



**CITY OF MELROSE**  
**PUBLIC SERVICE COMMITTEE**  
**AGENDA • APRIL 10, 2023**

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

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7:30 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

Robb Stewart	Chair
Christopher Cinella	Vice Chair
Mark Garipay	
Manjula Karamcheti	
Shawn M. MacMaster	
Jen Grigoraitis	President, Ex Officio

## II. PUBLIC COMMENT

Remote Link for Public Comment:  
<https://cityofmelrose-org.zoom.us/j/99081483447>

Meeting ID:  
990 8148 3447

## III. APPOINTMENTS/REAPPOINTMENTS

1. **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.

*From:* City Council

ASSIGN TO COMMITTEE

2. **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.

*From:* City Council

ASSIGN TO COMMITTEE

## **IV. ADJOURNMENT**

**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  
Director of Public Policy and Advocacy

July 2015 – present  
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  
Senior Account Executive, Washington /Boston  
Account Executive, Boston, MA

January 2012 – June 2012  
July 2008 – December 2011  
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**



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.