



**CITY OF MELROSE**  
**HEALTH, EDUCATION & WELFARE COMMITTEE**  
**AGENDA • JUNE 13, 2022**

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

7:00 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**

|                     |                       |
|---------------------|-----------------------|
| Jack Eccles         | Chair                 |
| Manjula Karamcheti  | Vice Chair            |
| Shawn M. MacMaster  |                       |
| Robb Stewart        |                       |
| Ryan Williams       |                       |
| Christopher Cinella | President, ex officio |

## **II. PUBLIC COMMENT**

Remote Link for Public Comment:

<https://cityofmelrose.webex.com/cityofmelrose/onstage/g.php?MTID=ecc4a0df88bd2879947cb16d785bd09c6>

## **III. ORDERS**

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

*Offered by:* Mayor Paul Brodeur

*From:* City Council

ASSIGNED TO COMMITTEE

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

*Offered by:* Mayor Paul Brodeur

*From:* City Council

ASSIGNED TO COMMITTEE

## **IV. ADJOURNMENT**

## Janet M. Nevin

415 East Foster Street, Melrose, MA 02176

- Objective:** Seeking a position in a dynamic and collaborative environment, where my experience and talents will contribute to the growth and success of the organization.
- Skills:** Flexible, resourceful, detail oriented, with exceptional communication skills. Focused, dependable, a solid team player and consensus-builder. Proven expertise in writing, editing and proofreading, as well as experience with grant administration support.
- Education:** University of Vermont  
Mass Communications & Theater Major
- Professional:** **SDM Foundation Associate**  
Worked as a team member to provide administrative and marketing support for a non-profit focused on teaching people to use technology to enrich their lives. Our services were tailored to individual needs and were available free of charge. Responsibilities included the overall customer experience and community outreach. Also set-up the monthly Shop Talks Speaker Series with local experts on a variety of technical topics. Assisted with scheduling and publishing monthly newsletters.
- City of Melrose | Health Department Grant Administrator**  
Provided administrative support to Melrose Substance Abuse Prevention Coalition. Assisted with production and dissemination of all Coalition materials, including Annual Report, meeting minutes and press releases. Coordinated staffing for off-site events. Worked from grant inception to build relationships with community groups, schools, police and local businesses in support of Coalition mission.
- Continental Cablevision, Inc. Office Manager and Executive Assistant to the Chairman & CEO**  
Hired, trained and managed office staff, maintained office systems and acted as liaison to corporate vendors through office relocation process; represented company at corporate sponsored events.
- Volunteer / Community Development:** **The Bridge | A School/Community Partnership Former Board Member and Bee Committee Member**  
Developed policies and goals for organization and represented Board at community and school district events; assisted with planning yearly fundraiser as member of raffle committee.
- Melrose Alliance Against Violence Supporter and Current Walk Committee Member**  
Assist in planning annual walk for an organization whose mission is to raise community awareness of domestic and teen dating violence and to promote programs to reduce violence and encourage healthy relationships.
- Community Coalition of Melrose Former Member**  
Served as community representative for group comprised of local businesses and organizations, which was formed to promote quality of life within Melrose.
- Common Ground Teen Center Founding Member & Former Volunteer**  
In response to community need, helped to establish drop-in center for community youth. Assisted with strategic planning, staffing and fundraising.
- Volunteer:** **Melrose Schools** – Former volunteer at a variety of levels, most recently in the community reading program  
**Meals on Wheels Program** – Former delivery team member  
**Melrose Parent Workshop** – Former member – developed and co-chaired parent & community speaker series.  
**The Food Drive, Melrose** – Current volunteer
- Award:** **City of Melrose** – Volunteer of the Year - 2007



Paul Brodeur  
Mayor

## CITY OF MELROSE

### OFFICE OF THE MAYOR

Milano Center  
201 West Foster Street  
Melrose, MA 02176  
Telephone - 781-979-4186  
Fax - 781-979-4509

### MEMORANDUM

To: Melrose City Council  
From: Mayor Paul Brodeur  
Re: Council on Aging Board Appointment  
Date: May 31, 2022

I respectfully request the Honorable City Council confirm the appointment of Janet Nevin, of 415 East Foster Street, to the City of Melrose Council on Aging Board, for a one-year term, said term to expire the last day of February 2023. Nevin's appointment would replace Sue Doherty Fernandez's position on the board, whose term would expire on the last day of February of 2023, and who has elected to step down.

With an extensive background in event planning, community outreach, and administrative support, as well as noteworthy volunteerism, it is my strong recommendation that Janet Nevin be appointed to the Melrose Council on Aging Board. Nevin's track record of capably collaborating with individuals and community groups to ensure events are successful achieved would provide the board with the event planning support and skills they need to continue to make progress for our older adults.

Finally, as Nevin has been previously named the City of Melrose Volunteer of the Year (2007) and currently volunteers with The Food Drive in Melrose, I have completely confidence that she would above and beyond to ensure our older adults live within our community with dignity and with access to the services and resources they need to thrive.

Thank you for your consideration.

Attachment: v4MEMO\_Janet\_Nevin (ORDER-2022-139 : Appointment of Janet Nevin to the Council on Aging)

# KRISTIN B. THORP

77 Wentworth Rd Melrose, MA 02176 | [REDACTED]

## OBJECTIVE

In a highly focused manner, I am interested in using my business and technical experience in a volunteer position. The Melrose Council on Aging works closely with SDM Foundation, and the opportunity to build on that relationship is of interest to me.

## EXPERIENCE

- |                       |                                                                                                                                                                                                                          |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2016 - Present</b> | <p>Executive Director, <i>SDM Foundation, Inc</i></p> <ul style="list-style-type: none"> <li>• Created, direct and manage the foundation based on the mission of helping non-technical people use technology.</li> </ul> |
| <b>1988 - 2016</b>    | <p>Self employed</p> <ul style="list-style-type: none"> <li>• Software development field focusing on making complex software easier for non-technical people to use.</li> </ul>                                          |

## EDUCATION

- |                    |                                                                             |
|--------------------|-----------------------------------------------------------------------------|
| <b>1976 - 1980</b> | BS Business Administration, Minneapolis, MN, <i>University of Minnesota</i> |
|--------------------|-----------------------------------------------------------------------------|

## SKILLS AND ABILITIES

Extremely organized and focused  
 Excellent interpersonal skills  
 Strong business skills  
 Knowledgeable in many areas of technology

## LEADERSHIP

2021 - Present Board of Directors Farm Direct Coop, 2022 President  
 2021 – Present Board of Directors Melrose Chamber of Commerce  
 2004 – 2015 Melrose School Committee

Stacey A. Minchello  
Executive Director



781 665-4304  
sminchello@cityofmelrose.org

**May 25, 2022**

Honorable Mayor, Paul Brodeur  
562 Main Street  
Melrose, MA 02176

**Dear Mayor,**

On behalf of the Melrose Council on Aging Board, please accept this recommendation to appoint Kristin Thorp to the Melrose Council on Aging Board. Kristin brings a long history of volunteering in many Melrose capacities and an immense portfolio of skills and experience that align with the Council's strategic plan and initiatives.

Thank you for your consideration.

Please feel free to contact me if you have any questions.

Sincerely,

**Stacey A. Minchello**

235 West Foster Street Melrose, Massachusetts 02176

Attachment: KThorp Recommendation (ORDER-2022-140 : Appointment of Kristin Thorp to the Council on Aging)



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: Council on Aging Board Appointment  
Date: May 31, 2022

I respectfully request the Honorable City Council confirm the appointment of Kristin Thorp, of 77 Wentworth Road, to the City of Melrose Council on Aging Board, for a three-year term, said term to expire the last day of February 2025. Thorp's appointment would fill a vacancy.

In addition to Thorp's volunteer experiences, which include over a decade serving on the Melrose School Committee, she has dedicated her career to making online information and technology more accessible to all, including older adults who live in Melrose. Her role as the Executive Director of the Melrose-based SDM Foundation has provided her with the opportunity to work closely with the Melrose Council on Aging. Through this partnership, she has helped older adults adapt to our technologically advanced world, and have equal access to the opportunities, resources, and information that is available to them online.

I am assured that Thorp's appointment will further both her mission to support technology literacy, and the mission of the Council on Aging to help our older adults live with dignity in our community. Thank you for your consideration.

Attachment: Kthorp\_memo\_v4 (ORDER-2022-140 : Appointment of Kristin Thorp to the Council on Aging)