



City Council
Regular Meeting

Monday, May 4, 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 7:47 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	

President Freeman acknowledged today's difficult situation at the Winthrop Elementary School and

expressed that our thoughts and prayers are with all of those impacted.

II. MINUTES APPROVAL

A. City Council Regular Meeting April 27, 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

III. PUBLIC COMMENT

When: May 4, 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/91515115255?pwd=6ls9DpDlmb2s9LalCczEpmDH9yQtpG.1>
Passcode:806042
Webinar ID: 915 1511 5255

Motion to Open public comment made by President Freeman at 7:50 PM
There were no comments on the floor or via Zoom
Motion to Close public comment made by President Freeman at 7:50 PM

Motion to Recess to resume Appropriations & Oversight meeting made by President Freeman at 7:51 PM

Back from recess and meeting was reopened by President Freeman at 8:11 PM

IV. COMMUNICATIONS FROM THE HONORABLE MAYOR & OTHER CITY OFFICIALS

V. NEW BUSINESS

- A. Filings by the Honorable Mayor
 - i. Appropriations
 - 1. **(ID # 2026-1145):** An Appropriation from Free Cash (account 01-324001) to the Assessing Department (#141) in the amount of \$9,000 to cover the cost of mailing tax impact notices to all taxpayers in Melrose.

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

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

2. **(ID # 2026-1164):** An Appropriation from Free Cash (account 01-324001) to the Planning Department (#175) in the amount of \$75,000 to hire a consultant for technical assistance to update the City's Housing Production Plan (HPP).

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

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

3. **(ID # 2026-1165):** An Appropriation from Free Cash (account 01-324001) to the Planning Department (#175) in the amount of \$70,000 to hire a consultant for technical assistance to update the Downtown Parking Study.

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

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

4. **(ID # 2026-1169):** An Appropriation from Free Cash (account 01-324001) to the Veterans Services Department (#543) in the amount of \$30,000 to design and fabricate a new Welcome Home Veterans Sign for the City.

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

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

5. **(ID # 2026-1170):** An Appropriation from Free Cash (account 01-324001) in the amount of \$150,000 to the Affordable Housing Trust (#8270).

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

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

6. **(ID # 2026-1171):** An Appropriation from Free Cash (account 01-324001) to Memorial Building (#693) in the amount of \$50,000 for boiler replacement and HVAC controls.

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

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

7. **(ID # 2026-1172):** An Appropriation from Free Cash (account 01-324001) to the School Department (#300) in the amount of \$12,193.20 to purchase vape detectors for MVMMS.

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

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

8. **(ID # 2026-1173):** An Appropriation from Free Cash (account 01-324001) to the School Department (#300) in the amount of \$72,180 to purchase MHS Band uniforms.

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

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

9. **(ID # 2026-1174):** An Appropriation from Free Cash (account 01-324001) to the School Department (#300) in the amount of \$44,296.32 for the purchase of athletic equipment.

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

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

10. **(ID # 2026-1175):** An Appropriation from Free Cash (account 01-324001) to DPW-Admin/Engineering Department (#401) in the amount of \$710,000 for design and permitting of Ell Pond Park.

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

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight

11. **(ID # 2026-1176):** An Appropriation from Free Cash (account 01-324001) to DPW-Highway Department (#422) in the amount of \$400,000 for Lebanon Street TIP project design.

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

RESULT: ASSIGN TO COMMITTEE
TO: Appropriations & Oversight

- 12. **(ID # 2026-1177):** An Appropriation from Free Cash (account 01-324001) to DPW - School Facilities Department (#402) in the amount of \$20,000 to update school signage.

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

RESULT: ASSIGN TO COMMITTEE
TO: Appropriations & Oversight

- 13. **(ID # 2026-1178):** An Appropriation from Free Cash (account 01-324001) to the Election Department (#162) in the amount of \$3,000 for a mailing.

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 # 2026-1183):** A Resolution Supporting Transparency In State Government and the Authority of the Massachusetts State Auditor to Audit the Legislature

Motion to postpone indefinitely made by Councilor Finocchiaro
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

Comments and Discussion:

Councilor Finocchiaro stated that with reservations, she is motioning to postpone the resolution indefinitely following a recommendation to her and her co-sponsors. This resolution is important, and they plan to bring it back at a later date.

VI. UNFINISHED BUSINESS

A. Appropriations

- i. **(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 Postpone until May 11 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

Comments and Discussion:

Councilor Romanul stated that this order comes from A&O with recommendation for passage. He stated that there has been discussion within the group and from public comment/feedback about the sequencing of appropriations, with discussion in the committee and passage in city council occurring on the same evening. To allow for more discussion and public feedback, he proposed not doing all of those considerations in one evening unless it's an emergency. He proposed having final vote in city council occur on a different date and to make this the practice going forward.

- ii. **(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 Postpone until May 11 made by Councilor Romanul

Seconded by Councilor Williams

All were in favor and motion passed

RESULT:	PASSED [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

Comments and Discussion:

Councilor Romanul explained that this came from A&O with recommendation for passage and final vote will be postponed until May 11 to allow for further discussion and public feedback.

- iii. **(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 Postpone until May 11 made by Councilor Romanul

Seconded by Councilor Williams

All were in favor and motion passed

RESULT:	PASSED [UNANIMOUS]
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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

Comments and Discussion:

Councilor Romanul explained that this came from A&O with recommendation for passage and final vote will be postponed until May 11 to allow for further discussion and public feedback. It was proposed that it might make sense to take a final vote on this item since it's for a budget deficit, but comments were shared asking to delay the vote to allow for more questions.

- iv. **(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 Postpone until May 11 made by Councilor Romanul
 Seconded by Councilor Williams
 Motion passed, with Councilor Chen voting Nay

RESULT:	PASSED
AYES:	Cal Finocchiaro, Bradley Freeman, Maya Jamaledine, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams
NAYS:	Jason Chen

Comments and Discussion:

Councilor Romanul explained that this came from A&O with recommendation for passage and final vote will be postponed until May 11 to allow for further discussion and public feedback. It was proposed that it might make sense to take a final vote on this item since it's for reimbursement. The mayor and department heads do not need these matters to be paid out in the next week. It was decided to postpone.

- v. **(ID # 2026-1188):** Appropriation from Free Cash (account 01-324001) in the amount of \$10,000 to DPW-Highway (#422) to purchase bike racks.

Motion to Postpone until May 11 made by Councilor Romanul
 Seconded by Councilor Finocchiaro
 Motion passed, with Councilor Williams voting Nay

RESULT:	PASSED
AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Maya Jamaledine, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver
NAYS:	Ryan Williams

Comments and Discussion:

Councilor Romanul explained that this came from A&O with recommendation for passage and final vote will be postponed until May 11 to allow for further discussion and public feedback.

- B. Licenses

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

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

RESULT:	PASSED [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

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

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

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

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

RESULT:	PASSED [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. 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 for Passage made by Councilor Romanul
Seconded by Councilor Finocchiaro

All were in favor and motion passed

RESULT:	PASSED [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. ADJOURNMENT

President Freeman stated that there will be a joint meeting with the School Committee Monday, May 11, at 7:15 pm to receive the mayor's budget, followed by a special city council meeting at 7:45 pm to assign it to Appropriations & Oversight.

Motion to Adjourn made by Councilor Karamcheti at 8:26 PM
Seconded by Councilor Finocchiaro
All were in favor and meeting was adjourned



CITY OF MELROSE

BOARD OF ASSESSORS

Sarah MacLellan

Chief Assessor

smaclellan@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4104

To: The Honorable City Council
From: Sarah MacLellan
Date: April 15, 2026
Subject: Free Cash Appropriation for Mailing of Impact Notices during 5-year Revaluation Year

The Assessing Department is requesting a \$9,000 Free Cash appropriation to cover the cost of mailing tax impact notices to all taxpayers in Melrose.

Article III, Section 15-10 of the City of Melrose Code of ordinances requires that:

“For those fiscal years wherein the tax list is comprised of new state-mandated evaluations, the Assessors shall cause an impact notice to be sent to each individual taxpayer. Such notices shall be sent prior to the delivery of the tax list by the Assessors to the City Collector.”¹

In Massachusetts, all real and personal property is assessed at full and fair cash value as of January 1st each year. This means that assessors are required annually to review and analyze market conditions and property data to ensure that assessed values reflect the market values for the assessment period.

In addition to these annual assessments (interim valuation years), all Massachusetts municipalities are required by the Massachusetts Department of Revenue (DOR) to complete a comprehensive revaluation every five years. This process is referred to as the “certification” or the “revaluation year”.

During the revaluation year, which will be Fiscal Year 2027 for Melrose, the Assessing Department undertakes a detailed systematic review of all property assessments within the city. The process includes data collection and verification, in-depth market analysis, valuation modeling, and state certification. Final certification from the DOR confirms that property assessments in Melrose meet the state’s required standards of accuracy and fairness.

As part of the Massachusetts DOR’s regular Revaluation process, there is a required public disclosure period during which the assessors must notify taxpayers of proposed property tax

¹ City of Melrose Code, Part 1 Administrative Legislation, Chapter 15, Article III Board of Assessors §15-10 Impact notices. <https://ecode360.com/15358118>

assessments prior to the issuance of tax bills. Under state guidelines, this requirement is satisfied by posting notice on the city's website or in a newspaper of general circulation, for a minimum of five days. However, the city's ordinance imposes a more stringent requirement, mandating that the Assessors' Office mail a written notice of proposed assessments to each taxpayer.

The requested \$9,000 appropriation will be used exclusively to cover printing, materials and postage costs associated with mailing these required notices to all taxpayers. This ensures compliance with the ordinance while also supporting the Assessing Department's objective of providing clear communication with residents regarding property valuation.

Thank you for your consideration of this request. I am available to provide additional information or answer questions as needed.



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	A&O
2026-1148	\$880,000.00	4,413,430.00	Dept- 931	DPW Vehicles	A&O
2026-1149	\$865,000.00	3,548,430.00	Dept-931	DPW Snow and Ice Deficit	A&O
2026-1150	\$244,944.00	3,303,486.00	Fund - 1620	School Department	A&O
2026-1151	\$10,000.00	3,293,486.00	Dept- 422	Bike Racks	A&O
2026-1145	\$9,000.00	3,284,486.00	Dept - 141	Tax Impact Notices Mailing	Submitted
2026-1164	\$75,000.00	3,209,486.00	Dept - 175	Housing Production Plan	Submitted
2026-1165	\$70,000.00	3,139,486.00	Dept - 175	Downtown Parking Study	Submitted
2026-1169	\$30,000.00	3,109,486.00	Dept - 543	Welcome Home Veterans Sign	Submitted
2026-1170	\$150,000.00	2,959,486.00	Fund – 8270	Affordable Housing Trust	Submitted
2026-1171	\$50,000.00	2,909,486.00	Dept – 693	Boiler replacement and HVAC controls	Submitted
2026-1172	\$12,193.20	2,897,292.80	Dept- 300	Vape Detectors MVMMS	Submitted

2026-1173	\$72,180.00	2,825,112.80	Dept - 300	MHS Band Uniforms	Submitted
2026-1174	\$44,296.32	2,780,816.48	Dept-300	Basketball & Lacrosse Uniforms, Scorer table	Submitted
2026-1175	\$710,000.00	2,070,816.48	Dept- 401	Ell Pond Park Design	Submitted
2026-1176	\$400,000.00	1,670,816.48	Dept - 422	Lebanon TIP Project	Submitted
2026-1177	\$20,000.00	1,650,816.48	Dept - 401	School Signage	Submitted
2026-1178	\$3,000.00	1,647,816.48	Dept - 162	Census Mailer	Submitted

*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

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

LORI MASSA, AICP
Director & City Planner

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

MEMORANDUM

TO: Mayor Jennifer Grigoraitis
Melrose City Council

FROM: Lori Massa, Director & City Planner

CC: Kerriann Golden, CFO/Auditor
Lauren Grymek, Chief of Staff

DATE: April 17, 2026

RE: Housing Production Plan Update – Free Cash Request

The Office of Planning and Community Development respectfully requests that the City Council approve an appropriation of free cash in the amount of \$75,000 to hire a consultant for technical assistance to update the City's Housing Production Plan (HPP), which will expire in April 2027. Revisiting the City's housing needs and goals will not only help the City plan for future development, but having a current, state approved, HPP is also required to apply for temporary safe harbor if the City still does not have 10% of the total year-round housing units on our Subsidized Housing Inventory.

To meet the requirements of a state approved plan, an HPP must contain the following elements:

- Housing needs and demand assessment
- Housing goals for the next five years
- Analysis of factors affecting development
- A development framework and identification of opportunity sites
- Numeric production targets
- Recommendations for the city to achieve its housing goals and an actionable implementation plan

Ensuring that the updated HPP includes the information above will require careful research and data collection, and opportunities for public engagement. With the help of a consultant, the resultant document will be a robust and useful planning document that will help guide the City's housing and development policies and goals for the next 5 years.



City Auditor

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Free Cash Orders for Fiscal Year 2026

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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	A&O
2026-1148	\$880,000.00	4,413,430.00	Dept- 931	DPW Vehicles	A&O
2026-1149	\$865,000.00	3,548,430.00	Dept-931	DPW Snow and Ice Deficit	A&O
2026-1150	\$244,944.00	3,303,486.00	Fund - 1620	School Department	A&O
2026-1151	\$10,000.00	3,293,486.00	Dept- 422	Bike Racks	A&O
2026-1145	\$9,000.00	3,284,486.00	Dept - 141	Tax Impact Notices Mailing	Submitted
2026-1164	\$75,000.00	3,209,486.00	Dept - 175	Housing Production Plan	Submitted
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OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

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Director & City Planner

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MEMORANDUM

TO: Mayor Jennifer Grigoraitis
Melrose City Council

FROM: Lori Massa, Director & City Planner

CC: Kerriann Golden, CFO/Auditor
Lauren Grymek, Chief of Staff

DATE: April 17, 2026

RE: Downtown Parking Study – Free Cash Request

The Office of Planning and Community Development respectfully requests that the City Council approve an appropriation of free cash in the amount of \$70,000 to hire a consultant for technical assistance to update the Downtown Parking Study that was created in 2012. The original report helped provide a framework for managing downtown parking and offered a series of recommendations to best ensure that the parking needs of residents and visitors are met. Many of the recommendations were implemented such as the creation of the Merchant Parking Program. However, because it has been over 14 years since downtown parking was completed, it is time to reevaluate parking utilization and best practices for management.

The need to balance the supply and availability of parking spaces for business patrons and employees while maintaining a walkable and pedestrian-friendly environment is critical. We recommend dedicating funding to hiring a consultant to review current parking regulations and analyze parking utilization during the week and on the weekends to determine whether the existing parking supply is managed appropriately and whether the regulations and/or the location of parking should be adjusted. Based on the findings, the consultant will provide recommendations for improving the parking supply and availability.

The goal of the updated parking study is to continue to provide an environment downtown that supports mobility, adaptability, and economic development.



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2026-1177	\$20,000.00	1,650,816.48	Dept - 401	School Signage	Submitted
2026-1178	\$3,000.00	1,647,816.48	Dept - 162	Census Mailer	Submitted

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CITY OF MELROSE

OFFICE OF VETERANS SERVICES

Melrose City Hall
562 Main Street
Melrose, Massachusetts 02176

To: City Council
CC: Mayor Jen Grigoraitis; Lauren Grymek, Chief of Staff
From: Veterans Services Department
Date: April 27, 2026
Re: Free Cash Appropriation Request for Veterans Welcome Home Sign

The Veterans Services Department requests a free cash appropriation of \$30,000 for costs associated with designing, fabricating and installing a new Welcome Home Veterans Sign.

For over a decade, the sign has been prominently placed in the front yard of City Hall to honor and recognize Melrose veterans. Originally installed as a temporary banner after September 11, 2001, the following year it was changed to be a board with posts in the ground. In 2022 the current sign was installed, however it did not go before the Historic District Commission for approval. The Veterans Advisory Board has worked with the Historic District Commission and staff from the Planning Department on a design for a new sign to bring it into compliance.

Thank you for your consideration.

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2026-1174	\$44,296.32	2,780,816.48	Dept-300	Basketball & Lacrosse Uniforms, Scorer table	Submitted
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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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2026-615	\$25,000.00	5,463,430.00	Dept - 121	Chamber and City Event Support	Approved
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2026-1148	\$880,000.00	4,413,430.00	Dept- 931	DPW Vehicles	A&O
2026-1149	\$865,000.00	3,548,430.00	Dept-931	DPW Snow and Ice Deficit	A&O
2026-1150	\$244,944.00	3,303,486.00	Fund - 1620	School Department	A&O
2026-1151	\$10,000.00	3,293,486.00	Dept- 422	Bike Racks	A&O
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CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

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

LORI MASSA, AICP
Director & City Planner

MEMORANDUM

TO: Mayor Jennifer Grigoraitis
Melrose City Council

FROM: Lori Massa, Director & City Planner

CC: Kerriann Golden, CFO/Auditor
Lauren Grymek, Chief of Staff

DATE: April 29, 2026

RE: Affordable Housing Trust Fund – Free Cash Request

The Office of Planning and Community Development respectfully requests that the City Council approve an appropriation of free cash in the amount of \$150,000 to the Affordable Housing Trust Fund (AHTF). The AHTF, which was established by the City Council in 2020, has a mission of creating, preserving, and supporting 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.

As outlined in the Board of Trustees' five year action plan, the AHTF has three goals: securing sustainable and diverse funding sources, supporting the creation of more affordable homes, and educating the community about local housing needs to build support for more affordable housing. Since the beginning of 2026, the Trustees have engaged with stakeholders, conducted public outreach, and approved a funding request from the Melrose Affordable Housing Corporation (MAHC) to assist with the purchasing of three units that will be deed restricted, affordable units in perpetuity.

However, because the Trust's primary source of revenue is from housing developments required to pay into the Trust, which is sporadic and unpredictable, the Trust does not have a stable source of income. Therefore, with the support of this free cash, the Board can continue to work towards meeting the goals of the AHTF while supporting community partners and accomplishing the City's housing targets.



City Auditor

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 Fax - (781) 662-2182

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CITY OF MELROSE

SOLDIERS & SAILORS
MEMORIAL BUILDING

KATHY PIGOTT-BRODEUR
Executive Director/Operations Manger
Kpigottbrodeur@cityofmelrose.org

590 Main Street
Melrose, Massachusetts 02176
Telephone (781) 979-4185
www.melrosememorialhall.com

MEMORANDUM

TO: Mayor Jennifer Grigoraitis
Melrose City Council
CC: Lauren Grymek
Kerri Golden, CFO
From: Kathy Pigott-Brodeur, Executive Director/Operations Manager, Memorial Hall
DATE: April 28, 2026
RE: FY26 Memorial Hall Free Cash Request

I respectfully request an appropriation of **\$50,000** from FY26 Free Cash to cover the cost of the following repairs at Memorial Hall.

Repair #1: Upgrading the existing controls software for the HVAC system.

This software has not been updated since 2013 and it can no longer be serviced remotely and temperature settings fluctuate. Upgrading the software will allow for remote service, reduce the need for on-site technicians visits and associated costs. Additionally, the upgrade will provide improved control of the heating and cooling system, ensuring temperatures can be accurately maintained to meet event requirements..

- **Free Cash request: Total needed for Repair #1, (Building Repair line item 016932 527700) = \$10,440**

Repair #2: : defective boiler replacement

The current boiler model is no longer available for purchase, and replacement parts can no longer be obtained. As a result, the boiler must be replaced..

- **Free Cash request: Total needed for Emergency Repair #2, (Professional Service line item 016932 529000) = \$39,560**

Please let me know if you require any additional information to process this request.
Thank you for your time and assistance.



City Auditor

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Memorandum

To: Mr. Ken Kelley

From: Mr. Jason Merrill
Melrose High School
Principal

Date: 4/28/26

Re: Vape Detectors - MVMMS

Greetings,

I would like to express the importance of purchasing vape detectors for MVMMS. They have proven to be an effective tool for MHS. Vaping is a national epidemic negatively affecting all students at the middle and high school levels. I am requesting to purchase vape detectors for all student bathrooms. This is a high need resource for student safety and success.

Please let me know if you have any questions,

Jason Merrill



City Auditor

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

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To: Kenneth Kelley, Deputy Superintendent of Schools
From: Steve Black, MVMMS Assistant Principal, Ben Vermilyea, Band Director/Teacher
Date: April 28, 2026
Re: Marching Band Uniforms

Please accept this memo to support the purchasing of new Marching Band uniforms.

The MHS Marching Band consists of approximately 65 students who compete in the New England Scholastic Band Association (NESBA) and perform at community events. The program is currently on a growth trajectory, recently winning first place in NESBA Division IV in 2024 and earning awards for Best Visual Performance and Best Color Guard this past year.

Current Uniform Condition

Our current uniforms have no official purchase record. While boosters estimated them to be 15 to 20 years old, a representative from Stanbury Uniforms determined they pre-date 2001, as they lack the manufacturing dates standard for the last 25 years. Although the Bandaiders booster group has worked diligently to clean and maintain them, the equipment no longer matches the caliber of our students' performances.

Student Benefit

New uniforms will directly benefit the student experience in the following ways:

- **Performance Quality:** Every student will have a properly fitting uniform, allowing them to move comfortably and perform at their highest physical level.
- **Student Confidence:** High-quality attire provides students with the confidence they deserve when performing before large audiences at venues like Fenway Park and Fred Green Field.
- **Pride and Representation:** New uniforms reflect the hard work of the students and the pride the Melrose community has for its band program.

Long-Term Investment

While this is a significant cost, high-quality uniforms are a long-term investment. With current enrollment trends rising, we've reached to several professionals who have helped us estimate the number of uniforms needed to ensure current and projected needs, ensuring a sustained investment. Our booster group is committed to the professional storage and maintenance required to ensure this new equipment lasts for decades to come. Thank you for your consideration and please feel free to reach out to us with any questions.

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Athletics

Stephen J. Fogarty, AD

MEMO

To: Mr. Ken Kelley

From: Stephen J. Fogarty, Director of Athletics

RE: Student Uniforms and Score Table requests

Date: 4/28/26

Dear Mr. Kelley,

Melrose High School lacrosse and basketball team uniforms are in need of replacement. These two sports, specifically girls and boys lacrosse, and boys basketball, are the highest priority replacement needed at this time. Our students deserve to wear newer, more modern uniforms made of better and least restrictive fabrics.

Our current score table is approximately 25 years old and too small to accommodate all of the game officials needed to host a home high school game. A newer and larger table would support competitive events for multiple high school sports.

Best,

Stephen J. Fogarty

Mr. Stephen J. Fogarty

Director of Athletics

(781)462-3223

sfogarty@melroseschools.com



City Auditor

City Hall, 562 Main Street

Melrose, Massachusetts 02176

Telephone - (781) 979-4110

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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
Jay Coy, Acting City Engineer

Date: April 28, 2026

Re: **Ell Pond Park Improvements Project Design – Free Cash Request**

The Department of Public Works requests \$710,000 to advance the design of the Ell Pond Park Improvements Project. The complete project has currently been brought to 25% design as part of a federal earmark focused on stormwater improvements (Phase 1). This funding request for \$710,000 will bring the entire park design to near-completion (approximately 90%) and will bring the next phase of improvements to bid-ready documents. A phasing plan will be developed during the design phase. The proposed funding also covers permitting for the entire park project.

Elements of the Ell Pond Park Improvements Project are as follows:

- Improvements to the East Knoll, West Knoll, and Cabbage Patch fields to improve playing surfaces and increase uptime
- Addition of a multi-use path around the perimeter of the park (approximately 0.75 mile loop), along with better interior path connections and connections to new fitness areas
- Off-road pedestrian and bicycle infrastructure parallel to Lynn Fells Parkway, since on-road options are limited in this vicinity for safety reasons
- Restoration of wetlands and improvements to water quality and habitat at the inlet to Ell Pond from the Parkway near Melrose Street.
- A pedestrian bridge over the wetlands providing an in-park connection to the Crystal Street tennis courts and adjacent park area with added aesthetic benefits
- Complete rehabilitation of the Crystal Street tennis courts and improvements to the Lyons tennis courts as needed
- Addition of an accessible path to the top of the knoll, providing access to the knoll memorials to visitors of all abilities
- An outdoor classroom area that can be used by students of the middle and high school complex as well as other user groups

- Improvements to the boat launch into Ell Pond, providing better access to active recreation
- Repaving and restriping of the knoll parking lot
- Maintenance of the existing dog park
- Improved access to view and sit near Ell Pond

The conceptual design for the park improvements was developed based on significant public input during the Ell Pond Feasibility Study project phase. Beginning in 2020, the Ell Pond Park Working Group, consisting of representatives from the City's Parks, DPW, Conservation, and Planning Departments, as well as the Melrose Park and Conservation Commissions, has guided the conceptual design development. This group continues to oversee the design process and will lead the public outreach activities for this next phase of design, along with our consultants from Weston and Sampson.

The Ell Pond Park Improvements Project was identified as the top ranked project in the City's recent Capital Improvement Plan (CIP). Initiating the final design is the next phase in the implementation of this project. Ell Pond Park is a valuable amenity for the City, and the proposed project will help it reach its full potential, offering amenities for a wide variety of park users for years to come.

The Department of Public Works hereby requests \$710,000 of free cash to advance the design of the Ell Pond Park Improvements Project. The funds will be deposited into a dedicated account set up by the Auditor's Office and will be managed by the Department of Public Works, in conjunction with the Parks Department.

Thank you for your consideration of this important community project.



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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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	A&O
2026-1148	\$880,000.00	4,413,430.00	Dept- 931	DPW Vehicles	A&O
2026-1149	\$865,000.00	3,548,430.00	Dept-931	DPW Snow and Ice Deficit	A&O
2026-1150	\$244,944.00	3,303,486.00	Fund - 1620	School Department	A&O
2026-1151	\$10,000.00	3,293,486.00	Dept- 422	Bike Racks	A&O
2026-1145	\$9,000.00	3,284,486.00	Dept - 141	Tax Impact Notices Mailing	Submitted
2026-1164	\$75,000.00	3,209,486.00	Dept - 175	Housing Production Plan	Submitted
2026-1165	\$70,000.00	3,139,486.00	Dept - 175	Downtown Parking Study	Submitted
2026-1169	\$30,000.00	3,109,486.00	Dept - 543	Welcome Home Veterans Sign	Submitted
2026-1170	\$150,000.00	2,959,486.00	Fund – 8270	Affordable Housing Trust	Submitted
2026-1171	\$50,000.00	2,909,486.00	Dept – 693	Boiler replacement and HVAC controls	Submitted
2026-1172	\$12,193.20	2,897,292.80	Dept- 300	Vape Detectors MVMMS	Submitted

2026-1173	\$72,180.00	2,825,112.80	Dept - 300	MHS Band Uniforms	Submitted
2026-1174	\$44,296.32	2,780,816.48	Dept-300	Basketball & Lacrosse Uniforms, Scorer table	Submitted
2026-1175	\$710,000.00	2,070,816.48	Dept- 401	Ell Pond Park Design	Submitted
2026-1176	\$400,000.00	1,670,816.48	Dept - 422	Lebanon TIP Project	Submitted
2026-1177	\$20,000.00	1,650,816.48	Dept - 401	School Signage	Submitted
2026-1178	\$3,000.00	1,647,816.48	Dept - 162	Census Mailer	Submitted

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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
Jay Coy, Acting City Engineer

Date: April 28, 2026

Re: **Lebanon Street Transportation Improvement Project Design – Free Cash Request**

The Department of Public Works requests \$400,000 toward the further advancement of the design of the Lebanon Street Transportation Improvement Project (TIP). This project involves the reconstruction of Lebanon Street from Grove Street to the Malden City limit, extending the prior TIP project on Lebanon Street, which covered the corridor from approximately Main Street to Grove Street. The TIP program is federally funded and funnels to municipalities in eastern Massachusetts through the Boston Region Metropolitan Planning Organization (MPO), in coordination with the Massachusetts Department of Transportation (MassDOT). The final construction project, slated to begin in FY29, is estimated to cost over \$10M and will be funded by the federal TIP program.

The DPW has been working on the planning and design of this project with consultants from Stantec since 2022. Since that time, we have expended approximately \$540,000 to complete preliminary planning, conduct meetings with MassDOT to ensure the project meets their eligibility criteria, perform survey, and complete design up through the 25% design stage. The remainder of design and construction services which the City is required to fund will cost approximately \$1.07M, of which \$200,000 has already been allocated through a past road bond.

At this time, we propose to fund an additional \$400,000 using available free cash, to bring the project through the 75% design stage. The remainder of funds will be derived from a combination of future Chapter 90 allocations from the state and future road bonds, to bring the project to bid-ready design, permitting, and construction administration. Ultimately, with this investment, the City will take advantage of over \$10M in construction funds provided by the federal government.

The Department of Public Works hereby requests \$400,000 of free cash to further advance the design of the Lebanon Street TIP project. The funds will be deposited into a dedicated account set up by the Auditor's Office and managed by the DPW.

Thank you for your consideration of this important project.



City Auditor

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Free Cash Orders for Fiscal Year 2026

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2026-1149	\$865,000.00	3,548,430.00	Dept-931	DPW Snow and Ice Deficit	A&O
2026-1150	\$244,944.00	3,303,486.00	Fund - 1620	School Department	A&O
2026-1151	\$10,000.00	3,293,486.00	Dept- 422	Bike Racks	A&O
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2026-1164	\$75,000.00	3,209,486.00	Dept - 175	Housing Production Plan	Submitted
2026-1165	\$70,000.00	3,139,486.00	Dept - 175	Downtown Parking Study	Submitted
2026-1169	\$30,000.00	3,109,486.00	Dept - 543	Welcome Home Veterans Sign	Submitted
2026-1170	\$150,000.00	2,959,486.00	Fund – 8270	Affordable Housing Trust	Submitted
2026-1171	\$50,000.00	2,909,486.00	Dept – 693	Boiler replacement and HVAC controls	Submitted
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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
Scott Enos, Facilities Manager

Date: April 28, 2026

Re: **School Signage – Free Cash Request**

The Department of Public Works requests \$20,000 to purchase and install signage at the Melrose Public School buildings. Several years ago, the DPW Facilities Division conducted a survey of principals to identify signage needs on their campuses. A handful of items were addressed at that time where a funding source was available, but the majority of signage improvements were unable to be implemented due to budgetary constraints.

The DPW plans to initiate an updated survey of principals and will visit each school site to confirm current needs. The proposed budget will fund the highest priority needs at each school.

The Department of Public Works hereby requests \$20,000 of free cash for school signage. The funds will be deposited into a dedicated account set up by the Auditor's Office, and spending will be managed by the DPW.

Thank you for your consideration of this project.



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City of Melrose

2026

A RESOLUTION SUPPORTING TRANSPARENCY IN STATE GOVERNMENT AND THE AUTHORITY OF THE MASSACHUSETTS STATE AUDITOR TO AUDIT THE LEGISLATURE

Offered by Councilor-at-Large Kowal, Councilor-at-Large Chen, Councilor Finocchiaro and Councilor Karamcheti

WHEREAS, the Massachusetts State Auditor's Office, led by Diana DiZoglio, is entrusted with promoting accountability, transparency, and the responsible stewardship of public funds across the Commonwealth; and

WHEREAS, expanding independent oversight to include the internal operations and spending of the Massachusetts Legislature would strengthen transparency and accountability; and

WHEREAS, Massachusetts is widely recognized as the only state in which the Legislature, Governor's Office, and Judiciary broadly claim exemption from public records laws, underscoring the need to enhance transparency and oversight; and

WHEREAS, in November 2024, 72% of the Commonwealth approved 2024 Massachusetts Question 1, authorizing the State Auditor to conduct audits of the Massachusetts Legislature; and

WHEREAS, approximately sixty-seven percent (67%) of voters in the City of Melrose supported the 2024 statewide ballot question; and

WHEREAS, residents of the City of Melrose have a vested interest in ensuring that funds used to support the operations of the Massachusetts Legislature—including payroll, procurement, and internal functions—are subject to appropriate oversight and accountability; and

WHEREAS, independent audits help ensure that public funds are used effectively, efficiently, and equitably, including in ways that support underserved and diverse populations; and

WHEREAS, the City Council of Melrose supports initiatives that promote openness, accountability, and integrity at all levels of government;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Melrose hereby expresses its support for the efforts of the Massachusetts State Auditor to carry out the will of the voters by pursuing audits of the Massachusetts Legislature; and

BE IT FURTHER RESOLVED, that the City Council encourages all parties within state government to work collaboratively and in good faith to implement the results of 2024 Massachusetts Question 1 in a manner consistent with constitutional principles and with the principles of transparency and accountability; and

BE IT FURTHER RESOLVED, that a copy of this resolution be transmitted to the Office of the State Auditor, the members of the Massachusetts General Court, and the City's state legislative delegation.

Adopted by the Melrose City Council on this 4th day of May, 2026.

Attest: Members of the City Council



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

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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

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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.

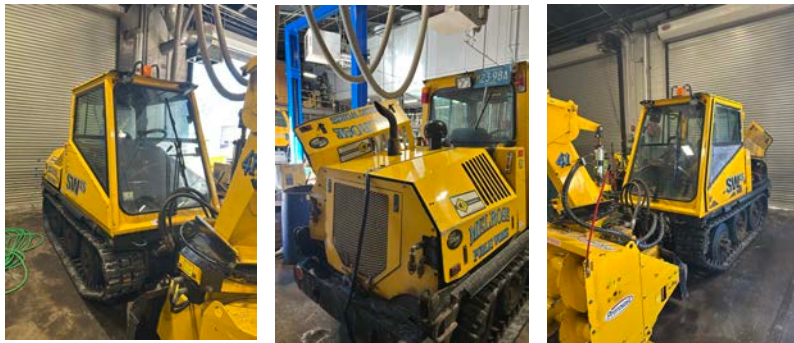
HB-2 – 2012 Falcon Asphalt Hotbox – Highway Division



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

“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

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, Massachusetts 02176
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2026-1150	244,944.00	3,303,486.00	Fund - 1620	School Department	
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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.



City Auditor

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May 3, 2026

Re: Appropriations ID # 2026-1151 (Bike Racks)



**Melrose Pedestrian & Bicyclist
Committee**

Dear Members of the Melrose City Council,

We are writing to express support for the city's requested appropriation of \$10,000 from free cash in order to purchase bicycle parking racks for use throughout the city. Free cash requests should ideally not create unsustainable future capital burdens on the city, and bicycle racks fit this mold: they are low-maintenance, long-lasting capital items which are critical for supporting the city's short- and long-term transportation goals. Many of the city's existing downtown racks date to 2012, and will still be operational for decades to come.

If appropriate bike parking is not available at popular destinations, people will either switch to car trips (leading to more traffic, more crashes, and more conflicts for vehicle parking), be discouraged from making local trips (hurting local businesses), or will choose to secure bikes inappropriately (potentially damaging other infrastructure). Ample bike parking is not only functional, it signals that the city takes seriously its Complete Streets and Net Zero goals. As development patterns in the city continue to evolve, we encourage the city to review locations where new mixed-use buildings may be planned or in progress, to ensure those neighborhoods have ample bike parking to support the city's current and future businesses and residents.

Back in 2024, we developed a set of [Bicycle Parking Design Guidelines](#) which could be shared with local developers, with the goal of ensuring bicycle parking in Melrose was designed with end users in mind. We were pleased to see that the city's Planning Department was very receptive to our recommendations, which were ultimately adopted by the Planning Board. While those recommendations apply mostly to private developments, we urge DPW to review our recommendations to ensure that the racks which are purchased are functional, high-quality, and will withstand the test of time.

Melrose Pedestrian & Bicyclist Advisory Committee



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): [REDACTED]	
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

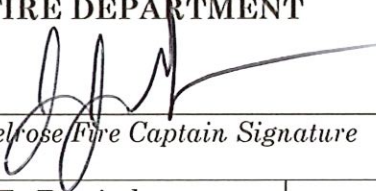

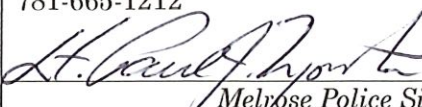
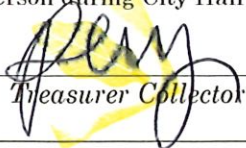
Annual License Period: May 1 – April 30

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.



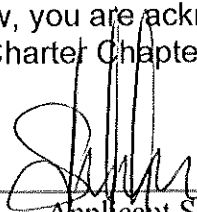
CITY OF MELROSE
OFFICE OF THE CITY CLERK

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: Raneé 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

Raneé 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.



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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: Tran Effective: Pol Number: Pol Effective: Pol Expire: Billed Prem:	Rewrite 4/1/26 WCC50082520372026A 4/1/25 4/1/27 \$285.00	NAIC: Product: Group Code: Form of Business:
Company: Agent: Agent Code:	DB AIM Mutual Cocca Insurance Associates Inc 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

ADDITIONAL INTERESTS

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

REMARKS

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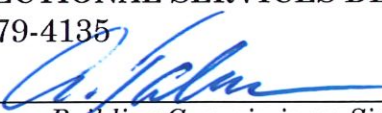
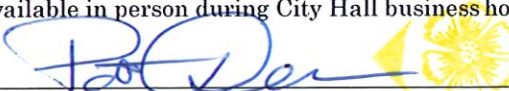
Tanji Cifuni
City Clerk

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:			



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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.

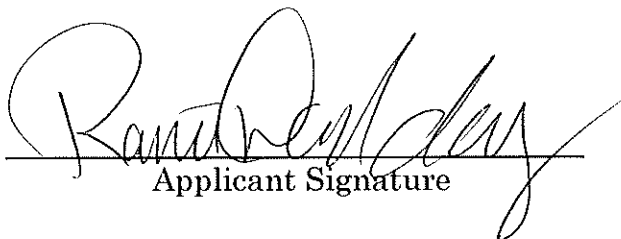
[Amended 5-20-2002 by Ord. No. 02-303]

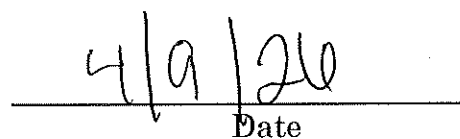
A. The City Council may, upon petition, license suitable persons to be dealers in or keepers of shops for the purchase, sale and barter of junk, old metals or secondhand articles, at such places as may be designated in such licenses, and also junk collectors to collect by purchase or otherwise from place 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
<u>[Signature]</u> Melrose Fire Captain Signature	Gibson Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: 4/13/26 Renee Olesky	
<u>[Signature]</u> 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.

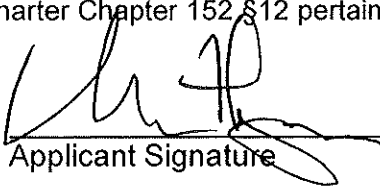
No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices,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

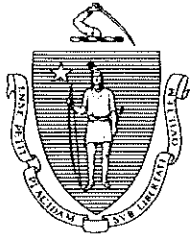
[Added 12-3-1979 by Ord. No. 20282]

- 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: Doan 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: 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 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: 3/11/26 Gibson	\$50 Fee Paid Yes/No <input checked="" type="checkbox"/>
<i>Melrose Fire Captain Signature</i> [Signature]	Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: 3-20-26	
<i>Treasurer Collector Signature</i> [Signature]	Treasurer Collector Name Printed Janean Shwitz	
<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: _____

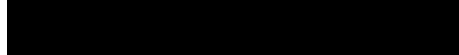
Mailing Address: 383-R Lowell St. Wakefield, MA 01880

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.

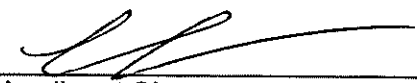
No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices, 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>	\$50 Fee Paid <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>[Signature]</u> Melrose Fire Captain Signature		<u>GIBSON</u> Fire Captain Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved		
Comments:			
TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours		Date Signed: <u>3-20-26</u>	
<u>[Signature]</u> Treasurer Collector Signature		<u>Janean Shair</u> Treasurer Collector Name Printed	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved		
Comments:			



Tanji Cifuni
City Clerk

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

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]
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.*



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.

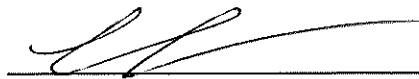
No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices,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

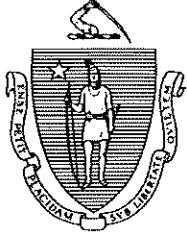
By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.



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 Yes/No
<i>Melrose Fire Captain Signature</i> [Signature]	<i>Fire Captain Name Printed</i> GIBSON	
<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> [Signature]	<i>Treasurer Collector Name Printed</i> Pat Dean	
<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



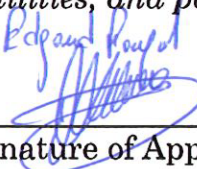
Tanji Cifuni
City Clerk

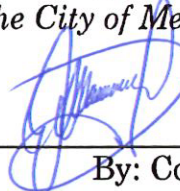
562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115


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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Applicant Signature

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.*



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

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

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

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

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

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

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

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

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

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

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

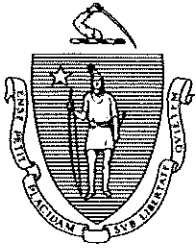
By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.

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

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 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: WOODBRJAR 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"> 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: 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.

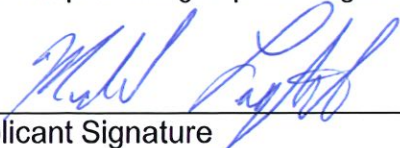
No owner or occupant of premises licensed for the keeping, storing and selling of gasoline shall place, keep or store, or permit to be placed, kept or stored, in the open on the licensed premises any empty barrels, cans or other containers or tires, new or used, except in racks or other display devices,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

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: 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"> 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: 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

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

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

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

State law references — Granting of licenses, after notice and hearing, for storage of petroleum and its products, 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]

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- 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.

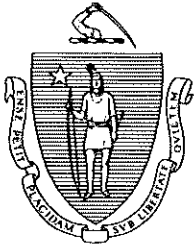
By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Gasoline & Storage and understand all that is required as a licensee.

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.



CITY OF MELROSE

HEALTH DEPARTMENT

Board of Health

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

Health Director

Anthony Chui, MPH

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

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

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

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

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

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

Sincerely,

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

AGREEMENT

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

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF MELROSE

By its Mayor

TOWN OF WAKEFIELD

By its Town Administrator



TOWN OF STONEHAM

By its Town Administrator
