



CITY OF MELROSE
FINANCE COMMITTEE
AGENDA • SEPTEMBER 20, 2021

Web-based remote meeting
, Melrose, MA 02176

Remote meeting

6:30 PM

The public should take notice that the Melrose City Council may, on certain occasions, have a quorum in attendance due to standing committees of the City Council consisting of both voting and non-voting members. Members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the standing committee.

I. CALL TO ORDER

Leila Migliorelli	Chair
Robb Stewart	Vice Chair
John N. Tramontozzi	Voting
Mark Garipay	Voting
Maya Jamaledine	Voting
Christopher Cinella	President, ex officio

Motion: Statement of remote meeting information

Pursuant to the suspension of certain provisions of the open meeting law, this meeting of the Finance Committee will be conducted via remote participation to the greatest extent possible. We will post a comprehensive record of these proceedings as soon as possible after the meeting on the City of Melrose website and on MMTV/ mmtv3.org. The public can find online access instructions to view this meeting at www.cityofmelrose.org/remote-meetings

II. PUBLIC COMMENT

III. ORDERS

1. **ORDER-2022-13** : Appointment of Sarah MacLellan to serve as Chief Assessor for the City of Melrose

Offered by: Mayor Paul Brodeur

From: City Council

ASSIGNED TO COMMITTEE

2. **ORDER-2022-32** : A request and recommendation that the honorable City Council authorize in-person early voting for the November 2, 2021 Municipal Election in the City Council Chamber at Melrose City Hall

Sponsored by: Chair Leila Migliorelli

From: City Council

ASSIGNED TO COMMITTEE

3. **ORDER-2022-33** : Calling City Election, Tuesday, November 2, 2021

Sponsored by: Chair Leila Migliorelli

From: City Council

ASSIGNED TO COMMITTEE

IV. ADJOURNMENT



CITY OF MELROSE

PAUL BRODEUR
Mayor

OFFICE OF THE MAYOR

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

MEMORANDUM

To: City Council President Christopher Cinella
From: Mayor Paul Brodeur
Re: Appointment of Sarah MacLellan as Chief Assessor
Date: August 16, 2021

It is my pleasure to submit to you and the Honorable City Council the appointment of Sarah MacLellan to serve as Chief Assessor for the City of Melrose.

Ms. MacLellan is currently the Acting Chief Assessor, and previously served for four years as Assistant Assessor under former Chief Assessor Christopher Wilcock. Prior to joining the Assessor's Office, she worked in the Auditor's Office. Sarah holds a Bachelor of Science in Business Administration and is a Massachusetts Accredited Assessor.

The Chief Assessor is a highly specialized role that is critical to the City's financial functioning. As Chief Assessor, Ms. MacLellan is responsible for the valuation of all commercial, industrial, and residential real estate within the City for taxation purposes in conjunction with the Board of Assessors and in accordance with Department of Revenue regulations. The Chief Assessor also oversees preparation of re-evaluations of all properties in the City, and together with the Board of Assessors, presents an analysis of potential changes in taxation rates. Ms. MacLellan brings to this role invaluable technical experience with appraising principles and practices as well as familiarity with both Melrose property values and the City's financial systems.

In addition to her professional qualifications, Ms. MacLellan is an active and engaged member of the Melrose community, has held volunteer roles with a number of organizations in Melrose, and worked on the Melrose Helps effort during the height of the pandemic.

We are fortunate to have the benefit of Ms. MacLellan's experience and expertise in our Assessing department, especially during a property revaluation year. I respectfully request the City Council confirm her appointment as Chief Assessor for the City of Melrose.

Thank you for your consideration.

Attachment: MacLellan appointment memo (ORDER-2022-13 : Appointment of Sarah MacLellan as Chief Assessor)

SARAH A. MACLELLAN

May 27, 2021

Dear Hiring Managers,

I would like to formally apply for the Chief Assessor position at the City of Melrose. When reviewing the position requirements, I find that my qualifications and strengths align with the current needs and focus of the Melrose Assessor's Department.

For the past five years I have worked for the City of Melrose, first in the Auditor's Office as an Accounting Clerk, and since 2017, as the Assistant Assessor. During this time, I have obtained my designation as a Massachusetts Accredited Assessor and have acquired a comprehensive set of technical skills that would assist me in doing the work of the Chief Assessor.

I have also demonstrated my ability to work with leaders across City departments, consistently earning praise for my work ethic, attention to detail, strong adherence to policies and guidelines, and using sound discretion in handling sensitive information.

Throughout my work in previous roles and in my current position, I have developed strong interpersonal skills and the ability to communicate in a tactful and effective manner, always responding to customers' inquiries and requests with a friendly and positive attitude.

I hope you will find that this brief summary, in combination with the attached resume, describes a dedicated employee with the skills and enthusiasm to meet the requirements of the position of Chief Assessor in Melrose.

I appreciate your consideration and look forward to discussing this opportunity with you in the near future. Please let me know if there is any other information I can provide that will support my candidacy for this position.

Best Regards,

Sarah MacLellan

Attachment: S MacLellan (ORDER-2022-13 : Appointment of Sarah MacLellan as Chief Assessor)

SARAH A. MACLELLAN

PROPERTY ASSESSMENT PROFESSIONAL

A results-oriented, proven professional with in-depth knowledge of modern property appraisal principles and practices. A team player and high-energy achiever, who thrives in challenging situations and brings a thoughtful, detail-oriented approach to fair and equitable property valuation. Skilled in performing property inspections and preparing records and reports according to accepted standards. With extensive background in customer service; very effective in oral and written communication, exercising discretion in contentious situations. Demonstrated ability to establish effective working relationships and interact tactfully with City employees, officials, and the general public.

CORE COMPETENCIES

- | | | |
|----------------------|------------------------|----------------------------|
| ▪ Data Management | ▪ Strategic Planning | ▪ Customer Service |
| ▪ Project Management | ▪ Process Improvements | ▪ Problem-Solving |
| ▪ Goal Setting | ▪ Best Practices | ▪ Operational Efficiencies |
| ▪ Collaboration | ▪ Multi-Tasking | ▪ Peer Training |
| ▪ Organization | ▪ Reporting | ▪ Communication |
| ▪ Scheduling | ▪ Troubleshooting | ▪ Attention to Detail |

PROFESSIONAL EXPERIENCE

City of Melrose, Assessors' Office, Melrose, MA

2017 – Present

Assistant Assessor

Perform technical work involved in the appraisal and examining of real property for assessment purposes to Mass Appraisal Standards according to state and local laws. Provide internal and external customer service and assistance to the Chief Assessor as needed.

- Perform physical inspections of residential and commercial properties; develop building sketches and take exterior measurements.
- Inspect and monitor land use and zoning changes, deed transfers and subdivision changes.
- Update and maintain CAMA database to ensure retention of accurate assessment records.
- Explain mass appraisal method and techniques to the general public and respond to questions and concerns relating to appraisal methods.
- Assist with preparation for defense of values in cases before the Appellate Tax Board.
- Gather property data from building plans, building permits, City officials, contractors, lawyers and real estate agents.
- Respond to inquiries from taxpayers, brokers and appraisers in person, via e-mail and by telephone.
- Review, analyze and process exemption and abatement applications for final review by the Board of Assessors.
- Prepare and distribute abutters' lists.
- Attend professional development conferences and training in order to stay informed of Massachusetts Laws and Regulations concerning taxation and to stay up to date on changes and trends in the Assessing field.

City of Melrose, Auditors' Office, Melrose, MA

2016 - 2017

Accounting Clerk

- Led the Accounts Payable process for the City and School Departments, ensuring that finances were accurate and up-to-date and that vendors were paid within established time limits.
- Streamlined the Accounts Payable Process - consolidated A/P warrants from 360 to 280 year over year.
- Audited invoices submitted by all Departments, confirming that proper documentation was submitted in compliance with policy.
- Processed the weekly warrant and check run, coordinated with the Treasurer's office to ensure funds were transferred accordingly.
- Researched payment inquiries for internal and external customers.
- Maintained vendor records in MUNIS system, ensuring that W-9s were received in accordance with the Department of Revenue.
- Conducted training for other departments relating to guidelines for encumbrances and invoice paying in accordance with M.G.L.

Calypso Cards, Newport, RI

2011 – 2015

Accounting Specialist

- Responsible for all facets of receivables management including managing the general ledger, preparing weekly A/R reports, cash application duties, and providing performance data to Managing Director.
- Utilized exceptional client management skills to collect outstanding accounts and resolve delinquencies.
- Reduced average weekly outstanding delinquent accounts by 80%.
- Established new accounts, evaluated credit risk, and determined credit limits and payment terms utilizing trade and bank references as required.
- Prepared annual tax forms for distribution.
- Worked closely with Finance Director to ensure all invoices and credits were current.
- Calculated and processed monthly commission payments for sales representatives.
- Established new procedures to streamline A/R processes within the company.

Viabella (formerly Marian Heath Greeting Cards), Wareham, MA

2009 – 2011

Field Sales Representative, Boston territory

- Maintained and increased greeting card sales in retail stores in the greater Boston area.
- Established and maintained relationships with store managers.
- Shared brand and product knowledge with store managers and their customers.
- Met with buyers to determine upcoming needs and recommend possible changes in stores.

CIGNA Group Insurance, Newton, MA

2008 – 2009

Sales Administration Senior Associate

- Responsible for all internal sales administration functions and support for National Account Sales Manager.
- Created sales presentation proposal materials for clients and brokers.
- Updated sales reporting system with sold case information on a weekly basis.
- Prepared finalist meeting sales presentations.

Viabella (formerly Marian Heath Greeting Cards), Wareham, MA

2005 – 2008

Key Account Manager

- Created successful Key Account Department within the company. Developed end-to-end workflow processes to track projects from initial product recommendations through program deployment in multi-rooftop chains, such as Books-A-Million, Albertson's, Garden Ridge, and Dicksons.
- Conducted sales analysis, recommended new products and strategies to support seasonal sales cycles and goals.
- Independently managed and maintained custom printing account that generated over \$600,000 wholesale per year.
- Increased wholesale sales for company's largest key account by 17% year-over-year.
- Developed comprehensive service operations manuals to be used by field merchandisers in retail stores.
- Managed systems transition during acquisition of subsidiary company, Renaissance Greeting Cards.
- Initiated and implemented use of EDI (Electronic Data Interchange) Order Process.

Graphique de France, Woburn, MA

2004 – 2005

Key Account Assistant

- Supported Vice President of Sales and Key Account Managers in sales efforts to major accounts such as TJMaxx, Staples and Barnes & Noble.
- Evaluated and analyzed retail sales and product line data, conducted sell-through and historical sales reporting for presentation to sales managers and customers.
- Communicated with buyers on all aspects of sales programs including program proposals, image recommendations, product availability, terms negotiation and progress updates.
- Represented the company at major sales presentations and national industry trade shows.
- Developed internal sales reporting process resulting in more efficient analysis and presentation of sales data.
- Enhanced customer presentations focusing on year-over-year accomplishments of sales goals.

Graphique de France, Woburn, MA

2001 - 2004

Sales Account Coordinator

- Worked with CEO to maintain and increase sales in major accounts including Tuesday Morning, HomeGoods, Century 21 Department Stores and Ross Stores.
- Independently generated over \$150,000 in sales.
- At request of company President, independently managed several major accounts: Papyrus, Museum of Fine Arts Boston and Mattel. Supported Sales Account Director to manage and maintain key accounts such as Borders, Target and Cost Plus.
- Created and distributed monthly national sales reporting to twelve sales representative groups throughout the US.
- Communicated with field sales reps and distributed new product release information.

Graphique de France, Woburn, MA

2000 - 2001

Publishing Assistant

Responsible for all correspondence with designers, photographers and artists who supplied art work for calendars and stationery. Trafficked artwork, photographs, printer's proofs between design, pre-press, and printing departments.

EDUCATION

Bachelor of Science, Business Administration,
University of Mary Washington (formerly Mary Washington College), Fredericksburg, VA

CERTIFICATIONS & AFFILIATIONS

Massachusetts Accredited Assessor (#1378)
International Association of Assessing Officers (IAAO) – Active Member 2017-present
Massachusetts Association of Assessing Officers (MAAO) – Active Member 2017-present
Middlesex County Assessors Association (MCAA) – Active Member 2017-present
Awarded MCAA Scholarship – 2018

TECHNICAL SKILLS

- | | | |
|---|------------------------------------|--------------|
| ▪ Microsoft 365 Office Suite
(Word, Excel, PowerPoint,
Outlook, Teams, Planner) | ▪ Patriot Properties AssessPro 5.0 | ▪ Pictometry |
| | ▪ MUNIS | ▪ NearMap |
| | ▪ PEOPLEGIS/Maps Online | |

VOLUNTEER EXPERIENCE**Rescuing Leftover Cuisine, New York, NY**

2021 - present

Volunteer Lead Rescuer

Lead volunteer events to transport food from 501(c)(3) organization's food donor partners to homeless shelters, soup kitchens, and other human service agencies in greater Boston area communities.

Melrose Education Foundation, Melrose, MA

2019 - present

Board Member, Grants Committee Co-Chair

Reviewed, qualified and determined grants which support the Educators and Students of the Melrose Public Schools.

Hoover Elementary School, Melrose, MA

2017 - 2019

PTO Treasurer

Developed, maintained and balanced the PTO budget, collected and deposited fundraising money, disbursed funds for purchases and reimbursements, tracked income and expenses, prepared monthly and annual financial reporting to parent PTO organization, and maintained and submitted records for annual audits.



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: City Council
Cc: Mayor Brodeur
From: Polina Latta, Human Resources Director
Re: Chief Assessor Recruiting Process
Date: July 27, 2021

The City Council has requested that the Human Resources Department provides an overview of the recruiting process for positions that need to be confirmed by the Council. Below I have outlined the recruiting process for the Chief Assessor.

- The HR Department used broad and diverse recruiting strategy when recruiting for the Chief Assessor's position. We used the following sources:
 1. City wide e-mail
 2. City Employment site
 3. Mass Municipal Association (MMA)
 4. Mass Association of Assessing Officers
 5. AMARU
 6. NAACP Mystic Valley network
 7. LinkedIn
- The position was posted on May 20th and the deadline was June 4th, which is our typical 2 + week deadline. A total of three candidates applied (one internal and two external). We do not track demographics of candidates that early in the recruiting process.
- Patrick Dello Russo, City Auditor/CFO and I reviewed the resumes and only two candidates met the minimum qualifications, one of which was Sarah MacLellan. Concerning the process involving these two candidates:
 - I conducted an initial phone interview of the external candidate. The next step in the process would have been an interview with Patrick Dello Russo and the Board of Assessors. During my interview with the external candidate, he withdrew his application when he realized that his salary expectations were much higher than what the City of Melrose could offer.
 - Sarah has been employed by the City of Melrose since April of 2016, and in the Assessor's office as Assistant Assessor specifically since August of 2017. She came highly recommended by the

incumbent Chief Assessor, employed in this role since 2014, who helped her develop her assessment skills for this role, and also by the Board of Assessors who works closely with her on a regular basis. Patrick Dello Russo, who supervised Sarah directly prior to her position in the Assessor's office, and is well aware of her work ethic, dedication, professionalism, and overall caliber of qualifications spoke highly of Sarah and also highly recommended her. Given her institutional knowledge, that she has the required trainings and certificates this appears to be the natural next step in her career with the City of Melrose.

➤ Additional information considered:

- Market overview: when we advertised for the Chief Assessor's role there were several Assessor openings on MMA at the same time. From speaking with former Chief Assessor Chris Wilcock and with other communities, it became very evident that there is a shortage of Assessors in the Commonwealth of Massachusetts. I learned that it has taken other communities anywhere between 1-3 years to fill this role. The City of Melrose was fortunate to have a candidate like Sarah who is qualified, is already familiar with our community, and has been such a valued employee for so long. I have attached Sarah's cover letter and resume for your review.
- This year is a revaluation year for the City of Melrose, which takes place once every five years. It is a year of significant new growth for the City, and per our CFO, this is the only source of substantial tax revenue to fund our operating budget outside of Proposition 2 ½. Time was of the essence and we couldn't have this role vacant for too long.



Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4116

MEMORANDUM

TO: Members of the Melrose City Council
RE: In-person Early Voting authorization
DATE: 20 September 2021

A request and recommendation that the honorable City Council authorize in-person early voting for the November 2, 2021 Municipal Election in the City Council Chamber at Melrose City Hall, 562 Main Street, Melrose MA as follows:

- **Saturday, 23 October 2021 from 10am-2p**
- **Monday, 25 October 2021 from 9am-2pm**
- **Tuesday, 26 October 2021 from 9am-2pm**
- **Wednesday, 27 October 2021 from 9am-12 noon and from 4pm – 8pm**

In accordance with section (l) (i), (ii) and (iii) of Chapter 255 of the Acts of 2020, as amended by Chapter 5 of the Acts of 2021 and Chapter 29 of the Acts of 2021 providing as follows:

(L) NOTWITHSTANDING SECTION 25B OF CHAPTER 54 OF THE GENERAL LAWS OR ANY OTHER GENERAL OR SPECIAL LAW OR MUNICIPAL ORDINANCE TO THE CONTRARY, UPON A RECORDED AND PUBLIC VOTE BY THE SELECT BOARD, BOARD OF SELECTMEN, TOWN COUNCIL OR CITY COUNCIL AUTHORIZING EARLY IN-PERSON VOTING, ANY ELIGIBLE VOTER OF SUCH MUNICIPALITY MAY VOTE EARLY IN-PERSON FOR ANY REGULAR OR SPECIAL MUNICIPAL OR STATE PRELIMINARY, PRIMARY OR GENERAL ELECTION HELD ON OR BEFORE DECEMBER 15, 2021. SUCH VOTE MAY ONLY BE TAKEN AFTER A REQUEST FROM THE CITY OR TOWN CLERK OR AUTHORIZED LOCAL ELECTION OFFICIAL RECOMMENDING IN-PERSON EARLY VOTING AND PROVIDED THAT SUCH VOTE OCCURS NOT LESS THAN 5 BUSINESS DAYS PRIOR TO THE PROPOSED BEGINNING OF EARLY VOTING AND THAT SUCH EARLY IN-PERSON VOTING COMPLIES WITH THE FOLLOWING:

(I) A CITY OR TOWN, AS PART OF THE VOTE TO ALLOW EARLY VOTING IN-PERSON, MAY SET THE EARLY VOTING PERIOD TO BEGIN NO SOONER THAN 10 DAYS BEFORE THE ELECTION AND END NO LATER THAN THE BUSINESS DAY PRECEDING THE BUSINESS DAY BEFORE THE ELECTION.

(II) EARLY VOTING SHALL BE CONDUCTED DURING THE USUAL BUSINESS HOURS OF THE CITY OR TOWN CLERK UNLESS DIFFERENT HOURS ARE SET AS PART OF THE VOTE, INCLUDING ANY WEEKEND HOURS.

(III) THE CITY OR TOWN CLERK SHALL ESTABLISH AN EARLY VOTING SITE THAT IS CENTRALLY LOCATED, SUITABLE AND IN A CONVENIENT PUBLIC BUILDING. NOTICE OF THE EARLY VOTING LOCATION, DATES AND HOURS MUST BE POSTED AT LEAST 48 WEEKDAY HOURS BEFORE THE EARLY VOTING PERIOD BEGINS.

#

Attachment: 21.20.09 Early Voting request memo.KF (ORDER-2022-32 : Early voting - municipal election November 2021)



CITY OF MELROSE

In City Council

3.3.a

AN ORDER Calling City Election, Tuesday, November 2, 2021

Offered by Councilor Leila Migliorelli, Finance Chair

BE IT ORDERED that, acting under the provisions of *sections 63 and 64, of Chapter 54 of the Massachusetts General Laws*, said, City Election is hereby called to be held in accordance with the following warrant:

NOTICE OF ELECTION CITY OF MELROSE

The voters of the City of Melrose, qualified and as directed by law, to vote in the City Election, are hereby notified to assemble for voting on ***Tuesday, the second day of November 2021***, from seven o'clock a.m. until eight o'clock pm, to give their ballots for candidates to be voted upon and elected as follows:

For city officials to hold office on the *first Monday after the first Tuesday* in January 2022 as follows according to Article 2 of the Melrose City Charter:

- ***A City Council consisting of eleven members for terms of two years*** - one member from each ward to be elected by and from the qualified voters of such wards, and four members at large to be elected by the qualified voters of the entire city;
- A School Committee consisting of seven members: three (3) school committee candidates receiving the highest number of votes shall be declared elected by and from the qualified voters of the entire city, ***the terms of office shall be so arranged that three (3) such terms are to be filled at each biennial election.***

WARD/PRECINCT

SINGLE POLLING LOCATION

1:1 ROOSEVELT SCHOOL	Melrose Veteran's Memorial Gymnasium	360 Lynn Fells Parkway [Enter at Melrose St.]
1:2 STEELE HOUSE	Melrose Veteran's Memorial Gymnasium	360 Lynn Fells Parkway [Enter at Melrose St.]
2:1 HORACE MANN SCHOOL	Melrose Veteran's Memorial Gymnasium	360 Lynn Fells Parkway [Enter at Melrose St.]
2:2 HORACE MANN SCHOOL	Melrose Veteran's Memorial Gymnasium	360 Lynn Fells Parkway [Enter at Melrose St.]
3:1 BEEBE SCHOOL	Melrose Veteran's Memorial Gymnasium	360 Lynn Fells Parkway [Enter at Melrose St.]
3:2 BEEBE SCHOOL	Melrose Veteran's Memorial Gymnasium	360 Lynn Fells Parkway [Enter at Melrose St.]
4:1 CITY HALL	Melrose Veteran's Memorial Gymnasium	360 Lynn Fells Parkway [Enter at Melrose St.]
4:2 WINTHROP SCHOOL	Melrose Veteran's Memorial Gymnasium	360 Lynn Fells Parkway [Enter at Melrose St.]
5:1 LINCOLN SCHOOL	Melrose Veteran's Memorial Gymnasium	360 Lynn Fells Parkway [Enter at Melrose St.]
5:2 LINCOLN SCHOOL	Melrose Veteran's Memorial Gymnasium	360 Lynn Fells Parkway [Enter at Melrose St.]
6:1 CITY HALL	Melrose Veteran's Memorial Gymnasium	360 Lynn Fells Parkway [Enter at Melrose St.]
6:2 WINTHROP SCHOOL	Melrose Veteran's Memorial Gymnasium	360 Lynn Fells Parkway [Enter at Melrose St.]
7:1 HOOVER SCHOOL	Melrose Veteran's Memorial Gymnasium	360 Lynn Fells Parkway [Enter at Melrose St.]
7:2 HOOVER SCHOOL	Melrose Veteran's Memorial Gymnasium	360 Lynn Fells Parkway [Enter at Melrose St.]

All to be voted for on one ballot.