



City Council
Regular Meeting

Monday, April 27, 2026, 7:45 PM
City Council Chamber, 1st Floor
562 Main Street, Melrose, MA 02176

MINUTES

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

Meeting was called to order by President Freeman at 7:53 PM

Attendee Name	Title	Status	Arrived
Jason Chen	At-Large	Present	
Cal Finocchiaro	Ward 6	Present	
Maya Jamaledine	At-Large	Present	
Manjula Karamcheti	Ward 1	Present	
Elizabeth Kowal	At-Large	Present	
John Obremski	Ward 2	Present	
Christopher Park	Ward 3	Present	
Devin Romanul	Ward 7	Present	
Kimberly Vandiver	Ward 5	Present	
Ryan Williams	At-Large	Present	
William Bradley Feeman	President	Present	

II. MINUTES APPROVAL

A. City Council Regular Meeting April 6, 2026 7:45 PM

Motion to unanimously approve the minutes without reading made by President Freeman

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Maya Jamaledine, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams
NAYS:	None

III. PUBLIC COMMENT

When: Apr 27, 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/99180785438?pwd=qMYQinOAw8kmkevcLzc0ZrGWEpNoc1.1](https://cityofmelrose-org.zoom.us/j/99180785438?pwd=qMYQinOAw8kmkevcLzc0ZrGWEpNoc1.1)

Passcode:263736

Webinar ID: 991 8078 5438

Motion to Open public comment made by President Freeman at 7:55 PM

Comments on the floor:

Billie Malone, Melrose Parents Committee member, of Ashland Street and Nancy Wu of Richardson Street requested more resources, services and a better environment for children at the Melrose Public Library. They requested support to get the library staff to create a more stimulating environment for children and their families, sharing that they frequently go to libraries in surrounding communities that provide a better environment with more programs for their kids.

There were no comments via Zoom

Motion to Close public comment made by President Freeman at 8:04 PM

IV. COMMUNICATIONS FROM THE HONORABLE MAYOR & OTHER CITY OFFICIALS

V. NEW BUSINESS

A. Filings by the Honorable Mayor

i. Appointments/Reappointments

1. **(ID # 2026-824):** Reappointment of Peter Bowman, 24 Arlington Road, to the Library Board of Trustees for a three-year term, said term to expire the last day of February 2029.

Motion to Refer to Boards & Commissions Committee made by President Freeman

RESULT:	ASSIGN TO COMMITTEE
TO:	Boards & Commissions

2. **(ID # 2026-1146):** Appointment of Mark McKinnon, 585 Franklin Street, to the Melrose Housing Authority for a five-year term, said term to expire first Monday of March, 2029. Mr. McKinnon is completing the term of Ellen Connolly who has stepped down.

Motion to Refer to Boards & Commissions Committee made by President Freeman

RESULT:	ASSIGN TO COMMITTEE
TO:	Boards & Commissions

ii. Appropriations

1. **(ID # 2026-1147):** Appropriation from Free Cash (account 01-324001) in the amount of \$170,000 to Capital Outlay (#931) to purchase a sidewalk plow.

Motion to Refer to Appropriations & Oversight Committee made by President Freeman

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

2. **(ID # 2026-1148):** Appropriation from Free Cash (account 01-324001) in the amount of \$880,000 to Capital Outlay (#931) to purchase DPW Vehicles.

Motion to Refer to Appropriations & Oversight Committee made by President Freeman

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

3. **(ID # 2026-1149):** Appropriation from Free Cash (account 01-324001) in the amount of \$865,000 to DPW-Snow (#431) to close the snow and ice deficit for FY26.

Motion to Refer to Appropriations & Oversight Committee made by President Freeman

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

- 4. **(ID # 2026-1150):** Appropriation from Free Cash (account 01-324001) in the amount of \$244,944 to the School Department (#1620) for medicaid reimbursement received in FY25.

Motion to Refer to Appropriations & Oversight Committee made by President Freeman

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

- 5. **(ID # 2026-1151):** Appropriation from Free Cash (account 01-324001) in the amount of \$10,000 to DPW-Highway (#422) to purchase bike racks.

Motion to Refer to Appropriations & Oversight Committee made by President Freeman

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

B. Filings by members of the Honorable City Council

i. Resolutions

- 1. **(ID # 2026-835):** A Resolution recognizing and supporting ALS, often known as Lou Gehrig's Disease, in Melrose for the Month of May 2026

Motion for Immediate consideration made by Councilor Jamaledine

Seconded by Councilor Romanul

All were in favor and motion passed

Motion to Place on File made by Councilor Jamaledine

Seconded by Councilor Finocchiaro

All were in favor and motion passed

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Maya Jamaledine, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams
NAYS:	None

C. Licenses

- i. **(ID # 2026-831):** Renewal of Livery Service License for 2026

Motion to Refer to Protection & License Committee made by President Freeman

RESULT:	ASSIGN TO COMMITTEE
TO:	Protection & License

- ii. **(ID # 2026-861):** Renewal of Junk Dealer and Second Hand Dealer License for 2026

Motion to Refer to Protection & License Committee made by President Freeman

RESULT:	ASSIGN TO COMMITTEE
TO:	Protection & License

- iii. **(ID # 2026-871):** Renewal of Gasoline and Storage Licenses for 2026

Motion to Refer to Protection & License Committee made by President Freeman

RESULT:	ASSIGN TO COMMITTEE
TO:	Protection & License

VI. UNFINISHED BUSINESS

A. Grants

- i. **(ID # 2026-773):** Acceptance of a FY26 Firefighter Safety Equipment Grant in the amount of \$12,375.87

Motion for Passage made by Councilor Romanul

Seconded by Councilor Finocchiaro

All were in favor and Motion passed

Councilor Karamcheti was absent for this vote

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Maya Jamaledine, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams
NAYS:	None
ABSENT:	Manjula Karamcheti

- ii. **(ID # 2026-775):** Acceptance of a Climate Leaders Technical Assistance Grant in the amount of \$139,000

Motion for Passage made by Councilor Romanul
Seconded by Councilor Jamaledine
All were in favor and motion passed

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Maya Jamaledine, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams
NAYS:	None

B. Orders

- i. **(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.

Motion to Postpone until May 4 meeting made by Councilor Romanul
Seconded by Councilor Williams
All were in favor and motion passed

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Maya Jamaledine, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams
NAYS:	None

Councilor Romanul made a motion to postpone this item until May 4 to allow for additional public testimony. He had gotten some feedback from constituents and had spoken with members of the administration and wanted to make sure that the public got a chance to weigh in with their experiences on animal control.

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

Motion to Place on File made by Councilor Romanul
Seconded by Councilor Finocchiaro
All were in favor and motion passed

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Maya Jamaledine, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams
NAYS:	None

VII. REPORTS FROM COMMITTEES

VIII. EXPIRIES

IX. RULE 36 REPORTS

X. CITY COUNCILOR UPDATES

XI. ADJOURNMENT

President Freeman stated that the next city council meeting will be on Monday, May 4th, at 7:45pm, and then on Monday, May 11th, the Mayor has called a joint meeting of the Melrose City Council and the School Committee to unveil her FY27 budget at 7:15 PM. That will be followed by a special meeting of the City Council to receive that budget, and initiate the process for the next two months of budget hearings and appropriations and oversight.

Motion to Adjourn made by Councilor Williams at 8:15 PM

Seconded by Councilor Finocchiaro

All were in favor and meeting was adjourned

From: [Linda C.W. Gardener](#)
To: [Mayor's Office](#)
Subject: Fwd: Reappointment to the Melrose Library Board of Trustees
Date: Saturday, April 4, 2026 4:27:29 PM

Please see below Peter Bowman's expression of interest in continuing on the Library Board of Trustees.

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Linda CW Gardener [[she/her](#)], Director
Melrose Public Library, Melrose MA
www.melrosepubliclibrary.org
781-665-2313

****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.****

----- Forwarded message -----

From: Peter Bowman <[REDACTED]>
Date: Sat, Apr 4, 2026 at 3:21 PM
Subject: Reappointment to the Melrose Library Board of Trustees
To: Linda C.W. Gardener <lcwgardener@noblenet.org>

Dear Melrose City Council:

I am seeking reappointment to the Melrose Library Board of Trustees. I have been a life long resident of the City of Melrose. I have served on the Traffic Commission and was Chairman of the Melrose Master Plan Committee some years back. I also currently serve on the Cable Access Committee.

I joined the Library Board of Trustees in December 2022. I have served as an officer on the Board, filling positions of Clerk and Treasurer. I currently serve as the Treasurer. I have been an active Board member and in the role I have monitored trust fund investments and interacted with our advisors at UBS. I have worked closely with the Library Director reviewing and revising new policies and policy updates. I look forward to continuing to serve on the Board. Please let me know if you have any questions or need additional information. I look forward to your decision. Thank you.

Peter T. Bowman
[REDACTED]

****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.****

Dear Council Members,

I am writing to express my interest in serving on the Board of the Melrose Housing Authority. I am committed to supporting safe, affordable, and accessible housing within our community, and I would welcome the opportunity to contribute to the Authority's mission. I am particularly interested in helping strengthen policies and programs that promote housing stability, responsible stewardship of public resources, and equitable service to residents.

Through my professional experience in and out of government, I have developed strong skills in collaboration, problem-solving, and thoughtful decision-making. I understand the importance of balancing strategic planning with the day-to-day needs of the individuals and families the Housing Authority serves. Having been born and raised in this great community and as a current resident of Melrose, I would be honored to bring my time and dedication to the Board and to work alongside fellow members in advancing the Authority's goals.

Thank you for your consideration. I would welcome the opportunity to discuss my interest further.

Sincerely,
Mark McKinnon

Mark McKinnon
585 Franklin St. Apt. 3
Melrose, MA 02176

Mark McKinnon

585 Franklin Street Unit 3, Melrose, MA 02176

Professional Experience

Vertex Pharmaceuticals Incorporated – Boston, MA

Senior Manager, US Commercial Health Systems Marketing, December 2025 – Present

- Lead the planning, strategy, and execution for Health System Congress presence and activities for JOURNAVX® (suzetrigine).
- Lead implementation of all strategic account peer education programs for JOURNAVX composed of field scheduled speaker programs and headquarter-directed speaker events at congresses such as product theaters and roundtables.
- Establish team processes to achieve key thought leader advice to improve understanding of in-market dynamics impacting JOURNAVX and to strengthen promotional plans across the brand.
- Recruit, contract, and manage Strategic Council for ongoing commercialization advice across Health Systems team.
- Support the planning and execution of strategic account led congresses.

Manager, US Commercial Marketing, June 2024 – December 2025

- Manage marketing external budget of ~\$120 million, ensuring efficient allocation of resources while maintaining operational quality and tracking to quarterly budget targets.
- Serve as US Pain Marketing Leadership team member, providing strategic and operational support for Head of US Pain Marketing, coordinate internal calendar and communications, and represent pain marketing on planning committees for major cross-functional meetings.
- Championed creation of marketing team operational excellence model by streamlining workflows and standardizing workstream touchpoints to boost team efficiency and performance.
- Directed cross-functional collaboration with external agency partners through weekly team scrums and quarterly all-agency workshops and business reviews, optimizing vendor performance to deliver high-quality campaigns that support brand marketing goals for JOURNAVX launch.
- Launched and managed marketing and market access/health systems Customer Facing Champion (CFC) teams to strengthen alignment between marketing and sales functions, gathering actionable field insights to enhance branded campaign materials and improve sales team effectiveness and customer experience.

Manager, Marketing Operations (MOps), August 2023 – June 2024

- MOps lead for the launch of CASGEVY, facilitating and coordinating Communication Review Committee (CRC) and launch prep strategy with Regulatory Affairs and commercial business unit.
- Lead member of Launch Readiness Team, working with CRC submitters and agency partners to prepare for FDA approval and launch of external marketing materials for healthcare providers, patient/caregiver communities, and payers.
- Administrator of Veeva Vault PromoMats, consulting with Patient Excellence and Customer Operations, US Marketing, Market Access, and Commercial Training.
- Coordinated with Regulatory and Regulatory Operations to execute FDA 2253 submission filings.
- Increased operational efficiency through implementation and support of new Veeva Vault PromoMats filing process related to Customer Relationship Management (CRM) optimization and utilization.
- Provided training and support for both internal and external CRC submitters (Vertex Project Managers and agency partners) on submission platform and CRC SOP and processes.
- Conducted onboarding of new Marketing Operations team members, CRC reviewers, internal project managers, and agency partners on CRC process, standards, and best practices.

Senior Specialist, Marketing Operations (MOps), July 2022 – August 2023

- Interim Marketing Operations lead for Hematology Therapy, facilitating and coordinating CRC meetings and launch prep strategy.
- MOps lead for Corporate Communications, Public Affairs, and Market Access Strategy CRC teams, providing support in both Cystic Fibrosis and other pipeline disease areas.
- Supported activity planning (build agendas, timelines, and project prioritization milestones) for Heme commercial business unit, identifying and communicating opportunities for process improvement.
- Managed and facilitated CRC process for two product label expansions in Cystic Fibrosis, including scenario planning, launch readiness activities, and Regulatory Agency submissions.
- Performed Administrator oversight of the Marketing Operations Electronic Review Platform

Senior Coordinator, Community Affairs and Office of the CEO, July 2018 – July 2022

- Served as project manager for all Community Affairs and Office of the CEO activities to ensure timely execution and cross-functional collaboration with Government Affairs and Public Policy, Corporate Communications, Legal, OBIE, and the Vertex Foundation.
- Tracked, processed, and managed budget for all Massachusetts-based corporate sponsorships, partnerships, and memberships related to Vertex's corporate giving strategy.
- Provided strategic external partnership strategy recommendations to VP of Community Affairs to advance corporate social responsibility goals within the Greater Boston community.
- Conducted external partner meetings and represented Vertex at external events (trade organization business meetings, non-profit board meetings, charity dinners, and galas).
- Served on the planning committee for special projects, including the Vertex High School Intern Program.

U.S. House of Representatives – Washington, D.C.

Scheduler and Legislative Assistant, May 2016 – April 2018

- Public policy research staffer for immigration, civil rights, election reform, and government oversight portfolio and provided legislation floor vote recommendations.
- Managed official, political, and personal schedule for Member of Congress and provided strategic oversight of office operations.
- Created and implemented targeted scheduling plans based on legislative and political priorities and provided preparatory logistical materials and advance work.
- Met with activists, constituents, and business stakeholders, and provided legislative service action reports.

Scheduler and Legislative Correspondent, June 2015 – May 2016

- Managed constituent correspondence program providing oversight of response strategy and operations.
- Drafted, edited, and catalogued hundreds of constituent response letters.

Staff Assistant, January 2014 – June 2015

- Managed administrative operations, including facilitating staff and Member meetings.
- Assembled and managed congressional intern program, including recruiting, hiring, and training.
- Drafted personal correspondence, letters of recommendation, and meeting memos for Member of Congress and senior staff.

Education

The University of Southern California – Los Angeles, CA

Bachelor of Arts in International Relations & Bachelor of Arts in Russian Language & Studies

Awards

2024 Vertex Pinnacle Award



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS
*Administration-Engineering-Water-Sewer-Facilities
Parks-Forestry-Highway-Sanitation-Cemetery-Fleet*

Elena Proakis Ellis, P.E., BCEE
Director of Public Works

City Yard, 72 Tremont Street
Melrose, Massachusetts 02176
Telephone - (781) 665-0142
E-mail: eproakis@cityofmelrose.org

MEMORANDUM

To: Mayor Jennifer Grigoraitis
Melrose City Council

From: Elena Proakis Ellis, P.E., Director of Public Works

cc: Kerriann Golden, CFO/Auditor
Lauren Grymek, Chief of Staff
James Troup, Deputy DPW Director – Administration & Finance
Matt Spinale, DPW Operations Manager

Date: April 17, 2026

Re: **DPW Sidewalk Plow Purchase – Free Cash Request**

The Department of Public Works requests \$170,000 to purchase an additional sidewalk plow. During this winter (FY26), the City's sidewalk plows had consistent problems during storms, resulting in only three of four plows operational during any given storm event when sidewalk plowing was required. This caused DPW crews to get behind in sidewalk and corner clearing, with more drivers available than equipment, and with four established sidewalk plowing routes that each require equipment.

The proposed vehicle is estimated to cost \$170,000 and can eventually also be used for summer operations with the purchase of additional attachments in future years.

The Department of Public Works hereby requests \$170,000 of free cash to add one new, more reliable sidewalk plow to our fleet. The funds will be deposited into a dedicated account set up by the Auditor's Office (019313-551002).

Thank you for your consideration of this critical equipment.



City Auditor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4110
Fax - (781) 662-2182

Free Cash Orders for Fiscal Year 2026

“Free cash” is a term used to describe any remaining, unrestricted funds from the previous fiscal years. After it is “certified” by the state, free cash use requires a recommendation from the Mayor and an appropriation from the City Council.

More information on free cash is available on the state’s website (<https://www.mass.gov/info-details/free-cash>).

Council Order Item ID	APPRO Amount	Balance of Free Cash	Dep/Fund	Description	Status
	<i>Certified</i>	5,558,450.00			
2026-612	20,020.00	5,538,430.00	Dept - 162	Poll Pads and a label Printer	Approved
2026-614	50,000.00	5,488,430.00	Fund - 2543	Melrose Cultural Council	Approved
2026-615	25,000.00	5,463,430.00	Dept - 121	Chamber and City Event Support	Approved
2026-1147	170,000.00	5,293,430.00	Dept - 423	Sidewalk Plow	
2026-1148	880,000.00	4,413,430.00	Dept- 931	DPW Vehicles	
2026-1149	865,000.00	3,548,430.00	Dept-931	DPW Snow and Ice Deficit	
2026-1150	244,944.00	3,303,486.00	Fund - 1620	School Department	
2026-1151	10,000.00	3,293,486.00	Dept- 422	Bike Racks	

*The first three appropriation requests listed were approved at the 4/6/26 City Council meeting. As requests are submitted by the administration and approved by the City Council, the table above will be updated accordingly and shared with subsequent orders.



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS
*Administration-Engineering-Water-Sewer-Facilities
Parks-Forestry-Highway-Sanitation-Cemetery-Fleet*

Elena Proakis Ellis, P.E., BCEE
Director of Public Works

**City Yard, 72 Tremont Street
Melrose, Massachusetts 02176
Telephone - (781) 665-0142
E-mail: eproakis@cityofmelrose.org**

To: Jennifer Grigoraitis, Mayor
Kerri Golden, CFO/Auditor
Date: February 6, 2026
From: Elena Proakis Ellis, Director of Public Works
CC: Jim Troup, Deputy Director Administration and Finance
Matt Spinale, Operations Manager
Derek Lanphere, Operations General Foreman

RE: Vehicle Condition and Replacement Request

The Department of Public Works has updated our vehicle replacement program to reflect vehicles that have been replaced in the last several years and our current needs. We are at a critical point with trucks that are failing and are in dire need of replacement. By the end of our recent large snowstorm, eighteen vehicles used for snow and ice response were out of service. One week later, we still have eleven of those vehicles down. The following trucks are recommended for replacement as soon as possible and have been programmed into a three-year replacement plan.

Trash Packer

Truck 26 - 2004 International Packer - 120,000 Miles - Sanitation Division (yard waste/municipal waste)



Condition: Rotted body, hydraulic lines in need of replacement, rotted hopper, currently out of service

Replacement Cost: \$340,000

Additional Notes: This vehicle is critical to the department's day-to-day operations. It is used for curbside yard waste pickup and occasionally for municipal barrel collection. Replacement of this vehicle has been determined to be more cost-effective over its life cycle than outsourcing yard waste pickup or continuing to repair this unreliable and old vehicle. The DPW has identified a suitable replacement vehicle that is immediately available from a state-contract vendor. A winch will be included on the new vehicle to provide redundancy for municipal and school building dumpster collection.

Heavy Duty Trucks

Truck 21 - 1999 International Dump – 78,000 Miles - Highway Division (out of service)



Condition: Cracked frame, rotted floor, failed inspection.

Replacement Cost: \$350,000 - Ford F650 or F700 (non CDL)

Additional Information: This truck is proposed to be replaced with a hook lift truck with a brine tank instead, to expand the City's capacity to use liquid brine. Other attachments could include a dump body and a salter. We would also like to purchase a catch basin cleaning clamshell for this truck, which would cost approximately an additional \$100,000 and could be added in a later year. This proposed replacement will allow the City more versatility and year-round usage of this truck. The existing truck has traditionally been used predominantly for winter operations, with minimal utility in other seasons.

Truck 29 - 1997 International – 35,000 Miles - Highway Division (snow operations)



Condition: Rotted floor, failing frame, difficulty passing annual inspection

Replacement Cost: \$230,000

Light Dump Trucks

Truck 33 - 2012 Chevy 3500 Dump w/Liftgate – 70,000 Miles - Parks & Forestry Division (also used for snow operations)



Condition: Rotted holes in floor, difficulty passing inspection

Replacement Cost: \$110,000

Additional Information: This is the primary vehicle used for pulling the landscape trailer and for parks maintenance.

Truck 35 - 2011 Chevy 3500 Dump – 53,000 Miles - Parks & Forestry Division (also used for snow operations)



Condition: Rotted floor, difficulty passing inspection

Replacement Cost: \$110,000

Truck 38 - 2012 Chevy 3500 Dump – 70,000 Miles - Parks & Forestry Division (also snow operations)



Condition: Rotted floor, difficulty passing inspection.

Replacement Cost: \$110,000

Truck 47 - 2011 Chevy 3500 - 52,000 Miles – Cemetery Division (also snow operations)



Condition: Rotted bed.

Replacement Cost: \$110,000

Truck 48 - 2009 Chevy 3500 - 58,000 Miles – Cemetery Division (also snow operations)



Condition: Rotted body and bed, difficulty passing inspections.

Replacement Cost: \$110,000

Truck 56 – 2006 Ford F350 SD – 75,000 Miles – Facilities Division Utility Body (snow operations)



Condition: Normal wear – 20 years old, rusted components

Replacement Cost: \$80,000 to \$110,000

Truck 58 – 2008 Ford F350 SD – 33,000 Miles – Facilities Division (also snow operations)



Conditions: Rusting floor, normal wear of 18 year old vehicle
Replacement Cost: \$80,000 to \$110,000

Pickup Trucks

Truck 59 – 2007 Chevy Colorado – 48,000 miles – Facilities Building Systems Supervisor



Conditions: Rusted

body, normal wear of 19 year old vehicle
Replacement Cost: \$65,000

Additional Information: Could be considered for replacement with an electric vehicle, though it is normally stored at Melrose High School where charging capability presently does not exist

Specialty Equipment

Truck 50 - 1997 Case Backhoe – Cemetery Division (also snow operations)



Condition: Rotted floors, primary vehicle for all cemetery operations.
Replacement Cost: \$210,000

Truck 77 - 1997 Volvo L90 C Loader - Highway Division (snow operations)



Conditions: Rotted body and in need of tires. Engine overhaul needed.
Replacement Cost: \$250,000

Truck 64 – 1997 Ford F350 Utility-Boom Bucket Truck – 46,000 miles – Highway Division



Conditions: Rusted frame, normal wear for 29 year old truck
Replacement Cost: \$150,000

Vehicle 1 – 2008 Chevrolet Trailblazer SUV – 102,800 miles – Engineering Division

Condition: Rotted body and needed engine overhaul that was cost-prohibitive. Retired vehicle and disposed of as surplus. No photos are available.

Replacement Cost: \$50,000

Additional Information: Can be replaced with an electric vehicle, since charging is available at City Hall and this vehicle does not perform snow or other 24/7 operations. The Engineering Division is presently operating with no City vehicles.

Vehicle 40 – 2004 Chevrolet 1500 Cargo Van – 150,000 miles – Facilities Van

Condition: Vehicle was inoperable so was taken out of service and disposed of as surplus. No photos are available.

Replacement Cost: \$70,000

Additional Information: Could be replaced with a Transit-type van or similar.

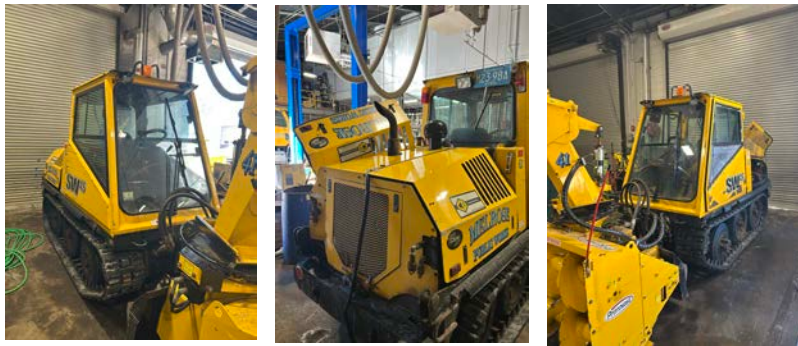
HB-2 – 2012 Falcon Asphalt Hotbox – Highway Division



Conditions: Inoperable

Replacement Cost: \$40,000

Vehicle 62 – 2008 Prinoth (Bombardier) SW 4S Sidewalk Plow – Snow Operations



Conditions: Intermittently out-of-service during last several storms

Replacement Cost: \$190,000

Additional Information: Proposed to be replaced with a trackless machine with various attachments that will make it a useable vehicle year-round, rather than dedicated only to snow and ice response.

Vehicle 23 – 2016 Freightliner 114SD Vactor – 19,000 miles – Sewer Division



Conditions: Several components of suction and tank mechanisms have experienced failure in the last few years, sometimes costing upwards of \$25,000 to \$30,000 for individual repairs.

Replacement Cost: \$650,000

Additional Information: The DPW uses the Vactor for both clearing sewer blockages and for vacuum excavation. Excavation can be harder on the equipment but minimizes the risk of damage to surrounding

utilities when digging in tight locations. The DPW is proposing to consider replacing this truck with a model that has a slightly smaller chassis but an equivalent tank size.

Summary

As shown above, the conditions of the vehicles compromise the safety of our staff and jeopardize the levels of services that our residents have come to expect from the DPW. We have exceeded the expected life of these vehicles on both miles and age. Some vehicles present safety concerns with large holes in the floors, potentially allowing exhaust to enter the cabs of those vehicles. Our personnel have welded floors back in and made temporary repairs, but continuing to repair these severely deteriorated vehicles is not practical or cost effective. Snow operations have become increasingly challenging due to a lack of functioning vehicles; in the recent large storm, we had four employees who were unable to perform their jobs by the end of the storm event due to a lack of operational vehicles for them to drive. As noted above, of 18 vehicles that were rendered inoperable during the storm event, eleven continue to be out-of-service, awaiting repairs by our mechanics.

Recommended replacement intervals for fleet vehicles were taken from the report by Matrix Consulting Group specifically evaluating Melrose’s fleet, as well as Fleet Counselor Services, a nationally recognized consulting firm.

Vehicle Type	Recommended Useful Life (Fleet Counselor Services Data)	Age of City Vehicles*	Estimated Replacement Cost
Packer – Yard Waste	12 years or 9,000 hours	#26 – 21 years	\$340,000
Heavy Dump Trucks	12 years or 120,000 miles	#21 – 27 years/OOS #29 – 29 years**	\$300,000 \$290,000
Light Dump Trucks	12 years or 120,000 miles	#33 – 14 years #35 – 15 years** #38 – 17 years** #47 – 15 years #48 – 17 years #56 – 20 years** #58 – 18 years**	\$110,000
Pickup Trucks	10 years or 120,000 miles	#59 – 19 years	\$65,000
Backhoe - Cemetery	15 years or 9,000 hours	#50 – 29 years**	\$210,000
Loader	15 years or 10,000 hours	#77 – 29 years**	\$250,000
Bucket Truck – Highway	12 years or 120,000 miles	#64 – 29 years	\$150,000
DPW Engineering	10 years	#1 – 18 years/OOS	\$50,000
DPW Facilities Van	10 years	#40 – 22 years/OOS	\$70,000
Hotbox	15 years	HB-2 – 14 years/OOS	\$40,000
Sidewalk Bombardier	15 years	#62 – 18 years**	\$190,000
Vactor	12 years	#23 – 10 years	\$650,000
TOTAL 3-year cost			\$3,315,000
Average annual cost			\$1,105,000/year
Average annual cost	(excluding sewer vehicle)		\$888,333/year

*OOS = Out of Service

**Experienced failure during January 25, 2026 storm

The Melrose DPW fleet vehicles shown above represent approximately \$3.315M in short-term needs. Please note that this list does not include non-DPW fleet needs, such as the Fire Department, Police Department, Council on Aging, Inspectional Services, etc., who also operate vehicles within the City's fleet.

The proposed expenditure of \$1,105,000 per year shown in the table above is very closely in line with Matrix Consulting Group's estimated replacement need of \$1,134,222 annually for Melrose's fleet. When eliminating the cost of the Vactor truck, which would be paid using the Sewer Enterprise Fund, the total annual need is approximately \$888,000. The three-year needs have been broken down into the following proposed plan:

IMMEDIATE:

The following request is being made concurrent with this memorandum:

- A replacement for yard waste/refuse truck #26 has been submitted, for which Capital Stabilization funds are being requested in February 2026. The estimated cost of replacement is \$340,000.

YEAR 1:

For this year's free cash request, DPW recommends replacing the following Public Works vehicles:

- Heavy Dump Truck (#21, already out of service) – proposed to be replaced with a hook lift truck with a brine tank, dump body, and catch basin cleaning clamshell assembly. The estimated cost, including the various style body attachments, is \$300,000.
- Light Dump Trucks (#33, #35, #38, #47 and #48) – we propose replacing these with four one-ton pickup trucks and two smaller pickup trucks. Electric or hybrid vehicles will be considered for the two pickup trucks, depending on whether they will be used for snow operations. The estimated cost for these vehicles is \$110,000 each for the four one-ton trucks and \$70,000 for the two pickup trucks, for a total of \$580,000.

This results in a total free cash request of \$880,000 from the general fund. Sustainable options will be explored for one pickup truck if it is determined it will not be used for snow plowing, consistent with the City's EV-first policy.

In addition, the DPW is pursuing replacement of the Sewer Division's Vactor truck. This specialized equipment has an estimated cost of \$650,000. A budgetary line item has been carried in the Sewer Enterprise Fund of \$80,000 per year, intended to be used toward a lease-to-own Vactor truck. There is enough free cash in the Sewer Enterprise Fund to pay for a \$200,000 downpayment, with annual payments of roughly \$89,000/year over five years. Free cash for the downpayment will be requested in spring 2026 from the Sewer Enterprise Fund's retained earnings balance.

YEAR 2:

We recommend replacement of the following vehicles in Year 2:

- Heavy Dump Truck #29, with an estimated replacement cost of \$230,000
- The Wyoming Cemetery backhoe (#50), estimated to cost \$210,000
- The 2008 Bombadier sidewalk plow. We recommend replacement with a trackless machine that can also be used with attachments for summer operations, with an estimated cost of \$190,000.
- Engineering Division vehicle – this can be replaced with an electric vehicle, given the availability of a charging station at the City Hall parking lot. This replacement is estimated at \$50,000.
- Catch basin clamshell attachment for the new Truck #21 (hook lift) - \$100,000

This amounts to a total of \$780,000 for Year 2 replacement vehicles.

YEAR 3:

We recommend replacement of the following vehicles in Year 3:

- Highway Division bucket truck - \$150,000
- Light trucks (utility bodies for facilities with one salter) - #56 and #58 (\$80,000 to \$110,000 each, depending on what is specified)
- DPW Facilities van #40 - \$70,000
- Pickup truck #59 - \$65,000
- Loader #77 - \$250,000
- Hotbox HB-2 - \$40,000

The resulting request for Year 3 is \$795,000.

The DPW is anxious to get our fleet up to a serviceable level, to allow us to provide both efficiency and cost-effectiveness in the services we provide. We appreciate your consideration of this capital plan for our vehicles over the next three years.



City Auditor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4110
Fax - (781) 662-2182

Free Cash Orders for Fiscal Year 2026

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Council Order Item ID	APPRO Amount	Balance of Free Cash	Dep/Fund	Description	Status
	<i>Certified</i>	5,558,450.00			
2026-612	20,020.00	5,538,430.00	Dept - 162	Poll Pads and a label Printer	Approved
2026-614	50,000.00	5,488,430.00	Fund - 2543	Melrose Cultural Council	Approved
2026-615	25,000.00	5,463,430.00	Dept - 121	Chamber and City Event Support	Approved
2026-1147	170,000.00	5,293,430.00	Dept - 423	Sidewalk Plow	
2026-1148	880,000.00	4,413,430.00	Dept- 931	DPW Vehicles	
2026-1149	865,000.00	3,548,430.00	Dept-931	DPW Snow and Ice Deficit	
2026-1150	244,944.00	3,303,486.00	Fund - 1620	School Department	
2026-1151	10,000.00	3,293,486.00	Dept- 422	Bike Racks	

*The first three appropriation requests listed were approved at the 4/6/26 City Council meeting. As requests are submitted by the administration and approved by the City Council, the table above will be updated accordingly and shared with subsequent orders.



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

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

James Troup

Assistant Director – Administration & Finance

City Yard, 72 Tremont Street
Melrose, Massachusetts 02176

Telephone – (781) 665-0142

E-mail: jtroup@cityofmelrose.org

MEMORANDUM

To: Mayor Jennifer Grigoraitis
Melrose City Council

From: James Troup, DPW Deputy Director – Administration and Finance

cc: Kerriann Golden, CFO/Auditor
Kathryn Armata, Treasurer Collector
Elena Proakis Ellis, DPW Director

Date: April 9, 2026

Re: FY26 Snow and Ice Commitment

In consideration of the commitments of the Snow and Ice Budget for Fiscal Year 2026, the Department of Public Works is requesting a Free Cash transfer in the amount of \$865,000 to make each category whole and to avoid financing the deficit.

This winter dealt us challenges that have not been seen in nearly 10 years. Total snowfall exceeded 60 inches, highlighted by two storms at the end of February and early March that dumped over 45 inches of snow and each lasted more than 36 hours. The DPW Team responded to nearly two dozen events. Contracted vendors were used for 6 storms. Snow removal operations were in effect on four separate occasions. Adding to our difficulties was a stretch of nearly two months when temperatures did not exceed 30 degrees. The strain of the winter weather operations coupled with the aging fleet requires additional costs to maintain our equipment.

Please note that our 5-year average spent on Snow and Ice operations is \$1,024,066. Unlike FY23, FY24, and FY25, this year was a far from mild winter. Fiscal controls including purchasing from State Contracts and competitive bidding for supplies and materials continue to positively impact the spending in this category. We continue to leverage these controls to minimize the effect from the Snow and Ice deficit on our operating budget.

The Free Cash allocation will be distributed to offset deficits in Overtime, Contracted Services, and Supplies/Materials line items that include fuel, road salt, and repair parts.

Thank you for your consideration and continued support.



City Auditor

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MELROSE PUBLIC SCHOOLS ADMINISTRATIVE OFFICES

360 LYNN FELLS PARKWAY, MELROSE, MA 02176

TELEPHONE: (781) 662-2000 FAX: (781) 979-2149 WWW.MELROSESCHOOLS.COM

CARI BERMAN, SUPERINTENDENT OF SCHOOLS
KEN KELLEY, DEPUTY SUPERINTENDENT - FINANCE

DATE: April 17, 2025
TO: Honorable Mayor Grigoraitis
Cc: Melrose School Committee, Kerri Golden, City CFO
FROM: Ken Kelley, *Deputy Supt. - Finance*
RE: MPS FY26 appropriation funding request consideration

The District is respectfully requesting that the Mayor consider the following funding appropriation request for the Melrose Public Schools (MPS):

The District is respectfully requesting the Medicaid reimbursement transfer for FY26. The Medicaid funds are used as part of the District's year end budget offset funds.

Transfer In Account: 16204 49000
Medicaid reimbursement: \$244,944

Thank you for your consideration.



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS
*Administration-Engineering-Water-Sewer-Facilities
Parks-Forestry-Highway-Sanitation-Cemetery-Fleet*

Elena Proakis Ellis, P.E., BCEE
Director of Public Works

City Yard, 72 Tremont Street
Melrose, Massachusetts 02176
Telephone - (781) 665-0142
E-mail: eproakis@cityofmelrose.org

MEMORANDUM

To: Mayor Jennifer Grigoraitis
Melrose City Council

From: Elena Proakis Ellis, P.E., Director of Public Works

cc: Kerriann Golden, CFO/Auditor
Lauren Grymek, Chief of Staff
James Troup, Deputy DPW Director – Administration & Finance

Date: April 17, 2026

Re: **Bike Racks – Free Cash Request**

The Department of Public Works requests \$10,000 to purchase and install bike racks in various locations throughout the City. City staff had previously maintained a list of all current and desired bike rack locations. This list will be updated and desired locations will be documented to determine which are the highest priority. Locations that have been discussed include schools, parks, and business districts, many of which already have bike racks but could benefit from additional bike storage space due to existing demand.

The proposed funding will be used for both the purchase and installation of these bike racks. This project is consistent with the City's Complete Streets and Safe Routes to School programs, encouraging safe and convenient active transportation and reducing traffic congestion.

The Department of Public Works hereby requests \$10,000 of free cash for bike racks. The funds will be deposited into a dedicated account set up by the Auditor's Office (014222-551075).

Thank you for your consideration of this project.



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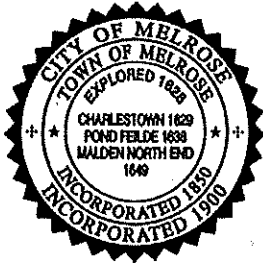
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City of Melrose

A RESOLUTION RECOGNIZING AND SUPPORTING ALS, often known as LOU GEHRIG'S DISEASE in MELROSE for the MONTH of MAY

Offered by Councilor-at-Large Jamaledine, Councilor-at-Large Chen, Councilor Romanul and Councilor Vandiver

Title: Amyotrophic Lateral Sclerosis Awareness Month

WHEREAS, amyotrophic lateral sclerosis, also commonly known as Lou Gehrig's disease, is a progressive fatal neurodegenerative disease in which a person's brain loses connection with their muscles, slowly reducing a person's ability to walk, talk, eat, and eventually breathe; and

WHEREAS, thousands of new amyotrophic lateral sclerosis (ALS) cases are reported every year, and estimates show that every 90 minutes, someone is diagnosed with ALS and someone passes away from ALS; and

WHEREAS, on average, patients diagnosed with ALS survive only two to five years from the time of diagnosis; and

WHEREAS, the exact causes of ALS are unknown and there is no known cure for ALS; and

WHEREAS, people who have served in the military are more likely to develop ALS and die from the disease than those with no history of military service; and

WHEREAS, securing access to new therapies, durable medical equipment, and communication technologies is of vital importance to people living with ALS; and

WHEREAS, clinical trials play a pivotal role in evaluating new treatments, enhancing quality of life, and fostering assistive technologies for those living with ALS; and

WHEREAS, the ALS Association is the largest philanthropic funder of ALS research globally and has committed more than \$154 million to support more than 550 projects across the United States and 18 other countries; and

WHEREAS, the ALS Association is committed to make ALS livable and cure it for everyone, everywhere; and

WHEREAS, Amyotrophic Lateral Sclerosis Awareness Month provides an opportunity to increase public awareness of the dire circumstances of people living with ALS, acknowledge the terrible impact this disease has on those individuals and their families, and support research to eradicate this disease;

WHERE the Melrose City Council, do hereby proclaim the month of May 2026 as ALS Awareness Month. We call upon all Americans to join in supporting ALS research, advocating for increased funding, and standing in solidarity with those affected by this relentless disease.

Attest. Members of the City Council on the 27th of April 2026



City of Melrose

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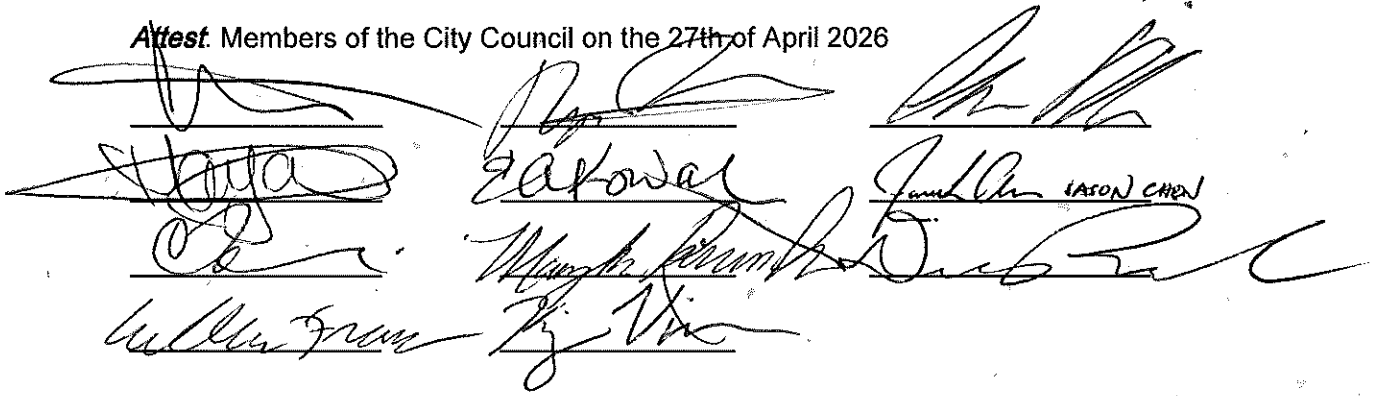
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Attest: Members of the City Council on the 27th of April 2026


The image shows several handwritten signatures of City Council members, each written over a horizontal line. The signatures are arranged in three rows. The first row contains three signatures. The second row contains three signatures, with the one on the right labeled "JASON CHEN". The third row contains two signatures, with the one on the right labeled "By: Vice".



Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

LIVERY LICENSE APPLICATION
Annual License Period: May 1 – April 30

CITY CLERK MELROSE-MA
2026 MAR 16 AM 9:27

Business Name: <i>ASLK Corporation</i>	Tax ID Number: [REDACTED]
Business Address: <i>117 Penny Rd, Melrose, MA 02176</i>	Business Phone Number: [REDACTED]
Owner's Name: <i>Sahin Kaya</i>	Owner's Cell Phone Number: [REDACTED]
Residential Address of Owner: <i>117 Penny Rd, Melrose, MA 02176</i> <i>Sahinkaya87@gmail.com</i>	Number of Employees: <i>1</i>
Email Address of Owner (required):	
24-hour Emergency Contact Name: <i>Argyro Kaya</i>	[REDACTED]

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

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]

Signature of Petitioner 1

3/16/26

Date of Signature

10/25/1975

Date of Birth

Signature of Petitioner 2

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

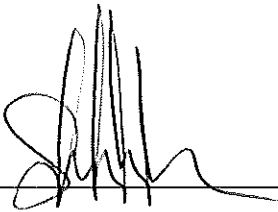
562 Main Street Melrose,
Massachusetts 02176 Telephone -
(781) 979-4114

LIVERY LICENSE APPLICATION

Annual License Period: May 1 – April 30

The undersigned respectfully makes application to renew a license to conduct the business of using as a hackney carriage, or carriages, the vehicle, or vehicles, hereinafter described:

	CAR 1	CAR 2	CAR 3
MAKE & YEAR	2022 Chevy		
MODEL	Suburban		
MANUFACTURERS NUMBER	1GN5KCRD3NR 3017 33		
MASS. REG. NUMBER	LVA 4507		
DATE OF REGISTRATION	01/1/2024		
COPY OF REGISTRATION INCLUDED			

Signature of petitioner 1 

Date of Birth 10/25/75

Signature of petitioner 2 _____

Date of Birth ___/___/___

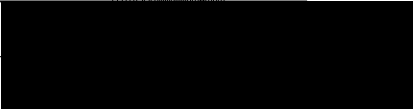


Tanji Cifuni
City Clerk

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: ASL IS Corporation
Address: 117 Penny Rd
City/State/Zip: Melrose, MA 02176 Phone # 

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)**
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 _____

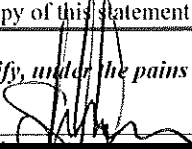

*Any applicant that checks box #1 must also fill out the section below showing their worker's compensation policy information.
** If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____
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:  Date: 3/16/26
Phone #: 



Tanji Cifuni
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

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. Tel. # 617-727-4900 ext. 406 or 1-877-MASSAFE / Fax # 617-727-7749



Tanji Cifuni
City Clerk

662 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

LIVERY LICENSE APPLICATION

Annual License Period: May 1 – April 30

TAX CERTIFICATION FORM

(Do not leave anything blank)

Licensee Name:

ASLK Corporation

Manager/Business Owner:

Sabin Kaya

Physical Address:

117 Penny Rd, Melrose, MA 02176

Mailing Address:

117 Penny Rd, Melrose, MA 02176

City, State, Zip:

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]
Signature of Applicant or
Corporate Name

3/10/26
Date of Signature

By: Corporate Office
(mandatory, if applicable)

Social Security # (required)
State Tax ID

**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

862 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

LIVERY LICENSE APPLICATION

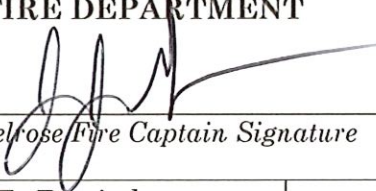

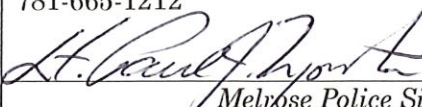
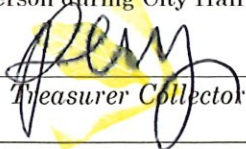
Annual License Period: May 1 – April 30

Instructions for applicants: Complete the section below before obtaining approval from each of the City Departments listed. Departments will not review and approve if there are any fields left blank.

REPORT OF INVESTIGATION - RELATIVE TO APPLICATION FOR

Business Name: ASLK Corporation
Owner Name: Sahin Kaya Owner DOB: 10/25/1975
Business Address: 117 Penny Rd, Melrose, MA 02176

Attention City Officials: Please review the information submitted by the applicant to ensure all fields are complete prior to researching your records and signing off.

MELROSE FIRE DEPARTMENT 781-979-4405		Date Signed: <u>3/16/26</u>	
		<u>GIBSON</u>	
Melrose Fire Captain Signature		Melrose Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			
CORI - MELROSE POLICE DEPARTMENT 781-665-1212		Date Signed: <u>4/1/26</u>	\$25 Fee Paid Yes / No
		<u>LADNER</u>	
Melrose Fire Captain Signature Police		Melrose Fire Captain Name Printed Police	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			
MELROSE POLICE DEPARTMENT 781-665-1212		Date Signed: <u>03/05/2026</u>	
		<u>CT. PAUL J. NORTON</u>	
Melrose Police Signature		Melrose Police Name Printed	
<input 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: <u>3/5/26</u>	
		<u>Renee Oleksy</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

CITY OF MELROSE
OFFICE OF THE CITY CLERK

662 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

City of Melrose Administrative Code
§ 222-3 Livery service license

[Amended 6-16-2014 by Ord. No. 2014-108]

A. Definitions. As used in this section, the following terms shall have the meanings indicated:
LICENSE/PERMIT AUTHORITY Melrose City Council.

LIVERY VEHICLE

A passenger car, station wagon, van or limousine used for transporting persons and items in their possession for compensation. A livery vehicle is not marked on its exterior with the livery company name or number. Such vehicle does not operate on a fixed route and is hired by means of a telephone request or contract arranged in advance of the time transportation is needed. A vehicle used solely in connection with transportation for funerals shall not be considered a livery vehicle and shall not be subject to the provisions of this section.

B. Livery service license requirements.

- (1) A livery service shall be subject to the provisions of this section if said livery service:
 - (a) Maintains a place of business within the City of Melrose; and
 - (b) Advertises, in any format or medium, that it provides livery service within the City of Melrose.
- (2) No person or business entity shall, within the City of Melrose, engage in any conduct which would constitute the business of a livery service without a livery service license issued by the Melrose City Council. The livery company licensed hereunder is responsible for the conduct and actions of its drivers while operating vehicles owned by the company.
- (3) No vehicle shall be utilized by a livery service unless such vehicle:
 - (a) Is properly registered in accordance with Massachusetts law;
 - (b) Is properly insured or bonded in accordance with Massachusetts law or regulations;
 - (c) Has a valid Massachusetts vehicle inspection sticker; and
 - (d) Has been issued a livery service license by the Melrose City Council and displays a livery vehicle permit pursuant to this section.

C. Livery service license.

- (1) Application process. Each applicant for a livery service license shall make application to the City Clerk's office. Such application form shall contain the applicant's identifying information; the proposed location(s) to be used in the operation of the livery service, including place of garaging; the number and type of vehicles the applicant intends to utilize in connection with the livery service; and a written description of the services to be provided under the license. Each applicant must execute a statement, in writing and under the pains and penalties of perjury, that the applicant owes no back taxes, penalties or interest to the Commonwealth of Massachusetts or the City of Melrose.
- (2) Each application must be accompanied by:
 - (a) An application fee of \$100 in the form of a check made payable to the City of Melrose;
 - (b) A yearly renewal fee of 100; each additional vehicle shall cost an additional \$75;
 - (c) A Criminal Offender Record Information (CORI) request form;
 - (d) A copy of the current insurance policy for all vehicles; and
 - (e) A copy of the current registration for all vehicles.

D. Authority of license granting authority. The City Council may, within its discretion, deny, grant, amend or modify a livery service license. If granted, such license shall be subject to such conditions or restrictions as may be imposed by the City Council. The City Council may, for cause and after public hearing, amend or revoke any license that has been granted hereunder.

E. License.

- (1) A license granted by the City Council shall be issued by the City Clerk. Such license shall specify the name of the service, effective date of the license, expiration date of the license and the conditions or restrictions as imposed by the City Council, including the place or places of business, place of garaging, the days and hours of service, the manner by which fares are to be determined, the amount and types of vehicles that may be utilized by the service, and any other specific condition imposed by the City Council.
- (2) All licenses shall expire at 11:59 p.m. on April 30 of the year following issuance. There shall be no prorating of application/license fees. A license shall be nontransferable. A livery service licensee hereunder may apply to the City Council for modification or amendment of an existing license. Such application shall be submitted upon the standard application form and must be accompanied by an application fee of \$100.

(3) A limousine or livery service must be a separate corporation and/or business entity from any other business(es) or taxicab service(s).

F. Mandatory reports: automatic suspension of license. The holder of a license to operate a livery service must, within 24 hours of its occurrence, report, on behalf of his/her livery service, the following to the office of the City Clerk:

- (1) The suspension or revocation of a motor vehicle registration certificate for any vehicle utilized by the service;
- (2) The cancellation of the service's motor vehicle liability insurance policy or bond; or
- (3) Suspension or revocation of the permit holder's Massachusetts motor vehicle operator's license, or the suspension or revocation of the permit holder's license or right to operate in any other state.

G. Suspension of revocation of license. A license to operate or manage a livery service may be suspended or revoked after notice to the holder of such permit and a hearing before the City Council. Suspension or revocation is authorized if the City Council determines, by a preponderance of the evidence, that the license holder:

- (1) Has knowingly made a false or inaccurate statement on any record or application required by any of the provisions of this section.
- (2) Is, in any jurisdiction, convicted or subject to a finding of sufficient facts for a finding of guilty in regard to any felony offense.
- (3) Is, in any jurisdiction, convicted or subject to a finding of guilty in regard to any misdemeanor offense involving assault; assault and battery; threatening; larceny, fraud; prostitution; gaming; illegal sale or distribution of an alcoholic beverage; or a statute or regulation relative to livery services.
- (4) Has knowingly permitted the operation of a livery vehicle by a person who is not the holder of a valid license to operate a livery vehicle.



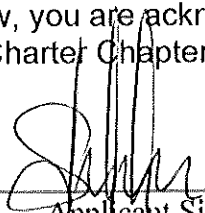
CITY OF MELROSE
OFFICE OF THE CITY CLERK

Tanji Cifuni
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

- (5) Has permitted a vehicle, without a livery vehicle license, to be utilized for the transportation of passengers of a livery service.
 - (6) Has knowingly permitted any livery vehicle to be used in the commission or furtherance of any criminal conduct.
 - (7) Has refused to permit any inspection authorized or required by the provisions of this section.
 - (8) Has failed to prepare, maintain or file any report, record or notice required by the provisions of this section.
 - (9) Has engaged in or permitted any conduct that is prohibited by the provisions of this section.
- H. Notice of suspension or revocation. Upon the suspension or revocation of a license to operate or manage a livery service, the City Council shall give written notice of such suspension or revocation, and the reason therefor, to the livery service.
- I. Display of notice to passengers. Each livery vehicle shall conspicuously display, on a form to be provided by the City Council and in such manner as to be visible to all passengers, the following notice: "This Vehicle Is Owned By: (Name, Address and Phone Number of Livery Service)."
- J. Notice and acknowledgement of section. The City Council shall provide each applicant for a license or permit with a copy of this section. Each applicant must acknowledge, in writing, the receipt of the same.
- K. Permit to operate a livery vehicle (drivers) (Chief of Police).
- (1) Application process. Each application for a permit to operate a livery vehicle shall be accompanied by an application/permit nonrefundable fee of \$25, a clear photocopy of the applicant's current active driver's license, a signed CORI request form, and a signed statement, by the holder of a license to operate a livery service, of the intent to hire the applicant.
 - (2) Background check. Upon receipt of an application, a background check and CORI shall be conducted of the applicant by the Chief of Police or his/her designee to determine if the applicant is subject to any of the conditions requiring a denial of the permit.
 - (3) Permit to operate a livery vehicle.
 - (a) No person shall operate a livery vehicle without a valid Massachusetts motor vehicle operator's license and a permit to operate a livery vehicle issued by the Chief of Police or his/her designee. The livery company is responsible for conducting periodic inspections of the driver's Massachusetts motor vehicle operator's license and a permit to operate a livery vehicle. It is the company's responsibility to ensure that drivers have their Massachusetts motor vehicle operator's license and a permit to operate a livery vehicle in their possession while driving a livery.
 - (b) The holder of a permit to operate a livery vehicle must, within 24 hours of its occurrence, report the following to the City Clerk's office:
 - [1] Involvement in any motor vehicle accident, whether on or off duty, which resulted in death, bodily injury or property damage exceeding \$1,000.
 - [2] Being arrested, cited or charged with operating under the influence of liquor or drugs, motor vehicle homicide, operating in a race or operating in a negligent or reckless manner, any crime against a person or any felony offense.
 - [3] Suspension or revocation of the permit holder's Massachusetts motor vehicle operator's license, or the suspension or revocation of the permit holder's license or right to operate a motor vehicle in any other state.
 - [4] Denial of permit. The Chief of Police or his/her designee may not issue a permit if the applicant is deemed, after an investigation of all facts, including but not limited to the applicant's criminal history, motor vehicle driving history and/or character, to be an unsuitable person to possess such a license.
 - [5] Issuance and display of permit. An applicant who is not subject to any of the conditions requiring a denial of a permit shall be issued such permit. Such permit must be displayed, in a place visible to any passenger, in a livery vehicle operated by the permit holder.
 - [6] Suspension or revocation of permit. A permit to operate a livery vehicle may be suspended or revoked after notice to the holder of such permit by the Chief of Police and a hearing before the City Council. Suspension or revocation is authorized if the City Council determines, by a preponderance of the evidence, that the permit holder is deemed, after an investigation of all facts, including but not limited to the applicant's criminal history, motor vehicle driving history and/or character, to be an unsuitable person to possess such a license.
 - [7] Notice of suspension or revocation of permit. Upon the suspension or revocation of a permit to operate a livery vehicle, the Chief of Police shall give written notice of such suspension or revocation, with the reasons therefor, to the holder of the permit to operate or manage a livery service by which the suspended or revoked person is employed.
 - [8] Inspection of license and/or permit. The holder of a permit to operate a livery vehicle shall make available, upon demand of any police officer or member of the City Council, his/her Massachusetts driver's license and his/her livery permit. Both of these items are required to be on the person while operating a livery vehicle. The operator of a livery vehicle must permit such officer or member to inspect the vehicle to determine its compliance with the provisions of this section.
- L. General provisions.
- (1) The owners or drivers of livery car service or livery limousine service shall not solicit passengers on public ways or from hackney stands. Livery service shall not be used as taxicabs and taxicabs shall not be used as livery.
 - (2) Notification of change of address. A license holder must give written notice of any change of address, by certified mail, to the City Clerk's office.
 - (3) This section shall not apply to any nonprofit corporation, charitable corporation or any governmental organization.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 222 §3 pertaining to Livery Service and understand all that is required as a licensee.



Applicant Signature

3 / 16 / 26

Date



CERTIFICATE OF REGISTRATION

M.G.L. Chapter 90 section 24B makes it a crime to alter this Certificate
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

Plate Type LVN	Registration Type LIVERY NORMAL	Plate Number LVB3025	Effective Date 01-Jun-2024	Title Number CF634125	Expires On →	Month 05	Year 26
Model Year 2022	Make CHEV	Model SUBURB	Model Number	Body Style SUV	Color(s) BLACK	Vehicle Identification Number 1GNSKCKD3NR301733	
Residential Address (If Different than Mailing)					Total Registered Weight for Commercial Vehicle or Trailer		
Garage Address 117 PENNY RD MELROSE MA 021766515					US DOT Number for Commercial Vehicle		
Name(s) of Owner(s) and Mailing Address 13781 ASLK CORPORATION 117 PENNY RD MELROSE, MA 02176-6515 T53 P1 2					Insurance Company ARBELLA PROTECTION INSURANCE COMPANY		
					Maximum Seating Capacity for Vehicles for Hire 7		
Lessee/In Custody Of					Registrar of Motor Vehicles <i>Colleen J. Ogilvie</i>		
Special Message				Change of Address <input type="checkbox"/> Residential <input type="checkbox"/> Mailing <input type="checkbox"/> Garage			

Important Information for Vehicle Owners

- **Certificate of Registration:** Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and/or trailer, in the vehicle, in some easily accessible place. The records of the RMV constitute the official status of the vehicle registration.
- **Change of Address:** By law, you must report any change of address to the RMV within 30 days. Visit Mass.Gov/RMV to change your address. Once you have reported the address change to the RMV, please write corrected address in box provided above.
- **No Insurance Card Required:** Massachusetts law does not require an insurance card. M.G.L. Chapter 90, section 34, and Chapter 175, Section 113A, requires the vehicle's owner to maintain a compulsory motor vehicle liability insurance policy or bond for bodily injury coverage and property damage insurance. The insurer is required by law to electronically notify the Registry of Motor Vehicles if coverage lapses. The vehicle owner is then notified by the RMV to obtain new insurance within 10 days or the registration will be revoked. Bonds are filed with the State Treasurer's Office.
- **Transferring Your Plates:** Massachusetts General Law (M.G.L. Chapter 90, Section 2) allows you to transfer valid registration plates from this vehicle to a newly acquired new or used motor vehicle or trailer while you obtain insurance and a new registration. See the Transferring a Registration Section on the RMV's website at www.mass.gov/rmv for more information.
- **Cancel the registration plates if:**
 - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle.
 - You move to another state and you register the vehicle in that state.
 - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy.

261099352

IMPORTANT: REEL EXPIRATION DECAL & ADHERE TO TOP RIGHT OF THE REAR LICENSE PLATE.





Tanji Cifuni
City Clerk

Cl# 331
562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

- New Application
- Renewal Application - \$150 annual fee

Licensing Year: 2024

SECOND HAND DEALER APPLICATION

Annual License Period: May 1 through April 30

CITY CLERK MELROSE-MA
2026 APR 9 PM 3:35

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>Apple of My Eye, LLC</u>	T
Business Address: <u>377 Franklin St.</u>	B
Applicant Name: <u>Ranee Doubleday</u>	C
Residential Address of Owner: <u>46 Mount Hood Terrace Melrose</u>	Number of Employees: <u>1</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: Apple of My Eye, LLC	Tax ID Number: [REDACTED]
Business Address: 3777 Franklin St Melrose	Business Phone Number: [REDACTED]
Applicant Name: Raneeé Doubleday	Cell Phone Number: [REDACTED]
Residential Address of Owner: 46 Mount Hood Ter. Melrose	Number of Employees: 1
Email Address of Owner (required): raneedd@gmail.com	
24-hour Emergency Contact Name: [REDACTED]	Emergency Phone Number: [REDACTED]

Please List Daily Hours of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Closed	10-3	10-3	10-7	10-7	10-3	10-4

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 Raneeé Doubleday Date 4, 9, 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: Apple of My Eye, LLC

Manager/Business Owner: Ranee Doubleday

Physical Address: 3777 Franklin St Melrose, MA 02176

Mailing Address: 46 Mount Hood Ter. 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.

Ranee Doubleday 8/5/1977

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: Apple of My Eye LLC
Address: 3777 Franklin St.
City/State/Zip: Melrose, MA 02176 Phone # 781-662-2149

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)**

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: DB Aim Mutual
Insurer's Address: _____
City/State/Zip: _____
Policy # or Self-ins. Lic. #: _____ Expiration Date 4/1/2027

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: Ramona [Signature] Date: 4/9/2024
Phone #: _____

Workers Compensation Policy Declarations

Insured: 5658	Apple of My Eye 377 Franklin St Melrose, MA 02176	Transaction: Rewrite	NAIC:
		Tran Effective: 4/1/26	Product:
		Pol Number: WCC50082520372026A	Group Code:
		Pol Effective: 4/1/25	Form of Business:
Company: DB AIM Mutual		Pol Expire: 4/1/27	
Agent: Cocca Insurance Associates Inc		Billed Prem: \$285.00	
Agent Code:	Agent Sub Code:		

COVERAGES

Part 1: Workers Compensation: Applies to states listed here: **MA**

Part 2: Employees Liability: Applies to work states listed above

Bodily Injury by Accident	500,000	each accident
Bodily Injury by Disease	500,000	policy limit
Bodily Injury by Disease	500,000	each employee

Part 3: Other States: Applies to states, if any, listed here:

CLASSIFICATIONS

St.	Code Number	Classifications	Premium Basis Total Estimated Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium
MA	8008	CLOTHING , WEARING APPAREL OR DRY GOODS - RETAIL	10844	0.47	
MA	8008	STORE - CLOTHING , WEARING APPAREL OR DRY GOODS - RETAIL	0	0.47	
Total Premium:					

LOCATIONS

Prem	Bldg	Name and Physical Address	Construction/Occupancy
------	------	---------------------------	------------------------

COMPANY SPECIFIC COVERAGES

Class. Code	Coverage	Description	Limit	Deductible	Premium
	INEL	Increased Employer's Liability			
	APMP	Additional for Policy Minimum Premium			
	LCNT	Loss Constant			
	EXCNT	Expense Constant			
	AREM	Adjustment to Reconcile to Experience Modified Premium			
	PDIS	Premium Discount			
	TRIA	Terrorism Coverage provided under TRIA (2002, USA) (certified acts)			
	ASMNT	Assessment Fund			

ENDORSEMENTS

Endorsement #	Edition	Description	Limit	Premium
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ADDITIONAL INTERESTS

Prem:	Interest:	
Bldg:	Rank:	This Interest is Payor (X):
Veh:	Ref #:	
Boat:	Phone:	Fax:
Item:	Email:	

REMARKS

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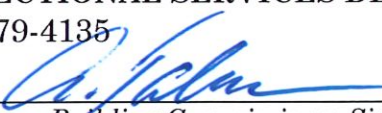
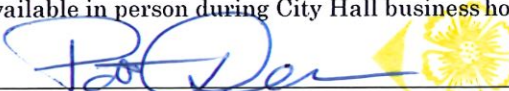
Tanji Cifuni
City Clerk

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: 4/2/26	
		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: 4/8/26	
		Ladner ⁸²	
<i>Melrose Police Signature</i>		<i>Melrose Police Name Printed</i>	
<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			
INSPECTIONAL SERVICES DEPARTMENT 781-979-4135		Date Signed: 4/6/26	
		ALBERT TALARICO	
<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: 4-6-26	
		Pat Dean	
<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.

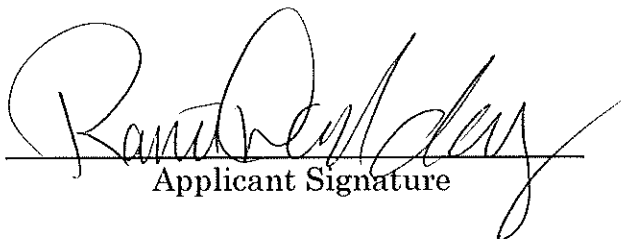
[Amended 5-20-2002 by Ord. No. 02-303]

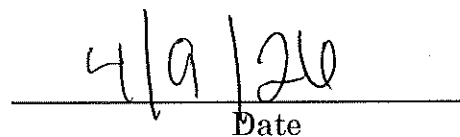
A. The City Council may, upon petition, license suitable persons to be dealers in or keepers of shops for the purchase, sale and barter of junk, old metals or secondhand articles, at such places as may be designated in such licenses, and also junk collectors to collect by purchase or otherwise from place 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

CK # 22071
\$30.00

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



Tanji Cifuni
City Clerk

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

Year: 2026

CITY CLERK MELROSE-MA
2026 APR 13 AM 10:31

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: Dorn Equipment Corp	Fee: \$ 30.00
Applicant Name: Matthew J Flynn	Business Phone Number: 781 662 9300
Address of Storage: 31-35 Upham 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: Matthew J Flynn	Business Phone Number: 781 662 9300
Business Address: 31-35 Upham St	Cell Phone Number:
Mailing Address: 27 Upham St	Emergency Phone Number: [REDACTED]
Email Address of Owner (required): [REDACTED]	
24-hour Emergency Contact Name: Mary K Perrott	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: 4/13/26

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: 3/12/26 Gibson	\$50 Fee Paid Yes/No
<i>[Signature]</i> 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: 4/13/26 Renee Olesky	
<i>[Signature]</i> Treasurer Collector Signature	Renee Olesky 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: Donn Equipment Corp
Physical Address: 31-35 Upham St Melrose Ma
Mailing Address: 27 Upham St Melrose Ma
Manager/Business Owner: Matthew J Flynn

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.

Donn Equipment Corp
Signature of Applicant or
Corporate Name*

Matthew J Flynn
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: \$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.

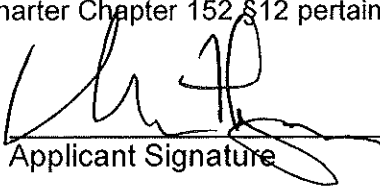
No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, 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.

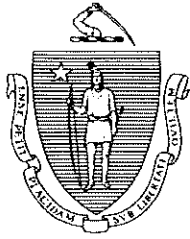
[Added 12-3-1979 by Ord. No. 20282]

- 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

4/13/26
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: Dorn Equipment Corp
Name of License Holder
31-35 Upham Street
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:
31-35 Upham Street
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 Matthew J Flynn 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 20 AM 9:53

✓ 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: 22/296 management Co.	Fee: \$ 100 ⁰⁰
Applicant Name: Leonard Caruso	Business Phone Number: [REDACTED]
Address of Storage: 22 Greenwood St.	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: <i>Leonard Caruso 22/296 management.</i>	Business Phone Number: [REDACTED]
Business Address: <i>383-R Lowell St. Wakefield, MA 01880</i>	Cell Phone Number: <i>'' ''</i>
Mailing Address: <i>'' ''</i>	Emergency Phone Number: <i>'' ''</i>
Email Address of Owner (required): [REDACTED]	
24-hour Emergency Contact Name: <i>Ignacio Hernandez</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]* Date: *3/9/26*

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>3/11/26</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>3-20-26</i> <i>Janean Shwitz</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: 22/296 Management Co. / Carv. Home Steplis.

Physical Address: _____

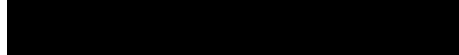
Mailing Address: 383-R Lowell St. Wakefield, MA 01880

Manager/Business Owner: Leonard Caruso

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.

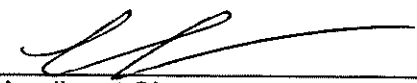
No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, 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

3/9/20

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: 22/290 Management / Caruso Home Stylists
Name of License Holder
383-R Lowell St. 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:
22 Greenwood 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] 3/9/20 Leonard Caruso
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 20 AM 9:53

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: 22/296 management Co. / CARUSO Home Stylists	Fee: \$ 100 ⁰⁰
Applicant Name: Leonard Caruso	Business Phone Number: [REDACTED]
Address of Storage: 296 main St.	Cell Phone Number: " 11



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: Leonard Caruso 22/296 management.	Business Phone Number: [REDACTED]
Business Address: 383-R Lowell St. Wakefield, MA 01880	Cell Phone Number: " "
Mailing Address: " "	Emergency Phone Number: " "
Email Address of Owner (required): [REDACTED]	
24-hour Emergency Contact Name: Ignacio Hernandez	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 _____ 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 <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: <u>3-20-26</u> <u>Janean Shair</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: 22/296 Management Co. / Caruso Home Supply
Physical Address: _____
Mailing Address: 383 R Lowell St. Wakefield, MA 01880
Manager/Business Owner: Leonard Caruso

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.

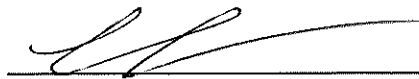
No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, 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.

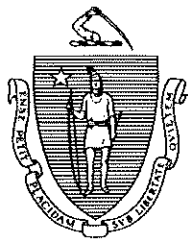
By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.



Applicant Signature

3/9/20

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: 22/296 management / caruso Home Stylists
Name of License Holder
383-R Lowell St. 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:
296 main 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] 3/9/20 Leonard Caruso
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 APR 16 AM 9:21

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: USA ENERGY Inc	Fee: \$ 1600 ⁰⁰
Applicant Name: Edgard FAYAD	Business Phone Number:
Address of Storage: 870 MAIN ST. Melrose MA	Cell Phone Number: 617 953 6883



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: Edgard FAYAD	Business Phone Number:
Business Address: 870 MAIN St Melrose	Cell Phone Number: 617 953 6883
Mailing Address: 870 MAIN St Melrose MA	Emergency Phone Number: [REDACTED]
Email Address of Owner (required): [REDACTED]	
24-hour Emergency Contact Name: Edgard FAYAD	Emergency Phone Number:

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: 3-17-26

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: 4/15/26 GIBSON	\$50 Fee Paid <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> 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: 3-19-26 Pat Dean	
<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

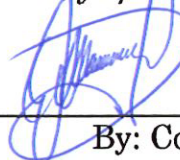
GASOLINE & STORAGE APPLICATION
State Tax ID Form
Annual License Period: May 1 through April 30


Licensee Name: USA ENERGY, Inc.
Physical Address: 870 MAIN ST
Mailing Address: 870 MAIN ST Melrose MA
Manager/Business Owner: Edgard FAYAD 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.

Edgard Fayad

Signature of Applicant or
Corporate Name* USA Energy Inc


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

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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.
- (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

2-17-26



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: USA ENERGY Inc.
Name of License Holder
870 MAIN 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:

Number, Street and Assessor's Map and Parcel ID

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

Signature of License Holder or Agent [Signature] Date 2-17-26 Printed Name Edgard Rojas

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 APR 17 AM 10:28

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: 481 LEBANON CONDOMINIUM TRUST	Fee: \$ 50 ⁰⁰
Applicant Name: K. J. ROWLANDS	Business Phone Number: 781 526 1001
Address of Storage: 481 LEBANON 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: KATHARINE ROWLANDS	Business Phone Number: 781 526 1001
Business Address:	Cell Phone Number: ditto
Mailing Address: 481 LEBANON ST MELROSE MA 02176	Emergency Phone Number:
Email Address of Owner (required): [REDACTED]	
24-hour Emergency Contact Name: KATHARINE ROWLANDS	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 K Rowlands Date: April 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: 4/13/26	\$50 Fee Paid <u>Yes/No</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: 4-17-26	
 Treasurer Collector Signature	Janean Skaitis 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: 481 LEBANON CONDOMINIUM TRUST
Physical Address: 481 LEBANON ST MELROSE MA 02176
Mailing Address: 481 LEBANON ST #2 MELROSE 02176
Manager/Business Owner: KATHARINE ROWLANDS

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.

KJ Rowlands

Signature of Applicant or
Corporate Name*

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.*



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City of Melrose Administrative Code Chapter 137. Inflammables and Explosives

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- (4) For licenses for keeping, storing and selling ammunition in a designated building or structure: \$2. B.

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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.*

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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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§ 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.

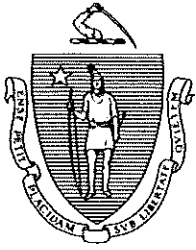
By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.

KJ Rowlands

Applicant Signature

April 14 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: 481 LEBANON CONDOMINIUM TRUST
Name of License Holder

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:
481 LEBANON 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.

KJ Rowlands April 14 2026 KJ ROWLANDS
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

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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 APR 23 AM 10:36

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: WOODBRIAR HEIGHTS CONDOMINIUM	Fee: \$ 100 ⁰⁰
Applicant Name: MICHAEL LAGHETTO	Business Phone Number: 781-231-3133
Address of Storage: 976 MAIN 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: WOODBRIAR HEIGHTS CONDOMINIUM	Business Phone Number: 781-231-3133
Business Address: 976 MAIN STREET	Cell Phone Number: 781-484-6139
Mailing Address: 200 WALNUT ST, SAUGUS, MA 01906	Emergency Phone Number: 781-484-6139
Email Address of Owner (required): [REDACTED]	
24-hour Emergency Contact Name: MICHAEL LABETTO	Emergency Phone Number: 781-484-6139

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: 4-13-26

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>4/22/26</u> <u>G. B...</u>	\$50 Fee Paid Yes/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: <u>4-23-26</u> <u>JD Shairs</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:

WOOD BRIAR HEIGHTS CONDOMINIUM

Physical Address:

976 MAIN STREET


Mailing Address:

200 WALNUT ST, SAUGUS, MA 01906

Manager/Business Owner:


MICHAEL LAGHETTO (EASTERN PROPERTY 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.



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

4-13-26

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: WOODBRIAR HEIGHTS CONDOMINIUM
Name of License Holder
976 MAIN STREET
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:

Number, Street and Assessor's Map and Parcel ID _____

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

Michael Laghetto 4-13-26 MICHAEL LAGHETTO
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

CITY CLERK MELROSE-MA
2026 APR 23 AM 10:36

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: VILLA CORDOBA CONDOMINIUM	Fee: \$ 100 ⁰⁰
Applicant Name: MICHAEL LAGHETTO	Business Phone Number: 781-231-3133
Address of Storage: 51 ALBION 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: VILLA CORDOBA CONDOMINIUM	Business Phone Number: 781-231-3133
Business Address: 51 ALBION STREET	Cell Phone Number: 781-484-6139
Mailing Address: 200 WALNUT ST, SAUGUS, MA 01906	Emergency Phone Number: 781-484-6139
Email Address of Owner (required): [REDACTED]	
24-hour Emergency Contact Name: MICHAEL LAGHETTO	Emergency Phone Number: 781-484-6139

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 Michael Laghetto Date: 4-13-26
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>4/22/26</u> <u>Gibson</u>	\$50 Fee Paid Yes/ 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: <u>4-23-26</u> <u>JD Onaitz</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:			



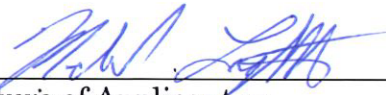
Tanji Cifuni
City Clerk

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: VILLA CORDOBA CONDOMINIUM
Physical Address: 51 ABBION STREET
Mailing Address: 200 WALNUT ST., SAUGUS, MA 01906
Manager/Business Owner: MICHAEL LABETTO (EASTERN PROPERTY 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.



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



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: VILLA CARDOBA CONDOMINIUM
Name of License Holder
51 ALBION STREET
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:

Number, Street and Assessor's Map and Parcel ID _____

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

Michael Laghetto 4-13-26 MICHAEL LAGHETTO
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: 2020

GASOLINE & STORAGE APPLICATION

CITY CLERK MELROSE-MA
2020 APR 27 AM 11:36

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: 06 LAKE AVENUE LLC.	Fee: \$ 100
Applicant Name: Eileen Piccione	Business Phone Number: [REDACTED]
Address of Storage: 06 LAKE AVE, MELROSE MA	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: EILEEN PICCIONE	Business Phone Number: [REDACTED]
Business Address: 66 LAKE AVENUE, MELROSE MA	Cell Phone Number: [REDACTED]
Mailing Address: 2 PROPER STREET, UNIT 7, NOBURN, MA 01801	Emergency Phone Number: [REDACTED]
Email Address of Owner (required): KENDALLRELO@VERIZON.NET	
24-hour Emergency Contact Name: CASEY PICCIONE	Emergency Phone Number: [REDACTED]

By signing below you are requesting to be granted a renewal of
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 Eileen Piccione Date: 2/18/20

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: 4/21/20 GIBSON	\$50 Fee Paid Yes/No
<i>Melrose Fire Captain Signature</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: 4-27-20 Pat Dean	
<i>Treasurer Collector Signature</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: Eileen Piccione

Physical Address: 66 LAKE AVENUE, MELROSE MA

Mailing Address: 2 DRAPER STREET, WOBURN, MA, 01801
UNIT 2

Manager/Business Owner: Eileen Piccione

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.

Eileen Piccione
Signature of Applicant or
Corporate Name*

By: Corporate Office
(Mandatory, if applicable)



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: \$110.
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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, 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.

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§ 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.

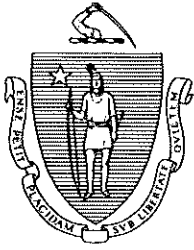
By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.

Eileen Piccione

Applicant Signature

2/18/2020

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: EIREN PICCIONE
Name of License Holder
2 DRAPER ST., WOBURN, MA UNIT 7
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:
66 LAKE AVENUE, 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 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.



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	RF/Procurement or Other ID Number BD-26-1021-DFS-DFS01-126740	
Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.			
<input checked="" type="radio"/> NEW CONTRACT		<input type="radio"/> 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"
<input type="checkbox"/> Statewide Contract (OSD or an OSD-designated department.) <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.)		Amendment Type Check one option only. Attach details of amendment changes. <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

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.

For ACH debits consistent with the International ACH Transaction (IAT) rules check one:

I affirm that payments authorized by this agreement are not to an account that is subject to being transferred to a foreign bank account.

I affirm that payments authorized by this agreement are to an account that is subject to being transferred to a foreign bank account.

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.

Account Holder Authorized Signature

Print Name

Title

Date

Part VI: Verification from the Commonwealth Department

See Instructions on Page 3

I hereby certify the Vendor/Customer is an authorized signatory and verified by internal records and verbal confirmation initiated by our department.

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

- **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

- **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).

NOTE: Supporting bank documents must be in the account holder legal name only.

Part IV: Contact Information

- 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

- 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
-----------------	--	--------------------------------	----------------------

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.



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 "Indemnitites") 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.

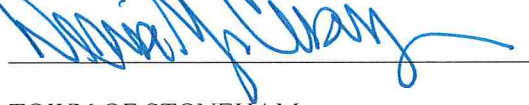
WITNESS OUR HANDS AND SEALS as of the first date written above.

CITY OF MELROSE

By its Mayor

TOWN OF WAKEFIELD

By its Town Administrator



TOWN OF STONEHAM

By its Town Administrator



Melrose Affordable Housing Trust

*April 2026 | Presentation to
Melrose City Council*

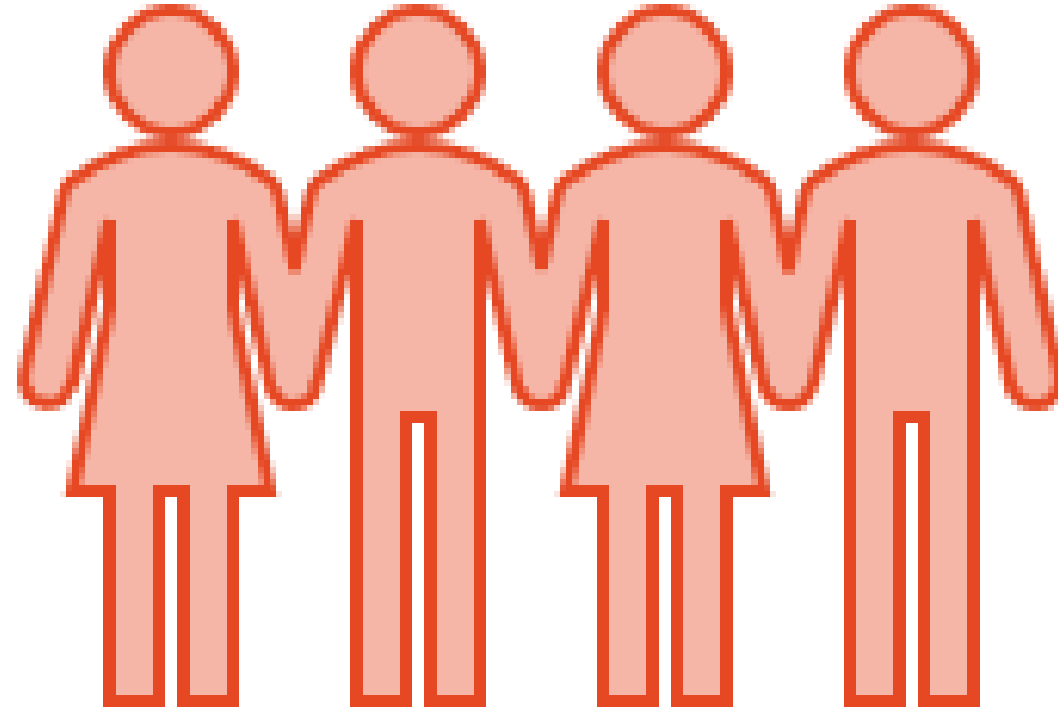
Introductions

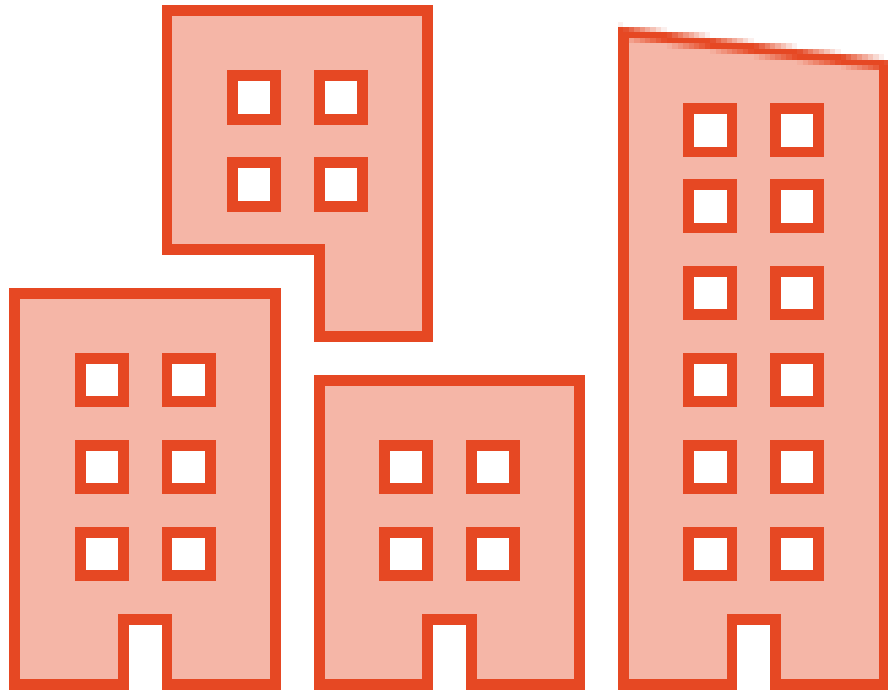
Amy Tierney, Chair

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

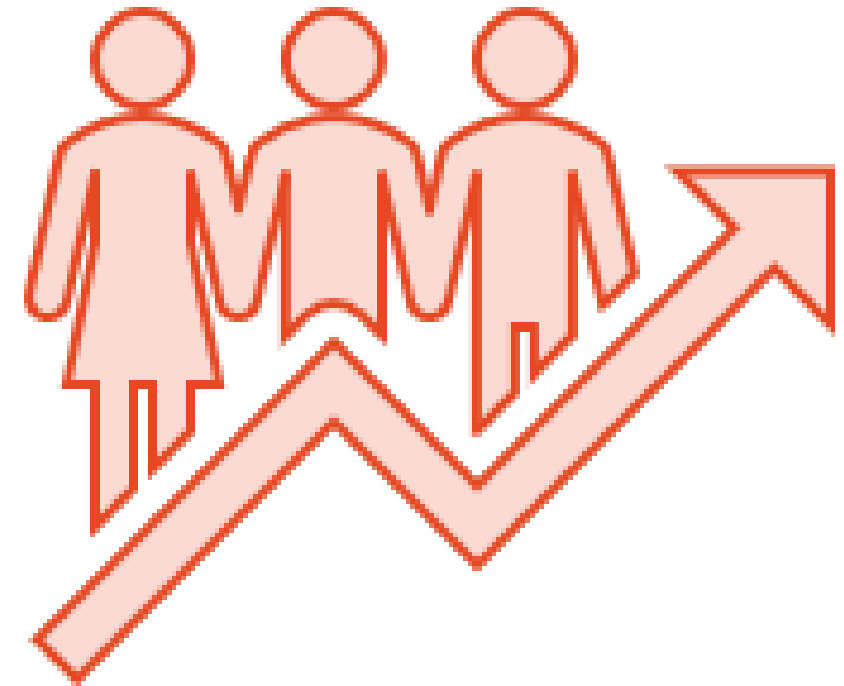
What Is Affordable Housing?

- 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

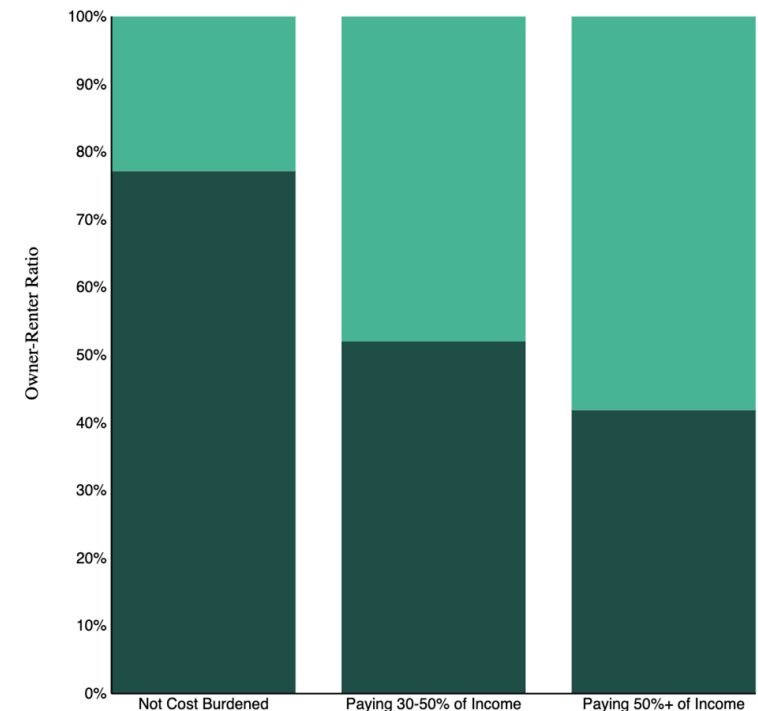


Total rental units: about 4,169

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

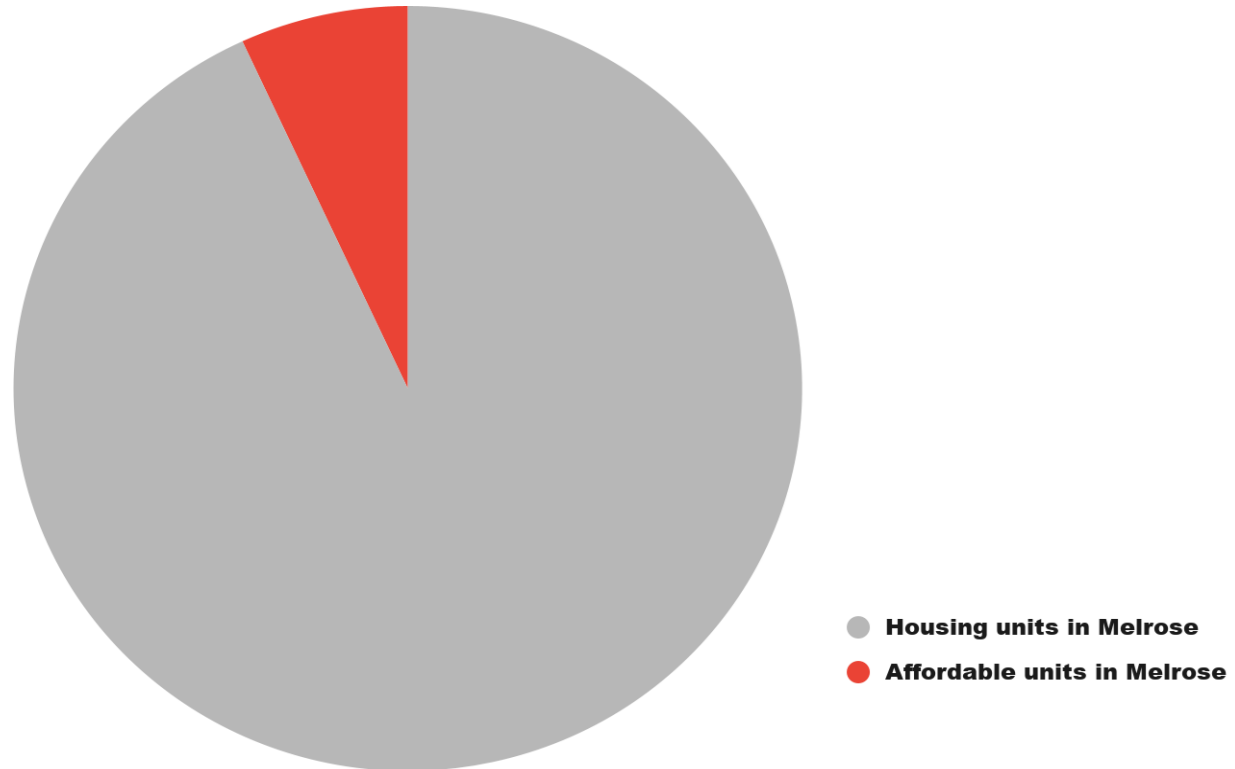
Source: American Community Survey
Years: 2020-2024 5-Year Estimates
Link to: Cost Burdened Households (Municipal)

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

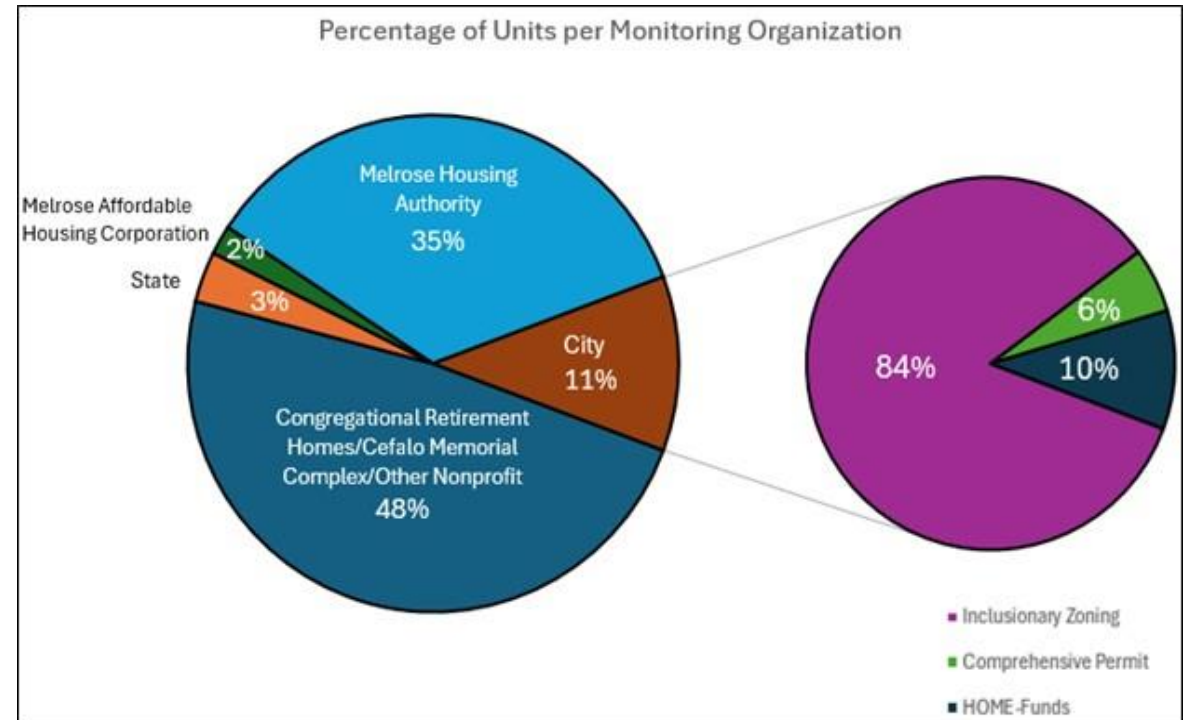
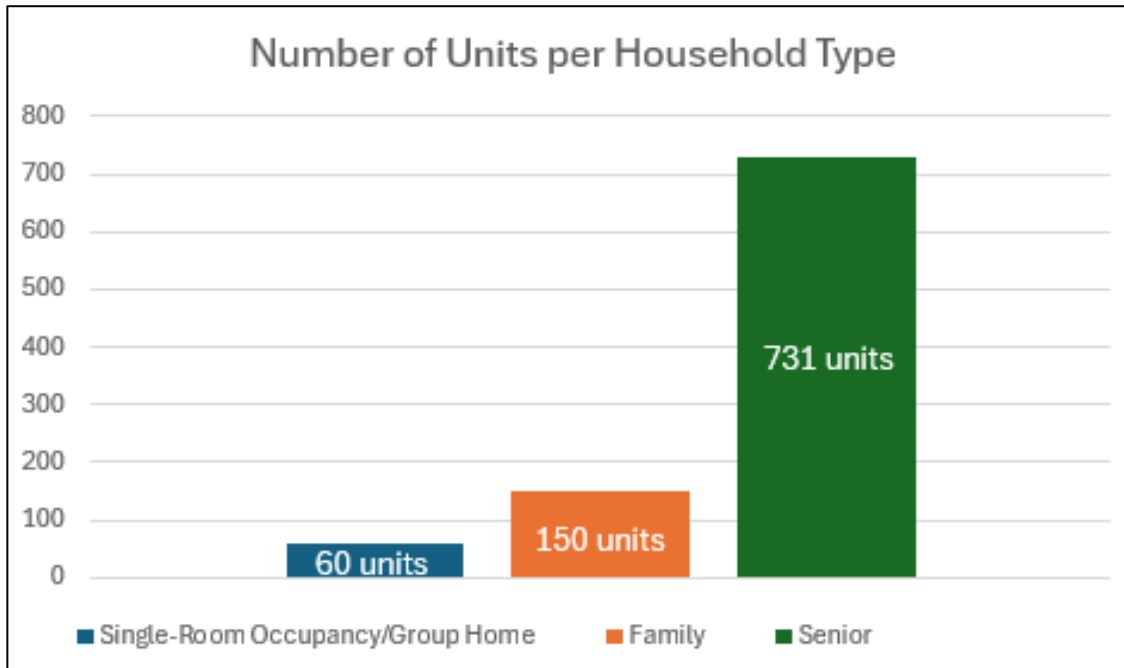
Affordable Housing in Melrose Today

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



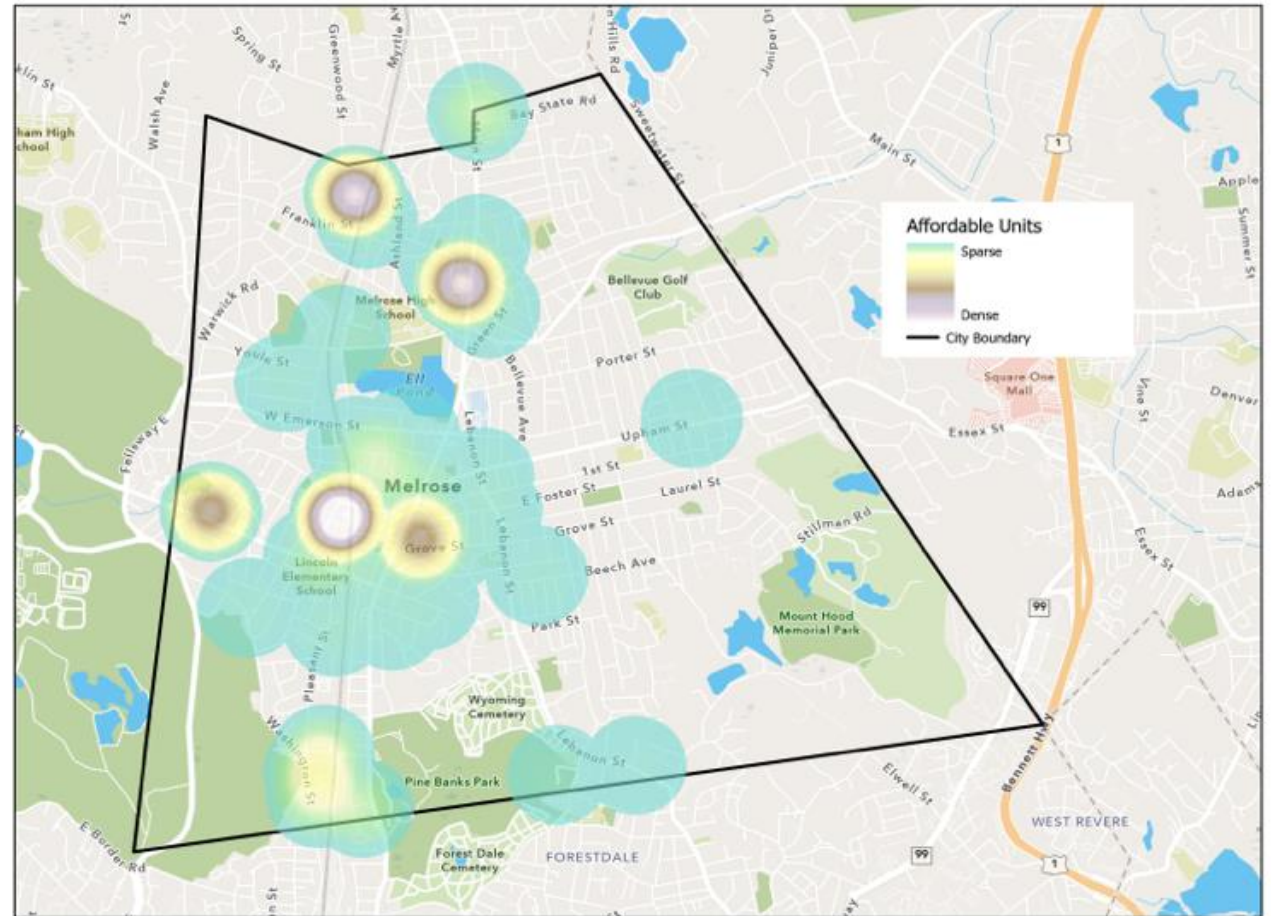
Types of Affordable Housing in Melrose

- 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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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.