



CITY OF MELROSE

CITY COUNCIL

ORDERS OF THE DAY • APRIL 3, 2023

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

7:45 PM

I. CALL TO ORDER

Pledge of Allegiance

II. READING OF THE MINUTES

III. PUBLIC COMMENT

Remote Link for Public Comment:

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

Meeting ID: 990 8148 3447

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

V. NEW BUSINESS

A. *Filings by the Honorable Mayor*

1. **APPT-2023-5:** Appointment of Daniel Gelormini, 20 Pilgrim Road, to the Melrose Zoning Board of Appeals (ZBA) as an Associate Member for a two year term set to expire on the last day of February 2025.
2. **APPT-2023-6:** Reappointment of James Oosterman, 54 Ellis Farm Lane, to the Affordable Housing Trust, for a two-year term, said term to expire on the last day of January 2025.
3. **APPT-2023-7:** Reappointment of Seamus Kelley, 259 West Emerson Street, to the Melrose Affordable Housing Trust, for a two-year term, said term to expire on the last day of January 2024.

4. **APPT-2023-8:** Reappointment of Michael Barry, 910 Main St., to the Melrose Housing Authority for a five-year term; said term to expire on the first Monday of March 2028.
5. **APPT-2023-9:** Reappointment of Karen Blackburn, 15 Lodge Avenue, to the Commission on Women (MCW) for a three-year term set to expire on the last day of February 2026.
6. **APPT-2023-10:** Appointment of Lauren Knott, 16 Mount Vernon Street, to the Commission on Women, for a one-year term set to expire on the last day of February 2024.
7. **APPT-2023-11:** Appointment of Margaret Ivins, 177 Ashland Street, to the Melrose Council on Aging (COA) for a 2-year term set to expire on the last day of February 2025.
8. **APPT-2023-12:** Reappointment of Jason Jancaitis, 16 Tappan Street, to the Melrose Conservation Commission for a three-year term set to expire on the last day of February 2026.
9. **APPT-2023-13:** Appointment of Bradley Freeman, 39 Apple Hill Road, to the Melrose Parks Commission, for a five-year term set to expire on the First Monday of May 2028.
10. **APPRO-2023-19:** Non-Union salary adjustment for FY23 HRS compensation study
11. **APPRO-2023-20:** An Appropriation to Melrose Public Schools for the purchase of literacy curriculum.

12. **APPRO-2023-21:** An Appropriation to the planning department to fund the School Facilities Master Plan.

13. **APPRO-2023-22:** An Appropriation from Sewer Retained Earnings (account # 6000-319000) in the amount of \$230,000 and from Water Retained Earnings (account # 6100-319000) in the amount of \$440,000. These funds will be appropriated to designated Enterprise Accounts as set forth herein.

Offered by: Mayor Paul Brodeur

B. Filings by the Honorable City Council

VI. UNFINISHED BUSINESS

A. Appropriation

APPRO-2023-18: MWRA LFAP I/I Phase 12 Request

From: Appropriations & Oversight Committee

OUGHT TO PASS

B. Grants

C. Information Items

D. Licenses

LIC-2023-8 : License: Class II Motor Vehicle Renewal Application

From: Protection and License Committee

PLACE ON FILE

VII. EXPIRIES

VIII. REPORTS FROM COMMITTEES

IX. RULE 53 REPORTS

X. ADJOURNMENT

Application Form**Profile**

Daniel

First Name

Middle Initial

Gelormini

Last Name

Email Address

20 Pilgrim Road

Home Address

Suite or Apt

Melrose

City

MA

State

02176

Postal Code

What district do you live in?

None Selected

Mobile:

Primary Phone

Alternate Phone

CBT Architects

Employer

Associate Principal

Job Title

Which Boards would you like to apply for?

Board of Appeals: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

It would be an honor to serve on the Melrose Board of Appeals as it aligns with both my personal and professional values to promote the public good. As an Architect and 11-year Melrose resident, I am passionate about the way we shape our communities. I believe my experience as an Architect and familiarity with the appeals processes uniquely positions me to add value to the Board of Appeals. I am excited at the opportunity to contribute my expertise through informed objective insight of the current Zoning Ordinance with the intent to improve the future built environment and quality of life for our residents and community.

[2023_02_08_Daniel_Gelormini_Resume.pdf](#)

Upload a Resume

Demographics

DANIEL GELOMINI AIA | LEED AP BD+C
20 PILGRIM ROAD, MELROSE MA
[REDACTED]

Experience

CBT Architects, Boston, MA

2010 - Current

Associate Principal | Senior Project Manager

- Manage all aspects of Architectural project delivery from Pre-Design through Construction Administration on projects ranging in costs from \$1.2M - \$220M
- Act as main point of contact for key project stakeholders including, Owners, Directors, Investors, OPMs, etc.
- Develop and maintain project schedules in all phases of design
- Provide guidance through building permitting and public approvals processes
- Prepare and present various projects to applicable City/Town Boards and Commissions
- Generate project budgets and proposals for architectural services ranging in costs of \$200K - \$8.0M
- Solicit, vet, and manage consultant design teams varying in size from 2-19 consultants
- Review project GMPs and construction contracts and provide recommendations to ownership
- Coordinate LEED related criteria for certifiable projects
- Lead various design teams ranging in size from 2-22 employees on multiple projects in various phases from Business Development-Construction Administration
- Review contractor Payment Requisitions and Change Orders
- CBT Recruiting and Staffing team member participating in talent acquisition and employee evaluations

Notable Projects

25 Beacon Street Residences – Boston MA
Trust Early Learners – Brookline MA
Avalon Bay Residences – Brighton MA
Nashua St Residences – Boston MA
Doggett St Residences – Charlotte NC (In process)
415 Newbury St Residences – Boston MA (In process)
Norton Museum of Art Expansion – West Palm Beach FL
Museum of Fine Art Boston – Art of the Americas Wing - Boston MA
Fessenden School Renovations – West Newton MA

Space International, Los Angeles, CA

2007-2009

- Developed Construction Documents for multiple boutique retail spaces
- Developed design and Construction Documents for mixed-use developments
- Coordinated design with engineering consultants via BIM
- Designed modular façade components for pop-up retail spaces
- Developed and prepared design presentations for Rudolph M. Schindler Mak Center galleries
- Performed Construction Administration related tasks including submittal reviews and RFIs

McMahon Architects, Boston, MA

2005 – 2007

Landry Architects, Salem, NH

2003 – 2004

Education

Southern California Institute of Architecture

- Masters of Architecture, X-Program
- Honors Exhibition
- SCI-arc Grant

2009

Wentworth Institute of Technology

- Bachelor of Science in Architectural Engineering Technology
- Merit Scholarship

2007

Teaching Experience

Adjunct Professor, Wentworth Institute of Technology, Boston, MA

2010 - 2015

- Professional Practice I – Autodesk Revit
- Digital Studies – Autodesk Rhino

Teachers Assistant, Southern California Institute of Architecture, Los Angeles, CA

2008 - 2009

- Graduate Professional Practices
- Graduate Visual Studies/Strategies of Representation 4/Autodesk Maya/Advanced Digital Tool



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: Zoning Board of Appeals
Date: March 28, 2023

I respectfully request the Honorable City Council confirm the appointment of Daniel Gelormini, 20 Pilgrim Road, to the Melrose Zoning Board of Appeals (ZBA) as an Associate Member for a 2-year term set to expire on the last day of February 2025. Mr. Gelormini's appointment replaces the membership of Julianna Hanlon, who recently resigned from the ZBA.

Mr. Gelormini's experience as an architect and insight into the appeals process and City's zoning ordinances will add immense value to the Melrose Zoning Board of Appeals.

Thank you for your consideration.



PAUL BRODEUR
Mayor

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MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Affordable Housing Trust Reappointments
Date: March 29, 2023

I respectfully request the Honorable City Council confirm the following Affordable Housing Trust reappointments:

- **Seamus Kelley, 259 West Emerson St., to the Affordable Housing Trust, for a two-year term, said term to expire on the last day of January 2025.**
 - Mr. Kelley has over 15 years of experience as an operations and public policy leader and decision-making experience with a focus on project management, government affairs, public policy, strategic implementation, and external relations.
- **James Oosterman, 54 Ellis Farm Lane, to the Affordable Housing Trust, for a two-year term, said term to expire on the last day of January 2025.**
 - Mr. Oosterman was a founding member of the Melrose Affordable Housing Task Force, established in 1998 to encourage, support, and advocate for public and private affordable housing initiatives. His dedication to this work is also visible in his service to the Melrose Housing Authority, through which he worked closely with the North Suburban Consortium, the City's Office of Planning and Community Development, and other organizations with similar missions to the Affordable Housing Trust.

Mr. Kelley and Mr. Oosterman are committed to serving the City of Melrose in their capacity as members of the Affordable Housing Trust. I'm confident that they will each continue to drive forward the City of Melrose's mission to promote greater diversity and racial equity in the community and for the benefit of low-to-moderate-income households in accordance with the provisions of MGL c. 44, § 55C.

Thank you for your consideration.

Hello, Lily,

Pardon my delay in responding to your email regarding continuing to serve on the Melrose Affordable Housing Trust. I would very much appreciate being reappointed to serve on this committee for another term. My interest in Affordable Housing in the City of Melrose has not diminished since my initial appointment, and I look forward to finding ways to support this growing need from the resources in our Affordable Housing Trust.

Please contact me if you or the Mayor require additional information.
Sincerely,

James Oosterman
54 Ellis Farm Lane, Melrose



PAUL BRODEUR
Mayor

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 - Mr. Oosterman was a founding member of the Melrose Affordable Housing Task Force, established in 1998 to encourage, support, and advocate for public and private affordable housing initiatives. His dedication to this work is also visible in his service to the Melrose Housing Authority, through which he worked closely with the North Suburban Consortium, the City's Office of Planning and Community Development, and other organizations with similar missions to the Affordable Housing Trust.

Mr. Kelley and Mr. Oosterman are committed to serving the City of Melrose in their capacity as members of the Affordable Housing Trust. I'm confident that they will each continue to drive forward the City of Melrose's mission to promote greater diversity and racial equity in the community and for the benefit of low-to-moderate-income households in accordance with the provisions of MGL c. 44, § 55C.

Thank you for your consideration.

Hi Lily,

Thank you for reaching out about reappointment to the city's Affordable Housing Trust Fund. I would very much appreciate being reappointed. I am hopeful that the AHTF will compliment the work underway to update the city's zoning and we will see some meaningful progress around affordable housing in the city.

Thank you,

Seamus Kelley
259 W Emerson St, Melrose, MA 02176

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

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

Dear Lily,

It would be my pleasure to serve another term on the MFA. Thanks to Mayor Brodeur for his vote of confidence.

Sincerely,

Michael P. Barry



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 Reappointment
Date: March 27, 2023

I respectfully request the Honorable City Council confirm the reappointment of Michael Barry, 910 Main St., to the Melrose Housing Authority for a five-year term; said term to expire on the first Monday of March 2028.

Thank you for considering Mr. Barry's reappointment to the Melrose Housing Authority.

Attachment: Michael_Barry_Memo_2023 (APPT-2023-8 : Reappointment of Michael Barry to the Melrose Housing Authority)

KAREN GRANT

15 Lodge Avenue
Melrose, MA 02176

[REDACTED]

[REDACTED]

CAREER HIGHLIGHTS:**2019-Present** Vice President of External Affairs, Cradles to Crayons, Boston MA

- Responsible for the creating and operationalizing a new department focused on implementing the organization's national Thought Leadership and marketing strategies, growth and strategic planning and Impact.
- Lead NYC expansion efforts including raising \$2.4M in start-up funding and managing a 17-20-person Founders' Council.
- Serve as a member of the Executive Leadership Team charged with ensuring the overall financial health, strategic planning and setting overall direction of the organization
- Manage a department of five full-time staff members and consultants.

2017-2019 Vice President of Development, Cradles to Crayons, Boston, MA

- Responsible for creation and implementation of a comprehensive fundraising strategy, including individuals, corporations and foundations, that raises \$5M annually.
- Managed consultants to help design a \$7.5M capital campaign, which has just entered the quiet phase.
- Successfully close 5- and 6-figure gifts and partner with President & Founder to close 7-figure gifts; manage a portfolio of donors in the 5- to 7-figure gift range.
- Collaborated with National and Boston Board of Directors on fundraising and successfully implemented a give/get policy across all four Boards (National, Boston, Chicago and Philadelphia).
- Oversaw two annual fundraisers, Backpack-a-Thon and Un-Gala, that each raise \$1M.
- Managed Development Committee and Family Advisory Council to assist in developing fundraising and donor engagement strategies.
- Implemented a moves management system across all three markets (Boston, Chicago and Philadelphia).
- Served as a member of the National Leadership Team charged with ensuring the overall financial health, strategic planning and setting overall direction of the organization
- Managed two departments comprised of 13 full and part-time staff members and consultants.

2005-2014 Vice President of Development & Communications, Peace First, Inc. (formerly Peace Games) Boston, MA

- Responsible for creation and implementation of a national external relations strategy that has exceeded revenue projections annually, deepened donor engagement and raised awareness of the organization's mission.
- Served as a member of the national Senior Leadership team charged with ensuring the overall financial health, strategic planning and setting overall direction of the organization.
- Transitioned donor base from majority institutional/event-driven revenue to individual giving--increase from 23% to 55% of total revenue.
- Successfully closed 6-figure gifts and partnered with President to close 7-figure gifts; managed a portfolio of donors in the 5- to 7-figure gift range.
- Designed pipeline development strategy and systems that yielded 34% qualified prospects.
- Partnered with Board of Directors on fundraising, staffed Board-level communications committee and managed a national Advisory Board structure (4 active) to better engage and leverage supporters.
- Secured national media placements in The NY Times, NBC Nightly News, and NPR; as well as several regional and local media placements reaching over 20 million.
- Successfully led organizational rebranding effort including name change, website redesign, collateral materials, videos and rollout activities.
- Created national branding and cause-marketing opportunities for organization and corporate partners including USA Network, Coach and Eberjey.
- Oversaw creation of collateral and marketing materials including annual report, newsletters and website.

- Managed a department of five full-time staff members, part-time interns and several pro bono and paid consultants.

2003-2004

Deputy Executive Director & Communications Director, Boston 2004, Inc., Boston, MA

- Boston 2004, Inc. was the host committee for the 2004 Democratic National Convention.
- Developed and implemented a comprehensive communications strategy, including crisis communications, that targeted international, national and local media outlets.
- Managed all marketing efforts including delegate and media gift bags, interactive kiosks and street banner programs.
- Assisted in creation and implementation of successful public awareness campaign addressing transportation restrictions.
- Oversaw development and maintenance of the Boston 2004, Inc. web site.
- Assisted in fundraising efforts, including the identification of new donors and solicitation of corporate sponsorships and in-kind donations.
- Created official publications, including media guide, visitor's guide and volunteer manuals.
- Aided in the development of the Celebrate Boston 2004 advertising campaign.
- Assisted local and national media outlets in securing outdoor broadcasting space.
- Wrote newsletter articles, press releases, web content, extra-departmental materials, weekly updates and talking points.
- Managed four full-time staff members and three part-time interns.
- Responsible for management of department budget, including related in-kind contributions.

2003

Deputy Press Secretary, Office of Governor Romney, Boston, MA

- Responsible for all media issues related to Economic Development.
- Served as primary Press Secretary for the Secretary of Economic Affairs.
- Organized issue-based press conferences, town meetings and created proactive media opportunities.
- Traveled statewide with Governor and Lieutenant Governor for media appearances.
- Wrote press releases and talking points.

2002

Deputy Press Secretary, Shannon O'Brien for Governor (Democratic Nominee), Boston, MA

- Generated general election media coverage for surrogates, including members of the Congressional Delegation, State Senators and Representatives, Mayors, and Primary opponents.
- Managed press coverage for President Clinton's New Bedford visit.
- Developed and implemented a plan to schedule surrogates on cable television and regional talk radio.
- Wrote talking points for candidates and surrogates.
- Wrote press releases and media advisories.

2001-2002

Press Secretary, Warren Tolman for Governor, Watertown, MA

- Developed and implemented a statewide communications strategy for a democratic primary gubernatorial campaign.
- Created proactive media opportunities, managed crisis communications, briefed candidate for public appearances and editorial board meetings.
- Established relationships with political editors, reporters, and producers from the major, mid-level and local media outlets across the state.
- Provided daily press briefings for the candidate and senior campaign staff.
- Created comprehensive media database that included network television stations, newspapers, radio and cable shows throughout the state.
- Managed two campaign staff members.

2001

Advocacy Event Consultant, Office of Child Advocacy, Children's Hospital, Boston, MA

- Organized hospital's first ever advocacy events including; successful legislative briefing at the State House and a grassroots lobbying workshop for employees, patient families and members of the advocacy network.
- Planned a legislative briefing for the Massachusetts delegation in Washington, D.C.

1997-2000

Administrative Associate, Development and Public Affairs, Children's Hospital, Boston, MA

EDUCATION:

Boston University, Boston, MA. **Graduate Certificate, Nonprofit Management and Leadership**, May 2010
Boston University, Boston, MA. **Bachelor of Arts, Political Science**, May 2001 (attended 1990-94).
President, **Alpha Delta Pi Sorority**
S.C. Beta Chair, **Inter Fraternity/Sorority Council**

AWARDS:

2005 Wonder Woman, **Massachusetts Women's Political Caucus**

COMMUNITY INVOLVEMENT:

Co-Chair, **Melrose Education Foundation Advisory Board**, 2019-Present
Board Member, **Melrose Education Foundation**, 2013-2019
Board Member, **Massachusetts Women's Political Caucus**, 2007-2013
Co-Vice President, **Franklin Early Childhood Center PTO**, 2011-2012

Karen Grant Blackburn

15 Lodge Avenue
Melrose, MA 02176

February 28, 2023

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

Dear Mayor Brodeur:

Please accept this letter as an expression of my interest to continue to serve as a member of the Melrose Commission on Women. I joined the Commission in Fall 2019 full of ideas of things we could do to help raise awareness and get more members of our community involved in our work. A few months later, the pandemic halted our plans and slowly tried to find virtual ways to support, celebrate and give women a way to escape during those challenging days.

We hosted a book club, a legislative briefing on Roe v. Wade with local elected officials and other experts, held a celebration of the election of the first female Vice President, hosted a session to help women develop their personal elevator speech and funded a scholarship for a MHS graduate committed to advancing women's issues.

I am proud of everything we were able to accomplish but am excited to work with a full body of Commissioners to do so much more to help women, girls and those who support them and continue to make Melrose a community for all.

Thank you for the consideration.

Sincerely,



Karen Grant Blackburn



Paul Brodeur
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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Telephone - (781) 979-4440
Fax - (781) 662-2182

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Melrose Commission on Women Reappointment
Date: March 27, 2023

I respectfully request the Honorable City Council confirm the reappointment of Karen Blackburn, 15 Lodge Avenue, to the Commission on Women (MCW) for a three-year term set to expire on the last day of February 2026. Ms. Blackburn originally joined the MCW in 2019 and currently serves as commission chair.

Under Ms. Blackburn's leadership, the MCW has hosted many successful community events such as a legislative briefing on Roe v. Wade intended to support and advocate for women and girls in Melrose. In addition, Ms. Blackburn works tirelessly to establish an open and inclusive environment for her fellow commissioners by ensuring every member has an opportunity to talk and share ideas.

Thank you for considering Ms. Blackburn's reappointment to the Melrose Commission on Women.

Attachment: Karen_Blackburn_Memo_2023 (APPT-2023-9 : Reappointment of Karen Blackburn to the Commission on Women)

Application Form

Profile

Lauren Knott
First Name Middle Initial Last Name

[REDACTED]
Email Address

16 Mount Vernon Street Apt 1
Home Address Suite or Apt

Melrose MA 02176
City State Postal Code

What district do you live in?

☒ District 6

Home: [REDACTED]
Primary Phone Alternate Phone

Point Source Youth VP of Strategic Partnerships
Employer Job Title

Which Boards would you like to apply for?

Commission on Women: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I have lived in Melrose since 2014, and feel connected to the town and its future. I have a 2nd grader at Winthrop, and her sister will start kindergarten in September. I am also a queer woman. All of these identities inform my viewpoint of the city. Additionally, I work for an organization that specializes in housing and homelessness for youth experiencing homelessness. I spend my 9-5 connecting the puzzle pieces within our community partners, and would like to do some of that work locally, in the city I live in.

[Lauren Knott Resume.pdf](#)

Upload a Resume

Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.



Paul Brodeur
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Commission on Women
Date: March 28, 2023

I respectfully request the Honorable City Council confirm the appointment of Lauren Knott, 16 Mount Vernon Street, to the Commission on Women, for a one-year term set to expire on the last day of February 2024. Ms. Knott's appointment replaces the appointment of Lauren Grymek, who recently resigned from the commission.

As a queer woman and a professional working to support youth experiencing homelessness or who are at risk for homelessness, Ms. Knott and I are eager for her to represent the LGBTQ+ community and support women and girls locally here in Melrose.

Thank you for your consideration.

LAUREN KNOTT

16 Mount Vernon Street, Apt 1, Melrose, MA 02176 |

RELATED EXPERIENCE**Point Source Youth, Boston, MA***Vice President of Strategic Partnerships*

August 2022-Present

- Recruit community partners to hire the organization to provide technical assistance to end youth homelessness
- Build relationships with local nonprofits, policy makers, and philanthropy to fund direct cash transfers for youth experiencing homelessness
- Work across departments to conduct outreach for 4 annual conferences and recruit community sponsors to support the conference

The Technical Assistance Collaborative, Boston, MA*Senior Associate*
2022

July 2019- July

- Lead TAC's work addressing youth homelessness, leading a team of five consultants working on various youth focused initiatives in eight communities
- Seek out business development opportunities and assist in responding to various Requests for Proposals (RFP) throughout the year
- Facilitate trainings on various topics related to HUD programs, such as grant administration, racial equity, and youth engagement

Associate
2019

December 2013-June

- Facilitate planning and implementation processes for communities to address homelessness among youth
- Assist communities in developing system gaps analyses with data from multiple sources in order to identify needs and funding priorities
- Staff and manage Continuum of Care (CoC) Help Desk, which answers technical questions for recipients and subrecipients of HUD grants
- Provide direct technical assistance (TA) to multiple CoCs on writing and implementing written standards of assistance for all housing interventions, finalizing governance documents, and conducting system mapping and gaps analyses
- Assist multiple CoCs in the design and implementation of their coordinated entry systems to match HUD requirements and meet community needs
- Provide training and TA to communities and programs on how to adopt a Housing First approach
- Develop training materials on various topics, such as grant administration, program management tools, performance measures, and data systems

The North Carolina Housing Coalition, Raleigh, NC*Policy Associate*

August 2012-August

2013

- Coordinated and presented at technical assistance sessions, as requested by various communities around the state, on topics such as strategies to increase affordable housing
- Monitored legislative committee meetings, news and other information centers to track pertinent legislation
- Conducted extensive research to support the Coalition's policy positions using Census, Comprehensive Housing Affordability Strategy (CHAS), and Bureau of Labor Statistics data
- Prepared policy and advocacy materials, including issue briefs, county fact sheets and talking points, that clearly communicated housing policy issues for policymakers, coalition members, and other stakeholders
- Participated in direct lobbying to elected officials
- Ensured website/social media outlets offered the most current information on policy positions, legislation, and other policy related activities

Salvation Army, Raleigh, NC
MSW Intern, Project C.A.T.C.H.
 2012

August 2011-April

- Developed protocols for children upon admission to shelters, including screening for mental health and developmental issues with initiation of appropriate referrals, area services, and resources
- Reviewed and improved curriculum and trained shelter staff on trauma, stress, and parent/child relationships

HomeStart, Inc., Boston, MA
Representative Payee
 2011

September 2010-March

- Supported 30 formerly homeless individuals in budget creation and financial education
- Paid monthly rent and bills for clients according to budget developed with participant
- Maintained accurate and detailed financial records on behalf of clients
- Continued to supervise eight volunteers and ten staff members during weekly walk-in hours, ensuring prompt service for clients and resolving any difficulties with tough cases

Crossroads Housing Search Coordinator
 2010

September 2009-September

- Designed and implemented successful housing search program at a family shelter in East Boston, resulting in twenty-five families securing permanent, stable housing
- Handled caseload of 15 homeless families while providing technical housing search supervision to three case managers who were in charge of ten additional scattered-site families
- Collaborated with clients to identify an appropriate housing search strategy and apply at local housing authorities and private developments
- Presented housing search trainings to outside agencies and shelter staff as requested

- Supervised eight volunteers and ten staff members who assisted the organization during weekly walk-in hours, training them on housing search strategies and answered questions around tough cases
- Developed outreach plan for new volunteers, including faith and collegiate groups

Housing Advocate/Case Manager
2009

July 2008-September

- Managed caseload of 45 homeless clients living in six different shelters in Cambridge
- Helped clients identify housing wants and apply at appropriate housing authorities and developments
- Worked with clients to apply for public benefits and locate education and job training opportunities
- Forged connections across community organizations to build relationships and identify resources

EDUCATION

The University of North Carolina at Chapel Hill, Chapel Hill, NC

Masters of Social Work, Concentration in Community, Management and Policy Practice, May 2013

Nonprofit Leadership Certificate, May 2013

Franklin & Marshall College, Lancaster, PA

Bachelor of Arts: Sociology and Public Policy, May 2008

Margaret Ivins

CONTACT INFORMATION

Address: 177 Ashland Street, Melrose, MA 02176

PROFESSIONAL EXPERIENCE

HARVARD MEDICAL SCHOOL – BOSTON, MA

- **Office of Faculty Affairs, September 2022 – Present**
 - **Program Director for Academic Operations**
- Serve as the primary resource for quad-based departments (depts) and oversee academic collaborations with key stakeholders across HMS for issues related to the Basic and Social Science Departments.
- Streamline academic operations, facilitate bi-directional communication between OFA and other HMS offices, and manage OFA interface with quad-based depts on faculty recruitment, compensation, diversity & inclusion, research funding/regulations, retention, and advancement.
- Provide critical advice on early-stage review of promotion materials for quad faculty and oversee strategic priorities to meet institutional standards for faculty set by the LCME on faculty preparation, productivity, participation & policies.
- Collaborate with HMS IT and other partners on data collection & faculty reporting capacities and prepare OFA data, reports, and assessments for meetings.
- Interface with HMS offices on collection of data identified to meet the 15 standards in the area of faculty reporting and ensure adherence.
- Manage academic aspects of offer letters (appointment, teaching, mentoring) & promotion letters, respond to quad dept questions/concerns, and ensure adherence to components & rationale of HMS CV.
- Attend monthly Docket Committee meetings and serve as office lead for the Faculty Council annual election process.
- Innovate, refine mechanisms, and participate in strategic plan refresh, while overseeing Faculty of Medicine By-Laws annual review.
- Systematically explore and operationalize new appt types on the quad and support career development of non-ladder researchers.

HARVARD UNIVERSITY – CAMBRIDGE, MA

- **Wyss Institute for Biologically Inspired Engineering, August 2013 - September 2022**
 - **Senior Manager, Academic Affairs, March 2021 – September 2022**
 - **Manager, Academic Affairs, April 2018 – February 2021**
 - **Coordinator, Academic Affairs, August 2013 to March 2018**
- Direct the Wyss Institute Department of Academic Affairs, including all staff, budgets, and other administrative processes
- Manage academic appointments (e.g., postdoctoral fellows, visiting scholars, graduate students), including recruitment, onboarding, reappointments, etc.
- Manage international visa (J, H, B, F) and immigration processes for Wyss academic personnel
- Develop and implement Wyss/Harvard programming (e.g., community building, new hire orientation, etc.) for academic appointments
- Supervise time and labor reporting for Wyss graduate students and temporary hires
- Advise Wyss faculty on academic appointment processes (e.g., immigration, reappointments, new hires)
- Liaise with HMS Human Resources and Harvard International Office on Wyss appointments

- Collaborate with Finance and Sponsored Research on costing changes for Wyss personnel
- Develop and maintain Wyss appointment database and analytics
- Co-chair of the Harvard Medical School Visa Committee. Committee is designed to share any new visa regulations and to discuss any visa issues.
- Founder and member of Harvard Talent Management League
- **Harvard College, August 2013 – Present**
 - **Freshmen Academic Advisor (unpaid appointment)**
 - Supervise Harvard College freshmen (3-4 per year) on university policies, programs of study, and degree options and requirements
 - Provide academic advising to supervisees
 - Discuss and sign off on course selection cards for supervisees
 - Provide college transition guidance, including work-study, clubs/activities, and time management
 - Provide career counseling
- **Harvard Law School Executive Education, January 2012 – August 2013**
 - **Program Administrator**
 - Manage all program logistics for multi-day executive education programs for legal professionals
 - Manage material preparation, space, accommodations, operations, media services, catering, and transportation
 - Recruit participants (e.g., law firm leaders, corporate counsel) for program participation
 - Market HLS Executive Education's online presence via Facebook, Twitter, blogs, and other media
 - Develop, maintain, and update the Executive Education website
 - Communicate with program participants at all stages of their involvement with Executive Education (e.g., recruitment, pre-program, program, alumni networks)
 - Manage financial processing in coordination with HLS Financial Office

HARVARD UNIVERSITY – CAMBRIDGE, MA**TUFTS UNIVERSITY – BOSTON, MA**

- School of Medicine, May 2007 – January 2012
 - Administrative Coordinator, Medical Curriculum
- Coordinate the preclinical curriculum in a student services environment
- Primary liaison for all administrative communications to faculty and students
- Directly supervise paid audiovisual student teams in coordination with lectures
- Administer Board Exams for medical students
- Manage first- and second-year class curriculum class scheduling
- Point-of-contact for all first- and second-year medical students and faculty on all curriculum needs
- Administrative support for the Associate Dean for Educational Affairs and the Curriculum Committee
- Responsible for the planning, coordination, promotion, execution, and evaluation of Medical School events, including conferences, workshops, retreats, and formal and informal social events

ARIZONA DEPARTMENT OF ECONOMIC SECURITY – CASA GRANDE, AZ

- Office of Child Protective Services, February 2007 – May 2007
 - Administrative Secretary
- Maintain office records and databases
- Handle confidential correspondence and reports
- Help with employee questions and requests
- Schedule and coordinate meetings and events
- Prepare minutes of meetings

ARIZONA DEPARTMENT OF EDUCATION – PHOENIX, AZ

- Department of Education, January 2006 – February 2007
 - Administrative Assistant
- Process technology grants for Arizona public schools
- Organized E-Learning Taskforce
- Assisted Deputy Associate Superintendent in drafting a senate bill on e-learning
- Manage department communications; handle confidential information
- Archive department records
- Coordinate agency conferences

EDUCATION

UNIVERSITY OF PHOENIX – PHOENIX, AZ

Doctor of Education in Educational Leadership, November 2013

Dissertation Title: *The Stresses of the Second-Year Generation Y Medical Student: A Phenomenological Study*

NORTHERN ARIZONA UNIVERSITY – FLAGSTAFF, AZ

Masters, Administration, May 2008

Bachelors, Journalism and Criminal Justice, December 2005

AWARDS

- Harvard Hero, 2019

CERTIFICATIONS

- SHRM Senior Certified Professional (SHRM-SCP)
- MBTI Certified Trainer
- Northern Arizona University Public Management Certificate
- Arizona Department of Education Substitute Teacher

COMMUNITY ACTIVITIES

- National Kidney Foundation (Board Member – New England Chapter; Boston Kidney Walk Chair; Top Walker Awardee, 2012-2018)
- Boston Sister Association of Greater Boston
- Boston Partners in Education
- Horizons for Homeless Children
- Project Bread – Walk for Hunger

MEMBERSHIP

- Association for the Study of Higher Education (ASHE)
- NAFSA: Association of International Educators
- National Education Association (NEA)
- Society for Human Resource Management (SHRM)
- Student Affairs Administrators in Higher Education (NASPA)



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 Council on Aging
Date: March 27, 2023

I respectfully request the Honorable City Council confirm the appointment of Margaret Ivins, 177 Ashland Street, to the Melrose Council on Aging (COA) for a 2-year term set to expire on the last day of February 2025. Ms. Ivin's appointment replaces the membership of Eileen Lyle, who resigned from the COA and whose term expired on the last day of February 2022.

A highlight of Ms. Ivin's candidacy includes her many years working within the Academic Affairs Department of Harvard University as both an employee and a volunteer Academic Advisor for freshmen. Through these roles, she has demonstrated a commitment to the Harvard community and the success of the university's faculty, staff, and student body.

I am confident that Ms. Ivin's appointment to the Melrose Council on Aging will provide her with the opportunity to demonstrate an equivalent commitment to our community's population of residents aged 60 and older.

Thank you for considering Ms. Ivin's appointment to the Melrose Council on Aging.

Attachment: Margaret_Ivins_Memo_2023_2 (APPT-2023-11 : Appointment of Margaret Ivins to the Melrose Council on Aging)

Application Form

Profile

Margaret

First Name

Ivins

Middle Initial

Last Name

Email Address

177 Ashland Street

Home Address

Suite or Apt

Melrose

City

MA

State

02176

Postal Code

What district do you live in?

None Selected

Home:

Primary Phone

Alternate Phone

Harvard University

Employer

Program Director

Job Title

Which Boards would you like to apply for?

Council on Aging: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I am interested in working on the Council of Aging because I have a passion for working with the elderly and I want to give back to my community. The elderly population is often overlooked and underserved, and I want to make a difference in their lives. The Council of Aging provides essential services and programs that help older adults maintain their independence, health, and quality of life. By working with the Council of Aging, I can utilize my skills and expertise to improve the lives of seniors in my community. I am excited about the opportunity to work with a team of dedicated professionals who share my passion for making a difference in the lives of older adults.

[Margaret Ivins Resume.CV.Feb2023.docx](#)

Upload a Resume

Demographics



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: Conservation Commission Reappointment
Date: March 28, 2023

I respectfully request the Honorable City Council confirm the reappointment of Jason Jancaitis, 16 Tappan Street, to the Melrose Conservation Commission for a three-year term set to expire on the last day of February 2026.

Thank you for your consideration.



JASON JANCAITIS, PE PROJECT MANAGER

Professional Profile

Jason has over 20 years professional experience working on a wide range of wastewater projects for municipalities and private sector clients. Jason is experienced in wastewater treatment facility upgrades, collection system and pump stations projects from the planning stages through construction and startup. Jason is registered as a Professional Engineer in Massachusetts, Maine and New Hampshire, and as a Licensed Soil Evaluator in Massachusetts.

Related Experience

Lowell Regional Wastewater Utility, Lowell, MA – Wastewater Treatment Facility Upgrades. Managed design and construction administration of the upgrades at the Lowell Regional Wastewater Utility's Duck Island WWTF. Project includes clarifier mechanism replacement, chemical feed systems, septage receiving, sludge thickening, and associated piping and controls improvements. Develop a Request for Proposals to allow the client to preselect critical pieces of equipment. Managed preselection process, including the technical and vendor evaluation for new multi-stage blowers, clarifier equipment, rotating drum thickener, and dewatered sludge conveyors. Managed the pre-qualification of general contractors and filed sub-bid contractors in accordance with Massachusetts General Laws.

City of Haverhill, MA – Odor Control Improvements. Project Manager for the design and construction administration for odor control improvements at the Haverhill WWTF. Evaluated available technologies and developed the recommended plan for a new facility-wide odor control system. Designed chemical storage and feed system associated with the odor control project. Responsible for the design of a new biofilter which will treat 23,000 cfm of odorous air. Oversaw construction administration for the project.

City of Portsmouth, NH – Sanitary Sewer Infiltration and Inflow Study. Project Manager for investigations of the City's sanitary sewer collection system to reduce infiltration and inflow into the collection system. Project included flow isolation of 150,000 LF of sewer, smoke testing of 200,000 LF of sewer, CCTV inspection of over 50,000 LF of sewer, as well as dye testing and private property surveys. Responsible for the final report summarizing the data, which was submitted to EPA to meet the requirements of an Administrative Order. Developed a phased schedule for rehabilitation work with the City.

Town of Acushnet MA – School Pump Station Replacement. Project Manager for the replacement of an existing Gorman-Rupp suction lift pump station serving the Town's school complex. Evaluated options for improvements, developed system curve for force main, and prepared cost estimate for the project. Oversaw the development of plans and specifications for the pump station replacement. Project Manager for the project during construction administration.

City of Portland, ME – Curtis Road Pump Station Evaluation and Replacement.

Project Manager for the replacement of an existing Gorman-Rupp suction lift pump station with an upgraded system. Responsible for reviewing all aspects of design,

Education

- Bachelors, Civil/Environmental Engineering, Carnegie Mellon University

Registrations

- Certified Title V Soil Evaluator - MA, SE3079
- Professional Engineer - MA, 46814
- Professional Engineer - NH, 11047
- Professional Engineer - ME, 15627

including pump capacity analysis and sizing, and development of plans and specifications. This project was delivered using a design-build approach.

City of Portland, ME – Franklin Street Pump Station Upgrades. Project Manager for the upgrades to the Franklin Street Pump Station. This project included installation of a new channel grinder, replacement of slide gates and valves, evaluation of flow meter technologies, and upgrades to the electrical distribution system and HVAC systems. Evaluated odor control technologies for potential implementation. Managed subcontractors for hazardous materials assessment of the station. This project was delivered using a design-build approach.

Town of Tewksbury, MA – Andover Street Force Main Replacement. Project Manager for the replacement of a 6000 LF force main in a busy commercial/industrial area of Tewksbury. Evaluated existing pump station capacity and historical infiltration and inflow records. Prepared cost estimate for the project. Responsible for permitting of the project with ConComm and Mass Highway. Prepared cost estimate for the project. Project Manager during bidding and construction administration of the new force main installation.

City of Gardner, MA – Headworks Upgrade. Responsible for evaluation of screening and grit removal technology. Oversaw design of the new facility, including process and building services designs. Primary author of the Preliminary Design Report.

City of Leominster, MA – WPCF Headworks Upgrade. Oversaw design of the new building which includes a mechanical fine screen and screenings washpress, and replacement comminutors and slide gates. The new facility was built over the existing channels while maintaining WPCF flows of up to 30 MGD. Performed hydraulic analysis of flow patterns at full range of flows for this facility (1-30 MGD). This project also includes the replacement of three influent screw pumps with new higher capacity pumps to allow pumping redundancy, and construction of a new electrical room and motor control center. Responsible for contractor oversight during construction.

Town of Hudson, MA – WWTF Upgrade. Evaluated existing plant pumping and headworks systems. Designed upgrade to the plant headworks, including screening, septage handling, and aerated grit chamber. Evaluated and designed refurbishments to existing sludge and scum pumps. Designed 1,400 LF force main replacement. Served as lead project engineer during construction administration of the \$14.2M project which included construction of a dissolved air flotation process for tertiary phosphorous removal. Reviewed shop drawings, payment requisitions, and change orders. Responsible for contractor oversight during construction, and start-up of the new facility, including performance testing of the new tertiary equipment.

City of Leominster, MA – Nutrient Removal Upgrades. Design of a tertiary phosphorous removal process at the Leominster WPCF. Responsible for layout, sizing, and hydraulic analysis of a new ballasted flocculation process for tertiary phosphorous removal. Evaluated existing chemical storage and pumping systems and designed upgrades. Evaluated existing buildings and processes for building code compliance. Responsible for contractor oversight during construction and start-up of the new facility.

City of Fitchburg, MA – Headworks Upgrade. Design of a headworks upgrade at Fitchburg's Easterly Wastewater Treatment Facility. Evaluated operational capabilities and lifecycle cost analysis for competing odor control technologies. Prepared preliminary design report, including basis of design for replacement screening/washpresses and conveyors. Prepared project evaluation form and State Revolving Loan Fund applications. Evaluated facility's susceptibility to flooding due to high river levels.

BRADLEY FREEMAN

39 Apple Hill Road
Melrose, Massachusetts 02176

The Honorable Paul Brodeur
Mayor, City of Melrose
City Hall
Melrose, MA 02176

Dear Mayor Brodeur,

Thank you for the opportunity to formally express my interest in serving on the Parks Commission in the City of Melrose. As a twelve-year resident of Melrose, with two children who participate in the programs hosted by the Parks Department and Recreation Department, I believe that I have the experience, vision and enthusiasm needed to build upon the great work and collaboration of the Parks Commission.

During my time in Melrose, I have frequently visit the City's parks to watch my children participate in sports or enjoy one of the many playgrounds, hike on our nature trails or play golf at Mount Hood. I strongly believe that having open and vibrant parks and recreation spaces are critical to fostering a welcoming and inclusive experience for residents of all ages in Melrose. As Melrose continues to experience growth, it is more important than ever that our Parks and Recreation Department offerings maintain their excellence and continue to develop new programs that meet the needs of the entire community.

I am in my fourth year on the Board of the Incarnation Baseball League, along with eighth year as a youth coach, and understand the complexities of balancing interests and demands on limited playing facilities. In addition to serving as a coach in the Inc, I have coached my son in the Recreation Department's flag football league and the winter basketball program. In doing so, I have been continually impressed by the dedication of the Department employees, as well as the commitment of the participating families, to ensuring the success of these programs.

I would welcome the opportunity to bring my perspective and experiences to the Parks Commission, as it helps the Parks Department and Recreation Department navigate the challenges and complexities of a growing City with increasing interest in the outdoors and recreational activities.

Please do not hesitate to reach out if I can provide any additional information or answer any questions.

Sincerely yours,

Bradley Freeman



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: Parks Commission
Date: March 28, 2023

I respectfully request the Honorable City Council confirm the appointment of Bradley Freeman, 39 Apple Hill Road, to the Melrose Parks Commission, for a five-year term set to expire on the First Monday of May 2028.

Mr. Freeman is a longtime Melrose resident and active participant in our community. During his 12 years in Melrose, he has served on the Board of the Incarnation Baseball League and as a Melrose youth coach. Through these experiences, he has gained important insight into the nuances of the City's parks and recreation spaces in Melrose including our in-demand playing facilities and has gained respect and dedication to ensuring the success of the Recreation Department's programs.

I'm particularly confident that Mr. Freeman's professional experience in the field of government relations and communications will add immense value to the commission, as commissioners work together with the City to oversee the management of our public parks, squares, playgrounds, and other recreation spaces.

Thank you for your consideration.

BRADLEY FREEMAN

39 Apple Hill Road
Melrose, Massachusetts 02176

WORK EXPERIENCE**Association of Independent Colleges and Universities in Massachusetts:**

Vice President for Government Relations

July 2015 – present

Director of Public Policy and Advocacy

June 2012 – June 2015

- Lead all government relations activities for non-profit advocacy organization representing the public policy interests of fifty-nine private, nonprofit colleges and universities in Massachusetts
- Work closely with the AICU Mass Board of Directors and member colleges and universities to develop and implement legislative initiatives and recommend strategy to achieve policy goals
- Meet with elected and administrative officials in Boston and Washington, DC to further the public policy goals of the association and membership
- Monitor legislation and regulations to assess the impact on members and develop strategies to respond accordingly
- Prepare briefing materials and present government relations strategy plan to AICU Mass presidents and members of the government relations subcommittee
- Research, draft and deliver oral and written testimony before legislative committees on issues impacting member institutions, including efforts to impose mandatory PILOTs, taxes on endowments, efforts to increase funding for financial aid and federal research dollars and workforce development initiatives
- Develop positive legislative agenda to position AICU Mass and its members as a partner in addressing complex issues, such as workforce development, college affordability and employee retention
- Identify opportunities for AICU Mass and its members to engage with the business community and other stakeholders, and serve as a liaison to the business community and trade associations
- Serve on the executive committee of the Coalition to Preserve Nonprofit Services on behalf of AICU Mass to develop a coordinated response to efforts to impose new taxes or regulations on the nonprofit community
- Attend political events on behalf of AICU Mass membership to further relationships with elected officials in Boston and Washington, DC

O'Neill and Associates:

Associate Director

January 2012 – June 2012

Senior Account Executive, Washington /Boston

July 2008 – December 2011

Account Executive, Boston, MA

January 2008 – July 2008

- Established close working relationships with senior-level client contacts in order to manage and support federal and state accounts relating to non-profit, community relations, education, and transportation in the government relations practice area
- Developed and implemented successful federal and state strategy for appropriations and government funding on behalf of clients
- Represented client interests in meetings with members of Congress, Massachusetts Legislature, and their respective staff
- Supported clients in drafting of legislative language, appropriation requests, grant applications, and messaging points for testimony and legislative meetings
- Monitored Congressional and State House legislative schedule in relation to client interests
- Identified and pursued new business opportunities in Washington, DC and Boston, MA
- Attended political events on behalf of clients to further develop key relationships to advance client's interests
- Coordinated with fundraising committees of federal and state political candidates to plan and host fundraisers
- Provided clients with relationship marketing introductions to industry leaders and state officials to help facilitate product sales
- Served as project manager for clients, developing overall strategy and providing detailed instruction to team members to ensure that benchmarks are achieved in timely manner. This process included

delegating responsibilities among the selected team members and maintaining oversight of all aspects of the project.

Bill Richardson for President:

New Hampshire Regional Field Director
New Hampshire Field Organizer
Advance and Event Volunteer

September 2007 – January 2008
July 2007 – September 2007
April 2007 – July 2007

- Directly responsible for vote goal and political operation in 35 cities and towns, including Concord, NH
- Built field and regional political infrastructure necessary for a campaign
- Managed paid staff and volunteers – four staff and 12 full time interns/volunteers on election day
- Recruited local and out-of-state campaign volunteers
- Coordinated volunteer activities including literature drops, neighborhood canvassing, visibilities, and event support
- Directly involved in organizing, scheduling, and advancing all state events for Governor Richardson while in New Hampshire
- Worked directly with senior staff and fellow regional field directors to coordinate campaign activities including events with Governor Richardson or surrogates, campaign-wide canvassing efforts, and voter identification outreach
- Collaborated with communications staff to craft appropriate messages and talking points for New Hampshire campaign events

The Office of Representative Alice K. Wolf:

Legislative Aide, Massachusetts House of Representatives

July 2006 – June 2007

- Drafted and tracked legislation dealing with education, transportation, and environmental reforms
- Organized neighborhood meetings with local Cambridge officials, elected officials, and state agencies to discuss issues of concern in community
- Developed comprehensive communications strategy and managed all media relations including responding to media inquiries and drafting press releases, media advisories and talking points
- Oversaw Constituent Services within the office, working with state agencies to resolve constituent cases

EDUCATION

Providence College, Providence, RI

Bachelor of Arts May 2006

Major: **Political Science**

Delivered 2006 Providence College Commencement Address

President of Class of 2006

References Available upon Request



CITY OF MELROSE

Human Resources Department

Polina Latta

Director

Platta@cityofmelrose.org

**City Hall, 562 Main Street
Melrose, Massachusetts 02176
(P) 781-979-4146
(F) 781-979-4246**

To: President Jen Grigoraitis
Melrose City Council

CC: Mayor Paul Brodeur
Patrick Dello Russo, CFO/ Auditor
Margot Fleischman, Chief of Staff

From: Polina Latta, Human Resources Director

Re: Compensation and Classification Study

Date: March 24, 2023

In FY22 the City of Melrose hired a Human Resources Services, Inc. (HRS) to perform a comprehensive classification and compensation study of approximately 70 non-union positions including department heads and staff, which has not been done since 1988. The goal of this initiative was to invest in the City's role as an employer, and modernize and standardize our pay practices for non-union Managers and staff to provide for meaningful progression and promotion while ensuring compliance with the Fair Labor Standards Act and the Mass Pay Equity Act.

The study involved updating the job descriptions, classifying positions according to a uniform point analysis standard, surveying the market of comparable municipalities as needed to determine representative rates of compensation, and developing and recommending a new compensation and classification system for the non-union group of positions.

Based on internal and external equity, the study recommended replacing the current multiple non-union plans with one consolidated compensation and classification plan for the non-union positions. The proposed pay plan supports pay equity and hierarchy based on skill and job requirements. It consists of 23 pay grades and ten steps in each grade with minimum and maximum salary and 2% between steps. HRS recommended continuing the policy on pay steps for easier maintenance and consistency of the plan. The pay ranges targeted the 75th percentile of market, which was necessary in order to remain competitive as compared to other municipalities in Massachusetts.

This is a base salary plan and does not include compensation for stipends, cost-of living, benefits, or other compensation. For initial placement of employees within the plan, the City used the approach of placing at the step closest to but just above their current wage in order to not reduce the pay of any current employee. For employees whose salary was below the minimum of the pay range efforts were made to bring it into the range. To maintain fairness, it was recommended that should an employee salary fall above the upper limit of the range the City should maintain that salary and not reduce it.

The proposed pay structure is designed to provide appropriate compensation through the next three fiscal years. As position duties and responsibilities change over time or as new positions emerge, the consultant has furnished a tool to evaluate and measure the position against a common set of criteria in a systematic and objective manner to rank the job in the appropriate grade of the compensation structure.

In order to ensure that pay levels remain equitable and competitive the City was advised to maintain the current plan by applying cost-of-living increase across the entire compensation structure periodically, as determined by the administration, or the new compensation structure will become outdated, and the City will have difficulty recruiting talent, as we have witnessed in the past.

Therefore, we are requesting an appropriation in the amount of \$167,310 (One Hundred Sixty-Seven thousand, three hundred and ten dollars) to fund a one-time salary adjustment for FY23 as recommended by the HRS compensation study. The requested appropriation is from the following accounts \$159,784 from Free Cash (01-324001), \$3,763 from Sewer Retained Earnings (6000-319000), \$3,763 from Water – Retained Earnings (6100-319000) to various salary and wage lines as set forth herein.



CITY OF MELROSE

Legal Department

Shannon Phillips
City Solicitor
 sphillips@cityofmelrose.org

**City Hall, 562 Main Street
 Melrose, Massachusetts 02176
 Telephone (781) 979-4184**

MEMORANDUM

To: Paul Brodeur, Mayor
 Margot Fleischmann, Chief of Staff & Director of Strategic Initiatives and Communications

cc: Polina Latta, Director of Human Resources and Labor Relations
 Patrick Dello Russo, Chief Financial Officer/ City Auditor

From: Shannon Phillips, City Solicitor

Re: New Order for funding of the HRS Compensation Study

Date: March 27, 2023

I have been asked to provide this memorandum in regards to the expected submission of a new Order by your office requesting City Council to fund the HRS compensation study. Mainly, you have requested that I provide an opinion as to whether or not such a new request is legally valid and may be considered by City Council at this juncture in light of City Council's previous vote defeating a similar Order on February 6, 2023.

By way of background, previous *Order 2023-29* relative to funding the HRS compensation study first appeared on the City Council Agenda at Council's October 17, 2022 meeting. Said Order from your office requested as follows:

"An Appropriation in the amount of \$167,310 (One Hundred Sixty-Seven thousand, three hundred and ten dollars) to fund the HRS compensation study. The requested appropriation is from the following accounts \$159,784 from the Contract Stabilization fund (84042-590000), \$3,763 from Sewer, Reserve for Retained Earnings (84152-590000) and \$3,763 from Water, Reserve for Retained Earnings (84162-590000) to various salary and wage lines as set forth herein."

This Order was then subsequently discussed in the Appropriations and Oversight Committee on November 7, 2022. It was then recommitted to Committee by City Council on December 19, 2022. On February 6, 2023 City Council took a full vote on this Order and the Order was defeated.

In my opinion, a new Order embodying substantially the same subject as *Order 2023-29* can be legally submitted to Council at this time for their consideration.

While City Council's Rules of Order do not allow for "any committee or member" of Council itself to introduce such an item within six months of its previous rejection, there is no rule barring the Mayor from requesting consideration of such an item.¹

Furthermore, if there were such a rule that restricted your ability to make a communication or filing to Council based on the content/subject matter of a given Order, in my opinion this would be violative of your authority under the City Charter. Specifically, *Section 3-6(a)* of the Melrose City Charter gives you the clear authority to recommend to City Council for its consideration the passage of such measures as in your judgment the needs of the City so require.

Please do not hesitate to reach out to me directly with any questions or concerns in this regard.

¹ See *Rules of Order Melrose City Council* (Adopted January 2023), specifically Rule 37, pg. 13.



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: Implementation of Compensation Plan in FY23
Date: April 3, 2023

As you are aware, last fall I requested an appropriation from the Contract and Wage Stabilization Fund to allow the City to implement the results of the City's recent compensation study. Although periodic review and adjustment of compensation plans is a standard best practice for municipalities in Massachusetts, until last year Melrose had not done such a study in several decades. Our external compensation study, which was funded by the City Council, resulted in a recommendation of \$167,310 in one-time salary adjustments for FY23 order to ensure that our pay levels remain equitable and competitive.

At this time, I am requesting that the City Council consider an appropriation from Free Cash to fund implementation of this plan. I understand there was reluctance to increase any employee pay until the teacher and paraprofessional contracts were settled. Those contracts have been settled, as have DPW, crossing guards, police patrol officers, and police superior officers (tentative agreement). There are currently no collective bargaining units out of contract. It is now time to adjust the salaries of our non-union staff, and I would like to provide some further information on why this remains an important priority.

First and foremost, the City's non-union employees are entitled to the same fairness and equity in pay that we provide for all other City employees. While the City is under no legal obligation to implement the study, the study does indicate that we are out-of-market with respect to many positions, and our employees deserve competitive salaries.

In this challenging labor market, when municipalities across the Commonwealth are experiencing extreme difficulties in recruiting and retaining qualified candidates, we simply cannot afford to lose experienced staff through attrition because our pay rates are not competitive. This is certainly true of the positions that were included in the study, many of which are unique and require specific experience, advanced degrees, and specialized knowledge. Staff turnover in these roles causes disruptions in workflow of critical projects and incurs the financial costs of recruiting and onboarding of new employees. Loss of both institutional knowledge and workplace continuity also affects employee morale.

Taking into account the feedback provided by the Council, CFO Dello Russo will be building the compensation plan into our Fiscal Year 2024 operating budget. This, however, still leaves the matter of our non-union employees' pay adjustments in Fiscal Year 2023 (retroactive to July 1, 2022) on the table. It is not good budget practice to fund a current year operating expense in a subsequent year, so we wish to avoid the situation where the Fiscal Year 2024 budget is artificially increased in order to meet this one-time cost. We are therefore requesting that the City

Attachment: Comp and Class implementation memo to City Council (APPRO-2023-19 : Non-Union salary adjustment for FY23 HRS

Council appropriate these funds from Free Cash to make our employees whole for Fiscal Year 2023.

Not taking action to implement the compensation plan puts us even further behind our peer communities. It risks our employee's losing faith in the process with which they cooperated, and which was intended to create greater trust in the equity of their pay relative to their peers and to the regional labor market. I urge the Council to take this opportunity to fund the compensation increases recommended in the study.



CITY OF MELROSE

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

To: Honorable City Council
City of Melrose

From: Patrick D. Dello Russo, MBA
CFO/City Auditor

Date: March 28, 2023

Re: **Free Cash Appropriation Considerations for the remainder of the Fiscal Year.**

As the CFO/City Auditor, I submit this summary of Financial Management Strategies for the remainder of the Free Cash available for the remainder of the fiscal year. To-date: \$3,423,471.07 is available of the \$7,159,906 Certified.

Part I.

Reserves/Stabilization Funds & Management (\$950,000)

The City of Melrose has established a number of Financially Strategic Stabilization Funds, with a collective balance just under \$7.5 million dollars. This provides assurance to the community that we can meet a negative downturn in the economy or unanticipated costs, which could disrupt the delivery of services and negatively impact our operating budget at any given time within a fiscal year. There is "tremendous value here" in our collective decision to safeguard the assets of the community through the establishment of these funds. There is no greater priority from a financial perspective.

1. We have developed a "**Foundation Stabilization Fund**" # 8401, with a balance just under \$3.9 million dollars. The request before you is to add the sum of \$50,000 thousand dollars to this fund for a total of close to \$3.95 million dollars. The City's goal is to have the Fund equate to 5% of the operating budget. In Fiscal 2023 that amount would be just over \$4.7 million dollars. If approved, this would be a positive move in our efforts to reach that goal. The Massachusetts Municipal Association "best practice" includes adopting reserve funding targets of 5% or more based on the specifics of the municipal

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4. We have established a Suits and Claims Stabilization Fund # 8406, with a balance of over \$496,378 thousand dollars. The city uses this fund to address costs associated with legal claims and suits that arise throughout the fiscal year. We are not seeking any funding at this time as it meets our target amount of \$500,000 thousand dollars.
5. We have established a “Special Education Stabilization Fund” #8408, which is used to fund special education costs realized by the School Department that exceed its budgeted funds. We are requesting you to add \$250,000 thousand dollars to this fund at this time. We currently have just over \$502,000 thousand dollars in this fund. Our new target allocation is a standing balance of \$750,000 thousand dollars given the increases in costs we are realizing.

6. We have established a Statutory Fund under Chapter 32b, Section 20; called the **“OPEB Fund” #8407**, (Other Post Employment Benefits), with a balance of just over \$1,038,000 thousand dollars. We are requesting the sum of \$50,000 thousand dollars be added to this fund. The continued funding of this significant liability plays a “key” role in the determination of our Bond Rating by Standard and Poor’s Rating Agency (please see most recent S & P report dated September 15, 2020). We have also incorporated a request for \$50,000 thousand dollars as part of the standard annual operating budget request.
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Part II.

Project/Program and Cost considerations (\$1,158,893.48):

1. School Department Curriculum Program - \$169,959.48
2. School Department Master Plan - \$125,000
3. HRS Nonunion compensation plan funding - \$159,784
4. DPW Tree Planting Program - \$84,150
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Part III.**Open Items and Cost Considerations (\$1,314,577.59):**

1. Public Safety Overtime - \$300,000
2. Snow & Ice Funding Contingency - \$1,014,577.59

Summary Observations**Balance Information:**

Part I. \$ 950,000.00

Part II. \$ 1,158,893.48

Part III. \$ 1,314,577.59

Total: \$ 3,423,471.07

In closing, it is always our intent to seek transfers to offset budgetary items that need supplemental funding such as Medicare for example, in lieu of using Free Cash Funds. The amounts represented here are estimates until a formal request is made from the Mayor to the City Council for funding. Supplemental items may be introduced, and some items may be changed in dollar scope as well as more information becomes available. In the event we do not have to use the Snow and Ice Funding Contingency, the Mayor will make an additional funding request to present to the City Council prior to the fiscal year end. The objective of this memorandum is to simply provide you with some perspective on items under consideration by the Office of the Mayor.

Cc: Honorable Mayor Paul Brodeur
 Margot Fleischman, Director of Strategic Initiatives



CITY OF MELROSE

Auditor's Office

Patrick D. Dello Russo
CFO/City Auditor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4110

To: Honorable Mayor Paul Brodeur & City Council
City of Melrose

From: Patrick D. Dello Russo, CFO/City Auditor
City of Melrose

Date: April 3, 2023

Re: 4/3/23 Requested Free Cash Appropriations

Please be advised, if the following orders presented on the 4/3/23 agenda are approved the remaining balance in free cash would be as follows:

	APPRO Amount	Balance of Free Cash	Dept
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Attachment: 4-3-23balancememo (APPRO-2023-19 : Non-Union salary adjustment for FY23 HRS compensation study)



CITY OF MELROSE

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

To: Honorable City Council
City of Melrose

From: Patrick D. Dello Russo, MBA
CFO/City Auditor

Date: March 28, 2023

Re: Free Cash Appropriation Considerations for the remainder of the Fiscal Year.

As the CFO/City Auditor, I submit this summary of Financial Management Strategies for the remainder of the Free Cash available for the remainder of the fiscal year. To-date: \$3,423,471.07 is available of the \$7,159,906 Certified.

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Cc: Honorable Mayor Paul Brodeur
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To: Honorable Mayor Paul Brodeur & City Council
City of Melrose

From: Patrick D. Dello Russo, CFO/City Auditor
City of Melrose

Date: April 3, 2023

Re: 4/3/23 Requested Free Cash Appropriations

Please be advised, if the following orders presented on the 4/3/23 agenda are approved the remaining balance in free cash would be as follows:

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DATE: March 28, 2023

TO: Honorable Paul Brodeur, Mayor, Honorable Melrose City Council

Cc: Patrick Dello Russo, Chief Financial Officer, and Melrose School Committee

FROM: Ken Kelley, *Director of Finance and Administrative Affairs*

RE: FY23 MPS Free Cash request for curriculum materials

The District is respectfully requesting that the Mayor and City Council consider the following funding appropriation request for the Melrose Public Schools (MPS):

MPS has purchased and started installing the myView Literacy curriculum, published by Savvas, at the elementary level this school year. This is a multi-year purchase, and the second payment installment of \$169,959.48, is due in June 2023. The below request will greatly assist the district in continuing the implementation of this literacy curriculum district wide.

Thank you for your consideration.

Transfer In Account: 1905

Second installment payment to Savvas for myView curriculum: \$169,959.48



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FROM: Ken Kelley, *Director of Finance and Administrative Affairs*

RE: FY23 MPS Free Cash request for curriculum materials - updated March 30, 2023

The District is respectfully requesting that the Mayor and City Council consider the following funding appropriation request for the Melrose Public Schools (MPS):

MPS has purchased and started installing the myView Literacy curriculum, published by Savvas, at the elementary level this school year. This is a multi-year purchase, and the second payment installment of \$169,959.48, is due in June 2023. Please see the myView program update enclosed below for your reference. The below request will greatly assist the district in continuing the implementation of this literacy curriculum district wide.

Thank you for your consideration.

Transfer In Account: 1905

Second installment payment to Savvas for myView curriculum: \$169,959.48



MyView Implementation Report - March 24, 2023

Summary

What follows is a high level overview of this year's Savvas MyView implementation thus far. While we are still learning about the program, overall, we are seeing success both with the use of the materials themselves and with the progress that students are making as evidenced by recent data team meetings and benchmark assessments.

In grades K-3 nonsense reading fluency, from the fall administration of the assessment to the winter, the percentage of students meeting or exceeding grade level benchmarks (Tier 1) increased from 63.82% to 87.57%, while the percentage of students at risk (Tier 3) decreased from 11.3% to 2.81%. These results indicate that the majority of students are able to decode grade level words based on phonics patterns. Daily phonics instruction is a routine part of the MyView literacy program in all grades. This data suggests that the repeated daily routine is supporting the growth in DIBELS nonsense-word fluency, words read correctly assessment.

In grades 1-5 in oral reading fluency, from the fall administration of the assessment to the winter, the percentage of students meeting or exceeding grade level benchmarks (Tier 1) increased from 75.55% to 89.07%. While the percentage of students at risk (Tier 3) decreased from 13.21% to 5.31%. Daily instruction using the MyView Literacy program supports oral reading fluency in multiple ways. Students are able to hear modeled fluent reading frequently from their teacher and then are given opportunities to practice reading with a partner.

Materials Status

From late summer into early fall there were significant challenges with the receipt of materials. We were notified that subcontractors had been hired to package and ship materials from the warehouse and reliability was not consistent. We received boxes with packing slips that did not match what was inside, we were sent materials from another program, and we even received a shipment that was labeled to be sent to a school in Florida. Frustration was at an all time high as the school year began and many student consumables still had not arrived. As quickly as possible we instituted work-arounds, including photocopying consumable materials with permission from the publisher, and using hardcover consumables while we awaited the paperback style workbooks. By mid-October, all materials had finally arrived and in most classrooms, implementation was underway with fidelity. Here is a cataloged list of what we have received for each classroom space:



myView Literacy Resources

Component	Image	Notes	Component	Image	Notes
Student Interactive (K-5)		K-1 (5 books - 1 per unit) Grades 2-5 (vol 1 and 2)	Teacher's Edition (K-5)		5 Teacher's Editions (1 per unit) for each classroom teacher
Leveled Readers (K-5)		one library per classroom (usually comes in 2 boxes)	Leveled Reader Teacher's Guide (K-5)		one per classroom teacher
Trade Books (K-5)		5 different titles; one shrink-wrapped bundle for every student	Small Group Guide (K-5)		one per classroom teacher
Foundational Skills Kit (K-2)		one kit per classroom, K-2 Includes: Alphabet Cards, Decodable Readers, High-Frequency Word Cards, Letter Tiles, Picture Word Cards, Sound Spelling Cards (Grades 1-2)	Dual Language Educators' Implementation Guide (K-5)		one per classroom teacher
Big Book of Songs and Poems (K-1)		grades K-1	Big Books (K)		K only

Component	Image	Notes	Component	Image	Notes
myFocus Intervention Teacher's Guide (K-5)		one per classroom teacher	myFocus Reader (1-5)		one pkg (of 6) per classroom teacher
Assessment Guide (K-5)		one per classroom teacher	Progress Check Ups (K-5)		one per classroom teacher
Cold Reads for Fluency and Comprehension (1-5)		one per classroom teacher	Summative Assessments (K-5)		one per classroom teacher
Language Awareness Handbook (K-5)		one per classroom teacher	Reading Routines Companion (K-5)		one per classroom teacher

 Classroom at a Glance: Digital Resources			
Intervention Support • myFocus Reader Online Teacher Support Foundational Skills • Phonics/Word Study Online Student Resources • High-Frequency Word Cards	ELL Support • Language Awareness Handbook Handwriting Support • Handwriting Practice Online Student Resources • Handwriting Models	Writing Support • Writing Workshop Minilessons • Writing Workshop Minilessons Student Practice • Writing Workshop Conference Notes Template Online Student Resources • Writing Workshop Student Feedback Template Online Student Resources • Writing Assessments • Writing Assessment Rubrics • Performance-Based Writing Assessments (Grades 2-5)	Additional Digital Resources • Extension Activities Online Student Resources • Interactive Read Aloud Trade Book Lessons • Language and Conventions Online Student Resources • Spelling Online Student Resources • Project-Based Inquiry Rubrics • Leveled Research Articles (Grades 1-5) • Weekly Standards Practice PowerPoints® (Grades 2-5) • Think About It Interactives (Grades 3-5)

Professional Development

Thus far this year, Savvas has been on site for summer PD for staff and virtual during curriculum meeting times. After a couple of earlier sessions that did not meet our needs, we pulled our full day PD on November 8th in house and the PD was led by MaryAnn Barriss, Sue Jones and Mel Acevedo. We then attended a user group meeting and raised our concerns to the Head of PD at Savvas. Following that meeting, we had multiple sessions scheduled in order to collaboratively design future curriculum meeting sessions. There were subsequently two sessions that addressed the writing component of the MyView curriculum and one session where staff could choose between the following presentations: *Project-Based Inquiry in MyView*, *Small Group Resources in MyView* or *Foundational Skills, The Science of Reading in MyView*.

Future Professional Development Offerings

Our next PD opportunity will include on site embedded days where Savvas trainers will engage in model lessons, provide planning support, and work directly with our instructional coaches. In addition, two neighboring districts - North Reading and Arlington - have reached out to us to come and observe lessons in action. This speaks to our teachers' commitment to implementation with fidelity and I am excited we will be able to offer our support as other districts navigate their curriculum journey. We have also been asked to star in some Savvas training videos!



Long Term Visioning

In addition to continued, targeted PD, observations and support through the instructional coaches, and an expansion of the use of the materials to include all supporting elements as well as the project based inquiry in each unit, we also look forward to drawing more explicit cross curricular connections. Many of the anchor texts are non-fiction and often in the realm of science or social studies. We hope to therefore work with our 6-12 directors of science and social studies on how to best capitalize on those connections and grow more robust science and social studies lessons that are tied to the literacy anchor for the unit. In addition, our Literacy Task Force will be well underway as we enter the FY24 school year, and reviewing the components of the MyView program - through a records review and classroom observations - will be a high priority on their list of tasks.



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To: Honorable Mayor Paul Brodeur & City Council
City of Melrose

From: Patrick D. Dello Russo, CFO/City Auditor
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Date: April 3, 2023

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Attachment: 4-3-23balancememo (APPRO-2023-21 : An Appropriation to the planning department for school facilities master plan study.)



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10. HR Department - Workers Compensation - \$150,000
11. Cemetery Department - \$50,000

Part III.**Open Items and Cost Considerations (\$1,314,577.59):**

1. Public Safety Overtime - \$300,000
2. Snow & Ice Funding Contingency - \$1,014,577.59

Summary Observations**Balance Information:**

Part I. \$ 950,000.00

Part II. \$ 1,158,893.48

Part III. \$ 1,314,577.59

Total: \$ 3,423,471.07

In closing, it is always our intent to seek transfers to offset budgetary items that need supplemental funding such as Medicare for example, in lieu of using Free Cash Funds. The amounts represented here are estimates until a formal request is made from the Mayor to the City Council for funding. Supplemental items may be introduced, and some items may be changed in dollar scope as well as more information becomes available. In the event we do not have to use the Snow and Ice Funding Contingency, the Mayor will make an additional funding request to present to the City Council prior to the fiscal year end. The objective of this memorandum is to simply provide you with some perspective on items under consideration by the Office of the Mayor.

Cc: Honorable Mayor Paul Brodeur
Margot Fleischman, Director of Strategic Initiatives



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

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

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

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

MEMORANDUM

Date: April 27, 2023

To: Mayor Paul Brodeur

From: Elena Proakis Ellis, Director of Public Works

cc: Patrick Dello Russo, CFO/Auditor
Jim Troup, Deputy Director Admin & Finance
Vonnie Reis, City Engineer

Subject: Water and Sewer Enterprise Funds – Free Cash Request2

The City has recently opened bids for two important contracts for capital improvements in our water and sewer systems. For each of these contracts, we are requesting a free cash appropriation to allow us to sign the contracts for the full amount of the bids, including all additive alternates. The details are described below.

2023 Water Main Improvement Contract

Each year, the DPW Engineering Division bids and oversees a water main replacement project. This project is part of our “Multi-year Roadway and Utility Replacement Program” and typically focuses on streets where we have water main replacement needs along with roadway improvement needs. As part of this program, we also have National Grid replace any cast iron gas mains and services with plastic.

At this time, we are ready to perform water main replacement on the following streets that National Grid has either completed or is in the process of completing:

1. Trenton Street at the triangle with Washington Street, to replace a small section of substandard (2”) water main with significant pressure problems
2. Nowell Road, and Henry Ave. from Highland to Nowell
3. Henry Ave. from Richardson Road to Nowell
4. Reading Hill Ave.
5. Sewall Woods Road

*Water and Sewer Enterprise Funds – Free Cash Requests**Page 2**April 27, 2023*

Based on construction cost estimates and available funds, we determined that we could perform items #1 and #2 from this list as our “base bid” for our 2023 Water Main Improvements Project. Given construction market uncertainty, we bid #3 and #4 as “additive alternates.” We concluded that item #5 would need to be bid during the 2024 construction season, as it exceeded all possible funding sources. The low bidder’s prices were as follows:

Base Bid (Items #1 and #2): \$757,626.90

Add Alternate A (Item #3): \$164,479.05

Add Alternate B (Item #4): \$344,438.35

We are hereby requesting \$440,000 of retained earnings from the Water Enterprise Fund to supplement our MWRA loans and applicable operating budget line items, to allow us to award the complete contract to construct items #1 through #4 during the 2023 construction season. Nowell Road and Reading Hill Avenue, in particular, have been ranked in “poor” roadway condition for several years, and we do not want to delay our ability to pave these roads in 2024. This supplemental funding will allow us to complete these projects and prepare these roadways for paving next construction season.

Sewer Pump Station Generators

In FY22, the City Council approved \$400K of retained earnings to design and construct backup power generators at the Upham and Fellsway Sewer Pump Stations, which are the largest two sewer pump stations in Melrose. These stations do not presently have functioning backup power. We hired BETA Group to design the stations at a cost of \$82,950, which includes construction administration.

Given that the generator installation would involve significant site disruption, we included additive alternates to replace the fencing at both stations at the completion of construction and to perform final landscaping to screen the generators. There are economies of scale in performing this work simultaneously with the generator project.

We recently opened bids, and the low bid was as follows:

Base Bid (generators and appurtenances): \$416,750

Add Alternate A (fencing at Fellsway station): \$33,000

Add Alternate B (fencing at Upham Station): \$58,850

Add Alternate C (landscaping/screening): \$10,000

Our recommendation is to complete the entire scope, including Add Alternates A, B, and C. The total cost of the project, including design and construction administration, is \$601,550. In order to carry a construction contingency of approximately 5%, we are hereby requesting \$230,000 from retained earnings in the Sewer Enterprise Fund.

We respectfully request your consideration of both of these retained earnings allocations. Thank you.



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

MEMORANDUM

To: Melrose City Council

From: Vonnie Reis, City Engineer

cc: Mayor Paul Brodeur
Elena Proakis Ellis, Director of Public Works
Patrick Dello Russo, City Auditor & CFO
Kathryn Armada, Treasurer Collector
James Troup, Assistant Director of DPW Finance and Administration

Date: March 14, 2023

Re: Request to Authorize MWRA I/I Program Funding – Phase 12

The MWRA Sewer System I/I Local Financial Assistance Program assists MWRA communities with the rehabilitation and replacement of existing sewer lines, manholes and services to reduce the inflow and infiltration of ground water and rain water. The program goals are to reduce the inflow and infiltration of water into the City sewer system, therefore reducing the City's sewer discharge assessment rate, mitigating sewer surcharges and overflows during heavy rain events, and minimizing the seepage of sewage into the ground. Under Phase 12 of the program, the City has \$119,000 remaining that has not been appropriated. The funding is distributed as 75% grant and 25% zero interest loan.

The balance of Phase 12 funding will be used to continue work to identify and remove I/I. Previous work conducted by the DPW included metering, flow isolation, smoke testing, and CCTV to identify and quantify sources of I/I in the sewer system; and rehabilitation of pipes using cured-in-place-pipe (CIPP) lining and replacement of leaking manhole covers. These Phase 12 funds will be used for a pipeline rehabilitation project that will employ both trenchless CIPP and open cut methods to remove I/I from the system.

Water and sewer debts scheduled to be retired in FY24 and FY25 will coincide with the borrowing under this program. Therefore, the impact of the 0% interest loan (\$29,750) to be repaid over 10 years will not have an impact on the water and sewer rates.

A positive vote is required before the DPW can apply for and access the grant funds and interest-free loan from MWRA.

Attachment: MWRA Ph 12 request to City Council 031423 (APPRO-2023-18 : MWRA LFAP I/I Phase 12 Request)

Business Name	Location	Owner
RJM Motors Sales and Service	448 Franklin St	Ronald Wu

Expiration Date

December 31, 2023