



City of Melrose
City Council
Regular Meeting

Monday, April 6, 2026, 7:45 PM
City Council Chamber, 1st Floor
562 Main Street, Melrose, MA 02176

AGENDA

NOTE:

To watch this meeting live visit mmtv3.org or local cable station MMTV (Channels 3, 15, 22 on Comcast or Channels 37, 38, 39 on Verizon)

Some Board and Commission meetings meet via zoom. Information on how to enable closed captioning for online commission meetings can be found by clicking [here](#).

I. CALL TO ORDER

Jason Chen
Cal Finocchiaro
Maya Jamaledine
Manjula Karamcheti
Elizabeth Kowal
John Obremski
Christopher Park
Devin Romanul
Kimberly Vandiver
Ryan Williams
Brad Freeman, President

Pledge of Allegiance

II. MINUTES APPROVAL

A. City Council Regular Meeting March 16, 2026 7:45 PM

III. PUBLIC COMMENT

When: Apr 6, 2026 07:45 PM Eastern Time (US and Canada)
Topic: City Council Meeting

Join from PC, Mac, iPad, or Android:

<https://cityofmelrose->

[org.zoom.us/j/96234665160?pwd=c7qqlaDjP5Dw7gvpWlvPUA5l8mGO9H.1](https://cityofmelrose-org.zoom.us/j/96234665160?pwd=c7qqlaDjP5Dw7gvpWlvPUA5l8mGO9H.1)

Passcode:508869

Webinar ID: 962 3466 5160

IV. COMMUNICATIONS FROM THE HONORABLE MAYOR & OTHER CITY OFFICIALS

V. NEW BUSINESS

A. Filings by the Honorable Mayor

i. Orders

- 1. **(ID # 2026-774):** That the City Council authorize the Mayor to enter into an Intermunicipal Agreement (IMA) for establishing a regional Animal Control Officer position in partnership with the Towns of Wakefield and Stoneham.

B. Filings by members of the Honorable City Council

C. Grants

- i. **(ID # 2026-773):** Acceptance of a FY26 Firefighter Safety Equipment Grant in the amount of \$12,375.87
- ii. **(ID # 2026-775):** Acceptance of a Climate Leaders Technical Assistance Grant in the amount of \$139,000

D. Orders

- i. **(ID # 2026-749):** Informational order - Affordable Housing Trust Fund Board Update

VI. PUBLIC HEARING-NATIONAL GRID PETITIONS

A. Petitions

- i. **(ID # 2026-628):** NO# 31257578 National Grid to install a JO Pole on 357 Porter Street close to Orchard Lane and Porter St

VII. UNFINISHED BUSINESS

A. Appointments/Reappointments

- i. **(ID # 2026-308):** Reappointment of Charlie McCabe, 14 Orient Avenue, Melrose to the Conservation Commission for a term of three years, said term to end the last day of February 2029.
- ii. **(ID # 2026-448):** Reappointment of Jason Jancaitis, 16 Tappan Street, to the Melrose Conservation Commission for a three-year term, said term to expire on the last day of February 2029.
- iii. **(ID # 2026-380):** Reappointment of Ellen Cobau, 79 Otis Street, Melrose to the Melrose Council on Aging for a three-year term, said term to expire on the last day of February 2029.
- iv. **(ID # 2026-355):** Reappointment of Joe Viola, 134 Howard Street, Melrose MA to the Affordable Housing Trust Fund, for a term of one year, said term set to expire on the last day of January, 2027.

- v. **(ID # 2026-356):** Reappointment of Cathy Gulino, 25 Apple Hill Road, to the Melrose Board of Assessors for a three-year term set to expire on the last day of February 2029.
- vi. **(ID # 2026-454):** Reappointment of Tim Bailey, 62 Glen St., to the Planning Board for a five-year term; said term to expire on the last day of February 2031.
- vii. **(ID # 2026-354):** Reappointment of Cathie Mercier, 466 Pleasant Street, to the Melrose Library Board of Trustees for a three-year term, said term to expire the last day of February 2029.

B. Appropriations

- i. **(ID # 2026-612):** An Appropriation from Free Cash (account 01-324001) in the amount of \$20,020 to the Elections Department (#162) for upgrades to Poll Pads and Printer.
- ii. **(ID # 2026-614):** An Appropriation from Free Cash (account 01-324001) in the amount of \$50,000 to the Melrose Cultural Council (#2543) for the purposes of grant funding for arts and cultural events and programs in Melrose.
- iii. **(ID # 2026-615):** An Appropriation from Free Cash (account 01-324001) in the amount of \$25,000 to the Mayor's Office (#121) to support Chamber and City events.

C. Licenses

- i. **(ID # 2026-629):** Annual renewal of Gasoline and Fuel Storage for 2026
- ii. **(ID # 2026-630):** Annual Renewal of Junk Dealer and Second Hand Dealer
- iii. **(ID # 2026-175):** Set a Public Hearing to discuss the Motor Vehicle Class I and II license for Cesar Cars Auto Sales Corp d/b/a Melrose Auto Gallery

D. Orders

- i. **(ID # 2026-616):** An order to define the Veteran Volunteer Tax Work Off Program established by the Melrose Board of Alderman in 2012, including a description of the program, eligibility requirements and necessary application documents.
- ii. **(ID # 2026-618):** Acceptance of donations totaling \$500,000 from the Friends of the Melrose Public Library and the Trustees of the Melrose Public Library.

E. Ordinances

- i. **(ID # 2026-447):** Amending Melrose Revised Ordinance 93-6 Leashing Requirements to Provide Exceptions for K-9 dogs and Service Animals.

- ii. **(ID # 2026-475):** That the Melrose City Council vote to dissolve the Melrose Redevelopment Authority
- iii. **(ID # 2026-611):** That the City of Melrose accept the paragraph of Section 12 of M.G.L. chapter 138 that any common victualler, who also holds a license to sell wine and malt beverages may, upon written approval by the Melrose Liquor Licensing Commission, also be allowed to sell liqueurs and cordials.
- iv. **(ID # 2026-617):** Requesting an increase to the exemption amount of the Veterans Tax Work Off Program abatement from \$1,000 per year to \$1,500 per year, as authorized by Chapter 59, Section 5K of the Massachusetts General Laws.
- v. **(ID # 2026-632):** Amend the language of the Mobile Food Vendor Article III of Chapter 127 of City of Melrose Ordinance remove the requirement of public hearing prior to license issuance.

VIII. REPORTS FROM COMMITTEES

IX. EXPIRIES

X. RULE 36 REPORTS

- A. Update from Councilor Vandiver regarding Traffic Commission meeting held in March 2026

XI. CITY COUNCILOR UPDATES

XII. ADJOURNMENT

The City of Melrose does not discriminate based on disability and is committed to hosting accessible meetings and events. Individuals with disabilities who need auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures, in order to access the programs and activities of the City of Melrose or to attend meetings, should contact the City's ADA Coordinator, Polina Latta platta@cityofmelrose.org.



CITY OF MELROSE

HEALTH DEPARTMENT

Board of Health

Frank Brincheiro, MD
Lillian Kelly R.N.
Carol Ann Licitra, L.M.H.C.

Health Director

Anthony Chui, MPH

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781)979-4130
health@cityofmelrose.org

To: Members of the Melrose City Council
From: Melrose Health Department
Subject: Proposal for a Regional Animal Control Officer Position
Date: April 1, 2026

The Melrose Health Department requests the City Council's support for establishing a regional Animal Control Officer position in partnership with the Towns of Wakefield and Stoneham. This proposal builds on the existing Intermunicipal Agreement, through which the three communities already share several public health positions. The success of that collaboration demonstrates the value of coordinated regional services and provides a framework for expanding our shared capacity.

Animal control needs across the region have grown in both volume and complexity. Incidents involving domestic animals and community education require a consistent approach. Currently, each municipality manages these responsibilities independently, which can lead to gaps in coverage, uneven enforcement, and limited ability to provide proactive outreach to residents. A regional Animal Control Officer would allow the three communities to respond more effectively to these challenges.

This shared position would strengthen public health and safety by ensuring timely responses to domestic animal-related incidents. It would also promote consistent enforcement of regulations such as licensing, vaccination compliance, and leash laws, while expanding our capacity to educate residents on responsible pet ownership and the prevention of zoonotic diseases. By distributing the cost of the position across three municipalities, the regional model offers a cost-effective approach that enhances service quality without duplicating resources.

Given the success of the current Intermunicipal Agreement, the addition of a regional Animal Control Officer can be implemented efficiently within the existing administrative structure. A regional Animal Control Officer represents a strategic investment in public health, community safety, and intermunicipal cooperation.

Sincerely,

Anthony Chui
Regional Health and Human Services Director
achui@cityofmelrose.org
(781) 979-4130

AGREEMENT

THIS AGREEMENT dated as of this 1st day of May, 2026 (this "Agreement") between the City of Melrose, a Massachusetts municipal corporation having a usual place of business at 562 Main Street, Melrose, Massachusetts 02176, acting by and through its Mayor, the Honorable Jennifer Grigoraitis ("Melrose"), the Town of Wakefield, a Massachusetts municipal corporation having a usual place of business at the William J. Lee Memorial Town Hall, One Lafayette Street, Wakefield, Massachusetts 01880, acting by and through its Town Council ("Wakefield"), and the Town of Stoneham, a Massachusetts municipal corporation having a usual place of business at 35 Central Street, Stoneham, Massachusetts 02180, acting by and through its Select Board ("Stoneham").

WITNESSETH THAT:

WHEREAS, Melrose, Stoneham, and Wakefield have determined that they share a need for animal control services; and

WHEREAS, Melrose, Stoneham and Wakefield have determined that sharing of the benefits and costs of those services would be beneficial to each municipality; and

WHEREAS, each of the parties has obtained authority to enter into this Agreement pursuant to G.L. c. 40, s 4A;

WHEREAS, this Agreement shall provide for the terms, conditions, and liabilities of the parties with respect to these services, including, but not limited to terms of cooperation and obligations of each municipality relative to cost of benefits, operating costs, and

NOW, THEREFORE, in consideration of the premises set forth above and for other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree under seal as follows:

1. **Animal Control Services.** During the term of this Agreement, Melrose, Stoneham, and Wakefield shall assume their respective shares of the costs associated with a shared Animal Control Services ("ACS"), which encompasses the full range of animal control, inspection, enforcement, public health, and emergency response duties as authorized under applicable state laws, city ordinances, and regulations, including M.G.L. Chapter 129, and as otherwise detailed in Exhibit A. Notwithstanding any other provision of this Agreement to the contrary, Melrose, Stoneham, and Wakefield shall maintain separate Animal Control Boards (or other public body having the same or similar functions) which shall be vested with the authority for setting policy within their respective communities.
2. **Term.** The term of this Agreement shall commence on May 1, 2026, and shall expire on June 30, 2029, unless earlier terminated as set forth herein. The parties shall review their contractual relationship every 12 months, the terms of which are set forth herein, to ensure that this Agreement continues to satisfy the needs and objectives of each municipality.
3. **Identity of Animal Control Services.** The parties shall share equally the services and costs of the position of Animal Control Officer/Inspector, or a successor hired through the standard personnel practices of Melrose in coordination and consultation with Stoneham and Wakefield.

4. **Compensation.** Melrose shall pay the Animal Control Officer/Inspector pursuant to this Agreement and in accordance with the terms set forth in Exhibit A hereto, as the same may be revised from time to time. Stoneham and Wakefield shall contribute their respective share of the Melrose Health and Human Services Department costs by paying to Melrose a variable sum, as required by the terms and conditions of this Agreement and as set forth on Exhibit A hereto and as may be amended from time to time, per fiscal quarter during the Term, each payment to be due and payable within fifteen (15) days after the commencement of such fiscal quarter (i.e., after 7/1, 10/1, 1/1 and 4/1). Melrose shall adjust the compensation it pays the Animal Control Officer/Inspector as it may be required to do in accordance with standard personnel practices, which impact upon the Health and Human Services Department Staff and shall give prompt written notice to Stoneham and Wakefield of any such adjustment. Stoneham and Wakefield shall adjust their quarterly payments accordingly.
5. **Retirement, Workers Compensation, Unemployment Insurance, Health, and Life Insurance Benefits.** The Animal Control Officer/Inspector will remain member of the Melrose Contributory Retirement System. Upon their retirement, Stoneham and Wakefield will be assessed a share of the cost of pension plans reflecting any concurrent time an employee spent working for Stoneham and Wakefield hereunder pursuant to applicable Massachusetts General Laws. At the end of each fiscal year, Stoneham and Wakefield shall reimburse Melrose for its workers' compensation and unemployment insurance costs associated with the employment of the Animal Control Officer/Inspector, such reimbursement to be equal to the product of Stoneham's and Wakefield's contribution to the Animal Control Officer/Inspector's salaries during such year multiplied by the rate paid by Melrose for workers' compensation insurance and unemployment insurance for the Animal Control Officer/Inspector for such year. Stoneham and Wakefield shall also reimburse Melrose for its health and life insurance costs associated with the Animal Control Officer/Inspector, said reimbursement to be equal to the proportion of Stoneham's and Wakefield's contribution to the Animal Control Officer/Inspector salary.
6. **Duties.** The Animal Control Officer/Inspector shall perform the duties as required by the respective local laws and regulations of Melrose, Stoneham, and Wakefield. The Animal Control Officer/Inspector shall also enforce the regulations set forth under M.G.L. 129, 140, 272, Acts of 2012, and all other laws adopted by the Commonwealth of Massachusetts.
7. **Car.** Melrose shall reimburse the Animal Control Officer/Inspector for any mileage used during the performance of duties in Melrose, Stoneham, and Wakefield. However, as part of the quarterly payment as set forth in Paragraph 4 above, Stoneham and Wakefield shall pay Melrose for those miles incurred for any services performed by the Health and Human Services Department Director and shared staff on behalf of Stoneham and Wakefield, respectively. All mileage reimbursement shall be paid at the rate then governing in Melrose.
8. **Indemnification.** Notwithstanding the final sentence of G.L. c. 40, s 4A, each of Stoneham and Wakefield shall indemnify and hold harmless Melrose and each and all of its officials, officers, employees, agents, servants and representatives (the "Indemnities") from and against any claim arising from or in connection with the performance by the Animal Control Officer/Inspector of their duties in or for such community including, without limitation, any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission or

intentional misconduct by the Animal Control Officer/Inspector while in or performing services for such community. Such indemnification shall include, without limitation, current payment of all costs of defense (including reasonable attorney's fees, expert witness fees, court costs and related expenses) as and when such costs become due and the amounts of any judgments, awards and/or settlements, provided that (a) Stoneham or Wakefield as the case may be, shall have the right to select counsel to defend against such claims, such counsel to be reasonably acceptable to Melrose and its insurer, if any, and to approve or reject any settlement with respect to which indemnification is sought, (b) the Indemnities shall cooperate with Stoneham or Wakefield, as the case may be, in all reasonable respects in connection with such defense, and (c) Stoneham or Wakefield, as the case may be, shall not be responsible to pay any judgment, award or settlement to the extent occasioned by the negligence or intentional misconduct of any of the Indemnities other than the Animal Control Officer/Inspector. For the avoidance of doubt, the indemnification contemplated here shall not be the joint obligation of Stoneham and Wakefield; rather, Stoneham's obligation shall be limited to those claims arising from acts within Stoneham and Wakefield's obligation shall be limited to those claims arising from acts within Wakefield.

9. **Termination.** This Agreement may be terminated by any party for any reason or no reason with sixty (60) days written notice to the other. No such termination shall affect any obligation of indemnification that may have arisen hereunder prior to such termination. The parties shall equitably adjust any payments made or due relating to the unexpired portion of the Term following such termination.
10. **Assignment.** Neither party shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of the others.
11. **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and this Agreement shall be construed and enforced as if such invalid, illegal or unenforceable provision were not contained herein.
12. **Waiver.** The obligations and conditions set forth in this Agreement may be waived only by a writing signed by the party waiving such obligation or condition. Forbearance or indulgence by a party shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that party under this Agreement or applicable law. No waiver of any breach or default shall constitute or be deemed evidence of a waiver of any subsequent breach or default.
13. **Amendment.** This Agreement may be amended only by a writing signed by all parties duly authorized thereto.
14. **Governing Law.** This Agreement shall be construed in accordance with the substantive law of the Commonwealth of Massachusetts, without regard to the conflicts of law provisions thereof.
15. **Headings.** The paragraph headings herein are for convenience only, are not part of this Agreement and shall not affect the interpretation of this Agreement.

16. **Notices.** Any notice permitted or required hereunder to be given or served on any party by the other shall be in writing signed in the name of or on behalf of the party giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of and hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below.

a. To Melrose. Any notice to Melrose hereunder shall be delivered by hand or sent by registered or certified mail, return receipt requested, postage prepaid, to:

The Honorable Mayor Jennifer Grigoraitis
Melrose City Hall
562 Main Street
Melrose, Massachusetts 02176

or to such other address(es) as Melrose may designate in writing to Stoneham and Wakefield.

b. To Wakefield. Any notice to Wakefield hereunder shall be delivered by hand or sent by registered or certified mail, return receipt requested, postage prepaid, to:

Denise Casey
Town Administrator
William J. Lee Memorial Town Hall
One Lafayette Street
Wakefield, Massachusetts 01880

or to such other address(es) as Wakefield may designate in writing to Melrose and Stoneham.

c. To Stoneham. Any notice to Stoneham hereunder shall be delivered by hand or sent by registered or certified mail, return receipt requested, postage prepaid, to:

Dennis Sheehan
Town Administrator
Stoneham Town Hall
35 Central Street
Stoneham, MA 02180

or to such other address(es) as Stoneham may designate in writing to Melrose and Wakefield.

12. **Complete Agreement.** This Agreement constitutes the entire agreement among the parties concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the parties concerning the subject matter hereof. Each party acknowledges that it has not relied on any representations by the other party or by anyone acting or purporting to act for the other party or for whose actions the other party is responsible, other than the express, written presentations set forth herein.

13. **Financial Safeguards.** The Animal Control Officer shall maintain separate, accurate and comprehensive records of all services performed for each of the parties hereto. Melrose shall maintain accurate and comprehensive records of all costs incurred by or on account of the Animal Control Officer/Inspector, and all reimbursements and contributions received from Stoneham and Wakefield. On an annual basis, the parties' financial officers shall jointly review the accounts of the Animal Control Officer/Inspector for accounting consistency and reliability.

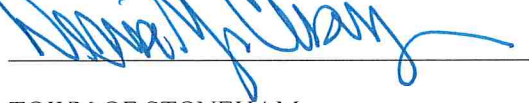
WITNESS OUR HANDS AND SEALS as of the first date written above.

CITY OF MELROSE

By its Mayor

TOWN OF WAKEFIELD

By its Town Administrator

A handwritten signature in blue ink, appearing to read "Marilyn Way", is written over a horizontal line.

TOWN OF STONEHAM

By its Town Administrator



FIRE DEPARTMENT

John J. White

Chief of Department

Fire Headquarters, 576 Main Street

Melrose, Massachusetts 02176

Telephone - (781) 979-4404

DATE: March 31, 2026

TO: City of Melrose – City Council

RE: FY26 Firefighter Safety Equipment Grant Award

Honorable Members of the City Council,

I am writing to inform you that the Melrose Fire Department has been awarded grant funding from the Executive Office of Public Safety & Security Department of Fire Services in the amount of **\$12,375.87**. The Department proposes utilizing these funds to support the purchase of critical life safety equipment, seven (7) self-contained breathing apparatus (SCBA) cylinders and three (3) multi-gas detection meters.

The seven SCBA cylinders will be utilized as spare bottles, allowing personnel to remain in immediately dangerous to life or health (IDLH) environments for longer durations by supporting rapid cylinder exchange during extended or consecutive fire incidents. This added capacity reduces operational delays and enhances firefighter safety by ensuring continuous and reliable air supply.

The multi-gas meters will be assigned to each frontline apparatus (*Ladder 1, Engine 2, and Engine 3*), ensuring that every responding unit is equipped with dependable equipment to monitor hazardous atmospheric conditions and support safe decision-making on scene.

This funding will allow the Department to improve equipment reliability, reduce the risk of in-service equipment failure, and strengthen the ability to safely and effectively respond to emergencies. The Department respectfully requests approval to proceed with the purchase of this equipment utilizing the awarded grant funds.

Thank you for your continued support of our personnel and the safety of our community.

Respectfully submitted,

John J. White
Chief of Department



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE BOSTON, MA 02133
(617) 725-4000

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

March 31, 2026

Chief John White
City of Melrose
576 Main Street
Melrose, MA 02176

Dear Chief White,

Congratulations! I am pleased to inform you that the Executive Office of Public Safety and Security and the Department of Fire Services (DFS) has awarded the City of Melrose Fire Department \$12,375.87 of funding for the Firefighter Safety Equipment Grant Program in State Fiscal Year 2026.

With each new challenge, the fire service in Massachusetts demonstrates its ability to adapt, overcome, and continue providing the excellent level of services that the citizens of the Commonwealth have come to expect. Please know how thankful I am for this, and how grateful I am to be able to provide your department with this important equipment.

The contract, terms and conditions, and other documents for this program will be provided to you by DFS. Please contact Tim Moore at DFS with any questions about this award at 978-567-3721 or Timothy.Moore@mass.gov for contract terms, conditions, and other award documents.
Sincerely,

A handwritten signature in blue ink that reads "M. T. Healey".

GOVERNOR MAURA T. HEALEY

A handwritten signature in blue ink that reads "Kim Driscoll".

LT. GOVERNOR KIMBERLEY DRISCOLL

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions](#), the [Commonwealth Terms and Conditions for Human and Social Services](#), or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access forms at macomptroller.org/forms or mass.gov/lists/osd-forms.

CONTRACTOR INFORMATION		COMMONWEALTH INFORMATION	
Contractor Legal Name City of Melrose		Department Department of Fire Services	Mosaic Department Code DFS
d/b/a		Contract Manager Name David Clemons	
Legal Address As entered on Form W-9 or Form W-4 562 Main St, Melrose, MA 02176		Business Mailing Address P.O. Box 1025, Stow, MA 01775	
Contract Manager Name Chief John White		Billing Address If Different N/A	
Phone 781-979-4403	Fax 781-662-2304	Phone 978-567-3179	Fax 978-567-3121
Email jwhite@cityofmelrose.org		Email David.Clemons@mass.gov	
Vendor Code VC6000192115		Mosaic Transaction ID(s) CT-DFS-1000-2026FFEGRANT00000000	
Vendor Code Address ID e.g. "AD001". AD001 Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.		RF/Procurement or Other ID Number BD-26-1021-DFS-DFS01-126740	
<input checked="" type="radio"/> NEW CONTRACT		<input type="radio"/> CONTRACT AMENDMENT	
Procurement or Exception Type (Check one option only)		Current Contract End Date PRIOR to Amendment	Amendment Amount Or Enter "No Change"
<input type="checkbox"/> Statewide Contract (OSD or an OSD-designated department.)		Amendment Type Check one option only. Attach details of amendment changes.	
<input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, and budget.)			
<input checked="" type="checkbox"/> Department Procurement - Includes all Grants 815 CMR 2.00 . (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.)			
<input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, and budget.)			
<input type="checkbox"/> Contract Employee (Attach Employee Status Form, scope, and budget.)			
<input type="checkbox"/> Interim Contract with new Contractor (Attach justification for Interim Contract and updated scope/budget.)			
<input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)			
<input type="checkbox"/> Amendment to Date, Scope, or Budget (Attach updated scope and budget.)		<input type="checkbox"/> Interim Contract with Current Contractor (Attach justification for Interim Contract and updated scope/budget.)	
<input type="checkbox"/> Contract Employee (Attach any updates to scope or budget.)			
<input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope/budget.)			
TERMS AND CONDITIONS			
The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding. Check ONE option:			
<input checked="" type="radio"/> Commonwealth Terms and Conditions	<input type="radio"/> Commonwealth Terms and Conditions for Human and Social Services	<input type="radio"/> Commonwealth IT Terms and Conditions	
COMPENSATION			
Check ONE option.			
The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 .			
<input type="radio"/> Rate Contract (No Maximum Obligation) . (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)			
<input checked="" type="radio"/> Maximum Obligation Contract . Total maximum obligation for total duration of this contract (or new total if contract is being amended): \$12,375.87			

Mosaic Transaction ID(s)

CT-DFS-1000-2026FFEGRANT00000000

PROMPT PAYMENT DISCOUNTS (PPD)

Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See [Prompt Pay Discounts Policy](#).
Contractors requesting accelerated payments must identify a PPD as follows:

Payment issued within: **10 days** 0% PPD.
 15 days 0% PPD.
 20 days 0% PPD.
 30 days 0% PPD.

If PPD percentages are left blank, identify reason:

Statutory/legal Ready Payments ([M.G.L. c. 29, § 23A](#)) Agree to standard 45-day cycle Only initial payment

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT

Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.
 This contract is for funds awarded through the Department of Fire Services' FY26 Firefighter Safety Equipment Grant, in accordance with the FY26 Firefighter Safety Equipment Grant Program Notice of Funding Opportunity, the contractor's FY26 Application, and the attached Contract Addendum. Funds for this program will be disbursed on a reimbursement basis only.

SUPPLIER DIVERSITY PROGRAM (SDP) PLAN

Does the Supplier Diversity Program apply?

YES If YES, the Contractor's annual SDP commitment for this Contract is
 NO If NO, and the department is an Executive Department, enter the appropriate exemption: Non-construction grants to public entities

ANTICIPATED START DATE (Complete ONE option only.)

The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

- 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.
- 2. may be incurred as of , **20**, a date **LATER** than the Effective Date below and **no** obligations have been incurred **prior** to the Effective Date.
- 3. were incurred as of , **20**, a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE

Contract performance shall terminate as of **June 30, 2026**, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS

Notwithstanding verbal or other representations by the parties, the "**Effective Date**" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in [801 CMR 21.07](#), incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR

Signature and date must be captured at time of signature.

Signature	Date
Print Name Jennifer Grigoraitis	Print Title Mayor

AUTHORIZING SIGNATURE FOR THE DEPARTMENT

Signature and date must be captured at time of signature.

Signature	Date
Print Name Jon M. Davine	Print Title State Fire Marshal

**Department of Fire Services and the City of Melrose
Contract Addendum for Discretionary Grant Agreement**

**FY26 Firefighter Safety Equipment Grant
Scope of Work and Budget**

Authorization: The Department of Fire Services (DFS) is authorized to administer discretionary FY26 Firefighter Safety Equipment grant funds in accordance with Line Item 8324-2000 of Section 2D of Chapter 151 of the Acts of 2020, Line Item 1100-2515 of Section 2 of Chapter 140 of the Acts of 2022, and 815 CMR 2.00.

Introduction: This entire agreement (the “Grant Agreement”) between the parties consists of the following documents: (1) the Commonwealth’s Standard Terms and Conditions; (2) the Commonwealth’s Standard Contract Form; (3) this Addendum; (4) the FY26 Firefighter Safety Equipment Grant Notice of Funding Opportunity and Application Form BD-26-1021-DFS-DFS01-126740; and (5) the Grant Recipient’s (the “Grantee”) application for FY26 Firefighter Safety Equipment Grant funding.

Grant Project Description and Budget: The awarded funding shall be used only to purchase the equipment listed below. The quantities and unit prices of these items shown in the Grantee’s application shall be considered estimates only and may be adjusted at the discretion of the Grantee to account for changes to market conditions, the Grantee’s operational needs, or the total grant award amount. All items listed shall be construed to include any ancillary equipment typically necessary for operation of said equipment (batteries, chargers, mounting stations, carrying cases, etc.).

Department	Description of Allowable Equipment
City of Melrose	Combustible Gas Detector/4-Gas Meter SCBA Bottle
Total Award	\$12,375.87

The funds may not be used to serve as a match for a federal grant. The funds may not be used for construction and all applicable local and state procurement requirements must be adhered to in the use of the grant funds.

Grant Manager: The DFS and the grantee will each assign a grant manager with respect to this Grant Agreement. It is anticipated that the grant manager listed in the Grantee’s application will not change during the term of this agreement. In the event that a change is necessary, the party requesting the change will provide prompt written notice to the other.

The DFS Grant Manager will monitor the grant and grant-supported activities to ensure compliance with grant requirements, work closely with the Grantee to assure successful completion of the grant performance goals, provide technical assistance upon request, and review and approve required reporting/reimbursement request documentation.

The Grantee's grant manager will serve as the interface between DFS and all Grantee personnel involved with this program. The Grantee's grant manager will oversee the projects and activities that must be executed to meet the grant funding goals, will monitor the grant to assure the objectives are being met, funds are utilized efficiently and communicate necessary adjustments to the DFS grant manager if challenges arise, will facilitate regular communication with the DFS grant manager, including status reports/updates, participation in site visits, review of performance against the Grant Agreement, and will provide accurate and timely reporting to the DFS grant manager.

The grantee's grant manager is Chief John White, who can be reached at: 576 Main Street, Melrose, MA 02176, tel: 781-979-4403, email: jwhite@cityofmelrose.org. The DFS grant manager is David Clemons, Director of Operations, 1 State Road, Stow, MA 01775, tel: 978-567-3179, email: David.Clemons@mass.gov.

Reimbursement Request Process: The DFS agrees to disburse funds on a cost reimbursement basis. All costs requested for reimbursement must be listed on the DFS FY26 Firefighter Safety Equipment Grant Reimbursement Request Form. Appropriate supporting documentation for all costs must also be attached, including:

1. Copy of invoice
2. Proof of payment – Cancelled check or similar other proof of payment documentation from the Grantee's official accounting system or financial institution showing that the transaction has been completed.

Period of Performance: Approved expenditures may not be made until a contract has been executed between DFS and the grant recipient. Expenses incurred prior to execution of a contract **will not** be eligible for reimbursement through this program.

Grant recipients must take delivery of equipment no later than June 30, 2026. Equipment delivered to the recipient after that date **will not** be eligible for reimbursement through this program.

Reimbursement requests must be submitted no later than July 24, 2026. DFS will only reimburse for costs incurred through the grant performance period, June 30, 2026.

Grant Monitoring: The Department of Fire Services will conduct grant monitoring through either a desk-based review or on-site monitoring visits, or both, in order to obtain additional information or verify information related to grant spending, grant-funded activity, or grant award outcomes. Advance notice, when practicable, will be given prior to a site visit. In accordance with 815 CMR 2.00, the Grantee shall maintain records, books, files, reports, and other data in such detail as shall properly substantiate claims for payment for a minimum retention period of seven years beginning on the first day after the final payment under the grant. Any and all records pertaining to this grant are subject to inspection or audit by DFS at any time. DFS reserves the right to request, and the Grantee expressly agrees to provide, any additional records or documentation DFS deems necessary, at any time and for any reason, to verify that grant

funds are being expended in a manner consistent with the stated purpose of the grant. Findings of non-compliance with any portion of this agreement may result in a demand for funds to be returned to DFS.

Changes in Scope of Work or Budget: The grant project description and budget are fixed and any change would be a “material” change in the contract. “Material” changes to the project description (adding, deleting or altering items) or budget lines (deletions, additions or changes to items) will require both parties to execute an amended Standard Contract Form and Grant Agreement. Contract amendments may not be made retroactively and must be made prior to the grant end date.

Opportunity to Consult with Counsel: Grantee acknowledges that it has had the opportunity to consult with counsel of its choosing in the review of this Agreement, that it is encouraged by the DFS to do so and that the Grantee is fully aware of the contents of this agreement and its legal effect.

Representations: The individuals signing this agreement attest that they are competent and authorized to enter into this Agreement on behalf of their respective agencies.

Approved by:

Approved by:

City of Melrose

Department of Fire Services

Jennifer Grigoraitis, Mayor
Print Name and Title

Jon Davine, State Fire Marshal
Print Name and Title

Date

Date



Commonwealth of Massachusetts

CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

**Signature for Corporation (C or S), Partnership, Trust/Estate,
Limited Liability Company, State and Local Government Entity**
(must match Form W-9 tax classification)

Contractor Legal Name	Contractor Vendor/Customer Code <small>(if available, not the Taxpayer Identification Number or Social Security Number)</small>
-----------------------	--

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, Social Security Numbers, driver's licenses, home addresses, Social Security cards, or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

There are three types of electronic signatures that will be accepted on this form: **1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign.** Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature <small>(As it will appear on contract or other documents)</small>	Title	Phone Number	Email Address

Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note: You cannot self-certify your own signature as a single signer listed above.

Signature	Date
Print Name	Phone Number
Title	Email Address

A copy of this listing must be attached to the "record copy" of a contract filed with the department.



OFFICE OF THE COMPTROLLER

ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION AGREEMENT FORM

Complete this form to enroll, modify, or terminate an existing Electronic Funds Transfer (EFT) agreement with the Commonwealth of Massachusetts departments.

Part I: Reason for Submission			See Instructions on Page 3
<input type="checkbox"/> New Enrollment	<input type="checkbox"/> Change Enrollment	<input type="checkbox"/> Cancel Enrollment	
Document Included (Optional)			
<input type="checkbox"/> Voided Check	<input type="checkbox"/> Bank Letter		
Part II: Account Holder Information			See Instructions on Page 3
Account Holder Legal Name			
dba Name <small>If different from above</small>			
Legal Address <small>Number, Street, Apartment/Suite Number</small>			
City		State	Zip Code
Account Holder Tax Identification Number <small>9 digits</small>	Employer Identification Number (EIN)	Social Security Number (SSN)	
Part III: Financial Institution Information			See Instructions on Page 3
Financial Institution Name			
Routing Number <small>Only 9 digits</small>	Account Number	Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
If this is an Enrollment Modification, you must include your old financial institution information or your request will be returned.			
Old Financial Institution Name			
Old Routing Number <small>Only 9 digits</small>	Old Account Number	Old Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Part IV: Vendor/Customer Information			See Instructions on Page 3
<small>This is the person we will contact for any questions regarding this EFT Authorization</small>			
Contact Person's Name		Contact Person's Title	
Contact Person's Phone		Contact Person's Email	

This completed form should be submitted to the requesting department or the department you are currently doing business with.
(Revised November 2023)



OFFICE OF THE COMPTROLLER
ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION AGREEMENT FORM

Part V: Authorization		See Instructions on Page 3
<p>By signing below, I hereby certify that the account(s) indicated on this form is under my direct control and access; therefore, I authorize the State Treasurer as fiscal agent for the Commonwealth of Massachusetts to initiate, change, or cancel credit entries to the account(s) as indicated on this form.</p> <p>For ACH debits consistent with the International ACH Transaction (IAT) rules check one:</p> <p><input type="checkbox"/> I affirm that payments authorized by this agreement are not to an account that is subject to being transferred to a foreign bank account.</p> <p><input type="checkbox"/> I affirm that payments authorized by this agreement are to an account that is subject to being transferred to a foreign bank account.</p> <p>This authority is to remain in full force and effect until the Office of Comptroller (CTR) has received written notification from either me or an authorized officer of the organization of the account's termination in such time and in such a manner as to afford CTR a reasonable opportunity to act upon it.</p>		
Account Holder Authorized Signature	Print Name	
Title	Date	

Part VI: Verification from the Commonwealth Department		See Instructions on Page 3
<p>I hereby certify the Vendor/Customer is an authorized signatory and verified by internal records and verbal confirmation initiated by our department.</p>		
VCC/VCM Document ID	Three letter Department Code	
Signature	Print Name	
Title	Phone Number	
Date		



OFFICE OF THE COMPTROLLER

ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION AGREEMENT FORM

INSTRUCTIONS

All EFT requests are subject to a 5 (five) day pre-certification period in which all accounts are verified by the qualifying financial institution before any direct deposits are made.

Part I: Reason for Submission
Indicate your reason for completing this form by checking the appropriate box: New EFT enrollment, a change to your EFT enrollment account information, or cancellation of your EFT enrollment. The Commonwealth of Massachusetts reserves the right to request additional documentation such as Voided Check as verification of account ownership.
Part II: Account Holder Information
<ul style="list-style-type: none">• Account Holder Name: Enter the accounts holder legal name (individual or business name), as reported to the Internal Revenue Service (IRS).• d/b/a Name: Enter the d/b/a name if applicable.• Street Address: Enter the account holder's street address. Enter the account holder's city, state, and zip code.• Account Holder Tax Identification Number: Enter the tax identification number as reported to the IRS. If the business is a group, organization or corporation, provide the Federal employer identification number (EIN). If enrolling as an individual provide your Social Security Number.
Part III: Financial Institution Information
<ul style="list-style-type: none">• Financial Institution Name: Enter your Financial Institution's name (this is the name of the bank or qualifying depository that will receive the funds). NOTE: The account name to which EFT payments will be paid is to the name submitted on Part II of this form.• Routing Number: Enter the bank or financial institutional nine-digit routing number, including applicable leading zeros.• Account Number: Enter the account holder's account number with the financial institution, including applicable leading zeros.• Account Type: Select the account type (Checking or Savings).• Old Financial Institution Name: Enter your Old Financial Institution's name (this is the name of the bank or qualifying depository that has been receiving the funds).• Old Routing Number: Enter the old bank or financial institutional nine-digit routing number, including applicable leading zeros.• Old Account Number: Enter the old account holder's account number with the financial institution, including applicable leading zeros.• Account Type: Enter the old account type (Checking or Savings). <p>NOTE: Supporting bank documents must be in the account holder legal name only.</p>
Part IV: Contact Information
<ul style="list-style-type: none">• Enter the name, title, telephone number, and email address of a contact person who can answer questions about the information submitted on this EFT Authorization Form.
Part V: Authorization
<ul style="list-style-type: none">• By your signature on this form, you are certifying that the account is drawn in the Name of an Individual, or the Legal Business Name of the person or entity who has sole control of the account to which EFT deposits are made.• The EFT authorization form must be signed and dated by the same account holder name in Part II and include a title and telephone number.• Submit this form electronically, or mail it with with the original signature in black or blue ink to the Commonwealth of Massachusetts Department that you are doing business with.
Part VI: Verification from the Commonwealth Department
By your signature on this form, you are certifying that authentication of the vendor/customer's authorized signatory was conducted by review of the Contractor Signatory Authorization Form (CASL) or by another internal verification process, and additional verification was conducted to confirm banking or address change request. Departments should have multiple known vendor contacts to confirm any registration change.

This completed form should be submitted to the requesting department or the department you are currently doing business with.
(Revised November 2023)

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions](#), the [Commonwealth Terms and Conditions for Human and Social Services](#), or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access forms at macomptroller.org/forms or mass.gov/lists/osd-forms.

CONTRACTOR INFORMATION		COMMONWEALTH INFORMATION	
Contractor Legal Name		Department	Mosaic Department Code
d/b/a		Contract Manager Name	
Legal Address As entered on Form W-9 or Form W-4		Business Mailing Address	
Contract Manager Name		Billing Address If Different	
Phone	Fax	Phone	Fax
Email		Email	
Vendor Code	VC	Mosaic Transaction ID(s)	
Vendor Code Address ID e.g. "AD001".	AD	RFR/Procurement or Other ID Number	
Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.			
NEW CONTRACT		CONTRACT AMENDMENT	
Procurement or Exception Type (Check one option only)		Current Contract End Date <i>PRIOR</i> to Amendment	Amendment Amount Or Enter "No Change"
<p>Statewide Contract (OSD or an OSD-designated department.)</p> <p>Collective Purchase (Attach OSD approval, scope, and budget.)</p> <p>Department Procurement - Includes all Grants 815 CMR 2.00. (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.)</p> <p>Emergency Contract (Attach justification for emergency, scope, and budget.)</p> <p>Contract Employee (Attach Employee Status Form, scope, and budget.)</p> <p>Interim Contract with new Contractor (Attach justification for Interim Contract and updated scope/budget.)</p> <p>Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)</p>		<p>Amendment Type Check one option only. Attach details of amendment changes.</p> <p>Amendment to Date, Scope, or Budget (Attach updated scope and budget.)</p> <p>Interim Contract with Current Contractor (Attach justification for Interim Contract and updated scope/budget.)</p> <p>Contract Employee (Attach any updates to scope or budget.)</p> <p>Other Procurement Exception (Attach authorizing language/justification and updated scope/budget.)</p>	
TERMS AND CONDITIONS			
The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding. Check ONE option:			
<p>Commonwealth Terms and Conditions Commonwealth Terms and Conditions for Human and Social Services Commonwealth IT Terms and Conditions</p>			
COMPENSATION			
Check ONE option.			
The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 .			
<p>Rate Contract (No Maximum Obligation). (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)</p> <p>Maximum Obligation Contract. Total maximum obligation for total duration of this contract (or new total if contract is being amended):</p>			

Mosaic Transaction ID(s)

PROMPT PAYMENT DISCOUNTS (PPD)

Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See [Prompt Pay Discounts Policy](#).

Contractors requesting accelerated payments must identify a PPD as follows:

Payment issued within:	10 days	% PPD.
	15 days	% PPD.
	20 days	% PPD.
	30 days	% PPD.

If PPD percentages are left blank, identify reason:

Statutory/legal	Ready Payments (M.G.L. c. 29, § 23A)	Agree to standard 45-day cycle	Only initial payment
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BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT

Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.

SUPPLIER DIVERSITY PROGRAM (SDP) PLAN

Does the Supplier Diversity Program apply?

YES If YES, the Contractor's annual SDP commitment for this Contract is

NO If NO, and the department is an Executive Department, enter the appropriate exemption:

ANTICIPATED START DATE (Complete ONE option only.)

The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.
2. may be incurred as of _____, 20____, a date **LATER** than the Effective Date below and **no** obligations have been incurred **prior** to the Effective Date.
3. were incurred as of _____, 20____, a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE

Contract performance shall terminate as of _____, 20____, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS

Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in [801 CMR 21.07](#), incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR

Signature and date must be captured at time of signature.

Signature	Date
Print Name	Print Title

AUTHORIZING SIGNATURE FOR THE DEPARTMENT

Signature and date must be captured at time of signature.

Signature	Date
Print Name	Print Title

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DEPARTMENT OF ENERGY RESOURCES PON-ENE-2025-014
CLIMATE LEADER COMMUNITIES DECARBONIZATION
TECHNICAL SUPPORT GRANT PROGRAM

City of Melrose

- I. THE COMMONWEALTH STANDARD CONTRACT FORM
- II. BACKGROUND
- III. ATTACHMENT A: DOER PON-ENE-2025-014
- IV. ATTACHMENT B: GRANTEE RESPONSE
- V. ATTACHMENT C: SCOPE OF GRANT AWARD
- VI. ATTACHMENT D: BUDGET
- VII. THE COMMONWEALTH OF MASSACHUSETTS STANDARD CONTRACT
- VIII. ATTACHMENTS:
 - a. COMMONWEALTH TERMS AND CONDITIONS
 - b. GRANTEE AUTHORIZED SIGNATORY LISTING
 - c. W-9 FORM
 - d. EFT FORM

BACKGROUND

1. The DOER has selected the Grantee to receive Climate Leader Communities Decarbonization Technical Support Grant for projects described in the Grantee's response to the PON.
2. The DOER approves the expenditure of funds as described in Attachment D (Budget) for the work planned and described in Attachment C (Scope of Grant Award).
3. The Grantee agrees to complete the projects described in the Scope of Grant Award (collectively referred to as "the Project").

This agreement (Agreement) incorporates and makes part hereof certain attachments and forms which have been provided and accepted by the parties as part to this Agreement. Copies of such agreed upon attachments and forms are attached hereto set forth in their entirety and made part of this Agreement by reference:

THE COMMONWEALTH STANDARD CONTRACT FORM

BACKGROUND

ATTACHMENT A: CLIMATE LEADER COMMUNITIES DECARBONIZATION TECHNICAL SUPPORT GRANT

ATTACHMENT B: GRANTEE RESPONSE

ATTACHMENT C: SCOPE OF GRANT AWARD

ATTACHMENT D: BUDGET

THE COMMONWEALTH OF MASSACHUSETTS STANDARD CONTRACT ATTACHMENTS

1. COMMONWEALTH TERMS AND CONDITIONS
1. GRANTEE AUTHORIZED SIGNATORY LISTING
2. W-9 FORM
3. EFT FORM

**ATTACHMENT A – Climate Leader Communities Decarbonization Technical Support Grant
Application Materials**

The Program Opportunity Notice (PON) was provided to the municipality via
Commbuys, the Commonwealth’s procurement website.

**DOER PON-ENE-2025-014 Climate Leader Communities Decarbonization Technical Support Grant
Program**

Bid #: [BD-25-1041-ENE01-ENE01-110104](#)

ATTACHMENT B – Grantee Response

All documents listed below are available to DOER fiscal staff at:

<https://massdoer.imeetcentral.com/p/cgAAAAAAB-yoAAAAAAAAAAs>

- Final Attachment A- Heat Pump.xlsx
- Final Attachment A- Salt Shed.xlsx
- IMEG Heat Pump Project.pdf
- WS Salt Shed Solar PV Design.pdf
- Signed form B.pdf

**ATTACHMENT C – SCOPE OF GRANT AWARD
COMMONWEALTH OF MASSACHUSETTS
SCOPE OF GRANT AWARD AGREEMENT**

**By and Between
Massachusetts Department of Energy Resources (DOER)
and
City of Melrose (Grantee)**

Overview

This Contract is for the DOER PON-ENE-2025-014 Climate Leader Communities Decarbonization Technical Support Grant Program to provide grant monies to municipalities to pay for a consultant (Consultant) to assist certified Massachusetts' Climate Leader Communities by offering funding for technical support that generates both recommendations and engineering design documents to implement projects that align with the Grantee's Climate Leader Communities Municipal Decarbonization Roadmap.

Program Schedule

The Grantee shall contact the DOER promptly if the Grantee cannot complete work prior to the end of the grant period, which shall be 9/30/2027.

Disbursement of Funds

- All disbursements must be submitted during the fiscal year in which they occurred
- Disbursements shall be made per receipt by the DOER of the following:
 - 1) A signed copy of the contract between the Grantee and the Consultant.
 - 2) Consultant invoices provided to the Grantee detailing the Consultant's services, tasks completed, and charges for services provided.
 - 3) A REQUEST FOR PAYMENT FORM along with the Consultant invoices to the DOER.
- Final payment shall be contingent upon receipt by the DOER of a one to two-page summary (Final Report) of all work provided by the Consultant and the progress of the project for which the Consultant is providing services for, as further provided below.

Grantee Warrant to Keep Facility Open

For projects involving services or construction at facility(s) owned by or under the control of the Grantee, the Grantee hereby warrants and certifies that there are no present plans to close or sell the facility(s) for which the grants funds are designated for, and that said facility(s) will not be closed within the next five (5) years of contract Effective Date.

Administrative Costs

No administrative costs are allowed for municipal Grantees.

Publicity

The Grantee will coordinate with the DOER on all publicity regarding this project.

Reporting and Other Required Documentation

- A. The Grantee shall have a program to combat fraud, waste and abuse of funds and shall incorporate into its program guidance provided by the Office of the State Comptroller.
- B. **Quarterly reports:** The Grantee shall be required to file progress and financial reports once every quarter, unless specifically exempted in writing by the DOER. Quarterly reports are due by 5PM four (4) days after the completion of each of the following quarters:
 - a. Oct 1 – Dec 30, 2025
 - b. Jan 1 – Mar 30, 2026
 - c. Apr 1 – June 30, 2026

- d. July 1 – Sept 30, 2026
- e. Oct 1 – Dec 30, 2026
- f. Jan 1 – Mar 30, 2027

Quarterly reports shall include:

- a. The progress and status of activities performed in relation to the Scope of Grant Award including an explanation of any delays or obstacles encountered in meeting the performance schedule as well as a description of efforts taken to resolve delays; and
- b. The actual costs incurred to date by the Project, breaking down all costs in such manner as the DOER may prescribe.

C. **Final Report:** The Final Report shall reference and detail the work completed as outlined in Attachment B, Grantee Response along with the final invoice and the Request for Payment Form. The Final Report shall be submitted electronically to the Green Communities email address,

green.communities@mass.gov.

D. **Ownership of Reports and Other Required Documentation:** The deliverables shall be owned by the Commonwealth of Massachusetts and treated as public documents. Following the completion of the contract, both the Commonwealth and the Grantee retain the right to make further use of the deliverables.

ATTACHMENT D - BUDGET

Check one: Initial Budget
 Budget/Account Amendment. Maximum Obligation before this Amendment: \$ _____
 PRIOR MMARS DOCUMENT ID: _____ (for reference - if applicable)
 CURRENT DOC ID: _____.

[See Instructions for Additional Guidance on completion. Insert as many additional lines as necessary.]

A	B	C	D	E	F	G	H	I
Budget Fiscal Year	Account	Object Class	Description	Initial Amount / or Amount Prior to Amendment	Indicate Add or Reduce +/-	Amendment Amount	Enter "YES" if Amount is a prior FY budget reduction or a current FY "Carry-in" authorization for Federal Funds	New Amount After Amendment
FY26	70067056	P01		\$138,998.00		\$		\$
FY27	70067056	P01		\$ 1.00		\$		\$
FY28	70067056	P01		\$ 1.00		\$		\$

FISCAL YEAR SUBTOTALS AND TOTAL MAXIMUM OBLIGATION FOR DURATION OF CONTRACT	
FISCAL YEAR: <u>2026</u> SUBTOTAL (or New Subtotal if Fiscal Year Subtotal being amended)	\$138,998.00
FISCAL YEAR: <u>2027</u> SUBTOTAL (or New Subtotal if Fiscal Year Subtotal being amended)	\$ 1.00
FISCAL YEAR: <u>2028</u> SUBTOTAL (or New Subtotal if Fiscal Year Subtotal being amended)	\$ 1.00
TOTAL MAXIMUM OBLIGATION FOR DURATION OF CONTRACT	\$139,000.00



CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4190

LORI MASSA
Director & City Planner

MEMORANDUM

TO: Mayor Jennifer Grigoraitis
Melrose City Council

FROM: Lori Massa, Director OPCD
Elena Proakis Ellis, Director DPW

cc: Kerriann Golden, CFO/Auditor
Lauren Grymek, Chief of Staff
Maya Noviski, Senior Planner

DATE: April 1, 2026

RE: Climate Leaders Technical Assistance Grant Acceptance

The City of Melrose has been awarded a \$139,000 Climate Leaders Technical Assistance Grant from the Department of Energy Resources (DOER). The funds will go towards the design of installing solar photovoltaic (PV) panels on the City's salt shed in the DPW yard and the design of installing heat pumps at the Performing Arts Spaces at the Middle School and the School Department Central Administration Offices at the High School.

The City's salt shed, which is located in the DPW yard, was recently constructed and was designed to support solar panels with the intention of installing them when possible. This project would allow the City to use clean energy for a portion of the onsite electrical consumption.

The City has been working in phases towards the decarbonization of the Middle and High Schools in line with the City's Decarbonization Roadmap. With heat pump project these areas of the schools would both be electrified and also function independently so that the systems serving the remainder of the school complex can be operated in unoccupied modes when only these spaces are occupied, resulting in further energy savings.

With this technical assistance funding both projects would be construction-ready and the City would be eligible to apply for the Climate Leader Communities Decarbonization Accelerator Grant for implementation. Melrose is one of only twenty-eight communities that have the Climate Leaders designation.

We hereby request that the City Council accept the grant from DOER in the amount of \$139,000. The grant agreement document is attached for your reference.

Thank you for your consideration of this request.



Melrose Affordable Housing Trust

*April 2026 | Presentation to
Melrose City Council*

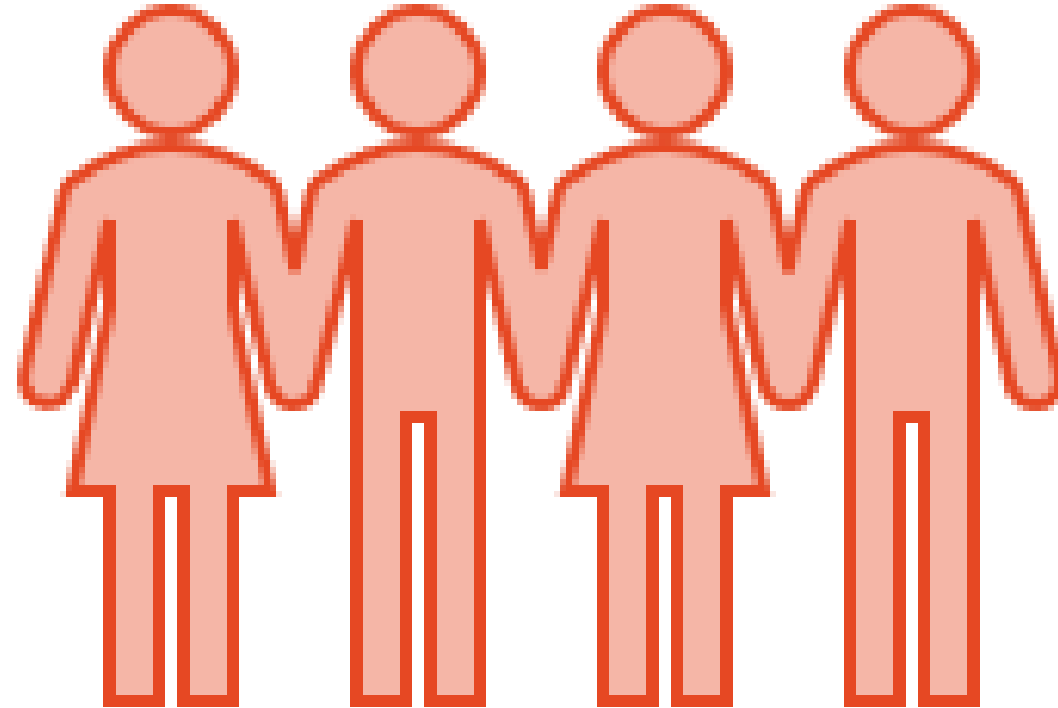
Introductions

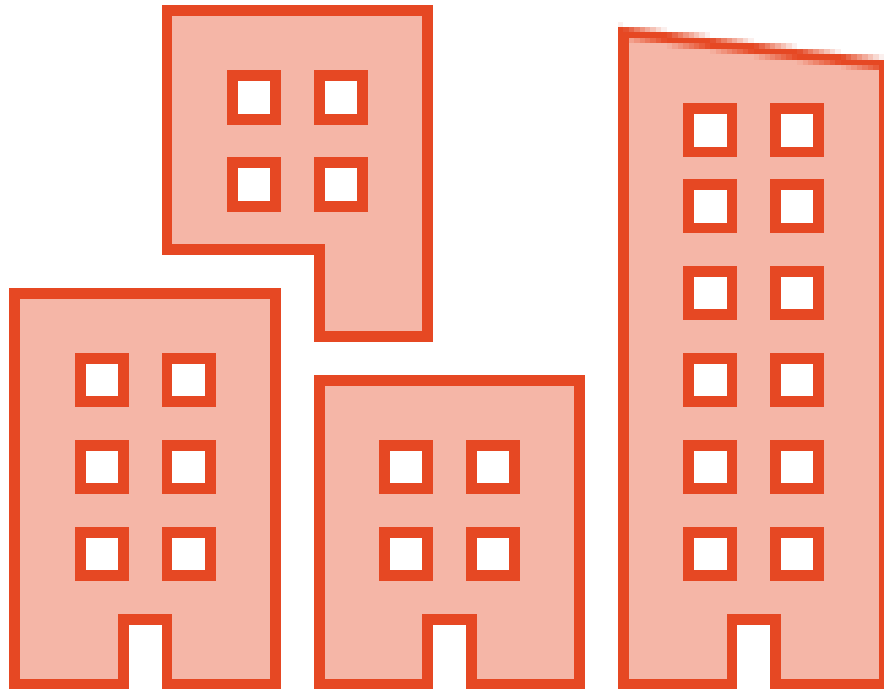
Amy Tierney, Chair

Jim Oosterman, Vice Chair

Helena Widtfeldt, Clerk

Joe Viola, Treasurer





What Is the Melrose Affordable Housing Trust?

- Established by City Council vote under M.G.L. c. 44 §55
- Volunteer board appointed by the Mayor and confirmed by City Council
- Supported by City staff in the Office of Planning and Community Development

Mission

MAHTF seeks to create, preserve and support diverse affordable housing to meet the needs of low- and moderate-income households in Melrose over their lifespan, in collaboration with municipal and community partners.

Why Are We Here?

Melrose's Commitment to Affordable Housing

- City Master Plan
- 2022 – 2027 Housing Production Plan goals
- Alignment with state housing and planning priorities
- Community values: inclusivity, stability, and sustainability

Why This Matters

- Stable housing strengthens families
- Diverse housing supports economic vitality
- Local action helps protect community character

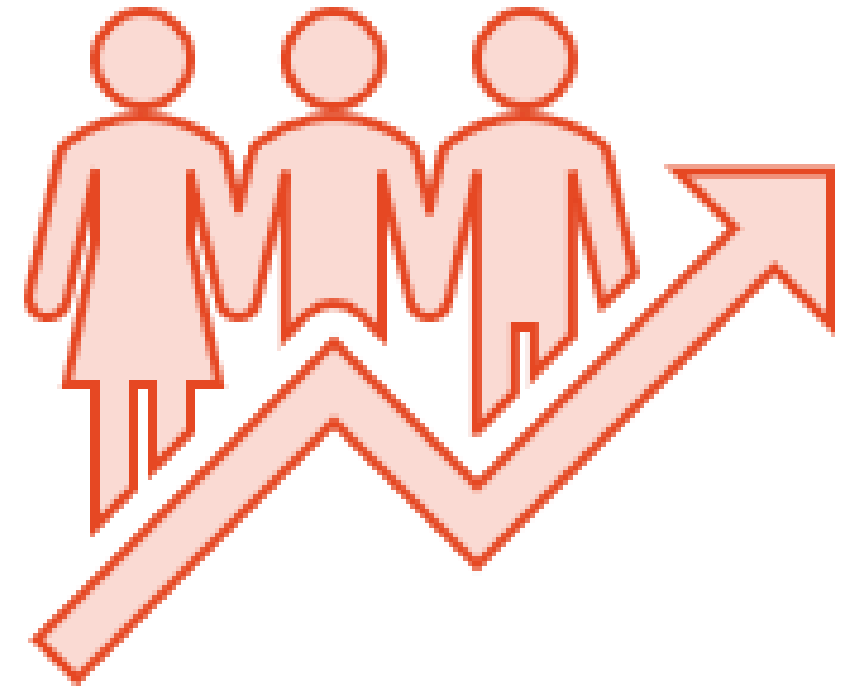
What Is Affordable Housing?

- In Massachusetts, Affordable Housing is defined as housing that is deed-restricted to be affordable to eligible low- and moderate-income residents without paying more than 30% of their annual household income
 - Includes subsidized, deed-restricted, inclusionary units
 - Naturally occurring affordable housing (NOAH) is not deed-restricted
 - In Melrose, inclusionary units are set for households earning up to 80% of Area Median Income (AMI)
 - AMI is set annually by HUD – Melrose is in the Boston metro area

HH Size	2025 Income Limits (by AMI)			
	30% AMI	50% AMI	60% AMI	80% AMI
1	\$34,750	\$57,900	\$69,480	\$92,650
2	\$39,700	\$66,200	\$79,440	\$105,850
3	\$44,650	\$74,450	\$89,340	\$119,100
4	\$49,600	\$82,700	\$99,240	\$132,300

Housing Needs in Melrose

- Rising home prices and rents
 - Median s.f. home (\$970k) up ~42% since 2020
 - Median condo (\$525k) up ~8% since 2020
 - Avg rent (\$2,959) up ~29% since 2020
- Seniors seeking to age in place
- Young families and workforce households (i.e. retail workers, municipal employees, healthcare workers, etc.)
- Residents with disabilities and households on fixed incomes



Melrose by the Numbers



Population: approximately 29,871



Median household income: about \$133,953



Median home value: about \$970,000



Median rent: about \$2,970 per month



Total housing units in Melrose: about 12,711

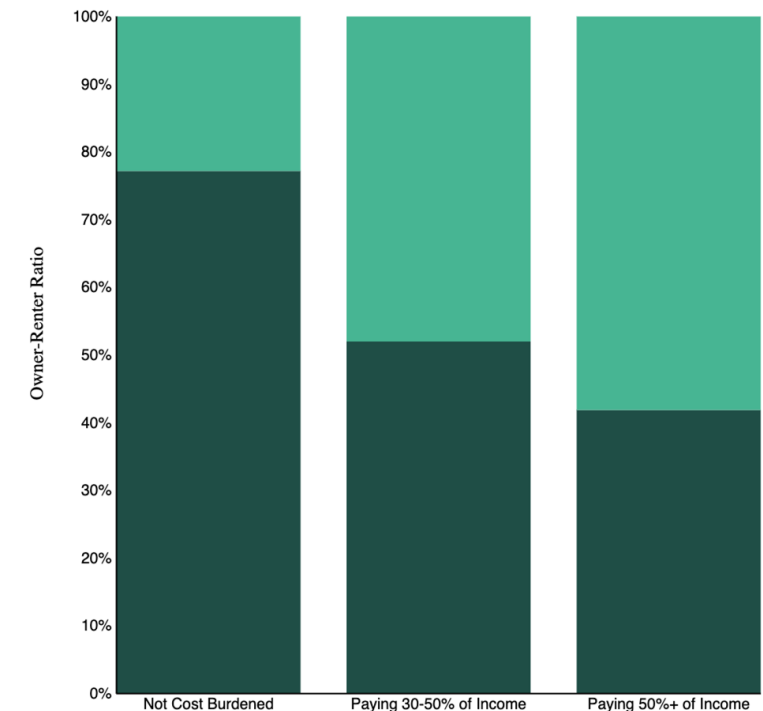


Total rental units: about 4,169

Who Is Struggling With Housing Costs in Melrose?

- 30% of all households are cost-burdened
 - 13.9% are severely cost-burdened
- 3,173 homes are owned by households over 60 years old
- Renters experience higher cost burden than homeowners
- Seniors face limited affordable, appropriately sized housing options

Housing Cost Burden



● Owner Occupied

● Renter Occupied

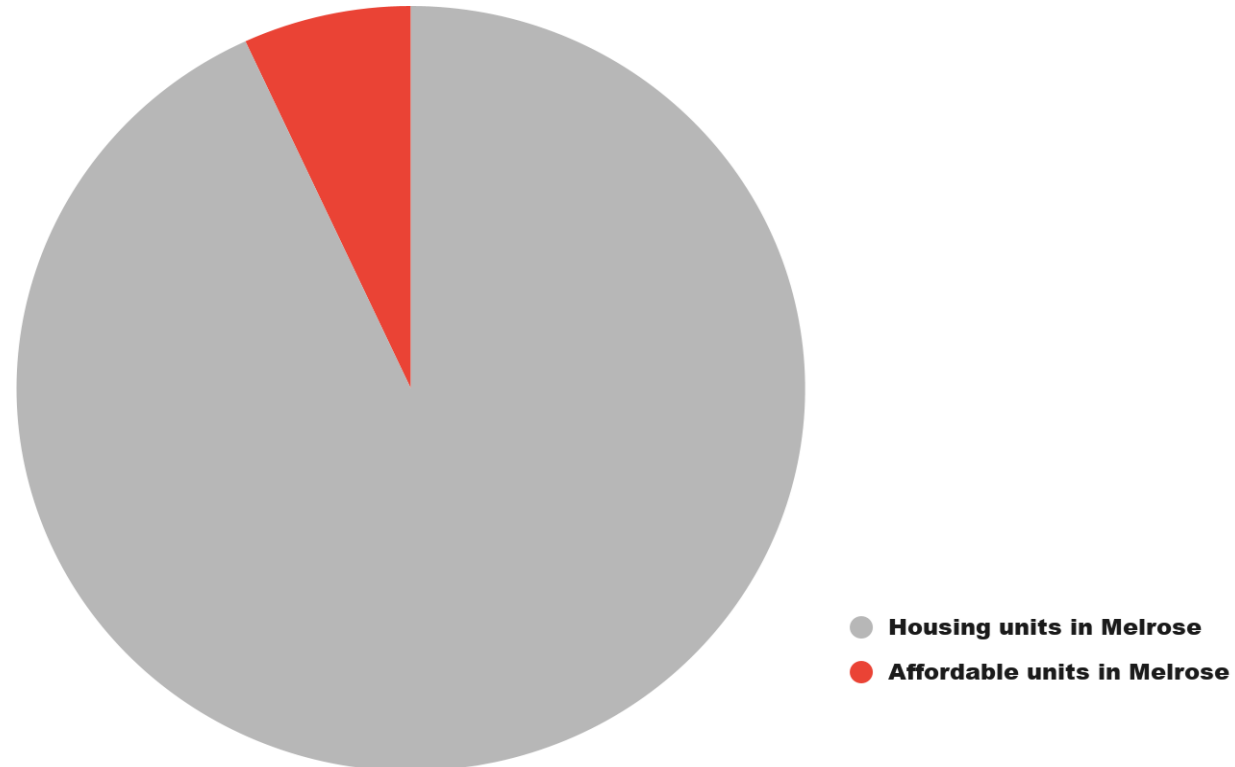
Source: American Community Survey
Years: 2020-2024 5-Year Estimates
Link to: Cost Burdened Households (Municipal)

Who are the Key Collaborators Around Affordable Housing in Melrose?

- City of Melrose
- Melrose Affordable Housing Trust
- Melrose Housing Authority
- Melrose Affordable Housing Corporation
- Congregational Retirement Homes/Cefalo Memorial Complex
- Private and nonprofit developers
- State and federal partners – North Suburban Consortium

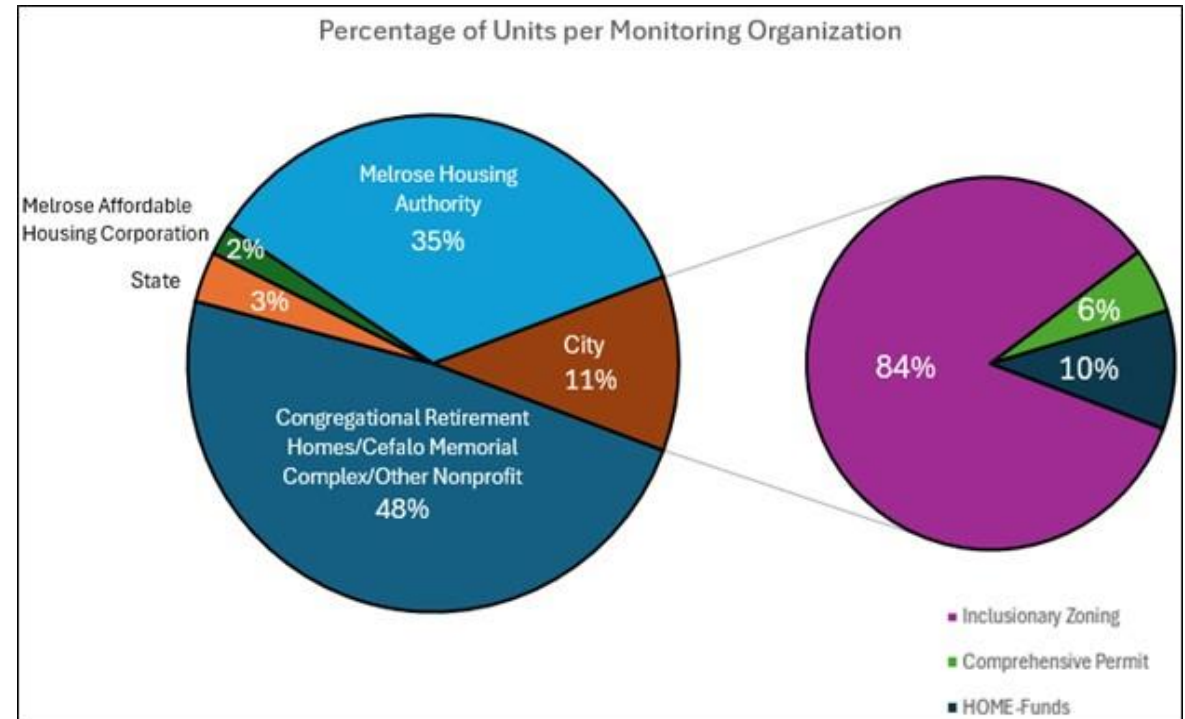
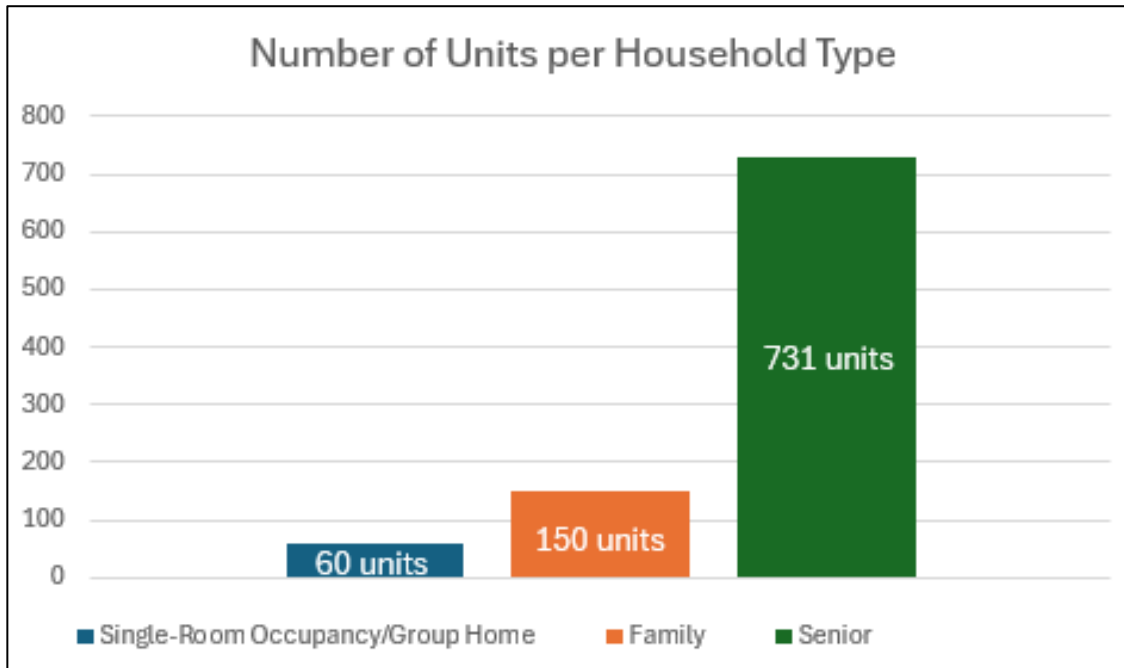
Affordable Housing in Melrose Today

- Total housing units = 12,711
- Total affordable units = 941



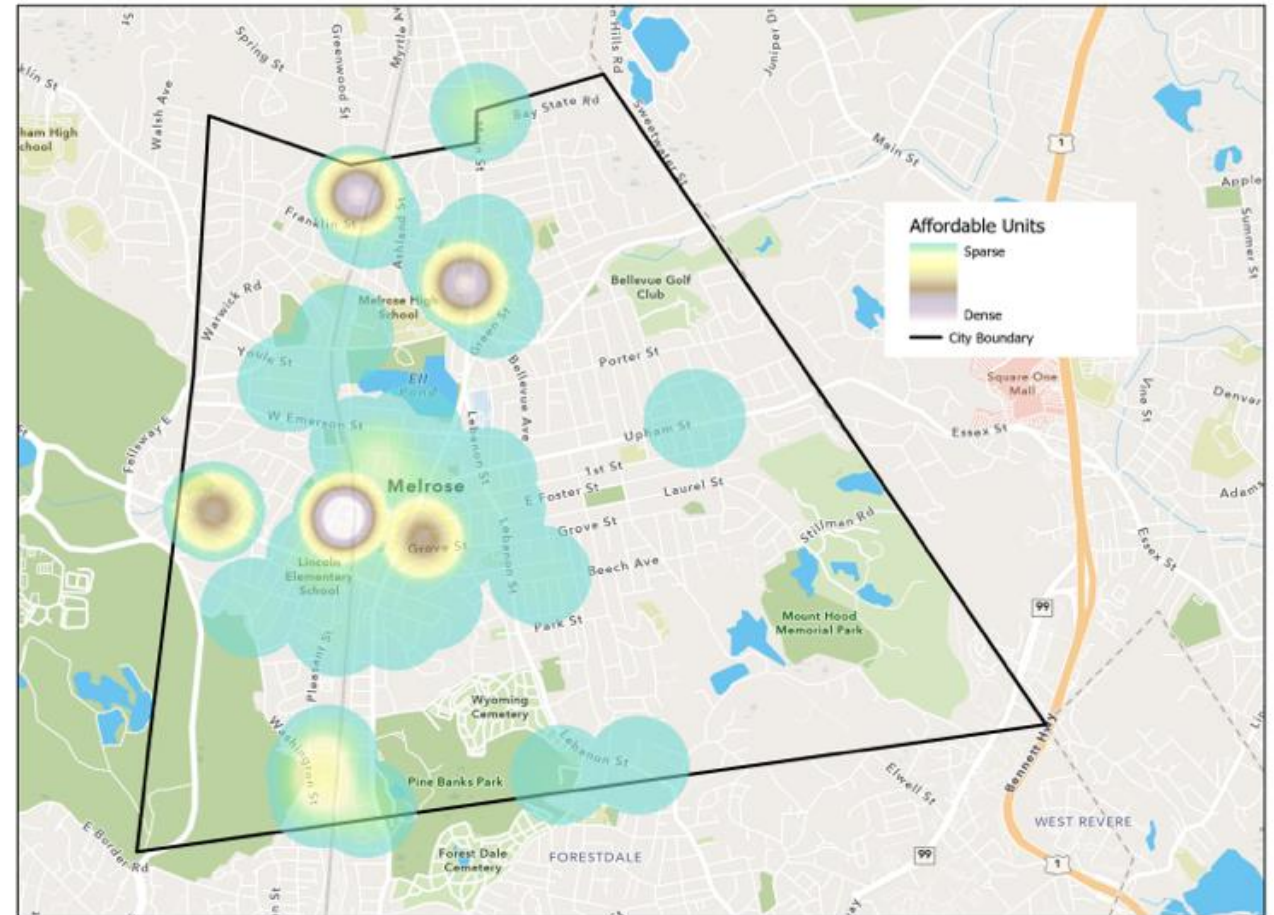
Types of Affordable Housing in Melrose

- Units monitored by various entities
- Affordable housing for seniors remains limited relative to need



Where Affordable Housing Is Located in Melrose

- Affordable housing located across multiple neighborhoods
- Variety of housing types and scales



Affordable Housing Tools

- Affordable Housing Trust
- North Suburban Consortium (NSC)
- Government subsidies
- Inclusionary Zoning
- Chapter 40B

Role of the Melrose Affordable Housing Trust

- Grant funds in order to create, preserve and support affordable housing
 - Guidelines and Application for Funds
 - Parameters for funding
 - Defined Selection Criteria
 - Sets Goals for next 5 years
- Leverage City, state, and federal funding
- Partner with nonprofit and private developers
- Steward long-term affordability

Current and Recent Trust Activities

- 2025 Massachusetts Housing Partnership Technical Assistance grant (January 2025 - October 2025)
 - Meet several times a month as a Board and in subcommittees with MHP Technical Staff
 - Developed Mission Statement, Goals & Strategies reflected in Guidelines & Application
- Melrose Affordable Housing Corporation (MAHC) project at West Wyoming Avenue
 - Private owner approached MAHC regarding buying 3 units
 - MAHC worked with private lender and NSC to secure financing for \$900,000 purchase
 - Trust granted MAHC \$140,000
 - Yielded 3 deed-restricted affordable units in perpetuity
- Held a public listening session with Melrose Housing Authority & MAHC
- Mayor's Melrose Minute

Trust Goals Over the Next 5 Years

- Community education and outreach
 - Develop minimum of 3 community outreach efforts a year
- Sustainable and diverse funding sources
 - Identify sources to secure \$3M over 5 years
- Affordable housing development and preservation pipeline
 - Support creation of 150 or more homes for rent or ownership



How We Do This Together: Today and in the Future

- How the Trust works
 - Collaborates with various City departments & boards to support affordable housing initiatives
 - Coordinates with interested stakeholders
 - Engages residents through public meetings and future listening sessions
- How the Trust is funded today (\$519,901.28)
 - City appropriations of free cash
 - Developer contributions through inclusionary zoning payment in lieu
- How Melrose can expand impact of Trust
 - Community Preservation Act (CPA)
 - Strategic use of City-owned property
- Possible expansion of funding to Homeownership Down Payment Assistance, etc.
- Expanded nonprofit and private partnerships

How City Council Can Partner with the Trust

Engage in Affordable Housing conversations and efforts

Support the Trust through Free Cash appropriations

Place CPA on the ballot



Thank You/ Questions

Melrose Affordable Housing Trust

Amy Tierney, Chair

Jim Oosterman, Vice Chair

Helena Widtfeldt, Clerk

Joe Viola, Treasurer



**MELROSE
AFFORDABLE
HOUSING TRUST
FUND**

Guidelines and Application

Melrose Affordable Housing Trust Fund

Guidelines and Application

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- a. Mission statement
- b. Administrative structure
- c. Roles and responsibilities

Part II: POLICIES

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- b. Eligibility activities for project funding
- c. Affordability priorities

Part III: PROCEDURES

- a. Application process
- b. Selection criteria
- c. Project monitoring and compliance
- d. Funding application

Part I: INTRODUCTION

Established in 2020 by the Mayor and City Council, the Melrose Affordable Housing Trust Fund (MAHTF) provides for the creation and preservation of affordable housing within the City of Melrose to promote greater diversity and racial equity in the community and for the benefit of low- to moderate-income households in accordance with the provisions of M.G.L. Chapter 44, Section 55c. These guidelines detail the operational framework and funding parameters of the MAHTF. They are subject to amendments and modifications in accordance with the changing needs and resources of the MAHTF.

a. **Mission Statement**

MAHTF seeks to create, preserve and support diverse affordable housing to meet the needs of low- and moderate-income households in Melrose over their lifespan, in collaboration with municipal and community partners.

b. **Administrative Structure**

i. **Board of Trustees**

The MAHTF is administered by a five-person Board of Trustees (“Trustees”), including the Mayor or Mayor’s designee. Trustees serve for two (2) year terms and are appointed by the Mayor. A Chair, Vice Chair, Treasurer and Clerk are elected annually by the Trustees.

ii. **Staffing**

Members of the City’s Office of Planning and Community Development provide staffing support to the MAHTF. The City Treasurer serves as the Custodian of Funds, managing expenditures of the trust and periodically providing an accounting of activities to the board.

iii. **Meetings**

The Board typically meets on the second Monday of the month at City Hall.

iv. **Funding**

The MAHTF primarily receives funds from payments as specified in the inclusionary housing requirements in Melrose’s Zoning Ordinance. The Board will be seeking other funding sources such as donations and making requests for free cash.

c. **Roles and Responsibilities**

i. **Powers**

As outlined in the MAHTF ordinance, the Board is given 17 powers,

including but not limited to: the right to receive, purchase, and convey real or personal property; purchase and retain real or personal property; sell, lease, convey any personal, missed or real property; execute deeds, assignments, transfers related to any transaction of the trustees; employ advisors and agents, such as accountants, appraisers and lawyers; and borrow money. The Trust ordinance limits powers in two ways, 1) the conveyance of any real property shall require the approval of the Mayor and City Council; and, 2) any debt incurred by the Trust shall not constitute a pledge of the full faith and credit of the City of Melrose.

Part II: POLICIES

a. Goals and Strategies

To help accomplish the following goals and strategies, the Board will follow an implementation plan that outlines specific tasks for each strategy with an expected timeframe for completion.

Funding - Identify sustainable and diverse funding sources to secure \$3 million over five years to support the work of the trust.

- i. Establish a process for accepting donations to the trust fund.
- ii. Work toward the implementation of a real estate transfer fee with most of the revenue being allocated to the trust fund.
- iii. Participate in teaching the community about the Community Preservation Act and advocate for the city's adoption of the statute.
- iv. Request an annual allocation of free cash be directed to the trust fund.

Development – Over the next five years, support the creation of 150 or more homes, for rent or ownership, affordable for people earning up to 80% AMI.

- i. With the city, identify one to two municipal sites to use for affordable housing development.
- ii. Support the permitting process of at least 1-2 developments that include affordable homes.
- iii. Explore programs that may support homeownership or housing access for low- and moderate-income households.

- iv. Develop process and criteria for allocating trust funds.

Education & Outreach - Develop a minimum of three outreach efforts a year to educate the community about local housing needs and build support for more affordable housing.

- i. Build out the trust’s webpage with information about the trust and housing resources.
- ii. Initiate an annual Melrose Minute segment to focus on the local need for more affordable housing and the work of the trust.
- iii. Build trust with community partners through quarterly meetings to share ideas and identify areas to collaborate to address local housing needs.
- iv. Review upcoming City events and identify opportunities for the trust to participate.

b. **Eligible Activities for Project Funding**

The MAHTF is seeking applications for projects that will result in increased housing opportunities for low- and moderate-income households in the City of Melrose.

Eligible activities may be periodically amended by the MAHTF board.

i. **Acquisition**

Includes costs associated with land/property acquisition for future affordable housing development. This may include acquisition-related costs such as closing costs and a certified real estate appraisal to establish fair market value, required for funding. **While this funding activity is primarily intended for non-profit and emerging affordable housing developers, it could be available in other circumstances.**

ii. **Predevelopment**

Includes determining the viability of residential development on a particular site, including costs related to architectural, engineering and consultant fees; financial feasibility analyses; 21E report; pro forma projections and other costs associated with examining the feasibility of an affordable housing development. Up to \$75,000 is available per project, but the Board will consider a larger award if a qualifying proposal warrants it.

For non-public proposals, funds allocated for pre-development activities will be secured by a mortgage and promissory note to be converted to a forgivable loan upon the creation of affordable housing

on the site.

iii. **Rehabilitation**

Includes support to rehabilitate existing housing into affordable housing.

iv. **New construction/Redevelopment**

Includes gap funding, where there is a demonstrated shortfall of private and public funding, to support the development of new affordable housing or the redevelopment of a site into affordable housing.

c. **Affordability Priorities**

The MAHTF defines low- and moderate-income as those earning up to 80% of the area median income (AMI) as defined by the U.S. Department of Housing and Development (HUD). However, the Board will give higher weight to development proposals that include some units for households earning 60% AMI and below.

For informational purposes, the table below outlines the 2025 income limits by area median income (AMI), provided by HUD, for the Boston-Cambridge-Quincy Metropolitan Statistical Area that the MAHTF intends to support through funding:

HH Size	2025 Income Limits (by AMI)			
	30% AMI	50% AMI	60% AMI	80% AMI
1	\$34,750	\$57,900	\$69,480	\$92,650
2	\$39,700	\$66,200	\$79,440	\$105,850
3	\$44,650	\$74,450	\$89,340	\$119,100
4	\$49,600	\$82,700	\$99,240	\$132,300

[Link to HUD Income Limits for Melrose](#)

Part III: PROCEDURES

a. **Application Process**

- i. Applications will be accepted on a rolling basis. All submissions, scheduling and communications will be through the City of Melrose’s Office of Planning and Community Development.
- ii. City staff will review applications and may request additional information prior to review by the MAHTF Board. Staff may recommend that Applicants submit a Preliminary Application to seek initial feedback on a

proposal, which *may* include an in-person conversation with the MAHTF Board.

- iii. All applicants that submit a Final Application will be expected to meet with the Board to discuss their proposal and answer any questions.
- iv. Trustees will score proposals according to the Selection Criteria outlined below and vote on the application request.
- v. Upon approval, the MAHTF will issue an award letter including the purpose and scope of the project, projected timeframe, approved funding amount for the project and the structure of funds. Awards structured as loans will be filed as mortgages at the Registry of Deeds. Upon denial, the MAHTF will provide a letter stating the reason(s) for the denial.
- vi. Awardees are expected to provide annual updates to staff in the Melrose Office of Planning and Community Development throughout the term of the funding allocation.

b. Selection Criteria

The Trustees will apply the following scoring criteria in its review of applications. Proposals must receive points in each category, receiving a minimum of 50 points to be eligible for funding. Meeting every criterion may not guarantee a funding award.

Total Points	Selection Criteria	Description
25	Development Team Capacity	The applicant has completed development projects of similar scale and scope as the proposed project. The applicant is capable of financing, developing and successfully managing projects upon occupancy. Applicants will receive consideration for contracting with a development consultant and/or partnering with a more experienced affordable housing developer.
25	Development Feasibility and Timeline	The applicant has demonstrated that the proposed development is financially feasible, identifying sufficient financing sources for all project uses. Site control has been obtained (if needed) and there is a clear path to receiving necessary zoning and other public approvals. The proposed timeline is realistic and achievable.
25	Affordability Objectives	The proposed project will create new rental or homeownership affordable housing opportunities that target lower income households. At a minimum, units subsidized with Trust Fund support must be affordable at 80% AMI or lower, however projects serving lower income households (i.e. 60%, 50%, 30% AMI), and those that provide a greater portion of total affordable units targeted to lower income households will receive higher evaluation scores. All units created with MAHTF

		resources must meet and comply with requirements established by the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) for the Subsidized Housing Inventory (SHI).
15	Other Housing Objectives	The proposal maximizes access to affordable housing and includes additional project elements such as (but not limited to) services and programming appropriate to the targeted populations, perpetual affordability restrictions, preference for disadvantaged households, green building practices, and/or the inclusion of spaces that benefit members of the general public, as appropriate.
10	Alignment with City Plans	The proposed project is consistent with the goals/objectives of and meets the housing needs identified in the City's Housing Production Plan and Master Plan and addresses gaps in the current supply & cost of rental/homeownership units in Melrose.

c. Project Monitoring and Compliance

The MAHTF, with support from the Office of Planning and Community Development, will work with the Commonwealth’s Executive Office of Housing and Livable Communities (EOHLC) and the project sponsor to ensure units funded by the MAHTF and intended for the SHI meet all requirements to be counted. This will include annual monitoring of the units.

d. Funding Application

Application material requirements can be found in the funding application form.

Questions contact - Rafa Kerguelen (781)-388-5101 or
rafael.kerguelenrestrepo@nationalgrid.com

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Melrose City Council, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

357 Porter Street - National Grid to install 1 JO (joint owned) pole on 357 Porter Street beginning at a point approximately 162 feet East of the centerline of the intersection of Orchard Lane and Porter Street and continuing approximately 15 feet in a South direction. Work in the City right of way includes installing a new 40-ft class 2 pole on the Southern right of way at 375 Porter Street, About 55.4 feet East of the pole#361. This work is required to solve an aerial trespassing on 357 Porter St property of overhead wires that feed 375 & 365 Porter Street properties. Melrose, MA.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Porter Street - Melrose, Massachusetts.

No.# 31257578

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a
NATIONAL GRID *Nick Memmolo*

BY _____
Engineering Department

VERIZON NEW ENGLAND, INC.

BY *[Signature]* _____
Manager / Right of Way

January 27, 2026

Questions contact – Central Design, Rafa Kerguelen (781)-388-5101 or
rafael.kerguelenrestrepo@nationalgrid.com

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Melrose City Council, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 24th day of December, 2025.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Porter Street - Melrose, Massachusetts.

No.# 31257578

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

at a point approximately 162 feet East of the centerline of the intersection of Orchard Lane and Porter Street and continuing approximately 15 feet in a South direction. Work in the City right of way includes installing a new 40-ft class 2 pole on the Southern right of way at 375 Porter Street, About 55.4 feet East of the pole#361. This work is required to solve an aerial trespassing on 357 Porter St property of overhead wires that feed 375 & 365 Porter Street properties. Melrose, MA.

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the
Of the City/Town of _____, Massachusetts held on the _____ day of _____ 20 ____ .

City/Town Clerk.
Massachusetts 20 ____ .
Received and entered in the records of location orders of the City/Town of
Book _____ Page _____

Attest:
City/Town Clerk

I hereby certify that on _____ 20 ____ , at _____ o'clock, M

At _____ a public hearing was held on the petition of
Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND,
INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded,
and that we mailed at least seven days before said hearing a written notice of the time and place of
said hearing to each of the owners of real estate (as determined by the last preceding assessment
for taxation) along the ways or parts of ways upon which the Company is permitted to erect
Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

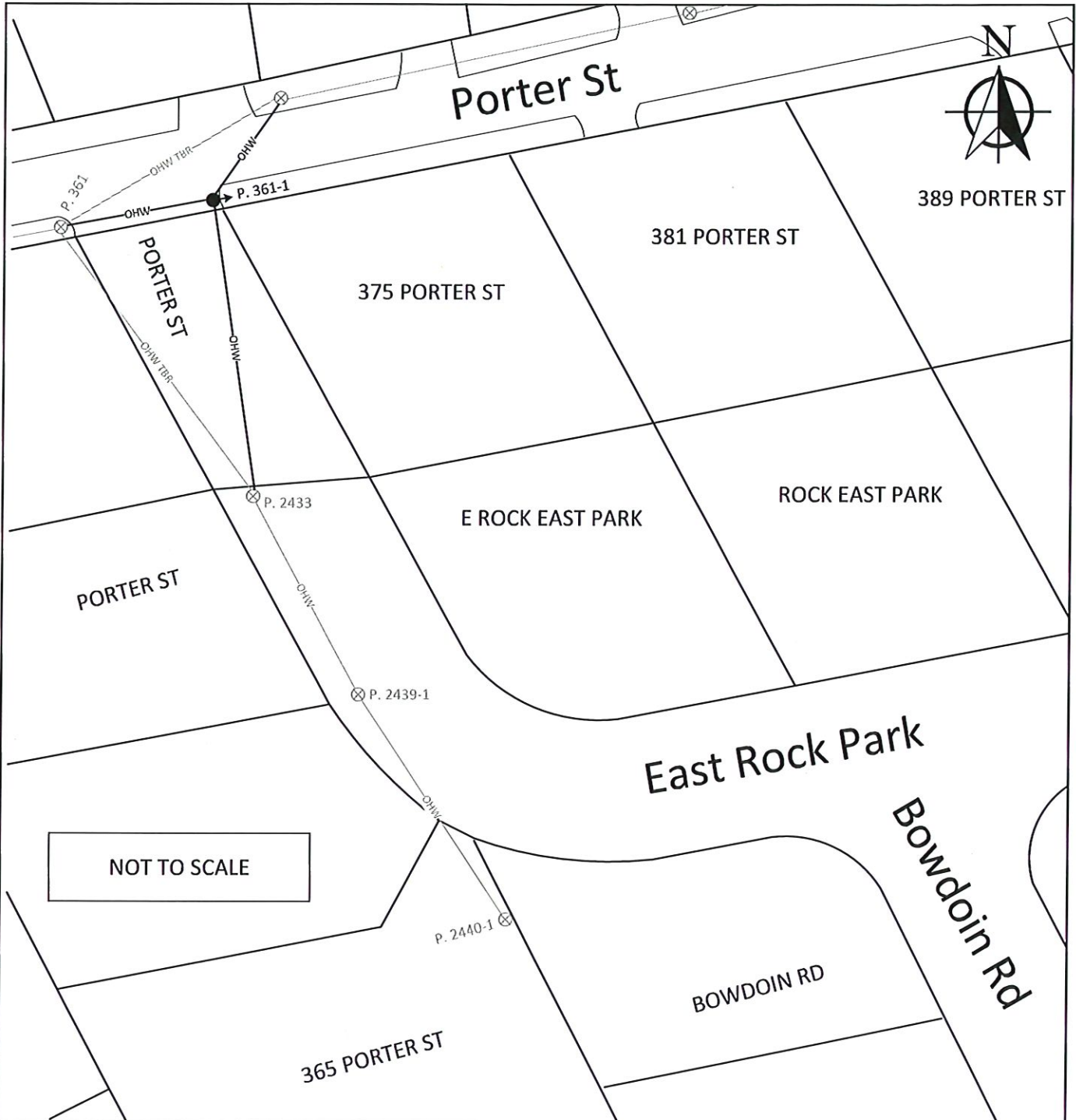
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Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of
hearing with notice adopted by the _____ of the City of
Massachusetts, on the _____ day of 20 ____ and recorded with the records of location
orders of the said City, Book _____, and Page _____. This certified copy is made under
the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:
City/Town Clerk



OH PETITION

WR # 31257578 – 357 Porter St, Melrose

SKETCH TO ACCOMPANY PETITION:

Proposed 40-ft C2 JO Pole # 361-1 on southern right of way of Porter St in front of 375 Porter St to relocate overhead wires to eliminate aerial trespassing on 357 Porter St

ABBREVIATIONS

EDGE OF PAVEMENT	EOP
JOINT OWNERSHIP	JO
OVERHEAD WIRE	OHW
PROPERTY LINE	PL
POLYVINYL CHLORIDE PIPE	PVC
SIDEWALK	SW
TO BE REMOVED	TBR
UNDERGROUND ELECTRIC	UGE

LEGEND

	EXISTING	PROPOSED
PROPERTY LINE		
EDGE OF PAVEMENT		
UNDERGROUND ELECTRIC		
OVERHEAD WIRE		
POLE WITH RISER WITH POLE NO.		



CITY OF MELROSE
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION



DEC 2025

REV NO. 1

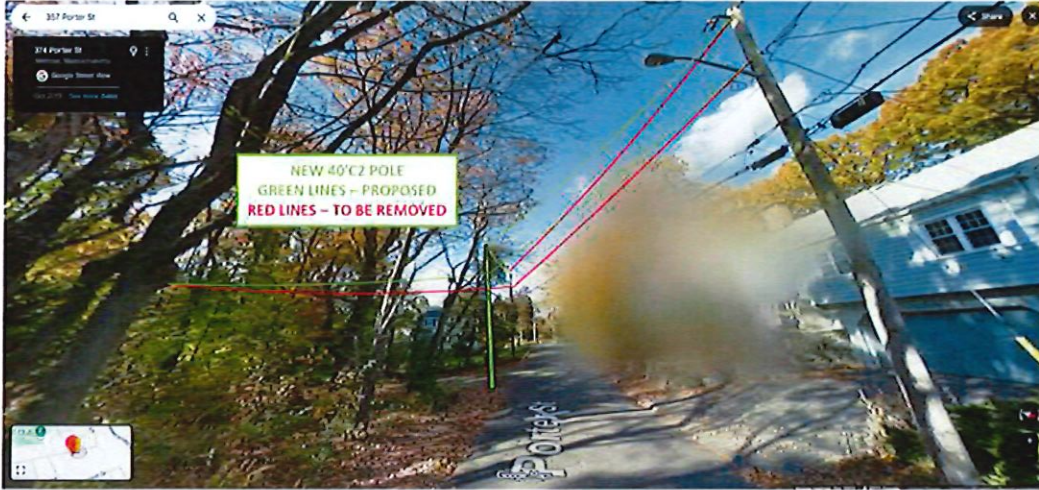
PLAN NO.
1.0

OH PETITION:

4. Work Description Header: New 40' C2 (Class 2) JO (Joint Owned) Pole # 361-1

5. Work Description: Proposed Installation 40 ft C2 (Class 2) JO (Jointly Owned) Pole # 361-1 in the southern right of way (sidewalk) of Porter St. This pole needs to be installed to eliminate an aerial trespassing on 357 Porter St

6. Proposed Work Photos:



7. Customer Support Letter: In this case we don't need it. The city is aware about customer's request.



CITY OF MELROSE

CONSERVATION COMMISSION

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4312
Fax - (781) 979-4290

February 5, 2026

Rafael Kerguelen
National Grid
170 Medford Street
Malden, MA 02176

Dear Mr. Kerguelen,

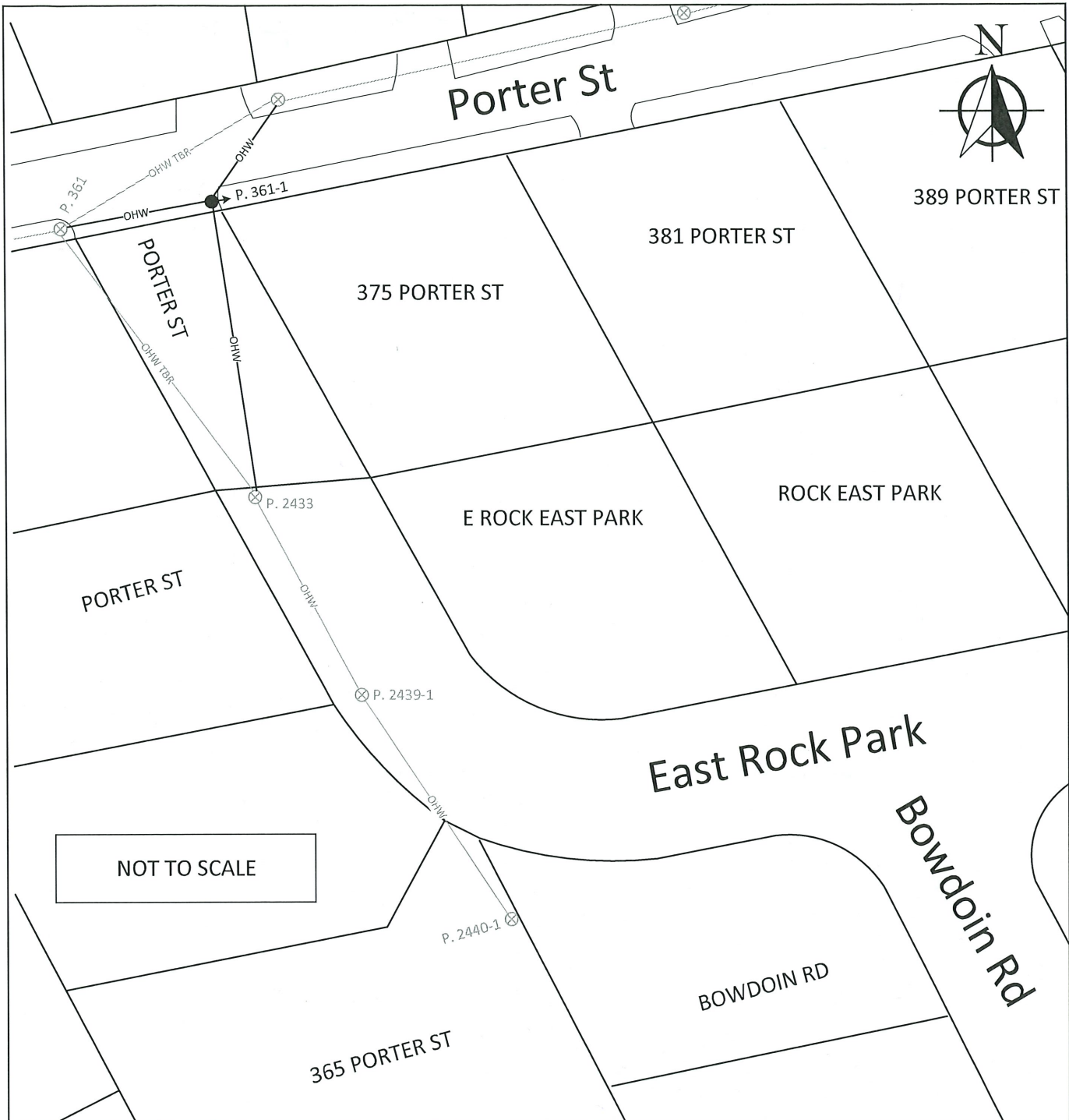
This letter shall serve as an Administrative Approval to deviate from the approved replacement of the utility pole at location P.361, authorized under the Determination of Applicability issued on July 18, 2025, to new location P.361-1, as shown on the attached Sketch to Accompany OH Petition WR # 31257578 – 357 Porter Street, Melrose.

Based on review of the information submitted in your e-mails dated January 28 and January 29, 2026, the proposed work qualifies as an exempt activity under the Massachusetts Wetlands Protection Act Regulations (310 CMR 10.02(2)(a)2), as the work involves the maintenance, repair, or replacement of an existing, lawfully located structure used in the service of the public and provided that best practical measures are utilized to avoid or minimize impacts to wetland resource areas.

Please contact the Conservation office at 781-979-4312 if you have any questions.

Sincerely,

Ingrid Winkler
Conservation Agent



OH PETITION

WR # 31257578 – 357 Porter St, Melrose

SKETCH TO ACCOMPANY PETITION:

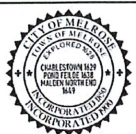
Proposed 40-ft C2 JO Pole # 361-1 on southern right of way of Porter St in front of 375 Porter St to relocate overhead wires to eliminate aerial trespassing on 357 Porter St

ABBREVIATIONS

EDGE OF PAVEMENT	EOP
JOINT OWNERSHIP	JO
OVERHEAD WIRE	OHW
PROPERTY LINE	PL
POLYVINYL CHLORIDE PIPE	PVC
SIDEWALK	SW
TO BE REMOVED	TBR
UNDERGROUND ELECTRIC	UGE

LEGEND

	EXISTING	PROPOSED
PROPERTY LINE	— PL —	
EDGE OF PAVEMENT	— EOP —	
UNDERGROUND ELECTRIC	--- UGE ---	--- UGE ---
OVERHEAD WIRE	— OHW —	— OHW —
POLE WITH RISER WITH POLE NO.	P.1943-1 ⊗	P.1943 ● P.1943 ⊗ TBR



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

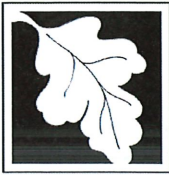


DEC 2025

REV NO. 1

PLAN NO.

1.0



Massachusetts Department of Environmental Protection

Bureau of Water Resources - Wetlands

WPA Form 2 – Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Melrose
Municipality

A. General Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



[How to find Latitude and Longitude](#)

[and how to convert to decimal degrees](#)

From:

Melrose
Conservation Commission

To: Applicant

Massachusetts Electric Company
Name
170 Data Drive
Mailing Address
Waltham MA 02451
City/Town State Zip Code
603-702-8865
Phone Number
James.Rynes@nationalgrid.com
Email Address

Property Owner (if different from applicant):

City of Melrose, 562 Main Street
Name
David McLaughlin, 5 Indian Hill Lane
Mailing Address
Melrose MA 02176
City/Town State Zip Code
for City of Melrose: 781-979-4312
Phone Number
for David McLaughlin:
DMMKMM57@outlook.com

1. Project Location:

East Rock Park
Street Address
42.46284
Latitude (Decimal Degrees Format with 5 digits after decimal e.g. XX.XXXXX)
G10
Assessors Map/Plat Number

Melrose
City/Town
-71.04469
Longitude (Decimal Degrees Format with 5 digits after decimal e.g. -XX.XXXXX)
53, 56, 57, right-of way
Parcel/Lot Number

2. Date Request Filed:

July 3, 2025

B. Determination

Pursuant to the authority of M.G.L. c. 131, § 40, the Conservation Commission considered your Request for Determination of Applicability, with its supporting documentation, and made the following Determination.

Project Description (if applicable):

Removal of two poles, replacement of one pole, installation of two new poles, installation of new conductor between poles and associated tree trimming and removal of approximately nine trees, within the 100-foot buffer to an isolated wetland area and certified vernal pool

Title and Date (or Revised Date if applicable) of Final Plans and Other Documents:

Porter Street Pole Maintenance Environmental Resources Map	_____	_____
Title		Date
**WPA Form 1 - Supplemental Page 1A - Melrose RDA	_____	_____
Title		Date
_____	_____	_____
Title		Date



Massachusetts Department of Environmental Protection

Bureau of Water Resources - Wetlands

WPA Form 2 – Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Melrose
Municipality

B. Determination (cont.)

The following Determination(s) is/are applicable to the proposed site and/or project relative to the Wetlands Protection Act and regulations:

Positive Determination

Note: No work within the jurisdiction of the Wetlands Protection Act may proceed until a final Order of Conditions (issued following submittal of a Notice of Intent or Abbreviated Notice of Intent) has been received from the issuing authority (i.e., Conservation Commission or the Department of Environmental Protection).

- 1. The area described on the referenced plan(s) is an area subject to jurisdiction under the Act. Removing, filling, dredging, or altering of the area requires the filing of a Notice of Intent.
- 2a. The boundary delineations of the following resource areas described on the referenced plan(s) are confirmed as accurate. Therefore, the resource area boundaries confirmed in this Determination are binding as to all decisions rendered pursuant to the Wetlands Protection Act and its regulations regarding such boundaries for as long as this Determination is valid.

- 2b. The boundaries of Wetlands Resource Area(s) and Buffer Zone(s) listed below are not confirmed by this Determination, regardless of whether such boundaries are contained on the plans attached to this Determination or to the Request for Determination.

- 3. The work described on referenced plan(s) and document(s) is within an area subject to jurisdiction under the Act and will remove, fill, dredge, or alter that area. Therefore, said work requires the filing of a Notice of Intent.
- 4. The work described on referenced plan(s) and document(s) is within the Buffer Zone and will alter an Area subject to jurisdiction under the Act. Therefore, said work requires the filing of a Notice of Intent
- 5. The area and/or work described on referenced plan(s) and document(s) is subject to review and approval by:

Name of Municipality

Pursuant to the following municipal wetland ordinance or bylaw:

Name

Ordinance or Bylaw Citation



WPA Form 2 – Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Melrose
Municipality

B. Determination (cont.)

- 6. The following area and/or work, if any, is subject to a municipal ordinance or bylaw but not subject to the Massachusetts Wetlands Protection Act:

- 7. If a Notice of Intent is filed for the work in the Riverfront Area described on referenced plan(s) and document(s), which includes all or part of the work described in the Request, the applicant must consider the following alternatives. (Refer to the wetland regulations at 10.58(4)(c) 2. for more information about the scope of alternatives requirements):

- Alternatives limited to the lot on which the project is located.
- Alternatives limited to the lot on which the project is located, the subdivided lots, and any adjacent lots formerly or presently owned by the same owner.
- Alternatives limited to the original parcel on which the project is located, the subdivided parcels, any adjacent parcels, and any other land which can reasonably be obtained within the municipality.
- Alternatives extend to any sites which can reasonably be obtained within the appropriate region of the state.

Negative Determination

Note: No further action under the Wetlands Protection Act is required by the applicant. However, if the Department is requested to issue a Superseding Determination of Applicability, work may not proceed on this project unless the Department fails to act on such request within 35 days of the date the request is post-marked for certified mail or hand delivered to the Department. Work may then proceed at the owner's risk only upon notice to the Department and to the Conservation Commission. Requirements for requests for Superseding Determinations are listed at the end of this document.

- 1. The area described in the Request is not an area subject to jurisdiction under the Act or the Buffer Zone.
- 2. The work described in the Request is within an area subject to jurisdiction under the Act, but will not remove, fill, dredge, or alter that area. Therefore, said work does not require the filing of a Notice of Intent.
- 3. The work described in the Request is within the Buffer Zone, as defined in the regulations, but will not alter an Area subject to jurisdiction under the Act. Therefore, said work does not require the filing of a Notice of Intent, subject to the following conditions (if any).

- 4. The work described in the Request is not within an Area subject to jurisdiction under the Act (including the Buffer Zone). Therefore, said work does not require the filing of a Notice of Intent, unless and until said work alters an Area subject to jurisdiction under the Act.



Massachusetts Department of Environmental Protection
 Bureau of Water Resources - Wetlands
WPA Form 2 – Determination of Applicability
 Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Melrose
 Municipality

B. Determination (cont.)

5. The area described in the Request is subject to jurisdiction under the Act. Since the work described therein meets the requirements for the following exemption, as specified in the Act and the regulations, no Notice of Intent is required:

Routine maintenance per 310 CMR 10.02(2)(a)(2).
Any trees removed from public land will be replaced in accordance with MGL c. 87 and following the Melrose Public Shade Tree Hearing Procedure.
 Exempt Activity (site applicable statutory/regulatory provisions)

6. The area and/or work described in the Request is not subject to additional review and approval by:

Melrose Conservation Commission
 Name of Municipality

Pursuant to a municipal wetlands' ordinance or bylaw.

Name

Ordinance or Bylaw Citation

C. Authorization

This Determination is issued to the applicant and delivered as follows:

- By hand delivery on By certified mail, return receipt request on

Date

July 18, 2025
 Date

7022 0410 0001 0828 9806
 Certified Mail Number

A copy of this Determination has been sent on the same date, considered the date of issuance, to the appropriate DEP Regional Office and the property owner (if not the applicant) in the manner as follows:

DEP

- By [eDEP DOA Submittal Platform](#) (Attach this form and supporting documents)

- By USPS mail

- By hand delivery

Date

Date

Property Owner (if not applicant)

- By mail

- By hand delivery

July 18, 2025
 Date

Date



Massachusetts Department of Environmental Protection

Bureau of Water Resources - Wetlands

WPA Form 2 – Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Melrose
Municipality

C. Authorization (cont.)


This Determination is valid for **three years** from the date of issuance (except Determinations for Vegetation Management Plans which are valid for the duration of the Plan). This Determination does not relieve the applicant from complying with all other applicable federal, state, or local statutes, ordinances, bylaws, or regulations.

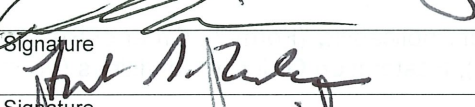
This Determination must be signed by a majority of the Conservation Commission. As noted above, a copy must be sent to the appropriate DEP Regional Office (see <https://www.mass.gov/service-details/massdep-regional-offices-by-community>) and the property owner (if different from the applicant) on the same date that the Applicant is issued this Determination.

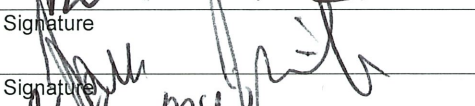
Melrose Conservation Commission

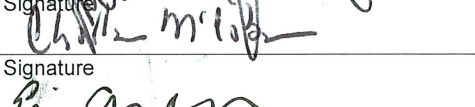
Issuing Authority


Signatures:


Signature 

Signature 

Signature 

Signature 

Signature 

Signature 

Michael Paiewonsky
Printed Name

Paul Moore
Printed Name

Forrest Tiedeman
Printed Name

Jason Jancaitis
Printed Name

Charles McCabe
Printed Name

Emily Anderson
Printed Name

Printed Name

D. Appeals

The applicant, owner, any person aggrieved by this Determination, any owner of land abutting the land upon which the proposed work is to be done, or any ten residents of the city or town in which such land is located, are hereby notified of their right to request the appropriate Department of Environmental Protection Regional Office (see <https://www.mass.gov/service-details/massdep-regional-offices-by-community>) to issue a Superseding Determination of Applicability. The request must be made by certified mail or hand delivery to the Department, with the appropriate filing fee and Fee Transmittal Form (see Request for Departmental Action Fee Transmittal Form) as provided in 310 CMR 10.03(7) within ten business days from the date of issuance of this Determination. A copy of the request shall at the same time be sent by certified mail or hand delivery to the Conservation Commission and to the applicant if he/she is not the appellant. The request shall state clearly and concisely the objections to the Determination which is being appealed. To the extent that the Determination is based on a municipal ordinance or bylaw and not on the Massachusetts Wetlands Protection Act or regulations, the Department of Environmental Protection has no appellate jurisdiction.



Massachusetts Department of Environmental Protection
 Bureau of Resource Protection - Wetlands
Request for Departmental Action Fee
Transmittal Form

DEP File Number:

Provided by DEP

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

A. Request Information

1. Location of Project

a. Street Address	b. City/Town, Zip
c. Check number	d. Fee amount

2. Person or party making request (if appropriate, name the citizen group's representative):

Name _____

Mailing Address _____

City/Town	State	Zip Code
Phone Number	Fax Number (if applicable)	

3. Applicant (as shown on Determination of Applicability (Form 2), Order of Resource Area Delineation (Form 4B), Order of Conditions (Form 5), Restoration Order of Conditions (Form 5A), or Notice of Non-Significance (Form 6)):

Name _____

Mailing Address _____

City/Town	State	Zip Code
Phone Number	Fax Number (if applicable)	

4. DEP File Number:

B. Instructions

1. When the Departmental action request is for (check one):

- Superseding Order of Conditions – Fee: \$120 (single family house projects) or \$245 (all other projects)
- Superseding Determination of Applicability – Fee: \$120
- Superseding Order of Resource Area Delineation – Fee: \$120

Send this form and check or money order, payable to the *Commonwealth of Massachusetts*, to:

Department of Environmental Protection
 Box 4062
 Boston, MA 02211

Important:
 When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.





Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

DEP File Number:

**Request for Departmental Action Fee
Transmittal Form**

Provided by DEP

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

B. Instructions (cont.)

2. On a separate sheet attached to this form, state clearly and concisely the objections to the Determination or Order which is being appealed. To the extent that the Determination or Order is based on a municipal bylaw, and not on the Massachusetts Wetlands Protection Act or regulations, the Department has no appellate jurisdiction.
3. Send a **copy** of this form and a **copy** of the check or money order with the Request for a Superseding Determination or Order by certified mail or hand delivery to the appropriate DEP Regional Office (see <https://www.mass.gov/service-details/massdep-regional-offices-by-community>).
4. A copy of the request shall at the same time be sent by certified mail or hand delivery to the Conservation Commission and to the applicant, if he/she is not the appellant.



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

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

Jay Coy, P.E., PMP
Acting City Engineer

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4172
E-mail: jcoy@cityofmelrose.org

4/6/2026

To: Melrose City Council
From: Jay Coy, P.E., Acting City Engineer
CC: Tanji Cifuni, City Clerk
Elena Proakis Ellis, P.E., DPW Director

Subject: **Order #2026-628: Petition of Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc. to install 1 JO (joint owned) pole on 357 Porter Street beginning at a point approximately 162 feet East of the centerline of the intersection of Orchard Lane and Porter Street and continuing approximately 15 feet in a South direction. Work in the City right of way includes installing a new 40-ft class 2 pole on the Southern right of way at 375 Porter Street, About 55.4 feet East of the pole#361. This work is required to solve an aerial trespassing on 357 Porter St property of overhead wires that feed 375 & 365 Porter Street properties. Melrose, MA.**

The Department of Public Works has reviewed the above-referenced request by National Grid and has the following comments and recommended conditions:

- 1) The proposed work is intended to relocate overhead wires to eliminate aerial trespassing on 357 Porter Street
- 2) The petitioner(s) met with the City Engineer and/or their designee to select the exact location of the proposed pole and conduit and will need to obtain a Melrose Public Works Street Opening Permit for the work. The petitioner(s) will be responsible for strict adherence to all requirements set forth within the permit including permit fees, insurance and bonding requirements.
- 3) Per Melrose Ordinances, Section 202-1.1, Reservation of space for city use; rights and privileges of city therein, please note the following. *In all underground conduits sufficient and necessary space as shall be determined by the City Council, upon consultation with the IT Director, shall be reserved free of expense for the use of the fire, police and other information technology, telegraph and telephone signal wires and/or cables belonging to the city and used exclusively for municipal purposes, and the city, by its inspector of wires and/or other proper servants, shall be allowed access to such conduits at all times. The city shall be allowed equal facilities and privileges with others using such conduits in putting in, taking out and repairing wires. In the alternative, another conduit, also known as a shadow conduit, of equal size and length may be laid along with the permitted conduit, which shall be for the exclusive use, and under the exclusive control of, the city. In this regard, the City is waiving this requirement for City space within the underground conduit. Space for City utilities is still required on the applicable utility poles.*

- 4) All existing utilities must be marked out and protected and any utilities damaged during construction shall be repaired by the applicant at their expense. NGRID shall call Dig Safe and the City's DPW Water and Sewer Division at least 72 hours prior to conducting the work.
- 5) Any new pole locations shall be in compliance with ADA standards.
- 6) Plans shall be made prior to issuance of a street opening permit and consequentially put in place during construction to address resident and pedestrian access and safety in and around the job site.
- 7) Police details shall be coordinated with the Melrose Police Department and are the responsibility of the Petitioner for both scheduling and payment.
- 8) NGRID shall notify property owners and businesses within 1/8 of a mile of the project at least 48 hours in advance of commencing work. If access to driveways is restricted, NGRID crews must coordinate with property owners to move vehicles in advance of work. A copy of the notice shall be provided to the Engineering Division in advance of distribution to the neighboring properties.
- 9) NGRID will clean up all debris to the satisfaction of the DPW.

Charlie McCabe
14 Orient Avenue
Melrose, MA 02176

January 8, 2026

Mayor Jen Grigoraitis
City of Melrose
Via email

Mayor Grigoraitis,

I would like to request reappointment to the City of Melrose Conservation Commission. I have served my first three-year term, having been nominated by Mayor Brodeur and confirmed by the Melrose City Council in 2023. Since my appointment, I'm pleased to have participated in regular meetings, weighing on decisions required by the state and city conservation regulations, and managing the ponds and open space owned by the city. I also took advantage of trainings offered to conservation commission members by state officials and the Massachusetts Association of Conservation Commissions.

Following the unexpected death of our conservation agent, Eric Devlin in December of 2022, the committee kept the work of the committee moving forward, filling in aspects of the agent's role. We also switched to meeting in person for monthly meetings going forward at City Hall.

In addition to the regulatory work that the conservation commission has accomplished since my appointment, I am pleased to have contributed to the following:

We completed three years of water chestnut harvesting on Ell Pond by a contractor through funding from city funds and a state grant in 2024. Beginning in 2023, we organized additional volunteer workdays to remove hard to reach water chestnuts in shallow areas of the pond, asking volunteers to bring kayaks and canoes to help gather and remove water chestnuts. I have coordinated the volunteer workdays since 2023, averaging 2 volunteer workdays of 3 hours each with approximately 18 volunteers each year. Since 2024, volunteers are solely responsible for ongoing water chestnut monitoring and removal.

In 2024, Melrose residents donated two kayaks to the Conservation Commission for use for water chestnut removal and other pond management activities. I store those kayaks when not in use in my garage and bring them out for clean-ups and other activities on Ell Pond, Towners Pond and Swains Pond.

I helped our conservation agent, Ingrid Winkler survey invasive species in and around

(over, please)

(Continued from page 1)

Towners and Swains Ponds, using our donated kayaks to access portions of the ponds and shoreline not readily accessible by public access.

I've led a series of volunteer workdays in the fall of 2025 to manage invasive vines and plants growing in and around Ell Pond Park. We'll continue to work to manage invasive species there and we're looking to extend our efforts in city parks and open space surrounding Towners Pond and Swains Pond in the coming year.

I look forward to continuing to serve for a new 3-year term on the Conservation Commission.

Yours truly,

Charlie McCabe

Cc: Ingrid Winkler, Conservation Agent

**Statement of Interest of Jason Jancaitis
Conservation Commission**

Ingrid let me know that my appointed term on the Conservation Commission is almost expired. I have enjoyed being a part of the Commission for the past 5 years and would be interested in being re-appointed to the Commission. Since I have joined I have been involved with the administration of wetlands permits for projects throughout the City, the development of new encroachment regulations and procedures to protect the conservation land, and cleanups of trash and invasive species at Ell Pond, Towner's Pond, and other conservation parcels. I believe that the experience I've gained from being a part of the Commission over the past several years is beneficial to the City.

Please let me know if you have any questions or would like to discuss further.

Thanks,

Jason Jancaitis

Melrose Council of Aging
Board of Directors
Member Ellen Cobau

February 2023- February 2026 Accomplishments

Served as Board Clerk for 2+ years

UMB Community Assessment

Community outreach re importance of completing survey

Identified community members for focus groups

Ongoing review of UMB Assessment and Recommendations

Self-assigned to committee that addresses Programming.

Self-assigned to committee that addresses Transportation.

Completed training to be a Certified Shine Volunteer. Volunteers provide free, unbiased, and confidential health insurance counseling to Massachusetts Medicare beneficiaries and their caregivers. Assigned to Mystic Valley (Malden) to counsel and assist Medicare recipients during Fall 2025 Open Enrollment Period and Winter 2026 during Medicare Advantage Open Enrollment Period.

February 2, 2026

Mayor Jennifer Grigoraitis
Melrose City Hall - Second Floor
562 Main St
Melrose, MA 02176

Re: Reappointment to the Melrose Affordable Housing Trust

Dear Mayor Grigoraitis:

With my current term on the Melrose Affordable Housing Trust ending soon, I am writing to express my interest in reappointment to the Trust. Our group has had a productive year, and I believe we've helped to create a thoughtful process to prioritize the use of scarce public resources in worthy housing development or preservation projects in the years ahead.

By creating clear goals, guidelines, an implementation plan, and a formal application process, the Trust has moved from "planning" to "doing" -- as evidenced by our approval of a funding request for three units at 87 West Wyoming Avenue.

I see the creation of housing opportunities as a critical need for Melrose. My goal for the next term is to work with my fellow Trustees to identify and secure funding to ensure the Trust has the sustainability it needs to make Melrose affordable to more people. I would be honored to continue serving the city in this capacity.

Sincerely,



Joe Viola
134 Howard Street

Cathy A. Gulino
25 Applehill Road
Melrose, MA 02176

Experience

- 1998 - City of Melrose, Melrose, MA
present Board of Assessors
Oversee and direct the policies and procedures of the City of Melrose Assessors office.
- 1998 - City of Melrose, Melrose, MA
2010 Member of the Property Valuation Board:
Oversee sale of City owned property.
- 2008- Melrose-Wakefield Hospital, Melrose, MA
present Point of Care Coordinator
Oversee all laboratory testing performed outside the laboratory at Point of Care.
- 1994 - Melrose-Wakefield Hospital, Melrose, MA
2008 Medical Laboratory Technologist
Rotate through blood bank, hematology, chemistry and processing departments.
- 1991 - Fleet Bank, Nashua, N.H.
1994 Commercial & Residential Real Estate Review Appraiser
- 1988- Patriot Properties, Inc., Marblehead, MA
1991 Commercial real estate appraiser and revaluation work.
- 1985- Eastern Appraisal Services, Beverly, MA
1988 Residential and commercial real estate appraiser

Education

- Merrimack College, North Andover, MA
Bachelor of Arts Degree, May 1990, Magna Cum Laude
- Mass Bay Community College, Wellesley, MA
Associate's Degree in Science, June 1979
Medical Laboratory Technician Program
- Massachusetts Association of Assessing Officers
Course 101: Introduction to Assessment Administration:
Laws, Procedures, and Valuation. 1998

Statement of accomplishments
Tim Bailey, Planning Board

I am writing to confirm my interest in being reappointed to the Melrose Planning Board. It has been a privilege to serve since my appointment in 2021, and I would be honored to continue contributing to the City's planning efforts.

During my tenure on the Board, I have been actively engaged in reviewing and deliberating on the 29 cases that have come before us. In addition, I participated in the review and approval of both the Housing Production Plan and the 2022 Open Space Plan, documents that play a critical role in shaping Melrose's long-term growth, housing strategy, and preservation priorities.

I have also taken part in 13 Design Review Subcommittee meetings, helping to evaluate and guide development proposals to ensure they align with the City's standards and broader community goals. Some of my other accomplishments include involvement with the following;

- Assisting the Board in revising the Rules and Regulations.
- Updating the application forms and fees associated with our cases.
- Reviewed drafts of the recodified zoning ordinance.
- Attended a training session led by a land use attorney focused on zoning laws and permitting.

I remain committed to serving the residents of Melrose and contributing thoughtful, well-informed decision-making to the Planning Board. Thank you for considering my reappointment. Please let me know if you need any further information.

Sincerely,
Tim Bailey, AIA, LEED AP

February 2026

List of accomplishments of **Cathie Mercier** as a Library Trustee

- Trustee of the Melrose Public Library, Melrose, Massachusetts. April 2016-present.
- Collaborated with MPL Director on five-year strategy plan, June 2018-October 2019.
- Trustee delegate to the Melrose Building Committee, June 2023-April 2025.
- Revision of the Trustees By-Laws, 2024-25.
- Elected Chair in April 2025 and re-elected in January 2026.



CITY OF MELROSE

City Clerk's Department

Tanji Cifuni
City Clerk
tcifuni@cityofmelrose.org

City Hall, 562 Main Street
Melrose, MA 02176
Telephone: 781-979-4113

March 5, 2026

Our Vendor, LHS, that we partner with to help run our elections, has notified us that our Poll Pads, 6th Generation iPads, will need an upgrade.

LHS recommended the Poll Pads listed below will need to be upgraded by the end of 2026.

The estimated upgrade cost is \$750.00 per device, which includes:

- A new iPad and charger
- A protective iPad sled
- A protective travel case (required due to the larger iPad size)

This cost does not include a new printer. If we would like to plan to upgrade our printers at the same time, the additional cost would be \$450.00 per paper receipt printer, our swork just fine.

Upgrades become necessary when an iPad's operating system and the Poll Pad application are no longer compatible, or when the application can no longer be supported on that model. Based on current projections, this will occur by December 2026.

All our existing equipment is currently in good working order and LHS will take it back for us. This notice is simply to inform you of the projected end-of-shelf-life for the specific equipment listed below and the need to order upgraded equipment for the state elections beginning in August of 2026.

POLLPAD CITY OF MELROSE MA 001	17.7.1	3.6.0	iPad (6th Gen.)
POLLPAD CITY OF MELROSE MA 002	17.7.5	3.6.0	iPad (6th Gen.)
POLLPAD CITY OF MELROSE MA 003	17.7.1	3.6.0	iPad (6th Gen.)
POLLPAD CITY OF MELROSE MA 004	17.7.1	3.6.0	iPad (6th Gen.)
POLLPAD CITY OF MELROSE MA 005	17.7.1	3.6.0	iPad (6th Gen.)
POLLPAD CITY OF MELROSE MA 006	17.7.4	3.6.0	iPad (6th Gen.)
POLLPAD CITY OF MELROSE MA 007	17.7.1	3.6.0	iPad (6th Gen.)
POLLPAD CITY OF MELROSE MA 008	17.7.4	3.6.0	iPad (6th Gen.)
POLLPAD CITY OF MELROSE MA 009	17.7.1	3.6.0	iPad (6th Gen.)

POLLPAD CITY OF MELROSE MA 010	17.7.5	3.6.0	iPad (6th Gen.)
POLLPAD CITY OF MELROSE MA 011	17.7.4	3.6.0	iPad (6th Gen.)
POLLPAD CITY OF MELROSE MA 012	17.7.4	3.6.0	iPad (6th Gen.)
POLLPAD CITY OF MELROSE MA 013	17.7.4	3.6.0	iPad (6th Gen.)
POLLPAD CITY OF MELROSE MA 014	17.7.4	3.6.0	iPad (6th Gen.)

MC-3 Printers we currently use for 001 through 028 are perfectly fine and do not need to be upgraded at this time.

One of the three label printers we use for early voting stopped working last Fall. The replacement cost is \$550.00 each and we will need one for early voting this August.

I am attaching a copy of the quote from LHS to replace all 28 poll pads and replace the broken printer.

Our request is for a total of \$20,020 to upgrade the hardware, software and the printer.

There is a 6-week lead time to get them here and then they need to be programmed with the new software.

It is our hope to have the new poll pads ready to go for the state primaries that begin in August.

Sincerely,



Tanji Cifuni
City Clerk's Office



Company Address 8A Industrial Way
 Unit 100
 Salem, NH 03079
 US

Created Date 2/12/2026
 Expiration Date 5/13/2026
 Quote Number 00002906

Contact Information

Prepared By	Brenda L'Italien	Customer Name	Melrose
Title	Director of Poll Pad Sales and Support	Contact Name	Tanji Cifuni
Phone	(978) 651-2511	Title	City Clerk
Email	bcm@lhsassociates.com	Email	tcifuni@cityofmelrose.org

Address Information

Bill To Name Melrose
 Bill To 562 Main Street
 Melrose, MA 02176

Product Code	Product	Product Description	Sales Price	Quantity	Total Price
PP-01	I360 Sled	I360 Sled	\$50.00	28.00	\$1,400.00
PP-12	Poll Pad Application & Software Installation Fee	Poll Pad Application & Software Installation Fee	\$100.00	28.00	\$2,800.00
PP-07	Poll Pad Carry Case (920 Receipt)	Poll Pad Carry Case (920 Receipt)	\$200.00	28.00	\$5,600.00
PP-08	Poll Pad Tablet (Wi-Fi)	Upgrade or Replacement (Wi-Fi)	\$340.00	28.00	\$9,520.00
E99-99	Shipping/Handling/Delivery Charge	Shipping and Handling	\$150.00	1.00	\$150.00

Subtotal \$19,470.00
 Total Price \$19,470.00

Handwritten: + \$ 550.00 - new label printer
 \$ 20,020

Upgrade 001-028

All prices quoted are subject to change without prior notice. Pricing may be adjusted to reflect changes in market conditions, vendor costs, or other factors beyond our control.

Signature

By signing below, you are acknowledging that the above pricing is accurate and within budget, and that you are ready to move forward with the official purchase and contract initiation:

Customer Signature: _____

Printed Name & Title: _____

Date: _____

Anticipated First Use Date: _____



Company Address 8A Industrial Way
 Unit 100
 Salem, NH 03079
 US

Created Date 2/12/2026
 Expiration Date 5/13/2026
 Quote Number 00002906

Contact Information

Prepared By Brenda L'Italien
 Title Director of Poll Pad Sales and Support
 Phone (978) 651-2511
 Email bcm@lhsassociates.com

Customer Name Melrose
 Contact Name Tanji Cifuni
 Title City Clerk
 Email tcifuni@cityofmelrose.org

Address Information

Bill To Name Melrose
 Bill To 562 Main Street
 Melrose, MA 02176

Product Code	Product	Product Description	Sales Price	Quantity	Total Price
PP-01	I360 Sled	I360 Sled	\$50.00	28.00	\$1,400.00
PP-12	Poll Pad Application & Software Installation Fee	Poll Pad Application & Software Installation Fee	\$100.00	28.00	\$2,800.00
PP-07	Poll Pad Carry Case (920 Receipt)	Poll Pad Carry Case (920 Receipt)	\$200.00	28.00	\$5,600.00
PP-08	Poll Pad Tablet (Wi-Fi)	Upgrade or Replacement (Wi-Fi)	\$340.00	28.00	\$9,520.00
E99-99	Shipping/Handling/Delivery Charge	Shipping and Handling	\$150.00	1.00	\$150.00

Subtotal \$19,470.00
 Total Price \$19,470.00

Upgrade 001-028

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Printed Name & Title: _____

Date: _____

Anticipated First Use Date: _____



City Auditor

City Hall, 562 Main Street
 Melrose, Massachusetts 02176
 Telephone - (781) 979-4107

Free Cash Orders for Fiscal Year 2026

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For more information on free cash, you can review this [fact sheet](#) published by the Department of Revenue – Division of Local Services.

Council Order ID #	Appropriation Request	Department	Description	Appropriation Approved	Balance of Free Cash
-	-	-	-	-	\$ 5,558,450
2026-612	\$20,020.00	Clerk/Elections	Poll Pad Laptops & Printers		\$ 5,538,430.00
2026-614	\$50,000.00	Mayor	Cultural Council Funding		\$ 5,488,430.00
2026-615	\$25,000.00	Mayor	Chamber & City Events Support		\$ 5,463,430.00

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CITY OF MELROSE

OFFICE OF THE MAYOR

JENNIFER GRIGORAITIS

Mayor

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

To: Melrose City Council
From: Mayor Jen Grigoraitis
Re: Requesting Free Cash Appropriation for the Melrose Cultural Council
CC: Kerri Golden, CFO; Lauren Grymek, Chief of Staff
Date: March 9, 2026

I respectfully request the City Council approve an appropriation of free cash in the amount of \$50,000 to the Melrose Cultural Council (MCC) for the purposes of grant funding for arts and cultural events and programs in Melrose. The MCC is a local cultural council under the state's program. This will supplement the annual Local Cultural Council Allocation grant of \$16,800 from the Massachusetts Cultural Council, accepted by the City Council earlier this calendar year.

The need for arts and culture funding in Melrose is growing. Last year, the MCC received 44 applications requesting \$80,650 in funding; they were able to approve 31 applications for a total of \$39,546 (5 partially funded, 26 fully funded). This funding was derived from three sources: \$20,000 from City of Melrose (free cash appropriation); \$16,800 from the Massachusetts Cultural Council (annual allocation from the state); and \$2,746 from MCC fundraising efforts.

Data from the MCC's July-August 2025 Community Survey, completed by 240 people, informed them that the community is looking to engage in free outdoor events, public art, and events that encourage community building, social connections and dialogue. Additionally, the MCC's survey found that 70% of those surveyed that attended an arts or cultural event in Melrose also ate in a local restaurant either before or after the performance, while over 50% visited a local merchant and over 40% stopped to have a drink. The City is grateful for the MCC's work in providing programming that also helps our local economy grow.

The City's investment in the Melrose Cultural Council ensures that these public funds can be granted equitably, transparently and consistently to great local grant applicants. Ultimately, this allocation of \$50,000 enables the MCC to provide more grants at a higher amount for local arts and culture initiatives.

Thank you for your consideration and your support.

History of Funding the Arts in Melrose:

This appropriation follows the prior two fiscal years' free cash requests of \$20,000 each.

In June 2024 my administration requested, and the City Council unanimously approved, a \$20,000 appropriation in free cash funds to support the Melrose Messina Fund for the Arts (MMFA), a City of Melrose-funded account administered by mayoral appointees, for Fiscal Year 2025. Later that summer, the volunteer administrators of the MMFA unanimously approved a plan to integrate MMFA funds and operations into the larger Melrose Cultural Council (MCC).

The integration of the Messina Fund into the Melrose Cultural Council reduced administrative burdens on local grant recipients by creating the opportunity for applicants to seek funding from one source. Further, the merger improved and streamlined the MCC's and MMFA's common mission of grantmaking for community arts and culture endeavors in the City of Melrose. The City's allocation for arts and cultural programming now falls solely under the Melrose Cultural Council



City Auditor

City Hall, 562 Main Street
 Melrose, Massachusetts 02176
 Telephone - (781) 979-4107

Free Cash Orders for Fiscal Year 2026

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March 30, 2026

Mayor Jen Grigoraitis and Melrose City Council
562 Main Street
City Clerks Office
Melrose, MA 02176

Dear Mayor Grigoraitis and Members of the Melrose City Council,

On behalf of the Lincoln School PTO, I am writing to express my enthusiastic support for the approval of an increased municipal allocation to the Melrose Cultural Council in fiscal year 2026. The Melrose Cultural Council grant program has been an important resource for the funding of community cultural events such as the Lincoln School's annual World Culture Night.

World Culture Night seeks to build community by increasing awareness around diversity and encouraging social connections by offering an opportunity to engage with and learn more about our neighbors. Funding from the MCC has supported this event and most notably, has allowed the Lincoln PTO to include paid performances, making World Culture Night both educational and entertaining. For the last 3 years, the Nüwa Athletic Club has headlined the event with an all-female lion dance performance. We have also been able to expand accessibility of the performance by using grant funding to offer in-school daytime assemblies to reach all students.

Increasing the funding for the Melrose Cultural Council's grant program has the potential to further promote cultural diversity, inclusion and racial equity and encourage a vibrant cultural life in Melrose, by allowing for the growth and development of more events like World Culture Night. The City Council's financial support of the MCC would increase the opportunities for cultural events in Melrose by providing a greater number of grants as well as a higher level of commitment to grantees. At a time when more of us find reasons to sit behind a screen within the walls of our home, it is so important to have events that encourage community connection and an appreciation for our city.

I am proud to support the Melrose Cultural Council and their efforts to make our community a better place. I hope you will support the approval of additional funding in FY26 to continue to grow the community and culture in Melrose.

Sincerely,
Chrissy Horan
Lincoln PTO



Molly Goyette, Program Director
Family Resource Network-CFCE/PC+ Grants
60 Farm Street, Wakefield, MA 01880

March 24, 2026

Melrose City Council
562 Main Street
Melrose, MA 02176

Subject: Support for Increased Funding for the Melrose Cultural Council

Dear Council Members,

As the Program Director of a local family education and support program and an advocate for arts and culture, I respectfully request your consideration for increased funding for the Melrose Cultural Council in the forthcoming budget.

The Local Cultural Council (LCC) plays a vital role in Melrose, fostering creativity and economic growth through the grants they provide to artists, schools, and local organizations. However, in recent years, the demand for these funds has far outpaced the available resources. Increasing this funding is a direct investment in local arts, quality of life and economic vitality.

Over the past fifteen years, the Family Resource Network has relied on grants from the Melrose Cultural Council to deliver free cultural programming to families with young children. These initiatives would not be feasible without their financial support. Due to persistent level funding, supplemental support from the Cultural Council remains essential to ensure accessibility to educational and creative arts programs for local families.

Investing in the cultural sector brings high returns: it offers high quality arts programming, supports small businesses, and provides educational opportunities for children. Strengthening the Melrose Cultural Council's capacity will ensure that Melrose remains a vibrant, attractive place to live, work, and visit.

Thank you for your time and your commitment to supporting cultural arts in Melrose.

Sincerely,

Molly Goyette, Program Director
Family Resource Network

From: [Mayor Grigoraitis](#)
To: [Grymek, Lauren](#)
Subject: Fwd: Thank You for Support of the MCC
Date: Monday, March 23, 2026 9:10:04 AM

Sent from my iPhone

Begin forwarded message:

From: Myron Dittmer <mdittmer@mthoodpa.com>
Date: March 23, 2026 at 8:32:23 AM EDT
To: Mayor Grigoraitis <jgrigoraitis@cityofmelrose.org>
Cc: Melrose Cultural Council <melrosecultural@gmail.com>
Subject: Thank You for Support of the MCC

Dear Mayor Grigoraitis:

It was great to see you at last Wednesday's Melrose Cultural Council grant reception. Also, it was enjoyable for me to meet other grant recipients and to learn how much the Council's financial support made a difference in putting on their event or project.

As president of the Mt. Hood Park Association, I can tell you personally how important their financial support means to us in supporting our annual July 4th community concert each year. This is one of the reasons why I am so proud to be a resident of this great and outstanding city which supports so many of our creative arts and musical performances. And of course, you have already shown your deep commitment to the arts in the short time you have been Mayor.

It is heartening to hear, during your speech at Wednesday's event, that you commit to obtaining more financial support for the MCC from the City Council for the coming year. Please know that you have my complete support in these efforts!

Warmly,

Myron

--

Myron F. Dittmer, Jr.
President
Mt. Hood Park Association
Tele: (781)665-8172
Email: Mdittmer@mthoodpa.com
Website: www.mthoodpa.com
Facebook: facebook.com/mounthoodpark

****CITY OF MELROSE PUBLIC RECORDS NOTICE: Please be advised that the Massachusetts Attorney General has determined that email is a public record

unless the content of the email falls within one of the stated exemptions under the Massachusetts Public Records Laws.****

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From: frani02l76@aol.com <frani02l76@aol.com>

Sent: Tuesday, March 31, 2026 2:50 PM

To: City Council <citycouncil@cityofmelrose.org>

Subject: Melrose Cultural Council Funding

DELVENA THEATRE COMPANY

254 Ocean Avenue, No. 2

Lynn, Ma 01902

(781) 595-5504

March 31, 2026

Melrose City Council

562 Main Street

Melrose, MA 02176

Dear Members of the Melrose City Council,

I am writing in strong support of the request to increase municipal funding for the Melrose Cultural Council.

Delvena Theatre Company has had the privilege of presenting numerous performances at the Melrose Senior Center, including our Meet Julia Child, Truly Eleanor Roosevelt, All the President's Ladies, Isabella and The Incredible Mae West shows, as well as several interactive murder mystery events. Through these experiences, we have seen firsthand the profound impact that Cultural Council funding has on the lives of Melrose residents—particularly seniors. The audiences we serve are not only engaged during the performances, but deeply invested afterward.

Our post-show conversations are lively, thoughtful, and often quite moving. Many attendees share personal stories, historical insights, and reflections sparked by the performances. Over time, these individuals have become more than audience members—they have become a community we genuinely cherish. They have become our friends.

We have also observed the broader community benefit. Following performances, it is common for audience members to gather at local restaurants to continue discussions. Our casts have joyfully continued discussions with audiences at Turners, Mexico Lindo and other Melrose restaurants. These Delvena Theatre show events do not end when the curtain falls; they extend into the local economy, supporting Melrose businesses and fostering social connection.

Increased funding for the Melrose Cultural Council would allow for more opportunities like these—programming that engages, educates, and connects residents across generations. It ensures that seniors, in particular, continue to have access to enriching cultural experiences that bring joy, stimulation, and community into their lives.

We are proud to be among the many artists supported by this funding and would be honored to see a diverse group of grant recipients continue to bring meaningful programming to the city.

Thank you for your consideration and for your ongoing support of the arts in Melrose.

Sincerely,

Fran Baron

Delvena Theatre Company



To: Melrose City Council

From: Lisa Simmons, Program Manager, Mass Cultural Council

Re: The Melrose Cultural Council requesting Free Cash Appropriation

CC: Kerri Golden, CFO; Lauren Grymek, Chief of Staff

Date: April 1, 2026

Dear Chair Brad Freeman and distinguished members of the Melrose City Council:

Thank you for the opportunity to submit testimony today in strong support of an appropriation of free cash in the amount of \$50,000 to the Melrose Cultural Council for the purposes of grant funding for arts and cultural events and programs in Melrose. This funding will supplement the annual Local Cultural Council (LCC) Allocation of \$16,800 from Mass Cultural Council.

My name is Lisa Simmons, and I am a Program Manager at Mass Cultural Council for the Communities Initiative Team, which includes the LCC Program. At Mass Cultural Council, we have seen firsthand the impact that local investments in arts and culture can have on individual artists, youth, elders, small nonprofits, and the contribution that impact has on the vitality of our neighborhoods.

For 45 years, the LCC Program, administered by Mass Cultural Council, has been recognized as the largest grassroots cultural funding network. LCCs serve as the essential bridge between cultural activity in a community and the residents who benefit from it. Their strength lies in their deep knowledge of local artists, their understanding of community cultural traditions, their awareness of neighborhood needs, and their connection to the cultural identities that define each city and town in Massachusetts. The funding that LCCs distribute fuels local creativity and cultural vibrancy, supports a broader range of artists, sustains smaller cultural initiatives, and enables community-driven projects rooted in heritage, creativity, and innovation.

Arts and culture are not optional. They are economic drivers, community stabilizers, and essential contributors to civic health and overall wellbeing. LCC-funded projects create jobs, activate public spaces, preserve cultural heritage, and strengthen community identity. In FY25, 63 municipalities provided additional funds to their LCCs totaling 1.29M. By supporting this appropriation, you are helping build a more vibrant creative ecosystem in

the City of Melrose. I respectfully urge the City Council to advance this measure to equip the Melrose Cultural Council with the resources it needs to fully serve its community.

Thank you for your time, your leadership, and your commitment to the cultural life of our Commonwealth.

Sincerely,

Lisa Simmons

Lisa Simmons
Program Manager
Communities Initiative
Mass Cultural Council
10 St. James Avenue, 3rd floor
Boston, MA. 02116

From: Oren Santillo <oren.b.santillo@gmail.com>

Sent: Friday, April 3, 2026 8:40 PM

To: City Council <citycouncil@cityofmelrose.org>

Subject: Letter of Support for MCC Funding Increase

Dear City Councilors,

My name is Oren Santillo, and as you consider approving an increase in funding for the Melrose Cultural Council, I want to share with you my experience as an MCC grantee. I have organized Melrose Jazz Fest since 2024, resurrecting a citywide event that had gone dormant about 10 years prior. I believe this event has been so important for the cultural development of Melrose and last year, the community proved this impact by bringing over 300 people together for the 5 hour festival, giving the event so many glowing reviews highlighting the cultural impact of the festival, especially that it had met a popular public demand: large scale free music events!

Importantly, this event would not be at all possible without the MCC funding that I received. There is little chance I could have gotten similar funds using sponsors, smaller granting organizations, or public donations. This exclusive possibility is especially true for the level of funding I received - I was granted over \$3,000 for both the 2025 and 2026 festivals. Just as important is the fact that this amount of funding would absolutely not have been possible without the contribution from the City of Melrose which allowed the MCC to make more impactful contributions, particularly to larger-scale projects like Melrose Jazz Fest. Furthermore, the small grants, sponsors, and public donations I did receive in addition to the MCC grant were a lot easier to get with the valuable support of the MCC behind us. An MCC endorsement is a magnet for other sponsors, grants, and donations, making it even more important, far beyond the monetary face value. I am very hopeful that this increase is approved, so that many more of these large and small projects can reap the benefits that Melrose Jazz Fest has enjoyed, adding immensely to the cultural propulsion of melrose.

As well as being an MCC grantee and a senior at Melrose High School, I also serve as a student member on the MCC - a unique and valuable position the Melrose Cultural Council

provides. The Melrose Council was one of the first in the state to offer this position to high school students, and remains a council with one of the most robust and developed programs of its kind. In this role, I have been able to make a substantial impact in my community by helping so many people and organizations with projects beyond just funding, by offering support and advice throughout the process using my experience as a grantee, organizer, and a student! This experience has also taught me so much about the granting process, but especially the incredible importance of public funds being used for artistic and cultural programs and events. Private organizations and large and small donations alike are also important of course, but it is so different and way more impactful for a government organization to pledge their support of art and culture, in the form of consistent financial backing, making their commitment clear to their constituents.

Thank you so much for your service on the Melrose City Council!

Sincerely,

Oren

From: Stacey Babb <stacey@openingdoorsproject.org>

Sent: Monday, April 6, 2026 3:38 PM

To: City Council <citycouncil@cityofmelrose.org>

Subject: for tonight: Statement in support of funding for the Melrose Cultural Council

Dear City Councilors,

I understand you will be considering a funding appropriation for the Mass Cultural Council during tonight's City Council meeting and I would like to submit my statement of support for consideration (below).

Many thanks,

Stacey

The Melrose Cultural Council actively brings our city closer to its ideal of "One community open to all" by supporting diverse artists and making the arts accessible through reducing cost barriers. The Opening Doors Project greatly values the work of the Melrose Cultural Council and we have seen firsthand how funding for the arts goes further than just the artist. In addition to fostering economic activity and helping make Melrose a vibrant city, arts funding also builds community at a time when coming together is especially meaningful.

- Stacey Babb, Co-Founder of The Opening Doors Project

Stacey Babb

Producer & Co-Founder

617-459-6568c

The Opening Doors Project

Amplifying voices of color and advancing interracial conversations about race.

On behalf of Kris Rodolico, Founder and Director of Follow Your Art Community Studios:

Follow Your Art has been fortunate to receive a grant annually from the local cultural council to support various free and low-cost creative community events like Chalk Walk, storytelling collaborations with Stellar Story Corp, and a workshop series in collaboration with the Melrose Farmers Market for 2026. In each instance, our goal is to use public funds to find new ways to provide accessible creative experiences that are open to everyone.

Allocating an additional \$50,000 to the local cultural council is game-changing for arts and culture in Melrose. Resources that support local creatives are very limited, and grant writing is hard work. Independent creatives often do that work not knowing if it will lead to funding for their talent and effort, and with limited resources deserving projects are left unfunded. Additional funds open up more avenues for local artists and event producers to not only provide the community with cultural experiences, but also to be paid for their work, which in turn feeds the local economy.

FYA is committed to being a resource for creatives in Melrose, providing space use, collaboration for community events, and mentoring for young creatives who are just launching their projects, some of whom hope to submit their own grants this year. Additional grant awards benefit the city as a whole and we are excited about the opportunities that would come to the arts and culture sector of the community as a result.



CITY OF MELROSE

OFFICE OF THE MAYOR

JENNIFER GRIGORAITIS

Mayor

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

To: Melrose City Council
From: Mayor Jen Grigoraitis
Re: Requesting Free Cash Appropriation for City Support of Chamber of Commerce Events
CC: Kerri Golden, CFO; Lauren Grymek, Chief of Staff
Date: March 11, 2026

For nearly forty years, the City of Melrose has supported the Melrose Chamber of Commerce community events – Summer Stroll, Victorian Fair and Home for the Holidays – by providing staff overtime from the Department of Public Works, Police Department and Fire Department. These staff costs were historically covered using funding in the department’s annual operating budget (overtime line items). In Fiscal Year 2026, due to city budget constraints and reductions to departments’ overtime, my administration committed a one-time allocation of American Rescue Plan Act (ARPA) funds to cover the costs of staffing these three community events.

My administration is committed to supporting the Melrose Chamber of Commerce during the City’s Fiscal Year 2027 (July 1, 2026 – December 31, 2027) and in a way that does not keep the financial burden of doing so in the annual operating budget. To that end, I respectfully request the City Council’s approval of a free cash appropriation of \$25,000 to cover City staff overtime that ensures these events, which are beloved community traditions which support our local business and arts and culture sectors, can take place.

The Melrose Chamber of Commerce will continue to plan and execute these three community events during Fiscal Year 2027. The City of Melrose will be named as an event partner in event related marketing, publicity and communications and provide staffing as deemed necessary by the City through its Department of Public Works, the Melrose Police Department and the Melrose Fire Department.

Thank you for your consideration.



City Auditor

City Hall, 562 Main Street
 Melrose, Massachusetts 02176
 Telephone - (781) 979-4107

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CK 1455



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

- New Application
- Renewal Application – fee based upon storage/volume

Year: 2026

CITY CLERK MELROSE-MA
2026 FEB 26 AM 9:54

GASOLINE & STORAGE APPLICATION

Annual License Period: May 1 through April 30

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with "wet signature") to the City Clerk's Office by the due date listed below:

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> o Melrose Fire o Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk's Office.

Business Name: 17 Uphams St Realty trust	Fee: \$ 150
Applicant Name: Alfred DiCarlo trustee	Business Phone Number:
Address of Storage: 17-19 Uphams St	Cell Phone Number: [REDACTED]



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION

Gasoline & Storage Renewal Application May 1 - April 30

Please print legibly

Applicant Name: <i>17 Upham st Realty trust</i>	Business Phone Number:
Business Address: <i>17 Upham st</i>	Cell Phone Number: [REDACTED]
Mailing Address: <i>P.O. Box 5856 Salisbury MA 01952</i>	Emergency Phone Number: [REDACTED]
Email Address of Owner (required): [REDACTED]	
24-hour Emergency Contact Name: <i>Jaimie DoVale.</i>	Emergency Phone Number: [REDACTED]

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Signature of petitioner 1 *[Signature]* *Trustee* Date: *2-26-26*

Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405	Date Signed: <u><i>2/27/26</i></u> <i>G. B. Sir</i>	\$50 Fee Paid <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
<i>[Signature]</i> Melrose Fire Captain Signature	Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: <u><i>2-26-26</i></u> <i>Janean Shields</i>	
<i>[Signature]</i> Treasurer Collector Signature	Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		




Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

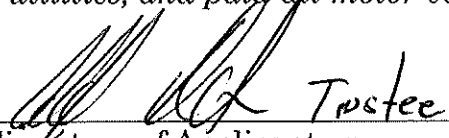
GASOLINE & STORAGE APPLICATION

State Tax ID Form

Annual License Period: May 1 through April 30

Licensee Name: 17 Upham st Realty Trust
Physical Address: 17- Upham st
Mailing Address: Po Box 5856 Salisbury Ma. 01952
Manager/Business Owner:  Trustee

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

 Trustee
Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

Social 
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code
Chapter 137. Inflammables and Explosives

§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application.

[Amended 4-6-1987 by Ord. No. 1655; 11-15-2004 by Ord. No. 05-084^[1]; 5-16-2005 by Ord. No. 05-213] A. The City Council may grant licenses, in accordance with the provisions of MGL c. 148, § 13, to suitable persons to use land for the construction or maintenance thereon of buildings or other structures for the keeping, storage or sale of any of the articles named in § 9 of such chapter, except fireworks, firecrackers or torpedoes, and for the keeping of vehicles with gasoline or other volatile inflammable fluid, as defined in § 14 of such chapter, in the same. The fee for any license granted under this section shall be in accordance with the following schedule:

- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$15
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, filin Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

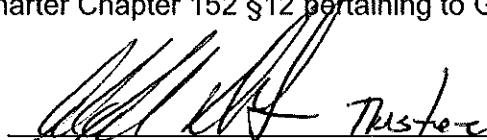
No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

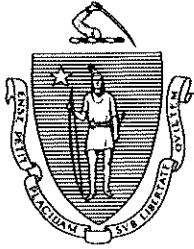
By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.



Applicant Signature

2-26-26

Date



The Commonwealth of Massachusetts
City of **Melrose, MA**

FP-005
(Rev. 1.2018)

Certificate of Registration
Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: 17 Upham St Realty trust
Name of License Holder
P.O. Box 5856 Salisbury Ma 01952
Business Address of License Holder

Is the holder of a license granted on _____, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:
19 Upham St
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.
[Signature] Trustee 2-26-24 Alfred DiCavito
Signature of License Holder or Agent Date Printed Name

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official _____ Title _____ Date _____

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

CK #1455

New Application

Year: 2026

Renewal Application – fee based upon storage/volume

CITY CLERK MELROSE-MA
2026 FEB 26 AM 9:54

GASOLINE & STORAGE APPLICATION

Annual License Period: May 1 through April 30

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> o Melrose Fire o Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk’s Office.

Business Name: 17 Upham St Realty Trust	Fee: \$ 100
Applicant Name: Alfred D. Carlo trustee	Business Phone Number:
Address of Storage: 19- Upham St	Cell Phone Number: [REDACTED]



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION

Gasoline & Storage Renewal Application May 1 - April 30

Please print legibly

Applicant Name: 17 Upham St Realty Trust	Business Phone Number:
Business Address: 19 Upham St	Cell Phone Number: [REDACTED]
Mailing Address: 70 Box 3856 Salisbury Ma 01952	Emergency Phone Number: [REDACTED]
Email Address of Owner (required): [REDACTED]	
24 Jaime DoVale	Emergency Phone Number: [REDACTED]

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Signature of petitioner 1 [Signature] Trustee Date: 2-26-26

Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405	Date Signed: 2/26/26	\$50 Fee Paid Yes/No
<u>[Signature]</u> Melrose Fire Captain Signature	GIBSON Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: 2-26-26	
<u>[Signature]</u> Treasurer Collector Signature	Janean Shairs Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

GASOLINE & STORAGE APPLICATION

State Tax ID Form

Annual License Period: May 1 through April 30

Licensee Name: 17 Upham st Realty trust

Physical Address: 17 Upham st

Mailing Address: R.O. Box 5856 Salisbury Ma 01952

Manager/Business Owner: Alfred DiCarlo Trustee

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Alfred DiCarlo Trustee
 Signature of Applicant or
 Corporate Name*

 By: Corporate Office
 (Mandatory, if applicable)

So 
 Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code Chapter 137. Inflammables and Explosives

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[Amended 4-6-1987 by Ord. No. 1655; 11-15-2004 by Ord. No. 05-084^[1]; 5-16-2005 by Ord. No. 05-213] A. The City Council may grant licenses, in accordance with the provisions of MGL c. 148, § 13, to suitable persons to use land for the construction or maintenance thereon of buildings or other structures for the keeping, storage or sale of any of the articles named in § 9 of such chapter, except fireworks, firecrackers or torpedoes, and for the keeping of vehicles with gasoline or other volatile inflammable fluid, as defined in § 14 of such chapter, in the same. The fee for any license granted under this section shall be in accordance with the following schedule:

- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$15
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
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- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, filin Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

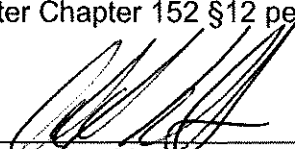
No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

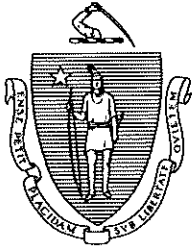
- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.


Applicant Signature


City Clerk


Date



The Commonwealth of Massachusetts
City of **Melrose, MA**

FP-005
(Rev. 1.2018)

Certificate of Registration
Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: 17 Upham St Realty Trust
Name of License Holder
P.O. Box 5856 Salisbury, MA 01952
Business Address of License Holder

Is the holder of a license granted on _____, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:
17-19 Upham St Rear
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.
[Signature] Trustee 2-26-20 Alfred DiCarlo
Signature of License Holder or Agent Date Printed Name

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official _____ Title _____ Date _____

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

CK # 944

- New Application
- Renewal Application – fee based upon storage/volume

Year: 2026

GASOLINE & STORAGE APPLICATION

Annual License Period: May 1 through April 30

CITY CLERK MELROSE-MA
2026 MAR 5 AM 11:52

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> o Melrose Fire o Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk’s Office.

Business Name:	Fee: \$ 50
Applicant Name: Barbara A. Peterson	Business Phone Number:
Address of Storage: 58-60 Russell Street	Cell Phone Number: [REDACTED]



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION
Gasoline & Storage Renewal Application
May 1 - April 30

Please print legibly

Applicant Name: <i>Barbara A. Peterson</i>	Business Phone Number: <i>781-233-4424</i>
Business Address:	Cell Phone Number: [REDACTED]
Mailing Address: <i>58 Russell Street Melrose, MA 02176</i>	Emergency Phone Number: [REDACTED]
Email Address of Owner (required): [REDACTED]	
2 ^d [REDACTED]	Emergency Phone Number: [REDACTED]
<i>Daniel R. Peterson</i>	[REDACTED]

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Signature of petitioner 1 *Barbara A. Peterson* Date: *March 5, 2026*

Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405	Date Signed: <i>3/6/26</i>	\$50 Fee Paid <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
<i>[Signature]</i> Melrose Fire Captain Signature	<i>GIBSON</i> Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: <i>3-5-26</i>	
<i>[Signature]</i> Treasurer Collector Signature	<i>Janean Shais</i> Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

GASOLINE & STORAGE APPLICATION

State Tax ID Form

Annual License Period: May 1 through April 30

Licensee Name: Barbara A. Peterson
Physical Address: 58-60 Russell Street
Mailing Address: 58 Russell Street, Melrose, MA
Manager/Business Owner: Barbara A. Peterson 02176

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Barbara A. Peterson
Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code Chapter 137. Inflammables and Explosives

§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application.

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- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$100.
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, filin Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.

Barbara A. Peterson
Applicant Signature

March 5, 2026
Date



The Commonwealth of Massachusetts

City of **Melrose, MA**

Certificate of Registration

FP-005
(Rev. 1.2018)

Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: Barbara A. Peterson
Name of License Holder
58-60 Russell Street Melrose MA 02176
Business Address of License Holder

Is the holder of a license granted on _____, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:
58-60 Russell Street, Melrose, MA 02176
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.

Barbara A. Peterson Barbara A. Peterson
Signature of License Holder or Agent Date Printed Name

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official Title Date

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

New Application

Renewal Application – fee based upon storage/volume \$100⁰⁰

Year: 2026

GASOLINE & STORAGE APPLICATION

CITY CLERK MELROSE-MA
2026 JAN 7 AM 10:44

Annual License Period: May 1 through April 30

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> o Melrose Fire o Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk’s Office.

Business Name: HARMONY REALTY GROUP LLC	Fee: \$ 100 ⁰⁰
Applicant Name: BARRY GREENWOOD	Business Phone Number: 781-665-1848
Address of Storage: 59 Grove St., MELROSE, MA	Cell Phone Number: [REDACTED]



Tanji Clifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION

**Gasoline & Storage Renewal Application
May 1 - April 30**

Please print legibly

Applicant Name: HARMONY REALTY GROUP LLC	Business Phone Number: 781-665-1848
Business Address: 59 Grove St., MELROSE, MA	Cell Phone Number: [REDACTED]
Mailing Address: 1 WASHINGTON ST., MELROSE, MA	Emergency Phone Number: 781-589-2202
Email Address of Owner (required): [REDACTED]	
24-hour Emergency Contact Name: BARRY GREENWOOD	Emergency Phone Number: 781-589-2202

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

Signature of petitioner 1 [Signature] Date: 1-6-2026

Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405	Date Signed: <u>1/6/26</u> <u>Gibson</u>	\$50 Fee Paid Yes/No <u>[Checked]</u>
<i>Melrose Fire Captain Signature</i>	<i>Fire Captain Name Printed</i>	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: <u>1/6/26</u> <u>Rebecca Orosky</u>	
<i>Treasurer Collector Signature</i>	<i>Treasurer Collector Name Printed</i>	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

GASOLINE & STORAGE APPLICATION

State Tax ID Form


Annual License Period: May 1 through April 30

Licensee Name: HARMONY REALTY GROUP LLC
Physical Address: 59 Grove Street, MELROSE, MA
Mailing Address: 1 WASHINGTON ST, MELROSE, MA
Manager/Business Owner: BARRY GREENWOOD

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.


Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)


Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code
Chapter 137. Inflammables and Explosives

§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application.

[Amended 4-6-1987 by Ord. No. 1655; 11-15-2004 by Ord. No. 05-084^[1]; 5-16-2005 by Ord. No. 05-213] A. The City Council may grant licenses, in accordance with the provisions of MGL c. 148, § 13, to suitable persons to use land for the construction or maintenance thereon of buildings or other structures for the keeping, storage or sale of any of the articles named in § 9 of such chapter, except fireworks, firecrackers or torpedoes, and for the keeping of vehicles with gasoline or other volatile inflammable fluid, as defined in § 14 of such chapter, in the same. The fee for any license granted under this section shall be in accordance with the following schedule:

- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$150.
 - (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
 - (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
 - (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.
- No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, fire Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.



Applicant Signature

1-6-2026

Date



FP-005
(Rev. 1.2018)

The Commonwealth of Massachusetts
City of **Melrose, MA**

Certificate of Registration

Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: HARMONY REALTY GROUP LLC
Name of License Holder
59 GROVE STREET, MELROSE, MA
Business Address of License Holder

Is the holder of a license granted on _____, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:
59 GROVE STREET, MELROSE, MA
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.

[Signature] 1-6-2026 BARRY GREENWOOD
Signature of License Holder or Agent Date Printed Name

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official Title Date

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

- New Application
- Renewal Application – fee based upon storage/volume

Year: 2026

CITY CLERK MELROSE-MA
2026 FEB 5 PM 1:59

GASOLINE & STORAGE APPLICATION

Annual License Period: May 1 through April 30

- ✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> o Melrose Fire o Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk’s Office.

Business Name: 184-190 Sylvan Street Condominium	Fee: \$50.00
Applicant Name: 184-190 Sylvan Street Condominium	Business Phone Number: (617)522-0099
Address of Storage: 184 Sylvan Street Melrose, MA 02176	Cell Phone Number:



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION

**Gasoline & Storage Renewal Application
May 1 – April 30**

Please print legibly

Applicant Name: 184-190 Sylvan Street Condominium	Business Phone Number: (617)522-0099
Business Address: 184 Sylvan Street Melrose, MA 02176	Cell Phone Number:
Mailing Address: 1570 Tremont St #1 Boston, MA 02120	Emergency Phone Number:
Email Address of Owner (required): support@rpboston.com	
24-hour Emergency Contact Name: Real Property Management Boston	Emergency Phone Number: [REDACTED]

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

Signature of petitioner 1 *[Signature]* Date: 2/5/26

Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405	Date Signed: <u>2/4/26</u>	\$50 Fee Paid Yes/No
<i>[Signature]</i> Melrose Fire Captain Signature	<u>6135</u> Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: <u>2/5/26</u>	
<i>[Signature]</i> Treasurer Collector Signature	<u>Renee Olesky</u> Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

GASOLINE & STORAGE APPLICATION
State Tax ID Form
Annual License Period: May 1 through April 30

Licensee Name: 184-190 Sylvan Street Condominium
Physical Address: 184 Sylvan Street Melrose, MA 02176
Mailing Address: 1570 Tremont St #1 Boston, MA 02120
Manager/Business Owner: Real Property Management Boston

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Richard Entorf
Signature of Applicant or
Corporate Name*

Real Property Management Boston
By: Corporate Office
(Mandatory, if applicable)

[REDACTED]
Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code Chapter 137. Inflammables and Explosives

§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application.

[Amended 4-6-1987 by Ord. No. 1655; 11-15-2004 by Ord. No. 05-084^[1]; 5-16-2005 by Ord. No. 05-213] A. The City Council may grant licenses, in accordance with the provisions of MGL c. 148, § 13, to suitable persons to use land for the construction or maintenance thereon of buildings or other structures for the keeping, storage or sale of any of the articles named in § 9 of such chapter, except fireworks, firecrackers or torpedoes, and for the keeping of vehicles with gasoline or other volatile inflammable fluid, as defined in § 14 of such chapter, in the same. The fee for any license granted under this section shall be in accordance with the following schedule:

- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$1000.
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, filin Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

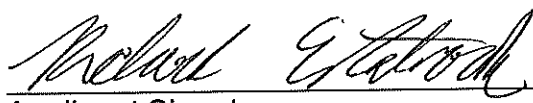
No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

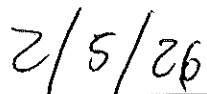
§ 137-4. Operative air pump a condition of fuel storage permit.

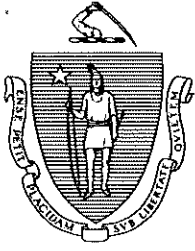
[Added 12-3-1979 by Ord. No. 20282]

- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.


Applicant Signature


Date



FP-005
(Rev. 1.2018)

The Commonwealth of Massachusetts
City of **Melrose, MA**

Certificate of Registration

Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: 184-190 Sylvan Street Condo
Name of License Holder
184 Sylvan street Melrose, MA 02176
Business Address of License Holder

Is the holder of a license granted on _____, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:

184 Sylvan street Melrose, MA 02176
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.

Richard Estabrook 2/5/26 Richard Estabrook
Signature of License Holder or Agent Date Printed Name

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official _____ Title _____ Date _____

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

- New Application
- Renewal Application – *fee based upon storage/volume*

Year: 2026

GASOLINE & STORAGE APPLICATION
Annual License Period: May 1 through April 30

CITY CLERK MELROSE-MA
2026 FEB 5 PM 1:59

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> ○ Melrose Fire ○ Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk’s Office.

Business Name: 184-190 Sylvan Street Condominium	Fee: \$ 50.00
Applicant Name: 184-190 Sylvan Street Condominium	Business Phone Number: (617)522-0099
Address of Storage: 190 Sylvan Street Melrose, MA 02176	Cell Phone Number:



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION

**Gasoline & Storage Renewal Application
May 1 – April 30**

Please print legibly

Applicant Name: 184-190 Sylvan Street Condominium	Business Phone Number: (617)522-0099
Business Address: 190 Sylvan Street Melrose, MA 02176	Cell Phone Number:
Mailing Address: 1570 Tremont St #1 Boston, MA 02120	Emergency Phone Number:
Email Address of Owner (required): support@rpboston.com	
24-hour Emergency Contact Name: Real Property Management Boston	Emergency Phone Number: [REDACTED]

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Signature of petitioner 1 *Richard Estabrook* Date: 2/5/26

Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405		Date Signed: <u>2/5/26</u>	\$50 Fee Paid Yes / No <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
<i>[Signature]</i> Melrose Fire Captain Signature		<i>Gay</i> Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved		
Comments:			
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours		Date Signed: <u>2/5/26</u>	
<i>[Signature]</i> Treasurer Collector Signature		<i>Renele Olexy</i> Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved		
Comments:			



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code Chapter 137. Inflammables and Explosives

§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application.

[Amended 4-6-1987 by Ord. No. 1655; 11-15-2004 by Ord. No. 05-084^[1]; 5-16-2005 by Ord. No. 05-213] A. The City Council may grant licenses, in accordance with the provisions of MGL c. 148, § 13, to suitable persons to use land for the construction or maintenance thereon of buildings or other structures for the keeping, storage or sale of any of the articles named in § 9 of such chapter, except fireworks, firecrackers or torpedoes, and for the keeping of vehicles with gasoline or other volatile inflammable fluid, as defined in § 14 of such chapter, in the same. The fee for any license granted under this section shall be in accordance with the following schedule:

- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$15
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, filin Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

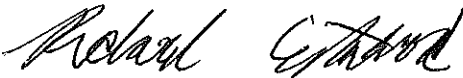
No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

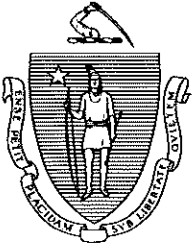
By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.



Applicant Signature

2/5/26

Date



The Commonwealth of Massachusetts
City of **Melrose, MA**

FP-005
(Rev. 1.2018)

Certificate of Registration
Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: 184-190 SIYUAN ST CONDOS
Name of License Holder
190 SIYUAN ST MELROSE MA 02176
Business Address of License Holder

Is the holder of a license granted on _____, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:
190 SIYUAN ST MELROSE MA 02176
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.
Richard Estabrook 2/5/26 Richard Estabrook
Signature of License Holder or Agent Date Printed Name

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official _____ Title _____ Date _____

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.

CK 237



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

- New Application
- Renewal Application – *fee based upon storage/volume*

Year: 2026

GASOLINE & STORAGE APPLICATION

Annual License Period: May 1 through April 30

CITY CLERK MELROSE-MA
2026 JAN 14 AM 11:51

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> o Melrose Fire o Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk’s Office.

Business Name: Brickstone Park Condominium Trust c/o Peacock Properties	Fee: \$ 100
Applicant Name: Brickstone Park Condominium Trust	Business Phone Number: 617-600-6355
Address of Storage: 509-515 Pleasant St, Melrose MA 02176	Cell Phone Number: N/A



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION
Gasoline & Storage Renewal Application
May 1 - April 30

Please print legibly

Applicant Name: Brickstone Park Condominium Trust c/o Peacock Properties	Business Phone Number: 617-600-6355
Business Address: 509-515 Pleasant St, Melrose MA 02176	Cell Phone Number: N/A
Mailing Address: 1 Thompson Sq., Ste. 405, Charlestown MA 02129	Emergency Phone Number: [REDACTED]
Email Address of Owner (required): support@peacockpropertiesmgmt.com	
24-hour Emergency Contact Name: Peacock Properties	Emergency Phone Number: [REDACTED]

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

Signature of petitioner 1 [Signature] Date: 1/6/26

Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405	Date Signed: <u>1/14/26</u> <u>G. B. L.</u>	\$50 Fee Paid <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
<i>[Signature]</i> Melrose Fire Captain Signature	Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: <u>1-14-2026</u> <u>ANDREA NICHOLS</u>	
<i>[Signature]</i> Treasurer Collector Signature	Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

GASOLINE & STORAGE APPLICATION

State Tax ID Form

Annual License Period: May 1 through April 30

Licensee Name: Brickstone Park Condominium Trust

Physical Address: 509-515 Pleasant St, Melrose MA 02176

Mailing Address: 1 Thompson Sq., Ste. 405, Charlestown MA 02129

Manager/Business Owner: Peacock Properties

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Signature of Applicant or
Corporate Name*

Peacock Properties, managing agent

By: Corporate Office
(Mandatory, if applicable)

Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code Chapter 137. Inflammables and Explosives

§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application.

[Amended 4-6-1987 by Ord. No. 1655; 11-15-2004 by Ord. No. 05-084^[1]; 5-16-2005 by Ord. No. 05-213] A. The City Council may grant licenses, in accordance with the provisions of MGL c. 148, § 13, to suitable persons to use land for the construction or maintenance thereon of buildings or other structures for the keeping, storage or sale of any of the articles named in § 9 of such chapter, except fireworks, firecrackers or torpedoes, and for the keeping of vehicles with gasoline or other volatile inflammable fluid, as defined in § 14 of such chapter, in the same. The fee for any license granted under this section shall be in accordance with the following schedule:

- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$150.
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, filin Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.

Applicant Signature

1/6/26

Date



The Commonwealth of Massachusetts
City of **Melrose, MA**

FP-005
(Rev. 1.2018)

Certificate of Registration
Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: Brickstone Park Condominium Trust c/o Peacock Properties
Name of License Holder
509-515 Pleasant St, Melrose MA 02176
Business Address of License Holder

Is the holder of a license granted on 2/27/2025, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:
509-515 Pleasant Street | parcel IDs B6 0 75-1AB to B6 0 75-4C
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.

[Signature] 1/6/26 Peacock Properties
Signature of License Holder or Agent Date Printed Name

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official _____ Title _____ Date _____

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

- New Application
- Renewal Application – *fee based upon storage/volume*

Year: 2026

CITY CLERK MELROSE-MA
2026 MAR 11 PM2:08

GASOLINE & STORAGE APPLICATION

Annual License Period: May 1 through April 30

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> o Melrose Fire o Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk’s Office.

Business Name: DFB Realty LLC	Fee: \$ 100.00
Applicant Name: David Adario	Business Phone Number: 781 665 5520
Address of Storage: 8 Eastman Pl.	Cell Phone Number: [REDACTED]



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION
Gasoline & Storage Renewal Application
May 1 - April 30

Please print legibly

Applicant Name: DFB Realty LLC	Business Phone Number: 781 665 5520
Business Address: 8 Eastman Place	Cell Phone Number: [REDACTED]
Mailing Address: 8 Eastman Place	Emergency Phone Number: [REDACTED]
Email Address of Owner (required): [REDACTED]	
24-hour Emergency Contact Name: David Adario	Emergency Phone Number: [REDACTED]

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

Signature of petitioner 1 *David Adario* Date: 3/9/2026

Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405	Date Signed: <u>3/11/26</u> <u>GIBSON</u>	\$50 Fee Paid Yes / No
<i>[Signature]</i> Melrose Fire Captain Signature	Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: <u>3-9-26</u> <u>Janean Shairts</u>	
<i>[Signature]</i> Treasurer Collector Signature	Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

GASOLINE & STORAGE APPLICATION
State Tax ID Form
Annual License Period: May 1 through April 30

Licensee Name: DFB Realty LLC.
Physical Address: 8 Eastman Place
Mailing Address: 8 Eastman Place
Manager/Business Owner: David Adario

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

David Adario
Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code Chapter 137. Inflammables and Explosives

§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application.

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- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$110.
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, fire Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

- A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.
- B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

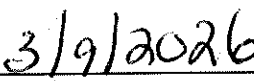
[Added 12-3-1979 by Ord. No. 20282]

- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

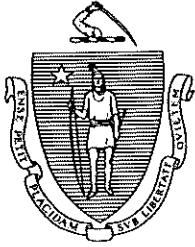
By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.



Applicant Signature



Date



The Commonwealth of Massachusetts
City of **Melrose, MA**

GIS Coordinates

LAT.

LONG.

License Number

FP-005
(Rev. 1.2018)

Certificate of Registration
Massachusetts General Law, Chapter 148 §13

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: DFB Realty LLC
Name of License Holder
8 Eastman Place
Business Address of License Holder

Is the holder of a license granted on _____, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at: 8 Eastman Place
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.

David Adario 3/9/2026 David Adario
Signature of License Holder or Agent Date Printed Name

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official Title Date

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.

4062



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

- New Application
- Renewal Application – fee based upon storage/volume

Year: 2026

GASOLINE & STORAGE APPLICATION

Annual License Period: May 1 through April 30

CITY CLERK MELROSE-MA
2026 JAN 8 PM 3:08

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

Page 1	Instructions and contact information
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Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk’s Office.

Business Name: DTC Realty LLC	Fee: \$ 100
Applicant Name: Eric Baldi	Business Phone Number: [REDACTED] 978 265 3906
Address of Storage: 307 Main St Melrose	Cell Phone Number: [REDACTED]



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION
Gasoline & Storage Renewal Application
May 1 - April 30

Please print legibly

Applicant Name: DTC Realty LLC	Business Phone Number: 978-265-3906
Business Address: 307 Main St Melrose MA	Cell Phone Number: [REDACTED]
Mailing Address: 16 Mill Road Wilmington MA, 01887	Emergency Phone Number: 978-265-3728
Email Address of Owner (required): ericbaldi@yahoo.com	
24-hour Emergency Contact Name: Eric Baldi	Emergency Phone Number: 978-265-3906

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

Signature of petitioner 1 E Baldi Date: 1/8/26

Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405	Date Signed: 1/8/26 GIBSON	\$50 Fee Paid Yes/No Yes
<i>Melrose Fire Captain Signature</i>	<i>Fire Captain Name Printed</i>	
<input checked="" type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: 1-8-26 Janean Shair	
<i>Treasurer Collector Signature</i>	<i>Treasurer Collector Name Printed</i>	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

GASOLINE & STORAGE APPLICATION
State Tax ID Form
Annual License Period: May 1 through April 30

Licensee Name: DTC Realty LLC
Physical Address: 307 Main St Melrose
Mailing Address: 16 Mill Road Wilmington MA 01887
Manager/Business Owner: ERIC BALDI

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

C. Baldi
Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

Social Security Number (or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code
Chapter 137. Inflammables and Explosives

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- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$150.
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, filin Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.

E.C.B.G.

Applicant Signature

1/8/26

Date



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

- New Application
- Renewal Application – *fee based upon storage/volume*

Year: 2026

CITY CLERK MELROSE-MA
2026 FEB 9 PM 1:41

GASOLINE & STORAGE APPLICATION
Annual License Period: May 1 through April 30

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> o Melrose Fire o Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk’s Office.

Business Name: MELROSE Gas and Service	Fee: \$ 50 ⁰⁰
Applicant Name: George Saleh	Business Phone Number:
Address of Storage: 401 Upham St MELROSE, MA 02176	Cell Phone Number: 781 267-6689



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION
Gasoline & Storage Renewal Application
May 1 - April 30

Please print legibly

Applicant Name: George Saleh	Business Phone Number:
Business Address: 401 Upham St	Cell Phone Number: 781-267-6689
Mailing Address: 9 Vaidora Drive, Stoneham	Emergency Phone Number: [REDACTED]
Email Address of Owner (required): [REDACTED]	
24-hour Emergency Contact Name: Carol Saleh	Emergency Phone Number: [REDACTED]

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Signature of petitioner 1 [Signature] Date: Jan 8, 2026

Signature of petitioner 2 [Signature] Date: Jan 8, 2026

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405	Date Signed: <u>2/5/26</u> <u>GIBSON</u>	\$50 Fee Paid <u>Yes / No</u>
<u>[Signature]</u> Melrose Fire Captain Signature	<u>GIBSON</u> Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: <u>2/9/26</u> <u>Renee Oleny</u>	
<u>[Signature]</u> Treasurer Collector Signature	<u>Renee Oleny</u> Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

GASOLINE & STORAGE APPLICATION
State Tax ID Form
Annual License Period: May 1 through April 30

Licensee Name: George Saleh
Physical Address: 401 Upham St, Melrose Ma 02176
Mailing Address: 9 VALDORA DRIVE, STONEHAM, MA
Manager/Business Owner: George Saleh

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code Chapter 137. Inflammables and Explosives

§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application.

[Amended 4-6-1987 by Ord. No. 1655; 11-15-2004 by Ord. No. 05-084^[1]; 5-16-2005 by Ord. No. 05-213] A. The City Council may grant licenses, in accordance with the provisions of MGL c. 148, § 13, to suitable persons to use land for the construction or maintenance thereon of buildings or other structures for the keeping, storage or sale of any of the articles named in § 9 of such chapter, except fireworks, firecrackers or torpedoes, and for the keeping of vehicles with gasoline or other volatile inflammable fluid, as defined in § 14 of such chapter, in the same. The fee for any license granted under this section shall be in accordance with the following schedule:

- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$15
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, filin Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.


Applicant Signature

1-8-26
Date



The Commonwealth of Massachusetts
City of **Melrose, MA**

FP-005
(Rev. 1.2018)

Certificate of Registration
Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: George Saleh
Name of License Holder
401 Upham St, MELROSE, MA 02176
Business Address of License Holder

Is the holder of a license granted on _____, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:
401 Upham St, MELROSE, MA 02176
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.

[Signature] Date 1-8-26 Printed Name George Saleh
Signature of License Holder or Agent

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

[Signature] Title owner Date 1-8-26
Signature of Official

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

- New Application
- Renewal Application – *fee based upon storage/volume*

Year: 2026

CITY CLERK MELROSE-MA
2026 FEB 5 AM 11:24

GASOLINE & STORAGE APPLICATION

Annual License Period: May 1 through April 30

- ✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> ○ Melrose Fire ○ Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk’s Office.

Business Name: Melrose Towers Condominium Trust	Fee: \$ \$150.00
Applicant Name: Noel Tillman (Property Manager)	Business Phone Number: 781-662-8263
Address of Storage: 49-51-53 Melrose Street	Cell Phone Number:



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION
Gasoline & Storage Renewal Application
May 1 - April 30

Please print legibly

Applicant Name: Melrose Towers Condominium Trust	Business Phone Number: 781-662-8263
Business Address: 49-51-53 Melrose Street, Melrose MA 02176	Cell Phone Number:
Mailing Address: 51 Melrose Street Office, Melrose MA 02176	Emergency Phone Number: [REDACTED]
Email Address of Owner (required): ntillman@firstrealtymgt.com	
24-hour Emergency Contact Name: Washington Almeida	Emergency Phone Number: [REDACTED]

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Signature of petitioner 1 *W. Almeida* Date: 1/6/2026

Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405	Date Signed: <u>2/5/26</u>	\$50 Fee Paid <u>Yes / No</u>
<i>[Signature]</i> Melrose Fire Captain Signature	<u>GIBSON</u> Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: <u>02/05/06</u>	
<i>[Signature]</i> Treasurer Collector Signature	<u>Rehee Oleksy</u> Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

GASOLINE & STORAGE APPLICATION
State Tax ID Form
Annual License Period: May 1 through April 30

Licensee Name: Melrose Towers Condominium Trust

Physical Address: 49-51-53 Melrose Street, Melrose MA 02176

Mailing Address: 151 Tremont Street , Boston MA 02111

Manager/Business Owner: c/o First Realty Management

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Melrose Towers Condominium Trust

Signature of Applicant or
Corporate Name*

(as agent of Melrose Towers Condominium Trust)

By: Corporate Office
(Mandatory, if applicable)



Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code
Chapter 137. Inflammables and Explosives

§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application.

[Amended 4-6-1987 by Ord. No. 1655; 11-15-2004 by Ord. No. 05-084^[1]; 5-16-2005 by Ord. No. 05-213] A. The City Council may grant licenses, in accordance with the provisions of MGL c. 148, § 13, to suitable persons to use land for the construction or maintenance thereon of buildings or other structures for the keeping, storage or sale of any of the articles named in § 9 of such chapter, except fireworks, firecrackers or torpedoes, and for the keeping of vehicles with gasoline or other volatile inflammable fluid, as defined in § 14 of such chapter, in the same. The fee for any license granted under this section shall be in accordance with the following schedule:

- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$1
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, filin Marshal, MGL c. 148, § 13; explosives, MGL 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

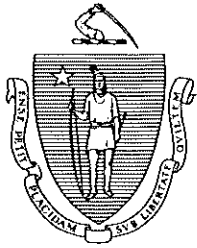
A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.

B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.

W. A. Almeida
Applicant Signature

1/06/2026
Date



The Commonwealth of Massachusetts
City of **Melrose, MA**

FP-005
(Rev. 1.2018)

Certificate of Registration
Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: Melrose Towers Condominium Trust/First Realty Management
Name of License Holder
151 Tremont Street , Boston MA 02111
Business Address of License Holder

Is the holder of a license granted on May 1, 2026, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:
49-51-53 Melrose Street, Melrose MA 02176
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.

W. Almeida
Signature of License Holder or Agent

01/06/2026
Date

Noel Tillman
Printed Name
Washington Almeida

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official

Title

Date

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.

CK 365



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

- New Application
- Renewal Application – *fee based upon storage/volume*

Year: 2026

GASOLINE & STORAGE APPLICATION
Annual License Period: May 1 through April 30

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

CITY CLERK
MELROSE-MA
2026
JAN 14 AM 11:52

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> o Melrose Fire o Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk’s Office.

Business Name: The Mount Vernon Condominium Trust c/o Peacock Properties	Fee: \$ 150
Applicant Name: The Mount Vernon Condominium Trust	Business Phone Number: 617-600-6355
Address of Storage: 12 Mount Vernon St, Melrose MA 02176	Cell Phone Number:



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION
Gasoline & Storage Renewal Application
May 1 - April 30

Please print legibly

Applicant Name: The Mount Vernon Condominium Trust c/o Peacock Properties	Business Phone Number: 617-600-6355
Business Address: 12 Mount Vernon St, Melrose MA 02176	Cell Phone Number: N/A
Mailing Address: 1 Thompson Sq., Ste. 405, Charlestown MA 02129	Phone Number: [REDACTED]
Email Address of Owner (required): support@peacockpropertiesmgmt.com	
24-hour Emergency Contact Name: Peacock Properties	Emergency Phone Number: [REDACTED]

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

Signature of petitioner 1 [Signature] Date: 1/6/26

Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405	Date Signed: <u>1/14/20</u>	\$50 Fee Paid <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
<i>Melrose Fire Captain Signature</i> [Signature]	<i>Fire Captain Name Printed</i> G. B. [Signature]	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: <u>1-14-20</u>	
<i>Treasurer Collector Signature</i> [Signature]	<i>Treasurer Collector Name Printed</i> ANDREA NICHOLS	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115


GASOLINE & STORAGE APPLICATION
State Tax ID Form
Annual License Period: May 1 through April 30

Licensee Name: The Mount Vernon Condominium Trust
Physical Address: 12 Mount Vernon St, Melrose MA 02176
Mailing Address: 1 Thompson Sq., Ste. 405, Charlestown MA 02129
Manager/Business Owner: Peacock Properties

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.


Signature of Applicant or
Corporate Name*

Peacock Properties, managing agent
By: Corporate Office
(Mandatory, if applicable)


Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



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City Clerk

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City of Melrose Administrative Code
Chapter 137. Inflammables and Explosives

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- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$150.
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
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No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, fire Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

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No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.

Applicant Signature

1/6/26

Date



The Commonwealth of Massachusetts
City of **Melrose, MA**

FP-005
(Rev. 1.2018)

Certificate of Registration

Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: The Mount Vernon Condominium Trust c/o Peacock Properties

Name of License Holder

12 Mount Vernon St, Melrose MA 02176

Business Address of License Holder

Is the holder of a license granted on 2/27/2025, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:

12 Mount Vernon Street | parcel IDs C5 0 39-11 to C5 0 39-48

Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.

[Signature]
Signature of License Holder or Agent

1/6/26
Date

Peacock Properties
Printed Name

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official

Title

Date

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.

CK 319



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

- New Application
- Renewal Application – *fee based upon storage/volume*

Year: 2026

GASOLINE & STORAGE APPLICATION

Annual License Period: May 1 through April 30

CITY CLERK MELROSE-MA
2026 JAN 14 AM 11:51

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> o Melrose Fire o Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk’s Office.

Business Name: Webster Willows Condominium Trust c/o Peacock Properties	Fee: \$ 100
Applicant Name: Webster Willows Condominium Trust	Business Phone Number: 617-600-6355
Address of Storage: 391 Pleasant St, Melrose MA 02176	Cell Phone Number: N/A



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION
Gasoline & Storage Renewal Application
May 1 - April 30

Please print legibly

Applicant Name: Webster Willows Condominium Trust c/o Peacock Properties	Business Phone Number: 617-600-6355
Business Address: 391 Pleasant St, Melrose MA 02176	Cell Phone Number: N/A
Mailing Address: 1 Thompson Sq., Ste. 405, Charlestown MA 02129	Emergency Phone Number: [REDACTED]
Email Address of Owner (required): support@peacockpropertiesmgmt.com	
24-hour Emergency Contact Name: Peacock Properties	Emergency Phone Number: [REDACTED]

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

Signature of petitioner 1 [Signature] Date: 1/6/26

Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405	Date Signed: <u>1/14/26</u>	\$50 Fee Paid Yes/No
<i>[Signature]</i> Melrose Fire Captain Signature	<u>G. B. [Signature]</u> Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: <u>1-14-26</u>	
<i>[Signature]</i> Treasurer Collector Signature	<u>ANDREA NICHOLS</u> Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

GASOLINE & STORAGE APPLICATION
State Tax ID Form

Annual License Period: May 1 through April 30

Licensee Name: Webster Willows Condominium Trust

Physical Address: 391 Pleasant St, Melrose MA 02176

Mailing Address: 1 Thompson Sq., Ste. 405, Charlestown MA 02129


Manager/Business Owner: Peacock Properties

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.



Signature of Applicant or
Corporate Name*

Peacock Properties, managing agent
By: Corporate Office
(Mandatory, if applicable)



Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code
Chapter 137. Inflammables and Explosives

§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application.

[Amended 4-6-1987 by Ord. No. 1655; 11-15-2004 by Ord. No. 05-084^[1]; 5-16-2005 by Ord. No. 05-213] A. The City Council may grant licenses, in accordance with the provisions of MGL c. 148, § 13, to suitable persons to use land for the construction or maintenance thereon of buildings or other structures for the keeping, storage or sale of any of the articles named in § 9 of such chapter, except fireworks, firecrackers or torpedoes, and for the keeping of vehicles with gasoline or other volatile inflammable fluid, as defined in § 14 of such chapter, in the same. The fee for any license granted under this section shall be in accordance with the following schedule:

- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$150.
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, filin Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.

Applicant Signature

1/6/26

Date



The Commonwealth of Massachusetts
City of **Melrose, MA**

FP-005
(Rev. 1.2018)

Certificate of Registration
Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: Webster Willows Condominium Trust c/o Peacock Properties
Name of License Holder
391 Pleasant St, Melrose MA 02176
Business Address of License Holder

Is the holder of a license granted on 2/27/2025, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:
391 Pleasant Street | parcel IDs B5 0 121101 to B5 0 121309
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.

[Signature] 1/6/26 Peacock Properties
Signature of License Holder or Agent Date Printed Name

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official Title Date

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.

CK 430



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

- New Application
- Renewal Application – *fee based upon storage/volume*

Year: 2026

GASOLINE & STORAGE APPLICATION

Annual License Period: May 1 through April 30

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

CITY CLERK MELROSE-MA
2026 JAN 14 AM 11:52

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> o Melrose Fire o Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk’s Office.

Business Name: Melrose Place Condominium Trust c/o Peacock Properties	Fee: \$ 100
Applicant Name: Melrose Place Condominium Trust	Business Phone Number: 617-600-6355
Address of Storage: 340 Main Street, Melrose MA 02176	Cell Phone Number: N/A



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION
Gasoline & Storage Renewal Application
May 1 - April 30

Please print legibly

Applicant Name: Melrose Place Condominium Trust c/o Peacock Properties	Business Phone Number: 617-600-6355
Business Address: 340 Main Street, Melrose MA 02176	Cell Phone Number: N/A
Mailing Address: 1 Thompson Sq., Ste. 405, Charlestown MA 02129	Emergency Phone Number: [REDACTED]
Email Address of Owner (required): support@peacockpropertiesmgmt.com	
24-hour Emergency Contact Name: Peacock Properties	Emergency Phone Number: [REDACTED]

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Signature of petitioner 1 [Signature] Date: 1/6/26

Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405		Date Signed: <u>1/14/26</u>	\$50 Fee Paid Yes/No <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
<u>[Signature]</u> Melrose Fire Captain Signature		<u>6135-</u> Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours		Date Signed: <u>1-14-26</u>	
<u>[Signature]</u> Treasurer Collector Signature		<u>PANDORA NICHOLS</u> Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

GASOLINE & STORAGE APPLICATION

State Tax ID Form


Annual License Period: May 1 through April 30

Licensee Name: Melrose Place Condominium Trust
Physical Address: 340 Main Street, Melrose MA 02176
Mailing Address: 1 Thompson Sq., Ste. 405, Charlestown MA 02129
Manager/Business Owner: Peacock Properties

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.


Signature of Applicant or
Corporate Name*

Peacock Properties, managing agent
By: Corporate Office
(Mandatory, if applicable)


Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code Chapter 137. Inflammables and Explosives

§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application.

[Amended 4-6-1987 by Ord. No. 1655; 11-15-2004 by Ord. No. 05-084^[1]; 5-16-2005 by Ord. No. 05-213] A. The City Council may grant licenses, in accordance with the provisions of MGL c. 148, § 13, to suitable persons to use land for the construction or maintenance thereon of buildings or other structures for the keeping, storage or sale of any of the articles named in § 9 of such chapter, except fireworks, firecrackers or torpedoes, and for the keeping of vehicles with gasoline or other volatile inflammable fluid, as defined in § 14 of such chapter, in the same. The fee for any license granted under this section shall be in accordance with the following schedule:

- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$150.
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, fire Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

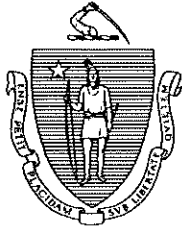
By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.



Applicant Signature

1/6/26

Date



The Commonwealth of Massachusetts
City of **Melrose, MA**

FP-005
(Rev. 1.2018)

Certificate of Registration
Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: Melrose Place Condominium Trust c/o Peacock Properties
Name of License Holder
340 Main Street, Melrose MA 02176
Business Address of License Holder

Is the holder of a license granted on 2/27/2025, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:
340 Main Street | parcel IDs C6 0 58-1 to C6 0 58-72
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.

[Signature] 1/6/26 Peacock Properties
Signature of License Holder or Agent Date Printed Name

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official Title Date

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.

CRF
6412



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

- New Application
- Renewal Application – *fee based upon storage/volume*

Year: 2026

GASOLINE & STORAGE APPLICATION

Annual License Period: May 1 through April 30

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> o Melrose Fire o Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk’s Office.

Business Name:	Fee: \$ 50.00
Applicant Name: Dant & Susan Smith	Business Phone Number:
Address of Storage: 51 First St	Cell Phone Number: [REDACTED]



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION

Gasoline & Storage Renewal Application May 1 - April 30

Please print legibly

Applicant Name: Dan + Susan Smith	Business Phone Number:
Business Address: 51 First St Melrose	Cell Phone Number: [REDACTED]
Mailing Address: 51 First St Melrose	Emergency Phone Number: [REDACTED]
Email Address of Owner (required): [REDACTED]	
24 Hour Emergency Contact Name: Dan Smith	Emergency Phone Number: [REDACTED]

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

Signature of petitioner 1 [Signature] Date: 3-9-26

Signature of petitioner 2 [Signature] Date: 3-9-26

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405	Date Signed: 3/12/26 Gibson	\$50 Fee Paid <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>[Signature]</u> Melrose Fire Captain Signature	Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: 3-13-26 Pat Dean	
<u>[Signature]</u> Treasurer Collector Signature	Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

GASOLINE & STORAGE APPLICATION

State Tax ID Form

Annual License Period: May 1 through April 30

Licensee Name: Dan + Susan Smith
Physical Address: 51 First St Melrose
Mailing Address: 51 First St Melrose
Manager/Business Owner: Dan + Susan Smith

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code Chapter 137. Inflammables and Explosives

§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application.

[Amended 4-6-1987 by Ord. No. 1655; 11-15-2004 by Ord. No. 05-084^[1]; 5-16-2005 by Ord. No. 05-213] A. The City Council may grant licenses, in accordance with the provisions of MGL c. 148, § 13, to suitable persons to use land for the construction or maintenance thereon of buildings or other structures for the keeping, storage or sale of any of the articles named in § 9 of such chapter, except fireworks, firecrackers or torpedoes, and for the keeping of vehicles with gasoline or other volatile inflammable fluid, as defined in § 14 of such chapter, in the same. The fee for any license granted under this section shall be in accordance with the following schedule:

- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$150
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, filin Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. ^[1]*Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.

Applicant Signature

Date



FP-005
(Rev. 1.2018)

The Commonwealth of Massachusetts
City of **Melrose, MA**

Certificate of Registration

Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: Dan + Susan Smith
Name of License Holder
51 First St Melrose
Business Address of License Holder

Is the holder of a license granted on _____, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:
51 First St Melrose
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.

Dan Smith 3-9-26 Dan Smith
Signature of License Holder or Agent Date Printed Name

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official Title Date

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

New Application

Year: 2026

Renewal Application – fee based upon storage/volume

CITY CLERK MELROSE-MA
2026 MAR 13 AM 11:12

GASOLINE & STORAGE APPLICATION

Annual License Period: May 1 through April 30

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> ○ Melrose Fire ○ Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk’s Office.

Business Name: The Washingtons (Greystar)	Fee: \$ 150.00
Applicant Name: Christopher Carney	Business Phone Number: 339-217-7546
Address of Storage: 2 Washington Street Melrose, MA 02176	Cell Phone Number: [REDACTED]



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION

Gasoline & Storage Renewal Application May 1 - April 30

Please print legibly

Applicant Name: Christopher Carney	Business Phone Number: 339-217-7546
Business Address: 2 WASHINGTON ST Melrose MA 02176	Cell Phone Number: [REDACTED]
Mailing Address: 2 Washington St Melrose MA 02176	Emergency Phone Number: 339-217-7546
Email Address of Owner (required): [REDACTED]	
24-hour Emergency Contact Name: Maick Yoya	Emergency Phone Number: 617-306-2747

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

Signature of petitioner 1 [Signature] Date: 3/13/2026

Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405	Date Signed: 3/12/26 [Signature]	\$50 Fee Paid Yes/No <input checked="" type="radio"/> Yes <input type="radio"/> No
<i>Melrose Fire Captain Signature</i>	<i>Fire Captain Name Printed</i>	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: 3-13-26 [Signature]	
<i>Treasurer Collector Signature</i>	<i>Treasurer Collector Name Printed</i>	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

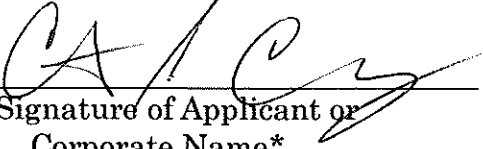
GASOLINE & STORAGE APPLICATION

State Tax ID Form

Annual License Period: May 1 through April 30

Licensee Name: The Washingtons
Physical Address: 2 Washington St. Melrose MA 02176
Mailing Address: 2 Washington St. Melrose MA 02176
Manager/Business Owner: GreyStar

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.


Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code Chapter 137. Inflammables and Explosives

§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application.

[Amended 4-6-1987 by Ord. No. 1655; 11-15-2004 by Ord. No. 05-084^[1]; 5-16-2005 by Ord. No. 05-213] A. The City Council may grant licenses, in accordance with the provisions of MGL c. 148, § 13, to suitable persons to use land for the construction or maintenance thereon of buildings or other structures for the keeping, storage or sale of any of the articles named in § 9 of such chapter, except fireworks, firecrackers or torpedoes, and for the keeping of vehicles with gasoline or other volatile inflammable fluid, as defined in § 14 of such chapter, in the same. The fee for any license granted under this section shall be in accordance with the following schedule:

- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$150.
 - (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
 - (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
 - (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.
- No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, filin Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

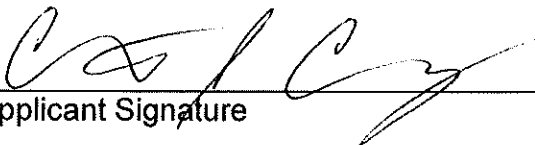
No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

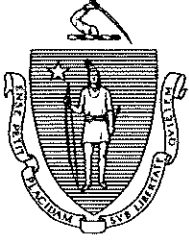
By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.



Applicant Signature

3/13/2026

Date



The Commonwealth of Massachusetts
City of **Melrose, MA**

FP-005
(Rev. 1.2018)

Certificate of Registration
Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: The Washingtons
Name of License Holder
2 Washington Street Melrose, MA 02176
Business Address of License Holder

Is the holder of a license granted on _____, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:
2/37/47 Washington Street Melrose, MA 02176
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.
[Signature] 3/13/2026 Christopher Carney
Signature of License Holder or Agent Date Printed Name

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official Title Date

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

- New Application
- Renewal Application – fee based upon storage/volume

Year: 2026

GASOLINE & STORAGE APPLICATION
Annual License Period: May 1 through April 30

CITY CLERK MELROSE-MA
2026 MAR 18 AM 9:47

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> ○ Melrose Fire ○ Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the <u>City of Melrose</u> along with completed application packet to the City Clerk’s Office.

Business Name: <i>N/A</i>	Fee: \$ <i>50</i>
Applicant Name: <i>JUNE W. SHENIDAN</i>	Business Phone Number: <i>/</i>
Address of Storage: <i>196 Sylvan St. MELROSE, MA. 02176</i>	Cell Phone Number: <i>[REDACTED]</i>



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION

**Gasoline & Storage Renewal Application
May 1 - April 30**

Please print legibly

Applicant Name: <i>JUNE W. SHERIDAN</i>	Business Phone Number: /
Business Address: <i>196 SYLVAN ST., MELROSE 02176</i>	Cell Phone Number: [REDACTED]
Mailing Address: <i>22B GATES LN., WAKEFIELD 01880</i>	Emergency Phone Number: [REDACTED]
Email Address of Owner (required): [REDACTED]	
24-hour Emergency Contact Name: <i>THOMAS HARVEY & SON</i>	Emergency Phone Number: [REDACTED]

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Signature of petitioner 1 *June W. Sheridan* Date: *3/17/26*
 Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405	Date Signed: <i>3/17/26</i>	\$50 Fee Paid Yes / No
<i>[Signature]</i> Melrose Fire Captain Signature	<i>Gibson</i> Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: <i>3-9-26</i>	
<i>[Signature]</i> Treasurer Collector Signature	<i>Pat Dean</i> Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

GASOLINE & STORAGE APPLICATION

State Tax ID Form

Annual License Period: May 1 through April 30

Licensee Name: JUNE W. SHERIDAN

Physical Address: 196 SYLVAN ST, MELROSE 02176

Mailing Address: 22 B GATES LN, WAREFIELD 01880

Manager/Business Owner: JUNE W. SHERIDAN

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

June W. Sheridan
Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)

Social Security # (voluntary) or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code
Chapter 137. Inflammables and Explosives

§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application.

[Amended 4-6-1987 by Ord. No. 1655; 11-15-2004 by Ord. No. 05-084^[1]; 5-16-2005 by Ord. No. 05-213] A. The City Council may grant licenses, in accordance with the provisions of MGL c. 148, § 13, to suitable persons to use land for the construction or maintenance thereon of buildings or other structures for the keeping, storage or sale of any of the articles named in § 9 of such chapter, except fireworks, firecrackers or torpedoes, and for the keeping of vehicles with gasoline or other volatile inflammable fluid, as defined in § 14 of such chapter, in the same. The fee for any license granted under this section shall be in accordance with the following schedule:

- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$14
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, filin Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.


No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.


Applicant Signature


Date



FP-005
(Rev. 1.2018)

The Commonwealth of Massachusetts
City of **Melrose, MA**

Certificate of Registration

Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: JUNE W. SHERIDAN
Name of License Holder
22B GATES LN., WAKEFIELD, MA. 01880
Business Address of License Holder

Is the holder of a license granted on _____, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:
196 Sylvan St. MELROSE 02176
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.

June W. Sheridan Date 3/17/26 Printed Name JUNE W. SHERIDAN
Signature of License Holder or Agent

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official _____ Title _____ Date _____

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

- New Application
- Renewal Application – fee based upon storage/volume

Year: 2026

CITY CLERK MELROSE-MA
2026 MAR 18 AM 9:47

GASOLINE & STORAGE APPLICATION

Annual License Period: May 1 through April 30

- ✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

Page 1	Instructions and contact information
Page 2	Report of Investigation <ul style="list-style-type: none"> ○ Melrose Fire ○ Treasurer Collectors Office
Page 3	Completed State Tax ID Form
Page 4	Acknowledgement of receipt of City Administrative Code Section
Page 5	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the <u>City of Melrose</u> along with completed application packet to the City Clerk’s Office.

Business Name: <i>N/A</i>	Fee: \$ <i>50-</i>
Applicant Name: <i>JUNE W. SHERIDAN</i>	Business Phone Number: <i>/</i>
Address of Storage: <i>202 Sylvan St. MELROSE, MA. 02176</i>	Cell Phone Number: <i>[REDACTED]</i>



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION

Gasoline & Storage Renewal Application May 1 - April 30

Please print legibly

Applicant Name: <i>JUNE W. SHERIDAN</i>	Business Phone Number: /
Business Address: <i>202 SYMON ST, MELROSE 02176</i>	Cell Phone Number: [REDACTED]
Mailing Address: <i>2213 GATES LN, WILMFIELD 01890</i>	Emergency Phone Number: [REDACTED]
Email Address of Owner (required): [REDACTED]	
24-hour Emergency Contact Name: <i>THOMAS HARVEY - SON</i>	Emergency Phone Number: [REDACTED]

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Signature of petitioner 1 *June W. Sheridan* Date: *3/17/26*

Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405		Date Signed: <i>3/17/26</i> <i>GIBSON</i>	\$50 Fee Paid <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
<i>[Signature]</i> Melrose Fire Captain Signature		Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours		Date Signed: <i>3-9-26</i> <i>Pat Deane</i>	
<i>[Signature]</i> Treasurer Collector Signature		Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code Chapter 137. Inflammables and Explosives

§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application.

[Amended 4-6-1987 by Ord. No. 1655; 11-15-2004 by Ord. No. 05-084^[1]; 5-16-2005 by Ord. No. 05-213] A. The City Council may grant licenses, in accordance with the provisions of MGL c. 148, § 13, to suitable persons to use land for the construction or maintenance thereon of buildings or other structures for the keeping, storage or sale of any of the articles named in § 9 of such chapter, except fireworks, firecrackers or torpedoes, and for the keeping of vehicles with gasoline or other volatile inflammable fluid, as defined in § 14 of such chapter, in the same. The fee for any license granted under this section shall be in accordance with the following schedule:

- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$100; *PGR Bldg*
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, filin Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.


Applicant Signature


Date



The Commonwealth of Massachusetts
City of **Melrose, MA**

FP-005
(Rev. 1.2018)

Certificate of Registration
Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: JUNE W. SHERIDAN
Name of License Holder
22B GATES LN., WAKEFIELD, MA. 01880
Business Address of License Holder

Is the holder of a license granted on _____, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:
202 SYLVAN ST., MELROSE, MA. 02176
Number, Street and Assessor's Map and Parcel ID

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.

June W. Sheridan 3/17/26 JUNE W. SHERIDAN
Signature of License Holder or Agent Date Printed Name

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official _____ Title _____ Date _____

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

New Application

Year: 2026

Renewal Application – fee based upon storage/volume

GASOLINE & STORAGE APPLICATION

Annual License Period: May 1 through April 30

CITY CLERK MELROSE-MA
2026 MAR 31 PM 1:35

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application (with “wet signature”) to the City Clerk’s Office by the due date listed below:

Page 1 ✓	Instructions and contact information
Page 2 ✓	Report of Investigation <ul style="list-style-type: none"> ○ Melrose Fire ○ Treasurer Collectors Office
Page 3 ✓	Completed State Tax ID Form
Page 4 ✓	Acknowledgement of receipt of City Administrative Code Section
Page 5 ✓	State required Form FP-005 Certificate of Registration
	Completed Business Certificate Application, if applicable
✓	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk’s Office.

Business Name: AMRIZE NORTHEAST INC	Fee: \$ 397.00
Applicant Name: JOHN J. CASEY	Business Phone Number: [REDACTED]
Address of Storage: 1837 BROADWAY SAUGUS, MA 01906	[REDACTED]



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

REPORT OF INVESTIGATION

Gasoline & Storage Renewal Application May 1 - April 30

Please print legibly

Applicant Name: AMRIZE NORTH EAST INC	Business Phone Number: [REDACTED]
Business Address: 1837 BROADWAY SAUGUS, MA 02906	[REDACTED]
Mailing Address: 35 VILLAGE RD, SUITE 705 MIDDLETON MA 02949	[REDACTED]
Email Address of Owner (required): [REDACTED]	[REDACTED]
24-Hour Emergency Contact: STEPHEN DELGENIO	Emergency Phone Number: [REDACTED]

By signing below you are requesting to be granted a renewal of your existing Gasoline & Storage License. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Signature of petitioner 1 [Signature] Date: 2/30/2026

Signature of petitioner 2 _____ Date: _____

Attention City Officials: Please review the information submitted by the applicant above to ensure all fields are complete prior to providing your signature.

MELROSE FIRE DEPARTMENT Call to schedule an appointment: 781-979-4405	Date Signed: <u>2/19/26</u> <u>GIBSON</u>	\$50 Fee Paid Yes / No <u>Yes</u>
<u>[Signature]</u> Melrose Fire Captain Signature	Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: <u>3/19/26</u> <u>Denee Olesky</u>	
<u>[Signature]</u> Treasurer Collector Signature	Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

GASOLINE & STORAGE APPLICATION
State Tax ID Form
Annual License Period: May 1 through April 30

Licensee Name: AMRIZZ NORTHEAST INC.
Physical Address: 1831 BROADWAY, SAUCUS MA 01906
Mailing Address: 35 VILLAGE ROAD, SUITE 703 MEDFORD, MA 01949
Manager/Business Owner: AMRIZZ NORTHEAST INC.

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

AMRIZZ NORTHEAST INC.
Signature of Applicant or
Corporate Name*

[Signature]
By: Corporate Office
(Mandatory, if applicable)

[Redacted]
or
Federal Identification Number**

**This license will not be used or renewed unless this certification clause is signed by the applicant.*

***Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code
Chapter 137. Inflammables and Explosives

§ 137-1. Licenses for keeping, storage or sale required; fees; approval of application.

[Amended 4-6-1987 by Ord. No. 1655; 11-15-2004 by Ord. No. 05-084^[1]; 5-16-2005 by Ord. No. 05-213] A. The City Council may grant licenses, in accordance with the provisions of MGL c. 148, § 13, to suitable persons to use land for the construction or maintenance thereon of buildings or other structures for the keeping, storage or sale of any of the articles named in § 9 of such chapter, except fireworks, firecrackers or torpedoes, and for the keeping of vehicles with gasoline or other volatile inflammable fluid, as defined in § 14 of such chapter, in the same. The fee for any license granted under this section shall be in accordance with the following schedule:

- (1) For a license for keeping in a designated building or structure one to five cars, inclusive: \$50; six to 25 cars, inclusive: \$100; and 25 cars and up: \$1;
- (2) For a license or licenses to keep and store crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$20 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (3) For a license or licenses to keep, store and sell crude petroleum, or any of its products, or other inflammable fluids: for the first 10,000 gallons at the rate of \$15 for each 1,000 gallons or fraction thereof; and for all over 10,000 gallons at the rate of \$1 for each 1,000 gallons or fraction thereof.
- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

No license shall be granted under this section unless the application therefor is approved by the Chief of the Fire Department, nor shall any license be granted for the keeping for sale at any retail filling station of more than 40,000 gallons of gasoline or more than 500 gallons of other inflammable fluids.

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, filin Marshal, MGL c. 148, § 13; explosives, MGL c. 148, § 9 et seq. [1] *Editor's Note: This order provided an effective date of 1-1-2005.*

§ 137-2. Annual registration of license; notice to Council of failure to file.

A. Licenses granted under § 137-1 shall be subject to the provisions of MGL c. 148, § 13, requiring the filing of a certificate of registration therefor annually, and the fee for the filing of such certificate shall be 1/2 the amount of the fee for the license.

B. The City Clerk shall, on the first day of May in each year, notify the City Council of all owners or occupants of land used under licenses hereinbefore referred to who have failed to file a certificate of registration as herein required, and, upon receipt of such notification, the City Council may, in the manner provided by law, revoke such license.

§ 137-3. Storage of barrels, cans, tires and motor vehicles at filling stations.

No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, or any motor vehicles, except those belonging to such owner or occupant or to his/her employees or to his/her actual customers whose vehicles are on the licensed premises incident to the servicing of such vehicles, provided that so much of this section as relates to motor vehicles shall not apply to premises occupied by a licensed motor vehicle dealer or by a licensed operator of an open-air parking space. Failure to comply with the requirements of this section shall be deemed to be cause for revocation of the license.

§ 137-4. Operative air pump a condition of fuel storage permit.

[Added 12-3-1979 by Ord. No. 20282]

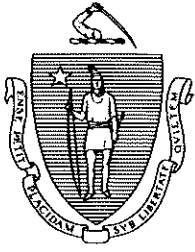
- A. The approval of any license or permit to store fuel for the purposes of retail sale to the public, or the approval of any application for the renewal or reissuance of any license or permit to store fuel for the purpose of retail sale to the public, shall be conditioned upon the installation and continuing maintenance and operation on the licensed premises of an air pump for the use of the general public without a fee or charge for the use thereof.
- B. The failure to keep the air pump operative and available to the general public for more than 72 consecutive business hours shall constitute a violation of the condition of the license or permit sufficient to result in the revocation of the license or permit.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.

John T. Casey
Applicant Signature

3/19/2026
Date

JOHN T. CASEY



The Commonwealth of Massachusetts
City of **Melrose, MA**

FP-005
(Rev. 1.2018)

Certificate of Registration
Massachusetts General Law, Chapter 148 §13

GIS Coordinates

LAT.

LONG.

License Number

In accordance with the provisions of Massachusetts General Law, Chapter 148 § 13, the undersigned hereby certifies that:

Person, partnership, corporation or other entity: AMPIRE NORTHEAST INC.
Name of License Holder
35 VILLAGE ROAD, SUITE 703 MIDDLESTON, MA 02149
Business Address of License Holder

Is the holder of a license granted on _____, and subsequently amended on _____

For the lawful use of buildings and structures located or to be located at:
1837 BROADWAY SAUGUS, MA 02146
Number, Street and Assessor's Map and Parcel

As relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives.

John J. Casey
Signature of License Holder or Agent

3/19/2016
Date

JOHN J. CASEY
Printed Name

All materials must be stored in accordance with the provisions of Massachusetts General Law, Chapter 148, the Massachusetts Fire Code (527 CMR), and all other applicable laws and regulations, including the terms and conditions of the subject license. Quantities stored may not exceed the maximum quantity specified by the license.

REGISTRATION

This is to certify that the within named license holder has in accordance with the provisions of Massachusetts General Law, Chapter 148 §13 filed with me, a certificate of registration setting forth that the above-named entity is the holder of license as relates to the keeping, storage, manufacture, or sale of flammables, combustibles, or explosives at the above described location.

Signature of Official _____ Title _____ Date _____

THIS REGISTRATION AND THE LICENSE MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

- New Application
 Renewal Application - \$150 annual fee

Licensing Year: 2026

CITY CLERK MELROSE-MA
2026 JAN 15 AM 10:22

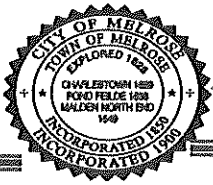
SECOND HAND DEALER APPLICATION
Annual License Period: May 1 through April 30

Second Hand Dealer Licenses are valid beginning on May 1 and expire the following year on April 30 and are required to be renewed annually. To avoid delays in processing your application, please do not leave any applicable sections blank. *All incomplete applications will be returned.*

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application to the City Clerk's Office:

Page 1-2	Completed application with "wet signature"
	Inspection and approval from the following Departments: <ul style="list-style-type: none"> ○ Melrose Fire ○ Melrose Police ○ Inspectional Services ○ Treasurer Collectors Office
Page 3	Completed State Tax Certification ID Form
Pages 4-6	Completed Worker's Compensation Insurance Affidavit
Page 7	Receipt of City Administrative Code section pertaining to Junk, Secondhand and Precious Metal Dealers
	Copy of Declarations page of Workers' Compensation Policy
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk's Office.

Business Name: Pre-loved Consignment Boutique	Tax ID Number: [REDACTED]
Business Address: 666 Main St. Melrose MA 02176	Business Phone Number: 781-665-7701
Applicant Name: Eleanora (NORA) Minichiello	Cell Phone Number: [REDACTED]
Residential Address of Owner: 6 West Emerson St Melrose MA 02176	Number of Employees: 0 me aune r



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

SECOND HAND DEALER APPLICATION

Annual License Period: May 1 through April 30

Business Name: <i>Pre-loved Consignment Boutique</i>	Tax ID Number: [REDACTED]
Business Address: <i>666 Main St Melrose ma 02176</i>	Business Phone Number: <i>781 665-7701</i>
Applicant Name: <i>Eleanora Minichiello</i>	Cell Phone Number: [REDACTED]
Residential Address of Owner: [REDACTED]	Number of Employees: <i>4 me owner</i>
Email Address of Owner (required): [REDACTED]	
24-hour Emergency Contact Name: <i>Eleanora Minichiello</i>	Emergency Phone Number: <i>781 665-7701</i>

Please List Daily Hours of Operation						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>12-4</i>	<i>11-4</i>	<i>11-4</i>	<i>11-4</i>	<i>11-6</i>	<i>11-4</i>	<i>10-3</i>

winter hrs.

By signing below, you are requesting to be granted a Second-Hand Dealer License from the City of Melrose. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Signature of applicant 1 *Eleanora Minichiello* Date *1/13/2026*

Signature of applicant 2 _____ Date / /



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

SECOND HAND DEALER APPLICATION

Annual License Period: May 1 through April 30

TAX CERTIFICATION FORM

(Do not leave anything blank)

Licensee Name: Eleanora Minichiello

Manager/Business Owner: Eleanora Minichiello

Physical Address: 666 Main St. Melrose, Ma 02176

Mailing Address: 666 Main St. Melrose Ma 02176

City, State, Zip: Melrose, Ma 02176

Additionally, you hereby certify under the penalties of perjury that you have, to the best of your knowledge and belief, filed all state tax returns, paid all state taxes, local taxes, all water, sewer and solid waste disposal bills, all tax titles, utilities, and all motor vehicle excise taxes to the City of Melrose required by law.

Eleanora Minichiello 1/13/2026 8/20/1967
 Signature of Petitioner 1 Date of Signature Date of Birth

 Signature of Petitioner 1 Date of Signature Date of Birth

*This license will not be used or renewed unless this certification clause is signed by the applicant.

**Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

The Commonwealth of Massachusetts Department of Industrial Accidents Office of Investigations
600 Washington Street, Boston, MA 02111

Workers' Compensation Insurance Affidavit:
General Business Applicant Information

Business/Organization Name: Pre-loved Consignment Boutique

Address: 666 Main St.

City/State/Zip: Melrose ma 02176 Phone # 781 665-7701

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expirations date).

Are you an employer? Check the appropriate box:
1. I am an employer with ___ employees (full and/or part-time).*
2. I am a sole proprietor or partnership and have no employees working for me in any capacity. (No workers' comp. insurance required)
3. We are a corporation and its officers have exercised their right of exemption per c. 152, § 1(4), and we have no employees. (No workers' comp. insurance required)**

Business Type (required):
5. Retail
6. Restaurant/Bar/Eating Establishment
7. Office and/or Sales (incl. real estate, auto, etc.)
8. Non-profit
9. Entertainment
10. Manufacturing
11. Health Care
12. Other _____

*Any applicant that checks box #1 must also fill out the section below showing their worker's compensation policy information.
** If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: Vermont Mutual Insurance.

Insurer's Address: 89 State Street.

City/State/Zip: P.O. Box 188 Montpelier Vermont 05601-0188

Policy # or Self-ins. Lic. #: [REDACTED] Expiration Date 1-03-2027

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,5000.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Eleanora Menele Date: 1/13/2026

Phone #: 781 665-7701




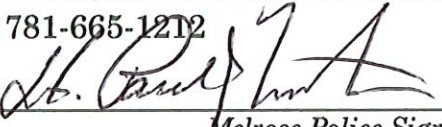

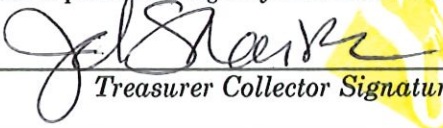
Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

SECOND HAND DEALER APPLICATION

Annual License Period: May 1 through April 30

Attention City Officials: Please review the information submitted by the applicant prior to researching your records and signing off.

MELROSE FIRE DEPARTMENT 781-979-4405		Date Signed: 1/15/26	
 Melrose Fire Captain Signature		Gibson Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			
MELROSE POLICE DEPARTMENT 781-665-1212		Date Signed: 01/13/2026	
 Melrose Police Signature		St. Paul J. North Melrose Police Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			
INSPECTIONAL SERVICES DEPARTMENT 781-979-4135		Date Signed: 1/13/26	
 Building Commissioner Signature		Building Commissioner Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours		Date Signed: 1-13-26	
 Treasurer Collector Signature		Janean D. Shairs Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

City of Melrose Administrative Code

Chapter 143. Junk, Secondhand and Precious Metals Dealers

Article I. Junk and Secondhand Dealers

§ 143-1. Issuance of licenses; fees.

[Amended 5-20-2002 by Ord. No. 02-303]

A. The City Council may, upon petition, license suitable persons to be dealers in or keepers of shops for the purchase, sale and barter of junk, old metals or secondhand articles, at such places as may be designated in such licenses, and also junk collectors to collect by purchase or otherwise from place to place in the City junk, old metals and secondhand articles under the rules, regulations and restrictions hereinafter prescribed, which shall be expressed in every such license, provided that no such license shall be issued or in force unless all scales, weights and measures which are to be used by the applicant in his/her business under the license shall have been inspected, tested and sealed by the Sealer of Weights and Measures immediately before the issuance of the license.

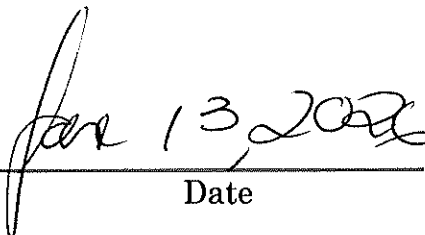
B. Such licenses may be granted during the month of April to take effect on the first day in May next following. The fee for a license to be a dealer in, or keeper of a shop for, the purchase, sale and barter of junk, old metals or secondhand articles shall be \$125, and the fee for a license to be a junk collector shall be \$150.

State law references — Junk and junk dealers, MGL c. 140, §§ 54 to 56; license fees, MGL c. 140, § 202; effective date of licenses, MGL c. 140, § 203.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 143 §12 pertaining to Junk, Secondhand and Precious Metals Dealers and understand all that is required as a licensee.



Applicant Signature



Date

License Number: 25-023
Filed: September 2, 2025



The Commonwealth of Massachusetts
City of Melrose—Office of the City Clerk

562 Main Street, Melrose, MA 02176, Telephone - (781) 979-4113, Fax - (781) 979-4149

be it known to all that,

Eleonora Minichiello

Is hereby granted a Business Certificate
for Pre-Loved Consignment Boutique

In said 666 Main Street and that place only, said license to be renewed September 2, 2029, unless
suspended or revoked for violation of the law as defined under MGL, C140 as amended.

Tanji Cifuni

Tanji Cifuni, City Clerk



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

- New Application
 Renewal Application - \$150 annual fee

Licensing Year: 21

CITY CLERK MELROSE-MA
2026 MAR 12 PM 12:53

SECOND HAND DEALER APPLICATION

Annual License Period: May 1 through April 30

Second Hand Dealer Licenses are valid beginning on May 1 and expire the following year on April 30 and are required to be renewed annually. To avoid delays in processing your application, please do not leave any applicable sections blank. *All incomplete applications will be returned.*

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application to the City Clerk's Office:

Page 1-2	Completed application with "wet signature"
	Inspection and approval from the following Departments: <ul style="list-style-type: none"> ○ Melrose Fire ○ Melrose Police ○ Inspectional Services ○ Treasurer Collectors Office
Page 3	Completed State Tax Certification ID Form
Pages 4-6	Completed Worker's Compensation Insurance Affidavit
Page 7	Receipt of City Administrative Code section pertaining to Junk, Secondhand and Precious Metal Dealers
	Copy of Declarations page of Workers' Compensation Policy
	Completed Business Certificate Application, if applicable
	Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk's Office.

Business Name: <u>The Music Shop LLC</u>	Tax ID Number: [REDACTED]
Business Address: <u>128 W. Emerson St</u>	Business Phone Number: <u>781 979-7600</u>
Applicant Name: <u>STEVEN PNA</u>	Cell Phone Number: [REDACTED]
Residential Address of Owner: <u>340 MAIN ST UNIT 400 Melrose 02176</u>	Number of Employees: <u>0</u>



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

SECOND HAND DEALER APPLICATION

Annual License Period: May 1 through April 30

Business Name: <u>The Music Shop LLC</u>	Tax ID Number: [REDACTED]
Business Address: <u>128 W. Emerald St</u>	Business Phone Number: <u>781 979-7600</u>
Applicant Name: <u>Steven Pina</u>	Cell Phone Number: [REDACTED]
Residential Address of Owner: [REDACTED]	Number of Employees: <u>0</u>
Email Address of Owner (required): [REDACTED]	
24-hour Emergency Contact Name: <u>Steve Pina</u>	Emergency Phone Number: [REDACTED]

<i>Please List Daily Hours of Operation</i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<u>10-8</u>	<u>10-8</u>	<u>10-8</u>	<u>10-8</u>	<u>3-8</u>	<u>10-3</u>

By signing below, you are requesting to be granted a Second-Hand Dealer License from the City of Melrose. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Signature of applicant 1 [Signature] Date 3/10/26

Signature of applicant 2 _____ Date / /



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

SECOND HAND DEALER APPLICATION

Annual License Period: May 1 through April 30

TAX CERTIFICATION FORM

(Do not leave anything blank)

Licensee Name: Steven Pina The Music Shop 1k

Manager/Business Owner: Steven Pina

Physical Address: 128 W. Emerson St

Mailing Address: 128 W. Emerson St

City, State, Zip: Melrose, Ma. 02176

Additionally, you hereby certify under the penalties of perjury that you have, to the best of your knowledge and belief, filed all state tax returns, paid all state taxes, local taxes, all water, sewer and solid waste disposal bills, all tax titles, utilities, and all motor vehicle excise taxes to the City of Melrose required by law.

Signature of Petitioner 1

3/10/20

Date of Signature

11/12/69

Date of Birth

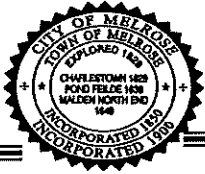
Signature of Petitioner 1

Date of Signature

Date of Birth

*This license will not be used or renewed unless this certification clause is signed by the applicant.

**Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

The Commonwealth of Massachusetts Department of Industrial Accidents Office of Investigations
600 Washington Street, Boston, MA 02111

Workers' Compensation Insurance Affidavit:
General Business Applicant Information

Business/Organization Name: The Music Shop LLC
Address: 128 W. Emerson St
City/State/Zip: Melrose, Ma. 02176 Phone #: 781-979-7600

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expirations date).

Are you an employer? Check the appropriate box:
1. I am a employer with ___ employees (full and/or part-time).*
2. I am a sole proprietor or partnership and have no employees working for me in any capacity. (No workers' comp. insurance required)
3. We are a corporation and its officers have exercised their right of exemption per c. 152, § 1(4), and we have no employees. (No workers' comp. insurance required)**

Business Type (required):
5. Retail
6. Restaurant/Bar/Eating Establishment
7. Office and/or Sales (incl. real estate, auto, etc.)
8. Non-profit
9. Entertainment
10. Manufacturing
11. Health Care
12. Other lessons

*Any applicant that checks box #1 must also fill out the section below showing their worker's compensation policy information.
** If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____
Insurer's Address: _____
City/State/Zip: _____
Policy # or Self-ins. Lic. #: _____ Expiration Date _____

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: [Signature] Date: 3/10/26
Phone #: 781-979-7600



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

INFORMATION AND INSTRUCTIONS

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, and *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An employer is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required."

Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address, and phone number along with a certificate of insurance.

Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage.

Sign and date the affidavit

The affidavit should be returned to the city or town that the application for the permit or license is being requested, not the Department of Industrial Accidents. Should you have any questions regarding the law of if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigation has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a homeowner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Office of Investigation would like to thank you in advance for your cooperation and should you have any questions please do not hesitate to give us a call. The Department's address, telephone and fax number:

Tel. # 617-727-4900 ext. 406 or 1-877-MASSAFE
Fax # 617-727-7749



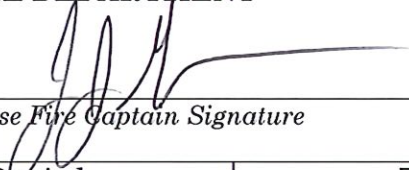



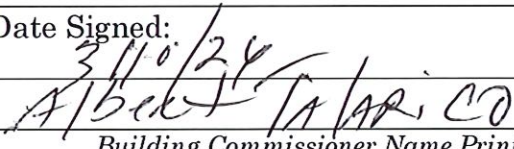
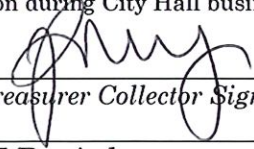
Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

SECOND HAND DEALER APPLICATION

Annual License Period: May 1 through April 30

Attention City Officials: Please review the information submitted by the applicant prior to researching your records and signing off.

MELROSE FIRE DEPARTMENT 781-979-4405		Date Signed: 3/12/26	
		GIBSON	
<i>Melrose Fire Captain Signature</i>		<i>Fire Captain Name Printed</i>	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			
MELROSE POLICE DEPARTMENT 781-665-1212		Date Signed: 03/10/2026	
			
<i>Melrose Police Signature</i>		<i>Melrose Police Name Printed</i>	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			
INSPECTIONAL SERVICES DEPARTMENT 781-979-4435		Date Signed: 3/10/24	
			
<i>Building Commissioner Signature</i>		<i>Building Commissioner Name Printed</i>	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours		Date Signed: 3/10/26	
		Pence Olets-1	
<i>Treasurer Collector Signature</i>		<i>Treasurer Collector Name Printed</i>	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

City of Melrose Administrative Code
Chapter 143. Junk, Secondhand and Precious Metals Dealers

Article I. Junk and Secondhand Dealers

§ 143-1. Issuance of licenses; fees.

[Amended 5-20-2002 by Ord. No. 02-303]

A. The City Council may, upon petition, license suitable persons to be dealers in or keepers of shops for the purchase, sale and barter of junk, old metals or secondhand articles, at such places as may be designated in such licenses, and also junk collectors to collect by purchase or otherwise from place to place in the City junk, old metals and secondhand articles under the rules, regulations and restrictions hereinafter prescribed, which shall be expressed in every such license, provided that no such license shall be issued or in force unless all scales, weights and measures which are to be used by the applicant in his/her business under the license shall have been inspected, tested and sealed by the Sealer of Weights and Measures immediately before the issuance of the license.

B. Such licenses may be granted during the month of April to take effect on the first day in May next following. The fee for a license to be a dealer in, or keeper of a shop for, the purchase, sale and barter of junk, old metals or secondhand articles shall be \$125, and the fee for a license to be a junk collector shall be \$150.

State law references — Junk and junk dealers, MGL c. 140, §§ 54 to 56; license fees, MGL c. 140, § 202; effective date of licenses, MGL c. 140, § 203.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 143 §12 pertaining to Junk, Secondhand and Precious Metals Dealers and understand all that is required as a licensee.

Applicant Signature

Date



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

10/29/25
rec'd

**SECOND HAND (Class II) AUTO LICENSE
USED CAR DEALER'S LICENSE APPLICATION**

To buy and sell Second-Hand Motor Vehicles

Licenses Expire annually on December 31

Annual Fee - \$150

New Application

Year: 2026

Requires applicants' attendance at a City Council Protection and License Committee meeting and approval from the City Council.

Renewal Application

Second Hand Licenses are valid from January through December and are required to be renewed annually. To avoid delays in processing your application, please do not leave any applicable sections blank. *All incomplete applications will be returned.*

✓ **Please refer to the check list below to ensure all steps are completed prior to submitting the original application to the City Clerk's Office:**

Page 1	Instructions and Business Contact Information
Page 2	Application
Page 3	State Tax Certification Form
Page 4	Signed acknowledgement of receipt of City Administrative Code Section §152-17
Pages 5-6	Inspection and approval from the following Departments: ○ Melrose Fire ○ Melrose Police ○ Inspectional Services ○ Treasurer Collectors Office
Pages 7-8	Completed Worker's Compensation Insurance Affidavit, include a copy of Declarations page of Workers' Compensation Policy.
	Copy of your \$25,000 surety bond
	If you are filing as a corporation/partnership, you will need to provide a vote of the Board of Directors of the Corporation or Partnership appointing a manager.
	\$150 Application Fee payable by cash, credit card or check payable to the City of Melrose.

Business Name:	Tax ID Number:
Business Address:	Business Phone Number:
Applicant Name:	Cell Phone Number:

Cesar Cars Auto Sales Corp.
d/b/a Melrose Auto Gallery.
303 Lebanon St. Melrose, MA 02176

272 5489
781-620-0937
617-792-

Cristian B. Serrano



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

**SECOND HAND (Class II) AUTO LICENSE
USED CAR DEALER'S LICENSE APPLICATION**

To buy and sell Second-Hand Motor Vehicles

Licenses Expire annually on December 31

Annual Fee - \$150

A Second Hand (Class I & II) Motor Vehicle License is needed to buy, sell, exchange, or assemble second hand motor vehicles or parts thereof.

Business Name: Cesar Cars Auto Sales Corp. d/b/a Melrose Auto Gallery.	Tax ID Number: 272 548 [REDACTED]
Business Address: 303 Lebanon St. Melrose, MA 02176	Business Phone Number: 781-620-0937
Owner's Name: Cristian B. Serrano	Owner's Cell Phone Number: 617-792-75 [REDACTED]
Residential Address of Owner: 47 Harvard St. Everett MA, 02149	Number of Employees: 1
Email Address of Owner (required): Cris2546@yahoo.com	
24-hour Emergency Contact Name: Executel Communications	Emergency Phone Number: 1-800-270-2662
Select Type of Business:	Individual Partnership Association DBA <u>Corporation</u>



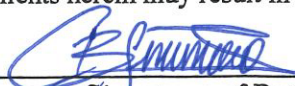
Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

STATE TAX CERTIFICATION FORM

Business Name:	
Business Address:	Cesar Cars Auto Sales Corp. d/b/a Melrose Auto Gallery. 303 Lebanon St. Melrose, MA 02176
DBA (if applicable):	
Owner's Name:	Cristian B. Serrano

By signing below, you are requesting to be granted a Class II Motor Vehicle License from the City of Melrose. Additionally, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief. You also hereby certify under the penalties of perjury that you have, to the best of your knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law. You acknowledge that any false statements herein may result in the rejection of your application or the subsequent revocation of your license if issued.



Signature of Petitioner 1

10-25-2025

Date of

03-25- 

Date of Birth

Signature

Signature of Petitioner 2

Date of
Signature

Date of Birth

****Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.**



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

City of Melrose Administrative Code General Legislation
ACKNOWLEDGEMENT OF RECEIPT OF MELROSE ORDINANCES

§ 152-17 Dealers in secondhand vehicles.

[Amended 10-2-1989 by Ord. No. 90-13]

A. Licenses to buy and sell secondhand motor vehicles shall be granted to suitable persons by the City Council under the provisions of MGL c. 140, §§ 57 to 69.

B. All such licenses shall be expressed to be under the provisions of MGL c. 140 and acts in amendment thereof and in addition thereto and shall specify all the premises to be occupied by the licensee for the purpose of carrying on the licensed business.

C. The fees for such licenses shall be as follows:

- (1) For licenses of the first class: \$150.
- (2) For licenses of the second class: \$150.
- (3) For licenses of the third class: \$150.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §17 pertaining to Dealers in secondhand vehicles and understand all that is required as a Secondhand Class II Motor Vehicle licensee.

Applicant Signature

10-25-2025

Date



Tanji Cifuni
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

**SECOND HAND AUTO LICENSE
USED CAR DEALER'S LICENSE APPLICATION
LICENSING PERIOD JANUARY 1 - DECEMBER 31**

Instructions for applicant:

Please complete the section below before obtaining approval from each of the City Departments listed on the back of this page. Departments will not review and approve if there are any fields left blank.

REPORT OF INVESTIGATION - RELATIVE TO APPLICATION FOR

Business Name: Cesar Cars Auto Sales Corp. db/a Melrose Auto Gallery.

Owner Name: Cristian B. Sarano Owner DOB: 03-25- [REDACTED]

Business Address: 303 Lebanon St. Melrose MA. 02176

Please List Daily Hours of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<u>Closed</u>	<u>9AM to 6PM</u>	<u>9AM to 6PM</u>	<u>9AM to 6PM</u>	<u>9AM to 6PM</u>	<u>9AM to 6PM</u>	<u>9AM to 6PM.</u>

Approved Total Number of Vehicles Allowed on Lot: 13.

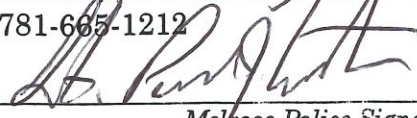


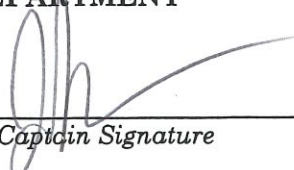
CITY OF MELROSE
OFFICE OF THE CITY CLERK


Tanji Cifuni
City Clerk


562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

Attention City Officials: Please review the information submitted by the applicant on the reverse side to ensure all fields are complete prior to researching your records and providing your signature.

MELROSE POLICE DEPARTMENT 781-665-1212		Date Signed: 10/27/2020
		CT. PAUL J. WATSON
Melrose Police Signature		Melrose Police Name Printed
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		

MELROSE FIRE DEPARTMENT 781-979-4405		Date Signed: 10/26/20
		GIBSON
Melrose Fire Captain Signature		Melrose Fire Captain Name Printed
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		

INSPECTIONAL SERVICES DEPARTMENT 781-979-4135		Date Signed: 10/29/25
		
Building Commissioner Signature		Building Commissioner Name Printed
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments: The layout conforms to requirement, but without barriers cars will be able to park anywhere - and will be able to add cars.		

TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours		Date Signed: 10-29-25
		JANEAN SHAIRS
Treasurer Collector Signature		Treasurer Collector Name Printed
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

The Commonwealth of Massachusetts Department of Industrial Accidents Office of Investigations
600 Washington Street, Boston, MA 02111
Workers' Compensation Insurance Affidavit:
General Business Applicant Information

Business/Organization Name: Cesar Cars Auto Sales Corp.
Address: d/b/a Melrose Auto Gallery
303 Lebanon St. Melrose, MA 02176
City/State/Zip: _____ Phone # 617-792-7583

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expirations date).

Are you an employer? Check the appropriate box:
1. I am an employer with 1 employees (full and/or part-time).*
2. I am a sole proprietor or partnership and have no employees working for me in any capacity. (No workers' comp. insurance required)
3. We are a corporation and its officers have exercised their right of exemption per c. 152, § 1(4), and we have no employees. (No workers' comp. insurance required)**
4. We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp. insurance req.)

Business Type (required):
5. Retail
6. Restaurant/Bar/Eating Establishment
7. Office and/or Sales (incl. real estate, auto, etc.)
8. Non-profit
9. Entertainment
10. Manufacturing
11. Health Care
12. Other _____

*Any applicant that checks box #1 must also fill out the section below showing their worker's compensation policy information.
** If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name Travelers
Insurer's Address: One Tower Square
City/State/Zip: Hartford, CT. 06183
Policy # or Self-ins. Lic. #: UB-03880389 Expiration Date 02-05-2026

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury, that the information provided above is true and correct.

Signature: [Handwritten Signature] Date: 10-25-2025
Phone #: 617-792-7583



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

INFORMATION AND INSTRUCTIONS

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, and *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An employer is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required."

Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address, and phone number along with a certificate of insurance.

Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage.

Sign and date the affidavit

The affidavit should be returned to the city or town that the application for the permit or license is being requested, not the Department of Industrial Accidents. Should you have any questions regarding the law of if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self- insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigation has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a homeowner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Office of Investigation would like to thank you in advance for your cooperation and should you have any questions please do not hesitate to give us a call. The Department's address, telephone and fax number:

Tel. # 617-727-4900 ext. 406 or 1-877-
MASSAFE Fax # 617-727-7749

The Commonwealth of Massachusetts
Department of Industrial Accidents Office of Investigations
600 Washington Street, Boston, MA 02111
www.mass.gov/dia

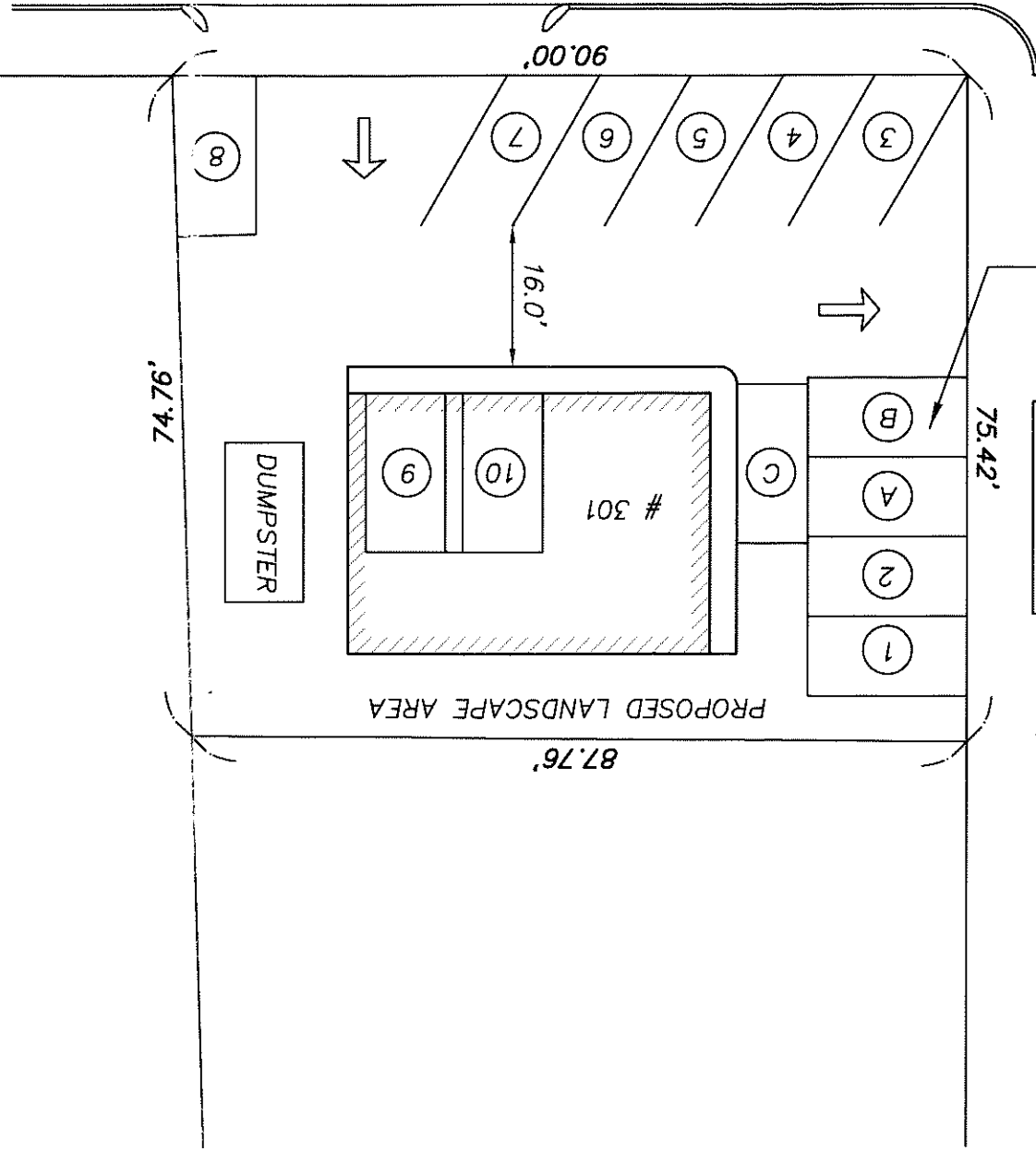
NOTE:

ALL PARKING SPACES TO BE 9' X 18'
13 TOTAL SPACES ON LOT (A,B,C & 1-10)

LEBANON STREET

APPLETON STREET

SPACES A, B, & C TO BE
CUSTOMER PARKING SPOTS



I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL FIELD SURVEY.

[Signature]
 EDWARD J. FARRELL P.L.S.
 DATE 10-24-25



REVISED: JULY 25, 2016
REVISED: OCTOBER 20, 2025

PLOT PLAN

301 LEBANON STREET

MELROSE, MASS.

SCALE: 1" = 20' SEPT. 13, 2011

Prepared By

EDWARD J. FARRELL

PROFESSIONAL LAND SURVEYOR

110 WINN STREET ~ SUITE 210 ~ WOBURN, MA.
(781)-933-9012

OWNER OF RECORD

STEPHEN LONGMUIR
BOOK 47274 PAGE 243 M.S.R.D.

ZONING DISTRICT

TAX MAP D5 PARCEL 123
ZONING DISTRICT - URA

PLAN REFERENCES

PLAN BOOK 81 PLAN 25



Melrose, MA



kmailhack

Payment Completed - October 29, 2025 at 9:53 am

Year: 2025
 Number: 1
 Description: CESAR CARS AUTO SALES CORP
 CHECK 1059

Items:
 SECOND HAND DEALER
 1 x \$150.00 \$ 150.00
Amount: \$ 150.00

Service FEE: \$ 0.00

TOTAL AMOUNT PAID - CHECK \$150.00

These charges will appear as "Melrose, MA / Heartland" and "CITY HALL SYSTEMS / HEARTLAND".

Transaction Code: HTL-MELROSE-MA-US-14979478

City Hall Systems Secure Payment Portal

© 2025 Copyright: City Hall Systems, Inc.

We're Online!
 How may I help you toda...



CONSENT TO ACTION WITHOUT MEETING OF THE SOLE DIRECTOR

Written consent to action without meeting of the sole director of CESAR CARS AUTO SALES CORP. (the "Corporation") dated this 7th day of October, 2023.


BACKGROUND:

- A. The Corporation is a corporation organized and operating under the laws of the Commonwealth of Massachusetts.

IT WAS RESOLVED THAT:

1. Resolution to appoint the Corporation President Cristian B. Serrano as General Manager .
2. Any one director or officer of the Corporation is authorized to sign all documents and perform such acts as may be necessary or desirable to give effect to the above resolution.
3. The Secretary of the Corporation is directed to update the minute book of the Corporation, as appropriate.

Dated in the Commonwealth of Massachusetts on the 7th day of October, 2023.



Cristian B Serrano (Signature)



Western Surety Company

RIDER

To be attached to and form part of Bond No. 63185131

It is hereby mutually agreed and understood by and between Western Surety Company and CESAR CARS AUTO SALES CORP.

that instead of as originally written; the bond is changed or revised in the particulars checked below:

- Principal Name changed to:
CESAR CARS AUTO SALES CORP. DBA MELROSE AUTO GALLERY
- Principal Address changed to:
- Vehicle/Vessel/Hull Information changed to:
- Lost Instrument Information changed to:
- Identification Number changed to:
- Penalty Amount changed to:
- Additional or Event Location:
- Effective Date changed to:
- Expiration Date changed to:
- The following bond information changed:

But in no event shall Western Surety Company's total liability for all locations exceed the aggregate amount set forth in the bond, regardless of the number of years this bond remains in force, the number of claims made, or the number of renewal premiums payable or paid. It is further understood and agreed that all other terms and conditions of this bond shall remain unchanged.

This Rider becomes effective on the 15th day of October, 2019.

Signed this 15th day of October, 2019.

WESTERN SURETY COMPANY

By: Paul T. Bruflatt
Paul T. Bruflatt, Vice President



Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Brufat of Sioux Falls State of South Dakota, its regularly elected Vice President as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Second Hand Motor Vehicle Dealer bond with bond number 63185131 for Cesar Cars Auto Sales Corp. as Principal in the penalty amount not to exceed: \$ 25,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7 All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 3rd day of May, 2017

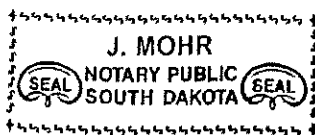
ATTEST

J. Nelson
L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY
By Paul T. Brufat
Paul T. Brufat, Vice President

STATE OF SOUTH DAKOTA)
) ss
COUNTY OF MINNEHAHA)

On this 3rd day of May, 2017, before me, a Notary Public, personally appeared Paul T. Brufat and L. Nelson who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



My Commission Expires June 23, 2021

J. Mohr
Notary Public

To validate bond authenticity, go to www.enasurety.com > Owner/Obligee Services > Validate Bond Coverage.

Massachusetts



Western Surety Company

SECOND HAND MOTOR VEHICLE DEALER BOND

(Mass. Gen. Laws Ann. 140, § 58(e))

Bond No. 63185131

KNOW ALL PERSONS BY THESE PRESENTS:

Effective Date: June 10th, 2017

That we, Cesar Cars Auto Sales Corp., as Principal, and WESTERN SURETY COMPANY, a corporation authorized to do surety business in the Commonwealth of Massachusetts, as Surety, are held and firmly bound unto persons who purchase a vehicle from the Principal and who suffer loss on account of a breach of the condition of this bond described below, in the sum of not to exceed TWENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$25,000.00), for the payment of which well and truly to be made, we bind ourselves and our legal representatives, firmly by these presents.

WHEREAS, the Principal is a second hand motor vehicle dealer and is required to furnish a bond or equivalent proof of financial responsibility pursuant to Mass. Gen. Laws Ann. 140, § 58(e)(1).

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall pay the amount of actual damages, not to exceed the amount of this bond, to any person who purchases a vehicle from the Principal and who suffers loss on account of (a) the Principal's default or nonpayment of valid bank drafts, including checks drawn by the Principal for the purchase of motor vehicles; (b) the Principal's failure to deliver, in conjunction with the sale of a motor vehicle, a valid motor vehicle title certificate free and clear of any prior owner's interests and all liens, except a lien created by or expressly assumed in writing by the buyer of the vehicle; (c) the fact that the motor vehicle purchased from the Principal was a stolen vehicle; (d) the Principal's failure to disclose the vehicle's actual mileage at the time of sale; (e) the Principal's unfair and deceptive acts or practices, misrepresentations, failure to disclose material facts or failure to honor a warranty claim or arbitration order in a retail transaction; or (f) the Principal's failure to pay off a lien on a vehicle traded in as part of a transaction to purchase a vehicle when the Principal had assumed the obligation to pay off the lien, then this obligation to be void; otherwise to remain in full force and effect.

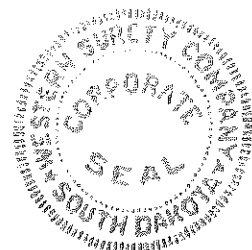
PROVIDED, that recovery against this bond may be made only by a person who obtains a final judgment in a court of competent jurisdiction against the Principal for an act or omission on which this bond is conditioned, if the act or omission occurred during the term of this bond. No suit may be maintained to enforce any liability on this bond unless brought within one (1) year after the event giving rise to the cause of action. This bond shall cover only those acts and omissions described above. The Surety shall not be liable for total claims in excess of the bond amount, regardless of the number of claims made against this bond or the number of years this bond remains in force.

This bond shall be continuous and may be cancelled by the Surety by giving thirty (30) days' written notice of cancellation to the municipal licensing authority at Commonwealth of Mass., Boston, MA 02111

by First Class U.S. Mail.

Address

Dated this 3rd day of May, 2017.



Cesar Cars Auto Sales Corp., Principal

By:

WESTERN SURETY COMPANY, Surety

By:

Paul T. Bruffat, Senior Vice President

Form F6333-7-2003

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruffat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,

as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One SECOND HAND MOTOR VEHICLE DEALER

bond with bond number 63185131

for CESAR CARS AUTO SALES CORP. DBA MELROSE AUTO GALLERY
as Principal in the penalty amount not to exceed: \$25,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7 All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President Paul T. Bruffat with the corporate seal affixed this 15th day of October, 2019

ATTEST

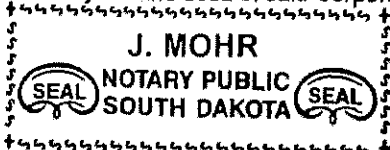
L. Nelson
L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY
By Paul T. Bruffat
Paul T. Bruffat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 15th day of October, 2019, before me, a Notary Public, personally appeared Paul T. Bruffat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



My Commission Expires June 23, 2021

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Coverage.

TRAVELERS

ONE TOWER SQUARE
HARTFORD CT 06183

**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY**

TYPE V INFORMATION PAGE WC 00 00 01 (A)

POLICY NUMBER: UB-08880389-26-42-G

RENEWAL OF (UB-08880389-25-42-G)

INSURER: THE TRAVELERS INDEMNITY COMPANY OF CONNECTICUT
A Stock Company

NCCI CO CODE: 12637

1.

INSURED:
CESAR CARS AUTO SALES CORP
303 LEBENON ST
MELROSE, MA 02176

PRODUCER:
AUTOMATIC DATA PROC INS
1 ADP BLVD
ROSELAND, NJ 070681728

Insured is A CORPORATION

Other work places and identification numbers are shown in the schedule(s) attached.

- 2. The policy period is from 02-05-26 to 02-05-27 12:01 A.M. at the insured's mailing address.
- 3. **A. WORKERS COMPENSATION INSURANCE:** Part One of the policy applies to the Workers Compensation Law of the state(s) listed here:
MA

- B. EMPLOYERS LIABILITY INSURANCE:** Part Two of the policy applies to work in each state listed in item 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident:	\$	100,000	Each Accident
Bodily Injury by Disease:	\$	500,000	Policy Limit
Bodily Injury by Disease:	\$	100,000	Each Employee

- C. OTHER STATES INSURANCE:** Part Three of the policy applies to the states, if any, listed here:

AL AR AZ CA CO CT DC DE FL GA HI IA ID IL IN KS KY LA MD ME MI MN
MO MS MT NC NE NH NJ NM NV NY OR PA RI SC SD TN TX UT VA VT WI
WV

- D.** This policy includes these endorsements and schedules:

SEE LISTING OF ENDORSEMENTS - EXTENSION OF INFO PAGE

- 4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All required information is subject to verification and change by audit to be made ANNUALLY

DATE OF ISSUE: 12-26-25 HA

OFFICE: PAYROLL 70A

PRODUCER: AUTOMATIC DATA PROC INS XV770

2 Atlantic Avenue, 6th Floor
Boston, MA 02110
(857) 259-5200
(857) 259-5212 (fax)

74 West Central Street
Natick, MA 01760
(508) 655-1960
(508) 653-8853 (fax)

John Richard Hucksam, Jr., Esq.
jrhucksam@bdboston.com

February 17, 2026

BY ELECTRONIC MAIL
(CITYCOUNCIL@CITYOFMELROSE.ORG)
AND FIRST CLASS MAIL

City Council
City of Melrose
562 Main Street
City Clerk's Office
Melrose, MA 02176

Re: Class II License
Melrose Auto Gallery

Honorable Members of the City Council,

This law firm represents Cristian B. Serrano, who does business as Melrose Auto Gallery located at 303 Lebanon Street, Melrose, Massachusetts (the "Property"), regarding the renewal of his Class II license (the "License") to sell second hand automobiles at the Property. The renewal of the License is scheduled for a public hearing before the City Council on February 23, 2026.

Mr. Serrano has owned and operated the Melrose Auto Gallery at the Property for 13 years. On December 10, 2013, the City of Melrose issued a Certificate of Occupancy Permit granting Mr. Serrano permission to perform the following work at the Property: "Certificate Of Occupancy For Auto Sales; 12 Vehicles For Sale And 1 Vehicle For Employee Parking For A Total Of 13 Cars."

In September of 2025, the City's Building Commissioner/ISD Director and Mr. Serrano discussed the number of vehicles parked and the configuration of parking spaces at the Property. Mr. Serrano

TO: City Council
Date: February 17, 2026
Page 2

cooperated with the Building Commissioner/ISD Director to address his concerns, including meeting with him to discuss his concerns. As a result of their discussions, the Building Commissioner/ISD Director and Mr. Serrano agreed on a site plan showing a total of 13 parking spaces at the Property, with 12 spaces for cars for sale and 1 space for employee parking.

The Building Commissioner/ISD Director also requested that bollards be installed to prevent parking of cars behind and beside the building at the Property and that a fence be installed to prevent parking along the property line adjacent to Appleton Street. Mr. Serrano had initial concerns that the bollards and fence would block access to snow removal equipment and snow placement during the winter. However, Mr. Serrano has identified bollards that could be installed permanently at the side and rear of the building but that could be moved temporarily only when snow was being removed. Mr. Serrano has also identified fencing that could be installed permanently along the property line adjacent to Appleton Street but which could be moved temporarily only when snow was being removed.

Mr. Serrano is also committed to strict compliance with the operation of the business only on Monday through Saturday between the hours of 9:00 a.m. and 6:00 p.m., with no activity at the Property on Sundays. Mr. Serrano will also take action to minimize noise, including by keeping the garage door closed while repair work is occurring.

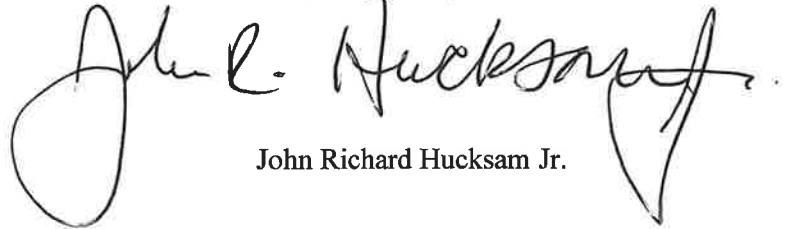
Mr. Serrano has established a second location outside of Melrose, which will reduce the traffic flow at the Melrose location.

Mr. Serrano is committed to being a good neighbor and minimizing impact on neighbors as much as possible. To that end, Mr. Serrano agrees to condition the renewal of the Class II license on compliance with the measures described above.

TO: City Council
Date: February 17, 2026
Page 3

We respectfully request that the City Council renew the Class II license for the Property. Thank you for your consideration of this matter.

Very truly yours,



John Richard Hucksam Jr.

Enclosure

CITY OF MELROSE

CITY COUNCIL

AFFIDAVIT OF CRISTIAN B. SERRANO IN SUPPORT OF RENEWAL OF CLASS II
LICENSE

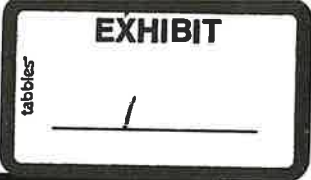
I, Cristian B. Serrano, depose and state:

1. My name is Cristian B. Serrano. I am competent to give this affidavit and have personal knowledge of all facts contained herein, except for any facts stated upon information and belief which facts I am informed and believe are true and accurate.
2. I am the President of Cesar Cars Auto Sales Corporation doing business as Melrose Auto Gallery located at 303 Lebanon Street, Melrose, Massachusetts (the "Property").
3. I have owned and operated the Melrose Auto Gallery at the Property for 13 years.
4. On December 10, 2013, the City of Melrose issued a Certificate of Occupancy Permit granting me permission to perform the following work: "Certificate Of Occupancy For Auto Sales; 12 Vehicles For Sale And 1 Vehicle For Employee Parking For A Total Of 13 Cars"; a true copy of the Certificate Of Occupancy Permit is attached hereto as Exhibit 1.
5. In September of 2025, the City's Building Commissioner/ISD Director and I discussed the number of vehicles parked and the configuration of parking spaces at the Property.
6. I cooperated with the Building Commissioner/ISD Director to address his concerns, including meeting with him to discuss his concerns.
7. As a result of our discussions, I reached agreement with the Building Commissioner/ISD Director on a site plan showing a total of 13 parking spaces at the Property, with 12 spaces for cars for sale and 1 space for employee parking; a true copy of the site plan is attached hereto as Exhibit 2.
8. The Building Commissioner/ISD Director also requested that bollards be installed to prevent parking of cars behind and beside the building at the Property and that a fence be installed to prevent parking along the property line adjacent to Appleton Street.

9. I had initial concerns that the bollards and fence would block access to snow removal equipment and snow placement during the winter.
10. However, I have researched this issue and have identified bollards that could be installed permanently at the side and rear of the building but which could be moved temporarily only when snow was being removed.
11. I have also identified fencing that could be installed permanently along the property line adjacent to Appleton Street but which could be moved temporarily only when snow was being removed.
12. I am also committed to strict compliance with the operation of the business only on Monday through Saturday between the hours of 9:00 a.m. and 6:00 p.m., with no activity at the Property on Sundays.
13. I will also take action to minimize noise, including by keeping the garage door closed while repair work is occurring.
14. I have established a second location outside of Melrose, which will reduce the traffic volume at the Melrose location.
15. I am committed to being a good neighbor and minimizing impact on our neighbors as much as possible.

SIGNED UNDER THE PENALTIES OF PERJURY THIS 17th DAY OF FEBRUARY, 2026.


Cristian B. Serrano



301 LEBANON ST (@303)

51,124

COMMONWEALTH OF MASSACHUSETTS
CITY OF MELROSE



CERTIFICATE OF
OCCUPANCY PERMIT

GIS #:	2693
Map:	0D5
Block:	
Lot:	000123-
Permit:	CERTIFICATE OF OCCU
Category:	Cert of Occupancy
Permit #	51,124
Project #	JS-2014-000950
Est. Cost:	
Fee Charged:	\$115.00
Balance Due	\$0.00
# of Fixtures	
DigSafe #	
UseGroup	
ConstClass	

PERMISSION IS HEREBY GRANTED TO:

Contractor: CRISTIAN SERRANO License: Expires:

Owner: LONGMUTR STEPHEN A.

Applicant: CRISTIAN SERRANO

AT: 301 LEBANON ST (@303)

ISSUED ON: 10-Dec-2013

AMENDED ON:

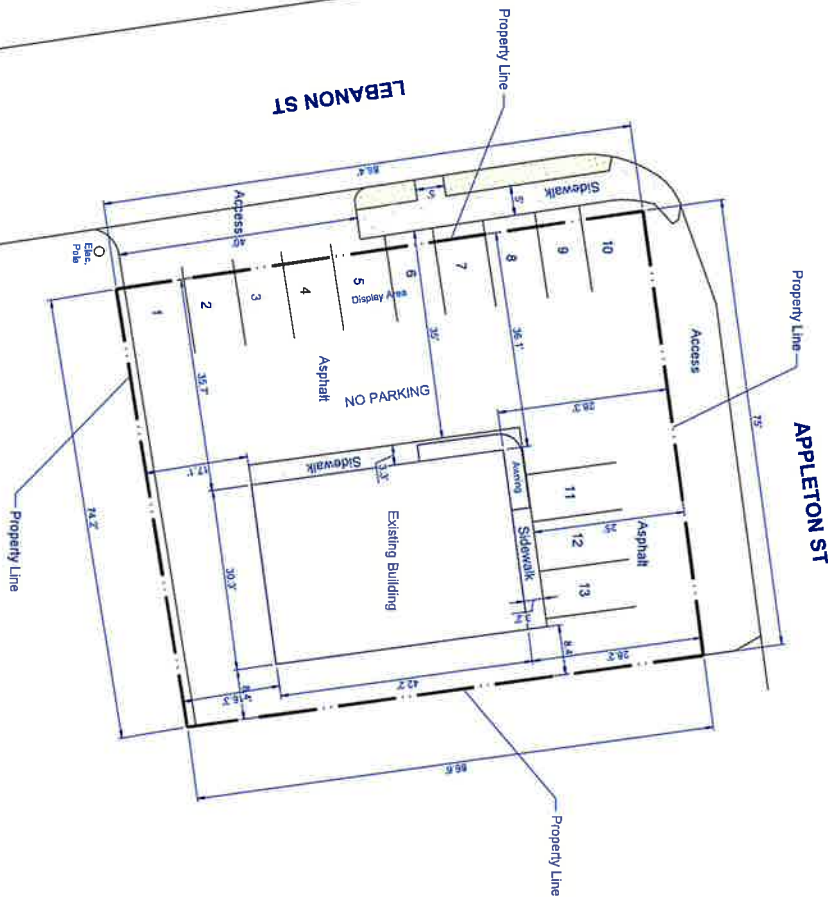
EXPIRES ON:

TO PERFORM THE FOLLOWING WORK:

CERTIFICATE OF OCCUPANCY FOR AUTO SALES; 12 VEHICLES FOR SALE AND 1 VEHICLE FOR EMPLOYEE PARKING FOR A TOTAL OF 13 CARS

THIS PERMIT MAY BE REVOKED BY THE CITY OF MELROSE UPON VIOLATION OF ANY OF ITS RULES AND REGULATIONS.

Signature:



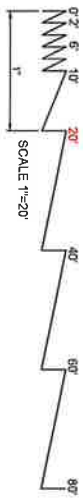
Parcel No. (APN) MELB14J005 P.000123
 Land Use COMMERCIAL
 Building AUTO SALES, SERVICES
 Building Area 1 Building
 Lot Area 1,290 SF (1 Units)
 Zoning Code 6,673 SF (0.15 ACRES)
 UR-A

301 LEBANON ST
 MELROSE, MA 02176

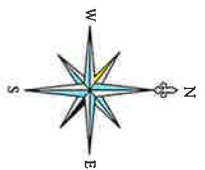
Scale: 1"=20'

Date: 09-24-2025
 Size: 11x17"

Sheet 1 of 1



THIS IS NOT A LEGAL SURVEY, NOR IS IT INTENDED TO BE OR REPLACE ONE
 This work product represents only generalized locations of
 features, objects or boundaries and should not be relied upon
 as being legally authoritative for the precise location of any
 feature, object or boundary.





City of
Melrose
MASSACHUSETTS

Albert Talarico
Building Commissioner
Director of Inspection Services

February 20, 2026

Dear Members of the Licensing Board,

I am writing regarding the property located at 303 Lebanon Street, Melrose Auto Gallery (Cesar Cars Auto Sales Corp.), owned by Mr. Cristian Serrano.

The current occupancy permit allows for the display of thirteen (13) vehicles on the property. Concerns had been raised regarding the number of vehicles on site, site layout, and the overall impact on the surrounding neighborhood.

To address these issues, a meeting was held with Mr. Serrano, his attorney, John Richard Hucksam Jr., Licensing Board representative Elizabeth Kowall, and myself to review and resolve all technical issues prior to the public meeting. During this meeting, we reviewed a revised site plan developed to address concerns about excess vehicles on the lot and parking on the sidewalk.

The revised plan limits the number of vehicles to the permitted thirteen (13), eliminates excess vehicle storage, and provides clearly defined parking spaces, including customer parking and no parking signs. The plan also includes installing bollards to prevent vehicle storage in restricted areas and installing vehicle barriers. In addition, the layout improves the overall organization and appearance of the site. Based on my review, the plan addresses concerns related to vehicle count, site organization, and compliance with the occupancy permit.

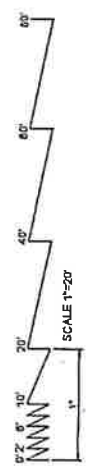
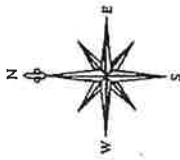
Once the Licensing Board approves the conditions associated with this plan, I will issue a new Certificate of Occupancy reflecting these changes.

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

Respectfully submitted,

Albert Talarico

Albert Talarico, CBO
Building Commissioner / ISD Director
City of Melrose



- CUSTOMER PARKING
- NO CARS FOR SALE
- BARRIERS and BARRIERS

301 LEBANON ST MELROSE, MA 02176		Date: 08-18-2025	Sheet 1 of 1
Scale: 1"=20'		Size: 11'x17'	
<p><small>THIS IS NOT A LEGAL SURVEY, NOR IS IT INTENDED TO BE OR REPLACE ONE</small> <small>This work product represents only generalized locations of features, objects or boundaries and should not be relied upon as being legally authoritative for the precise location of any feature, object or boundary.</small></p>			
Parcel No. (APN)	MELR M 005 P 000123		
Land Use	COMMERCIAL		
Building	AUTO SALES, SERVICES		
Building Area	1 Building		
Lot Area	1,230 SF (1 Units)		
Zoning Code	M 1.2 SR (0.15 ACRES)		

2 Atlantic Avenue, 6th Floor
Boston, MA 02110
(857) 259-5200
(857) 259-5212 (fax)

74 West Central Street
Natick, MA 01760
(508) 655-1960
(508) 653-8853 (fax)

John Richard Hucksam, Jr., Esq.
jrhucksam@bdboston.com

March 30, 2026

BY ELECTRONIC MAIL
(CITYCOUNCIL@CITYOFMELROSE.ORG)
AND FIRST CLASS MAIL

City Council
City of Melrose
562 Main Street
City Clerk's Office
Melrose, MA 02176

Re: Class II License
Melrose Auto Gallery

Honorable Members of the City Council,

I would like to take this opportunity to address the issues that were discussed at the City Council's public hearing held on March 16, 2026 concerning the renewal of the Class II license for Mr. Serrano, who does business as Melrose Auto Gallery, to sell second hand automobiles at 303 Lebanon Street (the "Property").

As you know, Mr. Serrano met with Mr. Talarico, the City's Building Commissioner and ISD Director and Licensing Board representative, Councilor Kowal and agreed to comply with a revised site plan developed by Mr. Talarico to address concerns about the number of vehicles on the Property and to prevent parking on the sidewalk.

The Building Commissioner's letter to the City Council regarding the meeting states:

TO: City Council
Date: March 30, 2026
Page 2

“[t]he revised plan limits the number of vehicles to the permitted thirteen (13), eliminates excess vehicle storage, and provides clearly defined parking spaces, including customer parking and no parking signs. The plan also includes installing bollards to prevent vehicle storage in restricted areas and installing vehicle barriers. In addition, the layout improves the overall organization and appearance of the site.”

The Building Commissioner’s letter also states: “Based on my review, the plan addresses concerns related to vehicle count, site organization, and compliance with the occupancy permit. Once the Licensing Board approves the conditions associated with this plan, I will issue a new Certificate of Occupancy reflecting these changes.”

Mr. Serrano has committed to completing the improvements shown on the revised site plan. The improvements should be substantially completed before the City Council’s meeting on April 6, 2026.

We respect the concerns of the neighbors that were expressed at the public hearing, especially those relating to noise. Mr. Serrano is committed to taking the following actions to mitigate noise emanating from the Property:

1. The garage door will be kept closed when repair work is occurring;
2. Air conditioning will be installed in the garage to facilitate keeping the door closed in hot weather;
3. The Property will comply with the City of Melrose Noise Ordinance, Chapter 164 of the City’s Code;
4. The business will be operated only on Monday through Saturday between the hours of 9:00 a.m. and 6:00 p.m., with no activity at the Property after hours or on Sundays.

TO: City Council
Date: March 30, 2026
Page 3

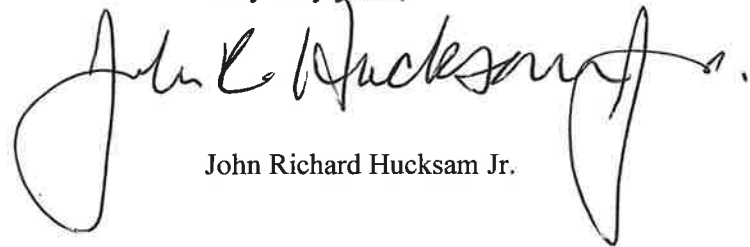
Only warranty repair work will occur at the Property, as required pursuant to M.G.L.c.140, §58, which states that a Class II licensee must maintain or demonstrate “access to repair facilities sufficient to enable him to satisfy the warranty repair obligations imposed by section 7N ¼ of chapter 90.”

Mr. Serrano has established a second location outside of Melrose, which will reduce the traffic flow at the Melrose location.

Mr. Serrano is committed to being a good neighbor and minimizing impact on neighbors. To that end, Mr. Serrano agrees to condition the renewal of the Class II license on compliance with the measures described above.

We understand that the City Council will take up this matter again at its meeting on April 6, 2026. We respectfully request that the City Council renew the Class II license for the Property. Thank you for your consideration of this matter.

Very truly yours,



John Richard Hucksam Jr.

Cc: Albert Talarico, CBO
Building Commissioner/ISD Director
(by electronic mail)



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City of
Melrose
MASSACHUSETTS

*City Hall, 562 Main Street
Melrose, MA 02176
Telephone (781) 979-4135
Albert Talarico
Building Commissioner
Director of Inspection Services*

April 1, 2026

Re: 303 Lebanon Street- Cesar Cars Auto Sales Corp

Dear Members of the Licensing Board,

I conducted a site inspection at 303 Lebanon Street for Cesar Cars Auto Sales Corp on April 1, 2026, and found no issues at this time.

The previously recommended improvements have been completed, including the installation of the new fence, bollards, and no parking signs. The site appears to be in good order and compliant with the conditions discussed.

Please let me know if you need any additional information.

Sincerely,

Albert Talarico

Albert Talarico, CBO
Building Commissioner / ISD Director
City of Melrose
562 Main Street
Melrose, MA 02176
(781) 979-4135



CITY OF MELROSE

OFFICE OF VETERANS SERVICES

Melrose City Hall
562 Main Street
Melrose, Massachusetts 02176

To: City Council
CC: Mayor Jen Grigoraitis; Lauren Grymek, Chief of Staff
From: Veterans Services Department
Date: March 10, 2026
Re: Veterans Property Tax Work-Off Program

On November 1, 2012, the Melrose Board of Alderman passed Order 2013-54 to accept MGL Chapter 59, Section 5N¹, which allows municipalities to establish a Veterans Volunteer Work Tax Abatement Program that provides a veteran with a reduction of property tax obligation in exchange for volunteer services. (See attached order printout.)

Following acceptance of the statute, Order 2013-177 went before the Board of Alderman for consideration, to define the program with a description of the program, application time frames, eligibility requirements and necessary application documents. At the time, Order 2013-177 was placed on file, it was not passed by a vote of the then Board of Alderman. (See attached order printout.)

My administration is proposing that a defined program be approved by the City Council, and codified in City ordinance as the senior citizen property tax work-off abatement program is in Section 6.1 of the City code, to ensure continuity of the program as well as set parameters for the future operations of the program.

The attached application materials define the program and eligibility.

Thank you for your consideration.

¹ <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIX/Chapter59/Section5n>



CITY OF MELROSE

In City Council

November 1, 2012

AN ORDER

ORDER-2013-54

Acceptance of MGL Chapter 59, Section 5N, as amended by Chapter 108, Section 8A of the Acts of 2012 allowing for the establishment of a Veterans Volunteer Work Tax Abatement Program; and further accept the provisions in the last paragraph of Statute.

BE IT ORDERED

See attached communication from Alderman Wright.

HISTORY:

10/15/12	City Council	ASSIGNED TO COMMITTEE
10/18/12	Appropriations and Oversight	OUGHT TO PASS

RESULT:	PASSED [10 TO 0]
MOVER:	Francis X. Wright Jr., Ward 3 Alderman
SECONDER:	Robert A. Boisselle, Ward 4 Alderman
AYES:	Bird, Boisselle, Conn Jr., Forbes Jr, McAteer-Margolis, Medeiros, Mortimer, Seaboyer, Wright Jr., Tramontozzi
ABSENT:	Gail Infurna



CITY OF MELROSE

In City Council

June 3, 2013

AN ORDER

ORDER-2013-177

Presentation of the Veterans Volunteer Tax Work Off Program

BE IT ORDERED

The purpose of this procedure is to define the Veteran Volunteer Tax Work Off Program (VVTWOP) established by the Melrose Board of Alderman in 2012. Included in this procedure is a description of the program, application time frames, eligibility requirements and necessary application documents. All questions should be directed to Melrose Veteran Services.

HISTORY:

05/20/13 City Council

ASSIGNED TO COMMITTEE

05/23/13 Appropriations and Oversight

RECOMMEND PLACE ON FILE

RESULT: PLACED ON FILE [UNANIMOUS]

MOVER: Mary Beth McAteer-Margolis, Alderman at Large

SECONDER: Robert A. Boisselle, Ward 4 Alderman

AYES: Bird, Boisselle, Conn Jr., Infurna, McAteer-Margolis, Medeiros, Mortimer, Seaboyer, Tramontozzi, Wright Jr., Forbes Jr

Melrose Veterans Department
Veterans Property Tax Work-Off Program
Application Materials



Thank you for your interest in the City of Melrose Veterans Property Tax Work-Off Program. Please review the attached documents and complete all required paperwork. All questions should be directed to the Melrose Director of Veteran Services.

Veterans Property Tax Work-Off Program

City of Melrose
Veterans Property Tax Work-Off Program

The City of Melrose Veterans Property Tax Work-Off Program (VPTWOP) is managed by the Veterans Department. VPTWOP is subject to federal income tax reporting as well as Medicare tax per the Internal Revenue Service but is exempt from Massachusetts State income tax. The City of Melrose will pay the full amount of the Medicare tax so that the total amount of credit the participants receive will remain the same.

To comply with IRS regulations, the City is required to issue a W-2 at the end of the year. As a participant in the VPTWOP program the IRS considers you an employee of the city and thereby requires your participation in the OBRA retirement plan. The OBRA retirement plan will retain 7.5% of your gross property tax credit, to be disbursed to you later.

As an employee of the City of Melrose, applicants are expected to comply with all city policies including the Standards of Conduct, the Employee Manual, and supervisor instructions. Participants in this program may not have any other paid position with the City of Melrose.

Description

Eligible veterans who provide volunteer services for the City of Melrose are entitled to up to **\$1500** off their property tax bill in any given tax year in accordance with M.G.L. Ch. 59, Sec.5N. Veterans who are placed in the program shall receive the credit as abatement against their real property taxes. The program is administered by the City of Melrose Veterans Department and veterans will be placed in assignments based on department need, preference and matched skills.

Timeframe and Process

Applications for the VPTWOP are available from the City of Melrose Veterans Department beginning **May 1, 2026**. Applications will be reviewed on a rolling basis.

- Applications can be found on the Veterans Department Webpage or at the Veterans Departments office (562 Main Street)
- Applications pulled from this lottery are not automatically granted placement in the program as placements are also determined based on an applicant's ability to meet a department's needs
- City departments have final approval of all placements.
- If an applicant declines an offered placement, the application will be moved to the bottom of a waitlist, if needed.

Eligibility

Melrose residents who meet the definition of a veteran as defined by M.G.L. Chapter 178 Section 48 and 56 as amended by the Acts of 2024 are eligible for the program. Proof of veteran status must be included in the application (DD214, Honorable Discharge). **Please Note: All participants must pass a Criminal Offender Record Information (CORI) check.**

Requirements

- **Must be homeowner or current spouse**
- **Must own and occupy the property for which abatement is being sought**
- **Only one abatement per household**

Qualification Process

- **Applicants are required to reapply each year**
- **Applicants are required to enroll in OBRA retirement plan**
- **Applicants are required to possess the appropriate skills required for the available position**
- **Applicants and Department Head need to both agree that it is an appropriate match**
- **Applicants are responsible for turning in their completed and approved time sheet by the specified deadline.**

Types of Jobs

Assignments may vary and can include both administrative and community-based responsibilities. Some positions require computer skills for typing and data entry; applicants are encouraged to list any software programs with which they are proficient in the application. Strong interpersonal and customer service skills are also essential, as volunteers may interact with the public both in person and by phone.

Other assignments may involve more physical or outdoor tasks, as well as basic administrative duties such as filing or shredding documents. Some positions may require lifting items weighing up to 30 pounds.

Positions vary year to year based on departmental needs. Placements are determined by matching an applicant's skills and prior experience with the current needs of the department.

Application Documents and Forms

Applicants are required to turn in the following documents: Incomplete applications will not be considered.

- 1) Veteran Status Proof (DD214 or Federal Document)
 - a. Honorable Discharge
- 2.) City of Melrose Application
- 3.) City of Melrose CORI Acknowledgement Form
- 4.) Driver's License or Government Issued Photo ID
- 5.) Completed W-4
- 6.) Resume (optional)
- 7.) Proof of Ownership of Home
- 8.) Proof of Residency in Home in Which Abatement is Requested

Name: _____

Tel. No: _____

Address: _____

Email: _____

Emergency Contact: _____

Phone Number: _____

City of Melrose
Veterans Property Tax Work-Off Program

Please describe any past job experience or skills that may be helpful in securing a position:

Do you have any physical or mental restrictions that should be considered in selecting your work? If yes, please explain:

If I qualify for the VPTWOP – Veteran, I acknowledge by signing below that I have read, understand, and agree to follow all program guidelines. I confirm that I have submitted all required documentation and understand that I may earn up to \$1,500, which will be credited to my property tax bill.

Signature _____ Date _____

FOR OFFICE USE ONLY Disposition of Application New Applicant _____ Repeat Applicant _____

CORI Submitted on: _____ CORI Approved on: _____

Placement location _____

Placement letter, time sheet and dress/fragrance policy provided on: _____

Is applicant a previous employee of the City of Melrose? _____

Bencor Form Requested on: _____ Bencor Form Received back: _____

Bencor form faxed to Bencor on: _____

APPLICATION RECEIVED: DATE _____ TIME _____

Please be sure to provide your email address, as all program correspondence will be sent to applicants via email.



City of Melrose Veteran Property Tax Work Program

Job Description

Department:	<u>Veterans Services</u>
Supervisor:	<u>Tamara Shovelton</u>
Classification:	Volunteer/VPTWOP
Purpose:	To fill a department's needs with a qualified applicant who is available to work an assigned volunteer shift

Responsibilities:

Listed below are various areas of support within the Veterans Department that may be encompassed by a Veteran Property Tax Work-Off individual.

Veterans Food Pantry Support

- Assist with lifting, carrying, organizing, and distributing food items
- Assist with pantry setup and breakdown
- Deliver groceries or food packages to veterans who are unable to leave their homes, using a personal vehicle only, when assigned and approved
- Interact with veterans and family members in a respectful and professional manner

Memorial Day Activities

- Assist with flag placement at veterans' graves, including walking on uneven terrain and inserting flags into the ground
- Assist with event preparation, including envelope stuffing, material organization, and program preparation
- Assist with stage setup, seating arrangements, food service areas, and logistical support
- Assist with Memorial Day food drives, including receiving, organizing, and distributing donated items

Veterans Day Activities

- Assist with event preparation, ceremonies, food drives, and logistical support
- Assist with setup and breakdown of event materials and equipment

Food Drives and Outreach Events

- Stand for extended periods to receive donated items
- Assist with sorting, organizing, and transporting donations
- Provide logistical and general support during public-facing events

Thanksgiving and Holiday Support

- Assist with preparation of meals for veterans attending in person
- Assist with preparation of to-go meals for distribution
- Deliver meals to veterans when assigned and approved

Office and Administrative Support

- Assist with filing, organizing, and shredding documents
- Support outreach initiatives and event preparation
- Handle records and materials that may contain confidential or sensitive information

All assignments are subject to supervision. The City retains sole discretion to assign, modify, or discontinue duties based on operational needs, safety considerations, or participant performance.

Qualifications:

- Must be an eligible veteran or dependent approved for participation in the Property Tax Work-Off Program
- Ability to follow instructions and comply with supervisory direction
- Demonstrated reliability, punctuality, and appropriate conduct
- Ability to work independently and collaboratively as required
- Ability to interact professionally with City staff, volunteers, and the public
- Ability to interact professionally and respectfully with members of the public, including veterans, family members, City staff, and volunteers
- Ability to perform basic computer-related tasks when assigned, such as data entry, filing, scanning, or use of standard office equipment

Dress Code:

- Participants must dress appropriately for assigned duties
- For outdoor or physical assignments:
 - Weather-appropriate clothing
 - Closed-toe shoes or work boots required
- For office or administrative assignments:
 - Clean, neat, and appropriate casual or business-casual attire
- Required safety equipment must be worn when directed
- Attire must be suitable for public-facing and ceremonial events

Additional Requirements:

- Participants must comply with all applicable City policies, procedures, and safety protocols
- Participants must maintain confidentiality when handling sensitive or personal information
- Assignments may require evenings, weekends, or holidays
- Participation may be limited, suspended, or terminated due to safety concerns, conduct issues, or failure to meet program requirements
- Hours worked will be credited toward property tax relief in accordance with program guidelines

Veterans property tax work-off abatement program.

A.

Individuals who meet the definition of a veteran as defined by M.G.L. Chapter 178 Section 48 and 56 as amended by the Acts of 2024 are eligible for the program. Proof of veteran status must be included in the application (DD214, Honorable Discharge). Individuals must be the homeowner and must own and occupy the residence for which property taxes are paid and for which credit is being sought. Only one tax abatement per property per year shall be allowed.

B.

City departments are required to identify their specific needs, and the Veterans Department will review each application to match an applicant's interest and skill set with a department's specific needs. Placement in the program cannot be guaranteed and is based on qualifications and availability of relevant work.

C.

The participants in the program shall perform volunteer work for the City and shall receive a rate that shall not exceed the commonwealth's minimum wage for said service. The maximum abatement which can be earned by any participant in the program is \$1,500 during any calendar year.

D.

Records of hours worked are kept and credited at the Massachusetts minimum wage rate. Upon completion of work by the participants, the Board of Assessors shall apply the credit to the owner's tax bill to abate their property taxes for an amount no greater than \$1,500.

E.

In each calendar year, individuals shall be allowed to participate in this program based on one's specific qualifications to perform the work and the available positions needed to perform said work Citywide. An approved representative shall be allowed to perform the volunteer work for the direct benefit of any participant who is physically unable to personally provide such services to the City of Melrose.

F.

In the event there are more qualified applicants than available positions, participants for the program may be selected from a lottery of equally qualified individuals.

G.

The Veterans Services Agent shall be responsible for determining eligibility for the program.



MELROSE PUBLIC LIBRARY

Date:
To: City Council
Cc: Mayor Grigoraitis
From: Kerriann Golden, CFO
Linda C.W. Gardener, Library Director
Subject: Building Project Donated Funds

The Friends of Melrose Public Library, with the help of a significant matching donation, successfully ran a fundraising campaign during the library renovation. The results of that campaign and match have allowed the Friends to donate \$300,000 to the City to mitigate the cost of the library construction/renovation project.

The Library Board of Trustees, in addition to the \$2,000,000 dedicated to the library building project previously, donated an additional \$200,000 to further assist with the cost of the project.

§ 93-6. Leashing requirements. [Amended 5-20-2002 by Ord. No. 02-324]

- A. No person shall own or keep in the City, outside the confines of the owner's or keeper's property, any dog that is not held firmly on a leash.
- B. ~~The Animal Control Officer may, at his/her discretion, waive the provisions of Subsection A if a determination is made that the owner or keeper has a valid reason to have the dog unleashed or untethered for training, exhibition or show purposes. [Amended 8-21-2017 by Ord. No. 2018-4]~~ **The enforcing agent may, in their discretion, waive the provisions of Subsection A for service animals, if they determine that harnessing, leashing, or tethering the dog will interfere with the dog's tasks, or the handler's disability prevents using a harness or leash. In such instances, the dog is still required to remain with the handler and under their control at all times.—**
- C. ~~The leash requirements of this section shall not apply to police K-9 units when actively engaged in official duties, such as training or public exhibitions, and such activities require the dog to be off leash. In these instances, the dog must be clearly identifiable as a police K-9, and under the control of the law enforcement handler at all times.~~
- D. Violation of this section shall be punishable as follows:
- (1) First offense, unaltered or altered: fine of \$50.
 - (2) Second offense, unaltered or altered: fine of \$100.
 - (3) Third offense: \$150.
 - (4) Apprehension: \$10.
 - (5) Confinement: \$10 per day.
 - (6) Kennels: \$100.
 - (7) Seeing eye dogs: no fees.—
- E. Exemptions. Dogs will be permitted to go without leashes only within areas designated as "off-leash dog areas" as determined by the Board of Park Commissioners in accordance with § 173-17, provided that: **[Added 6-4-2012 by Ord. No. 2012-180]**
- (8) All dogs are leashed prior to entering and upon leaving the off-leash dog area.
 - (9) All dogs must be accompanied by a guardian who must remain with his/her dog(s) at all times while using the off-leash dog area.
 - (10) Guardians are legally responsible for their dog(s) and any injuries caused by their dog(s).
 - (11) Guardians may bring no more than three dogs to the off-leash dog area at one time.

(12) Guardians must dispose of their dog's fecal matter in accordance with § 93-8.

(13) The following dogs are forbidden from entry into the off-leash dog areas:

- (a) Dogs in heat.
- (b) Dogs less than six months of age.
- (c) Dogs without municipal licenses and up-to-date vaccinations.
- (d) Aggressive dogs. Any dog that engages in fighting or that does not respond to voice

1. Editor's Note: The line "Adoption: all fees and expenses" which immediately followed this subsection in Ord. No. 02-324 was deleted per instructions from the City as superseded by Ord. No. 02-102. See § 93-11.

command.



CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4190

LORI MASSA, AICP
Director & City Planner

MEMORANDUM

TO: Melrose City Council

FROM: Lori Massa, Director & City Planner

CC: Mayor Jennifer Grigoraitis
Kerriann Golden, CFO/Auditor
Shannon Phillips, City Solicitor
Lauren Grymek, Chief of Staff
Maya Noviski, Senior Planner
Jane Pitts, Accounting Manager

DATE: February 17, 2026

RE: Melrose Redevelopment Authority Vote to Dissolve

The Melrose Redevelopment Authority (MRA) has voted to submit the question of its dissolution to the City Council. The MRA has been inactive for many years, and the Office of Planning and Community Development has initiated the housekeeping item of officially dissolving the Authority with the final use of the Authority's funds for a project within their original area of focus in the Urban Review Plan.

Massachusetts General Law requires that the City Council vote to submit its request to the State Secretary to certify a Redevelopment Authority's dissolution.

The project for which the remaining funds will be used is the restoration/beautification project at Milano Park at the corner of Main and Grove Streets, which will take place this spring. The majority of the funding for the project was obtained through an earmark that the City received from the State; however, more funds are necessary to complete the project and since the work directly relates to the goals of the MRA, it is a logical use of the funds.

BACKGROUND

Established in 1959, the Melrose Redevelopment Authority (MRA) was created to take advantage of the federal Urban Renewal Program. Under the program, public funding was provided for the revitalization of disinvested and underutilized neighborhoods, and the redevelopment of substandard and blighted open areas for residential, commercial, industrial, business, governmental, recreational, educational, hospital or other uses. While the federal

government subsidized most of the costs of projects administered by Redevelopment Authorities, the State contributed significant financial resources, as well. Redevelopment Authorities, which could expend their funds without municipal approval, worked alongside municipal officials to achieve the goals and missions of cities and towns.

As such, in 1978, the MRA created an Urban Renewal Plan for the Friends Block in Downtown Melrose, which was bounded by Main Street, East Foster, Leonard Road, and Grove Street, after a fire created a blighted area spanning over 100,000 sf. With the State's approval of the plan, State and federal funds were dispersed to support the project. The plan had the following goals:

- Providing focus for public investment and private reinvest into downtown Melrose;
- Providing a unified combination of urban residential and commercial uses in a mix of older renovated and newly constructed buildings;
- Providing attractive off-street parking; and
- Improving the visual and aesthetic appearance by the provision of comprehensive design and landscape improvements.

One of the more visible outcomes from this effort was the renovation of the Prince Building, which is currently home to Eastern Bank. The creation of the plan, which expired in 2008, and the renovation of the Friend's Block were the MRA's last significant undertakings, and it has been largely inactive since.

DISSOLUTION

With the closeout of the federal Urban Renewal Program in the 1970s, Redevelopment Authorities lost a key funding source and became obsolete. Many were absorbed by municipalities' planning departments. In Melrose, according to the City's Administrative Code Article 3, Section 310-Planning and Community Development Department, administrative control of the MRA was assumed by the Director of Planning and Community Development and all monies and assets were credited to the Planning and Community Development account.

According to Massachusetts General Laws Chapter 121B, if a Redevelopment Authority determines that there is no further need for its existence, it may submit the question of its dissolution to the City Council. If council votes to approve such dissolution, the vote is submitted to the State Secretary for certification, and the Redevelopment Authority is officially dissolved. At its meeting on February 3, 2026, Philip Kukura, Joan Cassidy, and James Oosterman, the Members of the MRA, voted to submit a request to the City Council to approve the dissolution of the Melrose Redevelopment Authority due to its purposes being realized and the lack of assets and outstanding obligations.

Thank you for your consideration.



CITY OF MELROSE

OFFICE OF THE MAYOR

JENNIFER GRIGORAITIS

Mayor

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

MEMORANDUM

To: Melrose City Council

From: Jen Grigoraitis, Mayor

Re: Acceptance of specific paragraph of Section 12 of M.G.L. Chapter 138

Date: March 9, 2026

Cc: Lauren Grymek, Chief of Staff
Kerriann Golden, CFO
Shannon Phillips, City Solicitor
Joe Nevin, Chair, Liquor Licensing Commission

The Melrose Liquor Licensing Commission has recently received a request from one of its license holders, Table Four (*Lovergaag, LLC d/b/a Table 4*), to expand its offerings to customers to include the sale of cordials and liqueurs. Currently, their on-premises license is for wine and malt beverages only.

In certain cities and towns that vote to accept a specific state law, M.G.L. c. 138 section 12, businesses that hold a wine and malt beverages license and also a common victualler's license, may be given a permit to also sell cordials and liqueurs.

Given this, I am requesting that City Council City vote to accept this section of state law which will allow Table Four, and other on-premises wine and malt license holders to seek a permit to sell liqueurs and cordials. The relevant paragraph of this section of law states as follows:

M.G.L. c. 138 section 12:

In any city or town which votes to accept the provisions of this paragraph, a common victualler, who holds a license under this section to sell wines and malt beverages may, upon written approval, also sell liqueurs and cordials pursuant to said license, subject, however, to all other licensing provisions of this chapter.

If Council accepts this section, the Liquor Commission will then be able to consider permitting these additional sales for current licensees. Any such establishment would also then need to receive approval from the Massachusetts Alcoholic Beverage Control Commission (ABCC) to add sale of cordials and liqueurs to their license.

Thank you for your consideration.

ORDER: That the City of Melrose accept the paragraph of Section 12 of M.G.L. chapter 138 that any common victualler, who also holds a license to sell wine and malt beverages may, upon written approval by the Melrose Liquor Licensing Commission, also be allowed to sell liqueurs and cordials.

WHEREAS, Massachusetts General Law, chapter 138, section 12 includes the following paragraph stating, "In any city or town which votes to accept the provisions of this paragraph, a common victualler, who holds a license under this section to sell wines and malt beverages may, upon written approval, also sell liqueurs and cordials pursuant to said license, subject, however, to all other licensing provisions of this chapter"; and

WHEREAS, liqueurs and cordials are defined as flavored spirits product containing not less than 2½% by weight sugar, dextrose, levulose or a combination thereof made by mixing or redistilling any class or type of spirits with or over fruits, flowers, plants or pure juices therefrom or other natural flavoring materials or with extracts derived from infusions, percolation or maceration of such materials.; and

WHEREAS, the City of Melrose's acceptance of this provision will support local wine and malt license holders who wish to expand options for their customers while supporting the overall strength and vibrancy of our local economy; and

WHEREAS, upon acceptance of this provision any establishment seeking to serve liqueurs or cordials in Melrose would be required to obtain a permit from the License Commission and approval from the Massachusetts Alcoholic Beverages Control Commission (ABCC), and so

NOW, THEREFORE BE IT ORDERED:

That the City of Melrose accepts the paragraph of Section 12 of M.G.L. Chapter 138 allowing a common victualler, who holds a license under Section 12 to sell wines and malt beverages to, upon written approval by the Melrose Liquor Licensing Commission, also sell liqueurs and cordials pursuant to said license and all other licensing provisions of M.G.L. c. 138.

Part I ADMINISTRATION OF THE
GOVERNMENT

Title XX PUBLIC SAFETY AND GOOD
ORDER

Chapter ALCOHOLIC LIQUORS
138

Section LICENSES AUTHORIZING SALE OF
12 BEVERAGES TO BE DRUNK ON
PREMISES; VETERANS'
ORGANIZATIONS,
CORPORATIONS, ETC.;
SUSPENSION OR REVOCATION;
HOURS OF SALE; LIQUEURS AND
CORDIALS; LIQUOR LEGAL
LIABILITY INSURANCE
REQUIREMENT

Section 12. A common victualler duly licensed under chapter one hundred and forty to conduct a restaurant, an innholder duly licensed under said chapter to conduct a hotel, a pub brewer, a continuing care retirement

community and a keeper of a tavern as defined by this chapter, in any city or town wherein the granting of licenses under this section to sell all alcoholic beverages or only wines and malt beverages, as the case may be, is authorized by this chapter, subject however, in the case of a tavern, to the provisions of section eleven A, may be licensed by the local licensing authorities, subject to the prior approval of the commission, to sell to travelers, strangers and other patrons and customers not under twenty-one years of age, such beverages to be served and drunk, in case of a hotel or restaurant or continuing care retirement community licensee, only in the dining room or dining rooms and in such other public rooms or areas of a hotel as the local licensing authorities may deem reasonable and proper, and approve in writing; and provided further, that the limitations relative to service and consumption in a restaurant or hotel or continuing care retirement community only in the dining rooms and such other public rooms or areas deemed reasonable and proper by the local licensing authority shall not be deemed to preclude the restaurant or hotel from allowing a patron to retain and take off the premises only so much as may remain of a bottled wine purchased by the patron in conjunction with a meal and not totally consumed by the patron during such meal; provided further, that the limitations relative to service and consumption in a tavern, club or war veterans' organization licensed pursuant to this section shall

not be deemed to preclude the tavern, club or war veterans' organization from allowing a patron, member or guest, as the case may be, to retain and take off the premises only so much as may remain of a bottled wine purchased by the patron, member or guest in conjunction with a meal and not totally consumed by the patron, member or guest during such meal; provided further, that all such wine bottles shall be resealed in accordance with regulations promulgated by the commission and transported in a manner authorized in section 24I of chapter 90 when carried in a motor vehicle, as defined in section 1 of said chapter 90; provided, that no tavern license shall be granted to the holder of a hotel license hereunder. Such sales may also be made, by an innholder licensed hereunder, to registered guests occupying private rooms in his hotel, and in the dining room or dining rooms and in such other public rooms or areas of buildings on the same premises as the hotel and operated as appurtenant and contiguous to and in conjunction with such hotel, and to registered guests occupying private rooms in such buildings and in the case of condominium accommodations that are located appurtenant and contiguous to and also upon the same premises as a hotel, sales may be made by the hotel licensee as the local licensing authorities may deem reasonable and proper, and approve in writing. Such sales may also be made by a continuing care retirement community licensed hereunder, to residents or guests of

residents in rooms in a continuing care retirement community, and in the dining rooms and in such other public rooms or areas of buildings on the same premises as the continuing care retirement community and operated as appurtenant and contiguous to and in conjunction with such continuing care retirement community, and to guests of residents in such buildings; provided, however, that such sales may be made by the continuing care retirement community licensee as the local licensing authorities may deem reasonable and proper and approve in writing. Such sales may be made by a restaurant licensee at such stands or locations in a sports arena, stadium, ball park, race track, auditorium or in any one building at an airport as the local licensing authority may deem reasonable and proper, and approve in writing. A local licensing authority may grant a license for the sale of all alcoholic beverages or a license for the sale of wines and malt beverages at any location on the grounds of a golf course as it deems reasonable and proper. Upon an application for a restaurant license, the local licensing authorities may in their discretion grant such a license authorizing the sale of alcoholic beverages on all days of the week or one authorizing such sale on secular days only, and the decision of such authorities as to which of the two types may be granted upon any particular application shall be final. During such time as the sale of such alcoholic beverages is authorized in any city or town under this chapter, the authority to grant

innholders' and common victuallers' licenses therein under chapter one hundred and forty shall be vested in the local licensing authorities; provided, that if a person applies for the renewal of both a common victualler's license or an innholder's license under said chapter one hundred and forty and a hotel or a restaurant license, as the case may be, under this section and the local licensing authorities refuse to grant said common victualler's or innholder's license or fail to act on the applications therefor within a period of thirty days, such applicant may appeal therefrom to the commission in the same manner as provided in section sixty-seven and all the provisions of said section relative to licenses authorized to be issued by local licensing authorities under this chapter shall apply in the case of such common victualler's license or innholder's license.

If a license granted under this section to a person holding a license as an innholder or common victualler is suspended or revoked for any particular cause, no action shall be taken on account thereof by such authorities with respect to such innholder's or common victualler's license prior to the expiration of the period provided for an appeal under section sixty-seven in case no such appeal is taken, or prior to the disposition of any such appeal so taken, nor thereafter, except for further cause, in case such disposition is in favor of the appellant. Any club in any city or town

wherein the granting of licenses to sell alcoholic beverages, or only wines and malt beverages, as the case may be, is authorized under this chapter may be licensed by the local licensing authorities, subject to the approval of the commission, to sell such beverages to its members only, and also, subject to regulations made by the local licensing authorities, to guests introduced by members, and to no others. A member of a club licensed under this section may bring wine to be consumed on the premises with a meal purchased at the club, unless the club objects, which it may do at its sole discretion. At all times the club shall control the handling, serving and dispensing of wine in accordance with this chapter and may refuse to pour wine for any patron for any reason or for no reason, regardless of whether bottles are opened or unopened. Unopened bottles shall be returned to the patron who shall remove such bottles from the premises at the conclusion of the event, and open bottles shall be returned and resealed in accordance with regulations promulgated by the commission and transported in a manner authorized by section 24I of chapter 90 when carried in a motor vehicle, as defined in section 1 of said chapter 90. The club shall set and charge a reasonable corkage fee, which shall be added to the member's meal expense. Such fee shall be set at not less than \$30 and shall be applied to each bottle of wine that is opened.

The local licensing authorities of any city or town wherein the granting of licenses under this section to sell all alcoholic beverages or only wines and malt beverages, as the case may be, is authorized by this chapter, may, subject to the approval of the commission and irrespective of any limitation of number of licenses contained in section seventeen, issue a license to any corporation the members of which are war veterans and which owns, hires or leases in such city or town a building, or space in a building, for the use and accommodation of a post of any war veterans' organization incorporated by the Congress of the United States, to sell such beverages to the members of such post only, and also, subject to regulations made by the local licensing authorities, to guests introduced by such members and to no others.

The local licensing authorities may determine in the first instance, when originally issuing and upon each annual renewal of licenses under this section, the amount of the license fee, for a tavern license or for any other license under this section for the sale of all alcoholic beverages, or for any other license under this section for the sale of wines and malt beverages, and provided that nothing herein shall prevent such authorities from establishing license fees differing in amounts within the limitations aforesaid for restaurant licenses authorizing such sale on secular days only. If different license fees are so established the fee for licenses

authorizing the sale of alcoholic beverages on all days of the week shall not be more than twenty-five per cent higher than the fee for licensing such sale on secular days only. Before issuing a license to any applicant herefor under this section, or before a renewal of such license, the local licensing authority shall cause an examination to be made of the premises of the applicant to determine that such premises comply in all respects with the appropriate definition of section one and that the applicant is not less than twenty-one years of age and a person of good character in the city or town in which he seeks a license hereunder. No license shall be issued to any applicant who has been convicted of a violation of a federal or state narcotic drugs law.

The local licensing authorities may accept the surrender of a license issued under this section and may issue in place thereof to the same licensee any other form of license authorized under this section, and may allow as a credit on the fee for the new license the license fee paid for the license surrendered but no refund shall be authorized. Different licenses issued as aforesaid for any portion of the same license year to the same licensee shall count as one license for the purposes of section seventeen.

The hours during which sales of such alcoholic beverages may be made by any licensee as aforesaid shall be fixed by the local licensing authorities either generally or specially for each licensee; provided, however, that no

such sale shall be made on any secular day between the hours of two and eight o'clock antemeridian and that, except as provided in section thirty-three, no such licensee shall be barred from making such sales on any such day after eleven o'clock antemeridian and before eleven o'clock postmeridian, and no tavern shall be kept open on any such day between one o'clock antemeridian and eight o'clock antemeridian; provided, further, that any such licensee or his manager shall not be prohibited from being on the licensed premises at any time; provided, further, that the employees, contractors or subcontractors shall not be prohibited from being upon such premises at any time for the purpose of cleaning, making renovations, making emergency repairs to or providing security for, such premises or preparing food for the day's business or opening or closing the business in an orderly manner. The licensing authority shall not decrease the hours during which sales of such alcohol beverages may be made by a licensee until after a public hearing concerning the public need for such decrease; provided, however, that a licensee affected by any such change shall be given 2 weeks notice of the public hearing.

No license issued under this section shall be subject to any condition or requirement varying the occupancy of the licensed premises as certified by any person or state or local agency charged with the administration or enforcement of the state building code or any of its rules or regulations.

No person, firm, corporation, association or other combination of persons, directly or indirectly, or through any agent, employee, stockholder, officer or other person, or any subsidiary whatsoever, licensed under the provisions of sections eighteen or nineteen shall be granted a license under this section.

In cities and towns which vote to authorize under section eleven the granting of licenses for the sale of all alcoholic beverages, specific licenses may nevertheless be granted under this section for the sale of wines or malt beverages only, or both. The licensing authorities may refuse to grant licenses under this section in certain geographical areas of their respective cities or towns, where the character of the neighborhood may warrant such refusal.

All malt beverages sold by a licensee under this section containing not more than three and two tenths per cent of alcohol by weight shall be expressly sold as such.

No malt beverage shall be sold on draught from a tap, faucet or other draughting device, unless there shall plainly appear on or attached to such device, in legible letters, the brand or trade name of the malt beverage so sold therefrom.

In any city or town wherein the granting of licenses under this section to sell alcoholic beverages or wines and malt beverages is authorized, a person may be granted a general on-premise license by the local licensing authorities, subject to the prior approval of the commission, authorizing him to sell alcoholic beverages without food to patrons and customers subject to all other relevant provisions of this chapter, provided that such beverages shall be sold and drunk in such rooms as the licensing authorities may approve in writing. The annual license fee for such general on-premise license shall be determined by the local licensing authority. For the purposes of section eleven an affirmative vote on subdivision A or B shall be considered an authorization for the granting of general on-premise licenses in a city or town.

A common victualler who holds a license pursuant to this section may provide on premises sample wine or malt beverage tasting; provided however, that such licensee shall not solicit orders for wine or malt for off premises consumption; and provided further, that any such wine tasting shall be limited to one ounce per serving and any such malt beverage tasting shall be limited to two ounces per serving and food shall be served in conjunction with any such wine or malt beverage tasting.

In any city or town which votes to accept the provisions of this paragraph, a common victualler, who holds a license under this section to sell wines and malt beverages may, upon written approval, also sell liqueurs and cordials pursuant to said license, subject, however, to all other licensing provisions of this chapter.

A common victualler who holds a license for the sale of all alcoholic beverages or holds a license for the sale of wines and malt beverages and who also holds pursuant to this section written approval to sell liqueurs and cordials pursuant to his license may provide on-premises sample liqueurs and cordials tasting; provided however, that a licensee shall not solicit orders for liqueurs and cordials for off-premises consumption; and provided, further, that any such liqueurs and cordials tasting shall be limited to 1/4 of an ounce per serving and food shall be served in conjunction with any liqueurs and cordials tasting.

A common victualler who holds a license for the sale of all alcoholic beverages may provide on premises sample alcoholic beverages tasting; provided, however, that a licensee shall not solicit orders for alcoholic beverages for off-premises consumption; and provided further, that any tasting of alcoholic beverages, other than wines and malt beverages, shall be limited to 1/4 of an ounce per serving and food shall be served in conjunction with any alcoholic beverages tasting.

No license shall be issued or renewed under this section until the applicant or licensee provides proof of coverage under a liquor legal liability insurance policy for bodily injury or death for a minimum amount of \$250,000 on account of injury to or death of 1 person, and \$500,000 on account of any 1 accident resulting in injury to or death of more than 1 person. Proof of the insurance coverage required by this section shall be made by filing a certificate of insurance in a form acceptable to the local licensing authority. The insurance shall be subject to sections 5 and 6 of chapter 175A of the General Laws.

Part I ADMINISTRATION OF THE
GOVERNMENT

Title IX TAXATION

Chapter ASSESSMENT OF LOCAL TAXES
59

Section REDUCTION OF PROPERTY TAX
5N OBLIGATION OF VETERAN IN
EXCHANGE FOR VOLUNTEER
SERVICES

Section 5N. In any city or town which accepts this section, the board of selectmen of a town, or in a municipality having a town council form of government, the town council or the mayor, with the approval of the city council in a city, may establish a program to allow veterans, as defined in clause Forty-third of section 7 of chapter 4 or a spouse of a veteran in the case where the veteran is deceased or has a service-connected disability, to volunteer to provide services to that city or town. In exchange for such volunteer services, the city or town shall reduce the real property tax

obligations of that veteran on the veteran's tax bills and that reduction shall be in addition to any exemption or abatement to which that person is otherwise entitled; provided, however, that person shall not receive a rate of, or be credited with, more than the current minimum wage of the commonwealth per hour for the services provided pursuant to that reduction; and provided further, that the reduction of the real property tax bill shall not exceed \$1,500 in a given tax year. It shall be the responsibility of the city or town to maintain a record for each taxpayer including, but not limited to, the number of hours of service and the total amount by which the real property tax has been reduced and to provide a copy of that record to the assessor in order that the actual tax bill reflect the reduced rate. A copy of that record shall also be provided to the taxpayer prior to the issuance of the actual tax bill. The cities and towns shall have the power to create local rules and procedures for implementing this section in a way that is consistent with the intent of this section. Nothing in this section shall be construed to permit the reduction of workforce or otherwise replace existing staff.

The amount by which a person's property tax liability is reduced in exchange for the volunteer services shall not be considered income, wages or employment for purposes of taxation as provided in chapter 62, for the purposes of withholding taxes as provided in chapter 62B, for the purposes

of workers' compensation as provided in chapter 152 or any other applicable provisions of the General Laws. While providing such volunteer services, that person shall be considered a public employee for the purposes of chapter 258 and those services shall be deemed employment for the purposes of unemployment insurance as provided in chapter 151A.

A city or town, by vote of its legislative body, subject to its charter, may adjust the exemption in this clause by: (i) allowing an approved representative for persons physically unable to provide such services to the city or town; or (ii) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year, rather than \$1,500.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MELROSE AS FOLLOWS:

That current §152-15 Lunch carts, be deleted.

That Chapter 127 Hawkers, Peddlers and Transient Vendors be amended to reflect a new title — **Hawkers, Peddlers, Transient Vendors, and Mobile Food Vendors** — and a new **Article III Mobile Food Vendors** be added as follows:

Article III – Mobile Food Vendors

§127-13 License Required; Applicability

No person or business entity, including a religious or charitable organization shall operate as a mobile food vendor, , without first obtaining a license from the City Council.

A “Mobile Food Vendor” means any mobile operation that stores, prepares, packages, serves, sells, or otherwise provides any prepared or packaged food or beverages for human consumption to the general public from a truck or cart, excluding ice cream trucks.

The purpose of this section is to allow for food trucks or “mobile food vendors” to be licensed to operate in certain designated locations in the City of Melrose and to streamline the process for their operation on a recurring basis within City limits.

A mobile food vendor license is not required with respect to the following mobile food vendors: a) vendors associated with the Melrose Farmers’ Market; b) vendors selling food and beverages on a one-day basis or for special events (up to three calendar days per year per vendor), including charitable and non-profit fundraisers; c) beverage or snack cart services provided at Mt. Hood Golf Course of Bellevue Golf Course; and d) to private events not open to the general public held on private or public property. All such vendors shall continue to follow necessary permitting through the Melrose Board of Health and any other required City approvals.

§127-14 Issuance of License; Fee; Term

- A. Every mobile food vendor wishing to conduct business in the City of Melrose, except those as indicated above, shall apply for and obtain an annual license. An application on a form prescribed by the City Clerk shall be completed on an annual basis and filed with the City Clerk. Each licensee shall pay an annual fee of \$500 for the mobile food vendor license.
- B. Along with any additional required documentation listed on the application, applicants shall submit all of the following with the application for a mobile food vendor license:
 - 1. Proof of Annual Food Service Permit issued by the Melrose Board of Health;

2. Hawkers and Peddlers License issued by the Commonwealth of Massachusetts;
 3. Approvals from the Health Department, Parks Department, Public Works Department, Police Department, Fire Department;
 4. .If requested location is on public property, a copy of the permission granted by the necessary City board, commission, agency, or department having jurisdiction over the public property (e.g. Parks Commission, Beebe Board of Trustees, School Department, etc.);
 5. If requested location is on private property, a copy of the lease or agreement from the property owner authorizing the intended use;
 6. Occupancy permit issued by the Engineering Department if parking will be along a public way;
 7. Unless operating on private property, the existence of a general liability policy in effect during the days and times for which the license is sought with coverages as required by the City; and
 8. Unless operating on private property, an agreement absolving the City, its officials, officers and employees from all liability in connection with the proposed use of City property, and indemnifying the City for any damage or expenses as required by the City;
- C. After application materials are reviewed for completeness, the applicant will then be required to obtain a license from City Council.
- D. In reviewing an application, the City Council shall consider the public good and general welfare and convenience of the community and shall take into account factors such as the following:
1. Traffic and pedestrian safety,
 2. Impact on nearby parking, residences, and businesses;
 3. Application completeness and departmental approvals;
 4. Existing number of mobile food vendors;
 5. History of compliance;
 6. Other public safety or community concerns.
- E. Approved Locations of Operation:
1. No applicant shall be approved to park within 50 feet of an entrance of a restaurant unless they have received written consent from the owner(s) of any restaurant(s) within 50 feet of the proposed location.
 2. Licensees shall operate only in designated locations approved for the days and times on the License as approved by Council.
- F. The issuance of a mobile food vendor license does not grant to, or entitle, the licensee the exclusive use of any service route or location, in whole or in part, other than the time and place specified in the license or permit for the term of the license or permit.

- G. Annual licenses issued shall begin on May 1st and expire on April 30th the following year. All renewal applications shall be submitted to the City Clerk's office by April 1st.
- H. Mobile food vendor licenses may be renewed by the City Clerk on an annual basis upon submission of updated application materials, new departmental approvals, and payment of required fees.

§127-15 Conditions of Operation

- A. Mobile food vendors may only operate at specifically approved public or private locations at specifically approved times.
- B. Mobile food vendor may not operate for more than eight (8) hours at any one location per calendar day.
- C. Mobile food vendors may only operate between the hours of 8:00 AM and 9:00 PM on public property.
- D. Mobile food vendors must maintain a clean site and provide trash/recycling receptacles, and remove all trash and recycling generated by their operation upon departing the site each day. Additionally:
 - 1. All vendors are encouraged to provide consumers with compostable single-service articles, such as compostable forks, and paper plates.
 - 2. No single-use plastic bags are permitted. All bags must follow requirements established in Chapter 198 Article V of the Melrose City Code.
 - 3. Single-use plastic straws are only to be provided upon request as established in Chapter 198 Article VI Melrose City Code.
 - 4. No styrofoam or polystyrene products are permitted as established in Chapter 198 Article VII Melrose City Code..
 - 5. All mobile food vendors shall inspect adjacent streets, sidewalks and alleys within 50 feet regularly for purposes of removing any litter found.
- E. Mobile food vendors must follow all posted traffic and parking regulations and park only in legal parking spaces, and may not for any reason park:
 - 1. Blocking any fire department connection or fire lane, fire hydrant, crosswalk, loading zone, or within 20 feet of an intersection or blocking any driveway;
 - 2. Within any bike lane, bus stop, or upon any sidewalk.
- F. Mobile food vendors may not conduct business with people in vehicles nor shall they serve customers who stop or park vehicles in a vehicle or bicycle travel lane near the mobile food vendor.
- G. Mobile food vendors may not provide or allow any dining area, including but not limited to tables, chairs, booths, bar stools, benches, and standup counters.
- H. Mobile food vendors shall comply with all applicable federal, state, and local laws, regulations and ordinances, and any conditions on the License. Mobile food vendors shall maintain for the term of their License all necessary underlying licenses such as the food establishment permit, state hawker and peddlers' license, and all necessary approvals and insurance coverages for use of the designated location.

I. Licenses are non-transferable and must be clearly displayed.

§127-16 Enforcement; Modifications; Fines

- A. City Council may modify a mobile food vendor license after the issuance of such license,,i) for cause, after reasonable notice to the licensee of the grounds for the proposed modification and the time and place of the hearing regarding such proposed modification, or ii) at the request of the Licensee, subject to Council approval.
- B. In regards to trucks or carts on public property or along the public way, the City reserves the right to temporarily move a truck or cart to a nearby location if there is a need by the City to use the approved location for emergency purposes, snow removal, construction, or other public benefit.
- C. The City Council may suspend, revoke, or decline to renew a mobile food vendor license for cause, after reasonable notice to the licensee of the grounds for the proposed action and the time and place of the hearing regarding such action.
- D. The Police Department, Public Works Department, Fire Department, and Health and Human Services Director are all authorized to enforce this ordinance.
- E. In cases involving an immediate public safety or health hazard, the local health director or other enforcing authority may order an immediate, temporary suspension of the license for 14 days without a prior hearing. A public hearing will be held within that timeframe to review the action.
- F. In addition, this ordinance may be enforced by non-criminal disposition under M.G.L. c. 40 § 21D. Any mobile food vendor who refuses, neglects, or fails to comply with any laws, regulations, ordinances, or codes applicable to the license shall be subject to a fine of \$100 per day. Failure to comply with any provision of this Ordinance, or retain the required licenses, permits, and approvals necessary for operation will constitute grounds for violation. Each day of non-compliance shall constitute a separate offense.

This year I am the City Council representative on the Traffic Commission, a role that I previously held in 2024. Traffic Commission meets quarterly to consider and vote on requests for regulatory traffic and parking issues such as proposed new parking restrictions, speed limit changes, modifications to roadway regulations (one-way, stop signs, etc.), and associated regulatory signage.

At this meeting, we had three topics.

- **Residents at 222 Pleasant Street requested a change from 2-hour parking to No Parking on Pleasant, southbound from Gould to Washington.** Their primary concern is that cars sometimes park in front of their house, making it hard to see down the street when they exit their driveway. The commission reviewed the existing parking restrictions on each side of the street and also discussed street safety impacts. **This request was denied**, but the residents were given suggestions as to how they could bring a petition with more neighborhood support if they want to pursue moving the 2-hour parking across the street to the northbound side of Pleasant, which currently has no parking 8am-6pm Monday-Saturday.
- **The Lincoln School administration requested that 10 staff members be allowed to park longer than the 2-hour restriction on Pleasant where it borders the Lincoln School.** This is a location that staff currently park, but have to run out to move their cars every 2 hours during the day. There is not enough space in the lot for these staff to have assigned spaces. **The request was approved**, and the school will be able to give placards to the staff to use here to avoid a ticket if they overstay the 2-hour parking limit.
- **The Melrose-Wakefield Hospital requested that stop signs be added to Porter Street at Rowe street.** They have an observed issue where people who are driving westbound on Rowe Street don't realize that it switches from 2-way to 1-way at this intersection. They think that adding stop signs will give drivers more time to notice this before proceeding. This is also an area where the hospital shuttle and ambulances are active, and where there are crosswalks between a surface parking lot and the hospital, all of which is put at risk when drivers proceed the wrong way on Rowe. The issue was discussed as well as what other potential improvements using paint, signage, and RRFBs (Rectangular Rapid Flashing Beacons). **The request was approved.**