

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES
DEPARTMENT OF VETERANS' SERVICES
600 WASHINGTON STREET, 7th Floor, BOSTON, MASSACHUSETTS 02111
TEL: (617) 210-5480 FAX: (617) 210-5755 TTY: (617) 210-5883
WWW.MASS.GOV/VETERANS

DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

JOHN W. POLANOWICZ
SECRETARY, EOHHS

COLEMAN NEE
SECRETARY, DVS

November 18, 2013

City of Melrose
c/o Robert J. Dolan
Mayor
562 Main Street
Melrose, MA 02176

Town of Wakefield
c/o Stephen J Maio
Town Administrator
1 Lafayette Street
Wakefield, MA 01880

Town of Saugus
c/o Scott Crabtree
Town Manager
298 Central Street
Saugus, MA. 01906

Gentlemen:

On September 17, 2012 I issued to the City of Melrose and the Towns of Saugus and Wakefield my conditional approval as the Secretary of the Department of Veterans' Services (DVS) for formation, establishment and operation of the Melrose Wakefield Saugus (MWS) Veterans' Services District for a period of one year. This initial, one-year approval was conditioned upon MWS Veterans' Services District demonstrating to DVS that the district would adhere to applicable legal requirements, meet DVS's uniform standards, and demonstrate that sufficient veterans' benefits and services provided adequately to veterans and their eligible dependents residing in the four towns that comprise the district.

DVS's ongoing examination and review of the operations of MWS Veterans' Services District to date show, by and large, that the district has been adhering to the legal requirements for veterans' services districts, has been meeting DVS's uniform standards, and has been and continues to demonstrate that sufficient veterans' benefits and services are being provided adequately to veterans and their eligible dependents residing in the City of Melrose and the Towns of Saugus and Wakefield.

On October 4, 2013 DVS received MWS Veterans' Services District re-application for continued operation of a veterans' services district for the City Melrose and the towns of Saugus and Wakefield. DVS has completed its sufficiency review of the re-application. MWS Veterans' Services District hereby is granted my approval for a period of two years commencing on September 17, 2013, to operate the MWS Services District under the terms presented in its initial application and re-application, and in compliance with all applicable laws, regulations, and directives of DVS.

City of Melrose
c/o Robert J. Dolan , Mayor
Town of Wakefield
c/o Stephen J. Maio, Town Administrator
Town of Saugus
Scott Crabtree, Town Manager
November 18, 2013
Page Two

This approval is effective for two years and shall expire on September 17, 2015. If you wish to continue to operate the MWS Veterans' Services District after this expiration date, then you should submit your re-application for continued veterans' services district status not later than 30 days prior to the expiration date.

Congratulations, again! My staff and I look forward to continuing the work with you and your team to provide the nation's best veterans' benefits and services to Massachusetts veterans and their families.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Coleman Nee', written in a cursive style.

Coleman Nee



CITY OF MELROSE

Veteran Services Department

Ryan M. McLane
Veteran Services District Director
rmclane@cityofmelrose.org

Telephone - (781) 979-4186
Fax - (781) 979-4509

08OCT2013

Commonwealth of Massachusetts Department of
Veterans' Services 600 Washington Street, 7th
Floor Boston, MA 02111
Attn: Compliance Officer

RE: Application for Approval of a Veterans' Services District

Dear Mr. Makrinikolas:

Please be advised that the City and or towns of Melrose, Wakefield and Saugus wish to reapply for approved status of an existing Veterans' Services District pursuant to M.G.L. c. 115 §§10, 11 and 14; 108 CMR 12:00, and 1972 Mass. Acts c. 471 §§ 1-3, *et seq.*

Here is the information that was required according to the April 2011 publication "A Guide for Establishing Veterans' Services District under Chapter 115":

District Name

Melrose-Wakefield-Saugus Veteran Services District

Municipality Populations:

Melrose:	26983
Saugus:	26628
Wakefield:	24932
Total:	78543

District Position Titles:

District Director
District Veteran Services Officer
Veteran Assistants

Number of Full-time Positions Required by Chapter 115

Director:	1
Full-Time VSO:	1
Full-Time Clerical:	2*

** District has three part-time admins (18M:18W:16S) unique to each municipality to meet requirement*

** Total staffing hours for the district is 122 hours.*

Office Locations

Director: 562 Main Street, Melrose MA. 02176
VSO: 298 Central Street, Saugus, MA. 01906
VSO: 30 Converse Street, Wakefield MA 01880

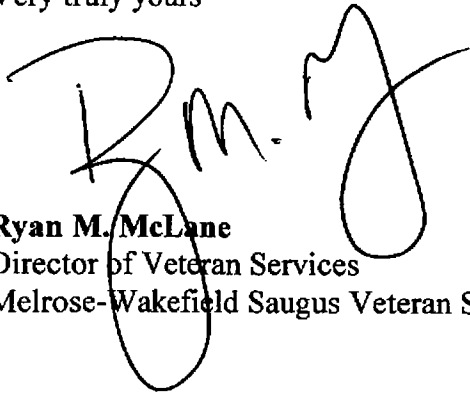
Hours of Operation

All three offices are open to the public for no less than 35 hours per week (Monday-Friday) except in instances of vacation, sickness, holiday or unexpected circumstances. The veteran assistants cover office hours, phone and basic assistance questions when the VSO is conducting outreach or is in another community. Both the Director and the District VSO cover office hours to the best of their ability during excused absences and moderate-to-severe "need" cases are referred throughout the district to ensure immediate response.

District Data

Attached is internal data from the District Director. We track expenditures, office contacts and unreimbursed funds for reports to the various boards and administrators that comprise this district. Data reporting continues to get refined as the district matures; however, these represent best estimates and are used to increase efficiency and service delivery. Although we tracked individual municipality numbers in FY2013, we are now tracking FY2014 individually and as a district. Please note DVS expectation numbers from internal DVS reports on expected client loads and expended funds based on like-community comparisons.

Very truly yours



Ryan M. McLane
Director of Veteran Services
Melrose-Wakefield Saugus Veteran Services District

