



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

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

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MEMORANDUM

Date: June 2, 2022

To: Mayor Paul Brodeur

From: Elena Proakis Ellis, Director of Public Works

cc: Patrick Dello Russo, CFO/Auditor
Julie Kukenberger, Superintendent
Leia DiLorenzo-Secor, Melrose Schools Business Manager
Jim Troup, Deputy Director Admin & Finance
Jay McNeil, DPW Facilities Manager
Denise Gaffey, OPCD Director

Subject: School Facility Capital Project – Free Cash Request

The Department of Public Works is hereby requesting \$150,000 in free cash to advance the design of upgrades to the Melrose High School bathrooms.

The high school bathrooms were built in 1974 and many have original fixtures. Upgrades are sorely needed to reflect the needs for separation of stalls, gender neutral bathrooms, accessibility, efficiency, and modernization. With over 1,000 people in the building daily, these bathrooms get constant use.

During the recent Capital Improvement Plan process, the high school bathroom renovations were ranked in the highest priority category (Group A). The project met the criteria of deteriorated facilities, systematic replacement, and equitable provision of services. The proposed \$150,000 allocation would fund final design and bidding of the bathroom renovation project. A future request would be made to fund the construction costs once the architect has developed a detailed construction cost estimate.

The DPW has worked closely with the school department to identify and prioritize facility needs, and this project is a high need that requires this design phase before any further work can be advanced. The first step in the process would be putting out a Request for Qualifications to hire a qualified design firm to perform this final design, cost estimating, and bidding of the project.

Thank you for your consideration of this request.