clerk

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Christopher Cinella, President  
City Council

---

Paul Brodeur, Mayor

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Date

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Date

Minutes Acceptance: Minutes of Sep 19, 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:** September 1, 2022

**Re:** Loan Order – Golf Course Equipment Bonds

### BE IT ORDERED

That the City appropriates \$563,000 to pay costs of purchasing equipment for the Mt. Hood Golf Course, 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.

Pursuant to Section 56-14 of the City Ordinances, attached is a projection of the principal and interest costs on the bonds proposed to be authorized by the following loan order under consideration by the City Council. The payment schedule attached assumes a 10-year borrowing term, an interest rate assumption of 3.5% over the life of the borrowing, and a level debt service payment schedule. The debt service on these bonds will be paid from the Mt. Hood Enterprise Fund and will have no impact on the enterprise fund rates."

FINANCIAL IMPACT: See attached

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

**City of Melrose, Massachusetts**

\$563,000 General Obligation Golf Equipment Bonds Dated September 15, 2023

Level Debt

10 years - Tax Exempt

**Debt Service Schedule**

| Date         | Principal           | Coupon   | Interest            | Total P+I           |
|--------------|---------------------|----------|---------------------|---------------------|
| 06/30/2024   | -                   | -        | 9,852.50            | 9,852.50            |
| 06/30/2025   | 48,000.00           | 3.500%   | 18,865.00           | 66,865.00           |
| 06/30/2026   | 50,000.00           | 3.500%   | 17,150.00           | 67,150.00           |
| 06/30/2027   | 50,000.00           | 3.500%   | 15,400.00           | 65,400.00           |
| 06/30/2028   | 55,000.00           | 3.500%   | 13,562.50           | 68,562.50           |
| 06/30/2029   | 55,000.00           | 3.500%   | 11,637.50           | 66,637.50           |
| 06/30/2030   | 55,000.00           | 3.500%   | 9,712.50            | 64,712.50           |
| 06/30/2031   | 60,000.00           | 3.500%   | 7,700.00            | 67,700.00           |
| 06/30/2032   | 60,000.00           | 3.500%   | 5,600.00            | 65,600.00           |
| 06/30/2033   | 65,000.00           | 3.500%   | 3,412.50            | 68,412.50           |
| 06/30/2034   | 65,000.00           | 3.500%   | 1,137.50            | 66,137.50           |
| <b>Total</b> | <b>\$563,000.00</b> | <b>-</b> | <b>\$114,030.00</b> | <b>\$677,030.00</b> |

**Yield Statistics**

23-9-15 Golf Equip \$500 T | SINGLE PURPOSE | 8/30/2022 | 4:49 PM

Hilltop Securities, Inc.  
Public Finance

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

**From:** [Joe Pelrine via Melrose MA](#)  
**To:** [City Council](#)  
**Subject:** Form submission from: Contact Us  
**Date:** Monday, September 19, 2022 11:11:43 AM

---

Submitted on Monday, September 19, 2022 - 11:11am

Submitted values are:

Message:

Happy Monday All! I am looking at tonight's meeting agenda. It looks like the city wants to float a bond for landscape equipment for the Mt. Hood golf course. 563.000 thousand. Doesn't the city have a contract with a management company to maintain the course? Not sure why equipment is being purchased when there is a contract in place. Can you ask about this? Also, there is no list posted of what they want to purchase. Can you ask about this? 563.000.00 is a lot of lawnmowers! I look forward to viewing the meeting later this week.

Thanks

Joe

==Please provide the following information==

Your Name: J Pelrine

Your E-mail Address:

Organization:

Phone Number:

==Address==

Street: 70 Howard Street

City: Melrose

State: Massachusetts

Zipcode: 02176

The results of this submission may be viewed at:

<https://www.cityofmelrose.org/node/15943/submission/44976>

\*\*\*\*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 Sep 19, 2022 7:45 PM (Reading of the Minutes)



# CITY OF MELROSE

*In City Council*

*September 19, 2022*

## AN ORDER

### ORDER-2023-17

Appointment of Michael Barry, 910 Main St., to the Melrose Housing Authority, for a one-year term, said term to expire on the first Monday of March 2023.

Offered by Mayor Paul Brodeur

## BE IT ORDERED

Appointment of Michael Barry, 910 Main St., to the Melrose Housing Authority for a one-year term; said term to expire on the first Monday of March 2023. Mr. Barry's term would replace the term of Francis Paglia, who has since resigned from the Housing Authority.

### FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

09/19/22 City Council

ASSIGNED TO COMMITTEE

**RESULT:** ASSIGNED TO COMMITTEE

09/22/22 Appropriations and Oversight

HOLD

**RESULT:** HOLD [9 TO 0]

**AYES:** Migliorelli, MacMaster, Eccles, Garipay, Jamaledine, Stewart, Karamcheti, Williams, Cinella

**ABSENT:** John Obremski

**EXCUSED:** Jen Grigoraitis

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

Order 2023-17

Meeting of September 19, 2022

In the City Council  
Ordained Roll Call

Passed September 19, 2022

Kristin Foote, Clerk

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Christopher Cinella, President  
City Council

---

Paul Brodeur, Mayor

---

Date

---

Date

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

Michael P. Barry  
910 Main St. Apt. 316  
Melrose MA 02176

Lily Wall  
Office of the Mayor  
Melrose City Hall  
562 Main St  
Melrose MA 02176

Dear Lily,

Thank you for providing this opportunity for me to enter my name as a person of interest to be considered for appointment to the Melrose Housing Authority Board. I believe my professional background would allow me to be a contributing member of the Melrose Housing Authority Board.

Sincerely,

Michael P. Barry



Michael P. Barry  
910 Main St. Apt 316  
Melrose MA 02176

# Town of Wakefield

- Dept head of town's computer department
- Served on Town Employees Credit Union board of directors
- Tabulation Commissioner responsible for election results tabulation.

## Medford-Malden Lodge of Elks

- Member 48 years
- Board of Trustees 20 years
- Served as: Esquire Lecturing, Loyal and Leading Knight; Chairman of Flag Day ritual multiple years. Awards: Elk of the year, Officer of the year,

Honorary Life Member and special citation for years of service leading the Flag Day Ritual.

### Professional History

- Town of Wakefield
- AZREX a software development company of query package
- AIM a mutual fund software vendor
- AT and T a transfer agency established to track Ma Bell diversification.
- Kemper Financial mutual fund transfer agency
- DST the largest mutual fund processor
- USAA special assignment to transition software for mutual fund and brokerage systems into Y2K.

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)



PAUL BRODEUR  
*Mayor*

## CITY OF MELROSE

### OFFICE OF THE MAYOR

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

### MEMORANDUM

To: Melrose City Council  
From: Mayor Paul Brodeur  
Re: Melrose Housing Authority  
Date: September 6, 2022

I respectfully request the Honorable City Council confirm the appointment of Michael Barry, 910 Main St., to the Melrose Housing Authority for a one-year term; said term to expire on the first Monday of March 2023. Mr. Barry's term would replace Francis Paglia's, who has resigned from the Housing Authority.

Mr. Barry's professional experience, contributions to our neighboring communities, such as the town of Wakefield, and 20 years of service as a Trustee for the Medford-Malden Lodge of Elks qualify him to replace MR. Paglia's role on the Melrose Housing Authority.

I'm thrilled that such a civically engaged individual has joined the Melrose community, and I am honored to submit his appointment for the Housing Authority.

I thank you in advance for your consideration.

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)



# CITY OF MELROSE

*In City Council*

*September 19, 2022*

## AN ORDER

### ORDER-2023-18

Appointment of Susan Lawson Cann to Melrose Cemetery Commission

Offered by Mayor Paul Brodeur

## BE IT ORDERED

Appointment of Susan Lawson Cann to the Melrose Cemetery Commission with a term set to expire on the last day of February 2024.

### FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

09/19/22

City Council

ASSIGNED TO COMMITTEE

**RESULT:**

**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

Order 2023-18

Meeting of September 19, 2022

In the City Council  
Ordained Roll Call

Passed September 19, 2022

Kristin Foote, Clerk

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Christopher Cinella, President  
City Council

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Paul Brodeur, Mayor

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Date

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Date

Minutes Acceptance: Minutes of Sep 19, 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: Melrose City Council  
From: Mayor Paul Brodeur  
Re: Melrose Cemetery Commission  
Date: September 13, 2022

I respectfully request the Honorable City Council confirm the appointment of Susan Lawson Cann, 123 West Foster, to the Melrose Cemetery Commission. Ms. Cann's appointment replaces the membership of Doug MacDonald, whose appointment was set to expire on the last day of February 2024. Doug who passed away in August, but his commitment, passion, and good humor were a model for all who serve the public.

A Melrose resident for 42 years, Ms. Cann is eager to apply her many years of dedication to the community through her time serving on the Melrose School Committee and, in particular, her time as a six-year member of the Board of the Park Commission.

Thank you for your consideration.

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

September 11, 2022

The Honorable Paul Brodeur  
Office of the Mayor  
Melrose City Hall  
562 Main Street  
Melrose, MA 02176

Re: Melrose Cemetery Commission

Dear Mayor Brodeur:

This letter is written to express my desire to become a member of the Board for the Melrose Cemetery Commission. I have been a resident of the city for 42 years. During that time, I contributed to the care and management of the:

- The public schools, as a 10-year member of the School Committee, and
- The Mount Hood Memorial Park and Golf Course and all City playing fields as a six-year member of the Board of the Park Commission.

My work on the School Committee and the Park Commission has provided me with an insight into and appreciation of the community that will enable me to become an effective member of the Cemetery Commission. It would be an honor to continue my service to Melrose as a member of the Board.

I look forward to hearing back from you regarding the next steps in the application process.

Best regards,



Susan Lawson Cann  
123 East Foster Street  
Melrose, MA 02176  
[suecannendo@outlook.com](mailto:suecannendo@outlook.com)  
617.306.7019

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)



# CITY OF MELROSE

*In City Council*

*September 19, 2022*

## AN ORDER

### ORDER-2023-19

Appointment of Francis X. Wright Melrose Board of Registrars of Voters

Offered by Mayor Paul Brodeur

## BE IT ORDERED

Appointment of Francis X. Wright Melrose Board of Registrars of Voters to serve a three-year term.

### FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

09/19/22

City Council

ASSIGNED TO COMMITTEE

**RESULT:**

**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)



Order 2023-19

Meeting of September 19, 2022

In the City Council  
Ordained Roll Call

Passed September 19, 2022

Kristin Foote, Clerk

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Christopher Cinella, President  
City Council

---

Paul Brodeur, Mayor

---

Date

---

Date

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)



PAUL BRODEUR

*Mayor*

## CITY OF MELROSE

### OFFICE OF THE MAYOR

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

### MEMORANDUM

To: Melrose City Council  
From: Mayor Paul Brodeur   
Re: Melrose Board of Registrars of Voters  
Date: September 13, 2022

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I respectfully request the Honorable City Council confirm the appointment of Francis X. Wright, 191 Florence Street, a registered Democrat, to the Melrose Board of Registrars of Voters to fill the existing vacancy on the Board and serve a three-year term.

Mr. Wright served the community for 14 years as an Alderman/City Councilor and professionally served the City of Somerville for 23 years as a municipal attorney. He is eager to put his background in municipal government, and his recent experience as a Clerk during the September 6, 2022 primary election, to work as a member of the Board of Registrars of Voters.

Thank you for your consideration.

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

**Melrose Democratic City Committee  
Candidates Endorsed for the Vacancy on the Board of Registrars of Voters**

**Candidate One:**

Francis X. Wright  
191 Florence Street  
781-854-2621  
[fxwright@yahoo.com](mailto:fxwright@yahoo.com)

As a registered Democrat, I am interested in the vacancy on the Melrose Board of Registrars of Voters.

My related experience includes:

Serving 23 years as a municipal attorney for the City of Somerville. As such, I advised Somerville Election Commissioners on a variety of election law issues.

Serving 14 years as an Alderman/City Councilor, I was a candidate in seven (7) elections, including three (3) contested preliminaries.

Finally, I will be serving as a Clerk during the September 6, 2022 primary election.

The following is a link to my LinkedIn profile:  
<https://www.linkedin.com/in/frank-wright-2b38bb1a>

Please let me know if you have any questions. Thank you.



# CITY OF MELROSE

*In City Council*

*September 19, 2022*

## AN ORDER INFO-2023-6

Status of the Melrose Public Library Construction

Offered by

## BE IT ORDERED

BE IT ORDERED that the Office of Community Development and Planning Director Ms. Denise Gaffey, Chief Financial Officer Mr. Patrick Dello Russo, and any member of the administration that Mayor Paul Brodeur deems appropriate, appear before the City Council to provide an update regarding the Melrose Public Library Construction Project.

Specifically, this Order seeks information regarding the final construction bid with cost(s), budgetary status, construction commencement date, construction schedule and any other items that the Committee considers relevant regarding this project.

Submitted By

Councilor Mark D. Garipay, Ward 4

Councilor Robb Stewart, Ward 3

09/19/22      City Council      **ASSIGN TO COMMITTEE**

**RESULT:**      **ASSIGN TO COMMITTEE**

**Next: 10/3/2022 7:30 PM**

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

Informational 2023-6

Meeting of September 19, 2022

In the City Council  
Ordained Roll Call

Passed September 19, 2022

Kristin Foote, Clerk

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Christopher Cinella, President  
City Council

---

Paul Brodeur, Mayor

---

Date

---

Date

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

**From:** [Garipay, Mark](#)  
**To:** [City Council](#)  
**Cc:** [Foote, Kristin](#); [Ghobrial, Andrew](#)  
**Subject:** Fwd: Library  
**Date:** Saturday, August 20, 2022 8:01:20 AM

---

All,

Councilor Stewart and I had sent inquiries to the administration requesting an update on the library project, cost and final bid numbers. We received the following response that I thought I would share so we all have the information. It took me a while but I did and still do support the library project but I want to make sure we are kept informed during the project and that we do not have any surprises with additional fund request.

Sent from my iPhone

Begin forwarded message:

**From:** "Gaffey, Denise"  
**Date:** August 15, 2022 at 6:08:01 PM EDT  
**To:** "Garipay, Mark" , \*Mayor Brodeur  
 Dello Russo, Patrick"

**Cc:** "Stewart, Robert" , "Gardener, Linda"  
**Subject:** RE: Library

Hi Mark and Robb,

Thank you both for your recent inquiries regarding the Library Project. I appreciate and share your concerns about the volatility in the construction industry at this time. Cost escalations have been dramatic, and scarcity and long lead times on certain items have created a lot of uncertainty. At times like this (although these conditions are unprecedented in many ways), the uncertainty can contribute to higher-than-expected bid prices as contractors try to hedge their bets on the future. We are hearing this from the experts in the field, including our design and project management team and our cost estimator, and we have been making adjustments to the project where we can in order to prepare.

In terms of cost estimates, we have had professional estimates done by PM & C, our cost estimator, at every stage of design. As the estimates have shown increasing costs, we have modified the scope and value engineered the project to remove items or change materials to less costly products or products that are more widely available. We have also removed some items from the base scope to be bid as alternates, which we will only award if the bids are favorable.

It is not possible to completely ease your concerns or to tell you that the appropriation that the Council approved will be adequate to cover the full costs of

the project given how unprecedented this situation is and how dramatically the market has changed since the authorization occurred last year. I can tell you that our recent cost estimate still has us on budget given the adjustments we have made; but we all remain concerned that, despite our best efforts, we could see high bids. Also, while we are doing everything we can to keep the scope of the project in line with the original estimate, we never had a lot of room for scope reductions because the new building will be only slightly larger in programming space than the existing building. We can't make the building smaller and meet the needs of the library or remain in compliance with the requirements of the grant funding agency.

What I can also assure you of is the fact that we are pursuing every opportunity to secure other sources of funds to offset potential cost increases, including applying for grants and incentive funds for our sustainability measures, securing ARPA funds for the HVAC upgrades, and fundraising.

The project is currently out to bid. We will have bids from General Contractors on September 14 and at that time we will have a clearer picture of where things stand with the construction budget. We have had strong interest in the project from contractors, which is a positive sign, and we hope that most if not all of the 11 firms we pre-qualified will bid on the project and provide competitive bids.

We look forward to providing an update on the project once the bids are in. In the meantime, do not hesitate to reach out to me if I can provide any additional information.

Best,  
Denise

*Denise M. Gaffey*  
*Director and City Planner*  
*Office of Planning and Community Development*  
*City of Melrose*  
*562 Main Street*  
*Melrose, MA 02176*  
*(781) 979-4194*  
[dgaffey@cityofmelrose.org](mailto:dgaffey@cityofmelrose.org)

---

**From:** Garipay, Mark <mgaripay@CityofMelrose.org>  
**Sent:** Saturday, August 13, 2022 3:10 PM  
**To:** \*Mayor Brodeur <pbrodeur@CityofMelrose.org>; Gaffey, Denise <DGAFFEY@CityofMelrose.org>; Dello Russo, Patrick <PDelloRusso@CityofMelrose.org>  
**Subject:** Library

Dear Mayor, Denise and Patrick,

I am growing more concerned regarding the state of the library project and I was hoping that you could assist me in easing these concerns.

Over the last 6 months we've seen dramatic cost escalations as well as significant increases in interest rates. These impacts are greater than anyone could have anticipated. I have witnessed this in my job trying to secure equipment and listening to my clients, many who supply the building industry. I know this unfortunate situation we find ourselves in will affect public and private construction costs and financing.

1. Have you received a new cost estimate for the project? If not, why not? Has our architectural firm or other professionals working on this project offered any opinions or expressed any concerns regarding the current project cost / contingency?
2. Is the current appropriation that the City Council approved adequate for the bid amount?
3. Has the interest rate used to calculate the project cost been adjusted? If it has what is the new rate being used and what is the dollar impact.

I look forward to the answers to these questions.

Thanks,  
Mark

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## City Council

Melrose City Hall  
Melrose, MA 02176

### ADOPTED

## LICENSE 2022-12

Meeting: 09/19/22 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.

### HISTORY:

06/06/22

City Council

GRANTED WITH RESTRICTIONS

**RESULT:** GRANTED [10 TO 1]

**MOVER:** Jen Grigoraitis, Ward 6

**SECONDER:** Mark Garipay, Ward 4

**AYES:** Eccles, Garipay, Grigoraitis, Jamaled dine, Karamcheti, Migliorelli, Obremski, Stewart, Williams, Cinella

**NAYS:** Shawn M. MacMaster

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)



Kristin Foote  
City Clerk

CITY OF MELROSE  
OFFICE OF THE 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.*

|                                   | <u>Current listing</u>                     | <u>Updated listing</u> |
|-----------------------------------|--------------------------------------------|------------------------|
| Business Name (If applicable)     | Melrose Holdings<br>Melrose Ave of Melrose |                        |
| Owner's Name                      | Kaitlyn Murphy                             |                        |
| Business Address                  | 531 Main St.                               |                        |
| Mailing Address                   |                                            |                        |
| Telephone Number of Owner         | [REDACTED]                                 |                        |
| Email Address of Owner (required) | Kaitlyn [REDACTED]                         |                        |
| 24 hour Emergency Contact info    | Kaitlyn [REDACTED]                         |                        |

Signature of petitioner 1

*[Handwritten Signature]*

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](mailto:clerks@cityofmelrose.org)



**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: 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]  
Signature of Applicant or  
Corporate Name\*

By: Corporate Office  
(Mandatory, if applicable)

[Redacted] MAOM Holding Co  
(Voluntary) or  
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.*



**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:** *[Signature]* **Date:** 4-19-22

**Melrose Treasurer/Collector's Office - 781-979-4120**

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)



Kristin Foote  
City Clerk

**CITY OF MELROSE  
OFFICE OF THE 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:** MAM Holding Company  
**Address:** 531 Main St Melrose MA 02176  
**Phone:** 617 650 8833

**Are you an employer? Check the appropriate box:**

1. I am an 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 Bernocaso

**Expiration Date:** 4/16/22

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expirations date).

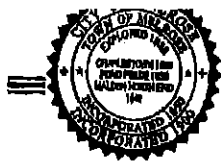
Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to \$250.00 a day against the violator.

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:**

CITY OF MELROSE  
OFFICE OF THE CITY CLERKKristin Foote  
City Clerk562 Main Street  
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: 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 |

 Michael L. Leff  
Police Department Authorization (signature and printed name)

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)





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 pd. JJA**

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 Sep 19, 2022 7:45 PM (Reading of the Minutes)



## CITY OF MELROSE

**MICHAEL L. LYLE**

*Chief*

## POLICE DEPARTMENT

Office of the Chief  
56 West Foster Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4461  
Facsimile - (781) 979-8051

### MEMORANDUM

**To:** Melrose City Council

**Cc:** Shannon T. Phillips, City Solicitor  
Charles E. Gill, Jr., Esq. (via electronic mail)

**From:** Chief Michael Lyle, Melrose Police Department

**Date:** September 6, 2022

**Re:** 531 Main Street - Madison Ave of Melrose License Extension

Honorable Council members:

Since June 6, 2022 when a Second Hand Dealer license was first issued to 531 Main Street - Madison Ave of Melrose - I have been in contact with applicant's counsel Attorney Gill to check on the progress of resolving various complaints made against the business.

As you are aware, these complaints were reviewed and looked at by me when reviewing the initial Second-Hand Dealer License Application filed by 531 Main Street - Madison Ave of Melrose - because they had shown up in our police system as having filed complaints to the Melrose Police Department about that business and location. Based on this and having a number of outstanding complaints and cases pending relative to the business at the time of the initial license application, I denied the "good standing" at that time as part of the licensing process.

With that information, City Council on June 6, 2022 granted the Applicant of 531 Main Street - Madison Ave of Melrose - a Second-Hand Dealer license in limited duration- set to expire on September 12, 2022. The matter is coming before you again for review on September 12, 2022. It is my understanding the Licensee is going to request an extension of the license through January 31, 2023.



As part of the current Licensing process for Second-Hand Dealers in Melrose, I have again reviewed the Applicant's standing at this time.

On August 10, 2022, I stopped in at 531 Main Street - Madison Ave of Melrose - to inspect the general business ledger and records keeping (as allowed by Ordinance). During the inspection of the records, all records appeared to be in order for the months of June, July, and August 2022 consistent with the License requirements of the Ordinance.

In speaking with Attorney Gill, I also understand that aside from assisting with records keeping and retention, he has helped Applicant since the date the license was issued prepare customer contracts that reinforce best business practices for this second-hand dealing/consignment business.

I was also informed by Attorney Gill in writing on September 2, 2022 that he has worked to resolve/address five complaints since the date of the initial licensing hearing, as follows:

- 1) Traci Picardi: Issue resolved by return of merchandise and payment of check on or about June 24th;
- 2) Susanna Bates: Issue resolved by payment of check on or about June 2nd;
- 3) Astride Crisphonte: Reached verbal agreement to resolve by paying her for handbag refund. Ms. Crisphonte emailed Attorney Gill acceptance of this payment to resolve - he is still waiting to hear back from individual to work out final signed agreement for resolution;
- 4) Beverly Maes: Madison Ave of Melrose received sweatshirts from complainant to sell on a 50/50 split. No sweatshirts have been sold and therefore, no money is due. Ms. Maes, Complainant is uninterested in return of the sweatshirts and has threatened to bring a business civil action against Madison Ave of Melrose. Attorney Gill is unaware of any civil action having been filed;
- 5) Jessica Connors: Attorney Gill has tried to reach out to complainant on a number of occasions having multiple conversations with her and it does not appear resolution is possible of her claims. Attorney Gill did assemble over 75 raffle items that were eventually delivered to Ms. Connors. However, there does not appear to be anything additional that can be done to try and resolve this complaint at this point.

Very shortly after the last License hearing on June 6, 2022, a new complaint came into the Melrose Police Department from an individual in Winthrop, Massachusetts regarding miscellaneous items Madison Ave of Melrose agreed to sell on a 50/50 split. The individual showed me a text message allegedly from Ms. Murphy stating one of the items had been sold and she would give the individual store credit (rather than proceeds from the sale). I have been in touch with Attorney Gill on this complaint and he has informed me he would work with the complainant and his client to resolve what I consider the one outstanding complaint. I plan to send him the report and information needed for him to contact the complainant this week.

Given the Applicant having met the Ordinance requirements for records keeping since the issuance of the License, and the resolution efforts and significant attention by Applicant to resolve outstanding complaints against her business as brought to light before and during the date of the last licensing hearing, I have no existing significant concerns that would cause me to deny Applicant's good standing at this time for a license extension through January 31, 2023.

As Police Chief for the City of Melrose I approve Applicant's good standing for a Second-Hand Dealer License extension through January 31, 2023.

Please note, I do not plan to be present at the September 12, 2022 Council meeting where you will discuss this license, but am available prior to that to speak with individual Councilors should you have questions.



# CITY OF MELROSE

*In City Council*

*September 19, 2022*

## AN ORDER

**RES-2023-3**

Childhood Cancer Awareness Month

Offered by

## BE IT ORDERED



## CITY OF MELROSE •IN CITY COUNCIL

Offered by Ward 3 Councilor Robb Stewart

### **In honor of September's Childhood Cancer Awareness Month**

**WHEREAS** the American Cancer Fund for Children and Kids Cancer Connection report cancer is the leading cause of death by disease among U.S. children between infancy and age 15. This tragic disease is detected in more than 16,000 of our country's young people every year. An estimated 400,000 children and adolescents are diagnosed with cancer globally each year; and

**WHEREAS** one in five of our nation's children loses his or her battle with cancer. Many infants, children and teens will suffer from long-term effects of comprehensive treatment, including secondary cancers; and

**WHEREAS** founded nearly thirty years ago by Steven Firestein, a member of the philanthropic Max Factor cosmetics family, the American Cancer Fund for Children, Inc., Kids Cancer Connection, Inc. and Lions Clubs International are dedicated to helping these children and their families; and

**WHEREAS** the American Cancer Fund for Children and Kids Cancer Connection provide a variety of vital patient psychosocial services to children undergoing cancer treatment at Boston Children's Hospital, Tufts Children's Hospital, Shriners Children's Boston, Dana Farber Children's Cancer Center, Mass General Hospital for Children, as well as participating hospitals throughout the country, thereby enhancing the quality of life for these children and their families; and

**WHEREAS** the American Cancer Fund for Children and Kids Cancer Connection also sponsor toy distributions, Laughternoon - Laughter is Healing, positive appearance programs, pet-assisted therapy, KCC

Supercar Experience, educational programs, and hospital celebrations in honor of a child's determination and bravery to fight the battle against childhood cancer.

**THEREFORE, BE IT RESOLVED** that the City Council recognizes and applauds these heroic efforts and records this outreach in the records of the City of Melrose on this 19th day of September, 2022.

**ATTEST: Members, Melrose City Council**

Christopher Cinella, President

Jack Eccles

Mark Garipay

Jennifer Grigoraitis

Maya Jamaledidine

Manual Karamcheti

Shawn M. MacMaster

Leila Migliorelli

John Obremski

Robb Stewart

Ryan Williams

09/19/22

City Council

PLACE ON FILE

|                  |                                                                                                                      |
|------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>PLACE ON FILE [UNANIMOUS]</b>                                                                                     |
| <b>MOVER:</b>    | Robb Stewart, Ward 3                                                                                                 |
| <b>SECONDER:</b> | Mark Garipay, Ward 4                                                                                                 |
| <b>AYES:</b>     | Eccles, Garipay, Grigoraitis, Jamaledidine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella |

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

Resolution 2023-3

Meeting of September 19, 2022

In the City Council  
Ordained Roll Call  
[Unanimous]

Passed September 19, 2022

Kristin Foote, Clerk

---

Christopher Cinella, President  
City Council

---

Paul Brodeur, Mayor

---

Date

---

Date

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)



# CITY OF MELROSE

*In City Council*

*September 19, 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**

|                |                            |
|----------------|----------------------------|
| <b>RESULT:</b> | <b>ASSIGN TO COMMITTEE</b> |
|----------------|----------------------------|

08/04/22      Public Service

08/15/22      City Council      **HOLD**

|                  |                                                                                                                    |
|------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>HOLD [UNANIMOUS]</b>                                                                                            |
| <b>MOVER:</b>    | Robb Stewart, Ward 3                                                                                               |
| <b>SECONDER:</b> | Jack Eccles, At-Large                                                                                              |
| <b>AYES:</b>     | Eccles, Garipay, Grigoraitis, Jamaledine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella |

09/19/22      City Council      **FILED**

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

|                  |                                                                                                                    |
|------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>FILED [UNANIMOUS]</b>                                                                                           |
| <b>MOVER:</b>    | Mark Garipay, Ward 4                                                                                               |
| <b>SECONDER:</b> | Shawn M. MacMaster, Ward 5                                                                                         |
| <b>AYES:</b>     | Eccles, Garipay, Grigoraitis, Jamaledine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella |

In the City Council  
Ordained Roll Call  
[Unanimous]

Passed September 19, 2022

Kristin Foote, Clerk

\_\_\_\_\_  
Christopher Cinella, President  
City Council

\_\_\_\_\_  
Paul Brodeur, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Minutes Acceptance: Minutes of Sep 19, 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

### MEMORANDUM

**TO:** Melrose City Council

**FROM:** Martha Grover, Sustainability Manager *MSG*

**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](mailto:mgrover@cityofmelrose.org) or 781-979-4195 as well if you have questions in advance.

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)





*Our plan to reduce greenhouse gas pollution to  
net zero by 2050*  
April 2022

# City of Melrose

# 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**

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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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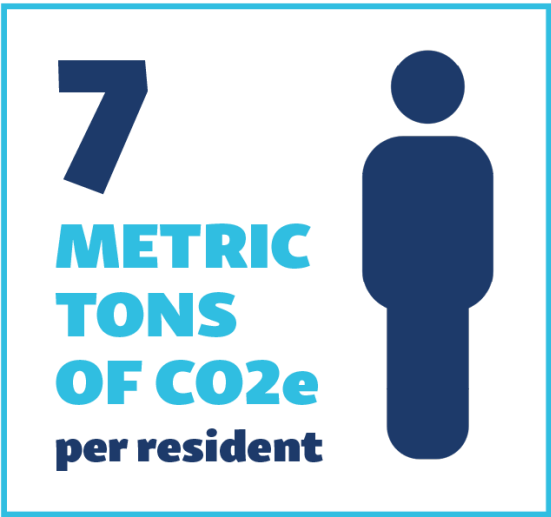
# Getting to Net Zero

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.

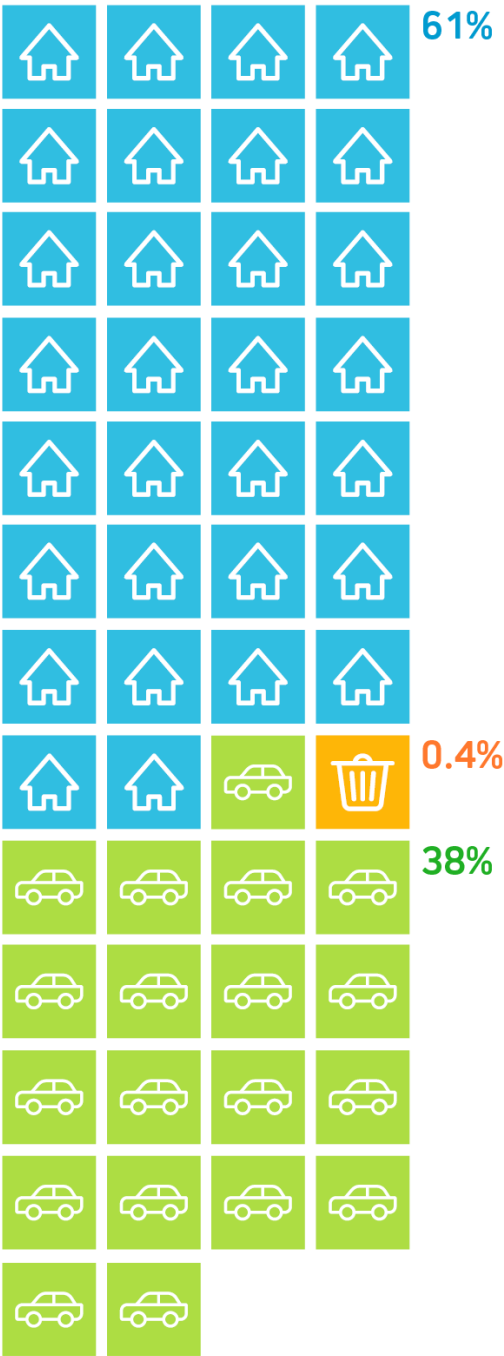
**IN 2017, OUR CITY  
WAS RESPONSIBLE  
FOR EMITTING**

**187,642**  
**METRIC TONS OF CO<sub>2</sub>e**

**in MELROSE  
THAT WORKS OUT TO**



**OUR EMISSIONS  
BREAKDOWN**



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## WHERE ARE WE STARTING?

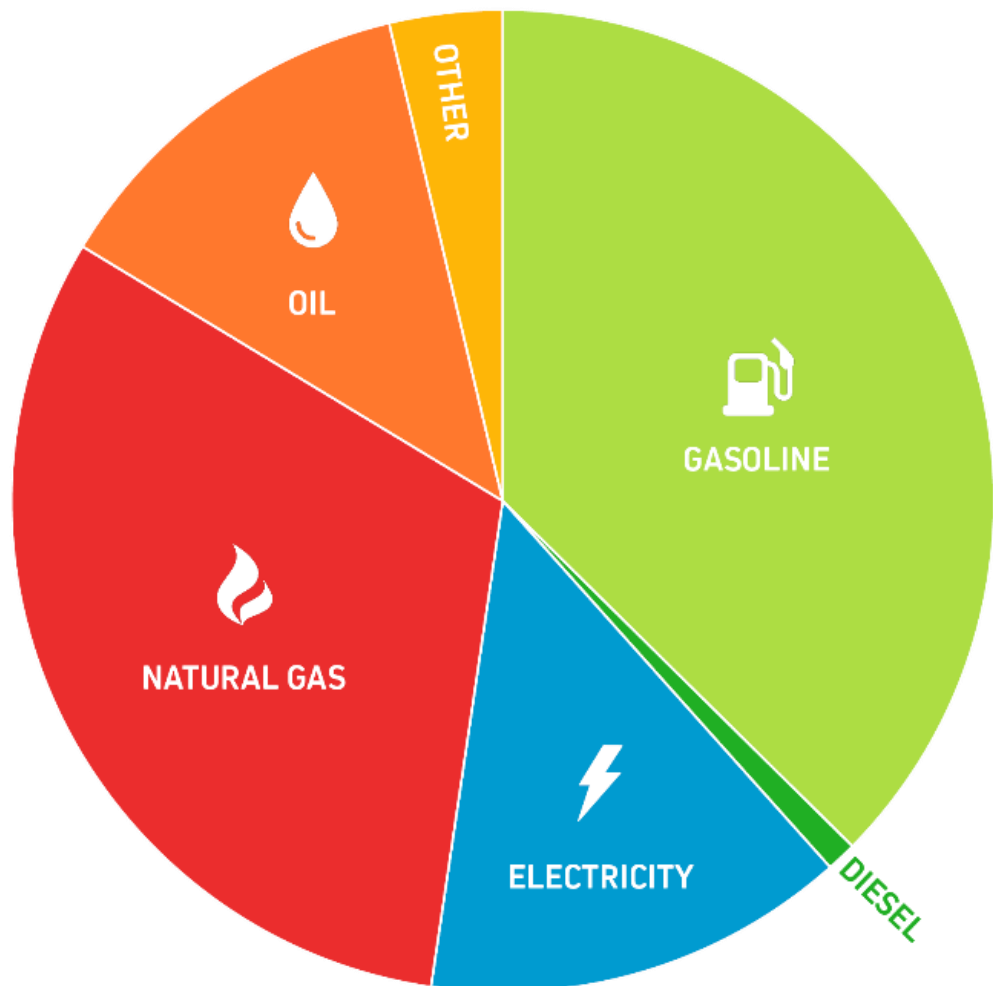
Every day, Melrose residents and businesses rely on fossil fuels to heat and cool our homes, keep the lights on, power our electronics and drive our cars. In doing so, we release **greenhouse gas emissions**.

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.

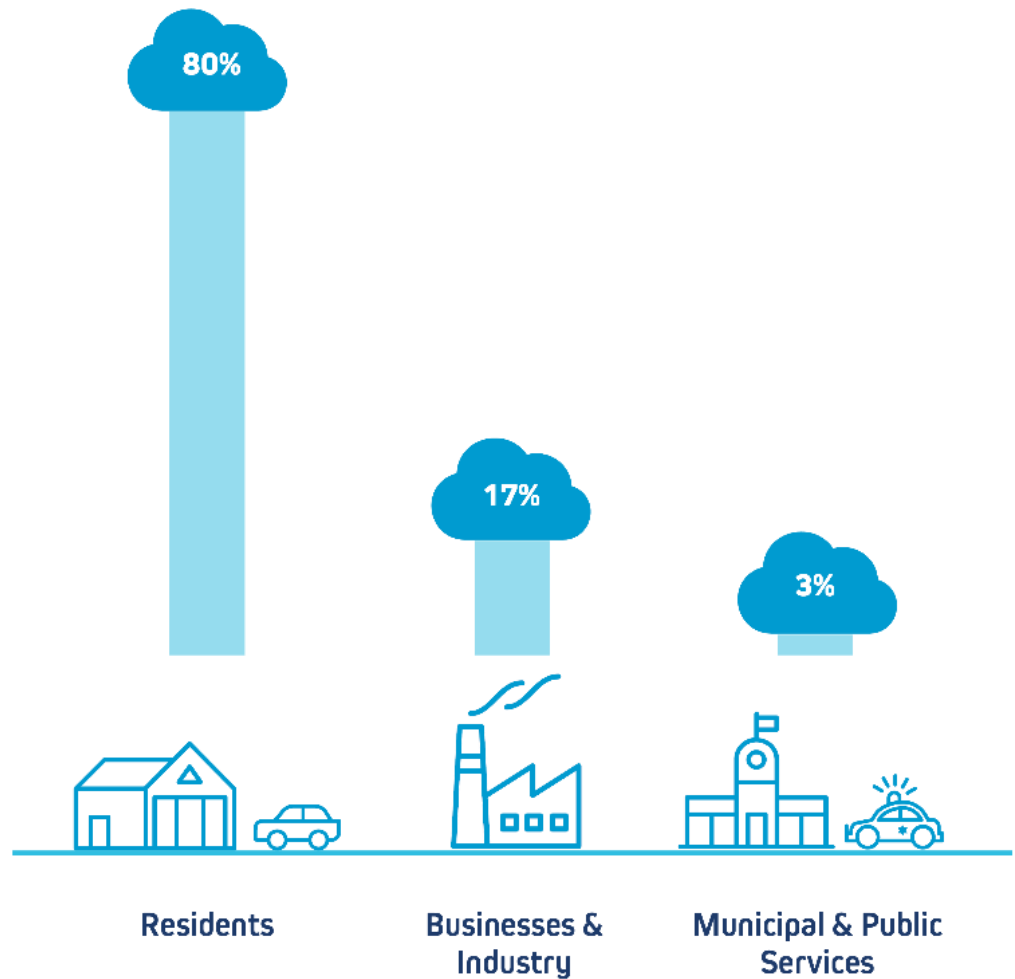


SOURCE: MELROSE'S 2017 GREENHOUSE GAS INVENTORY

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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.<sup>i</sup> 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.<sup>ii</sup> 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.<sup>iii</sup> Our net zero roadmap highlights the strategies that we can deploy locally to accelerate this transition over the next several years.



Source: Architecture2030.org



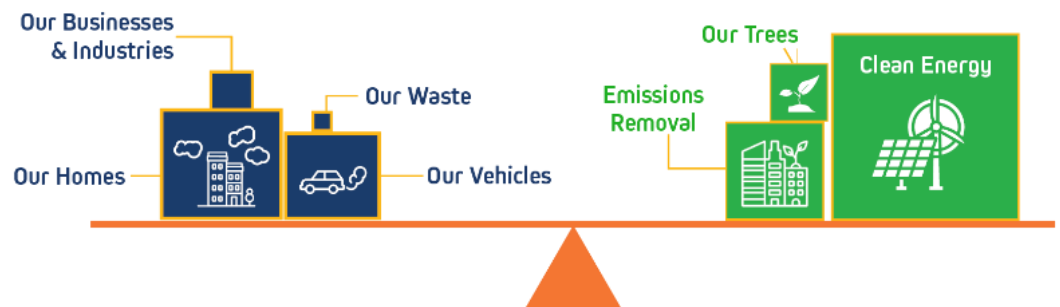
## WHAT DOES “NET ZERO” MEAN?

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!



## 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.<sup>iv</sup> 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.

## 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.

## 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





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



**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.



## 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: SUSTAINABLE MELROSE BOOTHS AT MELROSE'S SEPTEMBER 2019 VICTORIAN FAIR  
Melrose's 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.



# 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.

Make our homes and businesses super-efficient.



Electrify heating and cooking equipment.



Make walking, biking, and public transit the best way to get around.



## TODAY

## 2030

## 2050

All new buildings built to the state stretch energy code.  
24% of residents participate in the MassSave Program<sup>v</sup>

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.

Approximately 12% of homes rely on electric heating, primarily low efficiency electric baseboard heating.<sup>vi</sup>

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.

Approximately 27% of residents walk, bike, or take public transit to work.<sup>vii</sup>  
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.

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

**Electrify cars, trucks, buses, trains, and other ways we get around.**



Less than 0.1% of vehicles registered in Melrose are zero emissions.<sup>viii</sup>

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.<sup>ix</sup>

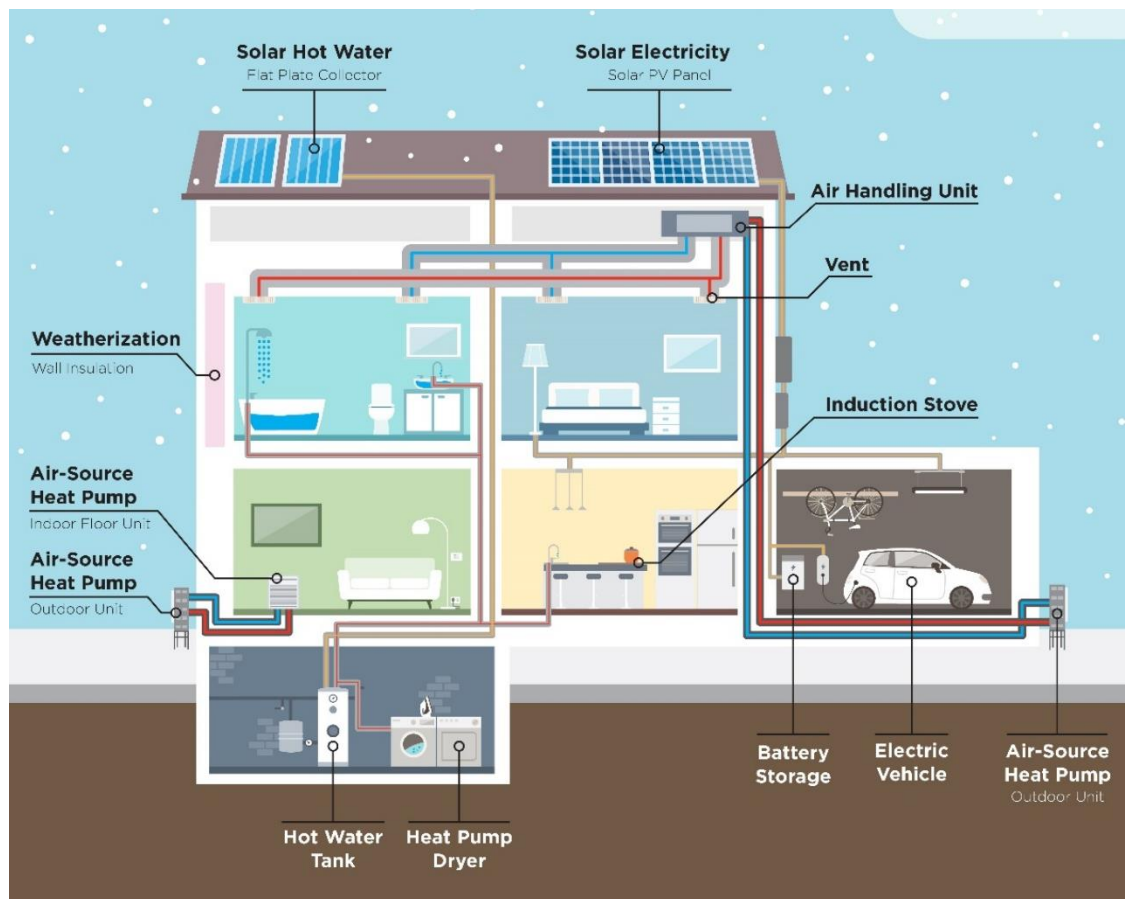
Our electricity supply comes from 100% carbon-free sources.

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

## 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

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

### 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.

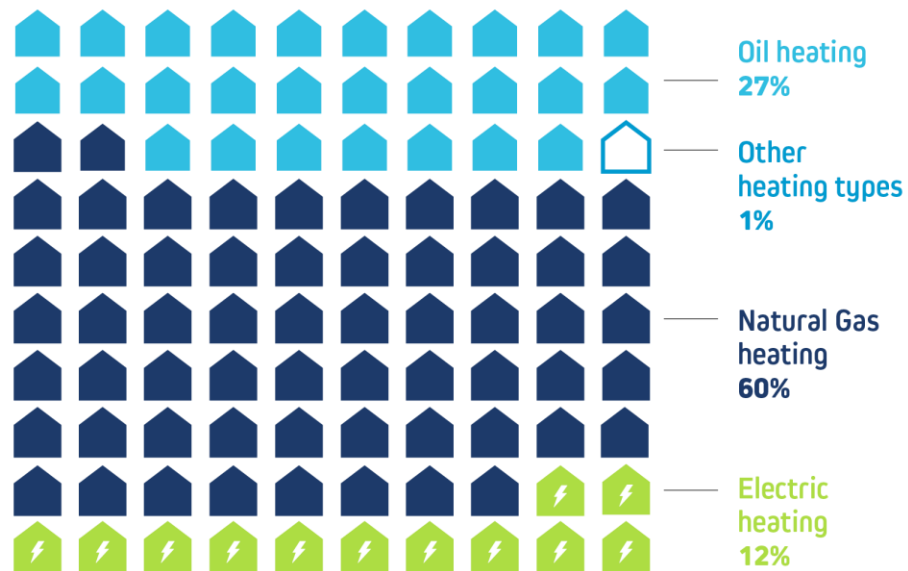
### INDUCTION COOKTOPS

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.

## 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.**

## 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.**

### 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.**



## **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).<sup>x</sup>

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



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.**

## 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.**

## 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.

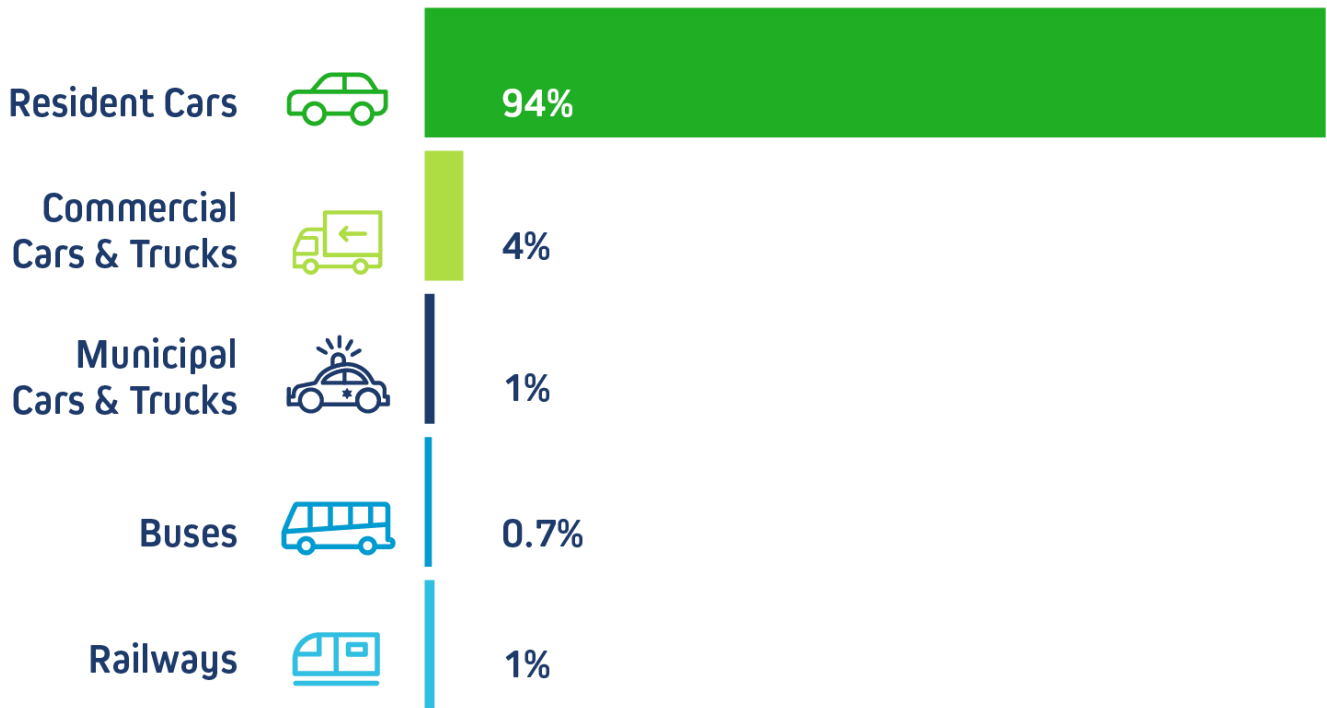


PHOTO ABOVE: MELROSE ELECTRIC VEHICLE SHOWCASE

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



## 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**

## **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.

**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.**



## 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.**

## 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.

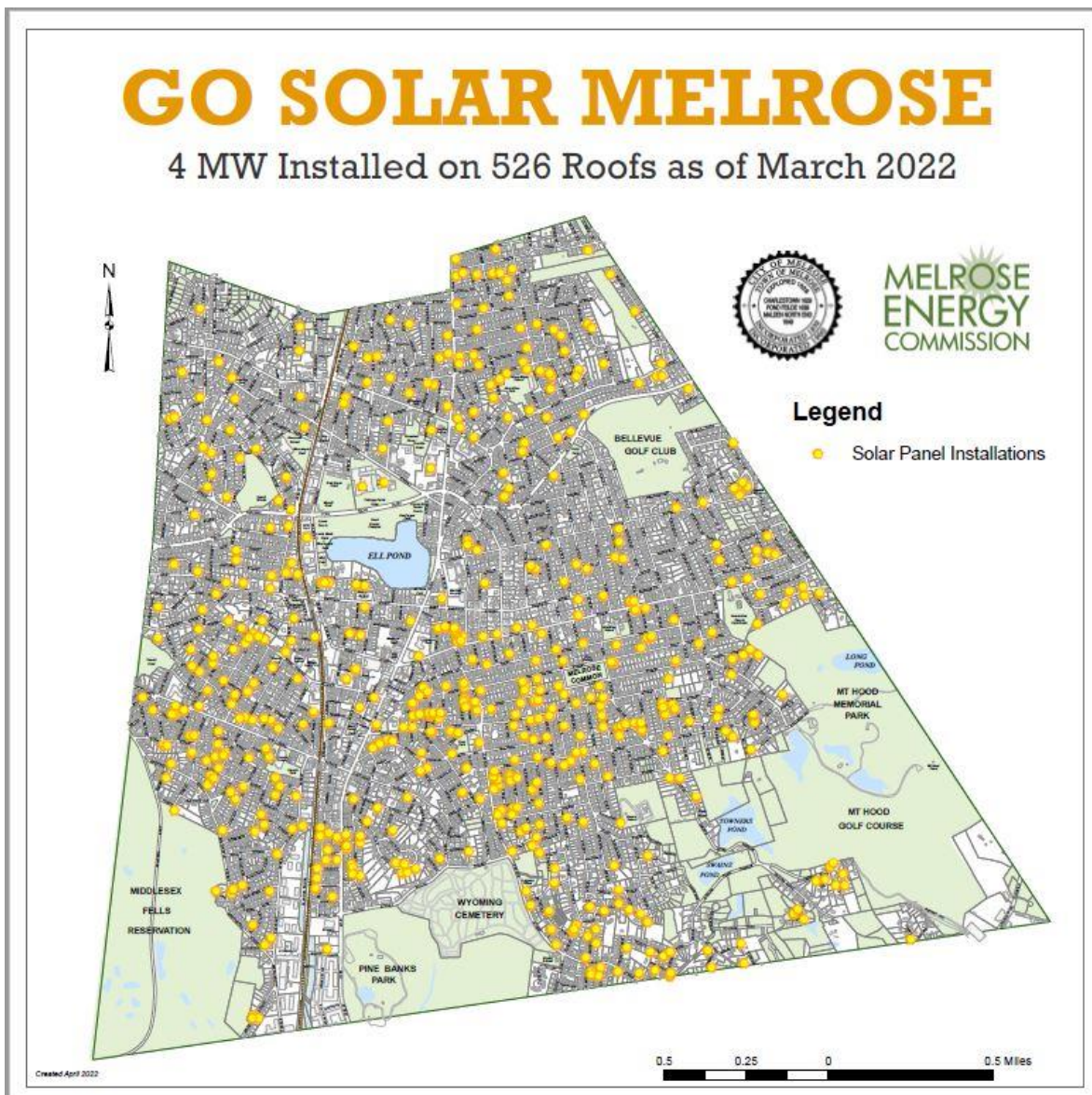
Melrose will work with the community to identify priority areas to increase access and community transit ridership. The City will also advocate during upcoming planning processes with the MBTA and MassDOT and push for improved energy efficiency and reduced carbon intensity of mass transit vehicles.

**Equity Considerations: Ensure robust engagement of vulnerable populations in the planning processes. Plan for the provision of equitable access to infrastructure investments.**

## 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. |

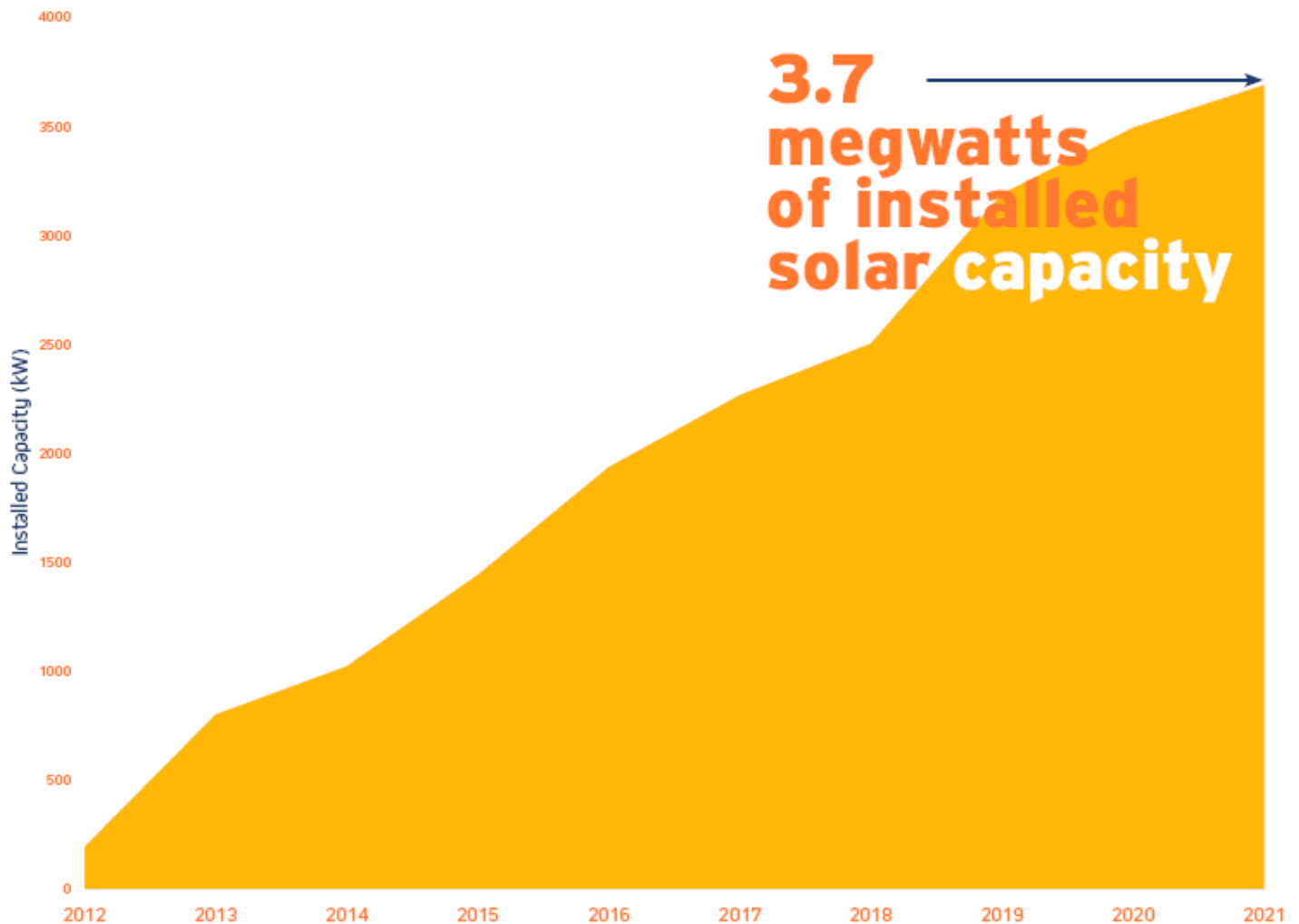


GRAPHIC ABOVE: MELROSE ROOFTOP SOLAR INSTALLATIONS THROUGH MARCH 2022. SOURCE: PERMITS

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**.



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SOURCE: MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES, SREC I, SREC II, AND SMART QUALIFIED PROJECT DATA IN MELROSE

### 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



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.**

## **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.<sup>xi</sup>

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.**

## **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.

## 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 entails. 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.

# 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.

## 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<br>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<br>Operating expenses | ●                                                                                     | ●                                                                                     | ●                                                                                     |                                                                                       |

|           |                                                                             |         |                |                                                 |                    |
|-----------|-----------------------------------------------------------------------------|---------|----------------|-------------------------------------------------|--------------------|
| 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<br>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                                                                          |                                                                                     | ●                                                                                   | ●                                                                                   |

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<br>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 | ●                                                                                   |                                                                                     |                                                                                     | ●                                                                                   |

## 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<br>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 | ●                                                                                     | ●                                                                                     |                                                                                       | ●                                                                                     |



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 | Communications Coordinator | MEC, DPW, National Grid                              | Volunteer time<br>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<br>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<br>Operating expenses<br>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                                             |                                                                                     | ●                                                                                   |                                                                                     |                                                                                     |

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

### 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    | ●                                                                                   | ●                                                                                   | ●                                                                                   | ●                                                                                   |

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

## 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<br>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<br>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    |                                                                                       | ●                                                                                     | ●                                                                                     | ●                                                                                     |

**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<br>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                       | ●                                                                                   | ●                                                                                   |                                                                                     | ●                                                                                   |

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

# 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.

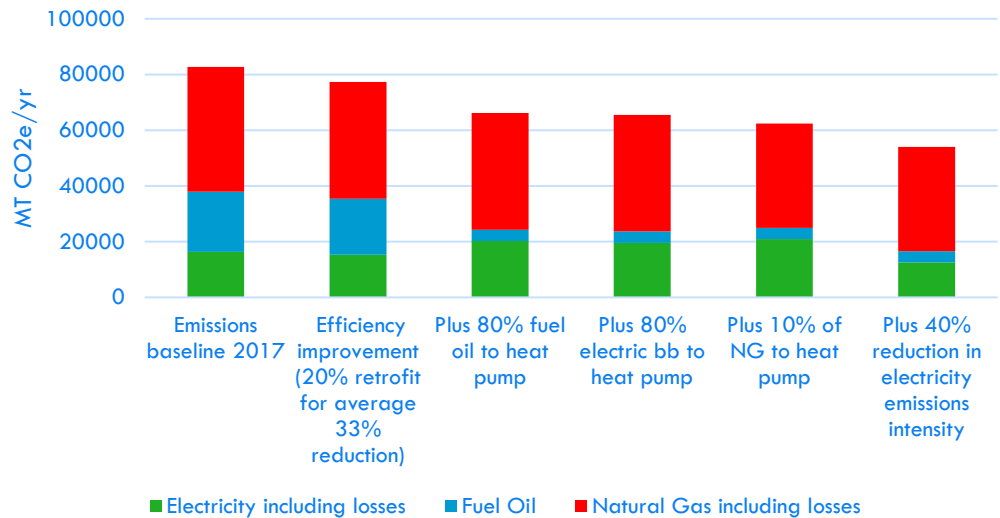
## Building sector targets

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

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.

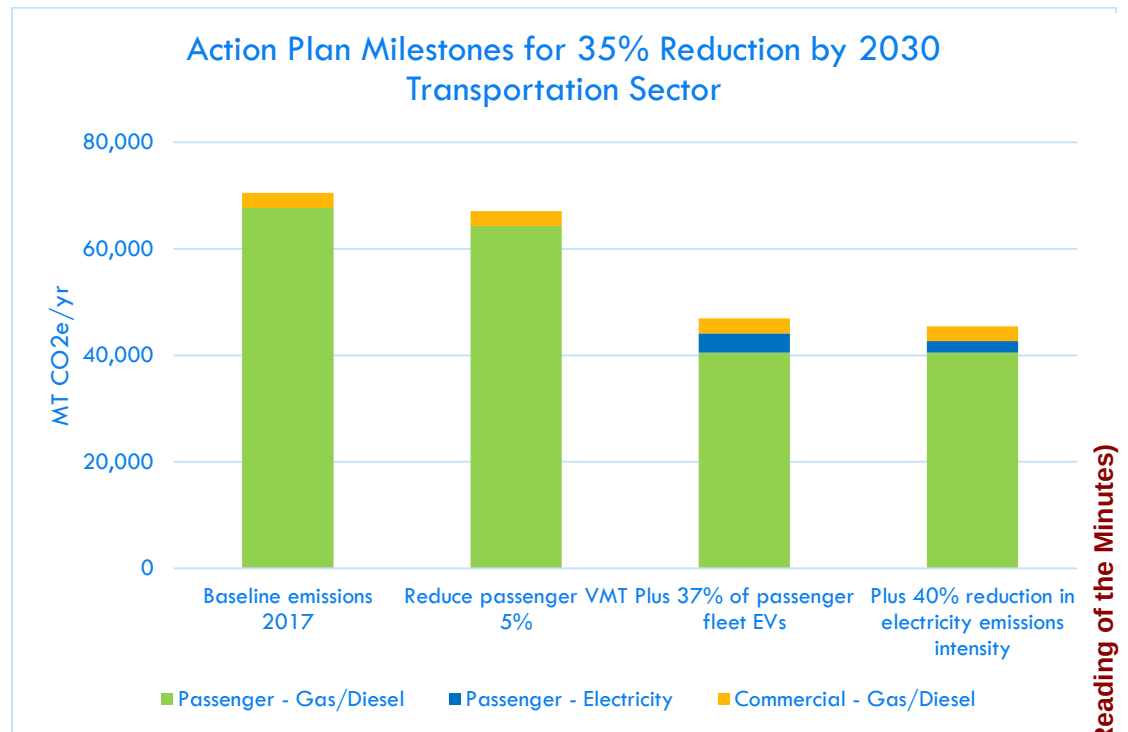
### Action Plan Milestones for 35% Reduction by 2030 Building Sector



### 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%.



#### 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 is 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 Sep 19, 2022 7:45 PM (Reading of the Minutes)

# End Notes

- 
- <sup>i</sup> [https://earthobservatory.nasa.gov/world-of-change/global-temperatures#:~:text=According%20to%20an%20ongoing%20temperature,2%C2%B0%20Fahrenheit\)%20since%201880.](https://earthobservatory.nasa.gov/world-of-change/global-temperatures#:~:text=According%20to%20an%20ongoing%20temperature,2%C2%B0%20Fahrenheit)%20since%201880.)
- <sup>ii</sup> <https://climate.nasa.gov/news/2865/a-degree-of-concern-why-global-temperatures-matter/>
- <sup>iii</sup> "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>
- <sup>iv</sup> "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>
- <sup>v</sup> "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](https://ma-eeac.org/wp-content/uploads/MA19X06-B-RESNONPART_Report_FINAL_v20200228.pdf)
- <sup>vi</sup> "Housing Tenure by Fuel Type by Municipality," American Community Survey (ACS), 2014-2018, <https://datacommon.mapc.org/browser/datasets/191>
- <sup>vii</sup> "Transportation to Work from Residence by Municipality," American Community Survey (ACS), 2014-2018, <https://datacommon.mapc.org/browser/datasets/38>
- <sup>viii</sup> "Massachusetts Vehicle Census Summary Statistics for GHG Inventories (Municipal)," Metropolitan Area Planning Council, 2014, <https://datacommon.mapc.org/browser/datasets/412>
- <sup>ix</sup> Melrose Community Power Program webpage, <https://mcp.cityofmelrose.org/>
- <sup>x</sup> 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."
- <sup>xi</sup> <https://malegislature.gov/Laws/SessionLaws/Acts/2021/Chapter8>





# CITY OF MELROSE

*In City Council*

*September 19, 2022*

## AN ORDER

### INFO-2023-4

Calling A State Election - Tuesday, the Eighth Day of November, 2022

Offered by

## BE IT ORDERED

### Calling A State Election

Tuesday, the Eighth day of November, 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 EIGHTH DAY of NOVEMBER, 2022 from 7:00 a.m. to 8:00 p.m.**, then and there to cast their votes in the State Election 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. . . . . 32<sup>nd</sup> 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. |

|   |   |                                      |                         |
|---|---|--------------------------------------|-------------------------|
| 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.

08/15/22      City Council      **ASSIGN TO COMMITTEE**

|                |                            |                                |
|----------------|----------------------------|--------------------------------|
| <b>RESULT:</b> | <b>ASSIGN TO COMMITTEE</b> | <b>Next: 8/22/2022 7:15 PM</b> |
|----------------|----------------------------|--------------------------------|

08/22/22      Finance      **RECOMMEND PLACE ON FILE**

|                  |                                                       |
|------------------|-------------------------------------------------------|
| <b>RESULT:</b>   | <b>RECOMMEND PLACE ON FILE [5 TO 0]</b>               |
| <b>MOVER:</b>    | Mark Garipay, Vice Chair                              |
| <b>SECONDER:</b> | Leila Migliorelli                                     |
| <b>AYES:</b>     | Jamaledine, Garipay, Migliorelli, Karamcheti, Cinella |
| <b>ABSENT:</b>   | John Obremski                                         |

09/19/22      City Council      **FILED**

|                  |                                                                                                                    |
|------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>FILED [UNANIMOUS]</b>                                                                                           |
| <b>MOVER:</b>    | Maya Jamaledine, At-Large                                                                                          |
| <b>SECONDER:</b> | Jack Eccles, At-Large                                                                                              |
| <b>AYES:</b>     | Eccles, Garipay, Grigoraitis, Jamaledine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella |

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

Informational 2023-4

Meeting of September 19, 2022

In the City Council  
Ordained Roll Call  
[Unanimous]

Passed September 19, 2022

Kristin Foote, Clerk

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Christopher Cinella, President  
City Council

---

Paul Brodeur, Mayor

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Date

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Date

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)



# CITY OF MELROSE

*In City Council*

*September 19, 2022*

## AN ORDER

### INFO-2023-5

2022 State Election - November 8, 2022 - Early in-person voting schedule

Offered by

## BE IT ORDERED

**Honorable City Council**, please be advised of and approve the following dates, hours, and location of in-person early voting for the **November 8th** biennial state election in accordance with Chapter 92 of the Acts of 2022.

**In-Person Early Voting Dates** from Saturday, October 22nd (also the voter registration deadline) through Friday, November 4th.

**In-Person Early Voting Hours** to be held in the City Council Chamber on the first floor of City Hall at 562 Main Street, Melrose, MA as follows:

### Week One

- Saturday, October 22 9am - 3pm
- Monday, October 24 - Thursday, October 27 noon - 4pm
- Friday, October 28 noon - 12:30pm

### Week Two

- Saturday, October 29 9am - 3pm
- Monday, October 31 - Thursday, November 3 8:30am - 4pm
- Friday, November 4 8:30am - 12:30pm

08/15/22 City Council

ASSIGN TO COMMITTEE

**RESULT:** ASSIGN TO COMMITTEE

Next: 8/22/2022 7:15 PM

08/22/22 Finance

RECOMMEND PLACE ON FILE

|                  |                                                       |
|------------------|-------------------------------------------------------|
| <b>RESULT:</b>   | <b>RECOMMEND PLACE ON FILE [5 TO 0]</b>               |
| <b>MOVER:</b>    | Christopher Cinella, President, ex officio            |
| <b>SECONDER:</b> | Leila Migliorelli                                     |
| <b>AYES:</b>     | Jamaledine, Garipay, Migliorelli, Karamcheti, Cinella |
| <b>ABSENT:</b>   | John Obremski                                         |

09/19/22      City Council      FILED

|                  |                                                                                                                    |
|------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>FILED [UNANIMOUS]</b>                                                                                           |
| <b>MOVER:</b>    | Maya Jamaledine, At-Large                                                                                          |
| <b>SECONDER:</b> | Jen Grigoraitis, Ward 6                                                                                            |
| <b>AYES:</b>     | Eccles, Garipay, Grigoraitis, Jamaledine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella |

In the City Council  
Ordained Roll Call  
[Unanimous]

Passed September 19, 2022

Kristin Foote, Clerk

\_\_\_\_\_  
Christopher Cinella, President  
City Council

\_\_\_\_\_  
Paul Brodeur, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CITY OF MELROSE

*In City Council*

*September 19, 2022*

## AN ORDER

### 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

## BE IT ORDERED

August 9, 2022

Dear Honorable City Council:

On behalf of the Melrose Park Commission, I am respectfully requesting your 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, the City Solicitor has informed me that I cannot award any contract for a term exceeding three years unless first authorized by a majority vote of City Council, with approval of the Mayor. City Solicitor has also confirmed this authorization may be requested and awarded for a type of contract, in this case all "Golf Course" management agreements moving forward.

To put this request into context, this summer, the Park Commission issued two RFPs for the selection of a new management company for the Golf Course and received no proposals. Our agreement with the current management company will expire at the end of this year so time is of the essence in entering into a new management contract with another vendor. 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.

I will be available at the Council meeting to answer any questions you might have and to provide any additional information on this request you might require.

Best Regards,

Joan Bell

Superintendent of Mt. Hood and Public Space

### FINANCIAL IMPACT:

N/A

Order 2023-6

Meeting of September 19, 2022

08/15/22 City Council

ASSIGNED TO COMMITTEE

|                |                              |
|----------------|------------------------------|
| <b>RESULT:</b> | <b>ASSIGNED TO COMMITTEE</b> |
|----------------|------------------------------|

08/22/22 Appropriations and Oversight

OUGHT TO PASS

|                  |                                                                                       |
|------------------|---------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>OUGHT TO PASS [8 TO 0]</b>                                                         |
| <b>MOVER:</b>    | Mark Garipay                                                                          |
| <b>SECONDER:</b> | Robb Stewart                                                                          |
| <b>AYES:</b>     | Grigoraitis, Migliorelli, Garipay, Jamaledine, Stewart, Karamcheti, Williams, Cinella |
| <b>ABSENT:</b>   | Shawn M. MacMaster, Jack Eccles, John Obremski                                        |

09/19/22 City Council

PASSED

|                  |                                                                                                                    |
|------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>PASSED [UNANIMOUS]</b>                                                                                          |
| <b>MOVER:</b>    | Mark Garipay, Jen Grigoraitis                                                                                      |
| <b>SECONDER:</b> | Leila Migliorelli, At-Large                                                                                        |
| <b>AYES:</b>     | Eccles, Garipay, Grigoraitis, Jamaledine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella |

In the City Council  
Ordained Roll Call  
[Unanimous]

Passed September 19, 2022

Kristin Foote, Clerk

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Christopher Cinella, President  
City Council

---

Paul Brodeur, Mayor

Order 2023-6

Meeting of September 19, 2022

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Date

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Date

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)





# CITY OF MELROSE

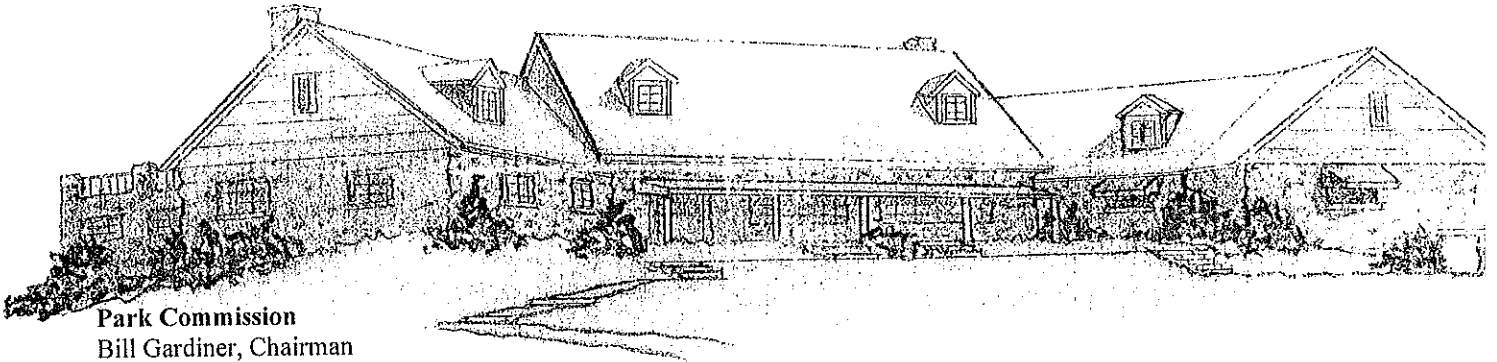
Mount Hood Golf Course & Memorial

Pa

100 Slayton Rd.  
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](mailto: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.

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

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

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)



# CITY OF MELROSE

10.4.b

## AUDITOR'S OFFICE

PATRICK D. DELLO RUSSO  
CFO/City Auditor

City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4107  
Fax - (781) 662-2182

Office of the Inspector General  
One Ashburton Place  
Room 1311  
Boston, MA 02108

Attn: CPO Delegation

May 22, 2012

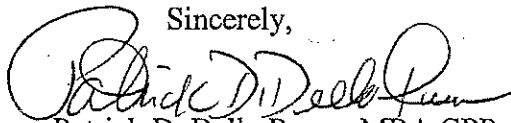
Dear Mr. /Ms.:

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

Fr:OFFICEOFTHEINSPECTORGENERALMTHOODDELEGATION052212

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

**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 WILROSE and hereby delegate the procurement powers and  
(jurisdiction)  
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:
- |                                                      |                                          |                                                           |                                           |                                                      |
|------------------------------------------------------|------------------------------------------|-----------------------------------------------------------|-------------------------------------------|------------------------------------------------------|
| <input checked="" type="checkbox"/> Solicit          | <input checked="" type="checkbox"/> Open | <input checked="" type="checkbox"/> Evaluate              | <input checked="" type="checkbox"/> Award | <input checked="" type="checkbox"/> Reject/Cancel    |
| <input checked="" type="checkbox"/> Exercise options |                                          | <input checked="" type="checkbox"/> Increase quantities   |                                           | <input checked="" type="checkbox"/> Maintain records |
| <input checked="" type="checkbox"/> All of the above |                                          | <input type="checkbox"/> 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
- |                                     |                                     |                                                      |
|-------------------------------------|-------------------------------------|------------------------------------------------------|
| <input type="checkbox"/>            | <input type="checkbox"/>            | under M.G.L. c.30B, §4(c) (sound business practices) |
| <input type="checkbox"/>            | <input type="checkbox"/>            | under M.G.L. c.30B, §4(a) (price quotations)         |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | under M.G.L. c.30B, §5 using bids                    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | under M.G.L. c.30B, §6 using proposals               |
| <input type="checkbox"/>            | <input type="checkbox"/>            | 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)

5. (Continued from previous page):

☐ Completion of the following MCPPO course(s):

- |                                                                 |                                                                     |
|-----------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Public Contracting Overview            | <input type="checkbox"/> Bidding Basics and Contract Administration |
| <input type="checkbox"/> Supplies and Services Contracting      | <input type="checkbox"/> Bidding for Better Results                 |
| <input type="checkbox"/> Design and Construction Contracting    | <input type="checkbox"/> Model IFB Course                           |
| <input type="checkbox"/> Construction Management at Risk        | <input type="checkbox"/> Advanced Topics Update                     |
| <input type="checkbox"/> Other _____ (specify in an attachment) |                                                                     |

☐ 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

Name

Title

Department

Office Address

Office Telephone

Date

5/22/2012

PATRICK D. DELLO RUSSO

CFO/CITY AUDITOR

OFFICE OF THE AUDITOR

MELROSE CITY HALL, 562 MAIN STREET

MELROSE, MASS.

Zip

02176

(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.

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)



# CITY OF MELROSE

*In City Council*

*September 19, 2022*

## AN ORDER

### 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

## BE IT ORDERED

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 fills a vacant seat on the commission.

### FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

08/15/22 City Council ASSIGNED TO COMMITTEE

**RESULT:** ASSIGNED TO COMMITTEE

08/22/22 Appropriations and Oversight OUGHT TO PASS

**RESULT:** OUGHT TO PASS [8 TO 0]

**MOVER:** Robb Stewart

**SECONDER:** Leila Migliorelli, Vice Chair

**AYES:** Grigoraitis, Migliorelli, Garipay, Jamaledine, Stewart, Karamcheti, Williams, Cinella

**ABSENT:** Shawn M. MacMaster, Jack Eccles, John Obremski

09/19/22 City Council ADOPTED

**RESULT:** ADOPTED [UNANIMOUS]

**MOVER:** Jen Grigoraitis, Ward 6

**SECONDER:** Leila Migliorelli, At-Large

**AYES:** Eccles, Garipay, Grigoraitis, Jamaledine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

Order 2023-8

Meeting of September 19, 2022

In the City Council  
Ordained Roll Call  
[Unanimous]

Passed September 19, 2022

Kristin Foote, Clerk

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Christopher Cinella, President  
City Council

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Paul Brodeur, Mayor

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Date

---

Date

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

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 Franklin, 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



## Contact

[www.linkedin.com/in/dougdbrielle](https://www.linkedin.com/in/dougdbrielle)  
(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

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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 university 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

Certificated Flight Instructor (CFII)  
2002 - 2002 (less than a year)

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## 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)



## 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 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.

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)



# CITY OF MELROSE

*In City Council*

*September 19, 2022*

## AN ORDER

### ORDER-2023-13

Lead Water Service Planning SRF Loan

Offered by

## BE IT ORDERED

Authorization to borrow from the Massachusetts Clean Water State Revolving Fund (CWSRF) for a planning project to identify and develop a plan to remove lead based water services in the City's water distribution system. CWSRF planning projects for lead service removal is a 0% interest loan with 100% loan forgiveness upon completion of the project. The cost to conduct this work is \$165,000. Applications are on a first come-first served basis.

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. If appropriate, bid documents will be developed for a future construction project.

#### FINANCIAL IMPACT:

\$165,000 to be appropriated. 100% loan forgiveness, so no impact to FY23 budget.

08/15/22 City Council

**ASSIGNED TO COMMITTEE**

**RESULT: ASSIGNED TO COMMITTEE**

08/22/22 Appropriations and Oversight

**OUGHT TO PASS**

**RESULT: OUGHT TO PASS [8 TO 0]**

**MOVER:** Ryan Williams

**SECONDER:** Leila Migliorelli, Vice Chair

**AYES:** Grigoraitis, Migliorelli, Garipay, Jamaledine, Stewart, Karamcheti, Williams, Cinella

**ABSENT:** Shawn M. MacMaster, Jack Eccles, John Obremski

09/19/22 City Council

**PASSED**

**RESULT: PASSED [UNANIMOUS]**

**MOVER:** Jen Grigoraitis, Ward 6

**SECONDER:** Ryan Williams, Ward 7

**AYES:** Eccles, Garipay, Grigoraitis, Jamaledine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

Order 2023-13

Meeting of September 19, 2022

In the City Council  
Ordained Roll Call  
[Unanimous]

Passed September 19, 2022

Kristin Foote, Clerk

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Christopher Cinella, President  
City Council

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Paul Brodeur, Mayor

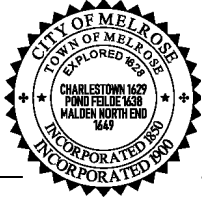
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Date

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Date

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)



## CITY OF MELROSE

### DEPARTMENT OF PUBLIC WORKS

*Administration-Engineering-Water-Sewer-Facilities  
Parks-Forestry-Highway-Sanitation-Cemetery-Fleet*

**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% loan 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.

Minutes Acceptance: Minutes of Sep 19, 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:** 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, Vonnice Reis, for additional information.

Minutes Acceptance: Minutes of Sep 19, 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:** 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.

Minutes Acceptance: Minutes of Sep 19, 2022 7:45 PM (Reading of the Minutes)

Stacey A. Minchello  
Executive Director



781 665-4304  
sminchello@cityofmelrose.org

## MEMORANDUM

To: Melrose City Council  
From: Stacey Minchello, COA Director  
Re: Acceptance of Title III B Grant (\$10,000)  
Date: October 3, 2022

The City of Melrose has received a federal Fiscal Year 2023 Title III B Grant in the amount of \$10,000. Mystic Valley Elder Services is the grantor under the federal Older Americans Act of 1965. Funding will be used for events, programs, and workshops to combat social isolation and loneliness among individuals aged 60 or older, including:

- LGBTQ+ outreach
- Recognize diversity, equity, and inclusion

This is a regular grant that the City applies for and receives annually. There is a matching requirement of not less than 15% of the program budget which can be fulfilled through either non-Title III cash or in-kind services.

I respectfully request City Council acceptance of this grant.

Attachment: COA Grant acceptance (ORDER-2023-20 : Mystic Valley Elder Services Title III B FY23 Grant Acceptance)

**PROGRAM SERVICE AGREEMENT**

between

**MYSTIC VALLEY ELDER SERVICES****Area Agency on Aging (AAA)**

and

**Melrose Council on Aging****Grantee**

This Agreement is entered into by and between the Area Agency on Aging (AAA), **Mystic Valley Elder Services** (hereinafter referred to as the **Corporation**), and the Grantee, **Melrose Council on Aging** (hereinafter called the **Provider**), operating in the Commonwealth of Massachusetts as a 501(c)3 organization, having its principal offices at **235 West Foster Street, Melrose, MA 02176**.

**WHEREAS**, the Corporation desires to purchase programs to provide access to services for isolated, marginalized, and LGBT elders, and those who are disadvantaged by racial, cultural and/or linguistic barriers and giving priority to those elderly individuals with the greatest social and economic needs as defined in Attachment B; and

**WHEREAS**, the Corporation has received authorization from the Commonwealth of Massachusetts, Executive Office of Elder Affairs (hereinafter "Elder Affairs") to fund such services as an Area Agency on Aging under Title III of the Older Americans Act of 1965, as amended in 2020 (Public Law 109-365) under the Special Programs for Aging Title III, Part B, Grants for Supportive Services, CFDA Number 93.044, Administration for Community Living, hereinafter referred to as Title III, and

**WHEREAS**, the Provider agrees, under Title IIIB, to conduct programs that provide access to services for socially insecure/isolated elders and elders marginalized for reasons including sexual orientation in the **Mystic Valley area**, giving priority to those elder individuals with the greatest social and economic needs as defined in Attachment B; and

**NOW, THEREFORE**, the Corporation and the Provider do mutually agree as follows:

1. **Engagement**

The Corporation hereby engages the Provider to provide and the Provider agrees to provide "Project Services" to individuals sixty years of age or older, giving priority to those elder individuals with the greatest social and economic need who reside within the following designated area as set forth in Attachment A of this contract. The term "Project Services" shall mean the program as described in the grantee's grant application (see Attachment E). The term "Greatest Social and Economic Need" is defined in Attachment B, which definition may be changed from time to time by the Corporation. The activities of the Provider under this agreement shall hereinafter be referred to as the "Program".

2. **Period of Performance**

This Agreement shall take effect on or about **October 1, 2022** and shall remain in effect until and through **September 30, 2023**, at which time the Agreement expires automatically, unless earlier terminated in accordance with the terms set forth herein. This renewable contract is subject to the Corporation and the Executive Office of Elder Affairs confirmation of available Title III funds, and compliance with the provisions of the regulations as set forth in this Program Service Agreement. Programmatic and fiscal activity on this grant must be demonstrated within thirty (30) days\* of the issuance of the grant award or the corporation may terminate the grant.

\*Days are defined as calendar days unless specified in the agreement as business days.

3. **Fiscal and Administrative Conditions**

I. **Maximum Obligation**

- The Corporation shall pay to the Provider an obligation of up to **\$10,000** of Title III funds for the period ending **September 30, 2023**, as contained in Section 2 of this Agreement. These funds shall be the Corporation's maximum obligation under this contract. The Provider shall provide a matching share of not less than **15%** of the total Program budget in non-Title III cash or in-kind services. **Specific administrative conditions for FY23 include:**

- The Melrose Council on Aging will serve 216 unduplicated individuals age 60 and older in the Mystic Valley Elder Services (MVES) planning and service area through the Teachable Moments Workshops and the LGBT Social Programs;
- The Melrose Council on Aging will provide monthly documentation regarding the number of referrals made to Mystic Valley Elder Services, and
- During FFY 23, grantee will provide MVES with information about their organization, resources, and programs by providing ways to serve older adults in the MVES service area through either in-house or Zoom training to MVES staff or contributing grantee information to use on the MVES web site.

## II. Approved Budget

In no case shall the Provider's Program Services expenditures exceed the total approved budget or exceed the approved costs for each budget category as specified in this Agreement without the prior written approval of the Corporation. The portion of the total budget allocated to the individual line items as set forth in the budget may be amended by mutual consent of the parties at the request of either party, but in no event shall the sum of the reimbursable amounts as amended exceed the level of funding itemized in the original budget. Failure of the Provider to request written approval for budget changes from the Corporation may be a cause for disallowance of expended monies, which determination is the sole decision of the Corporation.

## III. Reimbursement of Provider Expenditures

The Provider shall submit periodic expenditure and program reports as requested by the Corporation in a format as set forth in Attachment C to this Agreement. Such reports shall be for Program Services authorized by the Corporation pursuant to this Agreement and rendered to eligible participants by the Provider during the previous period, and shall include such programmatic, fiscal and administrative data as the Corporation reasonably deems necessary for the monitoring and evaluation of such services and to substantiate the Corporation's claim for reimbursement from Elder Affairs. Upon receipt and approval of properly completed expenditure and program reports, the Corporation shall, subject to receipt of funds from Elder Affairs, make its best effort to process payments to the Provider within thirty (30) days. The Corporation may, within ninety (90) days of the expiration of this Agreement and after consultation with the Provider, adjust any invoice of the Provider both before and after payments have been made; however, the failure of the Corporation to exercise this provision shall not constitute a waiver of any right of the Corporation to otherwise recover funds paid to the Provider pursuant to this Agreement.

## IV. Accounts

Both federal Program grant funds and non-federal resources (cash or in-kind) which constitute matching share for the Program shall be maintained in a separate account from any other funds. Provider Program accounting records shall be itemized in sufficient detail to show the exact nature of all receipts and disbursements. The Provider shall establish and maintain appropriate procedures to safeguard and account for all contributions and project income. All financial and accounting records shall be maintained by the Provider in accordance with generally accepted accounting practice and principles.

## V. Contributions

Consistent with the mandate of the Older Americans Act, 42 USC 3001 et seq. and 45 CFR 1321.67, the Area Agency on Aging shall assure that each Provider shall provide each older person with an opportunity to voluntarily contribute to the cost of the service(s). This opportunity should be publicized with project participants while effective procedures maintain both the voluntary nature and confidentiality of any donations. A service Provider that receives funds under Title III may not deny any older person a service because the older person will not or cannot contribute to the cost of the service. All contributions are to be used by the grantee to expand the services of the program being funded under this grant.

## 4. Monitoring

The Provider shall establish and maintain such documents and financial and program records which are required by the Corporation to ensure documentation, monitoring and evaluation of financial activities and the provision of purchased services. All financial records, program records, and other books, records, documents, and property pertaining to this Agreement shall at all reasonable times be open for inspection, review or audit by the Administration on Aging, Elder Affairs, the Corporation, or their authorized representatives, who shall at all reasonable time have access to the premises wherein such books, records, documents and property are stored for seven (7) years after final payment hereunder.

The Corporation reserves the right to make a site visit at any time during the regular business hours of the program for the purpose of conducting program and fiscal audits. The Corporation shall conduct at least an annual site visit for such purpose. The

provider shall develop and keep on file participant surveys as well as other evaluation measures the Provider uses to measure its program impact and improve Program operations.

The Provider shall provide the Corporation with any additional data that the Corporation may reasonably require to permit it to monitor performance of this Agreement at a level sufficient to assure fiscal administration, accountability and program quality.

5. **Confidentiality**

The Provider shall not use or release any reports, data, or other information identifying applicants or persons served, or which could reasonably lead to the identification of such applicant or person served, in accordance with the laws of the Commonwealth, including but not limited to Executive Order 588, M.G.L. c 93H, M.G.L. c. 66A § 2, Elder Affairs PI-97-55; and where applicable, Federal law, governing the use, safeguarding and access to personal data as defined in The Fair Information Practices Act. Such information as may be necessary shall be used only to assure proper administration, planning, coordination and monitoring of performance under this Agreement and to permit the transfer of records of a person served to another agency for the purpose of continuing services. The Provider shall provide the Corporation such additional data as the Corporation may require to monitor the Provider's information system and to guarantee adequate safeguarding of the human and civil rights of the applicants and persons served. The Provider shall furnish to the Corporation, within thirty (30) days following the request by the Corporation, a written description of the Provider's system for gathering, storing, and releasing personal data so the Corporation may determine compliance with Section 6 of this Agreement.

6. **Protection of Clients**

The Provider shall comply with the applicable provisions of Elder Affairs' rules governing the Elder Rights Review Committee (ERRC), set forth at EOEA-PI-03-17. Under these rules, Elder Affairs must review all research, experimentation, surveys, market testing or similar research that seeks access to clients or client information connected with programs funded by Elder Affairs.

7. **Non-Discrimination in Service Delivery**

The Provider shall not deny any services to or otherwise discriminate in the delivery of services against any person who otherwise meets the eligibility criteria for the program as determined by the Corporation on the basis of race, color, religion, sex, age, national origin, ancestry, physical or mental disability, sexual orientation or because such a person is a recipient of federal, state or local public assistance or housing subsidies. The Provider agrees that program staff shall make reasonable accommodations to allow for client participation in the program and its benefits.

**The Provider shall comply with all applicable provisions of:**

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) - prohibits discrimination on the basis of race, color or national origin, in programs receiving federal assistance;
- (b) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and the regulations promulgated thereunder, (45 CFR part 84) - prohibits discrimination against qualified disabled individuals on the basis of the disability in any program or activity receiving or benefiting from federal financial assistance and requires programs and activities, when viewed in their entirety, to be readily accessible to disabled persons;
- (c) M.G.L. c 151B, § 4 (10) - prohibits discrimination in furnishing services on the grounds that an individual is a recipient of federal, state or local public assistance or housing subsidies, nor should any services be denied to any person who chooses not to make a donation to the cost of the Program.

8. **Non-Discrimination in Employment**

The Provider shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, sexual orientation, religion, or physical or mental handicap. The Provider shall comply with all applicable provisions of:

- (a) Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et. seq.) - prohibits discrimination in Employment on the basis of race, color, religion, sex, or national origin;
- (b) M.G.L.,c. 151B, § 4 subsections 1, 1A and 1B - prohibits discrimination on the basis of race, color, sex, religion, creed, national origin, ancestry or age;
- (c) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and the regulations promulgated thereunder (45 CRF part 84) - prohibits discrimination against qualified disabled individuals on the basis of the disability and requires employers to make reasonable accommodations to known physical or mental limitations of otherwise qualified disabled applicants and employees.



9. **Affirmative Action**

The Provider shall develop and adhere to a policy of affirmative action in all aspects of employment under this Agreement. In addition, if the maximum compensation paid to the Provider in the Commonwealth's fiscal year immediately prior to the beginning of this Agreement, or payable during the term of this Agreement, from agencies acting pursuant to contracts with the Executive Office of Elder Affairs, is fifty thousand dollars (\$50,000) or more, the Provider shall develop and maintain an affirmative action plan in accordance with the applicable requirements of Executive Order 526 and transmit a copy to the Corporation within thirty (30) days of receiving the Notification of Grant Award.

10. **Grievance**

The Provider shall develop and adhere to a policy in writing, in a conspicuous manner at the place where services are rendered or delivered, a notice informing individuals eligible for or receiving Title III services that they may file a grievance with the Corporation, within twenty-one (21) days, when said individuals are dissatisfied with or denied Title III services by the Provider. This notice must include the name and address of the Corporation. The Corporation will provide to the complainant a written Grievance Application.

11. **Conflict of Interest**

The Provider shall not knowingly employ, compensate or arrange to compensate any employee of the Corporation during the term of the Agreement without the prior written approval of the Corporation. It shall be a breach of this Agreement for the Provider to give, or agree to give, or to solicit, demand, accept, or agree to accept, any additional gratuity, including an offer of prospective employment or favor, in connection with any action or other particular matter within the purview of scope of duties of any employee, officer or director of the Corporation.

12. **Notice**

Unless otherwise specified herein, any notice, approval, request, or demand hereunder from either party to the other shall be in writing and shall be deemed to have been given when either delivered personally, electronically by fax, or deposited in a United States mail box in a postage prepaid envelope addressed to the other.

13. **Political Activity**

No employee of the Provider may engage in partisan or non-partisan political activity during hours for which the employee is paid in whole or in part with Corporation funds. The Provider may not select or promote an employee based on his or her political affiliation. The Provider agrees that for the term of this Agreement, no employee paid in whole or in part, nor board member of the Provider, shall at any time use the name of the Corporation and funds received pursuant to this Agreement, either directly or indirectly, for the purpose of interfering with or affecting the results of an election or nomination for office, whether partisan or non-partisan.

14 **Lobbying**

I. The Provider agrees that for the term of this Agreement, to the best of his or her knowledge, no federal appropriated funds will be paid, by or on behalf of the provider, to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, contribution, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

II. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Provider shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

III. The Provider shall require that the language of this certification be included in the award documents for all subawards at all tiers, including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements, and that all subrecipients shall certify and disclose accordingly.

"This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31,

U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.”

15. **Termination**

(a) If, for any reason, the Provider is unable to provide the services specified by this Agreement, it shall promptly notify the Corporation of its inability to provide services and indicate the specific reasons.

(b) The Corporation may suspend, reduce the grant in whole or in part at any time or terminate this Agreement, if the Provider has failed to comply with the provisions of this Agreement, in whole or part. However, prior to suspension, reduction of the grant in whole or part or termination of this Agreement pursuant to this subsection, the Corporation shall notify the Provider, in writing, of the specific areas of non-compliance. The Provider shall restore compliance within thirty (30) days of the date of notice. If the Provider has not restored compliance within the thirty (30) day period, the Corporation may terminate this Agreement by furnishing the Provider with written notice not less than forty-five (45) days prior to the effective date of termination.

(c) If the Corporation determines that any non-compliance with the terms of this Agreement on the part of the Provider endangers the life, health, and safety of any recipients of services under this Agreement, it shall terminate this Agreement by orally notifying the Provider of termination followed by the making of written notification, return receipt requested, setting forth the specific reasons for termination, within three (3) business days following the oral notification. Termination pursuant to this subsection shall take effect upon the furnishing of the oral notification.

(d) The Provider may terminate this Agreement prior to its expiration date if the Corporation fails to comply with a material provision of this Agreement. The Provider shall furnish the Corporation with written notice of termination not less than forty-five (45) days prior to the effective date of termination.

16. **Early Termination: Change in Law**

In the event that any statute or regulation which governs performance hereunder is changed, differently interpreted by a court or other competent authority, or newly enacted, adopted or promulgated, so as to increase the burden on either party in complying with the terms of this Agreement significantly beyond those existing at the time of the execution of this Agreement, the party so burdened may terminate this Agreement upon written notice to the other party of not less than forty-five (45) calendar days.

17. **Early Termination: Elimination or Reduction in Funding**

In the event that Title III funding appropriated through the Executive Office for Elder Affairs for Title III service contracts to the Corporation is eliminated or reduced to an extent that funding of this contract is not feasible, the Corporation may terminate this Agreement by providing written notice of termination to the Provider effective not less than forty-five (45) days after date of such notice.

18. **Early Termination: De-Designation of the Area Agency on Aging**

The Corporation shall notify the Provider in writing of its receipt of notification by Elder Affairs (hereinafter in this subsection referred to as "the Department") that the Department intends to de-designate the Corporation as the Area Agency on Aging for the service area covered by this Agreement. Thereafter, the Corporation shall notify the Provider of any appeal it may take of the Department's action and the disposition of any such appeal. All notices required by this subsection shall be made in writing within ten (10) days of the event which prompts the notice requirement.

In the event that Elder Affairs finally de-designates the Corporation as the Area Agency on Aging for the service area covered by this Agreement, the Corporation may terminate this Agreement by furnishing the Provider with written notice at least sixty (60) days prior to the effective date of termination. The parties shall cooperate fully with each other and with the Department, and take all reasonable steps and utilize all reasonable means to ensure continuity of services to program clients, including the use of available Corporation funds for the continuing delivery of legal assistance under this Agreement.

19. **Obligations upon Expiration, Termination, or Suspension**

The Corporation will pay the Provider for any reimbursable cost not covered by previous payments, for services rendered, pursuant to this Agreement, prior to notice of termination, if rendered in accordance with this Agreement, provided that the Provider submits the properly completed fiscal reports to the Corporation covering services rendered not later than thirty (30) days after notice of termination, suspension, or expiration. The Provider will immediately refund to the Corporation in accordance with the Corporation's instructions any unobligated balances of cash advanced by the Corporation.

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If the Grant is terminated or expires without an audit, the Corporation retains the right to disallow and recover an appropriate amount after fully considering any recommended disallowance's resulting from an audit, which may be conducted later. The termination or expiration of this Agreement does not affect the retention period for or the Corporation's right to access to program records as contained in Section 5 of this Agreement. The expiration or termination of this Agreement does not affect the Provider's responsibilities with respect to property as contained in Section 25 of this Agreement.

20. **Reproduction of Reports: Copyright**

The Provider shall not disseminate, reproduce or publish any report, information, data, or other documents produced in whole or in part pursuant to the terms of this Agreement without prior written consent of the Corporation, nor shall any such report, information, data or other document be the subject of an application for copyright by or on behalf of the Provider without the prior written consent of the Corporation.

21. **Assignment and Subcontract**

The Provider shall not assign or subcontract any interest in this Agreement without the express written permission of the Corporation and Elder Affairs; provided that claims for money due or to become due to the Provider from the Corporation under this Agreement may be assigned to a bank, trust company or other financial institution without such consent. Notice of any such assignment shall be furnished promptly to the Corporation. None of the services to be provided by the Provider pursuant to this Agreement shall be subcontracted to any other organization, association, individual, partnership or group of individuals without the prior express written approval of the Corporation and EOEA.

22. **Insurance**

The Provider shall procure and maintain insurance. The insurance will protect itself, its subcontractors, and the Corporation adequately from fire and extended coverage losses and from claims for bodily injury, death or property damage which may arise from operations under this Agreement. The Provider will provide the Corporation with a Certificate of Insurance prior to the commencement of the Program work. This certificate will provide that the policy shall not be canceled by the insurance company without ten (10) days notice to the Corporation of intention to cancel.

The Provider agrees to hold harmless and safe the Corporation, its officers, its agents, and employees from liability of any nature or kind including costs, expenses and attorney's fees for or on account of any or all suits or damages sustained by any person(s) or property resulting in whole or in part, from the negligence, performance, omissions or intentional act of any employee, agent, or representative of the Provider.

The Provider shall procure and maintain the following insurance coverage from a company or companies authorized to do business in Massachusetts:

- (a) Workers Compensation Insurance shall be secured and maintained as required by the Commonwealth of Massachusetts;
- (b) Public Liability - Bodily injury and Property Damage in amounts approved by the Commonwealth of Massachusetts;
- (c) Malpractice-professional Liability Coverage (as applicable) in amounts approved by the Commonwealth of Massachusetts;
- (d) Provider shall also purchase and maintain fidelity bonds of no less than twenty-five thousand dollars (\$25,000) per incident for all employees with direct access to or responsibility for the receipt and disbursement of funds.

23. **Waiver of Default**

Waiver by either party of any non-compliance shall not constitute a waiver of any subsequent non-compliance. A waiver or modification of any of the provisions of this Agreement shall be effective only if made in writing and executed with the same formality as this Agreement.

24. **Maintenance of Effort**

Services provided with funds under this Agreement must be in addition to any program services already provided to elderly persons in the cities and towns of Chelsea, Everett, Malden, Medford, Melrose, North Reading, Reading, Revere, Stoneham, Wakefield, and Winthrop.



25. **Equipment**

Equipment acquired or purchased by the Provider which was fully paid or reimbursed by grant funds provided by the Corporation pursuant to this Agreement shall be the property of the Corporation. No title or right in said equipment shall pass to the Provider except the right herein expressly granted. Plates or other markings will be affixed to or placed on said equipment by the Corporation indicating that the Corporation is the owner thereof and the Provider will not remove said plates or other markings. Upon expiration or termination of this Agreement, the Provider will immediately return said equipment to the Corporation in as good condition as received less normal wear, tear, and depreciation. Said equipment shall always remain and be deemed personal property even though attached to realty.

All replacements, equipment repairs, or accessories made to or placed in or upon said equipment shall become a component part thereof and title thereto shall be immediately vested in the Corporation and shall be included under the terms thereof. The Corporation may inspect the equipment at any time; and the Provider agrees to keep the equipment in first-class condition and repair it at the Provider's expense and house the equipment in a suitable shelter; and not to sell, pledge, encumber or otherwise dispose or limit the Corporation's interest in the equipment or accessories attached thereto without the written approval of the Corporation.

The Provider assumes the entire risk of loss or damages to the equipment, whether or not covered by insurance. The Provider agrees to and does hereby indemnify and hold the Corporation harmless of, from and against all claims, costs expenses, damages, and liabilities, including reasonable attorney fees resulting from an incident to the use, operation, or storage of the equipment during the term of this Agreement and while said equipment is in possession or control of the Provider. The Provider agrees to keep the equipment insured to protect all interests of the Corporation, at the Provider's expense against all risks of loss or damage from every cause whatsoever in a manner and in an amount approved by the Corporation. Said insurance proceeds therefrom shall be payable to the Corporation. *Equipment means those items identified in Appendix I, attached hereto and incorporated herein in reference.*

26. **Staffing Pattern of Provider** (Refer to Grant Application)

27. **Provision and Delivery of Services** (Refer to Grant Application)

28. **Licenses**

The Provider shall procure and keep current any license, certification, permit or accreditation required by local, state, or federal statute or regulations and shall, upon the request of the Corporation, submit to the Corporation proof of such license, certification, permit or accreditation.

29. **Criminal Procedure**

The Provider shall request a Criminal Offender Record Information (hereinafter referred to as "CORI") from the Criminal History Systems Board, prior to employing an individual whose salary is to be paid with Title III funds, referring for employment or accepting such individual as a volunteer, pursuant to M.G.L.c.6, § 172 and § 172C, and 101 CMR 15.00 et seq. This includes but is not limited to agencies which employ or accept as a volunteer or refer for employment those persons who will provide care, treatment, education, training, transportation, delivery of meals, instruction, counseling, supervision, recreation or other services in a home or in a community-based setting for any elderly and/or disabled person, or one who will have direct or indirect contact with such elderly and/or disabled person, or access to such person's files.

30. **Publications**

The Provider shall insure that the distribution of any web sites, videos, vehicles, brochures, periodicals or other publications describing any program funded, in part or whole, by Title III funds, prominently display in such report a statement to the following effect:

*"This agency and its programs are funded (in whole or in part) by a grant from Mystic Valley Elder Services, the Massachusetts Executive Office of Elder Affairs, and the federal Administration on Aging."*

31. **Compliance with Legal Services Corporation Restrictions as Set Forth In Public Law 104-134 (If Applicable)**

Title III legal assistance Providers (LAP) who receive funding from the Legal Services Corporation shall comply with the restrictions on activities set forth in P.L. 104-134. The Corporation and said LAP may elect to execute the Model Title III-B Legal Assistance Agreement previously adopted by Elder Affairs in place of this Agreement.

32. **Integration**

All attachments to this Agreement are deemed to be part of this Agreement. The entire agreement of the parties is contained herein and this Agreement supersedes all oral agreement and negotiations between the parties relating to the subject matter contained herein.

This Agreement has the following attachments:

|              |                                                            |
|--------------|------------------------------------------------------------|
| Attachment A | Corporation's Service Area                                 |
| Attachment B | Definition of Greatest Social and Economic Need            |
| Attachment C | Project Reporting (program and expenditure report formats) |
| Attachment D | Executive Order 588                                        |

If any provision of this Agreement is held to be invalid or unenforceable, all other provisions shall nevertheless continue in full force and effect.

33. **Compliance with Law and Regulations**

Provider agrees to comply with the provisions of the Older Americans Act of 1965 as amended in 2020 (Public Law 109-365) and all regulations pertaining thereto, as well as all terms of 45 CFR Part 74 (Administration of Grants) that has not been expressly and specifically modified by this Agreement.

IN WITNESS WHEREOF, the parties have caused this contract to be executed by their duly authorized officers.

**Mystic Valley Elder Services**

**Melrose Council on Aging**



By: \_\_\_\_\_  
Title: Lisa Gurgone, MS, Chief Executive Officer

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: 9/19/22

Date: \_\_\_\_\_

## PROGRAM AND SERVICE AGREEMENT ATTACHMENTS

### ATTACHMENT A

#### Corporation's Planning and Service Area

|                 |                       |
|-----------------|-----------------------|
| City of Chelsea | Town of North Reading |
| City of Everett | Town of Reading       |
| City of Malden  | Town of Stoneham      |
| City of Medford | Town of Wakefield     |
| City of Melrose | Town of Winthrop      |
| City of Revere  |                       |

### ATTACHMENT B

#### Definition of Greatest Social and Economic Need

The definition of ***Greatest Social and Economic Need*** as set forth by the Older Americans Act, Section 102, part 23 and 24 as amended in 2006 and re-authorized in 2020.

#### **Greatest Social Need**

The need caused by non-economic factors which include physical and mental disabilities, language barriers, cultural, social or geographical isolation, including isolation caused by racial or ethnic status that restricts the ability of an individual to live perform normal daily tasks or threatens the capacity of the individual to live independently.

While the definition of ***greatest social need*** in the Older Americans Act includes isolation caused by racial or ethnic status, the definition is not intended to exclude the targeting of other populations that experience cultural social or geographic isolation due to other factors. In some communities, such isolation may be caused by minority religious affiliation. In others, isolation due to sexual orientation or gender identity may restrict a person's ability to perform normal daily tasks or live independently

#### **Greatest Economic Need**

The need resulting from an income level at or below the poverty line.

# 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>.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>CONTRACTOR LEGAL NAME:</b> City of Melrose<br>(and d/b/a):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            | <b>COMMONWEALTH DEPARTMENT NAME:</b> Department of Conservation and Recreation<br><b>MMARS Department Code:</b> DCR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |
| <b>Legal Address: (W-9, W-4):</b> 562 Main Street Melrose Ma 02176                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            | <b>Business Mailing Address:</b> 251 Causeway Street Suite 600 Boston MA 02114                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |
| <b>Contract Manager:</b> Joan Bell                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Phone:</b> 978-979-4169 | <b>Billing Address (if different):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |
| <b>E-Mail:</b> jbell@cityofmelrose.org                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Fax:</b>                | <b>Contract Manager:</b> Cheryl Brooks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Phone:</b> 617-626-1256 |
| <b>Contractor Vendor Code: VC</b> 6000192116                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            | <b>E-Mail:</b> cheryl.brooks@mass.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Fax:</b> 617-626-1449   |
| <b>Vendor Code Address ID (e.g. "AD001"):</b> AD_001<br>(Note: The Address ID must be set up for EFT payments.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            | <b>MMARS Doc ID(s):</b> 3CTDCR8900MELROSEEAR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |
| <b>RFR/Procurement or Other ID Number:</b> Legislative Exemption                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |
| <input checked="" type="checkbox"/> <b>NEW CONTRACT</b><br><b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b><br><input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department)<br><input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget)<br><input type="checkbox"/> <b>Department Procurement</b> (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)<br><input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget)<br><input type="checkbox"/> <b>Contract Employee</b> (Attach Employment Status Form, scope, budget)<br><input checked="" type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            | <input type="checkbox"/> <b>CONTRACT AMENDMENT</b><br>Enter <b>Current Contract End Date</b> <u>Prior</u> to Amendment: _____, 20____.<br>Enter <b>Amendment Amount:</b> \$ _____. (or "no change")<br><b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b><br><input type="checkbox"/> <b>Amendment to Date, Scope or Budget</b> (Attach updated scope and budget)<br><input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget)<br><input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget)<br><input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language/justification and updated scope and budget) |                            |
| <b>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:</b> (Check ONE option): <input checked="" type="checkbox"/> <a href="#">Commonwealth Terms and Conditions</a> <input type="checkbox"/> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> <input type="checkbox"/> <a href="#">Commonwealth IT Terms and Conditions</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |
| <b>COMPENSATION:</b> (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 <a href="#">815 CMR 9.00</a> .<br><input type="checkbox"/> <b>Rate Contract.</b> (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)<br><input checked="" type="checkbox"/> <b>Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or <b>new</b> total if Contract is being amended). \$ <u>75,000</u> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |
| <b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> payments must identify a PPD as follows: Payment issued within 10 days <input type="checkbox"/> % PPD; Payment issued within 15 days <input type="checkbox"/> % PPD; Payment issued within 20 days <input type="checkbox"/> % PPD; Payment issued within 30 days <input type="checkbox"/> % PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |
| <b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (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.) FY23 earmark:<br><br>provided further, that not less than \$75,000 shall be expended for the city of Melrose for enhancements to the city's recreational developments and parks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |
| <b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:<br><input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date.<br><input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date.<br><input type="checkbox"/> 3. were incurred as of _____, 20____, a date <b>PRIOR</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |
| <b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>6/30, 2023</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |
| <b>CERTIFICATIONS:</b> 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 <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract. |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |
| <b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b><br><br>X: _____ Date: _____<br>(Signature and Date Must Be Captured At Time of Signature)<br>Print Name: _____<br>Print Title: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            | <b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b><br><br>X: _____ Date: _____<br>(Signature and Date Must Be Captured At Time of Signature)<br>Print Name: _____<br>Print Title: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |



# CITY OF MELROSE

## PARKS DEPARTMENT

100 Slayton Road  
Melrose, MA 02176

Joan Bell  
Superintendent of Mount Hood  
& Public Open Space  
[jbell@cityofmelrose.org](mailto:jbell@cityofmelrose.org)  
O: 781.979-4168

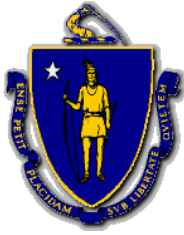
RE: Acceptance of Earmark Grant from DCR (\$75,000)

Per legislation, the Department of Conservation and Recreation is issuing Melrose a \$75,000 earmark grant intended to be used for enhancements to recreational developments and parks. After discussing options with the Park Commission, the decision was made to use these funds to fix and resurface some of our most in need basketball courts, and to repair and possibly add additional pieces to the Melrose Rotary Skateboard Park.

I respectfully request that the City Council accept this grant funding.

Very truly yours,

Ms. Joan Bell, Superintendent of Public Open Space  
City of Melrose Parks Department



Commonwealth of Massachusetts  
**EXECUTIVE OFFICE OF  
 HOUSING & ECONOMIC DEVELOPMENT**  
 ONE ASHBURTON PLACE, ROOM 2101  
 BOSTON, MA 02108

CHARLES D. BAKER  
 GOVERNOR

KARYN E. POLITO  
 LIEUTENANT GOVERNOR

MIKE KENNEALY  
 SECRETARY

TELEPHONE  
 (617) 788-3610

FACSIMILE  
 (617) 788-3605

[www.mass.gov/eohed](http://www.mass.gov/eohed)

June 28, 2022

Paul Brodeur, Mayor  
 City of Melrose  
 562 Main Street  
 Melrose, MA 02176

Dear Mayor Brodeur:

I would like to thank you for applying to the Community One Stop for Growth, and for recently taking the time to meet with my team to discuss your project. I very much appreciate hearing about cities and towns that are being proactive in leveraging opportunities for economic growth, and infrastructure projects that enable the production of housing near public transit are a top priority of our Administration. I am happy to consider making targeted state investments to projects that may benefit from an early grant decision to accelerate their timelines.

Therefore, on behalf of the Baker-Polito Administration, I am pleased to inform you that I have approved a grant in the amount of **\$615,000** to the **City of Melrose** (Grantee) in support of the **Ell Pond Culvert Relocation Project**, as outlined in your application to the One Stop. Given that this is a partial award, the city will be expected to cover any additional funds needed to complete the project. A member of the MassWorks team will reach out to your office to discuss next steps for contracting.

Please be advised that this letter does not constitute an agreement or contract with EOHED or the Commonwealth of Massachusetts, nor does it confer any rights onto the Grantee. The Grantee is not authorized to proceed with any purchases or work, for which it expects reimbursement from this grant, until a contract has been fully executed with EOHED. This grant commitment is contingent upon successful execution of a contract no later than September 30, 2022 and a project scope/timeline confirming that the project can be completed within three years.

Sincerely,

Mike Kennealy  
 Secretary

cc: Senator Jason M. Lewis  
 Representative Kate Lipper-Garabedian  
 Denise Gaffey, City Planner, City of Melrose  
 Juan R. Vega, Assistant Secretary for Communities and Programs, EOHED

Attachment: MassWorks Award Letter - City of Melrose June 2022 (ORDER-2023-22 : MassWorks Grant for Culvert Relocation)



# 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>.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>CONTRACTOR LEGAL NAME:</b> City of Melrose<br>(and d/b/a):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            | <b>COMMONWEALTH DEPARTMENT NAME:</b> Executive Office of Housing and Econ. Dev.<br><b>MMARS Department Code:</b> EED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |
| <b>Legal Address: (W-9, W-4):</b> 562 Main Street, Melrose, MA 02176                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            | <b>Business Mailing Address:</b> 1 Ashburton Place, Boston, MA 02108                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |
| <b>Contract Manager:</b> Denise Gaffey                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Phone:</b> 781-979-4190 | <b>Billing Address (if different):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            |
| <b>E-Mail:</b> DGaffey@cityofmelrose.org                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Fax:</b>                | <b>Contract Manager:</b> Jong Wai Tommee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Phone:</b> 617-686-1328 |
| <b>Contractor Vendor Code:</b> VC6000192115                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            | <b>E-Mail:</b> jong.wai.tommee@mass.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |
| <b>Vendor Code Address ID (e.g. "AD001"):</b> AD_0001<br>(Note: The Address ID must be set up for EFT payments.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            | <b>MMARS Doc ID(s):</b> 22MWIPMELROSELLPOND                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |
| <b>RFR/Procurement or Other ID Number:</b> MWIP FY2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |
| <b><u>X</u> NEW CONTRACT</b><br><b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b><br><input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department)<br><input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget)<br><input checked="" type="checkbox"/> <b>Department Procurement</b> (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)<br><input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget)<br><input type="checkbox"/> <b>Contract Employee</b> (Attach Employment Status Form, scope, budget)<br><input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            | <b><u>      </u> CONTRACT AMENDMENT</b><br>Enter <b>Current Contract End Date</b> <u>Prior</u> to Amendment: <u>      </u> , 20 <u>      </u> .<br>Enter <b>Amendment Amount:</b> \$ <u>      </u> . (or "no change")<br><b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b><br><input type="checkbox"/> <b>Amendment to Date, Scope or Budget</b> (Attach updated scope and budget)<br><input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget)<br><input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget)<br><input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language/justification and updated scope and budget) |                            |
| The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <u>X</u> <a href="#">Commonwealth Terms and Conditions</a> <u>      </u> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> <u>      </u> <a href="#">Commonwealth IT Terms and Conditions</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |
| <b>COMPENSATION:</b> (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 <a href="#">815 CMR 9.00</a> .<br><input type="checkbox"/> <b>Rate Contract.</b> (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)<br><input checked="" type="checkbox"/> <b>Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or <b>new</b> total if Contract is being amended). \$ <u>615,000</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |
| <b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> payments must identify a PPD as follows: Payment issued within 10 days <u>      </u> % PPD; Payment issued within 15 days <u>      </u> % PPD; Payment issued within 20 days <u>      </u> % PPD; Payment issued within 30 days <u>      </u> % PPD. If PPD percentages are left blank, identify reason: <u>X</u> agree to standard 45 day cycle <u>      </u> statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); <u>      </u> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |
| <b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (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.)<br><b>Capital grant funding through the MassWorks Infrastructure Program (pursuant to Plan Item D001 in the Mass. Capital Investment Plan 2022-2026) to support a public infrastructure project, in accordance with the scope and additional terms and conditions outlined in Attachment A, and as described in the attached RFR response.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |
| <b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:<br><input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date.<br><input type="checkbox"/> 2. may be incurred as of <u>      </u> , 20 <u>      </u> , a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date.<br><input type="checkbox"/> 3. were incurred as of <u>      </u> , 20 <u>      </u> , a date <b>PRIOR</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |
| <b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>June 30</u> , 2024, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |
| <b>CERTIFICATIONS:</b> 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 <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract. |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |
| <b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b><br><br>X: _____ Date: _____<br>(Signature and Date Must Be Captured At Time of Signature)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            | <b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b><br><br>X: _____ Date: _____<br>(Signature and Date Must Be Captured At Time of Signature)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |
| Print Name: <u>Paul Brodeur</u><br>Print Title: <u>Mayor</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            | Print Name: <u>Mike Kennealy or Designee</u><br>Print Title: <u>Secretary of Housing and Economic Development</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |

Attachment: Melrose Standard Contract Form (ORDER-2023-22 : MassWorks Grant for Culvert Relocation)



# 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:** Denise Gaffey, Director of Planning and Community Development  
Vonnie Reis, P.E., City Engineer

**RE:** MassWorks Infrastructure Program Grant Award

**DATE:** September 19, 2022

We respectfully request your approval of a MassWorks Infrastructure Grant in the amount of \$615,000 through the Executive Office of Housing and Economic Development Community One Stop for Growth Program. The grant funding will support the relocation of a portion of the Ell Pond Culvert, which currently runs below the property at 681-697 Main Street. The deteriorated condition of the culvert is a major impediment to realizing the full potential of this important gateway to downtown Melrose.

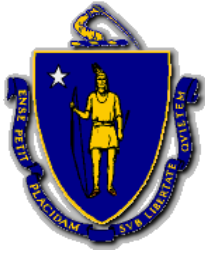
The city will supplement the grant funding with in-kind services to manage the culvert relocation project. We do not anticipate any city funding being allocated toward the project and we are not requesting or required to provide city matching funds. The project costs that exceed the grant funding, estimated at \$36,000, will be paid by the developer who is currently undergoing a permitting process for a new mixed-use building at the site.

In conjunction with the permitting, we anticipate that the construction documents for the culvert relocation will be completed this fall and the project will be bid during the winter months in anticipation of work to occur when the weather is favorable in the late spring or early summer of 2023.

Thank you for your consideration. We look forward to discussing this further with you at an upcoming Committee meeting.

Attachment: Council memo Massworks culvert grant 9\_19\_2022 (ORDER-2023-22 : MassWorks Grant for Culvert Relocation)





COMMONWEALTH OF MASSACHUSETTS  
 EXECUTIVE OFFICE OF  
 ENERGY AND ENVIRONMENTAL AFFAIRS  
**DEPARTMENT OF ENERGY RESOURCES**  
 100 CAMBRIDGE ST., SUITE 1020  
 BOSTON, MA 02114  
 Telephone: 617-626-7300  
 Facsimile: 617-727-0030

**Charles D. Baker**  
 Governor

**Karyn E. Polito**  
 Lt. Governor

**Bethany A. Card**  
 Secretary

**Patrick C. Woodcock**  
 Commissioner

July 25, 2022

Paul Brodeur, Mayor  
 City of Melrose  
 562 Main Street  
 Melrose, MA 02176

Dear Mayor Brodeur:

I am pleased to inform you that the Department of Energy Resources (DOER) Green Communities Division has approved an award of **\$500,000** for the following projects proposed in the City of Melrose's Green Communities Competitive Grant application.

List of projects funded:

- \$500,000, Public Library — Decarbonization project

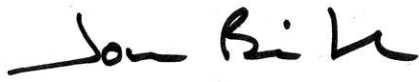
The Division reviewed Melrose's grant application and has determined these are viable projects that meet the eligibility requirements of our Competitive Grant program. **Please note that, due to the competitive nature of this grant program, the use of these funds is restricted to the specifically-approved projects listed above.**

Jane Pfister, Green Communities Grant Coordinator, will follow up with the contact listed in your competitive grant application to discuss next steps, including coordination of the grant contract process. The Green Communities Division looks forward to working with the City of Melrose on your grant projects. We congratulate you on your grant award and applaud your efforts to create a cleaner energy future for your community and the Commonwealth as a whole.

Please do not hesitate to contact me at 617-823-4029 or by email at [Joanne.Bissetta@mass.gov](mailto:Joanne.Bissetta@mass.gov) with any questions you may have regarding your grant award.

Sincerely,

Attachment: melrose\_cpt11-1 award letter (ORDER-2023-23 : Green Communities Grant for Library Decarbonization)



Joanne Bissetta, Director  
Green Communities Division

Cc: Martha Grover, Sustainability Manager  
Neal Duffy, Northeast Green Communities Regional Coordinator

Attachment: melrose\_cpt11-1 award letter (ORDER-2023-23 : Green Communities Grant for Library Decarbonization)

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<br>(and d/b/a):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     | COMMONWEALTH DEPARTMENT NAME: Department of Energy Resources<br>MMARS Department Code: ENE1000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |
| Legal Address: (W-9, W-4): 562 Main Street, Melrose MA 02176                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     | Business Mailing Address: 100 Cambridge Street, Suite 1020, Boston, MA 02114                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |
| Contract Manager: Mayor Paul Brodeur                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Phone: 781-979-4500 | Billing Address (if different):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |
| E-Mail: mayorsoffice@cityofmelrose.org                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Fax: 781-979-4290   | Contract Manager: Jane Pfister                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Phone: 617-626-7300 |
| Contractor Vendor Code: VC6000192115                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     | E-Mail: jane.pfister@mass.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Fax: 617-727-0030   |
| Vendor Code Address ID (e.g., "AD001"): AD 001<br>(Note: The Address ID must be set up for EFT payments.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     | MMARS Doc ID(s):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     | RFR/Procurement or Other ID Number: PON-ENE-2022-007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |
| <b>X NEW CONTRACT</b><br>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)<br><input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department)<br><input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget)<br><input checked="" type="checkbox"/> Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)<br><input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget)<br><input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget)<br><input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     | <b>___ CONTRACT AMENDMENT</b><br>Enter Current Contract End Date <u>Prior</u> to Amendment: ____, 20 ____.<br>Enter Amendment Amount: \$ _____. (or "no change")<br>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)<br><input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget)<br><input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget)<br><input type="checkbox"/> Contract Employee (Attach any updates to scope or budget)<br><input type="checkbox"/> 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): <input checked="" type="checkbox"/> <a href="#">Commonwealth Terms and Conditions</a> <input type="checkbox"/> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> <input type="checkbox"/> <a href="#">Commonwealth IT Terms and Conditions</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |
| 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 <a href="#">815 CMR 9.00</a> .<br><input type="checkbox"/> 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.)<br><input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or <b>new</b> total if Contract is being amended). \$ <u>500,000</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |
| PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> 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: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); <input type="checkbox"/> 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: This is a contract to award a grant to the City of Melrose for fiscal years 2022-2026 under the Green Communities Competitive Grant Program in the amount of Five Hundred Thousand Dollars and No Cents (\$500,000.00 ) The grant will fund energy conservation measures, decarbonization project, in municipal facilities including Public Library, to be provided for the benefit of, and subject to the direction and oversight of, the Grantee as detailed in Attachment C.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |
| ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:<br><input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date.<br><input type="checkbox"/> 2. may be incurred as of ____, 20 ____, a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date.<br><input type="checkbox"/> 3. were incurred as of ____, 20 ____, a date <b>PRIOR</b> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |
| CONTRACT END DATE: Contract performance shall terminate as of <u>September 30, 2025</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |
| CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 CMR 21.07</a> , 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: _____<br>(Signature and Date Must Be Captured At Time of Signature)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     | X: _____, Date: _____<br>(Signature and Date Must Be Captured At Time of Signature)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |
| Print Name: <u>Paul Brodeur</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     | Print Name: <u>Marcelle T. Payen</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |
| Print Title: <u>Mayor</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     | Print Title: <u>Chief Financial Officer</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |

**BACKGROUND**

1. The DOER has selected the Grantee to receive Green Communities grant funds for projects described in the Grantee’s response to the PON.
2. The DOER approves the expenditure of funds as described in Attachment D (Budget) for the work planned and described in Attachment C (Scope of Grant Award).
3. The Grantee agrees to complete the projects described in the Scope of Grant Award (collectively referred to as “the Project”).

This agreement (Agreement) incorporates and makes part hereof certain attachments and forms which have been provided and accepted by the parties as part to this Agreement. Copies of such agreed upon attachments and forms are attached hereto set forth in their entirety and made part of this Agreement by reference:

THE COMMONWEALTH STANDARD CONTRACT FORM

BACKGROUND

ATTACHMENT A: GREEN COMMUNITIES COMPETITIVE GRANT APPLICATION  
MATERIALS

ATTACHMENT B: GRANTEE RESPONSE

ATTACHMENT C: SCOPE OF GRANT AWARD

ATTACHMENT D: BUDGET

THE COMMONWEALTH OF MASSACHUSETTS STANDARD CONTRACT ATTACHMENTS

1. COMMONWEALTH TERMS AND CONDITIONS
2. GRANTEE AUTHORIZED SIGNATORY LISTING
3. W-9 FORM
4. EFT

**ATTACHMENT A – Green Communities Competitive Grant Application Materials**

The Program Opportunity Notice (PON) was provided to the municipality via Commbuys, the Commonwealth's procurement website.

**DOER PON-ENE-2022-007 2022 Green Communities Competitive Grant Program**

Bid # [BD-22-1041-ENE01-ENE01-71370](#)

**ATTACHMENT B – Grantee Response**

*(All documents listed below are available to DOER fiscal staff at:*

<https://massdoer.imeetcentral.com/greencommunities/dbapp=7ary4jojv3xnh83ficwf09s252274943&ac=h&num=0&view=1152484>

1. Grantee submission narrative – Melrose gc grant narrative.pdf; Melrose public library schematic design narrative revised 032322.pdf
2. Grantee grant table submitted – gc grant table 2022.xlsx
3. Grantee certification of application submitted – Melrose certificate of application.pdf

Response included additional files:

- gc grant match letter.pdf;
- hvac spec design development phase.pdf
- public library dd estimate 03 29 22 rev1.pdf
- sd phase energy analysis draft preliminary report.pdf
- proposed addition image.pdf
- sd phase energy analysis emailed date.pdf

## ATTACHMENT C – SCOPE OF GRANT AWARD

**COMMONWEALTH OF MASSACHUSETTS  
SCOPE OF GRANT AWARD AGREEMENT**

**By and Between  
Department of Energy Resources  
and  
City of Melrose**

**SCOPE OF GRANT AWARD****1. Overview**

The purpose of this contract is to award a grant to the City of Melrose (Grantee) for a maximum obligation amount not to exceed Five Hundred Thousand Dollars and No Cents (\$500,000.00) to fund energy conservation measures in municipal facilities including Public Library, as more particularly described in Attachment B (Project). In connection with the above referenced grant, the Grantee requested five hundred thousand dollars and no cents (\$500,000.00) in public funding out of twenty one million twenty nine thousand one hundred thirty three dollars and no cents (\$21,029,133.00) in total project costs for energy conservation measures listed in attachment B. The energy conservation measures funded are decarbonization project.

The Grantee is responsible for informing the Department of Energy Resources (DOER) of all eligible expenses and Project deliverables as compared to the original proposal as set forth in Attachment B.

**Note that no changes in Project scope can occur or proceed without the prior written authorization from the DOER.**

**2. Contingencies**

The Grantee shall provide to the DOER's satisfaction, the required information as stated below as applicable to the Project(s), as soon as the information becomes available.

1. Documentation that the municipality has met, teleconferenced, or had an email exchange with its gas and/or electric public utility representatives regarding the availability of utility incentives for any eligible energy conservation or efficiency measures.
2. Documentation of having **applied for all gas and electric rebates** provided for eligible energy conservation or efficiency measures. The Grantee is required to have documentation from utilities regarding rebates before selection and installation of products.

**3. Procurement**

All procurement contracts and subcontracts entered into by public agencies and governmental bodies shall be governed by and in accordance with Massachusetts General Laws. Where applicable, such procurements, contracts and subcontracts shall be governed by the all provisions of either M.G.L. c.25A, § 11C or §11I, M.G.L. c.30B, or M.G.L c.149. All designer selection for building projects shall be governed by M.G.L. c.7, §§38A1/2 - O.

**4. Program Schedule**

The following are milestones to ensure timely completion of the Project(s). If the Grantee is unable to meet these milestones Grantee shall promptly contact the DOER.

- (1) Complete construction of the Project (s) – August 1, 2025
- (2) End of grant period – September 30, 2025

## 5. Disbursement of Funds

Initial Disbursement: Twenty five percent (25%) of the award in the amount of one hundred twenty five thousand dollars and no cents (\$125,000.00) will be disbursed by the DOER subsequent to the execution of this grant agreement and upon the DOER's agreement that contingency number one as stated under Section Two Contingencies of this Scope of Grant Award has been fully satisfied.

Second Disbursement: Fifty percent (50%) of the award in the amount of two hundred fifty thousand dollars and no cents (\$250,000.00), shall be disbursed upon verification by the DOER that twenty-five percent (25%) of the grant funds have been expended and that contingency number two as stated in Section Two Contingencies of this Scope of Contract Award has been fully satisfied and that all reporting requirements have been met. Reporting requirements will include submittal by the Grantee to the DOER of detailed dated invoices of Grantee's costs incurred to date.

Final Disbursement: Twenty five percent (25%) of the award in the amount of one hundred twenty five thousand dollars and no cents (\$125,000.00), shall be disbursed after a site visit by the DOER, a review of the detailed invoices of the Project(s) and any other requested documentation and verification by the DOER that the Project(s) are complete, that one hundred percent (100%) of grant funds have been expended, evidence of approved utility incentives have been provided, and that all reporting requirements and requests by the DOER have been met, including submittal and approval of the Final Report.

**Funds shall not be used for the reimbursement of any work related to this Project(s) performed before the contract Effective Date.**

## 6. Grantee Warrants to Keep Facility Open

For Project(s) involving services or construction at facility(s) owned by or under the control of the Grantee, the Grantee hereby warrants and certifies that the facility (s) for which grant funds are designated will remain open and in service for at least five (5) years following completion of proposed project(s).

## 7. Separate Accounts

The Grantee shall at all times conduct its business and affairs in such a manner that any and all ledger accounts and records pertaining to the receipt and expenditure of the DOER funds under this Agreement shall be kept separate and distinct from all ledger accounts and records of the Grantee relative to any other enterprise which the Grantee has engaged in, developed, or administered.

## 8. Unused Funds

Any funds undisbursed or uncommitted by the Grantee after September 30, 2025, shall be promptly returned to the DOER within sixty (60) days.

## 9. Administrative Costs

Grantee's administrative costs shall not exceed ten percent (10%) of the maximum obligation contract amount of Five Hundred Thousand Dollars and No Cents (\$500,000.00).

## 10. Publicity

The municipality will coordinate with the DOER on all publicity regarding this Project(s).



## 11. Reporting and Other Required Documentation

- A. Should Grantee engage a third party to manage administrative functions of the program and rely on the internal controls of that third party, the third party shall provide the results of an internal controls audit annually according to the provisions Statements of Auditing Standards No. 70 to the DOER and Grantee.
- B. Grantee shall have a program to combat fraud, waste and abuse of funds and shall incorporate into its program guidance provided by the Office of the State Comptroller.
- C. **Quarterly reports:** The Grantee shall be required to file progress and financial reports once every quarter, unless specifically exempted in writing by the DOER. Quarterly reports are due by 5PM four (4) days after the completion of each of the following quarters:
  - a. July 1 – Sept 30
  - b. Oct 1 – Dec 30
  - c. Jan 1 – Mar 30
  - d. Apr 1 – June 30

Quarterly reports shall include:

- a. The progress and status of activities performed in relation to the Scope of Grant Award including an explanation of any delays or obstacles encountered in meeting the performance schedule as well as a description of efforts taken to resolve delays; and
  - b. The actual costs incurred to date by the Project, breaking down all costs in such manner as the DOER may prescribe.
- D. **Final report:** The final report shall be submitted within two (2) months after completion of the final project receiving funding, and shall include a summary of the projects completed, including project locations and capacity. All quarterly and final reports above shall be submitted to:

Jane Pfister  
 Green Communities Grant Coordinator  
[jane.pfister@mass.gov](mailto:jane.pfister@mass.gov)

NOTE: If the services funded by this Agreement are solicited pursuant to M.G.L. Ch. 25A § 11C or § 11I, then the Grantee shall also comply with the monitoring and reporting requirements set forth in the DOER's regulations at 225 C.M.R. 10.00, 19.00 or other applicable regulations. For solar PV systems, registration with and reporting to the Massachusetts Clean Energy Center Production Tracking System (PTS) is required.

- E. **Ownership of Reports and Other Required Documentation:** The deliverables shall be owned by the Commonwealth of Massachusetts and treated as public documents. Following the completion of the contract both the Commonwealth of Massachusetts and the Grantee retain the right to make further use of the deliverables.



**VI. ATTACHMENT D - BUDGET**Check one:   X   Initial Budget       Budget/Account Amendment. Maximum Obligation before this Amendment:

PRIOR MMARS DOCUMENT ID: \_\_\_\_\_ (for reference - if applicable)

CURRENT DOC ID: \_\_\_\_\_.

[See Instructions for Additional Guidance on completion. Insert as many additional lines as necessary.]

| A                  | B         | C            | D                         | E                                             | F                          | G                | H                                                                                                               | I                          |
|--------------------|-----------|--------------|---------------------------|-----------------------------------------------|----------------------------|------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------|
| Budget Fiscal Year | Account   | Object Class | Activity / Function Codes | Initial Amount / or Amount Prior to Amendment | Indicate Add or Reduce +/- | Amendment Amount | Enter “YES” if Amount is a prior FY budget reduction or a current FY “Carry-in” authorization for Federal Funds | New Amount After Amendment |
| FY23               | 2000-0113 | P01          | GNCO-COMP                 | \$499,997.00                                  |                            |                  |                                                                                                                 |                            |
| FY24               | 2000-0113 | P01          | GNCO-COMP                 | \$ 1.00                                       |                            |                  |                                                                                                                 |                            |
| FY25               | 2000-0113 | P01          | GNCO-COMP                 | \$ 1.00                                       |                            |                  |                                                                                                                 |                            |
| FY26               | 2000-0113 | P01          | GNCO-COMP                 | \$ 1.00                                       |                            |                  |                                                                                                                 |                            |
|                    |           |              |                           |                                               |                            |                  |                                                                                                                 |                            |

| FISCAL YEAR SUBTOTALS AND TOTAL MAXIMUM OBLIGATION FOR DURATION OF CONTRACT                   |                     |
|-----------------------------------------------------------------------------------------------|---------------------|
| FISCAL YEAR: <u>  2023  </u> SUBTOTAL (or New Subtotal if Fiscal Year Subtotal being amended) | \$499,997.00        |
| FISCAL YEAR: <u>  2024  </u> SUBTOTAL (or New Subtotal if Fiscal Year Subtotal being amended) | \$ 1.00             |
| FISCAL YEAR: <u>  2025  </u> SUBTOTAL (or New Subtotal if Fiscal Year Subtotal being amended) | \$ 1.00             |
| FISCAL YEAR: <u>  2026  </u> SUBTOTAL (or New Subtotal if Fiscal Year Subtotal being amended) | \$ 1.00             |
| <b>TOTAL MAXIMUM OBLIGATION FOR DURATION OF CONTRACT</b>                                      | <b>\$500,000.00</b> |

Attachment: melrose CPT11-1 grant contract (ORDER-2023-23 : Green Communities Grant for Library Decarbonization)

**VII. COMMONWEALTH OF MASSACHUSETTS  
STANDARD CONTRACT ATTACHMENTS (ENCLOSED)**

1. COMMONWEALTH TERMS AND CONDITIONS
2. GRANTEE AUTHORIZED SIGNATORY LISTING
3. W-9 FORM
4. EFT

Attachment: melrose CPT11-1 grant contract (ORDER-2023-23 : Green Communities Grant for Library Decarbonization)



DENISE M. GAFFEY  
Director & City Planner

## CITY OF MELROSE

### OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

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

### MEMORANDUM

**TO:** Melrose City Council

**FROM:** Denise Gaffey, Director of Planning and Community Development  
Martha Grover, Sustainability Manager

**RE:** Green Communities Decarbonization Grant for Library Renovation Project

**DATE:** September 19, 2022

In April 2022 we applied for our seventh Green Communities Competitive Grant from the Massachusetts Department of Energy Resources (DOER) and Mayor Brodeur was recently notified of the award. The \$500,000 grant award is from a new Green Communities grant category for building decarbonization implementation projects and will be applied to the Melrose Public Library Renovation Project. We are requesting City Council approval to accept the grant and enter into the contract with DOER. There are no city matching funds required for this grant.

The grant funds will be used to offset the costs of switching the original building designs proposed in 2016 from natural gas heating to all-electric space and water heating along with ventilation and building envelope measures that were not included in early project estimates. Much has changed since 2016 but first and foremost, in recognition of the devastating impacts of climate change and the need to reduce greenhouse gas emissions, the City of Melrose made a commitment to be net zero and carbon free quickly and significantly by 2050. In addition, the recently revised MassSave New Construction program has established a path for Zero Net Energy / Deep Energy Savings for Library Building Types with a target Energy Use Intensity (EUI) goal of 30.0 to be eligible for the maximum incentives. As a result of these new requirements, the initial building plans that called for a natural gas heating system had to be overhauled and additional ventilation and building envelope improvements considered. The project team is also seeking LEED (Leadership in Energy and Environmental Design) Certification for the building.

Thank you for your consideration. We look forward to discussing this further with you at an upcoming committee meeting.

Attachment: City Council GC Grant Memo Sept 2022 (ORDER-2023-23 : Green Communities Grant for Library Decarbonization)

September 19, 2022

Melrose City Council  
562 Main Street  
Melrose, MA 02176

**RE: Request for Funding for Pre-Design Services for Public Safety Buildings**

Dear Honorable City Councilors,

We, the Melrose Public Safety Building Committee, request \$68,500 for design services, including reimbursable expenses, for an architectural firm to complete pre-design services for proposed upgrades to the city's fire and police stations. These services, which include developing conceptual design plans, schedules, and cost estimates for several possible options, will allow our committee to refine two options and present these options to the Mayor, the City Council, and the public for review in early 2023.

In late 2021, the Mayor established this Public Safety Building Committee to come up with a recommendation for how to upgrade our public safety buildings to best serve the needs of the Police and Fire Departments. We initiated our effort by reviewing the previous feasibility study for public safety buildings completed in 2017 and are coming up with our recommendations which balance both the needs of our city and an effective use of our tax-payer dollars. We will present our recommendations to the Mayor, City Council, and the general public in stages as we come up with our findings. Our task is to make an informed recommendation on the best path for public safety buildings for our city, and to explain this to our fellow citizens so that we, as a community, can reach consensus on the funding for this effort.

Our committee has confirmed that our police and fire stations have been in dire need of upgrades for quite some time now. Improving our public safety buildings will be a major, multi-year project for our city to undertake. The actual cost of this effort will depend on which plan Melrose selects, the design fees, the construction and land costs, and the phasing of the project. Outdated police and fire stations are not a local phenomenon. We have studied how surrounding municipalities have upgraded their public safety building infrastructure, and are learning from their planning, funding, and execution.

Dore and Whittier, the architecture firm who also performed the previous 2017 feasibility study, have completed a [number of public safety building projects](#) for municipalities in New England. They have presented us with a scope of work and fee proposal to assist our Committee, which we determine to be reasonable. Their work will take approximately four months, pending approval of this appropriation request, contracting, and signing a notice to proceed.

Request for Funding for Public Safety Facility Design Services  
Page Two

We are requesting this funding for Dore and Whittier to refine the design, including schedules and cost estimates, for the following options identified by our committee through our work over the past year:

- Making structural, utilities, and accessibility improvements to the Central Fire Station on Main St.
- Renovating and adding a 2-story addition to Engine 2 on Tremont St.
- Demolishing and building a new Engine 2 on Tremont St.
- Renovating and adding a second floor to Engine 3 on East Foster St.
- Demolishing and building a new Engine 3 on East Foster St.
- Renovating Engine 3 on East Foster St., without any additions.
- Building a new police station and dispatch center on a larger site.
- Converting a larger, existing building into a new police station on a new site.
- Different combinations of the above.

We appreciate your consideration of this request and look forward to discussing it with you.

Respectfully,

*Eugenia Gibbons*

*Jeff McNaught*

**Public Safety Buildings Committee Co-Leaders**

cc: Mayor Paul Brodeur

Attachments: Dore & Whittier Proposal Letter dated August 31, 2022  
Proposed Conceptual Options

August 31, 2022

Elena Proakis Ellis, PE, BCEE  
 Director of Public Works  
 City of Melrose  
 72 Tremont Street  
 Melrose, MA 02176



RE: Additional Public Safety Study Fee Proposal – *Revision 1*

Dear Elena and Public Safety Committee members,

Dore + Whittier has been requested by the Melrose Public Safety Committee to furnish a fee proposal to develop conceptual plans and “high level” programming/space needs analysis, schedule and cost estimates related to their public safety facilities. *This revised proposal adds a design option which removes and replaces Engine 3 with a new fire station on the existing site.*

In accordance with the Draft RFP for Pre-Design Services dated July 31, 2022, and sent to us via e-mail on August 2, we offer the following understanding of the scope of work and a fee proposal to provide the requested deliverables.

### Programming

Dore + Whittier will meet with the Public Safety Committee to review the 2017 programming and space needs analyses and discuss the current considerations and needs for each department. This includes any current or anticipated changes to staffing or operational procedures that may have come up since the 2017 study. We will then generate an updated program and space needs summary for the Police and Fire Departments based on the three facility Options defined in the Draft RFP.

We will then develop new Space Diagrams and other details needed to convey the type / location / configuration of spaces so that the scope of renovation and new construction work is evident and sufficient for our Estimator’s use in developing conceptual cost estimates. This includes considerations for any changes to code requirements, regulations, industry standards, equipment, etc., that may have occurred since 2017.

### Existing Conditions Assessment

We will not be assessing existing conditions and do not plan on making any site visits except for our structural engineer, EDG, who will need to take a closer look at Engine 2 and Engine 3 since the Options for additions at those stations were not considered in our 2017 Study. Their evaluation of existing conditions will enable the development of proposed design solutions and structural details for cost estimating purposes.

### Schedule

Dore + Whittier will provide a proposed time frame estimate to complete the design and construction associated with each of the six possible build options. These schedules are to be developed based on the City’s use of a Construction Manager at Risk (Ch. 149A) delivery method. We note that D+W has extensive experience with this approach to construction in Massachusetts.

### Cost Estimates

We will again retain PM+C for Construction Cost Estimating. Together we will generate a Total Project Cost Estimate for each of the six possible build options based on information that we develop and issue to them.

PM+C provided cost estimates for two projects in 2017 – a new HQ/Engine 2 station proposed for the Station 2 site and a renovation/addition project to convert the existing Fire Headquarters for Police Department use. (Initial guidelines provided to us then were that we could only consider the use of existing sites for police and fire facility solutions or adaptations). PM+C also provided the line-item costs for each fire station capital improvement plan, so they are familiar with existing conditions at each site and facility.

### Execution of the Work (Tasks and Schedule)

#### Month 1:

Meet with the Public Safety Committee (meeting #1)

- Review 2017 program and space needs
- Discuss current departmental needs and expectations.

Develop new program and space needs analysis based on these discussions in accordance with three optional approaches to facility upgrades and construction.

Review new program with PSC (meeting #2)

Modify program as directed

Structural Engineer, EDG, to visit Engine 2 and Engine 3

#### Months 2-3:

Develop Conceptual Design for each of six potential building projects.

Develop time frames for design and construction of each

Review Conceptual Designs with Public Safety Committee (meeting #3)

Establish a prioritization/sequence of work

Finalize the plans and Issue to PM+C

#### Month 4:

Generate and review Cost Estimates for six building projects

Review with Public Safety Committee

Submit deliverables/final report

### Notes:

1. The six build options we are to explore are described in the attached scope of work from the City and summarized below.
  - 1.1. A new 3-story, 20,000 SF police station at a to-be-determined site. Basis of design narrative needed, suitable for conceptual cost estimating purposes.
  - 1.2. Renovations/upgrades only to Central Fire Headquarters.
  - 1.3. Engine 2 – a new, 2-story, 20,000 SF station at existing site
  - 1.4. Engine 2 – a renovation/2-story addition
  - 1.5. Engine 3 – renovation/2nd story addition

1.6. Engine 3 – renovation only

1.7. Engine 3 – remove and replace with a new fire station on the existing site

2. Our assumption is that the Committee will select one of the three options to move forward with, although we anticipate that the final project definition will be somewhat different than what is currently stated. The suggested square footages for each facility are markedly lower than those derived during our 2017 study, so the programming requirements will reflect significant differences from those established in the 2017 plan.

D+W Staff that completed the 2017 study will again be available to work with you on this assignment. Specifically:

|                          |                     |
|--------------------------|---------------------|
| Donald Walter, AIA       | Principal in Charge |
| Glen Gollrad, RA         | Project Manager     |
| Jason Harris, Assoc. AIA | Programmer/Designer |
| David Mentzer, AIA       | Project Architect   |

3. Should a preferred option be defined and selected for further development and the City elects to retain D+W for the design phase, we propose to utilize the same team that produced the 2017 study, specifically:

|                                     |                        |
|-------------------------------------|------------------------|
| Garcia Galuska DeSousa              | MEP/FP Engineering     |
| Nitsch Engineering Inc.             | Site/Civil/Permitting  |
| Project Management + Cost           | Cost Estimating        |
| Universal Environmental Consultants | Hazardous Materials    |
| Engineers Design Group              | Structural Engineering |

4. Exclusions:

- There will be no work associated with the existing police station or any other existing building the City might consider for the police department's relocation.
- We will not assist with a site search or acquisition. Conceptual plans generated for a new police station will be based on a hypothetical site.
- We will not be generating any 3D renderings, building elevations drawings, site plans, floor plans, room diagrams, or basis of design narratives.
- We will not be making any presentations to the public or engaging in any meetings other than those described in the Execution of the Work unless requested and approved as an additional service.
- Providing MEP or Civil Engineering service.
- Preparation of site surveys and/or geotechnical reports.
- Preparation of Architectural renderings, models, and presentation drawings/materials.
- Inventory existing equipment / furnishings; if any are to be re-used.

**Owner Provisions:**

Professional design services which are not provided by the Architect, and which shall be provided under a separate contract to Owner include:

- Site survey (if required).
- Geotechnical Investigation (if required).



- Hazardous Materials Testing (if required).

As a condition of this Proposal, the Owner shall agree to provide the following:

- Access to the Project site for field verification as needed.
- Complete site survey, if one exists.
- Geotechnical engineering services, if required.
- Existing building drawings, if available.
- Environmental testing reports currently on file.

### **Terms:**

In recognition of the relative risks, rewards and benefits of the Project to both the Owner and the Architect, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the Architect's liability to the Owner for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from negligent errors or omissions or causes, including reasonable attorney's fees and costs and expert witness fees and costs, so that the total aggregate liability of the Architect to Owner shall not exceed the amount of the Architect's total fee for services rendered on this project. It is intended that this limitation shall apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

In an effort to provide resolution for any conflicts that may arise during the design or construction of the Project, the Owner and the Architect agree that all disputes between them, arising out of or relating to this Proposal, shall be submitted to non-binding mediation unless the parties agree otherwise.

The Architect cannot or shall not be required to author or execute any documents that would certify, guarantee, or warrant the existence of conditions whose existence the Architect has been contracted to ascertain or over which the Architect has not control.

Neither the Architect, the Architect's Consultants, nor their agents or employees have offered any fiduciary service to the Owner/Owner and no fiduciary responsibility shall be owed to Owner by Architect, the Architect's Consultants, nor their agents or employees, as a consequence of Architect entering into this Agreement with Owner.

The Owner shall, to the fullest extent permitted by law, indemnify and hold harmless the Architect, its officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including reasonable attorney's fees and defense cost, arising out of, or in any way connected with, the performance by any of the parties above named for the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Architect.

In providing services under this Agreement, the Architect will endeavor to perform in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. The Architect makes no warranty, express or implied, as to its professional services rendered under this Agreement.

Drawings, specifications, and other documents prepared by the Architect are instruments of the Architect's service and are for the Owner's use solely with respect to this Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the Project or termination of this Agreement, the ownership of these instruments of Service shall transfer to the Owner only after the Architect has been paid in full for services rendered and for all applicable reimbursable expenses. When transmitting copy-right-protected information for use on the Project, the transmitting party represents that either the copyright owner of the information or has permission from the copyright owner to transmit the information for its use on the Project.

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated, for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the Terms of this Agreement.

### **Fees:**

#### **Basic Services**

The compensation for the additional public safety study will be an agreed upon Lump Sum Fee as listed below:

Costs of Study Services: \$66,500.00

A professional services fee retainer will not be required for this Project.

This Proposal shall remain valid for a period of Sixty (60) days from the date of issue.

Billings are compiled at the end of each month based upon the work completed and are due in full upon receipt of invoice. Invoices which are unpaid and past due more than 60 days may be subject to interest penalty charges at 1.5% per month. In the event that any portion of an account remains unpaid Sixty (60) days after billing, the Owner shall pay all costs of collection, including reasonable attorney's fees and the Architect may elect to suspend services.

The Owner explicitly understands and agrees that the Architect's fees for professional services for this project are payable per the terms stated herein and are not dependent upon funding for the project, approval by agencies, or the construction of the project. The Architect will not issue final report if the Owner's account is not current.

### **Reimbursable Expenses:**

Not included in the above listed services are out-of-pocket reimbursable expenses such as those listed below which will be billed at cost plus 10% (1.10). We will provide a Not-to-Exceed cap of \$2,000 on reimbursable expenses:

- Extraordinary CAD plotting, printing and Xerox copy reproduction costs.
- Project photographs.
- Extraordinary postage and courier delivery services.
- Out of town travel expenses.
- Long distance communications and telephone fees/charges.

- Third party consulting fees not included in Basic Services.
- Liability insurance premiums/costs, in excess of that normally carried by the Architect, specific to the Project as requested by Owner.

If this Proposal is acceptable to you, please execute the attached Project Proposal Approval Form. Upon the Owner's acceptance, please issue a purchase order to memorialize this work as part the on-call services contract.

We look forward to working with you, and a successful completion of this Project.

Sincerely,

**DORE + WHITTIER**

A handwritten signature in black ink, appearing to be 'DW', written over a faint circular stamp or watermark.

Donald M. Walter, AIA, MCPPO  
Principal

## PROJECT PROPOSAL APPROVAL FORM

OWNER: City of Melrose  
72 Tremont Street  
Melrose, MA 02176

PROJECT NAME: Additional Public Safety Study – *Revision 1*  
PROPOSAL DATE: 31 August 2022  
PROJECT FEE: \$66,500.00  
PROPOSED START DATE: Upon Authorization to Proceed

PROPOSED COMPLETION DATE: Completion of scope of work 6 months from date of commencement

Owner authorizes the Architect to proceed with the project in accordance with the attached Proposal of Professional Design Services. Owner approves this Proposal and grants The Architect permission to proceed with this project by signing in the space indicated below. Acceptance is limited to the terms stated within the Proposal unless noted otherwise.

**OWNER**

**DORE & WHITTIER ARCHITECTS, INC**



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Donald M. Walter

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Principal

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

8/31/22

\_\_\_\_\_  
Date

Please sign, keep one copy for your files and return one copy to Dore + Whittier.

# Workstream #1: Proposal Development

Chief Lyle, Chief Collina, Elena Proakis, Denise Gaffey, Paul Norton,  
Dale Parsons, John McCarron, Emmanuel Andrade

**DRAFT Confidential for Policy Development Only**

# Current Stations

*With a total of 33,852 GSF*

DRAFT Confidential for Policy Development Only



## Police Station

56 West Foster Street

Year of Construction: 1900  
Lot Area: 16,596 SF  
Building Area: 7,354 GSF

DRAFT Confidential for Policy Development Only



## Central Fire Station

576 Main Street

Year of Construction: 1910  
Lot Area: 11,881 SF  
Building Area: 12,368 GSF

DRAFT Confidential for Policy Development Only





## Engine 2

206 Tremont Street

Year of Construction: 1929  
Lot Area: 22,041 SF  
Building Area: 6,830 GSF

DRAFT Confidential for Policy Development Only



## Engine 3

278 East Foster Street

Year of Construction: 1964  
Lot Area: 16,117 SF  
Building Area: 7,300 GSF

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# Conceptual Option 1

*With a total of 67,000 GSF*

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## New Police Station + Dispatch Center

Address to be determined

New, 3-Story Police Station  
on Empty Site (20,000 SF)

*NOTE: Police Station on W Foster Street remains in operation during construction (about 18 months).*

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## Central Fire Station

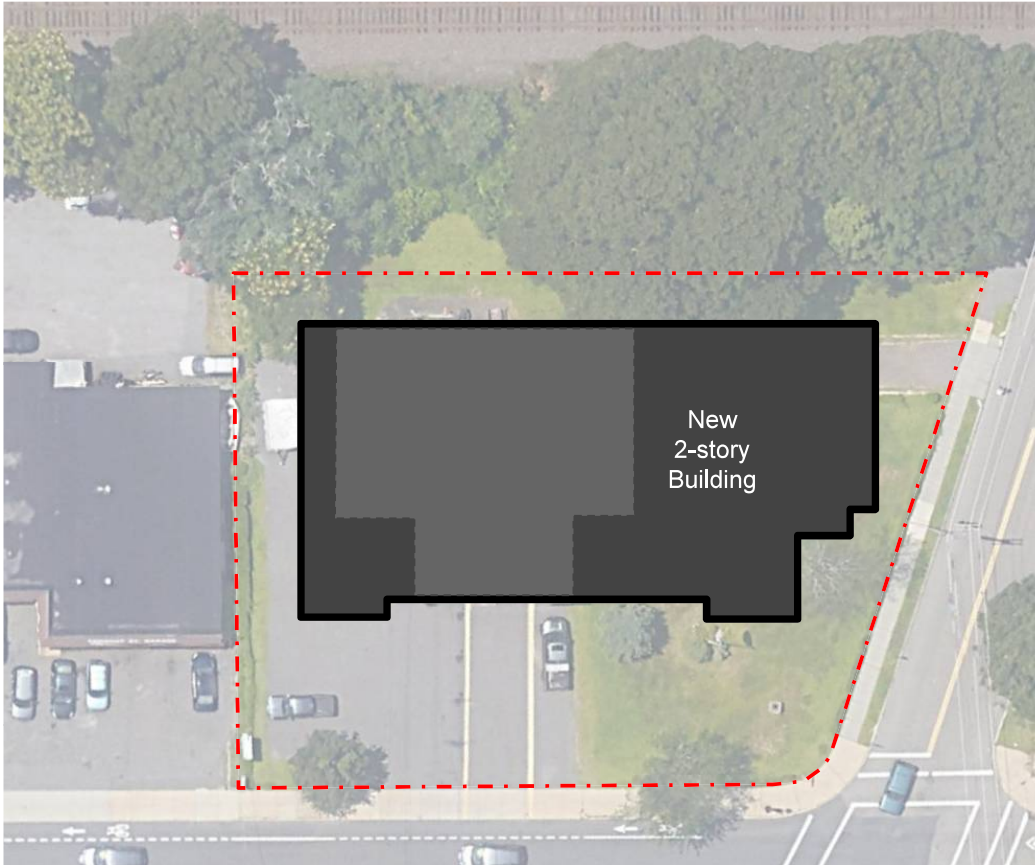
### 576 Main Street

### Renovation (12,368 SF)

- Site improvements and replacement of site utilities.
- Roof and masonry repairs, new windows and exterior doors.
- Extensive structural, mechanical, electrical, plumbing, and fire protection systems' upgrades.
- Accessibility compliance upgrades including new elevator.
- Reconfigured spaces on top floors.

*NOTE: Central Fire Station personnel relocates to Engine 2 and Engine 3 during construction (about 15 months).*

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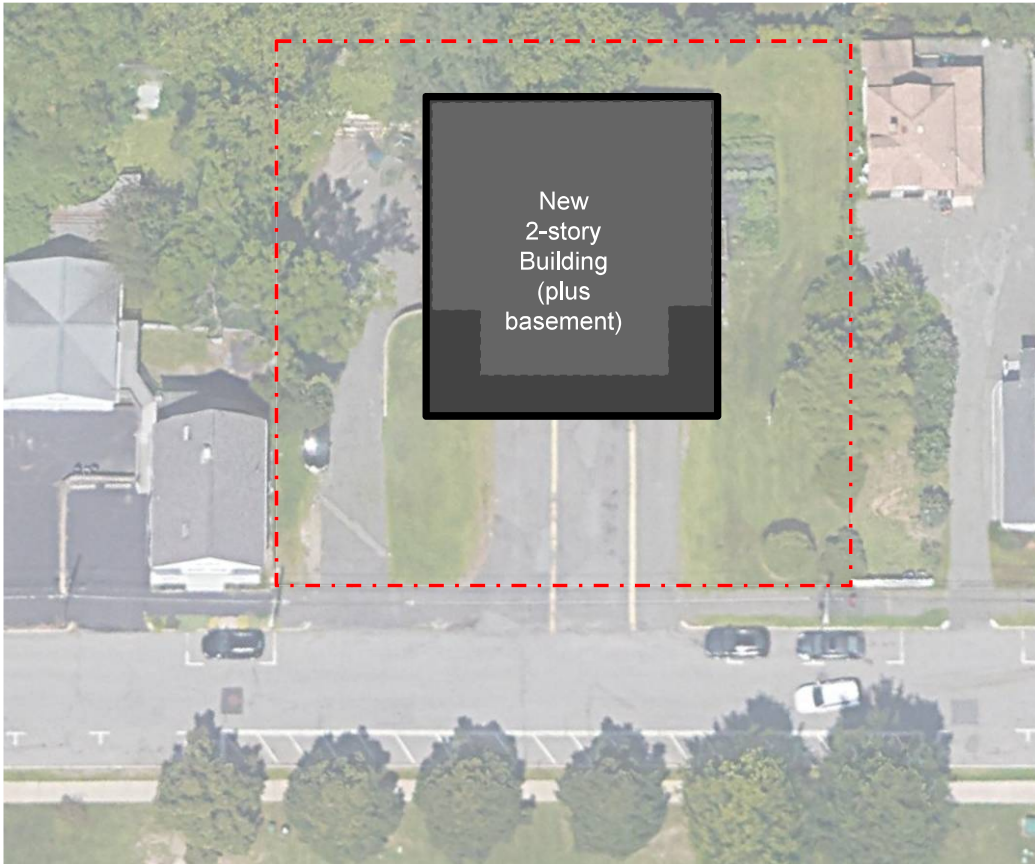
## New Engine 2 with Central Fire Apparatus 206 Tremont Street

### Demolish Existing Engine 2

### New, Two-Story Engine 2 with a third bay for Central Fire Apparatus (20,000 SF)

*NOTE: Engine 2 personnel relocates to Central Fire Station and Engine 3 during construction (about 18 months).*

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## Engine 3

278 East Foster Street

### Demolish Existing Engine 3

### New, Two-Story (plus basement) Engine 3 with a third bay (14,600 SF)

*NOTE: Engine 3 personnel relocates to Central Fire Station and Engine 2 during construction (about 18 months).*

# Conceptual Option 2

*With a total of 59,000 GSF*

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## New Police Station + Dispatch Center

Address to be determined

New, 3-Story Police Station  
on Empty Site (20,000 SF)

*NOTE: Police Station on W Foster Street remains in operation during construction (about 18 months).*

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## Central Fire Station

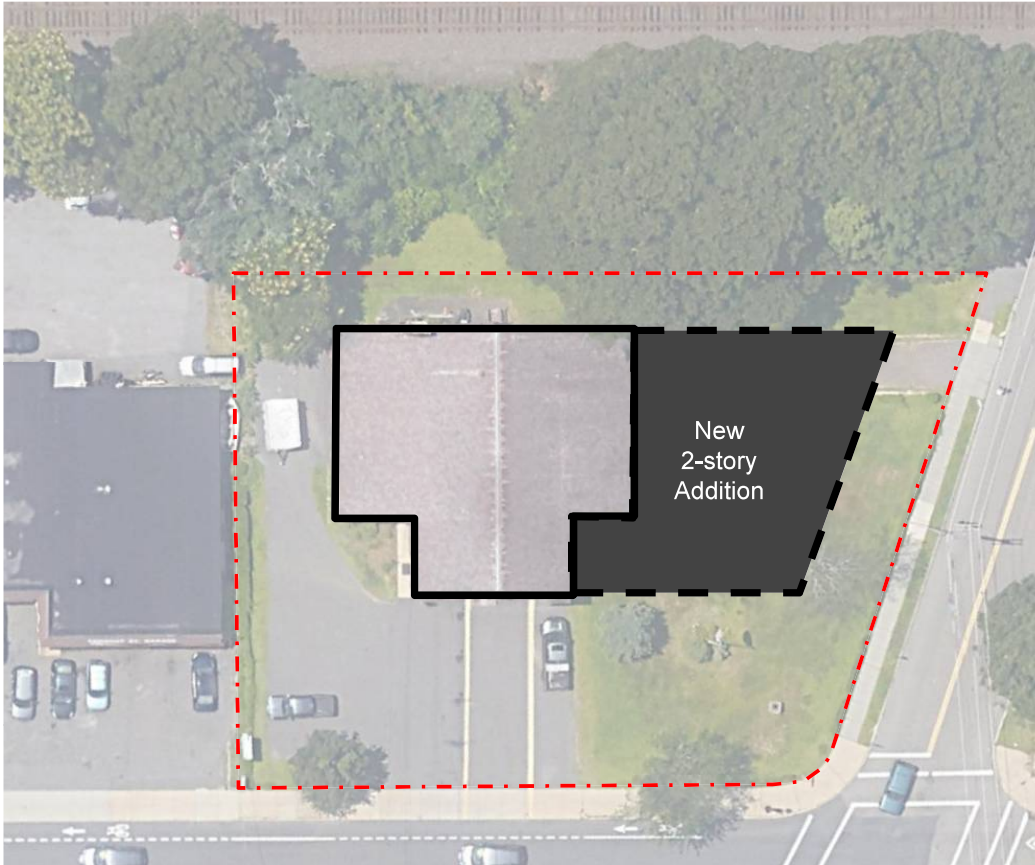
### 576 Main Street

### Renovation (12,368 SF)

- Site improvements and replacement of site utilities.
- Roof and masonry repairs, new windows and exterior doors.
- Extensive structural, mechanical, electrical, plumbing, and fire protection systems' upgrades.
- Accessibility compliance upgrades including new elevator.
- Reconfigured spaces on top floors.

*NOTE: Central Fire Station personnel relocates to Engine 2 and Engine 3 during construction (about 15 months).*

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## Engine 2 + Addition for Central Fire Apparatus 206 Tremont Street

### Renovation and Two-Story Addition (15,000 GSF)

- Site improvements.
- Building envelope upgrades.
- Structural, mechanical, electrical, plumbing, and fire protection systems' upgrades.
- Accessibility compliance upgrades
- New addition with elevator.

*NOTE: Engine 2 personnel relocates to Central Fire Station and Engine 3 during construction (about 18 months).*

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## Engine 3

### 278 East Foster Street

### Renovation and Second Floor Addition (11,600 GSF)

- Site improvements, including improved drainage system.
- Masonry repairs and new windows.
- Structural, mechanical, electrical, plumbing, and fire protection systems' upgrades.
- Accessibility compliance upgrades
- New second floor with add'l spaces

*NOTE: Engine 2 personnel relocates to Central Fire Station and Engine 3 during construction (about 15 months).*

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# Conceptual Option 3

*With a total of 54,600 GSF*

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## New Police Station + Dispatch Center

Address to be determined

### Renovation of Existing Building (20,000 SF)

*NOTE: Police Station on W Foster Street remains in operation during construction (about 18 months).*

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## Central Fire Station

### 576 Main Street

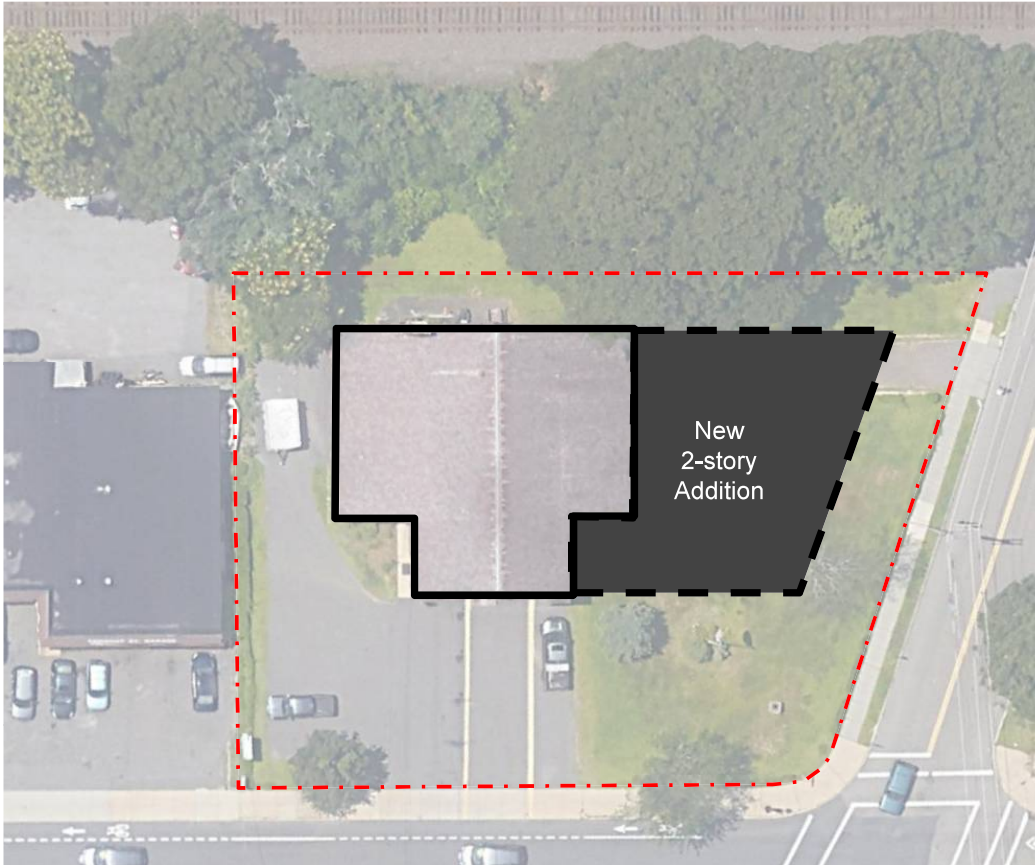
### Renovation (12,368 SF)

- Site improvements and replacement of site utilities.
- Roof and masonry repairs, new windows and exterior doors.
- Extensive structural, mechanical, electrical, plumbing, and fire protection systems' upgrades.
- Accessibility compliance upgrades including new elevator.
- Reconfigured spaces on top floors.

*NOTE: Central Fire Station personnel relocates to Engine 2 and Engine 3 during construction (about 15 months).*

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**DRAFT Confidential for Policy Development Only**

## Engine 2 + Addition for Central Fire Apparatus 206 Tremont Street

### Renovation and Addition (15,000 GSF)

- Site improvements, including improved drainage system.
- Masonry repairs and new windows.
- Structural, mechanical, electrical, plumbing, and fire protection systems' upgrades.
- Accessibility compliance upgrades
- New second floor with new spaces

*NOTE: Engine 2 personnel relocates to Central Fire Station and Engine 3 during construction (about 18 months).*

20



## Engine 3

278 East Foster Street

### Renovation (7,300 GSF)

- Site improvements, including improved drainage system.
- Masonry repairs and new windows.
- Structural, mechanical, electrical, plumbing, and fire protection systems' upgrades.
- Accessibility compliance upgrades

*NOTE: Engine 2 personnel relocates to Central Fire Station and Engine 3 during construction (about 15 months).*

**DRAFT Confidential for Policy Development Only**



## CITY OF MELROSE

MELROSE CITY HALL

562 Main Street

Melrose, Massachusetts 02176

PAUL BRODEUR  
Mayor

Telephone: (781) 979-4440

Fax: (781) 662-2182

### *Domestic Violence Awareness Month: A Proclamation*

**WHEREAS,** Domestic violence is one of the most critical and far-reaching issues of our time, affecting individuals of every age, culture, class, gender, race and religion; and

**WHEREAS,** According to the U.S. Department of Justice, domestic violence is the leading cause of injury to women between the ages of 15-44; every 21 days a woman is killed by domestic violence; and more than three million children witness acts of domestic violence each year; and

**WHEREAS,** Since last October, 16 people have died in Massachusetts as a result of domestic violence; and

**WHEREAS,** For the past twenty-seven years the *Melrose Alliance Against Violence* in conjunction with the Police Department and Melrose Public Schools has taken important steps to reduce domestic violence in our community through education, outreach and support services, as well as programs to prevent violence, such as mentoring, peer leadership and bullying prevention

**THEREFORE,** *I, Paul Brodeur, Mayor of the City of Melrose, Massachusetts, do hereby declare the month of October 2022, to be Domestic Violence Awareness Month in the City of Melrose & recognize the accomplishments of the Melrose Alliance Against Violence on its 27<sup>th</sup> anniversary; and offer my best wishes for the organizations continued success.*

Dated this 3<sup>rd</sup> Day of October, 2022.

\_\_\_\_\_  
Paul Brodeur  
Mayor

\_\_\_\_\_  
Date

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*Christopher Cinella  
President, City Council*

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*Date*

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*Jack Eccles  
Councilor-at-Large*

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*Date*

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*Maya Jamaledine  
Councilor-at-Large*

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*Date*

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*Leila B. Migliorelli  
Councilor-at-Large*

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*Date*

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*Manjula Karamcheti  
Councilor, Ward 1*

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*Date*

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*John Obremski  
Councilor, Ward 2*

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*Date*

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*Robb Stewart  
Councilor, Ward 3*

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*Date*

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*Mark D. Garipay  
Councilor, Ward 4*

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*Date*

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*Shawn MacMaster  
Councilor, Ward 5*

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*Date*

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*Jen Grigoraitis*  
*Councilor, Ward 6*

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*Date*

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*Ryan Williams*  
*Councilor, Ward 7*

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*Date*

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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.*

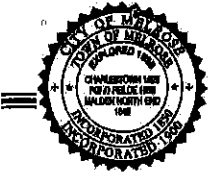
|                                                                           | <u>Current listing</u>                                     | <u>Updated listing</u> |
|---------------------------------------------------------------------------|------------------------------------------------------------|------------------------|
| Business Name (If applicable)                                             | Webster Willows<br>Condominium Trust                       |                        |
| Owner's Name                                                              | Webster Willows<br>Condominium Trust<br>Harvest Properties |                        |
| Address of Storage                                                        | 391 Pleasant Street                                        |                        |
| Mailing Address                                                           | 441 main St Suite<br>206 melrose MA                        |                        |
| Telephone Number of Owner                                                 | 781-979-9199                                               |                        |
| Email Address of Owner<br>(required)                                      |                                                            |                        |
| 24 hour Emergency Contact name<br>and phone number other than<br>yourself | Jessica@harvestprops.com                                   |                        |
| Signature of petitioner 1                                                 | Jessica Conway                                             |                        |
| 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](mailto:clerks@cityofmelrose.org)

Attachment: Post Deadline 2022 Gasoline & Storage Renewal Applications (LIC-2023-1 : Gasoline & Storage - late applicants 2022)

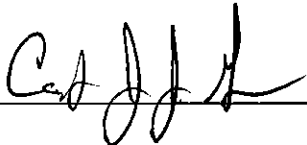


Kristin Foote  
City Clerk

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

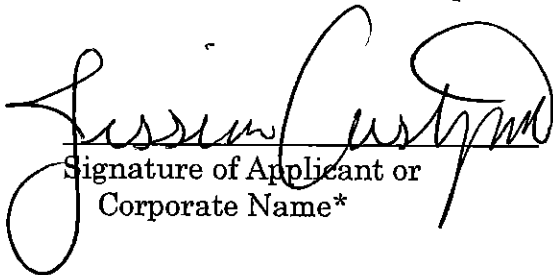
Mailing Address:

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* \_\_\_\_\_

## Certificate of Registration

Massachusetts General Law, Chapter 148 §13

### GIS Coordinates

LAT. \_\_\_\_\_

LONG. \_\_\_\_\_

License Number \_\_\_\_\_

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: Webster Williams 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.**



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.*

|                                                                     | <u>Current listing</u>                                        | <u>Updated listing</u> |
|---------------------------------------------------------------------|---------------------------------------------------------------|------------------------|
| 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 @ harvest props. com                                  |                        |
| Signature of petitioner 1                                           | Jessica Carpano                                               |                        |
| 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](mailto: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: \_\_\_\_\_

7/14/22

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: 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.*

[Signature]  
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

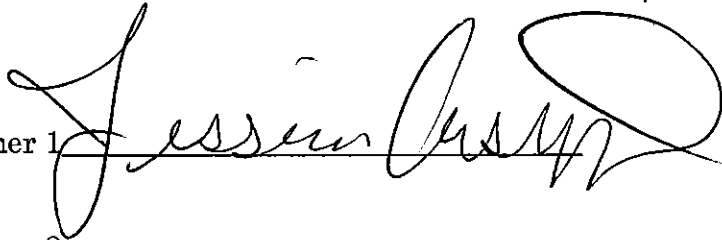
562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4115

## 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.*

|                                                                           | <u>Current listing</u>                                                               | <u>Updated listing</u> |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------|
| Business Name (If applicable)                                             | Mt. Vernon Condominium Trust                                                         |                        |
| Owner's Name                                                              | Mt. Vernon Condominium Trust<br>c/o Harvest Properties, LLC                          |                        |
| Address of Storage                                                        | 12-14 Mount Vernon Street                                                            |                        |
| Mailing Address                                                           | 441 Main St, Suite 206<br>Melrose, MA 02176                                          |                        |
| Telephone Number of Owner                                                 | 781-979-9199                                                                         |                        |
| Email Address of Owner<br>(required)                                      |                                                                                      |                        |
| 24 hour Emergency Contact name<br>and phone number other than<br>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](mailto:clerks@cityofmelrose.org)



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: \_\_\_\_\_

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: \_\_\_\_\_

*[Signature]*  
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

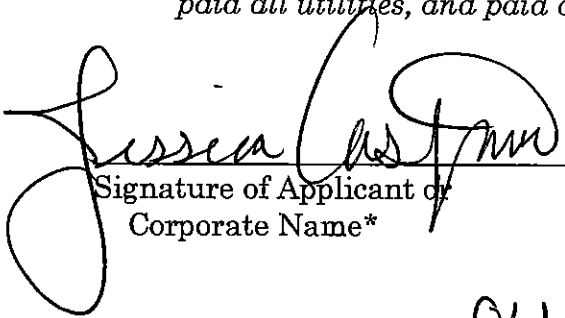
Physical Address: 12-14 Mount Vernon Street

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.*

  
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.*

|                                                                           | <u>Current listing</u>                                    | <u>Updated listing</u> |
|---------------------------------------------------------------------------|-----------------------------------------------------------|------------------------|
| Business Name (If applicable)                                             | Melrose Place Condominium<br>Trust                        |                        |
| Owner's Name                                                              | Melrose Place Condominium<br>Trust<br>Harvest Properities |                        |
| Address of Storage                                                        | 334-340 Main Street                                       |                        |
| Mailing Address                                                           | 441 Main Street Suite 206<br>Melrose, MA 02176            |                        |
| Telephone Number of Owner                                                 | 781 979 9199                                              |                        |
| Email Address of Owner<br>(required)                                      |                                                           |                        |
| 24 hour Emergency Contact name<br>and phone number other than<br>yourself | Jessica@harvestprops.com                                  |                        |
| Signature of petitioner 1                                                 | Jessie Casanova                                           |                        |
| 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 [clerkscityofmelrose.org](mailto:clerkscityofmelrose.org)

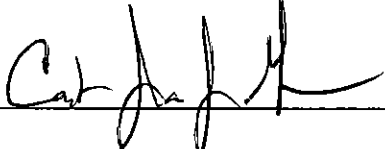


Kristin Foote  
City Clerk

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.*

**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.

SHANE M. EGAN – Page 2

**Sodexo, USA****1994 – 2008****Beth Israel Deaconess Medical Center****Boston, MA**

**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.

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



# 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 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 of 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.

# 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]

# Kate Roberts



[linkedin.com/in/kate-roberts-pps](https://www.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



## 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)

- 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**

Bachelor of Arts (BA), History  
2003 - 2007

## Skills

Real Estate • Apartment Rentals • Leasing • Sales • Research • Architecture • Real Estate  
Development • Marketing • Administrative Assistants • Customer Service



# 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 of 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.

## COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



9.3.a

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>.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>CONTRACTOR LEGAL NAME:</b> CITY OF MELROSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            | <b>COMMONWEALTH DEPARTMENT NAME:</b> EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS/CZM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            | <b>MMARS Department Code:</b> ENV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |
| <b>Legal Address:</b> (W-9, W-4): 562 MAIN STREET, MELROSE, MA 02176                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            | <b>Business Mailing Address:</b> 251 CAUSEWAY STREET, 8TH FLOOR, BOSTON, MA 02114                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |
| <b>Contract Manager:</b> JAY COY, P.E..                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Phone:</b> 781-979-4172 | <b>Billing Address (if different):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |
| <b>E-Mail:</b> JCOY@CITYOFMELROSE.ORG                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Fax:</b>                | <b>Contract Manager:</b> Sean Duffey                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Phone:</b> 617-626-1232 |
| <b>Contractor Vendor Code:</b> VC6000192115                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            | <b>E-Mail:</b> <a href="mailto:Sean.Duffey@mass.gov">Sean.Duffey@mass.gov</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Fax:</b>                |
| <b>Vendor Code Address ID (e.g. "AD001"):</b> AD001<br>(Note: The Address ID must be set up for EFT payments.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            | <b>MMARS Doc ID(s):</b> CT ENV 4300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            | <b>RFR/Procurement or Other ID Number:</b> BD-22-1042-CZM-ENV40-74257                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |
| <input checked="" type="checkbox"/> <b>NEW CONTRACT</b><br><b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b><br><input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department)<br><input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget)<br><input checked="" type="checkbox"/> <b>Department Procurement</b> (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)<br><input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget)<br><input type="checkbox"/> <b>Contract Employee</b> (Attach Employment Status Form, scope, budget)<br><input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            | <input type="checkbox"/> <b>CONTRACT AMENDMENT</b><br>Enter <b>Current Contract End Date</b> <u>Prior</u> to Amendment: _____, 20____.<br>Enter <b>Amendment Amount:</b> \$ _____ (or "no change")<br><b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b><br><input type="checkbox"/> <b>Amendment to Date, Scope or Budget</b> (Attach updated scope and budget)<br><input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget)<br><input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget)<br><input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language/justification and updated scope and budget) |                            |
| <b>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:</b> (Check ONE option): <input checked="" type="checkbox"/> <a href="#">Commonwealth Terms and Conditions</a> <input type="checkbox"/> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> <input type="checkbox"/> <a href="#">Commonwealth IT Terms and Conditions</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <b>COMPENSATION:</b> (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 <a href="#">815 CMR 9.00</a> .<br><input type="checkbox"/> <b>Rate Contract.</b> (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)<br><input checked="" type="checkbox"/> <b>Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or <b>new</b> total if Contract is being amended). <b>\$100,868.00</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> 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: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT:</b> (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.) FY23 grant CONTRACT WITH CITY OF MELROSE FOR IMPLEMENTATION OF MULTIPLE, COST-EFFICIENT INFILTRATION TRENCHES TO ADDRESS NUTRIENT IMPAIRMENT NEGATIVELY IMPACTING ANADROMOUS FISH.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:<br><input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date.<br><input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date.<br><input type="checkbox"/> 3. were incurred as of _____, 20____, a date <b>PRIOR</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>06/30/2023</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <b>CERTIFICATIONS:</b> 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 <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract. |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b><br><br>X: _____ Date: _____<br>(Signature and Date Must Be Captured At Time of Signature)<br><br>Print Name: _____<br>Print Title: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            | <b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b><br><br>X: _____ Date: _____<br>(Signature and Date Must Be Captured At Time of Signature)<br><br>Print Name: <u>WILLIAM NICHOLS</u><br>Print Title: <u>FINANCE DIRECTOR, EEA</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            |

**ATTACHMENT B**  
**Project Budget**

The City of Melrose shall be paid an amount of \$100,868 as a grant per an award under Blanket Bid BD-22-1042-CZM-ENV40-74257 (FY23 Coastal Habitat and Water Quality Grant Program). Payment will be made in accordance with the following schedule:

|         |                  |                                                                                    |
|---------|------------------|------------------------------------------------------------------------------------|
| FY 2023 | <b>\$100,868</b> | Upon request from the municipality, after partial and/or final completion of work. |
|---------|------------------|------------------------------------------------------------------------------------|

**City of Melrose Scope of Services**  
**Coastal Habitat and Water Quality Grant Program FY23**

**Contact**

Jay Coy, P.E.  
 Department of Public Works  
 562 Main Street  
 Melrose, MA 02176  
 781-979-4172  
[jcoy@cityofmelrose.org](mailto:jcoy@cityofmelrose.org)

**Project Title**

Implementation of multiple, cost-efficient infiltration trenches to address nutrient impairment negatively impacting anadromous fish

**Project Summary**

The City of Melrose, in partnership with the Mystic River Watershed Association (MyRWA), will construct 15 stormwater street trenches to treat stormwater runoff entering the Malden River. The Malden River is a tributary to the Mystic River, which provides habitat for one of the largest migratory river herring runs in Massachusetts. This project builds off previous efforts by municipalities in this region working with MyRWA to reduce phosphorous pollution entering the Mystic River.

**Project Scope**

The following tasks will be performed under this contract. Please note that it is highly preferable to receive deliverables according to the due dates below rather than at the end of the grant period. Please allow two weeks for CZM review.

| Task                                  | Description                                                                                                                                                                                                                                                                                                                                                                              | Deliverable(s)                                                                                                                                                | Due Date       |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1<br>Conduct project kickoff meeting  | CZM, the City of Melrose, and MyRWA will meet to discuss the project tasks, deliverables, and due dates. During the meeting, the role of the Town, CZM, and project partners will be clearly identified.                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>- Kickoff meeting (virtual)</li> <li>- Revised scope (as appropriate)</li> <li>- Signed contract agreements</li> </ul> | September 2022 |
| 2<br>Final Designs and Site Selection | The project team will select approximately 15 sites for BMP installation, based on previous site selection and initial design efforts. MyRWA will advance the initial designs to final designs, including plans, specifications, and cost estimates. The draft final designs will be reviewed by the City and CZM prior to finalization (please allow ten business days for CZM review). | <ul style="list-style-type: none"> <li>- Electronic copy of final designs including cost estimates</li> <li>- List of selected sites</li> </ul>               | February 2023  |



|   |                                                           |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                   |               |
|---|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 3 | Construction bidding and award                            | <p>The City will develop the construction bid package and bid specification documents for public notice and distribution, advertise as appropriate, receive construction bids, review contractor qualifications, select the preferred contractor, and prepare and execute a contract with the selected vendor. The project team will prepare for and participate in one pre-bid meeting.</p> | <ul style="list-style-type: none"> <li>- Fully executed construction contract between the Consultant and the subcontractor</li> <li>- Anticipated construction schedule</li> </ul>                                                                                | February 2023 |
| 4 | Infiltration Trench BMP Construction                      | <p>The City, with support from MyRWA, will manage and oversee construction of up to 15 infiltration trenches. The City will provide frequent inspections of system installation, and upon substantial completion of each BMP will prepare a punch-list of remaining items.</p>                                                                                                               | <ul style="list-style-type: none"> <li>- Notify CZM of construction start and end</li> <li>- Construction inspection reports</li> <li>- Photos of construction activities and constructed BMPs</li> <li>- Punchlist of remaining items</li> </ul>                 | May 2023      |
| 5 | Construction As-Builts and Operation and Maintenance Plan | <p>Upon completion the City and MyRWA will conduct a final site walk to verify construction completion and prepare red-lined as-built plans showing any alterations, notes, etc. In addition, the Consultant, the Town, and project partners will develop final O&amp;M plans with CZM review.</p>                                                                                           | <ul style="list-style-type: none"> <li>- Report on compliance with specifications</li> <li>- Electronic copy of "As-Built" plans stamped by a professional engineer</li> <li>- Final O&amp;M Plan</li> <li>- Final punch list and inspection report(s)</li> </ul> | June 2023     |
| 6 | Public Outreach and Engagement                            | <p>MyRWA will provide outreach services, including door-knocking in neighborhood, meetings with municipal committees, presentations at events and public meetings, etc. to inform the public and interested stakeholders of the project.</p>                                                                                                                                                 | <ul style="list-style-type: none"> <li>- Presentation materials</li> <li>- Video that records site selection and construction process</li> <li>- Meeting minutes</li> </ul>                                                                                       | June 2023     |

|   |                                    |                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                |
|---|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | Grant administration and reporting | The applicant will provide administrative services, including review of contractor invoices, contractor payment, compilation of staff time and match contribution, submission of all deliverables including <b>submission of a brief project summary (see below)</b> , and submission of reimbursement package. | <ul style="list-style-type: none"> <li>- Project summary</li> <li>- Paperwork and record necessary to enable CZM reimbursement to the grantee</li> </ul> <p>Deliverables: Jun 30, 2023</p> <p>Reimbursement: July 31, 2023</p> |
|---|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Project Summary Requirement for CPR Grantees

### General Information

- Project Title
- Municipality
- Project Contact
- Partners and Other Funding (if applicable)
- Links to project webpage or information (if applicable)

### Completed Tasks & Lessons Learned

- Provide a *brief* summary for each task, describe any measures of success, any changes to the project or timeline, and any issues that came up and how they were resolved
- Please provide any lessons learned or comments on project tasks or project management that may be informative for CZM staff or other municipalities

### Provide the following information for constructed stormwater infrastructure (implementation projects only)

- Brief description of BMP(s) including estimated design life
- Location(s) (street address and latitude/longitude in decimal degrees)
- Pictures of construction and completed BMP(s)
- Total drainage area and % impervious area treated
- Water quality volume and design storm that BMP is sized for
- Pollutant removal estimates for pollutant(s) of concern when applicable (SIMPLE or other common method), please include method used/references for pollutant removal calculations
- Construction cost for each BMP or system of BMPs
- Total Cost to assess, design and construct (can be a combined total cost for multiple BMPs that are part of one project)
- Cost per unit pollutant(s) of concern when applicable (e.g. cost per pound of Total Nitrogen removed)

## Submission of Reimbursement Package

In order to receive the grant reimbursement, the applicant must have agreed to the fiscal requirements of the program by providing a statement from the authorized signatory of the organization acknowledging and accepting the following:

- The organization commits to match (cash or in-kind) as detailed in the grant application and acknowledges that funding is provided on a reimbursement basis.
- Advanced payments shall not be made. No payments will be made for Massachusetts sales tax. CZM will retain a minimum of ten percent (10%) of the total maximum obligation of funds until all contract provisions are satisfied and final reports and other products are delivered and accepted.

Reimbursement will be issued for costs incurred for the project during the contractual period only. Work done prior to the project start date: the date issued and signed by the Commonwealth's Department Authorized Signatory; shall NOT be reimbursed, (unless the work is approved as match by CZM's Project Manager prior to its commencement). The applicant can submit multiple reimbursement requests for each task during the grant period, or submit one request at the end of the grant period.

The contractor must submit a reimbursement package containing the following items (**electronic submission is preferred**):

1. A letter (on city or town letterhead) from the contractor's authorized signatory requesting reimbursement. The letter should include the amount requested, the amount of match provided and the request invoice number in the convention used by the municipality or if no invoice system is in place the MMARS Doc ID number found in the contract with -01, -02, -03 etc. to indicate multiple reimbursement requests.
2. All invoices requesting payment, including those from subcontractors. Invoices must itemize costs consistent with the original proposal or any subsequent amendments. Invoices must demonstrate sufficient information for CZM to determine that the services were performed and/or products were received, and that the invoiced items meet all contractual performance requirements.
3. A detailed breakdown of the required match for the project. For in-kind services, include sufficient details to demonstrate the total amounts of match contributed, and as appropriate, a list of personnel, hours worked, hourly rate, etc.

Following approval of the reimbursement package by the project manager, the Commonwealth will reimburse the City of Melrose for an amount not to exceed the maximum obligation of **\$100,868**. Reimbursement is generally made within 45 days subsequent to a grantee submitting an approved reimbursement package.

All work must be completed by June 30, 2023 and all invoicing must be submitted by July 31, 2023.



# CITY OF MELROSE

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

9.3.c

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  
Vonnie Reis, City Engineer  
Jay Coy, Deputy City Engineer

**Date:** August 30, 2022

**Re:** Coastal Habitat and Water Quality Grant

As a result of our application to the Executive Office of Energy & Environmental Affairs, the City of Melrose Department of Public Works Engineering Division is proud to report that we have qualified for and received an award of \$100,868.

The City will be partnered with the Mystic River Watershed Association and the project will consist of 15 constructed stormwater street trenches located throughout the Mystic River Watershed (MyRW) in Melrose. These cost-effective retrofit designs take advantage of existing infrastructure to create small-scale distributed phosphorus control measures, as called for by EPA's 2020 Alternative TMDL Report for the MyRW. This project is an extension of a larger effort to create hundreds of distributed small-scale green infrastructure installations across the watershed, taking advantage of cost-effect opportunities in an urbanized landscape to restore a measure of natural hydrology and to reduce nutrient pollution.

This award goes a long way to support the City's efforts to reduce stormwater runoff pollutants and increase water quality to Ell Pond and to the Mystic River.

**We formally request acceptance of this grant award of \$100,868 from the EEEA Office.** This is a reimbursement grant that will be initially funded using an account assigned by the finance department. Reimbursement requests will be made on a quarterly basis to replenish the fund(s) noted above.

Attachment: 2022-8-25\_10149\_FINAL (ORDER-2023-14 : Acceptance of Massachusetts EEA Coastal Habitat and Water Quality Grant)



PAUL BRODEUR  
Mayor

## CITY OF MELROSE

## OFFICE OF THE MAYOR

City Hall, 562 Main Street  
Melrose, Massachusetts 0217  
Telephone - (781) 979-444

### MEMORANDUM

To: Melrose City Council  
From: Margot Fleischman, Director of Strategic Initiatives and Communications;  
Patrick Dello Russo, City Auditor/CFO;  
Denise Gaffey, Director of Planning and Community Development  
Re: Community Compact Best Practices Grant for Capital Planning (\$35,000)  
Date: September 6, 2022

Through the Mayor's Office, the City of Melrose recently applied for and has received two grants (\$35,000 for capital planning and \$25,000 for fleet management) from the Commonwealth of Massachusetts Community Compact Best Practices Program. The full amount of each grant will be paid within 45 days of the execution of the contract, and we have until two years from the signing date to complete the project. **There is no match required for these grants.**

The Community Compact is a voluntary, mutual agreement entered into between the Executive Office for Administration and Finance and individual cities and towns of the Commonwealth. In a Community Compact, a community will agree to implement at least one best practice selected from across a variety of areas. The community's chosen best practice(s) are reviewed between the Commonwealth and the municipality to ensure that the best practice(s) chosen are applicable to the municipality and reflect needed areas of improvement.

Eligible communities could apply for up to two best practice areas for the FY23 Community Compact grant program. The two best practice areas Melrose applied for were:

1. **Financial Management Best Practice:** Prepare a Capital Improvement Plan that reflects a community's needs, is reviewed and updated annually, and fits within a financing plan that reflects the community's ability to pay;
2. **Asset and Infrastructure Management Best Practice:** Develop a Multi-Year Vehicle Maintenance and Replacement Plan for their municipal vehicle fleet.

In our application for a **Financial Management Best Practice**, we articulated the need to build upon and improve our capital planning (CIP) process in order to develop a multi-year capital plan for the City that matches anticipated capital needs with available resources, with the goal of effective and fiscally responsible management of the City's capital assets and infrastructure.

We will use the grant funding to engage the assistance of a qualified consultant tasked with developing a comprehensive, five-year capital improvement plan that will not only address current needs, but also

serve as the foundation of an annual process of reassessing capital assets and available financial resources. In collaboration with the City Auditor/CFO, the consultant will develop a proposed capital investment strategy and budget for each year of the five-year plan. As necessary, the project team will work the City's financial advisor and bond counsel to review current and future year budget and debt projections, history of new growth, stabilization fund balances, free cash, etc. to determine what resources might be made available over the five years for investment in capital projects.

We look forward to working together to take our capital planning to the next level by developing a comprehensive CIP document that outlines the City's capital investment strategy and proposed five-year project plan and budget, and we respectfully request Council acceptance of this \$35,000 grant award.



## CITY OF MELROSE

PAUL BRODEUR  
Mayor

## OFFICE OF THE MAYOR

City Hall, 562 Main Street  
Melrose, Massachusetts 0217  
Telephone - (781) 979-444

### MEMORANDUM

To: Melrose City Council  
From: Margot Fleischman, Director of Strategic Initiatives and Communications  
Elena Proakis Ellis, DPW Director  
Re: Community Compact Best Practices Grant – Fleet Management (\$25,000)  
Date: September 6, 2022

Through the Mayor's Office, the City of Melrose recently applied for and has received two grants (\$35,000 for capital planning and \$25,000 for fleet management) from the Commonwealth of Massachusetts Community Compact Best Practices Program. The full amount of each grant will be paid within 45 days of the execution of the contract, and we have until two years from the signing date to complete the project. **There is no match required for these grants.**

The Community Compact is a voluntary, mutual agreement entered into between the Executive Office for Administration and Finance and individual cities and towns of the Commonwealth. In a Community Compact, a community will agree to implement at least one best practice selected from across a variety of areas. The community's chosen best practice(s) are reviewed between the Commonwealth and the municipality to ensure that the best practice(s) chosen are applicable to the municipality and reflect needed areas of improvement.

Eligible communities could apply for up to two best practice areas for the FY23 Community Compact grant program. The two best practice areas Melrose applied for were:

1. **Financial Management Best Practice:** Prepare a Capital Improvement Plan that reflects a community's needs, is reviewed and updated annually, and fits within a financing plan that reflects the community's ability to pay;
2. **Asset and Infrastructure Management Best Practice:** Develop a Multi-Year Vehicle Maintenance and Replacement Plan for their municipal vehicle fleet.

In our application for our **Asset and Infrastructure Management Best Practice**, we articulated the need for the Department of Public Works to improve its fleet management operations in order to create a multi-year vehicle replacement plan that allows the City to meet both industry recommendations for vehicle life span and the City's goals for fleet electrification.

Melrose has an aging fleet, exceeding the expected life both in miles and age on the majority of vehicles in service. While DPW works on an annual basis to identify specific vehicles and equipment that should be targeted for replacement, the lack of a comprehensive multi-year vehicle replacement plan has the potential to both jeopardize the levels of services that residents have come to expect and create safety

hazards for DPW staff. Furthermore, the City has recently adopted electric vehicle (EV) replacement policies and invested time in planning for fleet electrification in partnership with National Grid Fleet Advisory Services Program. National Grid assessed the economic feasibility of electrification of the Melrose fleet and identified 119 on-road vehicles, 99 that have EV options available, and 24 of those that would be beneficial to convert over the next 15 years.

We will use the grant funding to engage the assistance of a consultant who will be tasked with removing operational impediments to the implementation of a comprehensive fleet management plan, assist in optimizing the in-place software system (Mitchell1), and identify training opportunities and materials and other operational changes that are needed to successfully operationalize modern fleet management in the Department of Public Works.

We anticipate that the Community Compact Best Practices grant for fleet management will complement the City's other Best Practice area by developing a robust, data-driven fleet replacement schedule that will be integrated into our long-range capital planning (for more details on the CIP project, please see the corresponding memo for that grant acceptance).

We look forward to working together on this timely initiative and we respectfully request Council acceptance of this \$25,000 grant award.





## 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:** September 1, 2022

**Re:** Loan Order – Golf Course Equipment Bonds

#### BE IT ORDERED

That the City appropriates \$563,000 to pay costs of purchasing equipment for the Mt. Hood Golf Course, 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.

Pursuant to Section 56-14 of the City Ordinances, attached is a projection of the principal and interest costs on the bonds proposed to be authorized by the following loan order under consideration by the City Council. The payment schedule attached assumes a 10-year borrowing term, an interest rate assumption of 3.5% over the life of the borrowing, and a level debt service payment schedule. The debt service on these bonds will be paid from the Mt. Hood Enterprise Fund and will have no impact on the enterprise fund rates."

FINANCIAL IMPACT: See attached

Attachment: Mt Hood Order (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

### City of Melrose, Massachusetts

\$563,000 General Obligation Golf Equipment Bonds Dated September 15, 2023

Level Debt

10 years - Tax Exempt

### Debt Service Schedule

| Date         | Principal           | Coupon   | Interest            | Total P+I           |
|--------------|---------------------|----------|---------------------|---------------------|
| 06/30/2024   | -                   | -        | 9,852.50            | 9,852.50            |
| 06/30/2025   | 48,000.00           | 3.500%   | 18,865.00           | 66,865.00           |
| 06/30/2026   | 50,000.00           | 3.500%   | 17,150.00           | 67,150.00           |
| 06/30/2027   | 50,000.00           | 3.500%   | 15,400.00           | 65,400.00           |
| 06/30/2028   | 55,000.00           | 3.500%   | 13,562.50           | 68,562.50           |
| 06/30/2029   | 55,000.00           | 3.500%   | 11,637.50           | 66,637.50           |
| 06/30/2030   | 55,000.00           | 3.500%   | 9,712.50            | 64,712.50           |
| 06/30/2031   | 60,000.00           | 3.500%   | 7,700.00            | 67,700.00           |
| 06/30/2032   | 60,000.00           | 3.500%   | 5,600.00            | 65,600.00           |
| 06/30/2033   | 65,000.00           | 3.500%   | 3,412.50            | 68,412.50           |
| 06/30/2034   | 65,000.00           | 3.500%   | 1,137.50            | 66,137.50           |
| <b>Total</b> | <b>\$563,000.00</b> | <b>-</b> | <b>\$114,030.00</b> | <b>\$677,030.00</b> |

### Yield Statistics

23-9-15 Golf Equip \$500 T | SINGLE PURPOSE | 8/30/2022 | 4:49 PM

Hilltop Securities, Inc.  
Public Finance

Attachment: Mt Hood Order (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**From:** [Joe Pelrine via Melrose MA](#)  
**To:** [City Council](#)  
**Subject:** Form submission from: Contact Us  
**Date:** Monday, September 19, 2022 11:11:43 AM

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Submitted on Monday, September 19, 2022 - 11:11am

Submitted values are:

Message:

Happy Monday All! I am looking at tonight's meeting agenda. It looks like the city wants to float a bond for landscape equipment for the Mt. Hood golf course. 563.000 thousand. Doesn't the city have a contract with a management company to maintain the course? Not sure why equipment is being purchased when there is a contract in place. Can you ask about this? Also, there is no list posted of what they want to purchase. Can you ask about this? 563.000.00 is a lot of lawnmowers! I look forward to viewing the meeting later this week.

Thanks

Joe

==Please provide the following information==

Your Name: J Pelrine

Your E-mail Address:

Organization:

Phone Number:

==Address==

Street: 70 Howard Street

City: Melrose

State: Massachusetts

Zipcode: 02176

The results of this submission may be viewed at:

<https://www.cityofmelrose.org/node/15943/submission/44976>

\*\*\*\*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: 22.09.19 Pelrine 2023-16 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

### Quote Summary

**Prepared For:**

Mount Hood Golf Course / Melrose Parks  
MA

**Prepared By:**

Mark Casey  
Finch Turf, Inc.  
238 Bodwell Street  
Avon, MA 02322  
Phone: 800-560-3373  
mcasey@finchturf.com

MT HOOD- OFF LEASE & NEW EQUIPMENT BLENDED  
PACKAGE> For Purchass OR 1 YEAR RENTAL  
ORDERED TODAY: This Equipment List Will be Deliverable March /  
April 2023

FINCHTURF - OFF LEASE Refurbished Equipment will be fully  
cleaned, repaired, serviced, sharpened, Shined & Delivered  
prepared to mow; and includes 90 Day Warranty on parts & labor.  
\*NOTE\* Greens Mower Availability may not be electric (TBD  
Availability)

**Quote Id:** 27152340  
**Created On:** 28 July 2022  
**Last Modified On:** 29 July 2022  
**Expiration Date:** 31 August 2022

MACHINE LIST PROVIDED-  
2 triplex greens mowers-  
2 triplex tee, aprons approach mowers  
1 walking greens mower  
2 rough units  
1 lite rough unit  
2 fairway units  
1 Spray tank 300 gallon  
1 Aerator  
6 utility carts  
1 medium utility vehicle(pro gator)

**Q#2340 OFF Lease Purchase : Cost \$411,050**

3 - Year / 3 Annual Payments of \$146,005.33

OR \* ONE YEAR RENTAL - \$199,732.01 Fee

| Equipment Summary                                                           | Suggested List | Selling Price  | Qty | Extended     |
|-----------------------------------------------------------------------------|----------------|----------------|-----|--------------|
| JOHN DEERE 2500 E Triplex -<br>GREENS MOWER Machines                        | \$ 25,000.00   | \$ 22,500.00 X | 2 = | \$ 45,000.00 |
| JOHN DEERE 2500 Triplex TEES                                                | \$ 25,000.00   | \$ 22,500.00 X | 2 = | \$ 45,000.00 |
| JOHN DEERE 220AE - WALK<br>GREENS                                           | \$ 5,500.00    | \$ 4,950.00 X  | 1 = | \$ 4,950.00  |
| JOHN DEERE JD 9009A ROUGH<br>Large Mower - 9 foot                           | \$ 48,000.00   | \$ 43,200.00 X | 1 = | \$ 43,200.00 |
| JOHN DEERE JD 8800A ROUGH<br>Medium Mower - 7.5 foot Cut                    | \$ 42,500.00   | \$ 38,250.00 X | 1 = | \$ 38,250.00 |
| JOHN DEERE JD 7400A - ROUGH<br>3-Deck Mower - 72" Cut / Trim &<br>Surrounds | \$ 32,500.00   | \$ 29,250.00 X | 1 = | \$ 29,250.00 |

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

Packet Pg. 247

Confidential

Attachment: FINCH Turf - JOHN DEERE OFF LEASE EQUIPMENT AVAILABLE For Spring 2023 (ORDER-2023-16 : Mt Hood Golf Landscaping

|                                                        |              |              |   |   |   |                      |
|--------------------------------------------------------|--------------|--------------|---|---|---|----------------------|
| JOHN DEERE 7500A FAIRWAY MOWER                         | \$ 42,000.00 | \$ 37,800.00 | X | 2 | = | \$ 75,600.00         |
| JOHN DEERE 2020A PROGATOR W/ SPRAYER, Foamers          | \$ 35,000.00 | \$ 35,000.00 | X | 1 | = | \$ 35,000.00         |
| JOHN DEERE 1500 Aerator - PTO Drive                    | \$ 22,000.00 | \$ 19,800.00 | X | 1 | = | \$ 19,800.00         |
| JOHN DEERE GATOR TX - utv cart                         | \$ 8,500.00  | \$ 8,000.00  | X | 6 | = | \$ 48,000.00         |
| JOHN DEERE 2020A PROGATOR (Heavy Duty Utility Vehicle) | \$ 30,000.00 | \$ 27,000.00 | X | 1 | = | \$ 27,000.00         |
| <b>Equipment Total</b>                                 |              |              |   |   |   | <b>\$ 411,050.00</b> |

**Quote Summary**

|                            |                      |
|----------------------------|----------------------|
| Equipment Total            | \$ 411,050.00        |
| SubTotal                   | \$ 411,050.00        |
| Est. Service Agreement Tax | \$ 0.00              |
| Total                      | \$ 411,050.00        |
| Down Payment               | (0.00)               |
| Rental Applied             | (0.00)               |
| <b>Balance Due</b>         | <b>\$ 411,050.00</b> |

Attachment: FINCH Turf - JOHN DEERE OFF LEASE EQUIPMENT AVAILABLE For Spring 2023 (ORDER-2023-16 : Mt Hood Golf Landscaping

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

**Packet Pg. 248**

# Selling Equipment

Quote Id: 27152340

| JOHN DEERE 2500 E Triplex - GREENS MOWER Machines |                                         |     |              |                |
|---------------------------------------------------|-----------------------------------------|-----|--------------|----------------|
| Hours:                                            | 0                                       |     |              | Suggested List |
| Stock Number:                                     |                                         |     |              | \$ 25,000.00   |
|                                                   |                                         |     |              | Selling Price  |
|                                                   |                                         |     |              | \$ 22,500.00   |
| Code                                              | Description                             | Qty | Unit         | Extended       |
| JD2500E                                           | Greens Triplex- 11 blade reels, baskets | 2   | \$ 25,000.00 | \$ 50,000.00   |
| Suggested Price                                   |                                         |     |              | \$ 50,000.00   |
| Customer Discounts                                |                                         |     |              |                |
| Customer Discounts Total                          |                                         |     | \$ -2,500.00 | \$ -5,000.00   |
| Total Selling Price                               |                                         |     |              | \$ 45,000.00   |

| JOHN DEERE 2500 Triplex TEES |                                         |     |              |                |
|------------------------------|-----------------------------------------|-----|--------------|----------------|
| Hours:                       | 0                                       |     |              | Suggested List |
| Stock Number:                |                                         |     |              | \$ 25,000.00   |
|                              |                                         |     |              | Selling Price  |
|                              |                                         |     |              | \$ 22,500.00   |
| Code                         | Description                             | Qty | Unit         | Extended       |
| JD2500E                      | Greens Triplex- 11 blade reels, baskets | 2   | \$ 25,000.00 | \$ 50,000.00   |
| Suggested Price              |                                         |     |              | \$ 50,000.00   |
| Customer Discounts           |                                         |     |              |                |
| Customer Discounts Total     |                                         |     | \$ -2,500.00 | \$ -5,000.00   |
| Total Selling Price          |                                         |     |              | \$ 45,000.00   |

| JOHN DEERE 220AE - WALK GREENS |                              |     |             |                |
|--------------------------------|------------------------------|-----|-------------|----------------|
| Hours:                         | 0                            |     |             | Suggested List |
| Stock Number:                  |                              |     |             | \$ 5,500.00    |
|                                |                              |     |             | Selling Price  |
|                                |                              |     |             | \$ 4,950.00    |
| Code                           | Description                  | Qty | Unit        | Extended       |
| JD220AE                        | John Deere Walk Greens Mower | 1   | \$ 5,500.00 | \$ 5,500.00    |
| Suggested Price                |                              |     |             | \$ 5,500.00    |
| Customer Discounts             |                              |     |             |                |

Attachment: FINCH Turf - JOHN DEERE OFF LEASE EQUIPMENT AVAILABLE For Spring 2023 (ORDER-2023-16 : Mt Hood Golf Landscaping

# Selling Equipment

Quote Id: 27152340

|                                 |                   |                    |
|---------------------------------|-------------------|--------------------|
| <b>Customer Discounts Total</b> | <b>\$ -550.00</b> | <b>\$ -550.00</b>  |
| <b>Total Selling Price</b>      |                   | <b>\$ 4,950.00</b> |

## JOHN DEERE JD 9009A ROUGH Large Mower - 9 foot

|                          |                        |     |              |                |
|--------------------------|------------------------|-----|--------------|----------------|
| Hours:                   | 0                      |     |              | Suggested List |
| Stock Number:            |                        |     |              | \$ 48,000.00   |
|                          |                        |     |              | Selling Price  |
|                          |                        |     |              | \$ 43,200.00   |
| Code                     | Description            | Qty | Unit         | Extended       |
| JD9009A                  | JD 9009A - ROugh Mower | 1   | \$ 48,000.00 | \$ 48,000.00   |
|                          |                        |     |              |                |
| Suggested Price          |                        |     |              | \$ 48,000.00   |
| Customer Discounts       |                        |     |              |                |
| Customer Discounts Total |                        |     | \$ -4,800.00 | \$ -4,800.00   |
| Total Selling Price      |                        |     |              | \$ 43,200.00   |

## JOHN DEERE JD 8800A ROUGH Medium Mower - 7.5 foot Cut

|                          |                        |     |              |                |
|--------------------------|------------------------|-----|--------------|----------------|
| Hours:                   | 0                      |     |              | Suggested List |
| Stock Number:            |                        |     |              | \$ 42,500.00   |
|                          |                        |     |              | Selling Price  |
|                          |                        |     |              | \$ 38,250.00   |
| Code                     | Description            | Qty | Unit         | Extended       |
| JD9009A                  | JD 9009A - ROugh Mower | 1   | \$ 42,500.00 | \$ 42,500.00   |
|                          |                        |     |              |                |
| Suggested Price          |                        |     |              | \$ 42,500.00   |
| Customer Discounts       |                        |     |              |                |
| Customer Discounts Total |                        |     | \$ -4,250.00 | \$ -4,250.00   |
| Total Selling Price      |                        |     |              | \$ 38,250.00   |

## JOHN DEERE JD 7400A - ROUGH 3-Deck Mower - 72" Cut / Trim & Surrounds

|                      |   |                       |
|----------------------|---|-----------------------|
| <b>Hours:</b>        | 0 | <b>Suggested List</b> |
| <b>Stock Number:</b> |   | \$ 32,500.00          |
|                      |   | <b>Selling Price</b>  |
|                      |   | \$ 29,250.00          |

Attachment: FINCH Turf - JOHN DEERE OFF LEASE EQUIPMENT AVAILABLE For Spring 2023 (ORDER-2023-16 : Mt Hood Golf Landscaping

# Selling Equipment

Quote Id: 27152340

| Code                            | Description            | Qty | Unit                | Extended            |
|---------------------------------|------------------------|-----|---------------------|---------------------|
| JD9009A                         | JD 9009A - ROugh Mower | 1   | \$ 32,500.00        | \$ 32,500.00        |
| <b>Suggested Price</b>          |                        |     |                     | <b>\$ 32,500.00</b> |
| <b>Customer Discounts</b>       |                        |     |                     |                     |
| <b>Customer Discounts Total</b> |                        |     | <b>\$ -3,250.00</b> | <b>\$ -3,250.00</b> |
| <b>Total Selling Price</b>      |                        |     |                     | <b>\$ 29,250.00</b> |

## JOHN DEERE 7500A FAIRWAY MOWER

| Hours: 0                        |                                | Suggested List       |                     |                     |
|---------------------------------|--------------------------------|----------------------|---------------------|---------------------|
| Stock Number:                   |                                | \$ 42,000.00         |                     |                     |
|                                 |                                | <b>Selling Price</b> |                     |                     |
|                                 |                                | \$ 37,800.00         |                     |                     |
| Code                            | Description                    | Qty                  | Unit                | Extended            |
| JD7500FWY                       | John Deere 7500A Fairway Mower | 2                    | \$ 42,000.00        | \$ 84,000.00        |
| <b>Suggested Price</b>          |                                |                      |                     | <b>\$ 84,000.00</b> |
| <b>Customer Discounts</b>       |                                |                      |                     |                     |
| <b>Customer Discounts Total</b> |                                |                      | <b>\$ -4,200.00</b> | <b>\$ -8,400.00</b> |
| <b>Total Selling Price</b>      |                                |                      |                     | <b>\$ 75,600.00</b> |

## JOHN DEERE 2020A PROGATOR W/ SPRAYER, Foamers

| Hours: 0                        |                                                 | Suggested List       |                |                     |
|---------------------------------|-------------------------------------------------|----------------------|----------------|---------------------|
| Stock Number:                   |                                                 | \$ 35,000.00         |                |                     |
|                                 |                                                 | <b>Selling Price</b> |                |                     |
|                                 |                                                 | \$ 35,000.00         |                |                     |
| Code                            | Description                                     | Qty                  | Unit           | Extended            |
| JDSPRAYER                       | John Deere Sprayer, Computer controller, Foamer | 1                    | \$ 35,000.00   | \$ 35,000.00        |
| <b>Suggested Price</b>          |                                                 |                      |                | <b>\$ 35,000.00</b> |
| <b>Customer Discounts</b>       |                                                 |                      |                |                     |
| <b>Customer Discounts Total</b> |                                                 |                      | <b>\$ 0.00</b> | <b>\$ 0.00</b>      |
| <b>Total Selling Price</b>      |                                                 |                      |                | <b>\$ 35,000.00</b> |

Attachment: FINCH Turf - JOHN DEERE OFF LEASE EQUIPMENT AVAILABLE For Spring 2023 (ORDER-2023-16 : Mt Hood Golf Landscaping



# Selling Equipment

Quote Id: 27152340

| JOHN DEERE 1500 Aerator - PTO Drive |                         |     |              |                |
|-------------------------------------|-------------------------|-----|--------------|----------------|
| Hours:                              | 0                       |     |              | Suggested List |
| Stock Number:                       |                         |     |              | \$ 22,000.00   |
|                                     |                         |     |              | Selling Price  |
|                                     |                         |     |              | \$ 19,800.00   |
| Code                                | Description             | Qty | Unit         | Extended       |
| JD1500AER                           | John Deere 1500 Aerator | 1   | \$ 22,000.00 | \$ 22,000.00   |
| Suggested Price                     |                         |     |              | \$ 22,000.00   |
| Customer Discounts                  |                         |     |              |                |
| Customer Discounts Total            |                         |     | \$ -2,200.00 | \$ -2,200.00   |
| Total Selling Price                 |                         |     |              | \$ 19,800.00   |

| JOHN DEERE GATOR TX - utv cart |                                 |     |             |                |
|--------------------------------|---------------------------------|-----|-------------|----------------|
| Hours:                         | 0                               |     |             | Suggested List |
| Stock Number:                  |                                 |     |             | \$ 8,500.00    |
|                                |                                 |     |             | Selling Price  |
|                                |                                 |     |             | \$ 8,000.00    |
| Code                           | Description                     | Qty | Unit        | Extended       |
| JDGATORTX                      | John Deere Gatot TX Refurbished | 6   | \$ 8,500.00 | \$ 51,000.00   |
| Suggested Price                |                                 |     |             | \$ 51,000.00   |
| Customer Discounts             |                                 |     |             |                |
| Customer Discounts Total       |                                 |     | \$ -500.00  | \$ -3,000.00   |
| Total Selling Price            |                                 |     |             | \$ 48,000.00   |

| JOHN DEERE 2020A PROGATOR (Heavy Duty Utility Vehicle) |                                              |     |              |                |
|--------------------------------------------------------|----------------------------------------------|-----|--------------|----------------|
| Hours:                                                 | 0                                            |     |              | Suggested List |
| Stock Number:                                          |                                              |     |              | \$ 30,000.00   |
|                                                        |                                              |     |              | Selling Price  |
|                                                        |                                              |     |              | \$ 27,000.00   |
| Code                                                   | Description                                  | Qty | Unit         | Extended       |
| JD2020A                                                | JOHN Deere ProGator 2020A HD Utility Vehicle | 1   | \$ 30,000.00 | \$ 30,000.00   |
| Suggested Price                                        |                                              |     |              | \$ 30,000.00   |

Attachment: FINCH Turf - JOHN DEERE OFF LEASE EQUIPMENT AVAILABLE For Spring 2023 (ORDER-2023-16 : Mt Hood Golf Landscaping



# Selling Equipment

Quote Id: 27152340

| Customer Discounts       |              |              |
|--------------------------|--------------|--------------|
| Customer Discounts Total | \$ -3,000.00 | \$ -3,000.00 |
| Total Selling Price      |              | \$ 27,000.00 |

Attachment: FINCH Turf - JOHN DEERE OFF LEASE EQUIPMENT AVAILABLE For Spring 2023 (ORDER-2023-16 : Mt Hood Golf Landscaping

### Quote Summary

**Prepared For:**

Mount Hood Golf Course / Melrose Parks  
MA

**Prepared By:**

Mark Casey  
Finch Turf, Inc.  
238 Bodwell Street  
Avon, MA 02322  
Phone: 800-560-3373  
mcasey@finchturf.com

MT HOOD- NEW EQUIPMENT ITEMS > Supplementing OFF  
LEase Package- Municipal Discount Applied  
ORDERED TODAY: This Equipment List Deliverable Winter before  
March 2023

Items On List that are (NEW) are marked as such (NEW) for clarity

Tractor W/loader 44HP

Top dresser

3 utility trailers

3 pt hitch blower

3 pt hitch spreader

1 Buffalo blower

Reel grinder

Bed knife grinder

3 back pack blowers

4 rotary mowers 22"

4 weedwackers

2 chainsaws

1 pole saw

**Quote Id:** 27152378  
**Created On:** 28 July 2022  
**Last Modified On:** 29 July 2022  
**Expiration Date:** 31 August 2022

| Equipment Summary                                               | Suggested List | Selling Price  | Qty | Extended     |
|-----------------------------------------------------------------|----------------|----------------|-----|--------------|
| JOHN DEERE 4044R Compact<br>Utility Tractor 45hp/33 PTO - (NEW) | \$ 45,677.70   | \$ 41,264.90 X | 1 = | \$ 41,264.90 |
| TURFCO 1550 Wide Spin Top<br>Dresser (NEW)                      | \$ 19,407.00   | \$ 18,436.65 X | 1 = | \$ 18,436.65 |
| BROYHILL Silhouette II Eq.<br>TRAILER - (NEW)                   | \$ 1,875.00    | \$ 1,781.25 X  | 3 = | \$ 5,343.75  |
| AGRIMETAL 35 Blower -3 Pt. Mount<br>- (NEW)                     | \$ 6,500.00    | \$ 6,175.00 X  | 1 = | \$ 6,175.00  |
| LELY HR SPREADER- 3 Point<br>Mount - PTO Drive (NEW)            | \$ 6,800.00    | \$ 6,460.00 X  | 1 = | \$ 6,460.00  |
| BUFFALO TURBINE KB6 Turbine<br>Blower (NEW)                     | \$ 9,690.00    | \$ 9,205.50 X  | 1 = | \$ 9,205.50  |
| BENHARD BedKnife GRINDER -<br>ANGLE Master 3000 (NEW)           | \$ 17,894.00   | \$ 16,999.30 X | 1 = | \$ 16,999.30 |
| BERNHARD 3000 MC Reel Grinder -<br>(NEW)                        | \$ 41,880.00   | \$ 39,786.00 X | 1 = | \$ 39,786.00 |

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

Packet Pg. 254

Confidential

Attachment: Finch Turf - New Equipment Items - Available For Spring 2023 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

|                                         |           |           |   |   |   |             |
|-----------------------------------------|-----------|-----------|---|---|---|-------------|
| RED MAX EBZ8500 (NEW)                   | \$ 759.00 | \$ 721.05 | X | 3 | = | \$ 2,163.15 |
| SEAGO M800 Rotary- (NEW)                | \$ 810.00 | \$ 810.00 | X | 4 | = | \$ 3,240.00 |
| RED MAX TRZ230S LINE TRIMMER<br>- (NEW) | \$ 310.00 | \$ 294.50 | X | 4 | = | \$ 1,178.00 |
| REDMAX GZ550-18 Chainsaw<br>18" (NEW)   | \$ 520.00 | \$ 494.00 | X | 2 | = | \$ 988.00   |
| REDMAX PSTZ260S POLE SAW -<br>(NEW)     | \$ 695.00 | \$ 660.25 | X | 1 | = | \$ 660.25   |

|                        |  |  |  |  |  |                      |
|------------------------|--|--|--|--|--|----------------------|
| <b>Equipment Total</b> |  |  |  |  |  | <b>\$ 151,900.50</b> |
|------------------------|--|--|--|--|--|----------------------|

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**Quote Summary**

|                            |                      |
|----------------------------|----------------------|
| Equipment Total            | \$ 151,900.50        |
| SubTotal                   | \$ 151,900.50        |
| Est. Service Agreement Tax | \$ 0.00              |
| Total                      | \$ 151,900.50        |
| Down Payment               | (0.00)               |
| Rental Applied             | (0.00)               |
| <b>Balance Due</b>         | <b>\$ 151,900.50</b> |

Attachment: Finch Turf - New Equipment Items - Available For Spring 2023 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

# Selling Equipment

Quote Id: 27152378

| JOHN DEERE 4044R Compact Utility Tractor 45hp/33 PTO - (NEW) |                                                    |     |                |              |
|--------------------------------------------------------------|----------------------------------------------------|-----|----------------|--------------|
| Hours:                                                       |                                                    |     | Suggested List |              |
| Stock Number:                                                |                                                    |     | \$ 45,677.70   |              |
|                                                              |                                                    |     | Selling Price  |              |
|                                                              |                                                    |     | \$ 41,264.90   |              |
| Code                                                         | Description                                        | Qty | Unit           | Extended     |
| 0329LV                                                       | 4044R Compact Utility Tractor (33 PTO hp)          | 1   | \$ 35,645.00   | \$ 35,645.00 |
| Standard Options - Per Unit                                  |                                                    |     |                |              |
| 0202                                                         | United States                                      | 1   | \$ 0.00        | \$ 0.00      |
| 0409                                                         | English Operator's Manual and Decal Kit            | 1   | \$ 0.00        | \$ 0.00      |
| 1381                                                         | 12F/12R PowrReverser                               | 1   | \$ -1,269.00   | \$ -1,269.00 |
| 1701                                                         | Factory Installed Loader with Bucket               | 1   | \$ 7,886.00    | \$ 7,886.00  |
| 2005                                                         | Open Station with Deluxe Seat                      | 1   | \$ 0.00        | \$ 0.00      |
| 2650                                                         | Less Radio                                         | 1   | \$ 0.00        | \$ 0.00      |
| 4061                                                         | Less iMatch™ Quick Hitch Category 1                | 1   | \$ 0.00        | \$ 0.00      |
| 5090                                                         | Less Wheel Spacer                                  | 1   | \$ 0.00        | \$ 0.00      |
| 5253                                                         | 22.50LLx16.1 (6PR, R3 Turf Special, 1 Position)    | 1   | \$ 615.00      | \$ 615.00    |
| 6253                                                         | 27x12LL-15 (6PR, R3 Turf Special, 2 Position)      | 1   | \$ 87.00       | \$ 87.00     |
| Standard Options Total                                       |                                                    |     |                | \$ 7,319.00  |
| Dealer Attachments                                           |                                                    |     |                |              |
| BW15073                                                      | Ballast Box                                        | 1   | \$ 383.90      | \$ 383.90    |
| BLV10050                                                     | 4th and 5th Selective Control Valve Kit (OOS Only) | 1   | \$ 1,020.80    | \$ 1,020.80  |
| LVA19248                                                     | Oil Line Rear Hydraulics                           | 1   | \$ 145.00      | \$ 145.00    |
| Dealer Attachments Total                                     |                                                    |     |                | \$ 1,549.70  |
| Value Added Services Total                                   |                                                    |     |                | \$ 0.00      |
| Other Charges                                                |                                                    |     |                |              |
|                                                              | Freight                                            | 1   | \$ 1,164.00    | \$ 1,164.00  |
| Other Charges Total                                          |                                                    |     |                | \$ 1,164.00  |
| Suggested Price                                              |                                                    |     |                | \$ 45,677.70 |
| Customer Discounts                                           |                                                    |     |                |              |
| Customer Discounts Total                                     |                                                    |     | \$ -4,412.80   | \$ -4,412.80 |
| Total Selling Price                                          |                                                    |     |                | \$ 41,264.90 |

Attachment: Finch Turf - New Equipment Items - Available For Spring 2023 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

# Selling Equipment

Quote Id: 27152378

| TURFCO 1550 Wide Spin Top Dresser (NEW) |                                                    |     |                   |                       |
|-----------------------------------------|----------------------------------------------------|-----|-------------------|-----------------------|
| Hours:                                  | 0                                                  |     |                   | <b>Suggested List</b> |
| Stock Number:                           |                                                    |     |                   | \$ 19,407.00          |
|                                         |                                                    |     |                   | <b>Selling Price</b>  |
|                                         |                                                    |     |                   | \$ 18,436.65          |
| Code                                    | Description                                        | Qty | Unit              | Extended              |
| 85831                                   | WideSpin 1550 Tow Behind Standard Cont Top Dresser | 1   | \$ 18,612.00      | \$ 18,612.00          |
| Other Charges                           |                                                    |     |                   |                       |
|                                         | Freight                                            | 1   | \$ 795.00         | \$ 795.00             |
|                                         | <b>Other Charges Total</b>                         |     |                   | <b>\$ 795.00</b>      |
|                                         | <b>Suggested Price</b>                             |     |                   | <b>\$ 19,407.00</b>   |
| Customer Discounts                      |                                                    |     |                   |                       |
|                                         | <b>Customer Discounts Total</b>                    |     | <b>\$ -970.35</b> | <b>\$ -970.35</b>     |
| <b>Total Selling Price</b>              |                                                    |     |                   | <b>\$ 18,436.65</b>   |

| BROYHILL Silouhette II Eq. TRAILER - (NEW) |                                                            |     |                  |                       |
|--------------------------------------------|------------------------------------------------------------|-----|------------------|-----------------------|
| Hours:                                     | 0                                                          |     |                  | <b>Suggested List</b> |
| Stock Number:                              |                                                            |     |                  | \$ 1,875.00           |
|                                            |                                                            |     |                  | <b>Selling Price</b>  |
|                                            |                                                            |     |                  | \$ 1,781.25           |
| Code                                       | Description                                                | Qty | Unit             | Extended              |
| BROYIITR                                   | BROYHILL Silouhette II Trailer HEAVY DUTY OFF ROAD TRAILER | 3   | \$ 1,750.00      | \$ 5,250.00           |
| Other Charges                              |                                                            |     |                  |                       |
|                                            | Freight                                                    | 3   | \$ 125.00        | \$ 375.00             |
|                                            | <b>Other Charges Total</b>                                 |     |                  | <b>\$ 375.00</b>      |
|                                            | <b>Suggested Price</b>                                     |     |                  | <b>\$ 5,625.00</b>    |
| Customer Discounts                         |                                                            |     |                  |                       |
|                                            | <b>Customer Discounts Total</b>                            |     | <b>\$ -93.75</b> | <b>\$ -281.25</b>     |
| <b>Total Selling Price</b>                 |                                                            |     |                  | <b>\$ 5,343.75</b>    |

| AGRIMETAL 35 Blower -3 Pt. Mount - (NEW) |  |  |  |  |
|------------------------------------------|--|--|--|--|
|------------------------------------------|--|--|--|--|

Attachment: Finch Turf - New Equipment Items - Available For Spring 2023 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

# Selling Equipment

Quote Id: 27152378

|                                 |                                           |            |                       |                    |
|---------------------------------|-------------------------------------------|------------|-----------------------|--------------------|
| <b>Hours:</b>                   |                                           | 0          | <b>Suggested List</b> |                    |
| <b>Stock Number:</b>            |                                           |            | \$ 6,500.00           |                    |
|                                 |                                           |            | <b>Selling Price</b>  |                    |
|                                 |                                           |            | \$ 6,175.00           |                    |
| <b>Code</b>                     | <b>Description</b>                        | <b>Qty</b> | <b>Unit</b>           | <b>Extended</b>    |
| AG35PTO                         | AGRIMETAL 35 PTO Blower, (35PTO Required) | 1          | \$ 6,275.00           | \$ 6,275.00        |
| <b>Other Charges</b>            |                                           |            |                       |                    |
|                                 | Freight                                   | 1          | \$ 225.00             | \$ 225.00          |
| <b>Other Charges Total</b>      |                                           |            |                       | <b>\$ 225.00</b>   |
| <b>Suggested Price</b>          |                                           |            |                       | <b>\$ 6,500.00</b> |
| <b>Customer Discounts</b>       |                                           |            |                       |                    |
| <b>Customer Discounts Total</b> |                                           |            | <b>\$ -325.00</b>     | <b>\$ -325.00</b>  |
| <b>Total Selling Price</b>      |                                           |            |                       | <b>\$ 6,175.00</b> |

## LELY HR SPREADER- 3 Point Mount - PTO Drive (NEW)

|                                 |                                            |            |                       |                    |
|---------------------------------|--------------------------------------------|------------|-----------------------|--------------------|
| <b>Hours:</b>                   |                                            | 0          | <b>Suggested List</b> |                    |
| <b>Stock Number:</b>            |                                            |            | \$ 6,800.00           |                    |
|                                 |                                            |            | <b>Selling Price</b>  |                    |
|                                 |                                            |            | \$ 6,460.00           |                    |
| <b>Code</b>                     | <b>Description</b>                         | <b>Qty</b> | <b>Unit</b>           | <b>Extended</b>    |
| LELYHR                          | LELY HR SPREADER , 3 Point Mount-PTO Drive | 1          | \$ 6,800.00           | \$ 6,800.00        |
| <b>Suggested Price</b>          |                                            |            |                       | <b>\$ 6,800.00</b> |
| <b>Customer Discounts</b>       |                                            |            |                       |                    |
| <b>Customer Discounts Total</b> |                                            |            | <b>\$ -340.00</b>     | <b>\$ -340.00</b>  |
| <b>Total Selling Price</b>      |                                            |            |                       | <b>\$ 6,460.00</b> |

## BUFFALO TURBINE KB6 Turbine Blower (NEW)

|                      |                                                           |            |                       |                 |
|----------------------|-----------------------------------------------------------|------------|-----------------------|-----------------|
| <b>Hours:</b>        |                                                           | 0          | <b>Suggested List</b> |                 |
| <b>Stock Number:</b> |                                                           |            | \$ 9,690.00           |                 |
|                      |                                                           |            | <b>Selling Price</b>  |                 |
|                      |                                                           |            | \$ 9,205.50           |                 |
| <b>Code</b>          | <b>Description</b>                                        | <b>Qty</b> | <b>Unit</b>           | <b>Extended</b> |
| BT-CKB6              | Buffalo Turbine Blower 27hp Gas, remote control & Trailer | 1          | \$ 9,295.00           | \$ 9,295.00     |

Attachment: Finch Turf - New Equipment Items - Available For Spring 2023 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

# Selling Equipment

Quote Id: 27152378

| Other Charges                   |   |           |                    |
|---------------------------------|---|-----------|--------------------|
| Freight                         | 1 | \$ 395.00 | \$ 395.00          |
| <b>Other Charges Total</b>      |   |           | <b>\$ 395.00</b>   |
|                                 |   |           |                    |
| <b>Suggested Price</b>          |   |           | <b>\$ 9,690.00</b> |
| Customer Discounts              |   |           |                    |
| <b>Customer Discounts Total</b> |   |           | <b>\$ -484.50</b>  |
| <b>Total Selling Price</b>      |   |           | <b>\$ 9,205.50</b> |

## BENHARD BedKnife GRINDER - ANGLE Master 3000 (NEW)

Hours: 0

Suggested List

Stock Number:

\$ 17,894.00

**Selling Price**

\$ 16,999.30

| Code   | Description                                        | Qty | Unit         | Extended     |
|--------|----------------------------------------------------|-----|--------------|--------------|
| A01113 | BERNHARD - ANGLEMASTER 3000<br>MC Bedknife Grinder | 1   | \$ 16,709.00 | \$ 16,709.00 |

| Other Charges                   |   |             |                     |
|---------------------------------|---|-------------|---------------------|
| Freight                         | 1 | \$ 1,185.00 | \$ 1,185.00         |
| <b>Other Charges Total</b>      |   |             | <b>\$ 1,185.00</b>  |
|                                 |   |             |                     |
| <b>Suggested Price</b>          |   |             | <b>\$ 17,894.00</b> |
| Customer Discounts              |   |             |                     |
| <b>Customer Discounts Total</b> |   |             | <b>\$ -894.70</b>   |
| <b>Total Selling Price</b>      |   |             | <b>\$ 16,999.30</b> |

## BERNHARD 3000 MC Reel Grinder - (NEW)

Hours: 0

Suggested List

Stock Number:

\$ 41,880.00

**Selling Price**

\$ 39,786.00

| Code     | Description                             | Qty | Unit         | Extended     |
|----------|-----------------------------------------|-----|--------------|--------------|
| BERN3000 | BERNHARD - 3000 REEL GRINDER -<br>(New) | 1   | \$ 39,895.00 | \$ 39,895.00 |

| Other Charges              |   |             |                    |
|----------------------------|---|-------------|--------------------|
| Freight                    | 1 | \$ 1,985.00 | \$ 1,985.00        |
| <b>Other Charges Total</b> |   |             | <b>\$ 1,985.00</b> |

Attachment: Finch Turf - New Equipment Items - Available For Spring 2023 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)



# Selling Equipment

Quote Id: 27152378

|                                 |                     |                     |
|---------------------------------|---------------------|---------------------|
| <b>Suggested Price</b>          |                     | <b>\$ 41,880.00</b> |
| <b>Customer Discounts</b>       |                     |                     |
| <b>Customer Discounts Total</b> | <b>\$ -2,094.00</b> | <b>\$ -2,094.00</b> |
| <b>Total Selling Price</b>      |                     | <b>\$ 39,786.00</b> |

## RED MAX EBZ8500 (NEW)

|                          |                              |                |           |             |
|--------------------------|------------------------------|----------------|-----------|-------------|
| Hours:                   | 0                            | Suggested List |           |             |
| Stock Number:            |                              | \$ 759.00      |           |             |
|                          |                              | Selling Price  |           |             |
|                          |                              | \$ 721.05      |           |             |
| Code                     | Description                  | Qty            | Unit      | Extended    |
| EBZ8500                  | REDMAX 8500 Back Pack Blower | 3              | \$ 759.00 | \$ 2,277.00 |
|                          |                              |                |           |             |
| Suggested Price          |                              |                |           | \$ 2,277.00 |
| Customer Discounts       |                              |                |           |             |
| Customer Discounts Total |                              |                | \$ -37.95 | \$ -113.85  |
| Total Selling Price      |                              |                |           | \$ 2,163.15 |

## SEAGO M800 Rotary- (NEW)

|                          |                                                                  |     |                |             |
|--------------------------|------------------------------------------------------------------|-----|----------------|-------------|
| Hours:                   |                                                                  | 0   | Suggested List |             |
| Stock Number:            |                                                                  |     | \$ 810.00      |             |
|                          |                                                                  |     | Selling Price  |             |
|                          |                                                                  |     | \$ 810.00      |             |
| Code                     | Description                                                      | Qty | Unit           | Extended    |
| SEAM800                  | SEAGO Rotary Mowers, Steel Deck<br>Self Propelled Gas, Variabble | 4   | \$ 810.00      | \$ 3,240.00 |
|                          |                                                                  |     |                |             |
| Suggested Price          |                                                                  |     |                | \$ 3,240.00 |
| Customer Discounts       |                                                                  |     |                |             |
| Customer Discounts Total |                                                                  |     | \$ 0.00        | \$ 0.00     |
| Total Selling Price      |                                                                  |     |                | \$ 3,240.00 |

## RED MAX TRZ230S LINE TRIMMER - (NEW)

Attachment: Finch Turf - New Equipment Items - Available For Spring 2023 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)



## Selling Equipment

Quote Id: 27152378

|                                 |                               |            |                  |                       |
|---------------------------------|-------------------------------|------------|------------------|-----------------------|
| Hours:                          | 0                             |            |                  | <b>Suggested List</b> |
| Stock Number:                   |                               |            |                  | \$ 310.00             |
|                                 |                               |            |                  | <b>Selling Price</b>  |
|                                 |                               |            |                  | \$ 294.50             |
| <b>Code</b>                     | <b>Description</b>            | <b>Qty</b> | <b>Unit</b>      | <b>Extended</b>       |
| TRZ230S                         | RED MAX LINE TRIMMERS TRZ230S | 4          | \$ 310.00        | \$ 1,240.00           |
| <b>Suggested Price</b>          |                               |            |                  | <b>\$ 1,240.00</b>    |
| <b>Customer Discounts</b>       |                               |            |                  |                       |
| <b>Customer Discounts Total</b> |                               |            | <b>\$ -15.50</b> | <b>\$ -62.00</b>      |
| <b>Total Selling Price</b>      |                               |            |                  | <b>\$ 1,178.00</b>    |

## REDMAX GZ550-18 Chainsaw 18" (NEW)

|                                 |                           |            |                  |                       |
|---------------------------------|---------------------------|------------|------------------|-----------------------|
| Hours:                          | 0                         |            |                  | <b>Suggested List</b> |
| Stock Number:                   |                           |            |                  | \$ 520.00             |
|                                 |                           |            |                  | <b>Selling Price</b>  |
|                                 |                           |            |                  | \$ 494.00             |
| <b>Code</b>                     | <b>Description</b>        | <b>Qty</b> | <b>Unit</b>      | <b>Extended</b>       |
| GZ550-18                        | REDMAX 18" 3.5hp CHainsaw | 2          | \$ 520.00        | \$ 1,040.00           |
| <b>Suggested Price</b>          |                           |            |                  | <b>\$ 1,040.00</b>    |
| <b>Customer Discounts</b>       |                           |            |                  |                       |
| <b>Customer Discounts Total</b> |                           |            | <b>\$ -26.00</b> | <b>\$ -52.00</b>      |
| <b>Total Selling Price</b>      |                           |            |                  | <b>\$ 988.00</b>      |

## REDMAX PSTZ260S POLE SAW - (NEW)

|                                 |                                   |            |                  |                       |
|---------------------------------|-----------------------------------|------------|------------------|-----------------------|
| Hours:                          | 0                                 |            |                  | <b>Suggested List</b> |
| Stock Number:                   |                                   |            |                  | \$ 695.00             |
|                                 |                                   |            |                  | <b>Selling Price</b>  |
|                                 |                                   |            |                  | \$ 660.25             |
| <b>Code</b>                     | <b>Description</b>                | <b>Qty</b> | <b>Unit</b>      | <b>Extended</b>       |
| PSTZ260S                        | RED MAX Pole SAW/ Power chain Saw | 1          | \$ 695.00        | \$ 695.00             |
| <b>Suggested Price</b>          |                                   |            |                  | <b>\$ 695.00</b>      |
| <b>Customer Discounts</b>       |                                   |            |                  |                       |
| <b>Customer Discounts Total</b> |                                   |            | <b>\$ -34.75</b> | <b>\$ -34.75</b>      |
| <b>Total Selling Price</b>      |                                   |            |                  | <b>\$ 660.25</b>      |

Attachment: Finch Turf - New Equipment Items - Available For Spring 2023 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)



# Selling Equipment

Quote Id: 27152378

Attachment: Finch Turf - New Equipment Items - Available For Spring 2023 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

## Background on Mount Hood Park and Golf Course Request for Capital Funding for Golf Landscaping Equipment

Mount Hood is seeking approval from the Council to use Mount Hood Enterprise Fund money to bond the purchase of golf landscaping equipment necessary for the golf course to continue business next year. The equipment list and bond schedule is attached. The Park Commission studied their finances and believes they can financially handle the approximately \$60,000 bond payment for the next 10 years.

Golf Management Company (GMC) has managed Mount Hood Park and Golf Course for 20 years, their 4<sup>th</sup> contract is up on December 31, 2022. They will not be bidding again due to personal reasons. Hence the City and Park Commission are looking for a new management company to begin running the course in Jan 2023. Equipment must be available to any new group coming in to run the course.

### **What is the Mount Hood Enterprise Fund?**

The Mount Hood Enterprise Fund is an accounting and financial reporting mechanism that segregates revenues and expenditures into a fund with financial statements separate from all other governmental activities. Simply put, the money that is made at Mount Hood stays at Mount Hood.

### **What else does the revenue from Mount Hood pay for?**

There was one time where the Park Commission asked the state legislature for the ability to use Mount Hood funds to pay for bonds to help renovate Pine Banks, and to rebuild the MHS Athletic complex. This special legislation was passed and Mount Hood pays these bonds. The average yearly cost of the bonds in total is \$360,000. If Mount Hood were not financially able to pay the bonds the City would have to take them over. This has never happened. These bond payments will end June 30, 2036.

### **What is the history of Mount Hood owning its capital equipment?**

Twenty years ago, the Mount Hood Enterprise Fund didn't own any of the kitchen equipment at Mount Hood. As a result, when a former management company left, so did their equipment, and the new management company had to scramble to replace it quickly which wasn't an easy task. Over the last four management contracts that GMC has held, the Mount Hood Enterprise Fund has purchased and replaced all the kitchen refrigerators, freezers, sandwich makers etc. as they have expired. Mount Hood presently owns all of the kitchen equipment.

Previously, the golf course maintenance equipment was split: the City owned a good amount of equipment and GMC brought in other equipment they deemed necessary to run the course. That City equipment is now 20-25 years old, and GMC will be taking most of their equipment off site when they leave. GMC is willing to sell us the equipment they don't need for their other courses, but most of that equipment is 15-20 years old as well. The Park Commission believes it is in the best interest to own the basic landscaping equipment needed to maintain the course, just like the kitchen. The equipment package we are looking to purchase contains new or less than 6 year old equipment.

## Other Questions from Councilors

1. What is the City's risk? For example, what is the City's liability should someone not employed by the City (e.g., golf management company employee or contractor) be injured while operating equipment owned by Mt. Hood? Or if someone else is injured? If property is damaged? **The management company owns all the liability. As stated in the last 4 contracts we have owned some of the equipment and mgt owns the majority, they still carry the liability insurance.**
2. What is the maintenance plan for the proposed equipment in terms of personnel and funds? Will that be covered by the golf management company or the City? **Under the current contract and new RFP, the management company is responsible for maintenance on all the equipment, when its life expectancy is done the PC/Enterprise Fund will replace them. This is the way the Park Commission has contractually handled the Kitchen systems, heating and AC systems for the last 20 years. The management company maintains and repairs, providing the Park Commission with maintenance reports.**
3. Will this equipment be included in the fleet management plan being developed by an outside consultant for DPW? **Not at this time.**
4. Is the equipment in this request in compliance with the City's Net Zero Action Plan. **Mount Hood has a couple of electric greens mowers. Moving forward when replacing individual pieces, the Park Commission can look to adopt this plan.**
5. The quote for equipment costs in the packet expired on 8/31/22 - do we have an updated quote? **No, I have explained the City Council process and they are willing to hold the quote until 10/3.**
6. Can this equipment be used by the City for other DPW needs? **Not really, the enterprise fund is run separately from the city budget, a lot of the equipment is specialized for golf courses. The City DPW and the golf course staff have always helped each other out when there is a need.**
7. Park Comm Chair Gardiner mentioned that the back-up plan is for "us" to manage the golf course, but that there are several concerns, including issues with unions. Given that we have now put this out to bid twice and received no respondents, what exactly is the plan for operation and maintenance of Mt. Hood at the end of the current contract in December? **To my understanding the Park Commission nor the City has said they want to run the golf course under the City, unless it is under extreme duress, the idea would be to decentralize the contract and break out separate contracts for maintenance, food and beverage, golf mgt. etc.**

**City of Melrose, Massachusetts**

\$563,000 General Obligation Golf Equipment Bonds Dated September 15, 2023

Level Debt

10 years - Tax Exempt

**Debt Service Schedule**

| <b>Date</b>  | <b>Principal</b>    | <b>Coupon</b> | <b>Interest</b>     | <b>Total P+I</b>    |
|--------------|---------------------|---------------|---------------------|---------------------|
| 06/30/2024   | -                   | -             | 9,852.50            | 9,852.50            |
| 06/30/2025   | 48,000.00           | 3.500%        | 18,865.00           | 66,865.00           |
| 06/30/2026   | 50,000.00           | 3.500%        | 17,150.00           | 67,150.00           |
| 06/30/2027   | 50,000.00           | 3.500%        | 15,400.00           | 65,400.00           |
| 06/30/2028   | 55,000.00           | 3.500%        | 13,562.50           | 68,562.50           |
| 06/30/2029   | 55,000.00           | 3.500%        | 11,637.50           | 66,637.50           |
| 06/30/2030   | 55,000.00           | 3.500%        | 9,712.50            | 64,712.50           |
| 06/30/2031   | 60,000.00           | 3.500%        | 7,700.00            | 67,700.00           |
| 06/30/2032   | 60,000.00           | 3.500%        | 5,600.00            | 65,600.00           |
| 06/30/2033   | 65,000.00           | 3.500%        | 3,412.50            | 68,412.50           |
| 06/30/2034   | 65,000.00           | 3.500%        | 1,137.50            | 66,137.50           |
| <b>Total</b> | <b>\$563,000.00</b> | <b>-</b>      | <b>\$114,030.00</b> | <b>\$677,030.00</b> |

**Yield Statistics**

23-9-15 Golf Equip \$500 T | SINGLE PURPOSE | 8/30/2022 | 4:49 PM

Hilltop Securities, Inc.  
Public Finance



## Background on Mount Hood Park and Golf Course Request for Capital Funding for Golf Landscaping Equipment

Updated 9/30/2022

Mount Hood is seeking approval from the Council to use Mount Hood Enterprise Fund money to bond the purchase of golf landscaping equipment necessary for the golf course to continue business next year. The equipment list and bond schedule is attached. The Park Commission studied their finances and believes they can financially handle the approximately \$60,000 bond payment for the next 10 years.

Golf Management Company (GMC) has managed Mount Hood Park and Golf Course for 20 years, their 4<sup>th</sup> contract is up on December 31, 2022. They will not be bidding again due to personal reasons. Hence the City and Park Commission are looking for a new management company to begin running the course in Jan 2023. Equipment must be available to any new group coming in to run the course.

### **What is the Mount Hood Enterprise Fund?**

The Mount Hood Enterprise Fund is an accounting and financial reporting mechanism that segregates revenues and expenditures into a fund with financial statements separate from all other governmental activities. Simply put, the money that is made at Mount Hood stays at Mount Hood.

Q. How much is currently the total of Mount Hood Enterprise Fund?

A. The Mt. Hood Reserve Fund balance is \$429,215.33.

### **What else does the revenue from Mount Hood pay for?**

There was one time where the Park Commission asked the state legislature for the ability to use Mount Hood funds to pay for bonds to help renovate Pine Banks, and to rebuild the MHS Athletic complex. This special legislation was passed and Mount Hood pays these bonds. The average yearly cost of the bonds in total is \$360,000. If Mount Hood were not financially able to pay the bonds the City would have to take them over. This has never happened. These bond payments will end June 30, 2036.

Q. This is without the new bond? Would the new bond add 10 more years?

A. Yes, it would add a new debt component to the Mt. Hood Enterprise Fund for ten years. Mt. Hood is paying the bond costs related to the fields (per Special Legislation) that was passed. This fiscal year that cost is \$359,469 as found in the Mt. Hood Enterprise Fund Budget. If approved, the Mt. Hood Enterprise Fund will be paying the bond costs for the \$563,000 equipment bond, and this will become a part of their annual budget moving forward. We used estimates for Interest Rates and will refine them as the actuals materialize.

### **What is the history of Mount Hood owning its capital equipment?**

Twenty years ago, the Mount Hood Enterprise Fund didn't own any of the kitchen equipment at Mount Hood. As a result, when a former management company left, so did their equipment, and the new management company had to scramble to replace it quickly which wasn't an easy task. Over the last



four management contracts that GMC has held, the Mount Hood Enterprise Fund has purchased and replaced all the kitchen refrigerators, freezers, sandwich makers etc. as they have expired. Mount Hood presently owns all of the kitchen equipment.

Previously, the golf course maintenance equipment was split: the City owned a good amount of equipment and GMC brought in other equipment they deemed necessary to run the course. That City equipment is now 20-25 years old, and GMC will be taking most of their equipment off site when they leave. GMC is willing to sell us the equipment they don't need for their other courses, but most of that equipment is 15-20 years old as well. The Park Commission believes it is in the best interest to own the basic landscaping equipment needed to maintain the course, just like the kitchen. The equipment package we are looking to purchase contains new or less than 6 year old equipment.

Q. Are we purchasing the equipment from a third party? Did we go through a bid or just as a private company? Does any of the equipment come with warranty? When the new management company needs to replace or repair an equipment does the equipment remain city owned?

A. The equipment listed as new is purchased through the state contract FC104, refurbished equipment is purchased through a third party at market value price. The repaired or replaced equipment will remain City owned.

#### Other Questions from Councilors

1. What is the City's risk? For example, what is the City's liability should someone not employed by the City (e.g., golf management company employee or contractor) be injured while operating equipment owned by Mt. Hood? Or if someone else is injured? If property is damaged? **The management company owns all the liability. As stated in the last 4 contracts we have owned some of the equipment and mgt owns the majority, they still carry the liability insurance.**

2. What is the maintenance plan for the proposed equipment in terms of personnel and funds? Will that be covered by the golf management company or the City? **Under the current contract and new RFP, the management company is responsible for maintenance on all the equipment, when its life expectancy is done the PC/Enterprise Fund will replace them. This is the way the Park Commission has contractually handled the Kitchen systems, heating and AC systems for the last 20 years. The management company maintains and repairs, providing the Park Commission with maintenance reports.**

2a. When the management company replaces the broken equipment do we still own the equipment or it would become owned by the management company- why then did we loose all the equipment if this is what it says in the contract?

**The management company is responsible for repairing and maintaining the equipment, but the Parks Commission replaces it as necessary unless there was negligence by the management company.**

**The kitchen equipment that was "lost" 20+ years ago was the property of the prior management company. Since then, and throughout the current management company's tenure, we have**

owned the kitchen equipment, and Parks Commission has replaced it as necessary. The management company has repaired the kitchen equipment, but we have retained ownership.

For the new RFP, the City will own all the landscaping equipment and management company will maintain and repair it, as we currently do with the kitchen equipment. If the City Council approves the capital request, we will own the equipment, period. The contract stipulates that the equipment that belongs to the City is retained by the City.

3. Will this equipment be included in the fleet management plan being developed by an outside consultant for DPW? **Not at this time.**

3a. Can you please explain this?

It's not something that was needed with the previous equipment arrangement. It may be something the Park Commission might consider developing which would have to be paid for out of the enterprise fund.

4. Is the equipment in this request in compliance with the City's Net Zero Action Plan. **Mount Hood has a couple of electric greens mowers. Moving forward when replacing individual pieces, the Park Commission can look to adopt this plan.**

4a. Amending this to propose having a comprehensive list of compliant equipment and the commitment that we would have.

**The cost of doing this all at once would be too expensive and makes more sense to do as we replace the individual pieces.**

5. The quote for equipment costs in the packet expired on 8/31/22 - do we have an updated quote? **No, I have explained the City Council process and they are willing to hold the quote until 10/3.**

5a. We won't be able to vote on this until 10/3 how are we going to be able to benefit from this offer? What if we need to amend or hold and revisit?

**Joan Bell has spoken to the vendor who is holding our pricing, the issue is more in the delivery delays of making sure we can get the equipment here once the order goes in to have it on sight for an April 1<sup>st</sup>. opening.**

6. Can this equipment be used by the City for other DPW needs? **Not really, the enterprise fund is run separately from the city budget, a lot of the equipment is specialized for golf courses. The City DPW and the golf course staff have always helped each other out when there is a need.**

7. Park Comm Chair Gardiner mentioned that the back-up plan is for "us" to manage the golf course, but that there are several concerns, including issues with unions. Given that we have now put this out to bid twice and received no respondents, what exactly is the plan for operation and maintenance of Mt. Hood at the end of the current contract in December? **To my understanding the Park Commission nor the City has said they want to run the golf course under the City, unless it is under extreme duress, the idea would be to decentralize the contract and break out separate contracts for maintenance, food and beverage, golf mgt. etc.**

7a. So plan B would be to split in separate contracts and would those contracts provide equipment or the contracting companies would provide their own equipment? **The contract would be written with the equipment provided.**

7b. If we had to go to plan B, would the contractors be liable in case of injury or damage of property? **That would be an item in the contract under insurance requirements which would spell it out.**

8. If for some reason we don't get someone to run Mt. Hood through the bidding process, is there a step built into the process to have the Parks or City come back to the Council before taking the management in-house? I hope it doesn't come to that, but just curious if we decentralize the contracts, would each one of those come before us to approve? **We will get back to you on Monday morning with an answer.**

9. I would like to see how this impacts other planned bond issuances. As I've always asked for, and have yet to receive, is a forecast of bond issuances for expected capital requirements. I would like to understand this request in comparison to any additional funding that we anticipate to see, including additional revenue that the library that may be required, CIP plans, and other acquisitions. I believe it reasonable to ask for a forecast for the next 3-5 years. **Please refer to 9/30/22 email from Kathryn Armata.**

10. Please provide the current bond schedule including overall capacity and what's currently included in our bonds? **Please refer to 9/30/22 email from Kathryn Armata.**

Projected Debt Service

- 3.00% BAN Interest rate
- 5.00% Bond Interest rate
- I Inside debt limit
- O Outside debt limit

| Description                                                                                     |                                                                                                                                            | Amount        |              | 2023      | 2024       | 2025         | 2026         | 2027         | 2028         | Total        |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------|-----------|------------|--------------|--------------|--------------|--------------|--------------|
| 9/15/2022                                                                                       | Library                                                                                                                                    |               | Principal I  | -         | -          | -            | 151,453.00   | 160,000.00   | 170,000.00   | 481,453.00   |
|                                                                                                 |                                                                                                                                            | 10,321,453.00 | Interest     | -         | -          | 258,036.33   | 512,286.33   | 504,500.00   | 496,250.00   | 1,771,072.65 |
|                                                                                                 | Bond 30 years Sept 2024 - Level Debt                                                                                                       |               | BAN Interest | -         | -          | -            | -            | -            | -            | -            |
| 1/20/2022                                                                                       | Fire Ladder Truck (including equipment)                                                                                                    |               | Principal    | -         | -          | 150,471.00   | 155,000.00   | 165,000.00   | 175,000.00   | 645,471.00   |
|                                                                                                 |                                                                                                                                            | 1,427,471.00  | Interest     | -         | 35,636.78  | 67,511.78    | 59,875.00    | 51,875.00    | 43,375.00    | 258,273.55   |
|                                                                                                 | BAN Jan 2022 due Sept 2022 - Roll to Sept 2023 - Bond 8 years Sept 2023 - Level Debt                                                       |               | BAN Interest | 11,977.92 | 56,860.45  | -            | -            | -            | -            | 68,838.37    |
| 9/15/2022                                                                                       | Memorial Hall Renovation & Roof                                                                                                            |               | Principal I  | -         | -          | -            | 41,200.00    | 40,000.00    | 40,000.00    | 121,200.00   |
|                                                                                                 |                                                                                                                                            | 2,311,200.00  | Interest     | -         | -          | 57,780.00    | 114,530.00   | 112,500.00   | 110,500.00   | 395,310.00   |
|                                                                                                 | BAN \$1.725M Sept 2022 due Sept 2023 - Roll \$1.725M plus \$586,200 new to Sept 2024 - Bond \$2,311,200 28/29 years Sept 2024 - Level Debt |               | BAN Interest | -         | 68,808.33  | 69,336.00    | -            | -            | -            | 138,144.33   |
| 1/20/2022                                                                                       | Road Improvements                                                                                                                          |               | Principal    | -         | -          | 75,000.00    | 80,000.00    | 80,000.00    | 90,000.00    | 325,000.00   |
|                                                                                                 |                                                                                                                                            | 1,500,000.00  | Interest     | -         | 37,500.00  | 73,125.00    | 69,250.00    | 65,250.00    | 61,000.00    | 306,125.00   |
|                                                                                                 | BAN \$245,000 Jan 2022 due Sept 2022 - Roll \$245,000 plus \$1.01M new to Sept 2023 - Bond \$1.5M 13/14/15 years Sept 2023 - Level Debt    |               | BAN Interest | 2,058.68  | 50,060.56  | -            | -            | -            | -            | 52,119.24    |
| 9/15/2022                                                                                       | Salt Shed                                                                                                                                  |               | Principal I  | -         | -          | -            | 32,000.00    | 30,000.00    | 30,000.00    | 92,000.00    |
|                                                                                                 |                                                                                                                                            | 1,757,000.00  | Interest     | -         | -          | 43,925.00    | 87,050.00    | 85,500.00    | 84,000.00    | 300,475.00   |
|                                                                                                 | BAN Sept 2022 due Sept 2023 - Roll to Sept 2024 - Bond 28 years Sept 2024 - Level Debt                                                     |               | BAN Interest | -         | 70,084.78  | 52,710.00    | -            | -            | -            | 122,794.78   |
| 9/15/2023                                                                                       | School Roof Repairs (MSBA project)                                                                                                         |               | Principal O  | -         | -          | -            | 30,000.00    | 35,000.00    | 35,000.00    | 100,000.00   |
|                                                                                                 |                                                                                                                                            | 2,000,000.00  | Interest     | -         | -          | 50,000.00    | 99,250.00    | 97,625.00    | 95,875.00    | 342,750.00   |
|                                                                                                 | BAN Sept 2023 due Sept 2024 - Bond 29 years Sept 2024 - Level Debt                                                                         |               | BAN Interest | -         | -          | 60,000.00    | -            | -            | -            | 60,000.00    |
| 9/15/2023                                                                                       | Mt. Hood Golf Course Equipment                                                                                                             |               | Principal I  | -         | -          | 48,000.00    | 45,000.00    | 50,000.00    | 50,000.00    | 193,000.00   |
|                                                                                                 |                                                                                                                                            | 563,000.00    | Interest     | -         | 14,075.00  | 26,950.00    | 24,625.00    | 22,250.00    | 19,750.00    | 107,650.00   |
|                                                                                                 | Bond 10 years Sept 2023 - Level Debt                                                                                                       |               | BAN Interest | -         | -          | -            | -            | -            | -            | -            |
| Total Principal                                                                                 |                                                                                                                                            |               |              | -         | -          | 273,471.00   | 534,653.00   | 560,000.00   | 590,000.00   | 1,958,124.00 |
| Total Interest                                                                                  |                                                                                                                                            |               |              | -         | 87,211.78  | 577,328.10   | 966,866.33   | 939,500.00   | 910,750.00   | 3,481,656.20 |
| Total BAN Interest                                                                              |                                                                                                                                            |               |              | 14,036.60 | 245,814.12 | 182,046.00   | -            | -            | -            | 441,896.72   |
| Projected City Share of P&I on Northeast Metropolitan Regional Vocational Technical High School |                                                                                                                                            |               |              | 74,464.86 | 74,449.58  | 248,137.41   | 432,315.25   | 432,326.86   | 448,156.36   | 1,709,850.32 |
| Total Projected Debt Service                                                                    |                                                                                                                                            |               |              | 88,501.46 | 407,475.47 | 1,280,982.51 | 1,933,834.57 | 1,931,826.86 | 1,948,906.36 | 7,591,527.24 |

Attachment: 5 yr (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

## Bureau of Accounts ~ Automated Statement of Indebtedness

City/Town/District of : Melrose**FY2022**

| Long Term Debt<br>Inside the Debt Limit | Outstanding<br>July 1, 2021 | + New Debt<br>Issued | - Retirements    | Outstanding<br>July 1, 2022 | Interest<br>Paid in FY20 |
|-----------------------------------------|-----------------------------|----------------------|------------------|-----------------------------|--------------------------|
| Buildings A                             | 880,000                     | -                    | 50,000           | 830,000                     | 24,3                     |
| Departmental Equipment B                | 360,000                     | -                    | 90,000           | 270,000                     | 9,9                      |
| School Buildings C                      | 24,348,000                  | -                    | 2,085,000        | 22,263,000                  | 839,4                    |
| School - All Other D                    | 3,639,000                   | -                    | 180,000          | 3,459,000                   | 130,9                    |
| Sewer E                                 | 4,852,296                   | -                    | 759,468          | 4,092,828                   | 165,1                    |
| Solid Waste F                           | -                           | -                    | -                | -                           | -                        |
| Other Inside G                          | 6,710,800                   | -                    | 813,400          | 5,897,400                   | 212,5                    |
| <b>SUB - TOTAL Inside</b>               | <b>40,790,096</b>           | <b>-</b>             | <b>3,977,868</b> | <b>36,812,228</b>           | <b>1,382,3</b>           |

| Long Term Debt<br>Outside the Debt Limit | Outstanding<br>July 1, 2021 | + New Debt<br>Issued | - Retirements    | Outstanding<br>July 1, 2022 | Interest<br>Paid in FY20 |
|------------------------------------------|-----------------------------|----------------------|------------------|-----------------------------|--------------------------|
| Airport                                  | -                           | -                    | -                | -                           | -                        |
| Gas/Electric Utility                     | -                           | -                    | -                | -                           | -                        |
| Hospital                                 | -                           | -                    | -                | -                           | -                        |
| School Buildings 1                       | 4,259,275                   | -                    | 324,909          | 3,934,365                   | 120,3                    |
| Sewer 2                                  | 553,700                     | -                    | 64,525           | 489,175                     | -                        |
| Solid Waste 3                            | -                           | -                    | -                | -                           | -                        |
| Water 4                                  | 5,009,999                   | -                    | 824,000          | 4,185,999                   | 36,9                     |
| Other Outside 5                          | -                           | -                    | -                | -                           | -                        |
| <b>SUB - TOTAL Outside</b>               | <b>9,822,974</b>            | <b>-</b>             | <b>1,213,434</b> | <b>8,609,539</b>            | <b>157,2</b>             |
| <b>TOTAL Long Term Debt</b>              | <b>50,613,070</b>           | <b>-</b>             | <b>5,191,302</b> | <b>45,421,767</b>           | <b>1,539,5</b>           |

Please complete all sections of this report and return it to the Public Finance Section no later than September 30, 2022.

I certify to the best of my knowledge that this information is complete and accurate as of this date.

Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

I certify that long and short term debt as identified in this Statement of Indebtedness is in agreement with the general ledger controls in my department and are also reflected on the balance sheet.

Accounting Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**Delivery By U.S. Mail****Phone/Fax****FedEx, UPS, Other Delivery**Public Finance Section  
Division of Local Services  
PO Box 9569  
Boston MA 02114-9569(617) 626-2399  
(617) 626-2382  
(617) 626-4110  
Fax (617) 626-3916Public Finance Section  
Division of Local Services  
100 Cambridge St.  
Boston MA 02114

Attachment: Stmt of Indebtedness FY22 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

| Short Term Debt                 | Outstanding<br>July 1, 2021 | + New Debt<br>Issued | - Retirements | Outstanding<br>July 1, 2022 | Interest<br>Paid in FY20 |
|---------------------------------|-----------------------------|----------------------|---------------|-----------------------------|--------------------------|
| RANs - Revenue Anticipation     | -                           |                      |               | -                           |                          |
| BANs - Bond Anticipation:       |                             |                      |               |                             |                          |
| Buildings                       | -                           | -                    | -             | -                           | -                        |
| School Buildings                | -                           | -                    | -             | -                           | -                        |
| Sewer                           | -                           | -                    | -             | -                           | -                        |
| Water                           | -                           | -                    | -             | -                           | -                        |
| Other BANs                      | -                           | 1,670,471            | -             | 1,670,471                   | -                        |
| SANs - State Grant Anticipation | -                           | -                    | -             | -                           | -                        |
| FANs - Federal Gr. Anticipation |                             |                      |               | -                           |                          |
| Other Short Term Debt           |                             |                      |               | -                           |                          |
| <b>TOTAL Short Term Debt</b>    | -                           | 1,670,471            | -             | 1,670,471                   | -                        |
| <b>GRAND TOTAL All Debt</b>     | 50,613,070                  | 1,670,471            | 5,191,302     | 47,092,238                  | 1,539,5                  |

| Authorized and Unissued Debt          |                 |                   |                      |                                      |                         |
|---------------------------------------|-----------------|-------------------|----------------------|--------------------------------------|-------------------------|
| Purpose                               | Date of<br>Vote | Article<br>Number | Amount<br>Authorized | - Issued<br>- Retired<br>- Rescinded | = Unissued<br>6/30/2022 |
| School (Roosevelt)                    | 5/17/2000       | 00-314            | 11,110,700           | 11,110,000                           |                         |
| Storm Water Management Plan (CW-0     | 6/20/2002       | 02-340            | 425,000              | 400,693                              | 24,                     |
| Sewer                                 | 3/7/2007        | 07-124            | 800,000              | 799,046                              |                         |
| Sewer                                 | 10/17/2007      | 08-046            | 1,076,000            | 1,075,800                            |                         |
| Water Mains Pipeline                  | 6/3/2009        | 09-217            | 1,317,312            | 1,314,598                            | 2,                      |
| School Remodeling (High School Roo    | 5/4/2011        | 11-144            | 1,062,198            | 859,346                              | 202,                    |
| High School Science Lab Renovations   | 10/17/2012      | 13-40             | 6,512,610            | 4,653,627                            | 1,858,                  |
| Sewer Improvements (MWRA)             | 7/17/2013       | 13-211            | 1,000,000            | 587,950                              | 412,                    |
| School Feasibility Study (Windows an  | 8/25/2014       | 2015-8            | 60,000               | -                                    | 60,                     |
| Window & Door Replacements at Hoo     | 5/20/2015       | 2015-141          | 1,398,853            | 715,000                              | 683,                    |
| Water Enterprise System               | 6/21/2017       | 2017-162          | 1,610,000            | 1,504,000                            | 106,                    |
| Roadway, Sidewalk, Public Lot Improv  | 6/23/2018       | 2018-188          | 1,685,000            | 1,677,260                            | 7,                      |
| Aerial Ladder Truck                   | 3/23/2020       | 2020-75           | 1,425,471            | 1,425,471                            |                         |
| Salt Shed Planning & Design           | 5/18/2020       | 2020-76           | 100,000              | -                                    | 100,                    |
| Memorial Hall Building Envelope Rep   | 5/18/2020       | 2020-69           | 2,311,205            | -                                    | 2,311,                  |
| Water Mains                           | 11/9/2020       | 2021-30           | 875,000              | 875,000                              |                         |
| Parking Lot, Road and Sidewalk        | 9/13/2021       | 2022-24           | 1,500,000            | 245,000                              | 1,255,                  |
| Public Library Renovations            | 10/4/2021       | 2022-29           | 21,010,000           | -                                    | 21,010,                 |
| Water System Improvements (MWRA)      | 5/23/2022       | 2022-106          | 685,000              | 685,000                              |                         |
| Salt Shed Construction                | 6/21/2022       | 2022-131          | 1,757,000            | -                                    | 1,757,                  |
| <b>SUB -TOTAL Additional Sheet(s)</b> |                 |                   | 57,721,349           | 27,927,791                           | 29,793,4                |

Attachment: Stmt of Indebtedness FY22 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)



## BUREAU OF ACCOUNTS, STATEMENT OF INDEBTEDNESS DETAIL

| Long Term Debt        |                          | Outstanding<br>July 1, 2021 | + New Debt<br>Issued | - Retirements | Outstanding<br>July 1, 2022 | Interest<br>Paid in FY20 |
|-----------------------|--------------------------|-----------------------------|----------------------|---------------|-----------------------------|--------------------------|
| Inside the Debt Limit | Report by<br>Issuance    |                             |                      |               |                             |                          |
| 11/01/03              | Sewer CW-02-32           | 80,000.00                   | -                    | 25,000.00     | 55,000.00                   | 2,720.00                 |
| 08/01/04              | Building Construction    | 691,000.00                  | -                    | 180,000.00    | 511,000.00                  | 27,457.00                |
| 08/01/04              | Engineering Services     | 19,000.00                   | -                    | 5,000.00      | 14,000.00                   | 753.00                   |
| 12/14/06              | Sewer CW-05-19           | 902,612.00                  | -                    | 143,015.00    | 759,597.00                  | 16,622.00                |
| 12/18/07              | Sewer CW-05-19-A         | 263,359.00                  | -                    | 35,403.00     | 227,956.00                  | 4,913.00                 |
| 11/15/12              | Building Remodeling -    | 170,000.00                  | -                    | 10,000.00     | 160,000.00                  | 4,125.00                 |
| 11/15/12              | Building Remodeling -    | 80,000.00                   | -                    | 5,000.00      | 75,000.00                   | 2,012.00                 |
| 11/15/12              | Building Remodeling      | 510,000.00                  | -                    | 25,000.00     | 485,000.00                  | 13,625.00                |
| 11/15/12              | Building Remodeling -    | 70,000.00                   | -                    | 10,000.00     | 60,000.00                   | 1,356.00                 |
| 11/15/12              | Building Remodeling -    | 330,000.00                  | -                    | 20,000.00     | 310,000.00                  | 8,587.00                 |
| 11/15/12              | Roads                    | 750,000.00                  | -                    | 180,000.00    | 570,000.00                  | 13,443.00                |
| 11/15/12              | Sidewalk Constructior    | 70,000.00                   | -                    | 10,000.00     | 60,000.00                   | 1,356.00                 |
| 11/15/12              | Departmental Equipm      | 20,000.00                   | -                    | 20,000.00     | -                           | 200.00                   |
| 11/15/12              | Departmental Equipm      | 45,000.00                   | -                    | 10,000.00     | 35,000.00                   | 818.00                   |
| 11/15/12              | Departmental Equipm      | 165,000.00                  | -                    | 30,000.00     | 135,000.00                  | 3,131.00                 |
| 11/14/13              | Police Communicator      | 115,000.00                  | -                    | 55,000.00     | 60,000.00                   | 3,500.00                 |
| 11/14/13              | Engineering Services     | 170,000.00                  | -                    | 10,000.00     | 160,000.00                  | 6,112.00                 |
| 11/14/13              | Athletic Facility        | 775,000.00                  | -                    | 35,000.00     | 740,000.00                  | 28,225.00                |
| 11/14/13              | Athletic Facility - Cons | 1,110,000.00                | -                    | 55,000.00     | 1,055,000.00                | 39,893.00                |
| 11/14/13              | Athletic Facility - Cons | 2,160,000.00                | -                    | 100,000.00    | 2,060,000.00                | 78,537.00                |
| 11/13/14              | Departmental Equipm      | 235,000.00                  | -                    | 75,000.00     | 160,000.00                  | 9,075.00                 |
| 11/13/14              | Departmental Equipm      | 280,000.00                  | -                    | 65,000.00     | 215,000.00                  | 10,175.00                |
| 11/13/14              | Architectural Services   | 180,000.00                  | -                    | 10,000.00     | 170,000.00                  | 5,631.00                 |
| 11/12/15              | Building Remodeling -    | 2,225,000.00                | -                    | 110,000.00    | 2,115,000.00                | 79,256.00                |
| 11/12/15              | Roads                    | 840,000.00                  | -                    | 150,000.00    | 690,000.00                  | 38,250.00                |
| 11/12/15              | Departmental Equipm      | 130,000.00                  | -                    | 30,000.00     | 100,000.00                  | 5,750.00                 |
| 11/12/15              | Sewer                    | 332,000.00                  | -                    | 48,000.00     | 284,000.00                  | 11,630.00                |
| 11/12/15              | Sewer                    | 133,000.00                  | -                    | 19,000.00     | 114,000.00                  | 4,655.00                 |
| 11/12/15              | Building Construction    | 10,971,500.00               | -                    | 1,355,500.00  | 9,616,000.00                | 384,975.00               |
| 11/12/15              | Building Remodeling -    | 70,500.00                   | -                    | 14,500.00     | 56,000.00                   | 2,530.00                 |
| 11/12/15              | Outdoor Recreational     | 24,000.00                   | -                    | 24,000.00     | -                           | 480.00                   |
| 11/12/15              | Outdoor Recreational     | 34,000.00                   | -                    | 34,000.00     | -                           | 680.00                   |
| 11/28/16              | Sewer                    | 162,150.00                  | -                    | 27,025.00     | 135,125.00                  | -                        |
| 09/18/17              | Engineering Services     | 667,800.00                  | -                    | 95,400.00     | 572,400.00                  | -                        |
| 11/09/17              | Drains                   | 450,000.00                  | -                    | 15,000.00     | 435,000.00                  | 15,306.00                |
| 11/09/17              | Building Remodeling -    | 50,000.00                   | -                    | 5,000.00      | 45,000.00                   | 1,975.00                 |
| 11/09/17              | Building Remodeling -    | 70,000.00                   | -                    | 5,000.00      | 65,000.00                   | 2,575.00                 |
| 11/09/17              | Building Remodeling -    | 4,535,000.00                | -                    | 135,000.00    | 4,400,000.00                | 154,862.00               |
| 11/09/17              | Building Remodeling -    | 240,000.00                  | -                    | 20,000.00     | 220,000.00                  | 9,400.00                 |
| 11/09/17              | Building Remodeling -    | 115,000.00                  | -                    | 5,000.00      | 110,000.00                  | 3,962.00                 |
| 11/09/17              | Building Remodeling -    | 20,000.00                   | -                    | 5,000.00      | 15,000.00                   | 875.00                   |
| 11/09/17              | Public Lighting Extens   | 690,000.00                  | -                    | 85,000.00     | 605,000.00                  | 30,175.00                |
| 11/09/17              | Off Street Parking Are   | 275,000.00                  | -                    | 10,000.00     | 265,000.00                  | 9,425.00                 |
| 11/09/17              | Off Street Parking Are   | 85,000.00                   | -                    | 5,000.00      | 80,000.00                   | 3,325.00                 |
| 11/27/17              | Sewer                    | 189,175.00                  | -                    | 27,025.00     | 162,150.00                  | -                        |
| 11/13/19              | Building Remodeling -    | 5,080,000.00                | -                    | 230,000.00    | 4,850,000.00                | 166,215.00               |
| 11/13/19              | Roads                    | 1,125,000.00                | -                    | 65,000.00     | 1,060,000.00                | 39,935.00                |
| 11/13/19              | Roads                    | 335,000.00                  | -                    | 20,000.00     | 315,000.00                  | 11,610.00                |
| 11/13/19              | Roads - Water            | 475,000.00                  | -                    | 30,000.00     | 445,000.00                  | 16,835.00                |
| 10/01/20              | Sewer                    | 45,000.00                   | -                    | 9,000.00      | 36,000.00                   | 2,115.00                 |
| 10/01/20              | Sewer                    | 156,000.00                  | -                    | 22,000.00     | 134,000.00                  | 7,290.00                 |
| 10/01/20              | Drains                   | 2,074,000.00                | -                    | 264,000.00    | 1,810,000.00                | 95,945.00                |
|                       |                          |                             |                      |               | 0.00                        |                          |
| TOTAL                 |                          | 40,790,096.00               | 0.00                 | 3,977,868.00  | 36,812,228.00               | 1,382,304.13             |

Must equal

| Short Term Debt<br>Report by Issuance | Outstanding<br>July 1, 2021 | + New Debt<br>Issued | - Retirements | Outstanding<br>July 1, 2022 | Interest<br>Paid in FY20 |
|---------------------------------------|-----------------------------|----------------------|---------------|-----------------------------|--------------------------|
| Aerial Ladder Truck                   | -                           | 1,425,471            | -             | 1,425,471                   | -                        |
| Parking Lot, Road, and Sidewalks      | -                           | 245,000              | -             | 245,000                     | -                        |
|                                       | -                           | -                    | -             | -                           | -                        |
|                                       | -                           | -                    | -             | -                           | -                        |
|                                       | -                           | -                    | -             | -                           | -                        |
|                                       | -                           | -                    | -             | -                           | -                        |
|                                       | -                           | -                    | -             | -                           | -                        |
|                                       | -                           | -                    | -             | -                           | -                        |
|                                       | -                           | -                    | -             | -                           | -                        |
|                                       | -                           | -                    | -             | -                           | -                        |
|                                       | -                           | -                    | -             | -                           | -                        |
|                                       | -                           | -                    | -             | -                           | -                        |
| TOTAL                                 | -                           | 1,670,471            | -             | 1,670,471                   | -                        |
|                                       |                             |                      |               | Must equal                  |                          |



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# CITY OF MELROSE FY 2022



## CAPITAL IMPROVEMENT PROGRAM

### FINAL COMMITTEE REPORT

Paul Brodeur, Mayor

Denise Gaffey, CIP Chair, OPCD

April 2022

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# 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.

## FY2022 RECOMMENDED CAPITAL IMPROVEMENT 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            |
| <b>Total</b> |                                                     | <b>\$40,273,850</b> |

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

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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.

## 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)

|             |                                                     |                  |
|-------------|-----------------------------------------------------|------------------|
| <b>FY95</b> | 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        | <u>\$25,000</u>  |
|             | <b>TOTAL</b>                                        | <b>\$339,894</b> |
| <b>FY96</b> | 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                     | <u>\$30,300</u>  |
|             | <b>TOTAL</b>                                        | <b>\$983,600</b> |
| <b>FY97</b> | 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        |

|             |                                                                      |                     |
|-------------|----------------------------------------------------------------------|---------------------|
|             | 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                                                     | <u>\$45,000</u>     |
|             | <b>TOTAL</b>                                                         | <b>\$2,300,000</b>  |
| <b>FY98</b> | 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)                 | <u>\$40,000</u>     |
|             | <b>TOTAL</b>                                                         | <b>\$491,000</b>    |
| <b>FY99</b> | 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                                                            | <u>\$35,000</u>     |
|             | <b>TOTAL</b>                                                         | <b>\$12,800,000</b> |
| <b>FY00</b> | Technology Improvements (MHS language lab; computers at MHS and MMS) | \$120,000           |
|             | Middle School Study                                                  | \$25,000            |
|             | Roosevelt Schools Study                                              | <u>\$25,000</u>     |
|             | <b>TOTAL</b>                                                         | <b>\$170,000</b>    |



|             |                                                                                                                             |                     |
|-------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>FY01</b> | Roosevelt School Construction Project                                                                                       | \$11,410,700        |
|             | MMS project - Design                                                                                                        | \$600,000           |
|             | Sidewalk Rehabilitation Program                                                                                             | \$179,000           |
|             | Senior Van                                                                                                                  | <u>\$37,167</u>     |
|             | <b>TOTAL</b>                                                                                                                | <b>\$12,226,867</b> |
| <b>FY02</b> | 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                                                                                 | <u>\$25,000</u>     |
|             | <b>TOTAL</b>                                                                                                                | <b>\$195,841</b>    |
| <b>FY04</b> | Melrose Middle School                                                                                                       | <u>\$38,170,000</u> |
|             | <b>TOTAL</b>                                                                                                                | <b>\$38,170,000</b> |
| <b>FY05</b> | Melrose Middle School                                                                                                       | <u>\$11,700,000</u> |
|             | <b>TOTAL</b>                                                                                                                | <b>\$11,700,000</b> |
| <b>FY06</b> | High School Generator                                                                                                       | <u>\$25,000</u>     |
|             | <b>TOTAL</b>                                                                                                                | <b>\$25,000</b>     |
| <b>FY07</b> | 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,<br>Tremont Street Tennis Courts, Field Lighting, Marcoux Gym<br>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                                                                                                       | <u>\$140,000</u>    |
|             | <b>TOTAL</b>                                                                                                                | <b>\$5,298,659</b>  |
| <b>FY08</b> | High School Upgrades – Phase I Technology/Electrical<br>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            |



|             |                                                                  |                    |
|-------------|------------------------------------------------------------------|--------------------|
|             | GIS Upgrades (Assessing)                                         | <u>\$25,000</u>    |
|             | <b>TOTAL</b>                                                     | <b>\$2,213,800</b> |
| <b>FY09</b> | Sanitation Vehicle                                               | \$60,000           |
|             | Morelli Field Improvements                                       | \$40,000           |
|             | Sidewalk Plow                                                    | <u>\$29,681</u>    |
|             | <b>TOTAL</b>                                                     | <b>\$129,681</b>   |
| <b>FY10</b> | Neighborhood Improvement Project: Cedar Park and Wyoming Station | \$857,500          |
|             | Public Works Vehicles (one sander, one without sander)           | <u>\$80,000</u>    |
|             | <b>TOTAL</b>                                                     | <b>\$937,500</b>   |
| <b>FY11</b> | 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                                      | <u>\$25,000</u>    |
|             | <b>TOTAL</b>                                                     | <b>\$9,029,656</b> |
| <b>FY12</b> | 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                        | <u>\$165,000</u>   |
|             | <b>TOTAL</b>                                                     | <b>\$3,461,583</b> |
| <b>FY13</b> | High School Science Lab                                          | \$5,200,000        |
|             | Text Books                                                       | \$480,000          |
|             | Police Dispatch Renovation                                       | \$450,000          |
|             | Ambulance Equipment                                              | \$65,000           |

|             |                                                 |                    |
|-------------|-------------------------------------------------|--------------------|
|             | Middle School Gym Lighting Upgrade              | <u>\$25,500</u>    |
|             | <b>TOTAL</b>                                    | <b>\$6,220,500</b> |
| <b>FY14</b> | High School HVAC Upgrade                        | \$3,000,000        |
|             | DPW Equipment                                   | <u>\$250,000</u>   |
|             | <b>TOTAL</b>                                    | <b>\$3,250,000</b> |
| <b>FY15</b> | 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            | <u>\$40,000</u>    |
|             | <b>TOTAL</b>                                    | <b>\$9,087,424</b> |
| <b>FY16</b> | 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                      | <u>\$31,500</u>    |
|             | <b>TOTAL</b>                                    | <b>\$3,745,136</b> |
| <b>FY17</b> | Horace Mann Renovations and Modulers            | \$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                       | <u>\$28,685</u>    |
|             | <b>TOTAL</b>                                    | <b>\$7,047,485</b> |
| <b>FY18</b> | High School Elevator Repairs                    | \$100,000          |
|             | Lincoln ES EMS Upgrade                          | \$164,408          |
|             | Memorial Hall Feasibility Study                 | \$25,000           |
|             | MVMMS Auditorium Upgrades                       | <u>\$233,000</u>   |
|             | <b>TOTAL</b>                                    | <b>\$522,408</b>   |

|                |                                                              |                    |
|----------------|--------------------------------------------------------------|--------------------|
| <b>FY19</b>    | 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                                   | <u>\$163,500</u>   |
| <b>TOTAL</b>   |                                                              | <b>\$1,687,430</b> |
| <b>FY20</b>    | 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                             | <u>\$99,999</u>    |
| <b>TOTAL</b>   |                                                              | <b>\$2,860,961</b> |
| <b>FY21</b>    | 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)           | <u>\$51,979</u>    |
| <b>TOTAL</b>   |                                                              | <b>\$5,023,844</b> |
| <b>FY22</b>    | Beebe School Feasibility Study                               | \$50,000           |
| <b>to date</b> | City Hall Generator and Heat Pump                            | \$341,000          |
|                | City Hall Window Repairs                                     | \$40,000           |
|                | Ell Pond Park Feasibility Study                              | \$59,000           |

|                                                             |                                 |
|-------------------------------------------------------------|---------------------------------|
| 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                                | <u>\$60,000</u>                 |
| <b>TOTAL</b>                                                | <b>\$26,296,182</b>             |
| <br><b>GRAND TOTAL</b>                                      | <br><b><u>\$166,214,451</u></b> |

### 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).

**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.

### ***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 IMPROVEMENT PROGRAM PROJECTS**

| <b>Rank</b>  | <b>Priority Group A Projects</b>                  | <b>Estimated Cost</b> |
|--------------|---------------------------------------------------|-----------------------|
| 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              |
| <b>Total</b> |                                                   | <b>\$40,273,850</b>   |

## ***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.



**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 \$600,000**  
**TURF FABRIC REPLACEMENT**  
**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.

**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 \$400,000**  
**EMERGENCY BACKUP GENERATORS**  
**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

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.

## ***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.

| <b><i>Final Rank</i></b> | <b><i>Dept. Priority</i></b> | <b><i>Project Title</i></b>                 | <b><u>TOTAL</u></b> |
|--------------------------|------------------------------|---------------------------------------------|---------------------|
| <b>Priority Group B</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         |

|                 |            |                                            |                     |
|-----------------|------------|--------------------------------------------|---------------------|
| 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           |
| <b>Subtotal</b> |            |                                            | <b>\$43,342,025</b> |

### 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   |

|                 |            |                                           |                     |
|-----------------|------------|-------------------------------------------|---------------------|
| 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           |
| <b>Subtotal</b> |            |                                           | <b>\$13,367,150</b> |

## APPENDIX

On the following pages are the project descriptions, completed by Department Heads, for all projects.

**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

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**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.

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**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

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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, Board of Aldermen)?

Building Envelope Evaluation Report prepared by Gale Associates dated September 24, 2021

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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.

This is an important project that should be planned for in approximately five years.

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

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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.

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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.

It is anticipated that the City would issue a bond to fund this project.

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**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.



## 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.

**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

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**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.

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**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.

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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)?

The vehicle has been included in the recent City Fleet survey.

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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.

This is our priority project. We have no other CIP requests at this time.

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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.

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.

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**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 linked to any other CIP projects.

**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 precede the Lead Water Service Replacement Program.

**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.

**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

**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



**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



**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

**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

**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

## 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

**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.

**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.



**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.

**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



**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.

**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

**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.

**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

**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

**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 Commission.

**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



**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.

**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



**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

**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

**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

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**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.

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**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

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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)?

No

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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.

Highest

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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.

\$350,000, based on estimated \$50K design and \$300K construction with knowledge of current construction market for this type of work

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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.

Possibly free cash; seeking earmark funds for some portion as well

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**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

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**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.

**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

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**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.

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**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

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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)?

None

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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

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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.

\$35,000 based on quotes

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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.

Requesting ARPA funding

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**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)

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**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

**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

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**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.

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**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

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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)?

None

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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

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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.

\$45K

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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

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**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

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)



**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

**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

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)



**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

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**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.

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**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

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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)?

Abatement of hazardous materials is a priority in the City's planning documents.

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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

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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.

\$100K/year for five years (\$500K total), based on pricing during summer 2021

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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

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**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.

**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

**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

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**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.

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**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

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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)?

None

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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.

Medium

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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.

\$35,000 guesstimate based on other recent projects and pricing

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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

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**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

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**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

**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

**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

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**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

**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

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)



**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

**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

**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

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**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

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**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 **Date Prepared:** 12/1/2021  
Contactors/Controllers

**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

**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

**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

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**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.

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**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)

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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)?

None known

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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.

Medium

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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.

\$40,000 guesstimate based on similar work performed by our street light contractor and excavation contractor

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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

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**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

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**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



**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

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**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.

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**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

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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)?

Identified in the Hazard Mitigation Plan approved by the Mayor and Council since the school can be used as a shelter

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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

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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.

TBD

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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

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**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

**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

**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

**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

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**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

**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.

**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.



**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



**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

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**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.

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**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

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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)?

None other than solar panels for meeting Net Zero goals

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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.

Medium

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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.

\$300,000 excluding solar panels

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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

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**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

**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.

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**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

**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.

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**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 Reconfig

**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

**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

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**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.

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**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

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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, 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

**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.

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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.

To be determined

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**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.

**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

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**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

**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

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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.

*Previously Quoted:*

\$60,000 per vehicle x 2 = \$120,000 – Fire Chief and Fire Prevention Vehicles

\$132,748.00 – Fire Alarm Bucket/Utility Truck

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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

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**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

**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

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

20 SCBA cylinders @ \$895.00ea. = \$17,900.00

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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

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**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

**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 can 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.

**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

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**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

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**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 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. These cameras would last about 8 years before needing to be replaced again.

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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 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.

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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.

This project is a medium priority in overall IT projects but a high priority of the Superintendent.

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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.

\$100,000

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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.

\$100,000 from enterprise funds unless there is a way to pay for this through Infrastructure bill or a grant.

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**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.

**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



**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

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**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

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**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 additional 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.

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**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

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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 is based on former prices I have received for cabling and camera installation in similar circumstances.

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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.

This is a medium priority

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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.

\$25,000 from unknown

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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.

\$25,000

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**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

**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.

**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.

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**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.

**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

**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

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)



**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

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**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.

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**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

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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 is part of a study of the entire school and city telephone systems.

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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.

This is a High priority since it impacts student safety

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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.

\$70,000 based on previous VoIP work completed using the same equipment.

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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.

\$70,000 from Capital

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**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

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)



**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

**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.

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**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

**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 **Date Prepared:** 11/24/2021  
Project 2024

**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 rehabilitation

**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.

## 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.

**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.



**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.

**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

**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

**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



**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.

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**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

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**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.

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**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

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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 is part of a study of current IT assets within the city and schools.

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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.

Low

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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.

\$45,750 for cameras, software licenses and labor to install. This is based on an outright purchase, baby!

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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.

\$45,750 from Capital funding

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**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.

**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.

**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

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**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.

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**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.

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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, Board of Aldermen)?

NA

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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.

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**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

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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.

Possibly ARPA funds

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**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

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**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

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**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

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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)?

yes, in progress

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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.

B

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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.

\$10 Million

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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.

10 Million

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**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.

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)

**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



# PRICING PROPOSAL



## MELROSE MIDDLE SCHOOL



October 22, 2021

FieldTurf USA, Inc. is pleased to present the following proposal. FieldTurf pricing is based on the Sourcwell contract (formerly NJPA). Sourcwell 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 Sourcwell 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        |
|----|------------------------------------------|----------|-------|-------------|--------------|
|    | <b>Sitework</b>                          |          |       |             |              |
| 1  | Civil Scope (Description Below)          | 83,528   | SF    | \$0.90671   | \$75,735.56  |
|    | <b>Subtotal Synthetic Turf Site Work</b> |          |       |             | \$75,735.56  |
|    | <b>Synthetic Turf</b>                    |          |       |             |              |
| 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   |
|    | <b>Subtotal Synthetic Turf</b>           |          |       |             | \$425,193.60 |
|    | <b>Subtotal Project</b>                  |          |       |             | \$500,929.16 |
| 11 | Performance & Payment Bonds              | 1        | EA    | \$5,814.89  | \$5,814.89   |
|    | <b>Total Project</b>                     |          |       |             | \$506,744.05 |

1.800.724.2969 | info@fieldturf.com | fieldturf.com

Attachment: CIP Final Report FY22-26 (ORDER-2023-16 : Mt Hood Golf Landscaping Equipment)



**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 exposure 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

**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.

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**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.

**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

## 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

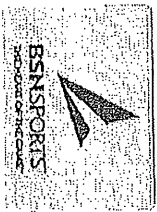
\_\_\_\_\_  
Accepted by

\_\_\_\_\_  
Roger G. Bouchard

Date: \_\_\_\_\_

Date: \_\_\_\_\_

12/8/21, 2:28 PM



Outdoor Gooseneck System | BSN SPORTS

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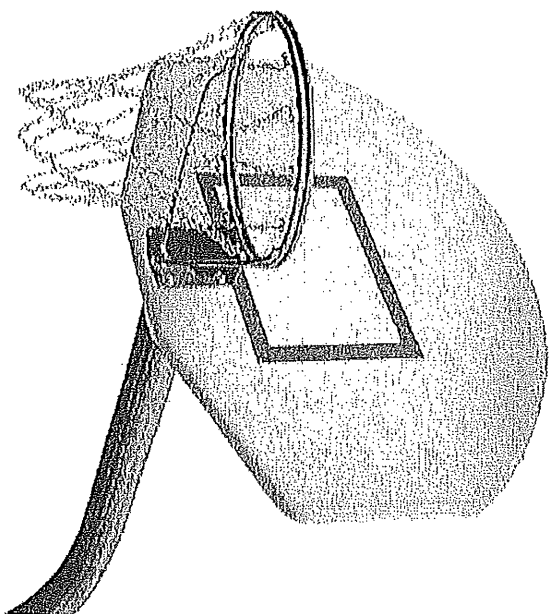
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Apparel Footwear Team Uniforms Equipment

Outdoor Gooseneck System

Shipping  
NOT Included  
In price

Home / Equipment / Sports / Basketball / Outdoor & Playground Systems / Outdoor Gooseneck System



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# OUTDOOR GOOSENECK SYSTEM

Ships Truck

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|                                                                                                                                                |                             |                 |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------|
| <br>5' Extension w/Double Rim & Chain Net<br>SKU# PRS0059   | <input type="text"/><br>Qty | \$1,789.99 each |
| <br>4' Extension w/Double Rim & Chain Net<br>SKU# PRS0058   | <input type="text"/><br>Qty | \$1,594.99 each |
| <br>5' Extension w/Standard Rim & Nylon Net<br>SKU# PRS0055 | <input type="text"/><br>Qty | \$1,754.99 each |
| <br>4' Extension w/Standard Rim & Nylon Net<br>SKU# PRS0054 | <input type="text"/><br>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

**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, guessimate, 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



**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

## 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



Project# 196754 / LED

|           |                                                                      |                       |                    |               |                |
|-----------|----------------------------------------------------------------------|-----------------------|--------------------|---------------|----------------|
| CHART - 1 |                                                                      | City of Melrose       |                    |               |                |
| DRAFT     | Ten Year General Fund Debt Plan Review                               |                       |                    |               |                |
| 9/29/2022 |                                                                      | Department of Finance |                    |               |                |
|           |                                                                      |                       |                    | Projected     |                |
|           | <u>Year</u>                                                          | <u>Net Debt</u>       | <u>5% Limit</u>    | <u>Budget</u> | <u>Percent</u> |
|           |                                                                      |                       |                    |               |                |
|           |                                                                      |                       |                    |               |                |
|           |                                                                      |                       |                    |               |                |
|           | 2022                                                                 | \$2,855,696           | \$4,550,026        | \$91,000,522  | 3.14%          |
|           | 2023                                                                 | \$2,839,293           | \$4,762,804        | \$95,256,080  | 2.98%          |
|           | 2024                                                                 | \$3,052,377           | \$4,905,688        | \$98,113,762  | 3.11%          |
|           | 2025                                                                 | \$3,837,908           | \$5,052,859        | \$101,057,175 | 3.80%          |
|           | 2026                                                                 | \$4,088,286           | \$5,204,445        | \$104,088,891 | 3.93%          |
|           | 2027                                                                 | \$3,802,371           | \$5,360,578        | \$107,211,557 | 3.55%          |
|           | 2028                                                                 | \$3,809,834           | \$5,521,395        | \$110,427,904 | 3.45%          |
|           | 2029                                                                 | \$3,581,714           | \$5,687,037        | \$113,740,741 | 3.15%          |
|           | 2030                                                                 | \$3,322,418           | \$5,857,648        | \$117,152,963 | 2.84%          |
|           | 2031                                                                 | \$3,330,845           | \$6,033,378        | \$120,667,552 | 2.76%          |
|           | Totals:                                                              | \$34,520,742          | \$52,935,857       |               |                |
|           |                                                                      |                       |                    |               |                |
|           | Average:                                                             | <u>\$3,452,074</u>    | <u>\$5,293,586</u> |               |                |
|           | Variance:                                                            |                       | <u>\$1,841,512</u> |               |                |
|           |                                                                      |                       |                    |               |                |
| Note(s):  | 1. It is the current policy of the City of Melrose that the G/F net  |                       |                    |               |                |
|           | non-exempt debt budget equate to approx. 5% of the Operating Budget. |                       |                    |               |                |
|           |                                                                      |                       |                    |               |                |
|           | 2. The figures proposed can only be "estimates". Actual figures      |                       |                    |               |                |
|           | will be developed as interest rates are locked in.                   |                       |                    |               |                |
|           |                                                                      |                       |                    |               |                |
|           |                                                                      |                       |                    |               |                |
|           |                                                                      |                       |                    |               |                |
|           |                                                                      |                       |                    |               |                |
|           |                                                                      |                       |                    |               |                |

|           |                                                                      |                                 |              |                 |  |
|-----------|----------------------------------------------------------------------|---------------------------------|--------------|-----------------|--|
| CHART - 2 |                                                                      | City of Melrose - 5% Debt Limit |              |                 |  |
| DRAFT     | Ten Year General Fund Debt Plan Review                               |                                 |              |                 |  |
|           |                                                                      | Department of Finance           |              |                 |  |
| 9/29/2022 |                                                                      |                                 | 5% Limit     |                 |  |
|           | <u>Year</u>                                                          | <u>Net Debt</u>                 |              | <u>Variance</u> |  |
|           |                                                                      |                                 |              |                 |  |
| Projected |                                                                      |                                 |              |                 |  |
|           |                                                                      |                                 |              |                 |  |
|           | 2022                                                                 | \$2,855,696                     | \$4,550,026  | \$1,694,330     |  |
|           | 2023                                                                 | \$2,839,293                     | \$4,762,804  | \$1,923,511     |  |
|           | 2024                                                                 | \$3,052,377                     | \$4,905,688  | \$1,853,311     |  |
|           | 2025                                                                 | \$3,837,908                     | \$5,052,859  | \$1,214,951     |  |
|           | 2026                                                                 | \$4,088,286                     | \$5,204,445  | \$1,116,159     |  |
|           | 2027                                                                 | \$3,802,371                     | \$5,360,578  | \$1,558,207     |  |
|           | 2028                                                                 | \$3,809,834                     | \$5,521,395  | \$1,711,561     |  |
|           | 2029                                                                 | \$3,581,714                     | \$5,687,037  | \$2,105,323     |  |
|           | 2030                                                                 | \$3,322,418                     | \$5,857,648  | \$2,535,230     |  |
|           | 2031                                                                 | \$3,330,845                     | \$6,033,378  | \$2,702,532     |  |
|           | Totals:                                                              | \$34,520,742                    | \$52,935,857 |                 |  |
|           |                                                                      |                                 |              |                 |  |
|           | Average:                                                             | \$3,452,074                     | \$5,293,586  |                 |  |
|           | Variance:                                                            |                                 | \$1,841,512  |                 |  |
|           |                                                                      |                                 |              |                 |  |
| Note(s):  | 1. It is the current policy of the City of Melrose that the G/F net  |                                 |              |                 |  |
|           | non-exempt debt budget equate to approx. 5% of the Operating Budget. |                                 |              |                 |  |
|           |                                                                      |                                 |              |                 |  |
|           | 2. The figures proposed can only be "estimates". Actual figures      |                                 |              |                 |  |
|           | will be developed as interest rates are locked in.                   |                                 |              |                 |  |
|           |                                                                      |                                 |              |                 |  |
|           |                                                                      |                                 |              |                 |  |
|           |                                                                      |                                 |              |                 |  |
|           |                                                                      |                                 |              |                 |  |
|           |                                                                      |                                 |              |                 |  |
|           |                                                                      |                                 |              |                 |  |

## Background on Mount Hood Park and Golf Course Request for Capital Funding for Golf Landscaping Equipment

Updated 10/3/2022

Mount Hood is seeking approval from the Council to use Mount Hood Enterprise Fund money to bond the purchase of golf landscaping equipment necessary for the golf course to continue business next year. The equipment list and bond schedule is attached. The Park Commission studied their finances and believes they can financially handle the approximately \$60,000 bond payment for the next 10 years.

Golf Management Company (GMC) has managed Mount Hood Park and Golf Course for 20 years, their 4<sup>th</sup> contract is up on December 31, 2022. They will not be bidding again due to personal reasons. Hence the City and Park Commission are looking for a new management company to begin running the course in Jan 2023. Equipment must be available to any new group coming in to run the course.

### **What is the Mount Hood Enterprise Fund?**

The Mount Hood Enterprise Fund is an accounting and financial reporting mechanism that segregates revenues and expenditures into a fund with financial statements separate from all other governmental activities. Simply put, the money that is made at Mount Hood stays at Mount Hood.

Q. How much is currently the total of Mount Hood Enterprise Fund?

A. The Mt. Hood Reserve Fund balance is \$429,215.33.

### **What else does the revenue from Mount Hood pay for?**

There was one time where the Park Commission asked the state legislature for the ability to use Mount Hood funds to pay for bonds to help renovate Pine Banks, and to rebuild the MHS Athletic complex. This special legislation was passed and Mount Hood pays these bonds. The average yearly cost of the bonds in total is \$360,000. If Mount Hood were not financially able to pay the bonds the City would have to take them over. This has never happened. These bond payments will end June 30, 2036.

Q. This is without the new bond? Would the new bond add 10 more years?

A. Yes, it would add a new debt component to the Mt. Hood Enterprise Fund for ten years. Mt. Hood is paying the bond costs related to the fields (per Special Legislation) that was passed. This fiscal year that cost is \$359,469 as found in the Mt. Hood Enterprise Fund Budget. If approved, the Mt. Hood Enterprise Fund will be paying the bond costs for the \$563,000 equipment bond, and this will become a part of their annual budget moving forward. We used estimates for Interest Rates and will refine them as the actuals materialize.

### **What is the history of Mount Hood owning its capital equipment?**

Twenty years ago, the Mount Hood Enterprise Fund didn't own any of the kitchen equipment at Mount Hood. As a result, when a former management company left, so did their equipment, and the new management company had to scramble to replace it quickly which wasn't an easy task. Over the last

four management contracts that GMC has held, the Mount Hood Enterprise Fund has purchased and replaced all the kitchen refrigerators, freezers, sandwich makers etc. as they have expired. Mount Hood presently owns all of the kitchen equipment.

Previously, the golf course maintenance equipment was split: the City owned a good amount of equipment and GMC brought in other equipment they deemed necessary to run the course. That City equipment is now 20-25 years old, and GMC will be taking most of their equipment off site when they leave. GMC is willing to sell us the equipment they don't need for their other courses, but most of that equipment is 15-20 years old as well. The Park Commission believes it is in the best interest to own the basic landscaping equipment needed to maintain the course, just like the kitchen. The equipment package we are looking to purchase contains new or less than 6 year old equipment.

Q. Are we purchasing the equipment from a third party? Did we go through a bid or just as a private company? Does any of the equipment come with warranty? When the new management company needs to replace or repair an equipment does the equipment remain city owned?

A. The equipment listed as new is purchased through the state contract FC104, refurbished equipment is purchased through a third party at market value price. The repaired or replaced equipment will remain City owned.

#### Other Questions from Councilors

1. What is the City's risk? For example, what is the City's liability should someone not employed by the City (e.g., golf management company employee or contractor) be injured while operating equipment owned by Mt. Hood? Or if someone else is injured? If property is damaged? **The management company owns all the liability. As stated in the last 4 contracts we have owned some of the equipment and mgt owns the majority, they still carry the liability insurance.**

2. What is the maintenance plan for the proposed equipment in terms of personnel and funds? Will that be covered by the golf management company or the City? **Under the current contract and new RFP, the management company is responsible for maintenance on all the equipment, when its life expectancy is done the PC/Enterprise Fund will replace them. This is the way the Park Commission has contractually handled the Kitchen systems, heating and AC systems for the last 20 years. The management company maintains and repairs, providing the Park Commission with maintenance reports.**

2a. When the management company replaces the broken equipment do we still own the equipment or it would become owned by the management company- why then did we loose all the equipment if this is what it says in the contract?

**The management company is responsible for repairing and maintaining the equipment, but the Parks Commission replaces it as necessary unless there was negligence by the management company.**

**The kitchen equipment that was "lost" 20+ years ago was the property of the prior management company. Since then, and throughout the current management company's tenure, we have**

owned the kitchen equipment, and Parks Commission has replaced it as necessary. The management company has repaired the kitchen equipment, but we have retained ownership.

For the new RFP, the City will own all the landscaping equipment and management company will maintain and repair it, as we currently do with the kitchen equipment. If the City Council approves the capital request, we will own the equipment, period. The contract stipulates that the equipment that belongs to the City is retained by the City.

3. Will this equipment be included in the fleet management plan being developed by an outside consultant for DPW? **Not at this time.**

3a. Can you please explain this?

It's not something that was needed with the previous equipment arrangement. It may be something the Park Commission might consider developing which would have to be paid for out of the enterprise fund.

4. Is the equipment in this request in compliance with the City's Net Zero Action Plan. **Mount Hood has a couple of electric greens mowers. Moving forward when replacing individual pieces, the Park Commission can look to adopt this plan.**

4a. Amending this to propose having a comprehensive list of compliant equipment and the commitment that we would have.

**The cost of doing this all at once would be too expensive and makes more sense to do as we replace the individual pieces.**

5. The quote for equipment costs in the packet expired on 8/31/22 - do we have an updated quote? **No, I have explained the City Council process and they are willing to hold the quote until 10/3.**

5a. We won't be able to vote on this until 10/3 how are we going to be able to benefit from this offer? What if we need to amend or hold and revisit?

**Joan Bell has spoken to the vendor who is holding our pricing, the issue is more in the delivery delays of making sure we can get the equipment here once the order goes in to have it on sight for an April 1<sup>st</sup>. opening.**

6. Can this equipment be used by the City for other DPW needs? **Not really, the enterprise fund is run separately from the city budget, a lot of the equipment is specialized for golf courses. The City DPW and the golf course staff have always helped each other out when there is a need.**

7. Park Comm Chair Gardiner mentioned that the back-up plan is for "us" to manage the golf course, but that there are several concerns, including issues with unions. Given that we have now put this out to bid twice and received no respondents, what exactly is the plan for operation and maintenance of Mt. Hood at the end of the current contract in December? **To my understanding the Park Commission nor the City has said they want to run the golf course under the City, unless it is under extreme duress, the idea would be to decentralize the contract and break out separate contracts for maintenance, food and beverage, golf mgt. etc.**



7a. So plan B would be to split in separate contracts and would those contracts provide equipment or the contracting companies would provide their own equipment? **The contract would be written with the equipment provided.**

7b. If we had to go to plan B, would the contractors be liable in case of injury or damage of property? **That would be an item in the contract under insurance requirements which would spell it out.**

8. If for some reason we don't get someone to run Mt. Hood through the bidding process, is there a step built into the process to have the Parks or City come back to the Council before taking the management in-house? I hope it doesn't come to that, but just curious if we decentralize the contracts, would each one of those come before us to approve?

**As Joan noted above, in the event the City could not execute a single contract with a management company, the City would not be seeking to take on the running the golf course "in house" with City employees but would instead plan to break up the work and award contracts to multiple vendors. In either case (one contract or multiple), the contract(s) would be funded through the Mount Hood Enterprise Fund, which the Council reviews during the annual budget process. Assuming that there were sufficient funds within the approved enterprise fund budget to fund said contract(s), there would not be a built-in step to have the Parks Commission come back to the Council, but the Council could certainly request the Parks Commission provide them with regular updates.**

9. I would like to see how this impacts other planned bond issuances. As I've always asked for, and have yet to receive, is a forecast of bond issuances for expected capital requirements. I would like to understand this request in comparison to any additional funding that we anticipate to see, including additional revenue that the library that may be required, CIP plans, and other acquisitions. I believe it reasonable to ask for a forecast for the next 3-5 years. **Please refer to 9/30/22 email from Kathryn Armata.**

10. Please provide the current bond schedule including overall capacity and what's currently included in our bonds? **Please refer to 9/30/22 email from Kathryn Armata.**