

Comparison Passes/Contract Tee Times		2025	1/1/26 - 8/12/26	Quantity 2026	Total \$ 2026
Department - Green Fees		Quantity 2025	Total \$ 2025		
Category - Contract Tee Time					
- Contract Tee Time		16	\$6,800.00	18	\$7,600.00
Category - Green Fees					
- City Golf Discount		13	(\$10,930.00) - City Golf Discount (249)		-\$2,490.00
Category - No Shows					
- Tee Time Charge		21	\$520.00		0
Category - Passes					
- Pass Senior Non Resident Family Weekday Only		3	\$7,191.00	N/A	
- Pass Resident Individual Full (7 Day)		30	\$67,850.00	27	\$63,828.00
- Pass Non Resident Family Full (7 Day)		4	\$15,800.00	3	\$6,274.00
- Pass Non Resident Individual Full (7 Day)		12	\$32,400.00	13	\$36,153.00
- Resident Family Full (7 Day)		9	\$30,222.00	8	\$27,664.00
- Senior Resident Individual Weekday Only		28	\$33,600.00	16	\$22,400.00
- Pass Resident Family Weekday Only		2	\$4,794.00	1	\$2,469.00
- Pass Senior Non Resident Weekday Only Individual		14	\$22,974.00	N/A	
- Resident Individual Weekday Only		9	\$14,769.00	9	\$14,437.00
- Pass Junior Resident Individual Weekday Only		31	\$13,950.00	60	\$27,840.00
- Pass Non Resident Weekday Only Individual		2	\$3,860.00	14	\$27,832.00
- Pass Junior Non Resident Weekday Only Individual		2	\$1,200.00	1	\$620.00
Totals:		146	\$248,610.00	152	\$229,517.00

General Ledger A Report 7/1/2026 - 7/31/2026

Golf Course	GL Code	Description	QBO Class	Debit	Credit
Mount Hood Golf Course	2360	STATE SALES TAXES		\$76.37	
Mount Hood Golf Course	1003	Rain Check		\$2,393.90	
Mount Hood Golf Course	3100	Greenfees		\$2,769.35	
Mount Hood Golf Course	3103	Golf Car Rental		\$1,257.64	
Mount Hood Golf Course	2117	Gift Card		\$5,648.05	
Mount Hood Golf Course	1029	Credit		\$431,254.61	
Mount Hood Golf Course	1029	Check		\$42,321.79	
Mount Hood Golf Course	1029	Cash		\$60,942.43	
Mount Hood Golf Course	5029	Tips			\$12,669.95
Mount Hood Golf Course	2360	STATE SALES TAXES			\$13,692.18
Mount Hood Golf Course	3065	SIMULATOR SALES			\$395.00
Mount Hood Golf Course	3050	SEASON PASSES-M.H.			\$464.00
Mount Hood Golf Course	3061	ROOM RENTAL/SERVICE FEES			\$2,400.00
Mount Hood Golf Course	1003	Rain Check Issued			\$4,103.36
Mount Hood Golf Course	3104	Push Cart Rental			\$1,068.00
Mount Hood Golf Course	3109	MISC SALES - TAXABLE			\$279.26
Mount Hood Golf Course	3112	Headwear			\$919.00
Mount Hood Golf Course	3100	Greenfees			\$287,357.75
Mount Hood Golf Course	3113	Golf Shoes			\$234.36
Mount Hood Golf Course	3111	Golf Gloves			\$1,797.84
Mount Hood Golf Course	3103	Golf Car Rental			\$110,710.95
Mount Hood Golf Course	3101	Golf Balls			\$10,413.11
Mount Hood Golf Course	2117	GIFT CERTIFICATES			\$4,513.00
Mount Hood Golf Course	3060	FOOD-FUNCTIONS			\$16,330.90
Mount Hood Golf Course	3102	Food (Taxable)			\$12,795.99
Mount Hood Golf Course	3118	Food (Non-Taxable)			\$7,979.75
Mount Hood Golf Course	3117	Club Rentals			\$520.00
Mount Hood Golf Course	3110	Apparel			\$1,508.00
Mount Hood Golf Course	3120	Alcohol			\$56,511.74
				\$546,664.14	\$546,664.14 \$0.00

FUNCTION	Date of Event	# of ppl	Final \$
2026			
April			
Sunrise Service	4/5/2026	40	\$385.00
Bar Mitzvah	4/11/2026	75	\$5,410.93
Baby Shower	4/12/2026	38	\$2,301.43
Birthday Party	4/18/2026	45	\$2,746.05
Shower	4/19/2026	50	\$3,600.00
Bereavement	4/25/2026	80	\$3,282.24
			\$0.00
May			
Melrose Girls Soccer Tournament	5/1/2026	95	\$3,652.56
Medford F.F. Tournament	5/8/2026	144	\$1,440.00
Senior Day at the Park	5/12/2026	85	
Green Jacket Tournament	5/15/2026	160	\$960.00
Bereavement	5/18/2026	33	\$2,062.32
Pull the Cork Tournament	5/22/2026	150	\$5,189.40
Graduation Party	5/23/2026	80	\$4,822.08
Bereavement	5/29/2026	100	\$3,075.84
Grad Party	5/30/2026	50	\$1,730.16
Baby Shower	5/31/2026	75	\$2,757.00
June			
Melrose Girls Softball Banquet	6/4/2026	100	\$2,430.00
Sagarino Tournment	6/5/2026	144	\$5,576.40
bridal shower	6/7/2026	40	\$2,067.67
Saugus Girls Softball Banquet	6/11/2026	70	\$2,378.22
Celebration of Life	6/13/2026	40	\$1,833.36
Graduation Party	6/14/2026	50	\$2,539.62
Colotti Tournament	6/19/2026	111	\$4,837.82
Pace and Son	6/25/2026	60	\$700.00
bridal shower	6/28/2026	40	\$2,645.16
Carino Tournament	6/29/2026	120	\$6,460.99
July			
4th of July Band Concert	7/4/2026		\$0.00
Melrose Football Tournament	7/17/2026	108	\$3,931.68
40th Birthday Party	7/18/2025	75	\$5,253.00
Everett Kiwanis Tournament	7/24/2026	43	\$2,359.68

Graduation Party	7/26/2026	75	\$4,134.00
Everett High Tournament	7/27/2026	110	\$4,089.36
Ross Tournament	7/31/2026	100	\$3,874.75
August			
Baby Shower	8/1/2026	50	\$2,609.64
100th Birthday Party	8/2/2026	77	\$7,036.68
Defeo Tournament/Wakefield Football	8/3/26	110	\$3,973.98
Williams Tournament	8/7/26	155	\$4,966.20
Wedding and Reception	8/8/26	120	\$14,479.44
KVL Tournament	8/14/26	120	
Bridal Shower	8/16/26	60	
Rogers Tournament	8/21/26	120	
Bridal Shower	8/23/26	40	
September			
Boston Propeller	9/4/2026	100	
Lahiff Tournament	9/11/2026	100+	
Melrose Reunion	9/12/2025	50	
Jones Tournament	9/18/2026	144	
Celebration of Life	9/19/2026	40	
Melrose PD Tournament	9/25/2026	144	
Baby Shower	9/26/2026	50	
Boston Police Tournament	9/28/2026	144	
October			
Melrose Hockey Tournament	10/2/2026	120	
Bridal Shower	10/3/2026	75	
Baby Shower	10/4/2026		
Sully Tournament	10/9/2026		
Steven Z Tournament	10/16/2026	120	
Mark Farrell Memorial Tournament	10/23/2026	180	
November			
40th Class Reunion	11/7/2026	75	
Snowball Tournament	11/20/2026		
80th Bday	11/21/2026		
December			
Melrose Childrens Party			

Crowley Christmas Party			

CITY OF MELROSE v2024.7 LIVE

YEAR-TO-DATE BUDGET REPORT



FOR 2027 13

ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
62000	MT HOOD ENTERPRISE FUND							
620000 MT HOOD ENTERPRISE FUND								
620000 435010	MT HOOD GREEN FEE	0	0	0	-325,598.00	2,000.00	323,598.00	100.0%
620000 435030	MT HOOD GOLF CART	0	0	0	-116,104.46	.00	116,104.46	100.0%
620000 435040	ANTENNA LEASES AN	0	0	0	-5,000.00	.00	5,000.00	100.0%
620000 435050	FOOD & BEVERAGES	0	0	0	-9,101.53	.00	9,101.53	100.0%
620000 511000	SALARY & WAGES	118,087	0	118,087	15,647.36	.00	102,439.64	13.3%
620000 523300	OUTSIDE CONTRACTO	20,000	0	20,000	.00	2,135.68	17,864.32	10.7%
620000 527309	SECURITY	5,000	0	5,000	.00	492.00	4,508.00	9.8%
620000 528600	AUDITING SERVICES	6,360	0	6,360	.00	.00	6,360.00	.0%
620000 528800	PLOWING AND SANDI	6,000	0	6,000	.00	.00	6,000.00	.0%
620000 528900	LEGAL COUNSEL	15,000	0	15,000	.00	.00	15,000.00	.0%
620000 529000	PROFESSIONAL SERV	1,578,000	0	1,578,000	287,106.60	.00	1,290,893.40	18.2%
620000 529006	MT HOOD CAPITAL I	50,000	0	50,000	.00	9,100.00	40,900.00	18.2%
620000 530500	OFFICE SUPPLIES	12,000	0	12,000	.00	.00	4,000.00	.0%
620000 530501	MISC SUPPLIES	10,000	0	10,000	.00	7,429.50	4,570.50	61.9%
620000 548960	MT HOOD COMMUNITY					.00	10,000.00	.0%
TOTAL MT HOOD ENTERPRISE FUND		1,824,447	0	1,824,447	-153,050.03	21,157.18	1,956,339.85	-7.2%
627112 MT HOOD MUNICIPAL DEBT								
627112 565000	MUNICIPAL DEBT	260,000	0	260,000	50,000.00	.00	210,000.00	19.2%
TOTAL MT HOOD MUNICIPAL DEBT		260,000	0	260,000	50,000.00	.00	210,000.00	19.2%
627512 MT HOOD MUNICIPAL DEBT INTERES								
627512 549102	MUNICIPAL DEBT IN	152,550	0	152,550	11,625.00	.00	140,925.00	7.6%
TOTAL MT HOOD MUNICIPAL DEBT INTERES		152,550	0	152,550	11,625.00	.00	140,925.00	7.6%
TOTAL MT HOOD ENTERPRISE FUND		2,236,997	0	2,236,997	-91,425.03	21,157.18	2,307,264.85	-3.1%
TOTAL REVENUES		0	0	0	-455,803.99	2,000.00	453,803.99	
TOTAL EXPENSES		2,236,997	0	2,236,997	364,378.96	19,157.18	1,853,460.86	

CITY OF MELROSE v2024.7 LIVE

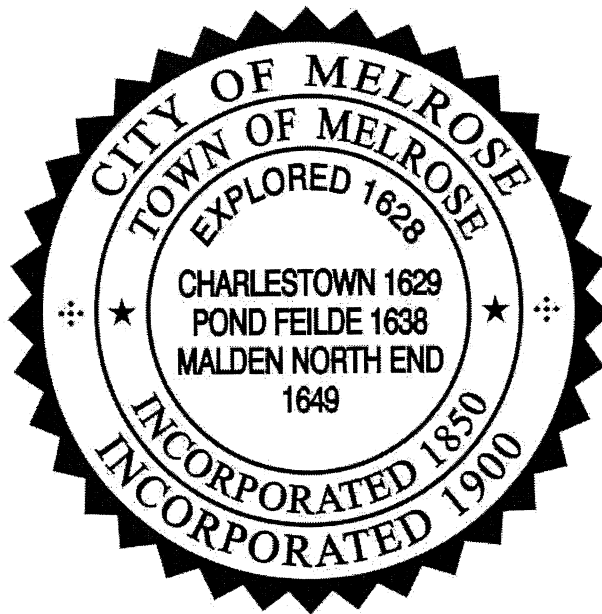
YEAR-TO-DATE BUDGET REPORT



FOR 2027 13

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	2,236,997	0	2,236,997	-91,425.03	21,157.18	2,307,264.85	-3.1%

** END OF REPORT - Generated by Cindy Brickley **



City of Melrose

Parks Department

Outdoor Facilities Use Handbook

Revised August 2026

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1. Introduction

The City of Melrose offers over 20 playing fields, tennis courts, playgrounds, and parks for the enjoyment of its residents within City limits. The Board of Park Commissioners ("Park Commission") is the City agency responsible for overseeing the, design, management, constructing, alteration, repair, use and of all public parks, squares, and playgrounds in the City of Melrose. The Park Commission also has exclusive authority over the care, management, use, rental and control of the Mount. Hood Memorial Park and Golf Course in Melrose.

The Park Superintendent liaises with the Park Commission and is responsible for the day-to-day coordination of permitting, use and maintenance activities. Daily operations for the Mount Hood Golf Course are managed by a third-party who contracts with the Park Commission. The Park Commission, in collaboration with the Park Superintendent, works closely with the Public Works Department to manage ongoing maintenance and oversees the planning and execution of capital improvement projects related to parks and playing fields.

The Park Commission, Park Superintendent, and Recreation Department Director collaborate with the Mayor's office, the high school athletic director, the Department of Public Works, the Conservation Commission, and various youth and adult athletic organizations to ensure that all recreational spaces in the city are clean, safe, and accessible for residents.

This guide outlines the policies and procedures adopted by the Park Commission for the use and maintenance of facilities falling under the Park Commission jurisdiction. It will be updated as needed to reflect changes in policy by the Park Commission. A Key Contacts chart is included for easy reference (see page 3).

2. Key Contacts

Role	Name	Email	Phone
Superintendent of Parks and Open Spaces	Rob Carrillo	rcarrillo@cityofmelrose.org	781-979-4169
Mt Hood & Parks Department Administrative Assistant	Cindy Brickley	cbrickley@cityofmelrose.org	781-979-4169
Parks Commissioner (Chair)	James Donohue	x	781-979-4169
Parks Commissioner	John Mercer	x	x
Parks Commissioner	Anne Ahearn	x	x
Parks Commissioner	Kelly Broderick	x	x
Parks Commissioner	Rob Kirsh	x	x
Recreation Department Director	Frank Olivieri	folivieri@cityofmelrose.org	781-979-4179
Recreation Department Administrative Assistant	Julie Pino	jpino@cityofmelrose.org	781-979-4179
Recreation Coordinator	Glen Squatrito	gsquatrito@cityofmelrose.org	781-979-4179
Mt Hood Golf Club	Dean Scarito (Sagamore Golf)	mounthood@sagamoregolf.com	781-665-6656
Department of Public Works	General Contact Info	publicworks@cityofmelrose.org	781-665-0142
Melrose Conservation Commission	Ingrid Winkler	iwinkler@cityofmelrose.org	781-979-4312
Melrose High School Athletic Director	Stephen Fogarty	sfogarty@melroseschools.com	781-979-2220
Mass Department of Conservation & Recreation	General Info	mass.parks@mass.gov	617-626-1250
Pine Banks Park	General Info	info@pinebanks.org	781-388-1900

3. USE AND PERMIT REQUIREMENTS FOR PARKS, PLAYING FIELDS AND COURTS

A. Field Permits for Youth or Adult Athletic Programs

The **Park Superintendent** or their designee is responsible for issuing field permits for the use of City playing fields by athletic programs.

To obtain a permit for a playing field, please contact the Parks Department at:

- **Email:** rcarrillo@cityofmelrose.org
- **Office:** 781-979-4169

Each organization will need to apply for a permit. The cost for each permit is \$10 per field, per season for Melrose based user groups. There will also be an added cost based on the facility that is permitted, as set forth below

Permits will not be issued during scheduled maintenance or improvements will not be valid if there are hazardous field conditions (i.e. snow, debris, adverse weather, etc.) as determined by the Parks Superintendent in consultation with the Department of Public Works. These natural fields need to be rested and will not necessarily be permitted for non-stop activity. Spring permit holders may not access the field until the Park Commission has opened the field for the season and fall permits will end at the date determined by the Park Commission or November 30.

Permits will be given at the discretion of the Park Department in an attempt to be as fair as possible within the User Priority List.”

Preference will be given to teams consisting of Melrose residents.

Apply according to the following schedule:

Playing Season	Permits Issued
Spring (April 1 – June 30)	February 1
Summer (June 1 – August 31)	April 1
Fall (September 1 – November 30)	July 1

Make-up Games: If your organization needs to schedule a make-up game due to weather or forfeiture, please contact the Parks Department to make arrangements.

B. Permits for Tennis/Pickleball Courts

To reserve a tennis/pickleball court in Melrose, please visit <https://www.playlocal.com/>.

- Courts are available to rent in **1-hour blocks** on a **first-come, first-served** basis.
- Courts may only be used during designated hours set by the Park Department for each season
- The start and end dates for each season vary and are determined by the Park Superintendent.
- **Usage outside of designated hours** may result in police involvement and a permanent ban from Melrose courts.

C. Field and Tennis Court Priority Use and Rates

The Park Commission has established the following priorities for use and permitting of playing fields and tennis courts:

1. **Melrose High School Athletic Teams**
2. **Melrose Recreation Department Teams**
3. **Melrose based/established Youth Organizations open to all residents**
4. **Melrose Adult Organizations**
5. **Outside User Groups / Private Clinics & Clubs**

Cost of Facility: Rates for fields/courts are per hour and are currently set by the Park Commission as follows:

Field Permit Rates

Customer / User Group	Fred Green	Morelli	Grass Soccer/Lacrosse Field	Little League/Softball Field	Lights
Melrose High School Athletics	No Charge	No Charge	No Charge	No Charge	No Charge
Melrose Recreation Programs	No Charge	No Charge	No Charge	No Charge	No Charge
Melrose Youth-Based Programs	No Charge	No Charge	No Charge	No Charge	No Charge
Outside Youth or Adult Users	\$125/hour	\$75/hour	\$60/hour	\$60/hour	\$25/hour additional
	2-hour minimum	3-hour minimum	2-hour minimum	2-hour minimum	
	\$250 block	\$225 block	\$120 block	\$120 block	
Private Clinics, Camps & Leagues	\$125/hour	\$75/hour	\$60/hour	\$60/hour	\$25/hour additional
	2-hour minimum	3-hour minimum	2-hour minimum	2-hour minimum	
	\$250 block	\$225 block	\$120 block	\$120 block	

Press Box Use

Facility	Rate	Requirements
Fred Green Press Box	\$150 / 3-hour block	Use of the press box, roof deck, and sound system requires authorization from the Park Superintendent.
Morelli Press Box	\$150 / 3-hour block	Use of the press box, roof deck, and sound system requires authorization from the Park Superintendent.

Maintenance and Police Details

Maintenance and/or police details may be required for events that may create a hazard, require traffic management, or present public safety concerns.

Rates for maintenance and police details will be based on the current applicable staff or police rate at the time of the event.

D. Small Events (Birthdays, Holidays, etc.) at Public Parks/Open Spaces

Small personal events (under 20 people) are allowed in public parks/open spaces with no permit required.

Event limitations:

- Maximum of **one table** (8ft max) per group
- Picnic blankets allowed
- Maximum of **20 people** in attendance

Important Restrictions:

- Tables, blankets, or other objects cannot be set up **within playground areas**. Setup must be in grass areas away from playground structures.
- The facility is **public space**; residents cannot block access or prevent others from using it during the event.

Prohibited at small events:

- Blocking entrances/exits
- Preventing others from using facilities
- Loud music or use of speakers
- Inflatable structures (bouncy houses, obstacle courses, etc.)
- Cooking devices (grills, stoves, ovens)
- Alcohol, smoking, or drug use

E. Special Event Permit.

For all other special events involving use of parks or open space under the Parks Commission authority, any person or organization should apply via a Special Events application through the Mayor's Office. Examples of special events include concerts, dances, parades, circuses, fairs, festivals, community events, running events, bicycle

races, or other organized activity events. Please **contact the Mayor's Office directly for a Special Event Permit application.**

F. Requirements for all Permits

- Every permit application shall include a copy of the organization's schedule of games and the number of teams using the fields/courts
- **Non-transferable:** Permits are issued to the requesting organization/ entity only. They may not be transferred or sublet to another organization. Organizations that sublet their permits will forfeit all rights to use Melrose parks, playing fields, playgrounds, and tennis courts.
- **Field Conditions:** Permits are valid only under **good field conditions**. The Park Superintendent or their designee will assess weather conditions before play to determine if fields are safe to use.
- **Permit Access:** A representative of your organization must have a copy of the permit on hand at each event in case of any conflicts or inquiries.
- In addition to these rules, each permit includes specific guidelines for use, which can be found in the appendix.
- **Trash Pick-Up Permit holders** must ensure that their facility is clean and free of trash at the end of each game or event, unless otherwise specified on the annual permit. Failure to comply may result in the forfeiture of the permit.

Trash is collected curbside from select facilities every Monday, Wednesday, and Friday from **April 1st to December 1st**. For any questions about trash pick-up, contact the DPW City Yard office:

- **Email:** publicworks@cityofmelrose.org
- **Phone:** 781-665-0142

- **Insurance Requirements:** Permits are valid only while the organization maintains the required insurance coverage as specified below
-

Type of Coverage	Amount of Coverage
Commercial General Liability (including products/completed operations)	\$2,000,000 general aggregate (other than products/completed operations)
Products/completed operations aggregate	\$2,000,000
Personal and advertising injury	\$1,000,000
Each occurrence	\$1,000,000
Automobile Liability (for owned, hired, and non-owned vehicles)	\$1,000,000 per accident (bodily injury and property damage)
Workers' Compensation	Statutory
Employer's Liability	\$1,000,000

The insurance certificate must indicate that the City of Melrose is listed as an **"Additional Insured"** and that the insurer will provide **10 days' notice of policy cancellation**. All policies must include a **Waiver of Subrogation**.

➤ **A violation of any of the following rules, will also result in termination or suspension of any organization's permit: *All policies and procedures are subject to revision.***

1. **Submission of Information:** A complete listing of all organization directors and coaches, including names, addresses, and phone numbers, as well as a schedule, must be submitted to the Park Department upon receipt of the permit.
2. **Field Use Permits:** The Park Superintendent or their designee will issue "Field Use Permits" to qualified groups, organizations, and individuals. All field permit holders must have their permit on hand when using the fields.
3. **Liability:** The City of Melrose assumes no liability for injuries to individuals using City-owned properties, including school grounds, parks, and playfields. Use is at the user's own risk. Permit holders must provide proof of insurance before a permit will be issued.
4. **Prohibited Activities: Alcoholic beverages, smoking, and vaping are strictly prohibited** on any City property, including all parks and fields. Violations may result in permit revocation, and violators may be subject to arrest and prosecution. Enforcement will be handled by the Melrose Police Department, who may terminate any activity in violation of these rules. To

report broken equipment or unsafe conditions, contact the Melrose Park Department at 781-979-4169.

5. **Inappropriate Use:** Any use deemed inappropriate by the Melrose Park Department or the City of Melrose—including non-compliance with park policies—may result in the revocation of the Field Use Permit.
6. **Weather and Field Conditions:** Permits are conditional on weather and field conditions. Users must exercise good judgment and refrain from using fields during inclement weather or when conditions may cause extensive damage. If fields are under repair, use will be prohibited. Users may be held financially responsible for damages caused by inappropriate or unauthorized use. The Park Superintendent or their designee can declare fields unplayable at any time.
7. **Responsibility for Use:** Organizations and individuals are responsible for the proper use of City facilities, supervision of activities, payment for any damages, and any required police or fire protection, as outlined by City guidelines and regulations.
8. **Litter and Debris:** Users must clean up all debris and litter following each use. All garbage must be placed in the provided receptacles when leaving the site.
9. **Respect for Neighbors:** The parks and fields are located in residential areas. Please be mindful of noise levels, loitering, and parking. Do not park on fields or block intersections, driveways, or emergency access entrances.
10. **Prohibited Activities:** Barbecues, cookouts, and open fires are not permitted on parks, playfields, or school grounds.
11. **Field Usage Monitoring:** Fields will be monitored to ensure appropriate usage and compliance with City rules. The League president or coach must apply for a permit by the designated deadline. The Park Department reserves the right to review, reject, or modify applications as needed.
12. **Portable Restroom Policy:** To install a temporary portable restroom at a recreational facility, a user group must submit a formal written request to the Park Commission for approval. The Commission will review and vote on each request. User groups must obtain permission for each season. Any group granted permission must follow these guidelines:
 - The Parks Department reserves the right to terminate use of the unit at any time for health and safety reasons.
 - The company responsible for weekly service must contact the City of Melrose Board of Health to obtain a permit, which costs \$200 annually and covers multiple sites within the City.

- When not in use, the portable restroom must be locked and secured. It must never be left open overnight or for extended periods.
- User groups will use the restroom units at their own risk.

This policy is subject to revision.

G. Melrose Dog Park Use

The Melrose Dog Park at Ell Pond (MDP) is for use of the enjoyment of Melrose Residents and their guests. The following rules are set by the Park Commission and apply to all visitor of the Melrose Dog Park.

- Dogs must wear a current municipal license and rabies vaccination tag
 - Guardians are legally responsible for their dog(s) and any injuries caused by their dog(s)
 - Dogs must be accompanied by a guardian of at least 16 years of age
 - Adults must supervise children under 12 at all times
 - No more than 3 dog(s) per guardian in the park at the same time and guardians must carry a leash for each dog
 - Dogs showing aggressiveness towards people or other dogs must be immediately leashed and removed from the dog park
 - Puppies using the park must be older than 4 months old and have all necessary vaccinations
 - No dogs in heat are allowed in the dog park
 - Guardians must immediately clean and properly dispose of waste
 - Professional dog trainers may not use this facility for the conduct of their business, unless authorized by the City of Melrose
 - No glass containers, food or dog treats
 - Children: no running (dogs may chase and jump) no climbing on structures and always ask before petting
- **Violations of any of the above-listed rules, or City ordinance or local or state regulation, relative to use of the park will subject all such persons**

**to immediate removal from the park of suspension or dog park use,
and/or the issuance of municipal fines/ infractions**

4. Maintenance of Fields and Other Recreational Facilities

A. General Maintenance

The Park Commission coordinates the mowing and day-to-day maintenance of playing fields, playgrounds, parks, and tennis courts in partnership with the Department of Public Works (DPW) management, staff and/or contractors. These services include:

- Spring and fall clean-up for all facilities
- Aerating and fertilizing playing fields
- Weekly mowing and general clean-up of facilities
- Ongoing maintenance of ball fields (weeding, clay applications, etc.)
- Lining of playing fields once per season
- Other routine maintenance tasks
- Repairs to fencing, backstops, park and playground equipment, sandboxes, park benches, picnic tables, and irrigation systems
- Field lighting maintenance
- Tree trimming
- Snow removal
- Storm drain maintenance

For questions or concerns about the maintenance schedule, contractor performance, or any maintenance issues under DPW oversight, please contact the Parks Department at:

- **Email:** rcarrillo@cityofmelrose.org
- **Office:** 781-979-4169

B. Emergency Repairs

Please report any unsafe conditions immediately to the Parks Department.

Repairs due to broken equipment or weather conditions will be addressed as quickly as possible.

To submit an online maintenance request for any outdoor facility, park, or field, visit:
<https://www.egovlink.com/melrose/action.asp>

For urgent maintenance needs outside of regular hours, contact the Parks Department by phone:

- **Monday – Friday, 8:30 AM - 4:00 PM:** 781-979-4169
- **After hours and weekends:** 781-389-6085

Day-to-Day Maintenance by Permit Holder

Through the issuance of a permit, Permit Holders have various responsibilities or otherwise opportunities to assist with the upkeep of the City fields/parks/facilities:

- Lining of the fields is the responsibility of each League
- Every permittee is responsible for properly disposing of trash into proper receptacles
- Dragging infields
- Installation and maintenance of bases
- Remediation of puddles
- Raking of fields
- Outside contractors are not permitted to perform work on City property. Special exceptions may be made after prior written approval from the Park and Public Works Departments
- Any maintenance issues should be reported to the Park Department as soon as possible for review and assessment

Prohibited maintenance activities by Permittees:

- Do not apply any chemical, fertilizer, herbicide or pesticide to parks or fields.
- Cutting grass
- No gas power tools to be used on Park property
- Any other maintenance or upkeep activities not specifically authorized above by the Park Commission and DPW.
- Failure to comply with any of the above, and exceed or not meet the required maintenance obligations of the permittee will result in forfeiture of the permit.

Trash Pick-Up

The DPW is responsible for trash removal at some but not all facilities.

Permit holders must ensure that their facility is clean and free of trash at the end of each game or event. Failure to comply may result in the forfeiture of the permit.

Trash is collected curbside from select facilities every Monday, Wednesday, and Friday from **April 1st to December 1st**. For any questions about trash pick-up, contact the DPW City Yard office:

- **Email:** publicworks@cityofmelrose.org
- **Phone:** 781-665-0142

Improvements

Each year, the Park Commission and the Department of Public Works (DPW) allocate funds for improvements to recreational facilities. These improvements are completed based on available funding. The City operates on a fiscal year that runs from **July 1 to June 30**, with budgets developed in **January, February, and March** and submitted to the Mayor for approval. The Mayor then submits the budget to the City Council by **May**.

The City Council can either approve the budget as submitted or make cuts to the appropriations. However, the City Council cannot increase the budget allocations.

The Park Commission determines the list of improvements based on:

- Requests from user groups
- Needs identified by the DPW, Park Commission, and Park and Recreation Department staff

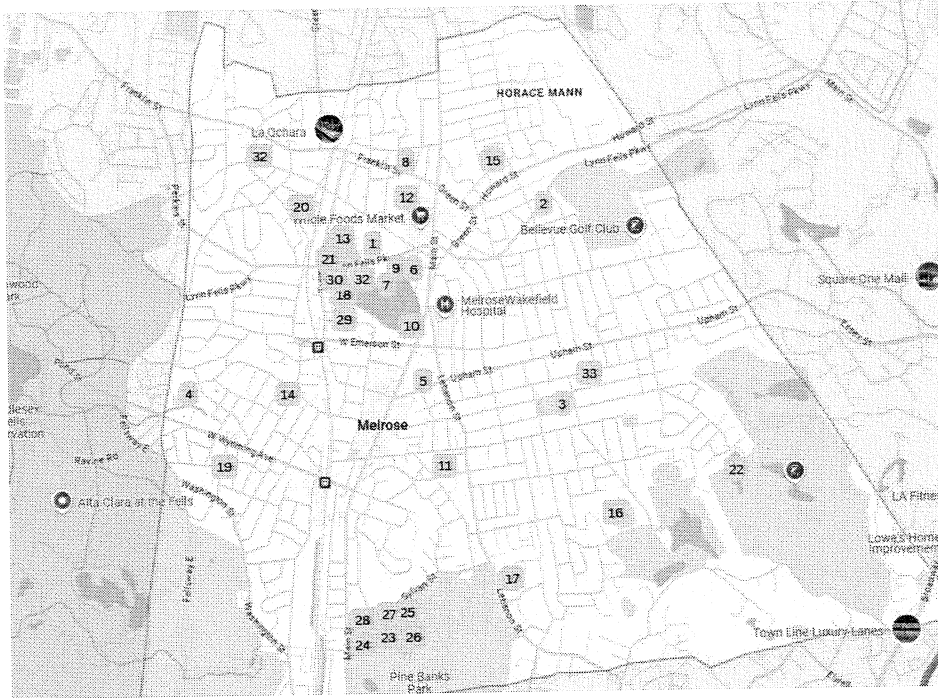
Improvements may include:

- Repairs and upgrades to park, playground, or playing field surfaces
- Repairs or installation of permanent or semi-permanent structures

Permanent or semi-permanent structures may include:

- Fences, backstops, dugouts, batting cages
- Benches, bleachers, concession stands
- Playground equipment, lights, porta-potties, etc.

5. Facilities Map and List



#	Facility	Amenities	Lights	Location
1	Cabbage Patch	Grass All Purpose Field	No	Lynn Fells Parkway
2	Colby Park	All Purpose Grass Field	No	Lynn Fells Parkway
3	Common Park	2 Softball Diamonds, Grass All Purpose Field, Outdoor Basketball Court, Playground	No	East Foster / Lauret
4	Conant Park	Small Diamond Baseball Field, Batting Cage, Playground	No	Conant Road
5	Coolidge Park	Basketball Court, Playground	No	Main Street
6	Crystal Street Tennis Courts	4 Tennis Courts	No	Crystal Street
7	Dog Park	Dog Park	Yes	Lynn Fells Parkway
8	Dunton Park	Playground	No	Franklin Street
9	East Knoll Field	Grass All Purpose Field	No	Lynn Fells Parkway
10	Ell Pond Park	Gazebo, Benches, Walking Path	Yes	Main Street
11	Foss Park	Small Diamond Baseball Field, Half Court Basketball, 2 Pickleball Courts, Playground	No	Lynde Street
12	Franklin Field	2 Grass All Purpose Fields, 2 Playgrounds	No	Off of Franklin Street
13	Fred Green Memorial Field	Turf Field, Half Court Basketball	Yes	Tremont Street
14	Gooch Park	Grass All Purpose Field, Basketball Court, Playground	Yes	Foster Street
15	Hesseltine Park	Small Diamond Baseball Field, 2 All Purpose Grass Fields, Basketball Court, Playground	No	Hesseltine Street
16	Hoover Playground	Basketball Court, Playground	No	Echo Street
17	Lebanon Street Park	Softball Field, Half Court Basketball, Playground	No	Lebanon Street
18	Lewis Monk	Small Diamond Baseball Field, Batting Cage	No	Tremont Street
19	Lincoln Park	Small Diamond Baseball Field, Basketball Court, 2 Playgrounds	No	Pleasant Street
20	Messengers Field	Small Diamond Baseball Field, Grass All Purpose Field, Basketball Court, Playground	No	Brunswick Way
21	Morelli Field	Large Diamond Baseball Field, Batting Cage	Yes	Tremont Street
22	Mt. Hood Golf Course	18 Hole Golf Course, Playground, Hiking Trails	No	Slayton Road
23	Pine Banks BB1	Large Diamond Grass Baseball Field, Grass All Purpose Field	Yes	Main Street / Sylvan Street
24	Pine Banks BB2	Large Turf Diamond Baseball Field, Turf All Purpose Field	Yes	Main Street / Sylvan Street
25	Pine Banks Dog Park	Dog Park	No	Main Street / Sylvan Street
26	Pine Banks RF1	Turf All Purpose Field	Yes	Main Street / Sylvan Street
27	Pine Banks SB1	Softball Field	Yes	Main Street / Sylvan Street
28	Pine Banks SF2/Track	Grass All Purpose Field, Outdoor Track	No	Main Street / Sylvan Street
29	Skateboard Park	Skate Park	No	Tremont Street
30	Tremont Street Tennis Courts	4 Tennis Courts	No	Tremont / Lynn Fells Parkway
31	Warren Street Park	Playground	No	Warren Street
32	West Knoll Field	Grass All Purpose Field	Yes	Lynn Fells Parkway
33	Winthrop Playground	Basketball Court, Playground	No	First Street

MELROSE FARMERS' MARKET

Request for "Pints for Produce" Beer Garden at the Melrose Farmers' Market on Thursday, October 1

Dear Commissioners,

Thank you again for your approval and support of our pilot "Pints for Produce" beer garden at the Melrose Farmers' Market on July 23. We were delighted by the success of the event and by how warmly it was received by the community.

As you know, we collaborated with local business Hannah's Brewing Co. to create a small beer garden area adjacent to the farmers' market. The event brought many new attendees to the Market and generated significant benefits for our vendors and food access program.

A few highlights from the event:

- We had **record attendance at the Market**, with nearly twice as many people attending as we typically see.
- Our **vendors reported increased sales**, with some noting that it was "their best market day ever."
- Hannah's Brewing Co. was very pleased with the **community response to their presence at the market**.
- We raised around **\$500 for our SNAP Match program**, helping us provide greater food access to local families.
- Through a wonderful collaboration between **Zero Waste Melrose and the Melrose DPW**, all of the compostable beer cups used during the event were collected for composting.

The event ran very smoothly and without incident, and we received no complaints. It truly felt like a win-win for the community, our small businesses, and our food access program.

Given the success of this pilot event, we would like to seek approval for **one additional "Pints for Produce" beer garden at Bowden Park this year, on Thursday, October 1.**

I'm attaching our original proposal for reference, which outlines the overall details, scope, and location of the beer garden.

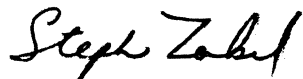
The October event would follow the same format as the July event and would again be held in partnership with Hannah's Brewing Co. as a fundraiser for our SNAP Match program. This time, we would give the Pints for Produce event an Oktoberfest theme to celebrate the fall season, and the event hours would be 4pm to 7:30pm.

We intend to use the same procedures and community partnerships that made the July event successful, including responsible alcohol service and ID checks, waste and composting measures, and coordination with the Liquor License Commission and the City.

We believe this additional event would provide another positive opportunity to bring people to the farmers' market, support our local vendors and businesses, and generate funds for our food access programming. We would be very grateful for your consideration and approval.

Thank you so much for your continued support of the Melrose Farmers' Market and its food access and community-based programs. If there is any additional information I can provide for your review, please don't hesitate to reach out.

With gratitude,

A handwritten signature in black ink that reads "Steph Zabel". The script is fluid and cursive, with the first letters of each word being capitalized and prominent.

Steph Zabel
Executive Director
Melrose Farmers' Market
melrosefarmersmarket@gmail.com

Proposal for a Pilot Beer Garden at the Melrose Farmers' Market in Bowden Park

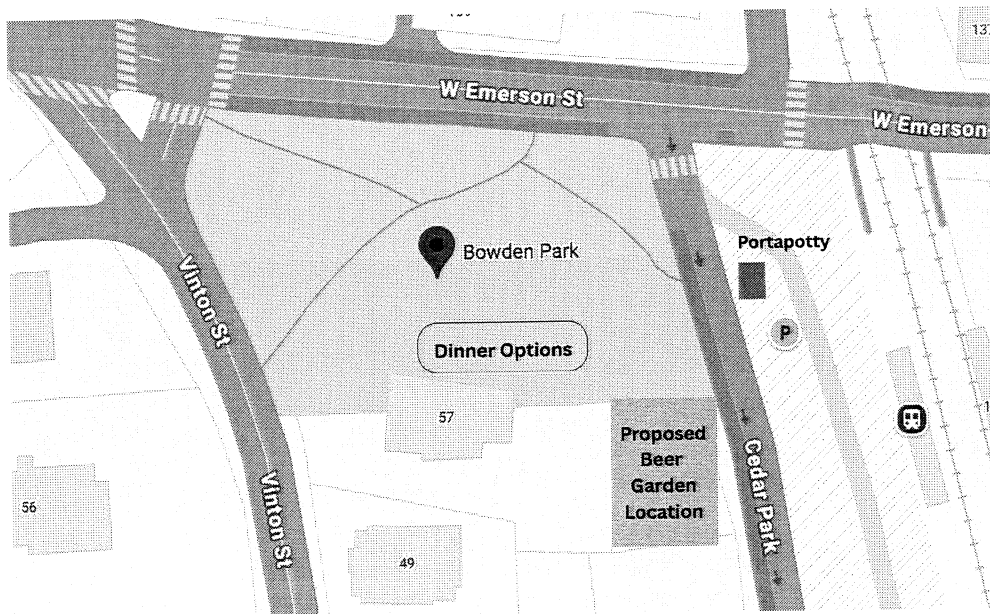
About the Melrose Farmers' Market:

- Nonprofit organization serving the Melrose community since 1994
- Welcomes approximately 800+ visitors each week
- Supports over 30 local farms, food businesses, artisans, and nonprofits
- Provides a \$15 SNAP Match program to increase food access for low-income residents
- Only Melrose location where residents can use Healthy Incentive Program (HIP) benefits
- Hosts free children's activities, cooking demos, public art, and live music each week
- Functions as an important community gathering place in Bowden Park

Pilot Beer Garden Proposal:

The Melrose Farmers' Market is requesting approval to host a pilot beer garden on a Thursday market day during the 2026 season. The proposed beer garden would:

- Operate during limited hours in a designated and monitored area
- Be family-friendly and community-oriented in atmosphere
- Complement the existing market environment
- Support local small businesses and prepared food vendors
- Generate fundraising revenue for the Market's SNAP Match food access program
- The proposed location for the pilot is the rectangular side lawn along Cedar Park Street:



Hours & Logistics:

- Proposed Beer Garden Hours: 4:30pm–7:30pm
- Clearly designated and monitored beer garden area
- No alcohol permitted outside designated boundaries
- Point of entry; ID checks and wristbands
- Partnership with a local, properly licensed and insured local brewery
- Coordination with the Liquor License Commission for a one-day permit
- Dedicated trash, recycling, and cleanup procedures
- Prepared food vendors open during beer garden hours to provide dinner options

Community & Economic Benefits:

- Encourage greater community engagement and activation of public space
- Create a welcoming, family-friendly gathering space; encourage visitors to stay longer
- Support local businesses and increase vendor sales
- Provide additional fundraising support for SNAP Match and food access initiatives
- Offer informal opportunities for community connection and civic engagement

Similar Community Models:

Community-oriented beer garden models connected to local food markets have operated successfully in nearby towns including: Medford, Malden, Somerville, Quincy, and Winchester.

Contact:

Steph Zabel, Executive Director
melrosefarmersmarket@gmail.com
www.melrosefarmersmarket.org

MELROSE
FARMERS' MARKET

CITY OF MELROSE v2024.7 LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2027 13

ACCOUNTS FOR:		ORIGINAL	TRANSFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
0100	GENERAL FUND	APPROP	ADJSTMTS	BUDGET	EXPENDED		BUDGET	USED
014751 PW PARK & FORESTRY SALARIES								
014751 511000	SALARY & WAGES	581,699	0	581,699	71,365.55	.00	510,333.45	12.3%
014751 512000	PART TIME SALARIE	24,000	0	24,000	10,680.00	.00	13,320.00	44.5%
014751 513000	OVERTIME	55,900	0	55,900	12,332.13	.00	43,567.87	22.1%
TOTAL PW PARK & FORESTRY SALARIES		661,599	0	661,599	94,377.68	.00	567,221.32	14.3%
014752 PW PARK & FORESTRY EXPENSE								
014752 524006	FORESTRY HIRED EQ	100,000	0	100,000	.00	100,000.00	.00	100.0%
014752 524007	PARKS HIRED EQUIP	30,000	0	30,000	.00	16,598.15	13,401.85	55.3%
014752 527400	IRRIGATION SYSTEM	12,000	0	12,000	3,012.50	10,987.50	-2,000.00	116.7%
014752 527806	PLAYGROUND & EQUI	26,500	0	26,500	.00	19,078.56	7,421.44	72.0%
014752 528805	MOWING & MAINTENA	68,000	0	68,000	.00	40,000.00	28,000.00	58.8%
014752 531826	EQUIPMENT & FIELD	6,500	0	6,500	.00	.00	6,500.00	.0%
014752 533050	FIELDMARKING	7,500	0	7,500	.00	500.00	7,000.00	6.7%
014752 533505	LANDSCAPING EQUIP	6,500	0	6,500	2,049.98	700.34	3,749.68	42.3%
014752 535200	LANDSCAPING SUPPL	55,000	0	55,000	3,837.71	13,462.29	37,700.00	31.5%
014752 537300	FENCE MATERIALS	4,200	0	4,200	.00	.00	4,200.00	.0%
014752 537610	BENCHES & BARRELS	4,200	0	4,200	.00	.00	4,200.00	.0%
014752 537640	ADOPT-A-SITE	5,000	0	5,000	.00	1,750.00	3,250.00	35.0%
014752 551182	PARKS - TREES	100,000	0	100,000	59,600.00	-59,600.00	100,000.00	.0%
TOTAL PW PARK & FORESTRY EXPENSE		425,400	0	425,400	68,500.19	143,476.84	213,422.97	49.8%
TOTAL GENERAL FUND		1,086,999	0	1,086,999	162,877.87	143,476.84	780,644.29	28.2%
TOTAL EXPENSES		1,086,999	0	1,086,999	162,877.87	143,476.84	780,644.29	

CITY OF MELROSE v2024.7 LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2027 13

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,086,999	0	1,086,999	162,877.87	143,476.84	780,644.29	28.2%

** END OF REPORT - Generated by Cindy Brickley **