



CITY OF MELROSE

CITY COUNCIL

ORDERS OF THE DAY • OCTOBER 18, 2021

Council Chamber, First Floor, Melrose City Hall Regular Meeting
562 Main Street, Melrose, MA 02176

7:45 PM

I. CALL TO ORDER

Remote Meeting

Pursuant to An Act Extending Certain COVID-19 Measures signed by Governor Baker on June 16, 2021 that extended the remote meeting provisions of his March 12th Executive Order Suspending Certain Provisions of the Open-Meeting Law this meeting of the Melrose City Council will be conducted via remote participation.

II. MINUTES APPROVAL

City Council - Regular Meeting - Oct 4, 2021 7:45 PM

III. PUBLIC COMMENT

IV. COMMUNICATIONS FROM HIS HONOR, THE MAYOR AND OTHER CITY OFFICIALS

1. **ORDER-2022-40** : Title III b Grant Award FY22
2. **ORDER-2022-41** : Signs and Lines Program Grant for the Lincoln School
Sponsored by: Ward 5 Shawn M. MacMaster
3. **ORDER-2022-42** : An Appropriation in the amount of \$317,693.00 from the Contract Stabilization Fund, (84042-590000) to the Fire Department Salary & Wage and Overtime Accounts (012211-511000 & 012211-513000). These funds are for Year 1 (FY21) and Year 2 (FY22) of the recently executed 3 Year Collective Bargaining Agreement.
4. **ORDER-2022-46** : An Appropriation in the amount of \$46,863.00 from Ambulance Retained Earnings, (84182-590000) to the Ambulance Enterprise Salary & Wage and Overtime Accounts (650051-511000 & 650051-513000). These funds are for Year 1 (FY21) and Year 2 (FY22) of the recently executed 3 Year Collective Bargaining Agreement.

5. **ORDER-2022-43** : Application of Abdinahir M. Ahmed d/b/a Galmudug, Inc. for a Hackney Carriage License (1 Cab) at Essex Street Stand
6. **ORDER-2022-44** : Livery Car Service Licenses Renewed commencing May 1, 2021

V. NEW BUSINESS

1. **ORDER-2022-45** : An Order seeking information on the Administration's proposal to create permanent bike lanes on lower Main Street
Sponsored by: Ward 5 Shawn M. MacMaster

VI. ORDERS OUT OF ORDER

VII. ORDERS FROM COMMITTEE

VIII. REPORTS - RULE 53

IX. ADJOURNMENT



CITY OF MELROSE
CITY COUNCIL
MINUTES • OCTOBER 4, 2021

Council Chamber, First Floor, Melrose City Hall Regular Meeting
562 Main Street, Melrose, MA 02176

8:15 PM

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Maya Jamaledine	At-Large	Present	
Leila Migliorelli	At-Large	Present	
John N. Tramontozzi	Ward 1	Present	
Jeff McNaught	Ward 2	Present	
Robb Stewart	Ward 3	Present	
Mark Garipay	Ward 4	Present	
Shawn M. MacMaster	Ward 5	Present	
Jen Grigoraitis	Ward 6	Present	
Cory Thomas	Ward 7	Present	

Remote Meeting Information

MINUTES APPROVAL

City Council - Regular Meeting - Sep 20, 2021 7:45 PM

Without objection, President Cinella moves by unanimous consent to approve the September 20th minutes without reading.

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

II. PUBLIC COMMENT

Public Comment

Without objection, President Cinella moves to open public comment

No one comes forward.

Without objection, President Cinella moves to close public comment

To recess

Without objection President Cinella moves by unanimous consent to recess at 8:17pm

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

III. COMMUNICATIONS FROM HIS HONOR, THE MAYOR AND OTHER CITY OFFICIALS

Suspend the Rules

Motion: Suspend the Rules
By: President Cinella

Without objection President Cinella moves to suspend the rules by unanimous consent.

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration
By: Councilor Grigoraitis - No Objection

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

1. **ORDER-2022-35 :** Proclamation of October 2021 as Domestic Violence Awareness Month
Offered by: Mayor Paul Brodeur

Mayor Brodeur reads the proclamation and offers comments. Melrose Alliance Against Violence Director Rebecca Mooney also offers comments and notes the MAAV walk activities will all be held outside this year in the courtyard between Melrose High School and the Melrose Veterans Memorial Middle School campus.

RESULT:	PLACED ON FILE [UNANIMOUS]
MOVER:	John N. Tramontozzi, Ward 1
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Place on File

Motion: Place on File

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED [UNANIMOUS]
MOVER: John N. Tramontozzi, Ward 1
SECONDER: Leila Migliorelli, At-Large
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

2. **ORDER-2022-36** : Appointment of Tim Bailey, 62 Glen St., to the Planning Board for a five-year term; said term to expire on the last day of February 2026.

Offered by: Mayor Paul Brodeur

RESULT: ASSIGNED TO COMMITTEE

3. **ORDER-2022-37** : Appointment of Judy Bushee, 157 Linwood Ave, to the Commission on Disability for a three-year term; said term to end on the last day of February 2024.

Offered by: Mayor Paul Brodeur

RESULT: ASSIGNED TO COMMITTEE

4. **ORDER-2022-38** : Appointment of Alicia McNeil, 490 Lebanon St., to the Melrose Commission on Women for a three-year term; said term to end on the last day of February 2024.

Offered by: Mayor Paul Brodeur

RESULT: ASSIGNED TO COMMITTEE

5. **ORDER-2022-39** : Approval by the Melrose City Council of the City's ward and precinct boundaries and map as enumerated herein in accordance with Massachusetts General Laws, Chapter 54, sections 1 and 2 and the 2020 U. S. Census population data.

Sponsored by: Mayor Paul Brodeur

RESULT: ASSIGNED TO COMMITTEE

IV. NEW BUSINESS

V. ORDERS OUT OF ORDER

VI. ORDERS FROM COMMITTEE

Motion: Remove Order 2022-26 from Committee

Motion: Take Order from Committee

By: Councilor McNaught, Second: Councilor Grigoraitis - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: Jeff McNaught, Ward 2
SECONDER: Jen Grigoraitis, Ward 6
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught,
 Stewart, Garipay, MacMaster, Grigoraitis, Thomas

1. **ORDER-2022-26 :** Acceptance of FY22 Massachusetts Urban Agriculture Grant in the amount of \$9339.00 for replacement of 23 gardening beds at the Melrose Community Gardens.

Offered by: Mayor Paul Brodeur

From: City Council

PASSED

RESULT: PASSED [UNANIMOUS]
MOVER: Jeff McNaught, Ward 2
SECONDER: Jack Eccles, At-Large
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught,
 Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Remove Order 2022-29 from Committee

Motion: Take Order 2022-29 from Committee

By: Councilor McNaught, Second: Councilor Migliorelli - motion carried.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

2. **ORDER-2022-29** : Authorization of a Bond in the amount of \$21,010,000, for the purpose of paying costs of the Melrose Public Library Renovation Project

Offered by: Mayor Paul Brodeur

From: Appropriations Committee

RECOMMEND PASSAGE

Prior to the vote Councilor Grigoraitis notes the significance of the matter before the Council and thanks the Administration for educating members and the community. She also thanks President Cinella and Chair McNaught for the thoughtful timing and discussion. She is appreciative of the expended efforts of all involved stakeholders.

There is procedural discussion after Councilor Stewart queries whether the order should be held until the next full council meeting to let residents respond to and understand the earlier discussion in committee; is this something members should consider? Councilor McNaught is happy to withdraw his motion for passage. President Cinella says the council has heard from the public and there have been no negative comments to date. Councilor McNaught agrees, says the council has done its' due diligence and has not received negative feedback to the proposal. Previous budget orders have been disposed of similarly. Councilor Garipay, while in support of the Order, does understand the request to hold over as well.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

VII. RULE 53 REPORTS

Councilor Eccles advises of the upcoming (remote) Traffic Commission meeting on Wednesday, 06 October 2021 at 5:30 pm to review 10 items.

VIII. CALENDAR

IX. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

By: Councilor Migliorelli, Second: Councilor McNaught - motion carried.

Meeting adjourned at 9:02 p.m.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Jeff McNaught, Ward 2
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

CITY COUNCIL

MINUTES • SEPTEMBER 20, 2021

Web-based remote meeting
, Melrose, MA 02176

Regular Meeting

8:15 PM

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Maya Jamaledine	At-Large	Present	
Leila Migliorelli	At-Large	Present	
John N. Tramontozzi	Ward 1	Present	
Jeff McNaught	Ward 2	Present	
Robb Stewart	Ward 3	Present	
Mark Garipay	Ward 4	Present	
Shawn M. MacMaster	Ward 5	Present	
Jen Grigoraitis	Ward 6	Present	
Cory Thomas	Ward 7	Present	

Motion: Remote meeting information

Statement of Remote Meeting

Pursuant to An Act Extending Certain COVID-19 Measures Adopted During the State of Emergency signed by Governor Baker on June 16, 2021, this meeting will be conducted via remote participation. We will post a record of these proceedings as soon as possible after the meeting on the City of Melrose website and on MMTV/ mmtv3.org. The public can find online access instructions to view this meeting at www.cityofmelrose.org/remote-meetings

II. MINUTES APPROVAL

City Council - Regular Meeting - Sep 13, 2021 7:45 PM

Without objection, President Cinella moves by unanimous consent to accept the September 13 minutes without reading.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Christopher Cinella, President
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

III. PUBLIC COMMENT

Public Comment

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Without objection, President Cinellas moves by immediate consideration to open public comment.

Mr. Stead asks that the Board of Health go out and inspect the dumpsters in the downtown area, specifically those servicing food establishments. Ms. Berardi asks about the trashcans in City parks and on Main St. that do not have covers and thanks Council for efforts.

Without objection, President Cinellas moves by immediate consideration to close public comment.

Statement of Recess

Without objection President Cinella recesses the meeting at 8:20 pm to return to committee.

Suspend the Rules

Upon resumption of the meeting President Cinella suspends the rules of order of the City Council without objection.

IV. RESOLUTIONS

Immediate Consideration / No Objection

Motion: Immediate Consideration
By: Councilor Jamaledine - No Objection

RES-2021-5: A Resolution Honoring the Accomplishments of Benjamin D. Parker and Shane Buckley-Fennell as Eagle Scouts.

Sponsored by: At-Large Maya Jamaledine, Ward 5 Shawn M. MacMaster

Co-Sponsors Jamaledine and MacMaster offer the resolution. Councilor MacMaster notes the Eagle Court ceremony recently attended and advises Ben is the council liaison to the veterans advisory committee and Shane, a Ward 5 resident. Councilors were unable to speak at their outdoor ceremony due to torrential rains.

Motion: Place on File

Motion: Place on File
By: Councilor MacMaster, Second: Councilor Jamaledine - motion carried.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Shawn M. MacMaster, Ward 5
SECONDER:	Maya Jamaledine, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

V. COMMUNICATIONS FROM HIS HONOR, THE MAYOR AND OTHER CITY OFFICIALS

VI. NEW BUSINESS

ORDER-2022-34 : Revised Rules of Order of the Melrose City Council

Sponsored by: Ward 5 Shawn M. MacMaster

RESULT:	ASSIGNED TO COMMITTEE
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VII. ORDERS OUT OF ORDER

VIII. RULE 53 REPORTS

IX. ORDERS FROM COMMITTEE

Motion: Order 2022-12 from Committee

Motion: Take Order from Committee

By: Councilor Tramontozzi, Second: Councilor Eccles - motion carried.

RESULT:	PASSED [UNANIMOUS]
MOVER:	John N. Tramontozzi, Ward 1
SECONDER:	Shawn M. MacMaster, Ward 5
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

- ORDER-2022-12 :** Appointment of Chris Redfern. 2 Spear St., to the Conservation Commission; said term to expire on the last day of February 2024.

Offered by: Mayor Paul Brodeur

From: Public Service Committee

RECOMMEND PASSAGE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED [UNANIMOUS]
MOVER: John N. Tramontozzi, Ward 1
SECONDER: Mark Garipay, Ward 4
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Conjoin and remove from Committee: 2021-13; 2022-32 and 2022-33

Motion: Take Orders from Committee

By: Councilor Migliorelli, Second: Councilor Grigoraitis - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: Leila Migliorelli, At-Large
SECONDER: Jen Grigoraitis, Ward 6
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

2. **ORDER-2022-13 :** Appointment of Sarah MacLellan to serve as Chief Assessor for the City of Melrose

Offered by: Mayor Paul Brodeur

From: Finance Committee

RECOMMEND PASSAGE

RESULT: PASSED [UNANIMOUS]
MOVER: Leila Migliorelli, At-Large
SECONDER: Jeff McNaught, Ward 2
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

3. **ORDER-2022-32 :** A request and recommendation that the honorable City Council authorize in-person early voting for the November 2, 2021 Municipal Election in the City Council Chamber at Melrose City Hall

Sponsored by: At-Large Leila Migliorelli

From: Finance Committee

RECOMMEND PASSAGE

RESULT: PASSED [UNANIMOUS]
MOVER: Leila Migliorelli, At-Large
SECONDER: Jen Grigoraitis, Ward 6
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

4. **ORDER-2022-33 :** Calling City Election, Tuesday, November 2, 2021

Sponsored by: At-Large Leila Migliorelli

From: Finance Committee

RECOMMEND PASSAGE

RESULT: PASSED [UNANIMOUS]
MOVER: Leila Migliorelli, At-Large
SECONDER: Jeff McNaught, Ward 2
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Conjoin and remove from Committee 2022-16, 2022-21 and 2022-25

Motion: Take Orders from Committee

By: Councilor Grigoraitis, Second: Councilor Eccles - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: Jen Grigoraitis, Ward 6
SECONDER: Jack Eccles, At-Large
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

5. **ORDER-2022-16 :** Amending Chapter 198 of the Revised Ordinances of the City of Melrose Solid Waste and Recycling Ordinance Update and Schedule of Fees

Offered by: Mayor Paul Brodeur

From: Legal & Legislative Committee

RECOMMEND AS AMENDED

Councilor Grigoraitis moves for passage and subsequently withdraws same to offer an amendment to the proposed language in section B. Councilor Tramontozzi on discussion offers a slight amendment to Article 2 section 198-3B for consistency to Article 2 section 198-2 and suggests striking the words "or bags" from the ordinance.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED AS AMENDED [UNANIMOUS]
MOVER: Jen Grigoraitis, Ward 6
SECONDER: Maya Jamaledine, At-Large
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Amend by striking the words "or bags" from the ordinance

Motion: Amend

By: Councilor Tramontozzi, Second: Councilor McNaught - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: John N. Tramontozzi, Ward 1
SECONDER: Jeff McNaught, Ward 2
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

6. **ORDER-2022-21 :** Amending Chapter 228 of the Revised Ordinances of the City of Melrose Water, Sewers, and Drains

Offered by: Mayor Paul Brodeur

From: Legal & Legislative Committee

RECOMMEND AS AMENDED

RESULT: PASSED AS AMENDED [UNANIMOUS]
MOVER: Jen Grigoraitis, Ward 6
SECONDER: Leila Migliorelli, At-Large
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

7. **ORDER-2022-25 :** Amending Chapter 198, Article II , Section 198-2 of the Revised Ordinances of the City of Melrose Collection and Disposal

Sponsored by: Ward 5 Shawn M. MacMaster, Ward 6 Jen Grigoraitis

From: Legal & Legislative Committee

RECOMMEND AS AMENDED

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED AS AMENDED [UNANIMOUS]
MOVER: Jen Grigoraitis, Ward 6
SECONDER: Shawn M. MacMaster, Ward 5
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Conjoin and remove from Committee: 2022-14; 2022-15; 2022-27 and 2022-28

Motion: Take Orders from Committee

By: Councilor Jamaledine, Second: Councilor McNaught - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Jeff McNaught, Ward 2
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

8. **ORDER-2022-14 :** Appointment of James Oosterman, 54 Ellis Farm Lane, to the Affordable Housing Trust, for a two-year term, said term to expire the last day of January 2023.

Offered by: Mayor Paul Brodeur

From: Health, Education & Welfare Committee

RECOMMEND PASSAGE

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Cory Thomas, Ward 7
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

9. **ORDER-2022-15 :** Reappointment of Douglas MacDonald, 47 Botolph St., to the Cemetery Commission for a three-year term; said term to expire on the last day of February 2024

Offered by: Mayor Paul Brodeur

From: Health, Education & Welfare Committee

RECOMMEND PASSAGE

RESULT:	PASSED [UNANIMOUS]
MOVER:	Maya Jamaledine, At-Large
SECONDER:	Mark Garipay, Ward 4
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

10. **ORDER-2022-27** : Appointment of Anthony Chui to serve as Health Director for the City of Melrose

Offered by: Mayor Paul Brodeur

From: Health, Education & Welfare Committee

RECOMMEND PASSAGE

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Maya Jamaledine, At-Large
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

11. **ORDER-2022-28** : Appointment of Seamus Kelley, 259 West Emerson St., to the Affordable Housing Trust, for a one-year term, said term to expire the last day of January 2022.

Offered by: Mayor Paul Brodeur

From: Health, Education & Welfare Committee

RECOMMEND PASSAGE

RESULT:	PASSED [UNANIMOUS]
MOVER:	Maya Jamaledine, At-Large
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

X. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn

By: Councilor Thomas, Second: Councilor Jamaledine - motion carried.

Meeting adjourned at 9:27p.m.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT:	PASSED [UNANIMOUS]
MOVER:	Cory Thomas, Ward 7
SECONDER:	Maya Jamaledine, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

CITY COUNCIL

MINUTES • SEPTEMBER 13, 2021

Web-based remote meeting
, Melrose, MA 02176

Regular Meeting

8:15 PM

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Maya Jamaledine	At-Large	Present	
Leila Migliorelli	At-Large	Present	
John N. Tramontozzi	Ward 1	Present	
Jeff McNaught	Ward 2	Present	
Robb Stewart	Ward 3	Present	
Mark Garipay	Ward 4	Present	
Shawn M. MacMaster	Ward 5	Present	
Jen Grigoraitis	Ward 6	Present	
Cory Thomas	Ward 7	Present	

Remote Meeting Information

Pursuant to the suspension of certain provisions of the open meeting law by the Governor this meeting of the City Council will be conducted via remote participation to the greatest extent possible. We will post a comprehensive record of these proceedings as soon as possible after the meeting on the City of Melrose website and on MMTV/mmtv3.org. The public can find online access instructions to view this meeting at www.cityofmelrose.org/remote-meetings.

II. MINUTES APPROVAL

City Council - Regular Meeting - Aug 16, 2021 7:45 PM

Without objection, President Cinella moves by unanimous consent to accept the minutes, without reading.

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

III. PUBLIC COMMENT

Motion: Public Comment

Without objection, President Cinella moves by unanimous consent to open public comment.

No one appears to speak.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Without objection, President Cinella moves by unanimous consent to close public comment

RESULT:	PASSED [UNANIMOUS]
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Recess

Without objection, President Cinella moves by unanimous consent to recess at 8:16 p.m.
Meeting resumes at 8:39 p.m.

RESULT:	PASSED [UNANIMOUS]
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

IV. RESOLUTIONS

V. COMMUNICATIONS FROM HIS HONOR, THE MAYOR AND OTHER CITY OFFICIALS

1. **ORDER-2022-26 :** Acceptance of FY22 Massachusetts Urban Agriculture Grant in the amount of \$9339.00 for replacement of 23 gardening beds at the Melrose Community Gardens.

Offered by: Mayor Paul Brodeur

RESULT:	ASSIGNED TO COMMITTEE
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2. **ORDER-2022-27 :** Appointment of Anthony Chui to serve as Health Director for the City of Melrose

Offered by: Mayor Paul Brodeur

RESULT:	ASSIGNED TO COMMITTEE
TO:	Health, Education & Welfare Committee

3. **ORDER-2022-28 :** Appointment of Seamus Kelley, 259 West Emerson St., to the Affordable Housing Trust, for a one-year term, said term to expire the last day of January 2022.

Offered by: Mayor Paul Brodeur

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: TO:	ASSIGNED TO COMMITTEE Health, Education & Welfare Committee
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4. **ORDER-2022-29** : Authorization of a Bond in the amount of \$21,010,000, for the purpose of paying costs of the Melrose Public Library Renovation Project

Offered by: Mayor Paul Brodeur

RESULT:	ASSIGNED TO COMMITTEE
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VI. NEW BUSINESS

1. **ORDER-2022-30** : An Order on the Status of Green and Howard St. Electrical transmission Line

Sponsored by: Ward 4 Mark Garipay, Ward 2 Jeff McNaught

RESULT:	ASSIGNED TO COMMITTEE
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2. **ORDER-2022-31** : A Request for Information from Northeast Metro Tech: New Building Project / Melrose Debt Obligation

Sponsored by: Ward 5 Shawn M. MacMaster

RESULT:	ASSIGNED TO COMMITTEE
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3. **ORDER-2022-32** : A request and recommendation that the honorable City Council authorize in-person early voting for the November 2, 2021 Municipal Election in the City Council Chamber at Melrose City Hall

Sponsored by: At-Large Leila Migliorelli

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT:	ASSIGNED TO COMMITTEE
TO:	Finance Committee

4. **ORDER-2022-33** : Calling City Election, Tuesday, November 2, 2021

Sponsored by: At-Large Leila Migliorelli

RESULT:	ASSIGNED TO COMMITTEE
TO:	Finance Committee

VII. ORDERS OUT OF ORDER

VIII. ORDERS FROM COMMITTEE

Motion: Conjoin Orders 2022-18; 2022-23; 2022-24 for the purposes of removal from committee

Motion: Concurrent Action - conjoin and remove from committee

By: Councilor McNaught, Second: Councilor Grigoraitis - motion carried.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

1. **ORDER-2022-18** : Acceptance of the American Rescue Plan Act (ARPA) grant in the amount of \$8,374,174.

Offered by: Mayor Paul Brodeur

From: Appropriations Committee

RECOMMEND PASSAGE

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

2. **ORDER-2022-23** : Acceptance of Fifty Thousand Dollars (\$50,000) from a FY2022 State Budget earmark providing grants to Councils on Aging

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Offered by: Mayor Paul Brodeur

From: Appropriations Committee

RECOMMEND PASSAGE

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Maya Jamaledine, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

3. **ORDER-2022-24** : Request for the authorization to issue \$1.5 million bond to fund for the roadway component of the City's Multi-year Utility and Roadway Improvement Program

Offered by: Mayor Paul Brodeur

From: Appropriations Committee

RECOMMEND PASSAGE

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

IX. RULE 53 - REPORTS

X. CALENDAR

XI. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn

By: Councilor McNaught, Second: Councilor Jamaledine - motion carried.

Meeting adjourned at 8:53 p.m.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Maya Jamaledine, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE
CITY COUNCIL
MINUTES• AUGUST 16, 2021

Council Chamber, First Floor, Melrose City Hall Regular Meeting
562 Main Street, Melrose, MA 02176

7:45 PM

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Maya Jamaledine	At-Large	Present	
Leila Migliorelli	At-Large	Present	
John N. Tramontozzi	Ward 1	Present	
Jeff McNaught	Ward 2	Present	
Robb Stewart	Ward 3	Present	
Mark Garipay	Ward 4	Present	
Shawn M. MacMaster	Ward 5	Present	
Jen Grigoraitis	Ward 6	Present	
Cory Thomas	Ward 7	Present	

II. MINUTES APPROVAL

City Council - Regular Meeting - Jul 19, 2021 7:45 PM

Without objection, President Cinella moves to accept the minutes without reading.

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

III. PUBLIC COMMENT

Public Comment

Without objection, President Cinella moves to open public comment.

No one comes forward.

Without objection, President Cinella moves to close public comment.

IV. COMMUNICATIONS AND REQUESTS FROM HIS HONOR, THE MAYOR AND OTHER CITY OFFICIALS

1. **ORDER-2022-12** : Appointment of Chris Redfern. 2 Spear St., to the Conservation Commission; said term to expire on the last day of February 2024.

Offered by: Mayor Paul Brodeur

RESULT: ASSIGNED TO COMMITTEE

2. **ORDER-2022-13 :** Appointment of Sarah MacLellan to serve as Chief Assessor for the City of Melrose

Offered by: Mayor Paul Brodeur

RESULT: ASSIGNED TO COMMITTEE

3. **ORDER-2022-14 :** Appointment of James Oosterman, 54 Ellis Farm Lane, to the Affordable Housing Trust, for a two-year term, said term to expire the last day of January 2023.

Offered by: Mayor Paul Brodeur

RESULT: ASSIGNED TO COMMITTEE

4. **ORDER-2022-15 :** Reappointment of Douglas MacDonald, 47 Botolph St., to the Cemetery Commission for a three-year term; said term to expire on the last day of February 2024

Offered by: Mayor Paul Brodeur

RESULT: ASSIGNED TO COMMITTEE

5. **ORDER-2022-16 :** Amending Chapter 198 of the Revised Ordinances of the City of Melrose Solid Waste and Recycling Ordinance Update and Schedule of Fees

Offered by: Mayor Paul Brodeur

RESULT: ASSIGNED TO COMMITTEE

Motion: Immediate Consideration / No Objection 2022-17

Motion: Immediate Consideration

By: Councilor Eccles - No Objection

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

6. **ORDER-2022-17** : Acceptance of Municipal Vulnerability Preparedness (MVP) Grant from the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA) in the amount of \$108,655

Offered by: Mayor Paul Brodeur

Director Elena Proakis-Ellis and Engineer Jay Coy provide an update regarding this two year Mystic River Watershed stormwater study for the reduction and prevention of water body/tributary flooding focusing primarily on the Northwestern section of the City. Sixteen member communities are participating and there is no cash match required.

Questions include:

Where specifically is the study focused (R. Stewart). We know where flooding occurs but what can be done to address it? Ward 3 is largely impacted by Fellsway and West Wyoming flooding. It would be helpful to know what can be done with the money (R. Stewart). Jay Coy advises the phased study will address where/why in year one and create tools/policy changes in year two. Director Ellis notes a good reference point for data is the hazardous mitigation plan produced by DPW several years ago.

What residents will be impacted; will they be notified and are there results of previous studies. Will flood zones change? (M. Jamaledine). Director Ellis indicates the Ell Pond area was analyzed not long ago so she does not believe zoning will change and Coy notes flood zones are FEMA driven. The study surveyors may impact areas. The Watershed spear-heads the program that began by addressing lower Mystic water bodies. There are no results yet.

Given the last mitigation study what has been done to address areas and how often does the FEMA flood map have to be updated. When were Melrose flood maps last updated. (J. McNaught). Director Ellis said mostly this is grant chasing and she is not sure there is a flood map update schedule. The Lebanon/Sylvan street area qualifies for FEMA funding and that is still pending. Planning Director Gaffey adds that the maps have been updated within the past 5 years.

Is the grant money already earmarked for Melrose or part of a package (J. Tramontozzi) The total is part of a package according to Coy.

Any idea when the Lebanon/Sylvan St. FEMA grant money will be forthcoming (C. Thomas)? Director Ellis says we've answered email after email but still haven't been given a date.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED [UNANIMOUS]
MOVER: Jack Eccles, At-Large
SECONDER: Jeff McNaught, Ward 2
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

7. **ORDER-2022-18** : Acceptance of the American Rescue Plan Act (ARPA) grant in the amount of \$8,374,174.

Offered by: Mayor Paul Brodeur

RESULT: ASSIGNED TO COMMITTEE

Motion: Immediate Consideration / No Objection 2022-19

Motion: Immediate Consideration
By: Councilor Eccles - No Objection

Councilor MacMaster requests proffer as to why immediate consideration sought.

RESULT: PASSED [UNANIMOUS]
MOVER: Jack Eccles, At-Large
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

8. **ORDER-2022-19** : Authorization to Accept a Grant in the amount of \$101,108 from the Massachusetts Executive Office of Energy and Environmental Affairs (EEA) Municipal Vulnerability Preparedness (MVP) Program; and Authorize the Mayor to Execute a Contract with EEA

Sponsored by: Mayor Paul Brodeur

Planning Director Gaffey notes this joint application (with Malden/Medford) is for technical assistance in developing building guidelines and does not require a cash match.

RESULT: PASSED [UNANIMOUS]
MOVER: Jen Grigoraitis, Ward 6
SECONDER: Mark Garipay, Ward 4
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Immediate Consideration / No Objection 2022-20

Motion: Immediate Consideration
By: Councilor Eccles - No Objection

Councilor MacMaster requests proffer for why immediate consideration sought.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

9. **ORDER-2022-20** : Authorization to accept two grants in the amounts of \$6,500 and \$10,068 from the Massachusetts Emergency Management Agency (MEMA)

Offered by: Mayor Paul Brodeur

Strategic Initiatives Director Margot Fleishman advises there was no opportunity to bring this item forward until now and the funds will be spent by 30 September 2021. The \$6,500 will be used for emergency preparedness and the \$10,068 is a haz-mat training grant for all departments and for upgrading the training facility area.

RESULT:	PASSED [UNANIMOUS]
MOVER:	John N. Tramontozzi, Ward 1
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

10. **ORDER-2022-21** : Amending Chapter 228 of the Revised Ordinances of the City of Melrose Water, Sewers, and Drains

Offered by: Mayor Paul Brodeur

RESULT:	ASSIGNED TO COMMITTEE
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Motion: Immediate Consideration / No Objection 2022-22

Motion: Immediate Consideration
By: Councilor Thomas - No Objection

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT:	PASSED [UNANIMOUS]
MOVER:	Cory Thomas, Ward 7
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

11. **ORDER-2022-22** : Informational Update - Sewer Asset Management Grant Progress

Offered by: Mayor Paul Brodeur

Director Ellis provides a progress report on the project with a visual presentation including an interactive map of underground infrastructure. Councilor Tramontozzi asks if this could be used to track rats. Councilor MacMaster asks how much of the mapping data is historical versus contemporary. Director Ellis advises the map is present day (2020) and will move forward in time. It is not publicly available due to safety as the information relates to city-wide infrastructure.

RESULT:	PLACED ON FILE [UNANIMOUS]
MOVER:	Cory Thomas, Ward 7
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

12. **ORDER-2022-23** : Acceptance of Fifty Thousand Dollars (\$50,000) from a FY2022 State Budget earmark providing grants to Councils on Aging

Offered by: Mayor Paul Brodeur

RESULT:	ASSIGNED TO COMMITTEE
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13. **ORDER-2022-24** : Request for the authorization to issue \$1.5 million bond to fund for the roadway component of the City's Multi-year Utility and Roadway Improvement Program

Offered by: Mayor Paul Brodeur

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: ASSIGNED TO COMMITTEE

V. NEW BUSINESS

- ORDER-2022-25** : Amending Chapter 198, Article II , Section 198-2 of the Revised Ordinances of the City of Melrose Collection and Disposal

Sponsored by: Ward 5 Shawn M. MacMaster, Ward 6 Jen Grigoraitis

RESULT: ASSIGNED TO COMMITTEE

VI. ORDERS FROM COMMITTEE

Motion: Order from Committee 2021-160

Motion: Take Order from Committee

By: Councilor Grigoraitis, Second: Councilor Eccles - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: Jen Grigoraitis, Ward 6
SECONDER: Jack Eccles, At-Large
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

- ORDER-2021-160** : Requesting that the Honorable City Council review and take action relative to recommendations made by the Board of Registrars of Voters for the consolidation of non-ADA compliant polling locations in the City of Melrose in accordance with information provided by Secretary of State William Galvin's office.

Offered by: Mayor Paul Brodeur

From: Legal & Legislative Committee

RECOMMEND PASSAGE

On the BOR request: the vote via motion in the Legal and Legislative Committee, was to temporarily move forward with consolidated polling to the middle school complex for the November 2021 election.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT:	PASSED AS AMENDED [9 TO 2]
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, Grigoraitis
NAYS:	Shawn M. MacMaster, Cory Thomas

Motion: Order from Committee 2022-2

Motion: Take Order from Committee
By: Councilor McNaught, Second: Councilor Eccles - motion carried.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

2. **ORDER-2022-2** : An appropriation from Capital Stabilization, account number 84052-590000, in the amount of \$20,000.00 to Veteran's Professional Services, account number 015432-529000 for restoration of the Veteran's Honor Roll.

Sponsored by: Chief Financial Officer Patrick Dello Russo

From: City Council

ASSIGNED TO COMMITTEE

RESULT:	PASSED [UNANIMOUS]
TO:	Appropriations Committee
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Concurrent Action - Remove from Committee 2022-6, 2022-7, 2022-9, 2022-10

Motion: Concurrent Action for Removal from Committee
By: Councilor Jamaledine, Second: Councilor Stewart - motion carried.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

3. **ORDER-2022-6 :** Appointment of Greg DeLaurier, 90 Grove Street Apt B, to the Council on Aging; said term to expire on the last day of February 2024.

Offered by: Mayor Paul Brodeur

From: Health, Education & Welfare Committee

RECOMMEND PASSAGE

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

4. **ORDER-2022-7 :** Appointment of David Kourtz. 64 Moreland Rd., to the Council on Aging; said term to expire on the last day of February 2024.

Offered by: Mayor Paul Brodeur

From: Health, Education & Welfare Committee

RECOMMEND PASSAGE

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

5. **ORDER-2022-9 :** Appointment of Thais De Marco, 323 Grove Street, to the Affordable Housing Trust, for a two-year term, said term to expire the last day of January 2023.

Offered by: Mayor Paul Brodeur

From: Health, Education & Welfare Committee

RECOMMEND PASSAGE

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

6. **ORDER-2022-10 :** Appointment of Lillian Yadgood Kelly, 117 Boston Rock Rd., to the Board of Health for a three-year term; said term to expire on the last day of February 2024

Offered by: Mayor Paul Brodeur

From: Health, Education & Welfare Committee

RECOMMEND PASSAGE

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Order from Committee 2022-8

Motion: Take Order from Committee

By: Councilor Tramontozzi, Second: Councilor Garipay - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: John N. Tramontozzi, Ward 1
SECONDER: Mark Garipay, Ward 4
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

7. **ORDER-2022-8 :** Appointment of Gwendolyn Orford. 28 Otis St., to the Conservation Commission; said term to expire on the last day of February 2024.

Offered by: Mayor Paul Brodeur

From: Public Service Committee

RECOMMEND PASSAGE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Order from Committee 2022-3

Motion: Take Order from Committee
 By: Councilor McNaught, Second: Councilor Grigoraitis - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: Jeff McNaught, Ward 2
SECONDER: Jen Grigoraitis, Ward 6
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

8. **ORDER-2022-3 :** Authorization of Accept Two renewable AFDA grants in the amount of \$2,500.00 each for the Health Department

Sponsored by: Interim Health Director Elaine Silva

From: City Council

ASSIGNED TO COMMITTEE

RESULT: PASSED [UNANIMOUS]
TO: Appropriations Committee
MOVER: Jeff McNaught, Ward 2
SECONDER: Leila Migliorelli, At-Large
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Order from Committee 2022-11

Motion: Take Order from Committee
 By: Councilor McNaught, Second: Councilor Grigoraitis - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: Jeff McNaught, Ward 2
SECONDER: Jen Grigoraitis, Ward 6
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

9. **ORDER-2022-11 :** An Order on the Status of Various Park Commission Projects

Sponsored by: Ward 4 Mark Garipay, Ward 7 Cory Thomas

From: City Council

ASSIGNED TO COMMITTEE

RESULT:	PLACED ON FILE [UNANIMOUS]
TO:	Appropriations Committee
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

VII. UNFINISHED BUSINESS

VIII. CALENDAR

IX. RULE 53 COUNCILOR REPORTS

Councilor Jamaledine reminds all of the Mayor's community presentation regarding the Library renovation to be held Wednesday, 18 July 2021 in the Learning Commons at the Middle school complex.

X. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn

By: Councilor Stewart, Second: Councilor Migliorelli - motion carried.

Meeting adjourned at 10:09 p.m.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Robb Stewart, Ward 3
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE
CITY COUNCIL
MINUTES• JULY 19, 2021

Council Chamber, First Floor, Melrose City Hall Regular Meeting
562 Main Street, Melrose, MA 02176

7:45 PM

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Maya Jamaledine	At-Large	Present	
Leila Migliorelli	At-Large	Present	
John N. Tramontozzi	Ward 1	Present	
Jeff McNaught	Ward 2	Present	
Robb Stewart	Ward 3	Present	
Mark Garipay	Ward 4	Present	
Shawn M. MacMaster	Ward 5	Present	
Jen Grigoraitis	Ward 6	Present	
Cory Thomas	Ward 7	Present	

Pledge of Allegiance

II. MINUTES APPROVAL

City Council - Regular Meeting - Jun 21, 2021 7:45 PM

III. PUBLIC COMMENT

Public Comment

President Cinella moves to open public comment by unanimous consent - no objection

No one comes forward.

President Cinella moves to close public comment by unanimous consent - no objection

IV. PUBLIC HEARINGS

V. COMMUNICATIONS FROM HIS HONOR, THE MAYOR AND OTHER CITY OFFICIALS

Motion: Suspend the Rules

Motion: Suspend the Rules

By: Councilor Grigoraitis, Second: Councilor Migliorelli - motion carried.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED [UNANIMOUS]
MOVER: Leila Migliorelli, At-Large
SECONDER: Jen Grigoraitis, Ward 6
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

1. **ORDER-2022-1 :** Appointment of Sarah MacLellan, 66 Wheeler Ave, to the Board of Assessors for a three-year term, said term to end on the last day of February, 2024

Offered by: Mayor Paul Brodeur

Mayor Brodeur presents the nominee and reviews her qualifications, competency and credentials. Sarah MacLellan expresses her gratitude for the opportunity to fill the role on the Board of Assessors. Councilor Grigoraitis notes familiarity with Ms. MacLellan's work with the Melrose Education Fund and supports this appointment.

RESULT: PASSED [UNANIMOUS]
MOVER: Jen Grigoraitis, Ward 6
SECONDER: Mark Garipay, Ward 4
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration
 By: Councilor Migliorelli - No Objection

RESULT: PASSED [UNANIMOUS]
MOVER: Leila Migliorelli, At-Large
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

2. **ORDER-2022-2 :** An appropriation from Capital Stabilization, account number 84052-590000, in the amount of \$20,000.00 to Veteran's Professional Services, account number 015432-529000 for restoration of the Veteran's Honor Roll.

Sponsored by: Chief Financial Officer Patrick Dello Russo

RESULT:	ASSIGNED TO COMMITTEE
TO:	Appropriations Committee

3. **ORDER-2022-3** : Authorization of Accept Two renewable AFDA grants in the amount of \$2,500.00 each for the Health Department

Sponsored by: Interim Health Director Elaine Silva

RESULT:	ASSIGNED TO COMMITTEE
TO:	Appropriations Committee

4. **ORDER-2022-4** : Authorization to Accept a Grant in the amount of \$28,822.75 from the MassDOT Shared Streets and Spaces Program; and Authorize the Mayor to Execute a Contract with MassDOT; funds to be deposited into Fund #4043

Sponsored by: City Planner Denise Gaffey

Office of Planning and Development Director Gaffey explains this is an award from the DOT. Collaborative initiative between DPW and OPD; funding for improvements to Central Terrace Alleyway and a mural also partly funded through the wayfinding initiative. No match required. Immediate sought as muralist is ready to go and paving can be done as well. Councilor Thomas asks for details on the mural. Gaffey explains it will extend on the side of the YMCA building and on the pavement. OPD will inform impacted residents and businesses. Councilor Grigoraitis thrilled with the project; also happy from a safety perspective for a permanent solution that also provides for outdoor seating. Councilor Eccles notes this was a suggestion from the Traffic Commission.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jeff McNaught, Ward 2
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration

By: Councilor McNaught - No Objection

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jeff McNaught, Ward 2
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

5. **ORDER-2022-5** : Authorization to Accept a Grant in the amount of \$104,663.00 from the Department of Energy Resources (DOER) through the Green Communities Division; and Authorize the Mayor to Execute a Contract with the Department of Energy Resources; funds to be deposited into Fund #4030

Sponsored by: City Planner Denise Gaffey

Sustainability Manager Martha Grover speaks to the grant; 6th green community grant. After consulting with DPW the plan is to convert the original 1000 gallon hot water tanks at MHS; downsizing the capacity for the electric heat pump hot water heaters. Also planned is converting the Lincoln school lighting to LED (in the &%)K club) Asking for immediate to allow for the hot water project to be completed before school opens.

Councilor MacMaster inquires about a match and learns there is none.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Mark Garipay, Ward 4
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration
By: Councilor McNaught - No Objection

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jeff McNaught, Ward 2
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

6. **ORDER-2022-6** : Appointment of Greg DeLaurier, 90 Grove Street Apt B, to the Council on Aging; said term to expire on the last day of February 2024.

Offered by: Mayor Paul Brodeur

RESULT: **ASSIGNED TO COMMITTEE**
TO: Health, Education & Welfare Committee

7. **ORDER-2022-7** : Appointment of David Kourtz. 64 Moreland Rd., to the Council on Aging; said term to expire on the last day of February 2024.

Offered by: Mayor Paul Brodeur

RESULT: **ASSIGNED TO COMMITTEE**
TO: Health, Education & Welfare Committee

8. **ORDER-2022-8** : Appointment of Gwendolyn Orford. 28 Otis St., to the Conservation Commission; said term to expire on the last day of February 2024.

Offered by: Mayor Paul Brodeur

RESULT: **ASSIGNED TO COMMITTEE**

9. **ORDER-2022-9** : Appointment of Thais De Marco, 323 Grove Street, to the Affordable Housing Trust, for a two-year term, said term to expire the last day of January 2023.

Offered by: Mayor Paul Brodeur

RESULT: **ASSIGNED TO COMMITTEE**
TO: Health, Education & Welfare Committee

10. **ORDER-2022-10** : Appointment of Lillian Yargood Kelly, 117 Boston Rock Rd., to the Board of Health for a three-year term; said term to expire on the last day of February 2024

Offered by: Mayor Paul Brodeur

RESULT:	ASSIGNED TO COMMITTEE
TO:	Health, Education & Welfare Committee

11. **ORDER-2021-160** : Requesting that the Honorable City Council review and take action relative to recommendations made by the Board of Registrars of Voters for the consolidation of non-ADA compliant polling locations in the City of Melrose in accordance with information provided by Secretary of State William Galvin's office.

Offered by: Mayor Paul Brodeur

From: City Council

ASSIGNED TO COMMITTEE

President Cinella provides clarity noting the order returns merely for purposes of sponsorship and the matter is then returned to the Legal and Legislative committee.

RESULT:	ASSIGNED TO COMMITTEE
TO:	Legal & Legislative Committee

Point of Inquiry

Motion: Point of Inquiry
By: Councilor MacMaster

Councilor MacMaster seeks confirmation surrounding Order 2022-1 stating the matter as noticed on the agenda is for a Board Appointment however the presentation of the information seemed to revolve around the position of Chief Assessor for the City. Seeks clarification from the Administration as to intent as the vote by the Council was for a board appointment versus filling a department head which would not typically happen at a first reading anyway. The materials included seemed to point toward a department head.

Mayor Brodeur says it is his understanding that the Board of Assessors hires the Chief Assessor and concurrently that person serves on the Board of Assessors.

VI. NEW BUSINESS

1. **ORDER-2022-11** : An Order on the Status of Various Park Commission Projects

Sponsored by: Ward 4 Mark Garipay, Ward 7 Cory Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: **ASSIGNED TO COMMITTEE**
TO: Appropriations Committee

VII. RESOLUTIONS

Motion: Order from Committee

Motion: Take Order from Committee

By: Councilor McNaught, Second: Councilor Thomas - motion carried.

RESULT: **PASSED [UNANIMOUS]**
MOVER: Jeff McNaught, Ward 2
SECONDER: Cory Thomas, Ward 7
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught,
 Stewart, Garipay, MacMaster, Grigoraitis, Thomas

1. **RES-2021-4:** A Resolution for Expanding Access to Local Government in the City of Melrose
Sponsored by: Ward 6 Jen Grigoraitis, At-Large Leila Migliorelli

Motion: Place on File

Motion: Place on File

RESULT: **PASSED [UNANIMOUS]**
MOVER: Jeff McNaught, Ward 2
SECONDER: Leila Migliorelli, At-Large
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught,
 Stewart, Garipay, MacMaster, Grigoraitis, Thomas

VIII. ORDERS OUT OF ORDER

IX. ORDERS FROM COMMITTEE

Motion: Order from Committee

Motion: Take Order 2021-155 from Committee

By: Councilor Jamaledine, Second: Councilor Grigoraitis - motion carried.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Jen Grigoraitis, Ward 6
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

1. **ORDER-2021-155 :** Appointment of Lindsay Toghil to the Historic District Commission; said term to end on the last day of February, 2024

Sponsored by: Mayor Paul Brodeur

From: City Council

PASSED

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Jack Eccles, At-Large
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Order from Committee

Motion: Take Order 2021-158 from Committee

By: Councilor Thomas, Second: Councilor Garipay - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: Cory Thomas, Ward 7
SECONDER: Mark Garipay, Ward 4
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

2. **ORDER-2021-158 :** Petition of National Grid to install approximately 880 feet of concrete encased electric ducts from existing manhole A-510 to an existing pad mount transformer at 585 Lebanon St. in accordance with Rowe St. Plan #27967397

From: Public Works Committee

RECOMMEND PASSAGE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: **PLACED ON FILE [UNANIMOUS]**
MOVER: Cory Thomas, Ward 7
SECONDER: Jeff McNaught, Ward 2
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Order from Committee

Motion: Take Order 2021-159 from Committee

By: Councilor Thomas, Second: Councilor Eccles - motion carried.

RESULT: **PASSED [UNANIMOUS]**
MOVER: Cory Thomas, Ward 7
SECONDER: Jack Eccles, At-Large
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

3. **ORDER-2021-159** : Petition of National Grid to relocate 1 JO pole (# 1570) on Orient Ave beginning at a point approximately 276 feet north of the centerline at the Orient Ave and East Emerson St intersection. To be moved +/- 14 ft north

From: Public Works Committee

RECOMMEND PASSAGE

RESULT: **PLACED ON FILE [UNANIMOUS]**
MOVER: Cory Thomas, Ward 7
SECONDER: Jeff McNaught, Ward 2
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

X. ORDERS OF THE DAY/UNFINISHED BUSINESS

XI. RULE 53 REPORT

XII. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn

By: Councilor Eccles, Second: Councilor McNaught - motion carried.

Meeting adjourned at 8:15 p.m.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: **PASSED [UNANIMOUS]**

MOVER: Jack Eccles, At-Large

SECONDER: Jeff McNaught, Ward 2

AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught,
Stewart, Garipay, MacMaster, Grigoraitis, Thomas



CITY OF MELROSE
CITY COUNCIL
MINUTES• JUNE 21, 2021

Council Chamber, First Floor, Melrose City Hall Regular Meeting
562 Main Street, Melrose, MA 02176

7:45 PM

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Maya Jamaledine	At-Large	Absent	
Leila Migliorelli	At-Large	Present	
John N. Tramontozzi	Ward 1	Present	
Jeff McNaught	Ward 2	Absent	
Robb Stewart	Ward 3	Present	
Mark Garipay	Ward 4	Present	
Shawn M. MacMaster	Ward 5	Present	
Jen Grigoraitis	Ward 6	Present	
Cory Thomas	Ward 7	Present	

Minutes Approval

City Council - Regular Meeting - Jun 7, 2021 7:45 PM

President Cinella moves to accept the minutes of June 7, 2021 by unanimous consent - no objection.

RESULT:	ACCEPTED [9 TO 0]
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

City Council - Special Meeting - Jun 14, 2021 7:45 PM

President Cinella moves to accept the June 14, 2021 minutes without reading by unanimous consent- no objection

RESULT:	ACCEPTED [9 TO 0]
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

II. PUBLIC COMMENT

Public Comment

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

By unanimous consent, President Cinella opens public comment - no objection.

D. Hoff, Chair of the Commission on Disability speaks in favor of order 2021-133.

By unanimous consent, President Cinella closes public comment - no objection.

III. COMMUNICATIONS FROM HIS HONOR, THE MAYOR AND OTHER CITY OFFICIALS

Suspend the Rules

President Cinellas moves to suspend the rules by unanimous consent - no objection.

1. **ORDER-2021-155** : Appointment of Lindsay Toghil to the Historic District Commission; said term to end on the last day of February, 2024

Sponsored by: Mayor Paul Brodeur

RESULT:	ASSIGNED TO COMMITTEE
TO:	Health, Education & Welfare Committee

2. **ORDER-2021-156** : Acceptance of a Forty-Two Thousand One Hundred and Five Dollar Grant from the Massachusetts Office of Business Development Regional Pilot Grant Program

Offered by: Mayor Paul Brodeur

Councilor Eccles requests immediate consideration for this grant to meet the timeline laid out in the application. This is a non-matching grant so there is no financial obligation for the City. Meghan Day, of the Stoneham Chamber of Commerce, provides additional information.

RESULT:	PASSED [9 TO 0]
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

IV. NEW BUSINESS

1. **ORDER-2021-157** : In accordance with Article 1; section 56-10 of the Melrose Administrative Code: Appointment of Joanne Perperian, 6 Patriot Way, Melrose, MA as Assistant City Clerk commencing June 7, 2021; term renewal on the first Monday in February.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

City Clerk Kristin Foote provides background and information regarding the candidate. Ms. Perperian addresses the Council. Councilor Tramontozzi inquires about Ms. Perperian's continued involvement with the elections division. Councilor MacMaster is excited to have her onboard in the Clerks office. Councilor Grigoraitis praises the dignity, focus and respect brought by the candidate to the legislative body and to the residents.

RESULT:	ADOPTED [9 TO 0]
MOVER:	Jen Grigoraitis, Cory Thomas
SECONDER:	John N. Tramontozzi, Ward 1
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration
By: Councilor Migliorelli - No Objection

RESULT:	PASSED [9 TO 0]
MOVER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

- ORDER-2021-158** : Petition of National Grid to install approximately 880 feet of concrete encased electric ducts from existing manhole A-510 to an existing pad mount transformer at 585 Lebanon St. in accordance with Rowe St. Plan #27967397

RESULT:	SET PUBLIC HEARING [9 TO 0]	Next: 7/19/2021 7:45 PM
MOVER:	Cory Thomas, Ward 7	
SECONDER:	Jen Grigoraitis, Ward 6	
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas	
ABSENT:	Maya Jamaledine, Jeff McNaught	

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration
By: Councilor Thomas - No Objection

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED [9 TO 0]
MOVER: Cory Thomas, Ward 7
SECONDER: Mark Garipay, Ward 4
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

3. **ORDER-2021-159** : Petition of National Grid to relocate 1 JO pole (# 1570) on Orient Ave beginning at a point approximately 276 feet north of the centerline at the Orient Ave and East Emerson St intersection. To be moved +/- 14 ft north

RESULT: SET PUBLIC HEARING [9 TO 0] **Next: 7/19/2021 7:45 PM**
MOVER: Cory Thomas, Ward 7
SECONDER: Mark Garipay, Ward 4
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration
 By: Councilor Thomas - No Objection

RESULT: PASSED [9 TO 0]
MOVER: Cory Thomas, Ward 7
SECONDER: Mark Garipay, Ward 4
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

4. **ORDER-2021-160** : The Board of Registrars of Voters respectfully requests that the Honorable City Council confirm the consolidation of non-compliant polling locations in accordance with information provided by Secretary of State William Galvin's office.

RESULT: ASSIGNED TO COMMITTEE
TO: Legal & Legislative Committee

5. **ORDER-2021-161** : Communication from Massachusetts State Lottery Commission regarding KENO monitor at West Wyoming Market, 49 West Wyoming Ave., Melrose, MA

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT:	DEFEATED [9 TO 0]
MOVER:	Robb Stewart, Ward 3
SECONDER:	Mark Garipay, Ward 4
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration
By: Councilor Stewart - No Objection

RESULT:	PASSED [9 TO 0]
MOVER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

6. **RES-2021-4:** A Resolution for Expanding Access to Local Government in the City of Melrose
Sponsored by: Ward 6 Jen Grigoraitis, At-Large Leila Migliorelli

RESULT:	ASSIGNED TO COMMITTEE
TO:	Appropriations Committee

V. ORDERS OUT OF ORDER

VI. CALENDAR

VII. RULE 53 REPORTS

VIII. ORDERS FROM COMMITTEE

1. **ORDER-2021-119 :** Acceptance of the FY21 Firefighter Safety Equipment Grant awarded to the Melrose Fire Department by The Commonwealth of Massachusetts, Department of Fire Services, in the amount of \$14,941.00.

From: Appropriations Committee

RECOMMEND PASSAGE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED [9 TO 0]
MOVER: Jack Eccles, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

Motion: Order from Committee

Motion: Take Order from Committee
 By: Councilor Eccles, Second: Councilor Grigoraitis - motion carried.

RESULT: PASSED [9 TO 0]
MOVER: Jack Eccles, At-Large
SECONDER: Jen Grigoraitis, Ward 6
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

2. **ORDER-2021-130** : An Appropriation from Free Cash, 01-324001, in the amount of \$265,000 to Fire Capital Outlay, account 019313-551081, to purchase an Ambulance.

From: Appropriations Committee

RECOMMEND PASSAGE

RESULT: PASSED [9 TO 0]
MOVER: Jack Eccles, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

Motion: Order from Committee

Motion: Take Order from Committee
 By: Councilor Eccles, Second: Councilor Stewart - motion carried.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT:	PASSED [9 TO 0]
MOVER:	Jack Eccles, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

3. **ORDER-2021-133** : An Appropriation from Free Cash, account 01-324001, in the amount of \$502,500 to various Park Capital Project Accounts as set forth herein.

From: Appropriations Committee

RECOMMEND PASSAGE

Councilor Garipay references a memo from Parks Commission Chair Bill Gardiner that sought to amend the order and give the commission the authority over the scheduling and management of the project. He notes the charter speaks to the charge of the Parks Commission. His bigger concern is that the body felt the need to present the amendment in the first place to achieve this project in a timely manner.

Councilor MacMaster finds it disconcerting to receive a memo from the Parks Commission asking to be empowered over something they are already empowered with - oversight of our park lands. He interpreted the memo as a fight by the Commission to be relevant and notes that the Administrative Code, the expertise and experience of the Commission members and their track record of success over the years proves their relevance. However, it is clear that the Mayor is the ultimate decision maker and drives the direction of the project while the Parks Commission executes. He is hopeful that after this meeting the Mayor and the Parks Commission will meet and review the project. It is important to state publicly that under local law this is not project management to be assigned to DPW or Planning as it is clear the Parks Commission has jurisdiction. Notes that the request of the memo goes beyond what is codified in City law and would be a breach of authority. Need to monitor the situation to be certain the Parks Commission is doing what it is fundamentally charged with.

Councilor Grigoraitis also surprised to see the offer of the amendment. Typically, only Council members offer amendments. Agrees this seems to be a question of lack of clarity in the charter and the way to address that is for a charter review not an amendment. As we move forward offers a reminder that we all must do the work mindful of the open meeting law which requires no deliberation outside a meeting. Acknowledges the burden of taking on a complex project in a way that engages the public while also being in compliance with law.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED [9 TO 0]
MOVER: Jack Eccles, At-Large
SECONDER: Jen Grigoraitis, Ward 6
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

Motion: Order from Committee

Motion: Take Order from Committee
 By: Councilor Eccles, Second: Councilor Stewart - motion carried.

RESULT: PASSED [9 TO 0]
MOVER: Jack Eccles, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

4. **ORDER-2021-134** : An Appropriation from Free Cash, Account 01-324001, in the amount of \$50,000 to Planning Professional Services, account 011752-529000) for wayfinding projects.

From: Appropriations Committee

RECOMMEND PASSAGE

RESULT: PASSED [9 TO 0]
MOVER: Jack Eccles, At-Large
SECONDER: Leila Migliorelli, At-Large
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

Motion: Order from Committee

Motion: Take Order from Committee
 By: Councilor Eccles ____, Second: Councilor ____ - motion carried.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED [9 TO 0]
MOVER: Jack Eccles, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

5. **ORDER-2021-135** : An appropriation from Free Cash, account 01-324001, in the amount of \$255,000 to Police Capital Accounts as set forth herein.

From: Appropriations Committee

RECOMMEND PASSAGE

RESULT: PASSED [9 TO 0]
MOVER: Jack Eccles, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

Motion: Motion to conjoin 2021-135,136,137,138,139,145,148,149,152,153,154 to remove from committee.

RESULT: PASSED [9 TO 0]
MOVER: Jack Eccles, At-Large
SECONDER: Cory Thomas, Ward 7
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

6. **ORDER-2021-136** : An Appropriation from Free Cash, account 01-324001, in the amount of \$480,243, to various Public Works accounts as set forth herein.

From: Appropriations Committee

RECOMMEND PASSAGE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED [9 TO 0]
MOVER: Jack Eccles, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

7. **ORDER-2021-137** : An Appropriation from Free Cash, account 01-324001, in the amount of \$270,000, to various Public Works, Snow and Ice accounts as set forth herein.

From: Appropriations Committee

RECOMMEND PASSAGE

RESULT: PASSED [9 TO 0]
MOVER: Jack Eccles, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

8. **ORDER-2021-138** : An Appropriation from Free Cash, 01-324001, in the amount of \$825,000 to various Public Works School Facilities- Capital accounts as set forth herein.

From: Appropriations Committee

RECOMMEND PASSAGE

RESULT: PASSED [9 TO 0]
MOVER: Jack Eccles, At-Large
SECONDER: Cory Thomas, Ward 7
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

9. **ORDER-2021-139** : An Appropriation from Free Cash, account 01-324001, in the amount of \$30,000 to Veterans Professional Services, account 015432-529000.

From: Appropriations Committee

RECOMMEND PASSAGE

Councilor MacMaster notes for the Council that the bids for the Main Street honor roll are coming over \$30,000 and wanted to flag this item to make the administration aware as well and would seek to have this renovation completed by Veterans' Day.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT:	PASSED [9 TO 0]
MOVER:	Jack Eccles, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

10. **ORDER-2021-145** : Acceptance of a Net Metering Credit Agreement between the City of Melrose and Hampshire Power for energy and cost savings. The agreement authorizes the production of alternative energy on behalf of the city through a State-endorsed program.

Offered by: Mayor Paul Brodeur

From: Appropriations Committee

RECOMMEND PASSAGE

RESULT:	PASSED [9 TO 0]
MOVER:	Jack Eccles, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

11. **ORDER-2021-146** : Adopting Massachusetts General Law Chapter 40, section 22 G on disabled parking.

From: Legal & Legislative Committee

RECOMMEND PASSAGE

RESULT:	ADOPTED [9 TO 0]
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

Motion: Order from Committee

Motion: Take Order from Committee

By: Councilor ____, Second: Councilor ____ - motion carried.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED [9 TO 0]
MOVER: Jen Grigoraitis, Ward 6
SECONDER: Leila Migliorelli, At-Large
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledidine, Jeff McNaught

12. **ORDER-2021-147** : Development of stormwater ordinance to meet permit requirements

From: Legal & Legislative Committee

RECOMMEND PASSAGE

RESULT: ADOPTED [9 TO 0]
MOVER: Jen Grigoraitis, Ward 6
SECONDER: Leila Migliorelli, At-Large
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledidine, Jeff McNaught

Motion: Order from Committee

Motion: Take Order from Committee

By: Councilor Grigoraitis, Second: Councilor Migliorelli- motion carried.

RESULT: PASSED [9 TO 0]
MOVER: Jen Grigoraitis, Ward 6
SECONDER: Leila Migliorelli, At-Large
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledidine, Jeff McNaught

13. **ORDER-2021-148** : An Appropriation in the amount of \$43,423.46 from Water Retained Earnings, account 6100-319000, to Water Reserve Fund, account 8416-49000.

From: Appropriations Committee

RECOMMEND PASSAGE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT:	PASSED [9 TO 0]
MOVER:	Jack Eccles, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

14. **ORDER-2021-149** : An Appropriation in the amount of \$400,000 from Water Retained Earnings, account number 6100-319000, to the Fiscal 2022 Water Budget.

From: Appropriations Committee

RECOMMEND PASSAGE

RESULT:	PASSED [9 TO 0]
MOVER:	Jack Eccles, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

15. **ORDER-2021-150** : A transfer in the amount of \$102,600 from the Fire Department Salary & Wages, account number 012211-511000, to various Salary & Wage Accounts as set forth herein.

From: Finance Committee

RECOMMEND PASSAGE

RESULT:	PASSED [9 TO 0]
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

Motion: Order from Committee

Motion: Take Order from Committee

By: Councilor Migliorelli, Second: Councilor Grigoraitis - motion carried.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED [9 TO 0]
MOVER: Leila Migliorelli, At-Large
SECONDER: Jen Grigoraitis, Ward 6
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

16. **ORDER-2021-151** : A transfer in the amount \$30,000 from Health Insurance, account number 019142-549201, to City Solicitor Property Insurance, account number 011512-544310.

From: Finance Committee

RECOMMEND PASSAGE

RESULT: PASSED [9 TO 0]
MOVER: Leila Migliorelli, At-Large
SECONDER: Jen Grigoraitis, Ward 6
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

Motion: Order from Committee

Motion: Take Order from Committee

By: Councilor Migliorelli, Second: Councilor Grigoraitis - motion carried.

RESULT: PASSED [9 TO 0]
MOVER: Leila Migliorelli, At-Large
SECONDER: Jen Grigoraitis, Ward 6
AYES: Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT: Maya Jamaledine, Jeff McNaught

17. **ORDER-2021-152** : Authorizing a Bond for the replacement of the Salt Shed.

From: Appropriations Committee

WITHOUT RECOMMENDATION

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT:	DEFEATED [6 TO 3]
MOVER:	Jack Eccles, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Tramontozzi, Stewart, Garipay, MacMaster, Thomas
NAYS:	Jack Eccles, Leila Migliorelli, Jen Grigoraitis
ABSENT:	Maya Jamaledine, Jeff McNaught

18. **ORDER-2021-153** : An Appropriation from the Peg Access Cable Fund (#2922) in the amount of \$276,505 to MMTV and Melrose Public Schools.

From: Appropriations Committee

RECOMMEND PASSAGE

RESULT:	PASSED [9 TO 0]
MOVER:	Jack Eccles, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

19. **ORDER-2021-154** : Election of a Clerk of Committees pursuant to the Charter for the City of Melrose, Section 2-8: Appointments of the City Council

Sponsored by: President Christopher Cinella

From: Appropriations Committee

RECOMMEND PASSAGE

RESULT:	ELECTED [9 TO 0]
MOVER:	Jack Eccles, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

IX. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn

By: Councilor Stewart, Second: Councilor Migliorelli - motion carried.

Meeting adjourned at 8:57 pm.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT:	PASSED [9 TO 0]
MOVER:	Robb Stewart, Ward 3
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Maya Jamaledine, Jeff McNaught

SARAH A. MACLELLAN

66 Wheeler Avenue | Melrose, MA 02176
(978) 502-3837 | sarahmaclellan1@gmail.com

PROPERTY ASSESSMENT PROFESSIONAL

A results-oriented, proven professional with in-depth knowledge of modern property appraisal principles and practices. A team player and high-energy achiever, who thrives in challenging situations and brings a thoughtful, detail-oriented approach to fair and equitable property valuation. Skilled in performing property inspections and preparing records and reports according to accepted standards. With extensive background in customer service; very effective in oral and written communication, exercising discretion in contentious situations. Demonstrated ability to establish effective working relationships and interact tactfully with City employees, officials, and the general public.

CORE COMPETENCIES

- | | | |
|----------------------|------------------------|----------------------------|
| ▪ Data Management | ▪ Strategic Planning | ▪ Customer Service |
| ▪ Project Management | ▪ Process Improvements | ▪ Problem-Solving |
| ▪ Goal Setting | ▪ Best Practices | ▪ Operational Efficiencies |
| ▪ Collaboration | ▪ Multi-Tasking | ▪ Peer Training |
| ▪ Organization | ▪ Reporting | ▪ Communication |
| ▪ Scheduling | ▪ Troubleshooting | ▪ Attention to Detail |

PROFESSIONAL EXPERIENCE

City of Melrose, Assessors' Office, Melrose, MA

2017 – Present

Assistant Assessor

Perform technical work involved in the appraisal and examining of real property for assessment purposes to Mass Appraisal Standards according to state and local laws. Provide internal and external customer service and assistance to the Chief Assessor as needed.

- Perform physical inspections of residential and commercial properties; develop building sketches and take exterior measurements.
- Inspect and monitor land use and zoning changes, deed transfers and subdivision changes.
- Update and maintain CAMA database to ensure retention of accurate assessment records.
- Explain mass appraisal method and techniques to the general public and respond to questions and concerns relating to appraisal methods.
- Assist with preparation for defense of values in cases before the Appellate Tax Board.
- Gather property data from building plans, building permits, City officials, contractors, lawyers and real estate agents.
- Respond to inquiries from taxpayers, brokers and appraisers in person, via e-mail and by telephone.
- Review, analyze and process exemption and abatement applications for final review by the Board of Assessors.
- Prepare and distribute abutters' lists.
- Attend professional development conferences and training in order to stay informed of Massachusetts Laws and Regulations concerning taxation and to stay up to date on changes and trends in the Assessing field.

City of Melrose, Auditors' Office, Melrose, MA

2016 - 2017

Accounting Clerk

- Led the Accounts Payable process for the City and School Departments, ensuring that finances were accurate and up-to-date and that vendors were paid within established time limits.
- Streamlined the Accounts Payable Process - consolidated A/P warrants from 360 to 280 year over year.
- Audited invoices submitted by all Departments, confirming that proper documentation was submitted in compliance with policy.
- Processed the weekly warrant and check run, coordinated with the Treasurer's office to ensure funds were transferred accordingly.
- Researched payment inquiries for internal and external customers.
- Maintained vendor records in MUNIS system, ensuring that W-9s were received in accordance with the Department of Revenue.
- Conducted training for other departments relating to guidelines for encumbrances and invoice paying in accordance with M.G.L.

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Calypso Cards, Newport, RI

2011 – 2015

Accounting Specialist

- Responsible for all facets of receivables management including managing the general ledger, preparing weekly A/R reports, cash application duties, and providing performance data to Managing Director.
- Utilized exceptional client management skills to collect outstanding accounts and resolve delinquencies.
- Reduced average weekly outstanding delinquent accounts by 80%.
- Established new accounts, evaluated credit risk, and determined credit limits and payment terms utilizing trade and bank references as required.
- Prepared annual tax forms for distribution.
- Worked closely with Finance Director to ensure all invoices and credits were current.
- Calculated and processed monthly commission payments for sales representatives.
- Established new procedures to streamline A/R processes within the company.

Viabella (formerly Marian Heath Greeting Cards), Wareham, MA

2009 – 2011

Field Sales Representative, Boston territory

- Maintained and increased greeting card sales in retail stores in the greater Boston area.
- Established and maintained relationships with store managers.
- Shared brand and product knowledge with store managers and their customers.
- Met with buyers to determine upcoming needs and recommend possible changes in stores.

CIGNA Group Insurance, Newton, MA

2008 – 2009

Sales Administration Senior Associate

- Responsible for all internal sales administration functions and support for National Account Sales Manager.
- Created sales presentation proposal materials for clients and brokers.
- Updated sales reporting system with sold case information on a weekly basis.
- Prepared finalist meeting sales presentations.

Viabella (formerly Marian Heath Greeting Cards), Wareham, MA

2005 – 2008

Key Account Manager

- Created successful Key Account Department within the company. Developed end-to-end workflow processes to track projects from initial product recommendations through program deployment in multi-rooftop chains, such as Books-A-Million, Albertson's, Garden Ridge, and Dicksons.
- Conducted sales analysis, recommended new products and strategies to support seasonal sales cycles and goals.
- Independently managed and maintained custom printing account that generated over \$600,000 wholesale per year.
- Increased wholesale sales for company's largest key account by 17% year-over-year.
- Developed comprehensive service operations manuals to be used by field merchandisers in retail stores.
- Managed systems transition during acquisition of subsidiary company, Renaissance Greeting Cards.
- Initiated and implemented use of EDI (Electronic Data Interchange) Order Process.

Graphique de France, Woburn, MA

2004 - 2005

Key Account Assistant

- Supported Vice President of Sales and Key Account Managers in sales efforts to major accounts such as TJMaxx, Staples and Barnes & Noble.
- Evaluated and analyzed retail sales and product line data, conducted sell-through and historical sales reporting for presentation to sales managers and customers.
- Communicated with buyers on all aspects of sales programs including program proposals, image recommendations, product availability, terms negotiation and progress updates.
- Represented the company at major sales presentations and national industry trade shows.
- Developed internal sales reporting process resulting in more efficient analysis and presentation of sales data.
- Enhanced customer presentations focusing on year-over-year accomplishments of sales goals.

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Graphique de France, Woburn, MA

2001 - 2004

Sales Account Coordinator

- Worked with CEO to maintain and increase sales in major accounts including Tuesday Morning, HomeGoods, Century 21 Department Stores and Ross Stores.
- Independently generated over \$150,000 in sales.
- At request of company President, independently managed several major accounts: Papyrus, Museum of Fine Arts Boston and Mattel. Supported Sales Account Director to manage and maintain key accounts such as Borders, Target and Cost Plus.
- Created and distributed monthly national sales reporting to twelve sales representative groups throughout the US.
- Communicated with field sales reps and distributed new product release information.

Graphique de France, Woburn, MA

2000 - 2001

Publishing Assistant

Responsible for all correspondence with designers, photographers and artists who supplied art work for calendars and stationery. Trafficked artwork, photographs, printer's proofs between design, pre-press, and printing departments.

EDUCATION**Bachelor of Science, Business Administration,**

University of Mary Washington (formerly Mary Washington College), Fredericksburg, VA

CERTIFICATIONS & AFFILIATIONS**Massachusetts Accredited Assessor (#1378)**

International Association of Assessing Officers (IAAO) - Active Member 2017-present

Massachusetts Association of Assessing Officers (MAAO) - Active Member 2017-present

Middlesex County Assessors Association (MCAA) - Active Member 2017-present

Awarded MCAA Scholarship - 2018

TECHNICAL SKILLS

- | | | |
|---|--|---------------------------|
| ▪ Microsoft 365 Office Suite
(Word, Excel, PowerPoint,
Outlook, Teams, Planner) | ▪ Patriot Properties AssessPro 5.0
▪ MUNIS
▪ PEOPLEGIS/Maps Online | ▪ Pictometry
▪ NearMap |
|---|--|---------------------------|

VOLUNTEER EXPERIENCE**Rescuing Leftover Cuisine, New York, NY**

2021 - present

Volunteer Lead Rescuer

Lead volunteer events to transport food from 501(c)(3) organization's food donor partners to homeless shelters, soup kitchens, and other human service agencies in greater Boston area communities.

Melrose Education Foundation, Melrose, MA

2019 - present

Board Member, Grants Committee Co-Chair

Reviewed, qualified and determined grants which support the Educators and Students of the Melrose Public Schools.

Hoover Elementary School, Melrose, MA

2017 - 2019

PTO Treasurer

Developed, maintained and balanced the PTO budget, collected and deposited fundraising money, disbursed funds for purchases and reimbursements, tracked income and expenses, prepared monthly and annual financial reporting to parent PTO organization, and maintained and submitted records for annual audits.

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SARAH A. MACLELLAN

66 Wheeler Avenue | Melrose, MA 02176
(978) 502-3837 | sarahmaclellan1@gmail.com

May 27, 2021

Dear Hiring Managers,

I would like to formally apply for the Chief Assessor position at the City of Melrose. When reviewing the position requirements, I find that my qualifications and strengths align with the current needs and focus of the Melrose Assessor's Department.

For the past five years I have worked for the City of Melrose, first in the Auditor's Office as an Accounting Clerk, and since 2017, as the Assistant Assessor. During this time, I have obtained my designation as a Massachusetts Accredited Assessor and have acquired a comprehensive set of technical skills that would assist me in doing the work of the Chief Assessor.

I have also demonstrated my ability to work with leaders across City departments, consistently earning praise for my work ethic, attention to detail, strong adherence to policies and guidelines, and using sound discretion in handling sensitive information.

Throughout my work in previous roles and in my current position, I have developed strong interpersonal skills and the ability to communicate in a tactful and effective manner, always responding to customers' inquiries and requests with a friendly and positive attitude.

I hope you will find that this brief summary, in combination with the attached resume, describes a dedicated employee with the skills and enthusiasm to meet the requirements of the position of Chief Assessor in Melrose.

I appreciate your consideration and look forward to discussing this opportunity with you in the near future. Please let me know if there is any other information I can provide that will support my candidacy for this position.

Best Regards,

Sarah MacLellan

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The Melrose Honor Roll was dedicated on October 7, 1945, to commemorate the service of Melrose residents that were killed in action during World War II. At a later time, the names of Melrose residents killed in action during the Korean and Vietnam wars were added. The Director of Veterans Services for the Melrose-Wakefield-Saugus (MWS) Veterans Services District is requesting bids to preserve this monument during the forthcoming 'Melrose Honor Roll Preservation Project.' Bidders are required to demonstrate experience performing this type of work. The work described herein will be conforming with the Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings. This monument is a contributing structure in the Downtown Melrose local historic district (LHD). Prior to any work being performed that is visible from the public way, a certificate of appropriateness must be secured from the Historic District Commission. Either the Building Commissioner or the Director of the Office of Planning and Community Development may deem this requirement as non-applicable at their sole discretion. The scope of work aligns with a preservation approach in which the retention of historic building fabric will be retained whenever possible.

The condition of the architectural woodwork of the monument ranges from fair to very poor. Where large sections are missing and/or rotted, wholesale replacement in kind is required. Replacement materials shall match existing in size, shape and dimension and be composed of a sustainable wood such as sapele, Spanish cedar or African mahogany. New wood materials shall be primed with an oil-based primer on all surfaces, including miters and scarf joints. New wood materials shall be painted twice on all surfaces, including miters and scarf joints, with a Benjamin Moore or Sherwin Williams high grade, exterior acrylic paint with a flat sheen. New wood materials shall be installed with stainless steel trim screws.

At some locations, such as that illustrated above, only a portion of the historic fabric is rotted and failing. Contractor shall cut out only that section to allow for a "dutchman" repair. The new repair piece shall fit snugly in the space created when the rot is removed. The new repair piece shall be composed of a sustainable wood such as sapele, Spanish cedar or African mahogany. New wood repair materials shall be primed with an oil-based primer on all surfaces, including cut sides. New wood materials shall be painted twice on all surfaces, including cut sides, with a Benjamin Moore or Sherwin Williams high grade, exterior acrylic paint with a flat sheen. New wood repair materials shall be installed with stainless steel trim screws.

At the perimeter of the panels, a wooden stop bead molding keeps the glass in place. Where rotted/missing they shall be replaced in kind. At several locations, such as the bottom of the wooden mullion dividing the panels, above, deterioration does not warrant replacement. At these locations, the contractor shall preserve the architectural woodwork through the use of epoxy consolidants such as Arbatron and the West System. Once these materials have cured they will be sanded flat before painting.

Another view of the conditions found at the front of the monument. Note the paint

on the brick masonry. When the woodwork is painted, special care must be taken to ensure that this does not occur. Further, note the rust from previously used, ferrous steel fasteners bleeding through the paint. All fasteners used to preserve the monument shall be stainless steel. All mastic sealant used to fill fastener holes and seams shall be a high grade, white acrylic appropriate for exterior painting applications.

The paint coatings on the base, below the eagle, are peeling in a manner consistent with latex paint failures on sheet metal surfaces. The contractor shall remove failing paint coatings and repaint with an appropriate, direct-to-metal (DTM) paint material. The DTM paint used shall be sourced from Sherwin Williams or Benjamin Moore and be white in color. A minimum of two coats will be required.

The signage across the top of the honor roll, on both sides, is a later addition and in remarkably good condition. These sections should be left alone and not painted under the scope of the current project. The panels of the honor roll are accessed from the rear, as illustrated by the next slide. The white portions of these panels must be gently scraped and touched up with the flat, white paint specified elsewhere in this document. The black panels with gold lettering must not be touched and carefully protected through all phases of the project.

The panels of the honor roll are accessed from the rear. All wooden surfaces on the back (as well as the front) are to be scraped gently to remove loose and failing paint coatings. All surfaces will then be painted with a high grade, Benjamin Moore or Sherwin Williams, exterior acrylic, flat sheen paint. Care must be taken to protect the brick masonry and other surfaces during the course of the work.

The above image illustrates where dutchman repairs would be appropriate at the right of the center column. On the left side, where coatings have failed, striated wood rot may warrant the use of epoxy consolidants.

At a few very limited locations, mortar joint failures warrant minor repointing. Deteriorated joints should be raked to a depth of $\frac{3}{4}$ " with hand tools, NOT with grinders. The repair mortar shall be an ASTM type N mortar with a medium compressive strength. The formula shall be: one part type N Portland cement to one part 3.5 NHL (lime) to six parts aggregate (mason's "damp" sand). Prior to installation, the voids shall be sufficiently dampened. The mortar shall then be pointed into the joints in $\frac{3}{4}$ " lifts. The final tool struck finish shall match existing mortar joints. Repointing shall not take place in direct sunlight.

A stool cap molding profile frames the individual back sides of the panels. Where failures have occurred, as illustrated above, pieces should be replaced in kind. This moulding profile is commercially available at Anderson McQuaid in Cambridge.

The outer wythe of the brick cheek wall on the north side of the monument has failed. The likely cause is a failure in the footing, or brick shelf, below grade. Contractor shall excavate only as deeply as needed, with hand tools, to the base footing. The section of brick masonry that have rolled off the brick shelf shall be removed, mortar cleaned off, and set aside for reinstallation. The repair to the

base will require repair tie-ins and the pouring of a new, 4000 PSI concrete section. The brick shall then be reset in an ASTM type N mortar matching that described for the minor repointing repairs. If necessary, the precast concrete caps shall be reset. Any repointing of the joints between the caps shall be consistent with that proscribed for the brick masonry repointing.

The eagle will also be painted during the project. The exact paint will be specified after determining whether the material is wood or sheet metal. One will necessitate the use of DTM paint while the other will allow for use of a high gloss, acrylic paint. Contractor shall anticipate either contingency in his lump sum bid.

Project coordinator:

Karen Burke, Director of Veterans Services
Melrose-Wakefield-Saugus (MWS) Veterans Services District
Melrose City Hall, 562 Main Street, Melrose, MA 02176
T: 781.979.4186
F: 781.979.4509
E: KBurke@cityofmelrose.org

Bid submittal:

All bids must be delivered by mail or courier to the above address, or electronically via email, to Karen Burke, Director of Veterans Services, NLT 12 o'clock noon on Friday, June 11th, 2021. Firms that elect to submit a hard copy bid will return the enclosed bid form in a sealed envelope labeled MELROSE HONOR ROLL PRESERVATION PROJECT BID. Late bids will not be accepted. Incomplete bid forms will be rejected.

Lump sum bid:

Bidding firms pledge to deliver the complete scope of services required for the project for a lump sum, "not to exceed" fixed amount. Bidders are encouraged to examine existing conditions closely before submitting a proposal. No extra work is anticipated. Any work performed beyond the base bid scope shall be performed only after a change order has been issued and authorized by the project coordinator. Contractor will not be reimbursed for any extra work performed without a change order issued by the project coordinator.

Qualifications:

All bidders will be required to demonstrate experience preserving architectural woodwork by providing complete contact information for three (3) references. Bid forms that fail to provide all requested reference contact information will be deemed incomplete and rejected. References will be contacted and asked questions

specific to bidders' competence relative to the preservation of architectural
woodwork. References that are unwilling or incapable of providing such information
will not be counted as one of the three required references.

BID FORM

Name of bidding firm: ____CVC
Installations_____

Address: ____18 Saqrgent Ave Beverly Ma_____

The bidding firm hereby pledges to deliver the complete scope of services required
for the project:

____Forty five Thousand Eight Hundred_____
(Dollar amount written in words)

Individual completing form: ____David
Campbell_____

Title/position with bidding firm:
____Manager_____

Telephone number(s): ____978 852 6134_____

Email address: ____jeremy@cvcinstallations.com_____

Provide all requested information for three references:

Name: ____Wendall Kalsow____ Union United Methodist
Church_____

Address: _____

Telephone: ____617 872 2759_____

Email: ____wendall@mcginleykalsow.com_____

Name: ____Ryan Foster____ Foster Architects____ Ft Sewall_____

Address: _____

Telephone: ____802 345 9789_____

Email: ____ryan@foster-architecture.com_____

Name: ____Peter Demetre____ St George Cathedral_____

Address: _____

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Telephone: _____

Email:

____pjdemetre@yahoo.com_____

Melrose Honor Roll Preservation Project



The Melrose Honor Roll was dedicated on October 7, 1945, to commemorate the service of Melrose residents that were killed in action during World War II. At a later time, the names of Melrose residents killed in action during the Korean and Vietnam wars were added. The Director of Veterans Services for the Melrose-Wakefield-Saugus (MWS) Veterans Services District is requesting bids to preserve this monument during the forthcoming 'Melrose Honor Roll Preservation Project.' Bidders are required to demonstrate experience performing this type of work. The work described herein will be conforming with the Secretary of the Interior's *Standards for the Rehabilitation of Historic Buildings*. This monument is a contributing structure in the Downtown Melrose local historic district (LHD). Prior to any work being performed that is visible from the public way, a certificate of appropriateness must be secured from the Historic District Commission. Either the Building Commissioner or the Director of the Office of Planning and Community Development may deem this requirement as non-applicable at their sole discretion. The scope of work aligns with a preservation approach in which the retention of historic building fabric will be retained whenever possible.

Melrose Honor Roll Preservation Project



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Melrose Honor Roll Preservation Project



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Melrose Honor Roll Preservation Project



Another view of the conditions found at the front of the monument. Note the paint on the brick masonry. When the woodwork is painted, special care must be taken to ensure that this does not occur. Further, note the rust from previously used, ferrous steel fasteners bleeding through the paint. All fasteners used to preserve the monument shall be stainless steel. All mastic sealant used to fill fastener holes and seams shall be a high grade, white acrylic appropriate for exterior painting applications.

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Melrose Honor Roll Preservation Project



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Melrose Honor Roll Preservation Project



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Melrose Honor Roll Preservation Project



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Melrose Honor Roll Preservation Project



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Melrose Honor Roll Preservation Project



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Melrose Honor Roll Preservation Project

Project coordinator:

Karen Burke, Director of Veterans Services
Melrose-Wakefield-Saugus (MWS) Veterans Services District
Melrose City Hall, 562 Main Street, Melrose, MA 02176
T: 781.979.4186
F: 781.979.4509
E: KBurke@cityofmelrose.org

Bid submittal:

All bids must be delivered by mail or courier to the above address, or electronically via email, to Karen Burke, Director of Veterans Services, NLT 12 o'clock noon on Friday, June 11th, 2021. Firms that elect to submit a hard copy bid will return the enclosed bid form in a sealed envelope labeled MELROSE HONOR ROLL PRESERVATION PROJECT BID. Late bids will not be accepted. Incomplete bid forms will be rejected.

Lump sum bid:

Bidding firms pledge to deliver the complete scope of services required for the project for a lump sum, "not to exceed" fixed amount. Bidders are encouraged to examine existing conditions closely before submitting a proposal. No extra work is anticipated. Any work performed beyond the base bid scope shall be performed only after a change order has been issued and authorized by the project coordinator. Contractor will not be reimbursed for any extra work performed without a change order issued by the project coordinator.

Qualifications:

All bidders will be required to demonstrate experience preserving architectural woodwork by providing complete contact information for three (3) references. Bid forms that fail to provide all requested reference contact information will be deemed incomplete and rejected. References will be contacted and asked questions specific to bidders' competence relative to the preservation of architectural woodwork. References that are unwilling or incapable of providing such information will not be counted as one of the three required references.

Melrose Honor Roll Preservation Project

BID FORM

Name of bidding firm: _____

Address: _____

The bidding firm hereby pledges to deliver the complete scope of services required for the project:

(Dollar amount written in words)

Individual completing form: _____

Title/position with bidding firm: _____

Telephone number(s): _____

Email address: _____

Provide all requested information for three references:

Name: _____

Address: _____

Telephone: _____

Email: _____

Name: _____

Address: _____

Telephone: _____

Email: _____

Name: _____

Address: _____

Telephone: _____

Email: _____



CITY OF MELROSE

Department of Veterans' Services

Karen L. Burke
Director of Veterans' Services

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4186
Fax - (781) 979-4509

July 19, 2021

To: The Honorable City Council
CC: Mayor Brodeur, Patrick Dello Russo
From: Karen Burke, Director of Veterans' Services
Subject: Honor Roll Memorial – Capital Stabilization Fund request in the amount of \$20,000

I am writing to respectfully request an additional \$20,000 in funding for the Melrose Honor Roll Preservation Project. Previously the Council granted a request for funding from Free Cash in the amount \$30,000.

As the Council is aware, Melrose Veterans Honor Roll is one of the oldest (1945) veteran memorials in the City. The memorial honors City veterans of World War II, the Korean War and Vietnam. Given its prominent location on Main Street, the very poor condition of the memorial is causing concern for veterans and other residents of the City. The condition of the memorial needs to be addressed urgently before further deterioration occurs.

The request we made of the Council in May was based on a preliminary estimate received from a local tradesman. My office subsequently issued a RFP for the reconstruction work on May 25, and solicited seven bids. We received only one bid in the amount of \$45,800 from a reputable and highly recommended firm that specializes in this sort of work.

This request includes an additional \$4,200 over the bid price to cover any potential expenses due to the increased deterioration of the Honor Roll since the time of the initial bid, as well as to ensure that the work can be completed should unanticipated issues not in the original scope of work be discovered once work begins.

Below are the initial photos of damage to the memorial, as well as photos as of 7/7/2021 showing the increased damage. The rot on the front of the memorial has increased and there is additional rot on the back of the memorial, as well.

I feel confident that with this increased funding the project will be able to get underway in August, preventing further damage and retuning this important memorial to a condition that befits our commitment to honoring the service of Melrose's veterans.

Thank you for your consideration of this request.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



Photos as of 7/7/2021:



Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



ASSOCIATION OF FOOD
& DRUG OFFICIALS
SINCE 1896

July 2, 2021

Grant Number: G-T-2106-09460

Project Title: Food Protection Program Training

Award Value: \$2,775.00

Project Period: August 1, 2021 to December 31, 2021

Coral Hope
Melrose Health Department
562 Main St
Melrose, Massachusetts 02176

Dear Coral Hope:

We have approved your application for Food Protection Program Training as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Melrose Health Department to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

#	Report Dates	Report Type
1	February 14, 2022	Cat 3 Training Final Report

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- The grantee must complete the full scope of work and all tasks outlined in the approved grant application by December 31, 2021 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.
- Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being

- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after December 31, 2021. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: http://afdo.org/fda_vnrfrps.

The amount of \$2,775.00 represents the full amount of funds to which you are entitled.

This is the final year of a multi-year cooperative agreement, therefore, no extensions to the project period can be allowed. Grants will be canceled if not completed by the project end date.

Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

This project is supported by the Food and Drug Administration (FDA) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award U18FD005850 totaling \$2,400,000 with 100 percent funded by FDA/HHS. The contents are those of the author and do not necessarily represent the official views of, nor an endorsement, by FDA/HHS, or the U.S. Government.

The Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a sub award under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Steven Mandernach
Executive Director
Association of Food and Drug Officials
155 W. Market St.
3rd Floor
York, PA 17401

AFDO Programmatic Point of Contact:

Cathy Hosman
retailstandards@afdo.org
(717) 814-9873

Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Jenice Butler (jenice.butler@fda.hhs.gov)

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



ASSOCIATION OF FOOD
& DRUG OFFICIALS
SINCE 1896

June 30, 2021

Grant Number: G-SP-2106-09462

Project Title: completion of a self assement

Award Value: \$2,500.00

Project Period: July 5, 2021 to March 25, 2022

Coral Hope
Melrose Health Department
562 Main St
Melrose, Massachusetts 02176

Dear Coral Hope:

We have approved your application for completion of a self assement as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Melrose Health Department to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

#	Report Dates	Report Type
1	May 15, 2022	Cat 1 Self-Assessment Final Report

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- The grantee must complete the full scope of work and all tasks outlined in the approved grant application by March 25, 2022 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.
- Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

completed.

- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after March 25, 2022. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: http://afdo.org/fda_vnrfrps.

The amount of \$2,500.00 represents the full amount of funds to which you are entitled.

This is the final year of a multi-year cooperative agreement, therefore, no extensions to the project period can be allowed. Grants will be canceled if not completed by the project end date.

Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

This project is supported by the Food and Drug Administration (FDA) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award U18FD005850 totaling \$2,400,000 with 100 percent funded by FDA/HHS. The contents are those of the author and do not necessarily represent the official views of, nor an endorsement, by FDA/HHS, or the U.S. Government.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a sub award under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Steven Mandernach
Executive Director
Association of Food and Drug Officials
155 W. Market St.
3rd Floor
York, PA 17401

AFDO Programmatic Point of Contact:

Cathy Hosman
retailstandards@afdo.org
(717) 814-9873

Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Jenice Butler (jenice.butler@fda.hhs.gov)
Daniel Lukash (daniel.lukash@fda.hhs.gov)

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Jamey Tesler, Acting MassDOT Secretary & CEO

July 1, 2021

Elena Proakis Ellis
Melrose City Hall
562 Main Street
Melrose, MA 02176

Dear Elena Proakis Ellis:

Thank you for submitting a project application to the MassDOT Shared Streets and Spaces Program. Your project application has been reviewed, and we are pleased to notify you that your Hybrid: Main Streets and Safe Streets and Paths project has been approved for funding. We received many applications and had a competitive applicant pool from which to select, and your application stood out. Melrose's Hybrid: Main Streets and Safe Streets and Paths project will be funded at \$28,822.75 under Chapter 90 Contract Number/ MMARS #50881. Ongoing maintenance, operational, and enforcement costs associated with a project are not eligible uses of this funding.

The Shared Streets and Spaces Program is intended to support projects that promote public health, safe mobility, and renewed commerce by providing new or repurposed space for socially-distanced walking, bicycling, dining, retail, civic activities, and bus travel. Because of the urgency of this effort, the Melrose project will need to be fully implemented by December 31, 2021. Please note that any pavement markings or signage included in your project that are not compliant with the Manual on Uniform Traffic Control Devices should be used with caution, and only on a temporary basis. Please feel free to contact the Shared Streets Team to discuss this issue in more detail, if needed.

Upon project completion, award recipients are required to submit a post-construction report, which will be provided to the municipality by MassDOT. We also ask that you document the project's progress by taking before, during and after photos of your Shared Streets and Spaces installation.

We are excited to work with you and the full Melrose team as this project advances.

Sincerely,

Jamey Tesler

Acting Secretary and CEO



DENISE M. GAFFEY
Director & City Planner

CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4190
Fax - (781) 979-4290

MEMORANDUM

TO: Melrose City Council

FROM: Denise Gaffey, Director of Planning and Community Development
Elena Proakis Ellis, Director of Public Works

RE: MassDOT Shared Streets and Spaces Program Grant Award

DATE: July 15, 2021

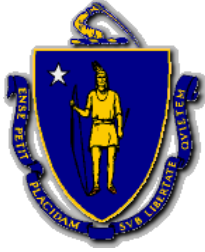
We are pleased to announce that the City of Melrose has been approved for a competitive grant through the Shared Streets and Spaces Program from the Massachusetts Department of Transportation (MassDOT). The award of \$28,822.75 will provide funding for a project designed to activate outdoor space in the downtown business district in conjunction with the mural planned for Central Terrace, which will be painted on both the pavement and a portion of the YMCA building's façade. Activating the alleyways in downtown Melrose was a recommendation of the City's 2017 Master Plan and the need to create more spaces for outdoor socialization and activity has only increased as a result of the COVID-19 pandemic.

This grant will fund infrastructure upgrades along Central Terrace so it can serve as an effective canvas for the mural and a space for residents and visitors to walk, rest, and gather outside. The most substantial component of this work will involve repaving the alleyway and closing the curb cut at Main Street in order to reclaim this former vehicular driveway into a safe pedestrian pathway. The space will be enhanced with tables and chairs, lighting, wayfinding signage, and bicycle parking to create a comfortable and fun destination for community members of all ages. This will be an area where people can dine outdoors, admire the mural, and it can also potentially serve as a space for retail pop-ups and community programming.

We are asking for immediate consideration and approval of this award by the City Council so that the project can be completed this summer in line with the schedule for the mural installation and to maximize the public's ability to enjoy the space. There are no additional city funds required for completion of this initiative.

Thank you for your consideration. We look forward to reviewing this with you at the July 19, 2021 City Council meeting. Feel free to contact either of us in advance of the meeting if you would like to discuss this further.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF
ENERGY AND ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENERGY RESOURCES
100 CAMBRIDGE ST., SUITE 1020
BOSTON, MA 02114
Telephone: 617-626-7300
Facsimile: 617-727-0030

Charles D. Baker
Governor

Kathleen A. Theoharides
Secretary

Karyn E. Polito
Lt. Governor

Patrick C. Woodcock
Commissioner

July 7, 2021

Paul Brodeur, Mayor
City of Melrose
562 Main Street
Melrose, MA 02176

Dear Mayor Brodeur:

I am pleased to inform you that the Department of Energy Resources (DOER) Green Communities Division has approved an award of \$104663 for the following projects proposed in the town of Melrose's Green Communities Competitive Grant application:

- \$34,101, High School— Domestic Hot Water (DHW) replacement
- \$70,562, Lincoln Elementary School — LED lighting

The Division reviewed Melrose's grant application and has determined these are viable projects that meet the eligibility requirements of our Competitive Grant program. **Please note that, due to the competitive nature of this grant program, the use of these funds is restricted to the specifically- approved projects listed above. Please do not commence work until you are given a Notice to Proceed.**

Jane Pfister, Green Communities Grant Coordinator, will follow up with the contact listed in your competitive grant application to discuss next steps, including coordination of the grant contract process. The Green Communities Division looks forward to working with the City of Melrose on your grant projects. We congratulate you on your grant award and applaud your efforts to create a cleaner energy future for your community and the Commonwealth as a whole.

Please do not hesitate to contact Neal Duffy, your Regional Coordinator, or me at 617-823-4029 or by email at Joanne.Bissetta@mass.gov with any questions you may have regarding your grant award.

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Sincerely,

A handwritten signature in black ink, appearing to read "Joanne Bissetta".

Joanne Bissetta, Acting Director
Green Communities Division

cc: Martha Grover, Sustainability Manager

Neal Duffy, Green Communities Regional Coordinator

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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
Fax - (781) 979-4290

DENISE M. GAFFEY
Director & City Planner

MEMORANDUM

TO: Melrose City Council

FROM: Martha Grover, Sustainability Manager

RE: 2021 Green Community Grant Award

DATE: July 13, 2021

Last week Mayor Brodeur received notification of our sixth Green Community Competitive Grant award from the Massachusetts Department of Energy Resources (DOER). The award of \$104,663 includes \$34,101 for replacement of the domestic hot water (DHW) system at Melrose High School and \$70,562 for LED lighting upgrades at Lincoln Elementary School. We are asking for immediate consideration and approval of this award by the City Council so that the projects can be completed in August before school starts.

This grant award of \$104,663 plus \$32,679 in approved National Grid utility incentives will fully fund the two projects and no additional matching or other funding is required. Immediate consideration is requested due to the tight timeline. Approval for the Mayor to sign the DOER contract as soon as possible allows us to initiate an Agreement to Proceed with the installers to get the equipment orders processed and underway as they expect supply shipment delays. The MHS DHW replacement project will require shutting off water at the school which has to happen before students return in September.

For this round, Melrose was eligible to apply for only \$100,000 because we're in what DOER refers to as the "750K Club" or among the 42 municipalities that have already been awarded over \$750,000 in grants over the years. To date, Melrose has received \$1,069,620 in Green Community grant awards and over \$1 million in utility incentives for a range of energy efficiency projects including an insulated white roof at Melrose High School, the LED streetlight conversion, a comprehensive HVAC upgrade at MHS, and a number of smaller energy projects at MVMMS, the Roosevelt, Lincoln, and Beebe Elementary Schools, City Hall, and the Milano Center.

Facility Manager Jay McNeil, Building Systems Supervisor Mark Thompson, and I are thrilled with this award and excited to complete these projects which will reduce energy use and also

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fossil fuel emissions. We are replacing two massive gas-fired hot water heaters which are original to the building with four very efficient hybrid electric heat pump water heaters. The Lincoln LED upgrade follows a similar successful upgrade for the Roosevelt in 2020 with Green Community funding and will be one of six LED upgrades at schools this year which are partially funded with utility incentives expiring by 2022.

Finally, contractor procurement for Green Community projects is expedited under Section 44 of the Green Communities Act of 2008 (G.L. c.25A section 14) and as such, the contractors have already been identified and secured.

Thank you for your consideration. I will be available for questions at the July 19, 2021 City Council meeting but please don't hesitate to contact me in advance of the meeting if you need more information.

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This letter is in reference to my application to join the Council on Aging Board.

A resident of Melrose for 12 years, I recently retired from teaching in Political Science and the Honors Program at UMass Lowell after 25 years there, and in all a total of 40 years teaching in higher education.

My PhD is in Chinese Politics, however, over the years I've turned to other fields—first, worker health and safety (I've published a book on the topic), then on to race and identity. A couple of relevant experiences: I was a project manager for a joint Dana-Farber Cancer Center/UMass Lowell project on smoking cessation among union members. I have launched several programs at UMass Lowell promoting diversity, including a requirement in one class that the students prepare a 'Celebration of Diversity' gathering in which the students were responsible for, among other things, recruiting performers of any type from among the many racial and ethnic groups on campus.

I am also a veteran, as are many of the persons you serve.

My interest in joining the Board stems from wishing to give back to the community, and offering whatever skills I have to serve that community. The Council on Aging, seems a good fit for my skills, and I also am an older person myself. The aging community is large (18%) and this community has a poverty rate of 8%. This is thus a community with many needs, that the Council on Aging serves quite well. I have much to learn, but also could bring some ideas and outlooks that might prove useful.

My particular concerns are with increasing diversity among members and also, very broadly, global warming. In periods of extreme heat or cold or other extreme climate events, how well are of the needs of the aging community being served. Finally, as this is very much on the agenda in general in Melrose, I am interested in affordable housing for the aging community. However, of course, whatever needs doing I am willing to do if I am able.

Thank you,

Greg DeLaurier, PhD

Mr. David Kourtz is a retired Melrose resident who has over fifty years of business management experience. He most recently was a consultant for Empower Success Corps for twelve years which is an agency that assists non-profits with capacity building, strategic planning, and growth strategies. Mr. Kourtz would like to assist the Council on Aging by actively being the voice of the community and helping the senior center become more progressive.

Gwendolyn Orford

WORK EXPERIENCE

Merrimack College | Coordinator of Visitor Services | N Andover, MA Nov. 2020 – present

- Greet and welcome visitors and provide them with a positive impression of Merrimack College
- Guiding potential visitors via phone and email through our visit options and scheduling them for the best fit
- Manage the Welcome Center email and live chat software
- Maintain the Welcome Center Budget data sheet
- Assist prospective students through the application process or direct the students to the appropriate person
- Participate in signature admission events

The Trustees of Reservations | Event Assistant | Southborough, MA Sept. 2020 – March 2021

- Assistant with events, part-time, to raise environmental awareness and money for a non-profit organization that conserves, preserves, and rehabilitates environmental and historic places around Massachusetts

Moonstones | Manager | Chelmsford, MA May 2019 – March 2020

- Managed and oversaw the flow of the restaurant to minimize and eliminated problems that may have arisen in the front and back of the restaurant
- Attended weekly meetings to discuss staff needs, budgeting issues, and marketing opportunities
- Updated and analyzed the Sales and Labor report and other data-tracking sheets
- Answered incoming phone issues and resolved issues with customers or redirected the call to the appropriate person
- Lead a positive customer experience by following up with guests via email about their dining experiences
- Organized events in our private function areas and corresponded with event hosts
- Restructured training materials and facilitated with training of new hires

Moonstones | Server | Chelmsford, MA May 2016 – July 2017, Dec. 2018 – March 2020

- Developed rapport quickly with guests for the best experience
- Executed large-scale parties of up to 200 guests

EDUCATION AND CERTIFICATIONS

Merrimack College | North Andover, MA Anticipated completion: May 2023
Master of Public Affairs

American University | Washington, DC Dec. 2018
Master of Science in Sustainability Management GPA: 3.90

University of Massachusetts, Amherst | Amherst, MA May 2016
Bachelor of Arts in Anthropology GPA: 3.708 –cum laude
Certificate in Public Policy with a Concentration in Environmental Policy

VOLUNTEER EXPERIENCE

Westford Recycling Commission | Intern | Westford, MA May 2016 – July 2017

- Researched policies and grants and created a cost-benefit analysis for a Buy-Recycled Policy for Westford municipal offices
- Drafted the policy based on research and conversations with the municipal department heads
- The Buy-Recycled Policy passed the Westford Board of Selectmen on November 28th, 2017 as submitted

Green Office Program | Fellow | Amherst, MA Jan. 2016 – May 2016

- Collaborated with the UMass Amherst Sustainability Office to complete a fellowship
- Consulted with twenty campus offices
- Increased environmental awareness through education opportunities with office workers
- Lowered the carbon footprint of UMass Amherst with energy, water, and waste reduction practices within each office

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The Mary's Community Thrift Store | Volunteer | Westford, MA

June 2016 – Aug. 2016

- Formulated the most sustainable and cost-effective solutions for waste and packaging options at new facility

SKILLS

- Familiar and comfortable with correspondence via phone, email, Zoom, Google Hangouts, Microsoft Teams
- Proficient with Slate CRM software
- Proficient with Microsoft Office
- Customer service
- Qualitative and quantitative research

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THAIS DE MARCO

323 Grove Street
Melrose, MA 02176

Engagement and Membership Director

Massachusetts LGBT Chamber of Commerce

January 2020 – Present

- Create and revise, as needed, membership growth plans, under the direction of the Executive Director;
- Manage and oversee membership recruitment through a variety of engagement strategies;
- Set and meet bold membership growth goals;
- Create connections and partnerships with organizations that can further our engagement strategies and membership growth goals;
- Create venues for engagement and mutual assistance between/among members;
- Provide business technical assistance, in the form of 1:1 coaching and the identification of appropriate consulting services, to ensure member businesses' sustainability and growth;
- Ensure that members' needs are being met through programming, in collaboration with the Ideation and Program Director;
- Seek and secure funding opportunities for service provision.

Owner, TDM Photography

Sole Proprietor

September 2014 - present

- Maternity, newborn, family, event, product, and corporate photography.

Director of Economic Opportunity

Somerville Community Corporation, Somerville, MA

February 2016 – May 2017

- Managed and oversaw all Economic Opportunity programming at SCC: First Source Jobs Program, FTHB Counseling Program, Financial Literacy Program, Individual Development Account Program, and Foreclosure Prevention Partnership;
- Represented SCC at Massachusetts Community and Banking Council's Mortgage Committee meetings (alternate) and held a seat on CHAPA's Selection Committee as a Counseling Agency representative.
- Managed a staff of 4.5 FTE to ensure effective service delivery;
- Created effective curricula for all of SCC's educational programs and trained Economic Opportunity staff on curriculum delivery in group or individual sessions;
- Consistently sought opportunities to expand Economic Opportunity programmatic offerings through partnerships and additional funding;
- Fostered positive relationships and partnerships with Somerville organizations that served our target constituency for delivery of services and outreach;
- Translated organizational materials into Portuguese as needed for all departments within SCC.

Program Manager – Homeownership Department

Massachusetts Housing Partnership

August 2014 – December 2015

- Expanded the reach and impact of ONE Mortgage through positive relationships with program partners, CBOs, and participating and prospective lenders;
- Recruited new lenders through training and education;
- Created and implemented effective marketing strategies to promote the program to its target constituencies;
- Managed all loan origination activities to ensure quality and compliance with program guidelines;

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- Oversaw pre- and post-purchase program elements to ensure MHP requirements were met;
- Represented MHP at Massachusetts Community and Banking Council's Mortgage Committee meetings and held MHP's seat on CHAPA's Selection Committee;
- Managed a staff of four, ensuring business practices were efficient and ONE Mortgage goals were either met or exceeded;
- Provided ongoing ONE Mortgage training to partner lenders and CBOs delivering FTHB education;
- Communicated with SoftSecond/ONE Mortgage borrowers in Portuguese and Spanish when necessary;
- Translated ONE Program brochure and other materials into Portuguese.

Director of Asset Building

Program Coordinator – Community Asset Building

Somerville Community Corporation, Somerville, MA

November 2006 – July 2014

- Created and implemented all Asset Building programming at SCC (FTHB Counseling Program, Financial Literacy Program, Individual Development Account Program, and Foreclosure Prevention Partnership);
- Led expansion of Asset Building Department from one to 3.5 FTE;
- Oversaw operations of all programs and consistently sought opportunities to expand Asset Building programming through partnerships and additional funding;
- Secured sustainable funding for FTHB Counseling Program and dramatically expanded the number of individuals served from 22 in 2010 to 258 in 2013;
- Created successful partnerships with Somerville organizations that serve our target constituency for delivery of services and outreach;
- Taught financial education seminars in English and Portuguese;
- Provided financial literacy counseling, first-time homebuyer counseling, and foreclosure prevention counseling in English, Portuguese, and Spanish;
- Represented SCC at Massachusetts Community and Banking Council's Mortgage Committee meetings (alternate) and held a seat on CHAPA's Selection Committee as a Counseling Agency representative.

Tutor – ESL, English, History, and Literature

Bunker Hill Community College, Charlestown, MA

September 2005 – November 2006

- Tutored academically at-risk Bunker Hill Community College students in ESL, Developmental English, and College Writing;
- Proposed the creation of History and Literature tutoring and subsequently implemented and offered these services to students;
- Mentored at-risk students on academic probation;
- Filled in for TASC Coordinator and Evening Supervisor when necessary.

ESSA General Manager

U.S. Embassy Brasilia, Brazil

June 2003 – July 2005

- Managed staff and services at the Commissary, ESSA Bar, and Tucano Restaurant at the U.S. Embassy in Brasilia, Brazil;
- Led the organization out of debt and into a surplus within nine months;
- Implemented creative systems for management of inventory, including opening up sales to diplomats from other embassies to move inventory more quickly;
- Instituted weekly Happy Hours at the ESSA Bar and weekly Vendor Fairs at the Tucano Restaurant, driving up revenues for the Association;
- Led successful procurement process for a contractor to run the Embassy restaurant.

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Teacher – English as a Foreign Language

Various schools, Brasilia, Brazil

April 1992 – May 2003

- Developed EFL curricula for different age groups and levels of proficiency;
- Taught traditional syllabus and post-advanced courses such as TOEFL prep;
- Presented several workshops on TEFL and English grammar at conferences in Brasilia and Goiânia.

Translator/Interpreter

Various organizations/government agencies

1998 - Present

I have worked as a translator for several Brazilian and North American government agencies, non-governmental organizations, and publishers. My work includes the following publications:

*Youth Development Report 2003**Early Childhood Services in Brazil**Bolsa-Escola – Education to Confront Poverty**The University at a Crossroads* (Minister Cristovam Buarque's speech for the World Conference on Higher Education)*POMMAR 10 Years**Early Childhood Education in Brazil – A Policy Review**Paths to Social Inclusion – The Popular Participation Network in Porto Alegre**Education for Human Development**São Paulo Human Security Project**Education through Sport*

While working at the U.S. Embassy in Brasilia, I provided translation services to the Department of Homeland Security and to the United States Secret Service. I accompanied a team of DHS and DOJ representatives on a trip to seven Brazilian cities in December 2004 as the group's official interpreter at meetings during which the Global Trafficking in Persons initiative was discussed with Brazilian government officials, judges, NGOs, and Federal Police agents. I also accompanied teams involved in the Megaports Initiative (U.S. Department of Energy) on trips to São Paulo and Santos, Brazil.

LANGUAGES:

Fluent in English, Portuguese, and Spanish.

AWARDS AND CERTIFICATIONS:

MACDC Rising Star Award (2011)

NCHEC Housing Counselor

Dear members of the City Council,

I would be honored to serve as a Trustee of the Melrose Affordable Housing Trust Fund. Since shortly after my arrival in this country, I have been active in the affordable housing field in a variety of ways. When I joined SCC's staff in 2006, my first charge was to work with individuals and families at risk of homelessness to stabilize their housing situation through a variety of resources and strategies. Having seen firsthand the destructive effects of housing instability in a community with high levels of rent and housing payment burden, I became deeply interested in and committed to affordable housing in its broadest sense; for twelve years, I developed successful programming in the areas of homelessness prevention, foreclosure prevention, and homeownership for first-time homebuyers. Over the course of my decade-long tenure at the Somerville Community Corporation, an affordable housing development corporation in Somerville, my programming served thousands of Commonwealth residents through First-Time Homebuyer Education and Counseling and hundreds of residents in housing stabilization (foreclosure prevention for homeowners and homelessness prevention for at-risk renters).

I went on to serve as program manager for MHP's One Mortgage Program (formerly SoftSecond), and I was active in the Massachusetts Community and Banking Council as a community organization representative with a seat on the Mortgage Committee. I also served on CHAPA's Seal of Approval Selection Committee representing both SCC and MHP during my time with each of those organizations. Currently, I'm serving on the Melrose Housing Production Plan Advisory Committee.

I look forward to serving in whatever ways will help the City of Melrose further its affordable housing goals.

All my best,

Thais De Marco

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July 14, 2021

To whom it may concern,

I would like to express my interest in becoming a volunteer with the Melrose Board of Health.

I am a life-long resident of Melrose, with an undergraduate degree in Nursing and a related Master's degree in Healthcare Emergency Preparedness. I have over 30 years of experience working in both clinical and administrative roles for the Melrose Wakefield Hospital as well as served as the hospital Liaison to our community-based partners. This unique experience enabled me to develop strong collaborative relationships with a myriad of local, state and federal agencies to address emergency preparedness and public health concerns. Moreover, it opened my eyes to the everyday challenges of building a strong and healthy community.

Most recently, I was employed as a Clinical Nurse Manager within the Cambridge Health Alliance where I continued to focus on improving health and reducing barriers to care for a diverse population most in need.

I believe my collective experience in leadership, project management, policy development, regulatory compliance and emergency response would prove to be an asset to your team. I am attaching my CV for your review and would welcome the opportunity to meet with you in person to address any questions you may have.

Thank you for your time and thoughtful consideration.

Respectfully,

Lillian Yadgood Kelly

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LILLIAN YADGOOD KELLY, BSN, MS

117 Boston Rock Rd., Melrose, MA 02176

PROFESSIONAL SUMMARY

An accomplished and talented nursing executive with a comprehensive background in leadership, perioperative services, nursing management, emergency preparedness, project management, and administration in hospital-based setting. Propels emergency management functions, implements information management solutions and builds human relations within corporate and healthcare industries. Team builder with technical, analytical, organizational, and problem-solving aptitude. Encourages teamwork, integrity, and diversity. Unwavering commitment in patient advocacy, providing exceptional care, maintaining composure in emotionally charged, fast-paced, and stressful atmospheres. Establishes, cultivates, and manages productive relationships. Proficient with Microsoft Office Suite, EPIC, Meditech, Internet Applications.

Core Competencies & Management Skills

- | | |
|---|---|
| ➤ Nursing Management & Operations | ➤ Quality Monitoring & Process Improvement |
| ➤ Project Planning & Program Management | ➤ Organizational Leadership & Team Building |
| ➤ Regulatory Compliance & Standards | ➤ Emergency Preparedness & Management |
-
- | | | |
|------------------------|---------------------------|---------------------------|
| • Leadership / Mentor | • Analytical / Accurate | • Exemplary Communicator |
| • Initiative / Dynamic | • Solution-Oriented | • Detailed / Organized |
| • Performance-Focused | • Engaging / Enthusiastic | • Committed to Excellence |

PROFESSIONAL EXPERIENCE

Cambridge Health Alliance **Everett, MA** **2014 – 2021**

Nurse Manager, Perioperative Services and Endoscopy (2016 – 2021)

Oversaw daily operations of a five-room Surgical Services Suite, including Surgical Day Care, Operating Room, Endoscopy, and Post Anesthesia Care Units. Developed clinical practice, performed quality / safety monitoring, and ensured regulatory compliance. Executed team building and materials management. Hired, scheduled, and orientated new staff and performance reviews. Monitored CQI and maintained patient, staff, and provider satisfaction. Managed disciplinary actions, including counseling, investigative conferences, and termination in collaboration with the Union/Labor Relations.

- Redesigned workflows to reduce cancellation and day of surgery no-show rates.
- Instrumental to the development and implementation of EPIC OPTIME modules.
- Implemented cross-training to engage staff, stimulate innovation, and focus on Continuous Quality Improvement.
- Developed new facility protocols for caring for Covid-19 positive patients in the perioperative setting.
- Involved with policies and procedures for redeployment of staff and converting perioperative real estate into a secondary ICU during the initial stages of a pandemic to assure continuity of care.

Nurse Manager, Endoscopy (2014 – 2016)

Managed daily operations of the outpatient GI Center at the Somerville campus, including quality / safety monitoring, regulatory compliance, staff development, team building, and materials management. Hired, scheduled, and orientated new staff and performance reviews. Monitored and maintained patient, staff, and provider satisfaction. Managed counseling and investigative conferences / termination in collaboration with the Union/Labor Relations. Participated in Value Analysis Committee (SVAT) to evaluate new product acquisition, maintaining quality and budgetary compliance.

- Improved unit efficiencies by reducing cancellation and no-show rates.
- Reduced supply and staffing expenses while increasing overall volume.
- Redesigned block schedule for procedural and outpatient clinic areas.
- Improved workflow in Open Access, resulting in improved quality of referrals and increases referral demand.
- Contributed to the multidisciplinary policy development for safe handling of specimens.

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Hallmark Health System**Melrose, MA****1977 – 2013*****Director, Emergency Preparedness (1999 – 2013)***

Identified, drafted, and oversaw the requirements of recognized emergency operations, hazardous material (HazMat) and evacuation plans integrated into community and state comprehensive emergency management plan. Served as hospital liaison for the Department of Public Health (DPH) Region 3 Hospital Preparedness Group. Served as hospital liaison for Mystic Region Emergency Planning Committee (REPC), and co-chair for REPC Health and Hospital Subcommittee. Led the hospital system's training and exercise plan. Managed \$1M worth of federal and state grant funds.

- Established a reputation for continuously handling increasing responsibilities as reflected in over 30 years of experience in emergency preparedness activities through community involvement.
- Created and implemented hospital and community training exercises to examine response to high-impact events.
- Contributed to the health system's success in earning recognition as the first hospital system in the region to establish a system-wide evacuation plan and accomplish Homeland Security Exercise and Evaluation Program (HSEEP) compliant tabletop, functional, and full-scale exercises.
- Participated in four successful Joint Commission surveys with commendation.

Director, Endoscopy (1999 – 2011)***Melrose-Wakefield Hospital Campus***

Instrumental in the design, relocation, and expansion of endoscopy services, tripling endoscopy cases conducted annually. Led an Endoscopy Unit with 20 staff members, five procedures rooms, 14 admission/recovery beds, and 6500 accomplished cases annually. Performed operational systems, budgetary compliance, quality monitoring, strategic planning, materials management, and leadership training oversight. Optimized productivity and maintained staff retention rate below mean clinical turnover rate. Participated in the completion of three Joint Commission surveys with key commendations for nursing.

- Achieved and maintained patient satisfaction scores for nursing endoscopy services at 96% and above.
- Reduced volume of no-shows day of procedure by 23%.
- Scored above the mean for non-magnet National Database of Nursing Quality Indicators (NDNQI) facilities.
- Improved staff and medical doctor documentation compliance from 50% to approximately 98% to 100%.
- Promoted and generated continuous positive trend of profit margins for endoscopy services.

Director, Central Sterile Processing (1996 – 2006)***Melrose-Wakefield Hospital Campus***

Led daily operations, staff development, program development, budget development, materials management, infection control, and regulatory compliance. Replaced and upgraded washer / decontamination units and sterilizers. Introduced new sterilization technology and monitoring systems. Provided biological tracking updates and conducted inventory ordering and tracking activities. Conducted annual in-service training to central sterile processing (CSP) employees, hospital support staff, contracted vendors, and local Fire Department on the Ethylene Oxide Safety Plan. Served as the hospital's administrative lead and community liaison for all drill response activities. Reduced labor time and redundancies after establishing and executing procedures.

- Maximized compliance by redesigning workflow, staffing patterns, and equipment renovation.
- Developed and implemented department safety training and work process competencies system-wide.
- Created and coordinated an alternate off-campus worksite for surgical supplies and equipment.
- Initiated the preparation of department for three successful Joint Commission surveys.

EDUCATION

Philadelphia University, Philadelphia, PA
Northeastern University, Boston, MA

Master of Science Healthcare Disaster Medicine and Management
Bachelor of Science in Nursing

HONORS AND AWARDS

Dean's Citation Award in Health Professions and Science • Hodgkinson Award for Academics and Leadership

PROFESSIONAL DEVELOPMENT

Advanced Cardiac Life Support (ACLS) Certification | American Heart Association (AHA)
 Basic Cardiac Life Support (BCLS) Certification | American Heart Association (AHA)
 Nurse Leader Master Class | Organization of Nurse Leaders (ONL)
 Coursework toward Master of Science in Leadership/Healthcare Administration | Northeastern University
 Emergency Management Programs | Federal Emergency Management Agency (FEMA)

PROFESSIONAL AFFILIATIONS

Organization Nurse Leaders (ONL) 2020-present
 Society of Gastroenterology Nurses and Associates, Inc. (SGNA): 1999–Present
 Association of Perioperative Registered Nurses (AORN): 1976–Present
 Massachusetts Association of Emergency Management Professionals (MAEMP): 2011–2019
 International Association of Emergency Managers (IAEM): 2011–2017
 Alpha Sigma Lambda National Honor Society
 Sigma Theta Tau National Honor Society
 Golden Key National Honor Society

COMMUNITY EXPERIENCE

Evaluator/Facilitator, Harvard School of Public Health Emergency Preparedness & Response Exercise Program (EPREP)
 Foster and Adoptive Parent, Department of Children and Families
 Volunteer to numerous state and local election campaigns as well as to hospital committees and task forces

Additional Experience Available on Request

950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH

950 CMR 51.00: POLLING PLACE ACCESSIBILITY FOR ELDERLY AND HANDICAPPED VOTERS

Section

- 51.01: Purpose
- 51.02: Accessibility Defined
- 51.03: Exemptions

51.01: Purpose

950 CMR 51.00 implements the federal Voting Accessibility for the Elderly and Handicapped Act, 42 U.S.C. §§ 1973ee to 1973ee-6 (the "Act"), and applies to all Massachusetts elections in which a federal office appears on the ballot. The purpose of 42 U.S.C. §§ 1973ee to 1973ee-6 and of 950 CMR 51.00 is to promote the fundamental right to vote by improving access for handicapped and elderly individuals to polling places for federal elections.

51.02: Accessibility Defined

Section 3(a) of the Act, 42 U.S.C. § 1973ee-1(a), requires every city and town to assure that all polling places for federal elections are accessible to handicapped and elderly voters, unless the Secretary exempts them. A polling place is "accessible" to handicapped and elderly voters, for the purpose of sections 3(a) and 8(1) of the Act, 42 U.S.C. §§ 1973ee-1(a), 1973ee-6(1), only if all of the following requirements are met:

- (1) Site Access. A clear, reasonably lit, unobstructed path of travel must be provided from the designated spaces in the parking lot, and from the street, to the accessible entrance to the building where the polling place is located. Such path of travel shall have a continuous common surface, not interrupted by steps or abrupt changes in level greater than ½ inch.
- (2) Parking. If a parking lot is available on the premises of the polling place, then the following requirements apply:
 - (a) Pursuant to the Americans With Disabilities Act (ADA) Accessibility Guidelines (4.1.2 (5)), the number of required handicapped parking spaces is:

<u>Total no. of parking spaces</u>	<u>No. of handicapped required</u>
1 - 25	1
26 - 50	2
51 - 75	3
76 - 100	4
101 - 150	5
151 - 200	6
201 - 300	7
301 - 400	8
401 - 500	9
510 - 1,000	2% of total
1,001 and over	20 plus 1 for each 100 over 1,000

- (b) For parking lots striped prior to September 1, 1996:
 - 1. The handicapped parking spaces shall be eight feet wide and have an adjacent four foot access aisle which is painted or striped yellow. The lot shall be reasonably lit.
 - 2. Identification of handicapped spaces shall be by a sign at each space or pair of spaces. The signs shall be at a height of not less than five feet nor more than eight feet to the top of the sign. The sign shall also contain the International Symbol of Accessibility and may include wording identifying its use.
- (c) For parking lots striped after September 1, 1996:
 - 1. The handicapped parking spaces shall be eight feet wide and have an adjacent five foot access aisle which is marked by high contrast painted lines or other high contrast delineation. The lot shall be reasonably lit.

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51.02: continued

2. There shall be at least one “van accessible” space, but not less than one, per eight accessible spaces. The van accessible space shall be eight feet wide and have an adjacent 8 foot wide access aisle which is marked by high contrast painted lines or other high contrast delineation. The lot shall be reasonably lit.
 3. Identification of handicapped spaces shall be by a sign at each space or pair of spaces. The signs shall be at a height of not less than five feet nor more than eight feet to the top of the sign. The sign shall also contain the International Symbol of Accessibility and may include wording identifying its use. Van accessible spaces shall include the words “Van Accessible.”
 - (d) If a sidewalk is provided at such parking spaces, a curb cut (sidewalk ramp) shall be installed at each space or pair of spaces. The slope of the curb cut shall not exceed 1:12.
 - (e) If no parking lot is available on the premises of the polling place, at least one on-street parking place in front of the polling place must be at least temporarily designated as a handicapped parking space. Identification of the handicapped space shall be by the sign provided in 950 CMR 51.02(2)(c)3..
- (3) Entrance.
- (a) At least one entrance to the building must be accessible to physically disabled persons. If the main entrance to the building is not accessible, signs must be posted directing persons from the ordinary path of travel to the accessible entrance.
 1. If the main entrance to the building is not accessible, the path of travel to the accessible entrance shall be the same or a substantially similar distance as the path of travel to the main entrance.
 2. If the main entrance is not the accessible entrance, the door to the accessible entrance shall be unlocked and capable of being operated without assistance during the hours the polling place is open and at the same hours as the main entrance.
 - (b) The approach to the accessible entrance shall be a paved walk or ramp with a non-slip surface, uninterrupted by steps or abrupt changes in level greater than ½ inch. Such entrance shall have a level space 60 inches from the door on the interior and exterior of the doors.
 - (c) Doors to such entrances shall be a minimum of 32 inches clear, measured at 90°. No door threshold shall be higher than ½ inch above the floor on either side. Lever handles or other accessible hardware must be provided on doors, so that they may be operated with a closed fist.
- (4) Ramps.
- (a) If the entrance has stairs, a ramp must be provided. A permanent ramp must comply with the following:
 1. The slope of the ramp must be no steeper than 1:12.
 2. The width of the ramp shall not be less than 48 inches.
 3. Two pairs of handrails must be set on both sides of the ramp. Such handrails must be round or oval in shape and set in pairs, one at a height between 34 and 38 inches and a lower rail set at a height between 18 and 20 inches.
 - (b) If it is impractical to install a permanent ramp, portable ramps shall be provided. Portable ramps shall have a slope as close to 1:12 as possible, and if a portable ramp has no handrails or side walls, it must have wheel guards at least two inches high on both sides. Portable ramps may be used to gain access from the parking lot or street to the sidewalk as well as at the entrance to a building. Portable ramps shall be securely anchored.
- (5) Building Interior.
- (a) All interior doors, approaches, and ramps necessary within the building to obtain access to the polling place must comply with 950 CMR 51.02(3) and (4).
 - (b) An accessible route which provides a continuous unobstructed path at least 36 inches wide shall be maintained inside the polling place and shall coincide with the route for the general public.
- (6) Voting Equipment.
- (a) In every polling place, a specimen ballot must be posted at a height no greater than 48 inches.

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51.02: continued

(b) Where paper or punch-card ballots are used, at least one marking shelf at each polling place (at a primary where punch-card booklets are used, one for each party) must provide clear space under the shelf not less than 30 inches wide, at least 27 inches clear to the underside of the shelf, and not more than 32 inches in height to the top of the shelf, and must contain privacy barriers on both sides of the shelf. For this special marking shelf, the handle of any stylus used for punching punch-card ballots shall be at least one inch thick and at least three inches long.

(c) Where voting machines are used, a specimen ballot must be placed in at least one machine at each polling place, at a height no greater than 48 inches. For voting machines which have any levers higher than 48 inches above the floor, a "reacher" must be made available to assist disabled persons in reaching the upper levers.

(7) Variances. A city or town may apply to the Architectural Access Board, under 521 CMR 3.00(4.1.1), for a variance from the accessibility requirements of 950 CMR 51.02 or, to the extent that they apply to any polling place, from the requirements of the Architectural Access Board's regulations in 521 CMR 3.00. Notice of an application for any such variance shall be given in the manner required by 950 CMR 51.03(4)(b), and shall also be given to the Director of Elections. No such variance shall be allowed which substantially impairs the accessibility of a polling place to handicapped and elderly voters.

(8) Time Accessibility Required. All non-exempt polling places must be accessible no later than three weeks before the first federal election of an even-numbered year.

51.03: Exemptions

(1) Delegation to Director of Elections. The Secretary delegates to the Director of Elections (the "Director") the authority to determine whether a polling place is exempt from the accessibility requirements under section 3(b) of the Act, 42 U.S.C. § 1973ee-1(b), and under 950 CMR 51.03.

(2) Emergency exemptions. In an emergency under section 3(b)(1) of the Act, 42 U.S.C. § 1973ee-1(b)(1), an exemption may be applied for and determined by telephone, but both the city or town and the Director shall confirm their communications in writing. Mere failure of the city or town to make adequate and timely plans and arrangements does not constitute an emergency. If an exemption is allowed, it applies only to one election, and the city or town must exercise its best efforts to find another accessible polling place, and if none is available, to provide whatever assistance is possible to handicapped and elderly voters. If an emergency exemption is allowed, handicapped or elderly voters assigned to such an emergency exempt polling place may vote by absentee ballot in the office of the city or town clerk or election commission without applying in advance. The procedures set forth in the second paragraph of M.G.L. c. 51, § 59 shall apply to such voters, except that the absentee ballot envelope shall be marked "Emergency Polling Place Exemption".

(3) Non-availability Exemptions: Standards. In determining under section 3(b)(2)(A) of the Act, 42 U.S.C. § 1973ee-1(b)(2)(A), that all potential places have been surveyed and that no accessible place is available, nor is the city or town able to make one temporarily accessible in the area involved, the Director shall consider the following factors:

(a) Whether each location has been studied by a trained person to determine whether or not it is accessible.

1. Polling places should not be presumed to be accessible simply because there are no obvious barriers, but 950 CMR 51.02 must be applied.
2. A trained person is one with knowledge of what constitute structural barriers to handicapped individuals.
3. Handicapped persons, representatives of handicap groups or professionals who work with handicapped individuals should be consulted.
4. If a location is inaccessible, then the city or town should either seek an alternative accessible location or seek to have the barriers removed.

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51.03: continued

- (b) Whether the owners or proprietors of the building have been consulted regarding the modifications. If the owners or proprietors are unwilling to make the modifications, then an alternative location should be sought. Possible locations include those which are currently accessible and those where the owners or proprietors are willing to make necessary modifications.
- (c) Whether an estimate of the cost to make the modifications has been obtained from a qualified person (construction contractor, carpenter), and whether different options for removing the barriers have been explored (*e.g.*, temporary ramps).
- (d) With respect to polling places in inaccessible government buildings, whether the city or town has urged government officials to make the modifications necessary for the buildings to be accessible.
- (e) The record of the city or town's percentage of polling places in compliance in the past.
- (f) The city or town's expressed plans for providing an accessible polling place in the future.

(4) Non-availability Exemptions: Procedure.

- (a) The city or town body responsible for selecting polling places under M.G.L. c. 54, § 24 (city council, board of selectmen, or election commission) must apply in writing for any exemption under section 3(b)(2) of the Act, 42 U.S.C. § 1973ee-1(b)(2). The application must be filed with the Director of Elections, under the penalties of perjury and in a form prescribed by him, not later than 180 days before the first federal election of an even-numbered year.
- (b) Not later than the application deadline, the city or town must give notice that it has applied for the exemption, by posting notice on the principal bulletin board, sending copies to all local news media, and mailing copies to the local council on aging, to any municipal handicapped office or commission, to the state Office of Handicapped Affairs (One Ashburton Place, Room 1305, Boston, MA 02108), and to any additional organizations which the Director may prescribe. The notice shall state the designation and address of the polling place or places for which exemption is sought, the reasons for the application, the location at which a copy of the application may be inspected, and the fact that any person may file a written response within 30 days with the state Director of Elections, One Ashburton Place, Room 1705, Boston, MA 02108, telephone (617) 727-2828 or (800) 462-8683.
- (c) Any person may file with the Director a written response to an exemption application within 30 days after it is filed.
- (d) The Director may, in his discretion, seek further information from the city or town or hold an informal hearing before himself or his designee.
- (e) Not later than 90 days before the first federal election of an even-numbered year, the Director shall notify the city or town in writing whether an exemption is allowed and of the reasons for the decision. The period of an exemption shall be two calendar years, beginning with an even-numbered year. Renewal of the exemption requires a new application.

(5) Alternative Voting Methods. As required by section 3(b)(2)(B) of the Act, 42 U.S.C. § 1973ee-1(b)(2)(B), handicapped or elderly voters assigned to an exempt polling place may vote by absentee ballot, either by mail or in the office of the city or town clerk or election commission, if they previously apply in writing, under M.G.L. c. 54, §§ 86 through 103Q. Current state law prevents assigning such voters to another polling place, as well as "curbside voting" outside the polling place on election day.

REGULATORY AUTHORITY

950 CMR 51.00: 42 U.S.C. §§ 1973ee to 1973ee-6; c. 54, § 37.

Changes to Regulations: Chapter 51.00: Polling Place Accessibility for Elderly and Handicapped Voters

In 950 CMR § 51.01, replace the entire section with the following:

950 CMR § 51.00 implements the federal Voting Accessibility for the Elderly and Handicapped Act, 42 USC §§ 1973ee to 1973ee-6 (the “Act”), and Amended Article 114 of the Massachusetts Constitution and applies to all Massachusetts elections. The purpose of 42 USC §§ 1973ee to 1973ee-6, Amended Article 114 of the Massachusetts Constitution and 950 CMR § 51.00 is to promote the fundamental right to vote by improving access for handicapped and elderly individuals to polling places and the voting process.

In 950 CMR 51.02(6), add the following new section as (a) and re-designate the remaining sections accordingly:

(a) For every state, federal, municipal election, preliminary or primary, either regular or special, each polling place shall have at least one accessible voting unit that is usable by people with disabilities. Any accessible voting unit must first be approved for use by the state secretary. Accessible voting units shall be located within a polling place so as to be readily available for use by voters during the voting hours.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

From: Kamosa, Amy

Sent: Wednesday, April 7, 2021 4:28 PM

To: Murphy, Bridget Simmons (SEC) <bridget.simmons.murphy2@state.ma.us>

Cc: Perperian, Joanne <JPerperian@CityofMelrose.org>

Subject: City of Melrose polling location review

Hi Bridget,

Hope you're well. I'm sure you and the entire office are busy with town elections. I'm writing to let you know that I am leaving the City of Melrose at the end of the month, but before I leave, I wanted to check in to talk to you about a few concerns I have regarding some of the designated polling locations in the city – in particular, the Winthrop school, Hoover School, and City Hall. In particular, I don't believe the Winthrop School meets handicapped accessibility requirements for a polling location. Handicapped parking is an issue at Hoover. With the emergency orders for elections in 2020 we consolidated polling locations, but I'm not sure that these accommodations will be extended for this coming November.

I had already met with the City Council president about this, but it was purely an informational meeting. I'm not sure what the next steps should be. Is it possible for you to do a site visit at some point later this spring to let the city know whether they can continue to use the Winthrop as a polling location?

I'm ccing Joanne on this email—she's your best point of contact moving forward.

Amy Kamosa

City Clerk

City & Schools Webmaster

City of Melrose

akamosa@cityofmelrose.org

781-979-4116

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Massachusetts Polling Place Accessibility Survey Results

<u>Municipality</u>	<u>Polling Location</u>	<u>Ward</u>	<u>Precinct</u>	<u>Location Complies</u>	<u>Violation Category</u>	<u>Violation Notes</u>
MELROSE						
	City Council Chambers 562 Main Street	4 & 6	4-1, 6-1	No	Path of Travel	There is damage to the pavement near the accessible entrance causing change in level greater than 1/2 inch which needs to be addressed with patching to ensure a continuous common surface.
					Elevator	Due to the fact that the elevator is necessary to ensure accessibility to the voting area in the City Council Chambers, we strongly recommend having an elevator service contract in place to ensure timely service in case there are any issues with the elevator during voting hours.
	Hoover Elementary School 37 Glendower Street	7	1 & 2	Yes	Parking	Continued use of temporary parking spaces on Election Day are needed at this location due to the distance and the topography of the existing accessible spaces to the voting entrance.
					Entrance	Inside doorways are only 28 inches clear width therefore both sets of doors must remain open during the hours of voting.
	Winthrop Elementary School 162 1st Street	4 & 6	4-2, 6-2	No	Path of travel	The path of travel from the accessible entrance to the voting area is substantially longer than the path of travel from the main entrance to the voting area.

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Municipality Polling LocationWard Precinct Location Complies Violation Category Violation Notes

MELROSE

Steele House 910 Main Street	1	2	No	Parking	The parking lot is set up for resident parking only. There is no accessible parking in the resident lot. The nearest accessible parking is in the commuter rail parking lot which is a substantial distance from the polling place entrance.
Roosevelt School 253 Vinton Street	1	1	Yes		
Melrose Veterans Memorial School Gymnasiums 90 Melrose Street			No	Parking	The van accessible parking space is missing "Van Accessible" signage. The existing teachers' parking lot can be used for voters on Election Day allowing the creation of more temporary accessible parking spaces with signage if needed.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Date June 15, 2021

To: Christopher Cinella President, Melrose City Council

From: Theodore Hunt, Chair, Board of Registrars of Voters

Re: Polling Location Recommendations

Cc: Honorable City Council, Mayor Paul Brodeur, Board of Registrars of Voters

In its meeting on Wednesday June 9, 2021, the members of the Board of Registrars of Voters voted to recommend to the Melrose City Council the closing of the Winthrop Elementary School and the Julian Steele House as polling locations.

Background:

Prior to her departure in April 2021, the former City Clerk notified the Secretary of State's Office of her concerns related to accessibility issues at certain polling locations in the City of Melrose (attached). As a result, Elections Administrator Joanne Perperian scheduled a tour of several polling locations with Bridget Simmons Murphy, of Secretary Galvin's Office, this tour took place on May 14, 2021. Ms. Simmons Murphy subsequently provided the City of Melrose a report noting her evaluation of six polling locations dated May 20, 2021 (attached). Of the six polling locations surveyed, four locations did not comply with state standards.

At the June 9th Board of Registrars of Voters meeting, members of the Board and Joanne Perperian discussed the report and the potential remediation of noted issues with Director Elena Proakis-Ellis, Facilities Manager Jay McNeil and Business Manager Jim Troup of the Department of Public Works (DPW). The issues noted at City Hall and the Melrose Veterans Memorial Middle School Gymnasium could be remedied in the view of our DPW partners. However it was determined through our discussion that it was not feasible to remediate the issues noted at the Winthrop School. Additionally, while there might be a way to address this issue noted at the Steele House, the location remains ill-suited for voting.

Winthrop School

The Ashcroft Street voter entrance to the Winthrop School, consists of three steps, a short platform, then a fourth step at the door entering the outer lobby of the All-Purpose Room (APR). For voters unable to navigate the stairs, they must use the First Street entrance, proceed down the hallway to enter the back of the APR, and proceed through the voting area to the check in table, then retrace this path to exit. As noted in Ms. Simmons Murphy's report, the path of travel for the accessible entrance to the voting area is substantially longer than the path of travel from the main entrance to the voting area. To remediate the issue related to the 'path of travel' the only option would be the installation of a ramp at the Ashcroft Street entrance. During the meeting on June 9th, there was a discussion regarding the practicality and cost to installing a ramp at the Ashcroft Street entrance and it was determined that would not be possible to install a ramp at that location due to the height of the four stairs and the topography of the space outside the entrance. Additional considerations and discussion was noted regarding access for public safety and emergency vehicles to the site. Given the inability to remediate the 'path of travel' issue, this location cannot be brought into compliance, therefore the Board of Registrars of Voters recommends that the Winthrop School be closed as a polling location.

Steele House

While parking for all voters at the Steele House has been a perennial issue, the lack of accessible parking was specifically noted in Ms. Simmons Murphy's report. While it might be feasible for the Department of Public Works (subject to the approval of the Melrose Housing Authority) to replace two standard parking spaces with a van-accessible parking space in the resident only lot to bring the location into compliance, parking for all voters still remains an issue. Practically speaking there are only two visitor spots for the Steele House. Additionally, the layout of the interior of the Steele House where voting takes place is poor. Voting takes place in the first floor common area (the only communal gathering spot), where voters congregate with Steele House residents. Given that there are two other viable polling locations within Ward 1, the Board of Registrars of Voters also recommends that the Steele House be closed as a polling location.

Next Steps/Options:

In the view of Board of Registrars of Voters, there are two options to facilitate the closure of the above noted locations:

1. Make permanent the central voting location of the Melrose Veterans Memorial Middle School Gymnasium (the site of the two fall elections in 2020), or,
2. Move the two precincts that vote at the Winthrop School (Ward 4, Precinct 2 and Ward 6, Precinct 2) to Memorial Hall and move the one precinct that votes at the Steele House (Ward 1, Precinct 2) to the Roosevelt School. This would result in all of Ward 1 voting at the Roosevelt School.

Melrose Veterans Memorial Middle School Gymnasium

The move to the Melrose Veterans Memorial Middle School Gymnasium for September and November 2020 election proved to be an operational success. However, the COVID-19 related legislation that permitted the use of the Melrose Veterans Memorial Middle School Gymnasium, specifically the waiving of the requirement that voting take place in adjacent precinct in cities, such as Melrose, has not been extended. As a result, should the City Council desire to adopt a single polling location voting at the Melrose Veterans Memorial Middle School Gymnasium the City Council would need to vote to file a 'Home Rule Petition' with the Legislature for an exemption to the adjacent precinct provision of Massachusetts General Laws.

Moving Selected Precincts

Moving the three precincts as noted above would be solely at the discretion of the City Council as each of the precincts are adjacent to the respective new locations. If this is the desired option of the City Council, the Board of Registrars of Voters would also recommend the relocation of the precincts that vote in the City Council Chamber at City Hall (Ward 4, Precinct 1 and Ward 6, Precinct 1) to Memorial Hall. Given the proximity of these two locations and the space available at Memorial Hall, it would make sense to no longer split these two wards based on precinct.

Should you have any questions regarding this memorandum, please feel free to contact me, other Board of Registrars of Voters members Eric Wildman or Cindy Silveira, City Clerk Kristin Foote or Elections Administrator Joanne Perperian. Thank you.



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

June 25, 2021

To: Kristin Foote, City Clerk
Joanne Perperian, Assistant City Clerk

From: James Troup, DPW Deputy Director Administration and Finance

Cc: Elena Proakis Ellis, DPW Director
Jay McNeil, Facilities Manager
Peter Pietrantonio, Operations Manager

RE: Polling Location Accessibility Response

The Department of Public Works has reviewed the results of the survey conducted on the various polling locations throughout the City. Please see our response and action plan for all locations that were found out of compliance and in need of remediation. Items in italics reflect the notes provided in the survey results.

City Council Chambers (562 Main Street Wards 4-1 and 6-1):

Path of Travel: There is damage to the pavement near the accessible entrance causing change in level greater than ½ inch which needs to be addressed with patching to ensure a continuous common surface.

- DPW is able to address pavement damage near the accessible entrance, to remove changes in level greater than ½ inch. As part of our normal work order process, this will be added to one of our daily schedules and will result in the repair to ensure a continuous common surface.

Elevator: Due to the fact that the elevator is necessary to ensure accessibility to the voting area in the City Council Chambers, we strongly recommend having an elevator service contract in place to ensure timely service in case there are any issues with the elevator during voting hours.

- The City has an active service contract with BBE Corporation (Buckley Elevator). There are minimum response times as part of the term of the contract to ensure timely service in case there are any issues with the elevator.

Hoover Elementary School (37 Glendower Street Wards 7-1 and 7-2):

Parking: Continued use of temporary parking spaces on Election Day are needed at this location due to the distance and the topography of the existing accessible spaces to the voting entrance.

- As recommended, use of temporary parking will continue.

Entrance: Inside doorways are only 28 inches clear width therefore both sets of doors must remain open during the hours of voting.

- As recommended, both sets of doors will remain open during voting hours.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Winthrop Elementary School (162 1st Street Wards 4-2 and 6-2):

Path of Travel: The path of travel from the accessible entrance to the voting area is substantially longer than the path of travel from the main entrance to the voting area.

- There are significant challenges to addressing the accessibility of the main entrance to the voting area. All proposed remedies would compromise emergency access to the building. The Melrose Fire Department has indicated that they would have significant concerns with their ability to deliver services in the event of an emergency. At present time, we deem the construction of a ramp to allow accessible entry from the Ashcroft Street side to be infeasible. We will examine other opportunities to attempt to arrive at better equity in the length of the path of travel.

Steele House (910 Main Street):

Parking: The parking lot is set up for resident parking only. There is no accessible parking in the resident lot. The nearest accessible parking is in the commuter rail parking lot which is a substantial distance from the polling place entrance.

- The City can designate temporary accessible parking spaces on the roadway nearest the building entrance being used for polling during elections (either Ashburton Place or Nason Drive).

Melrose Veterans Memorial School Gymnasiums (90 Melrose Street):

Parking: The van accessible parking space is missing "Van Accessible" signage. The existing teachers' parking lot can be used for voters on Election Day allowing the creation of more temporary accessible parking spaces with signage if needed.

- The DPW can create or purchase and install appropriate "Van Accessible" signage as part of the election setup. Accommodations will also be made to use the existing teachers' parking lot to create more temporary accessible parking.

Thank you very much for your consideration. Please feel welcome to contact the Melrose DPW with any questions you may have.

Offered by City Councilors Jen Grigoraitis and Leila Migliorelli

WHEREAS, The Covid-19 pandemic has created conditions requiring municipalities to enable remote participation in and access to open meetings; and,

WHEREAS, This Council recognizes that resident engagement in local government in Melrose has meaningfully increased due to remote participation allowances during the pandemic; and,

WHEREAS, Many residents cannot attend in-person meetings due to family, school, and work obligations; and,

WHEREAS, Residents with disabilities can face particular and additional challenges to accessing in-person meetings; and,

WHEREAS, Barriers to civic engagement are substantially lower when residents can participate in open meetings via remote means, making government more effective and accessible to all people and communities.

NOW, THEREFORE

BE IT RESOLVED, that the Melrose City Council, in an effort to provide increased transparency and engagement of residents in local government, will provide the public the opportunity for remote participation when public comment is on the agenda of the City Council's meetings, to the best of the City's ability. Methods of remote access the City may provide may include but are not limited to telephone, internet, or satellite-enabled audio or video conferencing or any other technology. Such remote participation in public comment will be available to the public without any subscription, toll, or similar charge.

BE IT FURTHER

RESOLVED, that the Melrose City Council encourages other multimember bodies in the city, such as the School Committee and other appointed boards and commissions, to make similar arrangements for remote access for and participation of the public at their meetings and hearings to further ensure that the residents of Melrose have equal access and the ability to engage at all levels of government.

Attest: Members of the City Council

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Ghobrial, Andrew

From: Bonnie Clapp [REDACTED]
Sent: Monday, July 19, 2021 6:06 PM
To: City Council
Cc: Michael Stankavish
Subject: Support for Res-2021-4

**** **CAUTION:** This email originated outside the City of Melrose. Exercise caution. **DO NOT** open attachments or click links unless you recognize the sender and know the content is safe. ****

Good Afternoon Councilors,

I am writing to voice my support for Resolution 2021-4: A Resolution for Expanding Access to Local Government in the City of Melrose. As a Commissioner with the Melrose Human Rights Commission I have greatly appreciated the opportunity to gather remotely and have seen the tremendous benefits of our virtual meetings.

The biggest benefit is the fact that meeting remotely allows all members of our community and the programs that we serve and partner with (e.g., North Suburban Family Network, families with the Boston-METCO program, etc.) to attend our meetings. Their participation is vital for not only the sharing of information but to garner the thoughts and expertise of groups and individuals that might not have otherwise been able to attend due to location, time commitments, ablism, etc. As many states enact voting laws that are exclusive to portions of the population, I hope that Melrose continues to stay at the forefront of inclusivity with the passing of this resolution.

Thank you so much for your time, commitment, and dedication to the City of Melrose!

Warm wishes,

Bonnie Clapp (she/her/hers)

Mobile: [REDACTED]
 [REDACTED]

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Ghobrial, Andrew

From: Kissel, Rilda A. [REDACTED]
Sent: Monday, July 19, 2021 3:17 PM
To: City Council
Subject: Appropriation Committee Meeting

**** **CAUTION:** This email originated outside the City of Melrose. Exercise caution. **DO NOT** open attachments or click links unless you recognize the sender and know the content is safe. ****

To Whom It May Concern,

My name is Rilda Kissel and I am the chair of the Melrose Commission on Women. I am writing in support of Councilor Jen Grigoraitis and Councilor Leila Migliorelli's resolution to promote remote access for all city boards, commissions, and committees.

As the chair of the Women's Commission, I am keenly aware that women often bear responsibility for childcare in the home and how this may effect one's ability to engage in civic meetings. Beyond childcare, there many other factors that may prevent someone from attending an in person meeting.

Throughout the pandemic, the MCW has noted that our meetings and our events were more accessible and better attended due to their remote availability.

I fully support the resolution to continue to have this access for those unable to attend city meetings in person.

Thank you,
 Rilda Kissel

Rilda Kissel | Assistant Director

Learning Design, Innovation, and Technology

Harvard Graduate School of Education

[REDACTED]

[REDACTED]

[REDACTED]

gse.harvard.edu

[Book a meeting](#)

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Ghobrial, Andrew

From: Migliorelli, Leila
Sent: Monday, July 19, 2021 9:06 AM
To: David Hoff
Cc: Grigoraitis, Jennifer; City Council; Ghobrial, Andrew
Subject: Re: Letter in Support of Remote Participation

Mr. Hoff - Thank you for your support of the resolution. I've cc'd the City Council on here, as well as the new Clerk of Committees, Andrew Ghobrial, so that it can be read into the record at tonight's meeting.

Best,
 Leila

Leila B. Migliorelli
 Councilor-at-Large
 City of Melrose



Pronouns: she/her/hers

From: David Hoff [REDACTED]
Sent: Sunday, July 18, 2021 10:25 PM
To: Migliorelli, Leila; Grigoraitis, Jennifer
Subject: Letter in Support of Remote Participation

**** **CAUTION:** This email originated outside the City of Melrose. Exercise caution. **DO NOT** open attachments or click links unless you recognize the sender and know the content is safe. ****

Dear Councilors Grigoraitis and Migliorelli:

As Chair of the Melrose Commission on Disability, I want to express my strong support for the resolution for the expansion on a permanent basis of remote participation during meetings of the City Council, School Committee, other appointed boards and commission, and similar bodies. The opportunity to publicly participate in meetings remotely, allows for greater and more diverse public participation, and stronger government transparency and accountability. Remote participation provides both convenience, but also allows for participation by many individuals who for a variety of reasons cannot otherwise participate, including some individuals with disabilities. As efforts to allow remote participation move forward, it is important that such efforts are fully inclusive, and maximize accessibility for those with disabilities. The Commission on Disability welcomes the opportunity to work with the city to ensure that is the case.

Thank you for the opportunity to support this resolution.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Sincerely,

David Hoff
Chair – Commission on Disability

[REDACTED]

Melrose

[REDACTED]

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Questions contact – Moses Okokuro 781-388-5217

Petition of the Massachusetts Electric Company d/b/a National Grid
Of NORTH ANDOVER, MASSACHUSETTS
For Electric conduit Location:

To City Council of Melrose, Massachusetts

Respectfully represents the Massachusetts Electric Company d/b/a National Grid of North Andover, Massachusetts, that it desires to construct a line of underground electric conduits, including the necessary sustaining and protecting fixtures, under and across the public way or ways hereinafter named.

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked: Rowe St - Melrose - Massachusetts.

The following are the streets and highways referred to:

Plan # 27967397 Rowe St - National Grid to install beginning at a point approximately 30 feet northwest of the centerline of the intersection of Green St and Rowe St and continuing approximately 800 feet in an east direction. Install 880 ft of concrete encased electric ducts from existing manhole A-510 to an existing pad mount transformer at 585 Lebanon St.

Location approximately as shown on plan attached

Massachusetts Electric Company d/b/a National Grid
BY Robert Coulter
Engineering Department

Dated: June 16, 2021

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

ORDERED:

Notice having been given and public hearing held, as provided by law, that the Massachusetts Electric Company d/b/a National Grid be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 16th day of June, 2021.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked – Rowe St - Melrose - Massachusetts. Plan # 27967397.

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

Rowe St - National Grid to install beginning at a point approximately 30 feet northwest of the centerline of the intersection of Green St and Rowe St and continuing approximately 800 feet in an east direction. Install 880 ft of concrete encased electric ducts from existing manhole A-510 to an existing pad mount transformer at 585 Lebanon St.

I hereby certify that the foregoing order was adopted at a meeting of the
.....
....., held on the day of, 20
....., 20

Received and entered in the records of location orders of the City/Town of
Book Page

Attest:
.....

..... hereby certify that on20....., at o'clock,M
at, a public hearing was held on the petition of
Massachusetts Electric Company d/b/a National Grid for permission to construct the underground
electric conduits described in the order herewith recorded, and that I mailed at least seven days
before said hearing a written notice of the time and place of said hearing to each of the owners of
real estate (as determined by the last preceding assessment for taxation) along the ways or parts of
ways upon which the Company is permitted to construct the underground electric conduits under
said order. And that thereupon said order was duly adopted.

.....
.....
.....

ORDERED:

Notice having been given and public hearing held, as provided by law, that the Massachusetts Electric Company d/b/a National Grid be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 16th day of June, 2021.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked – Rowe St - Melrose - Massachusetts. Plan # 27967397.

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

Rowe St - National Grid to install beginning at a point approximately 30 feet northwest of the centerline of the intersection of Green St and Rowe St and continuing approximately 800 feet in an east direction. Install 880 ft of concrete encased electric ducts from existing manhole A-510 to an existing pad mount transformer at 585 Lebanon St.

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 Book Page

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 electric conduits described in the order herewith recorded, and that I mailed at least seven days
 before said hearing a written notice of the time and place of said hearing to each of the owners of
 real estate (as determined by the last preceding assessment for taxation) along the ways or parts of
 ways upon which the Company is permitted to construct the underground electric conduits under
 said order. And that thereupon said order was duly adopted.

.....

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

S/NO.	ADDRESS	OWNER'S INFO	PARCEL ID
1	148 ROWE ST	ROBINSON, JEFFERY D ANN S ROBINSON HW TE 148 ROWE STREET MELROSE, MA 02176	D10 0 48
2	45 GREEN ST	GILLESPIE, GARRETT G LEIGH L GILLESPIE HWTE 45 GREEN ST MELROSE, MA 02176	D10 0 66
3	144 ROWE ST	BOBULA, THAIS, THE ESTATE OF 144 ROWE ST MELROSE, MA 02176	D10 0 49
4	145 ROWE ST	SHEA, ELIZABETH M LE LINDA SPADAFORA 145 ROWE ST MELROSE, MA 02176	D10 0 65
5	132 ROWE ST	YUE, CHUCK CHUNSIANG NUI LEE YUE, HWTE 50% 132 ROWE ST MELROSE, MA 02176	D10 0 50-52
6	143 ROWE ST	MIANO, ANTHONY MARGARET A MIANO LF EST 143 ROWE ST MELROSE, MA 02176	D10 0 64
7	133 ROWE ST	NICKERSON, KEVIN R THERRESA M NICKERSON HWTE 133 ROWE ST MELROSE, MA 02176	D10 0 55
8	128 ROWE ST	DIRICO, DANIEL KATHERINE MITCHELL, HWTE 128 ROWE ST MELROSE, MA 02176	D10 0 53
9	129 ROWE ST	JOHNSON, MICHAEL 129 ROWE ST MELROSE, MA 02176	D10 0 54
10	122 ROWE ST	OVERGAAG, JACOBUS LORIE ANN OVERGAAG, HWTE 166 UPHAM ST MELROSE, MA 02176	D9 0 46
11	121 ROWE ST	MANWELL, STEVEN JOANNA R MANWELL HWTE 121 ROWE ST MELROSE, MA 02176	D9 0 52
12	120 ROWE ST	WIXTED, MARK DANA E. WIXTED, HWTE 120 ROWE ST MELROSE, MA 02176	D9 0 47
13	115 ROWE STREET	ZHAO, JOHN JULIA WANG, JTRS 115 ROWE STREET MELROSE, MA 02176	D9 0 51
14	24 PORTER ST	HALLMARK HEALTH SYSTEM, INC. 170 GOVERNORS AVE. MEDFORD, MA 02155	D9 0 48
15	109 ROWE ST	MCAREE, ROBERT J. 109 ROWE ST MELROSE, MA 02176	D9 0 50
16	105 ROWE ST	RUGGERI, KORET R-E LIVING TRUST RUBERT-ELIZABETH RUGGERI-KORET 105 ROWE ST MELROSE, MA 02176	D9 0 49
17	33 PORTER ST., UNIT 1	HARRINGTON, ARTHUR LINDSAY SKINNER, JTRS 33 PORTER ST., UNIT 1 MELROSE, MA 02176	D9 0 68-1
18	33 PORTER ST., UNIT 2	OKETOKOUN, RAFIOU JACQUELINE MCCLUSKEY, JTRS 33 PORTER ST., UNIT 2 MELROSE, MA 02176	D9 0 68-2
19	87 ROWE ST	HUBERT, HENRY M. NANCY M. HUBERT, JTRS 87 ROWE ST MELROSE, MA 02176	D9 0 69
20	81 ROWE ST	MELROSE WAKEFIELD PROPERTIES, INC 585 LEBANON ST MELROSE, MA 02176	D9 0 70
21	585 LEBANON ST	MELROSE WAKEFIELD HOSP ASSOC 585 LEBANON ST MELROSE, MA 02176	D9 0 19

UNDERGROUND ELECTRIC PETITION

EXHIBIT A



EXHIBIT 'A' NOT TO SCALE

The exact location of said Facilities to be established by and upon the installation and erection of the Facilities thereof.



UNDERGROUND ELECTRIC PETITION



EXISTING
MANHOLE



4-4" DUCTS

NGRID TO INSTALL 880 FEET OF ENCASED ELECTRIC DUCTS FROM EXISTING MANHOLE A-510 TO THE EXISTING PAD MOUNT TRANSFORMER AT 585 LEBANON ST

DISTANCES ARE APPROXIMATE

nationalgrid

Date: 10/30/2018

WORK REQUEST: 27967397

To The: CITY Of MELROSE

For Proposed: CONDUIT/CABLE Location: ROWE ST

Drawn By: BRENDAN POWELL

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Ghobrial, Andrew

From: Howley, Lori <LHowley@melrosewakefield.org>
Sent: Monday, July 19, 2021 7:47 PM
To: City Council
Cc: Howley, Lori
Subject: RE: comment on National Grid request
Attachments: Public Works Committee Meeting____.pdf

**** **CAUTION:** This email originated outside the City of Melrose. Exercise caution. **DO NOT** open attachments or click links unless you recognize the sender and know the content is safe. ****

Hi. I am on line, having difficulty hearing. Here are our written comments in support of order 2021-158. Thank you for the opportunity to submit this letter and thank you for your consideration! We appreciate all that is being done.

Best, Lori

From: Howley, Lori
Sent: Monday, July 19, 2021 7:07 PM
To: citycouncil@cityofmelrose.org
Subject: comment on National Grid request

Good evening, if not too late, I would like the opportunity to comment in support of National Grid's request to install underground electric ducts along 585 Lebanon Street.

Thank you.

Lori Howley (she/her/hers)
 Executive Director, Corporate Communications and Chief Marketing Officer | Marketing and Communications
MelroseWakefield Healthcare

781-979-3011 T

lhowley@melrosewakefield.org
melrosewakefield.org



Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

July 19, 2021

City of Melrose
Public Works Committee
562 Main Street
Melrose, MA 02176

Dear Chair Thomas and Honorable Public Works Committee,

We write in support of the request by National Grid to install underground electric ducts from the existing manhole A-510 to an existing transformer at 585 Lebanon Street, Melrose, as an important safety measure for our patients and the community of MelroseWakefield Hospital. This important initiative is critical for our power reliability, which is not exclusive to lights and power when there is a loss of service. It impacts a series of events that, at times, has escalated to a formal Incident Command response as it relates to patient care and safety. One example is our sterilization operation (CSP – Central Sterile Processing), which was severely impacted by the loss of power leading to a loss in functionality of our air handler, which we are still managing, several weeks later. CSP sterilizes and processes under a strictly maintained and monitored environment, (temperature, humidity and air exchanges). When this unit is down, the effect it has on patient care is enormous, as we found these past few weeks. The interruption in availability of sterile instruments for surgery and procedures not only effect the operating room, but also can have an effect on our ability to safely admit patients through the emergency department, forcing us to transfer to other institutions. This is a community issue.

Power reliability is critical to our ability to deliver care consistently. As described, generator back-up does not sustain 100% of our electrical load. Primarily it supports.

- HVAC
- Lighting
- Refrigeration

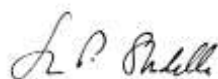
When we sustain power outages, which are highly susceptible due to contact and damage by wind, trees, ice accumulation, vehicular impact and wildlife contact (as we have experienced over the years), it impacts our ability to deliver care and we must make immediate adjustments (and interruptions) to the delivery of services, which can and have included delaying and diverting care. Moving the lines underground will:

1. Reduce outages as the lines will be less susceptible to contact and damage by winds, trees and wildlife contact.
2. Improve patient care and safety by having a more reliable electrical service.
3. Generate a positive economic impact by reducing outage-caused down time for the hospital/community.

The impact of the recent power interruptions has mandated this initiative (underground transmission lines) as a necessary step for the safety of our community and patients for whom we care. Not doing so continues to put the hospital at risk for interruptions in services and is a vulnerability for the community as it pertains to the health services the hospital provides.

We strongly encourage you to support the request by National Grid to move the described power source underground. We greatly appreciate your time and consideration on this matter.

Sincerely,



Steven P. Sbardella, MD, FACEP, FABC
Chief Medical Officer
Senior VP, Clinical Operations



Ryan Fuller
Vice President, Strategy and Facilities

Questions contact – Abdelwahed Nabat 781-338-2819

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

North Andover, Massachusetts

To the City Council
Of Melrose, Massachusetts

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

Orient Ave - National Grid to relocate 1 JO Pole on Orient Ave beginning at a point approximately 276 feet north of the centerline of the intersection of Orient Ave and East Emerson St and continuing approximately 14ft in a north direction. Relocate pole 1570 +/- 14ft north from its current location on Orient Ave to accommodate for driveway clearance for 21 Orient Ave.

Location approximately as shown on plan attached

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

No.# 30378336 May 19, 2021

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

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

Massachusetts Electric Company d/b/a National Grid
BY Robert Coulter
Engineering Department

VERIZON NEW ENGLAND, INC.
BY _____
Manager / Right of Way

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Melrose

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the City Council of Melrose, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED:

that Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 19th day of May, 2021.

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

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

May 19, 2021. Filed with this order # 30378336.

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

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

Orient Ave - National Grid to relocate 1 JO Pole on Orient Ave beginning at a point approximately 276 feet north of the centerline of the intersection of Orient Ave and East Emerson St and continuing approximately 14ft in a north direction. Relocate pole 1570 +/- 14ft north from its current location on Orient Ave to accommodate for driveway clearance for 21 Orient Ave.

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

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

Massachusetts

City/Town Clerk.

20 ____

Received and entered in the records of location orders of the City/Town of _____

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Book

Page

Attest:

City/Town Clerk

I hereby certify that on _____ 20____, at _____ o'clock, M
at _____ a public hearing was held on the petition of
Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND, INC.

for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and
that we mailed at least seven days before said hearing a written notice of the time and place of said
hearing to each of the owners of real estate (as determined by the last preceding assessment for
taxation) along the ways or parts of ways upon which the Company is permitted to erect
poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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.....

Board or Council of Town or City, Massachusetts

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

CERTIFICATE

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

Attest:

City/Town Clerk

N/G & V

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the City Council of Melrose, Massachusetts

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Massachusetts

City/Town Clerk.

20 ____.

Received and entered in the records of location orders of the City/Town of _____

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Book

Page

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City/Town Clerk

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Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND, INC.

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taxation) along the ways or parts of ways upon which the Company is permitted to erect
poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

.....
.....
.....
.....

Board or Council of Town or City, Massachusetts

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

CERTIFICATE

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Massachusetts, on the day of 20 , and recorded with the
records of location orders of the said City, Book , Page . This certified copy
is made under the provisions of Chapter 166 of General Laws and any additions thereto or
amendments thereof.

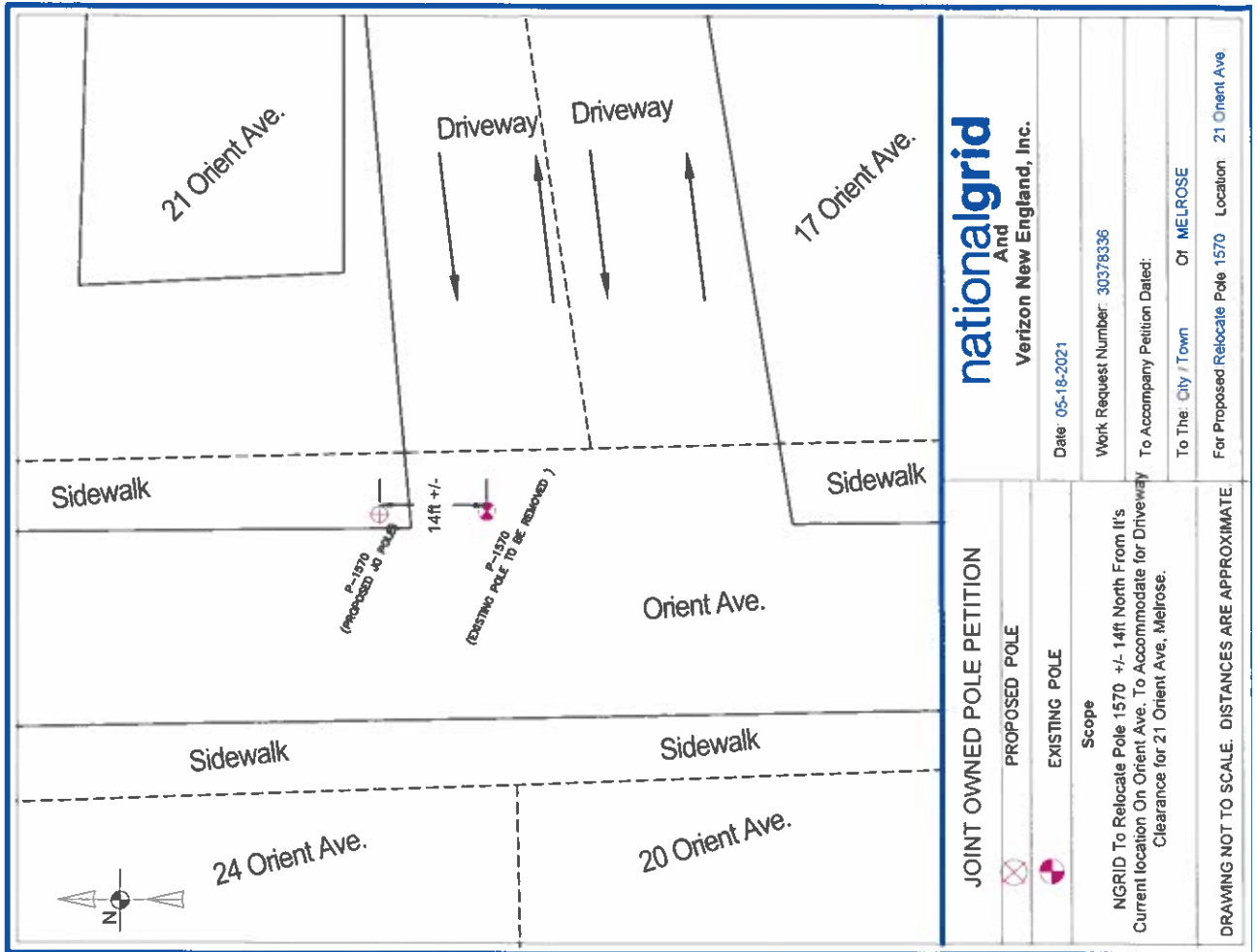
Attest:

City/Town Clerk

Abutter's List – WR#30378336

<u>Address</u>	<u>Owner's Info</u>	<u>Parcel ID#</u>
1. 21 Orient Ave.	Sharon A. Wynne, Trustee The Cash Realty Trust 21 Orient Ave. Melrose, MA 02176	E9-0-31
2. 17 Orient Ave.	Sean Brennan Jennifer Brennan 17 Orient Ave. Melrose, MA 02176	E9-0-30
3. 20 Orient Ave.	Arthur E. Blume Paula O. Blume 20 Orient Ave. Melrose, MA 02176	E9-0-27
4. 24 Orient Ave.	Christopher L Pierce Joanne A Pierce 24 Orient Ave. Melrose, MA 02176	E9-0-26

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Ghobrial, Andrew

From: chrisjoannep@gmail.com
Sent: Monday, July 19, 2021 6:34 PM
To: City Council
Subject: Order 2021-159

**** CAUTION: This email originated outside the City of Melrose. Exercise caution. DO NOT open attachments or click links unless you recognize the sender and know the content is safe. ****

We would like to ask these two questions.

One
If this pole is to be moved, what would be the notification to the neighbors. Specifically how much time or notice will we get. And how long will the service be interrupted as we all work from home.

Number two. Presently the pole is positioned away from all other trees the position that it's being asked to move to would move it closer to a tree. We are concerned that the new location may negatively impact our service thru tree damage. Are there any considerations of that impact and plans to adjust the location or make changes regarding the tree?

Chris pierce

Sent from my phone

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: August 16, 2021
Subject: Appointment of Chris Redfern to the Conservation Commission
Order #: ORDER-2022-12

Appointment of Chris Redfern. 2 Spear St., to the Conservation Commission; said term to expire on the last day of February 2024.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Christopher F. Redfern

Professional Experience

Executive Director

Friends of the Middlesex Fells Reservation, Melrose, MA

(2019-present)

- Developed multi-year Sustainable Fells Campaign to address pressing conservation needs at the Fells, including invasive species management and reducing rogue trails for wildlife.
- Established a Fells Caucus of elected officials representing Fells-adjacent communities to effectively lobby for additional financial support and greater environmental protection.
- Led 18 nonprofit organizations in a campaign to oppose the introduction of class 1 electric bicycles on all DCR natural surface trails currently open to traditional bikes (ongoing)
- Led the board and staff in strategic planning that resulted in new strategic priorities, vision, and mission.
- Improved fundraising operations and developed new several funding relationships, doubling the operating budget in less than 24 months.

Executive Director

San Diego Audubon Society, San Diego, CA

(2006-2019)

Program and staff development

Developed partnerships with non-profits, local government, state agencies, federal agencies, and other funders to protect endangered species, improve and expand habitat for wildlife, and deliver outdoor science education programs.

- Developed a conservation program to address endangered species, habitat protection, wetlands restoration, and grassroots advocacy, now with two full-time staff
- Developed an education program that annually delivers more than 3,500 outdoor nature lessons, implemented by two program staff and ten naturalists
- Established new revenue streams to support sustainable staffing levels at two San Diego Audubon-owned wildlife sanctuaries
- Grew annual budget to support the addition of volunteer management, communications, development, and office administration staff
- Oversaw dramatic growth of the San Diego Bird Festival, now one of the largest birding festivals in the United States
- Staffing structure includes coordinator, manager, and director-level positions

Strategic Planning and Board Development

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

- Led the board, staff, and volunteers in strategic planning to develop organizational vision and key strategies
- Aligned fund development, staffing, and programs to the strategic plan
- Led annual board and staff retreats to strengthen teamwork, solve organizational problems, and promote professional growth and development
- Established governance committee to address board composition and training
- Established finance committee to oversee investment and spending policies
- Led diversity, equity, and inclusion team

Fund development and financial management

Grew a mostly all-volunteer organization with a budget of \$125,000 to a dynamic and respected local conservation nonprofit with revenues of \$950,000.

- Lead a team responsible for securing more than \$3 million in grant awards to date; grant-based partnerships currently comprise \$300,000 of annual income
- Developed a major gifts program that in five years grew from less than \$5,000 in gifts to more than \$100,000 annually
- Lead cultivation of planned gifts, resulting in an increase of endowment funds from \$500,000 to more than \$3 million in the past five years
- Oversee endowment and other financial assets exceeding \$5 million
- Responsible for financial control of the organization, including managing the annual budgeting process and monitoring ongoing financial performance
 - Led six-fold increase in revenues while ensuring that budget-to-actual variances averaged less than 5% in the past ten years
 - Maintained cash reserves equal to six months of operating expenses over the past ten years

Office Manager/Volunteer Coordinator

San Diego Audubon Society, San Diego, CA

(2005-2006)

- Upgraded donor management software to increase efficiency and reporting capabilities
- Streamlined office operations and developed volunteer capacity

Sales and Marketing Manager

Alert Management Systems Corporation, Colorado Springs, CO

(1990-2005)

Responsibilities included business planning, marketing strategy and content development, staff recruitment and training, and website design.

Related Board Experience

Audubon California Board of Directors (2008-2016)

- Worked with senior management team to draft business plans
- Advanced legislative priorities for statewide environmental issues
- Chaired chapter committee and supported establishment of a staffed chapter network

San Diego Children and Nature Collaborative (2009-2011)

- Founding board member
- Secured more than \$50,000 in start-up funding to initiate local programming

Recent Committee & Volunteer Service

Mentor, University of San Diego's Outdoor Leaders Initiative (2019)

Member, Mission Bay Park Committee, Mission Bay Park Improvement Fund Oversight Committee (mayoral appointment) (2019)

- Advise the Park and Recreation Board, Mayor, and City Council on policy issues relating to the acquisition, development, maintenance, and operation of Mission Bay Park
- Oversee allocation of funds to restore wetlands, wildlife habitat, and other natural assets

National Audubon Society – Network Leadership Team (2016-2018)

- Developed business-to-business standards of communication and conduct to enhance collaboration between large urban chapters and National Audubon Society programs

Education and Selected Professional Development

Principia College, Elsah, IL
BA, English – Graduated with Honors

University of San Diego's Nonprofit Institute – Program Design Academy (2019)
Lilly Family School of Philanthropy's Fundraising School – Principles and Techniques (2005)
Lilly Family School of Philanthropy's Fundraising School – Major and Planned Gifts (2005)

July 27, 2021

Mayor Paul Brodeur
Melrose City Hall
562 Main Street
Melrose, Massachusetts 02176

Dear Mayor Brodeur,

I'm writing to express interest in joining the Melrose Conservation Commission and have attached a resume for your consideration.

With more than 15 years of professional experience in the nonprofit conservation field, I have a strong environmental ethic and a desire to serve the City of Melrose in protecting our City's natural resources and safeguarding our wetlands.

Please let me know if any additional materials are needed to confirm my interest in this appointment.

Best,



Chris Redfern
2 Spear St
Melrose, MA 02176

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4441

MARGOT FLEISCHMAN

To: Mayor Paul Brodeur
From: Margot Fleischman
Meeting Date: August 16, 2021
Subject: Appointment of Sarah MacLellan as Chief Assessor
Order #: ORDER-2022-13

I respectfully request that the Honorable City Council confirm the appointment of Sarah MacLellan as Chief Assessor for the City of Melrose.

FINANCIAL IMPACT:N/A

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: City Council President Christopher Cinella
From: Mayor Paul Brodeur
Re: Appointment of Sarah MacLellan as Chief Assessor
Date: August 16, 2021

It is my pleasure to submit to you and the Honorable City Council the appointment of Sarah MacLellan to serve as Chief Assessor for the City of Melrose.

Ms. MacLellan is currently the Acting Chief Assessor, and previously served for four years as Assistant Assessor under former Chief Assessor Christopher Wilcock. Prior to joining the Assessor's Office, she worked in the Auditor's Office. Sarah holds a Bachelor of Science in Business Administration and is a Massachusetts Accredited Assessor.

The Chief Assessor is a highly specialized role that is critical to the City's financial functioning. As Chief Assessor, Ms. MacLellan is responsible for the valuation of all commercial, industrial, and residential real estate within the City for taxation purposes in conjunction with the Board of Assessors and in accordance with Department of Revenue regulations. The Chief Assessor also oversees preparation of re-evaluations of all properties in the City, and together with the Board of Assessors, presents an analysis of potential changes in taxation rates. Ms. MacLellan brings to this role invaluable technical experience with appraising principles and practices as well as familiarity with both Melrose property values and the City's financial systems.

In addition to her professional qualifications, Ms. MacLellan is an active and engaged member of the Melrose community, has held volunteer roles with a number of organizations in Melrose, and worked on the Melrose Helps effort during the height of the pandemic.

We are fortunate to have the benefit of Ms. MacLellan's experience and expertise in our Assessing department, especially during a property revaluation year. I respectfully request the City Council confirm her appointment as Chief Assessor for the City of Melrose.

Thank you for your consideration.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

SARAH A. MACLELLAN

May 27, 2021

Dear Hiring Managers,

I would like to formally apply for the Chief Assessor position at the City of Melrose. When reviewing the position requirements, I find that my qualifications and strengths align with the current needs and focus of the Melrose Assessor's Department.

For the past five years I have worked for the City of Melrose, first in the Auditor's Office as an Accounting Clerk, and since 2017, as the Assistant Assessor. During this time, I have obtained my designation as a Massachusetts Accredited Assessor and have acquired a comprehensive set of technical skills that would assist me in doing the work of the Chief Assessor.

I have also demonstrated my ability to work with leaders across City departments, consistently earning praise for my work ethic, attention to detail, strong adherence to policies and guidelines, and using sound discretion in handling sensitive information.

Throughout my work in previous roles and in my current position, I have developed strong interpersonal skills and the ability to communicate in a tactful and effective manner, always responding to customers' inquiries and requests with a friendly and positive attitude.

I hope you will find that this brief summary, in combination with the attached resume, describes a dedicated employee with the skills and enthusiasm to meet the requirements of the position of Chief Assessor in Melrose.

I appreciate your consideration and look forward to discussing this opportunity with you in the near future. Please let me know if there is any other information I can provide that will support my candidacy for this position.

Best Regards,

Sarah MacLellan

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

SARAH A. MACLELLAN

PROPERTY ASSESSMENT PROFESSIONAL

A results-oriented, proven professional with in-depth knowledge of modern property appraisal principles and practices. A team player and high-energy achiever, who thrives in challenging situations and brings a thoughtful, detail-oriented approach to fair and equitable property valuation. Skilled in performing property inspections and preparing records and reports according to accepted standards. With extensive background in customer service; very effective in oral and written communication, exercising discretion in contentious situations. Demonstrated ability to establish effective working relationships and interact tactfully with City employees, officials, and the general public.

CORE COMPETENCIES

- | | | |
|----------------------|------------------------|----------------------------|
| ▪ Data Management | ▪ Strategic Planning | ▪ Customer Service |
| ▪ Project Management | ▪ Process Improvements | ▪ Problem-Solving |
| ▪ Goal Setting | ▪ Best Practices | ▪ Operational Efficiencies |
| ▪ Collaboration | ▪ Multi-Tasking | ▪ Peer Training |
| ▪ Organization | ▪ Reporting | ▪ Communication |
| ▪ Scheduling | ▪ Troubleshooting | ▪ Attention to Detail |

PROFESSIONAL EXPERIENCE

City of Melrose, Assessors' Office, Melrose, MA

2017 – Present

Assistant Assessor

Perform technical work involved in the appraisal and examining of real property for assessment purposes to Mass Appraisal Standards according to state and local laws. Provide internal and external customer service and assistance to the Chief Assessor as needed.

- Perform physical inspections of residential and commercial properties; develop building sketches and take exterior measurements.
- Inspect and monitor land use and zoning changes, deed transfers and subdivision changes.
- Update and maintain CAMA database to ensure retention of accurate assessment records.
- Explain mass appraisal method and techniques to the general public and respond to questions and concerns relating to appraisal methods.
- Assist with preparation for defense of values in cases before the Appellate Tax Board.
- Gather property data from building plans, building permits, City officials, contractors, lawyers and real estate agents.
- Respond to inquiries from taxpayers, brokers and appraisers in person, via e-mail and by telephone.
- Review, analyze and process exemption and abatement applications for final review by the Board of Assessors.
- Prepare and distribute abutters' lists.
- Attend professional development conferences and training in order to stay informed of Massachusetts Laws and Regulations concerning taxation and to stay up to date on changes and trends in the Assessing field.

City of Melrose, Auditors' Office, Melrose, MA

2016 - 2017

Accounting Clerk

- Led the Accounts Payable process for the City and School Departments, ensuring that finances were accurate and up-to-date and that vendors were paid within established time limits.
- Streamlined the Accounts Payable Process - consolidated A/P warrants from 360 to 280 year over year.
- Audited invoices submitted by all Departments, confirming that proper documentation was submitted in compliance with policy.
- Processed the weekly warrant and check run, coordinated with the Treasurer's office to ensure funds were transferred accordingly.
- Researched payment inquiries for internal and external customers.
- Maintained vendor records in MUNIS system, ensuring that W-9s were received in accordance with the Department of Revenue.
- Conducted training for other departments relating to guidelines for encumbrances and invoice paying in accordance with M.G.L.

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Calypso Cards, Newport, RI

2011 – 2015

Accounting Specialist

- Responsible for all facets of receivables management including managing the general ledger, preparing weekly A/R reports, cash application duties, and providing performance data to Managing Director.
- Utilized exceptional client management skills to collect outstanding accounts and resolve delinquencies.
- Reduced average weekly outstanding delinquent accounts by 80%.
- Established new accounts, evaluated credit risk, and determined credit limits and payment terms utilizing trade and bank references as required.
- Prepared annual tax forms for distribution.
- Worked closely with Finance Director to ensure all invoices and credits were current.
- Calculated and processed monthly commission payments for sales representatives.
- Established new procedures to streamline A/R processes within the company.

Viabella (formerly Marian Heath Greeting Cards), Wareham, MA

2009 – 2011

Field Sales Representative, Boston territory

- Maintained and increased greeting card sales in retail stores in the greater Boston area.
- Established and maintained relationships with store managers.
- Shared brand and product knowledge with store managers and their customers.
- Met with buyers to determine upcoming needs and recommend possible changes in stores.

CIGNA Group Insurance, Newton, MA

2008 – 2009

Sales Administration Senior Associate

- Responsible for all internal sales administration functions and support for National Account Sales Manager.
- Created sales presentation proposal materials for clients and brokers.
- Updated sales reporting system with sold case information on a weekly basis.
- Prepared finalist meeting sales presentations.

Viabella (formerly Marian Heath Greeting Cards), Wareham, MA

2005 – 2008

Key Account Manager

- Created successful Key Account Department within the company. Developed end-to-end workflow processes to track projects from initial product recommendations through program deployment in multi-rooftop chains, such as Books-A-Million, Albertson's, Garden Ridge, and Dicksons.
- Conducted sales analysis, recommended new products and strategies to support seasonal sales cycles and goals.
- Independently managed and maintained custom printing account that generated over \$600,000 wholesale per year.
- Increased wholesale sales for company's largest key account by 17% year-over-year.
- Developed comprehensive service operations manuals to be used by field merchandisers in retail stores.
- Managed systems transition during acquisition of subsidiary company, Renaissance Greeting Cards.
- Initiated and implemented use of EDI (Electronic Data Interchange) Order Process.

Graphique de France, Woburn, MA

2004 – 2005

Key Account Assistant

- Supported Vice President of Sales and Key Account Managers in sales efforts to major accounts such as TJMaxx, Staples and Barnes & Noble.
- Evaluated and analyzed retail sales and product line data, conducted sell-through and historical sales reporting for presentation to sales managers and customers.
- Communicated with buyers on all aspects of sales programs including program proposals, image recommendations, product availability, terms negotiation and progress updates.
- Represented the company at major sales presentations and national industry trade shows.
- Developed internal sales reporting process resulting in more efficient analysis and presentation of sales data.
- Enhanced customer presentations focusing on year-over-year accomplishments of sales goals.

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Graphique de France, Woburn, MA

2001 - 2004

Sales Account Coordinator

- Worked with CEO to maintain and increase sales in major accounts including Tuesday Morning, HomeGoods, Century 21 Department Stores and Ross Stores.
- Independently generated over \$150,000 in sales.
- At request of company President, independently managed several major accounts: Papyrus, Museum of Fine Arts Boston and Mattel. Supported Sales Account Director to manage and maintain key accounts such as Borders, Target and Cost Plus.
- Created and distributed monthly national sales reporting to twelve sales representative groups throughout the US.
- Communicated with field sales reps and distributed new product release information.

Graphique de France, Woburn, MA

2000 - 2001

Publishing Assistant

Responsible for all correspondence with designers, photographers and artists who supplied art work for calendars and stationery. Trafficked artwork, photographs, printer's proofs between design, pre-press, and printing departments.

EDUCATION

Bachelor of Science, Business Administration,
University of Mary Washington (formerly Mary Washington College), Fredericksburg, VA

CERTIFICATIONS & AFFILIATIONS

Massachusetts Accredited Assessor (#1378)
International Association of Assessing Officers (IAAO) – Active Member 2017-present
Massachusetts Association of Assessing Officers (MAAO) – Active Member 2017-present
Middlesex County Assessors Association (MCAA) – Active Member 2017-present
Awarded MCAA Scholarship – 2018

TECHNICAL SKILLS

- | | | |
|---|------------------------------------|--------------|
| ▪ Microsoft 365 Office Suite
(Word, Excel, PowerPoint,
Outlook, Teams, Planner) | ▪ Patriot Properties AssessPro 5.0 | ▪ Pictometry |
| | ▪ MUNIS | ▪ NearMap |
| | ▪ PEOPLEGIS/Maps Online | |

VOLUNTEER EXPERIENCE

Rescuing Leftover Cuisine, New York, NY

2021 - present

Volunteer Lead Rescuer

Lead volunteer events to transport food from 501(c)(3) organization's food donor partners to homeless shelters, soup kitchens, and other human service agencies in greater Boston area communities.

Melrose Education Foundation, Melrose, MA

2019 - present

Board Member, Grants Committee Co-Chair

Reviewed, qualified and determined grants which support the Educators and Students of the Melrose Public Schools.

Hoover Elementary School, Melrose, MA

2017 - 2019

PTO Treasurer

Developed, maintained and balanced the PTO budget, collected and deposited fundraising money, disbursed funds for purchases and reimbursements, tracked income and expenses, prepared monthly and annual financial reporting to parent PTO organization, and maintained and submitted records for annual audits.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

Human Resources Department

Polina Latta

Director

platta@cityofmelrose.org

**City Hall, 562 Main Street
Melrose, Massachusetts 02176**

(P) 781-979-4146

(F) 781-979-4246

To: City Council
Cc: Mayor Brodeur
From: Polina Latta, Human Resources Director
Re: Chief Assessor Recruiting Process
Date: July 27, 2021

The City Council has requested that the Human Resources Department provides an overview of the recruiting process for positions that need to be confirmed by the Council. Below I have outlined the recruiting process for the Chief Assessor.

- The HR Department used broad and diverse recruiting strategy when recruiting for the Chief Assessor's position. We used the following sources:
 1. City wide e-mail
 2. City Employment site
 3. Mass Municipal Association (MMA)
 4. Mass Association of Assessing Officers
 5. AMARU
 6. NAACP Mystic Valley network
 7. LinkedIn
- The position was posted on May 20th and the deadline was June 4th, which is our typical 2 + week deadline. A total of three candidates applied (one internal and two external). We do not track demographics of candidates that early in the recruiting process.
- Patrick Dello Russo, City Auditor/CFO and I reviewed the resumes and only two candidates met the minimum qualifications, one of which was Sarah MacClellan. Concerning the process involving these two candidates:
 - I conducted an initial phone interview of the external candidate. The next step in the process would have been an interview with Patrick Dello Russo and the Board of Assessors. During my interview with the external candidate, he withdrew his application when he realized that his salary expectations were much higher than what the City of Melrose could offer.
 - Sarah has been employed by the City of Melrose since April of 2016, and in the Assessor's office as Assistant Assessor specifically since August of 2017. She came highly recommended by the

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

incumbent Chief Assessor, employed in this role since 2014, who helped her develop her assessment skills for this role, and also by the Board of Assessors who works closely with her on a regular basis. Patrick Dello Russo, who supervised Sarah directly prior to her position in the Assessor's office, and is well aware of her work ethic, dedication, professionalism, and overall caliber of qualifications spoke highly of Sarah and also highly recommended her. Given her institutional knowledge, that she has the required trainings and certificates this appears to be the natural next step in her career with the City of Melrose.

➤ Additional information considered:

- Market overview: when we advertised for the Chief Assessor's role there were several Assessor openings on MMA at the same time. From speaking with former Chief Assessor Chris Wilcock and with other communities, it became very evident that there is a shortage of Assessors in the Commonwealth of Massachusetts. I learned that it has taken other communities anywhere between 1-3 years to fill this role. The City of Melrose was fortunate to have a candidate like Sarah who is qualified, is already familiar with our community, and has been such a valued employee for so long. I have attached Sarah's cover letter and resume for your review.
- This year is a revaluation year for the City of Melrose, which takes place once every five years. It is a year of significant new growth for the City, and per our CFO, this is the only source of substantial tax revenue to fund our operating budget outside of Proposition 2 ½. Time was of the essence and we couldn't have this role vacant for too long.



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: August 16, 2021
Subject: Appointment of James Oosterman to the Affordable Housing Trust
Order #: ORDER-2022-14

Appointment of James Oosterman, 54 Ellis Farm Lane, to the Affordable Housing Trust, for a two-year term, said term to expire the last day of January 2023.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

July 19, 2021

Mayor Paul Brodeur
City Of Melrose City Hall
562 Main Street
Melrose, MA 02176

Re: Melrose Affordable Housing Trust Letter of Interest

Dear Mr. Mayor;

Thank you for your considering me to fill one of the seats on the newly established Melrose Affordable Housing Trust. I am interested in serving in this capacity, and I am honored to share my skills and knowledge in the areas of affordable housing.

Prior to my retirement from Cambridge Savings Bank in October 2020, I was the Senior Vice President and Chief Lending Officer of Melrose [Cooperative] Bank, and served there as its senior lending officer for 22 years. One facet of my position that I most enjoyed was the opportunity to work with customers and potential home-buyers of all income levels, and facilitating numerous first-time homebuyer courses we offered in the city. I counseled and advised people on the myriad state and federal programs available to advance home ownership. I also worked closely with the city and prospective homeowners on lottery programs established for affordable units created by the city's inclusionary zoning ordinance. My experience at a local bank provided me the opportunity to closely see the needs for affordable housing in my own community and create products and services to meet that need as we were able. In addition, the Melrose Cooperative Bank Charitable Foundation, a board on which I serve as secretary, included specific desire to foster and advance affordable housing in the communities it served, and this focus continues on that foundation's work today.

I was a founding member of the Melrose Affordable Housing Task Force, established in 1998 to encourage, support and advocate for public and private affordable housing initiatives. We advocated for, and the city ultimately achieved, affordable units in developments such as Oak Grove Village (now Windsor), Webster Willows (Pleasant Street) and Station Crossing (Essex Street) and we were also public advocates for the SRO property on Vine Street operated by Caritas. We were instrumental in the city's passage of its first Inclusionary Zoning Ordinance which led to the creation of more affordable units in the city or payment of a fee in lieu of units. In late 2001 the Melrose Affordable Housing Corporation (MAHC) was formed as a separate private non-profit organization utilizing the resources of the task force and the Melrose Housing Authority, and I have served on that board since its inception. (An organization from which I have resigned effective 7/20/21). Working closely with the North Suburban Consortium, the city of Melrose planning department, and using a combination of federal HOME funds and local bank financing, we added 15 units of affordable units to the city's inventory since our inception, and have long advocated for the creation of the affordable housing trust to access those funds contributed by local developers so that additional permanent affordable housing may be created in the city.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

For over 25 years, I have also served as a board member (and past-president) of Mystic Valley Elder Services, a non-profit organization serving the needs of low- and moderate-income elders and adults living with disabilities in 11 communities (Melrose included.) There are a myriad of ways MVES serves and reaches its clients, and serving on their board has provided me with an understanding of the desires and needs for affordable and/or supportive housing for our elderly and disabled community, in order to allow people to remain independent in their homes as long as they choose.

As a lifelong resident of the city of Melrose, and someone who has been fortunate enough to own a home in Melrose, I see the continued need to advance affordable housing in the city, not only for those who were raised here, and for those who work in our city, but also for those who desire to become part of this community and have been shut-out based on their income and/or assets. My desire is that the affordable housing trust fund becomes one more arrow in our quiver to make Melrose a community open to all.

Thank you for your consideration of my interest. I look forward to meeting with members of our city council to provide any additional information they may request regarding this appointment.

Very truly yours,

A handwritten signature in black ink, reading "James E. Oosterman". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

James E. Oosterman

54 Ellis Farm Lane, Melrose

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: August 16, 2021
Subject: Reappointment of Douglas MacDonald to the Cemetery Commission
Order #: ORDER-2022-15

Reappointment of Douglas MacDonald, 47 Botolph St., to the Cemetery Commission for a three-year term; said term to expire on the last day of February 2024

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Doug Mac Donald
47 Botolph Street, Melrose Mass. 02176
617-921-7677
dougm41@comcast.net

Community Involvement

- Former producer/host-"Melrose Today" Ch.3
- Former member/Board of directors-Melrose Credit Union
- Former member Winchester Rotary Club-Harris Fellow
- Past member-Post 90 Melrose American Legion
- Former Melrose Alderman at Large-16 year member
- Past President Board of Alderman-1982
- Past Chairman/Trustee Melrose Public Library
- Former Chairman-Melrose Redevelopment Authority
- Twice past President-Melrose Chamber of Commerce
- Former trustee-Melrose Wakefield Hospital
- Past Melrose chair for the Salvation Army, Heart Fund and Cancer Crusade
- Former Melrose delegate to the MBTA Advisory Board
- Past member-Middlesex County Criminal Advisory Board



CITY OF MELROSE

PUBLIC WORKS DEPARTMENT

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4171

ELENA PROAKIS ELLIS

Director, DPW

To: Mayor Paul Brodeur
From: Elena Proakis Ellis
Meeting Date: August 16, 2021
Subject: Amending Chapter 198 of the Revised Ordinances of the City of Melrose
Order #: ORDER-2022-16

Request for review of Chapter 198 Revised Ordinances of the City of Melrose: solid waste and recycling: Solid Waste City Ordinances need updating to align with current practices of the Massachusetts Department of Environmental Protection (MassDEP), the Department of Public Works (DPW), and our contracted trash and recycling hauler: JRM Hauling and Recycling. Specifically, we propose the following changes:

- 1) With the implementation of our Mattress Recycling Program, residents will have the opportunity to schedule curbside pickup of mattresses or drop off at the City Yard on Saturdays. Please see proposed addition of §198-3, Part F.
- 2) Instead of listing individual fees for services within ordinances, we propose adopting a Schedule of Fees to be set by the Director of Public Works, and published on the City website. These fees are designed to recover costs associated with services. Please see proposed changes to §198-3.
- 3) The cost for "Metal Goods Item Pickup" is listed as \$20 in §198-3 part E(2), but the current fee is actually \$25. This fee will be listed in the Schedule of Fees, and removed from the ordinance.
- 4) City Ordinance §198-4 A(3) currently defines what is considered "Acceptable Recyclable Waste" to be put out for curbside collection, but the details of what materials are acceptable are determined by current recycling markets, MassDEP and the city's contracted Materials Recovery Facility (MRF). We propose removing language from the ordinance that defines "Acceptable Recyclable Waste," and leaving the determination to the Director of Public Works with guidance from MassDEP and the contracted MRF. Please see proposed changes to §198-4 A(2).
- 5) In practice, the City does not provide residents with recycling containers, so language in Section 198-4 indicating otherwise should be removed. Please see proposed changes to §198-4 A(2), B(2), and B(4).

Attachments to this Order include the proposed changes to the Solid Waste and Recycling Ordinance Chapter 198 (red line version), the proposed schedule of fees, and a summary memo.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS
Administration & Engineering–Water–Sewer–Facilities
Park & Forestry–Highway–Sanitation–Cemetery–Fleet

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

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

MEMORANDUM

To: Mayor Paul Brodeur
 Melrose City Council

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

cc: Patrick Dello Russo, CFO/Auditor
 Kerriann Golden, Assistant Auditor
 Shannon Phillips, City Solicitor
 James Troup, Assistant DPW Director – Administration & Finance
 Lisa Scott, Environmental Outreach Coordinator

Date: August 10, 2021

Re: Solid Waste Ordinance Updates and Schedule of Fees

Solid Waste City Ordinances need updating to align with current practices of the Massachusetts Department of Environmental Protection (MassDEP), the Department of Public Works (DPW), and our contracted trash and recycling hauler: JRM Hauling and Recycling. Specifically, we propose the following changes:

- 1) With the implementation of our Mattress Recycling Program, residents will have the opportunity to schedule curbside pickup of mattresses or drop off at the City Yard on Saturdays. Please see proposed addition of §198-3, Part F.
- 2) Instead of listing individual fees for services within ordinances, we propose adopting a Schedule of Fees to be set by the Director of Public Works, and published on the City website. These fees are designed to recover costs associated with services. Please see proposed changes to §198-3.
- 3) The cost for “Metal Goods Item Pickup” is listed as \$20 in §198-3 part E(2), but the current fee is actually \$25. This fee will be listed in the Schedule of Fees, and removed from the ordinance.
- 4) City Ordinance §198-4 A(3) currently defines what is considered “Acceptable Recyclable Waste” to be put out for curbside collection, but the details of what materials are acceptable are determined by current recycling markets, MassDEP and the city’s contracted Materials Recovery Facility (MRF). We propose removing language from the ordinance that defines “Acceptable Recyclable Waste,” and leaving the determination to the Director of Public Works with guidance from MassDEP and the contracted MRF. Please see proposed changes to §198-4 A(2).
- 5) In practice, the City does not provide residents with recycling containers, so language in Section 198-4 indicating otherwise should be removed. Please see proposed changes to §198-4 A(2), B(2), and B(4).

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Schedule of Fees	Unit/Frequency	Current	Proposed
Department of Public Works			
Waste and Recycling			
Curbside pickup services:			
Trash Fee, Curbside pickup trash and recycling	Annual	200.00	same as current
Metal Goods Item pickup*	Per unit	25.00	same as current
Mattress Pickup	Per unit	n/a	25.00
TV - curbside pickup	Per unit	25.00	same as current
City Yard Drop-off items:			
Batteries - Rechargeable		free	same as current
Books		free	same as current
Bulbs - 5 or more	Per unit	1.00	same as current
Bulbs - Fluorescent more than 4 feet	Per unit	3.00	same as current
Computer towers	Per unit	free	5.00
Printer, Fax Machine, Scanner, Stereo Receiver	Per unit	free	5.00
Other household electronic item not specifically covered in the above list	Per unit	free	5.00
Laptops	Per unit	20.00	same as current
Monitors	Per unit	20.00	same as current
TV	Per unit	20.00	same as current
Fire Extinguishers	Per unit		15.00
60-100 lb. Propane Tanks	Per unit		35.00
20 lb. Propane Tanks	Per unit	free	10.00
1-2 lb. Propane Tanks	Per unit	2.00	5.00
Mattress or Box Spring	Per unit	n/a	10.00
Textiles		free	same as current
mercury-containing devices	per pound	free	same as current
Dried Latex paint		free	same as current
Tires - car	Per unit	2.00	3.00
Tires - light truck	Per unit	8.00	3.00
Tires - heavy duty truck	Per unit	8.00	20.00
Yard Waste		free	same as current
Eyeglasses		free	same as current
Special City Yard Events:			
Household Hazardous Waste	1/4 car load	20.00	30.00
Household Hazardous Waste	1/2 car load	30.00	36.00
Household Hazardous Waste	full car load	60.00	same as current
Motor Oil/Gas/Antifreeze Collection	first two gallons free, then per gallon	2.00	same as current
Paper Shredding	first box free then per box	5.00	same as current
Pumpkin Composting		free	same as current
Styrofoam		free	same as current
Rigid Plastics		free	same as current

Chapter 198
SOLID WASTE
AND
RECYCLING

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

§ 198-2

SOLID WASTE AND RECYCLING

§ 198-3

ARTICLE II

Collection and Disposal

[Adopted as Rev. Ords. 1976, §§ 13-3, 13-6, 20-5 and 20-6 (Rev. Ords. 1989, §§ 8-1, 15-26 and 15-27)]

§ 198-2. Dumping; obstructing sidewalks; placement of refuse containers. [Amended 6-18-1984 by Ord. No. 785A; 6-18-1984 by Ord. No. 785B; 2-20-2007 by Ord. No. 07-107A]

- A. No person shall put or place, or cause to be put or placed, in any street, lane, alley or any other place, public or private, where it may be offensive or objectionable, any ashes, dirt or refuse, nor shall any piece of metal or wood or any plastic in any form or other material injurious to feet or to tires of vehicles or any other rubbish be put, placed or thrown into or on any street, lane, alley or public place. No person shall throw or place on any vacant land or in any brook or pool rubbish, limbs, brush, barrels, boxes, etc.
- B. No person shall place or cause to be placed on any sidewalk, footwalk or crosswalk any object whatsoever so as to interfere with the convenient use of the same by any person traveling thereon. This shall not apply to building materials so placed by permission of the City Engineer. [Amended 5-21-2012 by Ord. No. 2012-158]
- C. Refuse may not be left on sidewalks for collection except after 5:00 p.m. of the day before scheduled pickup. Refuse containers and receptacles shall be placed at the curb by 7:00 a.m. on the scheduled collection day and shall be removed from the sidewalk within 12 hours after refuse collection.
- D. The Public Health Department enforcing officers shall prosecute violations under the provisions of MGL c. 270, § 16 (disposal of rubbish, etc.). No property owner shall be prosecuted for violation until a written notice of warning is served. [Amended 8-21-2017 by Ord. No. 2018-4]

§ 198-3. Ashes and rubbish; yard waste; metal goods; mattresses; collection fees. [Amended 9-24-1990 by Ord. No. 91-10; 11-1-1990 by Ord. No. 91-33; 1-21-1992 by Ord. No. 92-119; 3-16-1992 by Ord. No. 92-241;

3-7-1994 by Ord. No. 94-176; 7-18-1994 by Ord. No. 94-343;

6-26-2002 by Ord. No. 02-367; 6-26-2002 by Ord. No. 02-368;

6-26-2003 by Ord. No. 03-292; 6-7-2004 by Ord. No. 04-264A;

6-7-2004 by Ord. No. 04-264B; 6-7-2004 by Ord. No. 04-264C;

6-21-2004 by Ord. No. 04-264D; 6-23-2005 by Ord. No. 05-243;

6-5-2006 by Ord. No. 06-172; 2-2-2009 by Ord. No. 09-109;

5-21-2012 by Ord. No. 2012-158; 6-25-2015 by Ord. No. 2015-168; DATE by Ord. No. 2022-###]

The Director of Public Works shall, in addition to the duties prescribed by law and the Charter, have charge of the collection and disposal of ashes and other household rubbish, including garbage, under proper regulations approved by the Mayor and City Council.

A. The Director of Public Works shall maintain and publish a Waste and Recycling Services "Schedule of Fees" on the Department of Public Works website for Curbside Pickup Services, City Yard Drop-off Items, and Special City Yard Events.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

~~B.~~ For Solid Waste Collection, residents may use plastic or metal barrels or bags under 45 gallons and 45 pounds. No more than four (4) barrels or bags and one (1) bulky item per week will be picked up from each household.

Commented [SL1]: This is and has been current practice for a number of years, we are just stating the ordinance.

~~B.C.~~ The Director of Public Works shall, for a period beginning on or around April 15 and ending about December 15, collect at curbside, biweekly or monthly as defined in its annual collection calendar, all leaves and grass clippings, provided that such materials do not violate any regulation or rule authorized by this section. Leaves and grass clippings shall be placed at curbside for City pickup in plain brown paper bags or barrels, subject to such reasonable limits as may be set by the Director of Public Works. No loose materials will be collected. The Director of Public Works shall operate a drop-off yard waste collection program in conjunction with this subsection.

~~C.D.~~ There shall be a collection of large metal goods by the Public Works Department either once or twice a week at the Director's discretion and under the following regulations:

- (1) Metal goods include refrigerators, sinks, stoves, bathtubs, toilets, shower stalls, radiators, metal file cabinets, metal desks, dismantled play sets, metal pipes tied together in a bundle weighing not in excess of approximately 30 pounds and any other metal goods requiring special pickup.
- (2) Each metal goods item as defined in Subsection ~~D.C.~~(1) will be picked up at curbside for a fee, ~~of \$20~~ listed in the "Schedule of Fees" as "Metal Goods Item Pickup" and payable to the City of Melrose. The homeowner/resident wishing to dispose of such items will obtain a receipt from the Department of Public Works after payment is made for each item. Any item that has no sticker will not be picked up by the City or its agents.
- (3) The collection of these fees is to be in accordance with Chapter 56, Officers and Employees, § 56-21.
- (4) Moneys collected under this Subsection C shall be set aside in a special fund suggested by the Auditor.

~~D.E.~~ There shall be a collection of mattress(es) and/or box spring(s) made by a vendor at the discretion of the ~~Director~~ of Public Works. This collection shall be made pursuant to the following:-

- (1) Each mattress or box spring will be picked up curbside for a fee, as listed in the "Schedule of Fees" as "Mattress Pickup". This fee shall be paid to the City of Melrose in advance of any curbside pickup.
- (2) The collection of these fees is to be in accordance with Chapter 56, Officers and Employees, § 56-21.

~~E.F.~~ No person, except an authorized employee or agent of the Public Works Department, shall remove any article or material deposited or placed upon a street or sidewalk for the purpose of being collected by the Public Works Department.

~~F.G.~~ No dumpster may be placed on City streets without first obtaining written permission from the Director of Public Works or his ~~or her~~ designee.

~~G.H.~~ Trash tipping fee.

- (1) Residential. A “trash fee,” listed in the “Schedule of Fees” of \$200 per dwelling unit is hereby established effective July 1, 2005, on all residential structures of six units or fewer.
- (2) (Reserved)

§ 198-3

SOLID WASTE AND RECYCLING

§ 198-4

(3) Discount.

- (a) Effective January 1, 2016, any senior citizen (65 years or older) who owns and occupies a single-family home or condominium with an income of \$65,870 or less for a single person, \$75,280 or less for married couples, will be eligible for a 50% discount for this fee.
- (b) Effective January 1, 2016 hardship cases. Any citizen who owns and occupies a single-family home or condominium with an income of \$35,000 or less for a single person, \$40,000 or less for married couples, will be eligible for a 100% discount for this fee.
- (c) Proviso. Eligibility should be determined by using the adjusted gross income number found on the IRS 1040 form.

(4) (Reserved)

(5) Billing. The Collector shall issue bills quarterly.

(6) Exemption. Any person that can demonstrate an alternative lawful disposal method may apply for an exemption.

4.1. Billing period; place of placement; delinquent payments.

- (1) All bills for solid waste and recycling shall be made out and rendered by the Public Works Department to consumers quarterly, and all such bills shall be payable within 30 days at the office of the City Collector.
- (2) Bills not paid within 30 days shall be subject to the following:
 - (a) Demand charge of \$5.
 - (b) Interest penalty of 14% from the due date.
 - (c) Lien fee of \$10, to be applied only on those solid waste and recycling bills that become lien on real estate tax bills.

§ 198-4. Curbside recycling. [Added 1-22-1991 by Ord. No. 91-123; amended 8-15-1994 by Ord. No. 94-344; 2-20-2007 by Ord. No. 07-107B; DATE by Ord. No. 2022-###]

A. General provisions.

- (1) The City of Melrose will provide for the curbside collection of acceptable recyclable waste from residences with six units or fewer in accordance with the provisions of § 198-3 and this section.
- ~~(2) The City of Melrose will supply to each residence, as defined in Subsection A(1), a recycling container or containers to be used by the resident for placement of acceptable recyclable waste for curbside collection.~~

Commented [SL2]: The City does not supply containers, therefore, remove.

§ 198-4

MELROSE CODE

§ 198-4

(2) "Acceptable recyclable waste" is defined by the Director of Public Works, in accordance with Waste Disposal Bans established by the Massachusetts Department of Environmental Protection (MassDEP) and the guidelines of the Materials Recovery Facility (MRF) to which the recyclable waste is hauled, as follows:

- ~~(3) All clear unbroken glass. Containers, clear or colored, are acceptable. Ceramics, light bulbs, plate glass and drinking glasses, etc., are not acceptable.~~
- ~~(4) Clean steel, aluminum, tin, and bimetal cans. No aerosol containers, motor oil or paint cans will be accepted curbside.~~
- ~~(5) Clean newspapers/newsprint, office paper, paper bags, magazines, catalogs, phone books, junk mail, and shredded paper, bagged in brown paper bags, tied in bundles, or placed in a recycling bin separate from containers and secured.~~

~~Clean plastic containers, coded No. 1 through No. 7 on each piece. Plastic containers refer to solid containers such as margarine tubs or juice, water and milk jugs but not to items such as plastic bags and toys. Each item must have a clearly marked recycling code No. 1 through No. 7 on the bottom. Plastic containers for hazardous waste items such as motor oil or paint products shall not be accepted. Plastic items not marked with the proper recyclable code shall not be placed in the recycling container.~~

- ~~(a) To be considered acceptable recyclable waste, all glass, cans and plastic shall be emptied and rinsed.~~
- ~~(b) The City of Melrose is not limited to items in Subsection A(3)(a) through (e) as acceptable recyclable waste and may make changes from time to time.~~

B. Recycling containers; usage, placement, ~~and cost.~~

- (1) The recycling containers must be placed at curbside in accordance with the schedule to be announced by the Department of Public Works and will be collected by a contractor as agent for the City of Melrose. If material placed in the recycling container is not acceptable recyclable waste as defined in Subsection A it will be left in the recycling container, and the resident shall remove the unacceptable recyclable waste before placing the recycling container at curbside for the next collection.
- (2) Residents may use plastic or metal barrels/bins under 45 gallons and 45 pounds for their single stream recycling. Barrels/bins should be clearly labeled as recycling. The first recycling container/containers will be supplied free of charge to the residents and will remain the property of the City of Melrose.
- (3) Source separation of acceptable recyclable waste shall be performed by the residents according to the instructions given by the Department of Public Works.
- (4) Residents shall protect the recycling containers from misuse, loss or damage and return the containers to the Department of Public Works upon request.

Commented [SL3]: The City does not supply container.

Commented [SL4]: The City does not supply container.

§ 198-4

SOLID WASTE AND RECYCLING

§ 198-5

C. Authorized collection of acceptable recyclable waste. No person, except those individuals and companies authorized by the City of Melrose, shall collect or pick up or cause to be collected or picked up any acceptable recyclable waste which has been placed for collection pursuant to the provisions of this section. The individuals or companies so authorized shall supply the City of Melrose with receipts for collected accepted recyclable wastes, and all collections of accepted recyclable wastes shall take place according to the trash pickup schedule determined by the Department of Public Works but no earlier than 7:00 a.m. and no later than 6:00 p.m. of the same day, unless arranged in advance with the Director of Public Works to accommodate special circumstances.

C.D.

§ 198-5. Public dumping areas. [Amended 9-17-2007 by Ord. No. 07-107C¹; 5-21-2012 by Ord. No. 2012-158]

The City Engineer shall have charge of the maintenance and management of all places authorized by the Board of Health to be used as public dumps. The City Engineer shall have authority to regulate by suitable signs or by rules issued by him/her the use of such dumps by employees of the City, contractors and all other persons and to require compliance therewith. The City Engineer shall furnish copies of all rules made under authority of this section to the Chief of the Police Department, and it shall be the duty of the police officers to enforce such rules. Any person who violates any regulation or rule authorized by this section shall be punished by a fine of not more than \$300 for each violation and will be responsible for the cleaning of the area.

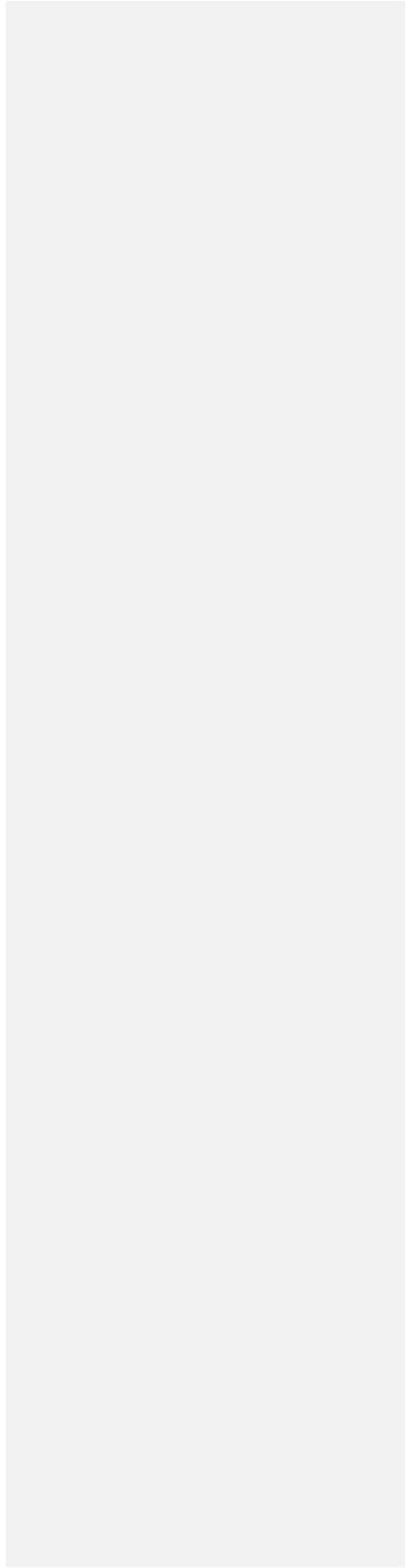
State law reference — Assignment by Board of Health of places for public and private dumps, MGL c. 111, § 150A.

1. Editor's Note: This ordinance also repealed former § 198-6, Unlawful deposits, added 6-19-1995 by Ord. No. 95-281.

§ 198-6

SOLID WASTE AND RECYCLING

§ 198-8



Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

198:9



CITY OF MELROSE

PUBLIC WORKS
DEPARTMENT

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4171

ELENA PROAKIS ELLIS

Director, DPW

To: Mayor Paul Brodeur
From: Elena Proakis Ellis
Meeting Date: August 16, 2021
Subject: Acceptance of Municipal Vulnerability Preparedness Grant
Order #: ORDER-2022-17

The city of Melrose has received notice of our second Municipal Vulnerability Preparedness (MVP) Grant award from the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA) in the amount of \$108,655. This grant is for an Upper Mystic regional flood management coordinated policy and strategy update. This 2-year project will be spear headed by a joint venture with the City of Melrose and Mystic River Watershed Association's Resilient Mystic Collaborative.

The intent of the project is to incorporate climate change resiliency into zoning, wetlands regulations, stormwater regulations, building regulations, and more across all land use policies. Un an urbanized watershed with highly fragmented governance, these policies must be coordinated across municipalities to be effective to avoid unintended consequences. Our goals are to refine our understanding of flooding in the Upper Mystic watershed to more specifically highlight flood damages and to come up with a toolbox of policy strategies that are specifically geared towards the most vulnerable parts of the upper watershed. This data and information will enable the municipalities to better advocate for the land use policies they need to protect their communities, while also allowing them to hone in on solutions for the most vulnerable areas in their communities.

Year 1 work will include updating the regional stormwater model with the flood exposure analysis. Year 2 work will include reviewing local regulations, hosting regional workshops to discuss reducing directly connected impervious areas (DCIA) and producing recommended regulation changes to coordinate DCIA reduction strategies across the Upper Mystic.

We formally request acceptance of this grant in the amount of one hundred and eight thousand, six hundred and fifty five dollars (\$108,655) for these purposes, with funds to be transferred into a specifically designated Program Grant Account that is to be established by the Auditor's Office. There is no required monetary match to these funds as it is a supplement to our Operating Budget. This project will not have any impact to the FY22 budget.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED [UNANIMOUS]**MOVER:** Jack Eccles, At-Large**SECONDER:** Jeff McNaught, Ward 2**AYES:** Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

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

Jay Coy, P.E. PMP
Deputy City Engineer

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4172

MEMORANDUM

TO: Mayor Paul Brodeur and the Melrose City Council

FROM: Jay Coy, P.E., PMP, Deputy City Engineer

CC: Elena Proakis Ellis, P.E., BCEE, Director of Public Works
Vonnice Reis, P.E., City Engineer
Jim Troup, Deputy Director Administration & Finance

RE: Upper Mystic Flood Analysis MVP Grant Award

DATE: July 28, 2021

Last week the City received notification of our second Municipal Vulnerability Preparedness (MVP) Grant award from the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA). The award of \$108,655 is for an Upper Mystic regional flood management coordinated policy and strategy update. This 2-year project will be spearheaded by a joint venture with the City of Melrose and Mystic River Watershed Association's Resilient Mystic Collaborative. The grant has no cash match coming from the City of Melrose. We are asking for immediate consideration and approval of this award by the City Council so that we can meet MVP's deadlines and get the project started.

Many municipalities recognize the need to incorporate climate change resiliency into zoning, wetlands regulations, stormwater regulations, building regulations, and more generally across all land use policies. In an urbanized watershed with highly fragmented governance, these policies must be coordinated across municipalities to be effective and avoid unintended consequences.

The goal of this project is to 1) refine our understanding of flooding in the Upper Mystic watershed to more specifically highlight flood damages (based on economics, transportation, and social vulnerability, as opposed to just property values) and 2) come up with a toolbox of policy strategies that are specifically geared towards the most vulnerable parts of the upper watershed. This data and information will enable the municipalities to better advocate for the land use policies they need to protect their communities, while also allowing them to hone in on solutions for the most vulnerable areas in their communities.

Year 1 work will include updating the regional stormwater model with the flood exposure analysis. Year 2 work will include reviewing local regulations, hosting regional workshops to discuss reducing

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directly connected impervious areas (DCIA), and producing recommended regulation changes to coordinate DCIA reduction strategies across the Upper Mystic.

Director of Public Works, Elena Proakis Ellis, City Engineer, Vonnie Reis, and I are thrilled with this award and excited to complete this regional project which will help mitigate flood impacts in our community.

Thank you for your consideration. I will be available for questions at the August 16, 2021 City Council meeting but please don't hesitate to contact me in advance of the meeting if you need more information.



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4441

MARGOT FLEISCHMAN

To: Mayor Paul Brodeur
From: Margot Fleischman
Meeting Date: August 16, 2021
Subject: ARPA grant acceptance
Order #: ORDER-2022-18

Pursuant to the provisions of M.G.L. c. 44, § 53A, the Honorable City Council is respectfully requested to accept the American Rescue Plan Act (ARPA) grant in the amount of \$8,374,174.

FINANCIAL IMPACT:N/A

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



PAUL BRODEUR
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: American Rescue Plan (ARPA) grant acceptance
Date: August 16, 2021

The Honorable City Council is hereby requested pursuant to the provisions of M.G.L. c. 44, § 53A to accept the American Rescue Plan Act (ARPA) grant in the amount of \$8,374,174 on behalf of the City of Melrose, per the Massachusetts Department of Revenue¹.

The City of Melrose is scheduled to receive a total of \$8,374,174 in federal ARPA grant dollars. This money has been allocated by the federal government in two ways: a direct grant to municipalities and another grant to counties. The direct grant to Melrose is \$2,932,394, and our reallocation through the Middlesex County Federal ARPA Assessment will be \$5,441,780.

ARPA direct grant funds will be disbursed in two equal tranches, with 50% provided at the end of FY 21 and the balance delivered approximately 12 months later. Melrose received the first half of our direct grant (\$1,466,197) in late June, and will receive the remainder by the end of FY22. We anticipate that the Middlesex County reallocation will also be released in two equal parts beginning in FY22.

All ARPA grant funds must be spent or encumbered by December 31, 2024.

What can ARPA grant funds be used for?

The U.S. Department of the Treasury has identified the following areas of allowable expenditures:

- a. **Spending to address public health and negative economic impacts of the COVID-19 pandemic.** This includes COVID-19 mitigation efforts, medical and behavioral health initiatives, and efforts to mitigate the economic harm of the pandemic to workers, households, small businesses, affected industries, and the public sector.
- b. **Premium pay for essential workers.** This is intended to provide additional support through one-time payments for low-wage workers who have faced the greatest health risks during the COVID-19 pandemic because of their employment in a critical service sector.
- c. **Revenue replacement.** Payments may be used to fund government services to the extent of revenue reductions from the pandemic. Eligibility for revenue replacement is determined by a federal formula.
- d. **Investments in water, sewer, and broadband infrastructure.** This includes projects that improve access to clean drinking water, support wastewater and stormwater infrastructure, and expand access to broadband internet.

¹ Guidance as it relates to accepting of the ARPA grant monies through MGL 44 §53A has been vetted through the Division of Local Services at the Department of Revenue.

Some examples of ARPA eligible expenses:

- Direct COVID-related costs (testing, contact tracing, etc.).
- Expenses to improve efficacy of public health or economic relief programs.
- Water and sewer infrastructure aligned to EPA project categories for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund.

Examples of what ARPA grant funds cannot be used for:

- Replenishing or funding a reserve account or stabilization fund.
- A deposit into a pension fund.
- Funding non-COVID-19 related operating budget expenses.

Once the grant is accepted, eligible ARPA expenses will be administered by the Mayor, with potential ARPA funded projects reviewed and accepted through a rigorous evaluation process in collaboration with the Chief Financial Officer/Auditor, department heads, and the Superintendent of Schools. This process is designed to provide the controls and due diligence necessary to withstand future scrutiny by the federal government.

In assessing potential uses for ARPA funds, the priority is to identify areas of greatest need and relevance to the City of Melrose. As a best practice, the funds will not be fully allocated in the first fiscal year. This will allow the City to respond should circumstances and priorities change given the uncertainty of the progress of the COVID-19 pandemic. To ensure transparency, the City Council will be provided regular updates on the planned uses of ARPA funds.

Unlike with the CARES Act Coronavirus Relief Fund, the Commonwealth will not make individual eligibility determinations regarding the use of ARPA funds for specific expenses. As the “prime recipient” of federal funds, each municipality is solely responsible for all aspects of administration and will be subject to a federal clawback provision associated with compliance failures². Therefore each project considered for ARPA funding will require the Auditor to make a determination of eligibility based on the terms of federal and state mandates and rules (awaiting the finalization of the Treasury’s Interim Final Rule³ sometime in September). In addition, detailed project information will be collected in advance to ensure compliance with federal reporting requirements⁴, which are significant and vary depending on the type of expenditure.

To ensure projects are thoroughly vetted and that compliance and reporting requirements are understood and adhered to according to the best information currently available from state and federal government agencies⁵, the City of Melrose has engaged an outside consultant from the accounting firm of Clifton Larson Allen, LLP (“CLA”). Like CARES Act funding, ARPA grant funds will be audited as part of the City’s annual single audit, reported to the Massachusetts Department of Revenue, and are subject to federal audit.

I look forward to the opportunity to answer any questions members of the Council may have regarding this grant acceptance, and will be joined by other members of our team, including our consultant from CLA, Hannah York.

² <https://www.mass.gov/doc/applying-for-coronavirus-local-fiscal-recovery-fund-clfrf-funding-0/download>

³ <https://home.treasury.gov/system/files/136/FRF-Interim-Final-Rule.pdf>

⁴ <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

⁵ <https://www.mass.gov/doc/arpa-reporting-guidance-for-metropolitan-cities-and-counties/download>



Coronavirus State and Local Fiscal Recovery Funds

The American Rescue Plan will deliver \$350 billion for state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs.

The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Funding Objectives

- **Support urgent COVID-19 response efforts** to continue to decrease spread of the virus and bring the pandemic under control
- **Replace lost public sector revenue** to strengthen support for vital public services and help retain jobs
- **Support immediate economic stabilization** for households and businesses
- **Address systemic public health and economic challenges** that have contributed to the inequal impact of the pandemic

Eligible Jurisdictions & Allocations

Direct Recipients

- States and District of Columbia (\$195.3 billion)
- Counties (\$65.1 billion)
- Metropolitan cities (\$45.6 billion)
- Tribal governments (\$20.0 billion)
- Territories (\$4.5 billion)

Indirect Recipients

- Non-entitlement units (\$19.5 billion)



Support Public Health Response

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



Address Negative Economic Impacts

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



Replace Public Sector Revenue Loss

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



Premium Pay for Essential Workers

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



Water and Sewer Infrastructure

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



Broadband Infrastructure

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access



For More Information: Please visit www.treasury.gov/SLFRP

For Media Inquiries: Please contact the U.S. Treasury Press Office at (202) 622-2960

For General Inquiries: Please email SLFRP@treasury.gov for additional information



Example Uses of Funds

Support Public Health Response

- **Services to contain and mitigate the spread of COVID-19**, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services**, including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response

Replace Public Sector Revenue Loss

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to the expected trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag

Water & Sewer Infrastructure

- **Includes improvements to infrastructure**, such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund

Equity-Focused Services

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments

Address Negative Economic Impacts

- **Deliver assistance to workers and families**, including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries**, including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs

Premium Pay for Essential Workers

- **Provide premium pay to essential workers**, both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers**, who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker's wages

Broadband Infrastructure

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund

Ineligible Uses

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

The examples listed in this document are non-exhaustive, do not describe all terms and conditions associated with the use of this funding, and do not describe all the restrictions on use that may apply. The U.S. Department of the Treasury provides this document, the State and Local contact channels, and other resources for informational purposes. Although efforts have been made to ensure the accuracy of the information provided, the information is subject to change or correction. Any Coronavirus State and Local Fiscal Recovery Funds received will be subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which shall include the provisions of the Interim Final Rule and/or Final Rule that implements this program.



CITY OF MELROSE

PLANNING/DEVELOPMENT

City Hall, 562 Main Street

Melrose, MA 02176

Telephone - 781-979-4194

DENISE GAFFEY

City Planner

To: Mayor Paul Brodeur
 From: Denise Gaffey
 Meeting Date: August 16, 2021
 Subject: MVP Action Grant
 Order #: ORDER-2022-19

To the Honorable City Council:

I respectfully request that the Honorable City Council accept a grant from the Massachusetts Executive Office of Energy and Environmental Affairs (EEA) through the Municipal Vulnerability Preparedness (MVP) Program in the amount of One Hundred and One Thousand One Hundred and Eight Dollars (\$101,108). By this correspondence, I am further requesting that this Council authorize me, as Mayor and Chief Executive Officer of the City of Melrose, to execute a contract with EEA for the grant and to disperse funds in accordance with the objectives and requirements of the grant program. These funds will be used to develop sustainable and resilient building design guidelines in partnership with Malden and Medford.

Sincerely,

Paul Brodeur
 Mayor

FINANCIAL IMPACT:None

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Mark Garipay, Ward 4
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4190
Fax - (781) 979-4290

DENISE M. GAFFEY
Director & City Planner

MEMORANDUM

TO: Melrose City Council

FROM: Martha Grover, Sustainability Manager

RE: FY22 MVP Action Grant Award

DATE: August 6, 2021

Last month the City received notification of a Municipal Vulnerability Preparedness Action Grant award from the Massachusetts Executive Office of Energy and Environmental Affairs (EEA). The award of \$101,108.00 is to fund the development of sustainable and resilient building design guidelines for residential and mixed-use developments and retrofits. The project is a partnership with Malden and Medford and will be facilitated by the Metropolitan Area Planning Council (MAPC). Melrose is the lead community on this grant funded initiative.

The Municipal Vulnerability Preparedness (MVP) program was created in 2017 as part of Governor Baker's efforts to integrate climate change work across the Commonwealth. The program provides support to cities and towns in Massachusetts to identify climate hazards, assess vulnerabilities, and develop action plans to improve resilience to climate change. The City of Melrose was awarded one of the first MVP Planning Grants in 2017. After a community-wide stakeholder engagement process that resulted in identifying our local MVP Action Priorities, the City was designated an MVP Community and became eligible to apply for Action Grants.

This green building design guidelines initiative dovetails nicely with our Net Zero Action Plan as well as the recently approved update to the zoning regulations to provide incentives for sustainable building elements. We are excited to work with our colleagues in Malden and Medford and look forward to benefiting from the technical expertise at MAPC.

We are asking for immediate consideration and approval of this award by the City Council as the work must start in September and complete by the close of this fiscal year. The City is providing in-kind staff time toward this initiative but no municipal matching funds are required.

Thank you for your consideration. City Planner Denise Gaffey will be available for questions at the August 16, 2021 City Council meeting as I'll be on vacation. Please do not hesitate to contact Denise in advance of the meeting if you need more information.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



4.8.b

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

CONTRACTOR LEGAL NAME: City of Melrose (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Executive Office of Energy and Environmental Affairs MMARS Department Code: ENV	
Legal Address: (W-9, W-4): City Hall - OPCD 562 Main Street, Melrose, MA 02176		Business Mailing Address: 100 Cambridge Street- Suite 900 Boston, MA 02114	
Contract Manager: Martha Grover, Sustainability Manager	Phone: 781-979-4195	Billing Address (if different):	
E-Mail: mgrover@cityofmelrose.org	Fax:	Contract Manager: Kara Runsten	Phone: 617-312-1594
Contractor Vendor Code: VC		E-Mail: kara.runsten@mass.gov	
Vendor Code Address ID (e.g. "AD001"): AD____ (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s):	
Contractor Vendor Code: VC		FR/Procurement or Other ID Number: ENV 22 MVP 02	
<u>X</u> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) ☐ Statewide Contract (OSD or an OSD-designated Department) ☐ Collective Purchase (Attach OSD approval, scope, budget) ☒ Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) ☐ Emergency Contract (Attach justification for emergency, scope, budget) ☐ Contract Employee (Attach Employment Status Form, scope, budget) ☐ Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<u> </u> CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) ☐ Amendment to Date, Scope or Budget (Attach updated scope and budget) ☐ Interim Contract (Attach justification for Interim Contract and updated scope/budget) ☐ Contract Employee (Attach any updates to scope or budget) ☐ Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <u>X</u> Commonwealth Terms and Conditions <u> </u> Commonwealth Terms and Conditions For Human and Social Services <u> </u> Commonwealth IT Terms and Conditions			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 . ☐ Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) ☒ Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$ <u>101,108.00</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days <u> </u> % PPD; Payment issued within 15 days <u> </u> % PPD; Payment issued within 20 days <u> </u> % PPD; Payment issued within 30 days <u> </u> % PPD. If PPD percentages are left blank, identify reason: <u>X</u> agree to standard 45 day cycle <u> </u> statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); <u> </u> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) To complete the project entitled "Melrose, Malden, and Medford Building Resilience, Efficiency, and Affordability Project" as outlined in Attachment A and Attachment B.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ☒ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. ☐ 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. ☐ 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30</u> , <u>2022</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: _____ Print Title: _____		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: _____ Print Title: _____	

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Scope of Services (Attachment A)
FY22 EEA Municipal Vulnerability Preparedness Program – Action Grant
City of Melrose
July 12, 2021

Contractor:

Martha Grover
 City Hall - OPCD
 562 Main Street
 Melrose, MA 02176
 781-979-4195
 mgrover@cityofmelrose.org

Project Title:

Melrose, Malden, and Medford Building Resilience, Efficiency, and Affordability Project

Summary:

The project will collaboratively develop complimentary sustainable and resilient building design standards for residential and mixed-use developments and retrofits that are co-created in consultation with community members. In particular, the community members will be those from Environmental Justice communities and other populations with high exposure to climate-driven extreme weather.

Scope:

The tasks described in Attachment B to this contract will be performed under this contract according to the agreed upon schedule and budget. In addition, a monthly progress report is required and a short case study and a summary PowerPoint slide with project images (templates to be provided) will be included with final project deliverables.

Funding Distribution:

Funding will be distributed by reimbursement upon completion of tasks outlined in Attachment B and submission of invoices. Costs eligible for reimbursement include all approved project costs incurred between the contract execution date and either June 30, 2022 or June 30, 2023, depending on the end date in the contract. Any additions, deletions, or other changes to the scope must be approved by EEA prior to commencement of such activities. All grant funds must be spent according to the fiscal year breakdown below (before June 30, 2022 for FY22 funds and before June 30, 2023 for FY23 funds, if applicable). Please reference the RFR “ENV 22 MVP 02” for additional details on what is required for reimbursement and contact your MVP regional coordinator with any questions.

FY22 - \$101,108

FY23 - \$0

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

To receive grant funding, the applicant must have agreed to the fiscal requirements of the program by providing a statement from the authorized signatory of the organization acknowledging and accepting the following:

- The municipal entity commits to match 25% of total project cost using cash or in-kind contributions (or a combination of the two) and acknowledges that the funding under this grant will be provided on a reimbursement basis.
- All matching funds provided by the Applicant or direct project partners have been approved and/or appropriated (or are in the process of being approved).

Additional details:

- No payments will be made for Massachusetts sales tax.
- Work done prior to the project start date (the date issued and signed by the Commonwealth's Department Authorized Signatory) shall NOT be reimbursed. No funds will be granted for work performed after *June 30, 2022 for FY22 funds and June 30, 2023 for FY23 funds (if applicable)*.
- Requests for reimbursement are due before *July 31, 2022, for work completed by June 30, 2022 and July 31, 2023 for work completed by June 30, 2023 (if applicable)*.

As tasks are completed and deliverables are submitted to, reviewed and approved by EEA, the contractor must submit a package (template to be provided) containing the following items:

1. A signed letter (on city or town letterhead) from the contractor requesting reimbursement.
2. All relevant invoices, including those from subcontractors. Invoices must itemize costs consistent with the agreed upon scope of work. Invoices must demonstrate sufficient information for EEA to determine that the services were performed and/or products were received, and that the invoiced items meet all contractual performance requirements.
3. A detailed breakdown of the required match for the task. For in-kind services, include sufficient details to demonstrate the total amounts of match contributed, and as appropriate, a list of personnel, hours worked, hourly rates, etc.
4. A short case study and a summary PowerPoint slide with project images (due at the end of the project, templates to be provided).

Reimbursement packages should be submitted as tasks are completed as part of the monthly progress report, and reflect work performed according to the schedule of deliverables included in the project budget. Reimbursement is generally made within 45 days subsequent to approval of a reimbursement package. Reimbursement packages are due before July 31, 2022 for FY22 funds and before July 31, 2023 for FY23 funds, if applicable.

EEA will retain a minimum of ten percent (10%) of the total maximum obligation of funds until all contract provisions are satisfied and final reports and other products are delivered and accepted.

Progress Reporting:

To help EEA stay current on work being conducted over the course of the project, the Contractor will submit a brief monthly progress report (template to be provided), due by the 30th of the month, including:

- Significant activities that have occurred to show progress toward deliverables
- Whether a change in schedule or scope of work is anticipated
- Whether costs are anticipated to be overrun or underrun
- If additional assistance from EEA or partners is needed
- Invoices for work completed to date

The Applicant will be required to be in communication with their MVP Regional Coordinator (RC) throughout the course of the project and submit all reporting documentation through the RC.

Changes in Scope, Schedule, or Budget:

If a change in the schedule or scope is needed or if you expect an underrun or overrun of the budget, please inform your MVP RC as soon as possible so that we can work with you to take the necessary steps. If circumstances beyond your control make an extension or new split in funding between FY22 and FY23 necessary—please notify us no later than May 1st (so that we may discuss a potential amendment before the end of the fiscal year). These requests will be considered on a case by case basis and may not be approved. If the project will be completed under budget, please notify your MVP RC. Rescoping to use the remaining funds on new tasks is unlikely to be approved but may be considered on a case by case basis.

COVID-19-Related Adjustments to Engagement Tasks:

Due to the COVID-19 health emergency, the grantee may need to substitute some parts of the agreed upon scope (Attachment B) with comparable virtual or remote engagement strategies. Grantees should work with their MVP RC to approve any adjustments to the scope. Grantees should receive written approval from their MVP RC before commencing with any adjusted activities.

Regulatory Compliance

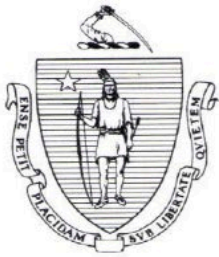
Grantee agrees to comply with all applicable state, federal, and local laws and ordinances. Such compliance is a condition of this grant.

Melrose, Malden, and Medford Building Resilience, Efficiency, and Affordability Project Scope FY22 (Attachment B)								
Project Task Description	Deliverables	Approximate Start Date	Approximate End Date	Total Grant	In-Kind Match	Cash Match	Total Match	Total
Tasks to be Completed by June 30, 2022								
Task 0: Kick-off meeting with Project Team, EEA, and Consultant								
Sub-task 0.1 Kick-off meeting with Project Team, EEA, and Consultant	Meeting notes, sign-in sheet	9/1/2021	9/30/2021	\$ 327.00	\$ 241.00	\$ -	\$ 241.00	\$ 568.00
Total Task 0 Cost				\$ 327.00	\$ 241.00	\$ -	\$ 241.00	\$ 568.00
Task 1: Policy Scan and Research								
Sub-task 1.1 Research green building design guidelines	Research summary, policy matrix (see subtasks 1.4 & 1.5)	10/1/2021	12/20/2021	\$ 4,045.00	\$ 617.00	\$ -	\$ 617.00	\$ 4,662.00
Sub-task 1.2 Equity evaluation of existing policies, guidelines, and best management practices	Research summary, policy matrix (see subtasks 1.4 & 1.5)	10/1/2021	12/20/2021	\$ 2,915.00	\$ 779.00	\$ -	\$ 779.00	\$ 3,694.00
Sub-task 1.3 Interview municipal staff and green building policy experts	Research summary, policy matrix (see subtasks 1.4 & 1.5)	10/1/2021	12/20/2021	\$ 3,070.00	\$ 2,222.00	\$ -	\$ 2,222.00	\$ 5,292.00
Sub-task 1.4 Research summary	Research summary	10/1/2021	12/20/2021	\$ 3,000.00	\$ 1,325.00	\$ -	\$ 1,325.00	\$ 4,325.00
Sub-task 1.5 Policy matrix	Policy matrix	10/1/2021	12/20/2021	\$ 3,000.00	\$ 1,325.00	\$ -	\$ 1,325.00	\$ 4,325.00
Total Task 1 Cost				\$ 16,030.00	\$ 6,268.00	\$ -	\$ 6,268.00	\$ 22,298.00
Task 2: Housing Typology Index/Framework								
Subtask 2.1 Develop housing typology index/framework	Housing typology index/framework summary	11/1/2021	3/31/2021	\$ 3,645.00	\$ 4,124.00	\$ -	\$ 4,124.00	\$ 7,769.00
Total Task 2 Cost				\$ 3,645.00	\$ 4,124.00	\$ -	\$ 4,124.00	\$ 7,769.00
Task 3: Stakeholder Engagement								
Sub-task 3.1 Stakeholder assessment, identification, and outreach	Stakeholder engagement summary (see subtask 3.5)	10/1/2021	1/31/2022	\$ 3,130.00	\$ 3,478.00	\$ -	\$ 3,478.00	\$ 6,608.00
Sub-task 3.2 Stakeholder workshops	Stakeholder engagement summary (see subtask 3.5)	1/1/2022	3/31/2022	\$ 13,265.00	\$ 4,470.00	\$ -	\$ 4,470.00	\$ 17,735.00
Sub-task 3.3 Stakeholder focus groups	Stakeholder engagement summary (see subtask 3.5)	1/1/2022	3/31/2022	\$ 5,870.00	\$ 1,700.00	\$ -	\$ 1,700.00	\$ 7,570.00
Sub-task 3.4 Stakeholder interviews	Stakeholder engagement summary (see subtask 3.5)	1/1/2022	3/31/2022	\$ 3,780.00	\$ 355.00	\$ -	\$ 355.00	\$ 4,135.00
Sub-task 3.5 Stakeholder engagement data synthesis and summary	Stakeholder engagement summary	4/1/2022	4/30/2022	\$ 2,115.00	\$ -	\$ -	\$ -	\$ 2,115.00
Sub-task 3.6 Meeting materials	Stakeholder engagement summary (see subtask 3.5)	10/1/2021	4/30/2022	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00
Sub-task 3.7 Meeting preparation	Stakeholder engagement summary (see subtask 3.5)	10/1/2021	4/30/2022	\$ 1,200.00	\$ -	\$ -	\$ -	\$ 1,200.00
Sub-task 3.8 Translation/Interpretation services	Stakeholder engagement summary (see subtask 3.5)	10/1/2021	4/30/2022	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00
Sub-task 3.9 Advisory group subcontracts for outreach support	Stakeholder engagement summary (see subtask 3.5)	10/1/2021	4/30/2022	\$ 12,000.00	\$ -	\$ -	\$ -	\$ 12,000.00
Total Task 3 Cost				\$ 49,760.00	\$ 10,003.00	\$ -	\$ 10,003.00	\$ 59,763.00
Task 4: Draft Design Guidelines								
Sub-task 4.1 Draft Melrose Guidelines	Draft Melrose Guidelines	2/1/2022	4/30/2022	\$ 4,285.00	\$ 376.00	\$ -	\$ 376.00	\$ 4,661.00
Sub-task 4.2 Draft Medford Guidelines	Draft Medford Guidelines	2/1/2022	4/30/2022	\$ 4,421.00	\$ 426.00	\$ -	\$ 426.00	\$ 4,847.00
Sub-task 4.3 Draft Malden Guidelines	Draft Malden Guidelines	2/1/2022	4/30/2022	\$ 4,285.00	\$ 416.00	\$ -	\$ 416.00	\$ 4,701.00
Total Task 4 Cost				\$ 12,991.00	\$ 1,218.00	\$ -	\$ 1,218.00	\$ 14,209.00
Task 5: Finalize Design Guidelines								
Sub-task 5.1 Final Melrose Guidelines	Final Melrose Guidelines	4/15/2022	5/31/2022	\$ 2,155.00	\$ 188.00	\$ -	\$ 188.00	\$ 2,343.00
Sub-task 5.2 Final Medford Guidelines	Final Medford Guidelines	4/15/2022	5/31/2022	\$ 2,257.00	\$ 284.00	\$ -	\$ 284.00	\$ 2,541.00
Sub-task 5.3 Final Malden Guidelines	Final Malden Guidelines	4/15/2022	5/31/2022	\$ 2,155.00	\$ 208.00	\$ -	\$ 208.00	\$ 2,363.00
Total Task 5 Cost				\$ 6,567.00	\$ 680.00	\$ -	\$ 680.00	\$ 7,247.00
Task 6: Dissemination								
Sub-task 6.1 Develop web content	Web content for MAPC, municipal websites	4/1/2022	6/15/2022	\$ 1,900.00	\$ 285.00	\$ -	\$ 285.00	\$ 2,185.00
Sub-task 6.2 Webinar	Webinar featuring lessons learned and guidelines	4/1/2022	6/15/2022	\$ 2,375.00	\$ 570.00	\$ -	\$ 570.00	\$ 2,945.00
Sub-task 6.3 Net Zero Playbook case study	Case study for MAPC's Net Zero Playbook	4/1/2022	6/15/2022	\$ 4,375.00	\$ 170.00	\$ -	\$ 170.00	\$ 4,545.00
Sub-task 6.4 Media engagement	Press release	4/1/2022	6/15/2022	\$ 1,050.00	\$ -	\$ -	\$ -	\$ 1,050.00
Total Task 6 Cost				\$ 9,700.00	\$ 1,025.00	\$ -	\$ 1,025.00	\$ 10,725.00
Task 7: Reporting, Project Management, and Administration								
Sub-task 7.1 Monthly project team meetings	Summary of project activities submitted with monthly project report	10/1/2021	6/30/2022	\$ 2,088.00	\$ 3,410.00	\$ -	\$ 3,410.00	\$ 5,498.00
Sub-task 7.2 Project team coordination	Summary of project activities submitted with monthly project report	10/1/2021	6/30/2022	\$ -	\$ 1,890.00	\$ -	\$ 1,890.00	\$ 1,890.00
Sub-task 7.3 Budget management and invoicing	Invoices submitted upon completion of each task	10/1/2021	6/30/2022	\$ -	\$ 2,840.00	\$ -	\$ 2,840.00	\$ 2,840.00
Sub-task 7.4 Project reporting and case study (templates provided)	Monthly project reports & case study	10/1/2021	6/15/2022	\$ -	\$ 4,225.00	\$ -	\$ 4,225.00	\$ 4,225.00

Total Task 7 Cost				\$ 2,088.00	\$ 12,365.00	\$ -	\$ 12,365.00	\$ 14,453.00
TOTAL PROJECT COST FY22				\$ 101,108.00	\$ 35,924.00	\$ -	\$ 35,924.00	\$ 137,032.00
TOTAL PROJECT COST OVERALL				\$ 101,108.00	\$ 35,924.00	\$ -	\$ 35,924.00	\$ 137,032.00

26%

(Note: Match must be at least 25% of total project cost)



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

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

July 14, 2021

Martha Grover
City Hall - OPCD
562 Main Street
Melrose, Massachusetts 02176

Dear Martha Grover:

Congratulations! I am pleased to notify you that the City of Melrose has been awarded a Municipal Vulnerability Preparedness (MVP) program Action Grant in the amount of \$101,108 to complete the project entitled "Melrose, Malden, and Medford Building Resilience, Efficiency, and Affordability Project." We want to thank you for your commitment to implementing priority climate change adaptation actions identified through your MVP planning process, or similar climate change vulnerability assessment and action planning process. We want to commend the City's outstanding application to our grant program and look forward to partnering with you on this important project.

You will be receiving further instructions from the Executive Office of Energy and Environmental Affairs MVP Program in the coming days. In the meantime, please feel free to contact Kara Runsten (kara.runsten@mass.gov) if you have any questions.

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

Handwritten signatures of Governor Charles D. Baker and Lieutenant Governor Karyn E. Polito in blue ink.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

MAYOR

MARGOT FLEISCHMAN

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4441

To: Mayor Paul Brodeur
From: Margot Fleischman
Meeting Date: August 16, 2021
Subject: MEMA Grants
Order #: ORDER-2022-20

I respectfully request that the Honorable City Council accept a grant from the Massachusetts Emergency Management Agency (MEMA) Emergency Management Performance Grant program in the amount of Six Thousand Five Hundred dollars (\$6,500), and a further grant from the MEMA Hazardous Material Emergency Planning Grant program in the amount of Ten Thousand Sixty-eight dollars (\$10,068), both grants to be used for the purpose of upgrading the Emergency Management Room in City Hall.

FINANCIAL IMPACT:N/A

RESULT:	PASSED [UNANIMOUS]
MOVER:	John N. Tramontozzi, Ward 1
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

PAUL BRODEUR
Mayor

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Massachusetts Emergency Management Agency (MEMA) grants
Date: August 16, 2021

The City of Melrose has been awarded two grants from the Massachusetts Emergency Management Agency (MEMA):

One is the Emergency Management Performance Grant (EMPG) which is applied for annually in the amount of \$6,500 to support the City's emergency preparedness efforts. The purpose of the EMPG program is to focus on all-hazards emergency preparedness and resilience, and to enhance the four phases of emergency management operations (Planning, Training/Exercising, Response, and Recovery).

The second is the Hazardous Material Emergency Planning (HMEP) Grant. MEMA has awarded the City \$10,068 for the purpose of upgrading our current training facilities in the Emergency Management Room to provide Hazardous Material trainings to City personnel.

Together, these two grants will be used to upgrade the Emergency Management Room in City Hall with technology, including wall mounted monitors, computers and accessories, and other furnishings necessary to perform the training center's function.

The Emergency Management Room training center will be available to all City departments for both public safety and routine municipal trainings. During an emergency (for example, a severe weather event) the training center would be used to coordinate emergency operations and monitor Police, Fire, and DEP radios, as well as various public safety websites.

This project was delayed due to COVID, and the grant funds must be expended by September 30, 2021 per an extension we received from MEMA. In order for the project to proceed under the timeframe required, I respectfully request immediate consideration for the acceptance of these two grants. Thank you for your consideration.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

PUBLIC WORKS
DEPARTMENT

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4171

ELENA PROAKIS ELLIS

Director, DPW

To: Mayor Paul Brodeur
From: Elena Proakis Ellis
Meeting Date: August 16, 2021
Subject: Amending Chapter 228 of the Revised Ordinances of the City of Melrose
Order #: ORDER-2022-21

Requesting review and approval of proposed amendments to the Revised Ordinances of the City of Melrose Chapter 228 Water, Sewer and Drains to accurately reflect current conditions and practices associated with the Department of Public Works. Attached to this order are the relevant documents for review and consideration.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

PUBLIC WORKS DEPARTMENT

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4171

ELENA PROAKIS ELLIS
Director, DPW

To: Mayor Paul Brodeur
From: Elena Proakis Ellis
Meeting Date: August 16, 2021
Subject: Informational Update - Sewer Asset Management Grant Project
Order #: ORDER-2022-22

In 2020, the City of Melrose received a grant through the Clean Water State Revolving Fund (SRF) program to implement asset management strategies within our sewer system. The City Council accepted this grant in June 2020 (Order 2020-123 ID#8073), with a \$60,000 grant component, \$20,000 City cash match, and \$20,000 in-kind services. As described during the grant acceptance presentation, the proposed project was aimed at helping the City better track sewer collection system maintenance activities, conditions, and repairs, to better inform the decision-making process and to ultimately provide a higher level of service from the City's sewer collection system. The project focused on the pipelines, manholes, and pump stations within the Melrose sewer system. Specific tasks included improving the sewer asset inventory by way of populating a wealth of missing GIS data, defining level-of-service goals, identifying risk and criticality factors within the system, and developing software tools to allow for better tracking of preventative maintenance and repair activities and findings. Hardware and training have also been provided. The end goal of these efforts was to have a robust system that could be used into the future to track preventative maintenance activities, to allow for holistic management of the sewer collection system, to minimize future sewer backups and to help further advise capital project planning.

The Department of Public Works is pleased to provide this update to the City Council regarding the status of the grant activities. Since the grant was approved, the City, along with our consultants from CDM Smith, have accomplished the following:

- Updated sewer GIS layers to include age information for all sewer pipes except where no data existed to ascertain an age.
- Hyperlinked inspection videos to sewer pipes so that they could be easily viewed from within the GIS system when clicking on a pipe segment.
- Linked sewer design map scans to the GIS system so that the historic sewer maps showing slopes, invert elevations, service connection stationing locations, etc., could be recalled in an instant.
- Purchased and set up five android tablets with ArcGIS applications and service plans that allow for their use in the field by both Operations and Engineering Division staff.

- Set up forms to allow operations staff to document work performed and findings using the tablets at the time when maintenance activities are being performed. This information links back to the pipelines and is maintained in the GIS.
- Trained Operations Division staff to use the new tablets in order to research and input critical information in the field.
- Additionally, City forces, with the help of senior citizen volunteers and Engineering Division interns, completed scanning and linking all (over 8,000) sewer tie cards to the parcels to which they refer, so that they can be accessed via the GIS both in the office and in the field rather than having to reference the historic books in the Engineering Division's vault in the basement of City Hall.

The DPW and CDM Smith are proud to present a demonstration of the new data and applications to the City Council for your information. Thank you for your time and we look forward to answering any questions you may have.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	PLACED ON FILE [UNANIMOUS]
MOVER:	Cory Thomas, Ward 7
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



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 Hall, 562 Main Street
Melrose, Massachusetts 02176**

Telephone - (781) 979-4172

E-mail: eproakis@cityofmelrose.org

MEMORANDUM

Date: August 4, 2021

To: Mayor Paul Brodeur
Melrose City Council

From: Elena Proakis Ellis, P.E., Director of Public Works
Vonnice Reis, P.E., City Engineer
Scott Dixon, Construction Inspector/Engineer
James Troup, DPW Deputy Director, Administration & Finance
Patrick Dello Russo, CFO/Auditor

Subject: Update on Sewer Asset Management Program and Grant Completion

In 2020, the City of Melrose received a grant through the Clean Water State Revolving Fund (SRF) program to implement asset management strategies within our sewer system. The City Council accepted this grant in June 2020, with a \$60,000 grant component, \$20,000 City cash match, and \$20,000 in-kind services. As described during the grant acceptance presentation, the proposed project was aimed at helping the City better track sewer collection system maintenance activities, conditions, and repairs, to better inform the decision-making process and to ultimately provide a higher level of service from the City's sewer collection system. The project focused on the pipelines, manholes, and pump stations within the Melrose sewer system. Specific tasks included improving the sewer asset inventory by way of populating a wealth of missing GIS data, defining level-of-service goals, identifying risk and criticality factors within the system, and developing software tools to allow for better tracking of preventative maintenance and repair activities and findings. Hardware and training have also been provided. The end goal of these efforts was to have a robust system that could be used into the future to track preventative maintenance activities, to allow for holistic management of the sewer collection system, to minimize future sewer backups and to help further advise capital project planning.

The Department of Public Works is pleased to provide this update to the City Council regarding the status of the grant activities. Since the grant was approved, the City, along with our consultants from CDM Smith, have accomplished the following:

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- Hyperlinked inspection videos to sewer pipes so that they could be easily viewed from within the GIS system when clicking on a pipe segment.
- Linked sewer design map scans to the GIS system so that the historic sewer maps showing slopes, invert elevations, service connection stationing locations, etc., could be recalled in an instant.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

- Purchased and set up five android tablets with ArcGIS applications and service plans that allow for their use in the field by both Operations and Engineering Division staff.
- Set up forms to allow operations staff to document work performed and findings using the tablets at the time when maintenance activities are being performed. This information links back to the pipelines and is maintained in the GIS.
- Trained Operations Division staff to use the new tablets in order to research and input critical information in the field.
- Additionally, City forces, with the help of senior citizen volunteers and Engineering Division interns, completed scanning and linking all (over 8,000) sewer tie cards to the parcels to which they refer, so that they can be accessed via the GIS both in the office and in the field rather than having to reference the historic books in the Engineering Division's vault in the basement of City Hall.

The DPW and CDM Smith are proud to present a demonstration of the new data and applications to the City Council for your information. Thank you for your time and we look forward to answering any questions you may have.



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4441

MARGOT FLEISCHMAN

To: Mayor Paul Brodeur
From: Margot Fleischman
Meeting Date: August 16, 2021
Subject: State funding to support Milano Center - grant
Order #: ORDER-2022-23

I respectfully request the Honorable City Council accept a grant in the amount of \$50,000 from the Commonwealth of Massachusetts Executive Office of Elder Affairs for the purpose of "building refurbishments for the Milano senior center to support seniors during the 2019 novel coronavirus recovery and ensure safe access to communal space."

FINANCIAL IMPACT:N/A

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

PAUL BRODEUR
Mayor

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: State funding to support Milano Center
Date: August 16, 2021

As part of the recently signed Fiscal Year 2022 state budget, the City of Melrose will receive \$50,000 as part of an earmark “for grants to the councils on aging and for grants to or contracts with nonpublic entities that are consortia or associations of councils on aging.” The purpose of the portion of the grant directed to Melrose is “building refurbishments for the Milano senior center to support seniors during the 2019 novel coronavirus recovery and ensure safe access to communal space.”

As is stipulated, the state grant will be utilized to address the needs of seniors as we continue to recover from the COVID-19 pandemic. As Council members are certainly aware, the City has not been able to utilize the Milano Center this summer because of the failure of the building’s HVAC system. This has left Melrose’s elder population without a much needed facility during a critical time.

The lack of the Milano Center has necessitated staff to find alternative space for senior programming, most notably at the tent on the grounds of the Horace Mann School. Although the COA summer programs have been successful, outdoor programming is not a sustainable solution, and addressing deficiencies at the Milano Center is a high priority as we head into the fall and winter. In addition to the HVAC upgrades, COA and Facilities staff are also working to identify other ways to increase the functionality of the Milano Center for its users, including improved accessibility to the outdoor patio area.

Due to the pandemic, we have all become more cognizant of the risks of social isolation, especially for elders, as well as the need for “healthy buildings” with good air quality and ventilation to protect public health. We are deeply appreciative to our legislative delegation, especially Rep. Kate Lipper-Garabedian, for their continued advocacy for the health and wellbeing of Melrose’s elder residents.

I respectfully request acceptance of these funds. Thank you for your consideration.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

TREASURER/COLLECTOR

KATHRYN ARMATA

Treasurer/Collector

City Hall, 562 Main Street

Melrose, MA 02176

Telephone - 781-979-4162

To: Mayor Paul Brodeur
 From: Kathryn Armata
 Meeting Date: August 16, 2021
 Subject: 2022 Road Bond
 Order #: ORDER-2022-24

ORDERED: That the City appropriates \$1,500,000.00 to pay costs of constructing, reconstructing and/or improving the City Hall parking lot and various roads and sidewalks, including related planning, design, curbing, drainage and all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; that the Mayor is authorized to take any other action necessary to carry out this project; and that any premium received upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

FINANCIAL IMPACT: Please see attached.

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4160
Collector - (781) 979-4120
Fax - (781) 665-6877

To: Mayor Paul Brodeur
Members of the City Council
From: Kathryn Armata
Meeting Date: August 16, 2021
Subject: Authorization of Bond for Department of Public Work's Road Work

Loan Order - \$1,500,000 City Hall Parking Lot and Road Bonds

ORDERED: That the City appropriates \$1,500,000.00 to pay costs of constructing, reconstructing and/or improving the City Hall parking lot and various roads and sidewalks, including related planning, design, curbing, drainage and all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; that the Mayor is authorized to take any other action necessary to carry out this project; and that any premium received upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Pursuant to Section 56-14 of the City Ordinances, attached is a projection of the principal and interest costs on the bonds proposed to be authorized by the following loan order under consideration by the City Council. The payment schedule attached assumes a 15-year borrowing term, an interest rate assumption of 2% over the life of the borrowing, and a level debt service payment schedule. The debt service on these bonds will not be paid from an enterprise fund and will have no impact on any enterprise fund rates.

The funds borrowed pursuant to this Order will be deposited into Fund 3389.

FINANCIAL IMPACT: See attached.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

City of Melrose, Massachusetts
\$1,500,000 General Obligation Bonds Dated August 15, 2021
Road Improvements - 15 years - Level Debt Service
Interest Estimated - Preliminary and Subject to Change

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/15/2021	-	-	-	-	-
02/15/2022	-	-	15,000.00	15,000.00	-
06/30/2022	-	-	-	-	15,000.00
08/15/2022	85,000.00	2.000%	15,000.00	100,000.00	-
02/15/2023	-	-	14,150.00	14,150.00	-
06/30/2023	-	-	-	-	114,150.00
08/15/2023	90,000.00	2.000%	14,150.00	104,150.00	-
02/15/2024	-	-	13,250.00	13,250.00	-
06/30/2024	-	-	-	-	117,400.00
08/15/2024	90,000.00	2.000%	13,250.00	103,250.00	-
02/15/2025	-	-	12,350.00	12,350.00	-
06/30/2025	-	-	-	-	115,600.00
08/15/2025	90,000.00	2.000%	12,350.00	102,350.00	-
02/15/2026	-	-	11,450.00	11,450.00	-
06/30/2026	-	-	-	-	113,800.00
08/15/2026	95,000.00	2.000%	11,450.00	106,450.00	-
02/15/2027	-	-	10,500.00	10,500.00	-
06/30/2027	-	-	-	-	116,950.00
08/15/2027	95,000.00	2.000%	10,500.00	105,500.00	-
02/15/2028	-	-	9,550.00	9,550.00	-
06/30/2028	-	-	-	-	115,050.00
08/15/2028	100,000.00	2.000%	9,550.00	109,550.00	-
02/15/2029	-	-	8,550.00	8,550.00	-
06/30/2029	-	-	-	-	118,100.00
08/15/2029	100,000.00	2.000%	8,550.00	108,550.00	-
02/15/2030	-	-	7,550.00	7,550.00	-
06/30/2030	-	-	-	-	116,100.00
08/15/2030	100,000.00	2.000%	7,550.00	107,550.00	-
02/15/2031	-	-	6,550.00	6,550.00	-
06/30/2031	-	-	-	-	114,100.00
08/15/2031	105,000.00	2.000%	6,550.00	111,550.00	-
02/15/2032	-	-	5,500.00	5,500.00	-
06/30/2032	-	-	-	-	117,050.00
08/15/2032	105,000.00	2.000%	5,500.00	110,500.00	-
02/15/2033	-	-	4,450.00	4,450.00	-
06/30/2033	-	-	-	-	114,950.00
08/15/2033	110,000.00	2.000%	4,450.00	114,450.00	-
02/15/2034	-	-	3,350.00	3,350.00	-
06/30/2034	-	-	-	-	117,800.00
08/15/2034	110,000.00	2.000%	3,350.00	113,350.00	-
02/15/2035	-	-	2,250.00	2,250.00	-
06/30/2035	-	-	-	-	115,600.00
08/15/2035	110,000.00	2.000%	2,250.00	112,250.00	-
02/15/2036	-	-	1,150.00	1,150.00	-
06/30/2036	-	-	-	-	113,400.00
08/15/2036	115,000.00	2.000%	1,150.00	116,150.00	-
06/30/2037	-	-	-	-	116,150.00
Total	\$1,500,000.00	-	\$251,200.00	\$1,751,200.00	-

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Public Works Department Road Program Funding 2022-24

Project Location	Estimated Value	Proposed Scope of Work
FY22 Road Program Supplemental Funding: Damon Avenue Brown Street/Wyoming Heights/Mt. Vernon First Street (Waverly to Ashcroft) Echo Street Lower Main Street	\$350,000	Funding to complete the FY22 Roads Program to supplement the contributions from Chapter 90, MassDOT Complete Street grant funding, and National Grid roadway restoration contributions. This additional funding will be put toward additional repairs of curbing, sidewalks, drainage, signage, pavement markings, and other items to complete the improvements in these neighborhoods.
Bay State Road Sidewalks (2022 construction season)	\$170,000	Installation of new curbing, sidewalks, accessible curb ramps, and crosswalks on the south side of the street from Damon Avenue easterly to the City Limit, and new accessible curb ramps and re-alignment/restriping of crosswalks from Main Street to Damon Avenue. This project was next in line for Complete Streets funding but MassDOT has changed eligibility requirements and we will not qualify for three years.
Brazil Street Neighborhood Improvements (2022 construction season)	\$130,000	Replacement of asphalt sidewalks with concrete sidewalks, resetting/installation of granite curb, development of a grass strip where feasible and planting of trees, to supplement the paving project scheduled for calendar year 2022.
City Hall Parking Lot	\$250,000	To supplement grant funding being sought for parking lot improvements to include repaving, restriping, flood mitigation and green infrastructure.
FY23 Road Program Supplemental Funding: Sycamore, Hunnewell, Burnett, Bow Felton Place Damon Avenue (part) Ashland Street Rowe Street	\$300,000	Funding to supplement the FY23 Roads Program Chapter 90 allocation and National Grid roadway restoration contribution. This additional funding will be put toward additional repairs of curbing, sidewalks, drainage, and other necessary items to complete the improvements in these neighborhoods.
FY24 Road Program Supplemental Funding: Specific Roads TBD	\$300,000	Funding to supplement the FY23 Roads Program Chapter 90 allocation and National Grid roadway restoration contribution. This additional funding will be put toward additional repairs of curbing, sidewalks, drainage, and other necessary items to complete the improvements in these neighborhoods.
Total Bond Request	\$1,500,000	

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



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 Hall, 562 Main Street
Melrose, Massachusetts 02176**

Telephone - (781) 979-4172

E-mail: eproakis@cityofmelrose.org

MEMORANDUM

Date: August 4, 2021

To: Mayor Paul Brodeur
Melrose City Council

From: Elena Proakis Ellis, P.E., Director of Public Works
Jim Troup, DPW Deputy Director, Administration and Finance
Patrick Dello Russo, CFO/Auditor

Subject: Road Bond Request

The City of Melrose relies on a number of sources of funding for the roadway component of our Multi-year Utility and Roadway Improvement Program. The state's funding program ("Chapter 90") provides the City with approximately \$530,000 annually which can be put toward work on public ways within certain parameters. We supplement these funds with local funding in the form of road bonds that are periodically requested, as well as a handful of other sources including contributions from private utility companies in lieu of repaving on streets where they have conducted work and grant funds from various state and federal. Some examples of grant funds used for roadway improvement projects include the MassDOT Complete Streets program funding and MassWorks grants, which were used most recently to implement improvements in the Melrose Highlands and on Essex Street.

An analysis of the total funds required to pave all of Melrose's public ways within their useful life indicates that we would need to spend over \$2M per year. At the present time, with local funds contributing just over \$1M, we have relied on grant applications and restoration from private utility work to fill the gap as much as possible. In the future, the City may want to consider a higher annual road bond allocation.

The proposed breakdown in costs for the current allocation is listed in the attached table. Note that in addition to general allocations to particular fiscal years, three special projects have been called out for funding:

- Installation of sidewalks to fill network gaps in the busy cut-through neighborhood on Bay State Road;
- Replacement of asphalt with concrete sidewalks and granite curb on Brazil Street in coordination with paving already slated for 2022 as part of the City's Multi-year Roadway and Utility Program; and
- A contribution to the paving and green infrastructure project proposed for Melrose City Hall parking lot.

The first project is listed on the City's Complete Streets Prioritization Plan as the next project in line. MassDOT has recently informed municipalities that they are no longer eligible to apply for Complete Streets grant funding annually or when the prior round of successful funding is spent. Under the new guidelines, we now have to wait

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four years between grant awards. The Bay State Road neighborhood sidewalks were identified as a high priority in 2017 when the Prioritization Plan was completed, and we do not feel it is prudent to wait until FY24 to apply for Complete Streets funding for this project.

On Brazil Street, the City will be completing water main replacement, following earlier work including sewer replacement and lining and gas main and service replacement. This work was initiated due to the combination of the “poor” roadway condition ranking and the need for water main replacement identified in the City’s water system Capital Efficiency Plan, combined with the sewer system needs identified following the sewer backup on Brazil Street. Final paving is scheduled for 2022, but the Chapter 90 program would have insufficient funds to allow for replacement of sidewalks with concrete panels. Thus we are specifically calling out this project as a component of the requested road bond.

Finally, the City Hall parking lot routinely floods and has been a source of chronic issues and deterioration for many years. In 2019, the City received a Municipal Vulnerability Preparedness (MVP) grant to design improvements to the parking lot for both water quality and quantity. A subsequent application to pay for the construction of the project was unsuccessful, largely because a significant component of the project costs involves ‘gray infrastructure’ (pipes, pavement, etc.) in addition to the green infrastructure components necessary to have a successful design. Therefore, the City has realized that in order to successfully obtain grant funding for the total project, our contribution will need to be more substantial than the typical 25% match requested. The proposed funding will contribute to the paving, curb realignment, and piping required for this project, as we continue to pursue grant funding for the green infrastructure elements such as rain gardens and public stormwater information displays.

We hope you recognize both the importance and the value of the proposed work and support funding this road bond. Thank you for your consideration.



CITY OF MELROSE

CITY COUNCIL

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4116

KRISTIN FOOTE

City Clerk

To: Mayor Paul Brodeur
From: Kristin Foote
Meeting Date: August 16, 2021
Subject: Amending ch 198: Article II sec 198-2
Order #: ORDER-2022-25

Herein please find the current ordinance and proposed amendment to Chapter 198, Article II § 198-2 for council review.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Article II

Collection and Disposal

[Adopted as Rev. Ords. 1976, §§ 13-3, 13-6, 20-5 and 20-6 (Rev. Ords. 1989, §§ 8-1, 15-26 and 15-27)]

§ 198-2

Dumping; obstructing sidewalks; placement of refuse containers.

[Amended 6-18-1984 by Ord. No. 785A; 6-18-1984 by Ord. No. 785B; 2-20-2007 by Ord. No. 07-107A]

A. No person shall put or place, or cause to be put or placed, in any street, lane, alley or any other place, public or private, where it may be offensive or objectionable, any ashes, dirt or refuse, nor shall any piece of metal or wood or any plastic in any form or other material injurious to feet or to tires of vehicles or any other rubbish be put, placed or thrown into or on any street, lane, alley or public place. No person shall throw or place on any vacant land, whether public or private, or in any brook, waterway, or pool rubbish, limbs, brush, barrels, boxes, or the likes.

B. No person shall place or cause to be placed on any sidewalk, footwalk or crosswalk any object whatsoever so as to interfere with the convenient use of the same by any person traveling thereon. This shall not apply to building materials placed by permission of the City Engineer. [Amended 5-21-2012 by Ord. No. 2012-158]

C. Residential refuse receptacles shall be watertight with tight-fitting covers of a durable rodent-proof material. A sufficient number of receptacles shall be provided by property owners or their agent(s) so as to adequately contain the amount of refuse produced at each property. Receptacles shall be no larger than sixty-four (64) gallons and have two intact handles.

D. Receptacles shall be tightly covered whenever refuse of any amount is contained therein, have it be on private property, a private way, or a public sidewalk. Refuse shall be stored in receptacles as described in this section except for material which may be placed at curbside under city-sponsored source reduction and/or source separation collection programs in accordance with the guidelines of such programs.

E. Refuse receptacles shall be placed at the curb by 7:00 a.m. on the scheduled collection day, but not prior to 5 p.m. the preceding day, and shall be removed from the sidewalk within twelve (12) hours after collection.

F. The following shall apply to subsections (A) through (D) of this section:

- I. Whoever violates any provision of the aforementioned sections shall be penalized in accordance with MGL c. 40, § 21D or MGL c. 270, § 16, not to exceed \$100.00 for each violation, provided that each and every day of the violation shall constitute a distinct and separate offense.
- II. Property owners or their agents shall be responsible for the retrieval and pickup of any and all scattered refuse stemming from a violation of this ordinance. Failure to

comply with this provision shall constitute a separate violation, which may be enforced as authorized above.

- III. The Board of Health, the Department of Public Works, and the Police Department through their authorized agents and employees, are hereby empowered to enforce the provisions of this section pursuant to MGL c. 40, § 21D and MGL c. 270, § 16.
- IV. No property owner shall be cited for a violation of this ordinance until a written warning is first served upon the party.

G. Any party fined hereunder shall have a right of appeal in accordance with General Laws Chapter 40, Section 21D.

Respectfully Submitted,

Shawn M. MacMaster, Ward 5

Jennifer Grigoraitis, Ward 6

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

§ 198-2. Dumping; obstructing sidewalks; placement of refuse containers.
[Amended 6-18-1984 by Ord. No. 785A; 6-18-1984 by Ord. No. 785B; 2-20-2007 by Ord. No. 07-107A]

- A. No person shall put or place, or cause to be put or placed, in any street, lane, alley or any other place, public or private, where it may be offensive or objectionable, any ashes, dirt or refuse, nor shall any piece of metal or wood or any plastic in any form or other material injurious to feet or to tires of vehicles or any other rubbish be put, placed or thrown into or on any street, lane, alley or public place. No person shall throw or place on any vacant land or in any brook or pool rubbish, limbs, brush, barrels, boxes, etc.
- B. No person shall place or cause to be placed on any sidewalk, footwalk or crosswalk any object whatsoever so as to interfere with the convenient use of the same by any person traveling thereon. This shall not apply to building materials so placed by permission of the City Engineer. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- C. Refuse may not be left on sidewalks for collection except after 5:00 p.m. of the day before scheduled pickup. Refuse containers and receptacles shall be placed at the curb by 7:00 a.m. on the scheduled collection day and shall be removed from the sidewalk within 12 hours after refuse collection.
- D. The Public Health Department enforcing officers shall prosecute violations under the provisions of MGL c. 270, § 16 (disposal of rubbish, etc.). No property owner shall be prosecuted for violation until a written notice of warning is served. **[Amended 8-21-2017 by Ord. No. 2018-4]**



CITY OF MELROSE

BOARD OF REGISTRARS OF VOTERS

KRISTIN FOOTE

City Clerk

To: Mayor Paul Brodeur
 From: Kristin Foote
 Meeting Date: August 16, 2021
 Subject: BOR Request - polling location survey
 Order #: ORDER-2021-160

City Hall, 562 Main Street
 Melrose, MA 02176
 Telephone - 781-979-4116

Board of Registrars of Voters memorandum attached.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	PASSED AS AMENDED [9 TO 2]
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, Grigoraitis
NAYS:	Shawn M. MacMaster, Cory Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

City of Melrose - Disparate Adverse Impact evaluation regarding consolidated polling locations

Herein in please find information in accordance with section (i) of Chapter 255 of the Acts of 2020 as amended by Chapter 5 of Acts of 2021 requiring the city council to evaluate and report on whether a polling place change would have a disparate adverse impact on access to the polls on the basis of race, national origin, disability, income or age as relates to options suggested by the Board of Registrars in considering polling location consolidation.

Option One

Melrose Veteran's Memorial Middle School Gymnasium Complex—Melrose, Massachusetts

Move all polling locations here. Previously this location was used as the polling location for the September and November 2020 elections and provided the most efficient, fair, and accurate election possible for the registered voters of Melrose within the constraints associated with the global pandemic of Covid-19.

Location and Accessibility:

- The Veteran's Memorial Middle School Gymnasium is located at the rear of the Middle and High School complex located at 360 Lynn Fells Parkway. It is centrally located within 2 miles of nearly every household in the city—this metric is used by DESE to determine if a school district is required to provide bussing to students.
- It is 0.3 miles from an MBTA bus stop and houses 60 parking spots in the upper lot with access to an additional 200+ parking spaces in the main front lot and adjacent side streets
- Built in 2007, the gym meets all current ADA requirements for handicapped accessibility.
- Voters receiving rides to the polls are dropped at the conveniently located turn-around/drop off zone.

Option Two

Soldiers and Sailors Memorial Hall Building/Roosevelt School

Move the two Winthrop School precincts (Ward 4, Precinct 2 and Ward 6, Precinct 2) to the Soldiers and Sailors Memorial Hall Building on Main Street along with Ward 4, Precinct 1 and Ward 6, Precinct 1 from City Hall resulting in a single Ward 4 and Ward 6 combined voting location. Move the single precinct at the Steele House – Ward 1, Precinct 2 - to the Roosevelt School resulting in a single polling location for Ward 1. This option retains the adjacent precinct feature.

Location and Accessibility: Memorial Hall

- The Soldiers and Sailors Memorial Hall Building is located at 590 Main Street Melrose and is one of the most well-known buildings in the City.
- Ample parking is located in the Dill Street lot located behind the building as with additional parking spots on street. Handicapped parking is located alongside the building. The location also meets all ADA requirements. An MBTA bus stop is located +/-150 feet from the entrance.

Location and Accessibility: Roosevelt School

- The Roosevelt School, currently the polling location for Ward 1, Precinct 1, is located at 253 Vinton Street Melrose.
- Ample parking and designated handicap spots are available directly in front of the building. Renovated in 2002, this location meets all ADA requirements and is 0.4 miles by walking distance from the Steele House and 0.5 miles by car.

The following data is applicable to both options.

Voters by Age:

The City of Melrose has a voting population of *20,773 with an average voting age of 51 years old, with precinct breakdown as follows:

- o 1-1 : 51
- o 1-2 : 52
- o 2-1 : 50
- o 2-2 : 55
- o 3-1 : 52
- o 3-2 : 53
- o 4-1 : 50
- o 4-2 : 51
- o 5-1 : 47
- o 5-2 : 48
- o 6-1 : 52
- o 6-2 : 51
- o 7-1 : 48
- o 7-2 : 50

** based on August, 2021 census data*

No single ward or precinct has a higher than average vulnerable senior population

The Council on Aging will again be offering rides from 9am - 3pm to the polls.

Race and Nationality and Socioeconomic status

US Census American Community Survey data from 2018 indicates that 89% of Melrose residents (not necessarily registered voters) identify as white, 2.6% African American, 5.9% Asian, and 3.7% Hispanic or Latino. Less than 5% (4.1%) of residents are considered to be persons living in poverty according to the U.S. Census.

Comparing other similar towns that have permanently designated single consolidated polling locations: Wakefield; Stoneham; Reading; North Andover; Burlington – Melrose is similar in population and socioeconomic status—its small geographic size makes it an even more suitable candidate for a single polling location as it allows for more residents to walk to the polls compared to other towns.

Language

As determined by The Language Minority Provisions of the Voting Rights Act, Section 203 Coverage Formula—Melrose does not have a minority population that would fall under this jurisdictional requirement to provide language support in communicating polling location changes

The number of United States citizens of voting age is a single language group within the jurisdiction:

- Is more than 10,000, or
- Is more than five percent of all voting age citizens, or
- On an Indian reservation, exceeds five percent of all reservation residents; and
- The illiteracy rate of the group is higher than the national illiteracy rate

However, in an effort to reach all registered voters in Melrose, the website offers direct Google translation of all pages. The city also has translation services through University of Massachusetts if needed to provide information to voters about polling location changes.

Access to City Communications and Information

95% of Melrose residents over the age of 25 are high school graduates, 92% of households have a computer in the home, and 89% of households have internet access. A press release submitted to the free weekly newspaper is available to all households, by subscription. The city will post a banner over Main St., and in the kiosk in front of city hall to indicate polling location changes. Additional outreach will include public access television announcements, reverse 911, website notice and DPW LED signage rotating various intersections.

From: [Troup, James](#)
To: [Foote, Kristin](#)
Cc: [Proakis Ellis, Elena](#); [McNeil, Jay](#); [Gibson, James](#)
Subject: Emergency Access Winthrop School
Date: Wednesday, August 11, 2021 2:55:51 PM

Kristin,

I spoke to Captain Gibson to confirm the information in the memo and there has been a misunderstanding that I hope can be cleared up by updating the order.

The location of a handicap ramp at the Ashcroft Road entrance would not affect emergency access to the building. However, due to the length of the ramp, it may restrict access to the courtyard from the walkway. In the previous conversation where the determination that emergency access would be compromised, the location of the ramp was assumed to be in a different part of the property and may have limited space in the parking lot.

Feasibility issues still remain with any updates to this property.

What is the process to make this correction to the memo?

James Troup
City of Melrose DPW

Deputy Director Administration & Finance
72 Tremont Street
Melrose, MA 02176
(p) 781-665-0142
(f) 781-665-9801

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



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

June 25, 2021

To: Kristin Foote, City Clerk
Joanne Perperian, Assistant City Clerk

From: James Troup, DPW Deputy Director Administration and Finance

Cc: Elena Proakis Ellis, DPW Director
Jay McNeil, Facilities Manager
Peter Pietrantonio, Operations Manager

RE: Polling Location Accessibility Response

The Department of Public Works has reviewed the results of the survey conducted on the various polling locations throughout the City. Please see our response and action plan for all locations that were found out of compliance and in need of remediation. Items in italics reflect the notes provided in the survey results.

City Council Chambers (562 Main Street Wards 4-1 and 6-1):

Path of Travel: There is damage to the pavement near the accessible entrance causing change in level greater than ½ inch which needs to be addressed with patching to ensure a continuous common surface.

- DPW is able to address pavement damage near the accessible entrance, to remove changes in level greater than ½ inch. As part of our normal work order process, this will be added to one of our daily schedules and will result in the repair to ensure a continuous common surface.

Elevator: Due to the fact that the elevator is necessary to ensure accessibility to the voting area in the City Council Chambers, we strongly recommend having an elevator service contract in place to ensure timely service in case there are any issues with the elevator during voting hours.

- The City has an active service contract with BBE Corporation (Buckley Elevator). There are minimum response times as part of the term of the contract to ensure timely service in case there are any issues with the elevator.

Hoover Elementary School (37 Glendower Street Wards 7-1 and 7-2):

Parking: Continued use of temporary parking spaces on Election Day are needed at this location due to the distance and the topography of the existing accessible spaces to the voting entrance.

- As recommended, use of temporary parking will continue.

Entrance: Inside doorways are only 28 inches clear width therefore both sets of doors must remain open during the hours of voting.

- As recommended, both sets of doors will remain open during voting hours.

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Winthrop Elementary School (162 1st Street Wards 4-2 and 6-2):

Path of Travel: The path of travel from the accessible entrance to the voting area is substantially longer than the path of travel from the main entrance to the voting area.

- There are significant challenges to addressing the accessibility of the main entrance to the voting area. All proposed remedies would compromise emergency access to the building. The Melrose Fire Department has indicated that they would have significant concerns with their ability to deliver services in the event of an emergency. At present time, we deem the construction of a ramp to allow accessible entry from the Ashcroft Street side to be infeasible. We will examine other opportunities to attempt to arrive at better equity in the length of the path of travel.

Steele House (910 Main Street):

Parking: The parking lot is set up for resident parking only. There is no accessible parking in the resident lot. The nearest accessible parking is in the commuter rail parking lot which is a substantial distance from the polling place entrance.

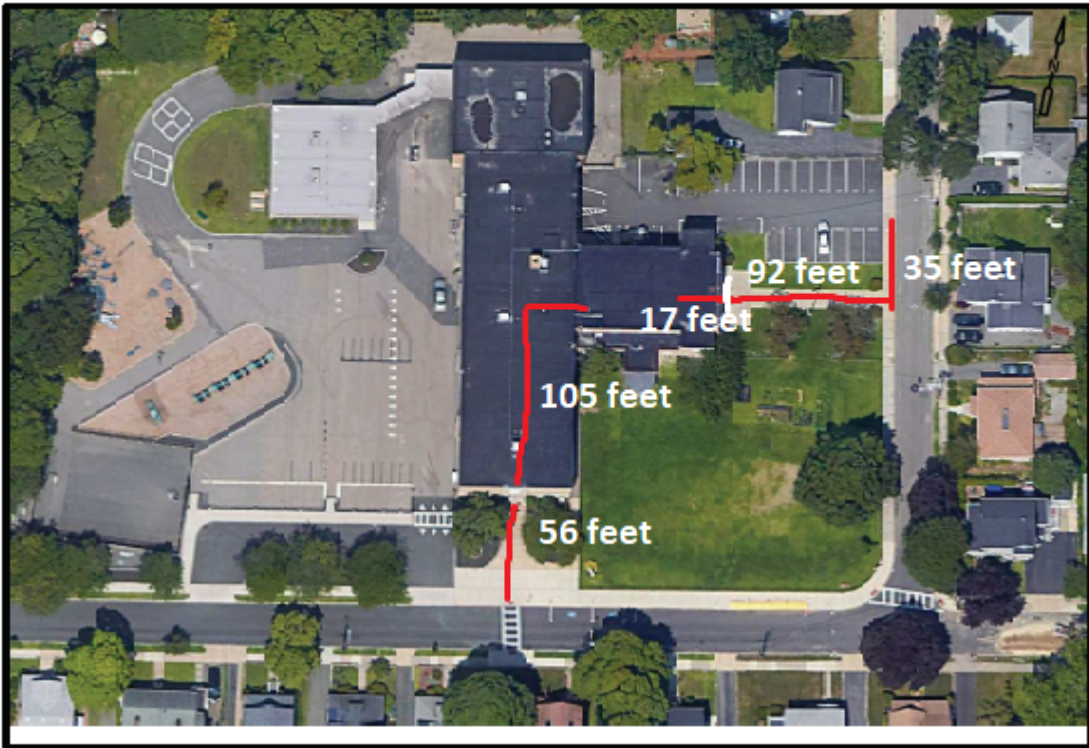
- The City can designate temporary accessible parking spaces on the roadway nearest the building entrance being used for polling during elections (either Ashburton Place or Nason Drive).

Melrose Veterans Memorial School Gymnasiums (90 Melrose Street):

Parking: The van accessible parking space is missing "Van Accessible" signage. The existing teachers' parking lot can be used for voters on Election Day allowing the creation of more temporary accessible parking spaces with signage if needed.

- The DPW can create or purchase and install appropriate "Van Accessible" signage as part of the election setup. Accommodations will also be made to use the existing teachers' parking lot to create more temporary accessible parking.

Thank you very much for your consideration. Please feel welcome to contact the Melrose DPW with any questions you may have.



109' from street, 144' to parking lot
from Ashcroft

161' from 1st Street



Department of Public Works
Engineering Division

City Hall, 562 Main Street
Melrose, MA 02178
Tel: (781) 978-4172

Winthrop School
First Street

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

UPDATED VERSION --- August 10, 2021

Date June 15, 2021

To: Christopher Cinella President, Melrose City Council

From: Theodore Hunt, Chair, Board of Registrars of Voters

Re: Polling Location Recommendations

Cc: Honorable City Council, Mayor Paul Brodeur, Board of Registrars of Voters

In its meeting on Wednesday June 9, 2021, the members of the Board of Registrars of Voters voted to recommend to the Melrose City Council the closing of the Winthrop Elementary School and the Julian Steele House as polling locations.

Background:

Prior to her departure in April 2021, the former City Clerk notified the Secretary of State's Office of her concerns related to accessibility issues at certain polling locations in the City of Melrose (attached). As a result, Elections Administrator Joanne Perperian scheduled a tour of several polling locations with Bridget Simmons Murphy, of Secretary Galvin's Office, this tour took place on May 14, 2021. Ms. Simmons Murphy subsequently provided the City of Melrose a report noting her evaluation of six polling locations dated May 20, 2021 (attached). Of the six polling locations surveyed, four locations did not comply with state standards.

At the June 9th Board of Registrars of Voters meeting, members of the Board and Joanne Perperian discussed the report and the potential remediation of noted issues with Director Elena Proakis-Ellis, Facilities Manager Jay McNeil and Business Manager Jim Troup of the Department of Public Works (DPW). The issues noted at City Hall and the Melrose Veterans Memorial Middle School Gymnasium could be remedied in the view of our DPW partners. However it was determined through our discussion that it was not feasible to remediate the issues noted at the Winthrop School. Additionally, while there might be a way to address this issue noted at the Steele House, the location remains ill-suited for voting.

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Winthrop School

The Ashcroft Street voter entrance to the Winthrop School, consists of three steps, a short platform, then a fourth step at the door entering the outer lobby of the All-Purpose Room (APR). For voters unable to navigate the stairs, they must use the First Street entrance, proceed down the hallway to enter the back of the APR, and proceed through the voting area to the check in table, then retrace this path to exit. As noted in Ms. Simmons Murphy's report, the path of travel for the accessible entrance to the voting area is substantially longer than the path of travel from the main entrance to the voting area. To remediate the issue related to the 'path of travel' the only option would be the installation of a ramp at the Ashcroft Street entrance. During the meeting on June 9th, there was a discussion regarding the practicality and cost to installing a ramp at the Ashcroft Street entrance and it was determined that would not be possible to install a ramp at that location due to the height of the four stairs and the topography of the space outside the entrance. Additional considerations and discussion was noted regarding access for public safety and emergency vehicles to the site. Given the inability to remediate the 'path of travel' issue, this location cannot be brought into compliance, therefore the Board of Registrars of Voters recommends that the Winthrop School be closed as a polling location.

Steele House

While parking for all voters at the Steele House has been a perennial issue, the lack of accessible parking was specifically noted in Ms. Simmons Murphy's report. While it might be feasible for the Department of Public Works (subject to the approval of the Melrose Housing Authority) to replace two standard parking spaces with a van-accessible parking space in the resident only lot to bring the location into compliance, parking for all voters still remains an issue. Practically speaking there are only two visitor spots for the Steele House. Additionally, the layout of the interior of the Steele House where voting takes place is poor. Voting takes place in the first floor common area (the only communal gathering spot), where voters congregate with Steele House residents. Given that there are two other viable polling locations within Ward 1, the Board of Registrars of Voters also recommends that the Steele House be closed as a polling location.

Next Steps/Options:

In the view of Board of Registrars of Voters, there are two options to facilitate the closure of the above noted locations:

1. Make permanent the central voting location of the Melrose Veterans Memorial Middle School Gymnasium (the site of the two fall elections in 2020), or,
2. Move the two precincts that vote at the Winthrop School (Ward 4, Precinct 2 and Ward 6, Precinct 2) to Memorial Hall and move the one precinct that votes at the Steele House (Ward 1, Precinct 2) to the Roosevelt School. This would result in all of Ward 1 voting at the Roosevelt School.

Melrose Veterans Memorial Middle School Gymnasium

The move to the Melrose Veterans Memorial Middle School Gymnasium for September and November 2020 election proved to be an operational success. ~~However, the~~ COVID-19 related legislation that permitted the use of the Melrose Veterans Memorial Middle School Gymnasium, specifically the waiving of the requirement that voting take place in adjacent precinct in cities, such as Melrose, has been updated by Chapter 29 of the Acts of 2021 amending provisions of Chapter 255 of the Acts of 2020. ~~not been extended. As a result, should the City Council desire to adopt a single polling location voting at the Melrose Veterans Memorial Middle School Gymnasium the City Council would need to vote to file a 'Home Rule Petition' with the Legislature for an exemption to the adjacent precinct provision of Massachusetts General Laws.~~

Moving Selected Precincts

Moving the three precincts as noted above would be solely at the discretion of the City Council as each of the precincts are adjacent to the respective new locations. If this is the desired option of the City Council, the Board of Registrars of Voters would also recommend the relocation of the precincts that vote in the City Council Chamber at City Hall (Ward 4, Precinct 1 and Ward 6, Precinct 1) to Memorial Hall. Given the proximity of these two locations and the space available at Memorial Hall, it would make sense to no longer split these two wards based on precinct.

Should you have any questions regarding this memorandum, please feel free to contact me, other Board of Registrars of Voters members Eric Wildman or Cindy Silveira, City Clerk Kristin Foote or Elections Administrator Joanne Perperian. Thank you.

Date June 15, 2021

To: Christopher Cinella President, Melrose City Council

From: Theodore Hunt, Chair, Board of Registrars of Voters

Re: Polling Location Recommendations

Cc: Honorable City Council, Mayor Paul Brodeur, Board of Registrars of Voters

In its meeting on Wednesday June 9, 2021, the members of the Board of Registrars of Voters voted to recommend to the Melrose City Council the closing of the Winthrop Elementary School and the Julian Steele House as polling locations.

Background:

Prior to her departure in April 2021, the former City Clerk notified the Secretary of State's Office of her concerns related to accessibility issues at certain polling locations in the City of Melrose (attached). As a result, Elections Administrator Joanne Perperian scheduled a tour of several polling locations with Bridget Simmons Murphy, of Secretary Galvin's Office, this tour took place on May 14, 2021. Ms. Simmons Murphy subsequently provided the City of Melrose a report noting her evaluation of six polling locations dated May 20, 2021 (attached). Of the six polling locations surveyed, four locations did not comply with state standards.

At the June 9th Board of Registrars of Voters meeting, members of the Board and Joanne Perperian discussed the report and the potential remediation of noted issues with Director Elena Proakis-Ellis, Facilities Manager Jay McNeil and Business Manager Jim Troup of the Department of Public Works (DPW). The issues noted at City Hall and the Melrose Veterans Memorial Middle School Gymnasium could be remedied in the view of our DPW partners. However it was determined through our discussion that it was not feasible to remediate the issues noted at the Winthrop School. Additionally, while there might be a way to address this issue noted at the Steele House, the location remains ill-suited for voting.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Winthrop School

The Ashcroft Street voter entrance to the Winthrop School, consists of three steps, a short platform, then a fourth step at the door entering the outer lobby of the All-Purpose Room (APR). For voters unable to navigate the stairs, they must use the First Street entrance, proceed down the hallway to enter the back of the APR, and proceed through the voting area to the check in table, then retrace this path to exit. As noted in Ms. Simmons Murphy's report, the path of travel for the accessible entrance to the voting area is substantially longer than the path of travel from the main entrance to the voting area. To remediate the issue related to the 'path of travel' the only option would be the installation of a ramp at the Ashcroft Street entrance. During the meeting on June 9th, there was a discussion regarding the practicality and cost to installing a ramp at the Ashcroft Street entrance and it was determined that would not be possible to install a ramp at that location due to the height of the four stairs and the topography of the space outside the entrance. Additional considerations and discussion was noted regarding access for public safety and emergency vehicles to the site. Given the inability to remediate the 'path of travel' issue, this location cannot be brought into compliance, therefore the Board of Registrars of Voters recommends that the Winthrop School be closed as a polling location.

Steele House

While parking for all voters at the Steele House has been a perennial issue, the lack of accessible parking was specifically noted in Ms. Simmons Murphy's report. While it might be feasible for the Department of Public Works (subject to the approval of the Melrose Housing Authority) to replace two standard parking spaces with a van-accessible parking space in the resident only lot to bring the location into compliance, parking for all voters still remains an issue. Practically speaking there are only two visitor spots for the Steele House. Additionally, the layout of the interior of the Steele House where voting takes place is poor. Voting takes place in the first floor common area (the only communal gathering spot), where voters comingle with Steele House residents. Given that there are two other viable polling locations within Ward 1, the Board of Registrars of Voters also recommends that the Steele House be closed as a polling location.

Next Steps/Options:

In the view of Board of Registrars of Voters, there are two options to facilitate the closure of the above noted locations:

1. Make permanent the central voting location of the Melrose Veterans Memorial Middle School Gymnasium (the site of the two fall elections in 2020), or,
2. Move the two precincts that vote at the Winthrop School (Ward 4, Precinct 2 and Ward 6, Precinct 2) to Memorial Hall and move the one precinct that votes at the Steele House (Ward 1, Precinct 2) to the Roosevelt School. This would result in all of Ward 1 voting at the Roosevelt School.

Melrose Veterans Memorial Middle School Gymnasium

The move to the Melrose Veterans Memorial Middle School Gymnasium for September and November 2020 election proved to be an operational success. However, the COVID-19 related legislation that permitted the use of the Melrose Veterans Memorial Middle School Gymnasium, specifically the waiving of the requirement that voting take place in adjacent precinct in cities, such as Melrose, has not been extended. As a result, should the City Council desire to adopt a single polling location voting at the Melrose Veterans Memorial Middle School Gymnasium the City Council would need to vote to file a 'Home Rule Petition' with the Legislature for an exemption to the adjacent precinct provision of Massachusetts General Laws.

Moving Selected Precincts

Moving the three precincts as noted above would be solely at the discretion of the City Council as each of the precincts are adjacent to the respective new locations. If this is the desired option of the City Council, the Board of Registrars of Voters would also recommend the relocation of the precincts that vote in the City Council Chamber at City Hall (Ward 4, Precinct 1 and Ward 6, Precinct 1) to Memorial Hall. Given the proximity of these two locations and the space available at Memorial Hall, it would make sense to no longer split these two wards based on precinct.

Should you have any questions regarding this memorandum, please feel free to contact me, other Board of Registrars of Voters members Eric Wildman or Cindy Silveira, City Clerk Kristin Foote or Elections Administrator Joanne Perperian. Thank you.

Massachusetts Polling Place Accessibility Survey Results

<u>Municipality</u>	<u>Polling Location</u>	<u>Ward</u>	<u>Precinct</u>	<u>Location Complies</u>	<u>Violation Category</u>	<u>Violation Notes</u>
MELROSE						
	City Council Chambers 562 Main Street	4 & 6	4-1, 6-1	No	Path of Travel	There is damage to the pavement near the accessible entrance causing change in level greater than 1/2 inch which needs to be addressed with patching to ensure a continuous common surface.
					Elevator	Due to the fact that the elevator is necessary to ensure accessibility to the voting area in the City Council Chambers, we strongly recommend having an elevator service contract in place to ensure timely service in case there are any issues with the elevator during voting hours.
	Hoover Elementary School 37 Glendower Street	7	1 & 2	Yes	Parking	Continued use of temporary parking spaces on Election Day are needed at this location due to the distance and the topography of the existing accessible spaces to the voting entrance.
					Entrance	Inside doorways are only 28 inches clear width therefore both sets of doors must remain open during the hours of voting.
	Winthrop Elementary School 162 1st Street	4 & 6	4-2, 6-2	No	Path of travel	The path of travel from the accessible entrance to the voting area is substantially longer than the path of travel from the main entrance to the voting area.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Municipality Polling LocationWard Precinct Location Complies Violation Category Violation Notes

MELROSE

Steele House 910 Main Street	1	2	No	Parking	The parking lot is set up for resident parking only. There is no accessible parking in the resident lot. The nearest accessible parking is in the commuter rail parking lot which is a substantial distance from the polling place entrance.
Roosevelt School 253 Vinton Street	1	1	Yes		
Melrose Veterans Memorial School Gymnasiums 90 Melrose Street			No	Parking	The van accessible parking space is missing "Van Accessible" signage. The existing teachers' parking lot can be used for voters on Election Day allowing the creation of more temporary accessible parking spaces with signage if needed.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Changes to Regulations: Chapter 51.00: Polling Place Accessibility for Elderly and Handicapped Voters

In 950 CMR § 51.01, replace the entire section with the following:

950 CMR § 51.00 implements the federal Voting Accessibility for the Elderly and Handicapped Act, 42 USC §§ 1973ee to 1973ee-6 (the “Act”), and Amended Article 114 of the Massachusetts Constitution and applies to all Massachusetts elections. The purpose of 42 USC §§ 1973ee to 1973ee-6, Amended Article 114 of the Massachusetts Constitution and 950 CMR § 51.00 is to promote the fundamental right to vote by improving access for handicapped and elderly individuals to polling places and the voting process.

In 950 CMR 51.02(6), add the following new section as (a) and re-designate the remaining sections accordingly:

(a) For every state, federal, municipal election, preliminary or primary, either regular or special, each polling place shall have at least one accessible voting unit that is usable by people with disabilities. Any accessible voting unit must first be approved for use by the state secretary. Accessible voting units shall be located within a polling place so as to be readily available for use by voters during the voting hours.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH

950 CMR 51.00: POLLING PLACE ACCESSIBILITY FOR ELDERLY AND HANDICAPPED VOTERS

Section

- 51.01: Purpose
- 51.02: Accessibility Defined
- 51.03: Exemptions

51.01: Purpose

950 CMR 51.00 implements the federal Voting Accessibility for the Elderly and Handicapped Act, 42 U.S.C. §§ 1973ee to 1973ee-6 (the "Act"), and applies to all Massachusetts elections in which a federal office appears on the ballot. The purpose of 42 U.S.C. §§ 1973ee to 1973ee-6 and of 950 CMR 51.00 is to promote the fundamental right to vote by improving access for handicapped and elderly individuals to polling places for federal elections.

51.02: Accessibility Defined

Section 3(a) of the Act, 42 U.S.C. § 1973ee-1(a), requires every city and town to assure that all polling places for federal elections are accessible to handicapped and elderly voters, unless the Secretary exempts them. A polling place is "accessible" to handicapped and elderly voters, for the purpose of sections 3(a) and 8(1) of the Act, 42 U.S.C. §§ 1973ee-1(a), 1973ee-6(1), only if all of the following requirements are met:

- (1) Site Access. A clear, reasonably lit, unobstructed path of travel must be provided from the designated spaces in the parking lot, and from the street, to the accessible entrance to the building where the polling place is located. Such path of travel shall have a continuous common surface, not interrupted by steps or abrupt changes in level greater than ½ inch.
- (2) Parking. If a parking lot is available on the premises of the polling place, then the following requirements apply:
 - (a) Pursuant to the Americans With Disabilities Act (ADA) Accessibility Guidelines (4.1.2 (5)), the number of required handicapped parking spaces is:

<u>Total no. of parking spaces</u>	<u>No. of handicapped required</u>
1 - 25	1
26 - 50	2
51 - 75	3
76 - 100	4
101 - 150	5
151 - 200	6
201 - 300	7
301 - 400	8
401 - 500	9
510 - 1,000	2% of total
1,001 and over	20 plus 1 for each 100 over 1,000

- (b) For parking lots striped prior to September 1, 1996:
 - 1. The handicapped parking spaces shall be eight feet wide and have an adjacent four foot access aisle which is painted or striped yellow. The lot shall be reasonably lit.
 - 2. Identification of handicapped spaces shall be by a sign at each space or pair of spaces. The signs shall be at a height of not less than five feet nor more than eight feet to the top of the sign. The sign shall also contain the International Symbol of Accessibility and may include wording identifying its use.
- (c) For parking lots striped after September 1, 1996:
 - 1. The handicapped parking spaces shall be eight feet wide and have an adjacent five foot access aisle which is marked by high contrast painted lines or other high contrast delineation. The lot shall be reasonably lit.

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51.02: continued

2. There shall be at least one “van accessible” space, but not less than one, per eight accessible spaces. The van accessible space shall be eight feet wide and have an adjacent 8 foot wide access aisle which is marked by high contrast painted lines or other high contrast delineation. The lot shall be reasonably lit.
 3. Identification of handicapped spaces shall be by a sign at each space or pair of spaces. The signs shall be at a height of not less than five feet nor more than eight feet to the top of the sign. The sign shall also contain the International Symbol of Accessibility and may include wording identifying its use. Van accessible spaces shall include the words “Van Accessible.”
 - (d) If a sidewalk is provided at such parking spaces, a curb cut (sidewalk ramp) shall be installed at each space or pair of spaces. The slope of the curb cut shall not exceed 1:12.
 - (e) If no parking lot is available on the premises of the polling place, at least one on-street parking place in front of the polling place must be at least temporarily designated as a handicapped parking space. Identification of the handicapped space shall be by the sign provided in 950 CMR 51.02(2)(c)3..
- (3) Entrance.
- (a) At least one entrance to the building must be accessible to physically disabled persons. If the main entrance to the building is not accessible, signs must be posted directing persons from the ordinary path of travel to the accessible entrance.
 1. If the main entrance to the building is not accessible, the path of travel to the accessible entrance shall be the same or a substantially similar distance as the path of travel to the main entrance.
 2. If the main entrance is not the accessible entrance, the door to the accessible entrance shall be unlocked and capable of being operated without assistance during the hours the polling place is open and at the same hours as the main entrance.
 - (b) The approach to the accessible entrance shall be a paved walk or ramp with a non-slip surface, uninterrupted by steps or abrupt changes in level greater than ½ inch. Such entrance shall have a level space 60 inches from the door on the interior and exterior of the doors.
 - (c) Doors to such entrances shall be a minimum of 32 inches clear, measured at 90°. No door threshold shall be higher than ½ inch above the floor on either side. Lever handles or other accessible hardware must be provided on doors, so that they may be operated with a closed fist.
- (4) Ramps.
- (a) If the entrance has stairs, a ramp must be provided. A permanent ramp must comply with the following:
 1. The slope of the ramp must be no steeper than 1:12.
 2. The width of the ramp shall not be less than 48 inches.
 3. Two pairs of handrails must be set on both sides of the ramp. Such handrails must be round or oval in shape and set in pairs, one at a height between 34 and 38 inches and a lower rail set at a height between 18 and 20 inches.
 - (b) If it is impractical to install a permanent ramp, portable ramps shall be provided. Portable ramps shall have a slope as close to 1:12 as possible, and if a portable ramp has no handrails or side walls, it must have wheel guards at least two inches high on both sides. Portable ramps may be used to gain access from the parking lot or street to the sidewalk as well as at the entrance to a building. Portable ramps shall be securely anchored.
- (5) Building Interior.
- (a) All interior doors, approaches, and ramps necessary within the building to obtain access to the polling place must comply with 950 CMR 51.02(3) and (4).
 - (b) An accessible route which provides a continuous unobstructed path at least 36 inches wide shall be maintained inside the polling place and shall coincide with the route for the general public.
- (6) Voting Equipment.
- (a) In every polling place, a specimen ballot must be posted at a height no greater than 48 inches.

950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH

51.02: continued

(b) Where paper or punch-card ballots are used, at least one marking shelf at each polling place (at a primary where punch-card booklets are used, one for each party) must provide clear space under the shelf not less than 30 inches wide, at least 27 inches clear to the underside of the shelf, and not more than 32 inches in height to the top of the shelf, and must contain privacy barriers on both sides of the shelf. For this special marking shelf, the handle of any stylus used for punching punch-card ballots shall be at least one inch thick and at least three inches long.

(c) Where voting machines are used, a specimen ballot must be placed in at least one machine at each polling place, at a height no greater than 48 inches. For voting machines which have any levers higher than 48 inches above the floor, a "reacher" must be made available to assist disabled persons in reaching the upper levers.

(7) Variances. A city or town may apply to the Architectural Access Board, under 521 CMR 3.00(4.1.1), for a variance from the accessibility requirements of 950 CMR 51.02 or, to the extent that they apply to any polling place, from the requirements of the Architectural Access Board's regulations in 521 CMR 3.00. Notice of an application for any such variance shall be given in the manner required by 950 CMR 51.03(4)(b), and shall also be given to the Director of Elections. No such variance shall be allowed which substantially impairs the accessibility of a polling place to handicapped and elderly voters.

(8) Time Accessibility Required. All non-exempt polling places must be accessible no later than three weeks before the first federal election of an even-numbered year.

51.03: Exemptions

(1) Delegation to Director of Elections. The Secretary delegates to the Director of Elections (the "Director") the authority to determine whether a polling place is exempt from the accessibility requirements under section 3(b) of the Act, 42 U.S.C. § 1973ee-1(b), and under 950 CMR 51.03.

(2) Emergency exemptions. In an emergency under section 3(b)(1) of the Act, 42 U.S.C. § 1973ee-1(b)(1), an exemption may be applied for and determined by telephone, but both the city or town and the Director shall confirm their communications in writing. Mere failure of the city or town to make adequate and timely plans and arrangements does not constitute an emergency. If an exemption is allowed, it applies only to one election, and the city or town must exercise its best efforts to find another accessible polling place, and if none is available, to provide whatever assistance is possible to handicapped and elderly voters. If an emergency exemption is allowed, handicapped or elderly voters assigned to such an emergency exempt polling place may vote by absentee ballot in the office of the city or town clerk or election commission without applying in advance. The procedures set forth in the second paragraph of M.G.L. c. 51, § 59 shall apply to such voters, except that the absentee ballot envelope shall be marked "Emergency Polling Place Exemption".

(3) Non-availability Exemptions: Standards. In determining under section 3(b)(2)(A) of the Act, 42 U.S.C. § 1973ee-1(b)(2)(A), that all potential places have been surveyed and that no accessible place is available, nor is the city or town able to make one temporarily accessible in the area involved, the Director shall consider the following factors:

(a) Whether each location has been studied by a trained person to determine whether or not it is accessible.

1. Polling places should not be presumed to be accessible simply because there are no obvious barriers, but 950 CMR 51.02 must be applied.
2. A trained person is one with knowledge of what constitute structural barriers to handicapped individuals.
3. Handicapped persons, representatives of handicap groups or professionals who work with handicapped individuals should be consulted.
4. If a location is inaccessible, then the city or town should either seek an alternative accessible location or seek to have the barriers removed.

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51.03: continued

(b) Whether the owners or proprietors of the building have been consulted regarding the modifications. If the owners or proprietors are unwilling to make the modifications, then an alternative location should be sought. Possible locations include those which are currently accessible and those where the owners or proprietors are willing to make necessary modifications.

(c) Whether an estimate of the cost to make the modifications has been obtained from a qualified person (construction contractor, carpenter), and whether different options for removing the barriers have been explored (*e.g.*, temporary ramps).

(d) With respect to polling places in inaccessible government buildings, whether the city or town has urged government officials to make the modifications necessary for the buildings to be accessible.

(e) The record of the city or town's percentage of polling places in compliance in the past.

(f) The city or town's expressed plans for providing an accessible polling place in the future.

(4) Non-availability Exemptions: Procedure.

(a) The city or town body responsible for selecting polling places under M.G.L. c. 54, § 24 (city council, board of selectmen, or election commission) must apply in writing for any exemption under section 3(b)(2) of the Act, 42 U.S.C. § 1973ee-1(b)(2). The application must be filed with the Director of Elections, under the penalties of perjury and in a form prescribed by him, not later than 180 days before the first federal election of an even-numbered year.

(b) Not later than the application deadline, the city or town must give notice that it has applied for the exemption, by posting notice on the principal bulletin board, sending copies to all local news media, and mailing copies to the local council on aging, to any municipal handicapped office or commission, to the state Office of Handicapped Affairs (One Ashburton Place, Room 1305, Boston, MA 02108), and to any additional organizations which the Director may prescribe. The notice shall state the designation and address of the polling place or places for which exemption is sought, the reasons for the application, the location at which a copy of the application may be inspected, and the fact that any person may file a written response within 30 days with the state Director of Elections, One Ashburton Place, Room 1705, Boston, MA 02108, telephone (617) 727-2828 or (800) 462-8683.

(c) Any person may file with the Director a written response to an exemption application within 30 days after it is filed.

(d) The Director may, in his discretion, seek further information from the city or town or hold an informal hearing before himself or his designee.

(e) Not later than 90 days before the first federal election of an even-numbered year, the Director shall notify the city or town in writing whether an exemption is allowed and of the reasons for the decision. The period of an exemption shall be two calendar years, beginning with an even-numbered year. Renewal of the exemption requires a new application.

(5) Alternative Voting Methods. As required by section 3(b)(2)(B) of the Act, 42 U.S.C. § 1973ee-1(b)(2)(B), handicapped or elderly voters assigned to an exempt polling place may vote by absentee ballot, either by mail or in the office of the city or town clerk or election commission, if they previously apply in writing, under M.G.L. c. 54, §§ 86 through 103Q. Current state law prevents assigning such voters to another polling place, as well as "curbside voting" outside the polling place on election day.

REGULATORY AUTHORITY

950 CMR 51.00: 42 U.S.C. §§ 1973ee to 1973ee-6; c. 54, § 37.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

From: Kamosa, Amy

Sent: Wednesday, April 7, 2021 4:28 PM

To: Murphy, Bridget Simmons (SEC) <bridget.simmons.murphy2@state.ma.us>

Cc: Perperian, Joanne <JPerperian@CityofMelrose.org>

Subject: City of Melrose polling location review

Hi Bridget,

Hope you're well. I'm sure you and the entire office are busy with town elections. I'm writing to let you know that I am leaving the City of Melrose at the end of the month, but before I leave, I wanted to check in to talk to you about a few concerns I have regarding some of the designated polling locations in the city – in particular, the Winthrop school, Hoover School, and City Hall. In particular, I don't believe the Winthrop School meets handicapped accessibility requirements for a polling location. Handicapped parking is an issue at Hoover. With the emergency orders for elections in 2020 we consolidated polling locations, but I'm not sure that these accommodations will be extended for this coming November.

I had already met with the City Council president about this, but it was purely an informational meeting. I'm not sure what the next steps should be. Is it possible for you to do a site visit at some point later this spring to let the city know whether they can continue to use the Winthrop as a polling location?

I'm ccing Joanne on this email—she's your best point of contact moving forward.

Amy Kamosa

City Clerk

City & Schools Webmaster

City of Melrose

akamosa@cityofmelrose.org

781-979-4116

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

AUDITOR

PATRICK DELLO RUSSO
Chief Financial Officer

City Hall, 562 Main Street
 Melrose, MA 02176
 Telephone - 781-979-4107

To: Mayor Paul Brodeur
 From: Patrick Dello Russo
 Meeting Date: August 16, 2021
 Subject: An appropriation from Capital Stabilization in the amount of \$20,000.00 to
 Veteran's
 Order #: ORDER-2022-2

An appropriation from Capital Stabilization, account number 84052-590000, in the amount of \$20,000.00 to Veteran's Professional Services, account number 015432-529000 for restoration of the Veteran's Honor Roll.

FINANCIAL IMPACT:N/A

07/19/21	015432-529000 · Veterans-Professional Services	\$20,000.00
07/19/21	84052-590000 · Capital Stabilization Fund	(\$20,000.00)
TOTAL:		\$0.00

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

The Melrose Honor Roll was dedicated on October 7, 1945, to commemorate the service of Melrose residents that were killed in action during World War II. At a later time, the names of Melrose residents killed in action during the Korean and Vietnam wars were added. The Director of Veterans Services for the Melrose-Wakefield-Saugus (MWS) Veterans Services District is requesting bids to preserve this monument during the forthcoming 'Melrose Honor Roll Preservation Project.' Bidders are required to demonstrate experience performing this type of work. The work described herein will be conforming with the Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings. This monument is a contributing structure in the Downtown Melrose local historic district (LHD). Prior to any work being performed that is visible from the public way, a certificate of appropriateness must be secured from the Historic District Commission. Either the Building Commissioner or the Director of the Office of Planning and Community Development may deem this requirement as non-applicable at their sole discretion. The scope of work aligns with a preservation approach in which the retention of historic building fabric will be retained whenever possible.

The condition of the architectural woodwork of the monument ranges from fair to very poor. Where large sections are missing and/or rotted, wholesale replacement in kind is required. Replacement materials shall match existing in size, shape and dimension and be composed of a sustainable wood such as sapele, Spanish cedar or African mahogany. New wood materials shall be primed with an oil-based primer on all surfaces, including miters and scarf joints. New wood materials shall be painted twice on all surfaces, including miters and scarf joints, with a Benjamin Moore or Sherwin Williams high grade, exterior acrylic paint with a flat sheen. New wood materials shall be installed with stainless steel trim screws.

At some locations, such as that illustrated above, only a portion of the historic fabric is rotted and failing. Contractor shall cut out only that section to allow for a "dutchman" repair. The new repair piece shall fit snugly in the space created when the rot is removed. The new repair piece shall be composed of a sustainable wood such as sapele, Spanish cedar or African mahogany. New wood repair materials shall be primed with an oil-based primer on all surfaces, including cut sides. New wood materials shall be painted twice on all surfaces, including cut sides, with a Benjamin Moore or Sherwin Williams high grade, exterior acrylic paint with a flat sheen. New wood repair materials shall be installed with stainless steel trim screws.

At the perimeter of the panels, a wooden stop bead molding keeps the glass in place. Where rotted/missing they shall be replaced in kind. At several locations, such as the bottom of the wooden mullion dividing the panels, above, deterioration does not warrant replacement. At these locations, the contractor shall preserve the architectural woodwork through the use of epoxy consolidants such as Arbatron and the West System. Once these materials have cured they will be sanded flat before painting.

Another view of the conditions found at the front of the monument. Note the paint

on the brick masonry. When the woodwork is painted, special care must be taken to ensure that this does not occur. Further, note the rust from previously used, ferrous steel fasteners bleeding through the paint. All fasteners used to preserve the monument shall be stainless steel. All mastic sealant used to fill fastener holes and seams shall be a high grade, white acrylic appropriate for exterior painting applications.

The paint coatings on the base, below the eagle, are peeling in a manner consistent with latex paint failures on sheet metal surfaces. The contractor shall remove failing paint coatings and repaint with an appropriate, direct-to-metal (DTM) paint material. The DTM paint used shall be sourced from Sherwin Williams or Benjamin Moore and be white in color. A minimum of two coats will be required.

The signage across the top of the honor roll, on both sides, is a later addition and in remarkably good condition. These sections should be left alone and not painted under the scope of the current project. The panels of the honor roll are accessed from the rear, as illustrated by the next slide. The white portions of these panels must be gently scraped and touched up with the flat, white paint specified elsewhere in this document. The black panels with gold lettering must not be touched and carefully protected through all phases of the project.

The panels of the honor roll are accessed from the rear. All wooden surfaces on the back (as well as the front) are to be scraped gently to remove loose and failing paint coatings. All surfaces will then be painted with a high grade, Benjamin Moore or Sherwin Williams, exterior acrylic, flat sheen paint. Care must be taken to protect the brick masonry and other surfaces during the course of the work.

The above image illustrates where dutchman repairs would be appropriate at the right of the center column. On the left side, where coatings have failed, striated wood rot may warrant the use of epoxy consolidants.

At a few very limited locations, mortar joint failures warrant minor repointing. Deteriorated joints should be raked to a depth of $\frac{3}{4}$ " with hand tools, NOT with grinders. The repair mortar shall be an ASTM type N mortar with a medium compressive strength. The formula shall be: one part type N Portland cement to one part 3.5 NHL (lime) to six parts aggregate (mason's "damp" sand). Prior to installation, the voids shall be sufficiently dampened. The mortar shall then be pointed into the joints in $\frac{3}{4}$ " lifts. The final tool struck finish shall match existing mortar joints. Repointing shall not take place in direct sunlight.

A stool cap molding profile frames the individual back sides of the panels. Where failures have occurred, as illustrated above, pieces should be replaced in kind. This moulding profile is commercially available at Anderson McQuaid in Cambridge.

The outer wythe of the brick cheek wall on the north side of the monument has failed. The likely cause is a failure in the footing, or brick shelf, below grade. Contractor shall excavate only as deeply as needed, with hand tools, to the base footing. The section of brick masonry that have rolled off the brick shelf shall be removed, mortar cleaned off, and set aside for reinstallation. The repair to the

base will require repair tie-ins and the pouring of a new, 4000 PSI concrete section. The brick shall then be reset in an ASTM type N mortar matching that described for the minor repointing repairs. If necessary, the precast concrete caps shall be reset. Any repointing of the joints between the caps shall be consistent with that proscribed for the brick masonry repointing.

The eagle will also be painted during the project. The exact paint will be specified after determining whether the material is wood or sheet metal. One will necessitate the use of DTM paint while the other will allow for use of a high gloss, acrylic paint. Contractor shall anticipate either contingency in his lump sum bid.

Project coordinator:

Karen Burke, Director of Veterans Services
Melrose-Wakefield-Saugus (MWS) Veterans Services District
Melrose City Hall, 562 Main Street, Melrose, MA 02176
T: 781.979.4186
F: 781.979.4509
E: KBurke@cityofmelrose.org

Bid submittal:

All bids must be delivered by mail or courier to the above address, or electronically via email, to Karen Burke, Director of Veterans Services, NLT 12 o'clock noon on Friday, June 11th, 2021. Firms that elect to submit a hard copy bid will return the enclosed bid form in a sealed envelope labeled MELROSE HONOR ROLL PRESERVATION PROJECT BID. Late bids will not be accepted. Incomplete bid forms will be rejected.

Lump sum bid:

Bidding firms pledge to deliver the complete scope of services required for the project for a lump sum, "not to exceed" fixed amount. Bidders are encouraged to examine existing conditions closely before submitting a proposal. No extra work is anticipated. Any work performed beyond the base bid scope shall be performed only after a change order has been issued and authorized by the project coordinator. Contractor will not be reimbursed for any extra work performed without a change order issued by the project coordinator.

Qualifications:

All bidders will be required to demonstrate experience preserving architectural woodwork by providing complete contact information for three (3) references. Bid forms that fail to provide all requested reference contact information will be deemed incomplete and rejected. References will be contacted and asked questions

specific to bidders' competence relative to the preservation of architectural
woodwork. References that are unwilling or incapable of providing such information
will not be counted as one of the three required references.

BID FORM

Name of bidding firm: ____CVC
Installations_____

Address: ____18 Saqrgent Ave Beverly Ma_____

The bidding firm hereby pledges to deliver the complete scope of services required
for the project:

____Forty five Thousand Eight Hundred_____
(Dollar amount written in words)

Individual completing form: ____David
Campbell_____

Title/position with bidding firm:
____Manager_____

Telephone number(s): ____978 852 6134_____

Email address: ____jeremy@cvcinstallations.com_____

Provide all requested information for three references:

Name: ____Wendall Kalsow Union United Methodist
Church_____

Address: _____

Telephone: ____617 872 2759_____

Email: ____wendall@mcginleykalsow.com_____

Name: ____Ryan Foster____ Foster Architects____ Ft Sewall_____

Address: _____

Telephone: ____802 345 9789_____

Email: ____ryan@foster-architecture.com_____

Name: ____Peter Demetre____ St George Cathedral_____

Address: _____

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Telephone: _____

Email:

____pjdemetre@yahoo.com_____

Melrose Honor Roll Preservation Project



The Melrose Honor Roll was dedicated on October 7, 1945, to commemorate the service of Melrose residents that were killed in action during World War II. At a later time, the names of Melrose residents killed in action during the Korean and Vietnam wars were added. The Director of Veterans Services for the Melrose-Wakefield-Saugus (MWS) Veterans Services District is requesting bids to preserve this monument during the forthcoming 'Melrose Honor Roll Preservation Project.' Bidders are required to demonstrate experience performing this type of work. The work described herein will be conforming with the Secretary of the Interior's *Standards for the Rehabilitation of Historic Buildings*. This monument is a contributing structure in the Downtown Melrose local historic district (LHD). Prior to any work being performed that is visible from the public way, a certificate of appropriateness must be secured from the Historic District Commission. Either the Building Commissioner or the Director of the Office of Planning and Community Development may deem this requirement as non-applicable at their sole discretion. The scope of work aligns with a preservation approach in which the retention of historic building fabric will be retained whenever possible.

Melrose Honor Roll Preservation Project



The condition of the architectural woodwork of the monument ranges from fair to very poor. Where large sections are missing and/or rotted, wholesale replacement in kind is required. Replacement materials shall match existing in size, shape and dimension and be composed of a sustainable wood such as sapele, Spanish cedar or African mahogany. New wood materials shall be primed with an oil-based primer on all surfaces, including miters and scarf joints. New wood materials shall be painted twice on all surfaces, including miters and scarf joints, with a Benjamin Moore or Sherwin Williams high grade, exterior acrylic paint with a flat sheen. New wood materials shall be installed with stainless steel trim screws.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Melrose Honor Roll Preservation Project



At some locations, such as that illustrated above, only a portion of the historic fabric is rotted and failing. Contractor shall cut out only that section to allow for a “dutchman” repair. The new repair piece shall fit snugly in the space created when the rot is removed. The new repair piece shall be composed of a sustainable wood such as sapele, Spanish cedar or African mahogany. New wood repair materials shall be primed with an oil-based primer on all surfaces, including cut sides. New wood materials shall be painted twice on all surfaces, including cut sides, with a Benjamin Moore or Sherwin Williams high grade, exterior acrylic paint with a flat sheen. New wood repair materials shall be installed with stainless steel trim screws.

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Melrose Honor Roll Preservation Project



At the perimeter of the panels, a wooden stop bead molding keeps the glass in place. Where rotted/missing they shall be replaced in kind. At several locations, such as the bottom of the wooden mullion dividing the panels, above, deterioration does not warrant replacement. At these locations, the contractor shall preserve the architectural woodwork through the use of epoxy consolidants such as Arbatron and the West System. Once these materials have cured they will be sanded flat before painting.

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Melrose Honor Roll Preservation Project



Another view of the conditions found at the front of the monument. Note the paint on the brick masonry. When the woodwork is painted, special care must be taken to ensure that this does not occur. Further, note the rust from previously used, ferrous steel fasteners bleeding through the paint. All fasteners used to preserve the monument shall be stainless steel. All mastic sealant used to fill fastener holes and seams shall be a high grade, white acrylic appropriate for exterior painting applications.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Melrose Honor Roll Preservation Project



The paint coatings on the base, below the eagle, are peeling in a manner consistent with latex paint failures on sheet metal surfaces. The contractor shall remove failing paint coatings and repaint with an appropriate, direct-to-metal (DTM) paint material. The DTM paint used shall be sourced from Sherwin Williams or Benjamin Moore and be white in color. A minimum of two coats will be required.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Melrose Honor Roll Preservation Project



The signage across the top of the honor roll, on both sides, is a later addition and in remarkably good condition. These sections should be left alone and not painted under the scope of the current project. The panels of the honor roll are accessed from the rear, as illustrated by the next slide. The white portions of these panels must be gently scraped and touched up with the flat, white paint specified elsewhere in this document. The black panels with gold lettering must not be touched and carefully protected through all phases of the project.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Melrose Honor Roll Preservation Project



The panels of the honor roll are accessed from the rear. All wooden surfaces on the back (as well as the front) are to be scraped gently to remove loose and failing paint coatings. All surfaces will then be painted with a high grade, Benjamin Moore or Sherwin Williams, exterior acrylic, flat sheen paint. Care must be taken to protect the brick masonry and other surfaces during the course of the work.

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Melrose Honor Roll Preservation Project



The above image illustrates where dutchman repairs would be appropriate at the right of the center column. On the left side, where coatings have failed, striated wood rot may warrant the use of epoxy consolidants.

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Melrose Honor Roll Preservation Project



At a few very limited locations, mortar joint failures warrant minor repointing. Deteriorated joints should be raked to a depth of $\frac{3}{4}$ " with hand tools, NOT with grinders. The repair mortar shall be an ASTM type N mortar with a medium compressive strength. The formula shall be: one part type N Portland cement to one part 3.5 NHL (lime) to six parts aggregate (mason's "damp" sand). Prior to installation, the voids shall be sufficiently dampened. The mortar shall then be pointed into the joints in $\frac{1}{4}$ " lifts. The final tool struck finish shall match existing mortar joints. Repointing shall not take place in direct sunlight.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Melrose Honor Roll Preservation Project



A stool cap molding profile frames the individual back sides of the panels. Where failures have occurred, as illustrated above, pieces should be replaced in kind. This moulding profile is commercially available at Anderson McQuaid in Cambridge.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Melrose Honor Roll Preservation Project



The outer wythe of the brick cheek wall on the north side of the monument has failed. The likely cause is a failure in the footing, or brick shelf, below grade. Contractor shall excavate only as deeply as needed, with hand tools, to the base footing. The section of brick masonry that have rolled off the brick shelf shall be removed, mortar cleaned off, and set aside for reinstallation. The repair to the base will require repair tie-ins and the pouring of a new, 4000 PSI concrete section. The brick shall then be reset in an ASTM type N mortar matching that described for the minor repointing repairs. If necessary, the precast concrete caps shall be reset. Any repointing of the joints between the caps shall be consistent with that proscribed for the brick masonry repointing.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Melrose Honor Roll Preservation Project



The eagle will also be painted during the project. The exact paint will be specified after determining whether the material is wood or sheet metal. One will necessitate the use of DTM paint while the other will allow for use of a high gloss, acrylic paint. Contractor shall anticipate either contingency in his lump sum bid.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Melrose Honor Roll Preservation Project

Project coordinator:

Karen Burke, Director of Veterans Services
Melrose-Wakefield-Saugus (MWS) Veterans Services District
Melrose City Hall, 562 Main Street, Melrose, MA 02176
T: 781.979.4186
F: 781.979.4509
E: KBurke@cityofmelrose.org

Bid submittal:

All bids must be delivered by mail or courier to the above address, or electronically via email, to Karen Burke, Director of Veterans Services, NLT 12 o'clock noon on Friday, June 11th, 2021. Firms that elect to submit a hard copy bid will return the enclosed bid form in a sealed envelope labeled MELROSE HONOR ROLL PRESERVATION PROJECT BID. Late bids will not be accepted. Incomplete bid forms will be rejected.

Lump sum bid:

Bidding firms pledge to deliver the complete scope of services required for the project for a lump sum, "not to exceed" fixed amount. Bidders are encouraged to examine existing conditions closely before submitting a proposal. No extra work is anticipated. Any work performed beyond the base bid scope shall be performed only after a change order has been issued and authorized by the project coordinator. Contractor will not be reimbursed for any extra work performed without a change order issued by the project coordinator.

Qualifications:

All bidders will be required to demonstrate experience preserving architectural woodwork by providing complete contact information for three (3) references. Bid forms that fail to provide all requested reference contact information will be deemed incomplete and rejected. References will be contacted and asked questions specific to bidders' competence relative to the preservation of architectural woodwork. References that are unwilling or incapable of providing such information will not be counted as one of the three required references.

Melrose Honor Roll Preservation Project

BID FORM

Name of bidding firm: _____

Address: _____

The bidding firm hereby pledges to deliver the complete scope of services required for the project:

(Dollar amount written in words)

Individual completing form: _____

Title/position with bidding firm: _____

Telephone number(s): _____

Email address: _____

Provide all requested information for three references:

Name: _____

Address: _____

Telephone: _____

Email: _____

Name: _____

Address: _____

Telephone: _____

Email: _____

Name: _____

Address: _____

Telephone: _____

Email: _____



CITY OF MELROSE

Department of Veterans' Services

Karen L. Burke
Director of Veterans' Services

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4186
Fax - (781) 979-4509

July 19, 2021

To: The Honorable City Council
CC: Mayor Brodeur, Patrick Dello Russo
From: Karen Burke, Director of Veterans' Services
Subject: Honor Roll Memorial – Capital Stabilization Fund request in the amount of \$20,000

I am writing to respectfully request an additional \$20,000 in funding for the Melrose Honor Roll Preservation Project. Previously the Council granted a request for funding from Free Cash in the amount \$30,000.

As the Council is aware, Melrose Veterans Honor Roll is one of the oldest (1945) veteran memorials in the City. The memorial honors City veterans of World War II, the Korean War and Vietnam. Given its prominent location on Main Street, the very poor condition of the memorial is causing concern for veterans and other residents of the City. The condition of the memorial needs to be addressed urgently before further deterioration occurs.

The request we made of the Council in May was based on a preliminary estimate received from a local tradesman. My office subsequently issued a RFP for the reconstruction work on May 25, and solicited seven bids. We received only one bid in the amount of \$45,800 from a reputable and highly recommended firm that specializes in this sort of work.

This request includes an additional \$4,200 over the bid price to cover any potential expenses due to the increased deterioration of the Honor Roll since the time of the initial bid, as well as to ensure that the work can be completed should unanticipated issues not in the original scope of work be discovered once work begins.

Below are the initial photos of damage to the memorial, as well as photos as of 7/7/2021 showing the increased damage. The rot on the front of the memorial has increased and there is additional rot on the back of the memorial, as well.

I feel confident that with this increased funding the project will be able to get underway in August, preventing further damage and retuning this important memorial to a condition that befits our commitment to honoring the service of Melrose's veterans.

Thank you for your consideration of this request.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



Photos as of 7/7/2021:



Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: August 16, 2021
Subject: Appointment of Greg DeLaurier to the Council on Aging
Order #: ORDER-2022-6

Appointment of Greg DeLaurier, 90 Grove Street Apt B,
to the Council on Aging; said term to expire on the last day of February 2024.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

This letter is in reference to my application to join the Council on Aging Board.

A resident of Melrose for 12 years, I recently retired from teaching in Political Science and the Honors Program at UMass Lowell after 25 years there, and in all a total of 40 years teaching in higher education.

My PhD is in Chinese Politics, however, over the years I've turned to other fields—first, worker health and safety (I've published a book on the topic), then on to race and identity. A couple of relevant experiences: I was a project manager for a joint Dana-Farber Cancer Center/UMass Lowell project on smoking cessation among union members. I have launched several programs at UMass Lowell promoting diversity, including a requirement in one class that the students prepare a 'Celebration of Diversity' gathering in which the students were responsible for, among other things, recruiting performers of any type from among the many racial and ethnic groups on campus.

I am also a veteran, as are many of the persons you serve.

My interest in joining the Board stems from wishing to give back to the community, and offering whatever skills I have to serve that community. The Council on Aging, seems a good fit for my skills, and I also am an older person myself. The aging community is large (18%) and this community has a poverty rate of 8%. This is thus a community with many needs, that the Council on Aging serves quite well. I have much to learn, but also could bring some ideas and outlooks that might prove useful.

My particular concerns are with increasing diversity among members and also, very broadly, global warming. In periods of extreme heat or cold or other extreme climate events, how well are of the needs of the aging community being served. Finally, as this is very much on the agenda in general in Melrose, I am interested in affordable housing for the aging community. However, of course, whatever needs doing I am willing to do if I am able.

Thank you,

Greg DeLaurier, PhD



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: August 16, 2021
Subject: Appointment of David Kourtz to the Council on Aging
Order #: ORDER-2022-7

Appointment of David Kourtz. 64 Moreland Rd., to the Council on Aging; said term to expire on the last day of February 2024.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Mr. David Kourtz is a retired Melrose resident who has over fifty years of business management experience. He most recently was a consultant for Empower Success Corps for twelve years which is an agency that assists non-profits with capacity building, strategic planning, and growth strategies. Mr. Kourtz would like to assist the Council on Aging by actively being the voice of the community and helping the senior center become more progressive.



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: August 16, 2021
Subject: Appointment of Thais De Marco to the Affordable Housing Trust
Order #: ORDER-2022-9

Appointment of Thais De Marco, 323 Grove Street, to the Affordable Housing Trust, for a two-year term, said term to expire the last day of January 2023.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

THAIS DE MARCO

323 Grove Street
Melrose, MA 02176

Engagement and Membership Director

Massachusetts LGBT Chamber of Commerce

January 2020 – Present

- Create and revise, as needed, membership growth plans, under the direction of the Executive Director;
- Manage and oversee membership recruitment through a variety of engagement strategies;
- Set and meet bold membership growth goals;
- Create connections and partnerships with organizations that can further our engagement strategies and membership growth goals;
- Create venues for engagement and mutual assistance between/among members;
- Provide business technical assistance, in the form of 1:1 coaching and the identification of appropriate consulting services, to ensure member businesses' sustainability and growth;
- Ensure that members' needs are being met through programming, in collaboration with the Ideation and Program Director;
- Seek and secure funding opportunities for service provision.

Owner, TDM Photography

Sole Proprietor

September 2014 - present

- Maternity, newborn, family, event, product, and corporate photography.

Director of Economic Opportunity

Somerville Community Corporation, Somerville, MA

February 2016 – May 2017

- Managed and oversaw all Economic Opportunity programming at SCC: First Source Jobs Program, FTHB Counseling Program, Financial Literacy Program, Individual Development Account Program, and Foreclosure Prevention Partnership;
- Represented SCC at Massachusetts Community and Banking Council's Mortgage Committee meetings (alternate) and held a seat on CHAPA's Selection Committee as a Counseling Agency representative.
- Managed a staff of 4.5 FTE to ensure effective service delivery;
- Created effective curricula for all of SCC's educational programs and trained Economic Opportunity staff on curriculum delivery in group or individual sessions;
- Consistently sought opportunities to expand Economic Opportunity programmatic offerings through partnerships and additional funding;
- Fostered positive relationships and partnerships with Somerville organizations that served our target constituency for delivery of services and outreach;
- Translated organizational materials into Portuguese as needed for all departments within SCC.

Program Manager – Homeownership Department

Massachusetts Housing Partnership

August 2014 – December 2015

- Expanded the reach and impact of ONE Mortgage through positive relationships with program partners, CBOs, and participating and prospective lenders;
- Recruited new lenders through training and education;
- Created and implemented effective marketing strategies to promote the program to its target constituencies;
- Managed all loan origination activities to ensure quality and compliance with program guidelines;

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- Oversaw pre- and post-purchase program elements to ensure MHP requirements were met;
- Represented MHP at Massachusetts Community and Banking Council's Mortgage Committee meetings and held MHP's seat on CHAPA's Selection Committee;
- Managed a staff of four, ensuring business practices were efficient and ONE Mortgage goals were either met or exceeded;
- Provided ongoing ONE Mortgage training to partner lenders and CBOs delivering FTHB education;
- Communicated with SoftSecond/ONE Mortgage borrowers in Portuguese and Spanish when necessary;
- Translated ONE Program brochure and other materials into Portuguese.

Director of Asset Building

Program Coordinator – Community Asset Building

Somerville Community Corporation, Somerville, MA

November 2006 – July 2014

- Created and implemented all Asset Building programming at SCC (FTHB Counseling Program, Financial Literacy Program, Individual Development Account Program, and Foreclosure Prevention Partnership);
- Led expansion of Asset Building Department from one to 3.5 FTE;
- Oversaw operations of all programs and consistently sought opportunities to expand Asset Building programming through partnerships and additional funding;
- Secured sustainable funding for FTHB Counseling Program and dramatically expanded the number of individuals served from 22 in 2010 to 258 in 2013;
- Created successful partnerships with Somerville organizations that serve our target constituency for delivery of services and outreach;
- Taught financial education seminars in English and Portuguese;
- Provided financial literacy counseling, first-time homebuyer counseling, and foreclosure prevention counseling in English, Portuguese, and Spanish;
- Represented SCC at Massachusetts Community and Banking Council's Mortgage Committee meetings (alternate) and held a seat on CHAPA's Selection Committee as a Counseling Agency representative.

Tutor – ESL, English, History, and Literature

Bunker Hill Community College, Charlestown, MA

September 2005 – November 2006

- Tutored academically at-risk Bunker Hill Community College students in ESL, Developmental English, and College Writing;
- Proposed the creation of History and Literature tutoring and subsequently implemented and offered these services to students;
- Mentored at-risk students on academic probation;
- Filled in for TASC Coordinator and Evening Supervisor when necessary.

ESSA General Manager

U.S. Embassy Brasilia, Brazil

June 2003 – July 2005

- Managed staff and services at the Commissary, ESSA Bar, and Tucano Restaurant at the U.S. Embassy in Brasilia, Brazil;
- Led the organization out of debt and into a surplus within nine months;
- Implemented creative systems for management of inventory, including opening up sales to diplomats from other embassies to move inventory more quickly;
- Instituted weekly Happy Hours at the ESSA Bar and weekly Vendor Fairs at the Tucano Restaurant, driving up revenues for the Association;
- Led successful procurement process for a contractor to run the Embassy restaurant.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Teacher – English as a Foreign Language

Various schools, Brasilia, Brazil

April 1992 – May 2003

- Developed EFL curricula for different age groups and levels of proficiency;
- Taught traditional syllabus and post-advanced courses such as TOEFL prep;
- Presented several workshops on TEFL and English grammar at conferences in Brasilia and Goiânia.

Translator/Interpreter

Various organizations/government agencies

1998 - Present

I have worked as a translator for several Brazilian and North American government agencies, non-governmental organizations, and publishers. My work includes the following publications:

*Youth Development Report 2003**Early Childhood Services in Brazil**Bolsa-Escola – Education to Confront Poverty**The University at a Crossroads* (Minister Cristovam Buarque's speech for the World Conference on Higher Education)*POMMAR 10 Years**Early Childhood Education in Brazil – A Policy Review**Paths to Social Inclusion – The Popular Participation Network in Porto Alegre**Education for Human Development**São Paulo Human Security Project**Education through Sport*

While working at the U.S. Embassy in Brasilia, I provided translation services to the Department of Homeland Security and to the United States Secret Service. I accompanied a team of DHS and DOJ representatives on a trip to seven Brazilian cities in December 2004 as the group's official interpreter at meetings during which the Global Trafficking in Persons initiative was discussed with Brazilian government officials, judges, NGOs, and Federal Police agents. I also accompanied teams involved in the Megaports Initiative (U.S. Department of Energy) on trips to São Paulo and Santos, Brazil.

LANGUAGES:

Fluent in English, Portuguese, and Spanish.

AWARDS AND CERTIFICATIONS:

MACDC Rising Star Award (2011)

NCHEC Housing Counselor

Dear members of the City Council,

I would be honored to serve as a Trustee of the Melrose Affordable Housing Trust Fund. Since shortly after my arrival in this country, I have been active in the affordable housing field in a variety of ways. When I joined SCC's staff in 2006, my first charge was to work with individuals and families at risk of homelessness to stabilize their housing situation through a variety of resources and strategies. Having seen firsthand the destructive effects of housing instability in a community with high levels of rent and housing payment burden, I became deeply interested in and committed to affordable housing in its broadest sense; for twelve years, I developed successful programming in the areas of homelessness prevention, foreclosure prevention, and homeownership for first-time homebuyers. Over the course of my decade-long tenure at the Somerville Community Corporation, an affordable housing development corporation in Somerville, my programming served thousands of Commonwealth residents through First-Time Homebuyer Education and Counseling and hundreds of residents in housing stabilization (foreclosure prevention for homeowners and homelessness prevention for at-risk renters).

I went on to serve as program manager for MHP's One Mortgage Program (formerly SoftSecond), and I was active in the Massachusetts Community and Banking Council as a community organization representative with a seat on the Mortgage Committee. I also served on CHAPA's Seal of Approval Selection Committee representing both SCC and MHP during my time with each of those organizations. Currently, I'm serving on the Melrose Housing Production Plan Advisory Committee.

I look forward to serving in whatever ways will help the City of Melrose further its affordable housing goals.

All my best,

Thais De Marco

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: August 16, 2021
Subject: Appointment of Lillian Yadgood Kelly to Board of Health
Order #: ORDER-2022-10

Appointment of Lillian Yadgood Kelly, 117 Boston Rock Rd., to the Board of Health for a three-year term; said term to expire on the last day of February 2024

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

July 14, 2021

To whom it may concern,

I would like to express my interest in becoming a volunteer with the Melrose Board of Health.

I am a life-long resident of Melrose, with an undergraduate degree in Nursing and a related Master's degree in Healthcare Emergency Preparedness. I have over 30 years of experience working in both clinical and administrative roles for the Melrose Wakefield Hospital as well as served as the hospital Liaison to our community-based partners. This unique experience enabled me to develop strong collaborative relationships with a myriad of local, state and federal agencies to address emergency preparedness and public health concerns. Moreover, it opened my eyes to the everyday challenges of building a strong and healthy community.

Most recently, I was employed as a Clinical Nurse Manager within the Cambridge Health Alliance where I continued to focus on improving health and reducing barriers to care for a diverse population most in need.

I believe my collective experience in leadership, project management, policy development, regulatory compliance and emergency response would prove to be an asset to your team. I am attaching my CV for your review and would welcome the opportunity to meet with you in person to address any questions you may have.

Thank you for your time and thoughtful consideration.

Respectfully,

Lillian Yadgood Kelly

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

LILLIAN YADGOOD KELLY, BSN, MS

117 Boston Rock Rd., Melrose, MA 02176

PROFESSIONAL SUMMARY

An accomplished and talented nursing executive with a comprehensive background in leadership, perioperative services, nursing management, emergency preparedness, project management, and administration in hospital-based setting. Propels emergency management functions, implements information management solutions and builds human relations within corporate and healthcare industries. Team builder with technical, analytical, organizational, and problem-solving aptitude. Encourages teamwork, integrity, and diversity. Unwavering commitment in patient advocacy, providing exceptional care, maintaining composure in emotionally charged, fast-paced, and stressful atmospheres. Establishes, cultivates, and manages productive relationships. Proficient with Microsoft Office Suite, EPIC, Meditech, Internet Applications.

Core Competencies & Management Skills

- | | |
|---|---|
| ➤ Nursing Management & Operations | ➤ Quality Monitoring & Process Improvement |
| ➤ Project Planning & Program Management | ➤ Organizational Leadership & Team Building |
| ➤ Regulatory Compliance & Standards | ➤ Emergency Preparedness & Management |
-
- | | | |
|------------------------|---------------------------|---------------------------|
| • Leadership / Mentor | • Analytical / Accurate | • Exemplary Communicator |
| • Initiative / Dynamic | • Solution-Oriented | • Detailed / Organized |
| • Performance-Focused | • Engaging / Enthusiastic | • Committed to Excellence |

PROFESSIONAL EXPERIENCE

Cambridge Health Alliance **Everett, MA** **2014 – 2021**

Nurse Manager, Perioperative Services and Endoscopy (2016 – 2021)

Oversaw daily operations of a five-room Surgical Services Suite, including Surgical Day Care, Operating Room, Endoscopy, and Post Anesthesia Care Units. Developed clinical practice, performed quality / safety monitoring, and ensured regulatory compliance. Executed team building and materials management. Hired, scheduled, and orientated new staff and performance reviews. Monitored CQI and maintained patient, staff, and provider satisfaction. Managed disciplinary actions, including counseling, investigative conferences, and termination in collaboration with the Union/Labor Relations.

- Redesigned workflows to reduce cancellation and day of surgery no-show rates.
- Instrumental to the development and implementation of EPIC OPTIME modules.
- Implemented cross-training to engage staff, stimulate innovation, and focus on Continuous Quality Improvement.
- Developed new facility protocols for caring for Covid-19 positive patients in the perioperative setting.
- Involved with policies and procedures for redeployment of staff and converting perioperative real estate into a secondary ICU during the initial stages of a pandemic to assure continuity of care.

Nurse Manager, Endoscopy (2014 – 2016)

Managed daily operations of the outpatient GI Center at the Somerville campus, including quality / safety monitoring, regulatory compliance, staff development, team building, and materials management. Hired, scheduled, and orientated new staff and performance reviews. Monitored and maintained patient, staff, and provider satisfaction. Managed counseling and investigative conferences / termination in collaboration with the Union/Labor Relations. Participated in Value Analysis Committee (SVAT) to evaluate new product acquisition, maintaining quality and budgetary compliance.

- Improved unit efficiencies by reducing cancellation and no-show rates.
- Reduced supply and staffing expenses while increasing overall volume.
- Redesigned block schedule for procedural and outpatient clinic areas.
- Improved workflow in Open Access, resulting in improved quality of referrals and increases referral demand.
- Contributed to the multidisciplinary policy development for safe handling of specimens.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Hallmark Health System**Melrose, MA****1977 – 2013*****Director, Emergency Preparedness (1999 – 2013)***

Identified, drafted, and oversaw the requirements of recognized emergency operations, hazardous material (HazMat) and evacuation plans integrated into community and state comprehensive emergency management plan. Served as hospital liaison for the Department of Public Health (DPH) Region 3 Hospital Preparedness Group. Served as hospital liaison for Mystic Region Emergency Planning Committee (REPC), and co-chair for REPC Health and Hospital Subcommittee. Led the hospital system's training and exercise plan. Managed \$1M worth of federal and state grant funds.

- Established a reputation for continuously handling increasing responsibilities as reflected in over 30 years of experience in emergency preparedness activities through community involvement.
- Created and implemented hospital and community training exercises to examine response to high-impact events.
- Contributed to the health system's success in earning recognition as the first hospital system in the region to establish a system-wide evacuation plan and accomplish Homeland Security Exercise and Evaluation Program (HSEEP) compliant tabletop, functional, and full-scale exercises.
- Participated in four successful Joint Commission surveys with commendation.

Director, Endoscopy (1999 – 2011)***Melrose-Wakefield Hospital Campus***

Instrumental in the design, relocation, and expansion of endoscopy services, tripling endoscopy cases conducted annually. Led an Endoscopy Unit with 20 staff members, five procedures rooms, 14 admission/recovery beds, and 6500 accomplished cases annually. Performed operational systems, budgetary compliance, quality monitoring, strategic planning, materials management, and leadership training oversight. Optimized productivity and maintained staff retention rate below mean clinical turnover rate. Participated in the completion of three Joint Commission surveys with key commendations for nursing.

- Achieved and maintained patient satisfaction scores for nursing endoscopy services at 96% and above.
- Reduced volume of no-shows day of procedure by 23%.
- Scored above the mean for non-magnet National Database of Nursing Quality Indicators (NDNQI) facilities.
- Improved staff and medical doctor documentation compliance from 50% to approximately 98% to 100%.
- Promoted and generated continuous positive trend of profit margins for endoscopy services.

Director, Central Sterile Processing (1996 – 2006)***Melrose-Wakefield Hospital Campus***

Led daily operations, staff development, program development, budget development, materials management, infection control, and regulatory compliance. Replaced and upgraded washer / decontamination units and sterilizers. Introduced new sterilization technology and monitoring systems. Provided biological tracking updates and conducted inventory ordering and tracking activities. Conducted annual in-service training to central sterile processing (CSP) employees, hospital support staff, contracted vendors, and local Fire Department on the Ethylene Oxide Safety Plan. Served as the hospital's administrative lead and community liaison for all drill response activities. Reduced labor time and redundancies after establishing and executing procedures.

- Maximized compliance by redesigning workflow, staffing patterns, and equipment renovation.
- Developed and implemented department safety training and work process competencies system-wide.
- Created and coordinated an alternate off-campus worksite for surgical supplies and equipment.
- Initiated the preparation of department for three successful Joint Commission surveys.

EDUCATION

Philadelphia University, Philadelphia, PA
Northeastern University, Boston, MA

Master of Science Healthcare Disaster Medicine and Management
Bachelor of Science in Nursing

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

HONORS AND AWARDS

Dean's Citation Award in Health Professions and Science • Hodgkinson Award for Academics and Leadership

PROFESSIONAL DEVELOPMENT

Advanced Cardiac Life Support (ACLS) Certification | American Heart Association (AHA)
 Basic Cardiac Life Support (BCLS) Certification | American Heart Association (AHA)
 Nurse Leader Master Class | Organization of Nurse Leaders (ONL)
 Coursework toward Master of Science in Leadership/Healthcare Administration | Northeastern University
 Emergency Management Programs | Federal Emergency Management Agency (FEMA)

PROFESSIONAL AFFILIATIONS

Organization Nurse Leaders (ONL) 2020-present
 Society of Gastroenterology Nurses and Associates, Inc. (SGNA): 1999–Present
 Association of Perioperative Registered Nurses (AORN): 1976–Present
 Massachusetts Association of Emergency Management Professionals (MAEMP): 2011–2019
 International Association of Emergency Managers (IAEM): 2011–2017
 Alpha Sigma Lambda National Honor Society
 Sigma Theta Tau National Honor Society
 Golden Key National Honor Society

COMMUNITY EXPERIENCE

Evaluator/Facilitator, Harvard School of Public Health Emergency Preparedness & Response Exercise Program (EPREP)
 Foster and Adoptive Parent, Department of Children and Families
 Volunteer to numerous state and local election campaigns as well as to hospital committees and task forces

Additional Experience Available on Request



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: August 16, 2021
Subject: Appointment of Gwendolyn Orford to the Conservation Commission
Order #: ORDER-2022-8

Appointment of Gwendolyn Orford. 28 Otis St., to the Conservation Commission; said term to expire on the last day of February 2024.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Robb Stewart, Ward 3
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Gwendolyn Orford

WORK EXPERIENCE

Merrimack College | Coordinator of Visitor Services | N Andover, MA Nov. 2020 – present

- Greet and welcome visitors and provide them with a positive impression of Merrimack College
- Guiding potential visitors via phone and email through our visit options and scheduling them for the best fit
- Manage the Welcome Center email and live chat software
- Maintain the Welcome Center Budget data sheet
- Assist prospective students through the application process or direct the students to the appropriate person
- Participate in signature admission events

The Trustees of Reservations | Event Assistant | Southborough, MA Sept. 2020 – March 2021

- Assistant with events, part-time, to raise environmental awareness and money for a non-profit organization that conserves, preserves, and rehabilitates environmental and historic places around Massachusetts

Moonstones | Manager | Chelmsford, MA May 2019 – March 2020

- Managed and oversaw the flow of the restaurant to minimize and eliminated problems that may have arisen in the front and back of the restaurant
- Attended weekly meetings to discuss staff needs, budgeting issues, and marketing opportunities
- Updated and analyzed the Sales and Labor report and other data-tracking sheets
- Answered incoming phone issues and resolved issues with customers or redirected the call to the appropriate person
- Lead a positive customer experience by following up with guests via email about their dining experiences
- Organized events in our private function areas and corresponded with event hosts
- Restructured training materials and facilitated with training of new hires

Moonstones | Server | Chelmsford, MA May 2016 – July 2017, Dec. 2018 – March 2020

- Developed rapport quickly with guests for the best experience
- Executed large-scale parties of up to 200 guests

EDUCATION AND CERTIFICATIONS

Merrimack College | North Andover, MA Anticipated completion: May 2023
Master of Public Affairs

American University | Washington, DC Dec. 2018
Master of Science in Sustainability Management GPA: 3.90

University of Massachusetts, Amherst | Amherst, MA May 2016
Bachelor of Arts in Anthropology GPA: 3.708 –cum laude
Certificate in Public Policy with a Concentration in Environmental Policy

VOLUNTEER EXPERIENCE

Westford Recycling Commission | Intern | Westford, MA May 2016 – July 2017

- Researched policies and grants and created a cost-benefit analysis for a Buy-Recycled Policy for Westford municipal offices
- Drafted the policy based on research and conversations with the municipal department heads
- The Buy-Recycled Policy passed the Westford Board of Selectmen on November 28th, 2017 as submitted

Green Office Program | Fellow | Amherst, MA Jan. 2016 – May 2016

- Collaborated with the UMass Amherst Sustainability Office to complete a fellowship
- Consulted with twenty campus offices
- Increased environmental awareness through education opportunities with office workers
- Lowered the carbon footprint of UMass Amherst with energy, water, and waste reduction practices within each office

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

The Mary's Community Thrift Store | Volunteer | Westford, MA

June 2016 – Aug. 2016

- Formulated the most sustainable and cost-effective solutions for waste and packaging options at new facility

SKILLS

- Familiar and comfortable with correspondence via phone, email, Zoom, Google Hangouts, Microsoft Teams
- Proficient with Slate CRM software
- Proficient with Microsoft Office
- Customer service
- Qualitative and quantitative research

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

HEALTH

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4130

DENISE SLANE

To: Mayor Paul Brodeur
From: Denise Slane
Meeting Date: August 16, 2021
Subject: Health Department Grants
Order #: ORDER-2022-3

To the City Council,

The Health Department requests that the City Council accept two (2) grant renewals from AFDO (Association of Food and Drug Officials). The first one in the amount of Two Thousand Five Hundred Dollars (\$2,500.00) and the second in the amount of Two Thousand Seven Hundred and Seventy Five Dollars (\$2,775.00).

The first grant for \$2,500.00, will be used for risk factor tracking that will review our current FDA grant is on track. (Project Period - July 5, 2021 to March 25, 2022)

The second grant for \$2,775.00, will be used for Professional Development for the Inspector to attend training for industry updates and AD Certifications. (Project Period - August 1, 2021 to December 21, 2021)

By this correspondence I am requesting that the City Council authorize Elaine Silva (Interim Health Director), to be taken over by the new Health Director once hired, and Coral Hope (Senior Health Inspector) to execute the renewal of the two (2) grant awards and to disperse the funds in accordance with the objectives and requirements of the grant programs.

Respectfully,

Elaine Silva
Interim Health Director

FINANCIAL IMPACT:None

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

RESULT: PASSED [UNANIMOUS]
MOVER: Jeff McNaught, Ward 2
SECONDER: Leila Migliorelli, At-Large
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



ASSOCIATION OF FOOD
& DRUG OFFICIALS
SINCE 1896

July 2, 2021

Grant Number: G-T-2106-09460

Project Title: Food Protection Program Training

Award Value: \$2,775.00

Project Period: August 1, 2021 to December 31, 2021

Coral Hope
Melrose Health Department
562 Main St
Melrose, Massachusetts 02176

Dear Coral Hope:

We have approved your application for Food Protection Program Training as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Melrose Health Department to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

#	Report Dates	Report Type
1	February 14, 2022	Cat 3 Training Final Report

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- The grantee must complete the full scope of work and all tasks outlined in the approved grant application by December 31, 2021 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.
- Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being

- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after December 31, 2021. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: http://afdo.org/fda_vnrfrps.

The amount of \$2,775.00 represents the full amount of funds to which you are entitled.

This is the final year of a multi-year cooperative agreement, therefore, no extensions to the project period can be allowed. Grants will be canceled if not completed by the project end date.

Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

This project is supported by the Food and Drug Administration (FDA) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award U18FD005850 totaling \$2,400,000 with 100 percent funded by FDA/HHS. The contents are those of the author and do not necessarily represent the official views of, nor an endorsement, by FDA/HHS, or the U.S. Government.

The Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a sub award under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Steven Mandernach
Executive Director
Association of Food and Drug Officials
155 W. Market St.
3rd Floor
York, PA 17401

AFDO Programmatic Point of Contact:

Cathy Hosman
retailstandards@afdo.org
(717) 814-9873

Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Jenice Butler (jenice.butler@fda.hhs.gov)

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



ASSOCIATION OF FOOD
& DRUG OFFICIALS
SINCE 1896

June 30, 2021

Grant Number: G-SP-2106-09462

Project Title: completion of a self assement

Award Value: \$2,500.00

Project Period: July 5, 2021 to March 25, 2022

Coral Hope
Melrose Health Department
562 Main St
Melrose, Massachusetts 02176

Dear Coral Hope:

We have approved your application for completion of a self assement as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Melrose Health Department to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

#	Report Dates	Report Type
1	May 15, 2022	Cat 1 Self-Assessment Final Report

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- The grantee must complete the full scope of work and all tasks outlined in the approved grant application by March 25, 2022 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.
- Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

completed.

- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after March 25, 2022. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: http://afdo.org/fda_vnrfrps.

The amount of \$2,500.00 represents the full amount of funds to which you are entitled.

This is the final year of a multi-year cooperative agreement, therefore, no extensions to the project period can be allowed. Grants will be canceled if not completed by the project end date.

Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

This project is supported by the Food and Drug Administration (FDA) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award U18FD005850 totaling \$2,400,000 with 100 percent funded by FDA/HHS. The contents are those of the author and do not necessarily represent the official views of, nor an endorsement, by FDA/HHS, or the U.S. Government.

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We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Steven Mandernach
Executive Director
Association of Food and Drug Officials
155 W. Market St.
3rd Floor
York, PA 17401

AFDO Programmatic Point of Contact:

Cathy Hosman
retailstandards@afdo.org
(717) 814-9873

Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Jenice Butler (jenice.butler@fda.hhs.gov)
Daniel Lukash (daniel.lukash@fda.hhs.gov)

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

CITY COUNCIL

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4116

KRISTIN FOOTE

City Clerk

To: Mayor Paul Brodeur
From: Kristin Foote
Meeting Date: August 16, 2021
Subject: Parks Commission Update
Order #: ORDER-2022-11

BE IT ORDERED that the Parks Commission appear before the City Council to provide and update on public parks and open spaces in the City of Melrose.

In Particular, this order seeks information regarding the status and planning of ongoing and future projects under the purview of the commission including, but not limited to, the Lebanon Street Park, Adaptive Park, the Pickle Ball Court, and any other projects or items that the Commission deems relevant on which to report.

Submitted By

Councilor Mark D. Garipay, Ward 4

Councilor Cory Thomas, Ward 7

FINANCIAL IMPACT:N/a

RESULT:	PLACED ON FILE [UNANIMOUS]
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

PARK COMMISSION

City Hall, 562 Main Street

Melrose, MA 02176

Telephone - 781-662-0210

JOAN BELL

Superintendent

To: Mayor Paul Brodeur
 From: Joan Bell
 Meeting Date: September 13, 2021
 Subject: Acceptance of FY22 Mass Urban Agriculture Grant
 Order #: ORDER-2022-26

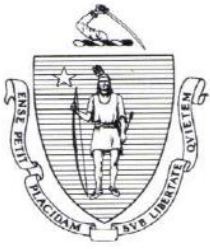
The Park Commission requests acceptance of this grant in the amount of Nine Thousand Three Hundred Thirty Nine Dollars and 00 Cents (\$9,339) to replace 23 gardening beds at 2 Greenleaf Place in Melrose, Massachusetts (also known as Franklin Field) with longer lasting materials and an improved design for enhanced accessibility and critter control.

Said funds to be transferred into a dedicated fund account to be established by the Auditor's Office. There is no match requirement for this grant, and the project will not have any impact to the FY22 budget.

FINANCIAL IMPACT:N/A , No Match required

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CHARLES D. BAKER
GOVERNOR

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

KARYN E. POLITO
LIEUTENANT GOVERNOR

August 5, 2021

Dear Joan,

Congratulations! I am pleased to notify you that The City of Melrose has been awarded an Urban Agriculture grant of \$9,339.00. I want to thank you for your commitment to increasing the opportunities for your community to garden, creating new food access points. Through this funding and your continued work, we hope to expand access to healthy, nutritious food for all families in the Commonwealth.

You will be receiving further instructions on next steps, and please feel free to me at any time if you have any questions.

Best regards,

Rose Arruda
Massachusetts Department of Agricultural Resources
rose.arruda@state.ma.us

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Section 2:

Summary: The main goal is to replace 23 gardening beds at 2 Greenleaf Place (Franklin Field) in Melrose, Massachusetts with longer lasting materials and an improved design for enhanced accessibility and critter control. Additionally, we'd like to invest in additional tools and infrastructure and purchase beneficial microorganisms for use in the community garden. ~~Finally, we'd like to purchase supplies for the Melrose seed library and host educational seminars on gardening topics for both children and adults.~~ The total amount requested is ~~\$9,607.30~~ ^{9340.22} *SB*

Section 3:

Part A: Detailed Project Description

1. Project Description: Describe purpose/objectives/scope of work for all tasks and a detailed timeline with milestones for all phases of the project, in monthly increments. Address all of the criteria outlined in Section G: Evaluation Criteria on Page 8-9. Also provide information regarding water and electricity availability for this project.

Background

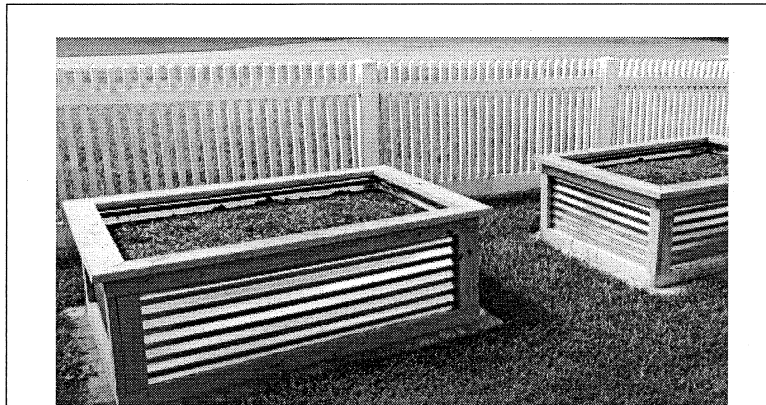
The Melrose community garden was initially constructed in 2017 and further expanded for the start of the 2018 and 2021 growing seasons. It is located at Franklin Field in Melrose, Massachusetts. Currently, the garden has 38 garden beds; four of the beds are dedicated to the McCarthy House, a high-rise elderly housing development (667 program) in Melrose. Additionally, two of the beds are dedicated for seed saving initiatives and we hope to stock the Melrose seed library and become more self-sufficient in supplying their catalog of seeds. Interested Melrose residents are placed on a waiting list until a plot becomes available and a yearly gardening fee is assessed for each plot. The McCarthy House beds are divided among residents and are provided at no cost to these residents.

The original garden beds are starting to show extensive wear and in an effort to preserve access to the community garden we propose to use this grant to replace the 23 beds constructed in 2017 and 2018 with more robust material that has the potential to last many more years. Additionally, funds are proposed for enhancing the tools, auxiliary infrastructure of the garden, and providing access to organic gardening pest control methods. Finally, we'd like to use funds to further the Melrose seed library initiatives as well as more gardening educational initiatives in Melrose. The detailed plan is described below and the associated costs are summarized in the following tables.

Garden Bed Construction

We plan to replace the 23 garden beds with a similar 4 feet wide x 12 feet long x 2 feet tall beds. This provides a similar foot print to the existing beds but with a slightly higher bed. This will provide improved ergonomics for gardening and we hope this will engage senior and less mobile gardeners. Additionally, the flat tops allow gardeners a place to sit while tending to their vegetables. We hope the enhanced height will deter animals from coming into the beds.

The bed design is based upon a DIY plan found on-line and will be further adapted to meet our needs. In order to save on the cost of lumber and other building supplies we anticipate using galvanized metal with an HDPE recycled plastic frame. We anticipate the choice of these materials will enable a robust bed that lasts for many years.



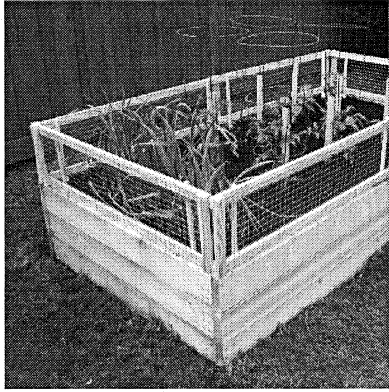
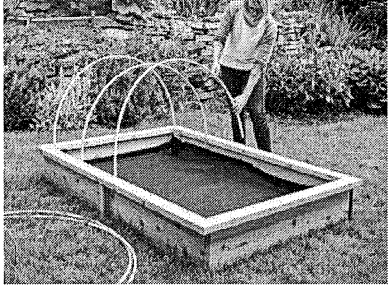
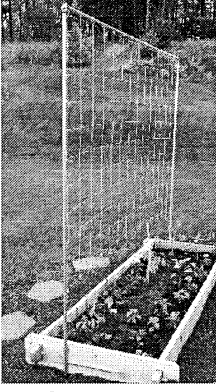
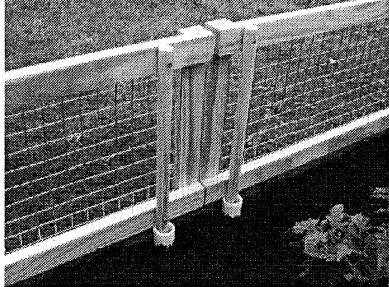
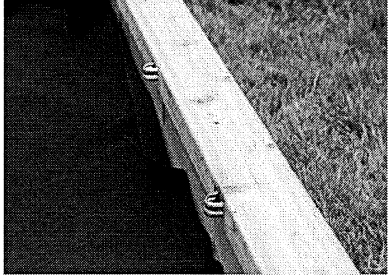
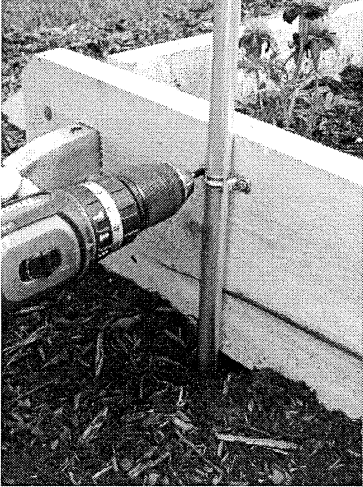
Beds will be scaled to 4'x12'x2' beds.

Reference: <https://www.protocolreviews.com/how-to-make-raised-garden-bed/>

We will also add piping conduit within the bed to facilitate the construction of season extension equipment, critter control fencing or a trellis. To realize this goal, two feet long EMT pipes will be installed on the inside of the bed every 3 feet for the 12 foot length of the bed and 2 installed along the 4 foot length of the bed. This provides a conduit for which smaller pipes can be easily slipped in or directly attached with pipe connection. Thus, this provides a universal connecting point for a variety of options as shown in the pictures below. The actual cost of these attachments will be covered by the garden or other entity (for the fence), or the plot's renters (hoops/trellis).

Fence	Season Extension Hoops	Trellis System
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	 *Instead of sliding hoops into the metal brackets the hoops will slide into conduit pipe sleeves as shown in fence figure	 *Instead of directly attaching the trellis to the side of the bed, the piping sleeve built within the bed will allow for an attachment point for the trellis.
Reference: https://www.finegardening.com/article/diy-raised-bed-removable-pest-gate	Reference: https://www.quartoknows.com/blog/quartohomes/raised-bed-garden-mini-hoop-house	Reference: https://dengarden.com/gardening/How-to-Build-a-Simple-Trellis-for-a-Tomato-and-Vegetable-Garden

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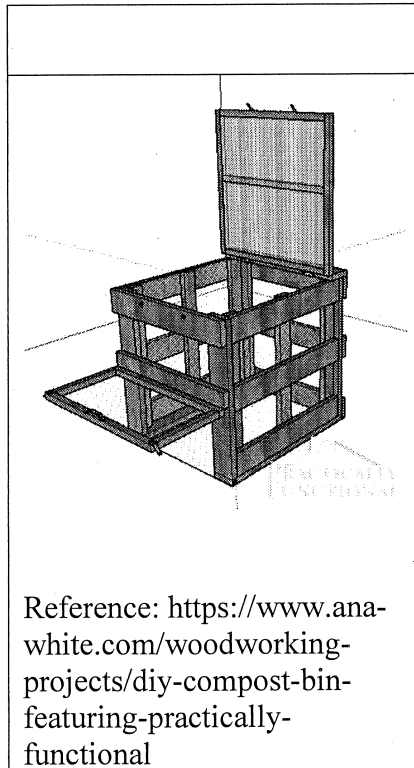
Additional Tools and Infrastructure

We'd also like to secure funding to upgrade some infrastructure and purchase additional tools for the garden space. The procurement of a wheelbarrow/garden cart that has 2 wheels rather than the traditional single wheel system will allow our older gardeners more independence with carrying out garden tasks. This two-wheel system will help folks more easily balance loads. We'd also like to add a simple outdoor vertical storage closet where we can store larger tools such as rakes and hoses. With the increased number of gardeners, we also recognize that 2 additional hand shovels are needed to accommodate more simultaneous planting. The procurement of a rake will assist in leaf

clean-up in the fall. Finally, we'd like to add an ADA accommodate picnic table under the tree at the garden where patrons can stop and share a meal with family and fellow garden members.

Soil Care

As we assess hurdles for adoption of gardening and seed starting within our members we know the educational seminars are only 1 portion of the tools needed to embrace gardening. One important component of starting and growing plants is finding suitable containers to grow them. To this goal, we propose the construction of 2 "take a pot, leave a pot" bins that would be distributed around Melrose. This would provide homes for Melrose community members who have excess pots from purchased seedlings to leave them to be reused by other community members looking to start seeds. This provides not only the benefit of facilitating seed starting but also keeps these valuable pots out of our recycling/landfill waste streams.



Reference: <https://www.ana-white.com/woodworking-projects/diy-compost-bin-featuring-practically-functional>

Timeline:**September 2021**

Week 2-3: Construct a prototype bed to ensure that further mass production will result in the successful construction of the beds

October 2021:

Week 1: Ensure that garden clean up from the previous season has occurred and begin demolition of original garden beds.

Week 2: Cut all pieces needed for the 23 beds

Week 3-4: Install the 23 new garden beds and re-fill garden beds with soil, compost and hay in preparation for winter.

November 2021:

Week 1: Purchase materials needed for seed saving project to commence in January. (Ink, paper, baggies, markers, clips)

April-June 2022

Purchase of the Compost and Salt Marsh Hay

Purchase and installation of additional garden tools and infrastructure

2. 2. Qualifications and Experience: Describe and document relevant qualifications and experience of the applicant organization and the principals that will be involved in the grant funded activity. List relevant work, projects and those of any external partnering entity and demonstrate that the applicant has sufficient, relevant experience and success in developing and operating a large-scale enterprise. List the individuals who will work on the project and the respective roles. If applicable, past awardees must provide a short description on the gains from their award: provide total production in pounds, net profit and revenue increase, as a direct result of past grants from the MUAP.

The Melrose community garden was constructed in 2017 and has been an active gardening community with a current waiting list of over 50 people. The expansion of the garden in 2021 was made possible through a Massachusetts Urban Agriculture Grant. Therefore, we are familiar with the requirements of this grant. The garden will be managed by local volunteers from the Community Garden group. The maintenance of individual plots will be the responsibility of that year's plot owner. The Melrose seed library is currently managed by Melrose volunteers and they will provide oversight and management of the seed library needs. More advanced gardeners will tend to the garden plots with the assistance of more inexperienced gardeners willing to learn more about seed saving. Overall maintenance of the area will continue to remain under control of the Park Department of the City of Melrose. The original Melrose community garden was partially funded by a grant from the Melrose Rotary Association.

3. 3. Permits and Approvals: Proof of all necessary permits and approvals needed and any responsible agencies. Please include documentation of your City's approval for agricultural use.

The garden plots are on City of Melrose owned land. The garden will be managed by local volunteers from the Community Garden group. The maintenance of individual plots will be the responsibility of that year's leases. Overall maintenance of the area will continue to remain under control of the City of Melrose Parks Department.

Part B: Project Budget

1. Provide Budget: Include all costs, an itemized, detailed listing; associated with the scope of work (Items not identified in the application will not be eligible for award). Please list, if applicable, what expenditures are targeted for your matching funds
2. Project funding sources: List all funding sources including matching funding commitments and copies of commitment letters.

Project Budget

Garden Bed Construction

	Description	Cost
Recycled Plastic Lumber Each bed needs (2) 2x6x8 RPL (4) 2x4x12 RPL	2x6x8 RPL= 23 beds x2= 46 2x4x12 RPL= 23 beds x 4 = 92	46x \$24.18=\$1,112.28 92 x \$23.58 = \$2,169.36 Total \$ 3,281.64g
Corrugated Steel Each bed needs (2 feet x 12 feet panel) x 2 panels = (2 feet x 8 feet panel) x 1 panel to cut in half	12 foot panel = 23 beds X 2 panel = 46 panels 4 foot panel = 23 beds x 1 panels =23 panels	12 feet panels ^a 46 panels X \$27.98 = \$1,287 4 feet panels ^b 23 panels X \$18.48 = \$425.04 Total = 1,712.04
Screws	(2) boxes ss propack 385 pc	\$271.72

Electrical Metallic Tubing Pipe (1 inch diameter) Each bed needs 2 feet of EMT pipe x (10 anchor pipes along the length + 4 anchor pipes along the width) = 2*14 anchors = 28 feet of EMT pipe for each bed	28 feet of EMT pipe for each bed X 23 beds = 644 feet of EMT pipe/10 feet pipes = 65 pipes are needed	65 (10 feet pipes) X \$14.95 = \$971.75c
Conduit 2-Hole Straps 14 anchors with 2 straps used per anchor = 28 straps needed per bed	28 straps * 23 beds = 644 straps for all beds 1 in. EMT Conduit 2-Hole Straps (100-Pack)	7 packages of straps X \$32.82 = \$229.74^d
Screws needed for EMT Pipe Installation 28 straps X 2 holes = 56 screws	56 screws * 23 beds = 1,288 screws #8-18 x 3/4 in. Phillips Pan Head Lath Drill Point Screw (600-Pack)	\$22.98 for 600 screws x 2 = 45.96 ^e + \$8.58 for 200 screws ^f \$54.54
Total		\$6,521.43
A. https://www.lowes.com/pd/Metal-Sales-2-5-Corrugated-Utility-2-ft-x-12-ft-Corrugated-Metal-Roof-Panel/1000421435 B. https://www.lowes.com/pd/Union-Corrugating-2-16-ft-x-8-ft-Corrugated-Metal-Roof-Panel/3317582 C. https://www.homedepot.com/p/1-in-x-10-ft-Electrical-Metallic-Tubing-EMT-Conduit-550210000/304229415 D. https://www.homedepot.com/p/BRIDGEPORT-1-in-EMT-Conduit-2-Hole-Straps-100-Pack-1922/314696360 E. https://www.homedepot.com/p/Teks-8-18-x-3-4-in-Phillips-Pan-Head-Lath-Drill-Point-Screw-600-Pack-21525/206025417 F. https://www.homedepot.com/p/Teks-8-x-3-4-in-Phillips-Truss-Head-Self-Drilling-Screws-200-Pack-21504/100182178 G. https://www.markstaar.com/2-x-8-Plastic-Lumber/		

Additional Tools and Infrastructure

Wheelbarrow/garden cart	Gardening cart with 2 wheels for easy balancing	\$269 ^a
Outdoor Vertical Storage	Big Max 2 ft. 6 in. x 4 ft. 3 in. Large Vertical Resin Storage Shed	\$359 ^b

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Picnic table	41 Heavy-Duty ADA Recycled Plastic Hexagonal Picnic Table	\$1,196.97 ^c
Hand Shovels (2)	Two X Ace Wood Handle 12 in. L Hand Trowel	2 x \$6.99 = \$13.98 ^d
Rake (1)	Ace 65 in. L x 24 in. W Steel Rake Fiberglass Handle	\$23.99 ^e
Total		\$1,862.94
A) https://www.gardeners.com/buy/poly-tough-wheelbarrow/8609775.html B) https://www.homedepot.com/p/Rubbermaid-Big-Max-2-ft-6-in-x-4-ft-3-in-Large-Vertical-Resin-Storage-Shed-1887156/204721844#overlay C) https://www.theparkcatalog.com/41-heavy-duty-ada-recycled-plastic-hexagonal-picnic-table D) https://www.acehardware.com/departments/lawn-and-garden/gardening-tools/gardening-hand-tools/71187 E) https://www.acehardware.com/departments/lawn-and-garden/gardening-tools/rakes/7012867		

Soil Care

Compost for fall 2021 for whole garden for winterizing beds	6 cubic yards of compost needed to cover all 38 beds Purchased from Northeast Nursery under town pricing	\$148.50^a
Salt Marsh hay for fall 2021 for whole garden for winterizing beds	6 bales of hay from Russell Farms	(\$15*6)= \$90^b
Total		\$238.50
A) Purchased through town contract price. Estimate based upon prior year purchase. B) Estimate from prior year pricing		

Plant Protection

Plant protection covers to limit cross pollination	UniEco Fabric Plant Cover - Reusable Floating Row Cover - Frost Blanket for Vegetables and Crops, Light Weight 0.55 Oz, 10' x 15'	\$26.35^A
Total		\$26.35
A) https://www.amazon.com/UniEco-Fabric-Plant-Cover-Vegetables/dp/B075TD8WS7		

Summary Overall Spending

Category	Total
Garden Bed Construction	\$6,521.43
Additional tools and storage (as Itemized)	\$1,862.94
Plant Protection	\$26.35
Compost	\$148.50
Salt Marsh Hay	\$90.00
Admin Cost	\$691.00
Grand Total	\$9,340.22

Part C: Project Evaluation

1. Criteria: Define your criteria or proposed methods for evaluating and measuring project success.

The measurement of success for this project is when the community gardeners are able to garden in their newly rebuilt beds, enjoy the use of new tools and infrastructure, attend library educational seminars/programs, and apply organic pest control methods..

2. Long Term Plan: Outline your plan for sustaining the project beyond the grant period.

The garden is currently supported by the yearly dues that Melrose residents pay for a plot (excluding McCarthy House beds). As seen in figure 3, the enclosed space at Franklin field is fully occupied. In order to continue expanding the Melrose community garden other areas within Melrose need to be identified for expansion opportunities and appropriate land-use approvals. New areas would then be presented to the city for consideration. Funding resources such as collected membership dues, follow-up grants from the Melrose Rotary or new grants would all be explored to continue the Melrose community garden in the years to come.

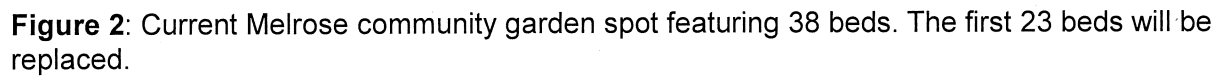
3. Final Report: All applicants accepted for funding will be required to complete a final report evaluating project outcomes and any lessons learned that could be applied elsewhere.

Part D: Attachments

1. Map of Project Area (if applicable);



Figure 1: Melrose community garden location in Franklin Field



5. Documentation verifying the farm has employed a farmer/farm manager for minimum of 3 years (C.G. exempt);

Not applicable

6. IRS 501(C)(3) Certification;

Not applicable

7. Site design plan, if applicable;

See question 1

8. Lease or document of ownership of land that is the subject of the grant;

November 10, 1917 Book #4173, Page 381

9. Proof of permits and approvals needed for completion of project;

Approval of the Melrose Park Commission and the City of Melrose

10. Estimates for water connections for project/site, if applicable; not applicable



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4441

MARGOT FLEISCHMAN

To: Mayor Paul Brodeur
From: Margot Fleischman
Meeting Date: September 13, 2021
Subject: Appointment of Anthony Chui as Health Director
Order #: ORDER-2022-27

I respectfully request that the Honorable City Council confirm the appointment of Anthony Chui as Health Director for the City of Melrose.

FINANCIAL IMPACT:N/A

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

PAUL BRODEUR
Mayor

OFFICE OF THE MAYOR

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

MEMORANDUM

To: City Council President Christopher Cinella
From: Mayor Paul Brodeur
Re: Appointment of Anthony Chui as Melrose-Wakefield Health Director
Date: September 13, 2021

It is my pleasure to submit to you and the Honorable City Council the appointment of Anthony Chui as Health Director for the City of Melrose. This position is shared with the Town of Wakefield.

Mr. Chui holds two Bachelor's degrees in Cellular and Molecular Biology and Applied Statistics from Sonoma State University, and a Master's degree in Public Health, Epidemiology of Infectious Diseases from Yale University. He comes to us from the City of Manchester, New Hampshire, where as the Community Epidemiologist and Public Health Specialist his work focused on community prevention strategies to address disease and health risk behaviors pertaining to opioid/substance misuse. His responsibilities in his prior role also included disseminating public health information and conducting data analysis related to COVID-19 community spread and outbreak investigation.

We are fortunate to have the benefit of Mr. Chui's background in epidemiology and experience on the front lines of the public health response to the COVID-19 pandemic. His technical knowledge, strong educational background, and passion for public health make him an excellent choice to serve the Melrose community. I respectfully request the City Council confirm his appointment as Health Director for the City of Melrose.

Thank you for your consideration.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Anthony Chui

Manchester, New Hampshire, United States



[linkedin.com/in/anthony-chui](https://www.linkedin.com/in/anthony-chui)

Summary

I am an epidemiologist for the City of Manchester with a focus on social determinants of health that affect substance use dynamics and homelessness.

Experience



Public Health Specialist II - Community Epidemiologist

City of Manchester, NH

Jun 2020 - Present (1 year 1 month +)

I am responsible for performing research and assessments on various public health diseases and health risk behaviors that pertain to opioid/substance misuse. I design, implement, and deliver community prevention strategies through evidence-based care and services. I am charged with coordinating the dissemination of information involving the COVID-19 response and performing data analysis related to community spread and outbreak investigations.



Graduate Research Assistant

Hirsch Brain Function Laboratory

Jan 2019 - Jun 2020 (1 year 6 months)

I used Matlab to analyze eye-tracking data attained from social interaction experiments between healthy participants and participants on the autism spectrum. I also performed database management for experiment data across multiple fMRI projects.



Public Health Evaluation Consultant

Love146

Dec 2019 - May 2020 (6 months)

Worked with a group of graduate students at the Yale School of Public Health and Love146 to create an evaluation plan for their outreach program in Madagascar that addresses child trafficking. Created evaluation tools including surveys, questionnaires, and forum theater outlines to guide future evaluations.



Associate Researcher

Yale University School of Medicine

Jan 2019 - May 2020 (1 year 5 months)

I conducted research on possible mitochondrial toxicity effects of antiretroviral HIV therapy drug Dolutegravir in neuroblastoma cells. I used assays including Western blotting, RT-qPCR, FACS, and Seahorse assays.



Director Of Pharmacy

HAVEN Free Clinic

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Dec 2018 - Feb 2020 (1 year 3 months)

I worked directly with patients through education sessions and answering questions regarding medications that are prescribed. I was responsible for developing and executing quarterly quality assurance and quality improvement goals, overseeing scheduling and training of volunteers, researching the most cost effective options of medications for patients, and improving the EHR system. I was tasked with streamlining intra-departmental workflow and inter-departmental collaboration efficiency with the ultimate goal of decreasing patient wait times.

Clinical Trial Coordinator

Yale School of Medicine, Department of Psychology - Alzheimer's Disease Research Unit (ADRU)

Feb 2019 - Sep 2019 (8 months)

Worked on genetic studies that focused on the genetic risk factors associated with increased rates of dementia, cognitive, and functional deterioration in patients with Alzheimer's Disease. Collected data for pre- and post-mental brain function scores, managed patient data, and organized physician contacts for post clinical trial participation follow-up.

Public Health Consultant

Yale New Haven Health

Dec 2018 - Jul 2019 (8 months)

Worked with a team of graduate students at the Yale School of Public Health (YSPH) to conduct mixed-methods research for Yale New Haven Health (YNHH) regarding the government mandated Community Health Needs Assessment (CHNA). Goals included mapping of areas in surrounding townships and connected health systems specifically for access to essential services. Project involved literature review for information about barriers to access such as healthcare, food security, and housing; key informant interviews and qualitative data analysis; and GIS mapping. Results were presented at the American Public Health Association Conference in Philadelphia Fall 2019. Final report was included in the triennial YNHH CHNA.

Research Intern

CONNECTICUT AGRICULTURAL EXPERIMENT STATION, THE

Sep 2018 - Feb 2019 (6 months)

The Connecticut Tick Testing Laboratory provides testing services for human relevant tick-borne diseases and syndromic surveillance. I was tasked with PCR screening ticks that were submitted to the station, in search of the causative agents of Lyme disease, Babesiosis, and Anaplasmosis. I was also responsible for blood meal extraction from public health relevant mosquito specimens.

Research Associate

Sonoma State University

Aug 2016 - May 2018 (1 year 10 months)

Education



Yale School of Public Health

Master of Public Health - MPH, Epidemiology of Infectious Diseases

2018 - 2020

Public Health Modelling Concentration

**Sonoma State University**

Bachelor of Science - BS, Cell/Cellular and Molecular Biology

2014 - 2017

**Sonoma State University**

Bachelor of Arts - BA, Applied Statistics

2014 - 2017

**Montgomery High School**

2012 - 2014

Skills

Leadership • Data Analysis • R • Research • Epidemiology

Honors & Awards**Graduation with Distinction - Sonoma State University Biology Department**

Dec 2017

I was awarded the honor of 'Graduation with Distinction' from the Biology Department of Sonoma State University. I won the award on the basis of strong academic performances in addition to showing leadership in the realm of research. I led a team of undergraduates in Dr. Lisa Bentley's lab and successfully completed a research project involving the study of soils from Peru. Tropical forest ecosystem processes play an important role in global biogeochemical cycles, including the uptake and storage of carbon. However, these processes can be constrained by the supply of rock derived nutrients. We measured the rock derived nutrient availability and the capacity of soils to retain them on the exchange column shifts across a basin-to-tree line elevation gradient in the Andes-Amazon region. We analyzed how elevation and soil depth changes across a landscape. I contributed to the discipline beyond purely academic performance in courses. I believe this award demonstrates my ability to contribute to research at the highest level and is a testament to my work ethic while demonstrating my invaluable leadership qualities. While I completed my Bachelor of Science in a rigorous Molecular and Cell concentration of Biology, I also completed a separate Bachelor of Arts in Applied Statistics, which shows that I am capable of maintaining a balance between academics and research.

**Horstmann Merit Award - Yale School of Public Health**

Aug 2018

Recipients demonstrate strong leadership qualities, outstanding interest and passion for public health and academic achievement.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

Human Resources Department

Polina Latta

Director

platta@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176

(P) 781-979-4146

(F) 781-979-4246

To: City Council
Cc: Mayor Brodeur
From: Polina Latta, Human Resources Director
Re: Melrose-Wakefield Heath Director Recruiting Process
Date: September 7, 2021

- The HR Department used broad and diverse recruiting strategy when recruiting for the Melrose-Wakefield Health Director role. The position was posted in April 2021 and reposted in July 2021 for approximately a month each time, since our initial search did not result in the caliber of qualified candidate needed to fill this role. We used the following sources:
 1. City wide e-mail
 2. City Employment site
 3. LinkedIn
 4. Mass Municipal Association (MMA)
 5. Mass Health Officers Association
 6. The Partnership Inc.
 7. AMARU
 8. NAACP Mystic Valley network
 9. DEI- taskforce networks
- The hiring committee consisted of Melrose Human Resources Director, Wakefield Human Resources Director, current Health Director, one member of the Melrose Board of Health and one member of the Wakefield Board of Health. Resumes were reviewed by the full hiring committees and they conducted the first round of interviews. The second round of interviews was conducted by Mayor Brodeur and Town Administrator Steve Maio.
- Our last job posting resulted in 21 candidates (19 external, 2 internal). Total of 6 candidates were interviewed, and two were recommended for the second interview (one internal and one external candidate).

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- Anthony Chui stood out among the rest of the candidate, with his technical knowledge, strong education and passion for public health.
 - He holds two Bachelor's degrees, one in Cellular and Molecular Biology and one on Applied Statistics. He also earned a Master's in Public Health, Epidemiology of Infectious Diseases from Yale University, where he was recognized for his leadership qualities and academic achievement that includes two publications in Public Health. Anthony demonstrated he can balance academics with professional development. While working on his Master's degree he held consulting and leadership roles in Public and Community Health and academic research.
 - His last position was Community Epidemiologist and Public Health Specialist II with the City of Manchester, New Hampshire, more specifically in the Strategic Initiatives and Quality Improvement department of Public Health. There his focus shifted from creating strategies to address public health diseases and substance misuse to COVID responsiveness and information distribution. Anthony's leadership and communication skills helped him form strong working partnerships with community and state agencies, Public Safety departments, School and City leadership.
 - His strengths lie in his technical knowledge, focus on transparency and measurable results based on accountability framework. He impressed the hiring committee with his strategy to public health: data driven and evidence- based approach, balanced by qualitative analysis and the ability to communicate data to provide meaningful understanding and education to individuals and the community.
 - In Manchester, Anthony also became appointed as the Chair of the Diversity, Equity and Inclusion Committee tasked to improve the wellbeing of the community by increasing diversity in the workforce and adopting a policy driven approach to DEI.

My name is Anthony Chui. I am an epidemiologist by training with several years of experience in the field of Public Health, working primarily on substance use disorders. I hold a Bachelor of Science degree in Molecular and Cell Biology and a Bachelor of Arts degree in Applied Statistics from Sonoma State University in California. Most recently, I attained a Master's in Public Health degree with a focus on infectious disease epidemiology from the Yale School of Public Health. As an epidemiologist, using data to inform decision making has become one of the most important skills to come out of working on both the COVID-19 pandemic and the opioid epidemic. I am well-versed in emergency response and preparedness, coordinating efforts between key stakeholders to best respond to the situation. I am aware of the duties and roles involved as the health director. In my previous organization, I worked with partners across multiple sectors at both the local and State level, including police, fire, and care coordinators. I understand the requirements and I am confident that I will be able to serve both the City of Melrose and the Town of Wakefield.



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: September 13, 2021
Subject: Appointment of Seamus Kelley to the Affordable Housing Trust
Order #: ORDER-2022-28

Appointment of Seamus Kelley, 259 West Emerson St., to the Affordable Housing Trust, for a one-year term, said term to expire the last day of January 2022.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

SEAMUS KELLEY

259 West Emerson Street, Melrose, MA 02176

SUMMARY

Operations and public policy leader with over 15 years of management and decision-making experience with a focus on project management, government affairs, public policy, strategic implementation, and external relations.

CORE ACCOMPLISHMENTS

- Operational lead for the *Health Connector for Business* online and customer service platform that launched in 2017.
- Managed the Health Connector's government relations and community outreach work during the challenging launch of the Health Connector's *Affordable Care Act* compliant website (2013-2015).
- Developed strategies to promote and achieve the legislative, programmatic, and budget priorities of the Executive Office of Housing & Economic Development (EOHED) over four years.
- Recipient of the Governor's Citation for Outstanding Public Service (2014).

PROFESSIONAL EXPERIENCE

MASSACHUSETTS HEALTH CONNECTOR, BOSTON, MA

2013 – PRESENT

ASSOCIATE DIRECTOR OF PROGRAM MANAGEMENT

2015 – PRESENT

Implementation and operations lead for new initiatives that impact the customer experience and meet agency objectives.

- Currently manager of the customer service and operations vendor for the *Health Connector for Business*:
 - Responsibility for high performing front office and back office customer service, including premium billing, enrollment, member escalations, call center, inventory management, and monthly renewals.
 - Led a team of six that manually transitioned ~500 companies to a new IT platform.
 - Developed policies, procedures, communications, and training materials for the customer service and operations vendor to comply with state and federal regulations.
- Launched the Health Connector's 2015 initiative to have walk-in offices located at key community-based partners in Fall River, Lowell, Brockton, and Springfield. Work included designing program model, budget, developing staffing and training plans, and monitoring performance.
- Served on procurement teams that evaluated and selected vendors for marketing, communications, IT implementation, and community outreach.

ASSOCIATE DIRECTOR FOR LEGISLATIVE AFFAIRS

2013 – 2015

Managed legislative, government affairs, and community outreach during a challenging time at the Health Connector when a new eligibility and customer service system failed.

- Oversaw the Health Connector's relationship with the Massachusetts Legislature and other elected officials.
- Represented the Health Connector at weekly status meetings with Governor Deval Patrick's and Governor Charlie Baker's offices to address escalated issues from the Legislature.
- Worked with Governor Deval Patrick's office and House and Senate leadership to handle politically sensitive issues that impacted the Health Connector.
- Coordinated executive-level testimony before several oversight hearings of the Legislature.
- Overhauled the Health Connector's constituent service staff by establishing a centralized database and put new controls in place to track constituent cases.

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- Led the Health Connector's community outreach events in Boston, Fall River, Fitchburg, Springfield and Worcester.

UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL, QUINCY, MA

2011 – 2013

PROJECT MANAGER

Provided project management support to MassHealth to implement the ACA.

- Utilized project management skills to help MassHealth reform its service delivery model for provider credentialing and on-boarding.
- Designed a roadmap to reach ACA compliance by working with MassHealth leadership staff and vendors to create a project schedule and scope to see it through the project's lifecycle.
- Developed critical project management skills, including designing projects, establishing milestones, running meetings, reporting progress and managing risk to meet deliverables in a timely and cost-effective manner.

EXECUTIVE OFFICE OF HOUSING & ECONOMIC DEVELOPMENT, BOSTON, MA

2007 – 2011

LEGISLATIVE DIRECTOR

Advocated for EOHED's legislative and policy agenda, first as the housing and community development lead and then adding the economic development portfolio.

- Executed strategies to achieve EOHED's legislative and budget priorities before the Legislature.
- Coordinated with administration officials, legislators, legislative staff, advocates, businesses, trade associations, non-profits, and other stakeholders to accomplish several high-profile legislative victories, including:
 - *An Act Providing for Job Creation by Small Business* (2010), an omnibus bill that restructure the state's economic and community development incentive programs.
 - *An Act Preserving Publicly Assisted Affordable Housing* (2009), a bill that addressed how communities and developers handle expiring affordable housing deed restrictions.
 - Supplemental funding for the *Emergency Assistance Shelter Program* (2009), a program that houses homeless families.
 - *An Article 87* bill that reorganized the state's homeless services from the Executive Office of Health & Human Services to EOHED (2009).
 - Enactment of \$1.275 billion *Housing Bond Bill* (2008).
- Monitored EOHED's legislative and political outlook, identifying trends and obstacles that the secretariat faced that could have a negative or positive impact on key priorities.

STATE SENATOR HARRIETTE L. CHANDLER, BOSTON, MA

2005 – 2007

LEGISLATIVE DIRECTOR

- Responsible for researching, drafting, and tracking legislation and amendments sponsored by the senator and developing her budget priorities.

U.S REPRESENTATIVE JIM MCGOVERN, WASHINGTON, DC

2002 – 2004

LEGISLATIVE ASSISTANT

- Oversaw all forms of constituent correspondence in the Washington, DC office.
- Coordinated federal funding earmarks and grants for municipalities and non-profits.
- Managed the office's Washington, DC intern program.

EDUCATION

SUFFOLK UNIVERSITY, BOSTON, MA

2009

Masters of Public Administration

THE CATHOLIC UNIVERSITY OF AMERICA, WASHINGTON, DC

2002

Bachelor's Degree, Politics

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

August 17, 2021

Mayor Paul Brodeur
Melrose City Hall
562 Main Street
Melrose, MA 02176

Mayor Brodeur:

Thank you for asking me to serve on the City of Melrose's Affordable Housing Trust Fund, subject to approval by the City Council. Addressing the issue of affordability in Melrose is important for our current and future residents.

I would bring a strong background and interest in housing affordability to this position. For the last year, I have served on the Melrose Housing Production Plan Advisory Committee. The Advisory Committee has helped shape the Housing Production Plan¹, has discussed our current and future affordability challenges with the public, and has reviewed detailed data about the state of affordability in Melrose. In reviewing the data, affordability is a significant challenge for current renters and owners as well as prospective residents.

Additionally, from 2007 to 2011 I served as a legislative director at the state's Executive Office of Housing & Economic Development. In this position I advocated for then Governor Deval Patrick's housing program before the state Legislature. Much of my work was around very low-income housing (i.e., homeless assistance, public housing) and low to moderate-income housing (i.e., state housing bond financing, expiring use restrictions, and Chapter 40B regulations). This work exposed me to the variety of housing types across cities and towns and their funding mechanisms.

Again, thank you for asking me to serve on the City of Melrose's Affordable Housing Trust Fund. If approved it would be an honor. Attached is my resume for your review.

Sincerely,

Seamus Kelley
259 West Emerson Street
Melrose, MA 02176

¹ As of August 17, 2021, the work is not complete.



CITY OF MELROSE

PLANNING/DEVELOPMENT

DENISE GAFFEY

City Planner

City Hall, 562 Main Street

Melrose, MA 02176

Telephone - 781-979-4194

To: Mayor Paul Brodeur
 From: Denise Gaffey
 Meeting Date: September 13, 2021
 Subject: Public Library Renovations
 Order #: ORDER-2022-29

I respectfully request that the Honorable City Council enact the following order:

BE IT ORDERED that the City appropriates \$21,010,000 to pay costs of constructing an addition to and remodeling, reconstructing and improving the Melrose Public Library, including related planning, design, equipment and other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; that the Mayor is authorized to take any other action necessary to carry out this project; and that any premium received upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; provided, however, that the amount of the borrowing authorized by this vote shall be reduced by any grants, gifts or other amounts received by the City for the library project, including, but not limited to, grant amounts from the Massachusetts Board of Library Commissioners and amounts provided by the Board of Trustees of the Melrose Public Library.

The funds borrowed pursuant to this Order will be deposited into Fund 3390.

Sincerely,

Paul Brodeur
 Mayor

FINANCIAL IMPACT: See attached

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

DENISE M. GAFFEY
Director & City Planner

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4190
Fax - (781) 979-4290

MEMORANDUM

TO: Melrose City Council

CC: Mayor Paul Brodeur
Patrick Dello Russo, City Auditor & CFO

FROM: Denise Gaffey, Director of Planning and Community Development

DATE: September 8, 2021

RE: Funding Authorization Order for the Melrose Public Library Project

As you know, the City was recently notified by the Massachusetts Board of Library Commissioners (MBLC) that the Board has approved a provisional grant award for the Melrose Public Library Construction Project in the amount of \$7,993,290. This award is contingent on the City securing the local funding within six months for the project to proceed.

The MBLC Award letter is attached to this funding order along with the following documents that provide important details on the project for the Council's consideration:

- A Memo from Treasurer Kathryn Armata outlining the anticipated sources of funds for this project and providing details on the payment schedule for the bond along with an updated debt model
- The Minutes from the Melrose Board of Library Trustees meeting in July which documents the Board's vote to commit \$2 Million from library trust funds to the Project
- The Cost Estimate for the construction, revised in July to reflect current costs
- The overall Project Budget, which was revised in July to reflect current construction and associated project costs and is estimated to be \$21,010,000
- A portion of the Grant Application submitted in 2017, which documents many of the limitations of the existing building and the goals for the Project
- Design Plans illustrating the building addition and renovation
- A document providing answers to Councilor questions received to date

We are excited to receive this competitive grant award from the MBLC and the significant donation from the Melrose Board of Library Trustees, which together represents almost half of the cost of the Project. We look forward to presenting this information and discussing the Project in more detail at an upcoming meeting of the City Council.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4160
Collector - (781) 979-4120
Fax - (781) 665-6877

To: Mayor Paul Brodeur
Members of the City Council
From: Kathryn Armata
Meeting Date: September 13, 2021
Subject: Library renovation sources of funds

The library renovation will be funded through a variety of channels, including but not limited to grants, donations, and the issuance of a bond.

The projected sources of funds currently anticipated are:

\$ 7,993,290	Massachusetts Board of Library Commissioners (MBLC) Grant
2,000,000	Donation from the Melrose Public Library Trustees
10,821,453	Bond Issuance
<u>195,257</u>	Green Incentive Grant from the MBLC
\$21,010,000	

The project has the potential to attract additional donations and any additional monies raised would reduce the amount of debt required to fund the project. At this time, the projected amount of debt to be issued is \$10,821,453.

Pursuant to Section 56-14 of the City Ordinances, attached is a projection of the principal and interest costs on the bonds proposed to be authorized by the following loan order under consideration by the City Council. The payment schedule attached assumes Bond Anticipation Notes issued for 18 months at an interest rate assumption of 3.25% followed by a bond issuance with a 28 year borrowing term, an interest rate assumption of 5% over the life of the borrowing, and a level debt service payment schedule. The debt service on these bonds will not be paid from an enterprise fund and will have no impact on any enterprise fund rates.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Estimated Debt Service

City of Melrose, Massachusetts

Proposed \$10,821,453 Library Project

BANs dated May 15, 2022 due November 15, 2022 (6 months)

BANs dated November 15, 2022 due November 15, 2023 (one year)

Bonds dated November 15, 2023 (28 years)

Level Debt Service

Interest Estimated and Subject to Change

	Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
BAN	5/15/2022	-	-	-	-	-
	11/15/2022	10,821,453.00	3.250%	175,848.61	175,848.61	-
	6/30/2023	-	-	-	-	175,848.61
	11/15/2023	10,821,453.00	3.250%	351,697.22	351,697.22	-
	5/15/2024	-	-	270,536.33	270,536.33	-
	6/30/2024	-	-	-	-	622,233.55
	11/15/2024	181,453.00	5.000%	270,536.33	451,989.33	-
	5/15/2025	-	-	266,000.00	266,000.00	-
	6/30/2025	-	-	-	-	717,989.33
	11/15/2025	190,000.00	5.000%	266,000.00	456,000.00	-
	5/15/2026	-	-	261,250.00	261,250.00	-
	6/30/2026	-	-	-	-	717,250.00
	11/15/2026	200,000.00	5.000%	261,250.00	461,250.00	-
	5/15/2027	-	-	256,250.00	256,250.00	-
	6/30/2027	-	-	-	-	717,500.00
	11/15/2027	210,000.00	5.000%	256,250.00	466,250.00	-
	5/15/2028	-	-	251,000.00	251,000.00	-
	6/30/2028	-	-	-	-	717,250.00
	11/15/2028	220,000.00	5.000%	251,000.00	471,000.00	-
	5/15/2029	-	-	245,500.00	245,500.00	-
	6/30/2029	-	-	-	-	716,500.00
	11/15/2029	235,000.00	5.000%	245,500.00	480,500.00	-
	5/15/2030	-	-	239,625.00	239,625.00	-
	6/30/2030	-	-	-	-	720,125.00
	11/15/2030	245,000.00	5.000%	239,625.00	484,625.00	-
	5/15/2031	-	-	233,500.00	233,500.00	-
	6/30/2031	-	-	-	-	718,125.00
	11/15/2031	255,000.00	5.000%	233,500.00	488,500.00	-
	5/15/2032	-	-	227,125.00	227,125.00	-
	6/30/2032	-	-	-	-	715,625.00
	11/15/2032	270,000.00	5.000%	227,125.00	497,125.00	-
	5/15/2033	-	-	220,375.00	220,375.00	-
	6/30/2033	-	-	-	-	717,500.00
	11/15/2033	285,000.00	5.000%	220,375.00	505,375.00	-
	5/15/2034	-	-	213,250.00	213,250.00	-
	6/30/2034	-	-	-	-	718,625.00
	11/15/2034	300,000.00	5.000%	213,250.00	513,250.00	-
	5/15/2035	-	-	205,750.00	205,750.00	-
	6/30/2035	-	-	-	-	719,000.00
	11/15/2035	315,000.00	5.000%	205,750.00	520,750.00	-
	5/15/2036	-	-	197,875.00	197,875.00	-
	6/30/2036	-	-	-	-	718,625.00
	11/15/2036	330,000.00	5.000%	197,875.00	527,875.00	-
	5/15/2037	-	-	189,625.00	189,625.00	-
	6/30/2037	-	-	-	-	717,500.00
	11/15/2037	350,000.00	5.000%	189,625.00	539,625.00	-
	5/15/2038	-	-	180,875.00	180,875.00	-
	6/30/2038	-	-	-	-	720,500.00
	11/15/2038	365,000.00	5.000%	180,875.00	545,875.00	-
	5/15/2039	-	-	171,750.00	171,750.00	-
	6/30/2039	-	-	-	-	717,625.00
	11/15/2039	385,000.00	5.000%	171,750.00	556,750.00	-
	5/15/2040	-	-	162,125.00	162,125.00	-
	6/30/2040	-	-	-	-	718,875.00
	11/15/2040	405,000.00	5.000%	162,125.00	567,125.00	-
	5/15/2041	-	-	152,000.00	152,000.00	-
	6/30/2041	-	-	-	-	719,125.00
	11/15/2041	425,000.00	5.000%	152,000.00	577,000.00	-
	5/15/2042	-	-	141,375.00	141,375.00	-
	6/30/2042	-	-	-	-	718,375.00
	11/15/2042	445,000.00	5.000%	141,375.00	586,375.00	-
	5/15/2043	-	-	130,250.00	130,250.00	-
	6/30/2043	-	-	-	-	716,625.00
	11/15/2043	470,000.00	5.000%	130,250.00	600,250.00	-
	5/15/2044	-	-	118,500.00	118,500.00	-
	6/30/2044	-	-	-	-	718,750.00
	11/15/2044	495,000.00	5.000%	118,500.00	613,500.00	-
	5/15/2045	-	-	106,125.00	106,125.00	-
	6/30/2045	-	-	-	-	719,625.00
	11/15/2045	520,000.00	5.000%	106,125.00	626,125.00	-
	5/15/2046	-	-	93,125.00	93,125.00	-
	6/30/2046	-	-	-	-	719,250.00
	11/15/2046	545,000.00	5.000%	93,125.00	638,125.00	-
	5/15/2047	-	-	79,500.00	79,500.00	-
	6/30/2047	-	-	-	-	717,625.00
	11/15/2047	575,000.00	5.000%	79,500.00	654,500.00	-
	5/15/2048	-	-	65,125.00	65,125.00	-
	6/30/2048	-	-	-	-	719,625.00
	11/15/2048	605,000.00	5.000%	65,125.00	670,125.00	-
	5/15/2049	-	-	50,000.00	50,000.00	-
	6/30/2049	-	-	-	-	720,125.00
	11/15/2049	635,000.00	5.000%	50,000.00	685,000.00	-
	5/15/2050	-	-	34,125.00	34,125.00	-
	6/30/2050	-	-	-	-	719,125.00
	11/15/2050	665,000.00	5.000%	34,125.00	699,125.00	-
	5/15/2051	-	-	17,500.00	17,500.00	-
	6/30/2051	-	-	-	-	716,625.00
	11/15/2051	700,000.00	5.000%	17,500.00	717,500.00	-
	6/30/2052	-	-	-	-	717,500.00
		10,821,453.00		10,087,618.49	20,909,071.49	20,909,071.49

Prepared by EIShop Securities Inc.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

CHART - 1
DRAFT
9/8/2021

City of Melrose
Ten Year General Fund Debt Plan Review
Department of Finance

<u>Year</u>	<u>Net Debt</u>	<u>5% Limit</u>	<u>Projected Budget</u>	<u>Percent</u>
2022	\$2,855,696	\$4,550,026	\$91,000,522	3.14%
2023	\$3,317,729	\$4,686,527	\$93,730,538	3.54%
2024	\$3,907,475	\$4,827,123	\$96,542,454	4.05%
2025	\$4,176,286	\$4,971,936	\$99,438,727	4.20%
2026	\$3,952,307	\$5,121,094	\$102,421,889	3.86%
2027	\$3,697,959	\$5,274,727	\$105,494,546	3.51%
2028	\$3,706,015	\$5,432,969	\$108,659,382	3.41%
2029	\$3,495,019	\$5,595,958	\$111,919,164	3.12%
2030	\$3,234,560	\$5,763,837	\$115,276,739	2.81%
2031	\$3,241,280	\$5,936,752	\$118,735,041	2.73%
Totals:	\$35,584,326	\$52,160,950		
Average:	<u>\$3,558,433</u>	<u>\$5,216,095</u>		
Variance:		<u>\$1,657,662</u>		

Note(s): 1. It is the current policy of the City of Melrose that the G/F net non-exempt debt budget equate to approx. 5% of the Operating Budget.

2. The figures proposed can only be "estimates". Actual figures will be developed as interest rates are locked in.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

CHART - 2
DRAFT

**City of Melrose - 5% Debt Limit
Ten Year General Fund Debt Plan Review
Department of Finance**

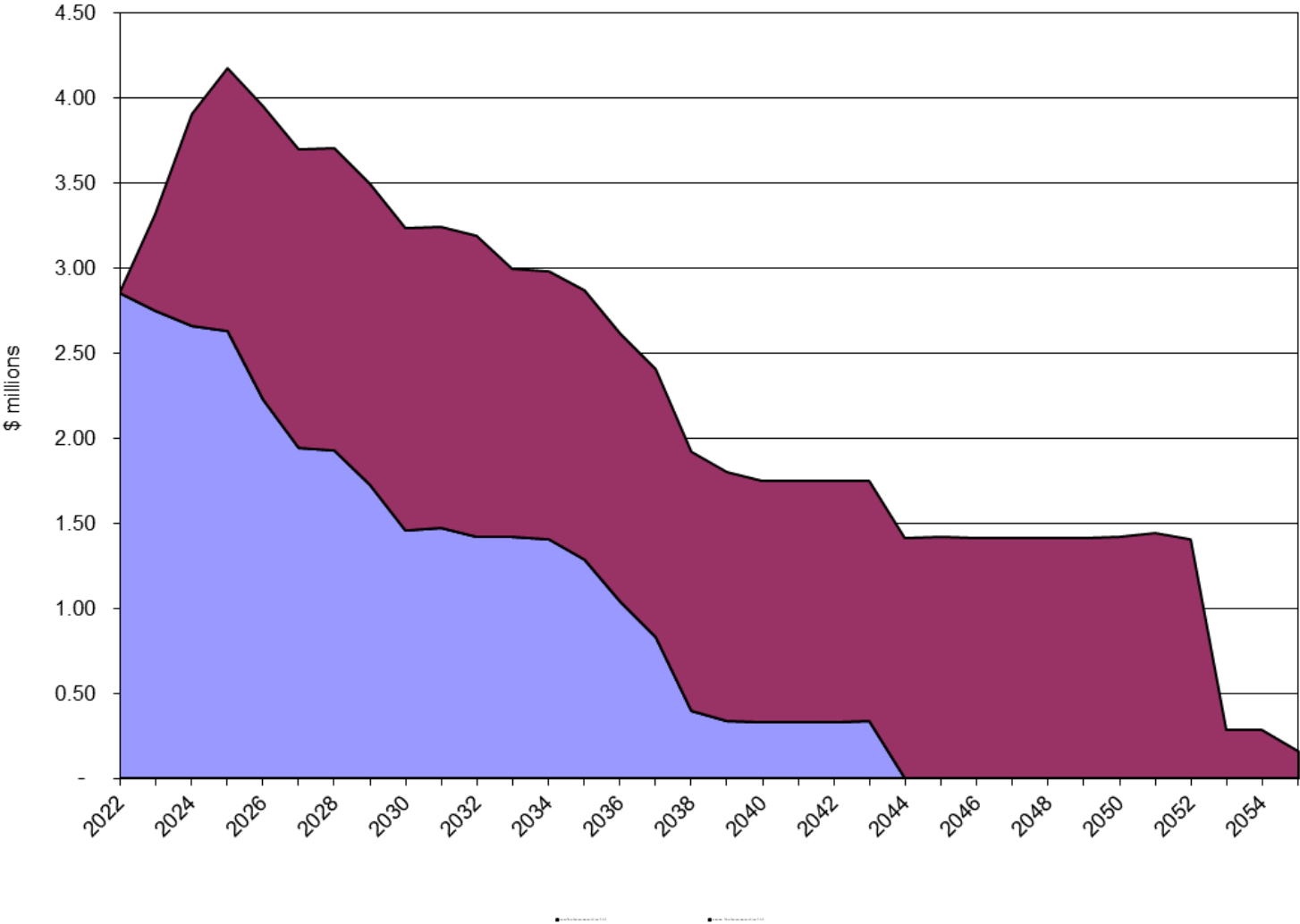
9/8/2021	<u>Year</u>	<u>Net Debt</u>	<u>5% Limit</u>	<u>Variance</u>
Projected				
	2022	\$2,855,696	\$4,550,026	\$1,694,330
	2023	\$3,317,729	\$4,686,527	\$1,368,797
	2024	\$3,907,475	\$4,827,123	\$919,647
	2025	\$4,176,286	\$4,971,936	\$795,650
	2026	\$3,952,307	\$5,121,094	\$1,168,787
	2027	\$3,697,959	\$5,274,727	\$1,576,768
	2028	\$3,706,015	\$5,432,969	\$1,726,955
	2029	\$3,495,019	\$5,595,958	\$2,100,939
	2030	\$3,234,560	\$5,763,837	\$2,529,277
	2031	<u>\$3,241,280</u>	<u>\$5,936,752</u>	\$2,695,473
	Totals:	\$35,584,326	\$52,160,950	
	Average:	<u>\$3,558,433</u>	<u>\$5,216,095</u>	
	Variance:		\$1,657,662	

Note(s): 1. It is the current policy of the City of Melrose that the G/F net non-exempt debt budget equate to approx. 5% of the Operating Budget.

2. The figures proposed can only be "estimates". Actual figures will be developed as interest rates are locked in.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

City of Melrose, Massachusetts
Tax-Supported Debt within Proposition 2 1/2
Actual vs. Proposed



Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



Board of Library Trustees

July 21, 2021 at 7:30 PM

The regular meeting of the Board of Trustees was called to order at 7:33pm. Present were: Trustees Edward W. Waystack III, Carol B. Hoffman, Paul J. Fahey, Nancy F. Kukura, Cathryn M. Mercier, Mark S. Robinson and Director Linda C.W. Gardener. Mayor Paul Brodeur also attended.

One warrant was approved, and trustee invoices were approved and paid. The minutes from the June 15, 2021 meeting were approved, as moved by Paul Fahey and seconded by Nancy Kukura.

There was no correspondence to the Trustees to report. The Director announced that notification of the MBLC grant award had been sent directly to the library to the Director's attention.

MBLC Construction Grant – Library Renovation Costs –

Linda Gardener presented the Trustees with a breakdown of expendable and un-expendable trust funds, as well as restricted vs unrestricted funds. She also discussed the Conditions of Eligibility addressed in the 605 CMR [Code of Massachusetts Regulations] 6.05, which specify that the local funds required to accept the construction grant may include, among other items, (1) municipal appropriations; (2) donations in hand or with binding commitment; and (3) trust monies allocated to the project.

Also presented by the Director was a December 2000 letter regarding the Winchester trust, which specified a desire for the funds to “be used for the maintenance or improvement of the heating, ventilating and air conditioning system...”

The Trustees discussed, with the Mayor, the importance of the library building construction project. A general discussion was held regarding the project overall and the approval process with the City Council. The Mayor left the meeting and further discussion was had regarding the commitment of Trust funds for the project, and the balance between supporting the project and also continuing to have funds to use for the benefit of the library. The Trustees discussed the desire to use trust funds appropriately for large, special projects rather than operational costs more appropriately carried by the City.

After robust conversation, Paul Fahey put forth a motion to commit \$2 million of available trust funds to the library renovation project, pending acceptance of the State MBLC grant and provision of necessary funds for successful completion of the project by the City Council. The motion was seconded by Carol Hoffman, and unanimously approved.

Other business – There was no other business.

The meeting was adjourned at approximately 8:51pm.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



The next meeting is scheduled for Tuesday, September 7, 2021.

Respectfully submitted,

Paul J. Fahey, Clerk

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



PMC LLC
20 Downer Ave
Suite 5
Hingham
MA 02043
(ph) 781-740-8007
(f) 781-740-1012

Schematic Design

Melrose Public Library Renovation and Addition

Melrose, MA

Prepared for:

Tappe Architects

July 21, 2021

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-21

Schematic Design

MAIN CONSTRUCTION COST SUMMARY

		Gross Floor Area	\$/sf	Estimated Construction Cost
EXISTING LIBRARY with ADDITION				
RENOVATE EXISTING LIBRARY		9,742	\$294.80	\$2,871,989
ADDITION TO LIBRARY		19,100	\$382.26	\$7,301,149
REMOVE HAZARDOUS MATERIALS				\$327,400
DEMOLISH WING INCLUDING BASEMENT		13,750	\$15.00	\$206,250
SITework				\$673,468
SUB-TOTAL		28,842	\$394.57	\$11,380,256
DESIGN AND PRICING CONTINGENCY	12%			\$1,365,631
ESCALATION (April 2022 start - 14 month construction)	3%			\$341,408
SUB-TOTAL				\$13,087,295
GENERAL CONDITIONS				\$1,260,000
PHASING PREMIUM ON RENOVATION	2%			\$57,440
SUB-TOTAL				\$14,404,735
BONDS	1.15%			\$165,654
INSURANCE	1.25%			\$180,059
PERMIT				NIC
SUB-TOTAL				\$14,750,448
OVERHEAD AND FEE	5.0%			\$737,522
TOTAL OF ALL CONSTRUCTION		28,842	\$536.99	\$15,487,970
ADD for CMr Delivery			ADD	\$1,170,525

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-21

Schematic Design

This cost estimate was produced from schematic design drawings, dated September 14th, 2016 prepared by Tappe Associates and their design team.

This estimate includes all direct construction costs, General Contractors overhead and profit and design contingency. Cost escalation assumes start dates indicated.

Bidding conditions are expected to be public bidding under 149 of the Massachusetts General Laws to pre-qualified general contractors, and pre-qualified sub-contractors, open specifications for materials and manufactures. If 149a CM at Risk is selected as the procurement method costs will in all likelihood increase from this estimate

The estimate is based on prevailing wage rates for construction in this market and represents a reasonable opinion of cost. It is not a prediction of the successful bid from a contractor as bids will vary due to fluctuating market conditions, errors and omissions, proprietary specifications, lack or surplus of bidders, perception of risk, etc. Consequently the estimate is expected to fall within the range of bids from a number of competitive contractors or subcontractors, however we do not warrant that bids or negotiated prices will not vary from the final construction cost estimate.

ITEMS NOT CONSIDERED IN THIS ESTIMATE

Items not included in this estimate are:

- All professional fees and insurance
- Building Permit costs
- Land acquisition, feasibility, and financing costs
- All Furnishings, Fixtures and Equipment
- Items identified in the design as Not In Contract (NIC)
- Items identified in the design as by others
- Owner supplied and/or installed items (e.g. draperies, furniture and equipment)
- Rock excavation; special foundations (unless indicated by design engineers)
- Utility company back charges, including work required off-site
- Work to City streets and sidewalks, (except as noted in this estimate)

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-21

Schematic Design

GFA

9,830

CONSTRUCTION COST SUMMARY

BUILDING SYSTEM		SUB-TOTAL	TOTAL	\$/SF	%
LIBRARY RENOVATION					
A10	FOUNDATIONS				
A1010	Standard Foundations	\$13,000			
A1020	Special Foundations	\$0			
A1030	Lowest Floor Construction	\$31,875	\$44,875	\$4.57	1.6%
B10	SUPERSTRUCTURE				
B1010	Upper Floor Construction	\$24,320			
B1020	Roof Construction	\$11,250	\$35,570	\$3.62	1.2%
B20	EXTERIOR CLOSURE				
B2010	Exterior Walls	\$261,292			
B2020	Windows/Curtainwall	\$214,980			
B2030	Exterior Doors	\$24,218	\$500,490	\$50.91	17.4%
B30	ROOFING				
B3010	Roof Coverings	\$251,670			
B3020	Roof Openings	\$6,075	\$257,745	\$26.22	9.0%
C10	INTERIOR CONSTRUCTION				
C1010	Partitions	\$147,956			
C1020	Interior Doors	\$41,000			
C1030	Specialties/Millwork	\$166,620	\$355,576	\$36.17	12.4%
C20	STAIRCASES				
C2010	Stair Construction	\$15,000			
C2020	Stair Finishes	\$9,000	\$24,000	\$2.44	0.8%
C30	INTERIOR FINISHES				
C3010	Wall Finishes	\$90,953			
C3020	Floor Finishes	\$106,758			
C3030	Ceiling Finishes	\$57,379	\$255,090	\$25.95	8.9%
D10	CONVEYING SYSTEMS				
D1010	Elevator	\$25,000	\$25,000	\$2.54	0.9%
D20	PLUMBING				
D20	Plumbing	\$73,393	\$73,393	\$7.47	2.6%
D30	HVAC				
D30	HVAC	\$607,428	\$607,428	\$61.79	21.2%
D40	FIRE PROTECTION				
D40	Fire Protection	\$62,401	\$62,401	\$6.35	2.2%

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Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-21

Schematic Design

GFA 9,830

CONSTRUCTION COST SUMMARY

BUILDING SYSTEM		SUB-TOTAL	TOTAL	\$/SF	%
LIBRARY RENOVATION					
D50 ELECTRICAL					
D5010	Electrical Systems	\$378,991	\$378,991	\$38.55	13.2%
E10 EQUIPMENT					
E10	Equipment	\$11,000	\$11,000	\$1.12	0.4%
E20 FURNISHINGS					
E2010	Fixed Furnishings	\$76,575			
E2020	Movable Furnishings	NIC	\$76,575	\$7.79	2.7%
F10 SPECIAL CONSTRUCTION					
F10	Special Construction	\$0	\$0	\$0.00	0.0%
F20 SELECTIVE BUILDING DEMOLITION					
F2010	Building Elements Demolition	\$163,855			
F2020	Hazardous Components Abatement	\$0	\$163,855	\$16.67	5.7%
TOTAL DIRECT COST (Trade Costs)			\$2,871,989	\$292.17	100.0%

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Melrose Public Library
Renovation and Addition
Melrose, MA

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21-Jul-2

Schematic Design

GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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LIBRARY RENOVATION

GROSS FLOOR AREA CALCULATION

Lower Level	3,750
First Floor	3,750
Second Floor	2,330

TOTAL GROSS FLOOR AREA (GFA) 9,830 GSF

A10 FOUNDATIONS

A1010 STANDARD FOUNDATIONS

Infill wall at lower level connection to new, waterproof	200	sf	65.00	13,000	
SUBTOTAL					\$13,000

A1020 SPECIAL FOUNDATIONS

Included in Addition
SUBTOTAL

A1030 LOWEST FLOOR CONSTRUCTION

Patch/level/connect existing slab on grade at Lower level	3,750	sf	8.50	31,875	
SUBTOTAL					\$31,875

TOTAL - FOUNDATIONS \$44,875

B10 SUPERSTRUCTURE

B1010 FLOOR CONSTRUCTION

Seismic support/bracing			assume not required		
Allowance for cutting and patching existing structure for new work	6,080	sf	4.00	24,320	
SUBTOTAL					\$24,320

B1020 ROOF CONSTRUCTION

Seismic support/bracing			assume not required		
Allowance for cutting and patching existing structure for new work	3,750	sf	3.00	11,250	
SUBTOTAL					\$11,250

TOTAL - SUPERSTRUCTURE \$35,570

B20 EXTERIOR CLOSURE

B2010 EXTERIOR WALLS

Miscellaneous repairs, cleaning existing closure	4,514	sf	38.00	171,532	
Allowance to construct new interior wall at level 1 connection to new lobby (col. line F) , match existing exterior wall; assume stone veneer both sides on masonry backup	280	sf	267.00	74,760	
Form/ extend openings in exterior wall for new additions including patching (5 loc)	1	ls	15,000.00	15,000	
SUBTOTAL					\$261,292

B2020 WINDOWS/CURTAINWALL

Restore existing windows, typical	400	sf	150.00	60,000	
Restore existing windows, circle top	530	sf	175.00	92,750	
New windows to match existing, typical	8	sf	225.00	1,800	
New windows to match existing, circle top	48	sf	250.00	12,000	

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	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
LIBRARY RENOVATION							
55	New windows to match existing, circle top at interior entrance lobby	150	sf	250.00	37,500		
56	New backer rod & double sealant	950	lf	11.00	10,450		
57	Wood blocking at new openings	60	lf	8.00	480		
58	SUBTOTAL					\$214,980	
59							
60	B2030 EXTERIOR DOORS						
61	Replace wood/ glazed entrance doors including frame w/ transom and hardware; double door; match existing	1	pr	14,000.00	14,000		
62	Allowance for automatic entry hardware	1	loc	6,500.00	6,500		
63	HM doors, frames and hardware @ extended areaway	1	ea	1,800.00	1,800		
64	Allowance to repaint & repair ETR doors	2	ea	500.00	1,000		
65	Backer rod & double sealant	54	lf	11.00	594		
66	Wood blocking at openings	54	lf	6.00	324		
67	SUBTOTAL					\$24,218	
68							
69	TOTAL - EXTERIOR CLOSURE						\$500,490
70							
71							
72	B30 ROOFING						
73							
74	B3010 ROOF COVERINGS						
75	Sloped roofing						
76	Slate roof system including underlayment and copper flashings etc.	3,955	sf	40.00	158,200		
77	Insulation; nailable	3,955	sf	14.00	55,370		
78	EPDM roof system	170	sf	30.00	5,100		
79	Allowance for work at perimeter fascia/soffit and eaves, including NEW flashings	300	lf	50.00	15,000		
80	Rough blocking	4,125	sf	2.00	8,250		
81	Snow guards allowance	150	lf	65.00	9,750		
82	SUBTOTAL					\$251,670	
83							
84	B3020 ROOF OPENINGS						
85	Allowance to restore existing skylight, 9'x9'	1	ls	6,075.00	6,075		
86	SUBTOTAL					\$6,075	
87							
88	TOTAL - ROOFING						\$257,745
89							
90							
91	C10 INTERIOR CONSTRUCTION						
92							
93	C1010 PARTITIONS						
94	Typical interior partitions	2,556	sf	18.00	46,008		
95	Chase partition, single sided	81	sf	18.00	1,458		
96	Allowance for patching/ furring at removed stacks on level 2	1,820	sf	7.50	13,650		
97	Allowance for miscellaneous infills	400	sf	25.00	10,000		
98	New butt glazed entrance w/ double doors at 1st floor lobby	112	sf	95.00	10,640		
99	Glazed partition at Tech services	84	sf	90.00	7,560		
100	Glazed partition including single sliding door at Conference room & Discovery rooms	168	sf	190.00	31,920		
101	Glass wall at Genealogy, 8' high	224	sf	95.00	21,280		
102	Interior windows/ borrowed lites at Offices	80	sf	68.00	5,440		
103	SUBTOTAL					\$147,956	
104							
105	C1020 INTERIOR DOORS						

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GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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LIBRARY RENOVATION

106	Single leaf door, frame and hardware	15	ea	2,100.00	31,500		
107	Sliding door at Teen room, double	1	ea	4,000.00	4,000		
108	Allowance to repaint & repair ETR doors	2	ea	750.00	1,500		
109	Allowance for glazed panels, vision lites in doors	1	ls	1,500.00	1,500		
110	Allowance for specialty hardware	1	ls	2,500.00	2,500		
111	SUBTOTAL					\$41,000	
112							
113	C1030 SPECIALTIES / MILLWORK						
114	Toilet accessories	1	ls	1,000.00	1,000		
115	Marker boards/tack boards in offices, conference rooms, library and other rooms	9,830	sf	0.30	2,949		
116	Room Signs	9,830	gsf	0.25	2,458		
117	Fire extinguisher cabinets	3	ea	350.00	1,050		
118	Wood paneling/trim at new walls to match existing - allowance	9,830	gsf	10.00	98,300		
119	Allowance to restore ETR fireplace	1	loc	5,000.00	5,000		
120	New library shelving, 3' units						
121	single sided, 2 high	5	ea	450.00	By Others		
122	single sided, 4 high	2	ea	570.00	By Others		
123	single sided, 5 high	11	ea	765.00	By Others		
124	single sided, 6 high	5	ea	900.00	By Others		
125	double sided, 4 high	3	ea	1,170.00	By Others		
126	double sided, 5 high	28	ea	1,365.00	By Others		
127	double sided, 7 high	6	ea	1,950.00	By Others		
128	Display cases @ Level 1	2	loc	2,000.00	4,000		
129	Reference room service desk, curved	8	lf	1,500.00	12,000		
130	Reference room, adjacent casework	5	lf	600.00	3,000		
131	Miscellaneous interior rough blocking throughout building	9,830	sf	1.00	9,830		
132	Miscellaneous metals throughout building	9,830	sf	1.50	14,745		
133	Miscellaneous sealants throughout building	9,830	sf	1.25	12,288		
134	SUBTOTAL					\$166,620	

TOTAL - INTERIOR CONSTRUCTION

\$355,576

C20 STAIRCASES

C2010 STAIR CONSTRUCTION

Allowance to upgrade stair railings	1	flt	15,000.00	15,000		
SUBTOTAL					\$15,000	

C2020 STAIR FINISHES

Allowance to repair/ replace existing stair finishes	1	flt	9,000.00	9,000		
SUBTOTAL					\$9,000	

TOTAL - STAIRCASES

\$24,000

C30 INTERIOR FINISHES

C3010 WALL FINISHES

Ceramic wall tile, 8' high	240	gsf	28.00	6,720		
Paint to new walls	5,593	sf	1.00	5,593		
Allowance to patch and paint existing walls to remain; plaster patching etc.	9,830	gsf	5.00	49,150		
Allowance to paint ETR woodwork and trim	9,830	gsf	3.00	29,490		

Melrose Public Library
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GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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LIBRARY RENOVATION

159	SUBTOTAL					\$90,953	
160							
161	C3020 FLOOR FINISHES						
162	Allow to prep for new floors	5,342	gsf	3.50	18,697		
163	Carpet	1,008	sf	6.00	6,048		
164	Wood, new at Level 1	1,080	sf	20.00	21,600		
165	Wood, refinish at Level 2	1,820	sf	7.00	12,740		
166	Ceramic tile	70	sf	30.00	2,100		
167	VCT	1,034	sf	5.00	5,170		
168	Polished concrete	1,375	sf	12.00	16,500		
169	Concrete sealer at MEP areas	775	sf	1.50	1,163		
170	Tile base	30	lf	16.00	480		
171	Allowance for new bases; wood or similar to match existing	1,590	lf	14.00	22,260		
172	SUBTOTAL					\$106,758	
173							
174	C3030 CEILING FINISHES						
175	New gwb ceilings/patch ETR, allowance	6,127	sf	7.00	42,889		
176	New ceiling in Level 2 @ removed stacks	1,035	sf	14.00	14,490		
177	SUBTOTAL					\$57,379	
178							
179	TOTAL - INTERIOR FINISHES						\$255,090
180							
181							
182	D10 CONVEYING SYSTEMS						
183							
184	Decommission existing elevator	1	ls	25,000.00	25,000		
185	SUBTOTAL					25,000	
186							
187	TOTAL - CONVEYING SYSTEMS						\$25,000
188							
189							
190	D20 PLUMBING						
191							
192	D20 PLUMBING, GENERALLY						
193	<u>Equipment</u>						
194	Minor work to existing equipment to accommodate new	9,830	sf	0.50	4,915		
195	<u>Plumbing Fixtures</u>						
196	Water Closet	1	ea	1,200.00	1,200		
197	Lavatory	1	ea	1,000.00	1,000		
198	Miscellaneous fixtures not defined	1	ls	5,000.00	5,000		
199	<u>Domestic Water Piping</u>						
200	Copper pipe type L with fittings & hangers	9,830	sf	1.25	12,288		
201	<u>Pipe insulation</u>						
202	Pipe insulation	9,830	sf	1.00	9,830		
203	<u>Sanitary Waste And Vent Pipe w/ Hangers</u>						
204	Cast iron pipe with fittings & hangers	9,830	sf	1.50	14,745		
205	<u>Natural Gas Piping</u>						
206	Natural gas pipe with fittings & hangers	9,830	sf	0.50	4,915		
207	<u>Miscellaneous</u>						
208	Demolition	1	ls	12,000.00	12,000		
209	Coring, sleeves & fire stopping	1	ls	4,000.00	4,000		
210	Testing and sterilization	1	ls	2,500.00	2,500		
211	Fees & permits	1	ls	1,000.00	1,000		
212	SUBTOTAL					73,393	
213							
214	TOTAL - PLUMBING						\$73,393
215							
216							
217	D30 HVAC						

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GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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LIBRARY RENOVATION

D30 HVAC, GENERALLY

Heating & cooling equipment

Heating and cooling equipment, air distribution 9,830 sf 18.00 176,940

Air distribution

Air distribution equipment 9,830 sf 5.00 49,150

Exhaust fan

Exhaust fans 9,830 sf 0.50 4,915

Sheet metal & Accessories

Galvanized ductwork with fittings, hangers & Insulation 9,830 sf 15.00 147,450

Piping

Hot Water & Chilled Water Pipe

Heating and cooling piping & insulation 9,830 sf 12.00 117,960

Controls (DDC)

Automatic temperature controls 9,830 sf 7.50 73,725

Balancing

System testing & balancing 9,830 sf 1.25 12,288

Miscellaneous

Demolition 1 ls 15,000.00 15,000

Commissioning support 1 ls 5,000.00 5,000

Coring, sleeves & fire stopping 1 ls 5,000.00 5,000

SUBTOTAL 607,428

TOTAL - HVAC

\$607,428

D40 FIRE PROTECTION

D40 FIRE PROTECTION, GENERALLY

Service equipment 9,830 sf 1.20 11,796

Branch pipe with fittings & hangers 9,830 sf 2.50 24,575

Main pipe with fittings & hangers 9,830 sf 1.00 9,830

Dry system to attic 1 ls 7,000.00 7,000

Miscellaneous

Demolition 1 ls 5,000.00 5,000

Hydraulic calculations 1 ls 1,000.00 1,000

Coring, sleeves & fire stopping 1 ls 2,000.00 2,000

Fees & permits 1 ls 1,200.00 1,200

SUBTOTAL \$62,401

TOTAL - FIRE PROTECTION

\$62,401

D50 ELECTRICAL

D5010 SERVICE & DISTRIBUTION

Normal Power

Service and distribution 9,830 sf 5.00 49,150

Equipment Wiring

Equipment wiring allowance 9,830 sf 2.00 19,660

SUBTOTAL \$68,810

D5020 LIGHTING & POWER

Lighting & Branch Power

Lighting allowance (LED) 9,830 sf 10.00 98,300

Lighting controls

Lighting controls, local, daylight sensing and dimming 9,830 sf 1.20 11,796

Melrose Public Library
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Schematic Design

GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
LIBRARY RENOVATION							
275	<u>Branch devices</u>						
276	Branch devices	9,830	sf	0.65	6,390		
277	<u>Lighting and branch circuitry</u>						
278	Branch & lighting circuitry	9,830	sf	6.00	58,980		
279	SUBTOTAL					\$175,466	
280							
281	D5030 COMMUNICATION & SECURITY SYSTEMS						
282	<u>Fire Alarm</u>						
283	Fire alarm system	9,830	sf	3.50	34,405		
284	<u>Telephone/Data/CATV</u>						
285	Telecommunications rough in & devices and cabling	9,830	sf	4.00	39,320		
286	<u>Security System</u>						
287	Security system including intrusion detection, card access and CCTV	9,830	sf	2.00	19,660		
288	<u>Bi-Directional Amplification System</u>						
289	BDA system	1	ea	10,000.00	10,000		
290	<u>Master Clock & PA System</u>						
291	Master clock and PA system				NIC		
292	<u>Audio/Visual</u>						
293	AV rough-in and power to community rooms (devices and cabling by other)	9,830	sf	1.00	9,830		
294	SUBTOTAL					113,215	
295							
296	D5040 OTHER ELECTRICAL SYSTEMS						
297	<u>Miscellaneous</u>						
298	Demolition	1	ls	10,000.00	10,000		
299	Lightning protection	Assumes not required			NIC		
300	Temp power and lights	1	ls	7,500.00	7,500		
301	Fees & Permits	1	ls	4,000.00	4,000		
302	SUBTOTAL					\$21,500	
303							
304							
305	TOTAL - ELECTRICAL						\$378,991
306							
307							
308	E10 EQUIPMENT						
309							
310	E10 EQUIPMENT, GENERALLY						
311	Staff break room appliances	1	ls	5,000.00	5,000		
312	Electrically operated projection screens in Discovery/Training room and Conference room	1	ls	6,000.00	6,000		
313	SUBTOTAL					\$11,000	
314							
315	TOTAL - EQUIPMENT						\$11,000
316							
317							
318	E20 FURNISHINGS						
319							
320	E2010 FIXED FURNISHINGS						
321	Entry mats & frames	50	sf	55.00	2,750		
322	Window treatments, allow	1	ls	15,000.00	15,000		
323	<u>Lower level</u>						
324	Discovery						
325	counter and wall cabinet	24	lf	500.00	12,000		
326	storage cabinets, full height	2	ea	1,900.00	3,800		

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	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
LIBRARY RENOVATION							
327	Conference room						
328	cabinetry/ credenza	27	lf	650.00	17,550		
329	Staff break room						
330	base cabinet, counter and wall cabinet	13	lf	700.00	9,100		
331	Tech services						
332	base cabinet, counter	11	lf	450.00	4,950		
333	<u>Level 2</u>						
334	Teen room						
335	computer work counter	21	lf	175.00	3,675		
336	Offices				assume FF+E		
337	base cabinet, counter @ copy areas	15	lf	450.00	6,750		
338	Allowance for shelving in storage closets	1	ls	1,000.00	1,000		
339	SUBTOTAL					\$76,575	
340							
341	E2020 MOVABLE FURNISHINGS						
342	All movable furnishings to be provided and installed by owner						
343	SUBTOTAL					NIC	
344							
345	TOTAL - FURNISHINGS						\$76,575
346							
347							
348	F10 SPECIAL CONSTRUCTION						
349							
350	F10 SPECIAL CONSTRUCTION						
351	No items in this section						
352	SUBTOTAL						
353							
354	TOTAL - SPECIAL CONSTRUCTION						
355							
356							
357	F20 SELECTIVE BUILDING DEMOLITION						
358							
359	F2010 BUILDING ELEMENTS DEMOLITION						
360	Demolition of ceilings and floor finishes (selective, as required)	9,830	gsf	3.00	29,490		
361	Demolition of interior walls	350	lf	25.00	8,750		
362	Demolition of interior masonry walls	100	lf	75.00	7,500		
363	Remove doors, frames and hardware	20	ea	200.00	4,000		
364	Remove interior stacks, casework and specialties	9,830	sf	1.00	9,830		
365	Remove glass floor and structural stacks at 2nd floor; including shoring	1,035	sf	30.00	31,050		
366	Remove stair	1	flt	2,500.00	2,500		
367	Allowance for work at existing closure at new window and door opes	5	loc	2,000.00	10,000		
368	Remove existing roof down to deck	4,125	sf	4.00	16,500		
369	Miscellaneous demolition/protection/shoring	9,830	sf	2.00	19,660		
370	MEP demolition; cut and cap with trades	9,830	sf	2.50	24,575		
371	SUBTOTAL					\$163,855	
372							
373	F2020 HAZARDOUS COMPONENTS ABATEMENT						
374	See main summary for HazMat allowance						
375	SUBTOTAL						
376							
377	TOTAL - SELECTIVE BUILDING DEMOLITION						\$163,855
378							

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Melrose Public Library
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Schematic Design

GFA 19,100

CONSTRUCTION COST SUMMARY

BUILDING SYSTEM	SUB-TOTAL	TOTAL	\$/SF	%
NEW ADDITION TO EXISTING LIBRARY				
A10 FOUNDATIONS				
A1010 Standard Foundations	\$162,963			
A1020 Special Foundations	\$177,000			
A1030 Lowest Floor Construction	\$92,684	\$432,647	\$22.65	5.9%
A20 BASEMENT CONSTRUCTION				
A2010 Basement Excavation	\$94,984			
A2020 Basement Walls	\$323,867	\$418,851	\$21.93	5.7%
B10 SUPERSTRUCTURE				
B1010 Upper Floor Construction	\$664,247			
B1020 Roof Construction	\$241,950	\$906,197	\$47.44	12.4%
B20 EXTERIOR CLOSURE				
B2010 Exterior Walls	\$1,085,764			
B2020 Windows	\$406,692			
B2030 Exterior Doors	\$27,840	\$1,520,296	\$79.60	20.8%
B30 ROOFING				
B3010 Roof Coverings	\$160,810			
B3020 Roof Openings	\$3,500	\$164,310	\$8.60	2.3%
C10 INTERIOR CONSTRUCTION				
C1010 Partitions	\$220,949			
C1020 Interior Doors	\$86,900			
C1030 Specialties/Millwork	\$331,310	\$639,159	\$33.46	8.8%
C20 STAIRCASES				
C2010 Stair Construction	\$217,500			
C2020 Stair Finishes	\$47,427	\$264,927	\$13.87	3.6%
C30 INTERIOR FINISHES				
C3010 Wall Finishes	\$70,713			
C3020 Floor Finishes	\$217,378			
C3030 Ceiling Finishes	\$154,383	\$442,474	\$23.17	6.1%
D10 CONVEYING SYSTEMS				
D1010 Elevator	\$180,500	\$180,500	\$9.45	2.5%
D20 PLUMBING				
D20 Plumbing	\$274,000	\$274,000	\$14.35	3.8%

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GFA 19,100

CONSTRUCTION COST SUMMARY

BUILDING SYSTEM	SUB-TOTAL	TOTAL	\$/SF	%
NEW ADDITION TO EXISTING LIBRARY				
D30 HVAC				
D30 HVAC	\$1,136,900	\$1,136,900	\$59.52	15.6%
D40 FIRE PROTECTION				
D40 Fire Protection	\$99,700	\$99,700	\$5.22	1.4%
D50 ELECTRICAL				
D5010 Service & Distribution	\$152,800			
D5020 Lighting & Power	\$340,935			
D5030 Communication & Security Systems	\$250,550			
D5040 Other Electrical Systems	\$15,000	\$759,285	\$39.75	10.4%
E10 EQUIPMENT				
E10 Equipment	\$9,000	\$9,000	\$0.47	0.1%
E20 FURNISHINGS				
E2010 Fixed Furnishings	\$52,903			
E2020 Movable Furnishings	NIC	\$52,903	\$2.77	0.7%
F10 SPECIAL CONSTRUCTION				
F10 Special Construction	\$0	\$0	\$0.00	0.0%
F20 HAZMAT REMOVALS				
F2010 Building Elements Demolition	\$0			
F2020 Hazardous Components Abatement	\$0	\$0	\$0.00	0.0%
TOTAL DIRECT COST (Trade Costs)		\$7,301,149	\$382.26	100.0%

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Melrose Public Library
Renovation and Addition
Melrose, MA

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Schematic Design

GFA

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CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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NEW ADDITION TO EXISTING LIBRARY

GROSS FLOOR AREA CALCULATION

Lower Level	6,200
First Floor	6,500
Second Floor	6,400

TOTAL GROSS FLOOR AREA (GFA)**19,100 sf****A10 FOUNDATIONS****A1010 STANDARD FOUNDATIONS**Strip footings to basement walls - assume 3'-0" x 1'-0"

Excavation	176	cy	20.00	3,520
Store on site for reuse	176	cy	12.00	2,112
Backfill with existing fill	136	cy	14.00	1,904
Remove excess material	40	cy	35.00	1,400
Formwork	680	sf	16.00	10,880
Re-bar	3,400	lbs	1.65	5,610
Concrete material	40	cy	135.00	5,400
Placing concrete	40	cy	90.00	3,600

Strip footings to foundation wall - assume 2'-0" x 1'-0"

Excavation	17	cy	20.00	340
Store on site for reuse	17	cy	12.00	204
Backfill with existing fill	13	cy	14.00	182
Remove excess material	1	cy	35.00	35
Formwork	30	sf	16.00	480
Re-bar	150	lbs	1.65	248
Concrete material	1	cy	135.00	135
Placing concrete	1	cy	90.00	90

Foundation wall

Formwork	120	sf	20.00	2,400
Re-bar	225	lbs	1.65	371
Concrete material	3	cy	135.00	405
Placing concrete	3	cy	150.00	450
Damproofing and insulation to wall and footing	90	sf	7.00	630

Column footings @ Perimeter

Excavation	105	cy	20.00	2,100
Store on site for reuse	105	cy	12.00	1,260
Backfill with existing fill	89	cy	14.00	1,246
Remove excess material	16	cy	35.00	560
Formwork	330	sf	18.00	5,940
Re-bar	2,750	lbs	1.65	4,538
Concrete material	16	cy	135.00	2,160
Placing concrete	16	cy	120.00	1,920
Set anchor bolts grout plates	11	ea	225.00	2,475

Column footings @ Interior

Excavation	101	cy	20.00	2,020
Store on site for reuse	101	cy	12.00	1,212
Backfill with existing fill	79	cy	14.00	1,106
Remove excess material	22	cy	35.00	770
Formwork	288	sf	18.00	5,184
Re-bar	3,900	lbs	1.65	6,435
Concrete material	22	cy	135.00	2,970
Placing concrete	22	cy	120.00	2,640
Set anchor bolts grout plates	6	ea	225.00	1,350

Piers/Pilasters

Formwork	176	sf	22.00	3,872
Re-bar	270	lbs	1.65	446
Concrete material	3	cy	135.00	405
Placing concrete	3	cy	150.00	450

Miscellaneous

Foundations for interior load bearing walls	75	lf	110.00	8,250
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NEW ADDITION TO EXISTING LIBRARY							
64	Interior foundation wall at lower level elevation change	7	cy	1,400.00	9,800		
65	Structural fill to bottom of footings	91	cy	38.00	3,458		
66	Elevator pit, complete	1	ls	35,000.00	35,000		
67	Allowance for stair and ramp construction at lower level	1	ls	15,000.00	15,000		
68	SUBTOTAL					\$162,963	
69							
70	A1020 SPECIAL FOUNDATIONS						
71	Allowance for underpinning along existing foundation system	59	cy	3,000.00	177,000		
72	SUBTOTAL					\$177,000	
73							
74	A1030 LOWEST FLOOR CONSTRUCTION						
75	Gravel fill, 12"	241	cy	45.00	10,845		
76	Rigid insulation; 2" thick	6,500	sf	3.00	19,500		
77	Vapor barrier	6,500	sf	1.10	7,150		
78	Compact existing sub-grade	6,500	sf	0.50	3,250		
79	Mesh reinforcing 15% lap	7,475	sf	1.25	9,344		
80	Concrete - 5" thick	106	cy	135.00	14,310		
81	Placing concrete	106	cy	90.00	9,540		
82	Finishing and curing concrete	6,500	sf	2.75	17,875		
83	Control joints - saw cut	6,500	sf	0.10	650		
84	Isolation joints at columns	88	lf	2.50	220		
85	SUBTOTAL					\$92,684	
86							
87	TOTAL - FOUNDATIONS						\$432,6
88							
89							
90	A20 BASEMENT CONSTRUCTION						
91							
92	A2010 BASEMENT EXCAVATION						
93	Over excavation at existing demolished basement	1,250	cy	25.00	31,250		
94	Fill to grade at old footprint (reuse excavated material)	208	cy	28.00	5,824		
95	Remove excess off-site	1,042	cy	35.00	36,470		
96	Backfill with gravel at perimeter	88	cy	45.00	3,960		
97	Foundation drainage	340	lf	22.00	7,480		
98	Dewatering, allow	1	ls	10,000.00	10,000		
99	SUBTOTAL					\$94,984	
100							
101	A2020 BASEMENT WALLS						
102	Formwork	9,112	sf	20.00	182,240		
103	Re-bar	27,336	lbs	1.75	47,838		
104	Concrete material; 3,000 psi	207	cy	135.00	27,945		
105	Placing concrete	207	cy	120.00	24,840		
106	Waterproofing to basement walls	4,556	sf	9.00	41,004		
107	SUBTOTAL					\$323,867	
108							
109	TOTAL - BASEMENT CONSTRUCTION						\$418,8
110							
111							
112	B10 SUPERSTRUCTURE						
113							
114	B1010 FLOOR CONSTRUCTION						
115	Floor Structure	149	tns				
116	Structural steel; W flange members; allow 16 lbs per sf	103	tns	4,200.00	432,600		
117	Shear studs	2,580	ea	2.50	6,450		
118	Allowance for perimeter deck bent plate, miscellaneous closure angles etc	700	lf	35.00	24,500		
119	Floor Structure	12,900	sf				
120	Metal floor deck	12,900	sf	4.50	58,050		
121	WWF reinforcement	14,835	sf	1.25	18,544		
122	Concrete fill to metal deck	226	cy	135.00	30,510		
123	Place and finish concrete	12,900	sf	3.00	38,700		

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NEW ADDITION TO EXISTING LIBRARY							
124	Rebar to decks	3,870	lbs	1.75	6,773		
125	Miscellaneous						
126	Fireproofing to columns and beams	12,900	sf	2.80	36,120		
127	Fire stopping floors	1	ls	2,000.00	2,000		
128	Allowance ofr expansion joints	1	ls	10,000.00	10,000		
129	SUBTOTAL					\$664,247	
130							
131	B1020 ROOF CONSTRUCTION						
132	Roof Structure - Steel:						
133	Steel beams/Joists; allowance 14 lbs per sf	46	tns	4,200.00	193,200		
134	Roof Structure						
135	Metal roof deck	6,500	sf	4.00	26,000		
136	Concrete fill at roof			assume not required			
137	Miscellaneous						
138	Fireproofing to columns and beams	6,500	sf	3.50	22,750		
139	SUBTOTAL					\$241,950	
140							
141	TOTAL - SUPERSTRUCTURE						\$906,1
142							
143							
144	B20 EXTERIOR CLOSURE						
145							
146	B2010 EXTERIOR WALLS	4,136	sf				
147	Exterior skin	5,888	sf				
148	Thin stone rain screen system	3,871	sf	100.00	387,100		
149	Aluminum cladding	902	sf	75.00	67,650		
150	Precast banding, 12"	191	lf	68.00	12,988		
151	Precast banding, 20"	223	lf	113.56	25,324		
152	Precast sills and headers	187	lf	42.00	7,854		
153	Stone base at exposed basement wall	552	sf	95.00	52,440		
154	6" LGMF	5,336	sf	14.00	74,704		
155	Insulation	5,336	sf	4.00	21,344		
156	Sheathing	5,336	sf	3.50	18,676		
157	Air barrier	5,336	sf	7.50	40,020		
158	GWB to inside face	5,336	sf	3.60	19,210		
159	Furring to interior face of basement wall	4,469	sf	6.00	26,814		
160	Miscellaneous						
161	Additional exterior due to GSF increase	2,100	sf	150.00	315,000		
162	Aluminum soffit system to underside of overhangs	160	sf	104.00	16,640		
163	SUBTOTAL					\$1,085,764	
164							
165	B2020 WINDOWS/CURTAINWALL	2,804	sf				
166	High performance aluminum windows	611	sf	115.00	70,265		
167	Windows at basement level	87	sf	90.00	7,830		
168	Clerestory windows	192	sf	100.00	19,200		
169	Curtainwall	1,914	sf	125.00	239,250		
170	Premium for sun shade devices	162	lf	250.00	40,500		
171	Backer rod & double sealant	1,289	lf	11.00	14,179		
172	Wood blocking at openings	1,289	lf	12.00	15,468		
173	SUBTOTAL					\$406,692	
174							
175	B2030 EXTERIOR DOORS						
176	Glazed entrance door and hardware; double door (in CW frame)	2	pr	9,000.00	18,000		
177	HM doors, frames and hardware- single	2	ea	2,100.00	4,200		
178	Allowance for automatic entry hardware	2	ea	2,500.00	5,000		
179	Backer rod & double sealant	40	lf	11.00	440		
180	Wood blocking at openings	40	lf	5.00	200		
181	SUBTOTAL					\$27,840	
182							
183	TOTAL - EXTERIOR CLOSURE						\$1,520,296

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NEW ADDITION TO EXISTING LIBRARY

B30 ROOFING**B3010 ROOF COVERINGS**

EPDM roof system	6,440	sf	18.00	115,920	
Perimeter aluminum edge and flashings	384	lf	55.00	21,120	
Allowance for flashings/ work at connection or existing	105	lf	50.00	5,250	
Cricket at existing roof	1	ls	5,000.00	5,000	
Rough blocking	1,152	lf	10.00	11,520	
Walk pads	1	ls	2,000.00	2,000	
SUBTOTAL					\$160,810

B3020 ROOF OPENINGS

Allowance for roof vents and hatch	1	ls	3,500.00	3,500	
SUBTOTAL					\$3,500

TOTAL - ROOFING**\$164,3****C10 INTERIOR CONSTRUCTION****C1010 PARTITIONS**

Stair shaft walls	1,292	sf	18.00	23,256	
Elevator shaft wall	1,314	sf	18.00	23,652	
Typical interior partitions	8,104	sf	16.50	133,716	
Chase partition, single sided	1,125	sf	9.00	10,125	
Furring to interior face of exterior wall	600	sf	6.00	3,600	
Interior glazed partitions and borrowed lites	280	sf	95.00	26,600	
SUBTOTAL					\$220,949

C1020 INTERIOR DOORS

Single leaf door, frame and hardware	30	ea	2,100.00	63,000	
Double leaf door, frame and hardware	4	pr	3,900.00	15,600	
Closet doors at storage closets, double leaf	2	pr	1,400.00	2,800	
Allowance for glazed panels, vision lites in doors	1	ls	3,000.00	3,000	
Allowance for specialty hardware	1	ls	2,500.00	2,500	
SUBTOTAL					\$86,900

C1030 SPECIALTIES / MILLWORK

Toilet Partition	3	ea	1,950.00	5,850	
Urinal screen	1	ea	650.00	650	
Toilet accessories	1	ls	7,000.00	7,000	
Marker boards/tack boards in offices, conference rooms, library and other rooms	19,100	gsf	0.30	5,730	
Acoustical wall panels	1	ls	5,000.00	5,000	
Room Signs	19,100	gsf	0.25	4,775	
Building directory	1	loc	3,000.00	3,000	
Bronze dedication plaque	1	loc	2,500.00	2,500	
Fire extinguisher cabinets	6	ea	350.00	2,100	
Wood paneling/trim - allowance	19,100	gsf	3.50	66,850	
New library shelving, 3' units					
single sided, 3 high	8	ea	510.00	By Others	
single sided, 4 high	4	ea	570.00	By Others	
single sided, 5 high	14	ea	765.00	By Others	
single sided, 6 high	2	ea	900.00	By Others	
single sided, 7 high	25	ea	1,140.00	By Others	
double sided, 3 high	7	ea	960.00	By Others	
double sided, 4 high	61	ea	1,170.00	By Others	
double sided, 6 high	57	ea	1,500.00	By Others	
double sided, 7 high	56	ea	1,950.00	By Others	
Circulation service desk, curved	18	lf	1,500.00	27,000	
Circulation service desk, adjacent casework	16	lf	600.00	9,600	
Children's service desk, curved	14	lf	1,500.00	21,000	

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NEW ADDITION TO EXISTING LIBRARY							
247	Children's service desk, adjacent casework	12	lf	600.00	7,200		
248	Janitors closet accessories	3	rms	300.00	900		
249	Glazed balustrade at ramp and stairs	115	lf	600.00	69,000		
250	Handrail at ramp	27	lf	90.00	2,430		
251	Miscellaneous interior rough blocking throughout building	19,100	sf	1.50	28,650		
252	Miscellaneous metals throughout building	19,100	sf	2.00	38,200		
253	Miscellaneous sealants throughout building	19,100	sf	1.25	23,875		
254	SUBTOTAL					\$331,310	
255							
256	TOTAL - INTERIOR CONSTRUCTION						\$639,1
257							
258							
259	C20 STAIRCASES						
260							
261	C2010 STAIR CONSTRUCTION						
262	Feature stair including glass balustrades	2	flt	75,000.00	150,000		
263	Egress staircase; steel pan; including guardrails and handrails	2	flt	32,000.00	64,000		
264	Concrete material in pan infill	4	flt	500.00	2,000		
265	Access ladder to roof	1	ea	1,500.00	1,500		
266	SUBTOTAL					\$217,500	
267							
268	C2020 STAIR FINISHES						
269	Stone to feature stair	211	lfr	140.00	29,540		
270	Stone to feature stair landings	45	sf	65.00	2,925		
271	Rubber to egress stair	211	lfr	22.00	4,642		
272	Rubber to landings	270	sf	16.00	4,320		
273	Paint to staircases	4	flt	1,500.00	6,000		
274	SUBTOTAL					\$47,427	
275							
276	TOTAL - STAIRCASES						\$264,9
277							
278							
279	C30 INTERIOR FINISHES						
280							
281	C3010 WALL FINISHES						
282	Ceramic wall tile, 8' high	1,496	sf	28.00	41,888		
283	FRP in janitor closets	270	sf	14.00	3,780		
284	Paint to walls	26,363	sf	0.95	25,045		
285	SUBTOTAL					\$70,713	
286							
287	C3020 FLOOR FINISHES						
288	Slab mitigation at carpet and resilient floors	12,103	sf	4.00	48,412		
289	Carpet	8,118	sf	6.00	48,708		
290	Ceramic tile	450	sf	30.00	13,500		
291	VCT	730	sf	5.00	3,650		
292	Porcelain tile	1,633	sf	32.00	52,256		
293	Linoleum in 2nd floor Children's area	3,255	sf	7.50	24,413		
294	Tile base	187	lf	16.00	2,992		
295	Wood base	1,594	lf	14.00	22,316		
296	Rubber base	377	lf	3.00	1,131		
297	SUBTOTAL					\$217,378	
298							
299	C3030 CEILING FINISHES						
300	ACT ceilings	12,139	sf	6.00	72,834		
301	GWB ceilings, painted	3,066	sf	14.00	42,924		
302	Wood ceilings at Feature stair	355	sf	55.00	19,525		
303	Allowance for soffits throughout	19,100	gsf	1.00	19,100		
304	SUBTOTAL					\$154,383	
305							
306	TOTAL - INTERIOR FINISHES						\$442,4
307							
308							
309	D10 CONVEYING SYSTEMS						
310							
311	D1010 ELEVATOR						
312	Elevator, 3 stop	1	ea	180,000.00	180,000		

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NEW ADDITION TO EXISTING LIBRARY

Pit ladder	1	ea	500.00	500		
SUBTOTAL						\$180,500

TOTAL - CONVEYING SYSTEMS

\$180,500

D20 PLUMBING

D20 PLUMBING, GENERALLY

Equipment

Water meter	1	ea	3,500.00	3,500		
Backflow preventer	1	ea	3,000.00	3,000		
Plumbing equipment	19,100	sf	1.50	28,650		

Plumbing Fixtures

Water Closet	7	ea	1,200.00	8,400		
Urinal	1	ea	1,400.00	1,400		
Janitor sink	3	ea	1,200.00	3,600		
Lavatory	6	ea	1,000.00	6,000		
Drop in sink	2	ea	950.00	1,900		
Bi-level water cooler	3	ea	3,500.00	10,500		
Floor drain	7	ea	550.00	3,850		
Roof drain w/overflow	4	ea	800.00	3,200		

Domestic Water Piping

Copper pipe type L with fittings & hangers	19,100	sf	4.00	76,400		
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Pipe insulation

Pipe insulation	19,100	sf	1.50	28,650		
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Sanitary Waste And Vent Pipe w/ Hangers

Cast iron pipe with fittings & hangers	19,100	sf	3.00	57,300		
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Storm Drainage, Hubless Cast Iron Pipe

Cast iron pipe with fittings & hangers	19,100	sf	1.00	19,100		
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Natural Gas Piping

Natural gas pipe with fittings & hangers	19,100	sf	0.50	9,550		
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Miscellaneous

Coring, sleeves & fire stopping	1	ls	4,000.00	4,000		
Testing and sterilization	1	ls	2,500.00	2,500		
Fees & permits	1	ls	2,500.00	2,500		

SUBTOTAL						\$274,000
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TOTAL - PLUMBING

\$274,000

D30 HVAC

D30 HVAC, GENERALLY

Heating & cooling equipment

Heating and cooling equipment, air distribution	19,100	sf	16.00	305,600		
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Air distribution

Air distribution equipment	19,100	sf	6.00	114,600		
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Exhaust fan

Exhaust fans	19,100	sf	1.00	19,100		
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Sheet metal & Accessories

Galvanized ductwork with fittings, hangers & Insulation	19,100	sf	15.00	286,500		
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Piping

Hot Water & Chilled Water Pipe

Heating and cooling piping & insulation	19,100	sf	12.00	229,200		
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Controls (DDC)

Automatic temperature controls	19,100	sf	7.50	143,250		
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Balancing

System testing & balancing	19,100	sf	1.50	28,650		
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Miscellaneous

Commissioning support	1	ls	5,000.00	5,000		
Coring, sleeves & fire stopping	1	ls	5,000.00	5,000		

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NEW ADDITION TO EXISTING LIBRARY							
	SUBTOTAL					\$1,136,900	
	TOTAL - HVAC						\$1,136,900
D40	FIRE PROTECTION						
D40	FIRE PROTECTION, GENERALLY						
	Service equipment	19,100	sf	1.00	19,100		
	Branch pipe with fittings & hangers	19,100	sf	3.00	57,300		
	Main pipe with fittings & hangers	19,100	sf	1.00	19,100		
	Miscellaneous						
	Hydraulic calculations	1	ls	1,000.00	1,000		
	Coring, sleeves & fire stopping	1	ls	2,000.00	2,000		
	Fees & permits	1	ls	1,200.00	1,200		
	SUBTOTAL					\$99,700	
	TOTAL - FIRE PROTECTION						\$99,700
D50	ELECTRICAL						
D5010	SERVICE & DISTRIBUTION						
	<u>Normal Power</u>						
	Service and distribution	19,100	sf	6.00	114,600		
	<u>Equipment Wiring</u>						
	Equipment wiring allowance	19,100	sf	2.00	38,200		
	SUBTOTAL					\$152,800	
D5020	LIGHTING & POWER						
	<u>Lighting & Branch Power</u>						
	Lighting allowance (LED)	19,100	sf	10.00	191,000		
	<u>Lighting controls</u>						
	Lighting controls, local, daylight sensing and dimming	19,100	sf	1.20	22,920		
	<u>Branch devices</u>						
	Branch devices	19,100	sf	0.65	12,415		
	<u>Lighting and branch circuitry</u>						
	Branch & lighting circuitry	19,100	sf	6.00	114,600		
	SUBTOTAL					\$340,935	
D5030	COMMUNICATION & SECURITY SYSTEMS						
	<u>Fire Alarm</u>						
	Fire alarm system	19,100	sf	3.50	66,850		
	<u>Telephone/Data/CATV</u>						
	Telecommunications rough in & devices and cabling	19,100	sf	4.00	76,400		
	<u>Security System</u>						
	Security system including intrusion detection, card access and CCTV	19,100	sf	2.00	38,200		
	<u>Bi-Directional Amplification System</u>						
	BDA system	1	ea	50,000.00	50,000		
	<u>Master Clock & PA System</u>						
	Master clock and PA system					NIC	
	<u>Audio/Visual</u>						
	AV rough-in and power to community rooms (devices and cabling by other)	19,100	sf	1.00	19,100		
	SUBTOTAL					250,550	
D5040	OTHER ELECTRICAL SYSTEMS						
	<u>Miscellaneous</u>						
	Lightning protection	Assumes not required				NIC	
	Temp power and lights	1	ls	9,000.00	9,000		
	Fees & Permits	1	ls	6,000.00	6,000		
	SUBTOTAL					\$15,000	
	TOTAL - ELECTRICAL						\$759,285

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NEW ADDITION TO EXISTING LIBRARY

E10 EQUIPMENT**E10 EQUIPMENT, GENERALLY**

Kitchenette equipment	1	ls	3,000.00	3,000		
Electrically operated projection screens in Meeting room and Children's program room	1	ls	6,000.00	6,000		
SUBTOTAL						\$9,000

TOTAL - EQUIPMENT**\$9,000****E20 FURNISHINGS****E2010 FIXED FURNISHINGS**

Entry mats & frames	100	sf	55.00	5,500		
Window treatments, allow	2,804	sf	7.00	19,628		
<u>Lower level</u>						
Kitchenette						
base cabinet, counter and wall cabinet	9	lf	700.00	6,300		
Reference librarian office				assume FF+E		
Circulation work room				assume FF+E		
Shipping & Receiving				assume FF+E		
<u>Level 1</u>						
Copy area in Adult fiction; base cabinet & counter	3	lf	450.00	1,350		
Computer work area in Children's area - counter	15	lf	175.00	2,625		
<u>Level 2</u>						
Children's Program room						
base cabinet, counter and wall cabinet	12	lf	700.00	8,400		
storage cabinets, full height	4	ea	1,900.00	7,600		
Children's librarian office				assume FF+E		
Teen's librarian office				assume FF+E		
Children's department work room				assume FF+E		
Allowance for shelving in storage closets	1	ls	1,500.00	1,500		
SUBTOTAL						52,903

E2020 MOVABLE FURNISHINGS

All movable furnishings to be provided and installed by owner

SUBTOTAL

NIC

TOTAL - FURNISHINGS**\$52,903****F10 SPECIAL CONSTRUCTION****F10 SPECIAL CONSTRUCTION**

No items in this section

SUBTOTAL

TOTAL - SPECIAL CONSTRUCTION**F20 SELECTIVE BUILDING DEMOLITION****F2010 BUILDING ELEMENTS DEMOLITION**

See main summary for demolition of existing buildings

See Summary

SUBTOTAL

F2020 HAZARDOUS COMPONENTS ABATEMENT

See main summary for HazMat allowance

See Summary

SUBTOTAL

TOTAL - SELECTIVE BUILDING DEMOLITION



Melrose Public Library
Renovation and Addition
Melrose, MA

21-Ju

Schematic Design

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
SITEWORK							
G	SITEWORK						
G10	SITE PREPARATION & DEMOLITION						
	Site construction fence/barricades	800	lf	20.00	16,000		
	Parking lot paving	9,600	sf	2.00	19,200		
	Demolish existing sidewalks & ramp	1,720	sf	2.00	3,440		
	Demo and remove existing entry steps and associated rails	3	loc	1,500.00	4,500		
	Demo and remove concrete retaining walls	145	lf	25.00	3,625		
	Miscellaneous demolition/ allowance to protect existing conditions to remain	1	ls	5,000	5,000		
	<u>Site Earthwork</u>						
	Strip topsoil, store	56	cy	18.00	1,008		
	Allowance for minimal regrading	1	ls	5,000.00	5,000		
	Silt fence/erosion control, wash bays, stock piles	250	lf	14.00	3,500		
	Silt fence maintenance and monitoring	1	ls	3,500.00	3,500		
	Dust control/sweeper & water truck	1	ls	15,000.00	15,000		
	<u>Hazardous Waste Remediation</u>						
	Dispose/treat contaminated soils/water				NIC		
	SUBTOTAL					79,773	
G20	SITE IMPROVEMENTS						
	<u>Parking lots</u>						
	Allowance to rebuild parking lots	6,900	sf	10.00	69,000		
	Curbs				Included		
	<u>Pedestrian Paving</u>						
	Concrete paving	2,750	sf				
	gravel base; 8" thick	68	cy	45.00	3,060		
	4" concrete paving	2,750	sf	11.00	30,250		
	Plaza paving	460	sf				
	gravel base; 8" thick	11	cy	45.00	495		
	4" concrete paving	460	sf	11.00	5,060		
	stone paving	460	sf	40.00	18,400		
	<u>Site Improvements</u>						
	Loading area						
	Stair	40	lf	240.00	9,600		
	Ramp	385	sf	30.00	11,550		
	Guardrail	125	lf	290.00	36,250		
	Handrails	8	lf	90.00	720		
	Extend existing areaway						
	New guardrail	38	lf	290.00	11,020		
	Concrete wall , including excavation & backfill	17	lf	890.00	15,130		
	Extend slab	70	sf	40.00	2,800		
	Entry steps (replica of removed stair)						
	New steps with stone tread	116	lf	400.00	46,400		
	Stone paving on concrete slab at landing	65	sf	50.00	3,250		
	Rails	24	lf	300.00	7,200		
	Cheek walls at entry steps						
	Concrete footing and wall	24	lf	440.00	10,560		
	Stone veneer	152	sf	95.00	14,440		
	Stone cap, 24" wide	24	lf	240.00	5,760		
	New traffic signs/road markings	1	ls	1,500.00	1,500		
	Benches at Plaza; 12' long, assume stone	3	ea	8,400.00	25,200		
	Bike racks	4	ea	1,200.00	4,800		
	Trash receptacle	2	ea	900.00	1,800		
	Allowance for prefabricated metal storage shed, 10'x7'	1	ls	6,000.00	6,000		
	New entrance sign, allow	1	loc	20,000.00	20,000		
	<u>Landscaping</u>						
	Soil mix; reuse amended soil from on-site spoils	56	cy	35.00	1,960		

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Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul

Schematic Design

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
SITEWORK							
59	General seeding @ lawn areas	3,000	sf	0.20	600		
60	Planting soil and mulch at new plantings	67	cy	70.00	4,690		
61	New trees along North parking lot	12	ea	1,500.00	18,000		
62	Shrubs and plantings	1	ls	10,000.00	10,000		
63	SUBTOTAL					395,495	
64							
65	G30 CIVIL MECHANICAL UTILITIES						
66	<u>Water supply</u>						
67	New water/fire CLDI: 8"	100	lf	140.00	14,000		
68	Connect to existing line	1	loc	15,000.00	15,000		
69	Wet tap to existing 8" w/T reducers	1	loc	3,500.00	3,500		
70	New fire hydrant	1	loc	2,800.00	2,800		
71	FD connection	1	loc	2,000.00	2,000		
72	Sanitary sewer				ETR		
73	Storm Sewer; modify existing	6,900	sf	8.00	55,200		
74	SUBTOTAL					92,500	
75							
76	G40 ELECTRICAL UTILITIES						
77	Riser	1	ea	1,500.00	1,500		
78	Primary service ductbank	100	lf	300.00	30,000		
79	<u>Communications</u>						
80	Riser	1	ea	1,200.00	1,200		
81	Communications ductbank 2-4" conduit, empty	100	lf	110.00	11,000		
82	<u>Site Lighting</u>						
83	Ornamental lights at entrance	2	loc	6,000.00	12,000		
84	Site lighting & circuitry allowance	1	ls	50,000.00	50,000		
85	SUBTOTAL					105,700	
86							
87	TOTAL - SITE DEVELOPMENT						\$673,468

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MELROSE PUBLIC LIBRARY

Tappe Architects

7/21/2021

Assumption is 28,800 GSF

Conceptual Project Budget - UPDATE REVISION

This budget updates estimated costs carried in the final MBLC grant application. Budget is conceptual and based on feasibility level documentation. Construction cost based on PM&C updated estimate dated 6-3-21 and is escalated to a spring 2022 bid and construction start.

UPDATED BUDGET 7-21-21

Based on estimate dated 7-21-21

escalated to spring 2022 - adds 3 years escalation to previous budget

Construction

Building + site	\$14,404,735.00
Bonds, insurance, OHP	\$1,083,235.00
Subtotal	\$15,487,970.00
8% Const Contingency	\$1,239,037.60
CONSTRUCTION TOTAL	\$16,727,007.60

Professional Services

Architect Study phase	\$85,000.00
Architect SD - CA	\$1,725,000.00
OPM + Clerk	\$800,000.00
ACM consulting	\$40,000.00
Tech consulting	\$40,000.00
LEED consulting	in base fee
LEED application fee	\$7,000.00
Commissioning Agent	\$50,000.00
Geo-Technical engineer	\$40,000.00
Interiors fee	in base fee
Legal allowance	\$5,000.00
Misc	\$20,000.00
SERVICES TOTAL	\$2,812,000.00

Furnishings, Finishes, Equipment

Utility backcharge	\$10,000.00
Book shelves	\$240,000.00
Furnishings	\$600,000.00
Loose technology	\$350,000.00
Signage	\$10,000.00
Book alarm system	\$45,000.00
sub-total	\$1,255,000.00
10% contingency	\$125,500.00
FFE TOTAL	\$1,380,500.00

Other

Moving	\$100,000.00
Temp Library Fit-Out	\$75,000.00
OTHER TOTAL	\$175,000.00

Escalation (2016 Budget) 3 years = Sept 2019

\$2,010,842.00

GRAND TOTAL \$21,094,507.60

\$18,737,138.30

GRAND TOTAL LESS ALREADY FUNDED: \$21,010,000.00

Note: Funds previously incurred for preliminary study phase = \$85,000.00

Increase \$2,357,369.30

Note: This budget assumes temporary location for library during construction is a City owned location

MBLC BUDGET 1-18-17

based on estimate dated 9/30/16

originally escalated to Sept. 2019

\$10,952,067.00
\$823,596.00
\$11,775,663.00
\$1,177,566.30
\$12,953,229.30

\$85,000.00
\$1,177,567.00
\$800,000.00
\$35,000.00
\$40,000.00
\$80,000.00
\$7,000.00
\$50,000.00
\$25,000.00
\$80,000.00
\$5,000.00
\$20,000.00
\$2,404,567.00

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Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

Massachusetts Public Library Construction Program 2016-2017 Construction Grant Round Application

Applicant Municipality Melrose

Applicant Library Melrose Public Library
[69 West Emerson Street]
[Melrose], MA [02176]

Primary Contact [Linda C.W. Gardener]
[Library Director]
[69 West Emerson Street]
781-665-2313 ext 117; 339-223-0552
[lcwgardener@noblenet.org]

Library Board Chairperson [Edward W. Waystack III]

Edward W. Waystack III 1/25/17
Signature

Building Committee Chairperson [Linda C.W. Gardener]

Linda C.W. Gardener 1/25/2017
Signature

Total Estimated Project Cost: \$ [18,737,137.00]

Original Plus Seven (7) Copies

Due: THURSDAY, JANUARY 26, 2017 by 4:00 PM

Send to: Massachusetts Board of Library Commissioners
98 North Washington Street, Suite 401, Boston, MA 02114-1933
617-725-1860 / 1-800-952-7403 (in MA)

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APPLICATION PACKAGE SUBMISSION AND FORMAT REQUIREMENTS

1. Format and submission:

- a. A complete application and a project abstract must be received at time of submission.
- b. Print on both sides (double-sided)
 - i. The original and all copies must be placed in three-ring binders (3" spine max), with tabbed dividers provided by the MBLC
 - ii. One original must be signed, dated and labeled "Original Copy"
 - iii. Seven additional copies must be provided

Faxes, electronic submissions and late applications will not be accepted. All copies must be postmarked or delivered by 4:00 PM on Thursday, January 26, 2017 to:

**The Commonwealth of Massachusetts
Board of Library Commissioners
98 North Washington Street, Suite 401
Boston, MA 02114-1933**

2. Required submittals:

- a. Library building program with completion date noted on front cover
- b. Copy of title(s)/deed(s) for the proposed building site
- c. Schematic drawings (or more complete drawings as available) prepared and stamped by a Massachusetts-registered architect*
 - i. One half size (15" x 22") set accompanying the Original Copy
Include the following:
 1. Floor plan shown at 1/16" = 1' with a complete furnishing and equipment layout. Indicate number of square feet in each area/room and heights of all shelving. For an addition/renovation, provide a floor plan of the existing building with furnishings and equipment layout as well as one for proposed layout
 2. Elevations of proposed facades, including those showing public entrances
 3. Sections as needed for clarity, especially for building designs involving multiple levels and/or ceiling heights
 - ii. Eight copies reduced to fit 11" x 17" paper & inserted into each binder in Appendix O.
Include all items listed in (i)
- d. Site plan and topographic survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger)
- e. Tabulation of square footages called for in the library building program and comparison to the square footages shown on the architectural plans
- f. Tabulations of the number of books, magazines and audio visual materials called for in the library building program in relation to the square footages shown on the architectural plans
- g. Tabulations of the number of seats and staff work spaces called for in the library building program in relation to the square footages shown on the architectural plans
- h. Written explanation of parking plan and a letter or other documentation showing municipal approval by the appropriate commission or board

- i. Geotechnical survey, including soil boring and percolation tests as needed, certified by a licensed professional engineer providing a thorough subsurface soil analysis to document the appropriateness of the site for construction and existing special conditions
- j. Hazardous materials survey report for proposed site and existing building, if applicable
- k. Other environmental, structural, and energy related reports as required and appropriate for individual projects
- l. Stamped topographic land survey, completed within 15 years prior to application, delineating boundary lines for entire site to be included in the library building project
- m. Estimated project budget, prepared independently by a qualified and experienced professional cost estimator, based on the site plan and schematic design drawings
- n. Map showing existing and, if different, selected future library site
- o. Floor plan(s) of existing building
- p. Proposed plan for funding the project
- q. Project timeline, from design development through completion of construction
- r. Photographs of site and building, with accompanying captions
- s. Copy of the completed and submitted Massachusetts Historical Commission Project Notification Form
- t. For joint public library construction projects, applications must also:
 - i. address and specify the combined populations served by the communities to be used in the planning process;
 - ii. include a written management plan and formal agreement by the municipalities proposing the joint public library
- u. For projects including space housing another agency, organization or department as well as the library, an Application Addendum for a Shared Building Project is required. Contact Lauren Stara (lauren.stara@state.ma.us) or Rosemary Waltos (rosemary.waltos@state.ma.us) for the additional form.
- v. Other additional information or documentation as required by the Massachusetts Board of Library Commissioners

* One set of 11"x17" reduced drawings must be included in each binder in Appendix O. One half-size (15" x 22") set must be folded and placed in the pocket of the Original Copy binder. All drawings and documents must be clear and readable, with labels to indicate all programmed public and staff spaces and square footages of areas directly on the drawings themselves, rather than in a separate schedule. The layout must include layout and heights of all shelving; reader seats, restrooms, elevators, staff offices, public service points, emergency exits, janitor's facilities, etc.

PRELIMINARY APPLICATION INFORMATION/OVERVIEW

A. ABSTRACT

Summarize your construction project in 250 words or less. Include the following:

- the date of construction for the original building and subsequent additions
- the size of the structure to be replaced or renovated/expanded
- the proposed project's gross square feet
- current and projected population figures, and
- major features/characteristics of the proposed project

The City of Melrose and Library Board of Trustees recognize the need for a renovation/expansion of the Melrose Public Library. The current building, constructed in 1904 with a substantial addition in 1963, is 24,185 gross square feet. The proposed renovation would expand it to 26,579 gross square feet.

The proposed project will dramatically improve the library's accessibility, creating a single entrance that is welcoming to all. Youth services will be improved by creating a dedicated young adult space, bringing the children's room out of the basement, and creating an adequately sized, dedicated, program room. Adult program, community and meeting spaces, currently using Children's Room space, will be created, including a Discovery Zone for computer classes and innovative technology space. The building's flow will be improved, allowing for both conversational and quiet areas. With the local history room on the main floor, professional staff will be better able to assist the many patrons interested in Melrose history. Improved lighting, use of daylight and effective HVAC building-wide are reflective of planned improvements in building efficiency. Flexibility and adaptability have been key components of thought and design throughout the planning process.

Melrose is a vibrant city of 27,690. Projected population figures for 2035 are 31,311. Many new residents make the library one of their first priorities. The community values their original Carnegie library, which is on the National Historic Register. The proposed project will create a flexible, accessible, historically respectful and safe space - friendly to the public and ready for the future.

B. PROJECT SITE ADDRESS

Melrose Public Library
69 West Emerson Street
Melrose MA 02176

C. TOWN MEETING / CITY COUNCIL VOTE

An MPLCP funded project must be an Approved Public Library Project. Approval requires one of the following:

1. a majority vote of the town at Town Meeting; or
2. a majority vote of the city council, with the approval of the mayor in the case of a city; or
3. a vote of the town council in the case of a municipality with a town council form of government

To meet this requirement two votes are required:

- to give permission to apply, accept and expend State grant funds, and
- to approve the project's schematic design.

If votes have taken place, check the box below and attach copies of certified votes in Appendix B. If votes have not taken place, check the box below and indicate the date they are expected. Votes must be secured and a certified copy must be forwarded to the MBLC by **June 17, 2017**.

The vote to approve applying for, accepting and expending State Grant funds for Library Construction has been:

☒ Received on [January 19, 2017]

☐ Not received but will seek approval on [Date]

The vote to approve the project's schematic design has been:

☒ Received on [January 19, 2017]

☐ Not received but will seek approval on [Date]

You do not need to secure voter approval for local funding of the construction project at this time. That vote is required within six months following the library's receipt of a MPLCP provisional grant award.

SECTION 1: PROJECT INFORMATION

1. CENSUS AND LIBRARY

1. *Population of applicant municipality:*

- | | |
|--|-------------------------|
| a. 2010 U.S. Census Population for population | <u>26983</u> |
| b. Later official census population, if different than above | <u>27690</u> |
| Cite the source(s) used to update census population. | [U.S. Census] |
| Estimated 2035 Population | <u>[31,311]</u> |
| Cite all source(s) used to determine the single projection for the 2035 population | [The Donahue Institute] |

2. *Library Statistics [Pages 1 – 9 FY 2015 as reported on MBLC FY2016 ARIS Report]*

- | | |
|--|----------------|
| a. Population served by library | <u>27690</u> |
| b. If a branch, estimated population served by this location | [] |
| c. Attendance | <u>184550</u> |
| d. Number of registered borrowers | <u>20952</u> |
| e. Total physical holdings | <u>117950</u> |
| 1)Books | <u>95797</u> |
| 2)Audio (Compact discs (not CD-ROMs) cassettes | <u>6444</u> |
| 3)Video cassettes/discs/DVD | <u>4504</u> |
| 4)Print periodicals, newspapers & other print serials | <u>184</u> |
| f. Total circulation activity | <u>305007</u> |
| g. Hours | |
| 1)Total number of hours main library was open. | <u>2791</u> |
| 2)Total number of hours all branches were open. | <u>0</u> |
| h. Operating Income | <u>1187730</u> |

3. *Main Library Facility Information (as reported on MBLC FY2016 ARIS Report)*

If project is for a branch library building, an additional sheet will have branch library figures

- | | |
|--|---------------|
| a. Main library GSF | <u>24185*</u> |
| <u>NOTE: this number differs from the FY2016 ARIS report due to previous inaccuracy. The current number was provided by Tappe Architects as a result of their surveys.</u> | |
| b. Year main library was built | <u>1903</u> |
| c. Year of most recent renovation | <u>1994</u> |
| d. Number of dedicated parking spaces | <u>25</u> |
| e. Main library seating capacity | <u>160</u> |
| f. Number of main library meeting rooms | <u>4</u> |
| g. Largest meeting room seating capacity | <u>70</u> |
| h. Individual or group study rooms | <u>2</u> |
| i. Number of times all meeting rooms were used | <u>539</u> |

4. *Automated Library System as reported by Networks*

- a. Member network NOBLE
- b. Type of membership Full
- c. Stand-alone system []

2. PROJECT

1. Library type:

- ☒ Main Library
- ☐ Branch Library
- ☐ Joint Public Library
- ☐ Other (please specify) _____

2. Current facility:

- ☒ An existing library facility will be part of construction project
- ☐ The existing library facility will not be part of the construction project
- ☐ No library facility currently exists

3. Proposed project:

Renovation or Renovation/Addition	New Construction
Is the existing building a library? [yes]	Site size (acres): [number]
If no, specify building type: [type]	Final size of proposed project: [GSF]
Date of original construction: [1904]	
Date(s) of renovations and/or addition(s): [1930/1963/1994]	
Gross square feet of existing: [24,185GSF]	
Site size (acres): [.91]	
Will portions of the building be demolished? [yes] If yes, #GSF to be demolished: [14,800GSF]	
Final size of proposed project: [26,635GSF]	

Is the proposed project a Joint Public Library Project? [no]

If yes, list the other municipality or municipalities participating: [name(s)]

Will the proposed project include space for functions other than public library functions? [no]

Note: For projects including space housing another agency, organization or department as well as the library, an Application Addendum for a Shared Building Project is required. Contact Lauren Stara (lauren.stara@state.ma.us) or Rosemary Waltos (rosemary.waltos@state.ma.us) for the additional form.

4. Size of project

	Gross Square Feet	Net Usable Square Feet
--	-------------------	------------------------

From Library Building Program	31,813	23,860
From Schematic Design Drawing(s)	26,635	19,120

5. The completed project will meet or exceed a building efficiency rating of [72]%
(Ratio of the net usable square feet to the gross square feet (nsf divided by gsf = building efficiency)
If efficiency rating is less than 65%, provide an explanation: []
6. *This project will attain LEED certification and apply for the MBLC Green Library Incentive.*
Yes ☒ No ☐ If yes, certification level planned [Certified]
7. *Does the town or the library hold fee simple title (property owned completely, without any limitations or conditions) including access to the site, or does the town or library lease it?*
Yes ☒ No ☐ [number] Year Lease ☐, with expiration date of [Date]
8. *The existing building to be renovated is:*
☒ On the National Register of Historic Places
☐ On the Massachusetts Historical Commission's Inventory of Historic and Archaeological Assets
☐ In a historic district
9. *Space Summaries*
Fill out the Estimated Space Summary Chart and the Estimated Capacity Chart (click on link below). Provide a brief rationale for the proposed collection and seating numbers if they vary 10% or more from collection and seating guidelines in the Program Notice and shown below.

Guidelines:

Volumes per Capita (Print)

A general rule of thumb is that every library, regardless of the population served, should have a minimum of 8,000 volumes (in all physical formats)

Population	Volumes per Capita
Less than 2,500	10
2,500 to 4,999	7
5,000 to 9,999	6
10,000 to 24,999	4.8
25,000 to 49,999	3.4
50,000 to 99,999	3.6
100,000 and over	2.5

Source: *Wisconsin Public Library Standards*, 5th ed., 2010

[\[http://pld.dpi.wi.gov/pld_standard\]](http://pld.dpi.wi.gov/pld_standard)

Seats per 1,000 Population

Seating should meet or exceed the number calculated using the table below. For a library whose population falls between the figures given, the recommended number of seats should be calculated proportionally.

Seats at fixed computer workstations, microform readers and other dedicated seating should not be counted in the general seating count. Also omitted from the general seating count are seats in rooms not always open to library patrons, such as auditoriums, meeting rooms and study rooms.

Population	Seats per Thousand
1,000	22.5
2,500	14.25
5,000	10.0
10,000	7.0
25,000	4.5
50,000	3.0
100,000	2.25

Source: Dahlgren, Anders: *Public Library Space Needs: a Planning Outline*, 2009

[\[http://dpi.wi.gov/pld/boards-directors/space-needs\]](http://dpi.wi.gov/pld/boards-directors/space-needs)

Estimated Space Summary Chart

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Estimated Space
Summary

Estimated Capacity Comparison Chart

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Capacity Comparison

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Space Summary of Estimated Space Needs 2016-17 Construction Grant Application
with seating by type*

Library Name: Melrose Public Library
Date: January 23, 2017

If you use a different spreadsheet, either embed it here or note the Appendix where it can be found

Note: all areas listed are suggestions -- change, add or subtract as applicable to your project

Assigned** Area Name	Estimated Size (sq ft)	Collection			Computers				Reader Seats*			Program Seats
		Volumes	AV Materials	Periodicals	Public Computer Stations***	Staff Computer Stations	Dedicated OPACs	Self Check Stations	Lounge Seats	Table/Carrel Seats	Total Reader Seats	
Circulation Serv. Desk Area	333					3		1			0	
Reference & Circulation Librarians' Office	302										0	
Circulation Staff Workroom	387					3					0	
Adult & Teen												
Adult Fiction	715	14,868					1		6		6	
Adult Nonfiction	1,896	33,180					1		2		2	
Large Print	155	2,016					1		2		2	
Non Print Collection	264		6,480		2						0	
Reading and Browsing Room with Friends	1,204	3,612			2				12	8	20	
Friends Book Sale Area	0	200									0	
Seed Library - Community Collaboration	234								4		4	
Copy & Print Center	25										0	
Reference Room & Service Area	1,484	576			12	1	2		6	48	54	
Local History - Genealogy Room	490	1,116								7	7	
Holds	35	1,200										
Periodicals	112			105								
Other Adult/Teen (list below)												
Teen/Tween Room	643	4,800			5				3	4	7	
Teen Librarian's Office	68					1					0	
Children's Services												
Children's Room Entrance / Service Desk	562					2					0	
Children's Librarian's Office	101					1					0	
Children's Dept. Staff Workroom	143					2						
Children's Room Off-season Book Storage	0										0	
Children's Room - Preschool Area	1,190	4,752	450						16	8	24	
Children's Room - School Aged Area	1,500	18,432	1,800	20			1		3	19	22	
Children's Program Room	769										0	61
Children's Family Restroom	55										0	
Community Meeting Space												
meeting Room Suite - Program Room	2,250										0	144
Quiet Study Room (3)	651								4	16	20	
Discovery Space & Training Room	645				8						0	28
Trustee's Conference Room	310										0	12
Other Meeting Spaces (list below)												
Admin & Other Areas												
Entrance & Lobby	814										2	
Off-season Book Storage	0										0	
Book Donations Sorting & Storage Area & Off Season Book Storage	170										0	
Technical Services Area	508					1					0	
Head of Technical Service's Office	106					1					0	
Director's Office	214					1					0	
Assistant Director's Office	140					1					0	
Admin. Assistant's Office/Reception Area	178					1					0	
Staff Break Room	225								0		0	
Custodial Office/Storage	82										0	
Shipping & Receiving	173										0	
Server Room	27											
Other Assigned** Areas (list below)												
		Total Vols	Total A/V	Total Periodicals	Total Public Computer Stations	Total Staff Computer Stations	Total OPACs	Total Self Check	Total Lounge Seats	Total Table/Carrel Seats	Total Reader Seats	Total Program Seats
Total Assigned (net) SF	19,133	84,752	8730	125	29	18	6	1	58	110	170	245
Unassigned Area @ ___%	7502											
Total Estimated Gross SF	26,635											

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***Seating guide**

Lounge Seats:	Includes all soft seats, including sofas, loveseats, and easy chairs
Table Seats:	Includes all upright chairs and stools normally used at a table or counter
Program Seats:	Includes all seats in public areas that are not available for open access use, such as meeting room chairs. Includes group study rooms and any rooms that are normally reserved Does not include quiet study rooms or areas that have open access
Notes about seating:	For rooms with movable or stacking chairs, count the number of seats available in the typical everyday setup Please count each chair only once Do not count chairs at computers or other equipment (microfilm/fiche, etc) as reader seats.

****** Assigned areas are spaces with programmed functions. Typical unassigned areas include hallways, stairways, lobbies, and building support spaces like mechanical, electrical, etc.

******* Includes microfilm/fiche readers, scanners, assistive devices, etc. -- any machine that has a separate chair

	Current Holdings	Building Program Capacity	Schematic Design Capacity	Notes:
Print volumes- Adult	52718	54600	56768	Schematic design capacity includes space for 1,200 holds items
Print volumes-Young Adult/Teen	3092	4000	4800	Capacity allows for some middle-school titles that are currently in Children's
Print volumes-Children	28720	24500	23184	Number reflects an increase in preschool volumes, and a weeding of school-aged volumes
Print volumes-Other				
TOTAL PRINT VOLUMES	84530	83100	84752	
DVDs/Videotapes	4331	included below	5238	
Music Recordings	1710	included below	1956	
Audiobooks	1340	included below	1536	
Other A/V Materials				
TOTAL AUDIOVISUAL	7381	8500	8730	
TOTAL NO. PERIODICAL SUBSCRIPTIONS	132	132	125	
Seating-Adult	98	107	115	
Seating- Young Adult	7	20	7	Additional seating next to teen room will be available to teens in afternoon, but used by adults in the mornings to maximize space flexibility where possible.
Seating-Children	44	40	45	
Total Seating	149	167	167	Wisconsin standard variance; this seating level is above the Wisconsin standard, however we get usage of all of our seating areas currently (also above the standard) and to comply with the standard would reduce seating.
Fixed Computer Stations-Adult	21	13	16	Self-check laptops will be available in addition to fixed computer stations.
Fixed Computer Stations-Young Adult/Teen	0	5	5	
Fixed Computer Stations-Children	5	6	6	
TOTAL FIXED COMPUTER STATIONS	26	24	27	
Parking Spaces-Staff	0	0	0	
Dedicated Parking Spaces-Library Patrons	25	25	26	
TOTAL LIBRARY PARKING SPACES	25	25	26	
FTE Professional Staff	6.4	6.4	6.4	Staff levels will remain the same, but a seat for the teen librarian will be added.
FTE Non-professional staff	7.5	8	8	
TOTAL STAFF FTE	13.9	14.4	14.4	
Meeting Room Seats	0	150	144	
Other Conference/Meeting Room Seats	14	36	40	
Programming/Activity Seats	35	61	61	The seats listed for the Programming/Activity Seats are currently used as both programming and meeting room, at different times of day. There is no adult meeting room separate from the Children's program space. The many programs with numbers greater than this involve using a portion of the regular Children's Room school-aged area.

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10. STATEMENT OF NEED & PROJECT PROPOSAL

Be brief and concise, using bulleted or numbered lists where possible. Use n/a as needed.

1. Community vision and project participation

- A. What is the community's vision of itself? [The City Planning department has been working to update the City's 2004 Master Plan. As part of the MelroseForward process, they solicited feedback via a public forum, and a public participation event at the annual Victorian Fair (September 2015.) The resulting document (included in Appendix E) identified 9 community aspirations (relevant items discussed in section B) including physical character, transportation, inclusiveness, education and community.]
- B. What is the library's vision and/or mission statement and how does it align with the community's vision of itself? [
- The mission of the Melrose Public Library is to inform, enrich, and empower all citizens by providing and promoting free access to the universe of information and ideas. The City of Melrose has seen the library as an integral part of the community since the library's inception in 1871. The library was part of the last Master Plan for the city in 2004, and the library renovation project is identified as a priority in the 2017 Master Plan that is currently being finalized. There are several elements of the Melrose Community Aspirations that tie in with the library's mission:
- i. *The physical character of Melrose reflects a balanced approach to planning and development, with the protection and enhancement of the City's historical, cultural, recreational, and natural resources...* The Melrose Public Library provides access to the City's history through our local history room; we provide access to cultural resources through our museum pass program, as well as experiencing the library itself when visiting; and our print and a/v collections, provide recreational experience through instructional materials on topics such as coaching soccer. All of these help to "inform, enrich, and empower" the Melrose community.
- ii. *It is convenient and safe to travel within Melrose as well as to access destinations outside the city. Melrose accommodates a multimodal transportation network, and the variety of transportation options, including the ability to get around by rail, bus, bicycle, walking, and driving, make it an attractive location within the Greater Boston Region.* The library is located within 400 feet (or less) of a bus station, train station, and major municipal parking lot. It also has its own parking lot, and street parking. The library is located on the edge of the downtown and a largely residential neighborhood, within walking distance from many patrons' homes. Patrons often walk and cycle to the library.
- iii. *Melrose is an inclusive and welcoming community and provides equal access and opportunities that contribute to the wellbeing of all its residents.* To be inclusive and welcoming is one of the cornerstones of modern public library service, and why our mission specifies "all citizens." Libraries are known as equalizers, which is especially important in this era of digital divide. The access to information that the library provides freely and equitably enables all residents to enhance their lives. The proposed construction project would correct the inadequate ADA access of the current building, bringing the library further into alignment with this community aspiration.

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iv. *...Melrose supports a wide variety of business opportunities, employment options, and community services. These amenities enhance the quality of life for residents...* The Melrose Public Library enjoys being a part of the services available to the Melrose community. Many of our staff live locally, we take part in the local community service programs, and almost all of our page employees are from the local schools. Some wait years for the chance to work in their library!

v. *All students have the opportunity to achieve excellence in the Melrose Public Schools.* The library's mission to "inform, enrich and empower all citizens" includes our school-aged citizens. We are proud of our bustling youth services, which serves children in the public school system, the local parochial schools, and the nearby charter school. The Children's librarian has been partnering with the elementary schools, which do not have library staff, for years to coordinate summer reading lists and support the curriculum with our resources for homework throughout the year. Opportunities such as the LSTA "Science is Everywhere" grant enhance our STEM offerings, complementing the school's offerings. Our Children's librarian also frequently serves as a liaison with community groups and the schools' library volunteers, as well as being a member of the local "Birth to Five" committee; all of these partnerships strengthen our connection with the community, and knowledge of the community's needs.

vii. *City infrastructure and publicly-owned properties are well-supported with continued investment, maintenance, and enhancements.* The Melrose DPW takes an active role in maintaining the aging library building to the best of their ability. They have made several repairs to the roof in recent years, as well as a myriad of fixes and repairs to keep the plumbing and HVAC functional. With an online work order system, they are responsive and have worked to establish regular maintenance schedules for systems in municipal buildings. The Office of Planning and Community Development (OPCD) coordinates investments in energy efficiency measures and has arranged for improved lighting ballasts and energy-efficient motion sensors in staff areas. OPCD also provides project management support for major capital investments in City buildings ;the OPCD Director has been working with the Library Director throughout the feasibility study phase.

viii. *Melrosians enjoy a strong sense of community, thanks to their active civic participation and spirit of volunteerism.*

These aspirations reveal a City that values its history, while looking ahead to an innovative future. The library's mission to inform, enrich and empower all citizens closely aligns with the values put forth by the Melrose community. Much like the library, the City strives to create an atmosphere that is welcoming, promotes learning and culture, and enhances the lives of those living here. The City recognizes that well-maintained and appropriate municipal buildings are necessary to achieve these goals.]

- C. How does the proposed project support the community vision and the library's vision/mission? [Our original Carnegie library is beloved in the community; this project will ensure that we are able to continue fulfilling our mission for the next 20+ years in this beautiful historic building. Key improvements include:

- An accessible, ADA compliant entrance at the front of the building.
- Restoration of the historic beauty of the original building.
- Local history room relocated to a space more accessible to the public and staff.

- A walkway along the parking lot, so that patrons no longer have to walk through the middle of the lot to access their vehicles.
- A single entrance, accessible and welcoming to all.
- Fully accessible restrooms on each floor.
- A bright, appropriate space dedicated to Children's services.
- A separate, distinct space for Young Adults where they can transition from Children's to Adult services.
- Improved community spaces, allowing for community meetings, library programs, and an innovative new collaboration space.]

D. How has the library engaged the community in the project's planning and design process? [

- Strategic Plan: In 2013 Melrose Public Library staff began planning for a new strategic plan. The organizational process included surveys, focus groups, and SOAR (Strengths, Opportunities, Aspirations, Results) exercises with an outside facilitator. The goal was to develop an overall five year strategic plan, which was accomplished. A strong theme in responses was a love for the Carnegie building, which significantly impacted the decision process when considering a renovation versus an alternate location.

--responses to questions about what residents were most/least satisfied with about the facilities: "Beautiful setting, good landscaping"... "Love the old building"... "Preservation of the historic properties of the building" / "The upstairs nonfiction stacks are very dark. Also the last rows in some areas are extremely narrow and difficult to use for browsing" ... "steps" ... "The ramp in the back of the library is inconvenient" ... "I've visited other libraries which have renovated facilities and oh boy, this is nice...BUT - the staff at this library is SUPERB!"

Although the strategic plan was developed to guide library goals overall, each of the 5 goals that eventually came from this process involved improvement to the physical facility.

- Direct Feedback: The library staff excel at listening to feedback from patrons and residents, both in the library and out in the community. They have been diligently reporting back the everyday comments of users so that these expressed needs can be incorporated into an improved facility.
- Library Building Committee: Chosen to represent a combination of users, Friends, Trustees and municipal employees, the committee first met in October 2015 to kick off the feasibility study phase, and has reviewed and approved the schematic design. The group balanced the perspectives of users, staff and DPW in looking at the proposed plans.
- Public Announcements: In January 2016 the Mayor announced the plan to apply for a library renovation grant in his inaugural address; the following month, the library director made a presentation to the very active local Rotary club, outlining the history and current activities and needs of the library, discussed the idea of a library renovation and answered questions. The Friends of the Melrose Public Library discussed needs and

hopes for the potential building renovation at their public annual meetings. Following a December 2016 community meeting an article was run in the local paper, both in print and online (See Attachment 1.)

- Historical Concerns: Tappé Architects made presentations to the Melrose Historical Commission twice, once on May 2, 2016 to bring them into the loop and the other on November 14, 2016 to update the Commission on the plans thus far. In a City that values its history as much as Melrose, it is important to us to ensure that this group is as involved as possible, and has plenty of opportunity to provide feedback about changes to our Carnegie library.
- Community Q & A: A community meeting was held on December 12, 2016 that allowed Jeff Hoover of Tappé Architects to present the renovation plans to the public. Local papers were invited, and the Melrose Free Press ran the story as a front-page item that week, including images of the preliminary building plans. Comments, questions and feedback from that meeting will be carried forward as part of the ongoing conversation with the community if this project moves forward.]

E. How has the library engaged the library staff in the project's planning and design process? [

- At the time of the strategic plan development in 2013, a SOAR exercise with library staff echoed the results of the public feedback.
- Needs assessment surveys were completed by all staff to guide the development of the building program. Staff members were diligent about not only reporting their personal observations, but reflecting comments made during day-to-day conversations with patrons. Additionally, the needs assessment reflected staff observations about patron use of the building.
- Staff reviewed drafts of the building program; the approved building program was made available to staff.
- Every effort has been made to ensure regular communication, both formally and informally, with the staff regarding planning & design process via email, staff meeting discussions and one-on-one conversations.
- The architects met with members of each library department to discuss plans and get feedback.
- The architects met a second time with staff members to present proposed plans and hear additional feedback.
- Staff have been provided with a "Q&A" forum on the staff's information page online, with questions and answers that concern both staff and patrons. Staff are encouraged to submit any new questions to the director for inclusion on the page. This will ultimately be incorporated into a format available directly to the public.]

2. Current conditions and their limitations

Incorporate photographs with descriptive captions within the narrative that illustrate current conditions.

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- A. What are the current building layout and conditions and how do they limit the library's ability to serve the general public, adults, children and teens in terms of:
- **[Information services** - The current configuration does not allow patrons to see any service desk until they are well into the building. Within the past year, the Reference desk was moved from its previous location into the main lobby. It is now across from the Circulation desk, which is an improvement, but still not ideal. There is no separate information services area for teens/tweens. The service area for Children is very small, especially because it serves as office space for the entire department as well as the service desk. Holds pickups for the children's room patrons are also kept there.



Taken from the service desk, this shows the Head of Children's Services' "office space" on the right, the "staff workroom" on the left, and the holds bookshelf in the middle.

The Head of Children's Services and the Reference librarians do not have any office space, impeding their ability to have confidential conversations with patrons.]



The main entry to the building, which is not ADA compliant, is unwelcoming, especially to newcomers - it is difficult to orient oneself in the building, and stairs are required to get anywhere.

- **[Borrowing]** - The service desk in the adult library is directly to the side of the main entrance, causing a bottleneck when the library is busy. The service desk in the children's library is directly in the path of patrons attempting to travel from one side of the room to the other, frequently with strollers or other bulky accessories. There is no space to provide centralized holds pick-ups; patrons frequently must go to the adult and children's desks separately to gather their holds.]
- **[Collections]** - Not all book stacks are ADA accessible. Some are in an unappealing area with concrete flooring and poor lighting. Most of the shelving is not mobile, limiting the flexibility to adjust to new formats or waning collections.



There are no opportunities for flexibility here, and the space is very unappealing, and feels gloomy.

The Children's shelving does not allow for ebb and flow of collection size from one age group to another over time, as the population shifts.



Because of the inflexible layout, the picture book area is overcrowded while the nonfiction shelves are starting to look bare.

The teen fiction is in an open space that was carved out of a nonfiction area in an attempt to create their own space; it is directly next to the Reference room.

The Local History Room has aging climate control that does not meet the needs of this special collection. A grant was obtained to conduct a Preservation Assessment Study in 2014 (Attachment 2), which addressed issues of location, security and climate control.]

- **[Programming areas, meeting rooms, and quiet/group study spaces** - The room designed to be a Children's program room currently also functions as the teen program room, adult program room, community meeting room, staff training room, and group study room. The only access to this room is through the children's area, which results in a steady stream of adults who have no connection to children using this space. It is also used until 9pm, although that section of the library is not staffed after 8pm. Only the room in the children's area has an overhead projector. This room is currently far too small for the attendance at preschool and family programs, requiring furniture outside the room to be moved almost daily so that more patrons can be accommodated.



Children's Room programming frequently overflows the space, requiring intrusion into the general Children's area, and extra rearranging of furniture.

This room has no ventilation when the doors are closed, unless the windows are opened. As a result, we often have open windows while the heat is on. Programming such as movie nights for teens and adults are limited due to the noise from movies traveling into the children's area - we generally only show G-rated movies.

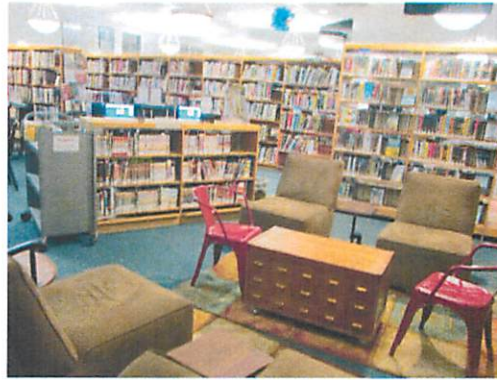


A recent adult program caused the Children's Room to close early. Attendees were squeezed into every possible spot, with a camera man for the local access station backed into a corner.

There are other small meeting spaces on the third floor, but some do not have air conditioning, and one is a converted storage room, and also provides the only elevator access to the third floor. There is a lobby on this level with a conference table; it is used for meetings due to space constraints, but it is also an open area, providing access to the third floor from the stairs. Patrons using these spaces must accept that other people may be entering and leaving through the elevator or stairs at any time to access the other rooms on that level. They are not adequate for the need, and are on a level that has no staff supervision at all.

Patrons complain about the noise generated in the afternoon as a result of the teens not having a separate space. They are directly next to the Reference room, and overflow into that space. Even just doing homework and having other acceptable conversations brings the noise level up to an annoying level for the adult patrons. There is currently no good space to give them.

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The teen area in the morning; the art department is in the same room to the left, and the Reference room is straight ahead. The sound travels very freely in the afternoons!

No meeting spaces in the building are on the same floor as a handicap-accessible bathroom.]

- B. How do current building layout and conditions impact the library's ability to keep staff and public safe (a place that is free from harm or danger) and secure (state of being protected from harm) in terms of:
- [Health -
 - *The rear entrance of the building has no security measures, no staff sightlines, and leads to the somewhat secluded rear parking lot.
 - * The majority of the adult book stacks have no sightlines.
 - * The upper floors, containing book stacks, the local history room, the trustees room and an open meeting/study area, have no staff supervision at any time.
 - * Inadequate electrical outlets create hazardous situations throughout the building.
 - * There is a ramp with a low wall half way through the preschool area.
 - * The Children's Room leads directly into the Technical Services area, with only an open doorway blocked by a baby gate.

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This baby gate is the only barrier between the Children's Room and Technical Services, which leads to the custodial areas.



-]
- **[Fire protection -**
 - *The location of fire extinguishers and pull alarms are antiquated and not in alignment with modern safety procedures (they are placed centrally in the building rather than closer to the exits)
 - *There is no sprinkler system in the building.
 - *The building is confusing to navigate in an emergency; after the last (false) alarm, the local fire department came in the following day to ask for a tour, due to confusion and disorientation during the event.]
 - **[Structural integrity - n/a]**
 - **[Other -** Aside from a silent alarm button located at each service desk, there is no established security system in the building, either for materials or for staff and patrons. There is no surveillance system, and no anti-theft mechanisms. There used to be anti-theft gates at each entrance, however the system broke down about 10 years ago and it

was too antiquated for the inoperable parts to be repaired. There are several areas of the building that have no sightlines for staff, and no videos or other security measures. There is a perimeter alarm in use when the building is closed.]

C. How does the current building hinder staff workflow and productivity? [

- The Children's Room workspace for staff is a tiny area with a half wall known as "the penalty box" which includes 2 desks - one for the Head of Children's Services, and the other for all other staff to share.
- There is no actual office space for the Head of Children's Services.
- Very inadequate storage space in the program room makes it difficult to easily access programming supplies and maintain a safe environment.



Legos are piled up in bins in the staff room. Because of inadequate storage space, supplies are scattered throughout the lower level.

- No sink in the program room means that the staff break room sink must be used for all crafts and other programming needs.
- Tech Services is known as Grand Central Station; it is the walkway for access to the staff room, children's room, lower level elevator, supply room, Friends storage and all custodial areas.
- The "tech closet" with all of the phone and data lines is in an open area behind a staff member's desk, causing a continual distracting hum.
- There is no office space for the full time Reference librarians.
- To improve patron service, the Reference Desk was moved into the main lobby across from the Circulation Desk, however the area was not designed to hold a desk and has very poor ventilation.
- The two circulation librarians - Adult Services and Teen Services - share one tiny office that they take turns using.

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There is no space for even a second chair in this two-person office for the Adult and Teen Circulation librarians.



Attempting any work that is not holds-related has become impossible.

- The Circulation staff workroom has been almost completely overtaken by holds shelving. Staff retrieving holds need to squeeze by staff helping patrons at the desk.
- There is no space in Circulation to process delivery bins, so the bins take a circuitous route through the main floor, down to the lower level and are unpacked in Technical Services, then brought to either the Children's Room or back upstairs to the Circulation hold shelves. Outgoing bins are processed in a nook off the lobby that used to house the video collection.
- There is no space for a staff person to work in the teen area, making it difficult for the teen librarian to establish a rapport with the teens.
- The administrative assistant's office is a converted closet with no ventilation, with a public use area between that office and the director's.



The ceiling is open to a public area, where debris is regularly dropped down onto office work. A memorable moment included digging a pebble out of the printer below!

- Both the Administrative Assistant's office and the Director's office have poor sound control, so confidential conversations can easily be overheard.
- The Assistant Director's work space has no walls/doors. Private conversations often happen in a nearby supply closet

- The local history room is in a secluded upper floor area that is not close to the reference service desk. Frequently only Reference librarian is working, making it exceedingly difficult to offer effective service to patrons.]

D. What are the major obstacles to people approaching and accessing the building? [



The main entrance has no ADA accessibility. It requires stairs, and there is no automatic door.

There is no grade-level entrance to the building. Patrons must either use a long, steep ramp that enters into the rear of the building (far from the elevator), or enter at the main entrance which has stairs at multiple points. Neither entrance provides obvious wayfinding clues to orient the patron who isn't already familiar with the building.



This patron takes the trek up the ramp with her toddler and infant (in stroller.) The ramp is long, the rear entrance is unwelcoming, and the deteriorating cement is tough on wheels.

-]
- E. What is the parking capacity (lot and convenient street parking)? [There are two parking lots; the rear lot has one handicap space and four general spaces. The main lot has one handicap space and 19 general spaces. There is street parking directly adjacent to the library, which sits on a corner site; street parking is allowed on both West Emerson Street and Lake Avenue.

Across the street is Myrtle Street, offering about six spaces very close to the library. Additionally, there is a municipal parking lot about 400 feet from the library, with an additional 170 spaces. There is no dedicated staff parking; library employees have parking stickers that enable them to park for extended periods of time on West Emerson Street, Lake Avenue or the nearby municipal lot.]

- F. Describe the path of travel from available parking to the building entrance. [The rear parking lot provides direct access to the handicap ramp. There is also a path that travels around the side of the building to the main front entrance. The primary parking lot has a walkway from the parking lot to the main front entrance. The library is located on a corner lot, and there is street parking along both streets. There is also street parking across the street, and in a large municipal parking lot about a block away. There is a cross walk directly across from the library that is used by staff and patrons parked in the municipal lot.]
- G. What portion of the parking is dedicated to library use only? [The 25 spaces in the library parking lots are library use only. The street parking directly adjacent to the library is primarily used for library parking, although not limited to this purpose.]
- H. What conditions related to energy efficiency or the surrounding exterior environment have a negative impact on the operations, management and use of the building? [
- The antiquated heating system creates unhealthy drafts & stuffy areas throughout building. The pneumatic system allows for temperature heating control in spaces with local thermostats and a heat timer. Efficiencies could be achieved with an energy management system that would allow for remote scheduling, setbacks, setpoints, and alarm monitoring for efficient identification and solving of issues.



Technical services staff have very poor heating, as the radiators are above their heads, and emit a loud rattling noise throughout most of the day.

- Many areas of the building have poor ventilation - the meeting/program room rapidly becomes overheated when the doors are closed, often resulting in open windows in the middle of winter. In the summer, the air conditioning does not reach this room when the doors are closed.
- The A/C unit was installed in 1987 and updated in 1995. Not all areas are air conditioned, including the trustees room, upper lobby and a small meeting/study area. These are areas that are available to the public, but become almost unusable during the warmer months. Two vendors have recommended that no additional funds be spent on

the chiller barrel, which is over 20 years old and leaking; the existing conditions and recommendations report included as Exhibit K confirms that the system is at end of life.

- The climate control in local history room is over 20 years old and unreliable. Based on recommendations from a February 25, 2014 Preservation Survey [Attachment 2], solar shades were installed in 2014, but given the additional recommendation to relocate the local history room to the main level for improved security and service, the climate control has not been updated.
- The A/C fans are very noisy in some areas of the library, especially reference
- Due to noise from the chiller, the A/C must be turned off during programs on the lawn.
- Melrose is a Green Community, and conducted an energy audit resulting in some new energy-efficient lighting, but due to high cost and long payback concerns, it was not cost effective to install an integrated energy management system.
- No renewable energy methods are currently employed.
- An environmental monitoring program performed by MBLC in 2015 (Attachment 3) showed significant temperature and humidity fluctuations in the building, including the important local history collection area, that adversely affect the collections. Per the report provided, "The recommended temperature range is between 55F and 65F for these 'special/preservation collections.' According to the datalogger, the maximum temperature reading was 83.7F, the minimum reading was 62.5F, and the average reading was 71.3F." Both the fluctuations and the overall levels are inappropriate for this collection.
- The library has no passive water-saving devices such as automatic toilets and self-closing taps.]

3. Expanded & improved facility benefits

A. How does the project facilitate the library's ability to serve the general public, adults, children and teens in terms of:

- [**Information services** -
 - *Staff will be able to greet patrons directly when they enter the building.
 - *The creation of office space for staff will allow staff at public desks to be focused solely on direct patron service. In particular, the creation of an office for the *Head of Children's Services will allow for private conversations as needed with both staff and patrons, which is not now possible.
 - *The smaller reference service desk combined with the larger primary service desk will allow for more "roving reference" practices, as well as more efficient service at the main desk.
 - *The creation of a separate teen space, with space for library staff, will dramatically improve the environment and service to teens (and adults!)
 - *Self-pickup of holds, in a centralized location, will free up space in staff areas while simultaneously improving service to patrons.]
- [**Borrowing** - The reconfiguration of the service desks on both the main floor and children's areas will allow for easier ebb and flow of patrons without bottleneaking in

entryways. The new centralized holds pickups, along with self checkout stations, will also allow staff spend more time with patrons who need extra assistance.]

- **[Collections -**

- *All book stacks throughout the building will be ADA accessible.

- *Collections will be in well-lighted areas that are easy to find.

- *As much shelving as possible in the Children's Room will be mobile, allowing for easier reconfiguration of the room over time as the demographics, technology and needs shift.

- *The teen fiction will be in the teen's dedicated space, while the nonfiction will continue to be integrated with the adult nonfiction, transitioning students to the general collections.

- * The local history collection will be relocated to the main floor and the room will be separated into a secure area and a reading room with climate control appropriate to these specialized collections, as recommended in our 2014 Preservation Assessment.]

- **[Programming areas, meeting rooms, and quiet/group study spaces -** The proposed project will allow dramatic improvement in programming and meeting spaces, creating functionality and flexibility not possible in our current building.

- *The Children's Room program space will be dedicated to youth services, and will no longer be used for adult programs and general community meetings.

- *The large meeting space in the lower level will be available for adult programming including author talks, book groups, craft nights and other programming.

- *Large children's programs will use the lower meeting space, as well as having a "rain location" for popular lawn programs such as Basket & Blanket summer concerts.

- *Community groups will meet in the lower level meeting space without needing to go through the children's room as they currently do.

- *It will be possible for community groups to use meeting space during library off-hours if necessary.

- *All meeting and program spaces will have accessible bathroom facilities on the same floor.

- *The new teen space will lower the volume in the adult space.

- *There will be two dedicated quiet/group study rooms, as well as the conference room for quiet space.

- *The separation of the local history area into one secured side and one reading room side allows the flexibility of using the reading room as additional quiet study space]

- **[Other]**

B. How does the project contribute to the library's ability to keep staff and public safe (a place that is free from harm or danger) and secure (state of being protected from harm) in terms of:

- **[Health -**

- *The single entrance, directly in sight of the primary service desk, will allow staff to see all patrons as they enter and leave the building.

- *There will be a staff presence on each floor of the building.

- *The lower level, which has the smallest staff presence (technical services and custodial,) is designed to be a low-impact area where casual lingering is not encouraged. The presence of the staff break room will also increase staff foot traffic in this area.

*The main level will integrate seating and collection areas in a way that minimizes areas of seclusion and maximizes sightlines and natural foot traffic.

*The Children's Room will be a separate space that does not lead into secluded staff areas, nor are there any adult-specific areas within the children's space

* Air conditioning throughout the building will eliminate dangerously hot areas of the building for patrons and staff in summer months.]

- [Fire protection -

- * A remote annunciator panel will be installed in the vestibule/where required by the Fire Department.

- * The building will be equipped with an appropriate sprinkler system.

- * A map of the entire building will be framed and mounted adjacent to the annunciator.

- *Keyed boxes will be provided outside the Fire Department entries.

- *Manual pull stations will be located within five feet of each egress door and at the entrance to each stair.]

- [Structural integrity - n/a]

- [Other -

- * Proposed HVAC systems will improve ventilation, consistency in temperature throughout the building via induction units, and meet up to date acoustical requirements. These elements will be beneficial for both patrons and staff throughout the building.

- *The proposed building will include security cameras to enhance safety for staff and patrons throughout the building.

- *A transition to RFID barcoding of the collection, and installation of security gates at the entrance will improve security of the collections.]

C. How will the project improve staff workflow and staff productivity?

[The current inefficiencies will be improved through a wide variety of changes:

- Off-desk work spaces will be created for Adult and Children's Services staff; items on hold will have a self-pickup space for patrons, removing these items from staff work areas.
- Office space will be created for the Head of Children's Services, Teen Services librarian, and Adult Services and Reference Services librarians.
- The Adult Services and two Reference Services librarians will share an office space, which will allow for improved communications within these departments.
- The Children's program room will include storage space and a sink.
- The administrative offices will be situated together, enabling better communication; their location next to patron space will assist with staff oversight.
- Improved ventilation and HVAC systems throughout will contribute to workplace comfort and health.
- The Circulation staff work room will accommodate the processing of delivery bins, so that on-hold items can come directly into the building, be processed in the circulation area, and be placed on the nearby holds shelf.

- The newly created Teen room will allow the Teen librarian to interact directly, easily and naturally with these patrons.
 - All offices will be appropriately private, eliminating the need for staff to wander the building looking for a secluded spot to hold a confidential conversation.
 - The Local History reference librarian will be able to more efficiently curate the Melrose historical collections in a local history room located close to the staff area. Librarians will be far more able to assist patrons with their local history needs, on the main floor.]
- D. Is the project ADA compliant? xYes ☐ No
What Architectural Access Board waivers may be sought to meet ADA compliance and why?
[]
- E. Explain the approved parking plan and note the number of library dedicated parking spaces and their location. []
The parking plan will include two parking lots onsite, totaling 24 general parking spaces plus two handicapped spaces all dedicated to library use. The two adjoining streets, West Emerson Street and Lake Avenue, provide on street parking. The City of Melrose has a special provision in the zoning ordinances that allows the substitution of required parking spaces within a municipal lot provided the lot is located within 1,000 feet of the building it is intended to serve. After discussing the issue with the Director of Inspection Services, the library plans to utilize the municipal lot containing 170 spaces as substitution space. The lot is less than 400 feet from the library.] *If parking capacity varies from the MBLC guideline of one parking space per 400 gross square feet of building, not including staff parking, provide documentation or a letter from the appropriate local board approving an alternative parking capacity and plan in Appendix N.*
- F. Describe the proposed path of travel from the proposed parking to the building entrance.
[Patrons will travel from either parking lot along pathways to the main entrance. With the single entrance, all patrons will have the same welcoming experience.]
- G. What portion of the parking is dedicated to library use only?
[The library will maintain its two library use only parking lots. One will have six parking spaces, the other will have eighteen general parking spaces plus two handicapped spaces. There is additional (not dedicated) street parking along Lake Avenue and West Emerson Street, which are directly connected to the library, as well as on-street parking along Myrtle Street, and a large municipal lot one block away. Finally, there is a parking lot at the corner of West Emerson and Tremont Streets, owned by Trinity Church, which is available for use as "overflow parking" during special events.]
- H. What energy-efficient and environmentally sustainable features are incorporated into the project design?
- The building site has close proximity to public transportation, as well as City Hall and the primary downtown area; a significant percentage of library traffic arrives on foot or via bicycle.
 - Reduced heat island effect via shaded paved surfaces and high solar reflectance index roofing materials.
 - Reduced water consumption via the use of low flow plumbing fixtures

- Optimized energy performance via highly insulated building envelope for the addition, and high efficiency mechanical equipment and whole building energy simulation [Energy Model]
 - Reduction of construction waste via separation and recycling of 95% of construction waste
 - Improved indoor air quality via indoor air quality monitoring during and after construction
 - Use of low emitting materials for paints, carpets and composite wood products
 - Control of indoor pollutants by mechanical ventilation of janitorial materials, storage spaces, copy center, etc.
 - Expanded control of thermal and lighting systems with additional heating/cooling zones and multi-level lighting control.
 - Enhanced day lighting with automated lighting controls adjusted to respond to available daylight, occupancy sensors in book stack aisles as well as private offices and toilets.]
- If the building has been designed to attain LEED certification by the U.S. Green Building Council, submit the most current LEED Project Scorecard in Appendix M.*

I. How is flexibility evident in the design should it be necessary to change or expand over the next twenty years? [

- All shelving that is less than 5 shelves high is to be mobile so that alternative future configurations can be accommodated.
- The shelving space for the media collection is anticipated to diminish over the next 20 years, making more space available for future uses.
- Internal reconfigurations in the future are enhanced by designing service points that are not inextricably integrated with the architecture, and can be repositioned.]

J. Does the architectural design vary notably from the building program? For example, are there service areas that have been eliminated in the architectural design that were included in the building program? xYes ☐ No

If yes, explain why. [No service areas that were included in the building program have been eliminated. However, the original Program specified separate offices for the Circulation Librarian and the Reference Librarians. After a reconfiguration of our current layout, bringing the two service desks closer together, and significant conversation with the Reference and Circulation librarians, the decision was made to have one office that provides space for the three librarians. This allows us to conserve square footage for the public, as well as enabling all adult services librarians to collaborate more effectively.]

4. Site

Incorporate photographs with descriptive captions within the narrative that illustrate current conditions and selected site, if different.

A. Describe how and why the chosen site was selected, and any alternate sites considered.
[Melrose has chosen to remain on the site of the City's original library building. During the Long Range Planning process, as well as in day-to-day community conversations, residents of Melrose consistently express appreciation for the character of our Carnegie library. Although the

functionality of the building needs improvement, the feel and character are still beloved in this historic city. Due to the limited lot size, other sites were considered, however Melrose is a geographically small municipality, and there simply were no other locations that exceeded the overall benefits of a historic library located 1/2 block from the commuter rail, a bus stop, and a large municipal lot (behind City Hall.) The City Planner has written a letter addressing this choice (included with Appendix C.)



Despite the need for renovation and improved accessibility into and within the building, the lovely corner lot sets off the library beautifully, creates a wonderful summer programming space on the lawn, and allows easy access from multiple directions. The proposed project will bring the new addition into better alignment with the building, so that the Carnegie architecture can be seen when approaching from both directions of the street.

B. Summarize the site investigation findings in reports on:

- i. **[Geotechnical examination:** Preliminary geo-technical investigation took place at the site on June 3, 2016, through Weston & Sampson Engineers, Inc. Five exploratory borings were advanced with a geo-technical engineer present to monitor the activity. Soil samples were taken during the borings.

Based on the borings and the soil samples an area of debris and fill was identified under the existing parking lot, most likely from an older building that was demolished. If fill is

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located under new building areas it is possible that some removals would be required. Ground water was also identified at 18' in two borings which does not appear to pose any difficulty for construction of future additions but could lead to limited de-watering operations during the construction phase. Native and undisturbed soils encountered appear to be adequate to support the proposed building addition. Nothing found in the geo-technical investigation indicates that there would be any restriction to new construction at the site.]

- ii. [**Hazardous materials survey:** A complete hazardous materials identification study was completed by Universal Environmental Consultants and issued on May 3, 2016. Ninety five physical samples were taken at the building and suspect materials were identified through laboratory testing. Major areas of ACM (asbestos containing materials) included vinyl flooring and mastic, beam coatings, piping joints, duct insulation, and window and door frame caulking.

An estimate was prepared for future abatement and that value was carried within the cost estimate. It is estimated that to abate the ACM materials identified would be a cost of approximately \$327,000.00. This work would be completed as part of a renovation and addition project.]

- iii. [Preservation or archeological site survey (if applicable): n/a]
- iv. [**Structural evaluation (if applicable):** The structural report on the existing historic library building is based on visual observations made on a tour of the building on 5-9-16 and a review of existing drawings. No destructive testing was completed during the building review.

The existing historic library construction in 1904 is masonry with wood frame floors and roof constructed on a fieldstone foundation. The addition that is proposed to be removed was constructed in 1963 and is framed in steel and concrete. The conclusion of the structural report is that while there is some cracking in the walls and ceilings of the existing historic building, it is performing well and is stable. It is anticipated that some re-pointing should be undertaken as part of a renovation project. It is also anticipated that a major addition would be separated from the existing building with an expansion joint at the juncture between existing and proposed.]

C. What zoning waivers may be required? [

The Library Director, City Planner, and Tappe Architects have met with the Director of Inspection Services/Building Commissioner to review the preliminary plans. This proposed addition is designed within the zoning setbacks so we do not anticipate requiring any zoning waivers from the dimensional standards in the Melrose Zoning Ordinance. The project may require a waiver for parking compliance since it involves additional square footage. There is a special exception in the Melrose Zoning Ordinance which is designed for circumstances such as this; the Building Commissioner feels that this project will meet the requirements for an exception (see letter included with Appendix N.)]

- D. Does the library have clear title to the proposed project site? ☒ Yes ☐ No

Include a copy of the Title/Deed to the property in Appendix A. If the library has not yet secured final ownership of land, the following conditions must be met for the project to proceed.

- **Existing Library Building**

Documenting Ownership – deed showing clear title to land

Establishing Value to Claim Eligible Cost – n/a

Deadline – January 26, 2017

- **Acquired from Town or School Owned Land**

Documenting Ownership – can be contingent on receiving a construction grant

Official town meeting or vote of select board, school board or other town entity that administers the property that defines the site and authorizes transfer of land for the project

Establishing Value

Get three land appraisals from a real estate agent and use the middle appraisal
OR

Use city/town assessor's valuation

Claim up to \$800,000 as an eligible cost

Value of existing structures cannot be claimed

Only land for the library structure and associated dedicated parking

Only land acquired since January 26, 2014 is eligible

Deadline - January 26, 2017

- **Gifted**

Documenting Ownership – can be contingent on receiving a construction grant

Agreement between the donor and town that includes

Confirming the Gift

Defining the site

Value of site

Establishing Value

Get three land appraisals from a real estate agent and use the middle appraisal
OR

Use city/town assessor's valuation

Claim value as shown on the middle appraisal or city/town valuation, up to \$800,000

Value of existing structures cannot be claimed

Only land for the library structure and associated dedicated parking

Only land acquired since January 26, 2014 is eligible

Deadline - January 26, 2017 to claim as an eligible cost

Clear title by date of signing contract with MBLC

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- **Purchased from a Seller**

Documenting Ownership – can be contingent on receiving a construction grant

Purchase and sale agreement between the town and the seller

Establishing Value – value as stated in purchase and sale agreement can be claimed as an eligible cost

Deadline – Signed purchase and sale agreement by January 26, 2017 to claim as an eligible cost

Only land acquired since January 26, 2014 is eligible

- **Leased Land**

Documenting Ownership in Application – can be contingent on receiving a construction grant

Lease agreement between the municipality and documented owner

Duration of least 99 years

Lease payments are not an eligible cost

Establishing Value – n/a

Deadline - January 26, 2017

Clear title or a lease of at least 99 years must be obtained prior to signing a grant contract with the Board of Library Commissioners. *A title search is required to confirm that property is without any claims by others and there is no history of past claims which might affect the ownership.* Include confirmation of a clear title or lease agreement and all supporting documentation in Appendix A.

5. Funding and Stewardship

A. Describe the potential level of financial support

- i. Local funding has already been approved []
- ii. Donor gift giving through capital campaign [Groundwork has begun for a major capital campaign. The campaign will be formally launched once the grant status is confirmed. It is hoped that the capital campaign, combined with charitable giving, may account for a third of the total project funding.]
- iii. Charitable giving from businesses, foundations and other prospects [The Friends of Melrose Public Library, Inc. have been actively involved in this process and plan to aggressively pursue grant and foundation opportunities on behalf of this project.]
- iv. Other [The Trustees, with approval of the Board of Aldermen, have expended \$85,000 to fund the planning and design process of this project. The City plans to provide the local funds needed to complete a project through a municipal bond. The Mayor has begun discussing the need for a debt exclusion in the community; we will continue working on an awareness campaign.]

B. Describe the potential level of municipal support for library operations, including adjusted staffing levels and for adequate maintenance and repair after project completion. [The City is committed to supporting its municipal buildings through both staffing and building maintenance/repair. The need for a small increase in part time staffing to adequately cover the

renovated building is understood by the City Auditor. Great care has been taken during the planning process to ensure staffing efficiency throughout the building. There is no level of the proposed building that does not have a combination of public and staff areas, maximizing both safety and service (this is not possible in the current configuration.) Several years ago, the City implemented a major reorganization of the Department of Public Works. Most municipal buildings, including the library, were centralized under the DPW for maintenance and repair. The transition was well-thought-out and focuses on providing excellent daily and long term service to all municipal buildings. The proposed renovation will only improve the existing service to the library, as it will allow for the inclusion of improvements such as a Building Management System for the HVAC.]

- C. For **all projects**, fill out a Massachusetts Historical Commission (MHC) Notification form, send to the MHC and include a copy in Appendix G.
- i. Guide: <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf>
 - ii. Form: <http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf>

6. Special Conditions

- A. If not already included in this application, describe any special conditions pertaining to this project or municipality. Special conditions might include such factors as demography, economics, or other conditions that have had a significant effect on the proposed project's scope or size. [n/a]

7. Project Timeline

Estimate the number of months needed to:

- A. Finalize schematic design & complete design development: [9] months
- B. Secure local funding: [3] months
- C. Complete construction: [18] months

SECTION 2: FINANCIAL

A. ESTIMATED ELIGIBLE/ NON-ELIGIBLE PROJECT COSTS

- For a project in a single municipality or for a Joint Library Project (libraries in two or more towns planning a single building), complete the spreadsheet linked below.
- If your project includes costs for constructing space housing another agency, organization or department as well as the library, do not fill out section 2A. An Application Addendum for a Shared Building Project is required, with a slightly different spreadsheet. Contact Lauren Stara (lauren.stara@state.ma.us) or Rosemary Waltos (rosemary.waltos@state.ma.us) for the additional form.

Cost Estimate

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Cost Estimate

B. DETAILED COST ESTIMATE

Include the independent cost estimator's full report in Appendix L.

Estimating Firm:	[PMC LLC]
Address:	[20 Downer Ave Suite 1C, Hingham MA 02043]
Name of Estimator:	[Peter Bradley]
Phone(s):	[781-740-8007]
Email address:	[peterbradley@pmc-ma.com]

C. COST PER SQUARE FOOT

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Cost per Square Foot

A. Cost Estimate: Eligible / Non-Eligible Project Costs Summary

If the proposed project is for a shared building, contact MBLC construction specialist for financial section forms and instructions.

<u>Item/Activity</u>	<u>Eligible</u>	<u>Non-Eligible</u>	<u>Total</u>
Construction			
1 Construction (not incl. landscaping and paving)	\$10,862,530		\$10,862,530
2 Landscaping & Paving		\$89,537	\$89,537
3 Bonds & Insurance - 2.4%	\$260,701	\$2,149	\$262,850
4 Overhead & Profit - 5%	\$556,162	\$4,584	\$560,746
5 Permits, if not waived by municipality			
6 Subtotal	\$11,679,393	\$96,270	\$11,775,663
7 Contingency for Construction 10% of total	\$1,167,939	\$9,627	\$1,177,566
8 Construction Subtotal	\$12,847,332	\$105,897	\$12,953,229
Professional Services			
9 Library Building Consulting, if used (1)			
10 Architect/Engineering Fees: Schematic Design (1)	\$85,000		\$85,000
Architect/Engineering Fees: Design Development through Bid			
11 Documents	\$883,175		\$883,175
12 Architect Fees: Construction Administration	\$294,392		\$294,392
13 Project Management (OPM)	\$400,000		\$400,000
14 Clerk of the Works, if separate from OPM	\$400,000		\$400,000
Hazardous Abatement Design/Oversight (Industrial Hygienist)	\$35,000		\$35,000
16 Information Technology Consulting	\$40,000		\$40,000
17 LEED Consulting	\$80,000		\$80,000
18 LEED Application Fees	\$7,000		\$7,000
19 Commissioning Agent	\$50,000		\$50,000
20 Other Engineering (geo-tech investigation + support)	\$25,000		\$25,000
21 Interior Design Services	\$80,000		\$80,000
22 Independent Design Review (if used)			
23 Legal Services		\$5,000	\$5,000
24 Misc. Fees and Expenses		\$20,000	\$20,000
25 Other (list separately on next page)			
26 Professional Services Subtotal	\$2,379,566	\$25,000	\$2,404,566
Furnishings, Finishes & Equipment (FF&E)			
27 Utility Backcharges	\$10,000		\$10,000
28 Steel Bookshelves & Metal End panels	\$240,000		\$240,000
29 Mobile Shelving & Mobile Service Desks			
30 Furniture		\$550,000	\$550,000
31 Window Treatments			
32 Telephones, i.e. handsets		\$10,000	\$10,000
33 Tele/Data Equipment	\$50,000		\$50,000
34 Computer Terminals & Peripherals		\$150,000	\$150,000
Audio Visual Equipment, i.e. projectors, televisions, microphones		\$20,000	\$20,000
36 Wayfinding and Decorative Signage		\$10,000	\$10,000
37 Automated Sorting System			
38 Security System for Collections		\$45,000	\$45,000
39 Murals or Other Artwork			
40 Other (list separately on next page)			
41 Subtotal	\$300,000	\$785,000	\$1,085,000
Contingency for Expenses: Professional Service and FF&E			
42 10% of total of all expenses	\$30,000	\$78,500	\$108,500
43 FF&E Subtotal	\$330,000	\$863,500	\$1,193,500
44 Expenses: Profession Services and FF&E Subtotal	\$2,709,566	\$888,500	\$3,598,066
Other			

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45	Town or School Owned			\$0	
46	Gifted or Purchased			\$0	
47	Municipal Bond Costs			\$0	
48	Moving		\$100,000	\$100,000	
49	Temporary Library Fit-out, Rent, Insurance, etc.		\$75,000	\$75,000	
50	Other Subtotal		\$175,000	\$175,000	
Annual Escalation					
51	Construction 4% annually for up to 36 mos.	\$1,604,169	\$13,221	\$1,617,390	
52	Architects services 4% annually for up to 36 mos.	\$147,034		\$147,034	
53	Professional Services 4% annually for up to 36 mos.	\$138,599		\$138,599	
54	FF&E 4% annually for up to 36 mos.		\$107,819	\$107,819	
55	Escalation Subtotal	\$1,889,802	\$121,040	\$2,010,842	
56	Grand Total Project Costs	\$17,446,700	\$1,290,437	\$18,737,137	
Notes:					
(1) Include only those costs incurred within three years of the date of this application. This could include surveys and materials testing, structural inspections and peer review.					
(2) a. Purchased land and/or building may be valued up to the actual purchase price.					
b. Only monies already expended for eligible costs related to acquisition of real property after January 26, 2014 date can be included as an eligible cost.					
c. Where publicly or privately owned real property is donated to a project, only so much land as is necessary to provide an adequate library site, up to a maximum of \$800,000, may be considered in the calculation of eligible costs, and the value of such land must be documented.					
d. For more details on valuing land see Question 10 (4) (D)					
(3) Amounts for contingencies and annual escalations must be broken down by eligible and non-eligible costs.					

D. FUNDING SOURCES

Describe your plan for obtaining funds other than the MPLCP grant.

[The library is well supported by the Board of Library Trustees and the City of Melrose, as well as the Friends of Melrose Public Library, Inc. The Board of Trustees funded the \$85,000 necessary for the planning and design phase leading up to the grant application, and will continue its strong history of supporting extraordinary library projects. The City plans to provide the local funds needed for the building project through a municipal bond. The Mayor has already begun speaking about the project and the funding needs in the community, to build awareness and broad-based support. The Friends of Melrose Public Library, Inc. are planning to fundraise for targeted needs that arise out of the building process. This will include direct fundraisers such as library mini-golf gala events sponsored by the Friends, and direct applications for grants, such as a grant opportunity that could cover the majority of the costs for computer equipment. Additionally, groundwork has begun for a major capital campaign to offset the ineligible costs necessary to this project. The capital campaign will be formally launched once the grant status is confirmed.]

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Funding Sources

SECTION 3: ASSURANCES AND CERTIFICATIONS

A. QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL - NEEDS TO BE COMPLETED

1. **Project Director.** The library director may function as the project director.

Name: Denise Gaffey

Position: City Planner; Director of the Office of Planning and Community Development

Responsibilities:

Will monitor progress in weekly construction meetings

Will coordinate relocation of library during construction

Will work with Library Director and designers on library functions/use

Will communicate with stakeholders including City officials, staff, trustees and community, in coordination with Library Director

Qualifications: [Ms. Gaffey has a Master's Degree from Tufts University in Urban Policy and has worked as a Planner and Project Manager for the City of Melrose for twenty years. Ms. Gaffey has provided oversight for dozens of major capital projects for the City, including the \$52 Million Middle School and over \$20 Million in investments in the High School, and has managed major renovation projects on two National Register buildings: Memorial Hall and Beebe Estate.]

2. **Architect.** Complete this form for the firm, principal and/or project architect working on the project

Architectural Firm: [Tappe Architects, Inc.]
Address: [6 Edgerly Place, Boston MA 02116]
Phone(s): [617-451-0200]
Website: [www.tappe.com]
Library project date of hire: [January 26, 2016]

Name of Principal Architect: [Jeffrey Hoover]
Phone(s): [617-986-4837]
Email address: [jhoover@tappe.com]
Mass. License #: [7835]

Name of Project Architect
(if different): [Charles Hay]
Phone(s): [617-451-0200]
Email address: [chay@tappe.com]
Mass. License #: [8628]

3. **Owner's Project Manager (OPM).** Complete this form for the firm, the OPM and the Clerk of the Works

Project Management Firm: [Municipal Building Consultants, Inc.]
Address: [200 Sutton Street, North Andover, MA 01845]
Phone(s): [978-686-5766]
Website: [municipalbuildingconsultants.com]
Library project date of hire: [June 23, 2015]

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Name of OPM: [Pat Saitta]
 Phone(s): [978-686-5766]
 Email address: [patrick.saitta@municipalbuildingconsultants.com]

Name of Clerk of the Works: [Larry Hueter]
 Phone(s): [978-686-5766]
 Email address: [Larry.Hueter@municipalbuildingconsultants.com]

4. **Library Director.** Complete only if the library director is not the project director.

Full name: [Linda C.W. Gardener]
 Phone(s): [781-665-2313]
 Email address: [lcwgardener@noblenet.org]
 Major responsibilities related to the project: [
 Responsible for overall administration of library
 Will monitor progress in weekly construction meetings
 Will communicate with stakeholders including City officials, staff, trustees and community
 Will coordinate relocation of library during construction, in conjunction with City Planner
 Will work with designers on library functions/use]

B. **PROJECT AWARDING AUTHORITY AND FISCAL INFORMATION - NEEDS TO BE COMPLETED**

The sole awarding legal authority for this project will be:
 (Mark only one)

- ☐ Board of Library Trustees
☐ Local Building Committee
☒ Other Municipal Official

Chairperson or Municipal Official of Above

Full name: [Robert J. Dolan]
 Title: [Mayor]
 Address: [562 Main Street, Melrose MA 02176]
 Phone(s): [781-979-4440]
 Email address: [rdolan@cityofmelrose.org]

The person legally authorized to receive and safeguard Massachusetts Public Library Construction Program funds locally:

Full name: [Arthur J. Flavin, Jr.]
 Title: [Treasurer/Collector]
 Address: [562 Main Street, Melrose MA 02176]
 Phone(s): [781-979-4120]
 Email address: [aflavin@cityofmelrose.org]

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The person legally authorized to requisition and approve local expenditures of Massachusetts Public Library Construction Program funds:

Full name: [Robert J. Dolan]
Title: [Mayor]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4440]
Email address: [rdolan@cityofmelrose.org]

Name and address of bank or other institution where Massachusetts Public Library Construction Program funds will be deposited:

Bank or institution name: [Eastern Bank]
Contact name: [Natalya P. Ryzhova]
Title: [Assistant Vice President, Government Banking]
Address: [195 Market Street, EP 3-06, Lynn MA 01901]
Phone(s): [781-598-7710]
Email address: [n.ryzhova@easternbank.com]

Official accounts of receipts and disbursements for the proposed construction project will be maintained by:

Office or agency name: [Auditing Department]
Contact name: [Patrick Dello Russo]
Title: [CFO/Auditor]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4110]
Email address: [pdellorusso@cityofmelrose.org]

Official documents to verify information shown in official accounts will be on file at:

Office or agency name: [Office of Planning and Community Development]
Contact name: [Denise Gaffey]
Title: [Planning Director]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4194]
Email address: [dgaffey@cityofmelrose.org]

Person authorized to serve as the municipality's Massachusetts Certified Public Purchasing Official (MCPPO) is:

MCPPO-certified City/Town Hall or School District Individual:

Full name: [Patrick Dello Russo]
Title: [CFO/Auditor]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4110]
Email address: [pdellorusso@cityofmelrose.org]

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C. COMPLIANCE ASSURANCES

Applicants shall agree in writing to the 38 assurances found in 605 CMR 6.05 (2)(d) which are based on full municipal enforcement and compliance with federal, state and local laws, rules and regulations.

1. that new, remodeled or renovated library buildings will be planned for a minimum operational life of 20 years;
2. that the completed facility will continue to be used as a free public library for at least 20 years. Prior approval from the Board must be obtained if there is any change in proportional use, or if the building is sold or reused for a non-public library function. In the event that the building is not kept in continuous use as a free public library for 20 years, the city or town must return the amount of the grant award plus interest to the Board within 60 days of the date the library building falls out of compliance with 605 CMR 6.05;
3. that the Applicant will continue the library's participation and qualification in programs established by or the successors to State Aid to Public Libraries M.G.L. c. 78, §§ 19A and 19B. Should the Applicant fail to be certified by the Board to receive State Aid during the period in which the grant contract and agreement is in effect, until project completion and final payment, this will be considered a breach of the contract;
4. that when construction is complete, the Applicant will make all full and good faith efforts to ensure that sufficient funds will be available for the effective operation and maintenance of the facility, in accordance with applicable federal, state and local requirements and standards;
5. that a sign will be displayed on the construction site and a plaque will be placed in the completed building stating that State funds administered by the Massachusetts Board of Library Commissioners have been or are being used for construction and displaying the MBLC name and logo;
6. that the Applicant and contractors will not knowingly employ, compensate, or arrange to compensate any employee of the Board during the term of the project, unless such arrangement is permitted under the provisions of M.G.L. c. 268A;
7. that the Board will have the authority to review and approve plans, specifications, bid documents, contract awards, payments and all documents of obligation or expenditure for the project;
8. that if required, pre-contract and preconstruction conferences will be held with representative(s) from the Board;
9. that the Owner's Project Manager, architect and other contractors of an approved public library project will be selected using the procedures as outlined by the Designer Selection Board under the provisions of M.G.L. c. 7C, §§ 44 through 58;
10. that all design, construction, construction contracts and sub contracts will be in conformity with all applicable provisions of state and local law, rules and regulations including, but not limited to, M.G.L. c. 143, St. 1972, c. 802, St. 1984, c. 348 and 780 CMR: State Board of Building Regulations and Standards. All construction contracts must be bid under M.G.L. c. 149, § 44A or M.G.L. c. 30, § 39M;
11. that the Applicant will be in compliance with Executive Order 524: Establishing the Massachusetts Supplier Diversity Program, which includes set aside provisions for minority business enterprises and women-owned business enterprises, and in compliance with M.G.L. c. 151B. The Applicant must not discriminate in any manner because of gender, race, color, religion, national origin, ancestry, age, sex, or handicap;
12. that the Applicant will require that all construction contracts will be in conformity with applicable law and regulations related to minority hiring. Every state-assisted contract for an approved public library project, including sub contracts, will include the Commonwealth's Supplemental Equal Opportunity/Anti-Discrimination and Affirmative Action Program as part of the contract;

13. that the Applicant will comply with Executive Order 526: Regarding Non-discrimination, Diversity, Equal Opportunity, and Affirmative Action. The Applicant will safeguard nondiscrimination, diversity and equal opportunity in state funded workplaces, decisions, programs, activities, services and contracts;
14. that the Applicant will submit the project to local, regional or state boards or agencies for comment and/or approval as may be required by law or regulation;
15. that the Applicant will assist the Board in complying with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62H;
16. that the building will be designed according to 521 CMR: Architectural Access Board;
17. that life cycle cost estimates of all technically feasible energy systems as defined in St. 1976, c. 433, will be considered in order to ensure that the energy system with the lowest life cycle cost estimate will be identified in accordance with the provisions of St. 1976, c. 433;
18. that the Applicant will closely monitor the cost effects of building program and design decisions and materials and systems selections so that the facility can be constructed and operated in a cost effective, sustainable and staff-efficient manner considering the type of project and structure;
19. that there will be an evaluation of flood hazard so that the facility to be constructed will be located to prevent potential flood hazards, as far as is practicable;
20. that the building will be designed to minimize the effects of vandalism, weather conditions and natural conditions and that materials and finishes will be selected to minimize operational costs and maintenance. This will include provision for a fire-rated enclosure for any automated or manually operated exterior book or nonprint materials return that penetrates a wall of the building;
21. that the Applicant will comply with M.G.L. c. 9, §§ 26 and 27C and 950 CMR 71.00: Protection of Properties Included in the State Register of Historical Places and any additional Massachusetts Historical Commission legal and regulatory requirements, including that which affords the Massachusetts Historical Commission the opportunity to review and comment as early as possible in the planning stages of the project;
22. that the Applicant will comply with Americans with Disabilities (ADA) federal standards and the regulations of the Massachusetts Architectural Access Board, including those requirements for making alterations to historical properties to ensure that property and building are readily accessible and usable by individuals with disabilities unless a variance has been obtained for all noncompliant features;
23. that prior approval from the Board will be obtained for significant budget, program or plan changes and revisions including deduct change orders, excluding change orders of an emergency nature;
24. that the Applicant will provide adequate supervision during the term of the project including architectural supervision, value engineering and the retention of a qualified clerk of the works and, when required, an Owners Project Manager that meets the qualifications required by M.G.L. c 7C, § 44 through 58;
25. that Board staff will be provided reasonable access to the project and site with consideration for site conditions and with appropriate notification;
26. that every good faith effort will be made to obtain sufficient funds beyond those granted under the Massachusetts Public Library Construction Program for the non matching and non eligible portion of project costs;
27. that the Board will not be held responsible for meeting any increased costs or increasing the amount of the grant award beyond the provisional award;
28. that the project will be completed as described in the application and approved by the Board. Any significant reductions in the project's program require prior approval;
29. that the Board, the Governor or his or her designee, the Secretary of Administration and Finance, and the State Auditor or his designee will have the right, at reasonable times and upon reasonable notice, to examine the books, records and other compilations of data of the Applicant which pertain to the

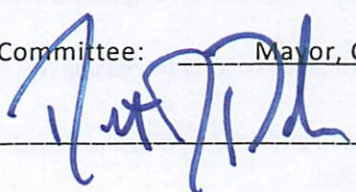
- performance of the provisions and requirements of this agreement. Upon request, the Applicant will furnish to the Board copies of any such books, records and compilations. In all Contracts or subcontracts entered into by the Applicant concerning the project, a provision must be included requiring similar access by the Board to the contractor's or subcontractor's books, records and other compilations of data which pertain to the project according to Executive Order 195: Vendor Contracts of April 27, 1981;
30. that the Applicant will file all required reports and the Board will be notified when the approved public library project is completed and a certified reporting of expenditures by category, financial sources and other documentation will be supplied to the Board by the Applicant within six months of project completion;
31. that all grant funds received by the Applicant from the Massachusetts Public Library Construction Program will be placed in an interest bearing account separate from other Applicant accounts. All grant funds, including interest income, will be retained in this account until they are expended for purposes specified in the construction grant application. Purposes specifically excluded include all those specified in 605 CMR 6.02: Definitions Eligible Costs;
32. that the Applicant will file a final evaluation form on the performance of contractors on the project as required by the Division of Capital Asset Management and Maintenance (DCAMM) upon completion of the project;
33. that construction will begin in the fiscal year immediately following the date of acceptance by Board staff of the final project construction documents;
34. that a copy of the as-built drawings, in paper or electronic form, will be supplied to the Board within 60 days after issuance of Certificate of Occupancy;
35. that the Applicant has clear title to the project site or a lease of at least 99 years;
36. that the project site will remain as described in the application and approved at the time of award or Waiting List placement;
37. that the construction process will comply with all current state and local building codes for libraries and all applicable standards and procedures;
38. that the completed project will meet or exceed a building efficiency rating of 65%.

D. APPLICATION CERTIFICATIONS - NEED SIGNATURES

We the undersigned, having official responsibility for the project herein described, do hereby attest to the facts and figures presented as true to the best of our knowledge and belief and do hereby certify our intent to carry out all the provisions and conditions agreed/delineated in this application. At least one person officially representing the town and one library trustee representing the library must sign. Name and title may be typed or legibly handwritten. Signature must be handwritten.

Name: Robert J. Dolan

Title and Board/Committee: Mayor, City of Melrose

Signature:  Date: 1/24/17

Name: Edward W. Waystack IIITitle and Board/Committee: Chairman, Library Board of TrusteesSignature: Edward W. Waystack III Date: 1/25/17Name: Christina GaglianoTitle and Board/Committee: President, Friends of the Melrose Public Library, Inc.Signature: Christina Gagliano Date: 1/24/17Name: Patrick Dello RussoTitle and Board/Committee: CFO/City AuditorSignature: Patrick Dello Russo Date: 1/25/17Name: Denise GaffeyTitle and Board/Committee: Director and City Planner, Office of Planning and Community DevelopmentSignature: Denise Gaffey Date: 1-27-17

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

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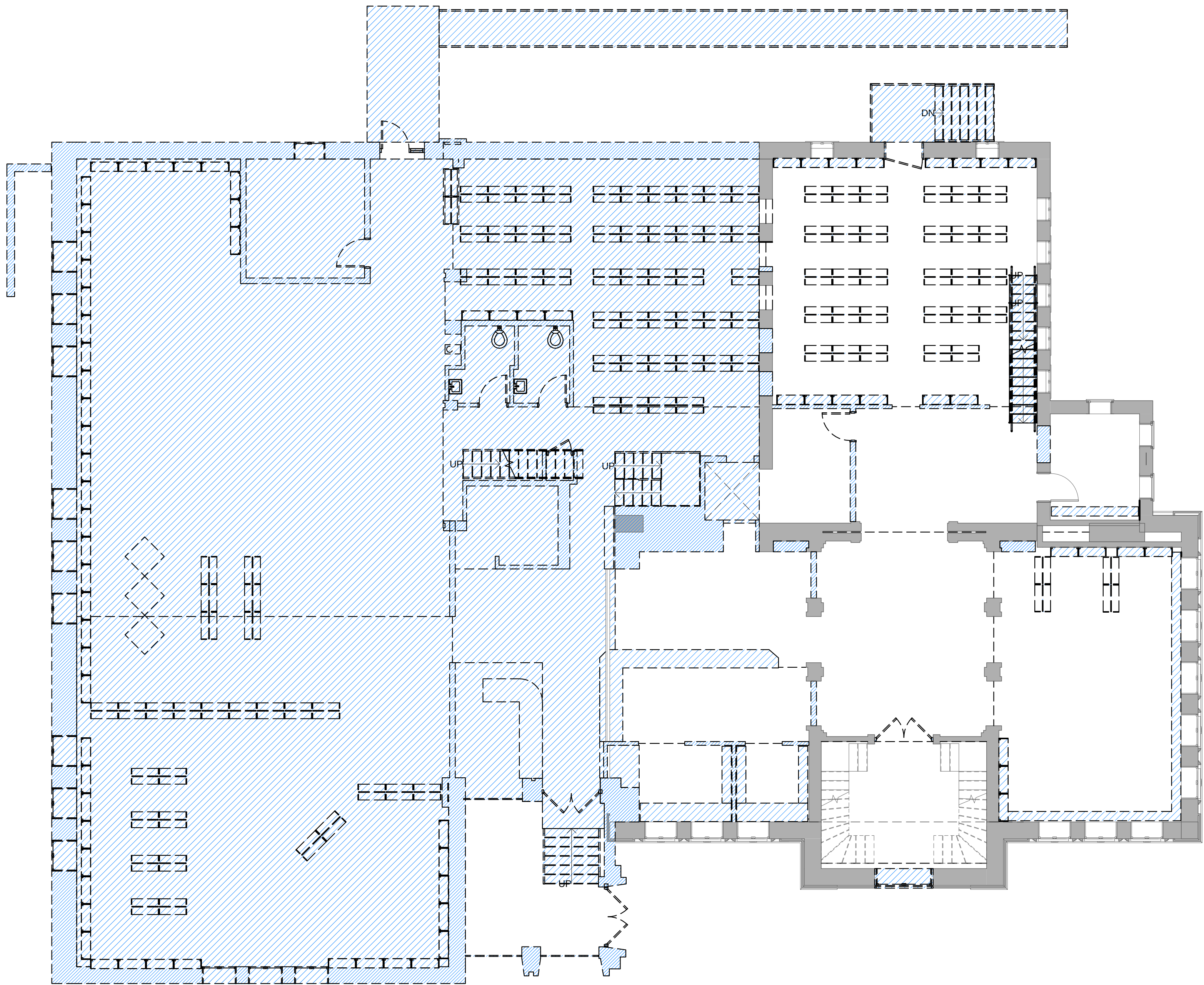
APPENDICES AND ATTACHMENTS

- A. Title/Deed and Related Documentation
- B. Copy of Town Meeting/City Council votes
- C. City/Town map showing location of proposed site
- D. Floor plans of existing library building
- E. Excerpted Pages from Master Plan/Library Long Range Plan
- F. Library Building Program
- G. Massachusetts Historical Commission notification form
- H. Geotechnical Consultant's Report
- I. Hazardous Materials Survey
- J. Structural Analysis
- K. Engineering and Other Surveys and Reports
- L. Detailed Cost Estimate
- M. LEED Scorecard (if applicable)
- N. Alternate Parking Plan (if applicable)
- O. Schematic Design Drawings*

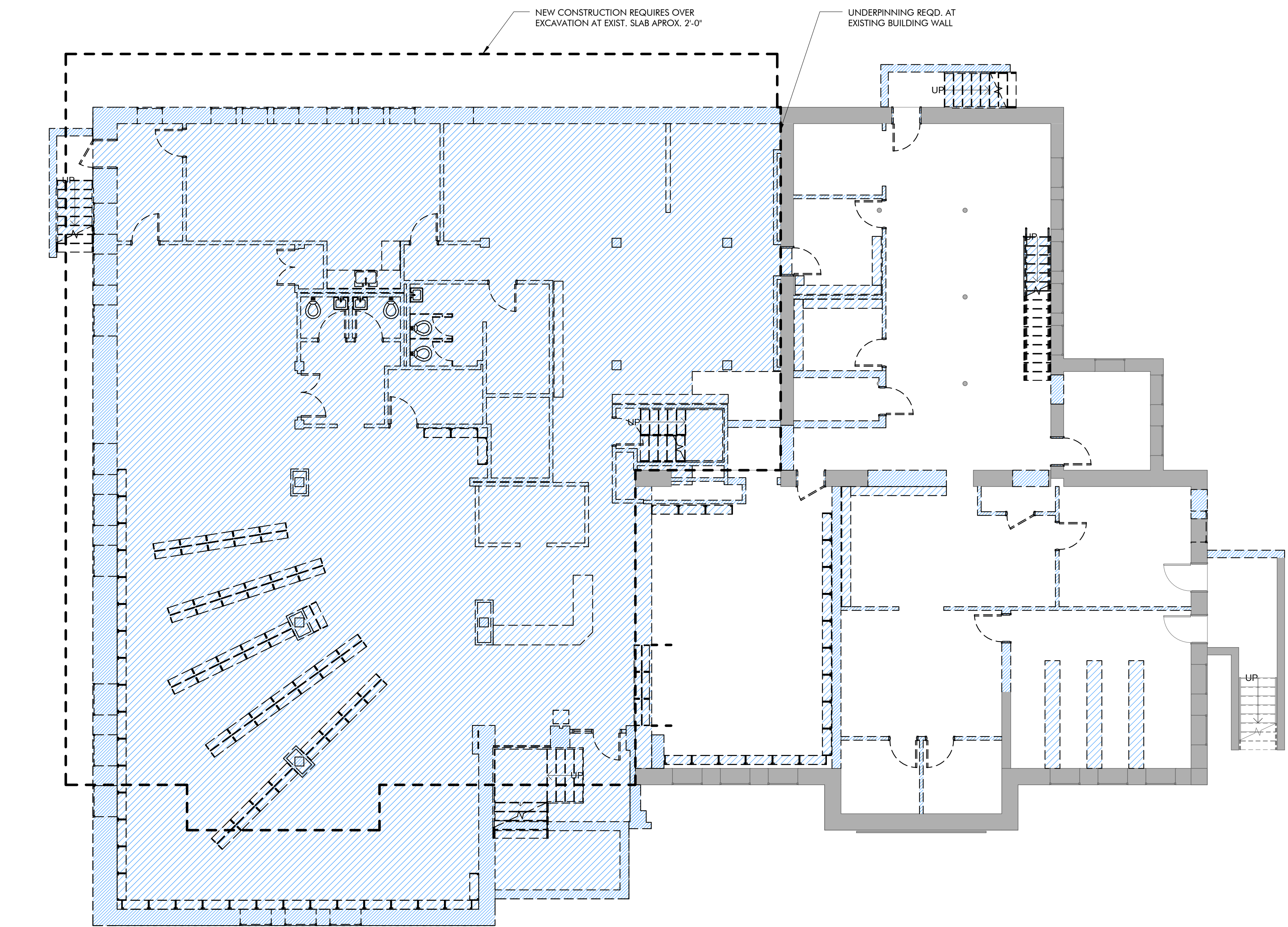
*Schematic drawings are adequate for the purposes of a grant application, but the latest version available should be submitted. Depending on the status of your project, that may be schematic, design development, or even construction drawings. All drawings and documents must be clear and readable, with labels to indicate location and square footages of areas directly on the drawings themselves, rather than in a separate schedule. The plans must include layout and heights of all shelving; reader seats, restrooms, elevators, staff offices, public service points, emergency exits, janitor's facilities, etc. Include one (1) half-size (15" x 22") set of schematic drawings, or most developed drawings, in their latest version available (scale: 1" = 16'). This half-size set should be folded and placed in the pocket of the Original Copy binder. In addition to the half-size set, include one set of 11"x17" drawings in each binder. Drawings must include:

- Floor plan(s) with a complete furniture, fixtures and equipment (FF&E) layout, including shelving unit heights. For an addition/renovation, provide floor plan(s) of the existing building with current FF&E layout as well as one for proposed layout. Indicate number of square feet in each area/room. Each level of the floor plan must be shown on a on a separate page.
- Elevations of proposed facades, especially those showing public entrances.
- Site plan and topographical survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger). Include written explanation of parking plans.
- Sections as needed to illustrate levels and main ceiling heights.

- P. Attachments (label sequentially)
 - 1. Melrose Free Press article, December 15, 2016
 - 2. Report of a Preservation Survey of Melrose Public Library
 - 3. Report on Environmental Monitoring Conducted by the MBLC

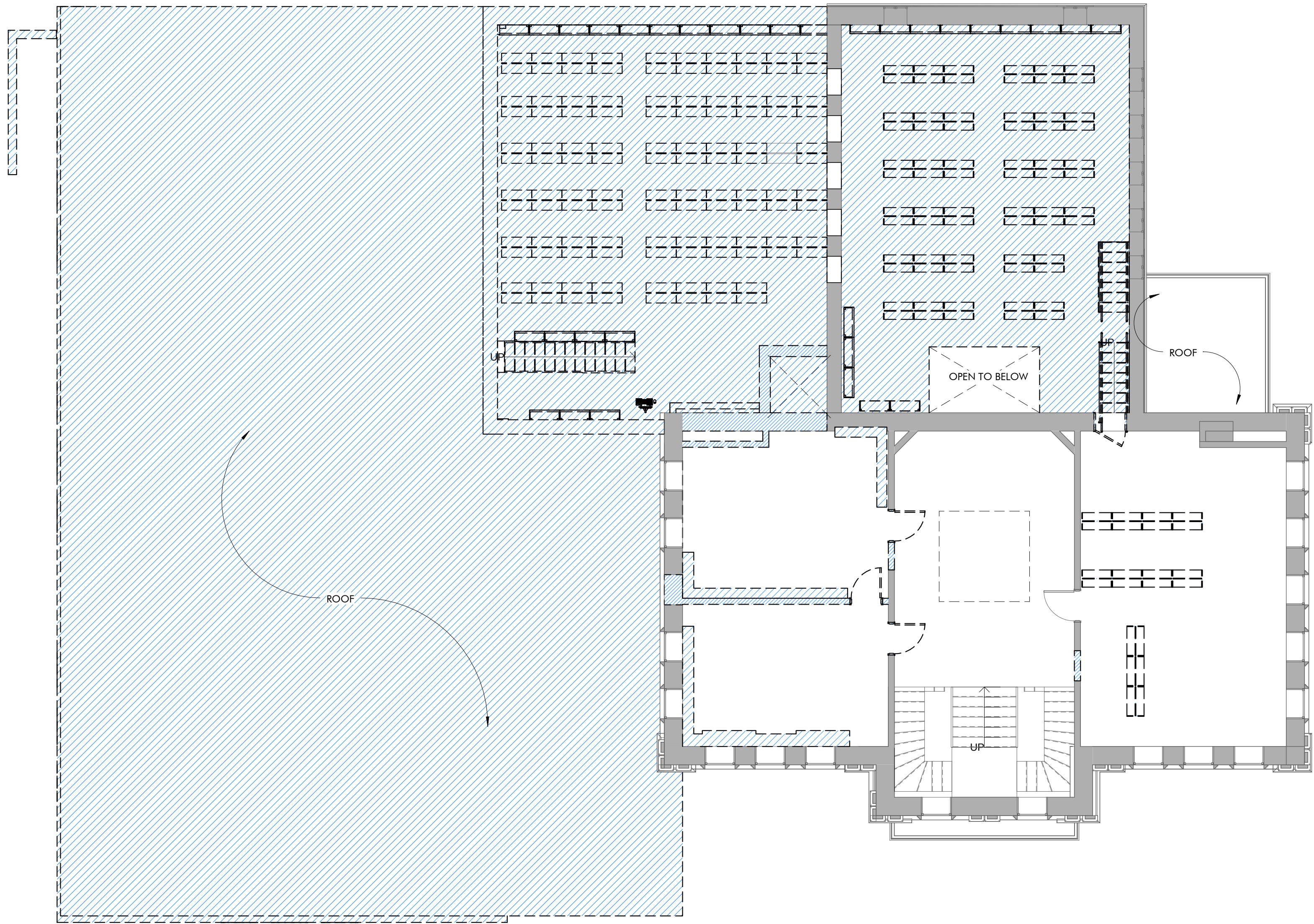


1 DEMOLITION PLAN - FIRST FLOOR
P105 1/8" = 1'-0"

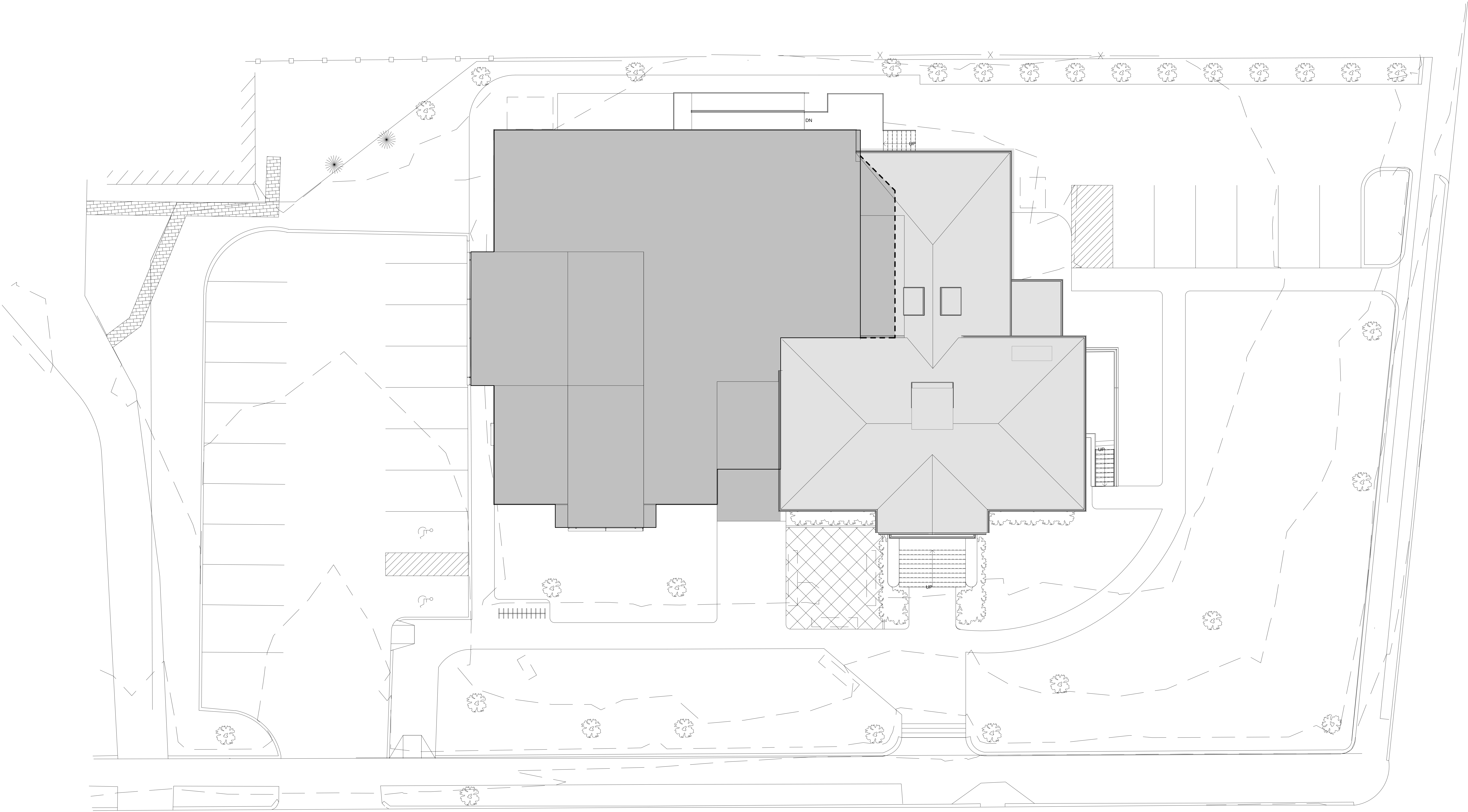


1 DEMOLITION PLAN - BASEMENT FLOOR
P104 1/8" = 1'-0"

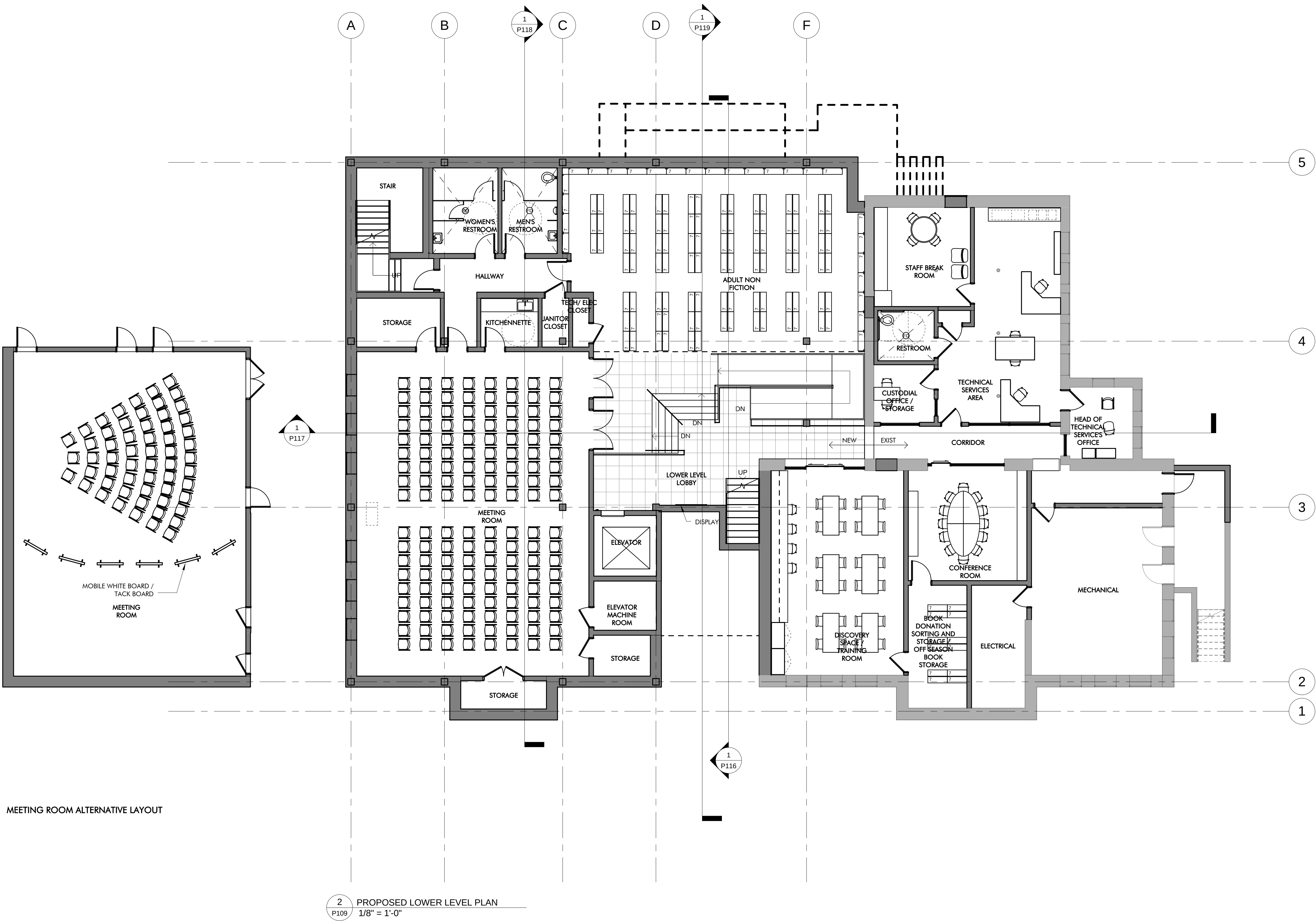
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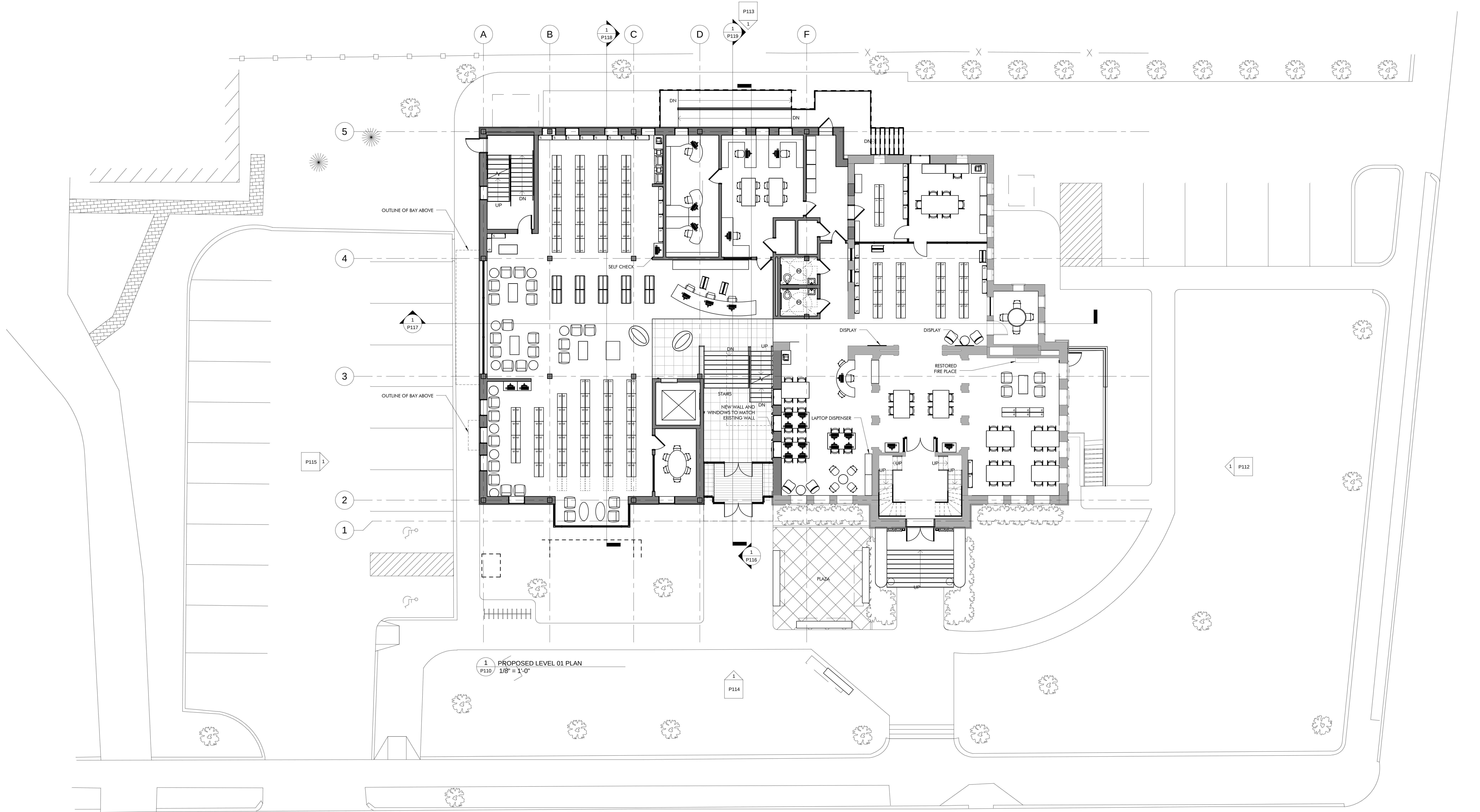


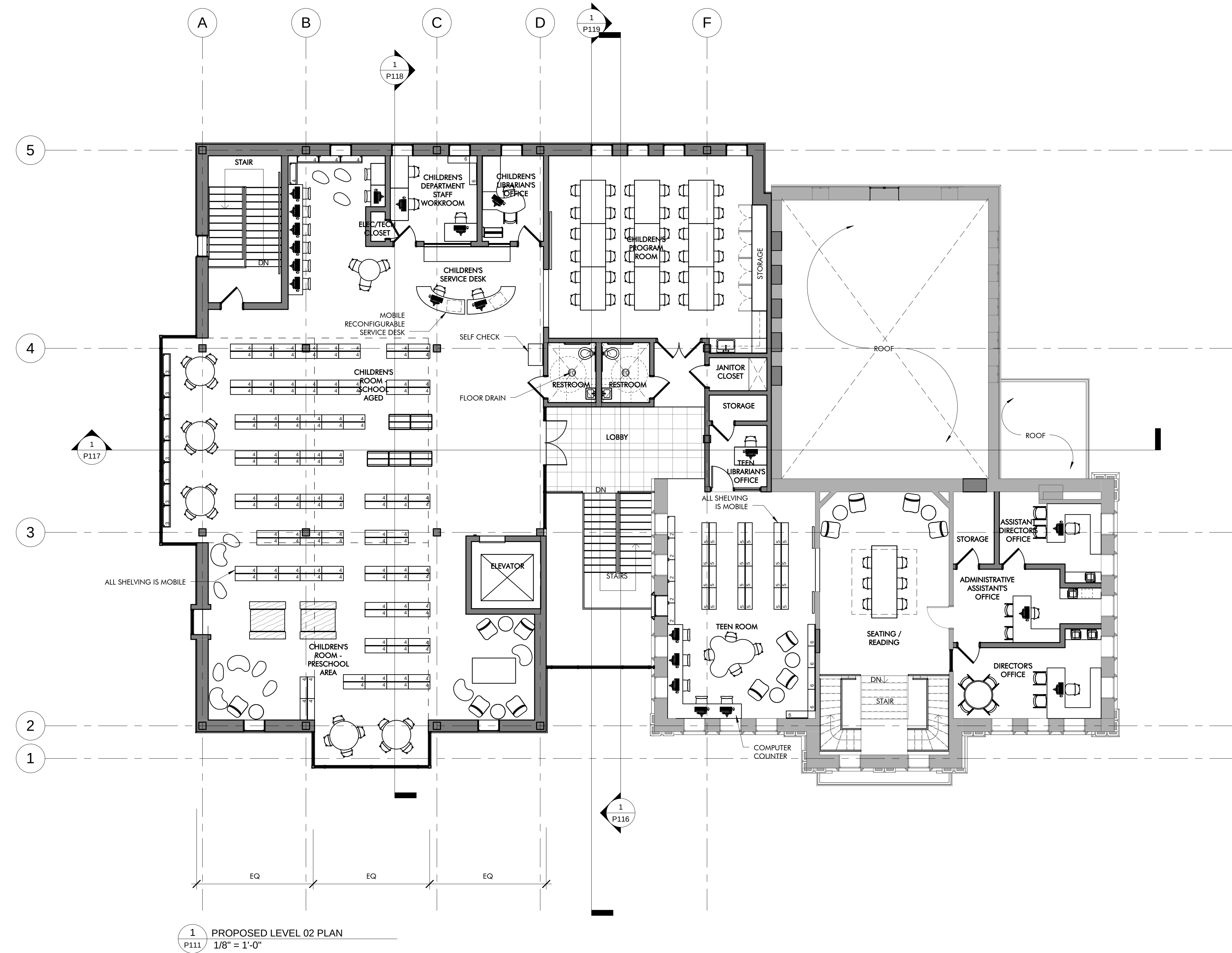
1 DEMOLITION PLAN - SECOND FLOOR
P106 1/8" = 1'-0"

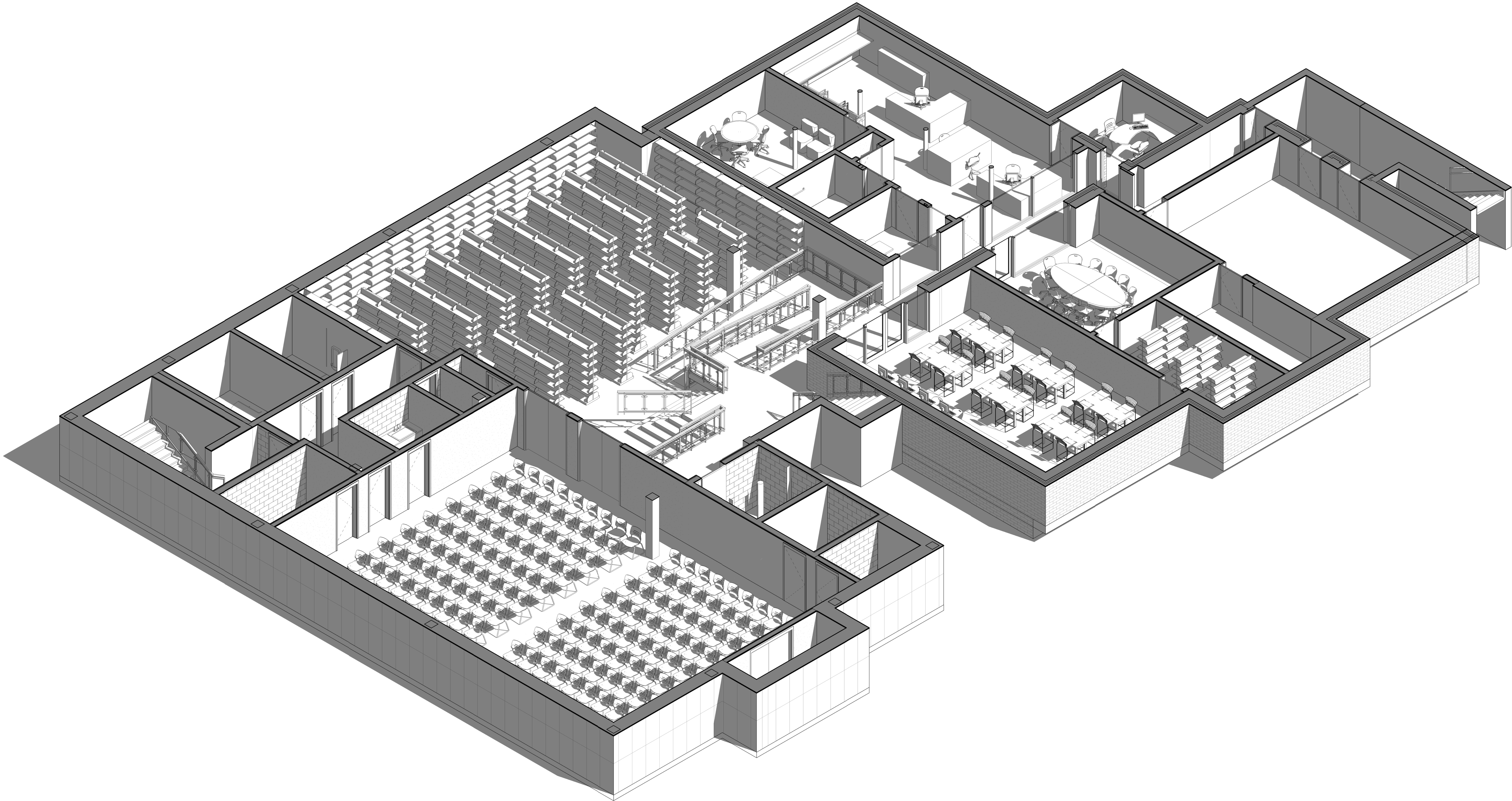


1 PROPOSED SITE PLAN
P108 1/8" = 1'-0"

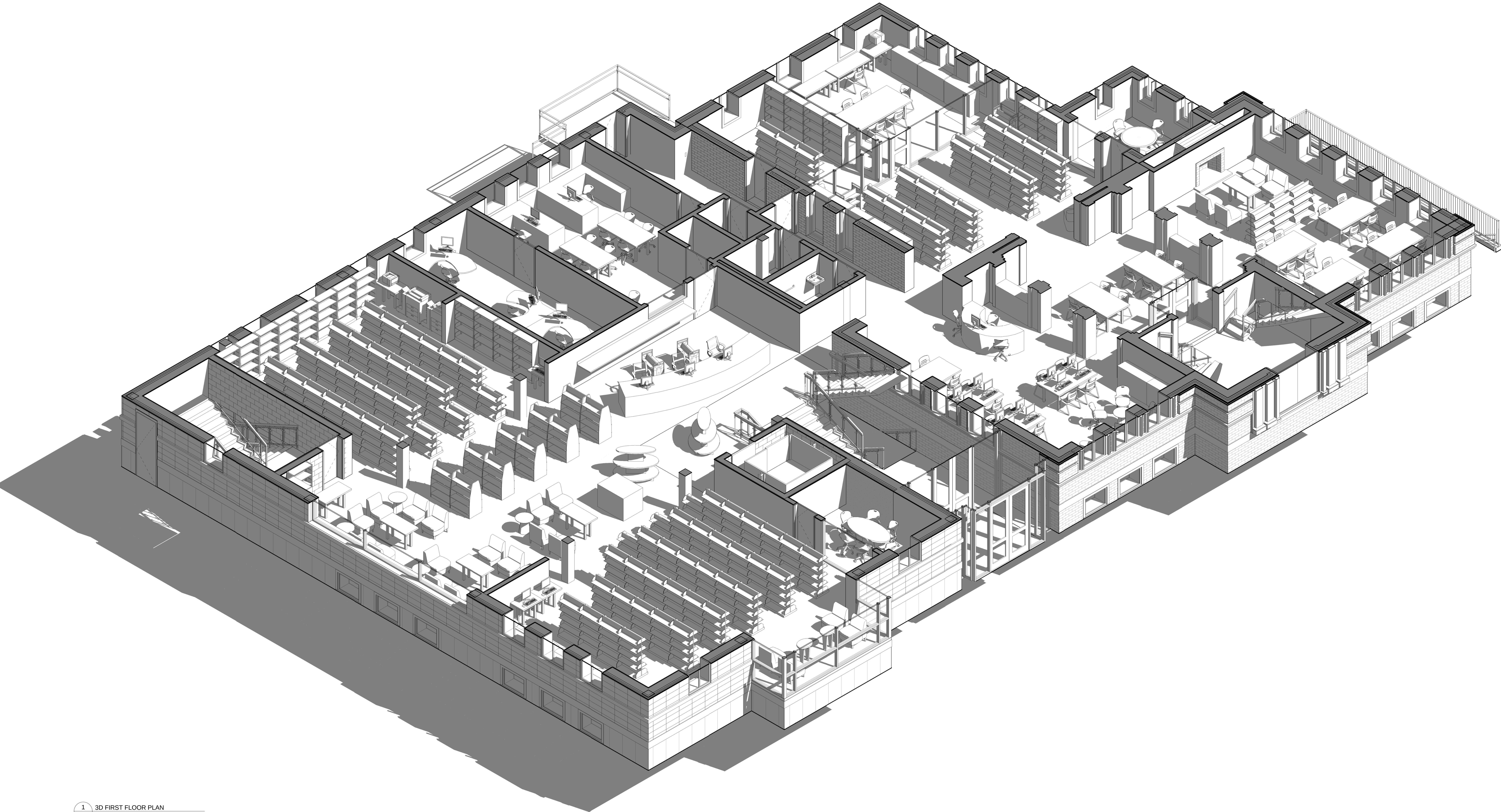




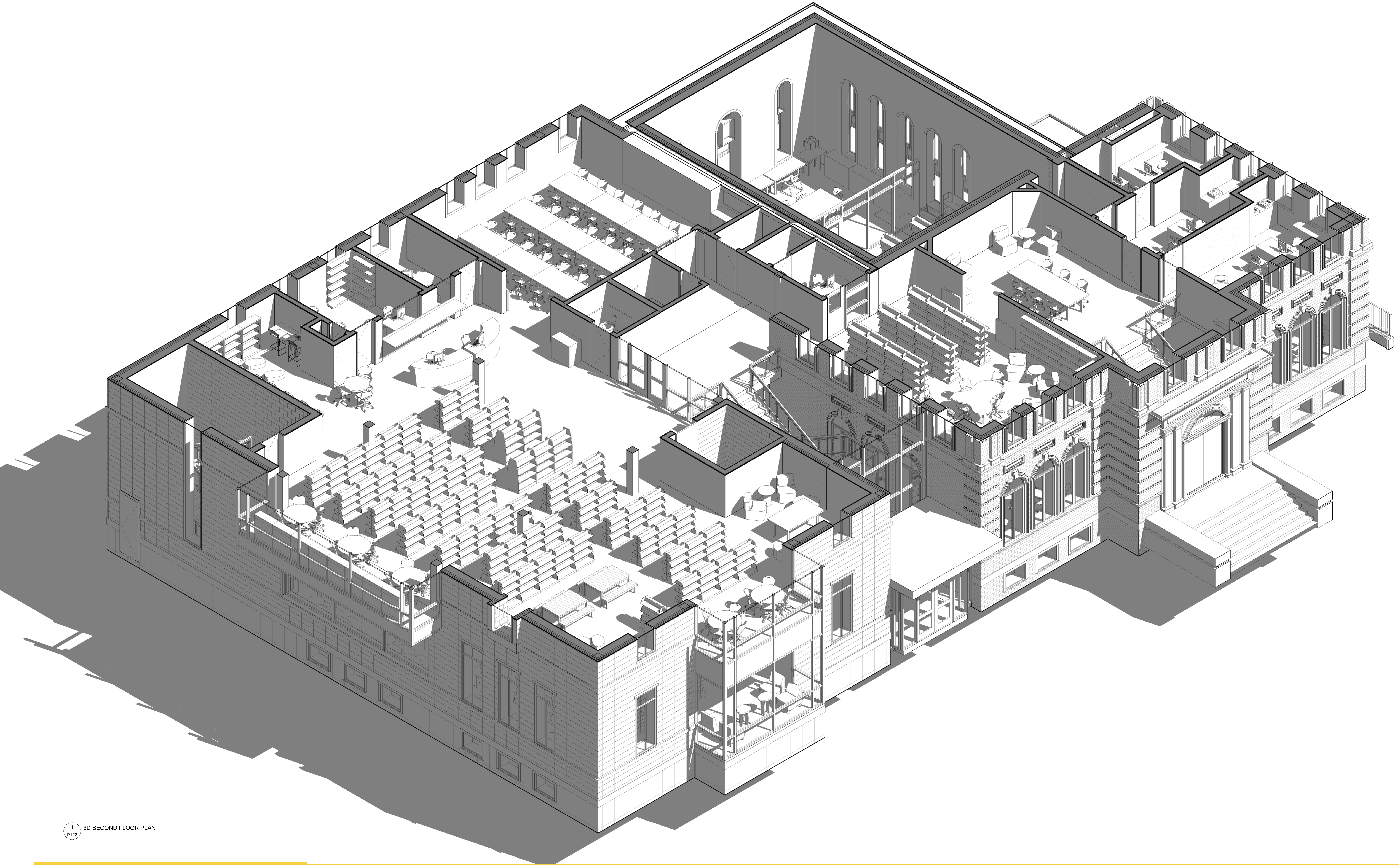




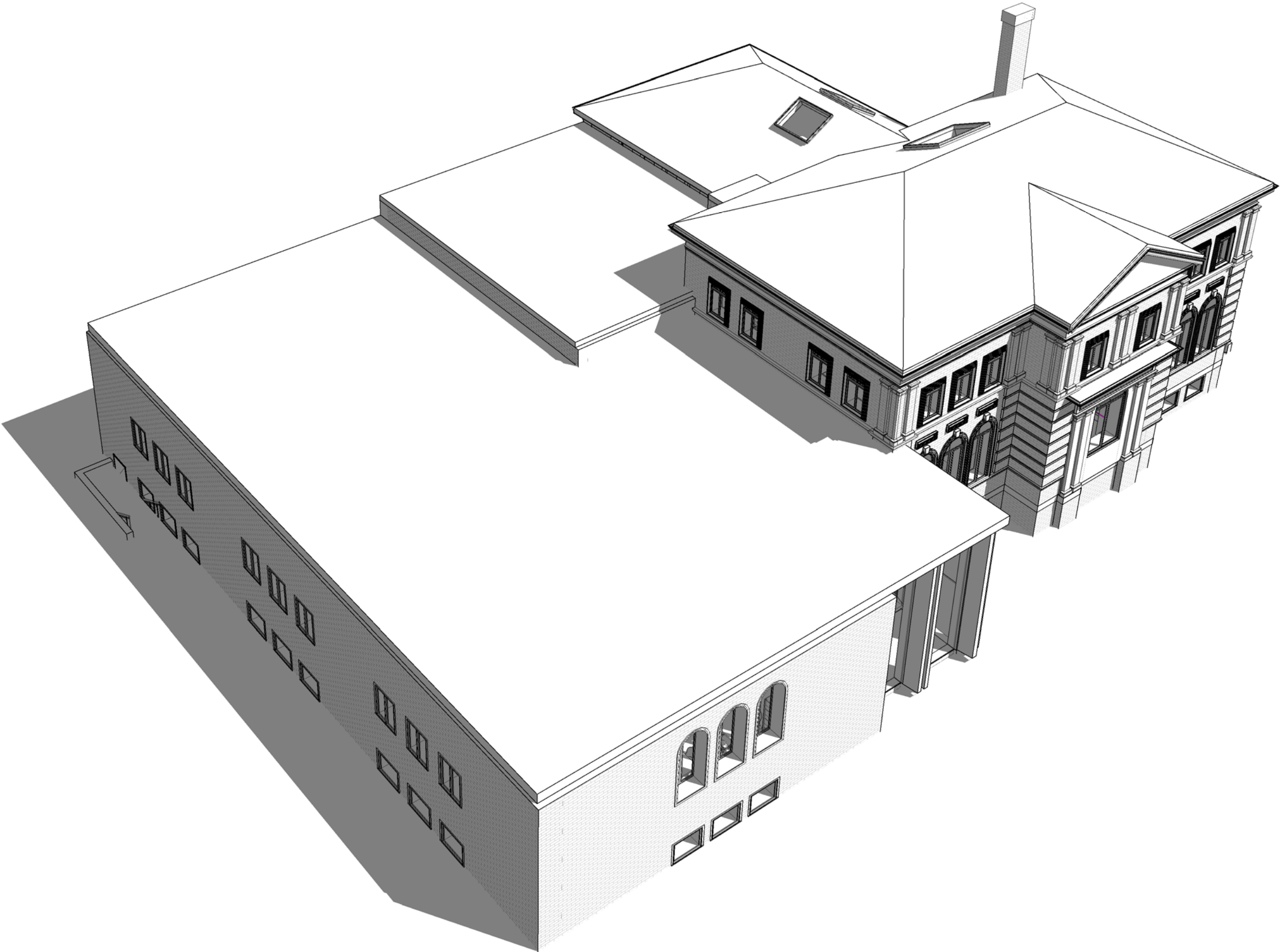
1 3D BASEMENT FLOOR PLAN
P120

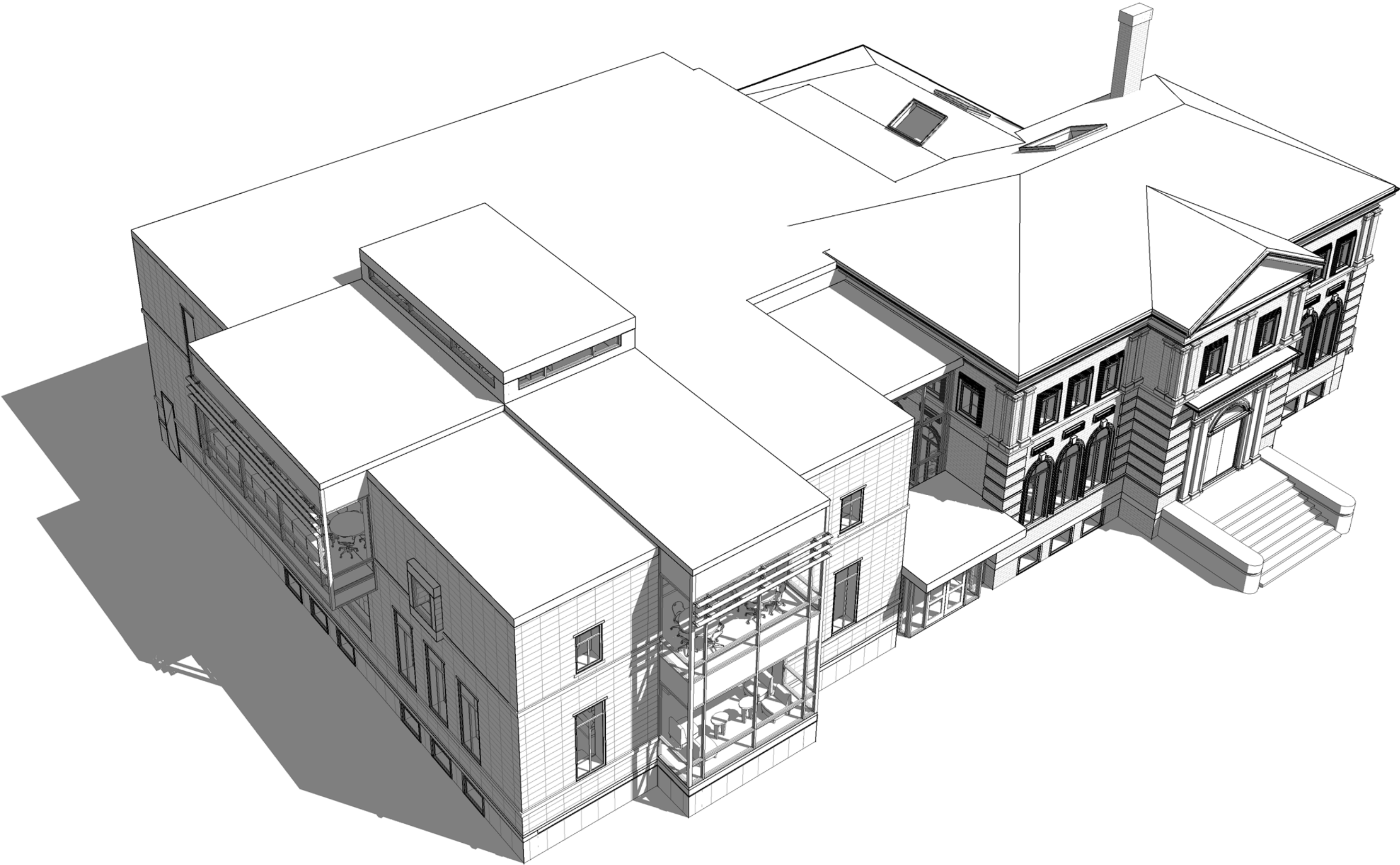


1 3D FIRST FLOOR PLAN
P121



1 3D SECOND FLOOR PLAN
P122







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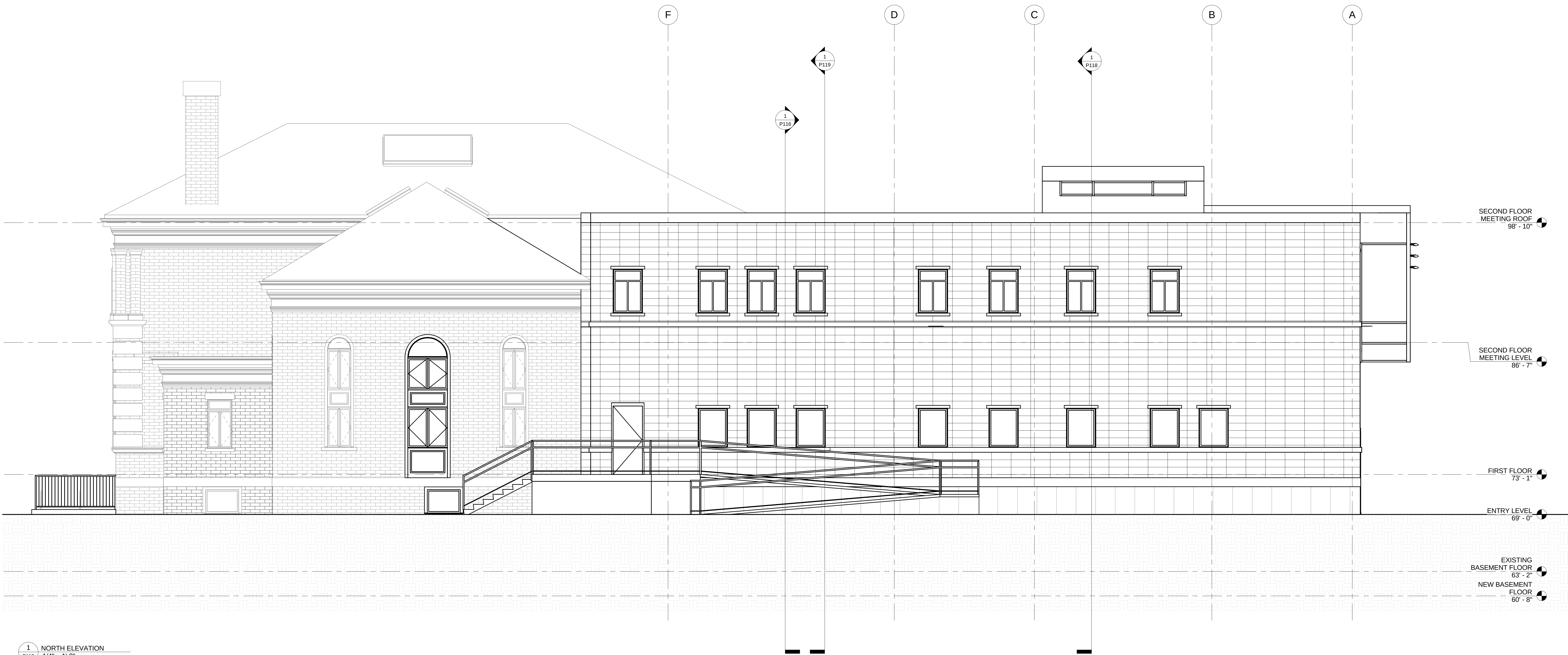
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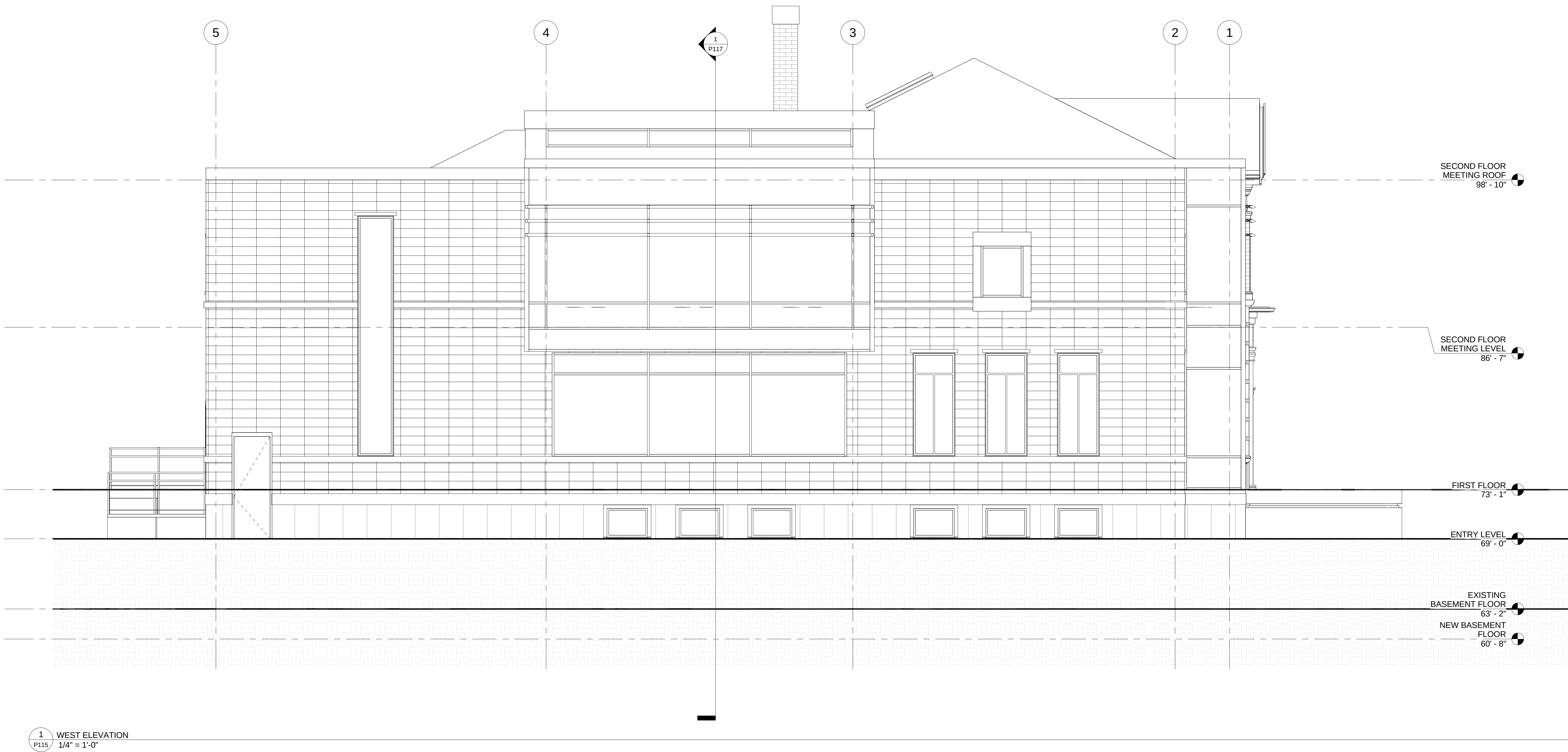


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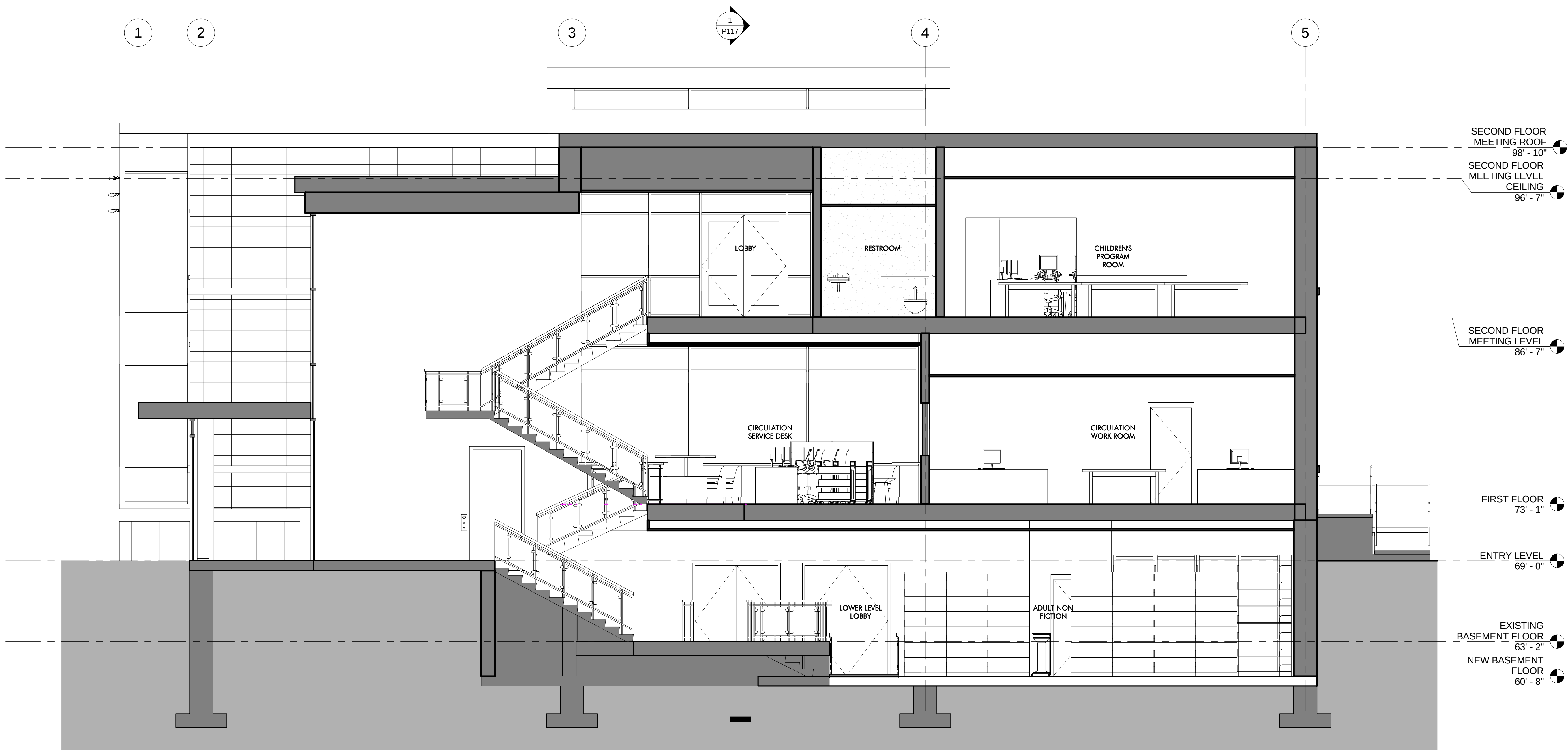


1 SOUTH ELEVATION
P114 1/4" = 1'-0"

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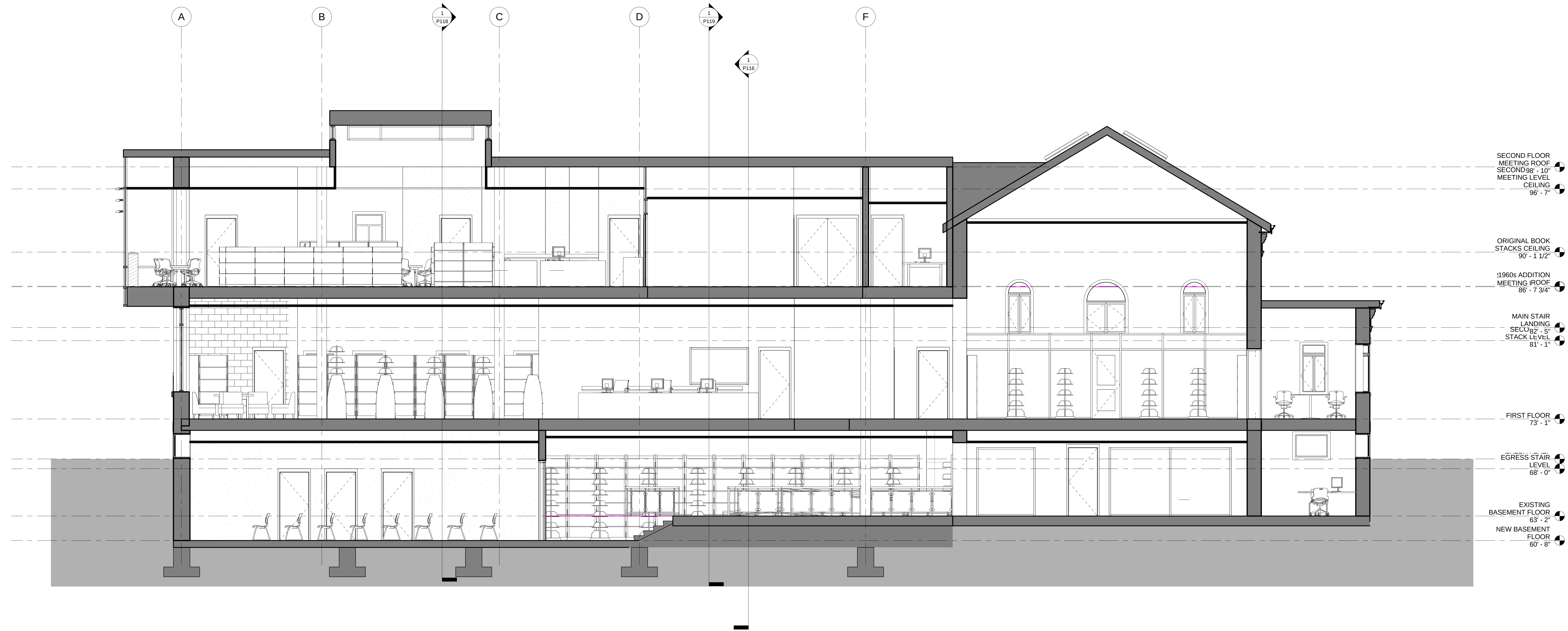


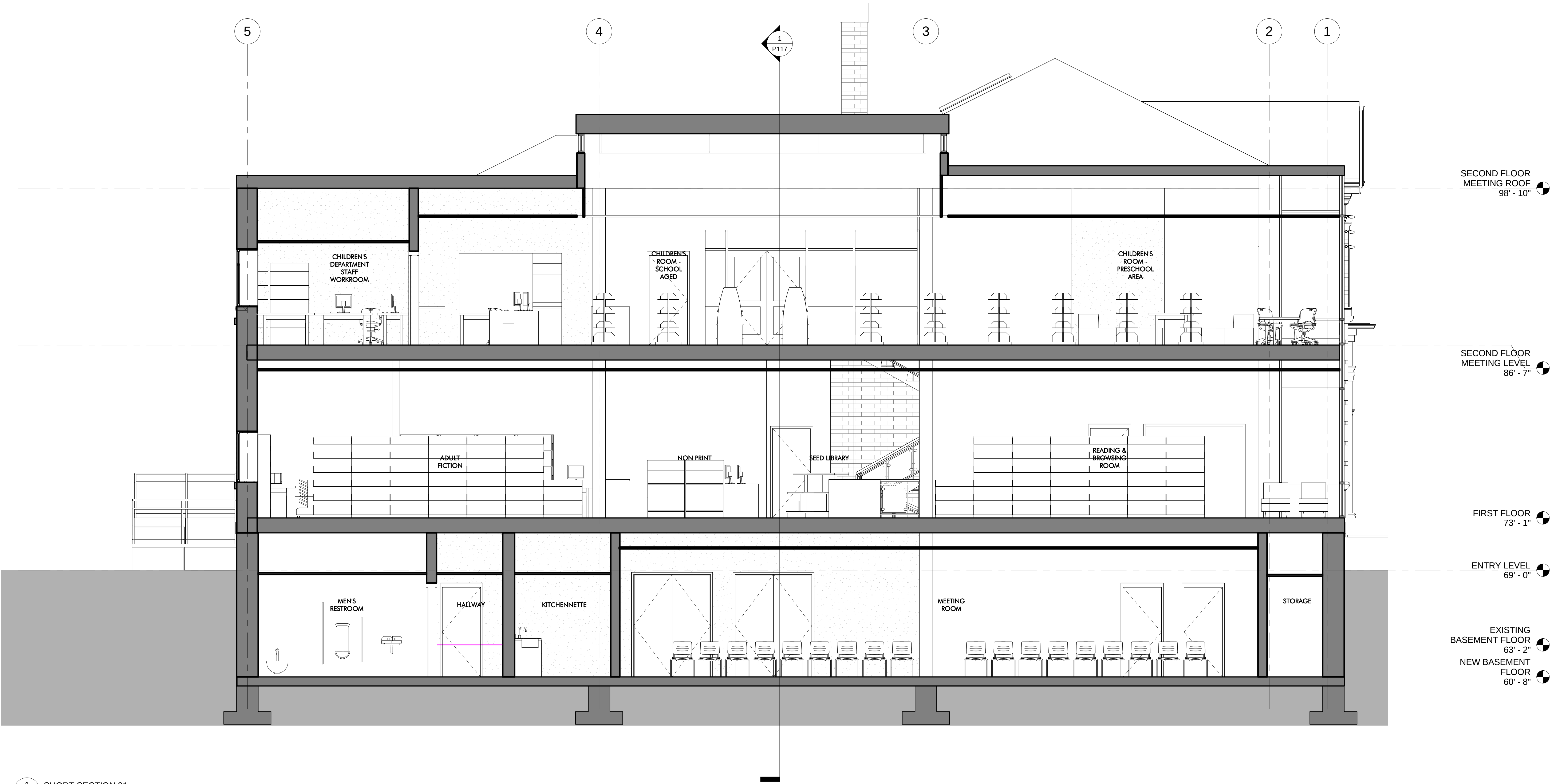
Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



1 SECTION THROUGH STAIR
P116 1/4" = 1'-0"

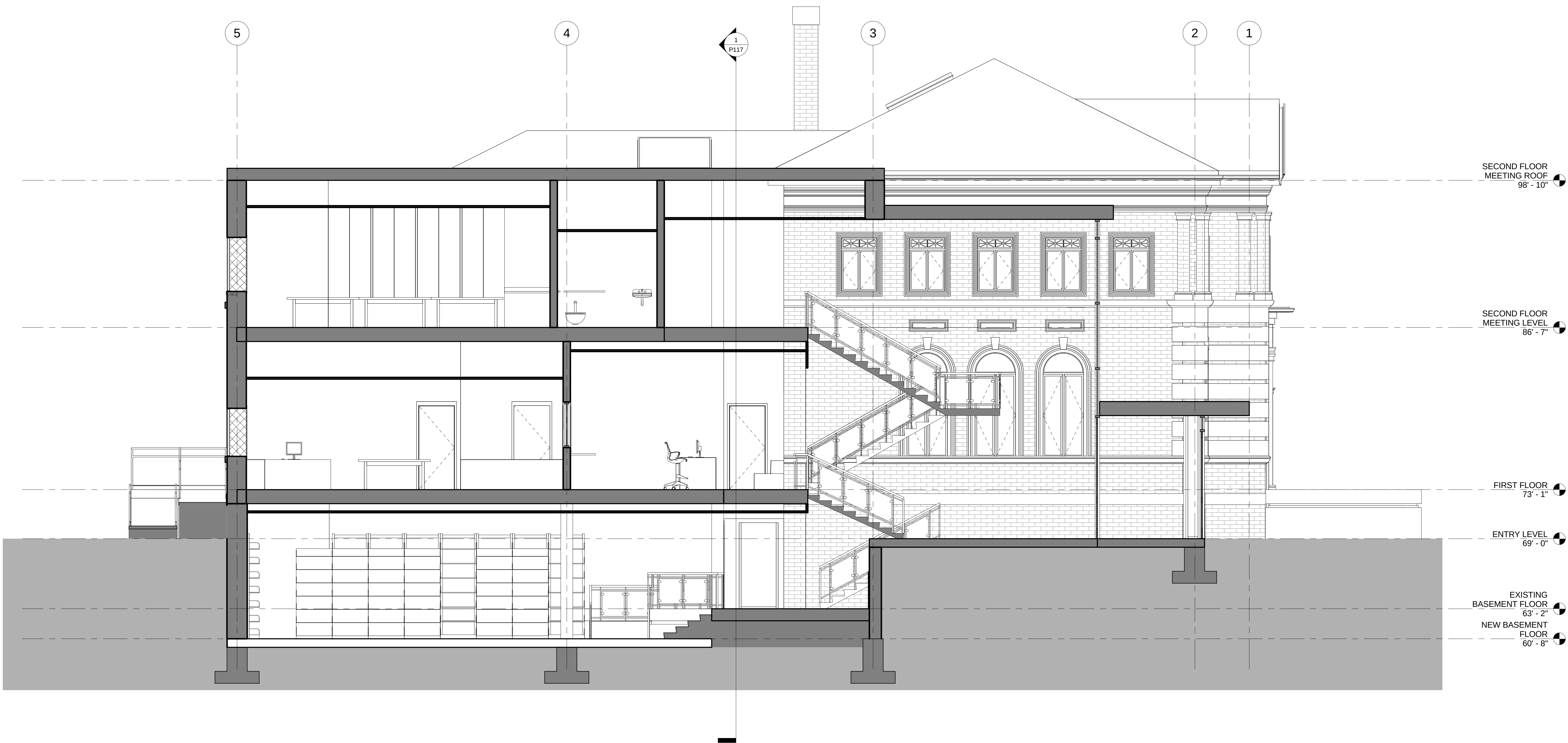
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1 SHORT SECTION 01
P118 1/4" = 1'-0"

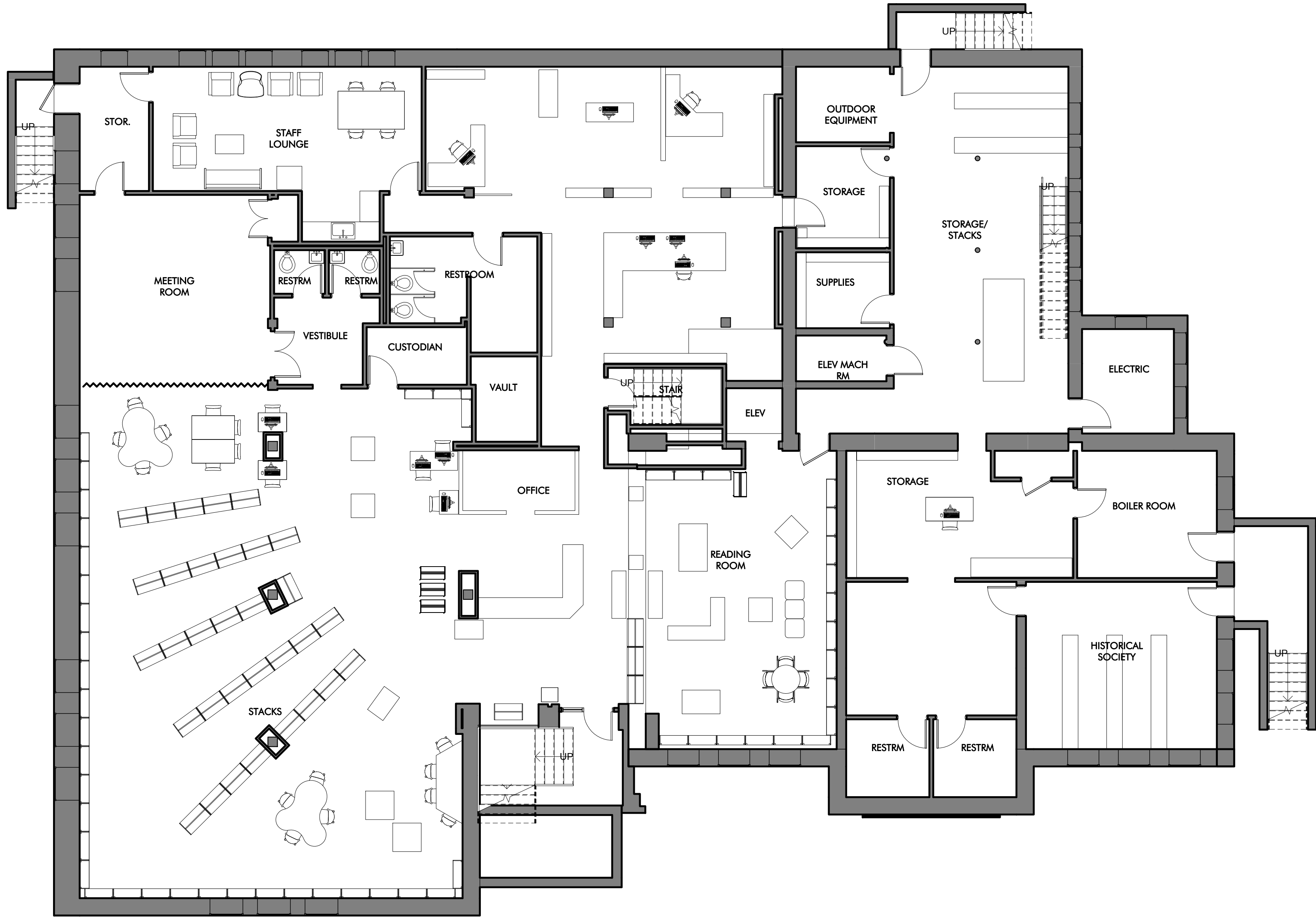
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1 SECTION THROUGH STAIR 02
P119 1/4" = 1'-0"

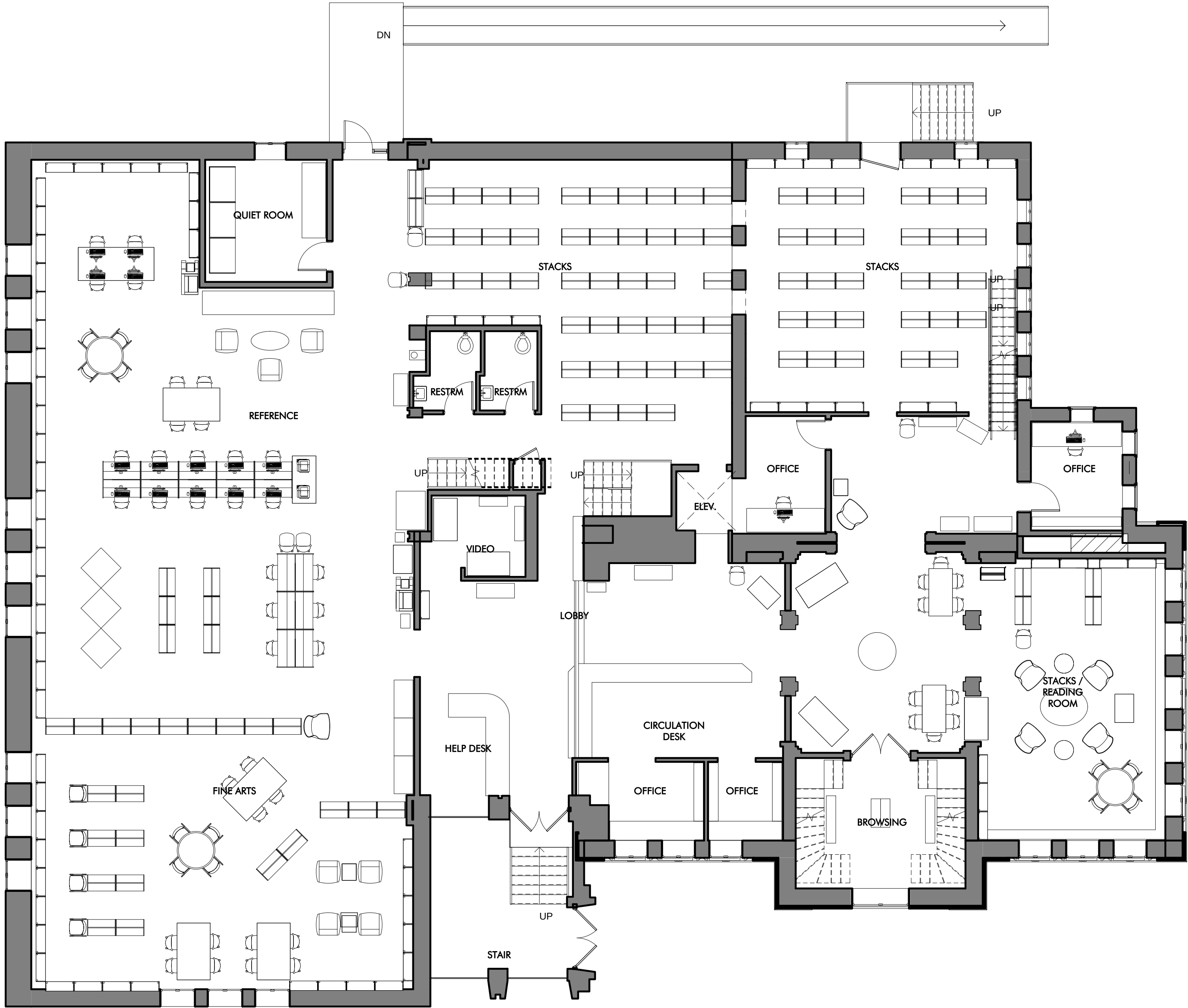
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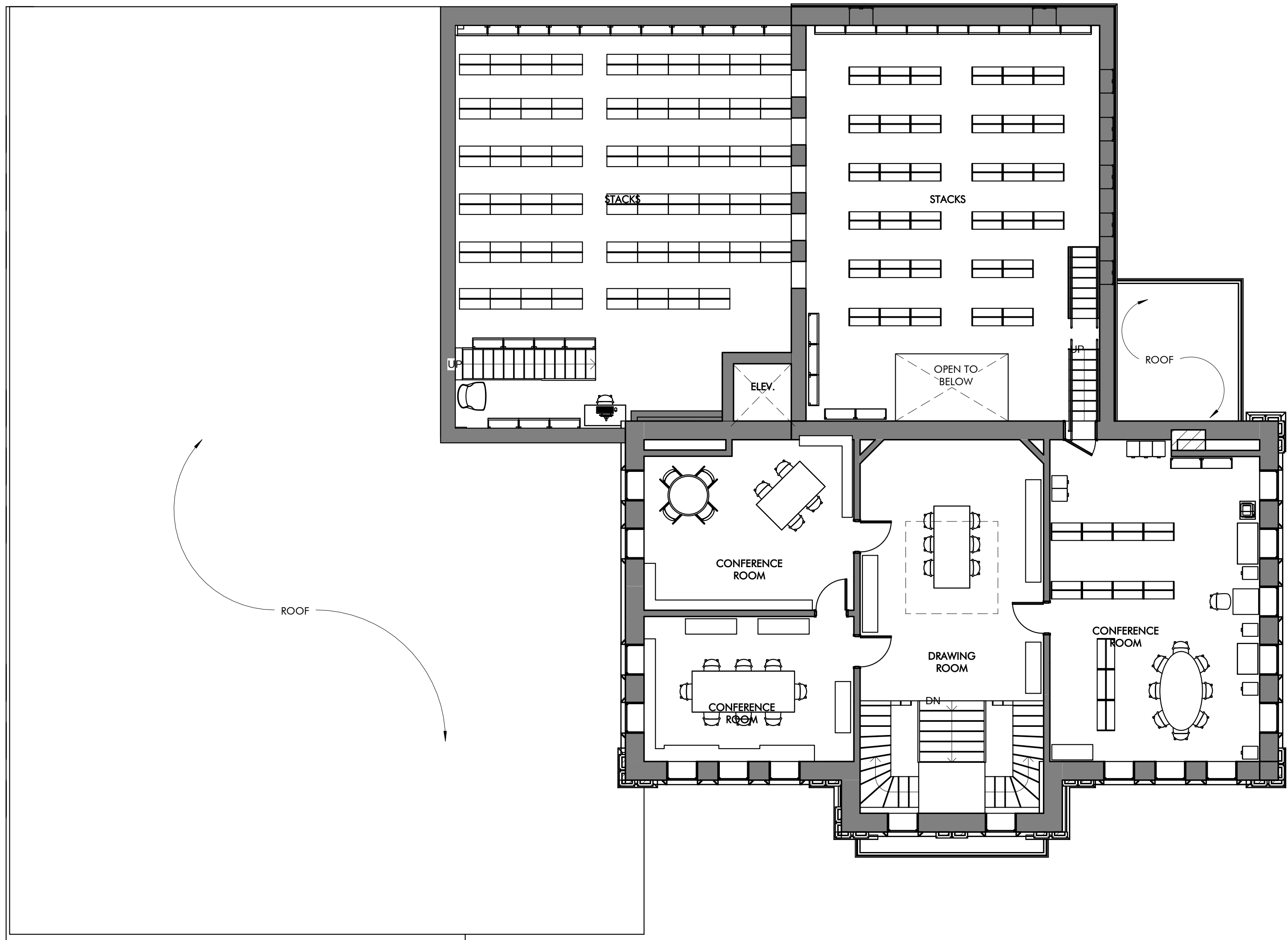
1 EXISTING BASEMENT FLOOR PLAN
P101 1/8" = 1'-0"

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



1 EXISTING FIRST FLOOR PLAN
P102 1/8" = 1'-0"

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1 EXISTING SECOND FLOOR PLAN
P103 1/8" = 1'-0"

Library Project – Questions from Councilors as of 8/20/2021

Is \$10M the updated estimated total City portion cost of the project? Does this account for anticipated overages due to increased materials costs?

Tappé Architects has had their professional estimators update the numbers for 2021 (see below). With the MBLC grants and Trustees' contribution, the City's portion is estimated to be \$10.8M, consistent with the \$11M that was in the 2019 Capital Improvement Plan https://www.cityofmelrose.org/sites/g/files/vyhlf3451/f/news/cipreport_fy20-24nov8_2019_final.pdf)

Revised estimate	\$21,094,508
Trustees	- \$ 2,000,000
MBLC grant	- \$ 7,993,290
Green incentive	- <u>\$ 279,765</u>
City's share in 2021:	\$10,821,453

What is PDR's assessment of our bonding capacity without risking our bond rating?

Patrick is happy to provide up-to-date information on our 10-year debt plan, which indicates sufficient bonding capacity, well under our 5% limit. The debt model takes into account bonds for the Library, Beebe School, new ladder truck, Memorial Hall, and roads, as well as costs associated with the Vocational-Technical HS.

Regarding the bond rating, Patrick would refer you to the Credit Opinion contained in the September 15, 2020 S&P Bond Rating report, which states: *"In our view, Melrose's debt and contingent liability profile is strong...overall net debt is low, at 0.9% of market value, and approximately 79.2% of the direct debt is scheduled to be repaid within 10 years, which are in our view positive credit factors."* Patrick notes that our bond rating agency was aware of and took into account our plans to issue debt for the bonded projects, including the library, the fire truck, Memorial Hall, and school renovations, when S&P wrote this Credit Opinion, which states *"we do not expect these issuances to materially alter our view of the city's debt profile."*

What, if any, part of this project falls under the purview of the historical commission? If they have an articulated regulatory role, where are we in that process? If approvals were already provided prior to the submission of the application in 2017, do those need to be revisited?

Pursuant to 950 CMR 71: *Protection of properties included in the State Register of Historic Places*, we submitted a Project Notification Form (PNF) to the Massachusetts Historical Commission at the time of grant application. Generally, the architect will submit an updated PNF when the design development is set. What will happen when we go forward with the project is we will supply Mass Historic with more details about what is proposed and they will issue a Memorandum of Agreement with conditions that will mitigate the adverse impact associated with the alteration of certain building elements (they will likely require documentation of historic elements before

demolition, for example.). This becomes a collaborative process and the local historical commission is involved. Tappé presented to the Melrose Historical Commission twice, and we have notes from the May 2, 2016 meeting indicating they were supportive of the project and appreciated our efforts to maintain as many historic details as possible.

Percentage of library with asbestos (either flooring or pipes);

According to the Hazardous Materials survey done in 2016, there is 14,000 square feet of asbestos floor tile, so that would be just under 60% of the square footage of the library. In addition, there is 3,500 square feet of coating containing asbestos on certain surfaces, some duct insulation in the boiler room that was found to be asbestos, and other, smaller amounts of asbestos containing materials, such as window caulking and mastic.

Dollar amount in terms of \$ and DPW time we currently spend on maintaining the existing structure;

Back of the envelope (not exhaustive) number is just over \$200,000 in the past 4 years for the following:

- FY21 Elevator repairs - \$27,375
- FY20 Elevator repairs - \$75,415
- FY18 Elevator repairs - \$6,852
- FY19 Front desk work - \$13,909 (remove wall, replace carpet & subfloor, asbestos abatement, paint, electrical)
- FY18 Chiller replacement - \$43,000
- \$10,000-11,000 annual preventative maintenance

This is in addition to regular custodial salaries, supplies, utilities, and energy costs.

256 work orders have been submitted to DPW via Munission CEM since July 2012 (other requests have been made by phone when urgent).

Scope of the damage to the historical collection from the roof leak last spring

Because library staff discovered the leak, damage was minimized. The preservation process is ongoing, but in terms of \$, there was no permanent damage to the floor, and the ceiling has not yet been dealt with since it is still an active leak. The library had to replace the archival boxes and acid-free tissue, which took the brunt of the moisture. That was around \$130.00. It remains to be seen if the photos in the historic album can be preserved, but we are hopeful they can be.

Will MPD and/or MFD be formally weighing in on the identified safety issues (egress; sight lines)?

Nothing new has been identified in terms of public safety since the 2017 grant application, in which the following health/safety issues were called out:

- Location of fire extinguishers and pull alarms are antiquated and not in alignment with modern safety procedures
- No sprinkler system

- Building is confusing to navigate in an emergency; after a (false) alarm, the fire department came to ask for a tour, due to confusion and disorientation during the event.
- Inadequate electrical outlets create hazardous situations throughout the building.
- No surveillance system, anti-theft mechanisms, or established security systems in the building, either for materials or for staff and patrons. (When the library is closed, there is a perimeter alarm and motion detector, which are obsolete.)
- Several areas of the building that have no sightlines for staff, and no videos or other security measures.
- The rear entrance of the building has no security measures, no staff sightlines, and leads to the somewhat secluded rear parking lot.
- The majority of the adult books stacks have no sight lines.
- The upper floors, containing book stacks, the local history room, the Trustees Room, and an open meeting/study area, have no staff supervision at any time.

What is the total square footage of the library? Existing library is in the range of 24,190 sf

How old is the current HVAC system?

Engineers study reports all systems past useful life. AC system is from 1987, with a refurbished chiller installed by DPW a few years ago.

Is there an estimated/average age of the multi-level roof?

The flat roofs appear to have been re-done most recently in 1995 by Tar-Vel Roofing Co. with a twenty year membrane material warranty.

We have been unable to locate information indicating the actual age of the sloped roof. Repairs to the sloped roof were last paid for by the Trustees in 2010 and DPW has handled roof repairs since 2012.

Did the plans for the new library design from 2017 only include an option for tearing down and rebuilding the "new" wing of the library (reference area, Children's Room/multi-purpose meeting area in lower level)? Are there any plans and cost estimates to renovate the "new" wing instead of it being a tear down?

Options for renovating or adding onto the "new wing" were considered in 2017 and found to be too costly and not effective in solving the issues with the library.

There were 3 primary options in the 2017 feasibility phase:

- 1) Renovate existing library and addition (did not meet program requirements)
- 2) Add a floor to the existing addition "new wing" (technically complex and cost prohibitive)
- 3) Replace existing addition (maximizes available space on site, cost effective).

Only option 3 came closest to meeting program requirements at approx. 29,000 GSF and solved the issues identified with the current library configuration relative to patron experience and services.

MBLC indicated that the existing library SF is not adequate for grant funding approval. The MBLC decision to approve the project we proposed was based in part on their assessment that the design was adequate to meet the needs of the community. In fact, we were encouraged to try to find more square footage if we could, not less.

Forgoing the grant would not result in a more cost effective project, given the need to abate the asbestos, bring the building into ADA compliance, and replace the critical building systems such as HVAC, roof, elevator that are at the end of their useful life.

Will there be more specificity around what's included in the "Estimated Soft Costs" line item for \$4.37M? The description says "FFE, Tech, Fees, Costs", but was just interested in getting some more detail around that.

The term "soft costs" for construction projects typically includes all the costs that are outside of the actual construction bid and construction contingency. At this early stage in the project they are allowances. These costs to the project typically fall into two overall categories:

Professional Services – This includes fees for the Architect and Owners Project Manager as well as specialized testing such as geo-technical and hazardous materials.

FFE & Temporary Facility – "FFE" is furnishings, fixtures, and equipment and typically includes book stacks, furniture, technology, signage, book alarm etc. This category also contains an allowance for a limited fit out of a space yet to be determined for a temporary library while the permanent library renovation is in progress.

For the interior -- will there be new bookstacks throughout the whole library? And also will the interior of the Carnegie side of the building be restored? If so, is that included in the "Soft Costs" or the Construction Costs?

The proposed plans and budget include all new book stacks and furnishings throughout the renovated building and the addition. These book stacks are included in "soft costs".

The anticipated scope of work for the Historic Carnegie Library includes restoration of the interior including wood work, as well stabilization of the exterior including new roof, restoration of cornice, and restoration of existing windows and masonry. This scope is included in the estimated construction cost.

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

mass.gov/mbic

July 8, 2021

Commissioners

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Wellesley

Vice-Chair
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Swampscott

Mary Kronholm
Blandford

Director
James M. Lonergan

Linda C. W. Gardener
Melrose Public Library
69 West Emerson St.
Melrose, MA 02176

Dear Linda,

Thank you for participating in the Massachusetts Public Library Construction Program (MPLCP) 2016-2017 Construction Grant Application Round.

At the July 8, 2021 meeting of the Massachusetts Board of Library Commissioners, the Board voted a provisional grant award to the City of Melrose for the Melrose Public Library in the amount of \$7,993,290 for its public library construction project.

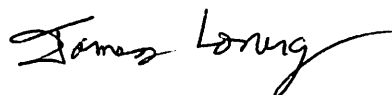
This award is subject to the securing of local funding, execution of a contract between the MBLC and the City of Melrose, and the compliance of your library and community with all of the assurances as found in the Code of Massachusetts Regulations (605 CMR 6.00) that governs the MPLCP. The city has six months, or until **Monday, January 10, 2022**, to obtain its local funding.

Please contact your Library Building Specialist, Lauren Stara (lauren.stara@mass.gov) to schedule a meeting to discuss the next steps in the process.

After the contract is executed, MPLCP Library Building Specialists will work closely with you during the completion of schematic design and into design development.

Congratulations on the Melrose Public Library's project receiving an MPLCP provisional construction grant award.

Sincerely,



James Lonergan

Director

Enclosure: Project Summary

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

**Massachusetts Board of Library Commissioners
Massachusetts Public Library Construction Program**

**Award – Project Summary and Recommendation
General Construction Projects Application Round 2016-2017**

Municipality:	Melrose	
Library:	Melrose Public Library	
Project Type:	Addition/Renovation	
Population:	2016: 27,690	2035: 31,311
Total Square Feet:	Existing Gross: 24,183	Projected Gross: 26,635
Estimated Total Project Costs:	\$18,737,137	
Estimated Eligible Project Costs:	\$17,769,632	

Recommended Grant Award: \$7,993,290

Abstract:

The City of Melrose and Library Board of Trustees recognize the need for a renovation/expansion of the Melrose Public Library. The current building, constructed in 1904 with a substantial addition in 1963, is 24,185 gross square feet. The proposed renovation would expand it to 26,579 gross square feet.

The proposed project will dramatically improve the library's accessibility, creating a single entrance that is welcoming to all. Youth services will be improved by moving the children's room out of the basement and creating a dedicated program room, as well as a new young adult space. Adult program, community and meeting space will include a Discovery Zone for computer classes and innovative technology space. Improved lighting, use of daylight and effective HVAC building-wide are reflective of planned improvements in building efficiency.

Recommendation:

This project has successfully met all criteria in the grant review process and is recommended for funding. MBLC staff will meet with the awardee to discuss recommended design modifications identified by the Review Team prior to the resumption of the design process.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

CITY COUNCIL

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4116

KRISTIN FOOTE

City Clerk

To: Mayor Paul Brodeur
From: Kristin Foote
Meeting Date: September 13, 2021
Subject: Green St/Howard St - request for information
Order #: ORDER-2022-30

BE IT ORDERED, that representatives from Eversource, the Director of Public Works and the City Engineer for the City of Melrose appear before the Public Works Committee of the City Council to provide an update on the ongoing electrical transmission line repair project on Green and Howard St.

In particular, this order seeks information regarding the reasons for the delays, status of the project, neighborhood safety concerns, impact to the resident's and any other items that the Committee deems relevant regarding this project.

Submitted by,

Councilor Mark D. Garipay Ward 4

Councilor Jeffrey McNaught Ward 2

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

CITY COUNCIL

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4116

KRISTIN FOOTE

City Clerk

To: Mayor Paul Brodeur
From: Kristin Foote
Meeting Date: September 13, 2021
Subject: Northeast Metro Tech - request for information
Order #: ORDER-2022-31

BE IT ORDERED that Superintendent David DiBarri and Melrose School Committee Representative Ward Hamilton appear before the City Council to provide information on the Northeast Metro Tech Building Project and to discuss the associated debt obligations of the City of Melrose.

Respectfully Submitted,

Shawn M. MacMaster, Ward 5

September 1, 2021

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Northeast Metropolitan Cost Projections as of September 9, 2021
Total Cost and Potential Local Share

6.2.a

Town/City	Chelsea	Malden	Melrose	North Reading
Students at Northeast 10/1/2020	238	152	44	34
Local Share of New Northeast Metropolitan	18.58%	11.87%	3.43%	2.65%
Share of Total Project Costs @ \$317,422,920	58,974,732	37,664,534	10,902,892	8,424,962
Share of Local Project Costs @ \$176,570,701	32,805,485	20,951,402	6,064,880	4,686,498

Town/City	Reading	Revere	Saugus	Stoneham
Students at Northeast 10/1/2020	33	248	170	80
Local Share of New Northeast Metropolitan	2.58%	19.36%	13.27%	6.25%
Share of Total Project Costs @ \$317,422,920	8,177,169	61,452,661	42,124,808	19,823,439
Share of Local Project Costs @ \$176,570,701	4,548,660	34,183,867	23,432,490	11,027,054

Town/City	Wakefield	Winchester	Winthrop	Woburn
Students at Northeast 10/1/2020	100	11	57	114
Local Share of New Northeast Metropolitan	7.81%	0.86%	4.45%	8.90%
Share of Total Project Costs @ \$317,422,920	24,779,299	2,725,723	14,124,200	28,248,401
Share of Local Project Costs @ \$176,570,701	13,783,817	1,516,220	7,856,776	15,713,552

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

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City of Melrose

Estimated Pro Rata Share of Debt Service and Residential Tax Impact

FY2021 Total Assessed		Tax Rates		FY2021 Levy	
Value					
Residential	\$6,076,979,230	100%		\$68,877,944	100%
Commercial/Industrial	\$5,775,296,917	95%	\$10.95	\$63,239,501	92%
	\$301,682,313	5%	\$18.69	\$5,638,440	8%

Fiscal Year	Estimated Debt Service	Residential Tax Rate Impact	Annual Cost per \$100,000 of Home Value
2023	\$63,963	\$0.01	\$1.02
2024	\$64,032	\$0.01	\$1.02
2025	\$193,215	\$0.03	\$3.07
2026	\$351,019	\$0.06	\$5.58
2027	\$351,328	\$0.06	\$5.59
2028	\$358,500	\$0.06	\$5.70
2029	\$351,032	\$0.06	\$5.58
2030	\$351,293	\$0.06	\$5.58
2031	\$351,170	\$0.06	\$5.58
2032	\$351,183	\$0.06	\$5.58
2033	\$350,977	\$0.06	\$5.58
2034	\$351,238	\$0.06	\$5.58
2035	\$351,080	\$0.06	\$5.58
2036	\$351,197	\$0.06	\$5.58
2037	\$351,053	\$0.06	\$5.58
2038	\$351,335	\$0.06	\$5.59
2039	\$350,984	\$0.06	\$5.58
2040	\$351,218	\$0.06	\$5.58
2041	\$351,314	\$0.06	\$5.59
2042	\$351,094	\$0.06	\$5.58
2043	\$351,245	\$0.06	\$5.58
2044	\$351,225	\$0.06	\$5.58
2045	\$351,197	\$0.06	\$5.58
2046	\$351,149	\$0.06	\$5.58
2047	\$351,067	\$0.06	\$5.58
2048	\$351,108	\$0.06	\$5.58
2049	\$351,252	\$0.06	\$5.58
2050	\$351,307	\$0.06	\$5.58
2051	\$351,431	\$0.06	\$5.59
2052	\$346,794	\$0.06	\$5.51
2053	\$287,248	\$0.05	\$4.57
2054	\$287,124	\$0.05	\$4.56
2055	\$137,198	\$0.02	\$2.18
Total	\$10,517,572		

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

**Northeast Metropolitan Regional Vocational Technical School District
Wakefield, Massachusetts**



Total Est. Project Costs (as of 8/26/2021)	\$	317,422,626
Estimated MSBA Reimbursement Level		140,851,919
District's Local Share of Project Costs	\$	176,570,701

Projected Interest Rate on Notes:	3.00%
Projected Interest Rate on Bonds:	4.00%
Total Enrollment (Current):	1,281
Total Enrollment (Future):	1,600

School Financing Plan 1A - 30 Year Level Debt Structure

Fiscal Year	Short-Term Interest	\$32,180,000 Local Share of Bonds Dated 2/15/2022 (pgs. 4-5)	\$65,000,000 Local Share of Bonds Dated 2/15/2024 (pgs. 6-7)	\$79,390,701 Local Share of Bonds Dated 2/15/2025 (pgs. 8-9)	Total Projected Debt Service	Fiscal Year
2023	\$ -	\$ 1,862,200	\$ -	\$ -	\$ 1,862,200	2023
2024	-	1,864,200	-	-	1,864,200	2024
2025	-	1,865,200	3,760,000	-	5,625,200	2025
2026	-	1,860,200	3,758,600	4,601,329	10,220,129	2026
2027	-	1,864,400	3,760,400	4,603,600	10,228,400	2027
2028	211,278	1,862,400	3,760,200	4,604,200	10,438,078	2028
2029	-	1,859,400	3,758,000	4,602,400	10,219,800	2029
2030	-	1,865,400	3,758,800	4,603,200	10,227,400	2030
2031	-	1,865,000	3,757,400	4,601,400	10,223,800	2031
2032	-	1,863,400	3,758,800	4,602,300	10,224,500	2032
2033	-	1,860,600	3,757,800	4,599,800	10,218,200	2033
2034	-	1,866,600	3,759,400	4,599,800	10,225,800	2034
2035	-	1,861,000	3,758,400	4,601,800	10,221,200	2035
2036	-	1,864,200	3,759,800	4,600,600	10,224,600	2036
2037	-	1,860,800	3,758,400	4,601,200	10,220,400	2037
2038	-	1,866,000	3,759,200	4,603,400	10,228,600	2038
2039	-	1,859,400	3,757,000	4,602,000	10,218,400	2039
2040	-	1,861,400	3,761,800	4,602,000	10,225,200	2040
2041	-	1,866,600	3,758,200	4,602,200	10,227,000	2041
2042	-	1,859,800	3,761,400	4,600,400	10,221,600	2042
2043	-	1,861,400	3,761,000	4,603,500	10,226,000	2043
2044	-	1,866,000	3,757,000	4,602,400	10,225,400	2044
2045	-	1,865,400	3,759,400	4,601,800	10,224,600	2045
2046	-	1,863,800	3,757,800	4,601,600	10,223,200	2046
2047	-	1,862,000	3,757,200	4,601,600	10,220,800	2047
2048	-	1,863,000	3,757,400	4,602,600	10,222,000	2048
2049	-	1,866,600	3,758,200	4,601,400	10,226,200	2049
2050	-	1,867,600	3,759,400	4,600,800	10,227,800	2050
2051	-	1,866,000	3,760,800	4,604,500	10,231,400	2051
2052	-	1,736,800	3,757,200	4,602,400	10,096,400	2052
2053	-	-	3,758,600	4,604,200	8,362,800	2053
2054	-	-	3,759,600	4,599,400	8,359,000	2054
2055	-	-	-	1,983,600	1,983,600	2055
Total	\$ 211,278	\$ 55,774,800	\$ 112,767,200	\$ 237,451,529	\$ 406,204,807	

Assumptions:

- ✦ For discussion purposes only; not to be used for budgeting purposes.
- ✦ MSBA reimbursement based upon total estimated project costs.
- ✦ Bonds structured on a level debt service basis.
- ✦ Structure does not reflect the use of estimated bond premiums to reduce the issue size (per NYNEX 10/16/12/20).

Northeast Metropolitan Regional Vocational Technical School District, Wakefield, Massachusetts

MEMBER MUNICIPALITIES ENROLLMENT:

City of Chelsea	238
City of Malden	152
City of Melrose	44
Town of North Reading	34
Town of Reading	33
City of Revere	248
Town of Saugus	170
Town of Stoneham	80
Town of Wakefield	100
Town of Winchester	11
Town of Winthrop	57
City of Woburn	114
TOTAL ENROLLMENT:	1,281

CREDIT RATING:

AA
AA/Aa3
AA+
Aa2
AAA
AA
AA+
Aa2
AAA
Aaa
AA/Aa3
AAA

Member Municipality Proration of Debt Service

Fiscal Year	Equals Net Total Debt Service	Chelsea Debt Service Proration	Malden Debt Service Proration	Melrose Debt Service Proration	North Reading Debt Service Proration	Reading Debt Service Proration	Revere Debt Service Proration	Saugus Debt Service Proration	Stoneham Debt Service Proration	Wakefield Debt Service Proration	Winchester Debt Service Proration	Winthrop Debt Service Proration	Woburn Debt Service Proration
PAGE #:	pg. 12	pg. 13	pg. 14	pg. 15	pg. 16	pg. 17	pg. 18	pg. 19	pg. 20	pg. 21	pg. 22	pg. 23	pg. 24
2023	\$ 1,862,200	\$ 345,983	\$ 220,964	\$ 63,963	\$ 49,426	\$ 47,972	\$ 360,520	\$ 247,130	\$ 116,297	\$ 145,371	\$ 15,991	\$ 52,861	\$ 165,729
2024	1,864,200	346,354	221,201	64,032	49,479	48,074	360,907	247,396	116,422	145,527	16,008	52,950	165,901
2025	5,625,200	1,045,119	667,471	193,215	149,303	144,911	1,089,032	746,514	351,301	439,126	48,504	150,302	500,605
2026	10,220,129	1,898,822	1,212,693	351,043	271,260	263,282	1,978,604	1,356,301	638,254	757,824	87,761	454,750	506,520
2027	10,228,400	1,900,358	1,213,674	351,327	271,480	263,495	1,980,205	1,357,399	638,776	758,470	87,831	455,128	506,729
2028	10,438,078	1,939,315	1,238,554	358,529	277,045	268,897	2,020,799	1,385,225	651,871	814,838	89,632	464,456	508,916
2029	10,219,800	1,898,761	1,212,654	351,081	271,252	263,274	1,978,541	1,356,258	638,239	757,759	87,758	454,745	506,490
2030	10,227,400	1,900,173	1,213,556	351,292	271,453	263,469	1,980,012	1,357,266	638,714	758,352	87,823	455,081	506,669
2031	10,223,800	1,899,504	1,213,128	351,169	271,358	263,377	1,979,315	1,356,788	638,489	758,111	87,792	454,923	506,846
2032	10,224,200	1,899,578	1,213,176	351,183	271,368	263,387	1,979,392	1,356,842	638,514	758,142	87,796	454,941	506,882
2033	10,218,200	1,898,463	1,212,464	350,976	271,209	263,232	1,978,231	1,356,045	638,139	757,674	87,744	454,674	506,348
2034	10,225,800	1,899,875	1,213,366	351,237	271,411	263,428	1,979,702	1,357,054	638,614	758,267	87,804	455,012	506,802
2035	10,221,200	1,899,021	1,212,820	351,079	271,289	263,310	1,978,812	1,356,443	638,326	757,908	87,770	454,807	506,575
2036	10,224,600	1,899,652	1,213,223	351,196	271,379	263,397	1,979,470	1,356,895	638,539	758,173	87,789	454,959	506,812
2037	10,220,400	1,898,872	1,212,725	351,052	271,267	263,289	1,978,657	1,356,337	638,275	757,845	87,763	454,772	506,544
2038	10,228,600	1,900,396	1,213,698	351,334	271,485	263,506	1,980,244	1,357,425	638,788	758,486	87,834	455,137	506,729
2039	10,218,400	1,898,501	1,212,488	350,983	271,214	263,237	1,978,269	1,356,072	638,151	757,689	87,746	454,681	506,366
2040	10,225,200	1,899,764	1,213,295	351,217	271,395	263,413	1,979,586	1,356,974	638,576	758,320	87,804	455,065	506,801
2041	10,228,000	1,900,284	1,213,627	351,313	271,469	263,485	1,980,128	1,357,346	638,751	758,439	87,825	455,110	506,820
2042	10,221,600	1,899,095	1,212,867	351,093	271,299	263,320	1,978,889	1,356,496	638,351	757,939	87,773	454,825	506,651
2043	10,226,000	1,899,913	1,213,390	351,244	271,416	263,433	1,979,741	1,357,080	638,626	758,283	87,811	455,037	506,842
2044	10,225,400	1,899,801	1,213,318	351,224	271,400	263,418	1,979,625	1,357,001	638,589	758,246	87,806	454,994	506,849
2045	10,224,600	1,899,652	1,213,223	351,196	271,379	263,397	1,979,470	1,356,895	638,539	758,173	87,789	454,959	506,812
2046	10,223,200	1,899,392	1,213,057	351,148	271,342	263,361	1,979,199	1,356,709	638,451	758,064	87,781	454,906	506,753
2047	10,220,800	1,898,946	1,212,773	351,066	271,278	263,259	1,978,734	1,356,390	638,301	757,877	87,766	454,740	506,574
2048	10,222,000	1,899,169	1,212,915	351,107	271,310	263,320	1,978,966	1,356,550	638,376	757,970	87,777	454,804	506,636
2049	10,226,200	1,899,950	1,213,413	351,251	271,421	263,455	1,979,780	1,357,107	638,639	758,312	87,813	455,076	506,869
2050	10,227,800	1,900,247	1,213,603	351,306	271,464	263,480	1,980,089	1,357,319	638,738	758,422	87,827	455,131	506,925
2051	10,231,400	1,900,916	1,214,030	351,430	271,559	263,572	1,980,786	1,357,797	638,963	758,704	87,857	455,191	507,020
2052	10,096,400	1,875,834	1,198,012	346,793	267,976	260,095	1,954,650	1,339,881	630,522	745,165	86,693	445,240	495,509
2053	8,362,800	1,553,744	997,307	287,247	221,963	215,475	1,619,028	1,109,817	522,767	657,554	71,377	377,125	444,400
2054	8,359,200	1,553,075	997,880	287,123	221,858	215,342	1,618,337	1,109,340	522,042	657,553	71,381	377,145	445,510
2055	8,993,600	741,980	473,870	137,173	105,997	102,880	773,156	529,986	349,405	411,756	34,297	177,701	245,402
Total	\$ 306,204,807	\$ 58,890,511	\$ 36,333,435	\$ 10,517,573	\$ 8,127,216	\$ 7,885,130	\$ 59,280,864	\$ 40,636,074	\$ 19,172,861	\$ 23,903,576	\$ 2,629,397	\$ 10,625,038	\$ 12,170,076

Assumptions:

† Debt service proration based on the average of 2021 school year enrollment figures

Northeast Metropolitan Regional Vocational School District
Vote of the School Committee to Approve New School Borrowing

VOTED: That the Northeast Metropolitan Regional Vocational School District Committee hereby appropriates the amount of \$317,422,620 for the purpose of paying costs of designing, engineering, constructing and equipping the New Northeast Metropolitan Regional Vocational School and related athletic facilities located at 100 Hemlock Drive in Wakefield, MA 01880 including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the Northeast Metropolitan Regional Vocational School Committee. To meet this appropriation the District is authorized to borrow said amount, under and pursuant to Chapter 703 of the Acts of 1962, as amended, the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (1) seventy-six and eighty-four one hundredths percent (76.84%) of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA. No amounts shall be borrowed pursuant to this vote in the event that a member city or town of the District shall express disapproval of the debt authorized by this vote within sixty (60) days of the date of adoption of this vote.

FURTHER VOTED: That within seven (7) days from the date on which this vote is adopted the Secretary be and hereby is instructed to notify the city council of each city and the board of selectmen of each town comprising the District as to the amount and general purposes of the debt herein authorized, as required by the District Agreement and by Chapter 703, Section 6(d), of the Acts of 1962, as amended.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

CITY COUNCIL

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4116

KRISTIN FOOTE

City Clerk

To: Mayor Paul Brodeur
From: Kristin Foote
Meeting Date: September 13, 2021
Subject: Early voting - municipal election November 2021
Order #: ORDER-2022-32

See memo attached
Respectfully submitted,
Kristin Foote
City Clerk

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4116

MEMORANDUM

TO: Members of the Melrose City Council
RE: In-person Early Voting authorization
DATE: 20 September 2021

A request and recommendation that the honorable City Council authorize in-person early voting for the November 2, 2021 Municipal Election in the City Council Chamber at Melrose City Hall, 562 Main Street, Melrose MA as follows:

- **Saturday, 23 October 2021 from 10am-2p**
- **Monday, 25 October 2021 from 9am-2pm**
- **Tuesday, 26 October 2021 from 9am-2pm**
- **Wednesday, 27 October 2021 from 9am-12 noon and from 4pm – 8pm**

In accordance with section (l) (i), (ii) and (iii) of Chapter 255 of the Acts of 2020, as amended by Chapter 5 of the Acts of 2021 and Chapter 29 of the Acts of 2021 providing as follows:

(L) NOTWITHSTANDING SECTION 25B OF CHAPTER 54 OF THE GENERAL LAWS OR ANY OTHER GENERAL OR SPECIAL LAW OR MUNICIPAL ORDINANCE TO THE CONTRARY, UPON A RECORDED AND PUBLIC VOTE BY THE SELECT BOARD, BOARD OF SELECTMEN, TOWN COUNCIL OR CITY COUNCIL AUTHORIZING EARLY IN-PERSON VOTING, ANY ELIGIBLE VOTER OF SUCH MUNICIPALITY MAY VOTE EARLY IN-PERSON FOR ANY REGULAR OR SPECIAL MUNICIPAL OR STATE PRELIMINARY, PRIMARY OR GENERAL ELECTION HELD ON OR BEFORE DECEMBER 15, 2021. SUCH VOTE MAY ONLY BE TAKEN AFTER A REQUEST FROM THE CITY OR TOWN CLERK OR AUTHORIZED LOCAL ELECTION OFFICIAL RECOMMENDING IN-PERSON EARLY VOTING AND PROVIDED THAT SUCH VOTE OCCURS NOT LESS THAN 5 BUSINESS DAYS PRIOR TO THE PROPOSED BEGINNING OF EARLY VOTING AND THAT SUCH EARLY IN-PERSON VOTING COMPLIES WITH THE FOLLOWING:

(I) A CITY OR TOWN, AS PART OF THE VOTE TO ALLOW EARLY VOTING IN-PERSON, MAY SET THE EARLY VOTING PERIOD TO BEGIN NO SOONER THAN 10 DAYS BEFORE THE ELECTION AND END NO LATER THAN THE BUSINESS DAY PRECEDING THE BUSINESS DAY BEFORE THE ELECTION.

(II) EARLY VOTING SHALL BE CONDUCTED DURING THE USUAL BUSINESS HOURS OF THE CITY OR TOWN CLERK UNLESS DIFFERENT HOURS ARE SET AS PART OF THE VOTE, INCLUDING ANY WEEKEND HOURS.

(III) THE CITY OR TOWN CLERK SHALL ESTABLISH AN EARLY VOTING SITE THAT IS CENTRALLY LOCATED, SUITABLE AND IN A CONVENIENT PUBLIC BUILDING. NOTICE OF THE EARLY VOTING LOCATION, DATES AND HOURS MUST BE POSTED AT LEAST 48 WEEKDAY HOURS BEFORE THE EARLY VOTING PERIOD BEGINS.

#

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

CITY COUNCIL

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4116

KRISTIN FOOTE

City Clerk

To: Mayor Paul Brodeur
From: Kristin Foote
Meeting Date: September 13, 2021
Subject: Calling City Election, Tuesday, November 2, 2021
Order #: ORDER-2022-33

(See attached warrant)

FINANCIAL IMPACT:N/A

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

In City Council

6.4.a

AN ORDER Calling City Election, Tuesday, November 2, 2021

Offered by Councilor Leila Migliorelli, Finance Chair

BE IT ORDERED that, acting under the provisions of *sections 63 and 64, of Chapter 54 of the Massachusetts General Laws*, said, City Election is hereby called to be held in accordance with the following warrant:

NOTICE OF ELECTION CITY OF MELROSE

The voters of the City of Melrose, qualified and as directed by law, to vote in the City Election, are hereby notified to assemble for voting on ***Tuesday, the second day of November 2021***, from seven o'clock a.m. until eight o'clock pm, to give their ballots for candidates to be voted upon and elected as follows:

For city officials to hold office on the *first Monday after the first Tuesday* in January 2022 as follows according to Article 2 of the Melrose City Charter:

- ***A City Council consisting of eleven members for terms of two years*** - one member from each ward to be elected by and from the qualified voters of such wards, and four members at large to be elected by the qualified voters of the entire city;
- A School Committee consisting of seven members: three (3) school committee candidates receiving the highest number of votes shall be declared elected by and from the qualified voters of the entire city, ***the terms of office shall be so arranged that three (3) such terms are to be filled at each biennial election.***

WARD/PRECINCT

SINGLE POLLING LOCATION

1:1 ROOSEVELT SCHOOL
1:2 STEELE HOUSE

Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]
Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]

2:1 HORACE MANN SCHOOL
2:2 HORACE MANN SCHOOL

Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]
Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]

3:1 BEEBE SCHOOL
3:2 BEEBE SCHOOL

Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]
Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]

4:1 CITY HALL
4:2 WINTHROP SCHOOL

Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]
Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]

5:1 LINCOLN SCHOOL
5:2 LINCOLN SCHOOL

Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]
Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]

6:1 CITY HALL
6:2 WINTHROP SCHOOL

Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]
Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]

7:1 HOOVER SCHOOL
7:2 HOOVER SCHOOL

Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]
Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]

All to be voted for on one ballot.

Packet Pg. 443

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4441

MARGOT FLEISCHMAN

To: Mayor Paul Brodeur
From: Margot Fleischman
Meeting Date: September 13, 2021
Subject: ARPA grant acceptance
Order #: ORDER-2022-18

Pursuant to the provisions of M.G.L. c. 44, § 53A, the Honorable City Council is respectfully requested to accept the American Rescue Plan Act (ARPA) grant in the amount of \$8,374,174.

FINANCIAL IMPACT:N/A

RESULT: PASSED [UNANIMOUS]
MOVER: Jeff McNaught, Ward 2
SECONDER: Jen Grigoraitis, Ward 6
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



PAUL BRODEUR
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: American Rescue Plan (ARPA) grant acceptance
Date: August 16, 2021

The Honorable City Council is hereby requested pursuant to the provisions of M.G.L. c. 44, § 53A to accept the American Rescue Plan Act (ARPA) grant in the amount of \$8,374,174 on behalf of the City of Melrose, per the Massachusetts Department of Revenue¹.

The City of Melrose is scheduled to receive a total of \$8,374,174 in federal ARPA grant dollars. This money has been allocated by the federal government in two ways: a direct grant to municipalities and another grant to counties. The direct grant to Melrose is \$2,932,394, and our reallocation through the Middlesex County Federal ARPA Assessment will be \$5,441,780.

ARPA direct grant funds will be disbursed in two equal tranches, with 50% provided at the end of FY 21 and the balance delivered approximately 12 months later. Melrose received the first half of our direct grant (\$1,466,197) in late June, and will receive the remainder by the end of FY22. We anticipate that the Middlesex County reallocation will also be released in two equal parts beginning in FY22.

All ARPA grant funds must be spent or encumbered by December 31, 2024.

What can ARPA grant funds be used for?

The U.S. Department of the Treasury has identified the following areas of allowable expenditures:

- a. **Spending to address public health and negative economic impacts of the COVID-19 pandemic.** This includes COVID-19 mitigation efforts, medical and behavioral health initiatives, and efforts to mitigate the economic harm of the pandemic to workers, households, small businesses, affected industries, and the public sector.
- b. **Premium pay for essential workers.** This is intended to provide additional support through one-time payments for low-wage workers who have faced the greatest health risks during the COVID-19 pandemic because of their employment in a critical service sector.
- c. **Revenue replacement.** Payments may be used to fund government services to the extent of revenue reductions from the pandemic. Eligibility for revenue replacement is determined by a federal formula.
- d. **Investments in water, sewer, and broadband infrastructure.** This includes projects that improve access to clean drinking water, support wastewater and stormwater infrastructure, and expand access to broadband internet.

¹ Guidance as it relates to accepting of the ARPA grant monies through MGL 44 §53A has been vetted through the Division of Local Services at the Department of Revenue.

Some examples of ARPA eligible expenses:

- Direct COVID-related costs (testing, contact tracing, etc.).
- Expenses to improve efficacy of public health or economic relief programs.
- Water and sewer infrastructure aligned to EPA project categories for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund.

Examples of what ARPA grant funds cannot be used for:

- Replenishing or funding a reserve account or stabilization fund.
- A deposit into a pension fund.
- Funding non-COVID-19 related operating budget expenses.

Once the grant is accepted, eligible ARPA expenses will be administered by the Mayor, with potential ARPA funded projects reviewed and accepted through a rigorous evaluation process in collaboration with the Chief Financial Officer/Auditor, department heads, and the Superintendent of Schools. This process is designed to provide the controls and due diligence necessary to withstand future scrutiny by the federal government.

In assessing potential uses for ARPA funds, the priority is to identify areas of greatest need and relevance to the City of Melrose. As a best practice, the funds will not be fully allocated in the first fiscal year. This will allow the City to respond should circumstances and priorities change given the uncertainty of the progress of the COVID-19 pandemic. To ensure transparency, the City Council will be provided regular updates on the planned uses of ARPA funds.

Unlike with the CARES Act Coronavirus Relief Fund, the Commonwealth will not make individual eligibility determinations regarding the use of ARPA funds for specific expenses. As the “prime recipient” of federal funds, each municipality is solely responsible for all aspects of administration and will be subject to a federal clawback provision associated with compliance failures². Therefore each project considered for ARPA funding will require the Auditor to make a determination of eligibility based on the terms of federal and state mandates and rules (awaiting the finalization of the Treasury’s Interim Final Rule³ sometime in September). In addition, detailed project information will be collected in advance to ensure compliance with federal reporting requirements⁴, which are significant and vary depending on the type of expenditure.

To ensure projects are thoroughly vetted and that compliance and reporting requirements are understood and adhered to according to the best information currently available from state and federal government agencies⁵, the City of Melrose has engaged an outside consultant from the accounting firm of Clifton Larson Allen, LLP (“CLA”). Like CARES Act funding, ARPA grant funds will be audited as part of the City’s annual single audit, reported to the Massachusetts Department of Revenue, and are subject to federal audit.

I look forward to the opportunity to answer any questions members of the Council may have regarding this grant acceptance, and will be joined by other members of our team, including our consultant from CLA, Hannah York.

² <https://www.mass.gov/doc/applying-for-coronavirus-local-fiscal-recovery-fund-clfrf-funding-0/download>

³ <https://home.treasury.gov/system/files/136/FRF-Interim-Final-Rule.pdf>

⁴ <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

⁵ <https://www.mass.gov/doc/arpa-reporting-guidance-for-metropolitan-cities-and-counties/download>



Coronavirus State and Local Fiscal Recovery Funds

The American Rescue Plan will deliver \$350 billion for state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs.

The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Funding Objectives

- **Support urgent COVID-19 response efforts** to continue to decrease spread of the virus and bring the pandemic under control
- **Replace lost public sector revenue** to strengthen support for vital public services and help retain jobs
- **Support immediate economic stabilization** for households and businesses
- **Address systemic public health and economic challenges** that have contributed to the inequal impact of the pandemic

Eligible Jurisdictions & Allocations

Direct Recipients

- States and District of Columbia (\$195.3 billion)
- Counties (\$65.1 billion)
- Metropolitan cities (\$45.6 billion)
- Tribal governments (\$20.0 billion)
- Territories (\$4.5 billion)

Indirect Recipients

- Non-entitlement units (\$19.5 billion)



Support Public Health Response

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



Address Negative Economic Impacts

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



Replace Public Sector Revenue Loss

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



Premium Pay for Essential Workers

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



Water and Sewer Infrastructure

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



Broadband Infrastructure

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access



For More Information: Please visit www.treasury.gov/SLFRP

For Media Inquiries: Please contact the U.S. Treasury Press Office at (202) 622-2960

For General Inquiries: Please email SLFRP@treasury.gov for additional information



Example Uses of Funds

Support Public Health Response

- **Services to contain and mitigate the spread of COVID-19**, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services**, including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response

Replace Public Sector Revenue Loss

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to the expected trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag

Water & Sewer Infrastructure

- **Includes improvements to infrastructure**, such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund

Equity-Focused Services

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments

Address Negative Economic Impacts

- **Deliver assistance to workers and families**, including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries**, including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs

Premium Pay for Essential Workers

- **Provide premium pay to essential workers**, both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers**, who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker's wages

Broadband Infrastructure

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund

Ineligible Uses

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

The examples listed in this document are non-exhaustive, do not describe all terms and conditions associated with the use of this funding, and do not describe all the restrictions on use that may apply. The U.S. Department of the Treasury provides this document, the State and Local contact channels, and other resources for informational purposes. Although efforts have been made to ensure the accuracy of the information provided, the information is subject to change or correction. Any Coronavirus State and Local Fiscal Recovery Funds received will be subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which shall include the provisions of the Interim Final Rule and/or Final Rule that implements this program.



CITY OF MELROSE

MAYOR

MARGOT FLEISCHMAN

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4441

To: Mayor Paul Brodeur
From: Margot Fleischman
Meeting Date: September 13, 2021
Subject: State funding to support Milano Center - grant
Order #: ORDER-2022-23

I respectfully request the Honorable City Council accept a grant in the amount of \$50,000 from the Commonwealth of Massachusetts Executive Office of Elder Affairs for the purpose of "building refurbishments for the Milano senior center to support seniors during the 2019 novel coronavirus recovery and ensure safe access to communal space."

FINANCIAL IMPACT:N/A

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Maya Jamaledine, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

PAUL BRODEUR
Mayor

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: State funding to support Milano Center
Date: August 16, 2021

As part of the recently signed Fiscal Year 2022 state budget, the City of Melrose will receive \$50,000 as part of an earmark “for grants to the councils on aging and for grants to or contracts with nonpublic entities that are consortia or associations of councils on aging.” The purpose of the portion of the grant directed to Melrose is “building refurbishments for the Milano senior center to support seniors during the 2019 novel coronavirus recovery and ensure safe access to communal space.”

As is stipulated, the state grant will be utilized to address the needs of seniors as we continue to recover from the COVID-19 pandemic. As Council members are certainly aware, the City has not been able to utilize the Milano Center this summer because of the failure of the building’s HVAC system. This has left Melrose’s elder population without a much needed facility during a critical time.

The lack of the Milano Center has necessitated staff to find alternative space for senior programming, most notably at the tent on the grounds of the Horace Mann School. Although the COA summer programs have been successful, outdoor programming is not a sustainable solution, and addressing deficiencies at the Milano Center is a high priority as we head into the fall and winter. In addition to the HVAC upgrades, COA and Facilities staff are also working to identify other ways to increase the functionality of the Milano Center for its users, including improved accessibility to the outdoor patio area.

Due to the pandemic, we have all become more cognizant of the risks of social isolation, especially for elders, as well as the need for “healthy buildings” with good air quality and ventilation to protect public health. We are deeply appreciative to our legislative delegation, especially Rep. Kate Lipper-Garabedian, for their continued advocacy for the health and wellbeing of Melrose’s elder residents.

I respectfully request acceptance of these funds. Thank you for your consideration.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

TREASURER/COLLECTOR

KATHRYN ARMATA

Treasurer/Collector

City Hall, 562 Main Street

Melrose, MA 02176

Telephone - 781-979-4162

To: Mayor Paul Brodeur
 From: Kathryn Armata
 Meeting Date: September 13, 2021
 Subject: 2022 Road Bond
 Order #: ORDER-2022-24

ORDERED: That the City appropriates \$1,500,000.00 to pay costs of constructing, reconstructing and/or improving the City Hall parking lot and various roads and sidewalks, including related planning, design, curbing, drainage and all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; that the Mayor is authorized to take any other action necessary to carry out this project; and that any premium received upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

FINANCIAL IMPACT: Please see attached.

RESULT: PASSED [UNANIMOUS]
MOVER: Jeff McNaught, Ward 2
SECONDER: Jen Grigoraitis, Ward 6
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4160
Collector - (781) 979-4120
Fax - (781) 665-6877

To: Mayor Paul Brodeur
Members of the City Council
From: Kathryn Armata
Meeting Date: August 16, 2021
Subject: Authorization of Bond for Department of Public Work's Road Work

Loan Order - \$1,500,000 City Hall Parking Lot and Road Bonds

ORDERED: That the City appropriates \$1,500,000.00 to pay costs of constructing, reconstructing and/or improving the City Hall parking lot and various roads and sidewalks, including related planning, design, curbing, drainage and all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; that the Mayor is authorized to take any other action necessary to carry out this project; and that any premium received upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Pursuant to Section 56-14 of the City Ordinances, attached is a projection of the principal and interest costs on the bonds proposed to be authorized by the following loan order under consideration by the City Council. The payment schedule attached assumes a 15-year borrowing term, an interest rate assumption of 2% over the life of the borrowing, and a level debt service payment schedule. The debt service on these bonds will not be paid from an enterprise fund and will have no impact on any enterprise fund rates.

The funds borrowed pursuant to this Order will be deposited into Fund 3389.

FINANCIAL IMPACT: See attached.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

City of Melrose, Massachusetts
\$1,500,000 General Obligation Bonds Dated August 15, 2021
Road Improvements - 15 years - Level Debt Service
Interest Estimated - Preliminary and Subject to Change

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/15/2021	-	-	-	-	-
02/15/2022	-	-	15,000.00	15,000.00	-
06/30/2022	-	-	-	-	15,000.00
08/15/2022	85,000.00	2.000%	15,000.00	100,000.00	-
02/15/2023	-	-	14,150.00	14,150.00	-
06/30/2023	-	-	-	-	114,150.00
08/15/2023	90,000.00	2.000%	14,150.00	104,150.00	-
02/15/2024	-	-	13,250.00	13,250.00	-
06/30/2024	-	-	-	-	117,400.00
08/15/2024	90,000.00	2.000%	13,250.00	103,250.00	-
02/15/2025	-	-	12,350.00	12,350.00	-
06/30/2025	-	-	-	-	115,600.00
08/15/2025	90,000.00	2.000%	12,350.00	102,350.00	-
02/15/2026	-	-	11,450.00	11,450.00	-
06/30/2026	-	-	-	-	113,800.00
08/15/2026	95,000.00	2.000%	11,450.00	106,450.00	-
02/15/2027	-	-	10,500.00	10,500.00	-
06/30/2027	-	-	-	-	116,950.00
08/15/2027	95,000.00	2.000%	10,500.00	105,500.00	-
02/15/2028	-	-	9,550.00	9,550.00	-
06/30/2028	-	-	-	-	115,050.00
08/15/2028	100,000.00	2.000%	9,550.00	109,550.00	-
02/15/2029	-	-	8,550.00	8,550.00	-
06/30/2029	-	-	-	-	118,100.00
08/15/2029	100,000.00	2.000%	8,550.00	108,550.00	-
02/15/2030	-	-	7,550.00	7,550.00	-
06/30/2030	-	-	-	-	116,100.00
08/15/2030	100,000.00	2.000%	7,550.00	107,550.00	-
02/15/2031	-	-	6,550.00	6,550.00	-
06/30/2031	-	-	-	-	114,100.00
08/15/2031	105,000.00	2.000%	6,550.00	111,550.00	-
02/15/2032	-	-	5,500.00	5,500.00	-
06/30/2032	-	-	-	-	117,050.00
08/15/2032	105,000.00	2.000%	5,500.00	110,500.00	-
02/15/2033	-	-	4,450.00	4,450.00	-
06/30/2033	-	-	-	-	114,950.00
08/15/2033	110,000.00	2.000%	4,450.00	114,450.00	-
02/15/2034	-	-	3,350.00	3,350.00	-
06/30/2034	-	-	-	-	117,800.00
08/15/2034	110,000.00	2.000%	3,350.00	113,350.00	-
02/15/2035	-	-	2,250.00	2,250.00	-
06/30/2035	-	-	-	-	115,600.00
08/15/2035	110,000.00	2.000%	2,250.00	112,250.00	-
02/15/2036	-	-	1,150.00	1,150.00	-
06/30/2036	-	-	-	-	113,400.00
08/15/2036	115,000.00	2.000%	1,150.00	116,150.00	-
06/30/2037	-	-	-	-	116,150.00
Total	\$1,500,000.00	-	\$251,200.00	\$1,751,200.00	-

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Hilltop Securities Inc.
Public Finance

Public Works Department Road Program Funding 2022-24

Project Location	Estimated Value	Proposed Scope of Work
FY22 Road Program Supplemental Funding: Damon Avenue Brown Street/Wyoming Heights/Mt. Vernon First Street (Waverly to Ashcroft) Echo Street Lower Main Street	\$350,000	Funding to complete the FY22 Roads Program to supplement the contributions from Chapter 90, MassDOT Complete Street grant funding, and National Grid roadway restoration contributions. This additional funding will be put toward additional repairs of curbing, sidewalks, drainage, signage, pavement markings, and other items to complete the improvements in these neighborhoods.
Bay State Road Sidewalks (2022 construction season)	\$170,000	Installation of new curbing, sidewalks, accessible curb ramps, and crosswalks on the south side of the street from Damon Avenue easterly to the City Limit, and new accessible curb ramps and re-alignment/restriping of crosswalks from Main Street to Damon Avenue. This project was next in line for Complete Streets funding but MassDOT has changed eligibility requirements and we will not qualify for three years.
Brazil Street Neighborhood Improvements (2022 construction season)	\$130,000	Replacement of asphalt sidewalks with concrete sidewalks, resetting/installation of granite curb, development of a grass strip where feasible and planting of trees, to supplement the paving project scheduled for calendar year 2022.
City Hall Parking Lot	\$250,000	To supplement grant funding being sought for parking lot improvements to include repaving, restriping, flood mitigation and green infrastructure.
FY23 Road Program Supplemental Funding: Sycamore, Hunnewell, Burnett, Bow Felton Place Damon Avenue (part) Ashland Street Rowe Street	\$300,000	Funding to supplement the FY23 Roads Program Chapter 90 allocation and National Grid roadway restoration contribution. This additional funding will be put toward additional repairs of curbing, sidewalks, drainage, and other necessary items to complete the improvements in these neighborhoods.
FY24 Road Program Supplemental Funding: Specific Roads TBD	\$300,000	Funding to supplement the FY23 Roads Program Chapter 90 allocation and National Grid roadway restoration contribution. This additional funding will be put toward additional repairs of curbing, sidewalks, drainage, and other necessary items to complete the improvements in these neighborhoods.
Total Bond Request	\$1,500,000	

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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 Hall, 562 Main Street
Melrose, Massachusetts 02176**

Telephone - (781) 979-4172

E-mail: eproakis@cityofmelrose.org

MEMORANDUM

Date: August 4, 2021

To: Mayor Paul Brodeur
Melrose City Council

From: Elena Proakis Ellis, P.E., Director of Public Works
Jim Troup, DPW Deputy Director, Administration and Finance
Patrick Dello Russo, CFO/Auditor

Subject: Road Bond Request

The City of Melrose relies on a number of sources of funding for the roadway component of our Multi-year Utility and Roadway Improvement Program. The state's funding program ("Chapter 90") provides the City with approximately \$530,000 annually which can be put toward work on public ways within certain parameters. We supplement these funds with local funding in the form of road bonds that are periodically requested, as well as a handful of other sources including contributions from private utility companies in lieu of repaving on streets where they have conducted work and grant funds from various state and federal. Some examples of grant funds used for roadway improvement projects include the MassDOT Complete Streets program funding and MassWorks grants, which were used most recently to implement improvements in the Melrose Highlands and on Essex Street.

An analysis of the total funds required to pave all of Melrose's public ways within their useful life indicates that we would need to spend over \$2M per year. At the present time, with local funds contributing just over \$1M, we have relied on grant applications and restoration from private utility work to fill the gap as much as possible. In the future, the City may want to consider a higher annual road bond allocation.

The proposed breakdown in costs for the current allocation is listed in the attached table. Note that in addition to general allocations to particular fiscal years, three special projects have been called out for funding:

- Installation of sidewalks to fill network gaps in the busy cut-through neighborhood on Bay State Road;
- Replacement of asphalt with concrete sidewalks and granite curb on Brazil Street in coordination with paving already slated for 2022 as part of the City's Multi-year Roadway and Utility Program; and
- A contribution to the paving and green infrastructure project proposed for Melrose City Hall parking lot.

The first project is listed on the City's Complete Streets Prioritization Plan as the next project in line. MassDOT has recently informed municipalities that they are no longer eligible to apply for Complete Streets grant funding annually or when the prior round of successful funding is spent. Under the new guidelines, we now have to wait

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four years between grant awards. The Bay State Road neighborhood sidewalks were identified as a high priority in 2017 when the Prioritization Plan was completed, and we do not feel it is prudent to wait until FY24 to apply for Complete Streets funding for this project.

On Brazil Street, the City will be completing water main replacement, following earlier work including sewer replacement and lining and gas main and service replacement. This work was initiated due to the combination of the “poor” roadway condition ranking and the need for water main replacement identified in the City’s water system Capital Efficiency Plan, combined with the sewer system needs identified following the sewer backup on Brazil Street. Final paving is scheduled for 2022, but the Chapter 90 program would have insufficient funds to allow for replacement of sidewalks with concrete panels. Thus we are specifically calling out this project as a component of the requested road bond.

Finally, the City Hall parking lot routinely floods and has been a source of chronic issues and deterioration for many years. In 2019, the City received a Municipal Vulnerability Preparedness (MVP) grant to design improvements to the parking lot for both water quality and quantity. A subsequent application to pay for the construction of the project was unsuccessful, largely because a significant component of the project costs involves ‘gray infrastructure’ (pipes, pavement, etc.) in addition to the green infrastructure components necessary to have a successful design. Therefore, the City has realized that in order to successfully obtain grant funding for the total project, our contribution will need to be more substantial than the typical 25% match requested. The proposed funding will contribute to the paving, curb realignment, and piping required for this project, as we continue to pursue grant funding for the green infrastructure elements such as rain gardens and public stormwater information displays.

We hope you recognize both the importance and the value of the proposed work and support funding this road bond. Thank you for your consideration.



City of Melrose

DEPARTMENT OF PUBLIC WORKS

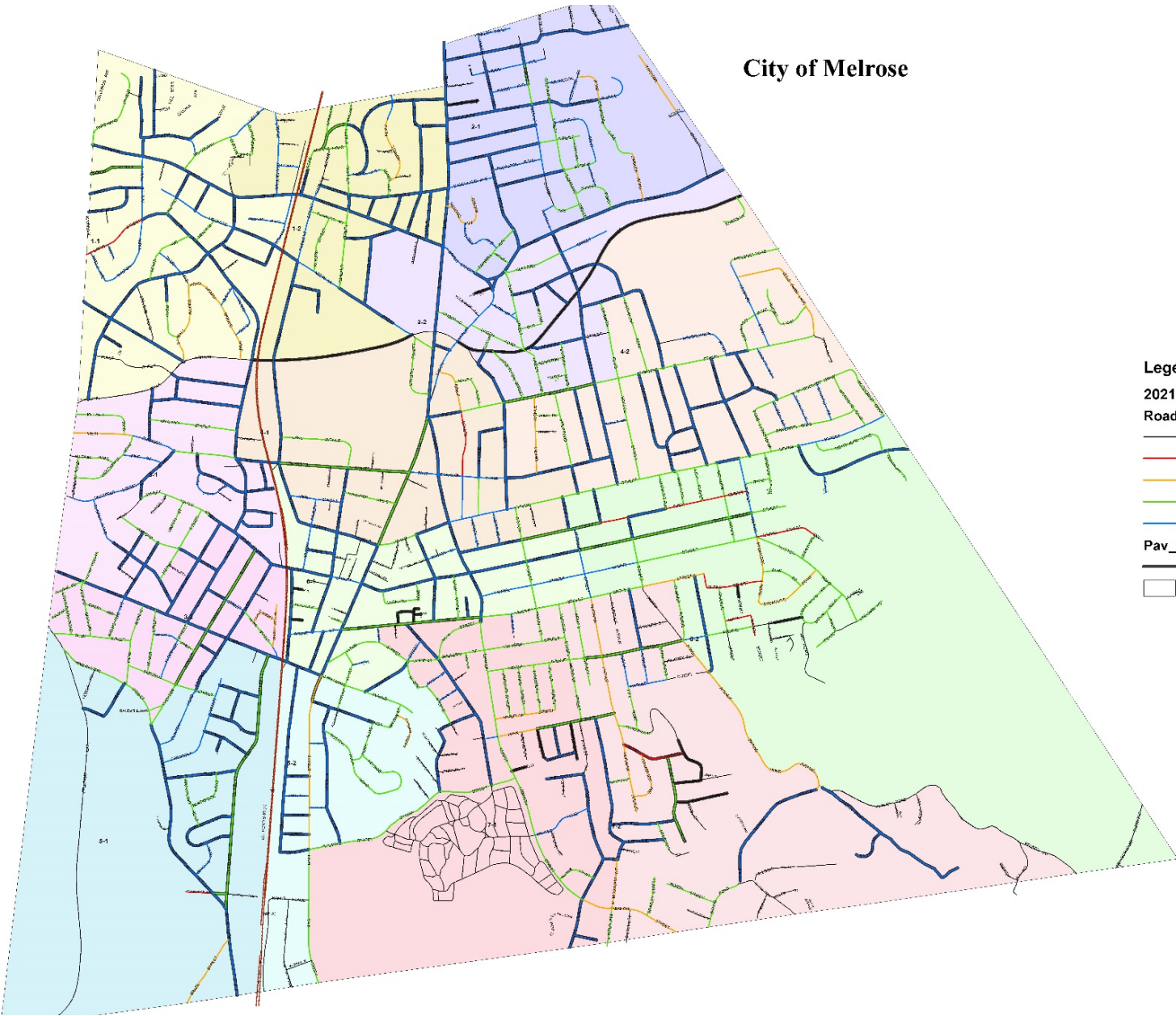
FY22 ROAD BOND REQUEST

Multi-year Roadway and Utility Program Elements



- Roads Program
- Water System Improvements – MWRA loans
- Sewer System Infiltration and Inflow (I/I) Reduction – MWRA grants/loans
- National Grid Gas Main Replacements – private
- Other private utility work (electric, etc.)

Program relies heavily on roadway condition assessment



City of Melrose



- Legend**
- 2021 Roadway Assessment**
- Road Score**
- Not Ranked
 - Poorest
 - Poor
 - Fair
 - Good/Excellent
- Pav_Year**
- 2004 - 2021
 - Ward_Precinct Labels

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Melrose Department of Public Works Capital Projects 2021-2022 (5-27-2021 update)

Project	Done	February 1 8 15 22			March 1 8 15 22 29			April 5 12 19 26			May 3 10 17 24 31			June 7 14 21 28			July 5 12 19 26			August 2 9 16 23 30			September 6 13 20 27			October 4 11 18 25			November 1 8 15 22 29			2022
Hoover School Area Complete Streets Project								Implementation																								
Free Cash Sidewalk Repairs								Implementation																								
Echo Street (Whitman to Hawthorne)															Final Pave																	
Community Mitigation Fund - Wash./Pleasant/Wyoming													Implementation																			
Rideshare Fund Projects (Crosswalks, Ramps, etc.)													Implementation																			
Woodland Ave. Sidewalk and Curbing Improvements															Curbing and Sidewalk Improvements																	
Botolph Street, Summit Avenue (pending development)													Botolph Final Pave																	Summit		
Brown Street, Wyoming Heights, portion of Mt. Vernon													Final Pave																			
First Street (Waverly to Ashcroft)													Final Pave																			
Damon Avenue (Boardman to Cochrane)													Final Pave																			
Felton Place/Upham (Lebanon-Dell)		Design/Bidding					NGRID Pave Upham																							Final Pave		
Sycamore Road, Burnett Street, Hunnewell Street		Design/Bidding																												Final Pave		
Bow Street																														Final Pave (NGRID)		
Brazil Street and portion of Washington Street								Sewer Replacement																						Sidewalks & Final Pave		
Ashland Street (Franklin to Melrose)		Design/Bidding																												Final Pave		
Replacement of Lead Water Services																																
Main Street (Mount Vernon to Sylvan)	SW															Striping Pilot Project					Final Pave/Line Striping									Final Pave/Line Paint		
Upham and Fellsway Pump Station Generators																Design/Bidding									Installation							
Penney Road Sewer Pumping Station Replacement																	Design													Bidding/Implementation		
Beech, Irving, Harvard, Appleton, Elliott, Fairmount																						Final Pave Partial (NGRID)										
Boardman, Lovell, portion of Damon Ave., etc.																						Final Pave (NGRID)										
Verizon 5G Project/National Grid Pole Placement																																
Eversource Mystic to Golden Hills Project																Restoration																
I/I Completion of Phase 2 Lining and Phase 1-3 Misc.																														Clean/TV		
City Hall Generator								Design								Bidding			Installation													
Memorial Hall Envelope Project		Design														Bidding					Contract Award											
DPW Salt Shed Replacement	Pending Funding	Design					Bidding							Installation																		
Lebanon/Sylvan/Wyoming Cemetery Drainage Project	Pending Funding															Design														TBD		
Lower Lebanon Street TIP Project	Pending Funding	Planning/Conceptual Design																												TBD		
City Hall Parking Lot Green Infrastructure/Drainage	Pending Funding																			Applications for Funding										TBD		
Roosevelt School Grounds Work	Pending Funding																															
Central Terrace Rehabilitation/Improvements	Pending Funding					Grant Appl.					Grant Appl. #2																					
Accelerated Climate Resiliency Grant Tree Filter Boxes	Pending Funding					Grant Appl.																										
Pine Banks Park Garage Replacement	Pending Funding							TBD																					TBD			

Paving/Sidewalks (Design/Construction)
Sewer Work (Design/Construction)

National Grid Gas Work
Drainage

Water Services
Planning Studies

Water Main Work (Design/Construction)

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Typical Funding for Melrose Roadway Projects



- Chapter 90 allocation – roughly \$525,000/year
- Road bonds – last bond authorized in FY19 for \$1.685M
- Private utility contributions or restoration (e.g., National Grid gas)
- Location-specific developer contributions
- Grants (e.g., Complete Streets, MassWorks, Community Mitigation Fund)
- Special funding such as free cash, rideshare funds

Proposed Road Bond - \$1.5M



Location	Estimated Allocation
FY22 Road Program Supplemental Funding (Damon, Brown, Wyoming Heights, Mt. Vernon, First, Echo, Lower Main Street)	\$350,000
Bay State Road Sidewalks	\$170,000
Brazil Street Neighborhood Improvements	\$130,000
City Hall Parking Lot	\$250,000
FY23 Road Program Supplemental Funding (Sycamore, Hunnewell, Burnet, Bow, Felton Place, Damon, Ashland, Rowe)	\$300,000
FY24 Road Program Supplemental Funding (locations TBD)	\$300,000
Total Bond Request	\$1,500,000

Questions





City Council

Melrose City Hall
Melrose, MA 02176

SCHEDULED

RESOLUTION 2021-5

Meeting: 09/20/21 07:45 PM

Department: City Council

Category: Resolution

Prepared By: Kristin Foote

Initiator: Kristin Foote

Sponsors: At-Large Jamaledine, Ward 5 MacMaster

DOC ID: 9220

A Resolution Honoring the Accomplishments of Benjamin D. Parker and Shane Buckley-Fennell as Eagle Scouts.

Please see the attached resolution

COMMENTS - Current Meeting:

Co-Sponsors Jamaledine and MacMaster offer the resolution. Councilor MacMaster notes the Eagle Court ceremony recently attended and advises Ben is the council liaison to the veterans advisory committee and Shane, a Ward 5 resident. Councilors were unable to speak at their outdoor ceremony due to torrential rains.

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*A Resolution Honoring the Accomplishments of
Benjamin D. Parker and Shane Buckley-Fennell as Eagle Scouts.*

*Offered by Maya Jamaledine, Councilor At-Large and
Shawn M. MacMaster, Councilor of Ward 5*

- WHEREAS, The Eagle Scout Award is the highest award earned in Boy Scouts; and*
- WHEREAS, To earn this award, Scouts must complete a series of requirements which will help them explore careers, develop leadership potential, learn new skills and challenge them to give something of themselves and make an impact on their community; and*
- WHEREAS, Benjamin D. Parker has been involved in Scouting for over 13 years. After completing the Arrow of Light award, Benjamin crossed over with three other Cub Scouts from his den and became a member of Melrose Boy Scout Troop 635, and,*
- WHEREAS, Shane Buckley-Fennell joined the Scouts in first grade as a Tiger in Cub Scout Pack 615. As a Webelo, Shane earned the Arrow of Light rank and then crossed over and joined Melrose Boy Scout Troop 635; and*
- WHEREAS, During this time, Benjamin and Shane earned ranks and merit badges at a prodigious pace, many of which were earned at T.L. Storer Scout Camp, and the Hidden Valley Scout Reservation. Benjamin also attended Merit Badge University at Harvard and attended the Eagle Week at New England Base Camp in Milton.*
- WHEREAS, In the Summer of 2017, Benjamin and Shane were fortunate to be able to go with Mr. Lippert, Mrs. Hahn and other Scouts for a 10-day backpacking trek in the wilderness at the Philmont Scout Ranch in New Mexico where they successfully completed a two week, 120-mile hike through some of the sparest back country in the west; and*
- WHEREAS, To earn the rank of Eagle Scout, Benjamin saw a need in our Melrose community. There were those in our community, deceased military veterans who had worked and sacrificed for their country, who were buried at Wyoming Cemetery without proper record of their service. Those brave men and women and their contributions were being forgotten. After talking with city officials, he discovered there was a need for database listing the veterans interred at Wyoming Cemetery. On several occasions Benjamin met with cemetery leadership to determine the exact needs and then he directed various campaigns involving his fellow Scouts. Benjamin was then able to organize the creation of a database and instructed volunteers on how to enter the data.*
- WHEREAS, Shane's Eagle Service Project grew out of his love of biking. He wanted to find a way to help others be able to ride. Shane researched and found that Bikes Not Bombs in Boston collects used bikes and ships them overseas to be distributed to those in need. Shane collected over 80 used bikes from the generous Melrose community and then trained and supervised members of the troop to repair flat tires and oil chain before delivering the bikes to the charity; and*
- WHEREAS, Benjamin also has been active in sports at his high school, Fellowship Christian Academy, playing basketball and tennis. Shane graduated from Melrose high school in August 2020 with recognition as an AP Scholar for his achievements in a range of advanced placement courses; and*
- WHEREAS, Benjamin is enrolled in Bob Jones University in the fall to receive his Bachelors in Criminal Justice and Shane Started his freshman year at San Diego State University Studying criminal justice; and*
- WHEREAS, these achievements have resulted in Benjamin D. Parker and Shane Buckley-Fennell receiving the rank of Eagle Scout, the highest honor in Boy Scouting, on August 9, 2021; now therefore*

BE IT RESOLVED,

That, we, the Melrose City Council recognize and applaud these achievements and recognize these accomplishments in the permanent records of the City of Melrose on this twentieth day of September in the year Two Thousand and Twenty-One.

4.a

Attest: Members of the Melrose City Council

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CITY OF MELROSE

CITY CLERK

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4116

KRISTIN FOOTE

City Clerk

To: Mayor Paul Brodeur
From: Kristin Foote
Meeting Date: September 20, 2021
Subject: Rules of Order - revisions 2021
Order #: ORDER-2022-34

BE IT RECOMMENDED, to the full Council, that the proposed revisions to the Rules of Order of the Melrose City Council, as adopted by the *Special Committee on the Rules of Order* on September 8, 2021, be approved in their entirety by the body.

Respectfully submitted,

Shawn M. MacMaster, Ward 5
Chairman, Special Committee on the Rules of Order
September 15, 2021

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

PROPOSED RULES OF ORDER MELROSE CITY COUNCIL



Special Committee on the Rules of Order

Councilor Shawn M. MacMaster, Chairman
Councilor Jack Eccles, Vice Chair
Councilor Mark Garipay
Councilor Jeffrey C. McNaught
Councilor Robb Stewart

September 8, 2021

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

OVERVIEW

The Special Committee on the Rules of Order was established by President Jennifer Grigoraitis in 2020 pursuant to Rule 25. Charged with modernizing the Council's governing rules, the Committee met on five occasions between November 11, 2020 and September 8, 2021 for a total of six hours. The Committee's scope of work involved simplifying the language of existing rules, addressing ambiguity, ensuring consistency in the use of terms, and offering recommendations for a series of revised and new rules.

Attached to this proposal is a commentary section; its purpose is to memorialize the intent behind the rules that, in accordance with our mandate, have been either substantially amended or newly created.

Respectfully submitted,

Special Committee on the Rules of Order

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RULES OF ORDER

Proposed New Rules: 7A, 28, 31A, 35A, 55, 56, 57, 58

Rule 1 Regular Meetings of the City Council shall be held on the first and third Mondays of each month at 7:45 p.m. except as follows: (1) during July and August when there shall be one meeting each month on the third Monday; (2) when an election is to be held the following day such meeting shall be held on the following Monday; and (3) when a meeting falls on a holiday, such meeting shall be held on Tuesday.

Rule 2 A majority of the Council or any Committee thereof shall constitute a quorum.

PRESIDENT

Rule 3 The President shall take the chair at the scheduled hour, call the members to order and, on the appearance of a quorum, proceed with business.

Rule 4 In the absence of the President, the President Pro Tempore of the Council, who shall be the senior member in length of service present at the meeting, shall call the Council to order and preside over meetings until the President resumes the Chair. When two or more members have the same seniority, names shall be drawn by the City Clerk thirty (30) minutes before the commencement of the meeting in the presence of the Clerk of Committees and at least one (1) member of the body, to determine who the presiding officer will be.

In the event that the longest serving member of the Council is elected President, the second longest serving member of the body shall serve as President Pro Tempore. When two or more members have the same seniority, the aforementioned selection process shall be followed.

Rule 5 The President shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order, subject to an appeal by the Council. The President shall declare all votes and may vote in all cases.

Rule 6 The President may call the President Pro Tempore to the chair to preside over a full Council meeting, but such substitution shall not continue longer than one meeting without a majority vote of the members. The President may express an opinion on any subject under debate; but in such case he/she must leave the chair and shall not resume the chair while the question is pending. The President may state facts and give an opinion on questions of order without leaving the chair.

Rule 7 It shall be the duty of the President or his/her designee to examine and approve the records of each meeting. It shall, likewise, be the duty of the President or the President Pro Tempore to sign all legislative matters which have been passed at any meeting.

Rule 7A It shall be the duty of the President to oversee the City Clerk who shall report directly to the Council President.

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CITY CLERK AND ASSISTANT CITY CLERK

Rule 8 The City Clerk or Assistant City Clerk shall keep minutes of the proceedings of the Council which shall be subject to correction when the Council meets. The City Clerk shall note upon legislative papers the action taken by the Council relating to said papers.

The City Clerk shall perform such duties in connection with the transaction of business during the sessions of the Council as the President deems necessary.

Whenever a petition is filed as provided by Section 22 of Chapter 166 of the General Laws seeking a permit for an original location for wires, poles, piers, abutments or conduits to be used for the transmission of electricity, the City Clerk shall forthwith, upon receipt of such petition, send notice, in the manner required by said Section, of a public hearing to be held thereon at the next meeting of the Council occurring not less than seven (7) days following such receipt. The City Clerk shall also send notice of such hearing to the Inspector of Wires.

The City Clerk shall be responsible for preparing a re-Meeting Calendar for full Council meetings containing the following items: all matters of new business; all reports of committees to be presented at any regular or special meeting of the Council; a statement of any orders for which notice of a motion to reconsider has been filed; all orders which have been laid upon the table or postponed to a day certain; all hearings which may have been ordered; and all matters of unfinished business, such Calendar shall be electronically transmitted to each member of the Council at least forty-eight (48) hours prior to said meeting.

Agendas and corresponding agenda packets for all committee meetings and full Council meetings shall be publicly posted seventy-two (72) hours before a meeting is called to order, excluding Saturdays, Sundays, and legal holidays. Agendas maybe updated after their initial posting so long as subsequent agenda items are added at least forty-eight (48) hours prior to a meeting in accordance with the Massachusetts Open Meeting Law. All Orders, Ordinances, Petitions, Resolutions, and Remonstrances appearing on meeting agendas shall include the name(s) of the corresponding sponsor(s).

Notice of emergency meetings must be posted as soon as reasonably possible prior to a meeting and in a manner accessible to disabled persons to the extent required by federal and state law.

The City Clerk or the Clerk of Committees shall post meeting agendas to the city website. The agenda of a full Council meeting shall be subject to approval of the President and be posted in the same location as public meeting notices.

When a committee fails to issue a report on an item within forty-five (45) days after the matter is referred to committee, the Clerk of Committees shall notify the City Clerk of such and the City Clerk shall place said item on the agenda for the next regularly scheduled Council meeting under Reports from Committee with the following notation: "No Action Taken."

Whenever any Order or Ordinance adopted by the Council at any meeting has not been returned by the Mayor within ten (10) days and is thereby enacted pursuant to Section 3.7 of the City

Charter, the Pre-Meeting Calendar for the next meeting of the Council shall include a statement that such Order or Ordinance has taken effect by operation of law.

Within forty-eight (48) hours after adjournment of a Council meeting, the City Clerk shall prepare a Post-Meeting Bulletin containing a statement of all items referred to committees, whether standing or special. All matters so referred shall be listed separately under the heading of the respective committees; and all matters laid upon the table or postponed to a further date, and any hearings ordered to be held at any subsequent meeting, shall be included in said Bulletin.

Whenever a notice is filed by any member as a Motion to Reconsider a vote passed by the Council, such Bulletin shall include a statement to that effect. There shall also be noted upon said Bulletin a statement as to the action taken by the Council on which a Motion to Reconsider was filed. Bulletins shall be transmitted electronically to the members within seventy-two (72) hours after adjournment of the meeting to which they pertain.

Rule 9 The Assistant City Clerk, in the absence of the City Clerk, shall perform the duties of the City Clerk.

CONDUCT & DECORUM OF MEMBERS

Rule 10 When a member speaks, he/she shall address the presiding officer and shall confine his/her remarks to the question under consideration. While speaking, members shall avoid personalities, and no member shall directly or indirectly impugn another member or conduct themselves in a manner unworthy or unbecoming of a City Councilor. No member shall speak or vote out of his/her place without leave of the presiding officer.

Rule 11 No member shall be interrupted while speaking except by their consent or by a point of order or point of information; nor shall there be any conversation among the members while a question is being stated, while a member is speaking or a paper is being read.

Rule 12 If a member repeatedly violates any of the rules of the Council or disrupts the orderly procedure of the Council, the presiding officer, after warning the member of such violations, shall call the member to order, and a member so called to order shall lose the right to speak on the pending subject matter but shall not be prevented from voting. A member so called to order shall remain silent until the presiding officer returns to the member his/her rights to the floor.

Rule 13 A Councilor or any combination of Councilors who file an Order, Ordinance, Petition, Resolution, or Remonstrance shall be given up to fifteen (15) minutes in total to introduce the matter.

When a matter is being debated, no member may occupy more than five (5) minutes for each point under debate, nor shall he/she speak twice to the same question without leave of the Council, nor more than once if any other member, who has not previously spoken, desires to speak.

When a city official or other person appears before the Council or committee thereof, an individual Councilor shall not occupy more than fifteen (15) minutes of dialogue with the party. If a Councilor, however, requires additional time for questions, he/she may seek leave of the

presiding officer. In determining whether to grant the Councilor additional time, the presiding officer shall consider but is not limited to the following factors:

- 1) The number of remaining questions the Councilor intends to ask.
- 2) The number of questions the Councilor has already asked.
- 3) The relevancy of the questions.
- 4) The amount of time that has been occupied by the attendee in answering questions.
- 5) The responsiveness of the attendee.
- 6) The nature of the matter before the Council or committee.
- 7) Public interest considerations.
- 8) The hour of day.
- 9) Remaining business before the Council or committee.

On general matters of discussion, members of the Council shall occupy no more than five (5) minutes when speaking on a particular subject.

The presiding officer, at his/her discretion, may designate the City Clerk or Clerk of Committees to monitor the time provisions of this rule.

Rule 14 No member shall vote on any matter or serve on any committee where his/her private interest is immediately distinct from that of the public.

Rule 15 When a question is put forward, every member present, except the President, shall vote, unless excused by vote of the Council or excluded by personal interests.

No member shall leave without permission of the presiding officer if his/her presence is necessary to make a quorum.

Rule 16 The reading of any paper, if objected to, shall be decided by the Council.

Rule 17 No member shall stand up, to the inconvenience of others, while a member is speaking; pass unnecessarily between the presiding officer and the member speaking; stand in the area in front of the chair; or stand at the City Clerk's desk while a roll call is in progress. The use of electronic devices should be restricted for Council business only during a meeting of the full Council or committee thereof.

Rule 18 The members of the Council shall not stand or leave their places on a Motion to Adjourn until the presiding officer has declared the Council adjourned.

Rule 19 Every member shall take notice of the day and hour to which the Council stands adjourned.

STANDING COMMITTEES

Rule 20 The President shall appoint voting members to each Standing Committee, one of whom shall serve as Chairperson,

The President shall at the first meeting in January, announce the Chairpersons and voting members appointed to all Standing Committees for that calendar year

The President shall serve as a member ex-officio of all committees and, when required, may be counted in the making of a quorum. The President shall be entitled to vote as an ex-officio member of all standing committees.

All members of the Council shall be considered a member of each Standing Committee but shall not be authorized to vote on pending matters unless assigned as a voting member of that Committee. A quorum of a committee shall be determined on the basis of voting members only.

A non-voting member of a committee may only speak on a pending matter after all voting members have been given the opportunity to deliberate; and non-voting members shall only speak once unless granted leave by the Chairperson. This provision of the rule, however, shall not apply to non-voting members who have sponsored or co-sponsored a matter appearing before a committee. The sponsor(s) shall always be recognized first by the Chairperson for the purposes of introducing an order.

The following Standing Committees are hereby established:

Appropriations & Oversight: Eleven (11) voting members to include the annual Budget and all supplementary budgets, redevelopment authority, federal or state grants, zoning, and all general oversight matters.

Finance: Five (5) voting members to include accounts and surety bonds, election matters, print and supplies, and City Council purchases.

Health, Education and Welfare: Five (5) voting members) to include public schools, public library, and veterans' affairs.

Legal and Legislative Matters: Five (5) voting members) to include rules, legislative matters and claims.

Protection and License: Five (5) voting members) to include the Police and Fire Departments, Emergency Management, and licenses.

Public Service: Five (5) voting members) to include public grounds and buildings.

Public Works: Five (5) voting members) to include Public Works Department, public transportation, all municipal parking areas and lighting of streets and municipal parking areas, and electric, cable and telephone wires.

Rule 21 The member first named on any committee shall be its Chairperson and the second named member of the Committee will be recognized as the Vice Chair of the Committee. In the case of the Chairperson's resignation, absence or disability, the other members, in the order in which they are named to the Committee, shall call meetings of the Committee and act as Chairperson. If, for any reason, any committee has not assembled within three (3) weeks from the reference of matters thereto, except for the summer season, the member second in order may call meetings of the committee.

Rule 21A Committee Chairpersons serve at the pleasure of the President, who may at any time remove a Chair and designate a new Chair. Neither the removal nor the appointment or re-appointment of a Chairperson shall be subject to the approval of the Council.

Rule 21B A committee Chairperson shall take the chair at the scheduled time and shall convene the meeting within thirty (30) minutes thereof. If a quorum is not present within thirty (30) minutes of the time originally scheduled, the Chairperson shall not commence such meeting and it shall be rescheduled to a later date.

Rule 21C The Chairperson shall call upon the Vice Chair to preside whenever the Chairperson intends to ask questions of an attendee or express an opinion on a matter before the Committee. The Chairperson may resume the chair when the matter for which he/she gave up the chair is no longer before the Committee.

Rule 21D Whenever one (1) or more committee meetings are scheduled to commence the same evening as the full Council or other committee meeting(s), each meeting shall commence within thirty (30) minutes of the meeting's respective scheduled meeting time. Where the earlier opened meeting(s) has not adjourned prior to the time by which another meeting must commence, the earlier committee(s) may recess so as to allow the other scheduled committee meeting(s) to open for the purpose of public comment. After public comment the members may vote to recess and reconvene the preceding meeting.

Rule 22 The Chairperson of each standing committee shall ensure that the sponsor(s) of any legislative item have proper notice of all related hearings. A matter pending in committee shall not be disposed of at the committee level without the sponsor(s) being present and available to vote on that matter.

Rule 23 Reports on all matters from committees shall be made as early as practicable and shall be signed by the Chairperson, unless otherwise ordered by the Committee. Reports shall be appropriately designated by the action taken in committee and presented as such on all future meeting agendas until that time the Council disposes of a matter. Reports shall be designated in one of three (3) ways: Favorable Report ("ought to pass"); Adverse Report ("ought not to pass"); Undeclared Report ("without recommendation"). Any member may call for the degree of progress reached with respect to any matter referred to a committee. Whenever any committee reports to the Council and one or more members dissent from the report, the name(s) of the dissenting member(s) shall be printed on the agenda under Reports from Committee followed by the "Dissents," provided a statement is filed as a minority report by such dissenting member(s), containing the reasons therefore, with the Clerk of Committees, which statement shall accompany the report of the Committee and shall be read by the President.

Rule 24 The President shall form special committees of the Council as needed and shall appoint its members. Special committees shall consist of three members, unless otherwise ordered.

Rule 25 All committees of the Council shall be notified of their meetings by the Clerk of Committees. No two committee meetings may occur at the same time.

COMMITTEE OF THE WHOLE

Rule 26 When a committee determines to go into a Committee of the Whole, the Chairperson shall be appointed by the President.

Rule 27 The Rules of the Council shall be observed in a Committee of the Whole, so far as they may be applicable, except the rules limiting debate. A motion to rise, report progress, and ask leave to sit again shall always be first in order and be decided without debate.

CLERK OF COMMITTEES

Rule 28 The Clerk of Committees shall report to the City Council, providing legislative assistance, support, and other professional services as needed. The City Council President shall have ultimate oversight over the Clerk of Committees, with day-to-day supervision provided by the City Clerk.

Rule 28A The Clerk of Committees shall keep proper records of committee meetings in written format, which shall be an official record. Audio/visual records may also be kept. A copy of the written record shall be available to all members of the Council and the public. He/she shall prepare all reports of committees for presentation to the full Council subject to the approval of the Chairperson. The Clerk of Committees shall, following the final action of the Committee on Appropriations & Oversight and the making of its report on the annual budget, or any supplementary budget, prepare a statement with respect to the appropriations recommended for each department, when such appropriations include any sums for increase in salaries for employees of such departments, stating in detail the amount of such increases allowed in such appropriations and the period of the budget year allowed by said appropriations.

ORDER OF BUSINESS

Rule 29 At every meeting of the Council the order of business shall be as follows:

- I. **Call to Order**
- II. **Reading of the Minutes** -- An electronic copy of the minutes shall be transmitted to the full Council twenty- four (48) hours in advance of any vote regarding those minutes. Minutes of each meeting of the full Council shall be given to the City Clerk to be posted on the city website within twenty-four (24) hours after the minutes are accepted by the full Council.
- III. **Public Comment**
- IV. **Public Hearings**
- V. **New Business**
 - a) Filings by His Honor the Mayor
 - b) Filings by Members of the City Council
- VI. **Communications from His Honor the Mayor & Other City Officials**

VII. Unfinished Business**VIII. Reports from Committees****IX. Expiries****X. Rule 53 Reports****X1. Adjournment**

The above order may be changed, at any meeting, by a two-thirds (2/3) vote of the members present and, upon motion to change the order of business, no debate shall be allowed.

LEGISLATIVE PROCEEDINGS

Rule 29A Each meeting of the Council or any standing committee thereof shall allow up to seven (7) minutes per person for public comment prior to the reading of “COMMUNICATIONS FROM THE MAYOR AND OTHER CITY OFFICIALS.” Public comment shall be permitted only for residents of Melrose and/or Melrose property owners unless the Chairperson rules otherwise. Before addressing the Council, speakers shall, on the record, identify the street on which they live or on which they own property.

Members of the public shall limit their remarks to matters on the agenda for the meeting at which they speak and shall be out of order if said speaker addresses other issues not on the agenda. It shall be at the discretion of the President or Chairperson of any standing committee to grant up to ten (10) minutes per person for public comment at any meeting.

This rule shall only be suspended by unanimous consent of the members.

Rule 30 All pending matters before the Council shall be presented by the President or; and shall be read by the President, City Clerk or such other person as the President may request. They shall be acted upon in the order in which they are presented unless the Council shall otherwise direct.

Rule 31 All nominations/appointments made by the Mayor, subject to the confirmation of the Council, shall, when received by the Council, be referred without debate to the proper standing committee and said committee shall report its recommendations thereon within forty-five (45) days or at the next regular meeting.

Rule 31A No appointment made by the Mayor and subject to the confirmation of the Council shall be entertained by the Council or committee thereof without the candidate’s cover letter and resume having been furnished to the Council prior to the meeting and posted publicly on the City’s meeting agenda platform.

Rule 32 All filings (legislative or otherwise), communications from the Mayor or other city officials, and reports from committees that may require action by the Council, must be in the hands of the City Clerk no later than noon on Tuesday prior to each regular meeting. The City Clerk shall confirm the receipt of all filings by notifying the sponsor(s) via e-mail at the time of receipt.

Any written document in support of a filing or communication from the Mayor, including documents prepared by a department head or other city employee after the filing of said matter, shall be transmitted electronically to the Council or committee thereof at least forty-eight (48) hours in advance of the meeting at which the matter is scheduled to be heard. Upon invocation of this rule by any Councilor, and the subsequent affirmative vote of not less than four (4) Councilors, or the affirmative vote of not less than two (2) Councilors when a matter is before a standing committee, an agenda item may be postponed. The Councilor who invokes this rule shall be required to vote on it.

Whenever any, Order, Ordinance, Petition, Resolution, or Remonstrance is introduced by a member of the Council, the name of such member shall be designated thereon and be reflected on all agendas and reports related to the matter. The filer of any matter shall be listed first on all agendas followed by the names of any co-sponsors in the order that they appear in the original filing.

Rule 32A No Legislation, Petition, Resolution, or Remonstrance shall be accepted by the City Clerk and placed upon the agenda for a meeting of the City Council unless a copy of the full text has been filed with the City Clerk.

Rule 33 Ordinances of the city and associated amendments shall be established by a two-thirds (2/3) vote of all the members of the Council, to be taken by a Roll Call vote. In the case of all other legislative matters, except as otherwise provided in the General Laws, or in the Revised Charter and Ordinances of the City of Melrose, the affirmative vote of a majority of all members of the Council shall be necessary for passage at each debatable legislative stage.

Rule 34 Subject to the provisions of Section 2-9(b) of the City Charter, every legislative matter shall be read once when it is introduced and shall then be referred to its appropriate committee, unless, where appropriate, immediate consideration is requested. In the case of a request for immediate consideration, the legislative matter shall be at once considered, provided no councilor objects; and no motion shall be applied to any such matter when originally introduced until immediate consideration has been granted. It shall be the duty of the President to ask if there is objection before immediate consideration is given any matter, and upon objection the matter will be referred to the appropriate committee.

Rule 34A All matters involving the appropriation of moneys in the treasury not otherwise appropriated, the intra-departmental transfer of moneys from one account of the city to another, or otherwise affecting municipal finances, shall be referred to the Finance Committee. The Committee shall make its recommendation thereon not later than three (3) weeks from the date of such reference. The provisions of this section shall not apply in the case of matters referred to the Committee on Appropriations & Oversight.

Rule 35 Upon the report of a committee recommending the passage of any Order, Ordinance, Petition, Resolution, or Remonstrance the item shall be read a second time at the next full Council meeting and shall then be in order for a final action unless the next full Council meeting falls on the same day. When an Order, Ordinance, Petition, Resolution or Remonstrance appears before the full Council with a recommendation from a committee that same day, it shall be

presumed that the matter will be placed on the agenda of the next full Council meeting under the Reports from Committee section of the agenda. Any councilor, however, shall be entitled to make a motion to immediately pull a matter from committee, when a matter is recommended by that committee on the same day, provided that a showing of good cause has been made. The burden shall be on the maker of the motion to demonstrate good cause. After a second to the motion has been made, the motion to pull from committee shall require a simple majority vote. Appointments of city officials by the Mayor are not included in connection with the aforesaid.

Rule 35A When a matter is introduced to the full Council with a recommendation for passage from any standing or special committee, a period of discussion shall be in order before a Motion for Passage is entertained by the President, President Pro Tempore, or other member presiding on behalf of the President.

Rule 36 All matters pertaining to amendments to the Rules of Order of the City Council, Ordinances and legal affairs shall be referred to the committee on Legal and Legislative Matters.

When amendments are recommended to the Council, the City Clerk shall forward copies of any proposed changes to all members, and no amendment shall be in order for final passage until each member shall have received such copy.

Rule 37 When any matter has been rejected by the full Council, no measure embodying substantially the same subject shall be introduced by any committee or member within six (6) months of its previous rejection.

Rule 37A Any matter not acted upon by the Council or the appropriate committee within one (1) year of said matter being filed, shall be considered null and void and shall be removed from the calendar of the Clerk of Committees. Any matter considered null and void by operation of this rule shall not be subject to any refiling restriction of Rule 37.

Rule 37B During a Council meeting, standing committee thereof, or a public hearing, a non-member may speak no more than ten (10) minutes unless he obtains the consent of the Council or standing committee thereof, nor may he/she speak more than twice on the same issue.

Rule 38 Unless otherwise ordered, votes shall be taken orally. If the vote is doubted, the members voting shall rise in their places until counted. A Roll Call vote shall be taken upon request of five (5) or more councilors.

Rule 39 The President shall consider a motion to adjourn as always in order, except on immediate repetition. When a matter before the Council is under debate, he/she shall receive no motion except:

1. To adjourn
2. To lay on table
3. The previous question
4. To close debate

5. To postpone to a day certain
6. To amend
7. To postpone indefinitely

Motions shall have precedence in the order arranged.

Rule 40 On the following motions, the debate shall be limited to the time specified in each case:

To Adjourn: No Debate

Roll Call: No Debate

Lay on Table: No Debate

The previous question; to close debate at a specified time; indefinite postponement; postponement to a day certain; to suspend the rules; to reconsider: Ten Minutes (10) --
No member to occupy more than three (3) minutes.

Whenever, at any meeting, a question is laid on the table, it shall remain there until the close of the next regular meeting, if not taken up earlier; but, if it is not taken from the table at such next meeting, or earlier, the Clerk shall place the same in the files of the Council and shall make a record thereof in the minutes of such meeting and upon any paper relating to such question.

Rule 41 Any motion shall be in writing if the President so directs, or any member of the Council so requests.

Rule 42 A question containing two or more propositions capable of division shall be divided whenever any member so requests and is confirmed by majority vote.

Rule 43 No motion or proposition of a subject different from that under consideration shall be admitted under the color of any amendment.

Rule 43A Any member may move the consideration of any report of committee out of the order said report appears on the agenda, subject to the unanimous consent of the Council.

Rule 44 When a vote has been taken, except those enumerated in Rule 45, it shall be in order for any member voting on the prevailing side to move a reconsideration thereof at the same meeting at which such vote was taken, or to file with the City Clerk notice of a motion to reconsider such vote within twenty-four (24) hours from the taking of the same. When a motion to reconsider has been decided, that vote shall not be reconsidered and, unless two-thirds (2/3) of the members of the Council are present, a motion to reconsider shall be laid upon the table until the next meeting of the Council.

A notice of a motion to reconsider filed with the City Clerk shall be regarded in the same manner as if a motion to reconsider had been made while the Council was in regular session and, except as hereinbefore provided, shall be called up by the member filing such notice, or by some other member of the Council, at the next regular meeting, or at any intervening special meeting provided the same is included in the call thereof.

Whenever notice of a motion to reconsider has been filed, as aforesaid, the City Clerk shall notify all the members of the Council. No notice of a motion to reconsider may be withdrawn except by a majority vote of the Council. No notice of a motion to reconsider may be filed with respect to any. Order, Ordinance, Petition, Resolution, or Remonstrance or vote acted upon at the final meeting of the term to which the members of any Council may have been elected.

Rule 45 No vote on any of the following motions shall be reconsidered:

1. To Adjourn
2. To Lay on the Table
3. To Take from the Table
4. To the Previous Question
5. To Reconsider

APPEAL

Rule 46 No appeal from any decision of the President shall be entertained unless it is duly seconded, and no other business shall be in order until the question on the appeal has been decided by a majority vote of the Council. The question shall be put as follows: *“Shall the decision of the Chair stand as the judgment of the Council”*?

USE OF COUNCIL CHAMBER

Rule 47 The use of the Council Chamber, or the Council Committee Room, shall not be granted to any person or organization without the permission of the President. Said request shall be in writing, and the Clerk of Committees shall keep a suitable calendar noting the permitted uses thereon.

CAUCUS & ELECTION OF PRESIDENT

Rule 48 The City Council shall, on the first Monday in December of each year, nominate a President for the ensuing year. Notice of the holding of the Caucus herein provided shall be sent to each member qualified to vote therein not less than four (4) days before the date thereof.

Such Caucus shall be held in the Council Chamber; shall be called to order by the President Pro Tempore; shall include a period for public comment and shall be conducted in accordance with the rules of the Council pertaining to the conduct of regular meetings. Notice of the Caucus shall be posted, and the Caucus shall be held in public session. The President Pro Tempore shall call upon the City Clerk to conduct the Caucus, tally votes, and announce the results. Nominations, as aforesaid, shall be followed by a Roll Call vote, each member present answering to his/her name when called by the City Clerk, stating the name of the person for whom he/she votes, or that he/she declines to vote. The vote of the majority of all the members of the Council shall be necessary to so nominate a President. Upon being elected, the prior President shall escort the newly-elected President to the rostrum.

A candidate with the intention of pursuing the presidency shall state so publicly at any prior meeting of the full Council before the scheduled caucus.

The nomination of a President shall be a non-binding vote. The formal election of the President shall take place at the first meeting in January next following. Before a final vote commences, all nominees shall be required to make a public statement regarding their candidacy, at the first meeting in January, which shall not exceed five (5) minutes in length. The conduct of the election shall follow the process of the Caucus.

MISCELLANEOUS

Rule 49 Any rule may be suspended by an affirmative vote of two-thirds (2/3) of the members of the Council present. When a motion to suspend a rule is made, the specific rule for which suspension is sought must be cited in the motion and the reason stated on the record.

Any rule may be amended or repealed by a vote of a majority of all the members of the Council, but the motion for such purpose shall not be made and acted upon at the same meeting. All motions for amendments to these rules shall be in writing and copies thereof shall be sent to each member by the City Clerk before final action thereon.

Rule 50 The Council shall be governed by Robert's Rules of Order, in all questions of parliamentary procedure not provided for by special rules of order.

Rule 51 In order to promote fair and open discussion, once a public hearing is called to order, the presiding officer shall recognize members of the public who may speak in the order of recognition. Public hearings shall not be divided into time periods for proponents and opponents to speak.

Rule 52 In the event the Council must elect a person to complete the term of a Councilor in accordance with Section 2-11 (c) of the City Charter, the procedure for filling such vacancy shall be as follows:

1. Notice shall be given by immediate publication once in a newspaper of local circulation and for not less than two (2) weeks on the City's website homepage that the vacancy exists and that a placement is being sought.
2. Individuals interested in filling the vacancy (hereinafter "Applicants") shall be requested to contact the Clerk of Committees. By the close of business of the 14th day following publication in a newspaper of local circulation, applicants shall submit a letter of intent and resume to the Clerk of Committees.
3. Applicants who have complied with Rule 52, Section 2 above shall be invited to a meeting of the full Council, at which time all applicants will be given an opportunity to address the Council. At that time, Applicants will be afforded up to 10 minutes to make a statement; and Councilors will have the opportunity to ask questions of the Applicants.
4. After all applicants have been given an opportunity to address the Council, an election shall be conducted.

5. In order to be eligible for election, an Applicant must have his/her name placed in nomination and must receive a second.
6. The voting shall be public with each member of the Council stating the name of the Applicant for whom he or she is voting.
7. The first Applicant to receive six (6) votes shall be elected pursuant to Section 2-11(c) of the City Charter.
8. If there is more than one Applicant and no Applicant receives six (6) votes on the first ballot, the two (2) individuals who receive the most votes shall move to a second ballot. The other Applicants shall be eliminated. In the event that there is a tie for either of the top two spots, any individual in such a tie shall move on to a second ballot.
9. In the event that no Applicant receives six (6) votes after at least five (5) ballots, the Council may place the order on the table and continue with the process at the next regularly scheduled meeting of the full Council.

Rule 53 Whenever the President, or a member of the Council appointed by the President or Mayor to serve on a committee, commission, council, board or other working group, attends a meeting of such committee, commission, council, board or other working group, that member shall report back at the next regular meeting of the Council as to the actions taken on all matters on the agenda of said body.

Rule 54 In the event of a vacancy in the position of the City Clerk or Clerk of Committees, the President of the Council shall appoint a nominating committee of three (3) Councilors. The nominating committee will cause any such vacancy to be posted, will review applicant resumes, and conduct interviews. Thereafter, the nominating committee shall recommend three (3) candidates for consideration by the full Council.

Rule 55 When a standing committee votes to move forward any Order, Ordinance, Petition, Resolution or Remonstrance to the full Council on the preceding Thursday before a full Council meeting, the City Clerk shall, on the next business day, update the meeting agenda of the full Council to include the committee's recommendation. The updated agenda shall be posted in accordance with the provisions of Rule 8.

Rule 56 All correspondence from members of the public submitted in writing to the Council in connection with any matter before the full Council or committee thereof shall be publicly available; such correspondence shall be automatically attached to the order in question by the City Clerk or Clerk of Committees and shall not require a vote of the full Council or any committee thereof.

Correspondence relating to a matter, when submitted to the Council at least twenty-four hours (24) prior to a scheduled meeting on said matter, shall be attached to the order before the start of the meeting; correspondence submitted thereafter shall be attached to the order no later than forty-eight 48 hours from the time of adjournment.

The City Clerk shall redact the e-mail address and phone number of any member of the public who submits correspondence to the Council before any such correspondence is attached to the order.

Rule 57 The final disposition of all Orders, Ordinances, Petitions, Resolutions, and Remonstrances for a given fiscal year shall be posted to the City Council section of the City's webpage by the City Clerk within 48 hours of a measure having been disposed. The public posting of dispositions, hereinafter known as the Legislative Disposition List, shall include the following information for all disposed matters: 1) the title of the filing; 2) the filing number; 3) the name of the Councilor who sponsored the filing; 4) the names of any co-sponsors; 5) how each Councilor voted on the matter; 6) the outcome of the vote; and 7) the date of disposition.

The Legislative Disposition List shall be maintained in the order that matters are disposed.

Rule 58 When a virtual meeting occurs, public participation shall be enabled in accordance with Rule 29A, whenever feasible.

Councilors must utilize a video feed when participating in a virtual meeting. In the event that a Councilor loses video and audio feed during a meeting, no vote shall occur on any matter until after such time that a recess has occurred in order to troubleshoot the problem. If the Councilor's video and audio feed has not been reestablished within 15 minutes of recessing, the members shall decide whether to proceed with a vote.

If the City Clerk loses video and audio feed during a meeting, the Clerk of Committees shall call the roll and record all votes. If the Clerk of Committees loses video and audio feed during a meeting, the committee Vice Chair shall call the roll and record all votes. If the Clerk of Committees loses video and audio feed during a full Council meeting, the City Clerk shall read all orders of business into the record.

When a remote meeting of the full Council or committee thereof occurs, the City Clerk or Clerk of Committees shall admit any member of the administration or other participant to the meeting as directed by the presiding officer. No member of the administration or other participant shall be admitted without the approval of the presiding officer. Members of the administration or other participants shall remain in the virtual meeting room until such time that the presiding officer determines that their presence is no longer needed.

Members of the administration or other participants appearing before the Council in a remote format must utilize a video feed to the extent possible.

COMMENTARY

Rule 4

Commentary: In legislative bodies at all levels of government, a recognized officer, usually the longest-serving member, serves as President Pro Tempore. Although not recognized by this title in the last iteration of the Rules of Order, the longest-serving member has historically presided over the Council in the President's absence. This new rule removes the requirement that the Council vote for a temporary presiding officer each time the President is unable to fulfill his/her duties, affording deference to the most experienced Councilor to preside over the body.

Rule 7A

Commentary: This rule delineates and streamlines the structure of supervision as it relates to the City Clerk.

Rule 8

Commentary: The Massachusetts Open Meeting Law requires public bodies to provide *at least* 48-hours' notice to the public when a meeting will be held. This amended rule requires that notice of a City Council meeting or committee thereof is posted at least 72-hours in advance of a meeting -- an affirmative step at promoting greater transparency in City government by extending the period of time for which the public is given notice. This rule does not prohibit the updating of agendas or agenda packets after the initial posting so long as any and all updates comport with the Open Meeting Law.

Rule 13

Commentary: This rule recognizes that inquiry, debate, and discussion are separate and distinct parts of the legislative process. Historically, the cap on how much time a Councilor was allowed to speak on a given matter had been defined in an arbitrary way; moreover, the cap failed to recognize the nuances of a deliberative public process, having a stifling effect on Councilors, especially the sponsors of an order. This rule sets parameters for how much time a member can occupy when speaking on a particular matter, while accounting for the different stages of a matter under examination and allotting appropriate time for each stage. It also affords the President the flexibility to grant a member additional time, when leave has been requested by that member.

Rule 28

Commentary: This rule delineates and streamlines the structure of supervision as it relates to the Clerk of Committees.

Rule 32

Commentary: This rule is meant to compel the administration to provide the City Council with all documents and other materials related to an order filed by the Mayor at least 48-hours' in advance of a meeting. Recognizing that no Councilor should be forced to proceed on a matter for which he/she has not been given adequate time to prepare, a minority of Councilors may vote to postpone the consideration of a matter by invocation of this rule.

Rule 35

Commentary: This amended rules prevents the fast-tracking of legislative matters by ensuring that a final vote does not occur by the full Council on the same evening that a matter is voted out of Committee. The intent of this rule is that pending legislation remains in the public eye for a longer period of time. With a showing of good cause, however, any Councilor may move to pull a matter from Committee on the same evening when it was voted out of Committee. This provision accounts for items that may be time sensitive in nature.

Rule 48

Commentary: The selection of a President is more than a procedural exercise determining the leadership of the Council. As the City Charter designates the President to assume the duties of Mayor during the Mayor's temporary absence, as well as to fill the unexpired term of the Mayor should the Mayor resign or no longer be able to execute the duties of the office, choosing a President must be a transparent and deliberative public process. Any Councilor seeking the presidency should have to state his/her interest at an earlier public meeting and, after being duly nominated at caucus, be required to state publicly the reasons for his/candidacy before any vote occurs.

Rule 55

Commentary: For any matter voted out of Committee on the Thursday preceding the Monday meeting of the full Council, that matter should, in the spirit of transparency, be added to Monday's meeting agenda that next business day. Failure to provide notice of a matter scheduled for a final vote is an opaque, administrative practice that only works to discourage access and participation by the public. This amended rule is an antidote to that.

Rule 56

Commentary: This rule makes clear that any written or electronic correspondence submitted by a member of the public in connection with a matter pending before the council be automatically attached to the order and included in the meeting agenda packet, without requiring a vote of the Council. It further recognizes that the public has the right to know when correspondence connected to any matter under consideration has been directed to the Council, and how such correspondence may or may not influence decisions made by the body.

Rule 57

Commentary: The intent of this rule is to create a centralized, on-line location so that the public can easily access and review all legislative matters disposed in a given year, whether in committee or by the full Council. A clearinghouse of this kind offers the public unfettered access to the legislative voting record, avoiding the unnecessary and cumbersome process of the public having to navigate IQM2 to peruse meeting minutes in order to determine the outcome of a vote.

Rule 58

Commentary: This rule establishes protocols governing how business will be conducted during virtual meetings of the City Council or a committee thereof.

REDLINE VERSION as discussed by the Rules of Order Special Committee

Proposed New Rules: 7A, 28, 31A, 35A, 55, 56, 57, 58

Rule 1 Regular Meetings of the City Council shall be held on the first and third Mondays of each month at 7:45 p.m., except as followed: (1) during July and August when there shall be one meeting each month on the third Monday; (2) when an election is to be held the following day ~~the such~~ meeting shall be held on the following Monday; and (3) when ~~said Monday a meeting~~ falls on a holiday, ~~the such~~ meeting shall be held on ~~the~~ Tuesday, ~~following such holiday~~.

QUORUM

Rule 2 A majority of the Council or any Committee thereof shall constitute a quorum, ~~but a less number may adjourn from day to day.~~

PRESIDENT

Rule 3 The President shall take the chair at the scheduled hour, ~~to which the Council stands adjourned~~, call the members to order and, on the appearance of a quorum, proceed ~~to~~ with business.

Rule 4 In the absence of the President, the President Pro Tempore of the Council, who shall be the senior member in length of service, shall call the Council to order and preside over meetings until the President resumes the Chair. ~~a President pro tempore is chosen, which shall be by ballot unless a roll call is requested by not less than three members, and a plurality of votes shall elect. In case~~ When two or more members have the same seniority, ~~lots~~ names shall be drawn by the City Clerk thirty (30) minutes before the commencement of the meeting in the presence of the Clerk of Committees and at least one (1) member of the body, to determine ~~who shall~~ who the presiding officer will be, call the Council to order.

In the event that the longest serving member of the Council is elected President, the second longest serving member of the body shall serve as President Pro Tempore. When two or more members have the same seniority, the aforementioned selection process shall be followed.

Rule 5 The President shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order, subject to an appeal by the Council. The President shall declare all votes and may vote in all cases.

Rule 6 The President may call ~~any member~~ the President Pro Tempore to the chair to preside over a full Council meeting, but such substitution shall not continue longer than one meeting without a majority vote of the members. The President may express an opinion on any subject under debate; but in such case he/she must leave the chair, ~~appointing some other member to preside~~, and shall not resume the chair while the question is pending, ~~provided the same is taken before adjournment~~. The President may state facts and give an opinion on questions of order without leaving the chair.

Rule 7 It shall be the duty of the President or his/her designee to examine and approve the records of each meeting. It shall, likewise, be the duty of the President or the President ~~p~~ro ~~t~~empore to sign all legislative matters which have been passed at any meeting.

Rule 7A It shall be the duty of the President to oversee the City Clerk who and the Clerk of Committees as employees of the Council; these two roles shall report directly to the Council President.

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Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

CITY CLERK AND ASSISTANT CITY CLERK

Rule 8 The City Clerk or Assistant City Clerk shall keep ~~a written record~~ minutes of the proceedings of the City Council which shall, ~~at the meeting of said Council~~ be subject to correction when the Council meets. The City Clerk shall note upon legislative papers the action taken by the Council relating to said papers, ~~and shall, for the time being, have charge of such papers.~~

The City Clerk shall perform such duties in connection with the transaction of business during the sessions of the City Council as the President ~~deems necessary~~, ~~may deem best for expediting the business of said Council.~~

Whenever a petition is filed as provided by Section 22 of Chapter 166 of the General Laws seeking a permit for an original location for wires, poles, piers, abutments or conduits to be used for the transmission of electricity, the City Clerk shall forthwith, upon receipt of such petition, send notice, in the manner required by said Section, of a public hearing to be held thereon at the next meeting of the City Council occurring not less than seven (7) days following such receipt. The City Clerk shall also send notice of such hearing to the Inspector of Wires.

The City Clerk shall ~~be responsible for preparing a e-Pre-Meeting Calendar~~ ~~a published agenda~~ a Pre-Meeting Calendar for full Council meetings containing ~~the following items: all matters of new business;~~ all reports of committees to be presented at any regular or special meeting of the Council; ~~which calendar shall include~~ a statement of any orders ~~with respect to~~ for which notice of a motion to reconsider ~~may have~~ has been filed; ~~of~~ all orders which have been laid upon the table or postponed to a day certain; ~~of~~ all hearings which may have been ordered; ~~and of~~ all matters of unfinished business; ~~and~~ such eCalendar shall be ~~mailed or delivered electronically transmitted~~ to each member of the Council at least forty-eight (48) hours prior to said meeting.

~~After receipt by the City Clerk of all communications and papers referred to in Rule 32, he/she shall prepare a calendar of new business for such meeting, which shall be distributed to the members of the Council as seasonably as may be before the hour at which such meeting is called.~~

Agendas ~~and corresponding agenda packets~~ for all committee meetings and ~~Orders of the Day for~~ full Council meetings shall be publicly posted ~~to the public~~ ~~forty-eight~~ ~~seventy-two~~ (48/72) hours before ~~that a~~ meeting is called to order, excluding Saturdays, Sundays, and legal holidays; ~~a~~ Agendas may, however, be updated after their initial posting so long as subsequent agenda items are added at least forty-eight (48) hours prior to a meeting in accordance with the Massachusetts Open Meeting Law. All Orders, Ordinances, Petitions, Resolutions, and Remonstrances appearing on meeting agendas shall include the name(s) of the corresponding sponsor(s).

Notice of emergency meetings must be posted as soon as reasonably possible prior to ~~the a~~ meeting. ~~Notices must be posted and~~ in a manner ~~that is~~ accessible to disabled persons to the extent required by federal and state law. ~~In addition, the IT Department~~ The City Clerk or the Clerk of Committees shall post ~~all meeting~~ agendas ~~on to~~ the city website; ~~and~~ ~~All~~ The agenda ~~s of a full Council meeting~~ shall be subject to approval of the President and be posted in the same location as meeting notices.

~~Any member who wishes to remove an Order from committee for consideration by the full Council shall notify the City Clerk on or before the deadline specified in Rule 32, and the City Clerk shall place the Order on the Orders of the Day for the next regularly scheduled Council meeting. Should five or more members object to the taking of an Order from committee that appears on the Orders of the Day of the full Council, the Order shall be referred back to committee.~~

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~~Shall~~When a committee fails to issue a report on ~~an item an Order~~ within forty-five (45) days after the ~~Order~~ ~~matter~~ is referred to ~~that~~ committee, the Clerk of Committees shall notify the City Clerk of ~~said order such~~ and the City Clerk shall place said ~~Order item~~ on the ~~agenda Orders of the Day~~ for the next regularly scheduled Council meeting ~~under Reports from Committee with the following notation: "No Action Taken."~~

Whenever any ~~eOrder or; eOrdinance or resolution~~ adopted by the Council at any meeting has not been returned by the Mayor within ten (10) days and is thereby ~~in force enacted; as provided pursuant to by~~ Section 3.7 of the City Charter, ~~there shall be included in said the ePre-Meeting Calendar of new business for the first for the next meeting of the Council next following the expiration of such ten (10) day period shall include~~ a statement ~~as to that such eOrder or; eOrdinance or resolution setting forth that the same has become law by~~ ~~has taken effect by operation of law.~~ ~~limitation.~~

~~Following each meeting of the Council~~Within forty-eight (48) hours after adjournment of a Council meeting, the City Clerk shall prepare a ~~bPost-Meeting Bulletin~~ containing a statement of all ~~orders items~~ referred to committees, ~~whether~~ standing or special; ~~said bulletin to be in such form that a~~All matters so referred shall be listed separately under the heading of the respective committees; and ~~containing, likewise, a statement of all matters laid upon the table or postponed to a further day date certain, and of any hearings ordered to be held at any subsequent meeting, shall be included in said Bulletin.~~

Whenever a notice is filed by any member as a ~~m~~Motion to ~~r~~Reconsider a vote passed by the Council ~~at any meeting~~, such ~~b~~Bulletin ~~for said meeting~~ shall include a statement to that effect, ~~with respect to such vote.~~ There shall also be noted upon said ~~b~~Bulletin ~~a statement as to the action taken by the Council on which a Motion to Reconsider was filed, on all matters considered at such meeting.~~ Bulletins shall be ~~delivered transmitted electronically~~ to the members within ~~forty-eight seventy-two (48/72)~~ hours after adjournment of the meeting to which they pertain.

Rule 9 The Assistant City Clerk, in the absence of the City Clerk, shall perform the duties of the City Clerk.

CONDUCT & DECORUM OF MEMBERS

Rule 10 When a member speaks, he/she shall address the presiding officer, and shall confine his/her remarks to the question under ~~debate consideration.~~ ~~Every member while~~ While speaking, ~~members~~ shall ~~at all times~~ avoid personalities; ~~and~~ no member ~~in debate~~ shall directly or indirectly ~~impute to impugn~~ another member or ~~to any other members any conduct or conduct themselves motive in a manner unworthy or unbecoming a member of a City Councilor.~~ No member shall speak or vote out of his/her place without leave of the presiding officer.

Rule 11 No member shall be interrupted while speaking except by their consent or by a point of order ~~or point of information~~; nor shall there be any conversation among the members while a question is being stated, while a member is speaking or a paper is being read.

Rule 12 If a member repeatedly violates any of the rules of the Council or disrupts the orderly procedure of the Council, the presiding officer, after warning the member of such violations, shall call the member to order, and a member so called to order shall lose the right to speak on the pending subject matter but shall not be prevented from voting. A member so called to order shall remain silent until ~~the Council begins consideration of another subject matter or unless~~ the presiding officer returns to the member his/her rights to the floor. ~~No debate shall be permitted on any point of order, except on appeal and on such appeal no member shall be allowed to speak more than once.~~

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Rule 13 ~~During debates, if objection is made thereto, no member shall speak twice to the same question without leave of the Council, nor more than once if any other member, who has not previously spoken, desires to speak. A Councilor or any combination of Councilors who file an~~ Order, Ordinance, Petition, Resolution, or Remonstrance ~~shall be given up to fifteen (15) minutes in total to introduce the matter~~any order.

~~No member shall occupy more than five minutes in total while~~ When a matter is being debated, no member may occupy more than five (5) minutes for each point under debate, nor shall he/she speak twice to the same question without leave of the Council, nor more than once if any other member, who has not previously spoken, desires to speak, speaking on any question where debate is unlimited.

When a city official or other person appears before the Council or committee thereof, an individual Councilor shall not occupy more than ~~twenty-five (25)~~fifteen (15) minutes when asking questions of dialogue with the attendee party. If a Councilor, however, requires additional time for questions, he/she may seek leave of the presiding officer. In determining whether to grant the Councilor additional time, the presiding officer shall consider but is not limited to the following factors:

- 1) The number of remaining questions the Councilor intends to ask.
- 2) The number of questions the Councilor has already asked.
- 3) The relevancy of the questions.
- 4) The amount of time that has been occupied by the attendee in answering questions.
- 5) The responsiveness of the attendee.
- 6) The nature of the matter before the Council or committee.
- 7) Public interest considerations.
- 8) The hour of day.
- 9) Remaining business before the Council or committee.

On general matters of discussion, members of the Council shall occupy no more than five (5) minutes when speaking on a particular subject.

The presiding officer, at his/her discretion, may designate the City Clerk or Clerk of Committees to monitor the time provisions of this rule.

~~A person designated by the presiding officer shall keep strict accounting of the time occupied by any member and shall inform the presiding officer when a member's time has expired. Without leave of the Council, any member must thereupon stop speaking until the Council begins consideration of another subject matter.~~

Rule 14 No member shall vote on any question matter or serve on any committee where his/her private interest is immediately distinct from that of the public.

Rule 15 ~~Every~~ When a question is put forward, every member present, except the President, ~~present when a question is put forward~~ shall vote, unless excused by vote of the Council or excluded by personal interests.

No member shall leave without permission of the presiding officer if his/her presence is necessary to make a quorum.

Rule 16 The reading of any paper, if objected to, shall be decided by the Council.

Rule 17 No member shall stand up, to the inconvenience of others, while a member is speaking; ~~or~~ pass unnecessarily between the presiding officer and the member speaking; ~~or~~ stand in the area in front of the chair; or stand at the City Clerk's desk while a roll call is in progress.

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~~No member shall handle any electronic device, other than one that may be necessary for Council business, during a meeting of the Council or committee thereof. The use of electronic devices should be restricted for Council business only during a meeting of the full Council or committee thereof.~~

Rule 18 The members of the Council shall ~~not stand not or~~ leave their places on a Motion to Adjourn adjournment until the presiding officer ~~shall have~~ has declared the Council adjourned.

Rule 19 Every member shall take notice of the day and hour to which the Council ~~may~~ stands adjourned.

STANDING COMMITTEES

Rule 20 The President shall appoint voting members to each Standing Committee, one of whom shall serve as Chairperson,

~~The President shall annually, at the first meeting in January, appoint members announce to the Chairpersons and voting members appointed to all~~ Standing Committees for that calendar year of the City Council,

~~and The President shall be serve as a member ex-officio of all committees and, when required, may be counted in the making of a quorum, at committee meetings. The President shall be entitled to vote as an ex-officio member of all standing committees. the Appropriations Committee or when he/she is required to make a quorum.~~

All members of the Melrose City Council shall be considered as members of each ~~of the Council's~~ Standing Committees. ~~The President shall name those members of each committee, to include its Chairperson; who are authorized to vote on matters while pending in committee; all other members of each committee are not but shall not be~~ authorized to vote on such pending matters while pending in committee unless assigned as a voting member of that Committee. A quorum of ~~the a~~ committee shall be determined on the basis of ~~the~~ voting members only.

A non-voting member of a committee may only speak on a pending matter after all voting members have been given the opportunity to speakdeliberate; and non-voting members shall only speak once unless granted leave by the Chairperson. This provision of the rule, however, shall not apply to non-voting members who have sponsored or co-sponsored an order matter that appearances before a committee. The sponsor(s) of an order shall always be recognized first by the Chairperson for the purposes of introducing an order.

The following Standing Committees are hereby established:

COMMITTEES

Appropriations & Oversight ~~(11 members~~ eleven (11) voting members) to include the annual Budget and all supplementary budgets, redevelopment authority, federal or state grants, ~~and zoning, and all general oversight matters.~~

Finance ~~(11 members~~ five (5) voting members) to include accounts and surety bonds, election matters, print and supplies, and City Council purchases.

Health, Education and Welfare ~~(11 members~~ five (5) voting members) to include public schools, public library, ~~and veteran's services affairs.~~

Legal and Legislative Matters ~~(11 members~~ five (5) voting members) to include rules, legislative matters and claims.

Protection and License ~~(11 member~~ five (5) voting members) to include the Police and Fire Departments, Emergency Management, and licenses.

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Public Service (~~41 members~~ five (5) voting members) to include ~~P~~public grounds and buildings.

Public Works (~~41 members~~ five (5) voting members) to include Public Works Department, public transportation, all municipal parking areas and lighting of streets and municipal parking areas, and electric, cable and telephone wires.

Rule 21 The member first named on any committee shall be its Chairperson and the second named member of the Committee will be recognized as the Vice Chair of the Committee. ~~and, in the case of his/her~~ the Chairperson's resignation, absence or disability, the other members, in the order in which they are named to the Committee, shall call meetings of the ~~e~~Committee and act as Chairperson; ~~and i. If, for any reason, any committee shall not have~~ not assembled within three (3) weeks from the reference ~~to it of any of matters pertaining thereto such committee,~~ except for the Summer season, the member second in order may call meetings of the committee. ~~It shall be the duty of the Committee on Finance to approve all purchases for the City Council.~~

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• **Rule 21A** Committee Chair persons serve at the pleasure of the President, who may at any time remove a Chair and designate a new Chair. Neither the removal nor the appointment or re-appointment of a Chair person, ~~nor the appointment of a new Chair one~~ shall be subject to the approval of the Council.

• **Rule 21B** A committee Chair person shall take the chair at the scheduled time and shall convene the meeting within thirty (30) minutes thereof. If a quorum is not present within thirty (30) minutes of the time originally scheduled, ~~then~~ the Chair person shall not commence such meeting and it shall be rescheduled to a later date.

• **Rule 21C** The Chairperson shall call upon the Vice Chair to preside whenever the Chairperson intends to ask questions of an attendee or express an opinion on a matter before the Committee. The Chairperson may resume the chair when the matter for which he/she gave up the chair is no longer before the Committee.

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• **Rule 21D** Whenever one (1) or more committee meetings are scheduled to commence the same evening as the full Council or other committee meeting(s), each meeting shall commence within thirty (30) minutes of the meeting's respective scheduled meeting time. Where the earlier opened meeting(s) has not adjourned prior to the time by which another meeting must commence, the earlier committee(s) may recess so as to allow the other scheduled committee meeting(s) to open for the purpose of public comment. After public comment the members may vote to recess and reconvene any the preceding meeting, ~~that was earlier opened and recessed, but not adjourned.~~

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CLERK OF COMMITTEES

Rule 22 The Clerk of Committees shall keep proper records of committee meetings in written format, which shall be an official record. Audio/visual records may also be kept. A copy of the written record shall be available to all members of the Council ~~or and members of the public.~~ He/~~s~~She shall prepare all reports of committees for presentation to the ~~City full~~ Council subject to the approval of the Chairperson. The Clerk of Committees shall, following the final action of the Committee on Appropriations & Oversight and the making of its report on the annual budget, or any supplementary budget, prepare a statement with respect to the appropriations recommended for each department, when such appropriations include any sums for increase in salaries for employees of such departments, stating in detail the amount of such increases allowed in such appropriations and the period of the budget year allowed by said appropriations.

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Rule 22 ~~The Chairperson of Each standing committee shall, in all cases of original reference on a petition or request for legislation, insure that the parties so requesting makers of any legislative order item have proper notice of all related hearings. Orders A matter pending in committee shall not be disposed of at the committee level without the makersponsor(s) of the order being present and available to vote on the thatmatter, and ample opportunity to be heard before final action is taken.~~

Rule 23 Reports on all matters referred to from committees shall be made as early as practicable and shall be signed by the Chairperson, unless otherwise ordered by the eCommittee. Reports shall be appropriately designated by the action taken in committee and presented as such on all future meeting agendas until the Council disposes of a matter. Reports shall be designated in one of three (3) ways: Favorable Report ("ought to pass"); Adverse Report ("ought not to pass"); Undeclared Report ("without recommendation"). -Any member may call for the degree of progress reached with respect to any matter referred to a committee. Whenever any committee reports to the City Council and ~~any one or more members~~ dissents from the report, the name(s) of ~~such the~~ dissenting member(s) shall be printed on the ~~eCalendar agenda under Reports from Committee~~ followed by the word "dDissents"; provided a statement is filed, as a minority report, by such dissenting member(s) ~~or members~~, containing the reasons therefor, with the Clerk of Committees, which statement shall accompany the report of the eCommittee and shall be read by the President.

Rule 24 ~~All committees shall be appointed by the President, unless otherwise provided. Special committees of the Council shall consist of three members, unless otherwise ordered. The President shall form special committees of the Council as needed and shall appoint its members. Special committees shall consist of three members, unless otherwise ordered.~~

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Rule 25 All committees of the Council shall be notified of their meetings by the Clerk of Committees. No two committee meetings may occur at the same time. They shall not sit during sessions of the Council without special leave.

COMMITTEE OF THE WHOLE

Rule 26 When ~~the Council a~~ eCommittee determines to go into a eCommittee of the wWhole, the eChairperson shall be appointed by the President.

Rule 27 The Rules of the Council shall be observed in a eCommittee of the wWhole, so far as they may be applicable, except the rules limiting debate. A motion to rise, report progress, and ask leave to sit again shall always be first in order and be decided without debate.

CLERK OF COMMITTEES

Rule 28 ~~The Clerk of Committees shall report to the City Council, providing legislative assistance, support, and other professional services as needed. The City Council President shall have ultimate oversight over the Clerk of Committees, with day-to-day supervision provided by the City Clerk.~~

Rule 28A The Clerk of Committees shall keep proper records of committee meetings in written format, which shall be an official record. Audio/visual records may also be kept. A copy of the written record shall be available to all members of the Council and the public. He/she shall prepare all reports of committees for presentation to the full Council subject to the approval of the Chairperson. The Clerk of Committees shall, following the final action of the Committee on Appropriations & Oversight and the making of its report on the annual budget, or any supplementary budget, prepare a statement with respect to the appropriations recommended for each department, when such appropriations include any sums for increase in salaries for employees of such departments, stating in detail the amount of such increases allowed in such appropriations and the period of the budget year allowed by said appropriations.

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ORDER OF BUSINESS

Rule 29 At every meeting of the Council the order of business shall be as follows:

I.4. Call to Order

II.2. Reading of the ~~m~~Minutes ~~-- Each Member shall be provided with a~~ An electronic copy of the minutes ~~of~~ shall be transmitted to the full Council twenty-four (~~24~~48) hours in advance of any vote regarding those minutes. Minutes of each meeting of the full Council shall be given to the ~~IT Department~~ City Clerk to be posted on the city website within twenty-four

(24) ~~—~~ hours after the minutes are accepted by the full Council.

III.2. Public Comment

IV.3. Public Hearings

V. 4. ~~New Business Communication from the Mayor and o~~Other e~~City o~~Officials

~~_____~~ a) Filings by His Honor the Mayor

~~_____~~ b) Filings by Members of the City Council

5. ~~Presentation of Legislative Matters~~

VI.6. ~~Communications from His Honor the Mayor & Other City Officials~~ New Business

VII.>7. ~~Unfinished Business~~ Old Business

VIII.8. ~~Reports from Committee~~Calendar

9. ~~Orders from Committee~~

IX. 10. ~~Rule 53 Reports~~ Reports under Rule 53

X. ~~Adjournment~~

~~7. — Consideration of the orders of the day in which unfinished business of the preceding meeting shall take precedence.~~

The above order may be changed, at any meeting, by a two-thirds (2/3) vote of the members present and, upon motion to change the order of business, no debate shall be allowed.

LEGISLATIVE PROCEEDINGS

- **Rule 29A** Each meeting of the City Council or any standing committee ~~thereof of the City Council thereof,~~ shall allow up to ~~ten (10)~~seven (7) minutes per person for public comment prior to the reading of "COMMUNICATIONS FROM THE MAYOR AND OTHER CITY OFFICIALS." Public comment shall be permitted only for residents of Melrose and/or Melrose property owners unless the Chairperson rules otherwise. Before addressing the Council, speakers shall, on the record, identify the street on which they live or on which they own property. The m

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Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Members of the public shall limit their remarks to matters on the agenda for the meeting at which they speak and shall be out of order if said speaker addresses other issues not on the agenda. ~~This rule may be suspended by unanimous consent of the members.~~ It shall be at the discretion of the President or Chairperson of any standing committee to ~~reduce the allotted grant additional~~ up to ten (10) minutes per person for public comment at any meeting.

This rule shall only be suspended by unanimous consent of the members.

Rule 30 All ~~papers orders pending matters before the Council~~ shall be presented by the President or ~~a member in his/her place~~ presiding officer; and shall be read by the President, City Clerk or such other person as the President may request. They shall be acted upon in the order in which they are presented unless the Council shall otherwise direct.

Rule 31 All ~~appointments nominations/appointments~~ made by the Mayor, subject to the confirmation of the City Council, shall, when received by the Council, be referred without debate to the proper standing committee and said committee shall report its recommendations thereon within forty-five (45) days or at the next regular meeting.

RULE 31A ~~No nomination/appointment made by the Mayor and subject to the confirmation of the Council shall be entertained by the Council or committee thereof without the candidate's cover letter and resume having been furnished to the Council prior to the meeting and posted publicly on IQM2.~~

PROCEEDINGS WITH RESPECT TO LEGISLATIVE MATTERS

Rule 32 Except by unanimous consent, all legislative matters, communications from the Mayor or heads of departments and all papers of whatever description which may require action by the City Council, must be in the hands of the City Clerk ~~no later than noon on Wednesday~~ Tuesday prior to each regular meeting. The City Clerk shall confirm the receipt of all legislative filings by notifying the maker sponsor(s) of an order filing via e-mail at the time of receipt. Reports of committees must be filed with the Clerk at the same time.

Any written document in support of an order filed by filing or communication from the Mayor, including documents prepared by a department head or other city employee after the filing of said order matter, shall be transmitted electronically to the Council or committee thereof at least forty-eight (48) hours in advance of the meeting at which the order matter is scheduled to be heard. Upon invocation of this rule by any Councilor, and the subsequent affirmative vote of not less than four (4) Councilors, or the affirmative vote of not less than two (2) Councilors when a matter is before a standing committee, an agenda item may be postponed. The Councilor who invokes this rule shall be required to vote on it.

Whenever any ~~bill, or~~ Order, Ordinance, or ~~Petition, memorial or remonstrance or~~ Resolution, or Remonstrance is introduced by a member of the Council, the name of such member shall ~~be designated thereon and be reflected on all agendas and reports related to the matter. The filer of any matter shall be listed first on all agendas followed by the names of any co-sponsors in the order that they appear in the original filing. and, if the same is referred to any committee, the name of such member shall, in the event of a favorable report, or, if such report is unfavorable and is not adopted by the Council, appear upon any order based thereon which may be enacted by said Council.~~

Rule 32A ~~No order containing a~~ Petition, Resolution, or Remonstrance shall be accepted by the City Clerk and placed upon the agenda for a meeting of the City Council unless a copy of the full text ~~of the Resolution is~~ has

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~~been~~ filed with the ~~Order City Clerk, and the honoree(s), if any, confirm their attendance at the time the resolution is introduced.~~

Rule 33 Ordinances of the city and ~~associated~~ amendments ~~thereto~~ shall be established ~~only~~ by a two-thirds (2/3) vote of all the members of the ~~City~~ Council, to be taken by ~~a Roll Call/Viva Voce vote/the yeas and nays.~~ In the case of all other legislative matters, except as otherwise provided in the General Laws, or in the Revised Charter and Ordinances of the City of Melrose, the affirmative vote of a majority of all members of the Council shall be necessary for passage at each debatable legislative stage.

Rule 34 Subject to the provisions of Section 2-9(b) of the City Charter, every legislative matter shall be read once when it is introduced and shall then be referred to its appropriate committee, unless, where appropriate, immediate consideration is ~~asked for requested, in which event it~~ In the case of a request for immediate consideration, the legislative matter shall be at once considered, provided no councilor objects; and no motion shall be applied to any such matter when originally introduced until immediate consideration has been granted. It shall be the duty of the President to ask if there is objection before immediate consideration is given any matter, and upon objection the matter will be referred to the appropriate committee.

Rule 34A All matters involving the appropriation of moneys in the treasury not otherwise appropriated, the ~~intra-departmental~~ transfer of moneys from one account of the city to another, or otherwise affecting municipal finances, shall be referred to the ~~committee on Finance~~ Finance Committee. The ~~committee~~ Committee shall make its recommendation thereon not later than three (3) weeks from the date of such reference. The provisions of this section shall not apply in the case of matters referred to the Committee on Appropriations & Oversight.

Rule 35 Upon the report of a committee recommending the passing of any ~~ordinance, or~~ Order, Ordinance, Petition, or Resolution, or Remonstrance ~~it the item~~ shall be read a second time at the next full Council meeting and shall then be in order for a final action unless the next full Council meeting falls on the same day, unless there is objection on the part of not less than five (5) Councilors. When an Order, Ordinance, Petition, ~~or Resolution or Remonstrance~~ appears before the full Council with a recommendation from a committee that same day, it shall be presumed that the matter will be placed on the agenda of the next full Council meeting under the Reports from Committee section of the agenda. Any councilor, however, shall be entitled to make a motion to immediately pull a matter from committee, when a matter is recommended by that committee on the same day, provided that a showing of good cause has been made. The burden shall be on the maker of the motion to demonstrate good cause, to be ruled upon by the President, before a second shall be entertained. After a determination of good cause has been made by the President, second to the motion has been made, the motion to pull from committee shall require a two thirds (2/3) viva voce simple majority vote. It shall be the duty of the President to ask if there is objection before consideration. If not less than five (5) Councilors object, it shall be placed in the orders of the day for the next meeting. Appointments of city officials by the Mayor are not included in connection with the aforesaid.

Rule 35A When a matter is introduced to the full Council with a recommendation for passage from any standing or special committee, a period of discussion shall be in order before a Motion for Passage is entertained by the President, President Pro Tempore, or other member presiding on behalf of the President.

Rule 36 All matters pertaining to amendments to the Rules of Order of the City Council, Ordinances and legal affairs shall be referred to the committee on Legal and Legislative Matters.

When amendments are recommended to the Council, the City Clerk shall forward copies of any proposed changes to all members, and no amendment shall be in order for final passage until each member shall have received such copy.

Rule 37 When any ~~order~~ matter has been ~~finally~~ rejected by the full Council, no measure embodying substantially the same subject shall be introduced by any committee or member within six (6) months of its previous rejection.

Rule 37A Any ~~order~~ matter not ~~finally~~ acted upon by the Council or the appropriate committee within one (1) year of said ~~order~~ matter being filed, shall be considered null and void and shall be removed from the files calendar of the Clerk of Committees. Any ~~order~~ matter considered null and void by operation of this rule shall not be subject to any refiling restriction of Rule 37.

Rule 37B During a City Council meeting, standing committee thereof, or a public hearing, a non-member speaker may speak no more than ten (10) minutes unless he obtains the consent of the City Council or standing committee thereof, nor may he/she speak more than twice on the same issue.

Rule 38 Unless otherwise ordered, votes shall be taken orally. If the vote is doubted, the members voting shall rise in their places until counted. A Viva Voce Roll Call vote shall be taken upon request of five (5)- or more councilors by yeas and nays when five members of the Council so request.

Rule 39 The President shall consider a motion to adjourn as always in order, except on immediate repetition. When a question/matter before the Council is under debate, he/she shall receive no motion except:

1. To adjourn
2. To lay on table
3. The previous question
4. To close debate
5. To postpone to a day certain
6. To amend
7. To postpone indefinitely

~~which several m~~ Motions shall have precedence in the order arranged.

Rule 40 On the following motions, the debate shall be limited to the time specified in each case:

To adjourn: ~~N~~ o ~~d~~ e b a t e;

Roll Call Viva Voce Vote Yeas and Nays: ~~n~~ o ~~d~~ e b a t e;

Lay on Table: ~~n~~ o ~~d~~ e b a t e;

The previous question: ; to close debate at a specified time: ; indefinite postponement: ; postponement to a day certain: ; to suspend the rules: ; to reconsider: ; ~~T~~ e n m i n u t e s (10) ~~(--~~ no member to occupy more than three (3) minutes.)

Whenever, at any meeting, a question is laid on the table, it shall remain there until the close of the next regular meeting, if not taken up earlier; but, if it is not taken from the table at such next meeting, or earlier, the ~~e~~ C l e r k shall place the same in the files of the Council and shall make a record thereof in the journal minutes of such meeting and upon any paper relating to such question.

Rule 41 Any motion shall be in writing if the President so directs, or any member of the Council so requests.

Rule 42 A question containing two or more propositions capable of division shall be divided whenever any member so requests and is confirmed by majority vote.

Commented [rs6]: Has 'question' been defined in context of debatable item? i.e., is this an ordinance or resolution?

Rule 43 No motion or proposition of a subject different from that under consideration shall be admitted under the color of any amendment.

Rule 43A Any member may move the consideration of any report of committee out of the order said report appears on the calendar agenda, subject to with the unanimous consent of the Council ~~move the consideration of any report of committee out of the order said report appears on the calendar.~~

Rule 44 When a vote has been taken, except those enumerated in Rule 45, it shall be in order for any member voting on the prevailing side to move a reconsideration thereof at the same meeting at which such vote was taken, or to file with the City Clerk notice of a motion to reconsider such vote within twenty-four (24) hours from the taking of the same, ~~but, -w~~ When a motion to reconsider has been decided, that vote shall not be reconsidered and, unless two-thirds (2/3) of the members of the Council are present, a motion to reconsider shall be laid upon the table until the next meeting of the Council.

A notice of a motion to reconsider filed with the City Clerk shall be regarded in the same manner as if a motion to reconsider had been made while the Council was in regular session and, except as hereinbefore provided, shall be called up by the member filing such notice, or by some other member of the Council, at the next regular meeting, or at any intervening special meeting provided the same is included in the call thereof.

Whenever notice of a motion to reconsider has been filed, as aforesaid, the City Clerk shall notify all the members of the Council. No notice of a motion to reconsider may be withdrawn except by a majority vote of ~~all the~~ members of the City Council. No notice of a motion to reconsider may be filed with respect to any ordinance, Order, Ordinance, Petition, ~~or~~ Resolution, or Remonstrance or vote acted upon at the final meeting of the term to which the members of any Council may have been elected.

Commented [rs7]: Struck all members in the case less than the full council is present but a quorum has been established.

Rule 45 No vote on any of the following motions shall be reconsidered:

1. To ~~a~~Adjourn
2. To ~~L~~ay on ~~the~~ Table
3. To ~~t~~Take from the ~~t~~Table
4. To the ~~p~~Previous ~~q~~Question
5. To ~~r~~Reconsider

APPEAL

Rule 46 No appeal from any decision of the President shall be entertained unless it is duly seconded, and no other business shall be in order until the question on the appeal has been decided by a majority vote of the Council. The question shall be put as follows: *“Shall the decision of the Chair stand as the judgment of the Council?”* ~~and it shall be deemed to be decided in the affirmative unless a majority of the votes are given to the contrary.~~

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USE OF COUNCIL CHAMBER

Rule 47 The use of the Council Chamber, or the Council ~~e~~Committee ~~r~~Room, shall not be granted to any person or organization without the permission of the President. Said request shall be in writing, and the Clerk of Committees shall keep a suitable calendar noting the permitted uses thereon.

CAUCUS FOR NOMINATION OF PRESIDENT

Rule 48 The City Council shall, on the first Monday in December of each year, nominate a President for the ensuing year, ~~and the formal election of the President shall take place at the first meeting in January next following.~~ Notice of the holding of the ~~C~~caucus herein provided shall be sent to each member qualified to vote therein not less than four (4) days before the date thereof.

Such ~~e~~caucus shall be held in the Council Chamber; shall be called to order by the ~~City Clerk~~ President Pro Tempore; ~~shall include a period for public comment;~~ and shall be conducted in accordance with the rules of the Council pertaining to the conduct of regular meetings. ~~Notice of the eCaucus shall be posted, and the eCaucus shall be held in public session.~~

The President Pro Tempore shall call upon the City Clerk to conduct the Caucus, tally votes, and announce the results. Nominations, as aforesaid, shall ~~be made by result in a~~ ~~Viva-Voice~~ Roll Call vote, each member present answering to his/her name when called by the City Clerk ~~or other proper officer,~~ stating the name of the person for whom he/she votes, or that he/she declines to vote. The vote of the majority of all the members of the Council shall be necessary to so nominate a President. ~~Upon being elected, the prior President shall escort the newly-elected President to the rostrum.~~

~~Notice of the caucus shall be posted and the caucus shall be held in public session. A candidate with the intention of pursuing the presidency shall state so publicly at any prior meeting of the full Council before the scheduled caucus.~~

The nomination of a President shall be a non-binding vote. The formal election of the President shall take place at the first meeting in January next following. Before a final vote commences, all nominees shall be required to make a public statement regarding their candidacy, at the first meeting in January, which shall not exceed five (5) minutes in length. The conduct of the election shall follow the process of the Caucus.

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SUSPENSION, AMENDMENT OR REPEAL MISCELLANEOUS

Rule 49 ~~These~~ Any rules may be suspended by an affirmative vote of two-thirds (2/3) of the members of the Council present. ~~When a motion to suspend a rule is made, the specific rule for which suspension is sought must be cited in the motion and the reason stated on the record. they may be~~

Any rule may be amended or repealed by a vote of a majority of all the members of the Council, but the motion for such purpose shall not be made and acted upon at the same meeting. All motions for amendments to these rules shall be in writing and copies thereof shall be sent to each member by the City Clerk before final action thereon.

Rule 50 The Council shall be governed by Robert's Rules of Order, in all questions of parliamentary procedure not provided for by special rules of order.

Rule 51 In order to promote fair and open discussion, once a public hearing is called to order, the presiding officer shall recognize members of the public who may speak in the order of recognition. Public hearings shall ~~no longer~~ not be divided into time periods for proponents and opponents to speak.

Rule 52 In the event the City Council must elect a person to complete the term of a Councilor in accordance with Section 2-11 (c) of the City Charter, the procedure for filling such vacancy shall be as follows:

- 1. Notice shall be given by immediate publication once in a newspaper of local circulation and for not less than two (2) weeks on the City's website homepage that the vacancy exists and that a placement is being sought.

- 2. Individuals interested in filling the vacancy (hereinafter “Applicants”) shall be requested to contact the Clerk of Committees. By the close of business of the 14th day following publication in a newspaper of local circulation, applicants shall submit a letter of introduction intent and current resume when contacting to the Clerk of Committees.
- 3. Applicants who have complied with paragraph 2 Rule 52, Section 2 above shall be invited to a meeting of the full Council Appropriations Committee, at which time all applicants will be given an opportunity to address the Council. At that time, Applicants will be afforded up to 10 minutes to make a statement; and Councilors will have the opportunity to ask questions of the Applicants.
- 4. After all applicants have been given an opportunity to address the Council, an election shall be conducted.
- 5. In order to be eligible for election, an Applicant must have his/her name placed in nomination and must receive a second.
- 6. The voting shall be public with each member of the City Council stating the name of the Applicant for whom he or she is voting.
- 7. The first Applicant to receive six (6) votes shall be elected pursuant to Section 2-11(c) of the City Charter.
- 8. If there is more than one Applicant and no Applicant receives six (6) votes on the first ballot, the two (2) individuals who receive the most votes shall move to a second ballot. The other a Applicants shall be eliminated. In the event that there is a tie for either of the top two spots, any individual in such a tie shall move on to a second ballot.
- 9. In the event that no Applicant receives six (6) votes after at least five (5) ballots, the Council may place the order on the table and continue with the process at the next regularly scheduled meeting of the City full Council.

Rule 53 Whenever the President, or a member of the City Council appointed by the President or Mayor to serve on a committee, commission, Council, board or other working group, attends a meeting of such committee, commission, Council, board or other working group, that member shall report back to the full City Council at the next regular meeting of the Council as to the actions taken on all matters on the agenda of said body, committee, commission, Council or other working group.

Rule 54 In the event of a vacancy in the position of the City Clerk or Clerk of Committees, the President of the Council shall appoint a nominating committee of three (3) Councilors. The nominating committee will cause any such vacancy to be posted, will review applicant resumes, and conduct interviews. Thereafter, the nominating committee shall recommend three (3) candidates for consideration by the full City Council.

Rule 55 When a standing committee votes to move forward any Order, Ordinance, Petition, ~~or~~ Resolution or Remonstrance to the full Council on the preceding Thursday before a full Council meeting, the City Clerk shall, on the next business day, update the meeting agenda of the full Council to include the committee's recommendation. The updated agenda shall be posted in accordance with the provisions of Rule 8.

Rule 56 All correspondence from members of the public submitted in writing to the Council in connection with any matter before the full Council or committee thereof shall be publicly available; such correspondence shall be automatically attached to the order in question by the City Clerk or Clerk of Committees and shall not require a vote of the full Council or any committee thereof.

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Correspondence relating to a matter, when submitted to the Council at least twenty-four hours (24) prior to a scheduled meeting on said matter, shall be attached to the order before the start of the meeting; correspondence submitted thereafter shall be attached to the order no later than 48 hours from the time of adjournment.

The City Clerk shall redact the e-mail address and phone number of any member of the public who submits correspondence to the Council before any such correspondence is attached to the order.

Rule 57. The final disposition of all Orders, Ordinances, Petitions, ~~and Resolutions~~, and Remonstrances for a given fiscal year shall be ~~be~~ posted to the City Council section of the City's webpage by the City Clerk within 48 hours of a measure having been disposed. The public posting of dispositions, hereinafter known as the Legislative Disposition List, shall include the following information for all disposed matters: 1) the title of the ~~order~~ filing; 2) the ~~order~~filing number; 3) the name of the Councilor who sponsored the ~~order~~ filing; 4) the names of any co-sponsors; 5) how each Councilor voted on the matter; 6) the outcome of the vote; and 7) the date of disposition.

The Legislative Disposition List shall be maintained in the order that matters are disposed.

Rule 58 When a virtual meeting occurs, public participation shall be enabled in accordance with Rule 29A, whenever feasible.

Councilors must utilize a video feed when participating in a virtual meeting. In the event that a Councilor loses video and audio feed during a meeting, no vote shall occur on any matter until after such time that a recess has occurred in order to troubleshoot the problem. If the Councilor's video and audio feed has not been reestablished within 15 minutes of recessing, the members shall decide whether to proceed with a vote.

If the City Clerk loses video and audio feed during a meeting, the Clerk of Committees shall call the roll and record all votes. If the Clerk of Committees loses video and audio feed during a meeting, the committee Vice Chair shall call the roll and record all votes. If the Clerk of Committees loses video and audio feed during a full Council meeting, the City Clerk shall read all orders of business into the record.

When a remote meeting of the full Council or committee thereof occurs, the City Clerk or Clerk of Committees shall admit any member of the administration or other participant to the meeting as directed by the presiding officer. No member of the administration or other participant shall be admitted without the approval of the presiding officer. Members of the administration or other participants shall remain in the virtual meeting room until such time that the presiding officer determines that their presence is no longer needed.

Members of the administration or other participants appearing before the Council in a remote format must utilize a video feed to the extent possible.

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Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Meeting Agenda Guide for City Council Business

- I. Call to Order**
- II. Minutes Approval**
- III. Public Comment**
- IV. Public Hearings**
- V. New Business**
 - a) Filings from His Honor the Mayor**
 - Appropriation requests
 - Transfers
 - Acceptance of grants
 - Bond authorization requests
 - Appointments & Reappointments (Department Heads and multiple-member bodies)
 - Ordinances and orders (Council sponsor required)
 - Amendments to ordinances (Council sponsor required)
 - Changes to the Administrative Code
 - b) Filings from Members of the City Council**
 - Ordinances
 - Amendments to ordinances
 - Orders
 - Resolutions
 - Remonstrances
 - Request for Information (C. Article 2, Section 2-7)
- VI. Communications from His Honor the Mayor & Other City Officials**
 - Petitions
 - Presentations
 - Status reports
 - General updates
 - Recommendations and Requests to the Council
(e.g., from Department heads or multiple-member bodies)
- VII. Unfinished Business**
 - Tabled matters
- VIII. Reports from Committee**
 - Favorable reports
 - Adverse reports
 - Undeclared reports

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IX. Expiries

*--Orders scheduled to expire by operation of law
--45-Day Requirement under Rule 8*

X. Rule 53 Reports**XI. Adjournment**

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CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: September 20, 2021
Subject: Appointment of Chris Redfern to the Conservation Commission
Order #: ORDER-2022-12

Appointment of Chris Redfern. 2 Spear St., to the Conservation Commission; said term to expire on the last day of February 2024.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: PASSED [UNANIMOUS]
MOVER: John N. Tramontozzi, Ward 1
SECONDER: Mark Garipay, Ward 4
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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Christopher F. Redfern

Professional Experience

Executive Director

Friends of the Middlesex Fells Reservation, Melrose, MA

(2019-present)

- Developed multi-year Sustainable Fells Campaign to address pressing conservation needs at the Fells, including invasive species management and reducing rogue trails for wildlife.
- Established a Fells Caucus of elected officials representing Fells-adjacent communities to effectively lobby for additional financial support and greater environmental protection.
- Led 18 nonprofit organizations in a campaign to oppose the introduction of class 1 electric bicycles on all DCR natural surface trails currently open to traditional bikes (ongoing)
- Led the board and staff in strategic planning that resulted in new strategic priorities, vision, and mission.
- Improved fundraising operations and developed new several funding relationships, doubling the operating budget in less than 24 months.

Executive Director

San Diego Audubon Society, San Diego, CA

(2006-2019)

Program and staff development

Developed partnerships with non-profits, local government, state agencies, federal agencies, and other funders to protect endangered species, improve and expand habitat for wildlife, and deliver outdoor science education programs.

- Developed a conservation program to address endangered species, habitat protection, wetlands restoration, and grassroots advocacy, now with two full-time staff
- Developed an education program that annually delivers more than 3,500 outdoor nature lessons, implemented by two program staff and ten naturalists
- Established new revenue streams to support sustainable staffing levels at two San Diego Audubon-owned wildlife sanctuaries
- Grew annual budget to support the addition of volunteer management, communications, development, and office administration staff
- Oversaw dramatic growth of the San Diego Bird Festival, now one of the largest birding festivals in the United States
- Staffing structure includes coordinator, manager, and director-level positions

Strategic Planning and Board Development

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- Led the board, staff, and volunteers in strategic planning to develop organizational vision and key strategies
- Aligned fund development, staffing, and programs to the strategic plan
- Led annual board and staff retreats to strengthen teamwork, solve organizational problems, and promote professional growth and development
- Established governance committee to address board composition and training
- Established finance committee to oversee investment and spending policies
- Led diversity, equity, and inclusion team

Fund development and financial management

Grew a mostly all-volunteer organization with a budget of \$125,000 to a dynamic and respected local conservation nonprofit with revenues of \$950,000.

- Lead a team responsible for securing more than \$3 million in grant awards to date; grant-based partnerships currently comprise \$300,000 of annual income
- Developed a major gifts program that in five years grew from less than \$5,000 in gifts to more than \$100,000 annually
- Lead cultivation of planned gifts, resulting in an increase of endowment funds from \$500,000 to more than \$3 million in the past five years
- Oversee endowment and other financial assets exceeding \$5 million
- Responsible for financial control of the organization, including managing the annual budgeting process and monitoring ongoing financial performance
 - Led six-fold increase in revenues while ensuring that budget-to-actual variances averaged less than 5% in the past ten years
 - Maintained cash reserves equal to six months of operating expenses over the past ten years

Office Manager/Volunteer Coordinator

San Diego Audubon Society, San Diego, CA

(2005-2006)

- Upgraded donor management software to increase efficiency and reporting capabilities
- Streamlined office operations and developed volunteer capacity

Sales and Marketing Manager

Alert Management Systems Corporation, Colorado Springs, CO

(1990-2005)

Responsibilities included business planning, marketing strategy and content development, staff recruitment and training, and website design.

Related Board Experience

Audubon California Board of Directors (2008-2016)

- Worked with senior management team to draft business plans
- Advanced legislative priorities for statewide environmental issues
- Chaired chapter committee and supported establishment of a staffed chapter network

San Diego Children and Nature Collaborative (2009-2011)

- Founding board member
- Secured more than \$50,000 in start-up funding to initiate local programming

Recent Committee & Volunteer Service

Mentor, University of San Diego's Outdoor Leaders Initiative (2019)

Member, Mission Bay Park Committee, Mission Bay Park Improvement Fund Oversight Committee (mayoral appointment) (2019)

- Advise the Park and Recreation Board, Mayor, and City Council on policy issues relating to the acquisition, development, maintenance, and operation of Mission Bay Park
- Oversee allocation of funds to restore wetlands, wildlife habitat, and other natural assets

National Audubon Society – Network Leadership Team (2016-2018)

- Developed business-to-business standards of communication and conduct to enhance collaboration between large urban chapters and National Audubon Society programs

Education and Selected Professional Development

Principia College, Elsah, IL
BA, English – Graduated with Honors

University of San Diego's Nonprofit Institute – Program Design Academy (2019)
Lilly Family School of Philanthropy's Fundraising School – Principles and Techniques (2005)
Lilly Family School of Philanthropy's Fundraising School – Major and Planned Gifts (2005)

July 27, 2021

Mayor Paul Brodeur
Melrose City Hall
562 Main Street
Melrose, Massachusetts 02176

Dear Mayor Brodeur,

I'm writing to express interest in joining the Melrose Conservation Commission and have attached a resume for your consideration.

With more than 15 years of professional experience in the nonprofit conservation field, I have a strong environmental ethic and a desire to serve the City of Melrose in protecting our City's natural resources and safeguarding our wetlands.

Please let me know if any additional materials are needed to confirm my interest in this appointment.

Best,



Chris Redfern
2 Spear St
Melrose, MA 02176

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4441

MARGOT FLEISCHMAN

To: Mayor Paul Brodeur
From: Margot Fleischman
Meeting Date: September 20, 2021
Subject: Appointment of Sarah MacLellan as Chief Assessor
Order #: ORDER-2022-13

I respectfully request that the Honorable City Council confirm the appointment of Sarah MacLellan as Chief Assessor for the City of Melrose.

FINANCIAL IMPACT:N/A

RESULT: PASSED [UNANIMOUS]
MOVER: Leila Migliorelli, At-Large
SECONDER: Jeff McNaught, Ward 2
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: City Council President Christopher Cinella
From: Mayor Paul Brodeur
Re: Appointment of Sarah MacLellan as Chief Assessor
Date: August 16, 2021

It is my pleasure to submit to you and the Honorable City Council the appointment of Sarah MacLellan to serve as Chief Assessor for the City of Melrose.

Ms. MacLellan is currently the Acting Chief Assessor, and previously served for four years as Assistant Assessor under former Chief Assessor Christopher Wilcock. Prior to joining the Assessor's Office, she worked in the Auditor's Office. Sarah holds a Bachelor of Science in Business Administration and is a Massachusetts Accredited Assessor.

The Chief Assessor is a highly specialized role that is critical to the City's financial functioning. As Chief Assessor, Ms. MacLellan is responsible for the valuation of all commercial, industrial, and residential real estate within the City for taxation purposes in conjunction with the Board of Assessors and in accordance with Department of Revenue regulations. The Chief Assessor also oversees preparation of re-evaluations of all properties in the City, and together with the Board of Assessors, presents an analysis of potential changes in taxation rates. Ms. MacLellan brings to this role invaluable technical experience with appraising principles and practices as well as familiarity with both Melrose property values and the City's financial systems.

In addition to her professional qualifications, Ms. MacLellan is an active and engaged member of the Melrose community, has held volunteer roles with a number of organizations in Melrose, and worked on the Melrose Helps effort during the height of the pandemic.

We are fortunate to have the benefit of Ms. MacLellan's experience and expertise in our Assessing department, especially during a property revaluation year. I respectfully request the City Council confirm her appointment as Chief Assessor for the City of Melrose.

Thank you for your consideration.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

SARAH A. MACLELLAN

May 27, 2021

Dear Hiring Managers,

I would like to formally apply for the Chief Assessor position at the City of Melrose. When reviewing the position requirements, I find that my qualifications and strengths align with the current needs and focus of the Melrose Assessor's Department.

For the past five years I have worked for the City of Melrose, first in the Auditor's Office as an Accounting Clerk, and since 2017, as the Assistant Assessor. During this time, I have obtained my designation as a Massachusetts Accredited Assessor and have acquired a comprehensive set of technical skills that would assist me in doing the work of the Chief Assessor.

I have also demonstrated my ability to work with leaders across City departments, consistently earning praise for my work ethic, attention to detail, strong adherence to policies and guidelines, and using sound discretion in handling sensitive information.

Throughout my work in previous roles and in my current position, I have developed strong interpersonal skills and the ability to communicate in a tactful and effective manner, always responding to customers' inquiries and requests with a friendly and positive attitude.

I hope you will find that this brief summary, in combination with the attached resume, describes a dedicated employee with the skills and enthusiasm to meet the requirements of the position of Chief Assessor in Melrose.

I appreciate your consideration and look forward to discussing this opportunity with you in the near future. Please let me know if there is any other information I can provide that will support my candidacy for this position.

Best Regards,

Sarah MacLellan

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

SARAH A. MACLELLAN

PROPERTY ASSESSMENT PROFESSIONAL

A results-oriented, proven professional with in-depth knowledge of modern property appraisal principles and practices. A team player and high-energy achiever, who thrives in challenging situations and brings a thoughtful, detail-oriented approach to fair and equitable property valuation. Skilled in performing property inspections and preparing records and reports according to accepted standards. With extensive background in customer service; very effective in oral and written communication, exercising discretion in contentious situations. Demonstrated ability to establish effective working relationships and interact tactfully with City employees, officials, and the general public.

CORE COMPETENCIES

- | | | |
|----------------------|------------------------|----------------------------|
| ▪ Data Management | ▪ Strategic Planning | ▪ Customer Service |
| ▪ Project Management | ▪ Process Improvements | ▪ Problem-Solving |
| ▪ Goal Setting | ▪ Best Practices | ▪ Operational Efficiencies |
| ▪ Collaboration | ▪ Multi-Tasking | ▪ Peer Training |
| ▪ Organization | ▪ Reporting | ▪ Communication |
| ▪ Scheduling | ▪ Troubleshooting | ▪ Attention to Detail |

PROFESSIONAL EXPERIENCE

City of Melrose, Assessors' Office, Melrose, MA

2017 – Present

Assistant Assessor

Perform technical work involved in the appraisal and examining of real property for assessment purposes to Mass Appraisal Standards according to state and local laws. Provide internal and external customer service and assistance to the Chief Assessor as needed.

- Perform physical inspections of residential and commercial properties; develop building sketches and take exterior measurements.
- Inspect and monitor land use and zoning changes, deed transfers and subdivision changes.
- Update and maintain CAMA database to ensure retention of accurate assessment records.
- Explain mass appraisal method and techniques to the general public and respond to questions and concerns relating to appraisal methods.
- Assist with preparation for defense of values in cases before the Appellate Tax Board.
- Gather property data from building plans, building permits, City officials, contractors, lawyers and real estate agents.
- Respond to inquiries from taxpayers, brokers and appraisers in person, via e-mail and by telephone.
- Review, analyze and process exemption and abatement applications for final review by the Board of Assessors.
- Prepare and distribute abutters' lists.
- Attend professional development conferences and training in order to stay informed of Massachusetts Laws and Regulations concerning taxation and to stay up to date on changes and trends in the Assessing field.

City of Melrose, Auditors' Office, Melrose, MA

2016 - 2017

Accounting Clerk

- Led the Accounts Payable process for the City and School Departments, ensuring that finances were accurate and up-to-date and that vendors were paid within established time limits.
- Streamlined the Accounts Payable Process - consolidated A/P warrants from 360 to 280 year over year.
- Audited invoices submitted by all Departments, confirming that proper documentation was submitted in compliance with policy.
- Processed the weekly warrant and check run, coordinated with the Treasurer's office to ensure funds were transferred accordingly.
- Researched payment inquiries for internal and external customers.
- Maintained vendor records in MUNIS system, ensuring that W-9s were received in accordance with the Department of Revenue.
- Conducted training for other departments relating to guidelines for encumbrances and invoice paying in accordance with M.G.L.

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Calypso Cards, Newport, RI

2011 – 2015

Accounting Specialist

- Responsible for all facets of receivables management including managing the general ledger, preparing weekly A/R reports, cash application duties, and providing performance data to Managing Director.
- Utilized exceptional client management skills to collect outstanding accounts and resolve delinquencies.
- Reduced average weekly outstanding delinquent accounts by 80%.
- Established new accounts, evaluated credit risk, and determined credit limits and payment terms utilizing trade and bank references as required.
- Prepared annual tax forms for distribution.
- Worked closely with Finance Director to ensure all invoices and credits were current.
- Calculated and processed monthly commission payments for sales representatives.
- Established new procedures to streamline A/R processes within the company.

Viabella (formerly Marian Heath Greeting Cards), Wareham, MA

2009 – 2011

Field Sales Representative, Boston territory

- Maintained and increased greeting card sales in retail stores in the greater Boston area.
- Established and maintained relationships with store managers.
- Shared brand and product knowledge with store managers and their customers.
- Met with buyers to determine upcoming needs and recommend possible changes in stores.

CIGNA Group Insurance, Newton, MA

2008 – 2009

Sales Administration Senior Associate

- Responsible for all internal sales administration functions and support for National Account Sales Manager.
- Created sales presentation proposal materials for clients and brokers.
- Updated sales reporting system with sold case information on a weekly basis.
- Prepared finalist meeting sales presentations.

Viabella (formerly Marian Heath Greeting Cards), Wareham, MA

2005 – 2008

Key Account Manager

- Created successful Key Account Department within the company. Developed end-to-end workflow processes to track projects from initial product recommendations through program deployment in multi-rooftop chains, such as Books-A-Million, Albertson's, Garden Ridge, and Dicksons.
- Conducted sales analysis, recommended new products and strategies to support seasonal sales cycles and goals.
- Independently managed and maintained custom printing account that generated over \$600,000 wholesale per year.
- Increased wholesale sales for company's largest key account by 17% year-over-year.
- Developed comprehensive service operations manuals to be used by field merchandisers in retail stores.
- Managed systems transition during acquisition of subsidiary company, Renaissance Greeting Cards.
- Initiated and implemented use of EDI (Electronic Data Interchange) Order Process.

Graphique de France, Woburn, MA

2004 – 2005

Key Account Assistant

- Supported Vice President of Sales and Key Account Managers in sales efforts to major accounts such as TJMaxx, Staples and Barnes & Noble.
- Evaluated and analyzed retail sales and product line data, conducted sell-through and historical sales reporting for presentation to sales managers and customers.
- Communicated with buyers on all aspects of sales programs including program proposals, image recommendations, product availability, terms negotiation and progress updates.
- Represented the company at major sales presentations and national industry trade shows.
- Developed internal sales reporting process resulting in more efficient analysis and presentation of sales data.
- Enhanced customer presentations focusing on year-over-year accomplishments of sales goals.

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Graphique de France, Woburn, MA

2001 - 2004

Sales Account Coordinator

- Worked with CEO to maintain and increase sales in major accounts including Tuesday Morning, HomeGoods, Century 21 Department Stores and Ross Stores.
- Independently generated over \$150,000 in sales.
- At request of company President, independently managed several major accounts: Papyrus, Museum of Fine Arts Boston and Mattel. Supported Sales Account Director to manage and maintain key accounts such as Borders, Target and Cost Plus.
- Created and distributed monthly national sales reporting to twelve sales representative groups throughout the US.
- Communicated with field sales reps and distributed new product release information.

Graphique de France, Woburn, MA

2000 - 2001

Publishing Assistant

Responsible for all correspondence with designers, photographers and artists who supplied art work for calendars and stationery. Trafficked artwork, photographs, printer's proofs between design, pre-press, and printing departments.

EDUCATION

Bachelor of Science, Business Administration,
University of Mary Washington (formerly Mary Washington College), Fredericksburg, VA

CERTIFICATIONS & AFFILIATIONS

Massachusetts Accredited Assessor (#1378)
International Association of Assessing Officers (IAAO) – Active Member 2017-present
Massachusetts Association of Assessing Officers (MAAO) – Active Member 2017-present
Middlesex County Assessors Association (MCAA) – Active Member 2017-present
Awarded MCAA Scholarship – 2018

TECHNICAL SKILLS

- | | | |
|---|------------------------------------|--------------|
| ▪ Microsoft 365 Office Suite
(Word, Excel, PowerPoint,
Outlook, Teams, Planner) | ▪ Patriot Properties AssessPro 5.0 | ▪ Pictometry |
| | ▪ MUNIS | ▪ NearMap |
| | ▪ PEOPLEGIS/Maps Online | |

VOLUNTEER EXPERIENCE

Rescuing Leftover Cuisine, New York, NY

2021 - present

Volunteer Lead Rescuer

Lead volunteer events to transport food from 501(c)(3) organization's food donor partners to homeless shelters, soup kitchens, and other human service agencies in greater Boston area communities.

Melrose Education Foundation, Melrose, MA

2019 - present

Board Member, Grants Committee Co-Chair

Reviewed, qualified and determined grants which support the Educators and Students of the Melrose Public Schools.

Hoover Elementary School, Melrose, MA

2017 - 2019

PTO Treasurer

Developed, maintained and balanced the PTO budget, collected and deposited fundraising money, disbursed funds for purchases and reimbursements, tracked income and expenses, prepared monthly and annual financial reporting to parent PTO organization, and maintained and submitted records for annual audits.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

Human Resources Department

Polina Latta

Director

platta@cityofmelrose.org

**City Hall, 562 Main Street
Melrose, Massachusetts 02176**

(P) 781-979-4146

(F) 781-979-4246

To: City Council
Cc: Mayor Brodeur
From: Polina Latta, Human Resources Director
Re: Chief Assessor Recruiting Process
Date: July 27, 2021

The City Council has requested that the Human Resources Department provides an overview of the recruiting process for positions that need to be confirmed by the Council. Below I have outlined the recruiting process for the Chief Assessor.

- The HR Department used broad and diverse recruiting strategy when recruiting for the Chief Assessor's position. We used the following sources:
 1. City wide e-mail
 2. City Employment site
 3. Mass Municipal Association (MMA)
 4. Mass Association of Assessing Officers
 5. AMARU
 6. NAACP Mystic Valley network
 7. LinkedIn
- The position was posted on May 20th and the deadline was June 4th, which is our typical 2 + week deadline. A total of three candidates applied (one internal and two external). We do not track demographics of candidates that early in the recruiting process.
- Patrick Dello Russo, City Auditor/CFO and I reviewed the resumes and only two candidates met the minimum qualifications, one of which was Sarah MacClellan. Concerning the process involving these two candidates:
 - I conducted an initial phone interview of the external candidate. The next step in the process would have been an interview with Patrick Dello Russo and the Board of Assessors. During my interview with the external candidate, he withdrew his application when he realized that his salary expectations were much higher than what the City of Melrose could offer.
 - Sarah has been employed by the City of Melrose since April of 2016, and in the Assessor's office as Assistant Assessor specifically since August of 2017. She came highly recommended by the

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incumbent Chief Assessor, employed in this role since 2014, who helped her develop her assessment skills for this role, and also by the Board of Assessors who works closely with her on a regular basis. Patrick Dello Russo, who supervised Sarah directly prior to her position in the Assessor's office, and is well aware of her work ethic, dedication, professionalism, and overall caliber of qualifications spoke highly of Sarah and also highly recommended her. Given her institutional knowledge, that she has the required trainings and certificates this appears to be the natural next step in her career with the City of Melrose.

➤ Additional information considered:

- Market overview: when we advertised for the Chief Assessor's role there were several Assessor openings on MMA at the same time. From speaking with former Chief Assessor Chris Wilcock and with other communities, it became very evident that there is a shortage of Assessors in the Commonwealth of Massachusetts. I learned that it has taken other communities anywhere between 1-3 years to fill this role. The City of Melrose was fortunate to have a candidate like Sarah who is qualified, is already familiar with our community, and has been such a valued employee for so long. I have attached Sarah's cover letter and resume for your review.
- This year is a revaluation year for the City of Melrose, which takes place once every five years. It is a year of significant new growth for the City, and per our CFO, this is the only source of substantial tax revenue to fund our operating budget outside of Proposition 2 ½. Time was of the essence and we couldn't have this role vacant for too long.



CITY OF MELROSE

CITY COUNCIL

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4116

KRISTIN FOOTE

City Clerk

To: Mayor Paul Brodeur
From: Kristin Foote
Meeting Date: September 20, 2021
Subject: Early voting - municipal election November 2021
Order #: ORDER-2022-32

See memo attached
Respectfully submitted,
Kristin Foote
City Clerk

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	PASSED [UNANIMOUS]
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4116

MEMORANDUM

TO: Members of the Melrose City Council
RE: In-person Early Voting authorization
DATE: 20 September 2021

A request and recommendation that the honorable City Council authorize in-person early voting for the November 2, 2021 Municipal Election in the City Council Chamber at Melrose City Hall, 562 Main Street, Melrose MA as follows:

- **Saturday, 23 October 2021 from 10am-2p**
- **Monday, 25 October 2021 from 9am-2pm**
- **Tuesday, 26 October 2021 from 9am-2pm**
- **Wednesday, 27 October 2021 from 9am-12 noon and from 4pm – 8pm**

In accordance with section (l) (i), (ii) and (iii) of Chapter 255 of the Acts of 2020, as amended by Chapter 5 of the Acts of 2021 and Chapter 29 of the Acts of 2021 providing as follows:

(L) NOTWITHSTANDING SECTION 25B OF CHAPTER 54 OF THE GENERAL LAWS OR ANY OTHER GENERAL OR SPECIAL LAW OR MUNICIPAL ORDINANCE TO THE CONTRARY, UPON A RECORDED AND PUBLIC VOTE BY THE SELECT BOARD, BOARD OF SELECTMEN, TOWN COUNCIL OR CITY COUNCIL AUTHORIZING EARLY IN-PERSON VOTING, ANY ELIGIBLE VOTER OF SUCH MUNICIPALITY MAY VOTE EARLY IN-PERSON FOR ANY REGULAR OR SPECIAL MUNICIPAL OR STATE PRELIMINARY, PRIMARY OR GENERAL ELECTION HELD ON OR BEFORE DECEMBER 15, 2021. SUCH VOTE MAY ONLY BE TAKEN AFTER A REQUEST FROM THE CITY OR TOWN CLERK OR AUTHORIZED LOCAL ELECTION OFFICIAL RECOMMENDING IN-PERSON EARLY VOTING AND PROVIDED THAT SUCH VOTE OCCURS NOT LESS THAN 5 BUSINESS DAYS PRIOR TO THE PROPOSED BEGINNING OF EARLY VOTING AND THAT SUCH EARLY IN-PERSON VOTING COMPLIES WITH THE FOLLOWING:

(I) A CITY OR TOWN, AS PART OF THE VOTE TO ALLOW EARLY VOTING IN-PERSON, MAY SET THE EARLY VOTING PERIOD TO BEGIN NO SOONER THAN 10 DAYS BEFORE THE ELECTION AND END NO LATER THAN THE BUSINESS DAY PRECEDING THE BUSINESS DAY BEFORE THE ELECTION.

(II) EARLY VOTING SHALL BE CONDUCTED DURING THE USUAL BUSINESS HOURS OF THE CITY OR TOWN CLERK UNLESS DIFFERENT HOURS ARE SET AS PART OF THE VOTE, INCLUDING ANY WEEKEND HOURS.

(III) THE CITY OR TOWN CLERK SHALL ESTABLISH AN EARLY VOTING SITE THAT IS CENTRALLY LOCATED, SUITABLE AND IN A CONVENIENT PUBLIC BUILDING. NOTICE OF THE EARLY VOTING LOCATION, DATES AND HOURS MUST BE POSTED AT LEAST 48 WEEKDAY HOURS BEFORE THE EARLY VOTING PERIOD BEGINS.

#

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CITY OF MELROSE

CITY COUNCIL

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4116

KRISTIN FOOTE

City Clerk

To: Mayor Paul Brodeur
From: Kristin Foote
Meeting Date: September 20, 2021
Subject: Calling City Election, Tuesday, November 2, 2021
Order #: ORDER-2022-33

(See attached warrant)

FINANCIAL IMPACT:N/A

RESULT:	PASSED [UNANIMOUS]
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Jeff McNaught, Ward 2
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

In City Council

9.4.a

AN ORDER Calling City Election, Tuesday, November 2, 2021

Offered by Councilor Leila Migliorelli, Finance Chair

BE IT ORDERED that, acting under the provisions of *sections 63 and 64, of Chapter 54 of the Massachusetts General Laws*, said, City Election is hereby called to be held in accordance with the following warrant:

NOTICE OF ELECTION CITY OF MELROSE

The voters of the City of Melrose, qualified and as directed by law, to vote in the City Election, are hereby notified to assemble for voting on ***Tuesday, the second day of November 2021***, from seven o'clock a.m. until eight o'clock pm, to give their ballots for candidates to be voted upon and elected as follows:

For city officials to hold office on the *first Monday after the first Tuesday* in January 2022 as follows according to Article 2 of the Melrose City Charter:

- ***A City Council consisting of eleven members for terms of two years*** - one member from each ward to be elected by and from the qualified voters of such wards, and four members at large to be elected by the qualified voters of the entire city;
- A School Committee consisting of seven members: three (3) school committee candidates receiving the highest number of votes shall be declared elected by and from the qualified voters of the entire city, ***the terms of office shall be so arranged that three (3) such terms are to be filled at each biennial election.***

WARD/PRECINCT

SINGLE POLLING LOCATION

1:1 ROOSEVELT SCHOOL
1:2 STEELE HOUSE

Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]
Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]

2:1 HORACE MANN SCHOOL
2:2 HORACE MANN SCHOOL

Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]
Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]

3:1 BEEBE SCHOOL
3:2 BEEBE SCHOOL

Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]
Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]

4:1 CITY HALL
4:2 WINTHROP SCHOOL

Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]
Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]

5:1 LINCOLN SCHOOL
5:2 LINCOLN SCHOOL

Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]
Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]

6:1 CITY HALL
6:2 WINTHROP SCHOOL

Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]
Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]

7:1 HOOVER SCHOOL
7:2 HOOVER SCHOOL

Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]
Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [Enter at Melrose St.]

All to be voted for on one ballot.



CITY OF MELROSE

PUBLIC WORKS DEPARTMENT

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4171

ELENA PROAKIS ELLIS

Director, DPW

To: Mayor Paul Brodeur
From: Elena Proakis Ellis
Meeting Date: September 20, 2021
Subject: Amending Chapter 198 of the Revised Ordinances of the City of Melrose
Order #: ORDER-2022-16

Request for review of Chapter 198 Revised Ordinances of the City of Melrose: solid waste and recycling: Solid Waste City Ordinances need updating to align with current practices of the Massachusetts Department of Environmental Protection (MassDEP), the Department of Public Works (DPW), and our contracted trash and recycling hauler: JRM Hauling and Recycling. Specifically, we propose the following changes:

- 1) With the implementation of our Mattress Recycling Program, residents will have the opportunity to schedule curbside pickup of mattresses or drop off at the City Yard on Saturdays. Please see proposed addition of §198-3, Part F.
- 2) Instead of listing individual fees for services within ordinances, we propose adopting a Schedule of Fees to be set by the Director of Public Works, and published on the City website. These fees are designed to recover costs associated with services. Please see proposed changes to §198-3.
- 3) The cost for "Metal Goods Item Pickup" is listed as \$20 in §198-3 part E(2), but the current fee is actually \$25. This fee will be listed in the Schedule of Fees, and removed from the ordinance.
- 4) City Ordinance §198-4 A(3) currently defines what is considered "Acceptable Recyclable Waste" to be put out for curbside collection, but the details of what materials are acceptable are determined by current recycling markets, MassDEP and the city's contracted Materials Recovery Facility (MRF). We propose removing language from the ordinance that defines "Acceptable Recyclable Waste," and leaving the determination to the Director of Public Works with guidance from MassDEP and the contracted MRF. Please see proposed changes to §198-4 A(2).
- 5) In practice, the City does not provide residents with recycling containers, so language in Section 198-4 indicating otherwise should be removed. Please see proposed changes to §198-4 A(2), B(2), and B(4).

Attachments to this Order include the proposed changes to the Solid Waste and Recycling Ordinance Chapter 198 (red line version), the proposed schedule of fees, and a summary memo.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: PASSED AS AMENDED [UNANIMOUS]
MOVER: Jen Grigoraitis, Ward 6
SECONDER: Maya Jamaled dine, At-Large
AYES: Cinella, Eccles, Jamaled dine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS
Administration & Engineering–Water–Sewer–Facilities
Park & Forestry–Highway–Sanitation–Cemetery–Fleet

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

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

MEMORANDUM

To: Mayor Paul Brodeur
 Melrose City Council

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

cc: Patrick Dello Russo, CFO/Auditor
 Kerriann Golden, Assistant Auditor
 Shannon Phillips, City Solicitor
 James Troup, Assistant DPW Director – Administration & Finance
 Lisa Scott, Environmental Outreach Coordinator

Date: August 10, 2021

Re: Solid Waste Ordinance Updates and Schedule of Fees

Solid Waste City Ordinances need updating to align with current practices of the Massachusetts Department of Environmental Protection (MassDEP), the Department of Public Works (DPW), and our contracted trash and recycling hauler: JRM Hauling and Recycling. Specifically, we propose the following changes:

- 1) With the implementation of our Mattress Recycling Program, residents will have the opportunity to schedule curbside pickup of mattresses or drop off at the City Yard on Saturdays. Please see proposed addition of §198-3, Part F.
- 2) Instead of listing individual fees for services within ordinances, we propose adopting a Schedule of Fees to be set by the Director of Public Works, and published on the City website. These fees are designed to recover costs associated with services. Please see proposed changes to §198-3.
- 3) The cost for “Metal Goods Item Pickup” is listed as \$20 in §198-3 part E(2), but the current fee is actually \$25. This fee will be listed in the Schedule of Fees, and removed from the ordinance.
- 4) City Ordinance §198-4 A(3) currently defines what is considered “Acceptable Recyclable Waste” to be put out for curbside collection, but the details of what materials are acceptable are determined by current recycling markets, MassDEP and the city’s contracted Materials Recovery Facility (MRF). We propose removing language from the ordinance that defines “Acceptable Recyclable Waste,” and leaving the determination to the Director of Public Works with guidance from MassDEP and the contracted MRF. Please see proposed changes to §198-4 A(2).
- 5) In practice, the City does not provide residents with recycling containers, so language in Section 198-4 indicating otherwise should be removed. Please see proposed changes to §198-4 A(2), B(2), and B(4).

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Schedule of Fees	Unit/Frequency	Current	Proposed
Department of Public Works			
Waste and Recycling			
<u>Curbside pickup services:</u>			
Trash Fee, Curbside pickup trash and recycling	Annual	200.00	same as current
Metal Goods Item pickup*	Per unit	25.00	same as current
Mattress Pickup	Per unit	n/a	25.00
TV - curbside pickup	Per unit	25.00	same as current
<u>City Yard Drop-off items:</u>			
Batteries - Rechargeable		free	same as current
Books		free	same as current
Bulbs - 5 or more	Per unit	1.00	same as current
Bulbs - Fluorescent more than 4 feet	Per unit	3.00	same as current
Computer towers	Per unit	free	5.00
Printer, Fax Machine, Scanner, Stereo Receiver	Per unit	free	5.00
Other household electronic item not specifically covered in the above list	Per unit	free	5.00
Laptops	Per unit	20.00	same as current
Monitors	Per unit	20.00	same as current
TV	Per unit	20.00	same as current
Fire Extinguishers	Per unit		15.00
60-100 lb. Propane Tanks	Per unit		35.00
20 lb. Propane Tanks	Per unit	free	10.00
1-2 lb. Propane Tanks	Per unit	2.00	5.00
Mattress or Box Spring	Per unit	n/a	10.00
Textiles		free	same as current
mercury-containing devices	per pound	free	same as current
Dried Latex paint		free	same as current
Tires - car	Per unit	2.00	3.00
Tires - light truck	Per unit	8.00	3.00
Tires - heavy duty truck	Per unit	8.00	20.00
Yard Waste		free	same as current
Eyeglasses		free	same as current
<u>Special City Yard Events:</u>			
Household Hazardous Waste	1/4 car load	20.00	30.00
Household Hazardous Waste	1/2 car load	30.00	36.00
Household Hazardous Waste	full car load	60.00	same as current
Motor Oil/Gas/Antifreeze Collection	first two gallons free, then per gallon	2.00	same as current
Paper Shredding	first box free then per box	5.00	same as current
Pumpkin Composting		free	same as current
Styrofoam		free	same as current
Rigid Plastics		free	same as current

Chapter 198
SOLID WASTE
AND
RECYCLING

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

§ 198-2

SOLID WASTE AND RECYCLING

§ 198-3

ARTICLE II

Collection and Disposal

[Adopted as Rev. Ords. 1976, §§ 13-3, 13-6, 20-5 and 20-6 (Rev. Ords. 1989, §§ 8-1, 15-26 and 15-27)]

§ 198-2. Dumping; obstructing sidewalks; placement of refuse containers. [Amended 6-18-1984 by Ord. No. 785A; 6-18-1984 by Ord. No. 785B; 2-20-2007 by Ord. No. 07-107A]

- A. No person shall put or place, or cause to be put or placed, in any street, lane, alley or any other place, public or private, where it may be offensive or objectionable, any ashes, dirt or refuse, nor shall any piece of metal or wood or any plastic in any form or other material injurious to feet or to tires of vehicles or any other rubbish be put, placed or thrown into or on any street, lane, alley or public place. No person shall throw or place on any vacant land or in any brook or pool rubbish, limbs, brush, barrels, boxes, etc.
- B. No person shall place or cause to be placed on any sidewalk, footwalk or crosswalk any object whatsoever so as to interfere with the convenient use of the same by any person traveling thereon. This shall not apply to building materials so placed by permission of the City Engineer. [Amended 5-21-2012 by Ord. No. 2012-158]
- C. Refuse may not be left on sidewalks for collection except after 5:00 p.m. of the day before scheduled pickup. Refuse containers and receptacles shall be placed at the curb by 7:00 a.m. on the scheduled collection day and shall be removed from the sidewalk within 12 hours after refuse collection.
- D. The Public Health Department enforcing officers shall prosecute violations under the provisions of MGL c. 270, § 16 (disposal of rubbish, etc.). No property owner shall be prosecuted for violation until a written notice of warning is served. [Amended 8-21-2017 by Ord. No. 2018-4]

§ 198-3. Ashes and rubbish; yard waste; metal goods; mattresses; collection fees. [Amended 9-24-1990 by Ord. No. 91-10; 11-1-1990 by Ord. No. 91-33; 1-21-1992 by Ord. No. 92-119; 3-16-1992 by Ord. No. 92-241;

3-7-1994 by Ord. No. 94-176; 7-18-1994 by Ord. No. 94-343;

6-26-2002 by Ord. No. 02-367; 6-26-2002 by Ord. No. 02-368;

6-26-2003 by Ord. No. 03-292; 6-7-2004 by Ord. No. 04-264A;

6-7-2004 by Ord. No. 04-264B; 6-7-2004 by Ord. No. 04-264C;

6-21-2004 by Ord. No. 04-264D; 6-23-2005 by Ord. No. 05-243;

6-5-2006 by Ord. No. 06-172; 2-2-2009 by Ord. No. 09-109;

5-21-2012 by Ord. No. 2012-158; 6-25-2015 by Ord. No. 2015-168; DATE by Ord. No. 2022-###]

The Director of Public Works shall, in addition to the duties prescribed by law and the Charter, have charge of the collection and disposal of ashes and other household rubbish, including garbage, under proper regulations approved by the Mayor and City Council.

A. The Director of Public Works shall maintain and publish a Waste and Recycling Services "Schedule of Fees" on the Department of Public Works website for Curbside Pickup Services, City Yard Drop-off Items, and Special City Yard Events.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

~~B.~~ For Solid Waste Collection, residents may use plastic or metal barrels or bags under 45 gallons and 45 pounds. No more than four (4) barrels or bags and one (1) bulky item per week will be picked up from each household.

Commented [SL1]: This is and has been current practice for a number of years, we are just stating the ordinance.

~~B.C.~~ The Director of Public Works shall, for a period beginning on or around April 15 and ending about December 15, collect at curbside, biweekly or monthly as defined in its annual collection calendar, all leaves and grass clippings, provided that such materials do not violate any regulation or rule authorized by this section. Leaves and grass clippings shall be placed at curbside for City pickup in plain brown paper bags or barrels, subject to such reasonable limits as may be set by the Director of Public Works. No loose materials will be collected. The Director of Public Works shall operate a drop-off yard waste collection program in conjunction with this subsection.

~~C.D.~~ There shall be a collection of large metal goods by the Public Works Department either once or twice a week at the Director's discretion and under the following regulations:

- (1) Metal goods include refrigerators, sinks, stoves, bathtubs, toilets, shower stalls, radiators, metal file cabinets, metal desks, dismantled play sets, metal pipes tied together in a bundle weighing not in excess of approximately 30 pounds and any other metal goods requiring special pickup.
- (2) Each metal goods item as defined in Subsection ~~D.C.~~(1) will be picked up at curbside for a fee, ~~of \$20~~ listed in the "Schedule of Fees" as "Metal Goods Item Pickup" and payable to the City of Melrose. The homeowner/resident wishing to dispose of such items will obtain a receipt from the Department of Public Works after payment is made for each item. Any item that has no sticker will not be picked up by the City or its agents.
- (3) The collection of these fees is to be in accordance with Chapter 56, Officers and Employees, § 56-21.
- (4) Moneys collected under this Subsection C shall be set aside in a special fund suggested by the Auditor.

~~D.E.~~ There shall be a collection of mattress(es) and/or box spring(s) made by a vendor at the discretion of the ~~Director~~ of Public Works. This collection shall be made pursuant to the following:-

- (1) Each mattress or box spring will be picked up curbside for a fee, as listed in the "Schedule of Fees" as "Mattress Pickup". This fee shall be paid to the City of Melrose in advance of any curbside pickup.
- (2) The collection of these fees is to be in accordance with Chapter 56, Officers and Employees, § 56-21.

~~E.F.~~ No person, except an authorized employee or agent of the Public Works Department, shall remove any article or material deposited or placed upon a street or sidewalk for the purpose of being collected by the Public Works Department.

~~F.G.~~ No dumpster may be placed on City streets without first obtaining written permission from the Director of Public Works or his ~~or her~~ designee.

~~G.H.~~ Trash tipping fee.

- (1) Residential. A “trash fee,” listed in the “Schedule of Fees” of \$200 per dwelling unit is hereby established effective July 1, 2005, on all residential structures of six units or fewer.
- (2) (Reserved)

§ 198-3

SOLID WASTE AND RECYCLING

§ 198-4

(3) Discount.

- (a) Effective January 1, 2016, any senior citizen (65 years or older) who owns and occupies a single-family home or condominium with an income of \$65,870 or less for a single person, \$75,280 or less for married couples, will be eligible for a 50% discount for this fee.
- (b) Effective January 1, 2016 hardship cases. Any citizen who owns and occupies a single-family home or condominium with an income of \$35,000 or less for a single person, \$40,000 or less for married couples, will be eligible for a 100% discount for this fee.
- (c) Proviso. Eligibility should be determined by using the adjusted gross income number found on the IRS 1040 form.

(4) (Reserved)

(5) Billing. The Collector shall issue bills quarterly.

(6) Exemption. Any person that can demonstrate an alternative lawful disposal method may apply for an exemption.

4.1. Billing period; place of placement; delinquent payments.

- (1) All bills for solid waste and recycling shall be made out and rendered by the Public Works Department to consumers quarterly, and all such bills shall be payable within 30 days at the office of the City Collector.
- (2) Bills not paid within 30 days shall be subject to the following:
 - (a) Demand charge of \$5.
 - (b) Interest penalty of 14% from the due date.
 - (c) Lien fee of \$10, to be applied only on those solid waste and recycling bills that become lien on real estate tax bills.

§ 198-4. Curbside recycling. [Added 1-22-1991 by Ord. No. 91-123; amended 8-15-1994 by Ord. No. 94-344; 2-20-2007 by Ord. No. 07-107B; DATE by Ord. No. 2022-###]

A. General provisions.

- (1) The City of Melrose will provide for the curbside collection of acceptable recyclable waste from residences with six units or fewer in accordance with the provisions of § 198-3 and this section.
- ~~(2) The City of Melrose will supply to each residence, as defined in Subsection A(1), a recycling container or containers to be used by the resident for placement of acceptable recyclable waste for curbside collection.~~

Commented [SL2]: The City does not supply containers, therefore, remove.

§ 198-4

MELROSE CODE

§ 198-4

(2) "Acceptable recyclable waste" is defined by the Director of Public Works, in accordance with Waste Disposal Bans established by the Massachusetts Department of Environmental Protection (MassDEP) and the guidelines of the Materials Recovery Facility (MRF) to which the recyclable waste is hauled, as follows:

- ~~(3) All clear unbroken glass. Containers, clear or colored, are acceptable. Ceramics, light bulbs, plate glass and drinking glasses, etc., are not acceptable.~~
- ~~(4) Clean steel, aluminum, tin, and bimetal cans. No aerosol containers, motor oil or paint cans will be accepted curbside.~~
- ~~(5) Clean newspapers/newsprint, office paper, paper bags, magazines, catalogs, phone books, junk mail, and shredded paper, bagged in brown paper bags, tied in bundles, or placed in a recycling bin separate from containers and secured.~~

~~Clean plastic containers, coded No. 1 through No. 7 on each piece. Plastic containers refer to solid containers such as margarine tubs or juice, water and milk jugs but not to items such as plastic bags and toys. Each item must have a clearly marked recycling code No. 1 through No. 7 on the bottom. Plastic containers for hazardous waste items such as motor oil or paint products shall not be accepted. Plastic items not marked with the proper recyclable code shall not be placed in the recycling container.~~

- ~~(a) To be considered acceptable recyclable waste, all glass, cans and plastic shall be emptied and rinsed.~~
- ~~(b) The City of Melrose is not limited to items in Subsection A(3)(a) through (e) as acceptable recyclable waste and may make changes from time to time.~~

B. Recycling containers; usage, placement, ~~and cost.~~

- (1) The recycling containers must be placed at curbside in accordance with the schedule to be announced by the Department of Public Works and will be collected by a contractor as agent for the City of Melrose. If material placed in the recycling container is not acceptable recyclable waste as defined in Subsection A it will be left in the recycling container, and the resident shall remove the unacceptable recyclable waste before placing the recycling container at curbside for the next collection.
- (2) Residents may use plastic or metal barrels/bins under 45 gallons and 45 pounds for their single stream recycling. Barrels/bins should be clearly labeled as recycling. The first recycling container/containers will be supplied free of charge to the residents and will remain the property of the City of Melrose.
- (3) Source separation of acceptable recyclable waste shall be performed by the residents according to the instructions given by the Department of Public Works.
- (4) Residents shall protect the recycling containers from misuse, loss or damage and return the containers to the Department of Public Works upon request.

Commented [SL3]: The City does not supply container.

Commented [SL4]: The City does not supply container.

§ 198-4

SOLID WASTE AND RECYCLING

§ 198-5

C. Authorized collection of acceptable recyclable waste. No person, except those individuals and companies authorized by the City of Melrose, shall collect or pick up or cause to be collected or picked up any acceptable recyclable waste which has been placed for collection pursuant to the provisions of this section. The individuals or companies so authorized shall supply the City of Melrose with receipts for collected accepted recyclable wastes, and all collections of accepted recyclable wastes shall take place according to the trash pickup schedule determined by the Department of Public Works but no earlier than 7:00 a.m. and no later than 6:00 p.m. of the same day, unless arranged in advance with the Director of Public Works to accommodate special circumstances.

C.D.

§ 198-5. Public dumping areas. [Amended 9-17-2007 by Ord. No. 07-107C¹; 5-21-2012 by Ord. No. 2012-158]

The City Engineer shall have charge of the maintenance and management of all places authorized by the Board of Health to be used as public dumps. The City Engineer shall have authority to regulate by suitable signs or by rules issued by him/her the use of such dumps by employees of the City, contractors and all other persons and to require compliance therewith. The City Engineer shall furnish copies of all rules made under authority of this section to the Chief of the Police Department, and it shall be the duty of the police officers to enforce such rules. Any person who violates any regulation or rule authorized by this section shall be punished by a fine of not more than \$300 for each violation and will be responsible for the cleaning of the area.

State law reference — Assignment by Board of Health of places for public and private dumps, MGL c. 111, § 150A.

1. Editor's Note: This ordinance also repealed former § 198-6, Unlawful deposits, added 6-19-1995 by Ord. No. 95-281.

§ 198-6

SOLID WASTE AND RECYCLING

§ 198-8

198:9

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

PROPOSED SOLID WASTE AND RECYCLING ORDINANCE CHANGES

Chapter 198, Article II
September 2021

I. PROPOSED ADOPTION OF A “SCHEDULE OF FEES”

Article II, §198-3, A:

- A. The Director of Public Works shall maintain and publish a Waste and Recycling Services “Schedule of Fees” on the Department of Public Works website for Curbside Pickup Services, City Yard Drop-off Items, and Special City Yard Events.

Remove specific fees from ordinance language, but reference “Schedule of Fees:”

Article II, §198-3, D(2) and H(1): Metal Goods and Trash Tipping Fee

Each metal goods item as defined in Subsection D(1) will be picked up at curbside for a fee, listed in the “Schedule of Fees” as “Metal Goods Item Pickup” and payable to the City of Melrose.

Residential. A “trash fee,” listed in the “Schedule of Fees” per dwelling unit is hereby established effective July 1, 2005, on all residential structures of six units or fewer.

II. MATTRESS RECYCLING

Article II, § 198-3, E:

There shall be a collection of mattress(es) and/or box spring(s) made by a vendor at the discretion of the Director of Public Works. This collection shall be made pursuant to the following:

- 1) Each mattress or box spring will be picked up curbside for a fee, as listed in the “Schedule of Fees” as “Mattress Pickup”. This fee shall be paid to the City of Melrose in advance of any curbside pickup.
- 2) The collection of these fees is to be in accordance with Chapter 56, Officers and Employees, § 56-21.

III. CONTAINERS FOR TRASH AND RECYCLING

We request the addition of Article II, §198-3, B:

For Solid Waste Collection, residents may use plastic or metal barrels or bags under 45 gallons and 45 pounds. No more than four (4) barrels or bags and one (1) bulky item per week will be picked up from each household.

And Article II, §198-4 B(2): Residents may use plastic or metal barrels/bins under 45 gallons and 45 pounds for their single stream recycling. Barrels/bins should be clearly labeled as recycling.

And recommend removal of language: Article II, §198-4, A(2), part of B(2) and all of B(4)

A(2) The City of Melrose will supply to each residence, as defined in Subsection A(1), a recycling container or containers to be used by the resident for placement of acceptable recyclable waste for curbside collection.

B(2) The first recycling container/containers will be supplied free of charge to the residents and will remain the property of the City of Melrose.

B(4) Residents shall protect the recycling containers from misuse, loss or damage and return the containers to the Department of Public Works upon request.

IV. “ACCEPTABLE RECYCLABLE WASTE”

Article II, §198-4, new A(2):

- A.(2) "Acceptable recyclable waste" is defined by the Director of Public Works, in accordance with Waste Disposal Bans established by the Massachusetts Department of Environmental Protection (MassDEP) and the guidelines of the Materials Recovery Facility (MRF) to which the recyclable waste is hauled.

Chapter 198
SOLID WASTE
AND
RECYCLING

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

ARTICLE II

Collection and Disposal

[Adopted as Rev. Ords. 1976, §§ 13-3, 13-6, 20-5 and 20-6 (Rev. Ords. 1989, §§ 8-1, 15-26 and 15-27)]

§ 198-2. Dumping; obstructing sidewalks; placement of refuse containers. [Amended 6-18-1984 by Ord. No. 785A; 6-18-1984 by Ord. No. 785B; 2-20-2007 by Ord. No. 07-107A]

- A. No person shall put or place, or cause to be put or placed, in any street, lane, alley or any other place, public or private, where it may be offensive or objectionable, any ashes, dirt or refuse, nor shall any piece of metal or wood or any plastic in any form or other material injurious to feet or to tires of vehicles or any other rubbish be put, placed or thrown into or on any street, lane, alley or public place. No person shall throw or place on any vacant land or in any brook or pool rubbish, limbs, brush, barrels, boxes, etc.
- B. No person shall place or cause to be placed on any sidewalk, footwalk or crosswalk any object whatsoever so as to interfere with the convenient use of the same by any person traveling thereon. This shall not apply to building materials so placed by permission of the City Engineer. [Amended 5-21-2012 by Ord. No. 2012-158]
- C. Refuse may not be left on sidewalks for collection except after 5:00 p.m. of the day before scheduled pickup. Refuse containers and receptacles shall be placed at the curb by 7:00 a.m. on the scheduled collection day and shall be removed from the sidewalk within 12 hours after refuse collection.
- D. The Public Health Department enforcing officers shall prosecute violations under the provisions of MGL c. 270, § 16 (disposal of rubbish, etc.). No property owner shall be prosecuted for violation until a written notice of warning is served. [Amended 8-21-2017 by Ord. No. 2018-4]

§ 198-3. Ashes and rubbish; yard waste; metal goods; mattresses; collection fees. [Amended 9-24-1990 by Ord. No. 91-10; 11-1-1990 by Ord. No. 91-33; 1-21-1992 by Ord. No. 92-119; 3-16-1992 by Ord. No. 92-241; 3-7-1994 by Ord. No. 94-176; 7-18-1994 by Ord. No. 94-343; 6-26-2002 by Ord. No. 02-367; 6-26-2002 by Ord. No. 02-368; 6-26-2003 by Ord. No. 03-292; 6-7-2004 by Ord. No. 04-264A; 6-7-2004 by Ord. No. 04-264B; 6-7-2004 by Ord. No. 04-264C; 6-21-2004 by Ord. No. 04-264D; 6-23-2005 by Ord. No. 05-243; 6-5-2006 by Ord. No. 06-172; 2-2-2009 by Ord. No. 09-109; 5-21-2012 by Ord. No. 2012-158; 6-25-2015 by Ord. No. 2015-168; DATE by Ord. No. 2022-###]

The Director of Public Works shall, in addition to the duties prescribed by law and the Charter, have charge of the collection and disposal of ashes and other household rubbish, including garbage, under proper regulations approved by the Mayor and City Council.

- A. The Director of Public Works shall maintain and publish a Waste and Recycling Services “Schedule of Fees” on the Department of Public Works website for curbside pickup services, City Yard drop-off items, and special City Yard events.
- B. For Solid Waste Collection, residents shall use plastic or metal barrels under 45 gallons

and 45 pounds. No more than four (4) barrels or bags and one (1) bulky item per week will be picked up from each household.

- C. The Director of Public Works shall, for a period beginning on or around April 15 and ending about December 15, collect at curbside, biweekly or monthly as defined in its annual collection calendar, all leaves and grass clippings, provided that such materials do not violate any regulation or rule authorized by this section. Leaves and grass clippings shall be placed at curbside for City pickup in plain brown paper bags or barrels, subject to such reasonable limits as may be set by the Director of Public Works. No loose materials will be collected. The Director of Public Works shall operate a drop-off yard waste collection program in conjunction with this subsection.
- D. There shall be a collection of large metal goods by the Public Works Department either once or twice a week at the Director's discretion and under the following regulations:
 - (1) Metal goods include refrigerators, sinks, stoves, bathtubs, toilets, shower stalls, radiators, metal file cabinets, metal desks, dismantled play sets, metal pipes tied together in a bundle weighing not in excess of approximately 30 pounds and any other metal goods requiring special pickup.
 - (2) Each metal goods item as defined in Subsection D(1) will be picked up at curbside for a fee, listed in the "Schedule of Fees" as "Metal Goods Item Pickup" and payable to the City of Melrose. The homeowner/resident wishing to dispose of such items will obtain a receipt from the Department of Public Works after payment is made for each item. Any item that has no sticker will not be picked up by the City or its agents.
 - (3) The collection of these fees is to be in accordance with Chapter 56, Officers and Employees, § 56-21.
 - (4) Moneys collected under this Subsection C shall be set aside in a special fund suggested by the Auditor.
- E. There shall be a collection of mattress(es) and/or box spring(s) made by a vendor at the discretion of the Director of Public Works. This collection shall be made pursuant to the following:
 - (1) Each mattress or box spring will be picked up curbside for a fee, as listed in the "Schedule of Fees" as "Mattress Pickup". This fee shall be paid to the City of Melrose in advance of any curbside pickup.
 - (2) The collection of these fees is to be in accordance with Chapter 56, Officers and Employees, § 56-21.
- F. No person, except an authorized employee or agent of the Public Works Department, shall remove any article or material deposited or placed upon a street or sidewalk for the purpose of being collected by the Public Works Department.
- G. No dumpster may be placed on City streets without first obtaining written permission from the Director of Public Works or their designee.
- H. Trash tipping fee.
 - (1) Residential. A "trash fee," listed in the "Schedule of Fees" per dwelling unit is hereby established effective July 1, 2005, on all residential structures of six units or fewer.

2) (Reserved)

§ 198-3

SOLID WASTE AND RECYCLING

§ 198-4

(3) Discount.

- (a) Effective January 1, 2016, any senior citizen (65 years or older) who owns and occupies a single-family home or condominium with an income of \$65,870 or less for a single person, \$75,280 or less for married couples, will be eligible for a 50% discount for this fee.
- (b) Effective January 1, 2016 hardship cases. Any citizen who owns and occupies a single-family home or condominium with an income of \$35,000 or less for a single person, \$40,000 or less for married couples, will be eligible for a 100% discount for this fee.
- (c) Proviso. Eligibility should be determined by using the adjusted gross income number found on the IRS 1040 form.

(4) (Reserved)

(5) Billing. The Collector shall issue bills quarterly.

(6) Exemption. Any person that can demonstrate an alternative lawful disposal method may apply for an exemption.

I. Billing period; place of placement; delinquent payments.

- (1) All bills for solid waste and recycling shall be made out and rendered by the Public Works Department to consumers quarterly, and all such bills shall be payable within 30 days at the office of the City Collector.
- (2) Bills not paid within 30 days shall be subject to the following:
 - (a) Demand charge of \$5.
 - (b) Interest penalty of 14% from the due date.
 - (c) Lien fee of \$10, to be applied only on those solid waste and recycling bills that become lien on real estate tax bills.

§ 198-4. Curbside recycling. [Added 1-22-1991 by Ord. No. 91-123; amended 8-15-1994 by Ord. No. 94-344; 2-20-2007 by Ord. No. 07-107B; DATE by Ord. No. 2022-####]

A. General provisions.

- (1) The City of Melrose will provide for the curbside collection of acceptable recyclable waste from residences with six units or fewer in accordance with the provisions of § 198-3 and this section.

§ 198-4

MELROSE CODE

§ 198-4

(2) "Acceptable recyclable waste" is defined by the Director of Public Works, in accordance with Waste Disposal Bans established by the Massachusetts Department of Environmental Protection (MassDEP) and the guidelines of the Materials Recovery Facility (MRF) to which the recyclable waste is hauled.

B. Recycling containers; usage, placement..

- (1) The recycling containers must be placed at curbside in accordance with the schedule to be announced by the Department of Public Works and will be collected by a contractor as agent for the City of Melrose. If material placed in the recycling container is not acceptable recyclable waste as defined in Subsection A it will be left in the recycling container, and the resident shall remove the unacceptable recyclable waste before placing the recycling container at curbside for the next collection.
- (2) Residents shall use plastic or metal barrels/bins under 45 gallons and 45 pounds for their single stream recycling. Barrels/bins should be clearly labeled as recycling.
- (3) Source separation of acceptable recyclable waste shall be performed by the residents according to the instructions given by the Department of Public Works.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

§ 198-4

SOLID WASTE AND RECYCLING

§ 198-5

- C. Authorized collection of acceptable recyclable waste. No person, except those individuals and companies authorized by the City of Melrose, shall collect or pick up or cause to be collected or picked up any acceptable recyclable waste which has been placed for collection pursuant to the provisions of this section. The individuals or companies so authorized shall supply the City of Melrose with receipts for collected accepted recyclable wastes, and all collections of accepted recyclable wastes shall take place according to the trash pickup schedule determined by the Department of Public Works but no earlier than 7:00 a.m. and no later than 6:00 p.m. of the same day, unless arranged in advance with the Director of Public Works to accommodate special circumstances.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

D.

§ 198-5. Public dumping areas. [Amended 9-17-2007 by Ord. No. 07-107C¹; 5-21-2012 by Ord. No. 2012-158]

The City Engineer shall have charge of the maintenance and management of all places authorized by the Board of Health to be used as public dumps. The City Engineer shall have authority to regulate by suitable signs or by rules issued by him/her the use of such dumps by employees of the City, contractors and all other persons and to require compliance therewith. The City Engineer shall furnish copies of all rules made under authority of this section to the Chief of the Police Department, and it shall be the duty of the police officers to enforce such rules. Any person who violates any regulation or rule authorized by this section shall be punished by a fine of not more than \$300 for each violation and will be responsible for the cleaning of the area.

State law reference — Assignment by Board of Health of places for public and private dumps, MGL c. 111, § 150A.

1. Editor's Note: This ordinance also repealed former § 198-6, Unlawful deposits, added 6-19-1995 by Ord. No. 95-281.

§ 198-6

SOLID WASTE AND RECYCLING

§ 198-8

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

198:9



CITY OF MELROSE

PUBLIC WORKS DEPARTMENT

ELENA PROAKIS ELLIS

Director, DPW

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4171

To: Mayor Paul Brodeur
From: Elena Proakis Ellis
Meeting Date: September 20, 2021
Subject: Amending Chapter 228 of the Revised Ordinances of the City of Melrose
Order #: ORDER-2022-21

All documents are now uploaded and I have changed my response to "approved."

Requesting review and approval of proposed amendments to the Revised Ordinances of the City of Melrose Chapter 228 Water, Sewer and Drains to accurately reflect current conditions and practices associated with the Department of Public Works. Attached to this order are the relevant documents for review and consideration.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	PASSED AS AMENDED [UNANIMOUS]
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



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 Paul Brodeur
Melrose City Council

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

cc: Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant Auditor
Shannon Phillips, City Solicitor
Vonnie Reis, City Engineer
James Troup, Assistant DPW Director – Administration & Finance

Date: September 13, 2021

Re: Water, Sewer, and Drains (Chapter 228) Ordinance Updates

The attached proposed updates to Chapter 228, Articles I through IV of the City of Melrose ordinances reflect changes to the existing ordinances to bring them in line with current practice and industry standards. Please note that Chapter 228, Article V – Stormwater was already approved in spring 2021 by the City Council.

The proposed ordinance changes achieve the following objectives:

- 1) Update terminology to current standards and entities, such as removing old references to the Metropolitan District Commission and replacing them with references to the Massachusetts Water Resources Authority.
- 2) Provide clear direction regarding the permitting processes for water and sewer utility upgrades.
- 3) Clarify the limits of ownership and maintenance responsibilities of utility service lines. Note that none of these responsibilities are proposed to change compared to the past ordinance language; the proposed language just provides added clarity.
- 4) Move references to rates and fees to a separate Schedule of Fees document, allowing City Staff to change items such as permit or inspection fees, water valve operation fees, etc., when deemed appropriate, without council action. Please note that all water and sewer rate setting will continue to require a vote of the Council per the wording of the proposed ordinance, consistent with current practice.
- 5) Update references to MassDEP and other state regulations that pertain to water and sewer systems, water quality, potable water system cross-connection control, sewer extension permits, betterments, etc. In many instances, the details of the referenced state regulations were eliminated from the ordinance language, to ensure that when state regulations are modified, the ordinance language remains current.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

*Ordinance Chapter 228 Updates – Water, Sewers, and Drains**September 13, 2021**Page 2*

- 6) Update definitions in each article to accurately reflect the topics and terminology within that article.
- 7) Remove misplaced references to drainage systems within Article IV – Sewers.
- 8) Eliminate items that are antiquated and do not reflect current practice or industry standards.
- 9) Remove language that specifies detailed system design requirements and replace with a reference to new City of Melrose Design and Construction Standards. These standards, which will specify items such as size, slope, and material of pipelines, materials and installation technical specifications, testing requirements, etc., will not require action of the Council, in order to provide flexibility to the Engineering Division to update such standards as industry practices change.

In general, the intent of the proposed updated language is to modernize our current ordinance language, while working within the framework and format of the prior ordinance. Working with City Engineer Vonnie Reis and Deputy City Engineer Jay Coy, we attempted to maintain as much of the prior format (in terms of subsection location and numbering) as possible, to simplify the references to past revisions. Only where information could not be logically kept in its original location was it moved to a different subsection.

The attached documents include a copy of the prior Chapter 228 ordinance pulled directly from the City website, Word document versions with tracked changes of Articles I through III (general provisions and water) and Article IV (sewer), and a version of the proposed Articles I through IV compiled with all changes accepted, to facilitate review of the proposed language. I would be happy to answer any questions you may have about the proposed ordinance language and look forward to speaking with you at or before the upcoming Legal and Legislative subcommittee meeting.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

Chapter 228

Water, Sewers, and Drains

[HISTORY: Adopted by the Board of Aldermen of the City of Melrose as Rev. Ords. 1976, §§ 20-46 to 20-65 (Rev. Ords. 1989, §§ 16-1 to 16-4 and 16-16 to 16-32, Rev. Ords. 2021,) Amendments noted where applicable.]

GENERAL REFERENCES

Assessments — See Ch. 9.

Sewage disposal — See Ch. 194.

Streets and sidewalks — See Ch. 202.

Article I

General Provisions

§ 228-1 Applicability, Effective Date, and Severability.
[Amended 6-26-1985 by Ord. No. 1108]

- A. Except as otherwise specifically ordered by the City Council, the provisions set out in this Chapter shall be applicable to every person who uses the City water and sewer services, receives benefits from the public drainage system, and is permitted for the installation and maintenance of private drainage systems. Every person who takes water and uses the sewers and drains in the City of Melrose shall comply with the regulations set forth herein.
- B. This Chapter shall take effect immediately upon passage, approval, and publication as provided by law.
- C. Prior water, sewer, and drainage ordinances of the City of Melrose or parts thereof in conflict with this Chapter are hereby repealed. Any provision of this Chapter that is found to be unenforceable in any court of the Commonwealth of Massachusetts shall not affect the validity of any other provision of this Chapter.

§ 228-2 Commitment of charges for collection.
[Amended 6-17-1985 by Ord. No. 1046]

All charges for water and sewer service shall be committed forthwith by the Department of Public Works (DPW) to the City Collector for collection, and, whenever charges are so committed, such Department shall file with the City Auditor a report, in writing, of the total amount of the charges in each such commitment. The Department shall forthwith give notice, in writing, to the City Auditor of every correction in and abatement of a charge for water and sewer services.

§ 228-3 Billing period; place of payment; delinquent payments.
[Amended 6-17-1985 by Ord. No. 1045; 7-21-1986 by Ord. No. 1417; 7-28-1986 by Ord. No. 1455; 12-19-1988 by Ord. No. 2217; 10-19-1992 by Ord. No. 93-50]

- A. All bills for water and sewer shall be made out and rendered by the DPW to consumers quarterly or monthly, at the choice of the customer. All quarterly bills shall be payable within 30 days and monthly bills within 21 days at the office of the City Collector.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

B. Bills not paid within the specified timeframes shall be subject to the following:

- (1) Demand charge of \$5.
 - (2) Interest penalty of 14% from the due date.
 - (3) Lien fee of \$10, to be applied only on those water and sewer bills that become lien on real estate tax bills.
- C. Abatement Procedure: A one-time water and/or sewer abatement will be considered during any ten-year period for any given customer address, upon filing of an abatement application meeting all requirements of the DPW for such request. Applications must be submitted within 45 days of the issuance date of the bill in dispute. No leak adjustments will be granted if the property has an active water leak or a known leak has not been repaired. In the event that the owner cannot determine the source or cause of unexplained high consumption, data logs will be gathered from the meter to show when water was being used. Abatement applications will only be accepted for accounts that are current, in good standing, and have a working radio meter installed. No more than two consecutive bills are eligible for an adjustment.

Article II Water

§ 228-4 Definitions

As used in this article and in Article III, the following terms shall have the meanings indicated:

APPLICANT

A person, persons or corporation who applies for an account, a service connection, or the installation of other infrastructure for water, sewer, or drainage.

ANSI

The American National Standards Institute, Inc.

AWWA

The American Water Works Association

APPROVED

Accepted by the City of Melrose Department of Public Works (DPW) as meeting an applicable specification stated or cited in this regulation or as suitable for the proposed use.

BACKFLOW

The flow of water or other liquids, mixtures or substances under pressure into the distributing pipes of a potable public water supply system from any source or sources other than the intended source.

BACKFLOW PREVENTER

A device or means designed to prevent backflow or backsiphonage. Allowable backflow devices in the Commonwealth of Massachusetts are defined in 310 CMR 22.22.

BACKSIPHONAGE

The flow of water or other liquids, mixtures or substances into the distributing pipes of a potable public water supply system from any source other than its intended source caused by the sudden reduction of

pressure in the potable public water supply system.

CERTIFICATION EXAMINATION

An examination approved by the Commonwealth of Massachusetts for the purpose of testing competency in all areas of cross-connection control and backflow prevention device testing.

CERTIFIED BACKFLOW PREVENTION DEVICE TESTER

An individual who holds a valid Massachusetts backflow prevention device tester's certificate issued by the Commonwealth.

CITY

The City of Melrose.

CITY ENGINEER

The City Engineer of the Melrose Department of Public Works or their designee.

COMMONWEALTH

The Commonwealth of Massachusetts.

CONTAMINANT

A physical, chemical, biological or radiological substance or matter in water.

CROSS-CONNECTION

Any actual or potential connection between a distribution pipe of potable water from a public water system and any pipe of nonpotable water.

CUSTOMER

The person or party responsible for a water and/or sewer account.

DIRECTOR

The Director of the Melrose Department of Public Works or their designee.

DPW (a.k.a. DEPARTMENT)

The City of Melrose Department of Public Works.

INSPECTION

The physical examination and testing of an installed backflow prevention device to verify that the backflow prevention device is functioning properly.

INSPECTION AND MAINTENANCE REPORT FORM

A report form, designated by the Commonwealth of Massachusetts, which is to be used by certified testers to record all pertinent testing information.

IRRIGATION SYSTEM

Any equipment that conveys water for irrigation purposes and that is permanently connected to the public water supply.

MASSDEP

The Massachusetts Department of Environmental Protection, which is the regulatory agency for the Federal Safe Drinking Water Act.

METER

A device installed for the measurement of water quantities to be used as a basis for determining charges for water and sewer service.

METER PIT

An underground chamber along a service line, suitable for installation of a water meter and for protecting the meter from the effects of weather.

OWNER

Any person maintaining a cross-connection installation or owning premises on which cross-connections can or do exist.

SCHEDULE OF FEES

The City of Melrose Water, Sewer, and Drainage Schedule of Fees, which includes all charges for water and sewer use, permits, application fees, and all other rates or fees associated with the City of Melrose water, sewer, and drainage systems. This Schedule of Fees shall be revised periodically as appropriate. All water and sewer volumetric rates and base fees as listed in the Schedule of Fees shall be approved in advance by the City Council.

WATER MAIN

The City of Melrose water supply pipe laid in the right of way or easement from which potable water service connections are made.

WATER, NONPOTABLE

Water which is not safe for human consumption or which is of questionable potability, including private wells.

WATER, POTABLE

Water from a public source which has been approved by the Massachusetts Department of Environmental Protection and the United States Environmental Protection Agency for human consumption.

WATER SERVICE CONNECTION

All the lines and materials from the water main to the customer's water system and is equivalent to 'water service'.

§ 228-5 Right of entry.**[Amended 5-21-2012 by Ord. No. 2012-158]**

The owners or occupants of any premises served by the City of Melrose water system shall, upon presentation by Department personnel of their credentials, authorize entry to their premises during normal business hours, as provided for under the Massachusetts General Laws Chapter 165, Section 11D, for the purpose of inspecting and surveying their water system for new installations or cross connections, or to remove, repair or replace any water meter, or to conduct water quality sampling and testing. When such access is refused, the water shall be shut off after proper notice has been provided until such access has been allowed and fees have been paid for shutting off and turning on the water.

Duly authorized employees of the Department, bearing proper credentials and identification, shall be permitted to enter all private properties through which the City holds an easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the water works lying within said easement. All entry and subsequent work, if any, on said easement shall be done in full accordance with the terms of the easement pertaining to the private property involved.

State law reference — Authority of municipalities to make regulations relative to pipes through which water is supplied, MGL c. 40, § 21, cl. (7).

§ 228-6 Laying of service pipes.
[Amended 5-21-2012 by Ord. No. 2012-158]

- A. Except as otherwise provided by the rules and regulations of the Planning Board governing the subdivision of land, water service pipes will be replaced from the main to the line of the street without charge and from the line of the street to the building at the expense of the applicant, provided that the whole or part of the work from the street line to the building may be done by the property owner or his/her agent, subject to the approval of the City Engineer, if the property owner so elects. All new water service pipes and appurtenances associated with new construction or redevelopment shall be paid for and installed by the private property owner and their agents, following approval by the City Engineer. No work shall be performed on any component of the water system, including both public and private water mains and/or services connected to the City's water system, without a written permit application and approval from the DPW Engineering Division. All pipes and appurtenances shall conform to the Department's standards as described in the City of Melrose Design and Construction Standards.
- B. Approval of applications shall be valid for six months. If applicants do not make a service connection within six months of the date of approval, then the approval shall be revoked, unless extended in writing by the City Engineer.
- C. The approval of an application for a water service account will be contingent upon the existence of a water main in the public or private way in front of the property to be served, unless otherwise allowed by the City Engineer. Furthermore, the pressure and carrying capacity of the water main must be sufficient to serve the applicant without adversely affecting the service to existing users.
- D. The main must be extended (including necessary hydrants and appurtenances) to the furthest limit of the property to be served by water unless otherwise approved by the City Engineer. A waiver can be obtained if hardship is demonstrated at the discretion of the City Engineer. The applicant shall pay for the cost of permits, installation, and inspection in accordance with the Schedule of Fees.
- E. An applicant requesting extension of water mains in a private right of way must comply with the City of Melrose Design and Construction Standards, and must convey to the Division any easements necessary to maintain the pipe and appurtenances, along with ownership of the main itself when applicable.
- F. That portion of a service connection installed within a public way and terminating at a shut off shall be considered the property of the City upon its construction and acceptance unless otherwise specified by the City Engineer. The Department shall be responsible for its maintenance unless otherwise specified by the City Engineer. That portion of a service connection not lying within the public way shall remain the property of the customer, who shall be responsible for its maintenance.
- G. If a property is subdivided, then each of the resulting properties must have its own service connection. This may require replacing an existing service connection with a main.
- H. In case of a leak in the customer's service connection or water system, such leak must be repaired as soon as possible upon discovery by the customer or upon report to the customer by the Department, as a condition of continued service. The customer may be billed for the estimated water use if repairs are not made within two weeks. The City also reserves the right to make repairs to private service lines and bill the customer for the expense if repairs are not made, when the City deems the level of water loss to be unacceptable, regardless of the length of time that has passed since the leak was discovered.

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- I. Any contractor performing work on utilities connected to the City of Melrose's water system must provide all bonds and insurance required by the DPW Engineering Division permitting process.

§ 228-7 Size and material of service pipes and meters.
[Amended 5-21-2012 by Ord. No. 2012-158]

No water service pipe less than one inch will be laid or allowed, except upon special consent of the City Engineer. Allowable residential meter sizes are 5/8, 3/4, or 1-inch, unless otherwise approved by the City Engineer. For a water service or meter larger than one inch, the Owner will be responsible for the cost. All pipe laid on private property shall be of such material and size as may be approved by the City Engineer and in accordance with the applicable Water and Sewer Design and Construction Standards.

§ 228-8 Separate service pipes required; protection and maintenance.
[Amended 5-21-2012 by Ord. No. 2012-158]

No two buildings shall be supplied with domestic water through the same service pipe. The service pipe from the street line to the building must include a stop and waste cock, properly located inside the building. The building owner must keep the service pipe, stop and waste cock, and all fixtures connected therewith on their premises in good repair and protected from frost, and they will be held liable for all damage which may result from a failure to do so. Fire service, where required, shall be provided using a separate pipe from the water main.

§ 228-9 Additional service pipes.

Any person desiring or requiring more than one water service pipe for any one building will be required to pay the entire cost of such pipe. Furthermore, the City may require new development projects to assume all costs associated with new or re-laid water services.

§ 228-10 Laying mains in public and private ways; assessments.
[Amended 5-21-2012 by Ord. No. 2012-158]

- A. Applications for the original laying of pipes in public and private ways for the conveyance and distribution of water shall be made, in writing, to the City Engineer in the form of an application for utility installation and shall include all plans and other documentation required by the City Engineer. Such work shall be performed entirely at the expense of the applicant, in accordance with all DPW design and construction standards in place at the time the application is made.
- B. Cases may arise where the City chooses, at the City's option, to lay a new water main and services where one did not previously exist. At the discretion of the City Engineer, a procedure may be used to assess betterments to the bettered properties in accordance with MGL Chapter 40, section 42K.
- C. This section shall not apply to the laying of water pipes for which provision is otherwise made by the rules and regulations of the Planning Board governing the subdivision of land.

§ 228-11 Laying mains in private property.

In the event the City determines that it is necessary to install a water main on private property, a permanent water easement shall be sought.

§ 228-12 Turning on and shutting off water; charges.
[Amended 1-21-1992 by Ord. No. 91-264A]

- A. No person except the Department's licensed primary water distribution system operator, or those authorized by them, shall at any time turn on or let on water to any house or building or in any way

interfere with any gate valve, fire hydrant or standpipe. **[Amended 5-21-2012 by Ord. No. 2012-158]**

- B. Charges for turning water on or off, testing meters, and conducting other activities related to the provision of water by the City are defined in the Schedule of Fees.
- C. Any person who turns City water service on or off without permission from the DPW Operations Manager or the primary distribution system operator may be subject to fines as described in the Schedule of Fees.

§ 228-13 **Water to be Supplied to Customers**

- A. No customers shall operate apparatus on their water lines, water meter or elsewhere on their premises that will adversely affect the operating conditions of the City's water system or its equipment or ability to serve other customers.
- B. Customers are responsible for notifying the Department if a building becomes vacant and requesting that the water service be shut off.
- C. Variations in water pressure will not be considered a violation of this ordinance when they arise from unusual or extraordinary conditions, or arise from the operation of the customer's own fixtures or appliances. It is the customer's responsibility to install suitable equipment to protect private piping, equipment and property from variations in water pressure.
- D. The Department reserves the right to interrupt service temporarily in order to perform maintenance or repairs on the water system. Whenever possible, the Department will notify customers of scheduled interruptions. However, in case of an emergency, the Department reserves the right to interrupt service without first giving notice of such action if, in its opinion, it is necessary to do so in order to facilitate the making of repairs or alterations, or other necessary purposes. In such cases, no person shall be entitled to receive damages or refunds of payments because of any such interruption or any consequent conditions.
- E. A customer shall not be permitted to supply another property with water, except in emergencies, and then only with the permission of the Department.
- F. No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is a part of the water system. Any person violating this provision shall be subject to appropriate criminal proceedings.

§ 228-14 **Water meters.**

- A. No person except the DPW Operations staff will be allowed to set, take off or repair water meters owned by the City. **[Amended 8-21-2017 by Ord. No. 2018-4]**
- B. All water meters under 1-inch in size will be furnished, placed and maintained by the City. Any premises requiring a meter over 1-inch is the owner's responsibility to purchase, install, and maintain. Any damage to any meter done or caused by the carelessness or neglect of the owner or occupant will be charged to their next bill. Non-payment will result in fees consistent with non-payment of water bills.
- C. Effective October 1, 2017, a manual read fee as specified in the Schedule of Fees shall be charged to any account that cannot be remotely read by the City of Melrose. **[Added 6-19-2017 by Ord. No. 2017-148]**

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- D. A tampering fee shall be assessed to any customer, contractor, or other individual or company who deliberately and knowingly tampers with a water meter in order to change the meter reading, the value of which is specified in the Schedule of Fees. Assessment of this fee does not preclude the City or other from imposing any applicable criminal or other charge.
- E. Installation and repair of meter pits must be approved by the City Engineer and shall be done at the customer's expense. Meter pits may be required at the discretion of the City Engineer.
- F. All meters installed must meet the City of Melrose standards for both the metering and communications devices.
- G. It shall be the responsibility of every customer to ensure that meters on service connections are readily accessible to Division personnel, regardless of where the meters are located.
- H. If a customer requests that a device be installed to transfer meter registration information off the premises for the customer's convenience, it shall require the approval of the City Engineer and shall be installed at the customer's expense. The Division maintains the right of access to the premises in order to verify the consistency of the meter registration with the remote registration. The meter having actual contact with water shall serve as the primary measuring device and shall govern all billing and billing adjustments.
- I. The Division has the right to replace and repair meters or test meters in order to verify or insure their accuracy. The cost of periodically testing and replacing all meters larger than one-inch in size shall be the responsibility of the customer.
- J. For meters over one-inch in size, if the customer is unable to provide an opportunity to change, repair or test the meter during normal working hours, it is the responsibility of the customer to provide an acceptable bypass of the meter in order to accomplish replacement, make repairs or conduct in-place testing. All bypasses shall be metered unless the Department waives this requirement.
- K. Customers may request to have the meter which is currently in place and being used for billing by the City tested for accuracy. All meters will be tested for accuracy in accordance with industry standards for the type of meter in use as published by the American Water Works Association. A written report of the meter accuracy test will be provided to the customer and a one-time charge will be assessed according to the current Schedule of Fees. If the meter is found to be over registering, then the Division will assume the full amount of the charge for testing the meter, and the water user fees based on readings from the meter shall be adjusted in accordance with the result of the test.
- L. The property owner is responsible for all costs and fees associated with the purchase and installation of a secondary water meter for outdoor water use. All plumbing work and meter installations must be done by a licensed plumber with all applicable permits obtained. Plumbing must effectively isolate all exterior uses from interior uses, and all exterior water uses must have no connection to the sanitary sewer. Second water meters for lawn sprinklers shall be installed after of the primary water meter and so that they measure only exterior water use. Plumbing to exterior uses must be properly isolated by use of both ball valves and a proper backflow prevention device. Both the primary and secondary water meters must be consistent with all current standards of the DPW.

§ 228-15 **Rates set by Mayor and Council; Water Rate Review Committee.**

[Amended 5-15-1978 by Ord. No. 19837; 6-5-1978 by Ord. No. 19917; 7-17-1978 by Ord. No. 19837A; 9-6-1989 by Ord. No. 90-2; 10-15-1990 by Ord. No. 90-278; 9-9-1991 by Ord. No. 92-22; 1-6-1992 by Ord. No. 92-137; 1-21-1992 by Ord. No. 92-166; 6-6-1994 by Ord. No. 94-221; 7-18-1994 by Ord. No. 94-221A; 6-17-1996 by Ord. No. 96-335; 6-27-2001 by Ord. No. 01-323; 6-26-2002 by Ord. No. 02-358; 12-16-2002 by Ord. No. 02-060A; 6-26-2003 by Ord. No. 03-290; 6-21-2004 by Ord. No. 04-268; 6-30-2005 by Ord. No. 05-248; 6-26-2006 by Ord. No. 06-248; 7-17-2006 by Ord. No. 06-248A; 7-16-2007 by Ord. No. 07-179; 5-19-2008 by Ord. No. 08-225; 10-20-2008 by Ord. No. 08-269; 6-15-2009 by Ord. No. 09-202; 5-17-2010 by Ord. No. 10-160; 6-20-2011 by Ord. No. 11-170; 5-21-2012 by Ord. No. 2012-158; 6-18-2012 by Ord. No. 2012-189; 8-20-2012 by Ord. No. 2013-4; 3-4-2013 by Ord. No. 2013-118; 6-27-2013 by Ord. No. 2013-204; 5-19-2014 by Ord. No. 2014-117; 6-15-2015 by Ord. No. 2015-143; 6-16-2016 by Ord. No. 2016-163; 5-15-2017 by Ord. No. 2017-136; 6-19-2017 by Ord. No. 2017-146]

- A. Except as provided by § 228-16, all bills for water furnished by the City shall be rendered at intervals of three months (quarterly) or one month (monthly) at rates established by the Mayor and City Council.
- (1) Tiered water rates per 100 cubic feet, following approval, shall be documented in the Schedule of Fees. **[Amended 6-18-2018 by Order No. 2018-178]**
 - (2) The water rate shall be applied to all properties in the City of Melrose classified under Commonwealth of Massachusetts Department of Revenue (DOR) Property Classification Code of April 2019, or latest version, as commercial, industrial, or residential. Properties owned and operated by the City of Melrose shall not receive a water bill unless otherwise determined by the City Auditor. Water at said properties will still be metered for the purpose of accounting for water use and promoting conservation.
 - (3) Owners of property are responsible for payment of all fees for water service. The Department shall not bill tenants or contractors, although they may receive a copy of bills upon request. Customers shall be charged fees and held responsible for service until the Department is notified in writing that they no longer desire to use the public water supply. The Department is not responsible for leaks on the customer's property. Water passing through a meter shall be considered used by the customer.
 - (4) A minimum charge shall be assessed for water service from the date the water is turned on, regardless of the amount of water used, according to the current Schedule of Rates. The City reserves the right to charge base fees when the water is turned off.
 - (5) If a meter fails to work, the customer shall be charged a user fee based on the average daily consumption of water as shown by the meter when it was working, for the corresponding billing period of the preceding year. If this methodology is not feasible, a different method of estimating water usage deemed appropriate to the Department shall be used.
- B. There is hereby created a Water and Sewer Rate Review Committee, to consist of the Director of Public Works, City Engineer, Auditor, Treasurer-Collector, a member of the City Council appointed by the President of the City Council, and two citizens of Melrose appointed by the President of the City Council. The Committee shall meet at least quarterly to review the water rate charges established pursuant to this section, the costs of operating and maintaining the water system, and any capital improvements to the system. The Committee shall hold at least one meeting per year after 7:00 p.m. It shall report its findings and any recommendations to the City Council in conjunction with submission of the annual operating budget. **[Amended 10-2-2017 by Ord. No. 2018-23]**

State law reference — Law of commonwealth making water rates a lien on real estate, MGL c. 40, §§ 42A to 42F.

§ 228-16 Water used for building purposes.

[Amended 6-17-1985 by Ord. No. 1047; 12-16-2002 by Ord. No. 02-060A]

- A. The following rates shall be charged for water used for building purposes except as provided in s. 228 16.B:
- (1) The minimum charge for construction of new buildings shall be the same as three months' minimum charges (base fees).
 - (2) For extraordinary additions or repairs, the rate shall be assessed by the City Engineer. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- B. The City Engineer shall have the right to require the applicant to pay by meter instead of the foregoing schedule for building purposes. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- C. The fees for water for building purposes which are to be paid in advance include the charge for turning on and shutting off water; no allowance will be made if water is obtained from other premises. A refundable deposit may also be assessed. Charges for metered use during construction shall be assessed on a schedule as determined by the Department.
- D. Water used for demolition and construction shall be in accordance with Department policies governing such uses.

§ 228-17 Application for use of water or other work; emergencies.

- A. Applications for the use of water for service pipes, for thawing frozen pipes, or for any other work to be done or materials to be furnished in connection with the supplying of water to any premises shall be made to the City Engineering Division.
- B. In cases of extreme emergency, of which the City Engineer shall be the judge, such application shall not be required, provided that as soon as may be after the furnishing of such water or materials or the completion of such work, the City Engineer shall render a bill therefor, in an amount representing the actual cost to the City, to the owner of the premises. Such bill shall be payable on presentation. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- C. In no case shall water be turned on for specific purposes until all charges are paid or, for fractional parts of the year, until the proportional part of the minimum charge is paid up to the first day of January next following. Fractional parts of a month shall be considered a full month, and the three month base fee shall be the minimum amount charged.

§ 228-18 Minimum charges in case of vacancy.

[Amended 12-16-2002 by Ord. No. 02-060A; 5-21-2012 by Ord. No. 2012-158]

In case of vacancy, base fees may be suspended at the discretion of the Department. No suspension of fees shall be allowed or made unless notice of vacancy is given, in writing, at the office of the City Engineer and the fee paid for shutting off the water, which sum shall include the expense of turning on again. No premises will be considered vacant unless such notice is given in writing and water so shut off.

§ 228-19 Opening or interfering with fire hydrants.
[Amended 5-21-2012 by Ord. No. 2012-158]

No person except the City's primary water distribution system operator or those authorized by them, and the officers of the Fire Department in case of a fire, shall open or otherwise interfere with any fire hydrant, tie or fasten a horse or any other animal to any fire hydrant, or place any obstruction in the way of its free use by the firefighters.

Written approval of the DPW Director or their designee is required in order to use a hydrant as a temporary source of water. Charges for such temporary use shall be assessed in accordance with the Schedule of Fees.

Fire hydrants and water mains on private property may be inspected periodically by the City. Any repairs necessary for proper operation of hydrants or the proper functioning of water mains on private property shall be the responsibility of the property owner. Such repairs shall be completed within 30 days after due notice has been given in writing to the owner by the Department.

No water shall be taken or used through private fire systems for testing unless the DPW issues written permission. Such test must be conducted in the presence of a representative of the Department.

§ 228-20 Elderly discount.
[Added 4-3-1989 by Ord. No. 2324; amended 5-6-1996 by Ord. No. 96-237]

- A. A twenty-percent discount on water bills shall be given upon application to the office of the City Engineer in accordance with the following procedure: **[Amended 5-21-2012 by Ord. No. 2012-158]**
- (1) The applicant must have reached or already been over age 65 in the calendar year prior to that in which they are making application for discount. In the case of joint home ownership, either spouse/owner must have reached age 65 by the prior year.
 - (2) The applicant must be the owner of record of the property for which the discount is requested, their name must appear on the water bill for that property, and they must have lived at the subject property for a minimum of one year.
 - (3) The yearly consumption of water by the applicant's household shall not exceed 6,250 cubic feet.
[Amended 6-16-2016 by Ord. No. 2016-166]
 - (4) The discount shall only apply to owners of one-family or two-family homes who are able to demonstrate their primary residence in said single- or two-family home. **[Amended 6-16-2016 by Ord. No. 2016-166]**
 - (5) Otherwise eligible condominium owners will be entitled to a discount which shall be equal to the average single-family discount provided for in this section for the immediately preceding fiscal year.
[Added 6-16-2016 by Ord. No. 2016-166]
- B. Applicants who have not reached 65 will also qualify for discount if:
- (1) They are in conformity with the other provisions of this section.
 - (2) Their yearly gross income does not exceed \$15,000 for a single person and \$23,000 if filing jointly.
- C. Administration of the discount program set forth in Subsections **A** and **B** above shall be in accordance

with reasonable policies established by the Director, or their designee, and shall be in strict compliance with this section. **[Added 6-16-2016 by Ord. No. 2016-166]**

Article III Backflow and Cross-Connections

[Added 6-2-1997 by Ord. No. 97-323]

§ 228-21 Authority.

In accordance with the Safe Drinking Water Act of 1974 and the Commonwealth of Massachusetts regulations 310 CMR 22.22 of the Massachusetts Drinking Water Supply Regulations, the water purveyor has the primary responsibility for preventing water from unapproved sources, or any other substances, from entering the public potable water supply system.

§ 228-22 Purpose.

The purpose of this article is:

- A. To protect the public potable water supply served by the City of Melrose Water Division from the possibility of contamination or pollution by isolating within its customers' internal distribution system(s) such contaminants or pollutants which could backflow or backsiphon into the public water supply system.
- B. To promote the elimination or control of existing cross-connections, actual or potential, between its customers' in-house/in-plant potable water system(s) and nonpotable systems.
- C. To provide for the maintenance of a continuing program of cross-connection control which will systematically and effectively prevent the contamination or pollution of all public potable water systems by cross-connection.
- D. Backflow prevention shall be required at facilities identified in 310 CMR 22.22 (8) and all work shall comply with the State Plumbing code 248 CMR 10.00.

§ 228-23 Responsibility of Water Division and customers.

The City of Melrose DPW Water Division shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow or backsiphonage of contaminants or pollutants. If, as a result of a survey of any premises, the Department determines that an approved backflow prevention device is required at the City's water service connection to any customer's premises for the safety of the public water supply system, the Department or its designated agent shall give notice in writing to said customer to install such an approved backflow prevention device at each service connection to their premises. The customer shall, within 60 days, install such approved device or devices at their own expense. Failure, refusal or inability on the part of the customer to install said device or devices within 60 days may result in a fine, as described in the Schedule of Fees, or the turning off of water to the property.

§ 228-24 Definitions.

[Amended 4-7-2008 by Ord. No. 08-129]

[Amended 8-21-2017 by Ord. No. 2018-4]

§ 228-25 Requirements.

- A. Water Division.

- (1) On new installations, the DPW Water Division or its designated Certified Backflow Prevention Device

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Tester will provide on-site evaluation and/or inspection of plans in order to determine the type of backflow preventer, if any, that will be required and will notify the owner of plan approval requirements by the appropriate reviewing authority. It is the responsibility of the owner to initiate and complete this process prior to building occupancy.

- (2) For premises existing prior to the start of this program, the DPW Water Division will perform surveys of the premises and reviews of as-built plans and issue a cross-connection violation form to the owner detailing any corrective action required, the method of achieving the correction and the time allowed for the correction to be made. The time period allowed shall depend upon the nature of the potential cross connection.
- (3) The Department will not allow any cross-connection to remain unless it is protected by an approved backflow preventer for which a permit has been issued and which will be regularly tested to ensure satisfactory operation.
- (4) If the Department determines at any time that a serious threat to the public health exists, the water service will be terminated immediately.

B. Owner responsibility.

- (1) The owner shall be responsible for the elimination or protection of all cross-connections on their premises.
- (2) The owner shall be responsible for applying for and obtaining all necessary approvals and permits for the maintenance of cross-connections and installation of backflow prevention devices and applying annually for the renewal of each permit.
- (3) The owner shall have any device that fails an inspection or test repaired immediately by a licensed plumber.
- (4) The owner shall inform the Department of any proposed or modified cross-connection and also of any existing cross-connections of which the owner is aware but which have not been found by the DPW.
- (5) No owner or private contractor shall install bypass around any backflow preventer unless there is a backflow preventer of the same type on the bypass. Owners who cannot shut down operation for testing of the device(s) must supply additional devices necessary to allow testing to take place.
- (6) The owner shall install backflow preventers in a manner approved by the Commonwealth of Massachusetts per 310 CMR 22.22 and by the Melrose DPW. The type of backflow preventers installed shall be as prescribed by 310 CMR 22.22 for the applicable use.
- (8) The owner shall be responsible for the payment of all fees for permits, device testings, and retestings in the case that the device fails to operate correctly and second reinspections for noncompliance with state or local requirements.
- (9) Any existing backflow preventer shall be allowed by the Department to continue in service unless the degree of hazard is such as to exceed the effectiveness of the present backflow preventer or result in an unreasonable risk to the public health. Where a change in use increases the degree of hazard, any existing backflow preventer must be upgraded.

C. Testing.

- (1) All approved backflow prevention devices shall be tested in accordance with applicable state and federal laws pertaining to cross-connection control in potable water systems, including 310 CMR 22.22.
- (2) This item intentionally blank.
- (3) Any backflow preventer which fails during a periodic test must be repaired or replaced immediately by a licensed plumber. When repairs are necessary, upon completion of the repair, the device will be retested at the owner's expense to ensure proper operation. High hazard situations will not be allowed to continue unprotected if the backflow preventer fails the test and cannot be repaired immediately. In other situations, a compliance date in accordance with state regulations will be established. The owner is responsible for spare parts, repair tools or a replacement device.
- (4) Parallel installation of two devices by the owner is allowed and encouraged to ensure uninterrupted water service during testing or repair of devices.

§ 228-26 Enforcement; violations and penalties.

- A. Right of entry. All owners or operators of commercial, industrial or institutional premises served by a public water supply system shall authorize agents and employees of the City of Melrose DPW and/or the Massachusetts Department of Environmental Protection, upon presentation of their credentials, to enter their premises without a warrant for the purpose of inspecting and surveying their water systems for cross-connections and assuring compliance with these regulations, whether or not evidence exists that their water system is in violation of an applicable legal requirement.
- B. The DPW shall not allow a cross-connection to exist with the public water system unless it is considered necessary and all appropriate approvals and permits have been issued.
- C. Failure of the owner to comply with any applicable section of this article will constitute a violation of 310 CMR 22.22 and will be subject to termination of water service by the City of Melrose DPW Water Division.
- D. Fine. Whoever maintains a cross-connection without a permit or after revocation of the permit to maintain such connection and whoever maintains a cross-connection without installing the appropriate backflow prevention device required by these regulations and by the reviewing authority shall be punished by a fine as determined in 310 CMR 22.22(16) and as listed in the Schedule of Fees.

§ 228-27 Procedure policy.

The procedure for backflow prevention should comply with the latest version of AWWA Manual M14, Backflow Prevention and Cross Connection Control. Where any inconsistency exists with 310 CMR 22.22, the laws of the Commonwealth shall govern.

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Article IV Sewer Use

[Added 5-4-1981 by Ord. No. 20841, App. B (Rev. Ords. 1989, §§ 16-51 to 16-70, 16-81 to 16-86, 16-91 to 16-99, 16-111 to 16-117 and 16-131 to 16-145)]

§ 228-28 **Purpose.**

The purpose of this article is to regulate the use of public and private sewers, the installation and connection of sewer services, and the discharge of waters and wastes in the public sewer system in the City.

§ 228-29 **Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ACT

The Clean Water Act of 1977, Public Law 95-217, as amended from time to time.

APPROVED

Accepted by the City of Melrose Department of Public Works (DPW) as meeting an applicable specification stated or cited in this regulation or as suitable for the proposed use.

BOD or BIOCHEMICAL OXYGEN DEMAND

The quantity of oxygen utilized in five days at 20° C., expressed in milligrams per liter, in the biochemical oxidation of wastewater as determined by a procedure described in Standard Methods.

CITY

The City of Melrose.

CITY ENGINEER

The City Engineer of the Melrose Department of Public Works or their designee.

[Amended 5-21-2012 by Ord. No. 2012-158]

COOLING WATER

The clean wastewater from air conditioning, industrial cooling, condensing, and similar apparatus and from hydraulically powered equipment. In general, cooling water will include only water that is sufficiently clean and unpolluted to be discharged, without treatment or purification, into any natural area without offense.

COMMONWEALTH

The Commonwealth of Massachusetts.

COMPATIBLE POLLUTANT

A substance that is amenable to removal in substantial amounts by the wastewater treatment plant. Compatible pollutants include, but are not limited to, coliform bacteria, suspended solids and those that exert BOD.

CONNECTION

The joining together of pipes so that substances can be transferred from one pipe to another.

CUSTOMER

The person or party responsible for a water and/or sewer account.

DIRECTOR OF PUBLIC WORKS

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The Director of the Melrose Department of Public Works or their designee.
[Added 5-21-2012 by Ord. No. 2012-158]

DPW (a.k.a. DEPARTMENT)

The City of Melrose Department of Public Works.

EXCESSIVE

More than the limits established in these regulations or of such magnitude that, in the judgment of the MWRA, may cause damage to any facility or be harmful to the wastewater treatment process or reduce its efficiency, cannot be removed in the wastewater treatment plant to the degree required to meet the Act, creates any hazard in the receiving waters, exceeds the capacity of the local or MWRA sewerage system, or otherwise endangers life, limb or public property or constitutes a public nuisance.

FOG

Fat, oil, or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility.

GARAGE

Any building wherein are kept or stored one or more motor vehicles, including, among others, a public or private garage, carport, motor vehicle repair shop or paint shop, service station, lubritorium, car wash or any building used for similar purposes.

GARBAGE

For the purposes of this Chapter, garbage refers to wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce. This is also commonly referred to as food waste.

INCOMPATIBLE POLLUTANT

A substance that is not amenable to removal in substantial amounts by the wastewater treatment plant. Incompatible pollutants include, but are not limited to, toxic metals and persistent organics.

INDUSTRIAL USER

Any user identified in 314 CMR as an industrial discharger to the wastewater system, based on their code as established in the Standard Industrial Classification Manual of the United States Office of Management and Budget.

INDUSTRIAL WASTES

Any solid, liquid or gaseous wastes resulting from industrial processes as defined by state regulations including 314 CMR.

INFILTRATION

Water other than wastewater that enters a sewer system (including sewer service connections and foundation drains) from the ground through means which include, but are not limited to, defective pipes pipe joints, connections, or manholes. Infiltration does not include, and is distinguished from, inflow.

INFILTRATION/INFLOW

Water originating from both infiltration and inflow without distinguishing the source.

INFLOW

Water other than sanitary flow that enters a sewer system (including sewer service connections) from sources which include, but are not limited to, roof leaders, cellar drains, yard drains, area drains, drains from springs and swampy areas, sump pumps, manhole covers, cross-connections between storm sewers

and sanitary sewers, catch basins, cooling towers, stormwaters, surface runoff, street wash waters, or drainage. Inflow does not include, and is distinguished from, infiltration.

INTERNAL SEWER SERVICE

That part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the sewer service, from the inside of the building to 10 feet outside the inner face of the building wall.

MASSDEP

The Commonwealth of Massachusetts Department of Environmental Protection.

MUNICIPAL SEWER

A sewer controlled by the City of Melrose.

MWRA

Massachusetts Water Resources Authority (formerly Metropolitan District Commission).

MWRA RULES AND REGULATIONS

The most recent Rules and Regulations of the MWRA, as defined in 360 CMR or any related or referenced regulation of the MWRA governing sewer use.

MWRA SEWER INTERCEPTOR

A sewer controlled by the MWRA.

MWRA SEWERAGE DISTRICT

All cities, towns and sewer districts served by the MWRA in accordance with legislation.

MWRA SEWERAGE SYSTEM

The sewerage works under the control of the MWRA including conveyance and treatment facilities such as MWRA sewer interceptors, pumping stations, and the Deer Island Wastewater Treatment Facility.

NATURAL OUTLET

Any outlet, including storm sewers, into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

pH

The logarithm of the reciprocal of the hydrogen ion concentration, expressed in moles per liter. Neutral water, for example, has a pH value of seven and a hydrogen ion concentration of 10^{-7} .

PLUMBING CODE

The existing rules and regulations enforced through the Melrose Plumbing Inspector. Such rules and regulations shall conform to Commonwealth of Massachusetts Regulations (248 CMR).

PROPERLY SHREDDED GARBAGE

Garbage (a.k.a. food waste) that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in municipal sewers. No particle shall be greater than 1/2 inch or 1.27 centimeters in any dimension.

PUBLIC SEWER

A common sanitary sewer controlled by the City or the MWRA.

SANITARY WASTEWATER

Liquid or water-carried human and domestic wastes from residences, commercial buildings, industrial

plants and institutions, exclusive of groundwater, stormwater and surface water and exclusive of industrial wastes.

SANITARY SEWER

A sewer pipe that carries liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions, together with any quantities of groundwater, stormwater and surface water that are not admitted intentionally.

SCHEDULE OF FEES

The City of Melrose Water, Sewer, and Drainage Schedule of Fees, which includes all charges for water and sewer use, permits, application fees, and all other rates or fees associated with the City of Melrose water, sewer, and drainage systems. This Schedule of Fees shall be revised periodically as appropriate. All water and sewer volumetric rates and base fees as listed in the Schedule of Fees shall be approved in advance by the City Council.

SEPTAGE

The liquid and solid wastes of sanitary wastewater origin that are removed from a cesspool, septic tank or similar receptacle.

SEWER

A pipe or conduit that carries wastewater. (see Sanitary Sewer)

SEWER SERVICE CONNECTION (also called "house connection" or "sewer lateral")

The wastewater connection from the building to a public sewer.

SEWERAGE SYSTEM

Any device, equipment or works used in the transportation, pumping, storage, recycling and reclamation of wastewater.

SLUDGE

Waste containing varying amounts of solid contaminants removed from sanitary wastewater by physical, chemical and biological treatment.

SLUG

Any discharge of water or wastewater which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than 15 minutes more than five times the average twenty four-hour concentration of flows during normal operation and which may adversely affect the sewerage system.

STANDARD METHODS

The current edition of Standard Methods for the Examination of Water and Wastewater as published by the American Public Health Association, American Water Works Association and Water Environment Federation.

[Amended 8-21-2017 by Ord. No. 2018-4]

STORM DRAIN

A pipe or conduit for conveying stormwater or surface water or relatively unpolluted water from any source, which shall be kept separate from sanitary sewers.

SUSPENDED SOLIDS

Solids that either float on the surface of or are in suspension in water, wastewater or other liquids and

are removable by a laboratory filtering procedure as described in Standard Methods.

TITLE 5 FLOW

The design flow of sanitary wastewater from a building or buildings as defined by the State Environmental Code, Title 5: Minimum Requirements for the Subsurface Disposal of Sanitary Sewage.

TOXIC WASTES

Wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a public nuisance or create any hazard in the receiving waters of the wastewater treatment plant and those wastes so specified in these regulations and in the Act.

USER

Any municipality, governmental agency, public authority, property owner, person or permittee discharging wastewater directly or indirectly into any public sewer.

WASTEWATER (aka Sanitary Wastewater)

The spent water of a community, which may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions together with any groundwater, surface water and stormwater that may be present.

WASTEWATER FACILITIES

The structures, equipment and processes required to collect, pump, carry away and treat domestic and industrial wastes and dispose of the effluent.

WATER POLLUTION CONTROL FEDERATION MANUAL OF PRACTICE FD-5 (ASCE MOP 60) – GRAVITY SEWER DESIGN AND CONSTRUCTION

The document prepared by a joint task force of the American Society of Civil Engineers and the Water Environment Federation.

§ 228-30 Sewer service rates; minimum charges.

[Added 6-26-1985 by Ord. No. 1108; amended 3-17-1986 by Ord. No. 1311; 7-21-1986 by Ord. No. 1108A; 8-29-1988 by Ord. No. 2127; 1-3-1989 by Ord. No. 2240; 9-6-1989 by Ord. No. 90-2; 10-15-1990 by Ord. No. 90-279; 6-17-1991 by Ord. No. 91-304; 1-9-1992 by Ord. No. 92-138; 6-6-1994 by Ord. No. 94-222; 7-18-1994 by Ord. No. 94-222A; 6-15-1998 by Ord. No. 98-360; 6-27-2001 by Ord. No. 01-324; 6-26-2002 by Ord. No. 02-359; 12-16-2002 by Ord. No. 02-060A; 6-26-2003 by Ord. No. 03-289; 6-21-2004 by Ord. No. 04-269; 6-30-2005 by Ord. No. 05-247; 6-26-2006 by Ord. No. 06-249; 7-17-2006 by Ord. No. 06-249A; 7-16-2007 by Ord. No. 07-180; 5-19-2008 by Ord. No. 08-226; 6-15-2009 by Ord. No. 09-203; 5-17-2010 by Ord. No. 10-161; 6-20-2011 by Ord. No. 11-171; 5-21-2012 by Ord. No. 2012-158; 6-18-2012 by Ord. No. 2012-188; 8-20-2012 by Ord. No. 2013-3; 6-27-2013 by Ord. No. 2013-205; 5-19-2014 by Ord. No. 2014-118; 6-15-2015 by Ord. No. 2015-144; 6-16-2016 by Ord. No. 2016-164; 6-19-2017 by Ord. No. 2017-147]

- A. All bills for sewer service furnished by the City to City sewer users shall be rendered at intervals of three months (quarterly) or one month (monthly) at tiered rates per 100 cubic feet of wastewater flow as calculated below, as defined in the most recent version of the Schedule of Fees and approved by City Council. **[Amended 6-18-2018 by Order No. 2018-177]**
- B. Wastewater flow shall be based on a percentage of metered water consumption on the following schedule:

- (1) Residential users with one meter contribute 90% of metered water consumption as wastewater flow.
- (2) Residential users with separate lawn and garden service meters contribute 100% of their domestic metered water consumption and 0% of their metered lawn and garden service water consumption as wastewater flow.
- (3) Industrial/commercial users, including hospitals, contribute on a percentage basis up to 90% of metered water consumption. This percentage shall equal 90% except in cases where the City Engineer has determined that product retention of water, cooling tower loss and other evaporative water losses have occurred in the process. The wastewater flow as a percentage of metered water consumption will be set on an individual basis in those cases by the City Engineer.
- (5) Customer accounts with no sewer connection will not be billed sewer fees for any proportion of their metered water use.
- (6) In most cases as determined by the City Auditor, municipal facilities will not be billed for sewer usage. Water will still be metered for the purpose of accounting for water use and promoting conservation.

§ 228-31 Elderly discount.

[Added 2-20-1996 by Ord. No. 96-185; amended 5-6-1996 by Ord. No. 96-238]

- A. A twenty-percent discount on sewer bills shall be given upon approval of application to the office of the City Engineer if applicants meet all the requirements for a discount to water bills, as defined in Article II, Section 228-20. **[Amended 5-21-2012 by Ord. No. 2012-158]**
 - (1) The applicant must have reached or already been over age 65 in the calendar year prior to that in which he/she is making application for discount. In the case of joint ownership, either spouse/owner must have reached age 65 in the prior year.
 - (2) The applicant must be the owner of record of the property for which the discount is requested, their name must appear on the sewer bill for that property, and they must have lived at the subject property for a minimum of one year.
 - (3) The yearly consumption of water by the applicant shall not exceed 6,250 cubic feet.
 - (4) The discount shall only apply to owners of one-family or two-family homes who are able to demonstrate their primary residence in said single- or two-family home. Three-family homes or larger are excluded.
 - (5) Otherwise eligible condominium owners will be entitled to a discount which shall be equal to the average single-family discount provided for in this section for the immediately preceding fiscal year.
- B. Applicants who have not reached 65 will also qualify for discount if:
 - (1) They are in conformity with the other provisions of this section.
 - (2) Their yearly gross income does not exceed \$15,000 for a single person and \$23,000 if filing jointly.
- C. Administration of the discount program set forth in Subsections **A** and **B** above shall be in accordance with reasonable policies established by the Director, or their designee, and shall be in strict compliance with this section.

§ 228-32 **Damaging or tampering with facilities, right of entry.**

- A. No person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the wastewater facilities. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct or other applicable charge.
- B. Any person who wantonly or maliciously destroys or injures any part of the City's or MWRA sewer system shall be subject to all penalties and other provisions of the MWRA or the Commonwealth of Massachusetts as applicable, in addition to all City fees and criminal penalties as applicable. **[Amended 8-21-2017 by Ord. No. 2018-4]**
- C. The Director, the City Engineer, and other duly authorized employees or agents of the City or the MWRA, bearing proper credentials and identification, shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling, and testing in accordance with the provisions of these rules and regulations. This shall include smoke and dye tests, as well as visual inspections inside buildings in order to test for unauthorized or excessive discharges into the sewer system.
- D. The Director of Public Works and other duly authorized employees of the City bearing proper credentials and identification shall be permitted to enter all private properties through which the City holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the wastewater facilities lying within the easement. All entry and subsequent work, if any, on the easement shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved. **[Amended 8-21-2017 by Ord. No. 2018-4]**

§ 228-33 **Connections to be regulated.**

- A. All users which connect to any municipal sewers in the City, either directly or indirectly, shall do so subject to the direction, control and regulation of the MWRA, the City, and Massachusetts General Laws.
- B. Requests for the installation of a new sewer service connection to the public sewers and/or the repair or replacement of an existing sewer service connection must be made in writing to the office of the City Engineer. No work shall commence without a permit issued by the DPW Engineering Division.
- C. At a minimum, the approval of an application for a sewer service connection will be subject to the following requirements:
 - a. No service connection shall be allowed unless a parcel of real property abuts an existing gravity sewer main, or the requested property creates an easement for sewer utility across any applicable parcels, unless otherwise approved by the City Engineer.
 - b. An approved application for sewer service shall constitute a sewer service connection permit, subject to the terms and conditions stated and referred to therein. Such permit shall be valid for a period of six months from the date of issue, unless extended in writing by the City Engineer.
 - c. No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without an approved DPW application for sewer service.

d. When applicable, approved permits from MassDEP for Sewer Extension or Connection (314 CMR 7.00) shall be secured.

D. Requests for the installation of a new sewer main to extend the system of public sewers must be made in writing to the City Engineer. Each new sewer main constructed within the City right-of-way or an accepted easement shall be granted to Melrose as a public sewer, unless otherwise specified by the City Engineer.

E. Except as specifically provided in writing with reference to a particular sewer connection, sanitary sewers shall be used only for the conveyance and disposal of sanitary wastewater as defined in these regulations and for approved, diluted, water-carried industrial wastes which are not objectionable as provided for herein.

F. No person or party shall discharge or put into any public sewer or into any sewer or fixture which thereafter discharges into any public sewer or appurtenance thereof any waste or substance other than such kinds or types of water or water-carried wastes for the conveyance of which the particular sewer or appurtenance is intended and designed.

§ 228-34 Separation of surface waters and wastewater required.

[Amended 4-7-2008 by Ord. No. 08-129]

- A. The plumbing of any estate or premises shall be so arranged as to keep any groundwater, stormwater, surface water, or unpolluted waters, including all infiltration and inflow, separate from the sanitary sewer. Such waters shall be connected to a storm drain, watercourse, or subsurface device designed for the discharge of stormwater, or shall discharge to the surface within the subject property.
- B. No person shall maintain or make a connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or groundwater to a sewer service or internal sewer service or waste pipe which in turn is connected directly or indirectly to a public sanitary sewer.

§ 228-35 Unlawful deposit of waste.

It shall be unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the City, or in any area under the jurisdiction of the City, any human or animal excrement, garbage or objectionable waste.

§ 228-36 Untreated discharge to natural outlet prohibited.

[Amended 4-7-2008 by Ord. No. 08-129]

- A. Illicit discharges. No person shall dump, discharge, or cause or allow to be discharged any wastewater or pollutant discharge into the municipal separate storm sewer system (MS4), into a receiving water, or into the waters of the Commonwealth.
- B. Illicit connections. No person shall construct, use, allow, maintain or continue any illicit connection for wastewater to the municipal storm drain system, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

§ 228-37 Septic tank use restricted.

Except where connection to a public sewer is deemed infeasible by the City Engineer, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of wastewater.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

§ 228-38 Connection to public sewer required.
[Amended 5-21-2012 by Ord. No. 2012-158]

The owner of all houses, buildings or properties used for human occupancy, employment, recreation or other purposes situated within the City and abutting on any street, alley or right-of-way in which there is now located or may in the future be located a public sanitary sewer of the City is hereby required, at the owner's expense, to install suitable toilet facilities therein and to connect such facilities directly with the proper public sewer in accordance with the provisions of this article within 90 days after date of official notice to do so, provided that such public sewer is within 100 feet of the property line. This requirement for connection may be waived when permitted by the City Engineer.

§ 228-39 Contributions by industrial users.

The MWRA may deny or condition new or increased contributions of pollutants to the MWRA sewerage system by industrial users.

§ 228-40 Pretreatment requirements.

Users shall make wastewater acceptable in accordance with these regulations, as well as MassDEP and federal regulations, before discharging to any public sewers. Any facilities required to pretreat wastewater to a level acceptable to the MWRA shall be provided and maintained at the user's expense. A description and detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the MWRA in accordance with the implementation schedule incorporated in the user's permit. The review of plans and operating procedures will in no way relieve such user from the responsibility of modifying the pretreatment facility as may be necessary to produce an effluent acceptable to the MWRA under the provisions of these regulations and requirements of federal and state agencies. Any subsequent changes in a pretreatment facility or method of operation shall be reported to the MWRA before modification of such facility. Pretreatment, including but not limited to parameters considered, limits, and testing, shall conform to all requirements of MassDEP and all other applicable state and federal regulations.

§ 228-41 Time frame for compliance with standards.

Any user to which City, MWRA, federal or state pretreatment standards are applicable shall be in compliance with such standards within the time required by such regulations.

§ 228-42 Traps required for flammable wastes.

Garages and other establishments where gasoline is used or where wastes containing grease in excessive amounts or any flammable wastes, sand or other harmful ingredients can be discharged and which are connected with municipal sewers shall be provided with a suitable trap or separator. All traps or separators shall be of a type and capacity approved by the MWRA and the City and shall be located so as to be readily and easily accessible for cleaning and inspection. The City may request proof of proper maintenance of such infrastructure at any time.

§ 228-43 Maintenance of pretreatment equipment.

Where pretreatment or flow-equalizing facilities or traps or separators are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner or the user at his/her own expense.

§ 228-44 Meters and measuring devices for industrial wastes.
[Amended 12-16-2002 by Ord. No. 02-060A]

- A. When required by the MWRA or by the City, the owner or user of any property discharging industrial wastes shall install a suitable control or measuring device, together with manholes, chambers, meters and other appurtenances, in the sewer service to facilitate observation, sampling and measurement of the

wastes. Such manholes, chambers or meters shall be accessibly and safely located, shall be constructed in accordance with plans approved by the MWRA and by the City, shall be installed by the owner at their expense, and shall be maintained by the owner in good operating condition at all times. The records from the meters and measuring devices shall be furnished to the MWRA or to the City upon request.

- B. The facilities shall be constructed in accordance with all applicable construction standards and specifications. Construction shall be completed in accordance with a time schedule established by the MWRA and/or MassDEP, as applicable.
- C. The Director of Public Works or other duly authorized City employees are authorized to obtain information concerning industrial processes which have a direct bearing on the kind and source of discharge to the wastewater collection system. The industry may withhold from the City information considered confidential if the industry establishes that the revelation to the public of the information in question might result in an advantage to competitors. While performing necessary work on private properties, the Director of Public Works or duly authorized employees of the City shall observe all safety rules applicable to the premises established by the company. **[Amended 8-21-2017 by Ord. No. 2018-4]**
- D. The MWRA or the City may inspect the facilities of any user to ascertain whether these regulations are being met. Persons or occupants of premises where wastewater is generated or discharged shall allow representatives of the MWRA or the City ready access at all reasonable times to all parts of the premises for inspection or sampling or in performance of any of their duties. The MWRA or the City shall be deemed to be performing a governmental function for the benefit of the general public, and neither the MWRA, the City, nor the representatives of either shall be liable for any loss or damage as a result of the performance of such governmental function. Where a user has security measures in force which would require proper identification and clearance before entry into the premises, the user shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, personnel from the MWRA or from the City will be permitted to enter without undue delay for the purpose of carrying out their specific responsibilities.
- F. All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in these regulations shall be determined in accordance with Standard Methods and shall be determined at the control manhole or chamber provided or by use of suitable samples taken at the control manhole or chamber. If no special manhole or chamber has been provided, the control point shall be a sampling point acceptable to the MWRA and the City. Sampling shall be carried out by customarily accepted methods. The particular analyses involved will determine whether a composite or grab sample is taken. If there is any question concerning the sampling, the MWRA, the City, or MassDEP will make the final decision.
- G. All information and data on a user obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be made available, upon request, to other governmental agencies and to the public without restriction unless the user specifically requests otherwise and is able to demonstrate, to the satisfaction of the MWRA and the City, that the release or communication of such information would divulge methods or processes entitled to protection as trade secrets or would violate applicable provisions of law.

§ 228-45 Protection from discharges; notice of accidental discharge.

Each user shall provide protection from any discharges, including accidental discharges, in violation of these regulations. Users shall notify the MWRA and the City immediately upon discharging wastes in violation of these regulations in order for countermeasures to be taken to minimize the damage to all public sewers and to receiving waters. This notification shall be followed, within 15 days of the date of occurrence, by a detailed written statement to the City describing the causes for the accidental discharge and the measures being taken to prevent future occurrence. Additionally, any reporting requirements of the MWRA and MassDEP for accidental discharges shall be met. Such notification will not relieve users of liability for any expense, loss or damage to any public sewers or for any fines imposed on the MWRA or on the City.

§ 228-46 Information for employees.

Industrial users shall inform their employees of the existence of these regulations, and at least one copy shall be permanently posted on the user's bulletin board. Each user shall permanently post a notice advising employees as to who in its organization has been designated as the responsible individual for compliance with these regulations and who should be notified of any accidental discharges in violation of these regulations.

§ 228-47 Penalties imposable by City.

- A. Any person who discharges wastes in a manner in violation of this article will be subject to penalties or charges as permissible by law.
- B. When a discharge of wastes causes an obstruction, damage or any other impairment to the sewerage system, the DPW may assess a charge against the discharger for the work required to clean or repair the facility.
- C. Any person who violates the provisions of this Article shall be fined as defined in the Schedule of Fees. Each day of the existence of any such violation shall be deemed a separate offense.
- D. Any person who knowingly makes any false statement, representation, record, report, plan or other document filed with the Department or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under this article shall be punished by a fine as defined in the Schedule of Fees.
- E. Whenever a discharge of wastes is in violation of the provisions of this Article or otherwise causes or threatens to cause a condition of contamination, pollution or nuisance, the City Solicitor may petition the Superior Court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate in restraining the continuance of such discharge. This does not limit the City's ability to pursue all other applicable legal action as deemed appropriate by the City Solicitor.
- F. The penalties included in this section are in addition to any which may be levied by the MWRA or other governmental or regulatory body.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

§ 228-48 Penalties imposable by MWRA.

Any user who violates any provision of these regulations or any user who knowingly makes any false statement, representation, record, report, plan or other document filed with the City or the MWRA or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under this regulation shall be punished by a fine as specified in the Schedule of Fees and/or as prescribed by the MWRA for each day such violation continues, or shall be subject to a civil penalty per day of such violation, which may be assessed in an action brought on behalf of the Commonwealth in any court of competent jurisdiction.

§ 228-49 Disposal of septage.

Septage shall be disposed of in accordance with the following provisions:

- A. No user shall discharge or cause to be discharged or allow to be discharged into any public sewer any septage from within the City of Melrose.
- B. No user shall discharge or cause to be discharged or allow to be discharged into any public sewer any septage generated outside the City of Melrose.
- C. No user shall discharge septage or other wastes from recreational vehicles (RVs), campers, boats, or other temporary storage tanks into the City's or the MWRA sewer system within the City.

§ 228-50 Precedence of more stringent regulations.

If federal or state agencies or the MWRA enacts or promulgates laws or regulations more stringent than these regulations, the federal, state or MWRA requirements shall take precedence.

§ 228-51 Recourse for violations.

When the MWRA or the City finds that a discharge of wastes has been taking place or threatens to take place in violation of these regulations or the provisions of a permit, the following actions may be taken:

- A. The MWRA or the City may issue an order to cease and desist any such discharge or violation to any user not complying with such prohibitions, limits, requirements or provisions and direct such user as follows:
 - (1) To comply forthwith;
 - (2) To comply in accordance with a time schedule set forth by the MWRA or by the City; or
 - (3) To take appropriate remedial preventive action in the event of a threatened violation.
- B. The MWRA and the City may require the user to submit a detailed time schedule setting forth specific actions to be taken, subject to modifications as the MWRA or the City deems necessary for the user to follow in order to prevent or correct a violation. The MWRA and the City may issue an implementation schedule to the user containing specific actions and time schedules.

§ 228-52 Implementation and enforcement.

[Amended 12-16-2002 by Ord. No. 02-060A]

In the implementation and enforcement of these requirements, the following provisions shall be observed:

- A. Whenever the MWRA issues, denies or modifies a permit, issues an order or assesses charges for damage or other violations occasioned by noncompliance with any permit or other lawful requirement, the user's rights for appeal or reconsideration shall be as prescribed by the MWRA.

- B. Any proposal by the MWRA to revoke a permit shall be executed in the manner specified by MWRA regulations.
- C. The City shall be notified by the MWRA of any permit modifications or revocation.
- D. The MWRA reserves the right to take direct enforcement action through the courts, pursuant to MGL c. 92, App. § 1-24, in any case of violation of these regulations.

§ 228-53 Publication of list of industrial users.

A list of industrial users will be posted on the City of Melrose website every year in the month of January as a form of public participation. Included in the list will be all industrial users which were not in compliance with the applicable pretreatment requirements during the previous 12 months. A summary of the control actions taken by the MWRA or by the City will also be published in conjunction with the list.

§ 228-54 Calculation of sewer cost; collection of assessment.

The actual cost of each public sewer laid and constructed shall be determined as follows:

- D. Applications for the original laying of pipes in public and private ways for the conveyance of wastewater shall be made, in writing, to the City Engineer in the form of an application for utility installation and shall include all plans and other documentation required by the City Engineer. Such work shall be performed entirely at the expense of the applicant and in accordance with all DPW design and construction standards in place at the time the application is made.
- E. Cases may arise where the City chooses, at the City's option, to lay a new sewer main and services where one did not previously exist. At the discretion of the City Engineer, a procedure may be used to assess betterments to the bettered properties in accordance with MGL Chapter 80, Section 1 and Chapter 83.
- F. This section shall not apply to the laying of sewer pipes for which provision is otherwise made by the rules and regulations of the Planning Board governing the subdivision of land.

§ 228-55 Permits for industrial users.

- A. Requirements and conditions. Every user discharging industrial wastes to any public sewer shall obtain a joint permit from the MWRA and from the City. Industrial users proposing new discharges shall obtain such permits prior to constructing a sewer service. The MWRA and the City may change the conditions of a permit from time to time as circumstances, including regulations enacted or promulgated by the state or federal government or its agencies, may require. The MWRA and the City may stipulate special conditions and terms upon which the permit will be issued. No user may increase the daily volume, strength or rate of their permitted discharge without first securing an amendment to their permit.
- B. Applications. It is the responsibility of every industrial user to obtain a permit. Should an industrial user be identified who does not have a permit, they will be notified to apply for a permit. Permit application forms shall be filed within 30 calendar days of notification, or as prescribed by regulations of MassDEP and the MWRA, whichever is sooner.
- C. Evaluation of application; imposition of conditions. The MWRA and the City shall evaluate the adequacy of data furnished in the application form. If insufficient data has been furnished, the MWRA

will notify the industrial user to provide additional data within a specified time. After acceptance of data, the MWRA and the City will issue the permit. The MWRA and the City may stipulate special conditions and terms upon which the permit may be issued.

D. Permit conditions. Permits may contain the following conditions:

- (1) Limits on rate, time and characteristics of discharge or requirements for flow regulation and equalization.
- (2) Installation of inspection, flow measurement and sampling facilities, including access to such facilities.
- (3) Specifications for monitoring programs which may include flow measurement, sampling, chemical and biological tests, recording of data and reporting schedules.
- (4) Pretreatment requirements and schedules for implementation, including schedules for reporting progress towards meeting these requirements.
- (5) Submission of discharge reports.
- (6) Schedules for the payment of industrial cost recoveries as required under Section 204 of the Act.
- (7) Special service charges or fees.
- (8) Other conditions as deemed appropriate by the MWRA or by the City to ensure compliance with these regulations and with applicable requirements of state or federal law, including requirements to meet all local limits for industrial pretreatment for prescribed parameters.

E. Permit not assignable. A permit shall not be reassigned or transferred.

F. Revocation and modification of permit. If an industrial user discharges amounts or rates of pollutants in violation of these regulations, the MWRA or the City may revoke the existing permit in accordance with § 228-52. If an industrial user shows that changes in the industrial process have improved the characteristics and volume of its discharge, the permit may be modified upon application by the industrial user to the MWRA.

G. Enforcement of permit conditions. The conditions of all permits shall be enforced by the MWRA and the City in accordance with the provisions of these regulations.

H. Reports. When required by the permit, each industrial permittee shall submit a duly signed report to the MWRA and the City containing all information requested by the MWRA or the City and in a form acceptable to the MWRA and the City. The MWRA and the City will evaluate the data furnished. If insufficient data has been furnished, additional information may be required.

I. Sources of charges and recovery payments information. The MWRA and the City may use the information provided in the permit applications, permits and discharge reports as the basis for determining user charges and industrial recovery payments.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

§ 228-56 Minimum discharge requirements.

The City's sanitary sewer system discharges into the MWRA sewerage system. All discharges into the public sanitary sewers shall, as a minimum, conform to the requirements of 310 CMR 10.00: Sewer Use (aka Rules and Regulations of the MWRA).

§ 228-57 Types of substances prohibited from discharge.

No user shall discharge or shall cause or allow to be discharged any substances, water or wastes that the MWRA or the City has identified as likely, either singly or by interaction with other substances, to:

- A. Harm either the sewerage system or the wastewater treatment process;
- B. Be otherwise incompatible with the treatment process;
- C. Cause a violation of federal and state discharge permits issued to the MWRA or to the City;
- D. Adversely affect receiving waters;
- E. Endanger life, limb or public property; or
- F. Constitute a nuisance.

§ 228-58 Enumeration of prohibited substances.

[Amended 12-16-2002 by Ord. No. 02-060A]

No user shall discharge or cause or allow to be discharged any of the following substances:

- A. Gasoline, benzene, naphtha, fuel oil, crude oil, lubricating oils and flammable or explosive liquids, solids or gases or any other oils or greases of hydrocarbon or petroleum origin.
- B. Waters or wastes having a pH lower than 5.5 or higher than 9.5 or having any other corrosive or injurious properties capable of causing damage or hazard to structures, equipment, sewerage systems and personnel.
- C. Solids or viscous substances in quantities or of such size as to be capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewerage systems, such as but not limited to sand, metal, glass, wood, plastics, rubber, latex, cloth, non-dispersible wipes, and lime slurries.
- D. Liquids or vapors having a temperature higher than 150° F or 65° C.
- E. Waters or wastes containing fats, wax, grease or oils of vegetable or animal origin in excess of 100 milligrams per liter or containing other substances (not specifically prohibited by Subsection A) which may solidify or become viscous at temperatures between 32° F or 0° C and 150° F or 65° C. Waters or wastes containing such substances, excluding normal household waste, shall exclude all visible oils, fats and greases. The use of chemical or physical means, such as temperature variation, emulsifying agents or mechanical mixers, to bypass or release fats, oils and greases into the municipal sewerage system is prohibited. If the discharge concentration for any fats, oils and greases is in excess of 100 milligrams per liter after treatment, the MWRA may increase the discharge concentration limit on a case-by-case basis when the user demonstrates to the MWRA's satisfaction that its discharge is not contributing to nuisance conditions.

F. Garbage that has not been properly shredded.

G. Metals.

- (1) Waters or wastes containing amounts of toxic or objectionable metals in excess of the concentrations obtainable by acceptable control technology, including but not limited to the following:

Antimony	Chromium	Nickel
Arsenic	Copper	Selenium
Barium	Iron	Silver
Beryllium	Lead	Tin
Boron	Manganese	Zinc
Cadmium	Mercury	

- (2) In general, wastes containing the above metals shall be treated to reduce their concentrations to the minimum levels attainable by chemical precipitation processes or other equally effective methods. In no case, however, shall allowable metal concentrations be higher than those concentrations allowed by applicable state or federal law, including all specifically established local limits.

H. Nonmetals.

- (1) Waters or wastes containing amounts of toxic or objectionable nonmetals in excess of concentrations attainable by acceptable control technology, including but not limited to:

Ammonia	Pesticides	Chlorides
Cyanides	Phenols	Polychlorinated biphenyls (PCBs)
Herbicides	Sulfates	Sulfides

- (2) In no case, however, shall allowable nonmetal concentrations be higher than those concentrations allowed by applicable state or federal law, including all specifically established local limits.

I. Radioactive wastes or isotopes of such half-life or concentrations as may exceed limits established by the MWRA in compliance with state or federal regulations.

J. Sludges or deposited solids resulting from an industrial or pretreatment process.

K. Substances causing excessive discoloration or turbidity.

L. Slugs as defined herein.

M. Substances which exert unusual BOD, chemical oxygen demand or chlorine requirements in quantities such that when received in the composite wastewater at the wastewater treatment facility they exceed the limits established for such discharges.

N. Substances which are not amenable to treatment or reduction by the wastewater treatment process employed, or not amenable to treatment as necessary for the wastewater treatment plant effluent to meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

- O. Any substances that may attack, damage or alter by either abrasion or chemical action the materials of which the sewer and its appurtenances are composed or built.
- P. Substances causing excessive discoloration (such as, but not limited to, dye wastes or 'vegetable tanning solutions').
- Q. Sticks, stones, rubbish, rags, unground, unshredded, or improperly shredded garbage, refuse or portions of any animal carcass having particles more than one quarter inch in longest dimension.
- R. Wastewater containing considerable quantities of animal guts or tissues, entrails, offal, blood, feathers, hair, hides, scraps, unshredded vegetables, straw or cinders.
- S. Hazardous wastes and/or material as defined by the Commonwealth of Massachusetts Department of Environmental Protection Regulations (310 CMR), or successor regulations as amended.
- T. Based on the composition of wastewater, the Director reserves the right to:
 - a. Reject sanitary wastewater that does not comply with the regulations herein.
 - b. Require pretreatment to an acceptable condition for discharge to public sewers.
 - c. Require control over the quantities and rates of discharge.
 - d. Require payment to cover the added cost of handling and treating the wastes not covered by existing sewer charges.

§ 228-59 Discharge of unpolluted waters.
[Amended 4-7-2008 by Ord. No. 08-129]

- A. No person shall discharge or cause to be discharged any unpolluted waters, such as groundwater, stormwater, surface water, roof runoff, tidewater, subsurface drainage, uncontaminated cooling water or uncontaminated industrial process water, to any sanitary sewer. Dwellings and other buildings and structures which require, because of infiltration of water into basements, crawl spaces, and the like, a sump pump discharge system shall have a permanently installed discharge line which shall not at any time discharge water either directly or indirectly into a sanitary sewer system. All connections of infiltration and/or inflow to the public sewer system are illegal according to state plumbing codes.
- B. Stormwater and all other unpolluted drainage shall be discharged to a natural outlet within the owner's property or to drainage pipes when approved in writing in advance by the City Engineer, as specified in Article V. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- C. Property owners shall allow an employee of the City or a designated representative of the City to inspect the building to confirm that there is no sump pump or other prohibited discharge into the sanitary sewer system. Such inspections may include smoke tests or dye tests on private property. The City may periodically reinspect any building or premises to determine compliance with the requirements of this section.
- D. Any property owner who previously made any connection or installation in violation of this section shall immediately remove such connection or correct such an installation. If not removed or corrected within 30 calendar days after notice of the violation has been delivered personally or by certified mail

to the owner, the City may impose a surcharge in the amount defined in the latest version of the Schedule of Fees. Such a surcharge may also be imposed upon any property owner, after a thirty-calendar-day notice has been delivered, and if the owner refuses to allow his or her property to be inspected. The owner of a building or premises found to be not in conformance with this section during periodic reinspections may also be subjected to a surcharge as defined in Article V.

§ 228-60 Dilution prohibited.

The attainment of specific levels for discharge to public sewers by dilution in the absence of treatment shall be prohibited.

§ 228-61 Wastes of unusual strength or character.

Notwithstanding the limitations set forth in § 228-58 above, a special temporary permit or amendment to an existing permit between the MWRA and the City and the user may be issued by the MWRA whereby a waste of unusual character or strength may be accepted on an interim basis when, in the opinion of the MWRA, unusual or extraordinary circumstances compel special terms and conditions of temporary duration. Such permit or amendment will be issued only when, in the opinion of the MWRA, it would not cause any interference with or disruption in the treatment works, would not violate the National Pollutant Discharge Elimination System (NPDES) permit or Commonwealth water quality standards, and would not force additional controls on other dischargers to achieve compliance with effluent limitations.

§ 228-62 Permit required for sewer hookup; fee.

[Amended 4-7-2008 by Ord. No. 08-129]

- A. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the DPW. A permit and inspection fee for a residential or commercial sewer service permit shall be paid to the City at the time the application is filed. Fees are defined in the Schedule of Fees.
- B. Except as otherwise provided by the rules and regulations of the City Planning Board governing the subdivision of land, the material required in the construction of sewer services and appurtenances thereof shall be provided and the labor thereon shall be performed by the private property owner.
- C. No person shall be allowed to make any alteration in, or make any connection with, any sewer service other than that intended in the original permit without making another application and obtaining permission to do so from the DPW. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- D. The City Engineer or DPW Operations Division staff shall have the right to inspect sewer services, sewer laterals, private sewers, grease traps, oil traps, particle separators, improperly connected sump pumps, and other facilities tributary to the City's wastewater system, at any reasonable time while such construction is underway. After obtaining a permit, the owner shall notify the City Engineer when such facility is installed and ready for final inspection and before the facility is connected to the City's wastewater systems. More frequent inspections may be required by the City Engineer. Connection to the City's wastewater system shall be made in the presence of an authorized representative of the City. No facility shall be covered over until approval has been given by the City Engineer or DPW Operations Division staff. **[Amended 5-21-2012 by Ord. No. 2012-158]**

§ 228-63 Classes of sewer service permits; application form; supplemental information.

- A. There shall be two classes of sewer service permits:

- (1) For residential and commercial service; and
 - (2) For service to establishments producing industrial wastes.
- B. In either case, the owner shall make application on a special form furnished by the City. The permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the City Engineer and as specified in the DPW Design and Construction Standards. For further information concerning industrial permits, see § 228-55. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- C. The design, construction, and materials of a sewer main or service connection, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench shall conform to the City of Melrose Public Works Design and Construction Standards, building and plumbing code, and other applicable rules, regulations and ordinances of the City. In the absence of code provisions, or in amplification thereof, the materials and procedures set forth in the appropriate specifications of the ASTM and WPCF Manual of Practice No. FD-5 shall apply.
- D. All new sewer mains shall remain within public ways for their entire length except where this is not practical. In such cases, easements deemed appropriate by the Division for the operation and maintenance of the sewer shall be conveyed to the City without cost to the City.
- E. Special service fees for administrative, inspection and construction services for each connection shall be assessed according to the Schedule of Fees, the full amount of which shall be paid to the City before work commences.

§ 228-64 This section left blank intentionally

§ 228-65 Installation of private sewer services.

- A. Private sewer service shall be laid to and through the cellar wall and shall be provided with a cleanout in the direct line of the pipe.
- B. All pipes through or under the wall of any building, and for a distance of ten feet outside of the wall or building, shall be of extra-heavy cast iron and are subject to the jurisdiction of the applicable plumbing code.

§ 228-66 Maintenance responsibilities.

Every sewer service shall be under the control of, and shall be maintained and kept clean by the property owner. All costs and expense incident to the installation and connection of sewer services shall be borne by the owner of the premises served by the same. Additionally, all cleaning of, repairs to or renewals of sewers shall be made at the expense of the owner of the premises served by such sewer, provided that any labor on such sewer which may be required as a result of defects or obstructions in the main public sewer shall be paid for by the City.

Whenever any service connection to any public sewer shall become clogged, broken, obstructed, out of order or detrimental to the use of a public sewer, or unfit for carrying sewage, the owner, agent, occupant or person having charge of any building or lot of land or premises in which such service connection is located shall, upon notification by the Director and/or the City Engineer, remove, reconstruct, alter, clean or repair such service connection as the condition thereof may require. In case of neglect or refusal to comply with such notice within five (5) days after the same is given, the Director and/or the City Engineer may cause the

service connection to be removed, reconstructed, repaired, altered or cleaned, as he or she may deem expedient, at the expense of such owner, agent, occupant or other person so notified, who shall also be liable to a penalty for such neglect or refusal.

§ 228-67 Disposition of assessment for betterment.

Whenever a betterment for a public sewer constructed pursuant to an order of the City Council has been assessed on the premises with respect to which an application for connection has been made, an agreement for payment of such assessment must be entered into by the property owner with the City prior to connection to the public sewer.

§ 228-68 This section left blank intentionally

§ 228-69 Responsibility for plumbing.

All pipes and fixtures outside the building shall be considered part of the sewer service, and shall be regulated by the DPW. The sewer service, from 10-feet outside of the house to the sewer main, including all chimney connections, shall be the property of the owner of the premises that is served, and all maintenance, improvements, and replacement shall be the responsibility of the property owner. All pipes and fixtures within any buildings, and for 10-feet outside the building, shall be considered a part of the plumbing and shall be under the regulatory jurisdiction of the Building Department and State Plumbing Code.

§ 228-70 An individual sewer service is required for every building; exception.

[Amended 12-16-2002 by Ord. No. 02-060A]

- A. A separate and independent sewer service shall be provided for every building, except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway. In such case, the sewer service from the front building may be extended to the rear building and the whole considered as one sewer service, but the City does not and will not assume any obligation or responsibility for damage caused by or resulting from any single connection aforementioned. The City may also require proof of maintenance agreements and/or easements to allow such jointly owned sewer service connections.
- B. Any property which is subdivided into multiple properties must make separate connections to the sewer main for each property; shared services will not be permitted unless a hardship is indicated and approval is given by the City Engineer.
- C. Unless a different determination is made by the City Engineer, each parcel is entitled to one single sewer service, and separate services shall not be connected to the public sewer main from multiple buildings on the same property. Accessory buildings such as a garage or barn or an approved in-law apartment should be connected to the sewer service for the primary use building.
- D. The City Engineer may determine that it is in the best interests of the City to allow more or fewer service connections than described in this Section.

§ 228-71 Use of old sewers.

Old sewer services shall not be used for new building construction or substantial reconstruction. If the City Engineer deems that it is in the best interest of the City to allow reuse of an old connection, and, on examination, the service meets all requirements of this article and DPW standards for integrity, the City Engineer may waive this requirement. All evaluations of the existing service pipe shall be performed at the expense of the owner.

§ 228-72 **Establishment of specifications.**

The DPW shall, from time to time, establish standard requirements or specifications to regulate the sizes, materials, methods and workmanship to be used in the construction of sewers, house connections and other similar work and appurtenances thereto connected or intended to be connected into or to discharge, directly or indirectly, into any public sewer of the City. These requirements shall be recorded in the DPW Design and Construction Standards and shall not conflict with any requirements of the City Building Commissioner. Such standard requirements shall provide for gastight and watertight connections and minimum requirements as to size, depth, slope or rate of grade for such pipes, shall regulate the kinds of pipe, fittings, methods of laying, jointing, materials used, manner of connecting to existing municipal sewers and general consideration as to location and other pertinent features. When a private service connection is made directly to the MWRA sewerage system, all applicable applications and standards applied by the MWRA must be met and supersede City requirements when they are more stringent. All City requirements that are more stringent than MWRA requirement shall apply to sewer services within the City, whether connected to the City or MWRA sewerage systems.

§ 228-73 **Specifications to apply in absence of code provisions.**

[Amended 8-21-2017 by Ord. No. 2018-4]

In the absence of code provisions, or in amplification thereof, the materials and procedures set forth in the appropriate specifications of the American Society for Testing and Materials (ASTM) and the Water Environment Federation (WEF) Manual of Practice No. FD-5 shall apply.

§ 228-74 **Gravity flow or means of lifting required.**

Whenever possible, the sewer service shall be brought to the building at an elevation below the basement floor. The preferred method for discharge of sanitary sewage from an individual building or a group of buildings to the City of Melrose sewer system is by gravity flow. In all buildings in which any internal sewer service is too low to permit gravity flow to the public sewer, sanitary wastewater carried by such internal sewer service shall be lifted by an approved means and discharged to the sewer service. All grinder pump systems shall comply with the DPW's design and construction standards for such systems.

§ 228-75 This section left blank intentionally

§ 228-76 **Private sewer services.**

All sewer services shall be installed in full accordance with the DPW's Design and Construction standards unless otherwise permitted in writing by the City Engineer following application for installation.

§ 228-77 This section left intentionally blank

§ 228-78 **Infiltration and inflow mitigation fees.**

[Added 6-16-2016 by Ord. No. 2016-200]

- A. Any person or entity changing, altering, repairing, adding to or improving their property in any way that may or should impact the sewer system within the City of Melrose, or any person or entity proposing to add additional wastewater to an existing sewer connection, or any applicant for a new building permit, shall be required to mitigate infiltration/inflow sources which add extraneous water to the sewer system, thereby reducing its capacity and capability to accommodate new flows, at a rate of one gallon of infiltration/inflow removal for each additional gallon of wastewater that will be discharged to the sewer system as a result of the subject project. In the event a connection is subject to a state sewer connection/extension permit under Code of Massachusetts Regulations Chapter 314, and such permit is conditioned upon the completion of removal of infiltration/inflow prior to connection, said removal of

infiltration/inflow shall be credited toward complying with the requirements of this section.

- B. Title 5 (310 CMR 15) shall be used to determine flow rates, which will be used to calculate the value of the infiltration and inflow mitigation fee. Said fee shall be calculated based on the net change in Title 5 flows resulting from the subject project. The cost per gallon per day (gpd) of flow shall be as defined in the Schedule of Fees and as approved by the City Council. Existing conditions will be established based on records of the Melrose Assessor's office. For example, a project with a net increase of five bedrooms compared to existing conditions per Assessor's records has an associated Title 5 flow increase of 550 gpd. This is a one-time fee required prior to the issuance of a building permit or any other permit, order or permission for any change, alteration, repair, addition or modifications improving the subject property.
- C. The fee assessment, or indication that no fee is required based on a determination of no net increase to sewer flows from the subject project, shall be determined by the Director of Public Works. The Director will not sign off on occupancy for any project for which an outstanding payment is due for any assessed infiltration and inflow mitigation fee, for the subject project or for any other project for which occupancy is sought by the same applicant.

Article V
Stormwater
(previously approved)

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

Chapter 228

Water, and Sewers, and Drains

[HISTORY: Adopted by the Board of Aldermen of the City of Melrose as Rev. Ords. 1976, §§ 20-46 to 20-65 (Rev. Ords. 1989, §§ 16-1 to 16-4 and 16-16 to 16-32, ~~—~~ (Rev. Ords. 2021, —) Amendments noted where applicable.]

GENERAL REFERENCES

Assessments — See Ch. 9.

Sewage disposal — See Ch. 194.

Streets and sidewalks — See Ch. 202.

Article I General Provisions

§ 228-1 ~~Regulations considered part of contract.~~ Applicability, Effective Date, and Severability.
[Amended 6-26-1985 by Ord. No. 1108]

- A. Except as otherwise specifically ordered by the City Council, the ~~rules and regulations~~ provisions set out in this Chapter shall be applicable to ~~considered as a part of the contract with~~ every person who uses the City water and ~~the City~~ sewer services, receives and every person who benefits from the public drainage system, and is permitted for, ~~and the installation and maintenance of private drainage systems. Every person who takes, and every person who takes the~~ water and uses the sewers and uses the drains in the City of Melrose shall comply with the regulations set forth herein.
- B. ~~assents thereto and agrees to be bound thereby.~~ This Chapter shall take effect immediately upon passage, approval, and publication as provided by law.
- C. Prior water, sewer, and drainage ordinances of the City of Melrose or parts thereof in conflict with this Chapter are hereby repealed. Any provision of this Chapter that is found to be unenforceable in any court of the Commonwealth of Massachusetts shall not affect the validity of any other provision of this Chapter.

§ 228-2 Commitment of charges for collection.
[Amended 6-17-1985 by Ord. No. 1046]

All charges for water and sewer service shall be committed forthwith by the Department of Public Works (DPW) to the City Collector for collection, and, whenever charges are so committed, such Department shall file with the City Auditor a report, in writing, of the total amount of the charges in each such commitment. The Department shall forthwith give notice, in writing, to the City Auditor of every correction in and abatement of a charge for water and sewer services.

~~§ 228-2 This section intentionally blank.~~

~~[Amended 2-1-1993 by Ord. No. 92-318]~~

~~If any person violates any of the rules and regulations set out in this chapter, the water will be shut off and~~

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

~~will not be turned on again until all charges, including \$25 for shutting off and turning on, have been paid.~~

§ 228-3 Billing period; place of payment; delinquent payments.

[Amended 6-17-1985 by Ord. No. 1045; 7-21-1986 by Ord. No. 1417; 7-28-1986 by Ord. No. 1455; 12-19-1988 by Ord. No. 2217; 10-19-1992 by Ord. No. 93-50]

A. All bills for water and sewer shall be made out and rendered by the ~~Public Works Department of Public Works (DPW)~~ to consumers quarterly ~~or monthly, at the choice of the resident customer, and all such bills shall be payable within 30 days at the office of the City Collector.~~ All quarterly bills shall be payable within 30 days and monthly bills within 21 days at the office of the City Collector.

~~B. All bills for stormwater shall be As defined in the Stormwater Rules and Regulations (SWR&R).~~

Bills not paid within ~~30 days~~ the specified timeframes shall be subject to the following:

- (1) Demand charge of \$5.
- (2) Interest penalty of 14% from the due date.
- (3) Lien fee of \$10, to be applied only on those water and sewer bills that become lien on real estate tax bills.

C. Abatement Procedure: A one-time water and/or sewer abatement will be considered during any ten-year period for any given customer address, upon filing of an abatement application meeting all requirements of the DPW for such request. Applications must be submitted within 45 days of the issuance date of the bill in dispute. No leak adjustments will be granted if the property has an active water leak or a known leak has not been repaired. In the event that the owner cannot determine the source or cause of unexplained high consumption, data logs will be gathered from the meter to show when water was being used. Abatement applications will only be accepted for accounts that are current, in good standing, and have a working radio meter installed. No more than two consecutive bills are eligible for an adjustment.

~~§ 228-4 Commitment of charges for collection.
[Amended 6-17-1985 by Ord. No. 1046]~~

~~All charges for water and sewer service shall be committed forthwith by the Public Works Department DPW to the City Collector for collection, and, whenever charges are so committed, such Department shall file with the City Auditor a report, in writing, of the total amount of the charges in each such commitment. The Department shall forthwith give notice, in writing, to the City Auditor of every correction in and abatement of a charge for water and sewer services.~~

Article II Water

§ 228-4 Definitions

As used in this article and in Article III, the following terms shall have the meanings indicated:

APPLICANT

A person, persons or corporation who applies for an account, a service connection, or the installation of other infrastructure for water, sewer, or drainage.

ANSI

The American National Standards Institute, Inc.

AWWA

The American Water Works Association

APPROVED

Accepted by the City of Melrose Department of Public Works (DPW) as meeting an applicable specification stated or cited in this regulation or as suitable for the proposed use.

BACKFLOW

The flow of water or other liquids, mixtures or substances under pressure into the distributing pipes of a potable public water supply system from any source or sources other than the intended source.

BACKFLOW PREVENTER

A device or means designed to prevent backflow or backsiphonage. Allowable backflow devices in the Commonwealth of Massachusetts are defined in 310 CMR 22.22.

BACKSIPHONAGE

The flow of water or other liquids, mixtures or substances into the distributing pipes of a potable public water supply system from any source other than its intended source caused by the sudden reduction of pressure in the potable public water supply system.

CERTIFICATION EXAMINATION

An examination approved by the Commonwealth of Massachusetts for the purpose of testing competency in all areas of cross-connection control and backflow prevention device testing.

CERTIFIED BACKFLOW PREVENTION DEVICE TESTER

An individual who holds a valid Massachusetts backflow prevention device tester's certificate issued by the Commonwealth.

CITY

The City of Melrose.

CITY ENGINEER

The City Engineer of the Melrose Department of Public Works or their designee.

COMMONWEALTH

The Commonwealth of Massachusetts.

CONTAMINANT

A physical, chemical, biological or radiological substance or matter in water.

CROSS-CONNECTION

Any actual or potential connection between a distribution pipe of potable water from a public water system and any pipe of nonpotable water.

CUSTOMER

The person or party responsible for a water and/or sewer account.

DIRECTOR

The Director of the Melrose Department of Public Works or their designee.

DPW (a.k.a. DEPARTMENT)

The City of Melrose Department of Public Works.

INSPECTION

The physical examination and testing of an installed backflow prevention device to verify that the backflow prevention device is functioning properly.

INSPECTION AND MAINTENANCE REPORT FORM

A report form, designated by the Commonwealth of Massachusetts, which is to be used by certified testers to record all pertinent testing information.

IRRIGATION SYSTEM

Any equipment that conveys water for irrigation purposes and that is permanently connected to the public water supply.

MASSDEP

The Massachusetts Department of Environmental Protection, which is the regulatory agency for the Federal Safe Drinking Water Act.

METER

A device installed for the measurement of water quantities to be used as a basis for determining charges for water and sewer service.

METER PIT

An underground chamber along a service line, suitable for installation of a water meter and for protecting the meter from the effects of weather.

OWNER

Any person maintaining a cross-connection installation or owning premises on which cross-connections can or do exist.

SCHEDULE OF FEES

The City of Melrose Water, Sewer, and Drainage Schedule of Fees, which includes all charges for water and sewer use, permits, application fees, and all other rates or fees associated with the City of Melrose water, sewer, and drainage systems. This Schedule of Fees shall be revised periodically as appropriate. All water and sewer volumetric rates and base fees as listed in the Schedule of Fees shall be approved in advance by the City Council.

WATER MAIN

The City of Melrose water supply pipe laid in the right of way or easement from which potable water service connections are made.

WATER, NONPOTABLE

Water which is not safe for human consumption or which is of questionable potability, including private wells.

WATER, POTABLE

Water from a public source which has been approved by the Massachusetts Department of Environmental Protection and the United States Environmental Protection Agency for human consumption.

WATER SERVICE CONNECTION

All the lines and materials from the water main to the customer's water system and is equivalent to 'water service'.

§ 228-5 Right of entry.

[Amended 5-21-2012 by Ord. No. 2012-158]

The owners or occupants of any premises served by the Division's City of Melrose water system shall, upon presentation by Division department personnel of their credentials, authorize entry to their premises during normal business hours, as provided for under the Massachusetts General Laws Chapter 165, Section 11D, for the purpose of inspecting and surveying their water system for new installations or cross connections, or to remove, repair or replace any water meter, or to conduct water quality sampling and testing. When such access is refused, the water shall be shut off after proper notice has been provided until such access has been allowed and fees have been paid for shutting off and turning on the water.

Duly authorized employees of the Division department, bearing proper credentials and identification, shall be permitted to enter all private properties through which the City Division holds an easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the water works lying within said easement. All entry and subsequent work, if any, on said easement shall be done in full accordance with the terms of the easement pertaining to the private property involved.

The City Engineer DPW staff or their his/her agent shall at all reasonable hours have free access to premises supplied with water to examine the condition of the pipes and fixtures and quantity of water used and to inspect any components of the water system for compliance with this ordinance and any referenced City standards or policies.. and to shut off the water for nonpayment or any violation of the rules set out in this article.

State law reference — Authority of municipalities to make regulations relative to pipes through which water is supplied, MGL c. 40, § 21, cl. (7).

§ 228-6 Laying of service pipes.

[Amended 5-21-2012 by Ord. No. 2012-158]

- A. Except as otherwise provided by the rules and regulations of the Planning Board governing the subdivision of land, water service pipes will be ~~replaced~~ laid from the main to the line of the street without charge and from the line of the street to the building at the expense of the applicant, provided that the whole or part of the work from the street line to the building may be done by the property owner or his/her agent, subject to the approval of the City Engineer, if the property owner so elects. All new water service pipes and appurtenances associated with new construction or redevelopment shall be paid for and installed by the private property owner and their agents, following approval by the City Engineer. No work shall be performed on any component of the water system, including both public and private water mains and/or services connected to the City's water system, without a written permit application and approval from the DPW City's Engineering Division. All pipes and appurtenances shall conform to the Department City's standards as described in the City of Melrose Design and Construction Standards.

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B. Approval of applications shall be valid for six months. If applicants do not make a service connection within six months of the date of approval, then the approval shall be revoked, unless extended in writing by the City Engineer.

C. The approval of an application for a water service account will be contingent upon the existence of a water main in the public or private way in front of the property to be served, unless otherwise allowed by the City Engineer. Furthermore, the pressure and carrying capacity of the water main must be sufficient to serve the applicant without adversely affecting the service to existing users.

D. The main must be extended (including necessary hydrants and appurtenances) to the furthest limit of the property to be served by water unless otherwise approved by the City Engineer. A waiver can be obtained if hardship is demonstrated at the discretion of the City Engineer. The applicant shall pay for the cost of permits, installation, and inspection by the Division in accordance with the Water, Sewer, and Drainage Schedule of Fees.

E. An applicant requesting extension of water mains in a private right of way must comply with the City of Melrose Design and Construction Standards, and must convey to the Division any easements necessary to maintain the pipe and appurtenances, along with ownership of the main itself when applicable.

—That portion of a service connection installed within a public way and terminating at a shut off shall be considered the property of the ~~Division~~ City upon its construction and acceptance unless otherwise specified by the City Engineer. The ~~Division~~ department shall be responsible for its maintenance unless otherwise specified by the City Engineer. That portion of a service connection not lying within the public way shall remain the property of the customer, who shall be responsible for its maintenance.

~~A. Any contractor performing work on utilities connected to the City of Melrose's water system must provide all bonds and insurance required by the Engineering Division permitting process.~~

~~All fees for permit applications and inspections shall be as documented in the Water, Sewer, and Drainage Schedule of Fees.~~

F.

~~A. That portion of a service connection installed within a public way and terminating at a shut off shall be considered the property of the Division upon its construction and acceptance unless otherwise specified by the City Engineer. The Division shall be responsible for its maintenance unless otherwise specified by the City Engineer. That portion of a service connection not lying within the public way shall remain the property of the customer, who shall be responsible for its maintenance.~~

G. If a property is subdivided, then each of the resulting properties must have its own service connection. This may require replacing an existing service connection with a main.

H. In case of a leak in the customer's service connection or water system, such leak must be repaired as soon as possible upon discovery by the customer or upon report to the customer by the ~~Division~~ department, as a condition of continued service. The customer may be billed for the estimated water use if repairs are not made within two weeks. The City also reserves the right to make repairs to private service lines and bill the customer for the expense if repairs are not made, when-if the City deems the level of water loss to be unacceptable, regardless of the length of time that has passed since the leak was discovered.

—Any contractor performing work on utilities connected to the City of Melrose's water system must provide all bonds and insurance required by the ~~DPW~~ Engineering Division permitting process.

I.

§ 228-7 Size and material of service pipes and meters.
[Amended 5-21-2012 by Ord. No. 2012-158]

No water service pipe ~~or meter larger than 3/4 of~~ less than one inch will be laid or allowed, except upon special consent of the City Engineer ~~DPW. Allowable residential meter sizes are 5/8, 3/4, or 1-inch, unless otherwise approved by the City Engineer.~~ For a water service or meter larger than one inch, the Owner will be responsible for ~~and upon the payment of the additional cost to the City. Additional costs for larger services and meters is as defined in the most recent version of the WSR&R Water, Sewer, and Drainage Schedule of Fees~~ Water and Sewer Schedule of Fees. All pipe laid on the abutter's premises between the street line and the meter or cellar wall private property shall be of such material and size as may be approved by the City Engineer and in accordance with the applicable design standards of the Melrose DPW Water and Sewer Design and Construction Standards.

§ 228-8 Separate service pipes required; protection and maintenance.
[Amended 5-21-2012 by Ord. No. 2012-158]

No two buildings shall be supplied with domestic water through the same service pipe. ~~and, so far as possible, each tenement or apartment shall be supplied through a separate service pipe. Any person putting in his/her own~~ The service pipe from the street line to the building must lay it at least 5 1/2 feet deep and must provide include a stop and waste cock, properly located, inside the building. ~~and take such other precautions as may be deemed necessary by the City Engineer. He/she~~ The building owner must keep the service pipe, stop and waste cock, and all fixtures connected therewith on ~~his/her~~ their premises in good repair and protected from frost, and ~~they/he/she~~ will be held liable for all damage which may result from a failure to do so. Fire service, where required, shall be provided using a separate pipe from the water main, where needed.

§ 228-9 Additional service pipes.

~~Any person desiring more than one water service pipe for any one tenant from the main to his/her premises will be required to pay the whole cost of such additional pipe.~~

Any person desiring or requiring more than one water service pipe for any one building will be required to pay the entire cost of such pipe. Furthermore, the City may require new development projects to assume all costs associated with new or re-laid water services.

§ 228-10 Laying mains in public and private ways; assessments.
[Amended 5-21-2012 by Ord. No. 2012-158]

A. A.—Applications for the original laying of pipes in public and private ways for the conveyance and distribution of water shall be made, in writing, to the City Engineer in ~~such form as he/she/they shall prescribe.~~ the form of an application for utility installation and shall include all plans and other documentation required by the City Engineer. Such work shall be performed entirely at the expense of the applicant, in accordance with all DPW design and construction standards in place at the time the application is made. ~~Before laying any such pipe, the City Engineer shall prepare an estimate of the cost thereof and of the assessments to be paid by the owners of the land which will receive benefit therefrom, computed in the manner provided in this section, and shall grant a hearing to each such owner. Notice of the time and place of such hearing shall be given, in writing, not less than seven days prior to the date thereof, and each such owner shall be furnished with a statement of the estimated betterment to be assessed against his/her property.~~

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B. Cases may arise where the City chooses, at the City's option, to lay a new water main and services where one did not previously exist. At the discretion of the City Engineer, a procedure may be used to assess betterments to the bettered properties iAssessment for the installation of new water main, service connections shall be in accordance with MGL Chapter 40, section 42K5G.:

Such city, town or district may provide that an owner of land which receives benefit from the laying of water pipes in public and private ways upon which his land abuts or which by more remote means receives benefit through the supply of water to his land or buildings shall pay a proportionate part of the cost not already assessed of extending such water supply to his land.

The amount to be charged against each parcel of land receiving such benefit shall include the cost of the pipes and other material and of the labor in laying them and other expenses incidental thereto and shall be ascertained, assessed and certified by the water commissionMWRAs or the other officers in charge of the supply and distribution of water in such city, town or district.

Section 42K. In a city, town or district which accepts the provisions of this section, the water commissioners may assess betterments in accordance with the provisions of chapter eighty for the construction and connection of water mains and services by a uniform unit method which shall be based upon the common main construction costs divided among the total number of existing and potential water units to be served after having allocated the town contribution, if any, and after having proportioned the cost of special (specific unit) and general benefit facilities. Each water unit shall be equal to a single family residence. Potential water units shall be calculated on the basis of zoning in effect at the date of assessment. Existing and potentially and potentially multi-family, commercial, industrial and semi-public uses shall be converted into water units on the basis of residential equivalents

B. Acting under authority of MGL c. 40, § 42G, the City Engineer shall assess 1/2 of the actual cost of originally laying pipes in public and private ways upon the estates benefited thereby. For the purpose of apportioning the cost among the estates so benefited, 1/3 of such 1/2 of the cost shall be assessed upon the total frontage of the land so benefited on the street or way in which such pipe is laid, and each such estate shall be assessed its proportional part thereof. Two-thirds of such 1/2 of the cost shall be assessed upon the total area of the land so benefited within a depth of 100 feet from the street or way in which such pipe is laid, and each such estate shall be assessed its proportional part thereof.

C. In the case of an estate which receives a direct benefit from the laying of such a pipe but which does not abut the street or way in which such pipe is laid and is not wholly located within 100 feet from such street or way, so much of the area of such estate as may be deemed by the City Engineer to be just and reasonable shall be included in the total area, as aforesaid, and assessed its proportion of the cost in the same manner as land within 100 feet of such street or way.

D. Each corner lot abutting upon a street or way in which such a pipe is laid and which receives direct benefit therefrom shall be assessed in accordance with the provisions of this section, including the whole frontage of the lot on the street in which such pipe is first laid. When such a pipe is laid on the other street or way on which such lot abuts, so much of the area of such lot as has been previously assessed and so much of the frontage of such lot on the other street or way as may be deemed by the City Engineer to be just and equitable shall be exempt from assessment.

E. Whenever the City Engineer determines that a pipe for the conveyance and distribution of water shall be originally laid in any public or private way, he/she shall take all such steps as may be required to ensure that effect will be given to all pertinent provisions of MGL c. 40, § 42I.

A.C.F. This section shall not apply to the laying of water pipes for which provision is otherwise made

by the rules and regulations of the Planning Board governing the subdivision of land.

§ 228-11 Laying mains in private property.

In the event the City determines that it is necessary to install a water main is installed on private property, a permanent water easement shall be granted to the City. The property owner shall be compensated for the fair value of the land, as determined by an appraisal paid for and conducted by the City sought. ~~No water main shall be laid in any private property, other than a private way, unless the owner thereof gives a release to the City for that purpose, and such owner, when required, shall file a bond for the payment annually of 6% of the cost to the City of such main and connections until such time as the revenue from such main shall be sufficient to pay the interest on the cost of construction.~~

§ 228-12 Turning on and shutting off water; charges.

[Amended 1-21-1992 by Ord. No. 91-264A]

- A. No person except the ~~City Engineer~~ DPW Operations staff or those authorized Department City's licensed primary water distribution system operator, or those authorized by him/her them, ized by the Operations Manager by him/her shall at any time turn or let on water to any house or building or in any way interfere with any gate valve, fire hydrant or standpipe. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- B. Charges for turning water on or off, testing meters, and conducting other activities related to the provision of water by the City are defined in the Water, Sewer, and Drainage Schedule of Fees Water and Sewer Schedule of Fees rate chart included in latest version of the WSR&R and as approved by City Council.
- C. Any person who turns City water service on or off without permission from the DPW Operations Manager or the primary distribution system operator may be subject to fines as described in the - WSR&R Water, Sewer, and Drainage Schedule of Fees Water and Sewer Schedule of Fees.:
 - (1) ~~Water turned off at curb: \$25.-~~
 - (2) ~~Water turned on at curb: \$25.-~~
 - (3) ~~Meter tests: \$25.-~~
 - (4) ~~Special meter reading trip charge: \$25.-~~
 - (5) ~~Final meter reading: \$25.-~~
 - (6) ~~Repair of frozen meters: \$25 plus parts.-~~
 - (7) ~~Fire flow tests (hydrant): \$100.-~~

§ 228-13 This section intentionally blank. Water to be Supplied to Customers

- A. No customers shall operate apparatus on their water lines, water meter or elsewhere on their premises that will adversely affect the operating conditions of the City Division's water system or its equipment or its ability to serve other customers.

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- B. Customers are responsible for notifying the ~~Division~~ department if a building becomes vacant and requesting that the water service be shut off.
- C. Variations in water pressure will not be considered a violation of this ordinance when they arise from unusual or extraordinary conditions, or arise from the operation of the customer's own fixtures or appliances. It is the customer's responsibility to install suitable equipment to protect private piping, equipment and property from variations in water pressure.
- D. The ~~Division~~ department reserves the right to interrupt service temporarily in order to perform maintenance or repairs on the water system. Whenever possible, the ~~Division~~ department will notify customers of scheduled interruptions. However, in case of an emergency, the ~~Division~~ department reserves the right to interrupt service without first giving notice of such action if, in its opinion, it is necessary to do so in order to facilitate the making of repairs or alterations, or other necessary purposes. In such cases, no person shall be entitled to receive damages or refunds of payments because of any such interruption or any consequent conditions.
- E. A customer shall not be permitted to supply another property with water, except in emergencies, and then only with the permission of the ~~City Engineer~~ Department.
- F. No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is a part of the water system. Any person violating this provision shall be subject to appropriate criminal proceedings.

§ 228-14 **Water meters.**

- A. No person except the ~~proper officers DPW Operations staff of the Water Division~~ will be allowed to set take off or repair water meters owned by the City. [Amended 8-21-2017 by Ord. No. 2018-4]
- B. All water meters under 1-inch in size will be furnished, placed and maintained by the City. Any premises requiring a meter over 1-inch is the owner's responsibility to purchase, install, and maintain. Any damage to any meter done or caused by the carelessness or neglect of the owner or occupant will be charged to ~~his/her~~ their next bill. Non-payment will result in fees consistent with non-payment of water bills, and, if not paid as provided for in § 228-3, the water will be shut off and not again turned on until such charge and all others are paid.
- C. Effective October 1, 2017, a manual read fee ~~of \$50 per quarter~~ as specified in the Schedule of Fees ~~Water and Sewer Schedule of Fees~~ shall be charged to any account that cannot be remotely read by the City of Melrose. **[Added 6-19-2017 by Ord. No. 2017-148]**
- D. A tampering fee shall be assessed to any customer, contractor, or other individual or company who deliberately and knowingly tampers with a water meter in order to change the meter reading, the value of which is specified in the Schedule of Fees ~~Water and Sewer Schedule of Fees~~. Assessment of this fee does not preclude the City or others from imposing any applicable criminal or other charge.
- E. Installation and repair of meter pits must be approved by the City Engineer and shall be done at the customer's expense. Meter pits may be required at the discretion of the City Engineer.
- F. All meters installed must meet the City of Melrose standards for both the metering and communications

devices.

- G. It shall be the responsibility of every customer to ensure that meters on service connections are readily accessible to Division personnel, regardless of where the meters are located.
- H. If a customer requests that a device be installed to transfer meter registration information off the premises for the customer's convenience, it shall require the approval of the City Engineer and shall be installed at the customer's expense. The Division maintains the right of access to the premises in order to verify the consistency of the meter registration with the remote registration. The meter having actual contact with water shall serve as the primary measuring device and shall govern all billing and billing adjustments.
- I. The Division has the right to replace and repair meters or test meters in order to verify or insure their accuracy. The cost of periodically testing and replacing all meters larger than one-inch in size shall be the responsibility of the customer.
- J. For meters over one-inch in size, if the customer is unable to provide an opportunity to change, repair or test the meter during normal working hours, it is the responsibility of the customer to provide an acceptable bypass of the meter in order to accomplish replacement, make repairs or conduct in-place testing.- All bypasses shall be metered unless the City EngineerDepartment waives this requirement.
- K. Customers may request to have the meter which is currently in place and being used for billing by the City tested for accuracy. All meters will be tested for accuracy in accordance with industry standards for the type of meter in use as published by the American Water Works Association. A written report of the meter accuracy test will be provided to the customer and a one-time charge will be assessed according to the current ~~schedule of rates~~Schedule of Fees. If the meter is found to be over registering, then the Division will assume the full amount of the charge for testing the meter, and the water user fees based on readings from the meter shall be adjusted in accordance with the result of the test.
- L. The property owner is responsible for all costs and fees associated with the purchase and installation of a secondary water meter for outdoor water use. All plumbing work and meter installations must be done by a licensed plumber with all applicable permits obtained. Plumbing must effectively isolate all exterior uses from interior uses, and all exterior water uses must have no connection to the sanitary sewer. Second water meters for lawn sprinklers shall be installed after of the primary water meter and so that they measure only exterior water use. Plumbing to exterior uses must be properly isolated by use of both ball valves and a proper backflow prevention device. Both the primary and secondary water meters must be consistent with all current standards of the DPW.

§ 228-15 Rates set by Mayor and Council; Water Rate Review Committee.

[Amended 5-15-1978 by Ord. No. 19837; 6-5-1978 by Ord. No. 19917; 7-17-1978 by Ord. No. 19837A; 9-6-1989 by Ord. No. 90-2; 10-15-1990 by Ord. No. 90-278; 9-9-1991 by Ord. No. 92-22; 1-6-1992 by Ord. No. 92-137; 1-21-1992 by Ord. No. 92-166; 6-6-1994 by Ord. No. 94-221; 7-18-1994 by Ord. No. 94-221A; 6-17-1996 by Ord. No. 96-335; 6-27-2001 by Ord. No. 01-323; 6-26-2002 by Ord. No. 02-358; 12-16-2002 by Ord. No. 02-060A; 6-26-2003 by Ord. No. 03-290; 6-21-2004 by Ord. No. 04-268; 6-30-2005 by Ord. No. 05-248; 6-26-2006 by Ord. No. 06-248; 7-17-2006 by Ord. No. 06-248A; 7-16-2007 by Ord. No. 07-179; 5-19-2008 by Ord. No. 08-225; 10-20-2008 by Ord. No. 08-269; 6-15-2009 by Ord. No.

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09-202; 5-17-2010 by Ord. No. 10-160; 6-20-2011 by Ord. No. 11-170; 5-21-2012 by Ord. No. 2012-158; 6-18-2012 by Ord. No. 2012-189; 8-20-2012 by Ord. No. 2013-4; 3-4-2013 by Ord. No. 2013-118; 6-27-2013 by Ord. No. 2013-204; 5-19-2014 by Ord. No. 2014-117; 6-15-2015 by Ord. No. 2015-143; 6-16-2016 by Ord. No. 2016-163; 5-15-2017 by Ord. No. 2017-136; 6-19-2017 by Ord. No. 2017-146]

- A. Except as provided by § 228-16, all bills for water furnished by the City shall be rendered at intervals of three months (quarterly) or one month (monthly) at rates established by the Mayor and City Council, ~~and defined in the WSR&R from time to time.~~
- (1) ~~Tiered w~~Tiered water rates per 100 cubic feet, following approval, shall be documented in the Water, Sewer, and Drainage Schedule of Fees ~~Water and Sewer Schedule of Fees, effective fiscal year 2019.~~ [Amended 6-18-2018 by Order No. 2018-178]

~~(a) Quarterly consumption:~~

Cubic Feet	Rate Per 100 Cubic Feet
1 to 2,000	\$6.44
Over 2,000	\$8.75

~~(b) Quarterly meter base fee:~~

Meter Size (inches)	Fee
Up to 1	\$16.60
1 1/2	\$64.72
2	\$100.81
3	\$185.02
4	\$305.32
6	\$606.07
Manual read fee (for accounts that have not changed primary meter)	\$50/quarter
Second meter fee—meter replaced	\$16.60
Second meter fee—meter not replaced	\$50.00

~~(c) Monthly consumption:~~

Cubic Feet	Consumption Rate
1 to 2,000	\$6.44
Over 2,000	\$8.75

~~(d) Monthly meter base fee:~~

Meter Size (inches)	Fee
Up to 1	\$5.54
1 1/2	\$21.58
2	\$33.61
3	\$61.68

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Meter Size**(inches)**

	Fee
4	\$101.78
6	\$202.03
Manual read fee (for accounts that have not changed primary meter)	N/A
Second meter fee — meter replaced	\$5.54
Second meter fee — meter not replaced	\$16.67

(2) The water rate shall be applied to all properties in the City of Melrose classified under Commonwealth of Massachusetts Department of Revenue (DOR) Property Classification Code of ~~April 1987~~ April 2019 or latest version, as commercial, industrial, or residential. Properties owned and operated by the City of Melrose by governmental or quasi-governmental entities (e.g. MWRA) shall not receive a water bill unless otherwise determined by the City Auditor. Code/Codes 1, 101 through 103, 104 and 105 and all land or structures exclusively in municipal use by the City of Melrose. Water at said properties will still be metered for the purpose of accounting for water use and promoting conservation.

(3) Owners of property are responsible for payment of all fees for water service. The ~~Division~~ Department shall not bill tenants or contractors, although they may receive a copy of bills upon request. Customers shall be charged fees and held responsible for service until the ~~Division~~ Department is notified in writing that they no longer desire to use the public water supply. The ~~Division~~ Department is not responsible for leaks on the customer's property. Water passing through a meter shall be considered used by the customer.

(4) A minimum charge shall be assessed for water service from the date the water is turned on, regardless of the amount of water used, according to the current ~~s~~ Schedule of Rates. The City reserves the right to charge base fees when the water is turned off.

(5) If a meter fails to work, the customer shall be charged a user fee based on the average daily consumption of water as shown by the meter when it was working, for the corresponding billing period of the preceding year. If this methodology is not feasible, a different method of estimating water usage deemed appropriate to the Department shall be used.

B. There is hereby created a Water and Sewer Rate Review Committee, to consist of the Director of Public Works, City Engineer, ~~the~~ Auditor, Treasurer-Collector, ~~and~~ a member of the City Council appointed by the President of the City Council, and two citizens of Melrose appointed by the President of the City Council. The Committee shall meet at least quarterly to review the water rate charges established pursuant to this section, the costs of operating and maintaining the water system, and any capital improvements to the system. The Committee shall hold at least one meeting per year after 7:00 p.m. It shall report its findings and any recommendations to the City Council in conjunction with submission of the annual operating budget. **[Amended 10-2-2017 by Ord. No. 2018-23]**

State law reference — Law of commonwealth making water rates a lien on real estate, MGL c. 40, §§ 42A to 42F.

§ 228-16 **Water used for building purposes.**

[Amended 6-17-1985 by Ord. No. 1047; 12-16-2002 by Ord. No. 02-060A]

- A. The following rates shall be charged for water used for building purposes except as provided in s. 228 16.B:
- (1) The minimum charge for construction of new buildings shall be the same as t-for the three months' minimum charges (base fees).
 - (2) For extraordinary additions or repairs, the rate shall be assessed by the City Engineer. [Amended 5-21-2012 by Ord. No. 2012-158]
- B. The City Engineer shall have the right to require the applicant to pay by meter instead of the foregoing schedule for building purposes. [Amended 5-21-2012 by Ord. No. 2012-158]
- C. The ~~rates-fees~~ for water for building purposes, which are to be paid in advance, include the charge for turning on and shutting off water; ~~and~~ no allowance will be made if water is obtained from other premises. A refundable deposit may also be assessed. Charges for metered use during construction shall be assessed on a schedule as determined by the DPW Water and Sewer Billing-AdministratorDepartment.
- D. Water used for demolition and construction shall be in accordance with Department policies governing such uses.

§ 228-17 **Application for use of water or other work; emergencies.**

- A. Applications for the use of water for service pipes, for thawing frozen pipes, or for any other work to be done or materials to be furnished in connection with the supplying of water to any premises shall be made in accordance with Chapter 202, Streets and Sidewalks, § 202-10, on the City Engineering Division.
- B. In cases of extreme emergency, of which the City Engineer shall be the judge, such application shall not be required, ~~nor shall the provisions of § 202-10 apply,~~ provided that as soon as may be after the furnishing of such water or materials or the completion of such work, the City Engineer shall render a bill therefor, in an amount representing the actual cost to the City, to the owner of the premises. Such bill shall be payable on presentation, ~~and the provisions of Chapter 56, Officers and Employees, § 56-26, relative to commitment, return, correction, abatement and shutting off of water for nonpayment of water bills, shall apply to each such bill.~~ [Amended 5-21-2012 by Ord. No. 2012-158]
- C. In no case shall water be turned on for specific purposes until all charges are paid or, for fractional parts of the year, until the proportional part of the minimum charge is paid up to the first day of January next following. Fractional parts of a month shall be considered a full month, and 1/4 of the minimum rate per annum the three month chargebase fee shall be the least-chargeminimum amount charged-that shall be made.

§ 228-18 **Minimum chargesAbatements in case of vacancy.**

[Amended 12-16-2002 by Ord. No. 02-060A; 5-21-2012 by Ord. No. 2012-158]

In case of vacancy, abatements-base fees may be suspended at the discretion of the Department. may be allowed and made at the rate of \$0.20 per 100 cubic feet described in the WSR&R., provided that noNo abatement-suspension of fees shall be allowed or made unless notice of vacancy is given, in writing, at the

office of the City Engineer and the ~~sum of \$25 fee~~ paid for shutting off the water, which sum shall include the expense of turning on again. No premises will be considered vacant unless such notice is given in writing and water so shut off. ~~No abatement or refund shall be made for water so shut off during the last three months of the year or for fractional parts of 100 cubic feet.~~

§ 228-19 Opening or interfering with fire hydrants.
[Amended 5-21-2012 by Ord. No. 2012-158]

No person except the ~~City Engineer~~ DPW Operations staff, or those persons authorized by him/her ~~the Operations Manager, or City's primary water distribution system operator or those authorized by-~~ them/him/her, and the officers of the Fire Department in case of a fire, shall open or otherwise interfere with any fire hydrant, tie or fasten a horse or any other animal to any fire hydrant, or place any obstruction in the way of its free use by the firefighters.

Written approval of the DPW Director or their designee is required in order to use a hydrant as a temporary source of water. Charges for such temporary use shall be assessed in accordance with the Schedule of Fees.

Fire hydrants and water mains on private property may be inspected periodically by the City. Any repairs necessary for proper operation of hydrants or the proper functioning of water mains on private property shall be the responsibility of the property owner. Such repairs shall be completed within 30 days after due notice has been given in writing to the owner by the Division department.

No water shall be taken or used through private fire systems for testing unless the DPW issues written permission. Such test must be conducted in the presence of a representative of the DPW Water-Division Department.

§ 228-20 Elderly discount.

[Added 4-3-1989 by Ord. No. 2324; amended 5-6-1996 by Ord. No. 96-237]

- A. A twenty-percent discount on water bills shall be given upon application to the office of the City Engineer in accordance with the following procedure: **[Amended 5-21-2012 by Ord. No. 2012-158]**
- (1) The applicant must have ~~passed-reached or already been over~~ age 65 in the calendar year prior to that in which ~~he/she is~~ they are making application for discount. In the case of joint home ownership, either spouse/owner must have ~~passed-reached~~ age 65 ~~by~~ in the prior year.
 - (2) The applicant must be the owner of record of the property for which the discount is requested, ~~and his/her~~ their name must appear on the water bill for that property, and they must have lived at the subject property for a minimum of one year.
 - (3) The yearly consumption of water by the applicant's household shall not exceed 6,250 cubic feet.
[Amended 6-16-2016 by Ord. No. 2016-166]
 - (4) The discount shall only apply to owners of one-family or two-family homes who are able to demonstrate their primary residence in said single- or two-family home. **[Amended 6-16-2016 by Ord. No. 2016-166]**
 - (5) Otherwise eligible ~~condominium~~ condominium owners will be entitled to a discount which shall be equal to the average single-family discount provided for in this section for the immediately preceding fiscal year. **[Added 6-16-2016 by Ord. No. 2016-166]**

B. Applicants who have not reached 65 will also qualify for discount if:

- (1) They are in conformity with the other provisions of this section.
- (2) Their yearly gross income does not exceed \$~~15,000~~135,000 for a single person and \$~~23,000~~423,000 if filing jointly.

C. Administration of the discount program set forth in Subsections **A** and **B** above shall be in accordance with reasonable policies established by the Director, ~~of Public Works, or his/her or their~~ designee, and shall be in strict compliance with this section. **[Added 6-16-2016 by Ord. No. 2016-166]**

Article III Backflow and Cross-Connections

[Added 6-2-1997 by Ord. No. 97-323]

§ 228-21 Authority.

In accordance with the Safe Drinking Water Act of 1974 and the Commonwealth of Massachusetts regulations 310 CMR 22.22 of the Massachusetts Drinking Water Supply Regulations, the water purveyor has the primary responsibility for preventing water from unapproved sources, or any other substances, from entering the public potable water supply system.

§ 228-22 Purpose.

The purpose of this article is:

- A. To protect the public potable water supply served by the City of Melrose Water Division from the possibility of contamination or pollution by isolating within its customers' internal distribution system(s) such contaminants or pollutants which could backflow or backsiphon into the public water supply system.
- B. To promote the elimination or control of existing cross-connections, actual or potential, between its customers' in-house/in-plant potable water system(s) and nonpotable systems.
- C. To provide for the maintenance of a continuing program of cross-connection control which will systematically and effectively prevent the contamination or pollution of all public potable water systems by cross-connection.

D.

Backflow prevention shall be required at facilities identified in 310 CMR 22.22 (8) and all work shall comply with the State Plumbing code 248 CMR 10.00.-

§ 228-23 Responsibility of Water Division and customers.

The City of Melrose ~~Public Works Department~~DPW Water Division shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow or backsiphonage of contaminants or pollutants. If, as a result of a survey of any premises, the ~~Department~~Division determines that an approved backflow prevention device is required at the City's water service connection to any customer's premises for the safety of the public water supply system, the ~~Division~~Department or its designated agent shall give notice in writing to said customer to install such an approved

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backflow prevention device at each service connection to ~~his/her~~their premises. The customer shall, within 60 days, install such approved device or devices at ~~his/her~~their own expense. ~~F, and failure, refusal or inability on the part of the customer to install said device or devices within 60 days shall constitute a ground for disconnecting water service to the premises until such device or devices have been properly installed and inspected may result in a fine, as described in the WSR&R Water, Sewer, and Drainage Schedule of Fees, or the turning off of water to the property~~Water and Sewer Schedule of Fees.

§ 228-24 Definitions.

[Amended 4-7-2008 by Ord. No. 08-129]

~~As used in this article, the following terms shall have the meanings indicated:~~

~~ALTER~~

~~Any activity which will measurably change the ability of a ground surface to absorb water or will change existing surface drainage patterns. "Alter" may be similarly represented as "alteration of drainage characteristics" and "conducting land disturbance activities."~~

~~APPROVED~~

~~Accepted by the City of Melrose Public Works Department DPW Water Division as meeting an applicable specification stated or cited in this regulation or as suitable for this proposed use.~~

~~BACKFLOW~~

~~The flow of water or other liquids, mixtures or substances under pressure into the distributing pipes of a potable public water supply system from any source or sources other than the intended source.~~

~~BACKFLOW PREVENTER~~

~~A device or means designed to prevent backflow or backsiphonage. The types allowed by the Division include: Allowable backflow devices in the Commonwealth of Massachusetts are defined in 310-CMR-22.22.~~

~~A. **AIR GAP** The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture or other device and the flood rim of said vessel.~~

~~B. **REDUCED PRESSURE PRINCIPLE DEVICE** An assembly of two independently operating check valves with an automatically operating differential relief valve between the two check valves, two shutoff valves plus properly located test cocks.~~

~~C. **DOUBLE CHECK VALVE ASSEMBLY** An assembly of two independently operating approved check valves with shutoff valves on each side of the check valves, plus properly located test cocks.~~

~~D. **PRESSURE VACUUM BREAKER** A device designed to prevent backsiphonage only and which is used under static line pressure, plus properly located test cocks.~~

~~BACKSIPHONAGE~~

~~The flow of water or other liquids, mixtures or substances into the distributing pipes of a potable public water supply system from any source other than its intended source caused by the sudden reduction of pressure in the potable public water supply system.~~

~~BEST MANAGEMENT PRACTICE (BMP)~~

~~Structural, nonstructural, and managerial techniques that are recognized to be the most effective and~~

practical means to prevent and/or reduce increases in stormwater volumes and flows, reduce point-source and nonpoint source pollution, and promote stormwater quality and protection of the environment.

~~CERTIFICATION EXAMINATION~~

An examination approved by the Department Commonwealth of Massachusetts for the purpose of testing competency in all areas of cross-connection control and backflow prevention device testing.

~~CERTIFIED BACKFLOW PREVENTION DEVICE TESTER~~

An individual who holds a valid Massachusetts backflow prevention device tester's certificate issued by the Department Commonwealth.

~~CONTAMINANT~~

A physical, chemical, biological or radiological substance or matter in water.

~~CROSS-CONNECTION~~

Any actual or potential connection between a distribution pipe of potable water from a public water system and any pipe of nonpotable water.

~~DEPARTMENT~~

The Commonwealth of Massachusetts, Department of Environmental Protection.

~~[Amended 8-21-2017 by Ord. No. 2018-4]~~

~~DIVISION~~

The City of Melrose Public Works Department DPW Water Division as the operator of the Melrose Water Distribution System.

~~HAZARD, DEGREE OF~~

The term is derived from an evaluation of the potential risk to public health and the adverse effect of the hazard upon the potable public water system.

- A. ~~**HAZARD, HEALTH (high hazard)**~~ Any condition, device or practice in any water supply system and its operation which could create or, in the judgment of the Division, may create a danger to the health and well-being of the public water consumer.
- B. ~~**HAZARD, PLUMBING (high hazard)**~~ A plumbing-type cross-connection in a consumer's potable water system that has been properly protected requires protection by a vacuum breaker, air-gap separation or backflow prevention device. Unprotected plumbing-type cross-connections are considered to be a health hazard.
- C. ~~**HAZARD, SYSTEM (low hazard)**~~ All actual or potential threats to the physical properties of the public water system or to the potability of the public or the consumer's potable water system which would constitute a nuisance or be aesthetically objectionable or could cause damage to the system or its appurtenances but would not be dangerous to health.

~~INSPECTION~~

The physical examination and testing of an installed backflow prevention device to verify that the backflow prevention device is functioning properly.

~~INSPECTION AND MAINTENANCE REPORT FORM~~

A report form, designated by the Department Commonwealth of Massachusetts, which is to be used by

certified testers to record all pertinent testing information.

~~MASSACHUSETTS STORMWATER MANAGEMENT POLICY~~

The policy issued by the Department of Environmental Protection and, as amended, that coordinates the requirements prescribed by state bylaws promulgated under the authority of the Massachusetts Wetland Protection Act, MGL c. 131, § 40, and Massachusetts Clean Waters Act, MGL c. 21, §§ 26 to 56.

~~MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or MUNICIPAL STORM DRAIN SYSTEM~~

The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, public storm drain, public storm sewer, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the City of Melrose.

~~OWNER~~

Any person maintaining a cross-connection installation or owning premises on which cross-connections can or do exist.

~~STORMWATER~~

Stormwater runoff, snowmelt runoff, and surface water runoff and drainage.

~~WATER, NONPOTABLE~~

Water which is not safe for human consumption or which is of questionable potability, including private wells.

~~WATER, POTABLE~~

Water from a public source which has been approved by the Massachusetts Water Resources Authority Department of Environmental Protection and the United States Environmental Protection Agency for human consumption.

WSR&RWATER AND SEWER SCHEDULE OF FEES

The City of Melrose Water, Sewer, and Drainage Schedule of Fees Water and Sewer Rules and Regulations Schedule of Fees.

[Amended 8-21-2017 by Ord. No. 2018-4]

§ 228-25 Requirements.

A. Water Division.

- (1) On new installations, the DPW Water Division or its designated Certified Backflow Prevention Device Tester will provide on-site evaluation and/or inspection of plans in order to determine the type of backflow preventer, if any, that will be required and will notify the owner of plan approval requirements by the appropriate reviewing authority. It is the responsibility of the owner to initiate and complete this process prior to building occupancy.
- (2) For premises existing prior to the start of this program, the DPW Water Division will perform surveys of the premises and reviews of as-built plans and issue a cross-connection violation form to the owner

detailing any corrective action required, the method of achieving the correction and the time allowed for the correction to be made. The time period allowed shall depend upon the ~~degree of hazard involved (higher health hazard — minimum time)~~ nature of the potential cross connection.

- (3) The ~~DPW Water Division~~Department will not allow any cross-connection to remain unless it is protected by an approved backflow preventer for which a permit has been issued and which will be regularly tested to ensure satisfactory operation.
- (4) If the ~~Division~~Department determines at any time that a serious threat to the public health exists, the water service will be terminated immediately.

B. Owner responsibility.

- (1) The owner shall be responsible for the elimination or protection of all cross-connections on ~~his/her~~their premises.
- (2) The owner shall be responsible for applying for and obtaining all necessary approvals and permits for the maintenance of cross-connections and installation of backflow prevention devices and applying annually for the renewal of each permit.
- (3) The owner shall have any device that fails an inspection or test repaired immediately by a licensed plumber.
- (4) The owner shall inform the ~~Division~~Department of any proposed or modified cross-connection and also of any existing cross-connections of which the owner is aware but which have not been found by the ~~DPW Water Division~~.
- (5) ~~The No~~ owner or private contractor shall ~~not~~ install bypass around any backflow preventer unless there is a backflow preventer of the same type on the bypass. Owners who cannot shut down operation for testing of the device(s) must supply additional devices necessary to allow testing to take place.

No public or private contractor shall install bypass around any backflow preventer unless there is a backflow preventer of the same type on the bypass. Owners who cannot shut down operation for testing of the device(s) must supply additional devices necessary to allow testing to take place.

- (6) The owner shall install backflow preventers in a manner approved ~~by the Department and by the Division~~ by the Commonwealth of Massachusetts per 310 CMR 22.22 and by the Melrose DPW Water Division.
- ~~(7) The owner shall install only reduced pressure backflow preventers and double check valve assemblies approved by the Department Division. The type of backflow preventers installed shall be as prescribed by 310 CMR 22.22 for the applicable use.~~
- (8) The owner shall be responsible for the payment of all fees for permits, device testings, and retestings in the case that the device fails to operate correctly and second reinspections for noncompliance with ~~Division or Department~~state or local requirements.

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(9) Any existing backflow preventer shall be allowed by the Division-department to continue in service unless the degree of hazard is such as to exceed the effectiveness of the present backflow preventer or result in an unreasonable risk to the public health. Where a change in use increases the degree of hazard, any existing backflow preventer must be upgraded.

=

C. Testing.

(1) ~~Reduced pressure backflow preventers and double check valve assemblies shall be tested and inspected at least semiannually by the Division's certified tester, at the expense of the owner. All approved backflow prevention devices shall be tested in accordance with applicable state and federal laws pertaining to cross-connection control in potable water systems, including 310 CMR 22.22.~~

(2) ~~Reduced pressure backflow preventers and double check valve assemblies must be tested annually by the owner, independent of the semiannual test by the public water supplier, and said test must be conducted by a Department-certified tester. This item intentionally blank.~~

(3) Any backflow preventer which fails during a periodic test must be repaired or replaced immediately by a licensed plumber. When repairs are necessary, upon completion of the repair, the device will be retested at the owner's expense to ensure proper operation. High hazard situations will not be allowed to continue unprotected if the backflow preventer fails the test and cannot be repaired immediately. In other situations, a compliance date in accordance with state regulations~~of not more than 14 days after the test date~~ will be established. The owner is responsible for spare parts, repair tools or a replacement device.

(4) Parallel installation of two devices by the owner is allowed and encouraged to~~is an effective means of the owner ensuring that~~ uninterrupted water service ~~remains during testings or repair of devices, and is strongly recommended when the owner desires such continuity.~~

§ 228-26 Enforcement; violations and penalties.

A. Right of entry. All owners or operators of commercial, industrial or institutional premises served by a public water supply system shall authorize agents and employees of the City of Melrose ~~Public Works Department DPW Water Division~~ and/or the Massachusetts Department of Environmental Protection, upon presentation of their credentials, to enter their premises without a warrant for the purpose of inspecting and surveying their water systems for cross-connections and assuring compliance with these regulations, whether or not ~~the Division and/or the Department has~~ evidence exists that their water system is in violation of an applicable legal requirement.

B. The ~~DPW Water Division~~ shall not allow a cross-connection to exist with the public water system unless it is considered necessary and all appropriate approvals and permits have been issued.

C. Failure of the owner to comply with any applicable section of this article will constitute a violation of 310 CMR 22.22 and will be subject to termination of water service by the City of Melrose ~~Public Works Department DPW Water Division~~.

D. Fine. Whoever maintains a cross-connection without a permit or after revocation of the permit to maintain such connection and whoever maintains a cross-connection without installing the appropriate backflow prevention device required by these regulations and by the reviewing authority shall be punished by a fine ~~of not more than \$500. Reference:~~as determined in 310 CMR 22.22(1316)(a) ~~and as~~

listed in the ~~Water, Sewer, and Drainage Schedule of Fees~~ ~~Water and Sewer Schedule of Fees~~. A schedule of fines is provided in the ~~WSR&R~~.

~~E. No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is a part of the water system. Any person violating this provision shall be subject to appropriate criminal proceedings.~~

§ 228-27 **Procedure policy.**

~~Attached is the~~The procedure for backflow prevention should comply with the latest version of AWWA Manual M14, Backflow Prevention and Cross Connection Control. ~~Where any inconsistency exists with 310 CMR 22.22, the laws of the Commonwealth shall govern.~~policy package.

Article IV Sewer Use

[Added 5-4-1981 by Ord. No. 20841, App. B (Rev. Ords. 1989, §§ 16-51 to 16-70, 16-81 to 16-86, 16-91 to 16-99, 16-111 to 16-117 and 16-131 to 16-145)]

§ 228-28 **Purpose.**

The purpose of this article is to regulate the use of public and private sewers, the installation and connection of ~~building sewer~~sewer services, and the discharge of waters and wastes in the public sewer system in the City.

§ 228-29 **Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ACT

The Clean Water Act of 1977, Public Law 95-217, as amended from time to time.

APPROVED

Accepted by the City of Melrose Department of Public Works (DPW) as meeting an applicable specification stated or cited in this regulation or as suitable for the proposed use.

BOD or BIOCHEMICAL OXYGEN DEMAND

The quantity of oxygen utilized in five days at 20° C., expressed in milligrams per liter, in the biochemical oxidation of wastewater as determined by a procedure described in Standard Methods.

CITY

The City of Melrose.

~~BUILDING DRAIN~~

~~That part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer sewer service, beginning 10 feet outside the inner face of the building wall.~~

~~BUILDING SEWERSEWER SERVICE (also called "house connection")~~

~~The wastewater connection from the building to a public sewer.~~

CITY ENGINEER

The City Engineer of the Melrose Department of Public Works or their designee.~~The Engineer for the City.~~

[Amended 5-21-2012 by Ord. No. 2012-158]

COOLING WATER

The clean wastewater from air conditioning, industrial cooling, condensing, and similar apparatus and from hydraulically powered equipment. In general, cooling water will include only water that is sufficiently clean and unpolluted to be discharged, without treatment or purification, into any natural area without offense.

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COMMONWEALTH

The Commonwealth of Massachusetts.

COMMISSIONMWRA

~~The Metropolitan District CommissionMWRA, Commonwealth of Massachusetts, or any other commissionMWRA, board or officers duly authorized to act for the commonwealth in the application of these rules and regulations.~~

COMPATIBLE POLLUTANT

A substance that is amenable to removal in substantial amounts by the wastewater treatment plant. Compatible pollutants include, but are not limited to, coliform bacteria, suspended solids and those that exert BOD.

CONNECTION

The joining together of pipes so that substances can be transferred from one pipe to another.

CUSTOMER

The person or party responsible for a water and/or sewer account.~~DEPARTMENT-
The Public Works Department (DPW) of the City.~~

DIRECTOR OF PUBLIC WORKS

The Director of the Melrose Department of Public Works or their designee.
~~The Director of the Department of Public Works for the City.~~

[Added 5-21-2012 by Ord. No. 2012-158]

DPW (a.k.a. DEPARTMENT)

The City of Melrose Department of Public Works.

EXCESSIVE

More than the limits established in these regulations or of such magnitude that, in the judgment of the ~~CommissionMWRA~~, may cause damage to any facility or be harmful to the wastewater treatment process or reduce its efficiency, cannot be removed in the wastewater treatment plant to the degree required to meet the Act, creates any hazard in the receiving waters, exceeds the capacity of the ~~metropolitan-local or MWRA~~ sewerage system, or otherwise endangers life, limb or public property or constitutes a public nuisance.

FLOATING OIL FOG

~~Fat, o~~Oil, ~~fat~~ or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility.

GARAGE

Any building wherein are kept or stored one or more motor vehicles, including, among others, a public or private garage, carport, motor vehicle repair shop or paint shop, service station, lubritorium, car wash or any building used for similar purposes.

GARBAGE-

For the purposes of this Chapter, garbage refers to w~~W~~astes from the domestic and commercial

preparation, cooking and dispensing of food, and from the handling, storage and sale of produce. This is also commonly referred to as food waste.

INCOMPATIBLE POLLUTANT

A substance that is not amenable to removal in substantial amounts by the wastewater treatment plant. Incompatible pollutants include, but are not limited to, toxic metals and persistent organics.

INDUSTRIAL USER

Any user identified in 314 CMR as an industrial discharger to the wastewater system, based on their the code as established in the Standard Industrial Classification Manual of the United States Office of Management and Budget, ~~as amended and supplemented, under the following divisions:~~

- ~~A. Division A: Agriculture, Forestry and Fishing.~~
- ~~B. Division B: Mining.~~
- ~~C. Division D: Manufacturing.~~
- ~~D. Division E: Transportation, Communications, Electric, Gas and Sanitary Services.~~
- ~~E. Division I: Services.~~

INDUSTRIAL WASTES

Any solid, liquid or gaseous wastes resulting from industrial processes as defined by state regulations including 314 CMR.

INFILTRATION

Water other than wastewater that enters a sewer system (including sewer service connections and foundation drains) from the ground through means which include, but are not limited to, defective pipes pipe joints, connections, or manholes. Infiltration does not include, and is distinguished from, inflow.

INFILTRATION/INFLOW

~~W~~The quantity of water originating from both infiltration and inflow without distinguishing the source.

INFLOW

Water other than sanitary flow that enters a sewer system (including sewer service connections) from sources which include, but are not limited to, roof leaders, cellar drains, yard drains, area drains, drains from springs and swampy areas, sump pumps, manhole covers, cross-connections between storm sewers and sanitary sewers, catch basins, cooling towers, stormwaters, surface runoff, street wash waters, or drainage. Inflow does not include, and is distinguished from, infiltration.

INTERNAL SEWER SERVICE

That part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the sewer service, from the inside of the building to 10 feet outside the inner face of the building wall.

MASSDEP

The Commonwealth of Massachusetts Department of Environmental Protection.

MUNICIPAL SEWER

A sewer controlled by the City of Melrose.

MWRA

Massachusetts Water Resources Authority (formerly Metropolitan District Commission).

MWRA**MDC**

The Metropolitan District Commission**MWRA**.

MDC RULES AND REGULATIONS

The most recent Rules and Regulations Covering Discharge of Sewage, Drainage, Substances or Wastes to Sewerage Works Within the Metropolitan Sewerage District.

METROPOLITAN SEWERAGE DISTRICT

All cities, towns and sewer districts served by the Commission**MWRA** in accordance with legislation.

METROPOLITAN SEWERAGE SYSTEM

The sewerage works under the control of the Commission**MWRA**.

MUNICIPAL SEWER

A sewer controlled by the City, a governmental agency or a public authority, such as the Metropolitan District Commission**MWRA**.

MWRA

Massachusetts Water Resources Authority (formerly Metropolitan District Commission**MWRA**).

MWRA RULES AND REGULATIONS

The most recent Rules and Regulations Covering Discharge of Wastewater, Drainage, Substances or Wastes to Sewerage Works Within the MWRA. of the MWRA, as defined in 360 CMR or any related or referenced regulation of the MWRA governing sewer use.

MWRA SEWER INTERCEPTOR

A sewer controlled by the MWRA.

MWRA SEWERAGE DISTRICT

All cities, towns and sewer districts served by the MWRA in accordance with legislation.

MWRA SEWERAGE SYSTEM

The sewerage works under the control of the MWRA including conveyance and treatment facilities such as MWRA sewer interceptors, pumping stations, and the Deer Island Wastewater Treatment Facility.

NATURAL OUTLET

Any outlet, including storm sewers, into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

pH

The logarithm of the reciprocal of the hydrogen ion concentration, expressed in moles per liter. Neutral water, for example, has a pH value of seven and a hydrogen ion concentration of 10^{-7} . ~~The electrometric method of measurement is preferred. The calorimetric method of measurement may be substituted upon approval by the Commission~~ MWRA.

PLUMBING CODE

~~The existing rules and regulations enforced through the Melrose Plumbing Inspector. Such rules and regulations shall conform to Commonwealth of Massachusetts Regulations (248 CMR).~~

~~PRIVATE DRAIN or PRIVATE STORM DRAIN~~

~~A storm drain not directly controlled by any public agency or government.~~

PROPERLY SHREDDED GARBAGE

Garbage (a.k.a. food waste) that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in municipal sewers. No particle shall be greater than 1/2 inch or 1.27 centimeters in any dimension.

~~PUBLIC DRAIN or PUBLIC STORM DRAIN~~

~~A storm drain controlled by the City or the Metropolitan District Commission~~ MWRA.

PUBLIC SEWER

A common sanitary sewer controlled by the City or the ~~Metropolitan District Commission~~ MWRA.

~~RECEIVING WATERS~~

~~Any watercourse, river, pond, ditch, lake, aquifer, ocean or other body of surface water or groundwater receiving discharge of wastewater or effluent.~~

SANITARY SEWAGE WASTEWATER

Liquid or water-carried human and domestic wastes from residences, commercial buildings, industrial plants and institutions, exclusive of groundwater, stormwater and surface water and exclusive of industrial wastes.

SANITARY SEWER

A sewer pipe that carries liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions, together with ~~minor~~ any quantities of groundwater, stormwater and surface water that are not admitted intentionally.

SCHEDULE OF FEES

The City of Melrose Water, Sewer, and Drainage Schedule of Fees, which includes all charges for water and sewer use, permits, application fees, and all other rates or fees associated with the City of Melrose water, sewer, and drainage systems. This Schedule of Fees shall be revised periodically as appropriate. All water and sewer volumetric rates and base fees as listed in the Schedule of Fees shall be approved in advance by the City Council.

SEPTAGE

The liquid and solid wastes of sanitary ~~sewage~~wastewater origin that are removed from a cesspool, septic tank or similar receptacle.

~~SEWAGE~~

~~The spent water of a community. The preferred term is "wastewater."~~

~~SEWAGE TREATMENT PLANT~~

~~An arrangement of devices and structures for treating wastewater, industrial wastes and sludge. This term is used as a synonym for waste treatment plant, wastewater treatment plant or water pollution control plant.~~

SERVICE CONNECTION

The wastewater connection from the building to a public sewer.

SEWER

A pipe or conduit that carries wastewater ~~or drainage water~~. (see Sanitary Sewer)

SEWER SERVICE CONNECTION (also called "house connection" or "sewer lateral")

The wastewater connection from the building to a public sewer.

SEWERAGE SYSTEM

Any device, equipment or works used in the transportation, pumping, storage, recycling and reclamation of ~~sewage~~wastewater ~~and industrial wastes~~.

SLUDGE

Waste containing varying amounts of solid contaminants removed from ~~water~~, sanitary ~~sewage~~wastewater, ~~wastewater or industrial wastes~~ by physical, chemical and biological treatment.

SLUG

Any discharge of water or wastewater which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than 15 minutes more than five times the average twenty four-hour concentration of flows during normal operation and which may adversely affect the sewerage system.

STANDARD METHODS

The current edition of Standard Methods for the Examination of Water and Wastewater as published by the American Public Health Association, American Water Works Association and Water Environment Federation.

[Amended 8-21-2017 by Ord. No. 2018-4]

~~STORM DRAIN and STORM SEWER~~

A pipe or conduit for conveying stormwater or surface water or relatively unpolluted water from any source, which shall be kept separate from sanitary sewers.

SUSPENDED SOLIDS

Solids that either float on the surface of or are in suspension in water, wastewater or other liquids and are removable by a laboratory filtering procedure as described in Standard Methods.

TITLE 5 FLOW

The design flow of sanitary wastewater from a building or buildings as defined by the State Environmental Code, Title 5: Minimum Requirements for the Subsurface Disposal of Sanitary Sewage.

TOXIC WASTES

Wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any sewage wastewater treatment process, constitute a hazard to humans or animals, create a public nuisance or create any hazard in the receiving waters of the sewage wastewater treatment plant and those wastes so specified in these regulations and in the Act.

~~TREATMENT SYSTEM~~

~~Any device, equipment or works used in the pumping, storage, treatment, recycling and reclamation of sewage and industrial wastes.~~

USER

Any municipality, governmental agency, public authority, property owner, person or permittee discharging sewage wastewater, ~~inflow or industrial wastes~~ directly or indirectly into any public sewer or ~~public drain~~.

~~WASTES~~

~~Substances in liquid, solid or gaseous form that can be carried in water.~~

WASTEWATER (aka Sanitary Wastewater)

The spent water of a community, which may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions together with any groundwater, surface water and stormwater that may be present.

WASTEWATER FACILITIES

The structures, equipment and processes required to collect, pump, carry away and treat domestic and industrial wastes and dispose of the effluent.

WATER POLLUTION CONTROL FEDERATION MANUAL OF PRACTICE FD-5 (ASCE MOP 60) – GRAVITY SEWER DESIGN AND CONSTRUCTION

The document prepared by a joint task force of the American Society of Civil Engineers and the Water Environment Federation.

§ 228-30 Sewer service rates; minimum charges.

[Added 6-26-1985 by Ord. No. 1108; amended 3-17-1986 by Ord. No. 1311; 7-21-1986 by Ord. No. 1108A; 8-29-1988 by Ord. No. 2127; 1-3-1989 by Ord. No. 2240; 9-6-1989 by Ord. No. 90-2; 10-15-1990 by Ord. No. 90-279; 6-17-1991 by Ord. No. 91-304; 1-9-1992 by Ord. No. 92-138; 6-6-1994 by Ord. No. 94-222; 7-18-1994 by Ord. No. 94-222A; 6-15-1998 by Ord. No. 98-360; 6-27-2001 by Ord. No. 01-324; 6-26-2002 by Ord. No. 02-359; 12-16-2002 by Ord. No. 02-060A; 6-26-2003 by Ord. No. 03-289; 6-21-2004 by Ord. No. 04-269; 6-30-2005 by Ord. No. 05-247; 6-26-2006 by Ord. No. 06-249; 7-17-2006 by Ord. No. 06-249A; 7-16-2007 by Ord. No. 07-180; 5-19-2008 by Ord. No. 08-226; 6-15-2009 by Ord. No. 09-203; 5-17-2010 by Ord. No. 10-161; 6-20-2011 by Ord. No. 11-171; 5-21-2012 by Ord. No. 2012-158;

6-18-2012 by Ord. No. 2012-188; 8-20-2012 by Ord. No. 2013-3; 6-27-2013 by Ord. No. 2013-205; 5-19-2014 by Ord. No. 2014-118; 6-15-2015 by Ord. No. 2015-144; 6-16-2016 by Ord. No. 2016-164; 6-19-2017 by Ord. No. 2017-147]

- A. All bills for sewer service furnished by the City to City sewer users shall be rendered at intervals of three months (quarterly) or one month (monthly) ~~at the following~~ tiered rates per 100 cubic feet of ~~sewage wastewater flow~~ as calculated below, ~~on fiscal year 2019 bills, as defined in the most recent version of the Schedule of Fees WSR&R and as approved by City Council.~~ Sewer consumption shall be assessed based on 90% of metered water consumption. This does not apply to homes with second water meters, which will continue to have their sewer usage assessed at 100% of their indoor water usage.
[Amended 6-18-2018 by Order No. 2018-177]

~~(1) Quarterly consumption:~~

Cubic Feet	Rate Per 100 Cubic Feet
1 to 2,000	\$11.62
Over 2,000	\$14.64

~~(2) Quarterly meter base fee: [Amended 6-17-2019 by Order No. 2019-88]~~

Meter Size	Fee
(inches)	
Up to 1	\$24.90
1 1/2 1/2	\$97.80
2	\$152.43
3	\$279.99
4	\$462.18
6	\$917.67

~~(3) Monthly consumption:~~

Cubic Feet	Consumption Rate
1 to 667	\$11.62
668 or more	\$14.64

~~(4) Monthly meter base fee: [Amended 6-17-2019 by Order No. 2019-88]~~

Meter Size	Fee
(inches)	
Up to 1	\$8.30
1 1/2 1/2	\$32.60
2	\$50.81
3	\$93.33

Meter Size-**(inches)-****Fee**

4	\$154.06
6	\$305.89

B. SewageWastewater flow shall be based on a percentage of metered water consumption on the following schedule:

- (1) Residential users with one meter contribute 90% of metered water consumption as sewagewastewater flow.
- (2) Residential users with separate lawn and garden service meters contribute 100% of their domestic metered water consumption and 0% of their metered lawn and garden service water consumption as sewagewastewater flow.
- (3) Industrial/commercial users, including hospitals, contribute on a percentage basis up to 90% of metered water consumption. This percentage shall equals 90% except in cases where the City Engineer has determined ~~wherein that~~ product retention of water, cooling tower loss and other evaporative water losses have occurred in the process. The sewagewastewater flow as a percentage of metered water consumption will be set on an individual basis in those cases by the City Engineer.
- ~~(4) Tax-exempt users contribute 90% of metered water consumption as sewagewastewater flow.~~
- ~~(5) Customer accounts with no sewer connection will not be billed sewer fees for any proportion of their metered water use. Agricultural and cemetery users with one meter contribute only the portion of their metered water consumption which can be allocated to domestic use as sewagewastewater flow, as determined by the DPW.~~
- ~~(6) In most cases as determined by the City Auditor, mMunicipal facilities will not be billed for sewer usage. Water will still be metered for the purpose of accounting for water use and promoting conservation.~~

§ 228-31 **Elderly discount.**

[Added 2-20-1996 by Ord. No. 96-185; amended 5-6-1996 by Ord. No. 96-238]

- A. A twenty-percent discount on sewer bills shall be given upon approval of application to the office of the City Engineer if applicants meet all the requirements for a discount to water bills, as defined in Article II, Section 228-20,~~in accordance with the following procedure:~~ [Amended 5-21-2012 by Ord. No. 2012-158]
- (1) The applicant must have ~~passed-reached or already been over~~ age 65 in the calendar year prior to that in which he/she is making application for discount. In the case of joint ownership, either spouse/owner must have ~~passed-reached~~ age 65 in the prior year.
 - ~~(2) The applicant must be the owner of record of the property for which the discount is requested, their~~

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name must appear on the sewer bill for that property, and they must have lived at the subject property for a minimum of one year. The applicant must be the owner of record of the property for which discount is requested and his/her name must appear on the sewer bill for that property.

- (3) The yearly consumption of water by the applicant shall not exceed 6,~~2500~~0 cubic feet.
- (4) The discount shall only apply to owners of one-family or two-family homes who are able to demonstrate their primary residence in said single- or two-family home. Three-family homes or larger are excluded.
- (5) Otherwise eligible condominium owners will be entitled to a discount which shall be equal to the average single-family discount provided for in this section for the immediately preceding fiscal year.

B. Applicants who have not reached 65 will also qualify for discount if:

- (1) They are in conformity with the other provisions of this section.
- (2) Their yearly gross income does not exceed \$15,000 for a single person and \$23,000 if filing jointly.

C. Administration of the discount program set forth in Subsections A and B above shall be in accordance with reasonable policies established by the Director, or their designee, and shall be in strict compliance with this section.

§ 228-32 Damaging or tampering with facilities, right of entry.

- A. No person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the wastewater facilities. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct or other applicable charge.
- B. Any person who wantonly or maliciously destroys or injures any part of the ~~metropolitan City's or MWRA~~ sewerage system shall ~~forfeit and pay to the City or the MWRA commonwealth three times the amount of the damages assessed therefor and, on conviction thereof, shall be punished by a fine not exceeding \$1,000 and by imprisonment not exceeding one year.~~ be subject to all penalties and other provisions of the MWRA or the Commonwealth of Massachusetts as applicable, in addition to all City fees and criminal penalties as applicable. **[Amended 8-21-2017 by Ord. No. 2018-4]**
- C. The Director, the City Engineer, and other duly authorized employees or agents of the City or the MWRA, bearing proper credentials and identification, shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling, and testing in accordance with the provisions of these rules and regulations. This shall include smoke and dye tests, as well as visual inspections inside buildings in order to test for unauthorized or excessive discharges into the sewer system.
- D. The Director of Public Works and other duly authorized employees of the City bearing proper credentials and identification shall be permitted to enter all private properties through which the City holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the wastewater facilities lying within

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the easement. All entry and subsequent work, if any, on the easement shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved. [Amended 8-21-2017 by Ord. No. 2018-4] -

§ 228-33 Connections to be regulated.

- A. All users which connect to any ~~sewage wastewater or drainage pipes with any~~ municipal sewers in the City, either directly or indirectly, shall do so subject to the direction, control and regulation of the ~~Commission~~ MWRA, ~~and~~ the City, and Massachusetts General Laws.
- B. Requests for the installation of a new sewer service connection to the public sewers and/or the repair or replacement of an existing sewer service connection must be made in writing to the office of the City Engineer. No work shall commence without a permit issued by the DPW Engineering Division.
- C. At a minimum, the approval of an application for a sewer service connection will be subject to the following requirements:
 - a. No service connection shall be allowed unless a parcel of real property abuts an existing gravity sewer main, or the requested property creates an easement for sewer utility across any applicable parcels, unless otherwise approved by the City Engineer.
 - b. An approved application for sewer service shall constitute a sewer service connection permit, subject to the terms and conditions stated and referred to therein. Such permit shall be valid for a period of six months from the date of issue, unless extended in writing by the City Engineer.
 - c. No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without an approved DPW application for sewer service.
 - d. When applicable, approved permits from MassDEP for Sewer Extension or Connection (314 CMR 7.00) shall be secured.
- D. Requests for the installation of a new sewer main to extend the system of public sewers must be made in writing to the City Engineer. Each new sewer main constructed within the City right-of-way or an accepted easement shall be granted to Melrose as a public sewer, unless otherwise specified by the City Engineer.
- E. Except as specifically provided in writing with reference to a particular sewer connection, sanitary sewers shall be used only for the conveyance and disposal of sanitary wastewater as defined in these regulations and for approved, diluted, water-carried industrial wastes which are not objectionable as provided for herein.
- F. No person or party shall discharge or put into any public sewer or into any sewer or fixture which thereafter discharges into any public sewer or appurtenance thereof any waste or substance other than such kinds or types of water or water-carried wastes for the conveyance of which the particular sewer or appurtenance is intended and designed.

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§ 228-34 Separation of surface waters and ~~sewage~~wastewater required.
[Amended 4-7-2008 by Ord. No. 08-129]

- A. The plumbing of any estate or premises shall be so arranged as to keep any groundwater, stormwater ~~or~~, surface water, or unpolluted waters, including all infiltration and inflow, separate from the sanitary ~~sewage~~sewer. Such waters shall be connected to a storm drain, ~~or~~ watercourse, or subsurface device designed for the discharge of stormwater, ~~and such sewage connected to a sanitary sewer or shall discharge to the surface within the subject property.-~~
- B. No person shall maintain or make a connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or groundwater to a ~~an building sewer~~sewer service ~~or or building drain~~internal sewer service or waste pipe which in turn is connected directly or indirectly to a public sanitary sewer.

§ 228-35 Unlawful deposit of waste.

It shall be unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the City, or in any area under the jurisdiction of the City, any human or animal excrement, garbage or objectionable waste.

§ 228-36 Untreated discharge to natural outlet prohibited.
[Amended 4-7-2008 by Ord. No. 08-129]

~~A.~~ A. Illicit discharges. No person shall dump, discharge, or cause or allow to be discharged any wastewater or pollutant ~~or nonstormwater~~ discharge into the municipal separate storm sewer system (MS4), into a receiving water, or into the waters of the Commonwealth.

~~A.~~ ~~Discharge or flow resulting from fire fighting activities is exempt from this requirement. The following additional nonstormwater discharges or flows are exempt from the prohibition of nonstormwaters, provided that the source is not a significant contributor of a pollutant to the municipal storm drain system:~~

~~B. (1) Waterline flushing;~~

~~C. (2) Flow from potable water sources;~~

~~D. (3) Springs;~~

~~E. (4) Natural flow from riparian habitats and wetlands;~~

~~F. (5) Diverted stream flow;~~

~~G. (6) Rising groundwater;~~

~~H. (7) Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005(20) or uncontaminated pumped groundwater;~~

~~I. (8) Water from exterior foundation drains, footing drains (not including active groundwater dewatering systems), crawl space pumps, or air conditioning condensation;~~

- J. (9) ~~Discharge from landscape irrigation or lawn watering;~~
- K. (10) ~~Water from individual residential car washing;~~
- L. (11) ~~Discharge from dechlorinated swimming pool water (less than one ppm chlorine), provided the water is allowed to stand for one week prior to draining and the pool is drained in such a way as not to cause a nuisance;~~
- M. (12) ~~Discharge from street sweeping;~~
- N. (13) ~~Dye testing, provided verbal notification is given to the the Board prior to the time of the test;~~
- O. (14) ~~Nonstormwater discharge permitted under an NPDES permit or a surface water discharge permit, waiver, or waste discharge order administered under the authority of the United States Environmental Protection Agency or the Department of Environmental Protection, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations; and~~
- P. (15) ~~Discharge for which advanced written approval is received from the Department as necessary to protect public health, safety, welfare or the environment.~~
- Q.B. B. Illicit connections. No person shall construct, use, allow, maintain or continue any illicit connection for wastewater to the municipal storm drain system, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

~~**C. Obstruction of municipal storm drain system. No person shall obstruct or interfere with the normal flow of stormwater into or out of the municipal storm drain system without prior written approval from the City Engineer. [Amended 5-21-2012 by Ord. No. 2012-158]**~~

§ 228-37 Septic tank use restricted.

Except ~~as hereinafter provided~~ where connection to a public sewer is deemed infeasible by the City Engineer, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of wastewater.

**§ 228-38 Connection to public sewer required.
[Amended 5-21-2012 by Ord. No. 2012-158]**

The owner of all houses, buildings or properties used for human occupancy, employment, recreation or other purposes situated within the City and abutting on any street, alley or right-of-way in which there is now located or may in the future be located a public sanitary sewer of the City is hereby required, at the owner's expense, to install suitable toilet facilities therein and to connect such facilities directly with the proper public sewer in accordance with the provisions of this article within 90 days after date of official notice to do so, provided that such public sewer is within 100 feet of the property line. This requirement for connection may be waived when permitted by the City Engineer.

§ 228-39 Contributions by industrial users.

The ~~Commission~~ MWRA may deny or condition new or increased contributions of pollutants to the ~~metropolitan~~ MWRA sewerage system by industrial users.

§ 228-40 Pretreatment requirements.

Users shall make wastewater acceptable in accordance with these regulations, as well as MassDEP and federal regulations, before discharging to any municipal-public sewers. Any facilities required to pretreat wastewater to a level acceptable to the CommissionMWRA shall be provided and maintained at the user's expense. A description and detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the CommissionMWRA in accordance with the implementation schedule ~~prepared by the user and~~ incorporated in the user's permit. The review of plans and operating procedures will in no way relieve such user from the responsibility of modifying the pretreatment facility as may be necessary to produce an effluent acceptable to the CommissionMWRA under the provisions of these regulations and requirements of federal ~~and~~ state agencies. Any subsequent changes in a pretreatment facility or method of operation shall be reported to the CommissionMWRA before modification of such facility. Pretreatment, including but not limited to parameters considered, limits, and testing, shall conform to all requirements of MassDEP and all other applicable state and federal regulations.

§ 228-41 Time frame for compliance with standards.

Any user to which City, CommissionMWRA, federal or state pretreatment standards are applicable shall be in compliance with such standards within the time required by such regulations~~the CommissionMWRA~~.

§ 228-42 Traps required for flammable wastes.

Garages and other establishments where gasoline is used or where wastes containing grease in excessive amounts or any flammable wastes, sand or other harmful ingredients can be discharged and which are connected with municipal sewers shall be provided with a suitable trap or separator. All traps or separators shall be of a type and capacity approved by the CommissionMWRA and the City and shall be located so as to be readily and easily accessible for cleaning and inspection. The City may request proof of proper maintenance of such infrastructure at any time.

§ 228-43 Maintenance of pretreatment equipment.

Where pretreatment or flow-equalizing facilities or traps or separators are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner or the user at his/her own expense.

§ 228-44 Meters and measuring devices for industrial wastes. [Amended 12-16-2002 by Ord. No. 02-060A]

- A. When required by the CommissionMWRA or by the City, the owner or user of any property discharging industrial wastes shall install a suitable control or measuring device, together with manholes, chambers, meters and other appurtenances, in the building-sewersewer service to facilitate observation, sampling and measurement of the wastes. Such manholes, chambers or meters shall be accessibly and safely located, shall be constructed in accordance with plans approved by the CommissionMWRA and by the City, shall be installed by the owner at his/hertheir expense, and shall be maintained by him/herthe owner in good operating condition at all times. The records from the meters and measuring devices shall be furnished to the CommissionMWRA or to the City upon request.
- B. The facilities shall be constructed in accordance with all applicable construction standards and specifications. Construction shall be completed in accordance with a time schedule established by the CommissionMWRA and/or MassDEP, as applicable.

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- C. The Director of Public Works or other duly authorized City employees are authorized to obtain information concerning industrial processes which have a direct bearing on the kind and source of discharge to the wastewater collection system. The industry may withhold from the City information considered confidential if the industry establishes that the revelation to the public of the information in question might result in an advantage to competitors. While performing ~~the~~ necessary work on private properties, the Director of Public Works or duly authorized employees of the City shall observe all safety rules applicable to the premises established by the company. **[Amended 8-21-2017 by Ord. No. 2018-4]**
- D. The CommissionMWRA or the City may inspect the facilities of any user to ascertain whether these regulations are being met. Persons or occupants of premises where wastewater is generated or discharged shall allow representatives of the CommissionMWRA or the City ready access at all reasonable times to all parts of the premises for inspection or sampling or in performance of any of their duties. The CommissionMWRA or the City shall be deemed to be performing a governmental function for the benefit of the general public, and neither the CommissionMWRA, the City, nor the representatives of either shall be liable for any loss or damage as a result of the performance of such governmental function. Where a user has security measures in force which would require proper identification and clearance before entry into the premises, the user shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, personnel from the CommissionMWRA or from the City will be permitted to enter without undue delay for the purpose of carrying out their specific responsibilities.
- ~~E. The Director of Public Works and other duly authorized employees of the City bearing proper credentials and identification shall be permitted to enter all private properties through which the City holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the wastewater facilities lying within the easement. All entry and subsequent work, if any, on the easement shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved. **[Amended 8-21-2017 by Ord. No. 2018-4]**~~
- F. All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in these regulations shall be determined in accordance with Standard Methods and shall be determined at the control manhole or chamber provided or by use of suitable samples taken at the control manhole or chamber. If no special manhole or chamber has been provided, the control point shall be a sampling point acceptable to the CommissionMWRA and the City. Sampling shall be carried out by customarily accepted methods. The particular analyses involved will determine whether a composite or grab sample is taken. If there is any question concerning the sampling, the CommissionMWRA, the or City, or MassDEP will make the final decision.
- G. All information and data on a user obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be made available, upon request, to other governmental agencies and to the public without restriction unless the user specifically requests otherwise and is able to demonstrate, to the satisfaction of the CommissionMWRA and the City, that the release or communication of such information would divulge methods or processes entitled to protection

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as trade secrets or would violate applicable provisions of law.

§ 228-45 Protection from discharges; notice of accidental discharge.

Each user shall provide protection from any discharges, including accidental discharges, in violation of these regulations. Users shall notify the ~~Commission~~MWRA and the City immediately upon discharging wastes in violation of these regulations in order for countermeasures to be taken to minimize the damage to all ~~municipal~~public sewers and to receiving waters. This notification shall be followed, within 15 days of the date of occurrence, by a detailed written statement to the ~~Commission~~MWRA and to the City describing the causes for the accidental discharge and the measures being taken to prevent future occurrence. Additionally, any reporting requirements of the MWRA and MassDEP for accidental discharges shall be met. Such notification will not relieve users of liability for any expense, loss or damage to any ~~municipal~~public sewers or for any fines imposed on the ~~Commission~~MWRA or on the City.

§ 228-46 Information for employees.

~~Industrial u~~Users shall inform their employees of the existence of these regulations, and at least one copy shall be permanently posted on the user's bulletin board. Each user shall permanently post a notice advising employees as to who in its organization has been designated as the responsible individual for compliance with these regulations and who should be notified of any accidental discharges in violation of these regulations.

§ 228-47 Penalties imposable by City.

- A. Any person who discharges wastes in a manner in violation of this article ~~is guilty of misdemeanor~~will be subject to penalties or charges as permissible by law.
- B. When a discharge of wastes causes an obstruction, damage or any other impairment to the sewerage system, the ~~Public Works Department~~DPW may assess a charge against the discharger for the work required to clean or repair the facility.
- C. Any person who violates the provisions of this ~~A~~article shall be fined ~~not exceeding \$100 for each offense, such fine to accrue to the City as defined in the WSR&R Schedule of Fees and as approved by the City Council.~~ Each day of the existence of any such violation shall be deemed a separate offense.
- D. Any person who knowingly makes any false statement, representation, record, report, plan or other document filed with the Department or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under this article shall be punished by a fine as defined in the WSR&R Schedule of Fees and as approved by the City Council. ~~of not more than \$100.~~
- E. Whenever a discharge of wastes is in violation of the provisions of this ~~A~~article or otherwise causes or threatens to cause a condition of contamination, pollution or nuisance, the City Solicitor may petition the Superior Court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate in restraining the continuance of such discharge. This does not limit the City's ability to pursue all other applicable legal action as deemed appropriate by the City Solicitor.
- F. ~~The Public Works Department DPW may terminate or cause to be terminated wastewater service to any person if a violation of any provision of this article is found to exist or if a discharge of wastes causes or threatens to cause a condition of contamination, pollution or nuisance.~~

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~~G.~~—The penalties included in this section are in addition to any which may be levied by the ~~MDC~~ MWRA or other governmental or regulatory body.

§ 228-48 Penalties imposable by ~~Commission~~ MWRA.

Any user who violates any provision of these regulations or any user who knowingly makes any false statement, representation, record, report, plan or other document filed with the City or the ~~Commission~~ MWRA or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under this regulation shall be punished by a fine as specified in the Schedule of Fees and/or as prescribed by the MWRA ~~of not less than \$1,000 nor more than \$10,000~~ for each day such violation continues, or shall be subject to a civil penalty ~~not to exceed \$10,000~~ per day of such violation, which may be assessed in an action brought on behalf of the ~~C~~ommonwealth in any court of competent jurisdiction.

§ 228-49 Disposal of septage.

Septage shall be disposed of in accordance with the following provisions:

- A. No user shall discharge or cause to be discharged or allow to be discharged into any ~~municipal-public~~ sewer any septage from within the City of Melrose ~~which originates within the limits of the City unless such discharges are in conformance with the permit granted to the user by the City and are also in conformance with the permit granted to the City by the Commission~~ MWRA. ~~The City shall not grant a permit for septage containing industrial wastes or incompatible wastes.~~
- B. No user shall discharge or cause to be discharged or allow to be discharged into any ~~municipal-public~~ sewer any septage generated outside the City of Melrose ~~which originates in any territory outside the limits of the City.~~
- C. No user shall discharge septage or other wastes from recreational vehicles (RVs), campers, boats, or other temporary storage tanks into the City's or the MWRA sewer system within the City.

§ 228-50 Precedence of more stringent regulations.

If federal or state agencies or the ~~Commission~~ MWRA enacts or promulgates laws or regulations more stringent than these regulations, the federal, state or ~~Commission~~ MWRA requirements shall take precedence.

§ 228-51 Recourse for violations.

When the ~~Commission~~ MWRA or the City finds that a discharge of wastes has been taking place or threatens to take place in violation of these regulations or the provisions of a permit, the following actions may be taken:

- A. The ~~Commission~~ MWRA or the City may issue an order to cease and desist any such discharge or violation to any user not complying with such prohibitions, limits, requirements or provisions and direct such user as follows:
 - (1) To comply forthwith;
 - (2) To comply in accordance with a time schedule set forth by the ~~Commission~~ MWRA or by the City; or
 - (3) To take appropriate remedial preventive action in the event of a threatened violation.

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- B. The CommissionMWRA and the City may require the user to submit a detailed time schedule setting forth specific actions to be taken, subject to modifications as the CommissionMWRA or the City deems necessary for the user to follow in order to prevent or correct a violation. The CommissionMWRA and the City may issue an implementation schedule to the user containing specific actions and time schedules.

§ 228-52 Implementation and enforcement.
[Amended 12-16-2002 by Ord. No. 02-060A]

In the implementation and enforcement of these requirements, the following provisions shall be observed:

- A. Whenever the CommissionMWRA issues, denies or modifies a permit, issues an order or assesses charges for damage or other violations occasioned by noncompliance with any permit or other lawful requirement, ~~the CommissionMWRA shall inform the user to which such action is addressed of its right to submit, within 10 working days, a written request for reconsideration of that action. The request shall set forth in detail the facts supporting it. The CommissionMWRA shall schedule an informal interview with the user submitting the request, to be held within 15 working days of receiving it, and shall rule in writing. The user's rights for appeal or reconsideration shall be as prescribed by the MWRA.~~
- B. ~~When the CommissionMWRA proposes to revoke a permit, the CommissionMWRA shall notify the user, in writing, of such proposed ruling and of its right to submit, within 10 days, a written request for reconsideration of that ruling. The request shall set forth in detail the facts supporting it. The CommissionMWRA shall schedule an informal conference with the user submitting the request, to be held within 15 working days of receiving it, and shall issue its final ruling in writing within 10 working days of the completion of the conference. Any proposal by the MWRA to revoke a permit shall be executed in the manner specified by MWRA regulations.~~
- C. ~~Every ruling under Subsections A and B shall inform the person to whom it is addressed of his/her right to request, within 30 calendar days, a hearing under the provisions of MGL c. 30A. Within 15 calendar days of receiving such a request, the CommissionMWRA shall schedule a hearing, to be held not sooner than 15 calendar days nor later than 30 calendar days after giving notice of the hearing to the requesting party. The City shall be notified by the MWRA of any permit modifications or revocation.~~
- D. The CommissionMWRA reserves the right to take direct enforcement action through the courts, pursuant to MGL c. 92, App. § 1-24, in any case of violation of these regulations.

§ 228-53 Publication of list of industrial users.

A list of industrial users will be ~~posted on the City of Melrose website published in the Melrose Evening News~~ every year in the month of January as a form of public participation. Included in the list will be all industrial users which were not in compliance with the applicable pretreatment requirements during the previous 12 months. A summary of the control actions taken by the CommissionMWRA or by the City will also be published in conjunction with the list.

§ 228-54 Calculation of ~~drain and~~ sewer cost; collection of assessment.

The actual cost of each ~~public drain or~~ public sewer laid and constructed ~~pursuant to an order of the City Council shall be paid for as detailed in MGL Chapter 80 and Chapter 83. follows:~~

A. ~~shall be determined as follows:~~

A. Applications for the original laying of pipes in public and private ways for the conveyance of wastewater shall be made, in writing, to the City Engineer in the form of an application for utility installation and shall include all plans and other documentation required by the City Engineer. Such work shall be performed entirely at the expense of the applicant and in accordance with all DPW design and construction standards in place at the time the application is made.

B. Cases may arise where the City chooses, at the City's option, to lay a new sewer main and services where one did not previously exist. At the discretion of the City Engineer, a procedure may be used to assess betterments to the bettered properties in accordance with MGL Chapter 80, Section 1 and Chapter 83.

C. This section shall not apply to the laying of sewer pipes for which provision is otherwise made by the rules and regulations of the Planning Board governing the subdivision of land.

~~One half of the actual cost shall be paid by the City and the remaining 1/2 shall be assessed upon the estates benefited by the drain or sewer. For the purpose of apportioning the charge among the estates so benefited, 1/3 of such 1/2 of the cost shall be assessed upon the total frontage of the land so benefited on the street or way in which the drain or sewer is constructed, and each estate shall be assessed its proportional part thereof. Two-thirds of such 1/2 of the cost shall be assessed upon the total area of the land so benefited within a depth of 100 feet from the street or way in which the drain or sewer is constructed, and each estate shall be assessed its proportional part thereof.~~

B. ~~In the case of estates which receive a direct benefit from the construction of a drain or sewer and have no assessable lot frontage and are not wholly located within 100 feet from the street or way in which it is constructed, so much of the area of the estates as may be deemed just and reasonable by the City Council shall be included in the total area as aforesaid and assessed its proportion of the cost in the same manner as land within 100 feet of the street or way.~~

C. ~~Each corner lot abutting upon a street or way in which a drain or sewer is constructed and which receives benefit therefrom shall be assessed in accordance with the provisions of Subsections A and B above, including the whole frontage of the lot on the street in which the drain or sewer is first constructed, and, when a drain or sewer is constructed in the other street or way on which such lot abuts so much of the frontage on the other street or way as the Mayor or City Council may deem just and equitable, not exceeding 50 feet thereof, and so much of the area of such corner lot as has been previously assessed shall be exempted from assessment.~~

D. ~~The City Engineer shall keep an accurate account of the cost of each public drain and public sewer constructed by virtue of an order of the City Council, and, for the purpose of assisting the Council in assessing the estates benefited thereby, he/she shall furnish the Council with such information as to costs of drains and sewers, owners of abutting estates and other facts as may be necessary. [Amended 5-21-2012 by Ord. No. 2012-158]~~

E. ~~The City Council shall cause a list of assessments referred to in this article, with its certification thereof,~~

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~~when made, to be delivered to the Assessors, who shall commit the same to the City Collector.~~

~~F. The City Collector shall forthwith, in writing, demand payment of the parties liable to assessments referred to in this article and proceed in the collection thereof in the manner prescribed by law.~~

§ 228-55 Permits for industrial users.

- A. Requirements and conditions. Every user discharging industrial wastes to any ~~municipal~~ public sewer shall obtain a joint permit from the CommissionMWRA and from the City. Industrial users proposing new discharges shall obtain such permits prior to constructing a ~~building sewer~~ sewer service. The CommissionMWRA and the City may change the conditions of a permit from time to time as circumstances, including regulations enacted or promulgated by the state or federal government or its agencies, may require. The CommissionMWRA and the City may stipulate special conditions and terms upon which the permit will be issued. No user may increase the daily volume, strength or rate of ~~his/her~~ their permitted discharge ~~beyond 15%~~ without first securing an amendment to ~~his/her~~ their permit.
- B. Applications. ~~It is the responsibility of e~~Every industrial user ~~shall be required to~~ obtain a permit ~~and shall, within 90 calendar days of the promulgation of these regulations, complete and file at its own expense a permit application form with the CommissionMWRA and with the City. Should an industrial user be identified who does not have a permit, Known industrial users which have not filed a permit application will be notified promptly by the CommissionMWRA or the City to apply for a permit. As additional users become identified through industrial waste surveys, they will be notified to apply for a permit. All industrial users are advised to apply for a permit prior to such notification. Permit application forms may be obtained from the Metropolitan Sewerage Division and the City and shall be filed within 30 calendar days of notification, or as prescribed by regulations of MassDEP and the MWRA, whichever is sooner.~~
- C. Evaluation of application; imposition of conditions. The CommissionMWRA and the City shall evaluate the adequacy of data furnished in the application form. If insufficient data has been furnished, the CommissionMWRA will notify the industrial user to provide additional data within a specified time. After acceptance of data, the CommissionMWRA and the City will issue the permit. The CommissionMWRA and the City may stipulate special conditions and terms upon which the permit may be issued.
- D. Permit conditions. Permits may contain the following conditions:
 - (1) Limits on rate, time and characteristics of discharge or requirements for flow regulation and equalization.
 - (2) Installation of inspection, flow measurement and sampling facilities, including access to such facilities.
 - (3) Specifications for monitoring programs which may include flow measurement, sampling, chemical and biological tests, recording of data and reporting schedules.
 - (4) Pretreatment requirements and schedules for implementation, including schedules for reporting progress towards meeting these requirements.

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- (5) Submission of discharge reports.
 - (6) Schedules for the payment of industrial cost recoveries as required under Section 204 of the Act.
 - (7) Special service charges or fees.
 - (8) Other conditions as deemed appropriate by the CommissionMWRA or by the City to ensure compliance with these regulations and with applicable requirements of state or federal law, including requirements to meet all local limits for industrial pretreatment for prescribed parameters.
- E. Permit not assignable. A permit shall not be reassigned or transferred.
- F. Revocation and modification of permit. If an industrial user discharges amounts or rates of pollutants in violation of these regulations, the CommissionMWRA or the City may revoke the existing permit in accordance with § 228-52. If an industrial user shows that changes in the industrial process have improved the characteristics and volume of its discharge, the permit may be modified upon application by the industrial user to the CommissionMWRA.
- G. Enforcement of permit conditions. The conditions of all permits shall be enforced by the CommissionMWRA and the City in accordance with the provisions of these regulations.
- H. Reports. When required by the permit, each industrial permittee shall submit a duly signed report to the CommissionMWRA and the City containing all information requested by the CommissionMWRA or the City and in a form acceptable to the CommissionMWRA ~~and~~ the City. The CommissionMWRA and the City will evaluate the data furnished. If insufficient data has been furnished, additional information may be required.
- I. Sources of charges and recovery payments information. The CommissionMWRA and the City may use the information provided in the permit applications, permits and discharge reports as the basis for determining user charges and industrial recovery payments.

§ 228-56 Minimum discharge requirements.

The City's sanitary sewer system discharges into the ~~sewerage works of the Metropolitan Sewerage District (MSD), a division of the Metropolitan District Commission (MDC)~~MWRA sewerage system. All discharges into the public sanitary sewers shall, as a minimum, conform to the requirements of ~~the most recent 310 CMR 10.00: Sewer Use; (aka Rules and Regulations of the MWRA) Covering Discharge of Sewage Wastewater, Drainage, Substances or Wastes to Sewerage Works Within the Metropolitan Sewerage District~~MWRA, referred to in this article as the "MDC Rules and Regulations."

A copy of the state regulations detailing the authority and power of the Metropolitan District CommissionMWRA is included in Appendix B-1 of this article for reference.

§ 228-57 Types of substances prohibited from discharge.

No user shall discharge or shall cause or allow to be discharged any substances, water or wastes that the CommissionMWRA or the City has identified as likely, either singly or by interaction with other substances, to:

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- A. Harm either the sewerage system or the wastewater treatment process;
- B. Be otherwise incompatible with the treatment process;
- C. Cause a violation of federal and state discharge permits issued to the CommissionMWRA or to the City;
- D. Adversely affect receiving waters;
- E. Endanger life, limb or public property; or
- F. Constitute a nuisance.

§ 228-58 Enumeration of prohibited substances.
[Amended 12-16-2002 by Ord. No. 02-060A]

No user shall discharge or cause or allow to be discharged any of the following substances:

- A. Gasoline, benzene, naphtha, fuel oil, crude oil, lubricating oils and flammable or explosive liquids, solids or gases or any other oils or greases of hydrocarbon or petroleum origin.
- B. Waters or wastes having a pH lower than 5.5 or higher than 9.5 or having any other corrosive or injurious properties capable of causing damage or hazard to structures, equipment, sewerage systems and personnel.
- C. Solids or viscous substances in quantities or of such size as to be capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewerage systems, such as but not limited to sand, metal, glass, wood, plastics, rubber, latex, cloth, non-dispersible wipes, and lime slurries.
- D. Liquids or vapors having a temperature higher than 150° F₊ or 65° C.
- E. Waters or wastes containing fats, wax, grease or oils of vegetable or animal origin in excess of 100 milligrams per liter or containing other substances (not specifically prohibited by Subsection A) which may solidify or become viscous at temperatures between 32° F₊ or 0° C₊ and 150° F₊ or 65° C. Waters or wastes containing such substances, excluding normal household waste, shall exclude all visible oils, fats and greases. The use of chemical or physical means, such as temperature variation, emulsifying agents or mechanical mixers, to bypass or release fats, oils and greases into the municipal sewerage system is prohibited. If the discharge concentration for any fats, oils and greases is in excess of 100 milligrams per liter after treatment, the CommissionMWRA may increase the discharge concentration limit on a case-by-case basis when the user demonstrates to the CommissionMWRA's satisfaction that its discharge is not contributing to nuisance conditions.
- F. Garbage that has not been properly shredded. ~~The installation and operation of any garbage grinder equipped with a motor of 3/4 horsepower (0.76 horsepower metric) or greater shall be subject to the review and approval of the City.~~
- G. Metals.

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- (1) Waters or wastes containing amounts of toxic or objectionable metals in excess of the concentrations obtainable by acceptable control technology, including but not limited to the following:

Antimony	Chromium	Nickel
Arsenic	Copper	Selenium
Barium	Iron	Silver
Beryllium	Lead	Tin
Boron	Manganese	Zinc
Cadmium	Mercury	

- (2) In general, wastes containing the above metals shall be treated to reduce their concentrations to the minimum levels attainable by chemical precipitation processes or other equally effective methods. In no case, however, shall allowable metal concentrations be higher than those concentrations allowed by applicable state or federal law, including all specifically established local limits.

H. Nonmetals.

- (1) Waters or wastes containing amounts of toxic or objectionable nonmetals in excess of concentrations attainable by acceptable control technology, including but not limited to:

Ammonia	Pesticides	Chlorides
Cyanides	Phenols	Polychlorinated biphenyls (PCB's)
Herbicides	Sulfates	Sulfides

- (2) In no case, however, shall allowable nonmetal concentrations be higher than those concentrations allowed by applicable state or federal law, including all specifically established local limits.

- I. Radioactive wastes or isotopes of such half-life or concentrations as may exceed limits established by the ~~Commission~~ MWRA in compliance with state or federal regulations.

- J. Sludges or deposited solids resulting from an industrial or pretreatment process.

- K. Substances causing excessive discoloration or turbidity.

- L. Slugs as defined herein.

- M. Substances which exert unusual BOD, chemical oxygen demand or chlorine requirements in quantities such that when received in the composite sewage wastewater at the sewage wastewater treatment ~~works~~ facility they exceed the limits established for such discharges.

- N. Substances which are not amenable to treatment or reduction by the wastewater treatment process employed, or not amenable to treatment as necessary for the wastewater treatment plant effluent to meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

- O. Any substances that may attack, damage or alter by either abrasion or chemical action the materials of which the sewer and its appurtenances are composed or built.

- P. Substances causing excessive discoloration (such as, but not limited to, dye wastes or ‘vegetable tanning solutions’).
- Q. Sticks, stones, rubbish, rags, unground, unshredded, or improperly shredded garbage, refuse or portions of any animal carcass having particles more than one quarter inch in longest dimension.
- R. Wastewater containing considerable quantities of animal guts or tissues, entrails, offal, blood, feathers, hair, hides, scraps, unshredded vegetables, straw or cinders.
- S. Hazardous wastes and/or material as defined by the Commonwealth of Massachusetts Department of Environmental Protection Regulations (310 CMR), or successor regulations as amended.
- T. Based on the composition of wastewater, the Director reserves the right to:
 - a. Reject sanitary wastewater that does not comply with the regulations herein.
 - b. Require pretreatment to an acceptable condition for discharge to public sewers.
 - c. Require control over the quantities and rates of discharge.
 - d. Require payment to cover the added cost of handling and treating the wastes not covered by existing sewer charges.

§ 228-59 Discharge of unpolluted waters.
[Amended 4-7-2008 by Ord. No. 08-129]

- A. No person shall discharge or cause to be discharged any unpolluted waters, such as groundwater, stormwater, surface water, roof runoff, tidewater, subsurface drainage, uncontaminated cooling water or uncontaminated industrial process water, to any sanitary sewer. Dwellings and other buildings and structures which require, because of infiltration of water into basements, crawl spaces, and the like, a sump pump discharge system shall have a permanently installed discharge line which shall not at any time discharge water either directly or indirectly into a sanitary sewer system. All connections of infiltration and/or inflow to the public sewer system are illegal according to state plumbing codes.
- B. Stormwater and all other unpolluted drainage shall be discharged to ~~such sewers as are specifically designated as storm sewers~~ drainage pipes or to a natural outlet within the owner’s property or to drainage pipes when approved in writing in advance by the City Engineer, as specified in Article V.
[Amended 5-21-2012 by Ord. No. 2012-158]
- C. Property owners shall allow an employee of the City or a designated representative of the City to inspect the building to confirm that there is no sump pump or other prohibited discharge into the sanitary sewer system. Such inspections may include smoke tests or dye tests on private property. The City may periodically reinspect any building or premises to determine compliance with the requirements of this section.
- D. Any property owner who previously made any connection or installation in violation of this section shall immediately remove such connection or correct such an installation. If not removed

or corrected within 30 calendar days after notice of the violation has been delivered personally or by certified mail to the owner, the City may impose a surcharge in the amount ~~provided in Subsection E of this section~~ defined in the latest version of the Schedule of Fees WSR&R. Such a surcharge may also be imposed upon any property owner, after a thirty-calendar-day notice has been delivered, and if the owner refuses to allow his or her property to be inspected. The owner of a building or premises found to be not in conformance with this section during periodic reinspections may also be subjected to a surcharge as defined in Article V the Stormwater Rules and Regulations (SWR&R), ~~as provided in Subsection E of this section.~~

~~E.~~

~~A surcharge of \$300 per quarter is hereby imposed on every sewer bill to property owners for the following conditions:~~

~~(1) Not in compliance with this section.~~

~~(2) Refusal of property inspection.~~

§ 228-60 Dilution prohibited.

The attainment of specific levels for discharge to ~~municipal-public~~ sewers by dilution in the absence of treatment shall be prohibited.

§ 228-61 Wastes of unusual strength or character.

Notwithstanding the limitations set forth in § 228-58 above, a special temporary permit or amendment to an existing permit between the ~~Commission~~ MWRA and the City and the user may be issued by the Commission MWRA whereby a waste of unusual character or strength may be accepted on an interim basis when, in the opinion of the Commission MWRA, unusual or extraordinary circumstances compel special terms and conditions of temporary duration. Such permit or amendment will be issued only when, in the opinion of the Commission MWRA, it would not cause any interference with or disruption in the treatment works, would not violate the National Pollutant Discharge Elimination System (NPDES) permit or Commonwealth water quality standards, and would not force additional controls on other dischargers to achieve compliance with effluent limitations.

§ 228-62 Permit required for sewer hookup; fee; ~~City to provide labor and materials.~~ [Amended 4-7-2008 by Ord. No. 08-129]

- A. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer, ~~public drain~~ or appurtenance thereof without first obtaining a written permit from the Public Works Department DPW. A permit and inspection fee ~~of \$10~~ for a residential or commercial building sewer sewer service permit ~~or private drain permit~~ shall be paid to the City at the time the application is filed. Fees are defined in the WSR&R Schedule of Fees.
- B. Except as otherwise provided by the rules and regulations of the City Planning Board governing the subdivision of land, the material required in the construction of building sewer sewer services, ~~private drains~~ and appurtenances thereof shall be provided and the labor thereon shall be performed by the private property owner ~~City or its duly authorized agents and no other person, provided that the applicant may make all of the excavation and backfill outside the street lines, except so much as will affect the~~

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~~proper bedding and securing of the pipe or other structure.~~

- C. No person shall be allowed to make any alteration in, or make any connection with, any ~~private drain or building sewer~~ sewer service ~~service~~ other than that intended in the original permit without making another application and obtaining permission to do so from the DPW City Engineer. [Amended 5-21-2012 by Ord. No. 2012-158]
- D. The City Engineer or DPW Operations Division ~~staff~~ shall have the right to inspect ~~building drain~~ internal sewer services, ~~building sewer~~ sewer services, ~~building storm drains, and other, sewer laterals,~~ private sewers, grease traps, oil traps, particle separators, improperly connected sump pumps, and other facilities tributary to the City's wastewater ~~and storm drainage~~ systems, at any reasonable time while such construction is underway. After obtaining a permit, ~~t~~The owner shall notify the City Engineer when such facility is installed and ready for final inspection and before the facility is connected to the City's wastewater ~~and storm drainage~~ systems. More frequent inspections may be required by the City Engineer. Requests for inspections on new sewer service connections shall be made before 4:00 p.m. on the day preceding the installation or within a reasonable time frame on the day of installation. Connection to the City's wastewater ~~and storm drainage~~ systems shall be made in the presence of an authorized representative of the City. No facility shall be covered over until approval has been given by the City Engineer or DPW Operations Division ~~at staff~~. [Amended 5-21-2012 by Ord. No. 2012-158]

§ 228-63 Classes of building sewer sewer service permits; application form; supplemental information.

- A. There shall be two classes of building sewer sewer service permits:
- (1) For residential and commercial service; and
 - (2) For service to establishments producing industrial wastes.
- B. In either case, the owner shall make application on a special form furnished by the City. ~~For further information concerning industrial permits, see § 228-55.~~ The permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the City Engineer and as specified in the DPW Design and Construction Standards. For further information concerning industrial permits, see § 228-55. [Amended 5-21-2012 by Ord. No. 2012-158]
- C. The design, construction, and materials of a sewer main or service connection, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench shall conform to the City of Melrose Public Works Design and Construction Standards, building and plumbing code, and other applicable rules, regulations and ordinances of the City. In the absence of code provisions, or in amplification thereof, the materials and procedures set forth in the appropriate specifications of the ASTM and WPCF Manual of Practice No. FD-5 shall apply.
- D. All new sewer mains shall remain within public ways for their entire length except where this is not practical. In such cases, easements deemed appropriate by the Division for the operation and maintenance of the sewer shall be conveyed to the City without cost to the City.
- E. Special service fees for administrative, inspection and construction services for each connection shall be

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assessed according to the Schedule of Fees, the full amount of which shall be paid to the City before work commences.

§ 228-64 ~~This section left blank intentionally~~ **Catch basins and traps.**
~~[Amended 5-21-2012 by Ord. No. 2012-158]~~

~~The City Engineer may, at any time, require such catch basins and traps to be introduced along the line of any private drain, or on the discharge of any fixture connecting therewith, as he/she may deem necessary for the proper maintenance of such private drain or of the main drain.~~

§ 228-65 Installation of private ~~drains and building sewer~~ sewer services.

A. Private ~~drains and building sewer~~ sewer service s shall be laid to and through the cellar wall and shall be provided with a cleanout in the direct line of the pipe.

B. All pipes through or under the wall of any building, and for a distance of ~~eight~~ ten feet outside of the wall or building, shall be of extra-heavy cast iron and are subject to the jurisdiction of the applicable plumbing code.

§ 228-66 Maintenance responsibilities.

~~Subject to the provisions of § 228-62, e~~ Every ~~private drain or building sewer~~ sewer service shall be under the control of, and shall be maintained and kept clean by ~~the City~~ the property owner. All costs and expense incident to the installation and connection of ~~private drains and building sewer~~ sewer services shall be borne by the owner of the premises served by the same. Additionally, all cleaning of, repairs to or renewals of ~~such drains and~~ sewers shall be made at the expense of the owner of the premises served by such sewer ~~and drain~~, provided that any labor on such ~~a drain or~~ sewer which may be required as a result of defects or obstructions in the main ~~drain or~~ public sewer shall be paid for by the City.

Whenever any service connection to any public sewer shall become clogged, broken, obstructed, out of order or detrimental to the use of a public sewer, or unfit for carrying sewage, the owner, agent, occupant or person having charge of any building or lot of land or premises in which such service connection is located shall, upon notification by the Director and/or the City Engineer, remove, reconstruct, alter, clean or repair such service connection as the condition thereof may require. In case of neglect or refusal to comply with such notice within five (5) days after the same is given, the Director and/or the City Engineer may cause the service connection to be removed, reconstructed, repaired, altered or cleaned, as he or she may deem expedient, at the expense of such owner, agent, occupant or other person so notified, who shall also be liable to a penalty for such neglect or refusal.

§ 228-67 ~~This section left intentionally blank~~ Disposition of assessment for betterment.

Whenever a betterment for a ~~public drain or~~ public sewer constructed pursuant to an order of the City Council has been assessed on the premises with respect to which an application for connection has been made, an agreement for payment of such assessment must be entered into by the property owner with the City prior to connection to the public sewer.

~~and such assessment has been paid, no fee shall be paid for entry into such public drain or public sewer.~~

except as provided in Chapter 202, Streets and Sidewalks, §§ 202-10 and 202-12. If no assessment for betterment has been paid, the fee for entry into such a public drain or public sewer shall be fixed by the City Council.

§ 228-68 ~~Use of sewer conditioned on payment of bill.~~ This section left blank intentionally

If any bill due the City for constructing, cleaning or repairing or renewing a private drain or building sewer remains unpaid following 60 days from the date thereof, the further use of such drain or sewer shall not be permitted until such bill has been paid.

§ 228-69 Responsibility for plumbing.

All pipes and fixtures outside the building shall be considered part of the ~~building sewer~~ sewer service, ~~private drain or connection thereof~~ and shall be ~~under the control of~~ regulated by the Public Works Department DPW. ~~There~~ re sewer service, from 10-feet outside of the ~~house~~ sue to the sewer main, including all chimney connections, shall be the property of the owner of the premises that is served, and all maintenance, improvements, and replacement shall be the responsibility of the property owner. All pipes and fixtures within any buildings, and for 10-feet outside the building, shall be considered a part of the plumbing and shall be under the regulatory control jurisdiction of the Building Department and State Plumbing Code Commissioner.

~~In the event of any conflict between the requirements of the Building Commissioner and any section of this article, the requirements of this article shall apply.~~

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§ 228-70 ~~An individual~~ dependent sewer service is required for every building; exception.

[Amended 12-16-2002 by Ord. No. 02-060A]

A. A separate and independent ~~building sewer~~ sewer service shall be provided for every building, except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway. In such case, the ~~building sewer~~ sewer service from the front building may be extended to the rear building and the whole considered as one ~~building sewer~~ sewer service, but the City does not and will not assume any obligation or responsibility for damage caused by or resulting from any single connection aforementioned. The City may also require proof of maintenance agreements and/or easements to allow such jointly owned sewer service connections.

B. Any property which is subdivided into multiple properties must make separate connections to the sewer main for each property; shared services will not be permitted unless a hardship is indicated and approval is given by the City Engineer.

C. Unless a different determination is made by the City Engineer, each parcel is entitled to one single sewer service, and separate services shall not be connected to the public sewer main from multiple buildings on the same property. Accessory buildings such as a garage or barn or an approved in-law apartment should be connected to the sewer service for the primary use building.

A. The City Engineer may determine that it is in the best interests of the City to allow more or fewer service connections than described in this Section.

D.

§ 228-71 Use of old sewers.

Old ~~building sewer~~ sewer services shall not be used for new building construction or substantial reconstruction. If the City Engineer deems that it is in the best interest of the City to allow reuse of an old connection, and, may be used in connection with new buildings only when they are found, on examination and test by the Public Works Department DPW, the service meets all o-meet-all requirements of this article and DPW standards for integrity, the City Engineer may waive this requirement. All evaluations of the existing service pipe shall be performed at the expense of the owner.

§ 228-72 Establishment of specifications.

The ~~Public Works Department~~ DPW shall, from time to time, establish standard requirements or specifications to regulate the sizes, materials, methods and workmanship to be used in the construction of sewers, house connections and other similar work and appurtenances thereto connected or intended to be connected into or to discharge, directly or indirectly, into any public sewer of the City. These requirements shall be recorded in the WSR&RDPW Design and Construction Standards and shall not conflict with any requirements in revision to or in addition to those of the City Building Commissioner. Such standard requirements shall provide for gastight and watertight connections and minimum requirements as to size, depth, slope or rate of grade for such pipes, shall regulate the kinds of pipe, fittings, methods of laying, jointing, materials used, manner of connecting to existing municipal sewers and general consideration as to location and other pertinent features. When a private service connection is made directly to the MWRA

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sewerage system, all applicable applications and standards applied by the MWRA must be met and supersede City requirements when they are more stringent. All City requirements that are more stringent than MWRA requirement shall apply to sewer services within the City, whether connected to the City or MWRA sewerage systems.

~~Any such requirements or specifications as may be adopted from time to time are hereby made a part of this article.~~

§ 228-73 Specifications to apply in absence of code provisions.

[Amended 8-21-2017 by Ord. No. 2018-4]

~~A copy of these requirements titled "Regulations for Connecting Building Sewers to the Public Sewer" is included in Appendix B-2 of this article.~~ In the absence of code provisions, or in amplification thereof, the materials and procedures set forth in the appropriate specifications of the American Society for Testing and Materials (ASTM) and the Water Environment Federation (WEF) Manual of Practice No. FD-59 shall apply.

§ 228-74 Gravity flow or means of lifting required.

Whenever possible, the ~~building sewer~~sewer service shall be brought to the building at an elevation below the basement floor. The preferred method for discharge of sanitary sewage from an individual building or a group of buildings to the City of Melrose sewer system is by gravity flow. In all buildings in which any ~~building drain~~internal sewer service is too low to permit gravity flow to the public sewer, sanitary ~~sewage wastewater~~ carried by such ~~building drain~~internal sewer service shall be lifted by an approved means and discharged to the ~~building sewer~~sewer service. All grinder pump systems shall comply with the DPW's design and construction standards for such systems.

§ 228-75 ~~This section left blank intentionally Feeding surface water drainage into sewer prohibited. No person shall make connection of roof downspouts, foundation drains, areaway drains or other source of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.~~

§ 228-76 Private sewer services drains.

~~[Amended 5-21-2012 by Ord. No. 2012-158]~~

~~Except by special consent of the City Engineer, no private drain sewer service larger than eight inches in diameter or which is constructed of any material other than polyvinyl chloride (PVC) vitrified, transite or iron pipe of an approved weight will be allowed to connect with any public sewer main drain. All private sewer pipes drains shall be laid accurately to straight lines and grades. All sewer services shall be installed in full accordance with the DPW's Design and Construction standards unless otherwise permitted in writing by the City Engineer following application for installation.~~

~~When angles are unavoidable, the changes in direction shall be made by Y branches and bends. The opening in the Y in the direct line of the pipe shall be sealed and left unused for the purpose of flushing and cleaning.~~

§ 228-77 ~~This section left blank Stormwater permits for parcels of land greater than one acre.~~

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~~[Added 4-7-2008 by Ord. No. 08-129]~~

~~A. — Any land alteration, including but not limited to any excavation, paving, curb cutting, street opening, or any activity that will alter the drainage characteristics of a parcel of land that is greater than one acre, shall obtain a permit from the Department.~~

~~B. — Application.~~

~~(1) — The applicant shall file a completed application package. While the applicant may be a representative, the permittee must be the owner of the site or holder of an easement. The application package shall include:~~

~~(a) — A completed application form with original signatures of all owners.~~

~~(b) — A stormwater management plan and project description.~~

~~(c) — Operation and maintenance plan.~~

~~(d) — Erosion and sediment control plan.~~

~~(2) — Filing an application for a permit grants the Department, or its agent, permission to enter the site to verify the information in the application and to inspect for compliance after issuance of the permit.~~

~~C. — Performance criteria.~~

~~(1) — At a minimum, projects shall comply with the policy, criteria, and information, including specifications and standards, of the latest edition of the Massachusetts Stormwater Management Policy Handbooks.~~

~~(2) — The applicant shall prepare and implement an erosion and sedimentation control plan to prevent the introduction of sediments into the Department's sewers and storm drains. The design of any facilities required pursuant to this section shall be subject to the approval of the Department, and the design, installation and maintenance of such facilities shall be at the facility owner's expense. The Department shall have the right to inspect such facilities.~~

~~(3) — The applicant shall submit to the Department a description of all new best management practices, including location, design and installation plans, vendor and manufacturer, and maintenance requirements.~~

~~(4) — An operation and maintenance plan shall be required at the time of application for all projects. The project proponent shall be responsible for future maintenance of such best management practices. The operation and maintenance plan shall remain on file with the Department and shall be an ongoing requirement.~~

~~D. — The Public Works Department DPW shall, from time to time, establish standard requirements or specifications to regulate the terms, conditions, definitions, enforcement, fees, procedures, and administration of this section.~~

§ 228-78 Infiltration and inflow mitigation fees.

~~[Added 6-16-2016 by Ord. No. 2016-200]~~

A. Any person or entity changing, altering, repairing, adding to or improving ~~his/her~~their or ~~its~~ property in any way that may or should impact the sewer system within the City of Melrose, or any person or entity proposing to add additional wastewater to an existing sewer connection, or any applicant for a new building permit, shall be required to mitigate infiltration/inflow sources which add extraneous water to the sewer system, thereby reducing its capacity and capability to accommodate new flows, at a rate of one gallon of infiltration/inflow removal for each additional gallon of wastewater that will be discharged to the sewer system as a result of the subject project. In the event a connection is subject to a state sewer connection/extension permit under Code of Massachusetts Regulations Chapter 314, and such permit is conditioned upon the completion of removal of infiltration/inflow prior to connection, said removal of infiltration/inflow shall be credited toward complying with the requirements of this section.

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- B. Title 5 (310 CMR 15) shall be used to determine flow rates, which will be used to calculate the value of the infiltration and inflow mitigation fee. Said fee shall be calculated based on the net change in Title 5 flows resulting from the subject project. The and a cost of \$6.89 per gallon per day (gpd) of flow shall be as defined in the WSR&R Schedule of Fees and as approved by the City Council. Existing conditions will be established based on records of the Melrose Assessor's office. For example, a project with a net increase of five bedrooms compared to existing conditions per Assessor's records has an associated Title 5 flow increase of 550 gpd. ~~therefore the fee for this connection is \$3,789.50 (550 gpd net increase x \$6.89/gpd).~~ This is a one-time fee required prior to the issuance of a building permit or any other permit order or permission for any change, alteration, repair, addition or modifications improving the subject property.
- C. The fee assessment, or indication that no fee is required based on a determination of no net increase to sewer flows from the subject project, shall be determined by the Director of Public Works. The Director will not sign off on occupancy for any project for which an outstanding payment is due for any assessed infiltration and inflow mitigation fee, for the subject project or for any other project for which occupancy is sought by the same applicant.

~~D. For purposes of this section the following terms shall have the meanings set forth herein:~~

~~DIRECTOR~~

~~The Director of Public Works, after review, approval and consent by and of the City Engineer.~~

~~INFILTRATION~~

~~Water other than wastewater that enters a sewer system (including sewer service connections and foundation drains) from the ground through means which include, but are not limited to, defective pipes pipe joints, connections, or manholes. Infiltration does not include, and is distinguished from, inflow.~~

~~INFILTRATION/INFLOW~~

~~The quantity of water from both infiltration and inflow without distinguishing the source.~~

~~INFLOW~~

~~Water other than sanitary flow that enters a sewer system (including sewer service connections) from sources which include, but are not limited to, roof leaders, cellar drains, yard drains, area drains, drains from springs and swampy areas, sump pumps, manhole covers, cross-connections between storm sewers and sanitary sewers, catch basins, cooling towers, stormwaters, surface runoff, street wash waters, or drainage. Inflow does not include, and is distinguished from, infiltration.~~

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Chapter 228

WATER AND SEWERS

GENERAL REFERENCES

Assessments — See Ch. 9.

Streets and sidewalks — See Ch. 202.

Sewage disposal — See Ch. 194.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

ARTICLE I
General Provisions

§ 228-1. Regulations considered part of contract. [Amended 6-26-1985 by Ord. No. 1108]

Except as otherwise specifically ordered by the City Council, the rules and regulations set out in this chapter shall be considered as a part of the contract with every person who uses City water and the City sewer service, and every person who takes the water and uses the sewers assents thereto and agrees to be bound thereby.

§ 228-2. Shutting off water for violations. [Amended 2-1-1993 by Ord. No. 92-318]

If any person violates any of the rules and regulations set out in this chapter, the water will be shut off and will not be turned on again until all charges, including \$25 for shutting off and turning on, have been paid.

§ 228-3. Billing period; place of payment; delinquent payments. [Amended 6-17-1985 by Ord. No. 1045; 7-21-1986 by Ord. No. 1417; 7-28-1986 by Ord. No. 1455; 12-19-1988 by Ord. No. 2217; 10-19-1992 by Ord. No. 93-50]

- A. All bills for water and sewer shall be made out and rendered by the Public Works Department to consumers quarterly and all such bills shall be payable within 30 days at the office of the City Collector.
- B. Bills not paid within 30 days shall be subject to the following:
 - (1) Demand charge of \$5.
 - (2) Interest penalty of 14% from the due date.
 - (3) Lien fee of \$10, to be applied only on those water and sewer bills that become lien on real estate tax bills.

§ 228-4. Commitment of charges for collection. [Amended 6-17-1985 by Ord. No. 1046]

All charges for water and sewer service shall be committed forthwith by the Public Works Department to the City Collector for collection, and, whenever charges are so committed, such Department shall file with the City Auditor a report, in writing, of the total amount of the charges in each such commitment. The Department shall forthwith give notice, in writing, to the City Auditor of every correction in and abatement of a charge for water and sewer services.

ARTICLE II Water

§ 228-5. Right of entry. [Amended 5-21-2012 by Ord. No. 2012-158]

The City Engineer or his/her agent shall at all reasonable hours have free access to premises supplied with water to examine the condition of the pipes and fixtures and quantity of water used and to shut off the water for nonpayment or any violation of the rules set out in this article.

State law reference — Authority of municipalities to make regulations relative to pipes through which water is supplied, MGL c. 40, § 21, cl. (7).

§ 228-6. Laying of service pipes. [Amended 5-21-2012 by Ord. No. 2012-158]

Except as otherwise provided by the rules and regulations of the Planning Board governing the subdivision of land, water service pipes will be laid from the main to the line of the street without charge and from the line of the street to the building at the expense of the applicant, provided that the whole or part of the work from the street line to the building may be done by the property owner or his/her agent, subject to the approval of the City Engineer, if the property owner so elects.

§ 228-7. Size and material of service pipes and meters. [Amended 5-21-2012 by Ord. No. 2012-158]

No water service pipe or meter larger than 3/4 of an inch will be laid or allowed, except upon special consent of the City Engineer and upon the payment of the additional cost to the City. All pipe laid on the abuttor's premises between the street line and the meter or cellar wall shall be of such material as may be approved by the City Engineer.

§ 228-8. Separate service pipes required; protection and maintenance. [Amended 5-21-2012 by Ord. No. 2012-158]

No two buildings shall be supplied with water through the same service pipe, and, so far as possible, each tenement or apartment shall be supplied through a separate service pipe. Any person putting in his/her own service pipe from the street line to the building must lay it at least 5 1/2 feet deep and must provide a stop and waste cock, properly located, inside the building and take such other precautions as may be deemed necessary by the City Engineer. He/she must keep the service pipe, stop and waste cock and all fixtures connected therewith on his/her premises in good repair and protected from frost, and he/she will be held liable for all damage which may result from a failure to do so.

§ 228-9. Additional service pipes.

Any person desiring more than one water service pipe for any one tenant from the main to his/her premises will be required to pay the whole cost of such additional pipe.

§ 228-10. Laying mains in public and private ways; assessments. [Amended 5-21-2012 by Ord. No. 2012-158]

A. Applications for the original laying of pipes in public and private ways for the

conveyance and distribution of water shall be made, in writing, to the City Engineer in such form as he/she shall prescribe. Before laying any such pipe, the City Engineer shall prepare an estimate of the cost thereof and of the assessments to be paid by the owners of the land which will receive benefit therefrom, computed in the manner provided in this section, and shall grant a hearing to each such owner. Notice of the time and place of such hearing shall be given, in writing, not less than seven days prior to the date thereof, and each such owner shall be furnished with a statement of the estimated betterment to be assessed against his/her property.

- B. Acting under authority of MGL c. 40, § 42G, the City Engineer shall assess 1/2 of the actual cost of originally laying pipes in public and private ways upon the estates benefited thereby. For the purpose of apportioning the cost among the estates so benefited, 1/3 of such 1/2 of the cost shall be assessed upon the total frontage of the land so benefited on the street or way in which such pipe is laid, and each such estate shall be assessed its proportional part thereof. Two-thirds of such 1/2 of the cost shall be assessed upon the total area of the land so benefited within a depth of 100 feet from the street or way in which such pipe is laid, and each such estate shall be assessed its proportional part thereof.
- C. In the case of an estate which receives a direct benefit from the laying of such a pipe but which does not abut the street or way in which such pipe is laid and is not wholly located within 100 feet from such street or way, so much of the area of such estate as may be deemed by the City Engineer to be just and reasonable shall be included in the total area, as aforesaid, and assessed its proportion of the cost in the same manner as land within 100 feet of such street or way.
- D. Each corner lot abutting upon a street or way in which such a pipe is laid and which receives direct benefit therefrom shall be assessed in accordance with the provisions of this section, including the whole frontage of the lot on the street in which such pipe is first laid. When such a pipe is laid on the other street or way on which such lot abuts, so much of the area of such lot as has been previously assessed and so much of the frontage of such lot on the other street or way as may be deemed by the City Engineer to be just and equitable shall be exempt from assessment.
- E. Whenever the City Engineer determines that a pipe for the conveyance and distribution of water shall be originally laid in any public or private way, he/she shall take all such steps as may be required to ensure that effect will be given to all pertinent provisions of MGL c. 40, § 42I.
- F. This section shall not apply to the laying of water pipes for which provision is otherwise made by the rules and regulations of the Planning Board governing the subdivision of land.

§ 228-11. Laying mains in private property.

No water main shall be laid in any private property, other than a private way, unless the owner thereof gives a release to the City for that purpose, and such owner, when required, shall file a bond for the payment annually of 6% of the cost to the City of such main and connections until such time as the revenue from such main shall be sufficient to pay the interest on the cost of construction.

§ 228-12. Turning on and shutting off water; charges. [Amended 1-21-1992 by Ord. No. 91-264A]

- A. No person except the City Engineer or those authorized by him/her shall at any time turn or let on water to any house or building or in any way interfere with any gate, fire hydrant or standpipe. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- B. Charges.
 - (1) Water turned off at curb: \$25.
 - (2) Water turned on at curb: \$25.
 - (3) Meter tests: \$25.
 - (4) Special meter reading trip charge: \$25.
 - (5) Final meter reading: \$25.
 - (6) Repair of frozen meters: \$25 plus parts.
 - (7) Fire flow tests (hydrant): \$100.

§ 228-13. Notice that water will be shut off.

In cases of abnormal use of water or when necessary to shut off the street mains, consumers will ordinarily be given notice, but failure to give such notice shall not constitute a claim for any damage which may be occasioned.

§ 228-14. Water meters.

- A. No person except the proper officers of the Water Division will be allowed to set, take off or repair meters. **[Amended 8-21-2017 by Ord. No. 2018-4]**
- B. All water meters will be furnished, placed and maintained by the City. Any damage to any meter done or caused by the carelessness or neglect of the owner or occupant will be charged to his/her next bill, and, if not paid as provided for in § 228-3, the water will be shut off and not again turned on until such charge and all others are paid.
- C. Effective October 1, 2017, a manual read fee of \$50 per quarter shall be charged to any account that cannot be remotely read by the City of Melrose. **[Added 6-19-2017 by Ord. No. 2017-148]**

§ 228-15. Rates set by Mayor and Council; Water Rate Review Committee.
[Amended 5-15-1978 by Ord. No. 19837; 6-5-1978 by Ord. No. 19917; 7-17-1978 by Ord. No. 19837A; 9-6-1989 by Ord. No. 90-2; 10-15-1990 by Ord. No. 90-278; 9-9-1991 by Ord. No. 92-22; 1-6-1992 by Ord. No. 92-137; 1-21-1992 by Ord. No. 92-166; 6-6-1994 by Ord. No. 94-221; 7-18-1994 by Ord. No. 94-221A; 6-17-1996 by Ord. No. 96-335; 6-27-2001 by Ord. No. 01-323; 6-26-2002 by Ord. No. 02-358; 12-16-2002 by Ord. No. 02-060A; 6-26-2003 by Ord. No. 03-290; 6-21-2004 by Ord. No. 04-268; 6-30-2005 by Ord. No. 05-248; 6-26-2006 by Ord. No. 06-248; 7-17-2006 by Ord. No. 06-248A; 7-16-2007 by Ord. No. 07-179; 5-19-2008 by Ord.

No. 08-225; 10-20-2008 by Ord. No. 08-269; 6-15-2009 by Ord. No. 09-202; 5-17-2010 by Ord. No. 10-160; 6-20-2011 by Ord. No. 11-170; 5-21-2012 by Ord. No. 2012-158; 6-18-2012 by Ord. No. 2012-189; 8-20-2012 by Ord. No. 2013-4; 3-4-2013 by Ord. No. 2013-118; 6-27-2013 by Ord. No. 2013-204; 5-19-2014 by Ord. No. 2014-117; 6-15-2015 by Ord. No. 2015-143; 6-16-2016 by Ord. No. 2016-163; 5-15-2017 by Ord. No. 2017-136; 6-19-2017 by Ord. No. 2017-146]

A. Except as provided by § 228-16, all bills for water furnished by the City shall be rendered at intervals of three months (quarterly) at rates established by the Mayor and City Council from time to time.

(1) Tiered water rates per 100 cubic feet, effective fiscal year 2019:
[Amended 6-18-2018 by Order No. 2018-178]

(a) Quarterly consumption:

Cubic Feet	Rate Per 100 Cubic Feet
1 to 2,000	\$6.44
Over 2,000	\$8.75

(b) Quarterly meter base fee:

Meter Size (inches)	Fee
Up to 1	\$16.60
1 1/2	\$64.72
2	\$100.81
3	\$185.02
4	\$305.32
6	\$606.07
Manual read fee (for accounts that have not changed primary meter)	\$50/quarter
Second meter fee – meter replaced	\$16.60
Second meter fee – meter not replaced	\$50.00

(c) Monthly consumption:

Cubic Feet	Consumption Rate
1 to 2,000	\$6.44
Over 2,000	\$8.75

(d) Monthly meter base fee:

Meter Size (inches)	Fee
Up to 1	\$5.54
1 1/2	\$21.58
2	\$33.61
3	\$61.68
4	\$101.78
6	\$202.03
Manual read fee (for accounts that have not changed primary meter)	N/A
Second meter fee – meter replaced	\$5.54
Second meter fee – meter not replaced	\$16.67

- (2) The water rate shall be applied to all properties in the City of Melrose classified under Commonwealth of Massachusetts Department of Revenue (DOR) Property Classification Code of April 1987 Code/Codes 1, 101 through 103, 104 and 105 and all land or structures exclusively in municipal use by the City of Melrose.

- B. There is hereby created a Water Rate Review Committee, to consist of the Director of Public Works, City Engineer, the Auditor, Treasurer-Collector and a member of the City Council appointed by the President of the City Council, and two citizens of Melrose appointed by the President of the City Council. The Committee shall meet at least quarterly to review the water rate charges established pursuant to this section, the costs of operating and maintaining the water system and any capital improvements to the system. The Committee shall hold at least one meeting per year after 7:00 p.m. It shall report its findings and any recommendations to the City Council in conjunction with submission of the annual operating budget. **[Amended 10-2-2017 by Ord. No. 2018-23]**

State law reference — Law of commonwealth making water rates a lien on real estate, MGL c. 40, §§ 42A to 42F.

§ 228-16. Water used for building purposes. [Amended 6-17-1985 by Ord. No. 1047; 12-16-2002 by Ord. No. 02-060A]

- A. The following rates shall be charged for water used for building purposes:
- (1) The minimum charge for construction of new buildings shall be the same for the three months' minimum charges.
 - (2) For extraordinary additions or repairs, the rate shall be assessed by the City Engineer. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- B. The City Engineer shall have the right to require the applicant to pay by meter instead of the foregoing schedule for building purposes. **[Amended 5-21-2012 by**

Ord. No. 2012-158]

- C. The rates for water for building purposes, which are to be paid in advance, include the charge for turning on and shutting off water, and no allowance will be made if water is obtained from other premises.

§ 228-17. Application for use of water or other work; emergencies.

- A. Applications for the use of water for service pipes, for thawing frozen pipes or for any other work to be done or materials to be furnished in connection with the supplying of water to any premises shall be made in accordance with Chapter 202, Streets and Sidewalks, § 202-10.
- B. In cases of extreme emergency, of which the City Engineer shall be the judge, such application shall not be required, nor shall the provisions of § 202-10 apply, provided that as soon as may be after the furnishing of such water or materials or the completion of such work, the City Engineer shall render a bill therefor, in an amount representing the actual cost to the City, to the owner of the premises. Such bill shall be payable on presentation, and the provisions of Chapter 56, Officers and Employees, § 56-26, relative to commitment, return, correction, abatement and shutting off of water for nonpayment of water bills, shall apply to each such bill. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- C. In no case shall water be turned on for specific purposes until all charges are paid or, for fractional parts of the year, until the proportional part of the minimum charge is paid up to the first day of January next following. Fractional parts of a month shall be considered a full month, and 1/4 of the minimum rate per annum shall be the least charge that shall be made.

§ 228-18. Abatements in case of vacancy. [Amended 12-16-2002 by Ord. No. 02-060A; 5-21-2012 by Ord. No. 2012-158]

In case of vacancy, abatements may be allowed and made at the rate of \$0.20 per 100 cubic feet, provided that no abatement shall be allowed or made unless notice of vacancy is given, in writing, at the office of the City Engineer and the sum of \$25 paid for shutting off the water, which sum shall include the expense of turning on again. No premises will be considered vacant unless such notice is given and water so shut off. No abatement or refund shall be made for water so shut off during the last three months of the year or for fractional parts of 100 cubic feet.

§ 228-19. Opening or interfering with fire hydrants. [Amended 5-21-2012 by Ord. No. 2012-158]

No person except the City Engineer or those authorized by him/her and the officers of the Fire Department in case of fire shall open or otherwise interfere with any fire hydrant, tie or fasten a horse or any other animal to any fire hydrant or place any obstruction in the way of its free use by the firefighters.

§ 228-20. Elderly discount. [Added 4-3-1989 by Ord. No. 2324; amended 5-6-1996 by Ord. No. 96-237]

- A. A twenty-percent discount on water bills shall be given upon application to the office of the City Engineer in accordance with the following procedure: **[Amended 5-21-2012 by Ord. No. 2012-158]**
- (1) The applicant must have passed age 65 in the calendar year prior to that in which he/she is making application for discount. In the case of joint home ownership, either spouse/owner must have passed age 65 in the prior year.
 - (2) The applicant must be the owner of record of the property for which discount is requested and his/her name must appear on the water bill for that property.
 - (3) The yearly consumption of water by the applicant shall not exceed 6,250 cubic feet. **[Amended 6-16-2016 by Ord. No. 2016-166]**
 - (4) The discount shall only apply to owners of one-family or two-family homes who are able to demonstrate their primary residence in said single- or two-family home. **[Amended 6-16-2016 by Ord. No. 2016-166]**
 - (5) Otherwise eligible condominium owners will be entitled to a discount which shall be equal to the average discount provided for in this section for the immediately preceding fiscal year. **[Added 6-16-2016 by Ord. No. 2016-166]**
- B. Applicants who have not reached 65 will also qualify for discount if:
- (1) They are in conformity with the other provisions of this section.
 - (2) Their yearly gross income does not exceed \$15,000 for a single person and \$23,000 if filing jointly.
- C. Administration of the discount program set forth in Subsections A and B above shall be in accordance with reasonable policies established by the Director of Public Works, or his/her designee, and shall be in strict compliance with this section. **[Added 6-16-2016 by Ord. No. 2016-166]**

ARTICLE III
Backflow and Cross-Connections
[Added 6-2-1997 by Ord. No. 97-323]

§ 228-21. Authority.

In accordance with the Safe Drinking Water Act of 1974 and the Commonwealth of Massachusetts regulations 310 CMR 22.22 of the Massachusetts Drinking Water Supply Regulations, the water purveyor has the primary responsibility for preventing water from unapproved sources, or any other substances, from entering the public potable water supply system.

§ 228-22. Purpose.

The purpose of this article is:

- A. To protect the public potable water supply served by the City of Melrose Water Division from the possibility of contamination or pollution by isolating within its customers' internal distribution system(s) such contaminants or pollutants which could backflow or backsiphon into the public water supply system.
- B. To promote the elimination or control of existing cross-connections, actual or potential, between its customers' in-house/in-plant potable water system(s) and nonpotable systems.
- C. To provide for the maintenance of a continuing program of cross-connection control which will systematically and effectively prevent the contamination or pollution of all public potable water systems by cross-connection.

§ 228-23. Responsibility of Water Division and customers.

The City of Melrose Public Works Department Water Division shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow or backsiphonage of contaminants or pollutants. If, as a result of a survey of any premises, the Division determines that an approved backflow prevention device is required at the City's water service connection to any customer's premises for the safety of the public water supply system, the Division or its designated agent shall give notice in writing to said customer to install such an approved backflow prevention device at each service connection to his/her premises. The customer shall, within 60 days, install such approved device or devices at his/her own expense, and failure, refusal or inability on the part of the customer to install said device or devices within 60 days shall constitute a ground for disconnecting water service to the premises until such device or devices have been properly installed and inspected.

§ 228-24. Definitions. [Amended 4-7-2008 by Ord. No. 08-129]

As used in this article, the following terms shall have the meanings indicated:

ALTER — Any activity which will measurably change the ability of a ground surface to absorb water or will change existing surface drainage patterns. "Alter" may be similarly represented as "alteration of drainage characteristics" and "conducting land disturbance

activities."

APPROVED — Accepted by the City of Melrose Public Works Department Water Division as meeting an applicable specification stated or cited in this regulation or as suitable for this proposed use.

BACKFLOW — The flow of water or other liquids, mixtures or substances under pressure into the distributing pipes of a potable public water supply system from any source or sources other than intended source.

BACKFLOW PREVENTER — A device or means designed to prevent backflow or backsiphonage.

- A. **AIR GAP** — The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture or other device and the flood rim of said vessel.
- B. **REDUCED-PRESSURE-PRINCIPLE DEVICE** — An assembly of two independently operating check valves with an automatically operating differential relief valve between the two check valves, two shutoff valves plus properly located test cocks.
- C. **DOUBLE CHECK VALVE ASSEMBLY** — An assembly of two independently operating approved check valves with shutoff valves on each side of the check valves, plus properly located test cocks.
- D. **PRESSURE VACUUM BREAKER** — A device designed to prevent backsiphonage only and which is used under static line pressure, plus properly located test cocks.

BACKSIPHONAGE — The flow of water or other liquids, mixtures or substances into the distributing pipes of a potable public water supply system from any source other than its intended source caused by the sudden reduction of pressure in the potable public water supply system.

BEST MANAGEMENT PRACTICE (BMP) — Structural, nonstructural, and managerial techniques that are recognized to be the most effective and practical means to prevent and/or reduce increases in stormwater volumes and flows, reduce point source and nonpoint source pollution, and promote stormwater quality and protection of the environment.

CERTIFICATION EXAMINATION — An examination approved by the Department for the purpose of testing competency in all areas of cross-connection control and backflow prevention device testing.

CERTIFIED BACKFLOW PREVENTION DEVICE TESTER — An individual who holds a valid Massachusetts backflow prevention device tester's certificate issued by the Department.

CONTAMINANT — A physical, chemical, biological or radiological substance or matter in water.

CROSS-CONNECTION — Any actual or potential connection between a distribution pipe of potable water from a public water system and any pipe of nonpotable water.

DEPARTMENT — The Commonwealth of Massachusetts, Department of

Environmental Protection. **[Amended 8-21-2017 by Ord. No. 2018-4]**

DIVISION — The City of Melrose Public Works Department Water Division as the operator of the Melrose Water Distribution System.

HAZARD, DEGREE OF — The term is derived from an evaluation of the potential risk to public health and the adverse effect of the hazard upon the potable public water system.

- A. **HAZARD, HEALTH (high hazard)** — Any condition, device or practice in any water supply system and its operation which could create or, in the judgment of the Division, may create a danger to the health and well-being of the public water consumer.
- B. **HAZARD, PLUMBING (high hazard)** — A plumbing-type cross-connection in a consumer's potable water system that has been properly protected by a vacuum breaker, air-gap separation or backflow prevention device. Unprotected plumbing-type cross-connections are considered to be a health hazard.
- C. **HAZARD, SYSTEM (low hazard)** — All actual or potential threats to the physical properties of the public water system or to the potability of the public or the consumer's potable water system which would constitute a nuisance or be aesthetically objectionable or could cause damage to the system or its appurtenances but would not be dangerous to health.

INSPECTION — The physical examination and testing of an installed backflow prevention device to verify that the backflow prevention device is functioning properly.

INSPECTION AND MAINTENANCE REPORT FORM — A report form, designated by the Department, which is to be used by certified testers to record all pertinent testing information.

MASSACHUSETTS STORMWATER MANAGEMENT POLICY — The policy issued by the Department of Environmental Protection and, as amended, that coordinates the requirements prescribed by state bylaws promulgated under the authority of the Massachusetts Wetlands Protection Act, MGL c. 131, § 40, and Massachusetts Clean Waters Act, MGL c. 21, §§ 26 to 56.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or MUNICIPAL STORM DRAIN SYSTEM — The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, public storm drain, public storm sewer, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the City of Melrose.

OWNER — Any person maintaining a cross-connection installation or owning premises on which cross-connections can or do exist.

STORMWATER — Stormwater runoff, snowmelt runoff, and surface water runoff and drainage.

WATER, NONPOTABLE — Water which is not safe for human consumption or which is of questionable potability, including private wells.

WATER, POTABLE — Water from a public source which has been approved by

the Massachusetts Water Resources Authority for human consumption.[**Amended 8-21-2017 by Ord. No. 2018-4**]

§ 228-25. Requirements.

A. Water Division.

- (1) On new installations, the Division will provide on-site evaluation and/or inspection of plans in order to determine the type of backflow preventer, if any, that will be required and will notify the owner of plan approval requirements by the appropriate reviewing authority.
- (2) For premises existing prior to the start of this program, the Division will perform surveys of the premises and reviews of as-built plans and issue a cross-connection violation form to the owner detailing any corrective action required, the method of achieving the correction and the time allowed for the correction to be made. The time period allowed shall depend upon the degree of hazard involved (higher health hazard – minimum time).
- (3) The Division will not allow any cross-connection to remain unless it is protected by an approved backflow preventer for which a permit has been issued and which will be regularly tested to ensure satisfactory operation.
- (4) If the Division determines at any time that a serious threat to the public health exists, the water service will be terminated immediately.

B. Owner responsibility.

- (1) The owner shall be responsible for the elimination or protection of all cross-connections on his/her premises.
- (2) The owner shall be responsible for applying for and obtaining all necessary approvals and permits for the maintenance of cross-connections and installation of backflow prevention devices and applying annually for the renewal of each permit.
- (3) The owner shall have any device that fails an inspection or test repaired immediately by a licensed plumber.
- (4) The owner shall inform the Division of any proposed or modified cross-connection and also of any existing cross-connections of which the owner is aware but which have not been found by the Division.
- (5) The owner shall not install bypass around any backflow preventer unless there is a backflow preventer of the same type on the bypass. Owners who cannot shut down operation for testing of the device(s) must supply additional devices necessary to allow testing to take place.
- (6) The owner shall install backflow preventers in a manner approved by the Department and by the Division.
- (7) The owner shall install only reduced-pressure backflow preventers and double check valve assemblies approved by the Department.

- (8) The owner shall be responsible for the payment of all fees for permits, device testings, retestings in the case that the device fails to operate correctly and second reinspections for noncompliance with Division or Department requirements.

C. Testing.

- (1) Reduced-pressure backflow preventers and double check valve assemblies shall be tested and inspected at least semiannually by the Division's certified tester, at the expense of the owner.
- (2) Reduced-pressure backflow preventers and double check valve assemblies must be tested annually by the owner, independent of the semiannual test by the public water supplier, and said test must be conducted by a Department-certified tester.
- (3) Any backflow preventer which fails during a periodic test must be repaired or replaced immediately by a licensed plumber. When repairs are necessary, upon completion of the repair, the device will be retested at the owner's expense to ensure proper operation. High hazard situations will not be allowed to continue unprotected if the backflow preventer fails the test and cannot be repaired immediately. In other situations, a compliance date of not more than 14 days after the test date will be established. The owner is responsible for spare parts, repair tools or a replacement device. Parallel installation of two devices is an effective means of the owner ensuring that uninterrupted water service remains during testings or repair of devices and is strongly recommended when the owner desires such continuity.

§ 228-26. Enforcement; violations and penalties.

- A. Right of entry. All owners or operators of commercial, industrial or institutional premises served by a public water supply system shall authorize agents and employees of the City of Melrose Public Works Department Water Division and/or the Department, upon presentation of their credentials, to enter their premises without a warrant for the purpose of inspecting and surveying their water systems for cross-connections and assuring compliance with these regulations, whether or not the Division and/or the Department has evidence that their water system is in violation of an applicable legal requirement.
- B. The Division shall not allow a cross-connection to exist with the public water system unless it is considered necessary and all appropriate approvals and permits have been issued.
- C. Failure of the owner to comply with any applicable section of this article will constitute a violation of 310 CMR 22.22 and will be subject to termination of water service by the City of Melrose Public Works Department Water Division.
- D. Fine. Whoever maintains a cross-connection without a permit or after revocation of the permit to maintain such connection and whoever maintains a cross-connection without installing the appropriate backflow prevention device required by these regulations and by the reviewing authority shall be punished by a fine of not more than \$500. Reference: 310 CMR 22.22(13)(a).

§ 228-27

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§ 228-27. Procedure policy.

Attached is the procedure policy package.¹

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

1. Editor's Note: The procedure policy package is on file in the office of the Water Division.

ARTICLE IV

Sewer Use

[Added 5-4-1981 by Ord. No. 20841, App. B (Rev. Ords. 1989, §§ 16-51 to 16-70, 16-81 to 16-86, 16-91 to 16-99, 16-111 to 16-117 and 16-131 to 16-145)]

§ 228-28. Purpose.

The purpose of this article is to regulate the use of public and private sewers, the installation and connection of building sewers and the discharge of waters and wastes in the public sewer system in the City.

§ 228-29. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ACT — The Clean Water Act of 1977, Public Law 95-217, as amended from time to time.

BOD or BIOCHEMICAL OXYGEN DEMAND — The quantity of oxygen utilized in five days at 20° C., expressed in milligrams per liter, in the biochemical oxidation of wastewater as determined by a procedure described in Standard Methods.

BUILDING DRAIN — That part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning 10 feet outside the inner face of the building wall.

BUILDING SEWER (also called "house connection") — The wastewater connection from the building to a public sewer.

CITY ENGINEER — The Engineer for the City.**[Amended 5-21-2012 by Ord. No. 2012-158]**

COMMISSION — The Metropolitan District Commission, Commonwealth of Massachusetts, or any other commission, board or officers duly authorized to act for the commonwealth in the application of these rules and regulations.

COMPATIBLE POLLUTANT — A substance that is amenable to removal in substantial amounts by the wastewater treatment plant. Compatible pollutants include, but are not limited to, coliform bacteria, suspended solids and those that exert BOD.

DEPARTMENT — The Public Works Department of the City.

DIRECTOR OF PUBLIC WORKS — The Director of the Department of Public Works for the City.**[Added 5-21-2012 by Ord. No. 2012-158]**

EXCESSIVE — More than the limits established in these regulations or of such magnitude that, in the judgment of the Commission, may cause damage to any facility or be harmful to the wastewater treatment process or reduce its efficiency, cannot be removed in the wastewater treatment plant to the degree required to meet the Act, creates any hazard in the receiving waters, exceeds the capacity of the metropolitan sewerage system or otherwise endangers life, limb or public property or constitutes a public nuisance.

FLOATING OIL — Oil, fat or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility.

GARAGE — Any building wherein are kept or stored one or more motor vehicles, including, among others, a public or private garage, carport, motor vehicle repair shop or paint shop, service station, lubritorium, car wash or any building used for similar purposes.

GARBAGE — Wastes from the domestic and commercial preparation, cooking and dispensing of food and from the handling, storage and sale of produce.

INCOMPATIBLE POLLUTANT — A substance that is not amenable to removal in substantial amounts by the wastewater treatment plant. Incompatible pollutants include, but are not limited to, toxic metals and persistent organics.

INDUSTRIAL USER — Any user identified in the Standard Industrial Classification Manual of the United States Office of Management and Budget, as amended and supplemented, under the following divisions:

- A. Division A: Agriculture, Forestry and Fishing.
- B. Division B: Mining.
- C. Division D: Manufacturing.
- D. Division E: Transportation, Communications, Electric, Gas and Sanitary Services.
- E. Division I: Services.

INDUSTRIAL WASTES — Any solid, liquid or gaseous wastes resulting from industrial processes.

MDC — The Metropolitan District Commission.

MDC RULES AND REGULATIONS — The most recent Rules and Regulations Covering Discharge of Sewage, Drainage, Substances or Wastes to Sewerage Works Within the Metropolitan Sewerage District.

METROPOLITAN SEWERAGE DISTRICT — All cities, towns and sewer districts served by the Commission in accordance with legislation.

METROPOLITAN SEWERAGE SYSTEM — The sewerage works under the control of the Commission.

MUNICIPAL SEWER — A sewer controlled by the City, a governmental agency or a public authority, such as the Metropolitan District Commission.

NATURAL OUTLET — Any outlet, including storm sewers, into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

pH — The logarithm of the reciprocal of the hydrogen ion concentration, expressed in moles per liter. Neutral water, for example, has a pH value of seven and a hydrogen ion concentration of 10^{-7} . The electrometric method of measurement is preferred. The calorimetric method of measurement may be substituted upon approval by the Commission.

PRIVATE DRAIN or PRIVATE STORM DRAIN — A storm drain not directly controlled by any public agency or government.

PROPERLY SHREDDED GARBAGE — Garbage that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in municipal sewers. No particle shall be greater than 1/2 inch or 1.27 centimeters in any dimension.

PUBLIC DRAIN or PUBLIC STORM DRAIN — A storm drain controlled by the City or the Metropolitan District Commission.

PUBLIC SEWER — A common sanitary sewer controlled by the City or the Metropolitan District Commission.

RECEIVING WATERS — Any watercourse, river, pond, ditch, lake, aquifer, ocean or other body of surface water or groundwater receiving discharge of wastewater or effluent.

SANITARY SEWAGE — Liquid or water-carried human and domestic wastes from residences, commercial buildings, industrial plants and institutions, exclusive of groundwater, stormwater and surface water and exclusive of industrial wastes.

SANITARY SEWER — A sewer that carries liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions, together with minor quantities of groundwater, stormwater and surface water that are not admitted intentionally.

SEPTAGE — The liquid and solid wastes of sanitary sewage origin that are removed from a cesspool, septic tank or similar receptacle.

SEWAGE — The spent water of a community. The preferred term is "wastewater."

SEWAGE TREATMENT PLANT — An arrangement of devices and structures for treating wastewater, industrial wastes and sludge. This term is used as a synonym for waste treatment plant, wastewater treatment plant or water pollution control plant.

SEWER — A pipe or conduit that carries wastewater or drainage water.

SEWERAGE SYSTEM — Any device, equipment or works used in the transportation, pumping, storage, recycling and reclamation of sewage and industrial wastes.

SLUDGE — Waste containing varying amounts of solid contaminants removed from water, sanitary sewage, wastewater or industrial wastes by physical, chemical and biological treatment.

SLUG — Any discharge of water or wastewater which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than 15 minutes more than five times the average twenty-four-hour concentration of flows during normal operation and which may adversely affect the sewerage system.

STANDARD METHODS — The current edition of Standard Methods for the Examination of Water and Wastewater as published by the American Public Health Association, American Water Works Association and Water Environment Federation. **[Amended 8-21-2017 by Ord. No. 2018-4]**

STORM DRAIN and STORM SEWER — A pipe or conduit for conveying stormwater or surface water or relatively unpolluted water from any source.

SUSPENDED SOLIDS — Solids that either float on the surface of or are in suspension in water, wastewater or other liquids and are removable by a laboratory filtering

procedure as described in Standard Methods.

TOXIC WASTES — Wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, create a public nuisance or create any hazard in the receiving waters of the sewage treatment plant and those wastes so specified in these regulations and in the Act.

TREATMENT SYSTEM — Any device, equipment or works used in the pumping, storage, treatment, recycling and reclamation of sewage and industrial wastes.

USER — Any municipality, governmental agency, public authority, person or permittee discharging sewage, inflow or industrial wastes directly or indirectly into any public sewer or public drain.

WASTES — Substances in liquid, solid or gaseous form that can be carried in water.

WASTEWATER — The spent water of a community, which may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions together with any groundwater, surface water and stormwater that may be present.

WASTEWATER FACILITIES — The structures, equipment and processes required to collect, carry away and treat domestic and industrial wastes and dispose of the effluent.

§ 228-30. Sewer service rates; minimum charges. [Added 6-26-1985 by Ord. No. 1108; amended 3-17-1986 by Ord. No. 1311; 7-21-1986 by Ord. No. 1108A; 8-29-1988 by Ord. No. 2127; 1-3-1989 by Ord. No. 2240; 9-6-1989 by Ord. No. 90-2; 10-15-1990 by Ord. No. 90-279; 6-17-1991 by Ord. No. 91-304; 1-9-1992 by Ord. No. 92-138; 6-6-1994 by Ord. No. 94-222; 7-18-1994 by Ord. No. 94-222A; 6-15-1998 by Ord. No. 98-360; 6-27-2001 by Ord. No. 01-324; 6-26-2002 by Ord. No. 02-359; 12-16-2002 by Ord. No. 02-060A; 6-26-2003 by Ord. No. 03-289; 6-21-2004 by Ord. No. 04-269; 6-30-2005 by Ord. No. 05-247; 6-26-2006 by Ord. No. 06-249; 7-17-2006 by Ord. No. 06-249A; 7-16-2007 by Ord. No. 07-180; 5-19-2008 by Ord. No. 08-226; 6-15-2009 by Ord. No. 09-203; 5-17-2010 by Ord. No. 10-161; 6-20-2011 by Ord. No. 11-171; 5-21-2012 by Ord. No. 2012-158; 6-18-2012 by Ord. No. 2012-188; 8-20-2012 by Ord. No. 2013-3; 6-27-2013 by Ord. No. 2013-205; 5-19-2014 by Ord. No. 2014-118; 6-15-2015 by Ord. No. 2015-144; 6-16-2016 by Ord. No. 2016-164; 6-19-2017 by Ord. No. 2017-147]

- A. All bills for sewer service furnished by the City to City sewer users shall be rendered at intervals of three months (quarterly) at the following tiered rates per 100 cubic feet of sewage flow on fiscal year 2019 bills. Sewer consumption shall be assessed based on 90% of metered water consumption. This does not apply to homes with second water meters, which will continue to have their sewer usage assessed at 100% of their indoor water usage. [Amended 6-18-2018 by Order No. 2018-177]

- (1) Quarterly consumption:

Cubic Feet	Rate Per 100 Cubic Feet
1 to 2,000	\$11.62
Over 2,000	\$14.64

- (2) Quarterly meter base fee: **[Amended 6-17-2019 by Order No. 2019-88]**

Meter Size

(inches)	Fee
Up to 1	\$24.90
1 1/2	\$97.80
2	\$152.43
3	\$279.99
4	\$462.18
6	\$917.67

- (3) Monthly consumption:

Cubic Feet	Consumption Rate
1 to 667	\$11.62
668 or more	\$14.64

- (4) Monthly meter base fee: **[Amended 6-17-2019 by Order No. 2019-88]**

Meter Size

(inches)	Fee
Up to 1	\$8.30
1 1/2	\$32.60
2	\$50.81
3	\$93.33
4	\$154.06
6	\$305.89

- B. Sewage flow shall be based on a percentage of metered water consumption on the following schedule:

- (1) Residential users with one meter contribute 90% of metered water consumption as sewage flow.
- (2) Residential users with separate lawn and garden service meters contribute 100% of their domestic metered water consumption and 0% of their metered lawn and garden service water consumption as sewage flow.
- (3) Industrial/commercial users, including hospitals, contribute on a percentage basis up to 90% of metered water consumption. This percentage equals 90% except in cases where the City Engineer has determined wherein product retention of water, cooling tower loss and other evaporative water losses have occurred in the process. The sewage flow as a percentage of metered water consumption will be set on an individual basis in those cases.
- (4) Tax-exempt users contribute 90% of metered water consumption as sewage

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flow.

- (5) Agricultural and cemetery users with one meter contribute only the portion of their metered water consumption which can be allocated to domestic use as sewage flow.

§ 228-31. Elderly discount. [Added 2-20-1996 by Ord. No. 96-185; amended 5-6-1996 by Ord. No. 96-238]

- A. A twenty-percent discount on sewer bills shall be given upon application to the office of the City Engineer in accordance with the following procedure: **[Amended 5-21-2012 by Ord. No. 2012-158]**

- (1) The applicant must have passed age 65 in the calendar year prior to that in which he/she is making application for discount. In the case of joint ownership, either spouse/owner must have passed age 65 in the prior year.
- (2) The applicant must be the owner of record of the property for which discount is requested and his/her name must appear on the sewer bill for that property.
- (3) The yearly consumption of water by the applicant shall not exceed 6,000 cubic feet.
- (4) The discount shall only apply to owners of one-family or two-family homes. Three-family homes or larger are excluded.

- B. Applicants who have not reached 65 will also qualify for discount if:

- (1) They are in conformity with the other provisions of this section.
- (2) Their yearly gross income does not exceed \$15,000 for a single person and \$23,000 if filing jointly.

§ 228-32. Damaging or tampering with facilities.

- A. No person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the wastewater facilities. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct or other applicable charge.
- B. Any person who wantonly or maliciously destroys or injures any part of the metropolitan sewerage system shall forfeit and pay to the commonwealth three times the amount of the damages assessed therefor and, on conviction thereof, shall be punished by a fine not exceeding \$1,000 and by imprisonment not exceeding one year. **[Amended 8-21-2017 by Ord. No. 2018-4]**

§ 228-33. Connections to be regulated.

All users which connect any sewage or drainage pipes with any municipal sewers in the City, either directly or indirectly, shall do so subject to the direction, control and regulation of the Commission and the City.

§ 228-34. Separation of surface waters and sewage required. [Amended 4-7-2008 by Ord. No. 08-129]

- A. The plumbing of any estate or premises shall be so arranged as to keep any groundwater, stormwater or surface water or unpolluted waters separate from the sanitary sewage. Such waters shall be connected to a storm drain or watercourse and such sewage connected to a sanitary sewer.
- B. No person shall maintain or make a connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.

§ 228-35. Unlawful deposit of waste.

It shall be unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the City, or in any area under the jurisdiction of the City, any human or animal excrement, garbage or objectionable waste.

§ 228-36. Untreated discharge to natural outlet prohibited. [Amended 4-7-2008 by Ord. No. 08-129]

- A. Illicit discharges. No person shall dump, discharge, or cause or allow to be discharged any pollutant or nonstormwater discharge into the municipal separate storm sewer system (MS4), into a receiving water, or into the waters of the commonwealth. Discharge or flow resulting from fire-fighting activities is exempt from this requirement. The following additional nonstormwater discharges or flows are exempt from the prohibition of nonstormwaters, provided that the source is not a significant contributor of a pollutant to the municipal storm drain system:
 - (1) Waterline flushing;
 - (2) Flow from potable water sources;
 - (3) Springs;
 - (4) Natural flow from riparian habitats and wetlands;
 - (5) Diverted stream flow;
 - (6) Rising groundwater;
 - (7) Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005(20) or uncontaminated pumped groundwater;
 - (8) Water from exterior foundation drains, footing drains (not including active groundwater dewatering systems), crawl space pumps, or air-conditioning condensation;
 - (9) Discharge from landscape irrigation or lawn watering;
 - (10) Water from individual residential car washing;
 - (11) Discharge from dechlorinated swimming pool water (less than one ppm

chlorine), provided the water is allowed to stand for one week prior to draining and the pool is drained in such a way as not to cause a nuisance;

- (12) Discharge from street sweeping;
 - (13) Dye testing, provided verbal notification is given to the the Board prior to the time of the test;
 - (14) Nonstormwater discharge permitted under an NPDES permit or a surface water discharge permit, waiver, or waste discharge order administered under the authority of the United States Environmental Protection Agency or the Department of Environmental Protection, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations; and
 - (15) Discharge for which advanced written approval is received from the Department as necessary to protect public health, safety, welfare or the environment.
- B. Illicit connections. No person shall construct, use, allow, maintain or continue any illicit connection to the municipal storm drain system, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.
- C. Obstruction of municipal storm drain system. No person shall obstruct or interfere with the normal flow of stormwater into or out of the municipal storm drain system without prior written approval from the City Engineer. **[Amended 5-21-2012 by Ord. No. 2012-158]**

§ 228-37. Septic tank use restricted.

Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of wastewater.

§ 228-38. Connection to public sewer required. [Amended 5-21-2012 by Ord. No. 2012-158]

The owner of all houses, buildings or properties used for human occupancy, employment, recreation or other purposes situated within the City and abutting on any street, alley or right-of-way in which there is now located or may in the future be located a public sanitary sewer of the City is hereby required, at the owner's expense, to install suitable toilet facilities therein and to connect such facilities directly with the proper public sewer in accordance with the provisions of this article within 90 days after date of official notice to do so, provided that such public sewer is within 100 feet of the property line. This requirement for connection may be waived when permitted by the City Engineer.

§ 228-39. Contributions by industrial users.

The Commission may deny or condition new or increased contributions of pollutants to the metropolitan sewerage system by industrial users.

§ 228-40. Pretreatment requirements.

Users shall make wastewater acceptable in accordance with these regulations before discharging to any municipal sewers. Any facilities required to pretreat wastewater to a level acceptable to the Commission shall be provided and maintained at the user's expense. A description and detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the Commission in accordance with the implementation schedule prepared by the user and incorporated in the user's permit. The review of plans and operating procedures will in no way relieve such user from the responsibility of modifying the pretreatment facility as may be necessary to produce an effluent acceptable to the Commission under the provisions of these regulations and requirements of federal or state agencies. Any subsequent changes in a pretreatment facility or method of operation shall be reported to the Commission before modification of such facility.

§ 228-41. Time frame for compliance with standards.

Any user to which City, Commission, federal or state pretreatment standards are applicable shall be in compliance with such standards within the time required by the Commission.

§ 228-42. Traps required for flammable wastes.

Garages and other establishments where gasoline is used or where wastes containing grease in excessive amounts or any flammable wastes, sand or other harmful ingredients can be discharged and which are connected with municipal sewers shall be provided with a suitable trap or separator. All traps or separators shall be of a type and capacity approved by the Commission and shall be located so as to be readily and easily accessible for cleaning and inspection.

§ 228-43. Maintenance of pretreatment equipment.

Where pretreatment or flow-equalizing facilities or traps or separators are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner or the user at his/her own expense.

§ 228-44. Meters and measuring devices. [Amended 12-16-2002 by Ord. No. 02-060A]

- A. When required by the Commission or by the City, the owner or user of any property discharging industrial wastes shall install a suitable control or measuring device, together with manholes, chambers, meters and other appurtenances, in the building sewer to facilitate observation, sampling and measurement of the wastes. Such manholes, chambers or meters shall be accessibly and safely located, shall be constructed in accordance with plans approved by the Commission and by the City, shall be installed by the owner at his/her expense and shall be maintained by him/her in good operating condition at all times. The records from the meters and measuring devices shall be furnished to the Commission or to the City upon request.
- B. The facilities shall be constructed in accordance with all applicable construction standards and specifications. Construction shall be completed in accordance with a

time schedule established by the Commission.

- C. The Director of Public Works or other duly authorized City employees are authorized to obtain information concerning industrial processes which have a direct bearing on the kind and source of discharge to the wastewater collection system. The industry may withhold from the City information considered confidential if the industry establishes that the revelation to the public of the information in question might result in an advantage to competitors. While performing the necessary work on private properties, the Director of Public Works or duly authorized employees of the City shall observe all safety rules applicable to the premises established by the company. **[Amended 8-21-2017 by Ord. No. 2018-4]**
- D. The Commission or the City may inspect the facilities of any user to ascertain whether these regulations are being met. Persons or occupants of premises where wastewater is generated or discharged shall allow representatives of the Commission or the City ready access at all reasonable times to all parts of the premises for inspection or sampling or in performance of any of their duties. The Commission or the City shall be deemed to be performing a governmental function for the benefit of the general public, and neither the Commission, the City nor the representatives of either shall be liable for any loss or damage as a result of the performance of such governmental function. Where a user has security measures in force which would require proper identification and clearance before entry into the premises, the user shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, personnel from the Commission or from the City will be permitted to enter without undue delay for the purpose of carrying out their specific responsibilities.
- E. The Director of Public Works and other duly authorized employees of the City bearing proper credentials and identification shall be permitted to enter all private properties through which the City holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the wastewater facilities lying within the easement. All entry and subsequent work, if any, on the easement shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved. **[Amended 8-21-2017 by Ord. No. 2018-4]**
- F. All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in these regulations shall be determined in accordance with Standard Methods and shall be determined at the control manhole or chamber provided or by use of suitable samples taken at the control manhole or chamber. If no special manhole or chamber has been provided, the control point shall be a sampling point acceptable to the Commission and the City. Sampling shall be carried out by customarily accepted methods. The particular analyses involved will determine whether a composite or grab sample is taken. If there is any question concerning the sampling, the Commission or City will make the final decision.
- G. All information and data on a user obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be made available, upon request, to other governmental agencies and to the public without restriction unless the user specifically requests otherwise and is able to demonstrate,

to the satisfaction of the Commission and the City, that the release or communication of such information would divulge methods or processes entitled to protection as trade secrets or would violate applicable provisions of law.

§ 228-45. Protection from discharges; notice of accidental discharge.

Each user shall provide protection from any discharges, including accidental discharges, in violation of these regulations. Users shall notify the Commission and the City immediately upon discharging wastes in violation of these regulations in order for countermeasures to be taken to minimize the damage to all municipal sewers and to receiving waters. This notification shall be followed, within 15 days of the date of occurrence, by a detailed written statement to the Commission and to the City describing the causes for the accidental discharge and the measures being taken to prevent future occurrence. Such notification will not relieve users of liability for any expense, loss or damage to any municipal sewers or for any fines imposed on the Commission or on the City.

§ 228-46. Information for employees.

Users shall inform their employees of the existence of these regulations, and at least one copy shall be permanently posted on the user's bulletin board. Each user shall permanently post a notice advising employees as to who in its organization has been designated as the responsible individual for compliance with these regulations and who should be notified of any accidental discharges in violation of these regulations.

§ 228-47. Penalties imposable by City.

- A. Any person who discharges wastes in a manner in violation of this article is guilty of misdemeanor.
- B. When a discharge of wastes causes an obstruction, damage or any other impairment to the sewerage system, the Public Works Department may assess a charge against the discharger for the work required to clean or repair the facility.
- C. Any person who violates the provisions of this article shall be fined not exceeding \$100 for each offense, such fine to accrue to the City. Each day of the existence of any such violation shall be deemed a separate offense.
- D. Any person who knowingly makes any false statement, representation, record, report, plan or other document filed with the Department or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under this article shall be punished by a fine of not more than \$100.
- E. Whenever a discharge of wastes is in violation of the provisions of this article or otherwise causes or threatens to cause a condition of contamination, pollution or nuisance, the City Solicitor may petition the Superior Court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate in restraining the continuance of such discharge.
- F. The Public Works Department may terminate or cause to be terminated wastewater service to any person if a violation of any provision of this article is found to exist or if a discharge of wastes causes or threatens to cause a condition of contamination,

pollution or nuisance.

- G. The penalties included in this section are in addition to any which may be levied by the MDC or other governmental or regulatory body.

§ 228-48. Penalties imposable by Commission.

Any user who violates any provision of these regulations or any user who knowingly makes any false statement, representation, record, report, plan or other document filed with the City or the Commission or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under this regulation shall be punished by a fine of not less than \$1,000 nor more than \$10,000 for each day such violation continues or shall be subject to a civil penalty not to exceed \$10,000 per day of such violation, which may be assessed in an action brought on behalf of the commonwealth in any court of competent jurisdiction.

§ 228-49. Disposal of septage.

Septage shall be disposed of in accordance with the following provisions:

- A. No user shall discharge or cause to be discharged or allow to be discharged into any municipal sewer any septage which originates within the limits of the City unless such discharges are in conformance with the permit granted to the user by the City and are also in conformance with the permit granted to the City by the Commission. The City shall not grant a permit for septage containing industrial wastes or incompatible wastes.
- B. No user shall discharge or cause to be discharged or allow to be discharged into any municipal sewer any septage which originates in any territory outside the limits of the City.

§ 228-50. Precedence of more stringent regulations.

If federal or state agencies or the Commission enacts or promulgates laws or regulations more stringent than these regulations, the federal, state or Commission requirements shall take precedence.

§ 228-51. Recourse for violations.

When the Commission or the City finds that a discharge of wastes has been taking place or threatens to take place in violation of these regulations or the provisions of a permit, the following actions may be taken:

- A. The Commission or the City may issue an order to cease and desist any such discharge or violation to any user not complying with such prohibitions, limits, requirements or provisions and direct such user as follows:
 - (1) To comply forthwith;
 - (2) To comply in accordance with a time schedule set forth by the Commission or by the City; or
 - (3) To take appropriate remedial preventive action in the event of a threatened

violation.

- B. The Commission and the City may require the user to submit a detailed time schedule setting forth specific actions to be taken, subject to modifications as the Commission or the City deems necessary for the user to follow in order to prevent or correct a violation. The Commission and the City may issue an implementation schedule to the user containing specific actions and time schedule.

§ 228-52. Implementation and enforcement. [Amended 12-16-2002 by Ord. No. 02-060A]

In the implementation and enforcement of these requirements, the following provisions shall be observed:

- A. Whenever the Commission issues, denies or modifies a permit, issues an order or assesses charges for damage or other violations occasioned by noncompliance with any permit or other lawful requirement, the Commission shall inform the user to which such action is addressed of its right to submit, within 10 working days, a written request for reconsideration of that action. The request shall set forth in detail the facts supporting it. The Commission shall schedule an informal interview with the user submitting the request, to be held within 15 working days of receiving it, and shall rule in writing.
- B. When the Commission proposes to revoke a permit, the Commission shall notify the user, in writing, of such proposed ruling and of its right to submit, within 10 days, a written request for reconsideration of that ruling. The request shall set forth in detail the facts supporting it. The Commission shall schedule an informal conference with the user submitting the request, to be held within 15 working days of receiving it, and shall issue its final ruling in writing within 10 working days of the completion of the conference.
- C. Every ruling under Subsections A and B shall inform the person to whom it is addressed of his/her right to request, within 30 calendar days, a hearing under the provisions of MGL c. 30A. Within 15 calendar days of receiving such a request, the Commission shall schedule a hearing, to be held not sooner than 15 calendar days nor later than 30 calendar days after giving notice of the hearing to the requesting party.
- D. The Commission reserves the right to take direct enforcement action through the courts, pursuant to MGL c. 92, App. § 1-24, in any case of violation of these regulations.

§ 228-53. Publication of list of industrial users.

A list of industrial users will be published in the Melrose Evening News every year in the month of January as a form of public participation. Included in the list will be all industrial users which were not in compliance with the applicable pretreatment requirements during the previous 12 months. A summary of the control actions taken by the Commission or by the City will also be published in conjunction with the list.

§ 228-54. Calculation of drain and sewer cost; collection of assessment.

The actual cost of each public drain or public sewer laid and constructed pursuant to an order of the City Council shall be paid for as follows:

- A. One-half of the actual cost shall be paid by the City and the remaining 1/2 shall be assessed upon the estates benefited by the drain or sewer. For the purpose of apportioning the charge among the estates so benefited, 1/3 of such 1/2 of the cost shall be assessed upon the total frontage of the land so benefited on the street or way in which the drain or sewer is constructed, and each estate shall be assessed its proportional part thereof. Two-thirds of such 1/2 of the cost shall be assessed upon the total area of the land so benefited within a depth of 100 feet from the street or way in which the drain or sewer is constructed, and each estate shall be assessed its proportional part thereof.
- B. In the case of estates which receive a direct benefit from the construction of a drain or sewer and have no assessable lot frontage and are not wholly located within 100 feet from the street or way in which it is constructed, so much of the area of the estates as may be deemed just and reasonable by the City Council shall be included in the total area as aforesaid and assessed its proportion of the cost in the same manner as land within 100 feet of the street or way.
- C. Each corner lot abutting upon a street or way in which a drain or sewer is constructed and which receives benefit therefrom shall be assessed in accordance with the provisions of Subsections A and B above, including the whole frontage of the lot on the street in which the drain or sewer is first constructed, and, when a drain or sewer is constructed in the other street or way on which such lot abuts, so much of the frontage on the other street or way as the Mayor or City Council may deem just and equitable, not exceeding 50 feet thereof, and so much of the area of such corner lot as has been previously assessed shall be exempted from assessment.
- D. The City Engineer shall keep an accurate account of the cost of each public drain and public sewer constructed by virtue of an order of the City Council, and, for the purpose of assisting the Council in assessing the estates benefited thereby, he/she shall furnish the Council with such information as to costs of drains and sewers, owners of abutting estates and other facts as may be necessary. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- E. The City Council shall cause a list of assessments referred to in this article, with its certification thereof, when made, to be delivered to the Assessors, who shall commit the same to the City Collector.
- F. The City Collector shall forthwith, in writing, demand payment of the parties liable to assessments referred to in this article and proceed in the collection thereof in the manner prescribed by law.

§ 228-55. Permits for industrial users.

- A. Requirements and conditions. Every user discharging industrial wastes to any municipal sewer shall obtain a joint permit from the Commission and from the City. Industrial users proposing new discharges shall obtain such permits prior to constructing a building sewer. The Commission and the City may change the

conditions of a permit from time to time as circumstances, including regulations enacted or promulgated by the state or federal government or its agencies, may require. The Commission and the City may stipulate special conditions and terms upon which the permit will be issued. No user may increase the daily volume, strength or rate of his/her permitted discharge beyond 15% without first securing an amendment to his/her permit.

- B. Applications. Every industrial user shall be required to obtain a permit and shall, within 90 calendar days of the promulgation of these regulations, complete and file at its own expense a permit application form with the Commission and with the City. Known industrial users which have not filed a permit application will be notified promptly by the Commission or the City to apply for a permit. As additional users become identified through industrial waste surveys, they will be notified to apply for a permit. All industrial users are advised to apply for a permit prior to such notification. Permit application forms may be obtained from the Metropolitan Sewerage Division and the City and shall be filed within 30 calendar days of notification.
- C. Evaluation of application; imposition of conditions. The Commission and the City shall evaluate the adequacy of data furnished in the application form. If insufficient data has been furnished, the Commission will notify the industrial user to provide additional data within a specified time. After acceptance of data, the Commission and the City will issue the permit. The Commission and the City may stipulate special conditions and terms upon which the permit may be issued.
- D. Permit conditions. Permits may contain the following conditions:
 - (1) Limits on rate, time and characteristics of discharge or requirements for flow regulation and equalization.
 - (2) Installation of inspection, flow measurement and sampling facilities, including access to such facilities.
 - (3) Specifications for monitoring programs which may include flow measurement, sampling, chemical and biological tests, recording of data and reporting schedules.
 - (4) Pretreatment requirements and schedules for implementation, including schedules for reporting progress towards meeting these requirements.
 - (5) Submission of discharge reports.
 - (6) Schedules for the payment of industrial cost recoveries as required under Section 204 of the Act.
 - (7) Special service charges or fees.
 - (8) Other conditions as deemed appropriate by the Commission or by the City to ensure compliance with these regulations and with applicable requirements of state or federal law.
- E. Permit not assignable. A permit shall not be reassigned or transferred.

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- F. Revocation and modification of permit. If an industrial user discharges amounts or rates of pollutants in violation of these regulations, the Commission or the City may revoke the existing permit in accordance with § 228-52. If an industrial user shows that changes in the industrial process have improved the characteristics and volume of its discharge, the permit may be modified upon application by the industrial user to the Commission.
- G. Enforcement of permit conditions. The conditions of all permits shall be enforced by the Commission and the City in accordance with the provisions of these regulations.
- H. Reports. When required by the permit, each industrial permittee shall submit a duly signed report to the Commission and the City containing all information requested by the Commission or the City and in a form acceptable to the Commission or the City. The Commission and the City will evaluate the data furnished. If insufficient data has been furnished, additional information may be required.
- I. Sources of charges and recovery payments information. The Commission and City may use the information provided in the permit applications, permits and discharge reports as the basis for determining user charges and industrial recovery payments.

§ 228-56. Minimum discharge requirements.

The City sanitary sewer system discharges into the sewerage works of the Metropolitan Sewerage District (MSD), a division of the Metropolitan District Commission (MDC). All discharges into the public sanitary sewers shall, as a minimum, conform to the requirements of the most recent Rules and Regulations Covering Discharge of Sewage, Drainage, Substances or Wastes to Sewerage Works Within the Metropolitan Sewerage District, referred to in this article as the "MDC Rules and Regulations." A copy of the state regulations detailing the authority and power of the Metropolitan District Commission is included in Appendix B-1 of this article for reference.²

§ 228-57. Types of substances prohibited from discharge.

No user shall discharge or shall cause or allow to be discharged any substances, water or wastes that the Commission or the City has identified as likely, either singly or by interaction with other substances, to:

- A. Harm either the sewerage system or the wastewater treatment process;
- B. Be otherwise incompatible with the treatment process;
- C. Cause a violation of federal and state discharge permits issued to the Commission or to the City;
- D. Adversely affect receiving waters;
- E. Endanger life, limb or public property; or
- F. Constitute a nuisance.

2. Editor's Note: Appendix B-1 is on file at the office of the City Clerk.

§ 228-58. Enumeration of prohibited substances. [Amended 12-16-2002 by Ord. No. 02-060A]

No user shall discharge or cause or allow to be discharged any of the following substances:

- A. Gasoline, benzene, naphtha, fuel oil, crude oil, lubricating oils and flammable or explosive liquids, solids or gases or any other oils or greases of hydrocarbon or petroleum origin.
- B. Waters or wastes having a pH lower than 5.5 or higher than 9.5 or having any other corrosive or injurious properties capable of causing damage or hazard to structures, equipment, sewerage systems and personnel.
- C. Solids or viscous substances in quantities or of such size as to be capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewerage systems, such as but not limited to sand, metal, glass, wood, plastics, rubber, latex and lime slurries.
- D. Liquids or vapors having a temperature higher than 150° F. or 65° C.
- E. Waters or wastes containing fats, wax, grease or oils of vegetable or animal origin in excess of 100 milligrams per liter or containing other substances (not specifically prohibited by Subsection A) which may solidify or become viscous at temperatures between 32° F. or 0° C. and 150° F. or 65° C. Waters or wastes containing such substances, excluding normal household waste, shall exclude all visible oils, fats and greases. The use of chemical or physical means, such as temperature variation, emulsifying agents or mechanical mixers, to bypass or release fats, oils and greases into the municipal sewerage system is prohibited. If the discharge concentration for any fats, oils and greases is in excess of 100 milligrams per liter after treatment, the Commission may increase the discharge concentration limit on a case-by-case basis when the user demonstrates to the Commission's satisfaction that its discharge is not contributing to nuisance conditions.
- F. Garbage that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of 3/4 horsepower (0.76 horsepower metric) or greater shall be subject to the review and approval of the City.
- G. Metals.
 - (1) Waters or wastes containing amounts of toxic or objectionable metals in excess of the concentrations obtainable by acceptable control technology, including but not limited to the following:

Antimony	Chromium	Nickel
Arsenic	Copper	Selenium
Barium	Iron	Silver
Beryllium	Lead	Tin
Boron	Manganese	Zinc
Cadmium	Mercury	

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- (2) In general, wastes containing the above metals shall be treated to reduce their concentrations to the minimum levels attainable by chemical precipitation processes or other equally effective methods. In no case, however, shall allowable metal concentrations be higher than those concentrations allowed by applicable state or federal law.

H. Nonmetals.

- (1) Waters or wastes containing amounts of toxic or objectionable nonmetals in excess of concentrations attainable by acceptable control technology, including but not limited to:

Ammonia	Pesticides	Chlorides
Cyanides	Phenols	Polychlorinated biphenyls (PCB's)
Herbicides	Sulfates	Sulfides

- (2) In no case, however, shall allowable nonmetal concentrations be higher than those concentrations allowed by applicable state or federal law.

- I. Radioactive wastes or isotopes of such half-life or concentrations as may exceed limits established by the Commission in compliance with state or federal regulations.
- J. Sludges or deposited solids resulting from an industrial or pretreatment process.
- K. Substances causing excessive discoloration or turbidity.
- L. Slugs as defined herein.
- M. Substances which exert unusual BOD, chemical oxygen demand or chlorine requirements in quantities such that when received in the composite sewage at the sewage treatment works they exceed the limits established for such discharges.

§ 228-59. Discharge of unpolluted waters. [Amended 4-7-2008 by Ord. No. 08-129]

- A. No person shall discharge or cause to be discharged any unpolluted waters, such as groundwater, stormwater, surface water, roof runoff, tidewater, subsurface drainage, uncontaminated cooling water or uncontaminated industrial process water, to any sanitary sewer. Dwellings and other buildings and structures which require, because of infiltration of water into basements, crawl spaces, and the like, a sump pump discharge system shall have a permanently installed discharge line which shall not at any time discharge water into a sanitary sewer system.
- B. Stormwater and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers or to a natural outlet approved by the City Engineer. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- C. Property owners shall allow an employee of the City or a designated representative of the City to inspect the building to confirm that there is no sump pump or other prohibited discharge into the sanitary system. The City may periodically reinspect any building or premises to determine compliance with the requirements of this

section.

- D. Any property owner who previously made any connection or installation in violation this section shall immediately remove such connection or correct such an installation. If not removed or corrected within 30 calendar days after notice of the violation has been delivered personally or by certified mail to the owner, the City may impose a surcharge in the amount provided in Subsection E of this section. Such a surcharge may also be imposed upon any property owner, after a thirty-calendar-day notice has been delivered, and if the owner refuses to allow his or her property to be inspected. The owner of a building or premises found to be not in conformance with this section during periodic reinspections may be subjected to a surcharge as provided in Subsection E of this section.
- E. A surcharge of \$300 per quarter is hereby imposed on every sewer bill to property owners for the following conditions:
 - (1) Not in compliance with this section.
 - (2) Refusal of property inspection.

§ 228-60. Dilution prohibited.

The attainment of specific levels for discharge to municipal sewers by dilution in the absence of treatment shall be prohibited.

§ 228-61. Wastes of unusual strength or character.

Notwithstanding the limitations set forth in § 228-58 above, a special temporary permit or amendment to an existing permit between the Commission and the City and the user may be issued by the Commission whereby a waste of unusual character or strength may be accepted on an interim basis when, in the opinion of the Commission, unusual or extraordinary circumstances compel special terms and conditions of temporary duration. Such permit or amendment will be issued only when, in the opinion of the Commission, it would not cause any interference with or disruption in the treatment works, would not violate the National Pollutant Discharge Elimination System (NPDES) permit or commonwealth water quality standards and would not force additional controls on other dischargers to achieve compliance with effluent limitations.

§ 228-62. Permit required for sewer hookup; fee; City to provide labor and materials. [Amended 4-7-2008 by Ord. No. 08-129]

- A. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer, public drain or appurtenance thereof without first obtaining a written permit from the Public Works Department. A permit and inspection fee of \$10 for a residential or commercial building sewer permit or private drain permit shall be paid to the City at the time the application is filed.
- B. Except as otherwise provided by the rules and regulations of the City Planning Board governing the subdivision of land, the material required in the construction of building sewers, private drains and appurtenances thereof shall be provided and the labor thereon shall be performed by the City or its duly authorized agents and no other person, provided that the applicant may make all of the excavation and

backfill outside the street lines, except so much as will affect the proper bedding and securing of the pipe or other structure.

- C. No person shall be allowed to make any alteration in, or make any connection with, any private drain or building sewer other than that intended in the original permit without making another application and obtaining permission to do so from the City Engineer. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- D. The City Engineer shall have the right to inspect building drains, building sewers, building storm drains, and other private sewers, grease traps, oil traps, particle separators and other facilities tributary to the City's wastewater and storm drainage systems, at any reasonable time while such construction is underway. The owner shall notify the City Engineer when such facility is installed and ready for final inspection and before the facility is connected to the City's wastewater and storm drainage systems. Requests for inspections on new sewer service connections shall be made before 4:00 p.m. on the day preceding the installation or within a reasonable time frame on the day of installation. Connection to the City's wastewater and storm drainage systems shall be made in the presence of an authorized representative of the City. No facility shall be covered over until approval has been given by the City Engineer. **[Amended 5-21-2012 by Ord. No. 2012-158]**

§ 228-63. Classes of building sewer permits; application form; supplemental information.

- A. There shall be two classes of building sewer permits:
 - (1) For residential and commercial service; and
 - (2) For service to establishments producing industrial wastes.
- B. In either case, the owner shall make application on a special form furnished by the City. For further information concerning industrial permits, see § 228-55. The permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the City Engineer. **[Amended 5-21-2012 by Ord. No. 2012-158]**

§ 228-64. Catch basins and traps. [Amended 5-21-2012 by Ord. No. 2012-158]

The City Engineer may, at any time, require such catch basins and traps to be introduced along the line of any private drain, or on the discharge of any fixture connecting therewith, as he/she may deem necessary for the proper maintenance of such private drain or of the main drain.

§ 228-65. Installation of private drains and building sewers.

- A. Private drains and building sewers shall be laid to and through the cellar wall and shall be provided with a cleanout in the direct line of the pipe.
- B. All pipes through or under the wall of any building, and for a distance of eight feet outside of the wall or building, shall be of extra-heavy cast iron.

§ 228-66. Maintenance responsibilities.

Subject to the provisions of § 228-62, every private drain or building sewer shall be under the control of, and shall be maintained and kept clean by, the City. All costs and expense incident to the installation and connection of private drains and building sewers shall be borne by the owner of the premises served by the same. Additionally, all cleaning of, repairs to or renewals of such drains and sewers shall be made at the expense of the owner of the premises served by such sewer and drain, provided that any labor on such a drain or sewer which may be required as a result of defects or obstructions in the main drain or public sewer shall be paid for by the City.

§ 228-67. Disposition of assessment for betterment.

Whenever a betterment for a public drain or public sewer constructed pursuant to an order of the City Council has been assessed on the premises with respect to which an application for connection has been made and such assessment has been paid, no fee shall be paid for entry into such public drain or public sewer, except as provided in Chapter 202, Streets and Sidewalks, §§ 202-10 and 202-12. If no assessment for betterment has been paid, the fee for entry into such a public drain or public sewer shall be fixed by the City Council.

§ 228-68. Use of sewer conditioned on payment of bill.

If any bill due the City for constructing, cleaning or repairing or renewing a private drain or building sewer remains unpaid following 60 days from the date thereof, the further use of such drain or sewer shall not be permitted until such bill has been paid.

§ 228-69. Responsibility for plumbing.

All pipes and fixtures outside the building shall be considered part of the building sewer, private drain or connection thereof and shall be under the control of the Public Works Department. All pipes and fixtures within any buildings shall be considered a part of the plumbing and shall be under the control of the Building Commissioner. In the event of any conflict between the requirements of the Building Commissioner and any section of this article, the requirements of this article shall apply.

§ 228-70. Independent sewer required for every building; exception. [Amended 12-16-2002 by Ord. No. 02-060A]

A separate and independent building sewer shall be provided for every building, except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway. In such case, the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer, but the City does not and will not assume any obligation or responsibility for damage caused by or resulting from any single connection aforementioned.

§ 228-71. Use of old sewers.

Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the Public Works Department, to meet all

requirements of this article.

§ 228-72. Establishment of specifications.

The Public Works Department shall, from time to time, establish standard requirements or specifications to regulate the sizes, materials, methods and workmanship to be used in the construction of sewers, house connections and other similar work and appurtenances thereto connected or intended to be connected into or to discharge, directly or indirectly, into any public sewer of the City. These requirements shall be in revision to or in addition to those of the City Building Commissioner. Such standard requirements shall provide for gastight and watertight connections and minimum requirements as to size, depth, slope or rate of grade for such pipes, shall regulate the kinds of pipe, fittings, methods of laying, jointing, materials used, manner of connecting to existing municipal sewers and general consideration as to location and other pertinent features. Any such requirements or specifications as may be adopted from time to time are hereby made a part of this article.

§ 228-73. Specifications to apply in absence of code provisions. [Amended 8-21-2017 by Ord. No. 2018-4]

A copy of these requirements titled "Regulations for Connecting Building Sewers to the Public Sewer" is included in Appendix B-2 of this article.³ In the absence of code provisions, or in amplification thereof, the materials and procedures set forth in the appropriate specifications of the American Society for Testing and Materials (ASTM) and the Water Environment Federation (WEF) Manual of Practice No. 9 shall apply.

§ 228-74. Gravity flow or means of lifting required.

Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.

§ 228-75. Feeding surface water drainage into sewer prohibited.

No person shall make connection of roof downspouts, foundation drains, areaway drains or other source of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.

§ 228-76. Private drains. [Amended 5-21-2012 by Ord. No. 2012-158]

Except by special consent of the City Engineer, no private drain larger than eight inches in diameter or which is constructed of material other than vitrified, transite or iron pipe of an approved weight will be allowed to connect with any public drain. All private drains shall be laid accurately to straight lines and grades. When angles are unavoidable, the changes in direction shall be made by Y branches and bends. The opening in the Y in the direct line of the pipe shall be sealed and left unused for the purpose of flushing and cleaning.

3. Editor's Note: Appendix B-2 is on file at the office of the City Clerk.

§ 228-77. Stormwater permits for parcels of land greater than one acre. [Added 4-7-2008 by Ord. No. 08-129]

- A. Any land alteration, including but not limited to any excavation, paving, curb cutting, street opening, or any activity that will alter the drainage characteristics of a parcel of land that is greater than one acre, shall obtain a permit from the Department.
- B. Application.
 - (1) The applicant shall file a completed application package. While the applicant may be a representative, the permittee must be the owner of the site or holder of an easement. The application package shall include:
 - (a) A completed application form with original signatures of all owners.
 - (b) A stormwater management plan and project description.
 - (c) Operation and maintenance plan.
 - (d) Erosion and sediment control plan.
 - (2) Filing an application for a permit grants the Department, or its agent, permission to enter the site to verify the information in the application and to inspect for compliance after issuance of the permit.
- C. Performance criteria.
 - (1) At a minimum, projects shall comply with the policy, criteria, and information, including specifications and standards, of the latest edition of the Massachusetts Stormwater Management Policy Handbooks.
 - (2) The applicant shall prepare and implement an erosion and sedimentation control plan to prevent the introduction of sediments into the Department's sewers and storm drains. The design of any facilities required pursuant to this section shall be subject to the approval of the Department, and the design, installation and maintenance of such facilities shall be at the facility owner's expense. The Department shall have the right to inspect such facilities.
 - (3) The applicant shall submit to the Department a description of all new best management practices, including location, design and installation plans, vendor and manufacturer, and maintenance requirements.
 - (4) An operation and maintenance plan shall be required at the time of application for all projects. The project proponent shall be responsible for future maintenance of such best management practices. The operation and maintenance plan shall remain on file with the Department and shall be an ongoing requirement.
- D. The Public Works Department shall, from time to time, establish standard requirements or specifications to regulate the terms, conditions, definitions, enforcement, fees, procedures, and administration of this section.

§ 228-78. Infiltration and inflow mitigation fees. [Added 6-16-2016 by Ord. No.

2016-200]

- A. Any person or entity changing, altering, repairing, adding to or improving his/her or its property in any way that may or should impact the sewer system within the City of Melrose, or any person or entity proposing to add additional wastewater to an existing sewer connection, or any applicant for a new building permit, shall be required to mitigate infiltration/inflow sources which add extraneous water to the sewer system, thereby reducing its capacity and capability to accommodate new flows, at a rate of one gallon of infiltration/inflow removal for each additional gallon of wastewater that will be discharged to the sewer system as a result of the subject project. In the event a connection is subject to a state sewer connection/extension permit under Code of Massachusetts Regulations Chapter 314, and such permit is conditioned upon the completion of removal of infiltration/inflow prior to connection, said removal of infiltration/inflow shall be credited toward complying with the requirements of this section.
- B. Title 5 (310 CMR 15) shall be used to determine flow rates, which will be used to calculate the value of the infiltration and inflow mitigation fee. Said fee shall be calculated based on the net change in Title 5 flows resulting from the subject project and a cost of \$6.89 per gallon per day (gpd) of flow. Existing conditions will be established based on records of the Melrose Assessor's office. For example, a project with a net increase of five bedrooms compared to existing conditions per Assessor's records has an associated Title 5 flow increase of 550 gpd; therefore the fee for this connection is \$3,789.50 (550 gpd net increase x \$6.89/gpd). This is a one-time fee required prior to the issuance of a building permit or any other permit, order or permission for any change, alteration, repair, addition or modifications improving the subject property.
- C. The fee assessment, or indication that no fee is required based on a determination of no net increase to sewer flows from the subject project, shall be determined by the Director of Public Works. The Director will not sign off on occupancy for any project for which an outstanding payment is due for any assessed infiltration and inflow mitigation fee, for the subject project or for any other project for which occupancy is sought by the same applicant.
- D. For purposes of this section the following terms shall have the meanings set forth herein:

DIRECTOR — The Director of Public Works, after review, approval and consent by and of the City Engineer.

INFILTRATION — Water other than wastewater that enters a sewer system (including sewer service connections and foundation drains) from the ground through means which include, but are not limited to, defective pipes, pipe joints, connections, or manholes. Infiltration does not include, and is distinguished from, inflow.

INFILTRATION/INFLOW — The quantity of water from both infiltration and inflow without distinguishing the source.

INFLOW — Water other than sanitary flow that enters a sewer system (including sewer service connections) from sources which include, but are not limited to, roof leaders, cellar drains, yard drains, area drains, drains from springs and swampy

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areas, sump pumps, manhole covers, cross-connections between storm sewers and sanitary sewers, catch basins, cooling towers, stormwaters, surface runoff, street wash waters, or drainage. Inflow does not include, and is distinguished from, infiltration.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

Chapter 228

Water, Sewers, and Drains

[HISTORY: Adopted by the Board of Aldermen of the City of Melrose as Rev. Ords. 1976, §§ 20-46 to 20-65 (Rev. Ords. 1989, §§ 16-1 to 16-4 and 16-16 to 16-32, Rev. Ords. 2021,) Amendments noted where applicable.]

GENERAL REFERENCES

Assessments — See Ch. 9.

Sewage disposal — See Ch. 194.

Streets and sidewalks — See Ch. 202.

Article I

General Provisions

§ 228-1 Applicability, Effective Date, and Severability.
[Amended 6-26-1985 by Ord. No. 1108]

- A. Except as otherwise specifically ordered by the City Council, the provisions set out in this Chapter shall be applicable to every person who uses the City water and sewer services, receives benefits from the public drainage system, and is permitted for the installation and maintenance of private drainage systems. Every person who takes water and uses the sewers and drains in the City of Melrose shall comply with the regulations set forth herein.
- B. This Chapter shall take effect immediately upon passage, approval, and publication as provided by law.
- C. Prior water, sewer, and drainage ordinances of the City of Melrose or parts thereof in conflict with this Chapter are hereby repealed. Any provision of this Chapter that is found to be unenforceable in any court of the Commonwealth of Massachusetts shall not affect the validity of any other provision of this Chapter.

§ 228-2 Commitment of charges for collection.
[Amended 6-17-1985 by Ord. No. 1046]

All charges for water and sewer service shall be committed forthwith by the Department of Public Works (DPW) to the City Collector for collection, and, whenever charges are so committed, such Department shall file with the City Auditor a report, in writing, of the total amount of the charges in each such commitment. The Department shall forthwith give notice, in writing, to the City Auditor of every correction in and abatement of a charge for water and sewer services.

§ 228-3 Billing period; place of payment; delinquent payments.
[Amended 6-17-1985 by Ord. No. 1045; 7-21-1986 by Ord. No. 1417; 7-28-1986 by Ord. No. 1455; 12-19-1988 by Ord. No. 2217; 10-19-1992 by Ord. No. 93-50]

- A. All bills for water and sewer shall be made out and rendered by the DPW to consumers quarterly or monthly, at the choice of the customer. All quarterly bills shall be payable within 30 days and monthly bills within 21 days at the office of the City Collector.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

B. Bills not paid within the specified timeframes shall be subject to the following:

- (1) Demand charge of \$5.
- (2) Interest penalty of 14% from the due date.
- (3) Lien fee of \$10, to be applied only on those water and sewer bills that become lien on real estate tax bills.

C. Abatement Procedure: A one-time water and/or sewer abatement will be considered during any ten-year period for any given customer address, upon filing of an abatement application meeting all requirements of the DPW for such request. Applications must be submitted within 45 days of the issuance date of the bill in dispute. No leak adjustments will be granted if the property has an active water leak or a known leak has not been repaired. In the event that the owner cannot determine the source or cause of unexplained high consumption, data logs will be gathered from the meter to show when water was being used. Abatement applications will only be accepted for accounts that are current, in good standing, and have a working radio meter installed. No more than two consecutive bills are eligible for an adjustment.

Article II Water

§ 228-4 Definitions

As used in this article and in Article III, the following terms shall have the meanings indicated:

APPLICANT

A person, persons or corporation who applies for an account, a service connection, or the installation of other infrastructure for water, sewer, or drainage.

ANSI

The American National Standards Institute, Inc.

AWWA

The American Water Works Association

APPROVED

Accepted by the City of Melrose Department of Public Works (DPW) as meeting an applicable specification stated or cited in this regulation or as suitable for the proposed use.

BACKFLOW

The flow of water or other liquids, mixtures or substances under pressure into the distributing pipes of a potable public water supply system from any source or sources other than the intended source.

BACKFLOW INSPECTION

The physical examination and testing of an installed backflow prevention device to verify that the backflow prevention device is functioning properly.

BACKFLOW PREVENTER

A device or means designed to prevent backflow or backsiphonage. Allowable backflow devices in the Commonwealth of Massachusetts are defined in 310 CMR 22.22.

BACKSIPHONAGE

The flow of water or other liquids, mixtures or substances into the distributing pipes of a potable public water supply system from any source other than its intended source caused by the sudden reduction of pressure in the potable public water supply system.

CERTIFICATION EXAMINATION

An examination approved by the Commonwealth of Massachusetts for the purpose of testing competency in all areas of cross-connection control and backflow prevention device testing.

CERTIFIED BACKFLOW PREVENTION DEVICE TESTER

An individual who holds a valid Massachusetts backflow prevention device tester's certificate issued by the Commonwealth.

CITY

The City of Melrose.

CITY ENGINEER

The City Engineer of the Melrose Department of Public Works or their designee.

COMMONWEALTH

The Commonwealth of Massachusetts.

CONTAMINANT

A physical, chemical, biological or radiological substance or matter in water.

CROSS-CONNECTION

Any actual or potential connection between a distribution pipe of potable water from a public water system and any pipe of nonpotable water.

CUSTOMER

The person or party responsible for a water and/or sewer account.

DIRECTOR

The Director of the Melrose Department of Public Works or their designee.

DIVISION

The City of Melrose DPW Water Division.

DPW (a.k.a. DEPARTMENT)

The City of Melrose Department of Public Works.

INSPECTION AND MAINTENANCE REPORT FORM

A report form, designated by the Commonwealth of Massachusetts, which is to be used by certified testers to record all pertinent testing information.

IRRIGATION SYSTEM

Any equipment that conveys water for irrigation purposes and that is permanently connected to the public water supply.

MASSDEP

The Massachusetts Department of Environmental Protection, which is the regulatory agency for the Federal Safe Drinking Water Act.

METER

A device installed for the measurement of water quantities to be used as a basis for determining charges for water and sewer service.

METER PIT

An underground chamber along a service line, suitable for installation of a water meter and for protecting the meter from the effects of weather.

OWNER

The owner of record of any property.

SCHEDULE OF FEES

The City of Melrose Water, Sewer, and Drainage Schedule of Fees, which includes all charges for water and sewer use, permits, application fees, and all other rates or fees associated with the City of Melrose water, sewer, and drainage systems. This Schedule of Fees shall be revised periodically as appropriate. All water and sewer volumetric rates and base fees as listed in the Schedule of Fees shall be approved in advance by the City Council.

WATER MAIN

The City of Melrose water supply pipe laid in the right of way or easement from which potable water service connections are made.

WATER, NONPOTABLE

Water which is not safe for human consumption or which is of questionable potability, including private wells.

WATER, POTABLE

Water from a public source which has been approved by the Massachusetts Department of Environmental Protection and the United States Environmental Protection Agency for human consumption.

WATER SERVICE CONNECTION

All the lines and materials from the water main to the customer's water system and is equivalent to 'water service'.

§ 228-5 Right of entry.

[Amended 5-21-2012 by Ord. No. 2012-158]

The owners or occupants of any premises served by the City of Melrose water system shall, upon presentation by Department personnel of their credentials, authorize entry to their premises during normal business hours, as provided for under the Massachusetts General Laws Chapter 165, Section 11D, for the purpose of inspecting and surveying their water system for new installations or cross connections, or to remove, repair or replace any water meter, or to conduct water quality sampling and testing. When such access is refused, the water shall be shut off after proper notice has been provided until such access has been allowed and fees have been paid for shutting off and turning on the water.

Duly authorized employees of the Department, bearing proper credentials and identification, shall be permitted to enter all private properties through which the City holds an easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the water works lying within said easement. All entry and subsequent work, if any, on said easement shall be done in full accordance with the terms of the easement pertaining to the private property involved.

State law reference — Authority of municipalities to make regulations relative to pipes through which water

is supplied, MGL c. 40, § 21, cl. (7).

§ 228-6 Laying of service pipes.

[Amended 5-21-2012 by Ord. No. 2012-158]

- A. Except as otherwise provided by the rules and regulations of the Planning Board governing the subdivision of land, water service pipes will be replaced from the main to the line of the street without charge and from the line of the street to the building at the expense of the applicant, provided that the whole or part of the work from the street line to the building may be done by the property owner or their agent, subject to the approval of the City Engineer, if the property owner so elects. All new water service pipes and appurtenances associated with new construction or redevelopment shall be paid for and installed by the private property owner and their agents, following approval by the City Engineer. No work shall be performed on any component of the water system, including both public and private water mains and/or services connected to the City's water system, without a written permit application and approval from the DPW Engineering Division. All pipes and appurtenances shall conform to the Department's standards as described in the City of Melrose Design and Construction Standards.
- B. Approval of applications shall be valid for six months. If applicants do not make a service connection within six months of the date of approval, then the approval shall be revoked, unless extended in writing by the City Engineer.
- C. The approval of an application for a water service account will be contingent upon the existence of a water main in the public or private way in front of the property to be served, unless otherwise allowed by the City Engineer. Furthermore, the pressure and carrying capacity of the water main must be sufficient to serve the applicant without adversely affecting the service to existing users.
- D. The main must be extended (including necessary hydrants and appurtenances) to the furthest limit of the property to be served by water unless otherwise approved by the City Engineer. A waiver can be obtained if hardship is demonstrated at the discretion of the City Engineer. The applicant shall pay for the cost of permits, installation, and inspection in accordance with the Schedule of Fees.
- E. An applicant requesting extension of water mains in a private right of way must comply with the City of Melrose Design and Construction Standards, and must convey to the Division any easements necessary to maintain the pipe and appurtenances, along with ownership of the main itself when applicable.
- F. That portion of a service connection installed within a public way and terminating at a shut off shall be considered the property of the City upon its construction and acceptance unless otherwise specified by the City Engineer. The Department shall be responsible for its maintenance unless otherwise specified by the City Engineer. That portion of a service connection not lying within the public way shall remain the property of the customer, who shall be responsible for its maintenance.
- G. If a property is subdivided, then each of the resulting properties must have its own service connection. This may require replacing an existing service connection with a main.
- H. In case of a leak in the customer's service connection or water system, such leak must be repaired as soon as possible upon discovery by the customer or upon report to the customer by the Department, as a condition of continued service. The customer may be billed for the estimated water use if repairs are not made within two weeks. The City also reserves the right to make repairs to private service lines and bill the customer for the expense if repairs are not made, when the City deems the level of water loss to be unacceptable, regardless of the length of time that has passed since the leak was

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discovered.

- I. Any contractor performing work on utilities connected to the City of Melrose's water system must provide all bonds and insurance required by the DPW Engineering Division permitting process.

§ 228-7 Size and material of service pipes and meters.

[Amended 5-21-2012 by Ord. No. 2012-158]

No water service pipe less than one inch will be laid or allowed, except upon special consent of the City Engineer. Allowable residential meter sizes are 5/8, 3/4, or 1-inch, unless otherwise approved by the City Engineer. For a water service or meter larger than one inch, the Owner will be responsible for the cost. All pipe laid on private property shall be of such material and size as may be approved by the City Engineer and in accordance with the applicable Water and Sewer Design and Construction Standards.

§ 228-8 Separate service pipes required; protection and maintenance.

[Amended 5-21-2012 by Ord. No. 2012-158]

No two buildings shall be supplied with domestic water through the same service pipe. The service pipe from the street line to the building must include a stop and waste cock, properly located inside the building. The building owner must keep the service pipe, stop and waste cock, and all fixtures connected therewith on their premises in good repair and protected from frost, and they will be held liable for all damage which may result from a failure to do so. Fire service, where required, shall be provided using a separate pipe from the water main.

§ 228-9 Additional service pipes.

Any person desiring or requiring more than one water service pipe for any one building will be required to pay the entire cost of such pipe. Furthermore, the City may require new development projects to assume all costs associated with new or re-laid water services.

§ 228-10 Laying mains in public and private ways; assessments.

[Amended 5-21-2012 by Ord. No. 2012-158]

- A. Applications for the original laying of pipes in public and private ways for the conveyance and distribution of water shall be made, in writing, to the City Engineer in the form of an application for utility installation and shall include all plans and other documentation required by the City Engineer. Such work shall be performed entirely at the expense of the applicant, in accordance with all DPW design and construction standards in place at the time the application is made.
- B. Cases may arise where the City chooses, at the City's option, to lay a new water main and services where one did not previously exist. At the discretion of the City Engineer, a procedure may be used to assess betterments to the bettered properties in accordance with MGL Chapter 40, section 42K.
- C. This section shall not apply to the laying of water pipes for which provision is otherwise made by the rules and regulations of the Planning Board governing the subdivision of land.

§ 228-11 Laying mains in private property.

In the event the City determines that it is necessary to install a water main on private property, a permanent water easement shall be sought.

§ 228-12 Turning on and shutting off water; charges.

[Amended 1-21-1992 by Ord. No. 91-264A]

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- A. No person except the Department's licensed primary water distribution system operator, or those authorized by them, shall at any time turn or let on water to any house or building or in any way interfere with any gate valve, fire hydrant or standpipe. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- B. Charges for turning water on or off, testing meters, and conducting other activities related to the provision of water by the City are defined in the Schedule of Fees.
- C. Any person who turns City water service on or off without permission from the DPW Operations Manager or the primary distribution system operator may be subject to fines as described in the Schedule of Fees.

§ 228-13 **Water to be Supplied to Customers**

- A. No customers shall operate apparatus on their water lines, water meter or elsewhere on their premises that will adversely affect the operating conditions of the City's water system or its equipment or ability to serve other customers.
- B. Customers are responsible for notifying the Department if a building becomes vacant and requesting that the water service be shut off.
- C. Variations in water pressure will not be considered a violation of this ordinance when they arise from unusual or extraordinary conditions, or arise from the operation of the customer's own fixtures or appliances. It is the customer's responsibility to install suitable equipment to protect private piping, equipment and property from variations in water pressure.
- D. The Department reserves the right to interrupt service temporarily in order to perform maintenance or repairs on the water system. Whenever possible, the Department will notify customers of scheduled interruptions. However, in case of an emergency, the Department reserves the right to interrupt service without first giving notice of such action if, in its opinion, it is necessary to do so in order to facilitate the making of repairs or alterations, or other necessary purposes. In such cases, no person shall be entitled to receive damages or refunds of payments because of any such interruption or any consequent conditions.
- E. A customer shall not be permitted to supply another property with water, except in emergencies, and then only with the permission of the Department.
- F. No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is a part of the water system. Any person violating this provision shall be subject to appropriate criminal proceedings.

§ 228-14 **Water meters.**

- A. No person except the DPW Operations staff will be allowed to set, take off or repair water meters owned by the City. **[Amended 8-21-2017 by Ord. No. 2018-4]**
- B. All water meters up to 1-inch in size will be furnished, placed and maintained by the City. Any premise requiring a meter over 1-inch is the owner's responsibility to purchase, install, and maintain. Any damage to any meter done or caused by the carelessness or neglect of the owner or occupant will be charged to their next bill. Non-payment will result in fees consistent with non-payment of water bills.
- C. Effective October 1, 2017, a manual read fee as specified in the Schedule of Fees shall be charged to

any account that cannot be remotely read by the City of Melrose. **[Added 6-19-2017 by Ord. No. 2017-148]**

- D. A tampering fee shall be assessed to any customer, contractor, or other individual or company who deliberately and knowingly tampers with a water meter in order to change the meter reading, the value of which is specified in the Schedule of Fees. Assessment of this fee does not preclude the City or other from imposing any applicable criminal or other charge.
- E. Installation and repair of meter pits must be approved by the City Engineer and shall be done at the customer's expense. Meter pits may be required at the discretion of the City Engineer.
- F. All meters installed must meet the City of Melrose standards for both the metering and communications devices.
- G. It shall be the responsibility of every customer to ensure that meters on service connections are readily accessible to Division personnel, regardless of where the meters are located.
- H. If a customer requests that a device be installed to transfer meter registration information off the premises for the customer's convenience, it shall require the approval of the City Engineer and shall be installed at the customer's expense. The Division maintains the right of access to the premises in order to verify the consistency of the meter registration with the remote registration. The meter having actual contact with water shall serve as the primary measuring device and shall govern all billing and billing adjustments.
- I. The Division has the right to replace and repair meters or test meters in order to verify or insure their accuracy. The cost of periodically testing and replacing all meters larger than one-inch in size shall be the responsibility of the customer.
- J. For meters over one-inch in size, if the customer is unable to provide an opportunity to change, repair or test the meter during normal working hours, it is the responsibility of the customer to provide an acceptable bypass of the meter in order to accomplish replacement, make repairs or conduct in-place testing. All bypasses shall be metered unless the Department waives this requirement.
- K. Customers may request to have the meter which is currently in place and being used for billing by the City tested for accuracy. All meters will be tested for accuracy in accordance with industry standards for the type of meter in use as published by the American Water Works Association. A written report of the meter accuracy test will be provided to the customer and a one-time charge will be assessed according to the current Schedule of Fees. If the meter is found to be over registering, then the Division will assume the full amount of the charge for testing the meter, and the water user fees based on readings from the meter shall be adjusted in accordance with the result of the test.
- L. The property owner is responsible for all costs and fees associated with the purchase and installation of a secondary water meter for outdoor water use. All plumbing work and meter installations must be done by a licensed plumber with all applicable permits obtained. Plumbing must effectively isolate all exterior uses from interior uses, and all exterior water uses must have no connection to the sanitary sewer. Second water meters for lawn sprinklers shall be installed after of the primary water meter and so that they measure only exterior water use. Plumbing to exterior uses must be properly isolated by use of both ball valves and a proper backflow prevention device. Both the primary and secondary water meters

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must be consistent with all current standards of the DPW.

§ 228-15 Rates set by Mayor and Council; Water Rate Review Committee.

[Amended 5-15-1978 by Ord. No. 19837; 6-5-1978 by Ord. No. 19917; 7-17-1978 by Ord. No. 19837A; 9-6-1989 by Ord. No. 90-2; 10-15-1990 by Ord. No. 90-278; 9-9-1991 by Ord. No. 92-22; 1-6-1992 by Ord. No. 92-137; 1-21-1992 by Ord. No. 92-166; 6-6-1994 by Ord. No. 94-221; 7-18-1994 by Ord. No. 94-221A; 6-17-1996 by Ord. No. 96-335; 6-27-2001 by Ord. No. 01-323; 6-26-2002 by Ord. No. 02-358; 12-16-2002 by Ord. No. 02-060A; 6-26-2003 by Ord. No. 03-290; 6-21-2004 by Ord. No. 04-268; 6-30-2005 by Ord. No. 05-248; 6-26-2006 by Ord. No. 06-248; 7-17-2006 by Ord. No. 06-248A; 7-16-2007 by Ord. No. 07-179; 5-19-2008 by Ord. No. 08-225; 10-20-2008 by Ord. No. 08-269; 6-15-2009 by Ord. No. 09-202; 5-17-2010 by Ord. No. 10-160; 6-20-2011 by Ord. No. 11-170; 5-21-2012 by Ord. No. 2012-158; 6-18-2012 by Ord. No. 2012-189; 8-20-2012 by Ord. No. 2013-4; 3-4-2013 by Ord. No. 2013-118; 6-27-2013 by Ord. No. 2013-204; 5-19-2014 by Ord. No. 2014-117; 6-15-2015 by Ord. No. 2015-143; 6-16-2016 by Ord. No. 2016-163; 5-15-2017 by Ord. No. 2017-136; 6-19-2017 by Ord. No. 2017-146]

- A. Except as provided by § 228-16, all bills for water furnished by the City shall be rendered at intervals of three months (quarterly) or one month (monthly) at rates established by the Mayor and City Council.
- (1) Tiered water rates per 100 cubic feet, following approval, shall be documented in the Schedule of Fees. **[Amended 6-18-2018 by Order No. 2018-178]**
 - (2) The water rate shall be applied to all properties in the City of Melrose classified under Commonwealth of Massachusetts Department of Revenue (DOR) Property Classification Code of April 2019, or latest version, as commercial, industrial, or residential. Properties owned and operated by the City of Melrose shall not receive a water bill unless otherwise determined by the City Auditor. Water at said properties will still be metered for the purpose of accounting for water use and promoting conservation.
 - (3) Owners of property are responsible for payment of all fees for water service. The Department shall not bill tenants or contractors, although they may receive a copy of bills upon request. Customers shall be charged fees and held responsible for service until the Department is notified in writing that they no longer desire to use the public water supply. The Department is not responsible for leaks on the customer's property. Water passing through a meter shall be considered used by the customer.
 - (4) A minimum charge shall be assessed for water service from the date the water is turned on, regardless of the amount of water used, according to the current Schedule of Rates. The City reserves the right to charge base fees when the water is turned off.
 - (5) If a meter fails to work, the customer shall be charged a user fee based on the average daily consumption of water as shown by the meter when it was working, for the corresponding billing period of the preceding year. If this methodology is not feasible, a different method of estimating water usage deemed appropriate to the Department shall be used.
- B. There is hereby created a Water and Sewer Rate Review Committee, to consist of the Director of Public Works, City Engineer, Auditor, Treasurer-Collector, a member of the City Council appointed by the President of the City Council, and two citizens of Melrose appointed by the President of the City Council. The Committee shall meet at least quarterly to review the water rate charges established pursuant to this section, the costs of operating and maintaining the water system, and any capital improvements to the system. The Committee shall hold at least one meeting per year after 7:00 p.m. It shall report its findings and any recommendations to the City Council in conjunction with submission of

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the annual operating budget. **[Amended 10-2-2017 by Ord. No. 2018-23]**

State law reference — Law of commonwealth making water rates a lien on real estate, MGL c. 40, §§ 42F to 42F.

§ 228-16 Water used for building purposes.

[Amended 6-17-1985 by Ord. No. 1047; 12-16-2002 by Ord. No. 02-060A]

- A. The following rates shall be charged for water used for building purposes except as provided in s. 228 16.B:
 - (1) The minimum charge for construction of new buildings shall be the same as three months' minimum charges (base fees).
 - (2) For extraordinary additions or repairs, the rate shall be assessed by the City Engineer. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- B. The City Engineer shall have the right to require the applicant to pay by meter instead of the foregoing schedule for building purposes. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- C. The fees for water for building purposes which are to be paid in advance include the charge for turning on and shutting off water; no allowance will be made if water is obtained from other premises. A refundable deposit may also be assessed. Charges for metered use during construction shall be assessed on a schedule as determined by the Department.
- D. Water used for demolition and construction shall be in accordance with Department policies governing such uses.

§ 228-17 Application for use of water or other work; emergencies.

- A. Applications for the use of water for service pipes, for thawing frozen pipes, or for any other work to be done or materials to be furnished in connection with the supplying of water to any premises shall be made to the City Engineering Division.
- B. In cases of extreme emergency, of which the City Engineer shall be the judge, such application shall not be required, provided that as soon as may be after the furnishing of such water or materials or the completion of such work, the City Engineer shall render a bill therefor, in an amount representing the actual cost to the City, to the owner of the premises. Such bill shall be payable on presentation. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- C. In no case shall water be turned on for specific purposes until all charges are paid or, for fractional parts of the year, until the proportional part of the minimum charge is paid up to the first day of January next following. Fractional parts of a month shall be considered a full month, and the three month base fee shall be the minimum amount charged.

§ 228-18 Minimum charges in case of vacancy.

[Amended 12-16-2002 by Ord. No. 02-060A; 5-21-2012 by Ord. No. 2012-158]

In case of vacancy, base fees may be suspended at the discretion of the Department. No suspension of fees shall be allowed or made unless notice of vacancy is given, in writing, at the office of the City Engineer and the fee paid for shutting off the water, which sum shall include the expense of turning on again. No premises

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will be considered vacant unless such notice is given in writing and water so shut off.

§ 228-19 Opening or interfering with fire hydrants.

[Amended 5-21-2012 by Ord. No. 2012-158]

- A. No person except the City's primary water distribution system operator or those authorized by them, and the officers of the Fire Department in case of a fire, shall open or otherwise interfere with any fire hydrant, tie or fasten a horse or any other animal to any fire hydrant, or place any obstruction in the way of its free use by the firefighters.
- B. Written approval of the DPW Director or their designee is required in order to use a hydrant as a temporary source of water. Charges for such temporary use shall be assessed in accordance with the Schedule of Fees.
- C. Fire hydrants and water mains on private property may be inspected periodically by the City. Any repairs necessary for proper operation of hydrants or the proper functioning of water mains on private property shall be the responsibility of the property owner. Such repairs shall be completed within 30 days after due notice has been given in writing to the owner by the Department.
- D. No water shall be taken or used through private fire systems for testing unless the DPW issues written permission. Such test must be conducted in the presence of a representative of the Department.

§ 228-20 Elderly discount.

[Added 4-3-1989 by Ord. No. 2324; amended 5-6-1996 by Ord. No. 96-237]

- A. A twenty-percent discount on water bills shall be given upon application to the office of the City Engineer in accordance with the following procedure: **[Amended 5-21-2012 by Ord. No. 2012-158]**
 - (1) The applicant must have reached or already been over age 65 in the calendar year prior to that in which they are making application for discount. In the case of joint home ownership, either spouse/owner must have reached age 65 by the prior year.
 - (2) The applicant must be the owner of record of the property for which the discount is requested, their name must appear on the water bill for that property, and they must have lived at the subject property for a minimum of one year.
 - (3) The yearly consumption of water by the applicant's household shall not exceed 6,250 cubic feet. **[Amended 6-16-2016 by Ord. No. 2016-166]**
 - (4) The discount shall only apply to owners of one-family or two-family homes who are able to demonstrate their primary residence in said single- or two-family home. **[Amended 6-16-2016 by Ord. No. 2016-166]**
 - (5) Otherwise eligible condominium owners will be entitled to a discount which shall be equal to the average single-family discount provided for in this section for the immediately preceding fiscal year. **[Added 6-16-2016 by Ord. No. 2016-166]**
- B. Applicants who have not reached 65 will also qualify for discount if:
 - (1) They are in conformity with the other provisions of this section.

- (2) Their yearly gross income does not exceed \$15,000 for a single person and \$23,000 if filing jointly.
- C. Administration of the discount program set forth in Subsections **A** and **B** above shall be in accordance with reasonable policies established by the Director, or their designee, and shall be in strict compliance with this section. **[Added 6-16-2016 by Ord. No. 2016-166]**

Article III Backflow and Cross-Connections

[Added 6-2-1997 by Ord. No. 97-323]

§ 228-21 Authority.

In accordance with the Safe Drinking Water Act of 1974 and the Commonwealth of Massachusetts regulations 310 CMR 22.22 of the Massachusetts Drinking Water Supply Regulations, the water purveyor has the primary responsibility for preventing water from unapproved sources, or any other substances, from entering the public potable water supply system.

§ 228-22 Purpose.

The purpose of this article is:

- A. To protect the public potable water supply served by the City of Melrose Water Division from the possibility of contamination or pollution by isolating within its customers' internal distribution system(s) such contaminants or pollutants which could backflow or backsiphon into the public water supply system.
- B. To promote the elimination or control of existing cross-connections, actual or potential, between its customers' in-house/in-plant potable water system(s) and nonpotable systems.
- C. To provide for the maintenance of a continuing program of cross-connection control which will systematically and effectively prevent the contamination or pollution of all public potable water systems by cross-connection.
- D. Backflow prevention shall be required at facilities identified in 310 CMR 22.22 (8) and all work shall comply with the State Plumbing code 248 CMR 10.00.

§ 228-23 Responsibility of Water Division and customers.

The City of Melrose DPW Water Division shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow or backsiphonage of contaminants or pollutants. If, as a result of a survey of any premises, the Department determines that an approved backflow prevention device is required at the City's water service connection to any customer's premises for the safety of the public water supply system, the Department or its designated agent shall give notice in writing to said customer to install such an approved backflow prevention device at each service connection to their premises. The customer shall, within 60 days, install such approved device or devices at their own expense. Failure, refusal or inability on the part of the customer to install said device or devices within 60 days may result in a fine, as described in the Schedule of Fees, or the turning off of water to the property.

§ 228-24 This section left blank intentionally

[Amended 4-7-2008 by Ord. No. 08-129]

[Amended 8-21-2017 by Ord. No. 2018-4]

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§ 228-25 Requirements.

A. Water Division.

- (1) On new installations, the DPW Water Division or its designated Certified Backflow Prevention Device Tester will provide on-site evaluation and/or inspection of plans in order to determine the type of backflow preventer, if any, that will be required and will notify the owner of plan approval requirements by the appropriate reviewing authority. It is the responsibility of the owner to initiate and complete this process prior to building occupancy.
- (2) For premises existing prior to the start of this program, the DPW Water Division will perform surveys of the premises and reviews of as-built plans and issue a cross-connection violation form to the owner detailing any corrective action required, the method of achieving the correction and the time allowed for the correction to be made. The time period allowed shall depend upon the nature of the potential cross connection.
- (3) The Department will not allow any cross-connection to remain unless it is protected by an approved backflow preventer for which a permit has been issued and which will be regularly tested to ensure satisfactory operation.
- (4) If the Department determines at any time that a serious threat to the public health exists, the water service will be terminated immediately.

B. Owner responsibility.

- (1) The owner shall be responsible for the elimination or protection of all cross-connections on their premises.
- (2) The owner shall be responsible for applying for and obtaining all necessary approvals and permits for the maintenance of cross-connections and installation of backflow prevention devices and applying annually for the renewal of each permit.
- (3) The owner shall have any device that fails an inspection or test repaired immediately by a licensed plumber.
- (4) The owner shall inform the Department of any proposed or modified cross-connection and also of any existing cross-connections of which the owner is aware but which have not been found by the DPW.
- (5) No owner or private contractor shall install bypass around any backflow preventer unless there is a backflow preventer of the same type on the bypass. Owners who cannot shut down operation for testing of the device(s) must supply additional devices necessary to allow testing to take place.
- (6) The owner shall install backflow preventers in a manner approved by the Commonwealth of Massachusetts per 310 CMR 22.22 and by the Melrose DPW. The type of backflow preventers installed shall be as prescribed by 310 CMR 22.22 for the applicable use.
- (8) The owner shall be responsible for the payment of all fees for permits, device testings, and retestings in the case that the device fails to operate correctly and second reinspections for noncompliance with state or local requirements.

- (9) Any existing backflow preventer shall be allowed by the Department to continue in service unless the degree of hazard is such as to exceed the effectiveness of the present backflow preventer or result in an unreasonable risk to the public health. Where a change in use increases the degree of hazard, any existing backflow preventer must be upgraded.

C. Testing.

- (1) All approved backflow prevention devices shall be tested in accordance with applicable state and federal laws pertaining to cross-connection control in potable water systems, including 310 CMR 22.22.
- (2) This item intentionally blank.
- (3) Any backflow preventer which fails during a periodic test must be repaired or replaced immediately by a licensed plumber. When repairs are necessary, upon completion of the repair, the device will be retested at the owner's expense to ensure proper operation. High hazard situations will not be allowed to continue unprotected if the backflow preventer fails the test and cannot be repaired immediately. In other situations, a compliance date in accordance with state regulations will be established. The owner is responsible for spare parts, repair tools or a replacement device.
- (4) Parallel installation of two devices by the owner is allowed and encouraged to ensure uninterrupted water service during testing or repair of devices.

§ 228-26 Enforcement; violations and penalties.

- A. Right of entry. All owners or operators of commercial, industrial or institutional premises served by a public water supply system shall authorize agents and employees of the City of Melrose DPW and/or the Massachusetts Department of Environmental Protection, upon presentation of their credentials, to enter their premises without a warrant for the purpose of inspecting and surveying their water systems for cross-connections and assuring compliance with these regulations, whether or not evidence exists that their water system is in violation of an applicable legal requirement.
- B. The DPW shall not allow a cross-connection to exist with the public water system unless it is considered necessary and all appropriate approvals and permits have been issued.
- C. Failure of the owner to comply with any applicable section of this article will constitute a violation of 310 CMR 22.22 and will be subject to termination of water service by the City of Melrose DPW Water Division.
- D. Fine. Whoever maintains a cross-connection without a permit or after revocation of the permit to maintain such connection and whoever maintains a cross-connection without installing the appropriate backflow prevention device required by these regulations and by the reviewing authority shall be punished by a fine as determined in 310 CMR 22.22(16) and as listed in the Schedule of Fees.

§ 228-27 Procedure policy.

The procedure for backflow prevention should comply with the latest version of AWWA Manual M14, Backflow Prevention and Cross Connection Control. Where any inconsistency exists with 310 CMR 22.22, the laws of the Commonwealth shall govern.

Article IV Sewer Use

[Added 5-4-1981 by Ord. No. 20841, App. B (Rev. Ords. 1989, §§ 16-51 to 16-70, 16-81 to 16-86, 16-91 to 16-99, 16-111 to 16-117 and 16-131 to 16-145)]

§ 228-28 **Purpose.**

The purpose of this article is to regulate the use of public and private sewers, the installation and connection of sewer services, and the discharge of waters and wastes in the public sewer system in the City.

§ 228-29 **Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ACT

The Clean Water Act of 1977, Public Law 95-217, as amended from time to time.

APPROVED

Accepted by the City of Melrose Department of Public Works (DPW) as meeting an applicable specification stated or cited in this regulation or as suitable for the proposed use.

BOD or BIOCHEMICAL OXYGEN DEMAND

The quantity of oxygen utilized in five days at 20° C., expressed in milligrams per liter, in the biochemical oxidation of wastewater as determined by a procedure described in Standard Methods.

CITY

The City of Melrose.

CITY ENGINEER

The City Engineer of the Melrose Department of Public Works or their designee.

[Amended 5-21-2012 by Ord. No. 2012-158]

COOLING WATER

The clean wastewater from air conditioning, industrial cooling, condensing, and similar apparatus and from hydraulically powered equipment. In general, cooling water will include only water that is sufficiently clean and unpolluted to be discharged, without treatment or purification, into any natural area without offense.

COMMONWEALTH

The Commonwealth of Massachusetts.

COMPATIBLE POLLUTANT

A substance that is amenable to removal in substantial amounts by the wastewater treatment plant. Compatible pollutants include, but are not limited to, coliform bacteria, suspended solids and those that exert BOD.

CONNECTION

The joining together of pipes so that substances can be transferred from one pipe to another.

CUSTOMER

The person or party responsible for a water and/or sewer account.

DIRECTOR OF PUBLIC WORKS

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

The Director of the Melrose Department of Public Works or their designee.
[Added 5-21-2012 by Ord. No. 2012-158]

DPW (a.k.a. DEPARTMENT)

The City of Melrose Department of Public Works.

EXCESSIVE

More than the limits established in these regulations or of such magnitude that, in the judgment of the MWRA, may cause damage to any facility or be harmful to the wastewater treatment process or reduce its efficiency, cannot be removed in the wastewater treatment plant to the degree required to meet the Act, creates any hazard in the receiving waters, exceeds the capacity of the local or MWRA sewerage system, or otherwise endangers life, limb or public property or constitutes a public nuisance.

FOG

Fat, oil, or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility.

GARAGE

Any building wherein are kept or stored one or more motor vehicles, including, among others, a public or private garage, carport, motor vehicle repair shop or paint shop, service station, lubritorium, car wash or any building used for similar purposes.

GARBAGE

For the purposes of this Chapter, garbage refers to wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce. This is also commonly referred to as food waste.

INCOMPATIBLE POLLUTANT

A substance that is not amenable to removal in substantial amounts by the wastewater treatment plant. Incompatible pollutants include, but are not limited to, toxic metals and persistent organics.

INDUSTRIAL USER

Any user identified in 314 CMR as an industrial discharger to the wastewater system, based on their code as established in the Standard Industrial Classification Manual of the United States Office of Management and Budget.

INDUSTRIAL WASTES

Any solid, liquid or gaseous wastes resulting from industrial processes as defined by state regulations including 314 CMR.

INFILTRATION

Water other than wastewater that enters a sewer system (including sewer service connections and foundation drains) from the ground through means which include, but are not limited to, defective pipes pipe joints, connections, or manholes. Infiltration does not include, and is distinguished from, inflow.

INFILTRATION/INFLOW

Water originating from both infiltration and inflow without distinguishing the source.

INFLOW

Water other than sanitary flow that enters a sewer system (including sewer service connections) from sources which include, but are not limited to, roof leaders, cellar drains, yard drains, area drains, drains from springs and swampy areas, sump pumps, manhole covers, cross-connections between storm sewers

and sanitary sewers, catch basins, cooling towers, stormwaters, surface runoff, street wash waters, or drainage. Inflow does not include, and is distinguished from, infiltration.

INTERNAL SEWER SERVICE

That part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the sewer service, from the inside of the building to 10 feet outside the inner face of the building wall.

MASSDEP

The Commonwealth of Massachusetts Department of Environmental Protection.

MUNICIPAL SEWER

A sewer controlled by the City of Melrose.

MWRA

Massachusetts Water Resources Authority (formerly Metropolitan District Commission).

MWRA RULES AND REGULATIONS

The most recent Rules and Regulations of the MWRA, as defined in 360 CMR or any related or referenced regulation of the MWRA governing sewer use.

MWRA SEWER INTERCEPTOR

A sewer controlled by the MWRA.

MWRA SEWERAGE DISTRICT

All cities, towns and sewer districts served by the MWRA in accordance with legislation.

MWRA SEWERAGE SYSTEM

The sewerage works under the control of the MWRA including conveyance and treatment facilities such as MWRA sewer interceptors, pumping stations, and the Deer Island Wastewater Treatment Facility.

NATURAL OUTLET

Any outlet, including storm sewers, into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

pH

The logarithm of the reciprocal of the hydrogen ion concentration, expressed in moles per liter. Neutral water, for example, has a pH value of seven and a hydrogen ion concentration of 10^{-7} .

PLUMBING CODE

The existing rules and regulations enforced through the Melrose Plumbing Inspector. Such rules and regulations shall conform to Commonwealth of Massachusetts Regulations (248 CMR).

PROPERLY SHREDDED GARBAGE

Garbage (a.k.a. food waste) that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in municipal sewers. No particle shall be greater than 1/2 inch or 1.27 centimeters in any dimension.

PUBLIC SEWER

A common sanitary sewer controlled by the City or the MWRA.

SANITARY WASTEWATER

Liquid or water-carried human and domestic wastes from residences, commercial buildings, industrial

plants and institutions, exclusive of groundwater, stormwater and surface water and exclusive of industrial wastes.

SANITARY SEWER

A sewer pipe that carries liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions, together with any quantities of groundwater, stormwater and surface water that are not admitted intentionally.

SCHEDULE OF FEES

The City of Melrose Water, Sewer, and Drainage Schedule of Fees, which includes all charges for water and sewer use, permits, application fees, and all other rates or fees associated with the City of Melrose water, sewer, and drainage systems. This Schedule of Fees shall be revised periodically as appropriate. All water and sewer volumetric rates and base fees as listed in the Schedule of Fees shall be approved in advance by the City Council.

SEPTAGE

The liquid and solid wastes of sanitary wastewater origin that are removed from a cesspool, septic tank or similar receptacle.

SEWER

A pipe or conduit that carries wastewater. (see Sanitary Sewer)

SEWER SERVICE CONNECTION (also called "house connection" or "sewer lateral")

The wastewater connection from the building to a public sewer.

SEWERAGE SYSTEM

Any device, equipment or works used in the transportation, pumping, storage, recycling and reclamation of wastewater.

SLUDGE

Waste containing varying amounts of solid contaminants removed from sanitary wastewater by physical, chemical and biological treatment.

SLUG

Any discharge of water or wastewater which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than 15 minutes more than five times the average twenty four-hour concentration of flows during normal operation and which may adversely affect the sewerage system.

STANDARD METHODS

The current edition of Standard Methods for the Examination of Water and Wastewater as published by the American Public Health Association, American Water Works Association and Water Environment Federation.

[Amended 8-21-2017 by Ord. No. 2018-4]

STORM DRAIN

A pipe or conduit for conveying stormwater or surface water or relatively unpolluted water from any source, which shall be kept separate from sanitary sewers.

SUSPENDED SOLIDS

Solids that either float on the surface of or are in suspension in water, wastewater or other liquids and

are removable by a laboratory filtering procedure as described in Standard Methods.

TITLE 5 FLOW

The design flow of sanitary wastewater from a building or buildings as defined by the State Environmental Code, Title 5: Minimum Requirements for the Subsurface Disposal of Sanitary Sewage.

TOXIC WASTES

Wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a public nuisance or create any hazard in the receiving waters of the wastewater treatment plant and those wastes so specified in these regulations and in the Act.

USER

Any municipality, governmental agency, public authority, property owner, person or permittee discharging wastewater directly or indirectly into any public sewer.

WASTEWATER (aka Sanitary Wastewater)

The spent water of a community, which may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions together with any groundwater, surface water and stormwater that may be present.

WASTEWATER FACILITIES

The structures, equipment and processes required to collect, pump, carry away and treat domestic and industrial wastes and dispose of the effluent.

WATER POLLUTION CONTROL FEDERATION MANUAL OF PRACTICE FD-5 (ASCE MOP 60) – GRAVITY SEWER DESIGN AND CONSTRUCTION

The document prepared by a joint task force of the American Society of Civil Engineers and the Water Environment Federation.

§ 228-30 Sewer service rates; minimum charges.

[Added 6-26-1985 by Ord. No. 1108; amended 3-17-1986 by Ord. No. 1311; 7-21-1986 by Ord. No. 1108A; 8-29-1988 by Ord. No. 2127; 1-3-1989 by Ord. No. 2240; 9-6-1989 by Ord. No. 90-2; 10-15-1990 by Ord. No. 90-279; 6-17-1991 by Ord. No. 91-304; 1-9-1992 by Ord. No. 92-138; 6-6-1994 by Ord. No. 94-222; 7-18-1994 by Ord. No. 94-222A; 6-15-1998 by Ord. No. 98-360; 6-27-2001 by Ord. No. 01-324; 6-26-2002 by Ord. No. 02-359; 12-16-2002 by Ord. No. 02-060A; 6-26-2003 by Ord. No. 03-289; 6-21-2004 by Ord. No. 04-269; 6-30-2005 by Ord. No. 05-247; 6-26-2006 by Ord. No. 06-249; 7-17-2006 by Ord. No. 06-249A; 7-16-2007 by Ord. No. 07-180; 5-19-2008 by Ord. No. 08-226; 6-15-2009 by Ord. No. 09-203; 5-17-2010 by Ord. No. 10-161; 6-20-2011 by Ord. No. 11-171; 5-21-2012 by Ord. No. 2012-158; 6-18-2012 by Ord. No. 2012-188; 8-20-2012 by Ord. No. 2013-3; 6-27-2013 by Ord. No. 2013-205; 5-19-2014 by Ord. No. 2014-118; 6-15-2015 by Ord. No. 2015-144; 6-16-2016 by Ord. No. 2016-164; 6-19-2017 by Ord. No. 2017-147]

- A. All bills for sewer service furnished by the City to City sewer users shall be rendered at intervals of three months (quarterly) or one month (monthly) at tiered rates per 100 cubic feet of wastewater flow as calculated below, as defined in the most recent version of the Schedule of Fees and approved by City Council. **[Amended 6-18-2018 by Order No. 2018-177]**
- B. Wastewater flow shall be based on a percentage of metered water consumption on the following schedule:

- (1) Residential users with one meter contribute 90% of metered water consumption as wastewater flow.
- (2) Residential users with separate lawn and garden service meters contribute 100% of their domestic metered water consumption and 0% of their metered lawn and garden service water consumption as wastewater flow.
- (3) Industrial/commercial users, including hospitals, contribute on a percentage basis up to 90% of metered water consumption. This percentage shall equal 90% except in cases where the City Engineer has determined that product retention of water, cooling tower loss and other evaporative water losses have occurred in the process. The wastewater flow as a percentage of metered water consumption will be set on an individual basis in those cases by the City Engineer.
- (5) Customer accounts with no sewer connection will not be billed sewer fees for any proportion of their metered water use.
- (6) In most cases as determined by the City Auditor, municipal facilities will not be billed for sewer usage. Water will still be metered for the purpose of accounting for water use and promoting conservation.

§ 228-31 Elderly discount.

[Added 2-20-1996 by Ord. No. 96-185; amended 5-6-1996 by Ord. No. 96-238]

- A. A twenty-percent discount on sewer bills shall be given upon approval of application to the office of the City Engineer if applicants meet all the requirements for a discount to water bills, as defined in Article II, Section 228-20. **[Amended 5-21-2012 by Ord. No. 2012-158]**
 - (1) The applicant must have reached or already been over age 65 in the calendar year prior to that in which he/she is making application for discount. In the case of joint ownership, either spouse/owner must have reached age 65 in the prior year.
 - (2) The applicant must be the owner of record of the property for which the discount is requested, their name must appear on the sewer bill for that property, and they must have lived at the subject property for a minimum of one year.
 - (3) The yearly consumption of water by the applicant shall not exceed 6,250 cubic feet.
 - (4) The discount shall only apply to owners of one-family or two-family homes who are able to demonstrate their primary residence in said single- or two-family home. Three-family homes or larger are excluded.
 - (5) Otherwise eligible condominium owners will be entitled to a discount which shall be equal to the average single-family discount provided for in this section for the immediately preceding fiscal year.
- B. Applicants who have not reached 65 will also qualify for discount if:
 - (1) They are in conformity with the other provisions of this section.
 - (2) Their yearly gross income does not exceed \$15,000 for a single person and \$23,000 if filing jointly.
- C. Administration of the discount program set forth in Subsections **A** and **B** above shall be in accordance with reasonable policies established by the Director, or their designee, and shall be in strict compliance with this section.

§ 228-32 **Damaging or tampering with facilities, right of entry.**

- A. No person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the wastewater facilities. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct or other applicable charge.
- B. Any person who wantonly or maliciously destroys or injures any part of the City's or MWRA sewer system shall be subject to all penalties and other provisions of the MWRA or the Commonwealth of Massachusetts as applicable, in addition to all City fees and criminal penalties as applicable. **[Amended 8-21-2017 by Ord. No. 2018-4]**
- C. The Director, the City Engineer, and other duly authorized employees or agents of the City or the MWRA, bearing proper credentials and identification, shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling, and testing in accordance with the provisions of these rules and regulations. This shall include smoke and dye tests, as well as visual inspections inside buildings in order to test for unauthorized or excessive discharges into the sewer system.
- D. The Director of Public Works and other duly authorized employees of the City bearing proper credentials and identification shall be permitted to enter all private properties through which the City holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the wastewater facilities lying within the easement. All entry and subsequent work, if any, on the easement shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved. **[Amended 8-21-2017 by Ord. No. 2018-4]**

§ 228-33 **Connections to be regulated.**

- A. All users which connect to any municipal sewers in the City, either directly or indirectly, shall do so subject to the direction, control and regulation of the MWRA, the City, and Massachusetts General Laws.
- B. Requests for the installation of a new sewer service connection to the public sewers and/or the repair or replacement of an existing sewer service connection must be made in writing to the office of the City Engineer. No work shall commence without a permit issued by the DPW Engineering Division.
- C. At a minimum, the approval of an application for a sewer service connection will be subject to the following requirements:
 - a. No service connection shall be allowed unless a parcel of real property abuts an existing gravity sewer main, or the requested property creates an easement for sewer utility across any applicable parcels, unless otherwise approved by the City Engineer.
 - b. An approved application for sewer service shall constitute a sewer service connection permit, subject to the terms and conditions stated and referred to therein. Such permit shall be valid for a period of six months from the date of issue, unless extended in writing by the City Engineer.
 - c. No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without an approved DPW application for sewer service.

d. When applicable, approved permits from MassDEP for Sewer Extension or Connection (314 CMR 7.00) shall be secured.

D. Requests for the installation of a new sewer main to extend the system of public sewers must be made in writing to the City Engineer. Each new sewer main constructed within the City right-of-way or an accepted easement shall be granted to Melrose as a public sewer, unless otherwise specified by the City Engineer.

E. Except as specifically provided in writing with reference to a particular sewer connection, sanitary sewers shall be used only for the conveyance and disposal of sanitary wastewater as defined in these regulations and for approved, diluted, water-carried industrial wastes which are not objectionable as provided for herein.

F. No person or party shall discharge or put into any public sewer or into any sewer or fixture which thereafter discharges into any public sewer or appurtenance thereof any waste or substance other than such kinds or types of water or water-carried wastes for the conveyance of which the particular sewer or appurtenance is intended and designed.

§ 228-34 Separation of surface waters and wastewater required.

[Amended 4-7-2008 by Ord. No. 08-129]

- A. The plumbing of any estate or premises shall be so arranged as to keep any groundwater, stormwater, surface water, or unpolluted waters, including all infiltration and inflow, separate from the sanitary sewer. Such waters shall be connected to a storm drain, watercourse, or subsurface device designed for the discharge of stormwater, or shall discharge to the surface within the subject property.
- B. No person shall maintain or make a connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or groundwater to a sewer service or internal sewer service or waste pipe which in turn is connected directly or indirectly to a public sanitary sewer.

§ 228-35 Unlawful deposit of waste.

It shall be unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the City, or in any area under the jurisdiction of the City, any human or animal excrement, garbage or objectionable waste.

§ 228-36 Untreated discharge to natural outlet prohibited.

[Amended 4-7-2008 by Ord. No. 08-129]

- A. Illicit discharges. No person shall dump, discharge, or cause or allow to be discharged any wastewater or pollutant discharge into the municipal separate storm sewer system (MS4), into a receiving water, or into the waters of the Commonwealth.
- B. Illicit connections. No person shall construct, use, allow, maintain or continue any illicit connection for wastewater to the municipal storm drain system, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

§ 228-37 Septic tank use restricted.

Except where connection to a public sewer is deemed infeasible by the City Engineer, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of wastewater.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

§ 228-38 Connection to public sewer required.
[Amended 5-21-2012 by Ord. No. 2012-158]

The owner of all houses, buildings or properties used for human occupancy, employment, recreation or other purposes situated within the City and abutting on any street, alley or right-of-way in which there is now located or may in the future be located a public sanitary sewer of the City is hereby required, at the owner's expense, to install suitable toilet facilities therein and to connect such facilities directly with the proper public sewer in accordance with the provisions of this article within 90 days after date of official notice to do so, provided that such public sewer is within 100 feet of the property line. This requirement for connection may be waived when permitted by the City Engineer.

§ 228-39 Contributions by industrial users.

The MWRA may deny or condition new or increased contributions of pollutants to the MWRA sewerage system by industrial users.

§ 228-40 Pretreatment requirements.

Users shall make wastewater acceptable in accordance with these regulations, as well as MassDEP and federal regulations, before discharging to any public sewers. Any facilities required to pretreat wastewater to a level acceptable to the MWRA shall be provided and maintained at the user's expense. A description and detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the MWRA in accordance with the implementation schedule incorporated in the user's permit. The review of plans and operating procedures will in no way relieve such user from the responsibility of modifying the pretreatment facility as may be necessary to produce an effluent acceptable to the MWRA under the provisions of these regulations and requirements of federal and state agencies. Any subsequent changes in a pretreatment facility or method of operation shall be reported to the MWRA before modification of such facility. Pretreatment, including but not limited to parameters considered, limits, and testing, shall conform to all requirements of MassDEP and all other applicable state and federal regulations.

§ 228-41 Time frame for compliance with standards.

Any user to which City, MWRA, federal or state pretreatment standards are applicable shall be in compliance with such standards within the time required by such regulations.

§ 228-42 Traps required for flammable wastes.

Garages and other establishments where gasoline is used or where wastes containing grease in excessive amounts or any flammable wastes, sand or other harmful ingredients can be discharged and which are connected with municipal sewers shall be provided with a suitable trap or separator. All traps or separators shall be of a type and capacity approved by the MWRA and the City and shall be located so as to be readily and easily accessible for cleaning and inspection. The City may request proof of proper maintenance of such infrastructure at any time.

§ 228-43 Maintenance of pretreatment equipment.

Where pretreatment or flow-equalizing facilities or traps or separators are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner or the user at his/her own expense.

§ 228-44 Meters and measuring devices for industrial wastes.
[Amended 12-16-2002 by Ord. No. 02-060A]

- A. When required by the MWRA or by the City, the owner or user of any property discharging industrial wastes shall install a suitable control or measuring device, together with manholes, chambers, meters and other appurtenances, in the sewer service to facilitate observation, sampling and measurement of the

wastes. Such manholes, chambers or meters shall be accessibly and safely located, shall be constructed in accordance with plans approved by the MWRA and by the City, shall be installed by the owner at their expense, and shall be maintained by the owner in good operating condition at all times. The records from the meters and measuring devices shall be furnished to the MWRA or to the City upon request.

- B. The facilities shall be constructed in accordance with all applicable construction standards and specifications. Construction shall be completed in accordance with a time schedule established by the MWRA and/or MassDEP, as applicable.
- C. The Director of Public Works or other duly authorized City employees are authorized to obtain information concerning industrial processes which have a direct bearing on the kind and source of discharge to the wastewater collection system. The industry may withhold from the City information considered confidential if the industry establishes that the revelation to the public of the information in question might result in an advantage to competitors. While performing necessary work on private properties, the Director of Public Works or duly authorized employees of the City shall observe all safety rules applicable to the premises established by the company. **[Amended 8-21-2017 by Ord. No. 2018-4]**
- D. The MWRA or the City may inspect the facilities of any user to ascertain whether these regulations are being met. Persons or occupants of premises where wastewater is generated or discharged shall allow representatives of the MWRA or the City ready access at all reasonable times to all parts of the premises for inspection or sampling or in performance of any of their duties. The MWRA or the City shall be deemed to be performing a governmental function for the benefit of the general public, and neither the MWRA, the City, nor the representatives of either shall be liable for any loss or damage as a result of the performance of such governmental function. Where a user has security measures in force which would require proper identification and clearance before entry into the premises, the user shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, personnel from the MWRA or from the City will be permitted to enter without undue delay for the purpose of carrying out their specific responsibilities.
- F. All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in these regulations shall be determined in accordance with Standard Methods and shall be determined at the control manhole or chamber provided or by use of suitable samples taken at the control manhole or chamber. If no special manhole or chamber has been provided, the control point shall be a sampling point acceptable to the MWRA and the City. Sampling shall be carried out by customarily accepted methods. The particular analyses involved will determine whether a composite or grab sample is taken. If there is any question concerning the sampling, the MWRA, the City, or MassDEP will make the final decision.
- G. All information and data on a user obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be made available, upon request, to other governmental agencies and to the public without restriction unless the user specifically requests otherwise and is able to demonstrate, to the satisfaction of the MWRA and the City, that the release or communication of such information would divulge methods or processes entitled to protection as trade secrets or would violate applicable provisions of law.

§ 228-45 Protection from discharges; notice of accidental discharge.

Each user shall provide protection from any discharges, including accidental discharges, in violation of these regulations. Users shall notify the MWRA and the City immediately upon discharging wastes in violation of these regulations in order for countermeasures to be taken to minimize the damage to all public sewers and to receiving waters. This notification shall be followed, within 15 days of the date of occurrence, by a detailed written statement to the City describing the causes for the accidental discharge and the measures being taken to prevent future occurrence. Additionally, any reporting requirements of the MWRA and MassDEP for accidental discharges shall be met. Such notification will not relieve users of liability for any expense, loss or damage to any public sewers or for any fines imposed on the MWRA or on the City.

§ 228-46 Information for employees.

Industrial users shall inform their employees of the existence of these regulations, and at least one copy shall be permanently posted on the user's bulletin board. Each user shall permanently post a notice advising employees as to who in its organization has been designated as the responsible individual for compliance with these regulations and who should be notified of any accidental discharges in violation of these regulations.

§ 228-47 Penalties imposable by City.

- A. Any person who discharges wastes in a manner in violation of this article will be subject to penalties or charges as permissible by law.
- B. When a discharge of wastes causes an obstruction, damage or any other impairment to the sewerage system, the DPW may assess a charge against the discharger for the work required to clean or repair the facility.
- C. Any person who violates the provisions of this Article shall be fined as defined in the Schedule of Fees. Each day of the existence of any such violation shall be deemed a separate offense.
- D. Any person who knowingly makes any false statement, representation, record, report, plan or other document filed with the Department or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under this article shall be punished by a fine as defined in the Schedule of Fees.
- E. Whenever a discharge of wastes is in violation of the provisions of this Article or otherwise causes or threatens to cause a condition of contamination, pollution or nuisance, the City Solicitor may petition the Superior Court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate in restraining the continuance of such discharge. This does not limit the City's ability to pursue all other applicable legal action as deemed appropriate by the City Solicitor.
- F. The penalties included in this section are in addition to any which may be levied by the MWRA or other governmental or regulatory body.

§ 228-48 Penalties imposable by MWRA.

Any user who violates any provision of these regulations or any user who knowingly makes any false statement, representation, record, report, plan or other document filed with the City or the MWRA or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under this regulation shall be punished by a fine as specified in the Schedule of Fees and/or as prescribed by the MWRA for each day such violation continues, or shall be subject to a civil penalty per day of such violation, which may be assessed in an action brought on behalf of the Commonwealth in any court of competent jurisdiction.

§ 228-49 Disposal of septage.

Septage shall be disposed of in accordance with the following provisions:

- A. No user shall discharge or cause to be discharged or allow to be discharged into any public sewer any septage from within the City of Melrose.
- B. No user shall discharge or cause to be discharged or allow to be discharged into any public sewer any septage generated outside the City of Melrose.
- C. No user shall discharge septage or other wastes from recreational vehicles (RVs), campers, boats, or other temporary storage tanks into the City's or the MWRA sewer system within the City.

§ 228-50 Precedence of more stringent regulations.

If federal or state agencies or the MWRA enacts or promulgates laws or regulations more stringent than these regulations, the federal, state or MWRA requirements shall take precedence.

§ 228-51 Recourse for violations.

When the MWRA or the City finds that a discharge of wastes has been taking place or threatens to take place in violation of these regulations or the provisions of a permit, the following actions may be taken:

- A. The MWRA or the City may issue an order to cease and desist any such discharge or violation to any user not complying with such prohibitions, limits, requirements or provisions and direct such user as follows:
 - (1) To comply forthwith;
 - (2) To comply in accordance with a time schedule set forth by the MWRA or by the City; or
 - (3) To take appropriate remedial preventive action in the event of a threatened violation.
- B. The MWRA and the City may require the user to submit a detailed time schedule setting forth specific actions to be taken, subject to modifications as the MWRA or the City deems necessary for the user to follow in order to prevent or correct a violation. The MWRA and the City may issue an implementation schedule to the user containing specific actions and time schedules.

§ 228-52 Implementation and enforcement.

[Amended 12-16-2002 by Ord. No. 02-060A]

In the implementation and enforcement of these requirements, the following provisions shall be observed:

- A. Whenever the MWRA issues, denies or modifies a permit, issues an order or assesses charges for damage or other violations occasioned by noncompliance with any permit or other lawful requirement, the user's rights for appeal or reconsideration shall be as prescribed by the MWRA.

- B. Any proposal by the MWRA to revoke a permit shall be executed in the manner specified by MWRA regulations.
- C. The City shall be notified by the MWRA of any permit modifications or revocation.
- D. The MWRA reserves the right to take direct enforcement action through the courts, pursuant to MGL c. 92, App. § 1-24, in any case of violation of these regulations.

§ 228-53 Publication of list of industrial users.

A list of industrial users will be posted on the City of Melrose website every year in the month of January as a form of public participation. Included in the list will be all industrial users which were not in compliance with the applicable pretreatment requirements during the previous 12 months. A summary of the control actions taken by the MWRA or by the City will also be published in conjunction with the list.

§ 228-54 Calculation of sewer cost; collection of assessment.

The actual cost of each public sewer laid and constructed shall be determined as follows:

- D. Applications for the original laying of pipes in public and private ways for the conveyance of wastewater shall be made, in writing, to the City Engineer in the form of an application for utility installation and shall include all plans and other documentation required by the City Engineer. Such work shall be performed entirely at the expense of the applicant and in accordance with all DPW design and construction standards in place at the time the application is made.
- E. Cases may arise where the City chooses, at the City's option, to lay a new sewer main and services where one did not previously exist. At the discretion of the City Engineer, a procedure may be used to assess betterments to the bettered properties in accordance with MGL Chapter 80, Section 1 and Chapter 83.
- F. This section shall not apply to the laying of sewer pipes for which provision is otherwise made by the rules and regulations of the Planning Board governing the subdivision of land.

§ 228-55 Permits for industrial users.

- A. Requirements and conditions. Every user discharging industrial wastes to any public sewer shall obtain a joint permit from the MWRA and from the City. Industrial users proposing new discharges shall obtain such permits prior to constructing a sewer service. The MWRA and the City may change the conditions of a permit from time to time as circumstances, including regulations enacted or promulgated by the state or federal government or its agencies, may require. The MWRA and the City may stipulate special conditions and terms upon which the permit will be issued. No user may increase the daily volume, strength or rate of their permitted discharge without first securing an amendment to their permit.
- B. Applications. It is the responsibility of every industrial user to obtain a permit. Should an industrial user be identified who does not have a permit, they will be notified to apply for a permit. Permit application forms shall be filed within 30 calendar days of notification, or as prescribed by regulations of MassDEP and the MWRA, whichever is sooner.
- C. Evaluation of application; imposition of conditions. The MWRA and the City shall evaluate the adequacy of data furnished in the application form. If insufficient data has been furnished, the MWRA

will notify the industrial user to provide additional data within a specified time. After acceptance of data, the MWRA and the City will issue the permit. The MWRA and the City may stipulate special conditions and terms upon which the permit may be issued.

D. Permit conditions. Permits may contain the following conditions:

- (1) Limits on rate, time and characteristics of discharge or requirements for flow regulation and equalization.
- (2) Installation of inspection, flow measurement and sampling facilities, including access to such facilities.
- (3) Specifications for monitoring programs which may include flow measurement, sampling, chemical and biological tests, recording of data and reporting schedules.
- (4) Pretreatment requirements and schedules for implementation, including schedules for reporting progress towards meeting these requirements.
- (5) Submission of discharge reports.
- (6) Schedules for the payment of industrial cost recoveries as required under Section 204 of the Act.
- (7) Special service charges or fees.
- (8) Other conditions as deemed appropriate by the MWRA or by the City to ensure compliance with these regulations and with applicable requirements of state or federal law, including requirements to meet all local limits for industrial pretreatment for prescribed parameters.

E. Permit not assignable. A permit shall not be reassigned or transferred.

F. Revocation and modification of permit. If an industrial user discharges amounts or rates of pollutants in violation of these regulations, the MWRA or the City may revoke the existing permit in accordance with § 228-52. If an industrial user shows that changes in the industrial process have improved the characteristics and volume of its discharge, the permit may be modified upon application by the industrial user to the MWRA.

G. Enforcement of permit conditions. The conditions of all permits shall be enforced by the MWRA and the City in accordance with the provisions of these regulations.

H. Reports. When required by the permit, each industrial permittee shall submit a duly signed report to the MWRA and the City containing all information requested by the MWRA or the City and in a form acceptable to the MWRA and the City. The MWRA and the City will evaluate the data furnished. If insufficient data has been furnished, additional information may be required.

I. Sources of charges and recovery payments information. The MWRA and the City may use the information provided in the permit applications, permits and discharge reports as the basis for determining user charges and industrial recovery payments.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

§ 228-56 Minimum discharge requirements.

The City's sanitary sewer system discharges into the MWRA sewerage system. All discharges into the public sanitary sewers shall, as a minimum, conform to the requirements of 310 CMR 10.00: Sewer Use (aka Rules and Regulations of the MWRA).

§ 228-57 Types of substances prohibited from discharge.

No user shall discharge or shall cause or allow to be discharged any substances, water or wastes that the MWRA or the City has identified as likely, either singly or by interaction with other substances, to:

- A. Harm either the sewerage system or the wastewater treatment process;
- B. Be otherwise incompatible with the treatment process;
- C. Cause a violation of federal and state discharge permits issued to the MWRA or to the City;
- D. Adversely affect receiving waters;
- E. Endanger life, limb or public property; or
- F. Constitute a nuisance.

§ 228-58 Enumeration of prohibited substances.

[Amended 12-16-2002 by Ord. No. 02-060A]

No user shall discharge or cause or allow to be discharged any of the following substances:

- A. Gasoline, benzene, naphtha, fuel oil, crude oil, lubricating oils and flammable or explosive liquids, solids or gases or any other oils or greases of hydrocarbon or petroleum origin.
- B. Waters or wastes having a pH lower than 5.5 or higher than 9.5 or having any other corrosive or injurious properties capable of causing damage or hazard to structures, equipment, sewerage systems and personnel.
- C. Solids or viscous substances in quantities or of such size as to be capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewerage systems, such as but not limited to sand, metal, glass, wood, plastics, rubber, latex, cloth, non-dispersible wipes, and lime slurries.
- D. Liquids or vapors having a temperature higher than 150° F or 65° C.
- E. Waters or wastes containing fats, wax, grease or oils of vegetable or animal origin in excess of 100 milligrams per liter or containing other substances (not specifically prohibited by Subsection A) which may solidify or become viscous at temperatures between 32° F or 0° C and 150° F or 65° C. Waters or wastes containing such substances, excluding normal household waste, shall exclude all visible oils, fats and greases. The use of chemical or physical means, such as temperature variation, emulsifying agents or mechanical mixers, to bypass or release fats, oils and greases into the municipal sewerage system is prohibited. If the discharge concentration for any fats, oils and greases is in excess of 100 milligrams per liter after treatment, the MWRA may increase the discharge concentration limit on a case-by-case basis when the user demonstrates to the MWRA's satisfaction that its discharge is not contributing to nuisance conditions.

F. Garbage that has not been properly shredded.

G. Metals.

- (1) Waters or wastes containing amounts of toxic or objectionable metals in excess of the concentrations obtainable by acceptable control technology, including but not limited to the following:

Antimony	Chromium	Nickel
Arsenic	Copper	Selenium
Barium	Iron	Silver
Beryllium	Lead	Tin
Boron	Manganese	Zinc
Cadmium	Mercury	

- (2) In general, wastes containing the above metals shall be treated to reduce their concentrations to the minimum levels attainable by chemical precipitation processes or other equally effective methods. In no case, however, shall allowable metal concentrations be higher than those concentrations allowed by applicable state or federal law, including all specifically established local limits.

H. Nonmetals.

- (1) Waters or wastes containing amounts of toxic or objectionable nonmetals in excess of concentrations attainable by acceptable control technology, including but not limited to:

Ammonia	Pesticides	Chlorides
Cyanides	Phenols	Polychlorinated biphenyls (PCBs)
Herbicides	Sulfates	Sulfides

- (2) In no case, however, shall allowable nonmetal concentrations be higher than those concentrations allowed by applicable state or federal law, including all specifically established local limits.

I. Radioactive wastes or isotopes of such half-life or concentrations as may exceed limits established by the MWRA in compliance with state or federal regulations.

J. Sludges or deposited solids resulting from an industrial or pretreatment process.

K. Substances causing excessive discoloration or turbidity.

L. Slugs as defined herein.

M. Substances which exert unusual BOD, chemical oxygen demand or chlorine requirements in quantities such that when received in the composite wastewater at the wastewater treatment facility they exceed the limits established for such discharges.

N. Substances which are not amenable to treatment or reduction by the wastewater treatment process employed, or not amenable to treatment as necessary for the wastewater treatment plant effluent to meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

- O. Any substances that may attack, damage or alter by either abrasion or chemical action the materials of which the sewer and its appurtenances are composed or built.
- P. Substances causing excessive discoloration (such as, but not limited to, dye wastes or 'vegetable tanning solutions').
- Q. Sticks, stones, rubbish, rags, unground, unshredded, or improperly shredded garbage, refuse or portions of any animal carcass having particles more than one quarter inch in longest dimension.
- R. Wastewater containing considerable quantities of animal guts or tissues, entrails, offal, blood, feathers, hair, hides, scraps, unshredded vegetables, straw or cinders.
- S. Hazardous wastes and/or material as defined by the Commonwealth of Massachusetts Department of Environmental Protection Regulations (310 CMR), or successor regulations as amended.
- T. Based on the composition of wastewater, the Director reserves the right to:
 - a. Reject sanitary wastewater that does not comply with the regulations herein.
 - b. Require pretreatment to an acceptable condition for discharge to public sewers.
 - c. Require control over the quantities and rates of discharge.
 - d. Require payment to cover the added cost of handling and treating the wastes not covered by existing sewer charges.

§ 228-59 Discharge of unpolluted waters.
[Amended 4-7-2008 by Ord. No. 08-129]

- A. No person shall discharge or cause to be discharged any unpolluted waters, such as groundwater, stormwater, surface water, roof runoff, tidewater, subsurface drainage, uncontaminated cooling water or uncontaminated industrial process water, to any sanitary sewer. Dwellings and other buildings and structures which require, because of infiltration of water into basements, crawl spaces, and the like, a sump pump discharge system shall have a permanently installed discharge line which shall not at any time discharge water either directly or indirectly into a sanitary sewer system. All connections of infiltration and/or inflow to the public sewer system are illegal according to state plumbing codes.
- B. Stormwater and all other unpolluted drainage shall be discharged to a natural outlet within the owner's property or to drainage pipes when approved in writing in advance by the City Engineer, as specified in Article V. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- C. Property owners shall allow an employee of the City or a designated representative of the City to inspect the building to confirm that there is no sump pump or other prohibited discharge into the sanitary sewer system. Such inspections may include smoke tests or dye tests on private property. The City may periodically reinspect any building or premises to determine compliance with the requirements of this section.
- D. Any property owner who previously made any connection or installation in violation of this section shall immediately remove such connection or correct such an installation. If not removed or corrected within 30 calendar days after notice of the violation has been delivered personally or by certified mail

to the owner, the City may impose a surcharge in the amount defined in the latest version of the Schedule of Fees. Such a surcharge may also be imposed upon any property owner, after a thirty-calendar-day notice has been delivered, and if the owner refuses to allow his or her property to be inspected. The owner of a building or premises found to be not in conformance with this section during periodic reinspections may also be subjected to a surcharge as defined in Article V.

§ 228-60 Dilution prohibited.

The attainment of specific levels for discharge to public sewers by dilution in the absence of treatment shall be prohibited.

§ 228-61 Wastes of unusual strength or character.

Notwithstanding the limitations set forth in § 228-58 above, a special temporary permit or amendment to an existing permit between the MWRA and the City and the user may be issued by the MWRA whereby a waste of unusual character or strength may be accepted on an interim basis when, in the opinion of the MWRA, unusual or extraordinary circumstances compel special terms and conditions of temporary duration. Such permit or amendment will be issued only when, in the opinion of the MWRA, it would not cause any interference with or disruption in the treatment works, would not violate the National Pollutant Discharge Elimination System (NPDES) permit or Commonwealth water quality standards, and would not force additional controls on other dischargers to achieve compliance with effluent limitations.

§ 228-62 Permit required for sewer hookup; fee.

[Amended 4-7-2008 by Ord. No. 08-129]

- A. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the DPW. A permit and inspection fee for a residential or commercial sewer service permit shall be paid to the City at the time the application is filed. Fees are defined in the Schedule of Fees.
- B. Except as otherwise provided by the rules and regulations of the City Planning Board governing the subdivision of land, the material required in the construction of sewer services and appurtenances thereof shall be provided and the labor thereon shall be performed by the private property owner.
- C. No person shall be allowed to make any alteration in, or make any connection with, any sewer service other than that intended in the original permit without making another application and obtaining permission to do so from the DPW. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- D. The City Engineer or DPW Operations Division staff shall have the right to inspect sewer services, sewer laterals, private sewers, grease traps, oil traps, particle separators, improperly connected sump pumps, and other facilities tributary to the City's wastewater system, at any reasonable time while such construction is underway. After obtaining a permit, the owner shall notify the City Engineer when such facility is installed and ready for final inspection and before the facility is connected to the City's wastewater systems. More frequent inspections may be required by the City Engineer. Connection to the City's wastewater system shall be made in the presence of an authorized representative of the City. No facility shall be covered over until approval has been given by the City Engineer or DPW Operations Division staff. **[Amended 5-21-2012 by Ord. No. 2012-158]**

§ 228-63 Classes of sewer service permits; application form; supplemental information.

- A. There shall be two classes of sewer service permits:

- (1) For residential and commercial service; and
 - (2) For service to establishments producing industrial wastes.
- B. In either case, the owner shall make application on a special form furnished by the City. The permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the City Engineer and as specified in the DPW Design and Construction Standards. For further information concerning industrial permits, see § 228-55. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- C. The design, construction, and materials of a sewer main or service connection, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench shall conform to the City of Melrose Public Works Design and Construction Standards, building and plumbing code, and other applicable rules, regulations and ordinances of the City. In the absence of code provisions, or in amplification thereof, the materials and procedures set forth in the appropriate specifications of the ASTM and WPCF Manual of Practice No. FD-5 shall apply.
- D. All new sewer mains shall remain within public ways for their entire length except where this is not practical. In such cases, easements deemed appropriate by the Division for the operation and maintenance of the sewer shall be conveyed to the City without cost to the City.
- E. Special service fees for administrative, inspection and construction services for each connection shall be assessed according to the Schedule of Fees, the full amount of which shall be paid to the City before work commences.

§ 228-64 This section left blank intentionally

§ 228-65 Installation of private sewer services.

- A. Private sewer service shall be laid to and through the cellar wall and shall be provided with a cleanout in the direct line of the pipe.
- B. All pipes through or under the wall of any building, and for a distance of ten feet outside of the wall or building, shall be of extra-heavy cast iron and are subject to the jurisdiction of the applicable plumbing code.

§ 228-66 Maintenance responsibilities.

Every sewer service shall be under the control of, and shall be maintained and kept clean by the property owner. All costs and expense incident to the installation and connection of sewer services shall be borne by the owner of the premises served by the same. Additionally, all cleaning of, repairs to or renewals of sewers shall be made at the expense of the owner of the premises served by such sewer, provided that any labor on such sewer which may be required as a result of defects or obstructions in the main public sewer shall be paid for by the City.

Whenever any service connection to any public sewer shall become clogged, broken, obstructed, out of order or detrimental to the use of a public sewer, or unfit for carrying sewage, the owner, agent, occupant or person having charge of any building or lot of land or premises in which such service connection is located shall, upon notification by the Director and/or the City Engineer, remove, reconstruct, alter, clean or repair such service connection as the condition thereof may require. In case of neglect or refusal to comply with such notice within five (5) days after the same is given, the Director and/or the City Engineer may cause the

service connection to be removed, reconstructed, repaired, altered or cleaned, as he or she may deem expedient, at the expense of such owner, agent, occupant or other person so notified, who shall also be liable to a penalty for such neglect or refusal.

§ 228-67 Disposition of assessment for betterment.

Whenever a betterment for a public sewer constructed pursuant to an order of the City Council has been assessed on the premises with respect to which an application for connection has been made, an agreement for payment of such assessment must be entered into by the property owner with the City prior to connection to the public sewer.

§ 228-68 This section left blank intentionally

§ 228-69 Responsibility for plumbing.

All pipes and fixtures outside the building shall be considered part of the sewer service, and shall be regulated by the DPW. The sewer service, from 10-feet outside of the house to the sewer main, including all chimney connections, shall be the property of the owner of the premises that is served, and all maintenance, improvements, and replacement shall be the responsibility of the property owner. All pipes and fixtures within any buildings, and for 10-feet outside the building, shall be considered a part of the plumbing and shall be under the regulatory jurisdiction of the Building Department and State Plumbing Code.

§ 228-70 An individual sewer service is required for every building; exception.

[Amended 12-16-2002 by Ord. No. 02-060A]

- A. A separate and independent sewer service shall be provided for every building, except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway. In such case, the sewer service from the front building may be extended to the rear building and the whole considered as one sewer service, but the City does not and will not assume any obligation or responsibility for damage caused by or resulting from any single connection aforementioned. The City may also require proof of maintenance agreements and/or easements to allow such jointly owned sewer service connections.
- B. Any property which is subdivided into multiple properties must make separate connections to the sewer main for each property; shared services will not be permitted unless a hardship is indicated and approval is given by the City Engineer.
- C. Unless a different determination is made by the City Engineer, each parcel is entitled to one single sewer service, and separate services shall not be connected to the public sewer main from multiple buildings on the same property. Accessory buildings such as a garage or barn or an approved in-law apartment should be connected to the sewer service for the primary use building.
- D. The City Engineer may determine that it is in the best interests of the City to allow more or fewer service connections than described in this Section.

§ 228-71 Use of old sewers.

Old sewer services shall not be used for new building construction or substantial reconstruction. If the City Engineer deems that it is in the best interest of the City to allow reuse of an old connection, and, on examination, the service meets all requirements of this article and DPW standards for integrity, the City Engineer may waive this requirement. All evaluations of the existing service pipe shall be performed at the expense of the owner.

§ 228-72 Establishment of specifications.

The DPW shall, from time to time, establish standard requirements or specifications to regulate the sizes, materials, methods and workmanship to be used in the construction of sewers, house connections and other similar work and appurtenances thereto connected or intended to be connected into or to discharge, directly or indirectly, into any public sewer of the City. These requirements shall be recorded in the DPW Design and Construction Standards and shall not conflict with any requirements of the City Building Commissioner. Such standard requirements shall provide for gastight and watertight connections and minimum requirements as to size, depth, slope or rate of grade for such pipes, shall regulate the kinds of pipe, fittings, methods of laying, jointing, materials used, manner of connecting to existing municipal sewers and general consideration as to location and other pertinent features. When a private service connection is made directly to the MWRA sewerage system, all applicable applications and standards applied by the MWRA must be met and supersede City requirements when they are more stringent. All City requirements that are more stringent than MWRA requirement shall apply to sewer services within the City, whether connected to the City or MWRA sewerage systems.

§ 228-73 Specifications to apply in absence of code provisions.

[Amended 8-21-2017 by Ord. No. 2018-4]

In the absence of code provisions, or in amplification thereof, the materials and procedures set forth in the appropriate specifications of the American Society for Testing and Materials (ASTM) and the Water Environment Federation (WEF) Manual of Practice No. FD-5 shall apply.

§ 228-74 Gravity flow or means of lifting required.

Whenever possible, the sewer service shall be brought to the building at an elevation below the basement floor. The preferred method for discharge of sanitary sewage from an individual building or a group of buildings to the City of Melrose sewer system is by gravity flow. In all buildings in which any internal sewer service is too low to permit gravity flow to the public sewer, sanitary wastewater carried by such internal sewer service shall be lifted by an approved means and discharged to the sewer service. All grinder pump systems shall comply with the DPW's design and construction standards for such systems.

§ 228-75 This section left blank intentionally

§ 228-76 Private sewer services.

All sewer services shall be installed in full accordance with the DPW's Design and Construction standards unless otherwise permitted in writing by the City Engineer following application for installation.

§ 228-77 This section left intentionally blank

§ 228-78 Infiltration and inflow mitigation fees.

[Added 6-16-2016 by Ord. No. 2016-200]

- A. Any person or entity changing, altering, repairing, adding to or improving their property in any way that may or should impact the sewer system within the City of Melrose, or any person or entity proposing to add additional wastewater to an existing sewer connection, or any applicant for a new building permit, shall be required to mitigate infiltration/inflow sources which add extraneous water to the sewer system, thereby reducing its capacity and capability to accommodate new flows, at a rate of one gallon of infiltration/inflow removal for each additional gallon of wastewater that will be discharged to the sewer system as a result of the subject project. In the event a connection is subject to a state sewer connection/extension permit under Code of Massachusetts Regulations Chapter 314, and such permit is conditioned upon the completion of removal of infiltration/inflow prior to connection, said removal of

infiltration/inflow shall be credited toward complying with the requirements of this section.

- B. Title 5 (310 CMR 15) shall be used to determine flow rates, which will be used to calculate the value of the infiltration and inflow mitigation fee. Said fee shall be calculated based on the net change in Title 5 flows resulting from the subject project. The cost per gallon per day (gpd) of flow shall be as defined in the Schedule of Fees and as approved by the City Council. Existing conditions will be established based on records of the Melrose Assessor's office. For example, a project with a net increase of five bedrooms compared to existing conditions per Assessor's records has an associated Title 5 flow increase of 550 gpd. This is a one-time fee required prior to the issuance of a building permit or any other permit, order or permission for any change, alteration, repair, addition or modifications improving the subject property.
- C. The fee assessment, or indication that no fee is required based on a determination of no net increase to sewer flows from the subject project, shall be determined by the Director of Public Works. The Director will not sign off on occupancy for any project for which an outstanding payment is due for any assessed infiltration and inflow mitigation fee, for the subject project or for any other project for which occupancy is sought by the same applicant.

Article V
Stormwater
(previously approved)

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

CITY COUNCIL

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4116

KRISTIN FOOTE

City Clerk

To: Mayor Paul Brodeur
From: Kristin Foote
Meeting Date: September 20, 2021
Subject: Amending ch 198: Article II sec 198-2
Order #: ORDER-2022-25

Herein please find the current ordinance and proposed amendment to Chapter 198, Article II § 198-2 for council review.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	PASSED AS AMENDED [UNANIMOUS]
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Shawn M. MacMaster, Ward 5
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Article II

Collection and Disposal

[Adopted as Rev. Ords. 1976, §§ 13-3, 13-6, 20-5 and 20-6 (Rev. Ords. 1989, §§ 8-1, 15-26 and 15-27)]

§ 198-2

Dumping; obstructing sidewalks; placement of refuse containers.

[Amended 6-18-1984 by Ord. No. 785A; 6-18-1984 by Ord. No. 785B; 2-20-2007 by Ord. No. 07-107A]

A. No person shall put or place, or cause to be put or placed, in any street, lane, alley or any other place, public or private, where it may be offensive or objectionable, any ashes, dirt or refuse, nor shall any piece of metal or wood or any plastic in any form or other material injurious to feet or to tires of vehicles or any other rubbish be put, placed or thrown into or on any street, lane, alley or public place. No person shall throw or place on any vacant land, whether public or private, or in any brook, waterway, or pool rubbish, limbs, brush, barrels, boxes, or the likes.

B. No person shall place or cause to be placed on any sidewalk, footwalk or crosswalk any object whatsoever so as to interfere with the convenient use of the same by any person traveling thereon. This shall not apply to building materials placed by permission of the City Engineer. [Amended 5-21-2012 by Ord. No. 2012-158]

C. Residential refuse receptacles shall be watertight with tight-fitting covers of a durable rodent-proof material. A sufficient number of receptacles shall be provided by property owners or their agent(s) so as to adequately contain the amount of refuse produced at each property. Receptacles shall be no larger than sixty-four (64) gallons and have two intact handles.

D. Receptacles shall be tightly covered whenever refuse of any amount is contained therein, have it be on private property, a private way, or a public sidewalk. Refuse shall be stored in receptacles as described in this section except for material which may be placed at curbside under city-sponsored source reduction and/or source separation collection programs in accordance with the guidelines of such programs.

E. Refuse receptacles shall be placed at the curb by 7:00 a.m. on the scheduled collection day, but not prior to 5 p.m. the preceding day, and shall be removed from the sidewalk within twelve (12) hours after collection.

F. The following shall apply to subsections (A) through (D) of this section:

- I. Whoever violates any provision of the aforementioned sections shall be penalized in accordance with MGL c. 40, § 21D or MGL c. 270, § 16, not to exceed \$100.00 for each violation, provided that each and every day of the violation shall constitute a distinct and separate offense.
- II. Property owners or their agents shall be responsible for the retrieval and pickup of any and all scattered refuse stemming from a violation of this ordinance. Failure to

comply with this provision shall constitute a separate violation, which may be enforced as authorized above.

- III. The Board of Health, the Department of Public Works, and the Police Department through their authorized agents and employees, are hereby empowered to enforce the provisions of this section pursuant to MGL c. 40, § 21D and MGL c. 270, § 16.
- IV. No property owner shall be cited for a violation of this ordinance until a written warning is first served upon the party.

G. Any party fined hereunder shall have a right of appeal in accordance with General Laws Chapter 40, Section 21D.

Respectfully Submitted,

Shawn M. MacMaster, Ward 5

Jennifer Grigoraitis, Ward 6

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

§ 198-2. Dumping; obstructing sidewalks; placement of refuse containers.
[Amended 6-18-1984 by Ord. No. 785A; 6-18-1984 by Ord. No. 785B; 2-20-2007 by Ord. No. 07-107A]

- A. No person shall put or place, or cause to be put or placed, in any street, lane, alley or any other place, public or private, where it may be offensive or objectionable, any ashes, dirt or refuse, nor shall any piece of metal or wood or any plastic in any form or other material injurious to feet or to tires of vehicles or any other rubbish be put, placed or thrown into or on any street, lane, alley or public place. No person shall throw or place on any vacant land or in any brook or pool rubbish, limbs, brush, barrels, boxes, etc.
- B. No person shall place or cause to be placed on any sidewalk, footwalk or crosswalk any object whatsoever so as to interfere with the convenient use of the same by any person traveling thereon. This shall not apply to building materials so placed by permission of the City Engineer. **[Amended 5-21-2012 by Ord. No. 2012-158]**
- C. Refuse may not be left on sidewalks for collection except after 5:00 p.m. of the day before scheduled pickup. Refuse containers and receptacles shall be placed at the curb by 7:00 a.m. on the scheduled collection day and shall be removed from the sidewalk within 12 hours after refuse collection.
- D. The Public Health Department enforcing officers shall prosecute violations under the provisions of MGL c. 270, § 16 (disposal of rubbish, etc.). No property owner shall be prosecuted for violation until a written notice of warning is served. **[Amended 8-21-2017 by Ord. No. 2018-4]**

Article II

Collection and Disposal

[Adopted as Rev. Ords. 1976, §§ 13-3, 13-6, 20-5 and 20-6 (Rev. Ords. 1989, §§ 8-1, 15-26 and 15-27)]

§ 198-2

*** Dumping; obstructing sidewalks; placement of refuse containers. [Amended 6-18-1984 by Ord. No. 785A; 6-18-1984 by Ord. No. 785B; 2-20-2007 by Ord. No. 07-107A]**

A. No person shall put or place, or cause to be put or placed, in any street, lane, alley or any other place, public or private, where it may be offensive or objectionable, any ashes, dirt or refuse, nor shall any piece of metal or wood or any plastic in any form or other material injurious to feet or to tires of vehicles or any other rubbish be put, placed or thrown into or on any street, lane, alley or public place. No person shall throw or place on any vacant land, whether public or private, or in any brook, waterway, or pool rubbish, limbs, brush, barrels, boxes, or the likes.

B. No person shall place or cause to be placed on any sidewalk, footwalk or crosswalk any object whatsoever so as to interfere with the convenient use of the same by any person traveling thereon. This shall not apply to building materials placed by permission of the City Engineer. [Amended 5-21-2012 by Ord. No. 2012-158]

C. Residential refuse receptacles shall be watertight with tight-fitting covers of a durable rodent-proof material. A sufficient number of receptacles shall be provided by property owners or their agent(s) so as to adequately contain the amount of refuse produced at each property. Receptacles shall be no larger than forty-five (45) gallons and have two intact handles.

D. Receptacles shall be tightly covered whenever refuse of any amount is contained therein, have it be on private property, a private way, or a public sidewalk. Refuse shall be stored in receptacles as described in this section except for material which may be placed at curbside under city-sponsored source reduction and/or source separation collection programs in accordance with the guidelines of such programs.

E. Refuse receptacles shall be placed at the curb by 7:00 a.m. on the scheduled collection day, but not prior to 5 p.m. the preceding day, and shall be removed from the sidewalk within twelve (12) hours after collection.

F. The following shall apply to subsections (A) through (D) of this section:

- I. Whoever violates any provision of the aforementioned sections shall be penalized in accordance with MGL c. 40, § 21D or MGL c. 270, § 16, not to exceed \$100.00 for each violation, provided that each and every day of the violation shall constitute a distinct and separate offense.
- II. Property owners or their agents shall be responsible for the retrieval and pickup of any and all scattered refuse stemming from a violation of this ordinance. Failure to

comply with this provision shall constitute a separate violation, which may be enforced as authorized above.

- III. The Board of Health, the Department of Public Works, and the Police Department through their authorized agents and employees, are hereby empowered to enforce the provisions of this section pursuant to MGL c. 40, § 21D and MGL c. 270, § 16.
- IV. No property owner shall be cited for a violation of this ordinance until a written warning is first served upon the party.

G. Any party fined hereunder shall have a right of appeal in accordance with General Laws Chapter 40, Section 21D.

*Enforcement set to begin March 1, 2022



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: September 20, 2021
Subject: Appointment of James Oosterman to the Affordable Housing Trust
Order #: ORDER-2022-14

Appointment of James Oosterman, 54 Ellis Farm Lane, to the Affordable Housing Trust, for a two-year term, said term to expire the last day of January 2023.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Cory Thomas, Ward 7
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

July 19, 2021

Mayor Paul Brodeur
City Of Melrose City Hall
562 Main Street
Melrose, MA 02176

Re: Melrose Affordable Housing Trust Letter of Interest

Dear Mr. Mayor;

Thank you for your considering me to fill one of the seats on the newly established Melrose Affordable Housing Trust. I am interested in serving in this capacity, and I am honored to share my skills and knowledge in the areas of affordable housing.

Prior to my retirement from Cambridge Savings Bank in October 2020, I was the Senior Vice President and Chief Lending Officer of Melrose [Cooperative] Bank, and served there as its senior lending officer for 22 years. One facet of my position that I most enjoyed was the opportunity to work with customers and potential home-buyers of all income levels, and facilitating numerous first-time homebuyer courses we offered in the city. I counseled and advised people on the myriad state and federal programs available to advance home ownership. I also worked closely with the city and prospective homeowners on lottery programs established for affordable units created by the city's inclusionary zoning ordinance. My experience at a local bank provided me the opportunity to closely see the needs for affordable housing in my own community and create products and services to meet that need as we were able. In addition, the Melrose Cooperative Bank Charitable Foundation, a board on which I serve as secretary, included specific desire to foster and advance affordable housing in the communities it served, and this focus continues on that foundation's work today.

I was a founding member of the Melrose Affordable Housing Task Force, established in 1998 to encourage, support and advocate for public and private affordable housing initiatives. We advocated for, and the city ultimately achieved, affordable units in developments such as Oak Grove Village (now Windsor), Webster Willows (Pleasant Street) and Station Crossing (Essex Street) and we were also public advocates for the SRO property on Vine Street operated by Caritas. We were instrumental in the city's passage of its first Inclusionary Zoning Ordinance which led to the creation of more affordable units in the city or payment of a fee in lieu of units. In late 2001 the Melrose Affordable Housing Corporation (MAHC) was formed as a separate private non-profit organization utilizing the resources of the task force and the Melrose Housing Authority, and I have served on that board since its inception. (An organization from which I have resigned effective 7/20/21). Working closely with the North Suburban Consortium, the city of Melrose planning department, and using a combination of federal HOME funds and local bank financing, we added 15 units of affordable units to the city's inventory since our inception, and have long advocated for the creation of the affordable housing trust to access those funds contributed by local developers so that additional permanent affordable housing may be created in the city.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

For over 25 years, I have also served as a board member (and past-president) of Mystic Valley Elder Services, a non-profit organization serving the needs of low- and moderate-income elders and adults living with disabilities in 11 communities (Melrose included.) There are a myriad of ways MVES serves and reaches its clients, and serving on their board has provided me with an understanding of the desires and needs for affordable and/or supportive housing for our elderly and disabled community, in order to allow people to remain independent in their homes as long as they choose.

As a lifelong resident of the city of Melrose, and someone who has been fortunate enough to own a home in Melrose, I see the continued need to advance affordable housing in the city, not only for those who were raised here, and for those who work in our city, but also for those who desire to become part of this community and have been shut-out based on their income and/or assets. My desire is that the affordable housing trust fund becomes one more arrow in our quiver to make Melrose a community open to all.

Thank you for your consideration of my interest. I look forward to meeting with members of our city council to provide any additional information they may request regarding this appointment.

Very truly yours,

A handwritten signature in black ink, reading "James E. Oosterman". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

James E. Oosterman

54 Ellis Farm Lane, Melrose

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: September 20, 2021
Subject: Reappointment of Douglas MacDonald to the Cemetery Commission
Order #: ORDER-2022-15

Reappointment of Douglas MacDonald, 47 Botolph St., to the Cemetery Commission for a three-year term; said term to expire on the last day of February 2024

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Mark Garipay, Ward 4
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Doug Mac Donald
47 Botolph Street, Melrose Mass. 02176
617-921-7677
dougm41@comcast.net

Community Involvement

- Former producer/host-"Melrose Today" Ch.3
- Former member/Board of directors-Melrose Credit Union
- Former member Winchester Rotary Club-Harris Fellow
- Past member-Post 90 Melrose American Legion
- Former Melrose Alderman at Large-16 year member
- Past President Board of Alderman-1982
- Past Chairman/Trustee Melrose Public Library
- Former Chairman-Melrose Redevelopment Authority
- Twice past President-Melrose Chamber of Commerce
- Former trustee-Melrose Wakefield Hospital
- Past Melrose chair for the Salvation Army, Heart Fund and Cancer Crusade
- Former Melrose delegate to the MBTA Advisory Board
- Past member-Middlesex County Criminal Advisory Board



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4441

MARGOT FLEISCHMAN

To: Mayor Paul Brodeur
From: Margot Fleischman
Meeting Date: September 20, 2021
Subject: Appointment of Anthony Chui as Health Director
Order #: ORDER-2022-27

I respectfully request that the Honorable City Council confirm the appointment of Anthony Chui as Health Director for the City of Melrose.

FINANCIAL IMPACT:N/A

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Maya Jamaledine, At-Large
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

PAUL BRODEUR
Mayor

OFFICE OF THE MAYOR

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

MEMORANDUM

To: City Council President Christopher Cinella
From: Mayor Paul Brodeur
Re: Appointment of Anthony Chui as Melrose-Wakefield Health Director
Date: September 13, 2021

It is my pleasure to submit to you and the Honorable City Council the appointment of Anthony Chui as Health Director for the City of Melrose. This position is shared with the Town of Wakefield.

Mr. Chui holds two Bachelor's degrees in Cellular and Molecular Biology and Applied Statistics from Sonoma State University, and a Master's degree in Public Health, Epidemiology of Infectious Diseases from Yale University. He comes to us from the City of Manchester, New Hampshire, where as the Community Epidemiologist and Public Health Specialist his work focused on community prevention strategies to address disease and health risk behaviors pertaining to opioid/substance misuse. His responsibilities in his prior role also included disseminating public health information and conducting data analysis related to COVID-19 community spread and outbreak investigation.

We are fortunate to have the benefit of Mr. Chui's background in epidemiology and experience on the front lines of the public health response to the COVID-19 pandemic. His technical knowledge, strong educational background, and passion for public health make him an excellent choice to serve the Melrose community. I respectfully request the City Council confirm his appointment as Health Director for the City of Melrose.

Thank you for your consideration.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Anthony Chui

Manchester, New Hampshire, United States



[linkedin.com/in/anthony-chui](https://www.linkedin.com/in/anthony-chui)

Summary

I am an epidemiologist for the City of Manchester with a focus on social determinants of health that affect substance use dynamics and homelessness.

Experience



Public Health Specialist II - Community Epidemiologist

City of Manchester, NH

Jun 2020 - Present (1 year 1 month +)

I am responsible for performing research and assessments on various public health diseases and health risk behaviors that pertain to opioid/substance misuse. I design, implement, and deliver community prevention strategies through evidence-based care and services. I am charged with coordinating the dissemination of information involving the COVID-19 response and performing data analysis related to community spread and outbreak investigations.



Graduate Research Assistant

Hirsch Brain Function Laboratory

Jan 2019 - Jun 2020 (1 year 6 months)

I used Matlab to analyze eye-tracking data attained from social interaction experiments between healthy participants and participants on the autism spectrum. I also performed database management for experiment data across multiple fMRI projects.



Public Health Evaluation Consultant

Love146

Dec 2019 - May 2020 (6 months)

Worked with a group of graduate students at the Yale School of Public Health and Love146 to create an evaluation plan for their outreach program in Madagascar that addresses child trafficking. Created evaluation tools including surveys, questionnaires, and forum theater outlines to guide future evaluations.



Associate Researcher

Yale University School of Medicine

Jan 2019 - May 2020 (1 year 5 months)

I conducted research on possible mitochondrial toxicity effects of antiretroviral HIV therapy drug Dolutegravir in neuroblastoma cells. I used assays including Western blotting, RT-qPCR, FACS, and Seahorse assays.



Director Of Pharmacy

HAVEN Free Clinic

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Dec 2018 - Feb 2020 (1 year 3 months)

I worked directly with patients through education sessions and answering questions regarding medications that are prescribed. I was responsible for developing and executing quarterly quality assurance and quality improvement goals, overseeing scheduling and training of volunteers, researching the most cost effective options of medications for patients, and improving the EHR system. I was tasked with streamlining intra-departmental workflow and inter-departmental collaboration efficiency with the ultimate goal of decreasing patient wait times.

Clinical Trial Coordinator

Yale School of Medicine, Department of Psychology - Alzheimer's Disease Research Unit (ADRU)

Feb 2019 - Sep 2019 (8 months)

Worked on genetic studies that focused on the genetic risk factors associated with increased rates of dementia, cognitive, and functional deterioration in patients with Alzheimer's Disease. Collected data for pre- and post-mental brain function scores, managed patient data, and organized physician contacts for post clinical trial participation follow-up.

Public Health Consultant

Yale New Haven Health

Dec 2018 - Jul 2019 (8 months)

Worked with a team of graduate students at the Yale School of Public Health (YSPH) to conduct mixed-methods research for Yale New Haven Health (YNHH) regarding the government mandated Community Health Needs Assessment (CHNA). Goals included mapping of areas in surrounding townships and connected health systems specifically for access to essential services. Project involved literature review for information about barriers to access such as healthcare, food security, and housing; key informant interviews and qualitative data analysis; and GIS mapping. Results were presented at the American Public Health Association Conference in Philadelphia Fall 2019. Final report was included in the triennial YNHH CHNA.

Research Intern

CONNECTICUT AGRICULTURAL EXPERIMENT STATION, THE

Sep 2018 - Feb 2019 (6 months)

The Connecticut Tick Testing Laboratory provides testing services for human relevant tick-borne diseases and syndromic surveillance. I was tasked with PCR screening ticks that were submitted to the station, in search of the causative agents of Lyme disease, Babesiosis, and Anaplasmosis. I was also responsible for blood meal extraction from public health relevant mosquito specimens.

Research Associate

Sonoma State University

Aug 2016 - May 2018 (1 year 10 months)

Education



Yale School of Public Health

Master of Public Health - MPH, Epidemiology of Infectious Diseases

2018 - 2020

Public Health Modelling Concentration

**Sonoma State University**

Bachelor of Science - BS, Cell/Cellular and Molecular Biology
2014 - 2017

**Sonoma State University**

Bachelor of Arts - BA, Applied Statistics
2014 - 2017

**Montgomery High School**

2012 - 2014

Skills

Leadership • Data Analysis • R • Research • Epidemiology

Honors & Awards**Graduation with Distinction - Sonoma State University Biology Department**

Dec 2017

I was awarded the honor of 'Graduation with Distinction' from the Biology Department of Sonoma State University. I won the award on the basis of strong academic performances in addition to showing leadership in the realm of research. I led a team of undergraduates in Dr. Lisa Bentley's lab and successfully completed a research project involving the study of soils from Peru. Tropical forest ecosystem processes play an important role in global biogeochemical cycles, including the uptake and storage of carbon. However, these processes can be constrained by the supply of rock derived nutrients. We measured the rock derived nutrient availability and the capacity of soils to retain them on the exchange column shifts across a basin-to-tree line elevation gradient in the Andes-Amazon region. We analyzed how elevation and soil depth changes across a landscape. I contributed to the discipline beyond purely academic performance in courses. I believe this award demonstrates my ability to contribute to research at the highest level and is a testament to my work ethic while demonstrating my invaluable leadership qualities. While I completed my Bachelor of Science in a rigorous Molecular and Cell concentration of Biology, I also completed a separate Bachelor of Arts in Applied Statistics, which shows that I am capable of maintaining a balance between academics and research.

**Horstmann Merit Award - Yale School of Public Health**

Aug 2018

Recipients demonstrate strong leadership qualities, outstanding interest and passion for public health and academic achievement.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

Human Resources Department

Polina Latta

Director

platta@cityofmelrose.org

**City Hall, 562 Main Street
Melrose, Massachusetts 02176**

(P) 781-979-4146

(F) 781-979-4246

To: City Council
Cc: Mayor Brodeur
From: Polina Latta, Human Resources Director
Re: Melrose-Wakefield Heath Director Recruiting Process
Date: September 7, 2021

- The HR Department used broad and diverse recruiting strategy when recruiting for the Melrose-Wakefield Health Director role. The position was posted in April 2021 and reposted in July 2021 for approximately a month each time, since our initial search did not result in the caliber of qualified candidate needed to fill this role. We used the following sources:
 1. City wide e-mail
 2. City Employment site
 3. LinkedIn
 4. Mass Municipal Association (MMA)
 5. Mass Health Officers Association
 6. The Partnership Inc.
 7. AMARU
 8. NAACP Mystic Valley network
 9. DEI- taskforce networks
- The hiring committee consisted of Melrose Human Resources Director, Wakefield Human Resources Director, current Health Director, one member of the Melrose Board of Health and one member of the Wakefield Board of Health. Resumes were reviewed by the full hiring committees and they conducted the first round of interviews. The second round of interviews was conducted by Mayor Brodeur and Town Administrator Steve Maio.
- Our last job posting resulted in 21 candidates (19 external, 2 internal). Total of 6 candidates were interviewed, and two were recommended for the second interview (one internal and one external candidate).

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

- Anthony Chui stood out among the rest of the candidate, with his technical knowledge, strong education and passion for public health.
 - He holds two Bachelor's degrees, one in Cellular and Molecular Biology and one on Applied Statistics. He also earned a Master's in Public Health, Epidemiology of Infectious Diseases from Yale University, where he was recognized for his leadership qualities and academic achievement that includes two publications in Public Health. Anthony demonstrated he can balance academics with professional development. While working on his Master's degree he held consulting and leadership roles in Public and Community Health and academic research.
 - His last position was Community Epidemiologist and Public Health Specialist II with the City of Manchester, New Hampshire, more specifically in the Strategic Initiatives and Quality Improvement department of Public Health. There his focus shifted from creating strategies to address public health diseases and substance misuse to COVID responsiveness and information distribution. Anthony's leadership and communication skills helped him form strong working partnerships with community and state agencies, Public Safety departments, School and City leadership.
 - His strengths lie in his technical knowledge, focus on transparency and measurable results based on accountability framework. He impressed the hiring committee with his strategy to public health: data driven and evidence- based approach, balanced by qualitative analysis and the ability to communicate data to provide meaningful understanding and education to individuals and the community.
 - In Manchester, Anthony also became appointed as the Chair of the Diversity, Equity and Inclusion Committee tasked to improve the wellbeing of the community by increasing diversity in the workforce and adopting a policy driven approach to DEI.

My name is Anthony Chui. I am an epidemiologist by training with several years of experience in the field of Public Health, working primarily on substance use disorders. I hold a Bachelor of Science degree in Molecular and Cell Biology and a Bachelor of Arts degree in Applied Statistics from Sonoma State University in California. Most recently, I attained a Master's in Public Health degree with a focus on infectious disease epidemiology from the Yale School of Public Health. As an epidemiologist, using data to inform decision making has become one of the most important skills to come out of working on both the COVID-19 pandemic and the opioid epidemic. I am well-versed in emergency response and preparedness, coordinating efforts between key stakeholders to best respond to the situation. I am aware of the duties and roles involved as the health director. In my previous organization, I worked with partners across multiple sectors at both the local and State level, including police, fire, and care coordinators. I understand the requirements and I am confident that I will be able to serve both the City of Melrose and the Town of Wakefield.



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: September 20, 2021
Subject: Appointment of Seamus Kelley to the Affordable Housing Trust
Order #: ORDER-2022-28

Appointment of Seamus Kelley, 259 West Emerson St., to the Affordable Housing Trust, for a one-year term, said term to expire the last day of January 2022.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: PASSED [UNANIMOUS]
MOVER: Maya Jamaledine, At-Large
SECONDER: Jen Grigoraitis, Ward 6
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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SEAMUS KELLEY

259 West Emerson Street, Melrose, MA 02176

SUMMARY

Operations and public policy leader with over 15 years of management and decision-making experience with a focus on project management, government affairs, public policy, strategic implementation, and external relations.

CORE ACCOMPLISHMENTS

- Operational lead for the *Health Connector for Business* online and customer service platform that launched in 2017.
- Managed the Health Connector's government relations and community outreach work during the challenging launch of the Health Connector's *Affordable Care Act* compliant website (2013-2015).
- Developed strategies to promote and achieve the legislative, programmatic, and budget priorities of the Executive Office of Housing & Economic Development (EOHED) over four years.
- Recipient of the Governor's Citation for Outstanding Public Service (2014).

PROFESSIONAL EXPERIENCE

MASSACHUSETTS HEALTH CONNECTOR, BOSTON, MA

2013 – PRESENT

ASSOCIATE DIRECTOR OF PROGRAM MANAGEMENT

2015 – PRESENT

Implementation and operations lead for new initiatives that impact the customer experience and meet agency objectives.

- Currently manager of the customer service and operations vendor for the *Health Connector for Business*:
 - Responsibility for high performing front office and back office customer service, including premium billing, enrollment, member escalations, call center, inventory management, and monthly renewals.
 - Led a team of six that manually transitioned ~500 companies to a new IT platform.
 - Developed policies, procedures, communications, and training materials for the customer service and operations vendor to comply with state and federal regulations.
- Launched the Health Connector's 2015 initiative to have walk-in offices located at key community-based partners in Fall River, Lowell, Brockton, and Springfield. Work included designing program model, budget, developing staffing and training plans, and monitoring performance.
- Served on procurement teams that evaluated and selected vendors for marketing, communications, IT implementation, and community outreach.

ASSOCIATE DIRECTOR FOR LEGISLATIVE AFFAIRS

2013 – 2015

Managed legislative, government affairs, and community outreach during a challenging time at the Health Connector when a new eligibility and customer service system failed.

- Oversaw the Health Connector's relationship with the Massachusetts Legislature and other elected officials.
- Represented the Health Connector at weekly status meetings with Governor Deval Patrick's and Governor Charlie Baker's offices to address escalated issues from the Legislature.
- Worked with Governor Deval Patrick's office and House and Senate leadership to handle politically sensitive issues that impacted the Health Connector.
- Coordinated executive-level testimony before several oversight hearings of the Legislature.
- Overhauled the Health Connector's constituent service staff by establishing a centralized database and put new controls in place to track constituent cases.

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- Led the Health Connector's community outreach events in Boston, Fall River, Fitchburg, Springfield and Worcester.

UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL, QUINCY, MA
PROJECT MANAGER

2011 – 2013

Provided project management support to MassHealth to implement the ACA.

- Utilized project management skills to help MassHealth reform its service delivery model for provider credentialing and on-boarding.
- Designed a roadmap to reach ACA compliance by working with MassHealth leadership staff and vendors to create a project schedule and scope to see it through the project's lifecycle.
- Developed critical project management skills, including designing projects, establishing milestones, running meetings, reporting progress and managing risk to meet deliverables in a timely and cost-effective manner.

EXECUTIVE OFFICE OF HOUSING & ECONOMIC DEVELOPMENT, BOSTON, MA
LEGISLATIVE DIRECTOR

2007 – 2011

Advocated for EOHED's legislative and policy agenda, first as the housing and community development lead and then adding the economic development portfolio.

- Executed strategies to achieve EOHED's legislative and budget priorities before the Legislature.
- Coordinated with administration officials, legislators, legislative staff, advocates, businesses, trade associations, non-profits, and other stakeholders to accomplish several high-profile legislative victories, including:
 - *An Act Providing for Job Creation by Small Business* (2010), an omnibus bill that restructure the state's economic and community development incentive programs.
 - *An Act Preserving Publicly Assisted Affordable Housing* (2009), a bill that addressed how communities and developers handle expiring affordable housing deed restrictions.
 - Supplemental funding for the *Emergency Assistance Shelter Program* (2009), a program that houses homeless families.
 - *An Article 87* bill that reorganized the state's homeless services from the Executive Office of Health & Human Services to EOHED (2009).
 - Enactment of \$1.275 billion *Housing Bond Bill* (2008).
- Monitored EOHED's legislative and political outlook, identifying trends and obstacles that the secretariat faced that could have a negative or positive impact on key priorities.

STATE SENATOR HARRIETTE L. CHANDLER, BOSTON, MA
LEGISLATIVE DIRECTOR

2005 – 2007

- Responsible for researching, drafting, and tracking legislation and amendments sponsored by the senator and developing her budget priorities.

U.S REPRESENTATIVE JIM MCGOVERN, WASHINGTON, DC
LEGISLATIVE ASSISTANT

2002 – 2004

- Oversaw all forms of constituent correspondence in the Washington, DC office.
- Coordinated federal funding earmarks and grants for municipalities and non-profits.
- Managed the office's Washington, DC intern program.

EDUCATION

SUFFOLK UNIVERSITY, BOSTON, MA
 Masters of Public Administration

2009

THE CATHOLIC UNIVERSITY OF AMERICA, WASHINGTON, DC
 Bachelor's Degree, Politics

2002

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

August 17, 2021

Mayor Paul Brodeur
Melrose City Hall
562 Main Street
Melrose, MA 02176

Mayor Brodeur:

Thank you for asking me to serve on the City of Melrose's Affordable Housing Trust Fund, subject to approval by the City Council. Addressing the issue of affordability in Melrose is important for our current and future residents.

I would bring a strong background and interest in housing affordability to this position. For the last year, I have served on the Melrose Housing Production Plan Advisory Committee. The Advisory Committee has helped shape the Housing Production Plan¹, has discussed our current and future affordability challenges with the public, and has reviewed detailed data about the state of affordability in Melrose. In reviewing the data, affordability is a significant challenge for current renters and owners as well as prospective residents.

Additionally, from 2007 to 2011 I served as a legislative director at the state's Executive Office of Housing & Economic Development. In this position I advocated for then Governor Deval Patrick's housing program before the state Legislature. Much of my work was around very low-income housing (i.e., homeless assistance, public housing) and low to moderate-income housing (i.e., state housing bond financing, expiring use restrictions, and Chapter 40B regulations). This work exposed me to the variety of housing types across cities and towns and their funding mechanisms.

Again, thank you for asking me to serve on the City of Melrose's Affordable Housing Trust Fund. If approved it would be an honor. Attached is my resume for your review.

Sincerely,

Seamus Kelley
259 West Emerson Street
Melrose, MA 02176

¹ As of August 17, 2021, the work is not complete.



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: October 4, 2021
Subject: Proclamation: Domestic Violence Awareness Month
Order #: ORDER-2022-35

Proclamation of October 2021 as Domestic Violence Awareness Month

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	PLACED ON FILE [UNANIMOUS]
MOVER:	John N. Tramontozzi, Ward 1
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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CITY OF MELROSE

MELROSE CITY HALL

562 Main Street

Melrose, Massachusetts 02176

Telephone: (781) 979-4440

PAUL BRODEUR
Mayor

Domestic Violence Awareness Month

- WHEREAS, Domestic violence is one of the most critical and far-reaching issues of our time, affecting individuals of every age, culture, class, gender, race and religion; and
- WHEREAS, According to the U.S. Department of Justice, domestic violence is the leading cause of injury to women between the ages of 15-44; every 21 days a woman is killed by domestic violence; and more than three million children witness acts of domestic violence each year; and
- WHEREAS, Since last October, 12 people have died in Massachusetts as a result of domestic violence; and
- WHEREAS, For the past twenty-six years the *Melrose Alliance Against Violence* in conjunction with the Police Department and Melrose Public Schools has taken important steps to reduce domestic violence in our community through education, outreach and support services, as well as programs to prevent violence, such as mentoring, peer leadership and bullying prevention,
- THEREFORE, I, Paul Brodeur, Mayor of the City of Melrose, Massachusetts do hereby proclaim the month of October, 2021 as

DOMESTIC VIOLENCE AWARENESS MONTH
AND
RECOGNIZE THE ACCOMPLISHMENTS
OF THE MELROSE ALLIANCE AGAINST VIOLENCE
ON ITS 26th ANNIVERSARY

Paul Brodeur
Mayor

October 1, 2021

Date

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: October 4, 2021
Subject: Appointment of Tim Bailey to the Planning Board
Order #: ORDER-2022-36

Appointment of Tim Bailey, 62 Glen St., to the Planning Board for a five-year term; said term to expire on the last day of February 2026.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

To: Denise M. Gaffey
Director and City Planner | Office of Planning and Community Development
City of Melrose
562 Main Street
Melrose, MA 02176

From : Tim Bailey
62 Glen Street
Melrose, MA 02176

Date: 09/28/2021

Dear Denise,

Thank you very much for the opportunity to be considered for a position on the Melrose Planning Board. My interest in joining the planning board is for many reasons. The overarching reason is I love the City of Melrose and want to contribute to its continued success and excellent reputation.

That said, I have been a registered architect since 2009 (12 years) and have been working professionally in a firm in the Seaport (Margulies Perruzzi Architects) since 2005. My interest in architecture (mostly as a designer) makes me appreciate the built environment around me and gives me a great background on what existing conditions to cherish and preserve, and what conditions could be improved and evolve to create and even better environment for the myself and others that visit and live in Melrose.

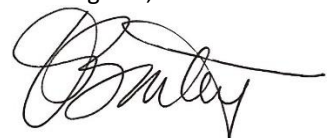
I have been a Partner at Margulies Perruzzi for the last 6 years, and that position of part-owner, has made me branch out into areas of management and leading my company as a designer. My work also requires me to present on behalf of my clients to other respective planning boards, so I am already very familiar with the process of how the planning board will work. I have helped my clients to not only design buildings that feed economic and social development, but ones that are also designed in a way that are sensitive to sites they reside on, sensitive to neighboring entities, and provide positive impacts for the client and the city.

Lastly, I have some personal goals as an architect which I think can contribute to the Melrose Planning board. I appreciate good design and would look to contribute to the board with that design background. Also, sustainability is a big part of my personal and professional life. I am LEED registered professional and strive to be more sustainable not only for the projects that I design, but for the life I live in general.

In conclusion, I hope that for the reasons mentioned above (and I am sure the many reasons that will evolve in the future), I am appreciative of your consideration for this opening on the Melrose Planning Board. I am eager to contribute in a meaningful way to help not only the city of Melrose but the people that call Melrose home, and visitors alike.

Attached is my professional resume, but more information is available on LinkedIn as well.
<https://www.linkedin.com/in/timothybbailey/>

Kind regards,



Tim Bailey, AIA, LEED AP BD+C

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

SECTION 3 PROJECT TEAM



EDUCATION

Bachelor of Architecture
Roger Williams University

REGISTRATIONS

AIA # 38023371

Architectural registrations
MA # 50095

LEED Accredited Professional

AFFILIATIONS

American Institute of Architects

U.S. Green Building Council

NAIOP

Urban Land Institute

Adjunct Professor of Architecture
at Roger Williams University



★ Award Winner

RELEVANT PROJECTS

- » **RREEF 50 Staniford Street:** Repositioning of this property in Boston's West End. The project transformed the facade, lobby, and the building's relationship to the street. Complicated property ownership required a robust civic outreach effort.
- » ★ **Boston Scientific:** LEED Gold 110,000 SF new building and interior design of their Marlborough headquarters, including a training center, innovation cafe, executive board room amenities, and television recording studio.
- » ★ **Hobbs Brook Management:** This 315,000 SF new Class A, LEED-Gold building at 275

TEAM RESUME

TIM BAILEY, AIA, LEED AP BD+C

SENIOR ARCHITECT | ASSOCIATE PARTNER

Tim is an award-winning architect who's leadership plays a critical role in the design of Real Estate projects across the firm. An advocate for high-performance building repositioning, creative office space and sustainable urban development, Tim leads large integrated projects, providing expertise on the design of the building, and the interiors. His work bridges the shared interest of both building owner and user conveying both parties' objectives for designations such as "Best Place to Work," and "Top Place to Work in Boston."

Wyman St. on the Hobbs Brook campus in Waltham includes a fitness center, café, kitchen with server, and a two-story lobby and terrace. An exterior glass canopy with a covered walkway leads to a 1,000+ car parking garage.

- » **FM Global:** LEED Silver certified; 80,000 SF new building interior fit-up space located in a multi-tenant building in Norwood, MA. Included in the building is a medical center, cafeteria, fitness center, server, and offices spaces. The building was turned over to Dedham Medical Association in June 2012 to start their tenant work.

- » ★ **Cimpress/Vistaprint:** Leasing space, Cimpress and its well-known brand Vistaprint retained MP to provide LEED Gold interior design services to their new 200,000 SF N. American headquarters. The space

features an executive suite, a variety of conference rooms and huddle spaces, a library, game room, telepresence room, training suite, data center, and a 1,200 SF network operations center with raised flooring.





CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: October 4, 2021
Subject: Appointment of Judy Bushee to the Commission on Disability
Order #: ORDER-2022-37

Appointment of Judy Bushee, 157 Linwood Ave, to the Commission on Disability for a three-year term; said term to end on the last day of February 2024.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Dear Karen

It was really nice to see and talk with you today. Thank you for telling me about the open availability regarding the Melrose Disability Commission. I am very interested in applying for a spot on this special and important committee. As you know I myself have a disability.. I was born with spastic diplegic cerebral palsy and have dealt with many issues because of it. I have a couple of friends who have a disability as well and we have talked about various issues we have encountered and came up with some good ideas about possible ways to fix them or at least make these issues more manageable to deal with. I am also a licensed Certified Occupational Therapy Assistant so I have also dealt with numerous people with varying disabilities in that capacity. At a patients discharge planning meeting i have frequently discussed issues and concerns my patients might face upon re-integrating back into their communities. I believe I would not only be able to provide valuable input about my own personal struggles but also as the struggles I have discussed with others with disabilities. I strongly believe I can also come together with others to help provide solutions or ways to make to these issues and concerns easier to deal with. I myself try really hard to deal with struggles and issues in a positive way. I am a very friendly, easy going person and I love dealing with people. I respectfully ask you to please consider me for this available opening with the Melrose Disability Commission. I truly believe that I would be a valuable asset to this committee which would also allow me to help make Melrose a better community. Thank you again for letting me know. Please feel free to call me with any questions. I look forward to hearing from you.

Sincerely,
Judy Bushee

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

MAYOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4440

BRIANNA GARCIA

Assistant to the Mayor

To: Mayor Paul Brodeur
From: Brianna Garcia
Meeting Date: October 4, 2021
Subject: Appointment of Alicia McNeil to the Commission on Women
Order #: ORDER-2022-38

Appointment of Alicia McNeil, 490 Lebanon St., to the Melrose Commission on Women for a three-year term; said term to end on the last day of February 2024.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Alicia A. McNeil
490 Lebanon Street, Melrose, MA 02176

ATTORNEY AT LAW

Sent via email: bgarcia@cityofmelrose.org

24, September 2021

The Honorable Paul Brodeur
Mayor of the City of Melrose
Melrose City Hall
562 Main Street
Melrose, MA 02176

RE: Appointment to the Melrose Commission on Women

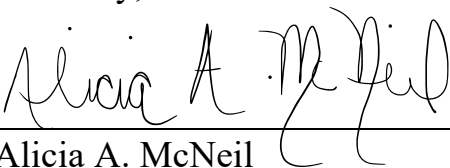
Dear Mayor Paul Brodeur-

I am pleased to submit this cover letter for the appointment to the Melrose Commission on Women ("MCW"). My family has resided in the City of Melrose for the past 15 years. We have found that Melrose is a City that aims at providing opportunity for people from various walks of life. In fact, when we mention that we live in Melrose, people take notice, and have great things to say about our City.

I am interested in being appointed to the MCW because I believe that women have unique issues that need to be addressed. Moreover, women and girls need to feel confident in themselves and their abilities and be assured that their voices are heard. I have worked mentoring young women and women of various ages and believe that I will bring my experience and a listening ear to women so that they know that they are valuable members of our community.

I pride myself in my ability to work effectively with others as a team player and to speak positivity into the lives of others. Kindly accept this correspondence as a Letter of Interest in being appointed as a Commissioner on the MCW. You will see that I will make a valuable addition to the MCW. I look forward to an opportunity to serve on this Commission.

Sincerely,


Alicia A. McNeil

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Alicia A. McNeil

490 Lebanon Street, Melrose, MA 02176

ATTORNEY AT LAW

Principal Owner of firm, accountable for directing all aspects of the law firm including: marketing, client relations, leadership, risk management, investigation and working with government entities. Strong relationship building with various judges, district attorneys' offices, clerks and court staff. Proven ability to prioritize and coordinate responsibilities while efficiently managing caseloads. Solid communication, organization and leadership skills to meet client's expectations.

QUALIFICATIONS

- Effective legal strategist
- Managerial and Leadership ability
- Proficient in organization and research
- Customer service oriented with strong relationship building skills
- Excellent public speaking skills.
- Knowledgeable in legal procedures.
- Negotiation and analytical adeptness
- Knowledgeable in Word, PowerPoint and Excel.

EXPERIENCE

ATTORNEY AT LAW McNeil Law

July 1999 – Present

- Draft motions and briefs
- Defended both criminal and civil clients
- Develop trial strategy as well as full investigations
- Consult with and advise clients on the best tactics to take.
- Appear in court regularly and argue matters before judge
- Conduct careful legal research and keep abreast of changes in the law
- Negotiate with assistant district attorneys or opposing counsel to secure best outcome for clients
- Manage an average of 60+ cases annually

ADJUNCT PROFESSOR Eastern Nazarene College

October 2000 – Present

- Prepare curriculum for various legal classes
- Design course to advance student's understanding of legal process and the legal system
- Support students with learning goals
- Organize lesson plans to provide students with current issues
- Manage the classroom environment
- Encourage and support the philosophy and mission of the school

VICE PRESIDENT BASEC, Inc. (Employment Placement Agency)

September 1990 – 1998

PROFESSIONAL AFFILIATION

- Member of the Massachusetts Bar, admitted 1996
- Member and Treasurer of the Board of Directors, Lawrence Bar Association

EDUCATION

SUFFOLK UNIVERSITY LAW SCHOOL
GORDON COLLEGE

JURIS DOCTORATE.
BS, BUSINESS ADMINISTRATION

1996
1981

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

CITY COUNCIL

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4116

KRISTIN FOOTE

City Clerk

To: Mayor Paul Brodeur
From: Kristin Foote
Meeting Date: October 4, 2021
Subject: 2020 Census Data
Order #: ORDER-2022-39

Be It Ordered, by the City Council that the ward and precinct boundaries of Melrose as enumerated herein, together with the map and the block listings be, and are hereby approved.

This is in accordance with Massachusetts General Laws, Chapter 54, Sections 1 and 2, and the actual 2020 U.S. Census data as supplied.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



Local Re-Precincting

Municipalities have the initial responsibility of establishing ward and precinct boundaries, which become the building blocks in determining legislative and local government districts.

A **precinct** is the smallest geographically bounded unit used for state election purposes. A precinct is where one polling place in a municipality is located. A **ward** is a geographically bounded unit for election purposes, which consists of one or more precincts.

Towns with representative town meetings elect their members by precinct and cities choose political party committees and

sometimes city council members or other officials by ward. In some municipalities, the council members are elected by districts, which are created using precincts.

After obtaining the necessary local approval, each city and town must submit their plans, including maps, population information and a legal description of the boundaries of each ward and precinct, to the Secretary of the Commonwealth who thereafter makes this information and material available to an independent commission known as the **Local Election Districts Review Commission (LEDRC)**.

ESTABLISHMENT OF WARDS AND PRECINCTS

Each city and town, unless otherwise exempt, is required to establish ward and precinct lines every ten years, following the federal census if:

- the wards of a city do not contain approximately equal numbers of residents so that each ward's population is within 5 percent of the average;
- a ward not divided into precincts contains more than 4,000 residents;
- a town contains more than 6,200 residents; or
- a precinct contains more than 4,000 residents.

Even if a city or town does not need to re-draw their precinct lines because their existing plan remains in conformity with the law, they must still file all the necessary information based on the latest federal census figures and have the plan reapproved by the LEDRC.

STANDARDS

The law requires that voting precincts established by a city or town must meet the following requirements:

- Each new precinct must be "composed of compact and contiguous territory" without protruding fingers or long tails.
- Precincts must be bounded by the center-line of streets or other well defined boundaries such as streams or other bodies of water, railroad tracks, power lines or other clearly visible geographic figures. These features must be recognized as block boundaries by the United States Bureau of the Census and appear on their official block boundary maps. Rear lot lines or other imaginary lines are not acceptable. The use of census boundaries provides redistricting authorities with not only a definitive number of inhabitants in a fixed area, but with demographic information obtained from the federal census, which is essential to any redistricting plan.
- No precinct may contain more than 4,000 residents.
- Every precinct's population must be within five percent (5%) of the average precinct population for that ward or town. Ward populations must be within five percent (5%) of the average ward population for the city.
- Redrawn precinct and ward boundaries must not result in the dilution of minority group members' votes.

For state election purposes, precincts established during the re-precincting process may not be changed in a ward or town which is in more than one senatorial, representative or governor's council district. They may be changed for local elections only and in this case two sets of precinct lines must be maintained.

For the purposes of dividing a city or town into precincts and of apportioning representation in any elected municipal body, the figures reported by the federal census are the only numbers used.



Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4116

To: Honorable City Council
City of Melrose

Date: September 30, 2021

Re: **Order No. 2022-39 Census Data of 2020, Map, Ward and Precinct**
Revisions

Dear Honorable City Council,

Every ten years' federal census data is provided to the Office of the Secretary of the Commonwealth, as census liaison, for analysis and distribution to the 351 Massachusetts communities to be used as a basis for redistricting, should population variations occur. The 2020 census data reflects a 10.5% increase in Melrose population from 26,983 in 2010 to 29,817. As expected, the Ward and Precinct map of Melrose and corresponding boundary descriptions need revision based on this increase. According to the Secretary's Office the law requires that precincts as established by a city or town meet the following requirements where possible:

- Each new precinct must be "composed of compact and contiguous territory" without protruding fingers or long tails.
- Precincts must be bounded by the center-line of streets or other well defined boundaries such as streams or other bodies of water, railroad tracks, power lines or other clearly visible geographic figures. These features must be recognized as block boundaries by the United States Bureau of the Census and appear on their official block boundary maps. Rear lot lines or other imaginary lines are not acceptable. The use of census boundaries provides redistricting authorities with not only a definitive number of inhabitants in a fixed area, but with demographic information obtained from the federal census, which is essential to any redistricting plan.
- No precinct may contain more than 4,000 residents.
- Every precinct's population must be within five percent (5%) of the average precinct population for that ward or town. Ward populations must be within five percent (5%) of the average ward population for the city.
- Redrawn precinct and ward boundaries must not result in the dilution of minority group members' votes.

The SOC has taken the above factors into consideration when supplying the proposed materials. Attached hereto please find the information supplied by the Office of the Secretary for your review and approval.

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Part I ADMINISTRATION OF THE GOVERNMENT**Title VIII** ELECTIONS**Chapter 54** ELECTIONS**Section 1** DECENNIAL DIVISION OF CITIES INTO WARDS AND PRECINCTS

Section 1. In the year 2001, and every tenth year thereafter, no later than June fifteenth, a city, by vote of its city council may, or if the existing wards in such city do not contain, as nearly as can be ascertained, an equal number of inhabitants, shall make a new division of its territory into such number of wards as may be fixed by law. Any such vote of a city council hereunder dividing a city into wards shall, at the same time, divide each ward into such number of precincts as is required by section two. Within 7 days of the last day the city council may vote, the city clerk shall give written notice to the state secretary of the number and designation of wards and precincts provided for in this section and in section two, together with an official map and description of said wards and precincts indicating, as nearly as can be ascertained, the numbers of inhabitants residing therein. The provisions of this section and section two shall not apply to any city which has a special law to the contrary covering the procedure for the division of wards and precincts.

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The state secretary shall make available to the local election districts review commission, for its scrutiny, the written notices, maps and descriptive information submitted to him by city clerks in reference to the new or unrevised wards and precincts of their respective cities under this section. If the said commission shall find that any such plan of new or unrevised wards or precincts of any city conflicts with the applicable requirements of this chapter, or is of questionable constitutionality, it shall transmit a written notice of such findings, with a clear indication of the deficiencies of such plan, to the mayor of such city, or in a city having a council-manager form of government to the city manager, not later than 35 days after the final day to give written notice to the state secretary. Said mayor or city manager shall, within 7 days following his receipt of such notice, present to the city council of such city his recommendations for a division of the city into wards and precincts free of the defects cited by the commission. If the city council shall fail to ordain such division, or a substitute division, conformable to this chapter within 7 days after said presentation by said mayor or city manager, he shall issue forthwith, not later than 14 days after the last day to receive notice from the local election district review commission, an executive order making a division of said city into wards and precincts subject to the approval of the local election districts review commission which shall take effect according to the provisions of this chapter, as though it had been ordained by the city council.

For any city that fails to act by the forty-ninth day following the final day to give notice to the state secretary, the local election districts review commission shall, within 15 days, make such division of the city into

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wards and precincts or appoint a master who shall make such division which shall be subject to approval and amendment by the commission. The cost of redistricting by a master shall be paid by the city.

Should the state secretary determine that decennial federal census figures are available at such time as to allow this process to begin earlier, the state secretary shall designate the date on which such process shall begin.

Part I ADMINISTRATION OF THE GOVERNMENT**Title VIII** ELECTIONS**Chapter 54** ELECTIONS**Section 2** DIVISION OF CITIES AND WARDS INTO VOTING PRECINCTS;
CENSUS; EFFECT UPON FORMATION OF CONGRESSIONAL,
REPRESENTATIVE, SENATORIAL OR COUNCILLOR DISTRICTS

Section 2. Each city shall be divided into convenient voting precincts, designated by numbers or letters and containing not more than four thousand inhabitants. Every ward shall constitute a voting precinct by itself, or shall be divided into precincts containing as nearly as may be an equal number of inhabitants, consisting of compact and contiguous territory entirely within the ward, and bounded, so far as possible, by the center line of known streets or ways or by other well defined limits that constitute block boundaries recognized by the United States bureau of the census. If a ward constituting one precinct contains more than four thousand inhabitants, the aldermen shall divide it into two or more voting precincts. They may so divide a ward or precinct containing less than four thousand inhabitants. Except as provided in section one, when new precincts are established, the new division shall take effect on the thirty-first day of December following the making thereof.

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Notwithstanding any authorization or requirement of this chapter, any precinct established or remaining unchanged following the decennial federal census shall remain unchanged for the purpose of forming congressional, representative, senatorial or councillor districts based on said census until the formation thereof as aforesaid, and if such precinct is within a ward the territory of which in such formation is included in two or more congressional, representative, senatorial or councillor districts, shall remain unchanged for the purpose of electing such officers so long as such districts are required by the constitution to be used for such purpose.

Melrose 2020

New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Melrose City Ward 1 Precinct 1	Melrose City Ward 3 Precinct 1	250173361003001	75	65	0	5	2	0	0	3	4	71
Melrose City Ward 1 Precinct 1	Melrose City Ward 3 Precinct 1	250173361003006	99	89	0	2	5	0	0	3	5	94
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361004000	54	52	1	0	0	0	0	1	1	53
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361004001	24	18	0	0	0	0	0	6	3	21
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361004002	41	34	0	2	1	0	0	4	0	41
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361004003	21	11	0	6	0	0	0	4	3	18
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361004004	20	16	2	0	0	0	0	2	3	17
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361004005	39	35	1	3	0	0	0	0	1	38
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361004006	39	29	2	4	1	0	0	3	0	39
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361004007	22	17	1	0	1	0	0	3	0	22
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361004008	83	64	3	0	1	0	0	15	4	79
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361004009	76	70	0	0	1	0	0	5	4	72
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361004010	36	31	1	0	2	0	0	2	3	33
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361004011	39	34	0	2	0	0	0	3	3	36
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361004012	98	90	1	0	0	0	0	7	3	95
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361004013	59	50	3	1	0	0	0	5	3	56
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361004014	80	67	5	0	0	0	0	8	1	79
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361004015	44	41	2	1	0	0	0	0	0	44
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005002	35	34	0	0	0	0	0	1	0	35
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005003	33	22	0	2	0	0	0	9	0	33
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005004	51	39	3	2	0	0	0	7	5	46
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005005	46	35	0	4	0	0	0	7	7	39
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005006	29	27	0	0	0	0	0	2	2	27
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005007	83	67	0	8	0	0	0	8	1	82
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005009	70	60	0	3	3	0	0	4	5	65
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005010	58	50	0	0	0	0	0	8	0	58
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005011	45	40	0	4	0	0	0	1	4	41
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005012	64	54	0	9	0	0	0	1	6	58
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005013	62	57	3	1	0	0	0	1	1	61
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005014	48	45	0	0	3	0	0	0	0	48
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005015	41	33	0	6	0	0	0	2	0	41
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005016	39	39	0	0	0	0	0	0	0	39
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005017	79	66	2	4	0	0	0	7	1	78
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005018	18	15	2	0	0	0	0	1	2	16
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005019	64	55	4	3	0	0	0	2	0	64
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005020	42	37	0	2	0	0	0	3	0	42
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005021	0	0	0	0	0	0	0	0	0	0
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005022	50	44	4	2	0	0	0	0	0	50
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005023	146	139	0	0	0	0	0	7	4	142
Melrose City Ward 1 Precinct 1	Melrose City Ward 1 Precinct 1	250173361005024	57	54	0	0	0	0	0	3	0	57
Melrose City Ward 1 Precinct 1 Total		40	2,109	1,825	40	76	20	0	0	148	79	2,030
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001000	37	31	0	3	0	0	0	3	1	36
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001001	52	44	1	0	4	0	0	3	5	47
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001002	79	76	2	0	0	0	1	0	0	79
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001003	92	79	5	0	1	0	0	7	3	89

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Melrose 2020

New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001004	47	34	1	8	1	1	0	2	4	43
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001005	32	22	2	4	0	0	0	4	1	31
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001006	36	32	0	4	0	0	0	0	1	35
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001007	120	111	4	2	0	0	0	3	5	115
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001008	21	17	0	0	3	0	0	1	0	21
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001009	26	24	0	0	0	0	0	2	2	24
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001010	72	53	4	3	0	0	0	12	4	68
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001011	45	35	1	1	6	1	0	1	3	42
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001012	50	37	0	3	1	0	0	9	3	47
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001013	70	50	6	6	0	0	0	8	8	62
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001014	28	24	0	0	1	0	0	3	1	27
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001015	12	7	0	2	1	0	0	2	3	9
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001016	25	19	1	0	0	0	0	5	5	20
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001017	115	97	0	3	0	0	0	15	7	108
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001018	61	57	2	0	0	0	0	2	2	59
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361001019	43	33	7	3	0	0	0	0	1	42
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361002001	60	51	6	1	0	0	0	2	0	60
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361002002	24	19	1	0	1	0	0	3	1	23
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361002003	86	68	0	15	0	0	0	3	2	84
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361002004	82	68	1	6	0	0	0	7	3	79
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361002005	85	80	0	0	0	0	0	5	4	81
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361002006	110	101	0	3	2	0	0	4	5	105
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361002007	95	81	11	1	0	0	0	2	0	95
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361002008	61	41	1	18	0	0	0	1	2	59
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361005000	179	148	3	28	0	0	0	0	0	179
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361005001	137	115	11	6	1	0	0	4	1	136
Melrose City Ward 1 Precinct 2	Melrose City Ward 1 Precinct 2	250173361005008	48	30	1	0	4	0	0	13	3	45
Melrose City Ward 1 Precinct 2 Total		31	2,030	1,684	71	120	26	2	1	126	80	1,950
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362012000	44	40	0	3	0	0	0	1	1	43
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362012001	29	21	2	0	1	0	0	5	5	24
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362012002	329	300	1	10	2	0	0	16	2	327
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362012003	51	46	0	0	0	0	0	5	1	50
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362012004	47	43	1	0	0	0	0	3	0	47
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362012005	140	128	1	7	0	0	0	4	1	139
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362012006	62	58	0	2	0	0	0	2	2	60
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362012007	18	15	2	1	0	0	0	0	0	18
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362012008	34	32	0	0	2	0	0	0	2	32
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362012009	43	40	1	1	0	0	0	1	1	42
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362012010	52	36	7	0	1	0	0	8	1	51
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362012011	30	25	0	2	0	0	0	3	3	27
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362012012	35	32	0	3	0	0	0	0	0	35
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362012013	25	16	0	2	2	0	0	5	1	24
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362013000	79	74	0	0	0	0	0	5	6	73
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362013001	52	43	3	0	2	0	0	4	2	50
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362013002	142	129	3	10	0	0	0	0	1	141

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Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362013003	39	35	0	0	2	0	0	2	2	37
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362013004	53	45	2	5	1	0	0	0	4	49
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362013005	47	46	0	0	0	0	0	1	2	45
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362013006	109	108	0	0	1	0	0	0	3	106
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362013007	117	109	2	4	0	0	0	2	2	115
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362013008	63	51	1	8	0	0	0	3	5	58
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362013009	70	65	0	0	0	0	0	5	1	69
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362013010	66	55	0	5	0	0	0	6	4	62
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362013011	141	120	0	9	0	0	0	12	10	131
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362013012	72	58	1	1	1	0	0	11	3	69
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362013013	68	59	1	0	2	0	0	6	2	66
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362023001	36	30	1	1	1	0	0	3	0	36
Melrose City Ward 2 Precinct 1	Melrose City Ward 2 Precinct 1	250173362023002	25	14	0	0	0	0	0	11	1	24
Melrose City Ward 2 Precinct 1 Total		30	2,118	1,873	29	74	18	0	0	124	68	2,050
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173361002000	509	427	13	45	5	0	0	19	19	490
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362011000	216	203	0	9	0	0	0	4	1	215
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362011007	18	16	0	2	0	0	0	0	0	18
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362011008	25	18	0	2	1	0	0	4	2	23
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362011012	38	36	0	0	0	0	0	2	0	38
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362011013	43	37	0	1	2	0	0	3	2	41
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362023000	69	61	0	0	3	0	0	5	4	65
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362023003	256	197	4	44	3	0	0	8	6	250
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362023004	24	23	0	0	0	0	0	1	0	24
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362023005	21	9	6	6	0	0	0	0	0	21
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362023006	75	65	0	1	0	0	0	9	0	75
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362023007	38	33	3	0	2	0	0	0	2	36
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362023008	58	54	3	0	1	0	0	0	3	55
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362023009	42	33	0	4	1	0	0	4	0	42
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362024000	58	53	1	2	0	0	0	2	0	58
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362024001	36	33	0	0	0	0	0	3	5	31
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362024002	56	50	0	0	0	0	0	6	1	55
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362024003	54	52	0	0	0	0	0	2	4	50
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362024004	51	46	0	3	0	0	0	2	0	51
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362024005	19	18	0	1	0	0	0	0	0	19
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362024006	73	69	2	0	0	0	0	2	0	73
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362024007	49	46	0	2	0	0	0	1	0	49
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362024008	60	54	0	5	0	0	0	1	2	58
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362024009	0	0	0	0	0	0	0	0	0	0
Melrose City Ward 2 Precinct 2	Melrose City Ward 4 Precinct 1	250173362024010	79	76	0	0	1	0	0	2	2	77
Melrose City Ward 2 Precinct 2	Melrose City Ward 2 Precinct 2	250173362024011	37	26	0	4	0	0	0	7	4	33
Melrose City Ward 2 Precinct 2	Melrose City Ward 4 Precinct 1	250173362024015	39	37	0	0	0	0	0	2	0	39
Melrose City Ward 2 Precinct 2 Total		27	2,043	1,772	32	131	19	0	0	89	57	1,986
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173361003003	73	53	0	9	5	0	0	6	7	66
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173361003004	120	115	0	4	0	0	0	1	1	119

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Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173361003005	22	12	0	1	2	0	0	7	4	18
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173361003007	107	97	6	4	0	0	0	0	3	104
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173361003008	44	39	1	3	1	0	0	0	0	44
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173361003009	45	36	0	1	0	0	0	8	3	42
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173361003010	66	59	0	3	0	0	0	4	2	64
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173361003011	64	53	2	4	5	0	0	0	5	59
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173361003012	26	23	0	0	0	0	0	3	1	25
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173361003013	35	19	1	0	4	0	0	11	5	30
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173361003014	92	83	0	4	2	0	0	3	1	91
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173364022000	112	96	2	0	4	0	0	10	9	103
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173364022001	194	188	0	1	0	0	0	5	1	193
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173364022002	44	23	3	6	3	0	0	9	3	41
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173364022003	32	22	1	5	2	0	0	2	4	28
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173364022004	65	55	1	0	0	0	0	9	2	63
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 2	250173364022005	96	84	0	6	1	0	0	5	4	92
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173364022010	26	18	0	3	0	0	0	5	4	22
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173364022012	117	92	14	9	1	0	0	1	1	116
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173364023000	67	54	10	2	0	0	0	1	0	67
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173364023001	24	18	2	0	0	0	0	4	1	23
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173364023002	36	26	0	1	3	0	0	6	0	36
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173364023003	68	53	2	7	0	0	0	6	0	68
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173364023004	125	97	1	14	0	0	0	13	3	122
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173364023005	21	14	0	3	1	0	0	3	1	20
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173364023006	199	87	2	25	6	0	2	77	81	118
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173364023007	41	33	1	0	1	0	0	6	1	40
Melrose City Ward 3 Precinct 1	Melrose City Ward 3 Precinct 1	250173364023008	79	72	3	1	3	0	0	0	1	78
Melrose City Ward 3 Precinct 1 Total		28	2,040	1,621	52	116	44	0	2	205	148	1,892
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364022006	108	86	2	15	1	0	0	4	2	106
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364022007	115	92	3	0	2	0	0	18	11	104
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364022008	64	54	2	6	0	0	0	2	6	58
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364022009	101	56	14	24	3	0	0	4	5	96
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364022011	11	9	0	1	0	0	0	1	0	11
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364022013	55	48	0	3	0	0	1	3	2	53
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364022014	50	44	0	4	2	0	0	0	6	44
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364022015	57	57	0	0	0	0	0	0	0	57
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364022016	31	16	0	6	0	0	1	8	5	26
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364022017	29	25	0	3	0	0	0	1	0	29
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364022018	35	33	0	0	0	0	0	2	1	34
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364023009	60	57	1	1	0	0	0	1	0	60
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364023010	80	52	0	9	2	0	0	17	2	78
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364023011	77	67	0	1	0	0	0	9	3	74
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364023012	312	300	3	6	2	0	0	1	2	310
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364023013	46	40	0	0	0	0	0	6	0	46
Melrose City Ward 3 Precinct 2	Melrose City Ward 5 Precinct 1	250173364024000	146	100	10	11	6	0	0	19	6	140
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364024001	28	21	3	0	0	0	0	4	0	28

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Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364024002	44	36	0	1	1	0	0	6	3	41
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364024003	42	33	3	1	1	0	0	4	2	40
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364024004	65	53	2	5	1	0	0	4	1	64
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364024005	65	55	0	1	0	0	0	9	5	60
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364024006	50	45	1	0	2	0	0	2	3	47
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364024007	67	51	8	2	0	0	0	6	1	66
Melrose City Ward 3 Precinct 2	Melrose City Ward 5 Precinct 1	250173364024008	89	78	0	3	1	0	0	7	5	84
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364024009	80	57	1	7	3	0	0	12	0	80
Melrose City Ward 3 Precinct 2	Melrose City Ward 3 Precinct 2	250173364024010	86	78	2	0	2	0	0	4	7	79
Melrose City Ward 3 Precinct 2	Melrose City Ward 5 Precinct 1	250173364024014	85	68	0	6	3	0	0	8	3	82
Melrose City Ward 3 Precinct 2 Total		28	2,078	1,711	55	116	32	0	2	162	81	1,997
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173361002009	25	16	0	1	2	0	0	6	6	19
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173361002010	102	88	4	0	2	0	0	8	10	92
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173361002011	104	93	0	5	0	0	0	6	6	98
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173361002012	0	0	0	0	0	0	0	0	0	0
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173361002013	85	60	1	16	5	0	0	3	5	80
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173361003000	55	46	0	4	0	0	0	5	0	55
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173361003002	45	33	0	6	0	0	0	6	5	40
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 2	250173362022002	29	28	0	1	0	0	0	0	0	29
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 2	250173362022003	84	69	0	1	2	0	0	12	7	77
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173362022004	106	80	5	10	4	0	0	7	4	102
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173362022005	0	0	0	0	0	0	0	0	0	0
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173362022006	48	40	3	0	5	0	0	0	4	44
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173362022007	92	75	0	16	0	0	0	1	1	91
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173362022008	70	49	1	10	4	0	0	6	1	69
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173362022009	50	42	0	1	0	0	0	7	1	49
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173362022010	36	33	0	0	0	0	0	3	0	36
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173362022011	50	45	1	0	0	0	0	4	0	50
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 2	250173362022012	80	76	1	2	0	0	0	1	0	80
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173362022013	78	70	1	0	1	0	0	6	4	74
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173362022015	91	80	1	5	0	0	0	5	3	88
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173362024012	21	17	0	4	0	0	0	0	0	21
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173362024013	16	13	0	1	0	0	0	2	1	15
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173362024014	38	37	1	0	0	0	0	0	0	38
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173363001006	89	84	0	0	0	0	0	5	0	89
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173363001007	41	38	0	0	1	0	0	2	1	40
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173363001008	47	39	1	2	3	0	0	2	2	45
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173363001009	57	41	2	5	4	0	0	5	3	54
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173364021000	32	22	4	1	1	0	0	4	2	30
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173364021001	115	84	19	9	0	0	0	3	1	114
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173364021002	260	177	30	30	4	0	0	19	11	249
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173364021004	32	29	0	2	0	0	0	1	0	32
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173364021005	85	58	12	2	8	0	0	5	10	75
Melrose City Ward 4 Precinct 1	Melrose City Ward 4 Precinct 1	250173364021006	43	32	7	1	0	0	0	3	3	40

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New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Melrose City Ward 4 Precinct 1 Total		33	2,106	1,694	94	135	46	0	0	137	91	2,015
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362011001	98	85	0	4	0	0	0	9	8	90
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362011002	45	31	0	3	1	0	0	10	6	39
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362011003	196	195	0	0	0	0	0	1	0	196
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362011004	38	35	0	0	0	0	1	2	2	36
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362011005	60	53	0	0	0	0	0	7	4	56
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362011006	30	26	0	3	0	0	0	1	0	30
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362011009	58	51	3	0	3	0	0	1	1	57
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362011010	69	52	2	2	0	0	0	13	7	62
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362011011	71	58	1	6	2	0	1	3	3	68
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021000	51	45	0	3	0	0	0	3	0	51
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021001	36	28	1	6	1	0	0	0	0	36
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021002	30	22	2	0	0	0	0	6	0	30
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021003	28	28	0	0	0	0	0	0	0	28
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021004	95	86	0	0	0	0	0	9	4	91
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021005	68	52	1	1	0	0	0	14	5	63
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021006	57	54	0	3	0	0	0	0	0	57
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021007	77	68	0	6	0	0	0	3	0	77
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021008	75	69	1	3	0	0	0	2	0	75
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021009	136	132	0	0	3	0	0	1	3	133
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021010	37	36	0	1	0	0	0	0	0	37
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021011	80	69	0	6	0	0	0	5	0	80
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021012	88	81	0	2	0	0	0	5	4	84
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021013	27	23	2	0	0	0	0	2	2	25
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021014	38	33	0	0	0	0	0	5	1	37
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021015	108	92	0	2	2	0	0	12	2	106
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362021016	31	29	0	0	0	0	0	2	0	31
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362022000	91	76	1	1	0	0	0	13	14	77
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362022001	83	70	0	9	0	0	0	4	2	81
Melrose City Ward 4 Precinct 2	Melrose City Ward 4 Precinct 2	250173362022014	36	22	0	6	2	0	0	6	6	30
Melrose City Ward 4 Precinct 2	Melrose City Ward 6 Precinct 2	250173363001000	53	47	0	0	0	0	0	6	0	53
Melrose City Ward 4 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006000	45	30	0	11	3	0	0	1	3	42
Melrose City Ward 4 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006001	91	85	0	3	2	0	0	1	0	91
Melrose City Ward 4 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006005	50	35	0	4	3	0	0	8	8	42
Melrose City Ward 4 Precinct 2 Total		33	2,176	1,898	14	85	22	0	2	155	85	2,091
Melrose City Ward 5 Precinct 1	Melrose City Ward 5 Precinct 1	250173364024011	45	32	1	3	3	0	1	5	1	44
Melrose City Ward 5 Precinct 1	Melrose City Ward 5 Precinct 1	250173364024012	82	68	4	8	0	0	0	2	5	77
Melrose City Ward 5 Precinct 1	Melrose City Ward 5 Precinct 1	250173364024013	82	65	3	0	6	0	0	8	3	79
Melrose City Ward 5 Precinct 1	Melrose City Ward 5 Precinct 1	250173364024015	133	88	1	37	3	0	0	4	0	133
Melrose City Ward 5 Precinct 1	Melrose City Ward 5 Precinct 1	250173364031000	197	139	1	33	7	0	1	16	18	179
Melrose City Ward 5 Precinct 1	Melrose City Ward 5 Precinct 1	250173364031001	135	101	1	21	1	0	0	11	3	132
Melrose City Ward 5 Precinct 1	Melrose City Ward 5 Precinct 1	250173364031002	55	43	1	2	4	0	0	5	7	48
Melrose City Ward 5 Precinct 1	Melrose City Ward 5 Precinct 1	250173364031003	77	54	5	4	5	0	2	7	8	69
Melrose City Ward 5 Precinct 1	Melrose City Ward 5 Precinct 1	250173364031004	59	19	1	28	1	0	1	9	6	53

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New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Melrose City Ward 5 Precinct 1	Melrose City Ward 5 Precinct 1	250173364031005	57	31	0	8	1	0	0	17	12	45
Melrose City Ward 5 Precinct 1	Melrose City Ward 5 Precinct 1	250173364031006	45	22	4	2	5	0	0	12	12	33
Melrose City Ward 5 Precinct 1	Melrose City Ward 5 Precinct 1	250173364031007	225	136	9	59	3	1	0	17	3	222
Melrose City Ward 5 Precinct 1	Melrose City Ward 5 Precinct 1	250173364032001	898	511	166	108	47	0	0	66	51	847
Melrose City Ward 5 Precinct 1 Total		13	2,090	1,309	197	313	86	1	5	179	129	1,961
Melrose City Ward 5 Precinct 2	Melrose City Ward 5 Precinct 2	250173364032000	150	110	10	22	0	0	0	8	0	150
Melrose City Ward 5 Precinct 2	Melrose City Ward 5 Precinct 1	250173364032002	587	405	22	103	6	0	0	51	33	554
Melrose City Ward 5 Precinct 2	Melrose City Ward 5 Precinct 2	250173364032003	25	2	3	7	0	0	1	12	8	17
Melrose City Ward 5 Precinct 2	Melrose City Ward 5 Precinct 2	250173364032004	304	200	13	50	1	0	1	39	36	268
Melrose City Ward 5 Precinct 2	Melrose City Ward 5 Precinct 2	250173364032005	394	217	8	129	5	0	0	35	20	374
Melrose City Ward 5 Precinct 2	Melrose City Ward 5 Precinct 2	250173364032006	46	17	0	24	1	0	0	4	0	46
Melrose City Ward 5 Precinct 2	Melrose City Ward 5 Precinct 2	250173364041007	110	81	3	14	2	0	0	10	5	105
Melrose City Ward 5 Precinct 2	Melrose City Ward 5 Precinct 2	250173364041009	83	64	13	3	0	0	0	3	3	80
Melrose City Ward 5 Precinct 2	Melrose City Ward 5 Precinct 2	250173364042010	79	71	6	0	1	0	0	1	2	77
Melrose City Ward 5 Precinct 2	Melrose City Ward 5 Precinct 2	250173364042011	318	212	41	31	10	0	0	24	12	306
Melrose City Ward 5 Precinct 2	Melrose City Ward 5 Precinct 2	250173364042012	32	23	3	1	3	0	0	2	2	30
Melrose City Ward 5 Precinct 2	Melrose City Ward 5 Precinct 2	250173364042013	31	19	0	4	6	0	0	2	2	29
Melrose City Ward 5 Precinct 2	Melrose City Ward 5 Precinct 2	250173364042014	43	25	1	8	5	0	0	4	6	37
Melrose City Ward 5 Precinct 2	Melrose City Ward 5 Precinct 2	250173364042015	22	8	7	2	0	0	2	3	0	22
Melrose City Ward 5 Precinct 2 Total		14	2,224	1,454	130	398	40	0	4	198	129	2,095
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173363001010	91	77	6	1	0	0	0	7	2	89
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173363002002	93	84	2	2	0	0	0	5	0	93
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173363002003	91	86	0	0	1	0	1	3	1	90
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173363002004	78	68	0	0	1	0	0	9	1	77
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173363005000	93	56	8	16	0	0	0	13	9	84
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173363005001	102	88	5	1	0	0	0	8	3	99
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173363005002	33	14	4	3	0	0	1	11	7	26
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173363005003	15	11	0	3	0	0	0	1	0	15
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173363005004	79	53	18	1	6	0	0	1	5	74
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173363005005	51	38	0	13	0	0	0	0	0	51
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173363005006	58	48	3	4	0	0	0	3	1	57
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173363005007	80	76	3	0	0	0	0	1	0	80
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173363005008	97	84	2	5	3	0	0	3	1	96
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173363005010	38	20	1	10	6	0	0	1	7	31
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173363005011	182	162	3	8	3	1	1	4	11	171
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173364021003	186	163	1	15	0	0	0	7	2	184
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173364021007	31	21	0	0	3	0	0	7	3	28
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173364021008	48	35	5	4	0	0	0	4	1	47
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173364021009	30	22	0	0	0	0	0	8	7	23
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173364021010	51	39	5	1	1	0	0	5	3	48
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173364021011	0	0	0	0	0	0	0	0	0	0
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173364021012	36	28	2	2	0	0	0	4	0	36
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173364021013	49	35	0	4	5	0	1	4	10	39
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173364021014	0	0	0	0	0	0	0	0	0	0

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New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Melrose City Ward 6 Precinct 1	Melrose City Ward 7 Precinct 1	250173364041000	108	71	5	16	4	0	0	12	6	102
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173364041001	61	35	3	9	3	1	4	6	10	51
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173364041002	79	55	2	16	0	0	0	6	2	77
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173364041003	140	79	23	24	4	0	1	9	12	128
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173364041004	82	43	18	13	0	0	0	8	3	79
Melrose City Ward 6 Precinct 1	Melrose City Ward 6 Precinct 1	250173364041005	114	88	4	11	6	0	0	5	0	114
Melrose City Ward 6 Precinct 1 Total		30	2,196	1,679	123	182	46	2	9	155	107	2,089
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363001001	74	69	0	2	0	0	0	3	0	74
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363001002	51	47	0	0	0	0	2	2	4	47
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363001003	48	46	0	2	0	0	0	0	3	45
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363001004	74	67	3	0	2	0	0	2	5	69
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363001005	62	54	0	0	0	0	0	8	7	55
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 1	250173363001011	74	65	0	7	0	0	0	2	1	73
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363001012	77	70	0	1	0	0	0	6	2	75
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363001013	103	103	0	0	0	0	0	0	0	103
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363001014	28	24	0	2	0	0	0	2	0	28
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363002000	0	0	0	0	0	0	0	0	0	0
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 1	250173363002001	74	62	0	0	0	0	0	12	4	70
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363002005	107	87	1	6	1	0	0	12	7	100
Melrose City Ward 6 Precinct 2	Melrose City Ward 7 Precinct 2	250173363002007	117	107	0	2	2	0	0	6	3	114
Melrose City Ward 6 Precinct 2	Melrose City Ward 7 Precinct 2	250173363002008	49	38	4	0	4	0	0	3	1	48
Melrose City Ward 6 Precinct 2	Melrose City Ward 7 Precinct 2	250173363002009	32	19	0	7	0	0	0	6	2	30
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006002	238	202	6	16	2	0	0	12	4	234
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006003	60	46	0	11	0	0	0	3	5	55
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006004	32	28	1	2	0	0	0	1	0	32
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006006	168	158	0	2	4	0	0	4	7	161
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006007	23	20	0	2	0	1	0	0	0	23
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006008	56	53	0	2	0	0	0	1	1	55
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006009	21	12	0	3	2	0	0	4	4	17
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006010	107	101	0	5	1	0	0	0	0	107
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006011	42	32	0	9	0	1	0	0	0	42
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006012	140	125	0	10	1	0	0	4	3	137
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006013	26	24	0	0	0	0	0	2	0	26
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006014	124	112	0	5	0	0	0	7	3	121
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006015	72	59	0	5	1	0	0	7	7	65
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006016	72	62	0	4	4	0	0	2	3	69
Melrose City Ward 6 Precinct 2	Melrose City Ward 7 Precinct 2	250173363006017	58	55	0	2	0	0	0	1	0	58
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006018	12	5	0	4	0	0	0	3	1	11
Melrose City Ward 6 Precinct 2	Melrose City Ward 6 Precinct 2	250173363006019	0	0	0	0	0	0	0	0	0	0
Melrose City Ward 6 Precinct 2 Total		32	2,221	1,952	15	111	24	2	2	115	77	2,144
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 2	250173363004000	58	43	0	5	0	0	0	10	5	53
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 2	250173363004001	74	58	0	7	4	0	0	5	7	67
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173363004002	55	42	4	4	0	0	0	5	1	54
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173363004003	121	98	5	11	0	0	0	7	11	110

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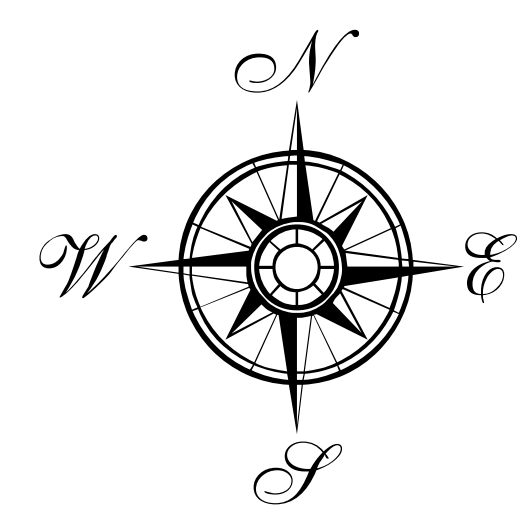
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New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173363004004	42	39	2	0	0	0	0	1	4	38
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173363004005	53	44	0	6	2	0	0	1	2	51
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173363004006	150	124	1	15	0	0	1	9	7	143
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173363004007	54	49	1	3	1	0	0	0	1	53
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173363004008	63	44	3	10	2	0	0	4	3	60
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173363004015	76	57	6	10	0	0	0	3	1	75
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173363005009	107	62	15	16	0	0	2	12	7	100
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173363005012	60	54	0	5	0	0	0	1	7	53
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173363005013	126	108	0	13	3	0	0	2	2	124
Melrose City Ward 7 Precinct 1	Melrose City Ward 5 Precinct 2	250173364041006	92	71	6	8	0	0	0	7	6	86
Melrose City Ward 7 Precinct 1	Melrose City Ward 5 Precinct 2	250173364041008	93	60	0	12	4	0	0	17	13	80
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173364041010	22	15	0	1	0	0	0	6	7	15
Melrose City Ward 7 Precinct 1	Melrose City Ward 5 Precinct 2	250173364041011	45	39	0	3	0	0	0	3	3	42
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173364042000	60	53	2	3	0	0	0	2	1	59
Melrose City Ward 7 Precinct 1	Melrose City Ward 5 Precinct 2	250173364042001	454	359	15	47	10	0	0	23	11	443
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173364042002	62	41	0	15	2	0	0	4	4	58
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173364042003	52	33	1	5	0	0	0	13	6	46
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173364042004	165	139	7	3	8	0	0	8	8	157
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173364042005	23	14	0	0	0	0	0	9	8	15
Melrose City Ward 7 Precinct 1	Melrose City Ward 5 Precinct 2	250173364042006	43	29	0	0	6	0	0	8	7	36
Melrose City Ward 7 Precinct 1 Total		24	2,150	1,675	68	202	42	0	3	160	132	2,018
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173363002006	66	62	0	0	3	0	0	1	3	63
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173363002010	74	61	4	4	0	0	0	5	0	74
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173363003000	46	34	0	6	1	0	0	5	1	45
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173363003001	47	39	0	5	0	0	0	3	0	47
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173363003002	49	42	0	0	1	0	0	6	4	45
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173363003003	104	79	5	12	6	0	0	2	2	102
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173363003004	114	105	0	5	0	0	0	4	5	109
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173363003005	67	62	0	1	0	0	0	4	4	63
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173363003006	58	56	1	0	1	0	0	0	2	56
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173363003007	442	379	6	47	3	0	0	7	5	437
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173363003008	46	41	0	1	0	0	1	3	2	44
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173363003009	83	80	0	0	0	0	0	3	0	83
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173363003010	50	34	2	1	6	0	0	7	8	42
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 1	250173363003011	74	50	2	2	10	0	0	10	14	60
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173363003012	43	35	0	4	0	0	0	4	3	40
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173363003013	207	181	4	18	1	0	0	3	4	203
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 1	250173363004009	41	34	1	0	4	0	0	2	0	41
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 1	250173363004010	155	136	4	8	0	1	0	6	5	150
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 1	250173363004011	29	22	0	5	0	0	0	2	0	29
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 1	250173363004012	103	87	0	13	1	0	0	2	4	99
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 1	250173363004013	87	75	0	1	1	0	1	9	6	81
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 1	250173363004014	65	39	5	13	1	0	0	7	3	62
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173363006020	21	6	2	4	3	0	0	6	2	19
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 1	250173364042007	84	66	3	1	2	0	0	12	6	78

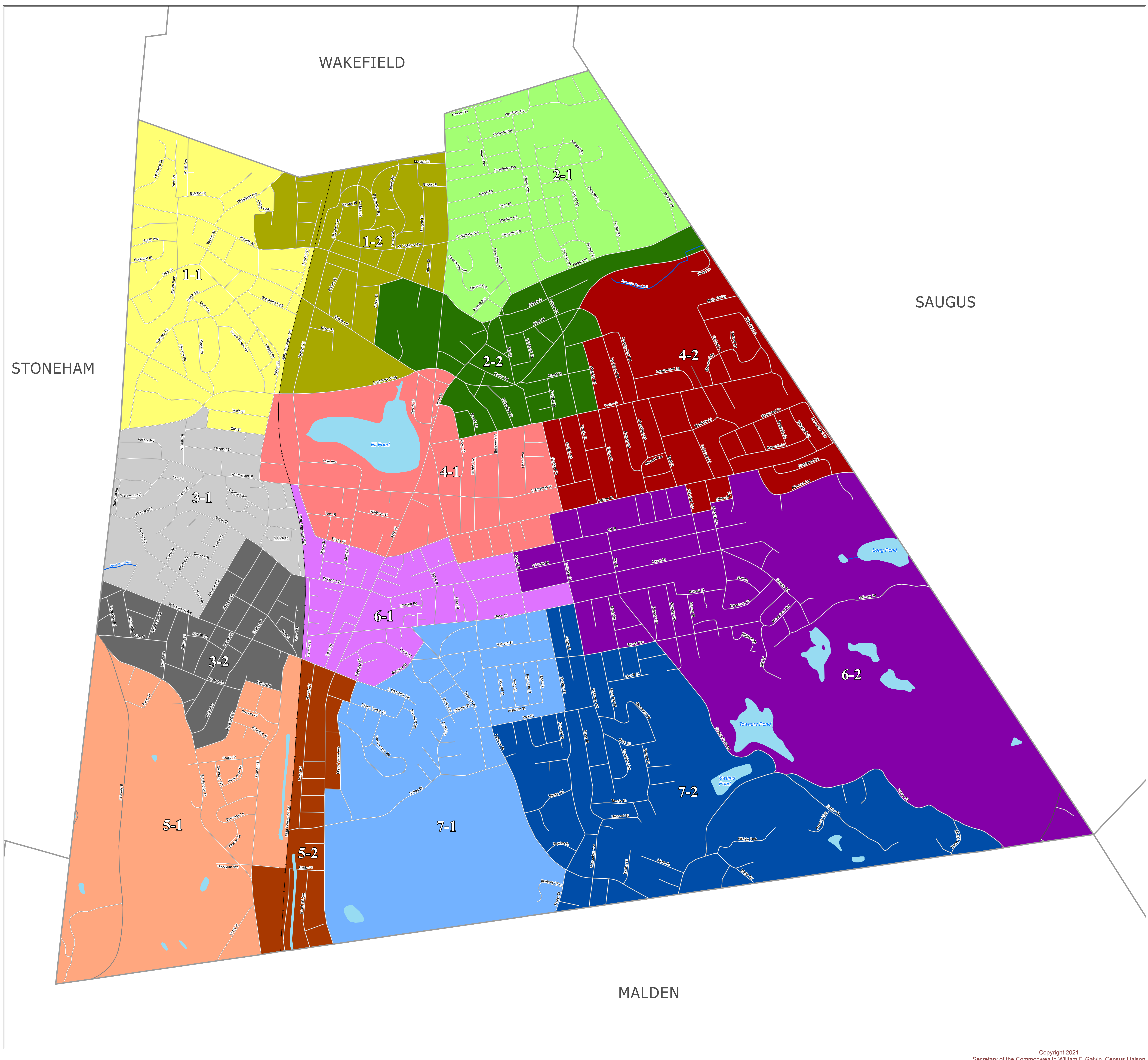
Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic	
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173364042008	41	28	3	5	1	0	0	4	0	41	
Melrose City Ward 7 Precinct 2	Melrose City Ward 7 Precinct 2	250173364042009	40	24	6	5	4	0	0	1	7	33	
Melrose City Ward 7 Precinct 2 Total			26	2,236	1,857	48	161	49	1	2	118	90	2,146
Grand Total			389	29,817	24,004	968	2,220	514	8	32	2,071	1,353	28,464

City of Melrose



Map Prepared for the City of Melrose
Courtesy of William F. Galvin, Census Liaison
Secretary of the Commonwealth



2020 Population - - 29,817

Minimum 5%	Target Population	Maximum 5%
2,023	2,130	2,237

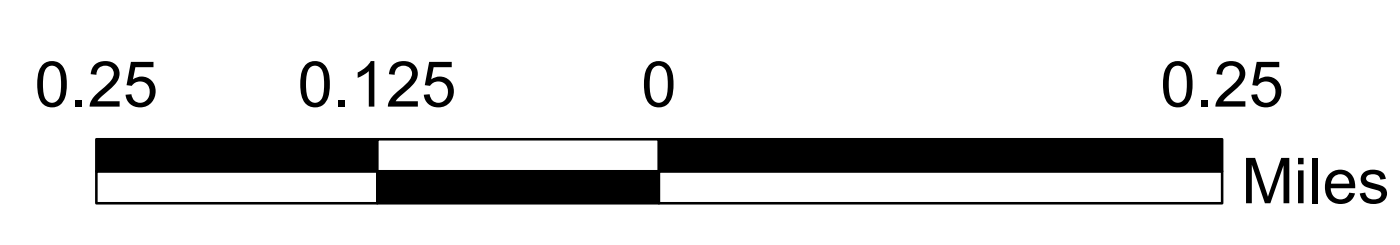
Precinct Boundaries Melrose

Ward / Precinct	2020 Population	Variance
1-1	2,109	-0.99
1-2	2,030	-4.69
2-1	2,118	-0.56
2-2	2,043	-4.08
3-1	2,040	-4.23
3-2	2,078	-2.44
4-1	2,106	-1.13
4-2	2,176	2.16
5-1	2,090	-1.88
5-2	2,224	4.41
6-1	2,196	3.10
6-2	2,221	4.27
7-1	2,150	0.94
7-2	2,236	4.98

Population is based on the official U.S. 2020 Census block-level data.
Boundaries effective December 31, 2021

Legend

- Municipal Boundary
- Geographical Features**
 - Major Road
 - Local Road
 - Railroad
 - Other Municipal Features
 - Streams, Rivers
 - Coastal Water, Lakes, Ponds, Major Rivers



Melrose Draft Legal Boundary Descriptions (Wards)

Ward One.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of the Stoneham/Melrose town/city line and Lynn Fells Pkwy, and proceeding northerly along the Stoneham/Melrose town/city line to the Wakefield/Melrose town/city line, and proceeding easterly along the Wakefield/Melrose town/city line to Main St, and proceeding southerly along Main St to Franklin St, and proceeding westerly along Franklin St to Albion St, and proceeding westerly then southerly along Albion St to Melrose St, and proceeding southeasterly along Melrose St to Lynn Fells Pkwy, and proceeding westerly along Lynn Fells Pkwy to Vinton St, and proceeding southerly along Vinton St to Otis St, and proceeding westerly along Otis St to Leeds St, and proceeding northerly along Leeds St to Youle St, and proceeding westerly along Youle St to Lynn Fells Pkwy, and proceeding westerly along Lynn Fells Pkwy to the point of beginning.

Ward Two.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of Albion St and Melrose St, and proceeding northerly then easterly along Albion St to Franklin St, and proceeding easterly along Franklin St to Main St, and proceeding northerly along Main St to the Wakefield/Melrose town/city line, and proceeding easterly along the Wakefield/Melrose town/city line to the Saugus/Melrose town/city line, and proceeding southeasterly along the Saugus/Melrose town/city line to Lynn Fells Pkwy, and proceeding westerly along Lynn Fells Pkwy to Larchmont Rd, and proceeding southerly along Larchmont Rd to Country Club Rd, and proceeding westerly along Country Club Rd to Marmion Rd, and proceeding southerly along Marmion Rd to Porter St, and proceeding westerly along Porter St to Rowe St, and proceeding northerly then westerly along Rowe St to Green St, and proceeding northerly along Green St to Lynn Fells Pkwy, and proceeding westerly along Lynn Fells Pkwy to Melrose St, and proceeding northwesterly along Melrose St to the point of beginning.

Ward Three.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of the Stoneham/Melrose town/city line and Fellsway E, and proceeding northerly along the Stoneham/Melrose town/city line to Lynn Fells Pkwy, and proceeding easterly along Lynn Fells Pkwy to Youle St, and proceeding easterly along Youle St to Leeds St, and proceeding southerly along Leeds St to Otis St, and proceeding easterly along Otis St to Vinton St, and proceeding southerly along Vinton St to W Emerson St, and proceeding easterly along W Emerson St to MBTA Commuter Rail, and proceeding southerly along MBTA Commuter Rail to W Wyoming Ave, and proceeding westerly along W Wyoming Ave to Pleasant St, and proceeding southerly along Pleasant St to Everett St, and proceeding westerly along Everett St to Crescent Ave, and proceeding southerly then easterly along Crescent Ave to Washington St, and proceeding northwesterly along Washington St to Fellsway E, and proceeding northwesterly along Fellsway E to the point of beginning.

Ward Four.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of Vinton St and W Emerson St, and proceeding northerly along Vinton St to Lynn Fells Pkwy, and proceeding easterly along Lynn Fells Pkwy to Green St, and proceeding southerly along Green St to Rowe St, and proceeding easterly then southerly along Rowe St to Porter St, and proceeding easterly along Porter St to Marmion Rd, and proceeding northerly along Marmion Rd to Country Club Rd, and proceeding easterly along Country Club Rd to Larchmont Rd, and proceeding northwesterly along Larchmont Rd to Lynn Fells Pkwy, and proceeding easterly along Lynn Fells Pkwy to the Saugus/Melrose town/city line, and proceeding southerly along the Saugus/Melrose town/city line to Altamont Ave, and proceeding westerly then northerly along Altamont Ave to Upham St, and proceeding westerly along Upham St to Simonds Rd, and proceeding southerly then westerly along Simonds Rd to Waverly Ave, and proceeding southerly along Waverly Ave to 1st St, and proceeding westerly along 1st St to Highview Ave, and proceeding northerly along Highview Ave to Upham St, and proceeding westerly along Upham St to Sewall St, and proceeding southerly along Sewall St to 1st St, and proceeding westerly along 1st St to Lebanon St, and proceeding northerly along Lebanon St to Upham St, and proceeding westerly along Upham St to Essex St, and proceeding westerly then northerly along Essex St to W Emerson St, and proceeding westerly along W Emerson St to the point of beginning.

Ward Five.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of the Malden/Melrose city line and Main St, and proceeding westerly then northerly along the Malden/Melrose city line to the Stoneham/Melrose town/city line, and proceeding northerly along the Stoneham/Melrose town/city line to Fellsway E, and proceeding southeasterly along Fellsway E to Washington St, and proceeding southeasterly along Washington St to Crescent Ave, and proceeding easterly then northerly along Crescent Ave to Everett St, and proceeding easterly along Everett St to Pleasant St, and proceeding northerly along Pleasant St to W Wyoming Ave, and proceeding easterly along W Wyoming Ave to E Wyoming Ave, and proceeding easterly along E Wyoming Ave to Chestnut St, and proceeding southerly along Chestnut St to Mount Vernon St, and proceeding westerly along Mount Vernon St to Mount Vernon Ave, and proceeding southerly along Mount Vernon Ave to Rockview Ave, and proceeding westerly along Rockview Ave to Main St, and proceeding southerly along Main St to the point of beginning.

Ward Six.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of W Emerson St and MBTA Commuter Rail, and proceeding easterly along W Emerson St to Essex St, and proceeding southerly then easterly along Essex St to Upham St, and proceeding easterly along Upham St to Lebanon St, and proceeding southerly along Lebanon St to 1st St, and proceeding

easterly along 1st St to Sewall St, and proceeding northerly along Sewall St to Upham St, and proceeding easterly along Upham St to Highview Ave, and proceeding southerly along Highview Ave to 1st St, and proceeding easterly along 1st St to Waverly Ave, and proceeding northerly along Waverly Ave to Simonds Rd, and proceeding easterly then northerly along Simonds Rd to Upham St, and proceeding easterly along Upham St to Altamont Ave, and proceeding southerly then easterly along Altamont Ave to the Saugus/Melrose town/city line, and proceeding southerly along the Saugus/Melrose town/city line to the Malden/Melrose city line, and proceeding 1,362 feet westerly along the Malden/Melrose city line to Penney Road, and proceeding northwesterly along Penney Rd to Swains Pond Ave, and proceeding northerly along Swains Pond Ave to Beech Ave, and proceeding westerly along Beech Ave to Whitman Ave, and proceeding northerly along Whitman Ave to Grove St, and proceeding westerly along Grove St to Linwood Ave, and proceeding southeasterly along Linwood Ave to Summer St, and proceeding southwesterly along Summer St to E Wyoming Ave, and proceeding westerly along E Wyoming Ave to W Wyoming Ave, and proceeding westerly along W Wyoming Ave to MBTA Commuter Rail, and proceeding northerly along MBTA Commuter Rail to the point of beginning.

Ward Seven.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of Main St and the Malden/Melrose city line, and proceeding northerly along Main St to Rockview Ave, and proceeding easterly along Rockview Ave to Mount Vernon Ave, and proceeding northerly along Mount Vernon Ave to Mount Vernon St, and proceeding easterly along Mount Vernon St to Chestnut St, and proceeding northerly along Chestnut St to E Wyoming Ave, and proceeding easterly along E Wyoming Ave to Summer St, and proceeding northeasterly along Summer St to Linwood Ave, and proceeding northwesterly along Linwood Ave to Grove St, and proceeding easterly along Grove St to Whitman Ave, and proceeding southerly along Whitman Ave to Beech Ave, and proceeding easterly along Beech Ave to Swains Pond Ave, and proceeding southerly along Swains Pond Ave to Penney Rd, and proceeding southeasterly along Penny Rd to the Malden/Melrose city line, and proceeding westerly along the Malden/Melrose city line to the point of beginning.

Melrose Draft Legal Boundary Descriptions (Precincts)

Ward One Precinct One.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of the Stoneham/Melrose town/city line and Lynn Fells Pkwy, and proceeding northerly along the Stoneham/Melrose town/city line to the Wakefield/Melrose town/city line, and proceeding easterly along the Wakefield/Melrose town/city line to Woodland Ave, and proceeding westerly along Woodland Ave to Clifton Park, and proceeding southerly then westerly along Clifton Park to Apthorp Rd, and proceeding westerly along Apthorp Rd for 107 feet, and proceeding southerly 340 feet to Apthorp Rd, and proceeding southerly along Apthorp Rd to Franklin St, and proceeding easterly along Franklin St to MBTA Commuter Rail, and proceeding southerly along MBTA Commuter Rail to Lynn Fells Pkwy, and proceeding westerly along Lynn Fells Pkwy to Vinton St, and proceeding southerly along Vinton St to Otis St, and proceeding westerly along Otis St to Leeds St, and proceeding northerly along Leeds St to Youle St, and proceeding westerly along Youle St to Lynn Fells Pkwy, and proceeding westerly along Lynn Fells Pkwy to the point of beginning.

Ward One Precinct Two.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of Franklin Street and Apthorp Rd, and proceeding northerly along Apthorp Rd 340 feet to Apthorp Road, and proceeding easterly along Apthorp Rd to Clifton Park, and proceeding easterly then northerly along Clifton Park to Woodland Ave, and proceeding northeasterly along Woodland Ave to the Wakefield/Melrose town/city line, and proceeding easterly along the Wakefield/Melrose town/city line to Main St, and proceeding southerly along Main St to Franklin St, and proceeding westerly along Franklin St to Albion St, and proceeding westerly then southerly along Albion St to Melrose St, and proceeding southeasterly along Melrose St to Lynn Fells Pkwy, and proceeding westerly along Lynn Fells Pkwy to MBTA Commuter Rail, and proceeding northerly along MBTA Commuter Rail to Franklin St, and proceeding westerly along Franklin St to the point of beginning.

Ward Two Precinct One.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of Main St and Green St, and proceeding northerly along Main St to the Wakefield/Melrose town/city line, and proceeding easterly along the Wakefield/Melrose town/city line to the Saugus/Melrose town/city line, and proceeding southeasterly along the Saugus/Melrose town/city line to Howard St, and proceeding westerly along Howard St to Green St, and proceeding northwesterly along Green St to the point of beginning.

Ward Two Precinct Two.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of Albion St and Melrose St, and proceeding northerly then easterly along Albion St to

Franklin St, and proceeding easterly along Franklin St to Green St, and proceeding easterly along Green St to Howard St, and proceeding easterly along Howard St to the Saugus/Melrose town/city line, and proceeding southerly along the Saugus/Melrose town/city line to Lynn Fells Pkwy, and proceeding westerly along Lynn Fells Pkwy to Larchmont Rd, and proceeding southerly along Larchmont Rd to Country Club Rd, and proceeding westerly along Country Club Rd to Marmion Rd, and proceeding southerly along Marmion Rd to Porter St, and proceeding westerly along Porter St to Rowe St, and proceeding northerly then westerly along Rowe St to Green St, and proceeding northerly along Green St to Lynn Fells Pkwy, and proceeding westerly along Lynn Fells Pkwy to Melrose St, and proceeding northwesterly along Melrose St to the point of beginning.

Ward Three Precinct One.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of the Stoneham/Melrose town/city line and W Wyoming Ave, and proceeding northerly along the Stoneham/Melrose town/city line to Lynn Fells Pkwy, and proceeding easterly along Lynn Fells Pkwy to Youle St, and proceeding easterly along Youle St to Leeds St, and proceeding southerly along Leeds St to Otis St, and proceeding easterly along Otis St to Vinton St, and proceeding southerly along Vinton St to W Emerson St, and proceeding easterly along W Emerson St to MBTA Commuter Rail, and proceeding southerly along MBTA Commuter Rail to W Foster St, and proceeding westerly along W Foster St to Maple St, and proceeding westerly along Maple St to Cleveland St, and proceeding southerly along Cleveland St to W Wyoming Ave, and proceeding westerly along W Wyoming Ave to the point of beginning.

Ward Three Precinct Two.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of the Stoneham/Melrose town/city line and Fellsway E, and proceeding northerly along the Stoneham/Melrose town/city line to W Wyoming Ave, and proceeding easterly along W Wyoming Ave to Cleveland St, and proceeding northerly along Cleveland St to Maple St, and proceeding easterly along Maple St to W Foster St, and proceeding easterly along W Foster St to MBTA Commuter Rail, and proceeding southerly along MBTA Commuter Rail to W Wyoming Ave, and proceeding westerly along W Wyoming Ave to Pleasant St, and proceeding southerly along Pleasant St to Everett St, and proceeding westerly along Everett St to Crescent Ave, and proceeding southerly then easterly along Crescent Ave to Washington St, and proceeding northwesterly along Washington St to Fellsway E, and proceeding northwesterly along Fellsway E to the point of beginning.

Ward Four Precinct One.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of Vinton St and W Emerson St, and proceeding northerly along Vinton St to Lynn Fells Pkwy, and proceeding easterly along Lynn Fells Pkwy to Green St, and proceeding southerly along Green St to Rowe St, and proceeding easterly then southerly along Rowe St to Porter St, and proceeding

easterly along Porter St to Stratford Rd, and proceeding southerly along Stratford Rd to Upham St, and proceeding westerly along Upham St to Sewall St, and proceeding southerly along Sewall St to 1st St, and proceeding westerly along 1st St to Lebanon St, and proceeding northerly along Lebanon St to Upham St, and proceeding westerly along Upham St to Essex St, and proceeding westerly then northerly along Essex St to W Emerson St, and proceeding westerly along W Emerson St to the point of beginning.

Ward Four Precinct Two.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of Porter St and Stratford Rd, and proceeding easterly along Porter St to Marmion Rd, and proceeding northerly along Marmion Rd to Country Club Rd, and proceeding easterly along Country Club Rd to Larchmont Rd, and proceeding northwesterly along Larchmont Rd to Lynn Fells Pkwy, and proceeding easterly along Lynn Fells Pkwy to the Saugus/Melrose town/city line, and proceeding southerly along the Saugus/Melrose town/city line to Altamont Ave, and proceeding westerly then northerly along Altamont Ave to Upham St, and proceeding westerly along Upham St to Simonds Rd, and proceeding southerly then westerly along Simonds Rd to Waverly Ave, and proceeding southerly along Waverly Ave to 1st St, and proceeding westerly along 1st St to Highview Ave, and proceeding northerly along Highview Ave to Upham St, and proceeding westerly along Upham St to Stratford Rd, and proceeding northerly along Stratford Rd to the point of beginning.

Ward Five Precinct One.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of the Malden/Melrose city line and Washington St, and proceeding westerly then northerly along the Malden/Melrose city line to the Stoneham/Melrose town/city line, and proceeding northerly along the Stoneham/Melrose town/city line to Fellsway E, and proceeding southeasterly along Fellsway E to Washington St, and proceeding southeasterly along Washington St to Crescent Ave, and proceeding easterly then northerly along Crescent Ave to Everett St, and proceeding easterly along Everett St to Pleasant St, and proceeding northerly along Pleasant St to W Wyoming Ave, and proceeding easterly along W Wyoming Ave to MBTA Commuter Rail, and proceeding 3,120 feet southerly along MBTA Commuter Rail, and proceeding 54 feet westerly to Stone Pl, and proceeding westerly along Stone Pl to Pleasant St, and proceeding southerly along Pleasant St to Washington St, and proceeding southerly along Washington St to the point of beginning.

Ward Five Precinct Two.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of Pleasant St and Washington St, and proceeding northerly along Pleasant St to Stone Pl, and proceeding easterly along Stone Pl 428 feet, and proceeding easterly from Stone Place 54 feet to MBTA Commuter Rail, and proceeding northerly along MBTA Commuter Rail to W Wyoming Ave, and proceeding easterly along W Wyoming Ave to E Wyoming Ave, and proceeding easterly along E Wyoming Ave to Chestnut St, and proceeding southerly along Chestnut St to Mount Vernon St, and

proceeding westerly along Mount Vernon St to Mount Vernon Ave, and proceeding southerly along Mount Vernon Ave to Rockview Ave, and proceeding westerly along Rockview Ave to Main St, and proceeding southerly along Main St to the Malden/Melrose city line, and proceeding westerly along the Malden/Melrose city line to Washington St, and proceeding northerly along Washington St to the point of beginning.

Ward Six Precinct One.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of W Emerson St and MBTA Commuter Rail, and proceeding easterly along W Emerson St to Essex St, and proceeding southerly then easterly along Essex St to Upham St, and proceeding easterly along Upham St to Lebanon St, and proceeding southerly along Lebanon St to 1st St, and proceeding easterly along 1st St to Gooch St, and proceeding southerly along Gooch St to Laurel St, and proceeding easterly along Laurel St to Larrabee St, and proceeding southerly along Larrabee St to Grove St, and proceeding westerly along Grove St to Linwood Ave, and proceeding southeasterly along Linwood Ave to Summer St, and proceeding southwesterly along Summer St to E Wyoming Ave, and proceeding westerly along E Wyoming Ave to W Wyoming Ave, and proceeding westerly along W Wyoming Ave to MBTA Commuter Rail, and proceeding northerly along MBTA Commuter Rail to the point of beginning.

Ward Six Precinct Two.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of 1st St and Gooch St, and proceeding easterly along 1st St to Sewall St, and proceeding northerly along Sewall St to Upham St, and proceeding easterly along Upham St to Highview Ave, and proceeding southerly along Highview Ave to 1st St, and proceeding easterly along 1st St to Waverly Ave, and proceeding northerly along Waverly Ave to Simonds Rd, and proceeding easterly then northerly along Simonds Rd to Upham St, and proceeding easterly along Upham St to Altamont Ave, and proceeding southerly then easterly along Altamont Ave to the Saugus/Melrose town/city line, and proceeding southerly along the Saugus/Melrose town/city line to the Malden/Melrose city line, and proceeding 1,362 feet westerly along the Malden/Melrose city line to Penney Road, and proceeding northwesterly along Penny Rd to Swains Pond Ave, and proceeding northerly along Swains Pond Ave to Beech Ave, and proceeding westerly along Beech Ave to Whitman Ave, and proceeding northerly along Whitman Ave to Larrabee St, and proceeding northerly along Larrabee St to Laurel St, and proceeding westerly along Laurel St to Gooch St, and proceeding northerly along Gooch St to the point of beginning.

Ward Seven Precinct One.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of Main St and the Malden/Melrose city line, and proceeding northerly along Main St to Rockview Ave, and proceeding easterly along Rockview Ave to Mount Vernon Ave, and proceeding northerly along Mount Vernon Ave to Mount Vernon St, and proceeding easterly along Mount Vernon St to Chestnut St, and proceeding northerly along Chestnut St to E Wyoming Ave, and proceeding easterly

along E Wyoming Ave to Summer St, and proceeding northeasterly along Summer St to Linwood Ave, and proceeding northwesterly along Linwood Ave to Grove St, and proceeding easterly along Grove St to Meridian St, and proceeding southerly along Meridian St to Park St, and proceeding westerly along Park St to Lebanon St, and proceeding southerly along Lebanon St to Forest St, and proceeding southerly along Forest St to the Malden/Melrose city line, and proceeding westerly along the Malden/Melrose city line to the point of beginning.

Ward Seven Precinct Two.

All of that portion of Middlesex County bounded and described as follows: Beginning at the point of intersection of Park St and Lebanon St, and proceeding easterly along Park St to Meridian St, and proceeding northerly along Meridian St to Grove St, and proceeding easterly along Grove St to Whitman Ave, and proceeding southerly along Whitman Ave to Beech Ave, and proceeding easterly along Beech Ave to Swains Pond Ave, and proceeding southerly along Swains Pond Ave to Penney Rd, and proceeding southeasterly along Penney Rd to the Malden/Melrose city line, and proceeding westerly along the Malden/Melrose city line to Forest St, and proceeding northerly along Forest St to Lebanon St, and proceeding northwesterly along Lebanon St to the point of beginning.



CITY OF MELROSE

PARK COMMISSION

City Hall, 562 Main Street

Melrose, MA 02176

Telephone - 781-662-0210

JOAN BELL

Superintendent

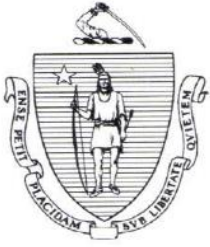
To: Mayor Paul Brodeur
 From: Joan Bell
 Meeting Date: October 4, 2021
 Subject: Acceptance of FY22 Mass Urban Agriculture Grant
 Order #: ORDER-2022-26

The Park Commission requests acceptance of this grant in the amount of Nine Thousand Three Hundred Thirty Nine Dollars and 00 Cents (\$9,339) to replace 23 gardening beds at 2 Greenleaf Place in Melrose, Massachusetts (also known as Franklin Field) with longer lasting materials and an improved design for enhanced accessibility and critter control. Said funds to be transferred into a dedicated fund account to be established by the Auditor's Office. There is no match requirement for this grant, and the project will not have any impact to the FY22 budget.

FINANCIAL IMPACT: N/A , No Match required

RESULT:	PASSED [UNANIMOUS]
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CHARLES D. BAKER
GOVERNOR

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

KARYN E. POLITO
LIEUTENANT GOVERNOR

August 5, 2021

Dear Joan,

Congratulations! I am pleased to notify you that The City of Melrose has been awarded an Urban Agriculture grant of \$9,339.00. I want to thank you for your commitment to increasing the opportunities for your community to garden, creating new food access points. Through this funding and your continued work, we hope to expand access to healthy, nutritious food for all families in the Commonwealth.

You will be receiving further instructions on next steps, and please feel free to me at any time if you have any questions.

Best regards,

Rose Arruda
Massachusetts Department of Agricultural Resources
rose.arruda@state.ma.us

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

Section 2:

Summary: The main goal is to replace 23 gardening beds at 2 Greenleaf Place (Franklin Field) in Melrose, Massachusetts with longer lasting materials and an improved design for enhanced accessibility and critter control. Additionally, we'd like to invest in additional tools and infrastructure and purchase beneficial microorganisms for use in the community garden. ~~Finally, we'd like to purchase supplies for the Melrose seed library and host educational seminars on gardening topics for both children and adults.~~ The total amount requested is ~~\$9,607.30~~ ^{9340.22} *SB.*

Section 3:

Part A: Detailed Project Description

1. Project Description: Describe purpose/objectives/scope of work for all tasks and a detailed timeline with milestones for all phases of the project, in monthly increments. Address all of the criteria outlined in Section G: Evaluation Criteria on Page 8-9. Also provide information regarding water and electricity availability for this project.

Background

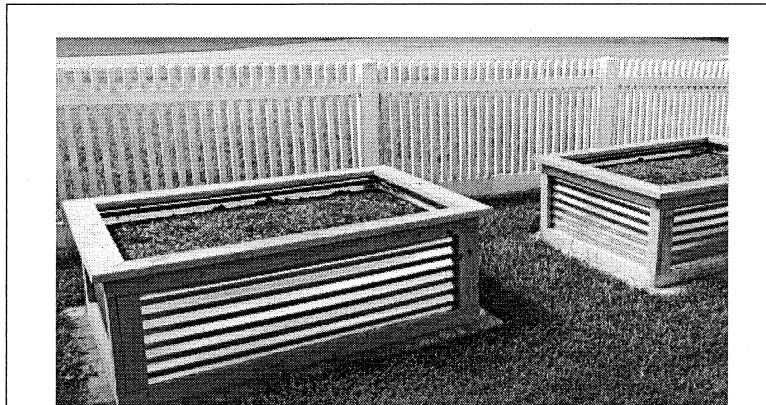
The Melrose community garden was initially constructed in 2017 and further expanded for the start of the 2018 and 2021 growing seasons. It is located at Franklin Field in Melrose, Massachusetts. Currently, the garden has 38 garden beds; four of the beds are dedicated to the McCarthy House, a high-rise elderly housing development (667 program) in Melrose. Additionally, two of the beds are dedicated for seed saving initiatives and we hope to stock the Melrose seed library and become more self-sufficient in supplying their catalog of seeds. Interested Melrose residents are placed on a waiting list until a plot becomes available and a yearly gardening fee is assessed for each plot. The McCarthy House beds are divided among residents and are provided at no cost to these residents.

The original garden beds are starting to show extensive wear and in an effort to preserve access to the community garden we propose to use this grant to replace the 23 beds constructed in 2017 and 2018 with more robust material that has the potential to last many more years. Additionally, funds are proposed for enhancing the tools, auxiliary infrastructure of the garden, and providing access to organic gardening pest control methods. Finally, we'd like to use funds to further the Melrose seed library initiatives as well as more gardening educational initiatives in Melrose. The detailed plan is described below and the associated costs are summarized in the following tables.

Garden Bed Construction

We plan to replace the 23 garden beds with a similar 4 feet wide x 12 feet long x 2 feet tall beds. This provides a similar foot print to the existing beds but with a slightly higher bed. This will provide improved ergonomics for gardening and we hope this will engage senior and less mobile gardeners. Additionally, the flat tops allow gardeners a place to sit while tending to their vegetables. We hope the enhanced height will deter animals from coming into the beds.

The bed design is based upon a DIY plan found on-line and will be further adapted to meet our needs. In order to save on the cost of lumber and other building supplies we anticipate using galvanized metal with an HDPE recycled plastic frame. We anticipate the choice of these materials will enable a robust bed that lasts for many years.



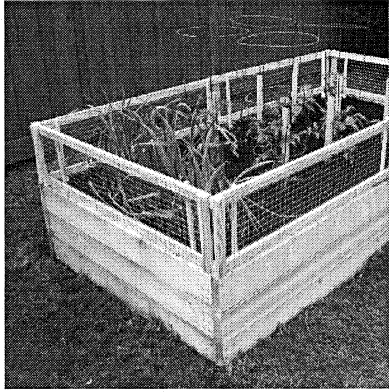
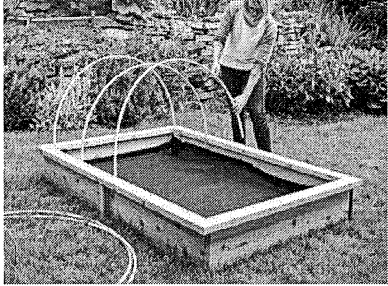
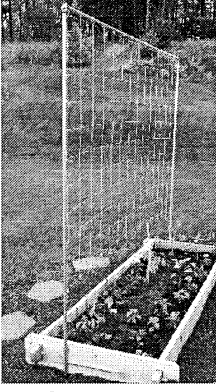
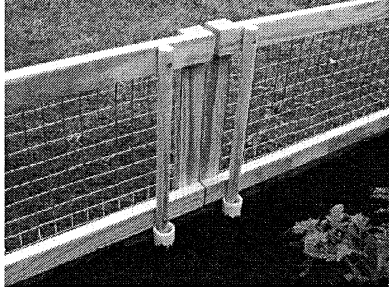
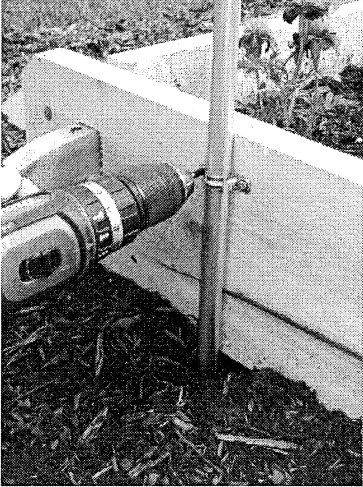
Beds will be scaled to 4'x12'x2' beds.

Reference: <https://www.protocolreviews.com/how-to-make-raised-garden-bed/>

We will also add piping conduit within the bed to facilitate the construction of season extension equipment, critter control fencing or a trellis. To realize this goal, two feet long EMT pipes will be installed on the inside of the bed every 3 feet for the 12 foot length of the bed and 2 installed along the 4 foot length of the bed. This provides a conduit for which smaller pipes can be easily slipped in or directly attached with pipe connection. Thus, this provides a universal connecting point for a variety of options as shown in the pictures below. The actual cost of these attachments will be covered by the garden or other entity (for the fence), or the plot's renters (hoops/trellis).

Fence	Season Extension Hoops	Trellis System
-------	------------------------	----------------

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	 *Instead of sliding hoops into the metal brackets the hoops will slide into conduit pipe sleeves as shown in fence figure	 *Instead of directly attaching the trellis to the side of the bed, the piping sleeve built within the bed will allow for an attachment point for the trellis.
Reference: https://www.finegardening.com/article/diy-raised-bed-removable-pest-gate	Reference: https://www.quartoknows.com/blog/quartohomes/raised-bed-garden-mini-hoop-house	Reference: https://dengarden.com/gardening/How-to-Build-a-Simple-Trellis-for-a-Tomato-and-Vegetable-Garden

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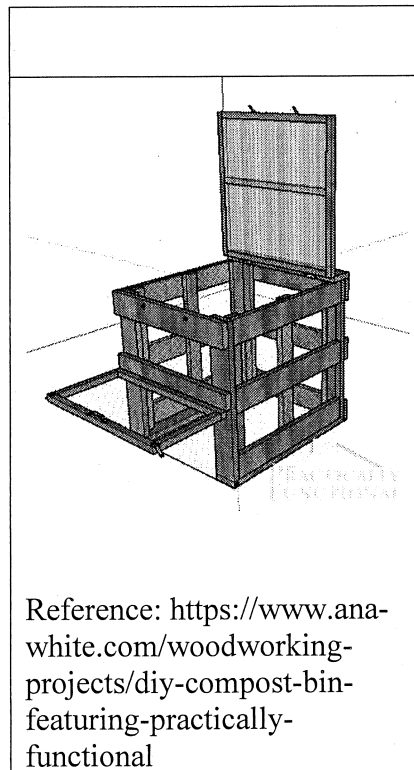
Additional Tools and Infrastructure

We'd also like to secure funding to upgrade some infrastructure and purchase additional tools for the garden space. The procurement of a wheelbarrow/garden cart that has 2 wheels rather than the traditional single wheel system will allow our older gardeners more independence with carrying out garden tasks. This two-wheel system will help folks more easily balance loads. We'd also like to add a simple outdoor vertical storage closet where we can store larger tools such as rakes and hoses. With the increased number of gardeners, we also recognize that 2 additional hand shovels are needed to accommodate more simultaneous planting. The procurement of a rake will assist in leaf

clean-up in the fall. Finally, we'd like to add an ADA accommodate picnic table under the tree at the garden where patrons can stop and share a meal with family and fellow garden members.

Soil Care

As we assess hurdles for adoption of gardening and seed starting within our members we know the educational seminars are only 1 portion of the tools needed to embrace gardening. One important component of starting and growing plants is finding suitable containers to grow them. To this goal, we propose the construction of 2 "take a pot, leave a pot" bins that would be distributed around Melrose. This would provide homes for Melrose community members who have excess pots from purchased seedlings to leave them to be reused by other community members looking to start seeds. This provides not only the benefit of facilitating seed starting but also keeps these valuable pots out of our recycling/landfill waste streams.



Timeline:**September 2021**

Week 2-3: Construct a prototype bed to ensure that further mass production will result in the successful construction of the beds

October 2021:

Week 1: Ensure that garden clean up from the previous season has occurred and begin demolition of original garden beds.

Week 2: Cut all pieces needed for the 23 beds

Week 3-4: Install the 23 new garden beds and re-fill garden beds with soil, compost and hay in preparation for winter.

November 2021:

Week 1: Purchase materials needed for seed saving project to commence in January. (Ink, paper, baggies, markers, clips)

April-June 2022

Purchase of the Compost and Salt Marsh Hay

Purchase and installation of additional garden tools and infrastructure

2. 2. Qualifications and Experience: Describe and document relevant qualifications and experience of the applicant organization and the principals that will be involved in the grant funded activity. List relevant work, projects and those of any external partnering entity and demonstrate that the applicant has sufficient, relevant experience and success in developing and operating a large-scale enterprise. List the individuals who will work on the project and the respective roles. If applicable, past awardees must provide a short description on the gains from their award: provide total production in pounds, net profit and revenue increase, as a direct result of past grants from the MUAP.

The Melrose community garden was constructed in 2017 and has been an active gardening community with a current waiting list of over 50 people. The expansion of the garden in 2021 was made possible through a Massachusetts Urban Agriculture Grant. Therefore, we are familiar with the requirements of this grant. The garden will be managed by local volunteers from the Community Garden group. The maintenance of individual plots will be the responsibility of that year's plot owner. The Melrose seed library is currently managed by Melrose volunteers and they will provide oversight and management of the seed library needs. More advanced gardeners will tend to the garden plots with the assistance of more inexperienced gardeners willing to learn more about seed saving. Overall maintenance of the area will continue to remain under control of the Park Department of the City of Melrose. The original Melrose community garden was partially funded by a grant from the Melrose Rotary Association.

3. 3. Permits and Approvals: Proof of all necessary permits and approvals needed and any responsible agencies. Please include documentation of your City's approval for agricultural use.

The garden plots are on City of Melrose owned land. The garden will be managed by local volunteers from the Community Garden group. The maintenance of individual plots will be the responsibility of that year's leases. Overall maintenance of the area will continue to remain under control of the City of Melrose Parks Department.

Part B: Project Budget

1. Provide Budget: Include all costs, an itemized, detailed listing; associated with the scope of work (Items not identified in the application will not be eligible for award). Please list, if applicable, what expenditures are targeted for your matching funds
2. Project funding sources: List all funding sources including matching funding commitments and copies of commitment letters.

Project Budget

Garden Bed Construction

	Description	Cost
Recycled Plastic Lumber Each bed needs (2) 2x6x8 RPL (4) 2x4x12 RPL	2x6x8 RPL= 23 beds x2= 46 2x4x12 RPL= 23 beds x 4 = 92	46x \$24.18=\$1,112.28 92 x \$23.58 = \$2,169.36 Total \$ 3,281.64g
Corrugated Steel Each bed needs (2 feet x 12 feet panel) x 2 panels = (2 feet x 8 feet panel) x 1 panel to cut in half	12 foot panel = 23 beds X 2 panel = 46 panels 4 foot panel = 23 beds x 1 panels =23 panels	12 feet panels ^a 46 panels X \$27.98 = \$1,287 4 feet panels ^b 23 panels X \$18.48 = \$425.04 Total = 1,712.04
Screws	(2) boxes ss propack 385 pc	\$271.72

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Electrical Metallic Tubing Pipe (1 inch diameter) Each bed needs 2 feet of EMT pipe x (10 anchor pipes along the length + 4 anchor pipes along the width) = 2*14 anchors = 28 feet of EMT pipe for each bed	28 feet of EMT pipe for each bed X 23 beds = 644 feet of EMT pipe/10 feet pipes = 65 pipes are needed	65 (10 feet pipes) X \$14.95 = \$971.75c
Conduit 2-Hole Straps 14 anchors with 2 straps used per anchor = 28 straps needed per bed	28 straps * 23 beds = 644 straps for all beds 1 in. EMT Conduit 2-Hole Straps (100-Pack)	7 packages of straps X \$32.82 = \$229.74^d
Screws needed for EMT Pipe Installation 28 straps X 2 holes = 56 screws	56 screws * 23 beds = 1,288 screws #8-18 x 3/4 in. Phillips Pan Head Lath Drill Point Screw (600-Pack)	\$22.98 for 600 screws x 2 = 45.96 ^e + \$8.58 for 200 screws ^f \$54.54
Total		\$6,521.43

A. <https://www.lowes.com/pd/Metal-Sales-2-5-Corrugated-Utility-2-ft-x-12-ft-Corrugated-Metal-Roof-Panel/1000421435>

B. <https://www.lowes.com/pd/Union-Corrugating-2-16-ft-x-8-ft-Corrugated-Metal-Roof-Panel/3317582>

C. <https://www.homedepot.com/p/1-in-x-10-ft-Electrical-Metallic-Tubing-EMT-Conduit-550210000/304229415>

D. <https://www.homedepot.com/p/BRIDGEPORT-1-in-EMT-Conduit-2-Hole-Straps-100-Pack-1922/314696360>

E. <https://www.homedepot.com/p/Teks-8-18-x-3-4-in-Phillips-Pan-Head-Lath-Drill-Point-Screw-600-Pack-21525/206025417>

F. <https://www.homedepot.com/p/Teks-8-x-3-4-in-Phillips-Truss-Head-Self-Drilling-Screws-200-Pack-21504/100182178>

G. <https://www.markstaar.com/2-x-8-Plastic-Lumber/>

Additional Tools and Infrastructure

Wheelbarrow/garden cart	Gardening cart with 2 wheels for easy balancing	\$269 ^a
Outdoor Vertical Storage	Big Max 2 ft. 6 in. x 4 ft. 3 in. Large Vertical Resin Storage Shed	\$359 ^b

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Picnic table	41 Heavy-Duty ADA Recycled Plastic Hexagonal Picnic Table	\$1,196.97 ^c
Hand Shovels (2)	Two X Ace Wood Handle 12 in. L Hand Trowel	2 x \$6.99 = \$13.98 ^d
Rake (1)	Ace 65 in. L x 24 in. W Steel Rake Fiberglass Handle	\$23.99 ^e
Total		\$1,862.94
A) https://www.gardeners.com/buy/poly-tough-wheelbarrow/8609775.html B) https://www.homedepot.com/p/Rubbermaid-Big-Max-2-ft-6-in-x-4-ft-3-in-Large-Vertical-Resin-Storage-Shed-1887156/204721844#overlay C) https://www.theparkcatalog.com/41-heavy-duty-ada-recycled-plastic-hexagonal-picnic-table D) https://www.acehardware.com/departments/lawn-and-garden/gardening-tools/gardening-hand-tools/71187 E) https://www.acehardware.com/departments/lawn-and-garden/gardening-tools/rakes/7012867		

Soil Care

Compost for fall 2021 for whole garden for winterizing beds	6 cubic yards of compost needed to cover all 38 beds Purchased from Northeast Nursery under town pricing	\$148.50^a
Salt Marsh hay for fall 2021 for whole garden for winterizing beds	6 bales of hay from Russell Farms	(\$15*6)= \$90^b
Total		\$238.50
A) Purchased through town contract price. Estimate based upon prior year purchase. B) Estimate from prior year pricing		

Plant Protection

Plant protection covers to limit cross pollination	UniEco Fabric Plant Cover - Reusable Floating Row Cover - Frost Blanket for Vegetables and Crops, Light Weight 0.55 Oz, 10' x 15'	\$26.35^A
Total		\$26.35
A) https://www.amazon.com/UniEco-Fabric-Plant-Cover-Vegetables/dp/B075TD8WS7		

Summary Overall Spending

Category	Total
Garden Bed Construction	\$6,521.43
Additional tools and storage (as Itemized)	\$1,862.94
Plant Protection	\$26.35
Compost	\$148.50
Salt Marsh Hay	\$90.00
Admin Cost	\$691.00
Grand Total	\$9,340.22

Part C: Project Evaluation

1. Criteria: Define your criteria or proposed methods for evaluating and measuring project success.

The measurement of success for this project is when the community gardeners are able to garden in their newly rebuilt beds, enjoy the use of new tools and infrastructure, attend library educational seminars/programs, and apply organic pest control methods..

2. Long Term Plan: Outline your plan for sustaining the project beyond the grant period.

The garden is currently supported by the yearly dues that Melrose residents pay for a plot (excluding McCarthy House beds). As seen in figure 3, the enclosed space at Franklin field is fully occupied. In order to continue expanding the Melrose community garden other areas within Melrose need to be identified for expansion opportunities and appropriate land-use approvals. New areas would then be presented to the city for consideration. Funding resources such as collected membership dues, follow-up grants from the Melrose Rotary or new grants would all be explored to continue the Melrose community garden in the years to come.

3. Final Report: All applicants accepted for funding will be required to complete a final report evaluating project outcomes and any lessons learned that could be applied elsewhere.

Part D: Attachments

1. Map of Project Area (if applicable);



Figure 1: Melrose community garden location in Franklin Field

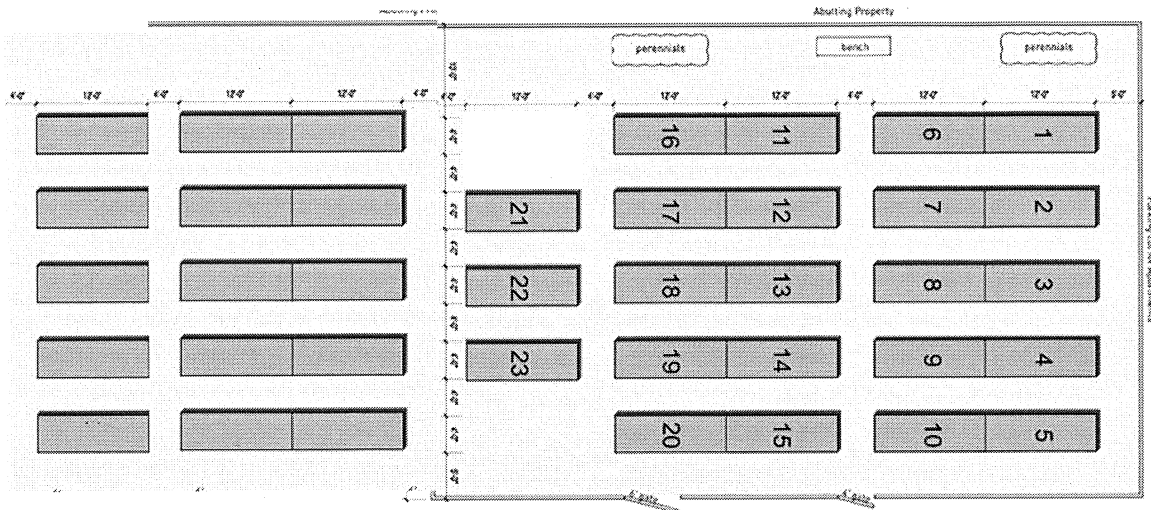


Figure 2: Current Melrose community garden spot featuring 38 beds. The first 23 beds will be replaced.

2. Resumes of Project Manager or Key Staff;

Joan Bell

Superintendent of Parks for the City of Melrose since 2003

3. Documentation of past two (2) years gross food sales(lbs.), square footage utilized for its production, as well as gross sales of food aggregated from other farms (C.G. exempt);

Not applicable

4. 3 Competitive quotes for items over \$500; at least one quote for all items \$100-\$499;

The City intends to use an under contract vendors for and in house labor for the building of the boxes.

Lower value items have links to items showing the approximate value of the items.

5. Documentation verifying the farm has employed a farmer/farm manager for minimum of 3 years (C.G. exempt);

Not applicable

6. IRS 501(C)(3) Certification;

Not applicable

7. Site design plan, if applicable;

See question 1

8. Lease or document of ownership of land that is the subject of the grant;

November 10, 1917 Book #4173, Page 381

9. Proof of permits and approvals needed for completion of project;

Approval of the Melrose Park Commission and the City of Melrose

10. Estimates for water connections for project/site, if applicable; not applicable



CITY OF MELROSE

PLANNING/DEVELOPMENT

DENISE GAFFEY

City Planner

City Hall, 562 Main Street

Melrose, MA 02176

Telephone - 781-979-4194

To: Mayor Paul Brodeur
 From: Denise Gaffey
 Meeting Date: October 4, 2021
 Subject: Public Library Renovations
 Order #: ORDER-2022-29

I respectfully request that the Honorable City Council enact the following order:

BE IT ORDERED that the City appropriates \$21,010,000 to pay costs of constructing an addition to and remodeling, reconstructing and improving the Melrose Public Library, including related planning, design, equipment and other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; that the Mayor is authorized to take any other action necessary to carry out this project; and that any premium received upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; provided, however, that the amount of the borrowing authorized by this vote shall be reduced by any grants, gifts or other amounts received by the City for the library project, including, but not limited to, grant amounts from the Massachusetts Board of Library Commissioners and amounts provided by the Board of Trustees of the Melrose Public Library.

The funds borrowed pursuant to this Order will be deposited into Fund 3390.

Sincerely,

Paul Brodeur
 Mayor

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

FINANCIAL IMPACT: See attached

RESULT: PASSED [UNANIMOUS]
MOVER: Jeff McNaught, Ward 2
SECONDER: Leila Migliorelli, At-Large
AYES: Cinella, Eccles, Jamaledine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

DENISE M. GAFFEY
Director & City Planner

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4190
Fax - (781) 979-4290

MEMORANDUM

TO: Melrose City Council

CC: Mayor Paul Brodeur
Patrick Dello Russo, City Auditor & CFO

FROM: Denise Gaffey, Director of Planning and Community Development

DATE: September 8, 2021

RE: Funding Authorization Order for the Melrose Public Library Project

As you know, the City was recently notified by the Massachusetts Board of Library Commissioners (MBLC) that the Board has approved a provisional grant award for the Melrose Public Library Construction Project in the amount of \$7,993,290. This award is contingent on the City securing the local funding within six months for the project to proceed.

The MBLC Award letter is attached to this funding order along with the following documents that provide important details on the project for the Council's consideration:

- A Memo from Treasurer Kathryn Armata outlining the anticipated sources of funds for this project and providing details on the payment schedule for the bond along with an updated debt model
- The Minutes from the Melrose Board of Library Trustees meeting in July which documents the Board's vote to commit \$2 Million from library trust funds to the Project
- The Cost Estimate for the construction, revised in July to reflect current costs
- The overall Project Budget, which was revised in July to reflect current construction and associated project costs and is estimated to be \$21,010,000
- A portion of the Grant Application submitted in 2017, which documents many of the limitations of the existing building and the goals for the Project
- Design Plans illustrating the building addition and renovation
- A document providing answers to Councilor questions received to date

We are excited to receive this competitive grant award from the MBLC and the significant donation from the Melrose Board of Library Trustees, which together represents almost half of the cost of the Project. We look forward to presenting this information and discussing the Project in more detail at an upcoming meeting of the City Council.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



CITY OF MELROSE

Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4160
Collector - (781) 979-4120
Fax - (781) 665-6877

To: Mayor Paul Brodeur
Members of the City Council
From: Kathryn Armata
Meeting Date: September 13, 2021
Subject: Library renovation sources of funds

The library renovation will be funded through a variety of channels, including but not limited to grants, donations, and the issuance of a bond.

The projected sources of funds currently anticipated are:

\$ 7,993,290	Massachusetts Board of Library Commissioners (MBLC) Grant
2,000,000	Donation from the Melrose Public Library Trustees
10,821,453	Bond Issuance
<u>195,257</u>	Green Incentive Grant from the MBLC
\$21,010,000	

The project has the potential to attract additional donations and any additional monies raised would reduce the amount of debt required to fund the project. At this time, the projected amount of debt to be issued is \$10,821,453.

Pursuant to Section 56-14 of the City Ordinances, attached is a projection of the principal and interest costs on the bonds proposed to be authorized by the following loan order under consideration by the City Council. The payment schedule attached assumes Bond Anticipation Notes issued for 18 months at an interest rate assumption of 3.25% followed by a bond issuance with a 28 year borrowing term, an interest rate assumption of 5% over the life of the borrowing, and a level debt service payment schedule. The debt service on these bonds will not be paid from an enterprise fund and will have no impact on any enterprise fund rates.

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Estimated Debt Service

City of Melrose, Massachusetts

Proposed \$10,821,453 Library Project

BANs dated May 15, 2022 due November 15, 2022 (6 months)

BANs dated November 15, 2022 due November 15, 2023 (one year)

Bonds dated November 15, 2023 (28 years)

Level Debt Service

Interest Estimated and Subject to Change

	Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
BAN	5/15/2022	-	-	-	-	-
	11/15/2022	10,821,453.00	3.250%	175,848.61	175,848.61	-
	6/30/2023	-	-	-	-	175,848.61
	11/15/2023	10,821,453.00	3.250%	351,697.22	351,697.22	-
	5/15/2024	-	-	270,536.33	270,536.33	-
	6/30/2024	-	-	-	-	622,233.55
	11/15/2024	181,453.00	5.000%	270,536.33	451,989.33	-
	5/15/2025	-	-	266,000.00	266,000.00	-
	6/30/2025	-	-	-	-	717,989.33
	11/15/2025	190,000.00	5.000%	266,000.00	456,000.00	-
	5/15/2026	-	-	261,250.00	261,250.00	-
	6/30/2026	-	-	-	-	717,250.00
	11/15/2026	200,000.00	5.000%	261,250.00	461,250.00	-
	5/15/2027	-	-	256,250.00	256,250.00	-
	6/30/2027	-	-	-	-	717,500.00
	11/15/2027	210,000.00	5.000%	256,250.00	466,250.00	-
	5/15/2028	-	-	251,000.00	251,000.00	-
	6/30/2028	-	-	-	-	717,250.00
	11/15/2028	220,000.00	5.000%	251,000.00	471,000.00	-
	5/15/2029	-	-	245,500.00	245,500.00	-
	6/30/2029	-	-	-	-	716,500.00
	11/15/2029	235,000.00	5.000%	245,500.00	480,500.00	-
	5/15/2030	-	-	239,625.00	239,625.00	-
	6/30/2030	-	-	-	-	720,125.00
	11/15/2030	245,000.00	5.000%	239,625.00	484,625.00	-
	5/15/2031	-	-	233,500.00	233,500.00	-
	6/30/2031	-	-	-	-	718,125.00
	11/15/2031	255,000.00	5.000%	233,500.00	488,500.00	-
	5/15/2032	-	-	227,125.00	227,125.00	-
	6/30/2032	-	-	-	-	715,625.00
	11/15/2032	270,000.00	5.000%	227,125.00	497,125.00	-
	5/15/2033	-	-	220,375.00	220,375.00	-
	6/30/2033	-	-	-	-	717,500.00
	11/15/2033	285,000.00	5.000%	220,375.00	505,375.00	-
	5/15/2034	-	-	213,250.00	213,250.00	-
	6/30/2034	-	-	-	-	718,625.00
	11/15/2034	300,000.00	5.000%	213,250.00	513,250.00	-
	5/15/2035	-	-	205,750.00	205,750.00	-
	6/30/2035	-	-	-	-	719,000.00
	11/15/2035	315,000.00	5.000%	205,750.00	520,750.00	-
	5/15/2036	-	-	197,875.00	197,875.00	-
	6/30/2036	-	-	-	-	718,625.00
	11/15/2036	330,000.00	5.000%	197,875.00	527,875.00	-
	5/15/2037	-	-	189,625.00	189,625.00	-
	6/30/2037	-	-	-	-	717,500.00
	11/15/2037	350,000.00	5.000%	189,625.00	539,625.00	-
	5/15/2038	-	-	180,875.00	180,875.00	-
	6/30/2038	-	-	-	-	720,500.00
	11/15/2038	365,000.00	5.000%	180,875.00	545,875.00	-
	5/15/2039	-	-	171,750.00	171,750.00	-
	6/30/2039	-	-	-	-	717,625.00
	11/15/2039	385,000.00	5.000%	171,750.00	556,750.00	-
	5/15/2040	-	-	162,125.00	162,125.00	-
	6/30/2040	-	-	-	-	718,875.00
	11/15/2040	405,000.00	5.000%	162,125.00	567,125.00	-
	5/15/2041	-	-	152,000.00	152,000.00	-
	6/30/2041	-	-	-	-	719,125.00
	11/15/2041	425,000.00	5.000%	152,000.00	577,000.00	-
	5/15/2042	-	-	141,375.00	141,375.00	-
	6/30/2042	-	-	-	-	718,375.00
	11/15/2042	445,000.00	5.000%	141,375.00	586,375.00	-
	5/15/2043	-	-	130,250.00	130,250.00	-
	6/30/2043	-	-	-	-	716,625.00
	11/15/2043	470,000.00	5.000%	130,250.00	600,250.00	-
	5/15/2044	-	-	118,500.00	118,500.00	-
	6/30/2044	-	-	-	-	718,750.00
	11/15/2044	495,000.00	5.000%	118,500.00	613,500.00	-
	5/15/2045	-	-	106,125.00	106,125.00	-
	6/30/2045	-	-	-	-	719,625.00
	11/15/2045	520,000.00	5.000%	106,125.00	626,125.00	-
	5/15/2046	-	-	93,125.00	93,125.00	-
	6/30/2046	-	-	-	-	719,250.00
	11/15/2046	545,000.00	5.000%	93,125.00	638,125.00	-
	5/15/2047	-	-	79,500.00	79,500.00	-
	6/30/2047	-	-	-	-	717,625.00
	11/15/2047	575,000.00	5.000%	79,500.00	654,500.00	-
	5/15/2048	-	-	65,125.00	65,125.00	-
	6/30/2048	-	-	-	-	719,625.00
	11/15/2048	605,000.00	5.000%	65,125.00	670,125.00	-
	5/15/2049	-	-	50,000.00	50,000.00	-
	6/30/2049	-	-	-	-	720,125.00
	11/15/2049	635,000.00	5.000%	50,000.00	685,000.00	-
	5/15/2050	-	-	34,125.00	34,125.00	-
	6/30/2050	-	-	-	-	719,125.00
	11/15/2050	665,000.00	5.000%	34,125.00	699,125.00	-
	5/15/2051	-	-	17,500.00	17,500.00	-
	6/30/2051	-	-	-	-	716,625.00
	11/15/2051	700,000.00	5.000%	17,500.00	717,500.00	-
	6/30/2052	-	-	-	-	717,500.00
		10,821,453.00		10,087,618.49	20,909,071.49	20,909,071.49

Prepared by EIStop Securities Inc.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

CHART - 1
DRAFT
9/8/2021

City of Melrose
Ten Year General Fund Debt Plan Review
Department of Finance

<u>Year</u>	<u>Net Debt</u>	<u>5% Limit</u>	<u>Projected Budget</u>	<u>Percent</u>
2022	\$2,855,696	\$4,550,026	\$91,000,522	3.14%
2023	\$3,317,729	\$4,686,527	\$93,730,538	3.54%
2024	\$3,907,475	\$4,827,123	\$96,542,454	4.05%
2025	\$4,176,286	\$4,971,936	\$99,438,727	4.20%
2026	\$3,952,307	\$5,121,094	\$102,421,889	3.86%
2027	\$3,697,959	\$5,274,727	\$105,494,546	3.51%
2028	\$3,706,015	\$5,432,969	\$108,659,382	3.41%
2029	\$3,495,019	\$5,595,958	\$111,919,164	3.12%
2030	\$3,234,560	\$5,763,837	\$115,276,739	2.81%
2031	\$3,241,280	\$5,936,752	\$118,735,041	2.73%
Totals:	\$35,584,326	\$52,160,950		
Average:	<u>\$3,558,433</u>	<u>\$5,216,095</u>		
Variance:		<u>\$1,657,662</u>		

Note(s): 1. It is the current policy of the City of Melrose that the G/F net non-exempt debt budget equate to approx. 5% of the Operating Budget.

2. The figures proposed can only be "estimates". Actual figures will be developed as interest rates are locked in.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

CHART - 2
DRAFT

**City of Melrose - 5% Debt Limit
Ten Year General Fund Debt Plan Review
Department of Finance**

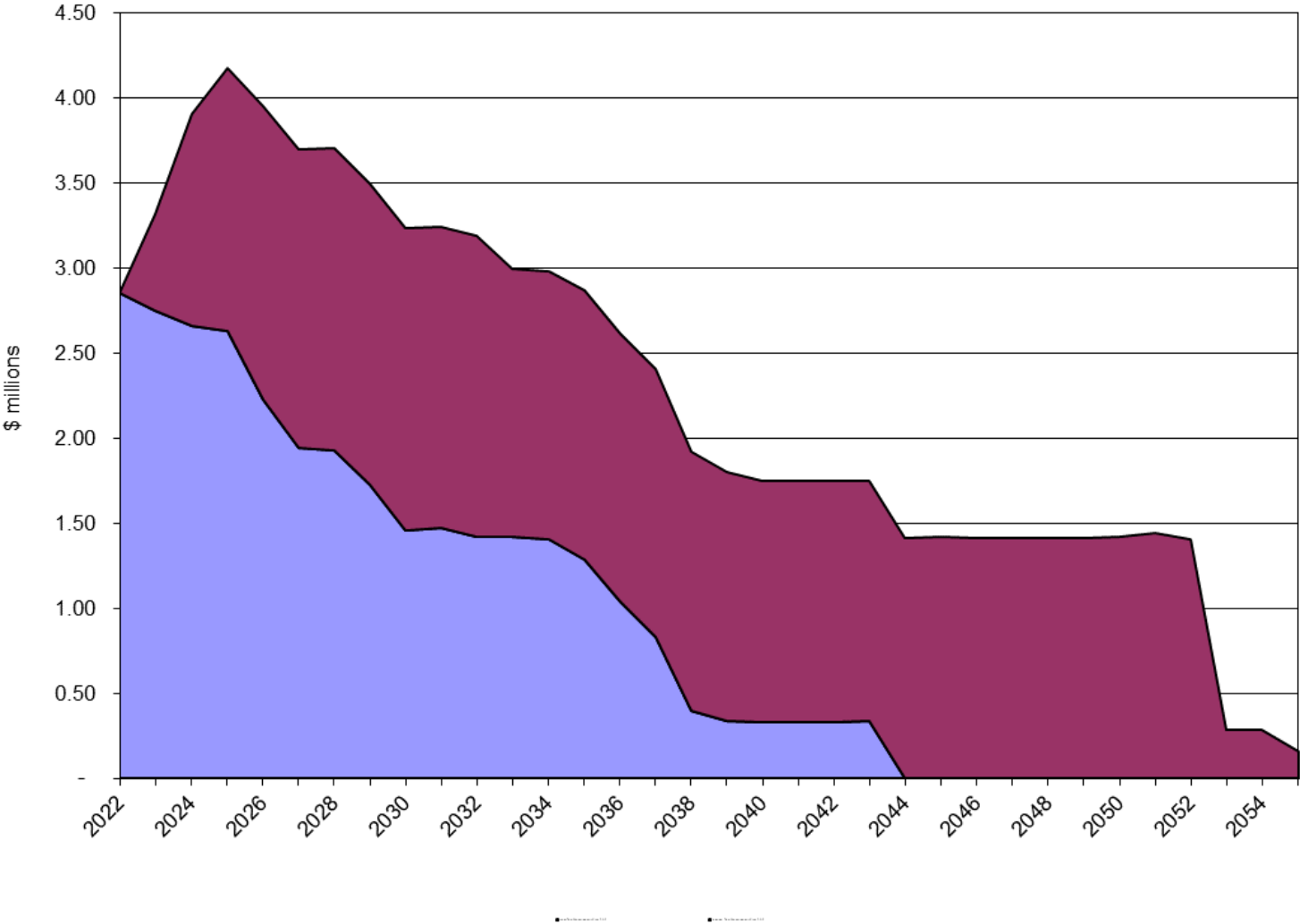
9/8/2021			<u>5% Limit</u>	
	<u>Year</u>	<u>Net Debt</u>		<u>Variance</u>
Projected				
	2022	\$2,855,696	\$4,550,026	\$1,694,330
	2023	\$3,317,729	\$4,686,527	\$1,368,797
	2024	\$3,907,475	\$4,827,123	\$919,647
	2025	\$4,176,286	\$4,971,936	\$795,650
	2026	\$3,952,307	\$5,121,094	\$1,168,787
	2027	\$3,697,959	\$5,274,727	\$1,576,768
	2028	\$3,706,015	\$5,432,969	\$1,726,955
	2029	\$3,495,019	\$5,595,958	\$2,100,939
	2030	\$3,234,560	\$5,763,837	\$2,529,277
	2031	<u>\$3,241,280</u>	<u>\$5,936,752</u>	\$2,695,473
	Totals:	\$35,584,326	\$52,160,950	
	Average:	<u>\$3,558,433</u>	<u>\$5,216,095</u>	
	Variance:		\$1,657,662	

Note(s): 1. It is the current policy of the City of Melrose that the G/F net non-exempt debt budget equate to approx. 5% of the Operating Budget.

2. The figures proposed can only be "estimates". Actual figures will be developed as interest rates are locked in.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

City of Melrose, Massachusetts
Tax-Supported Debt within Proposition 2 1/2
Actual vs. Proposed



Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



Board of Library Trustees

July 21, 2021 at 7:30 PM

The regular meeting of the Board of Trustees was called to order at 7:33pm. Present were: Trustees Edward W. Waystack III, Carol B. Hoffman, Paul J. Fahey, Nancy F. Kukura, Cathryn M. Mercier, Mark S. Robinson and Director Linda C.W. Gardener. Mayor Paul Brodeur also attended.

One warrant was approved, and trustee invoices were approved and paid. The minutes from the June 15, 2021 meeting were approved, as moved by Paul Fahey and seconded by Nancy Kukura.

There was no correspondence to the Trustees to report. The Director announced that notification of the MBLC grant award had been sent directly to the library to the Director's attention.

MBLC Construction Grant – Library Renovation Costs –

Linda Gardener presented the Trustees with a breakdown of expendable and un-expendable trust funds, as well as restricted vs unrestricted funds. She also discussed the Conditions of Eligibility addressed in the 605 CMR [Code of Massachusetts Regulations] 6.05, which specify that the local funds required to accept the construction grant may include, among other items, (1) municipal appropriations; (2) donations in hand or with binding commitment; and (3) trust monies allocated to the project.

Also presented by the Director was a December 2000 letter regarding the Winchester trust, which specified a desire for the funds to “be used for the maintenance or improvement of the heating, ventilating and air conditioning system...”

The Trustees discussed, with the Mayor, the importance of the library building construction project. A general discussion was held regarding the project overall and the approval process with the City Council. The Mayor left the meeting and further discussion was had regarding the commitment of Trust funds for the project, and the balance between supporting the project and also continuing to have funds to use for the benefit of the library. The Trustees discussed the desire to use trust funds appropriately for large, special projects rather than operational costs more appropriately carried by the City.

After robust conversation, Paul Fahey put forth a motion to commit \$2 million of available trust funds to the library renovation project, pending acceptance of the State MBLC grant and provision of necessary funds for successful completion of the project by the City Council. The motion was seconded by Carol Hoffman, and unanimously approved.

Other business – There was no other business.

The meeting was adjourned at approximately 8:51pm.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



The next meeting is scheduled for Tuesday, September 7, 2021.

Respectfully submitted,

Paul J. Fahey, Clerk

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



PMC LLC
20 Downer Ave
Suite 5
Hingham
MA 02043
(ph) 781-740-8007
(f) 781-740-1012

Schematic Design

Melrose Public Library Renovation and Addition

Melrose, MA

Prepared for:

Tappe Architects

July 21, 2021

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-21

Schematic Design

MAIN CONSTRUCTION COST SUMMARY

		Gross Floor Area	\$/sf	Estimated Construction Cost
EXISTING LIBRARY with ADDITION				
RENOVATE EXISTING LIBRARY		9,742	\$294.80	\$2,871,989
ADDITION TO LIBRARY		19,100	\$382.26	\$7,301,149
REMOVE HAZARDOUS MATERIALS				\$327,400
DEMOLISH WING INCLUDING BASEMENT		13,750	\$15.00	\$206,250
SITework				\$673,468
SUB-TOTAL		28,842	\$394.57	\$11,380,256
DESIGN AND PRICING CONTINGENCY	12%			\$1,365,631
ESCALATION (April 2022 start - 14 month construction)	3%			\$341,408
SUB-TOTAL				\$13,087,295
GENERAL CONDITIONS				\$1,260,000
PHASING PREMIUM ON RENOVATION	2%			\$57,440
SUB-TOTAL				\$14,404,735
BONDS	1.15%			\$165,654
INSURANCE	1.25%			\$180,059
PERMIT				NIC
SUB-TOTAL				\$14,750,448
OVERHEAD AND FEE	5.0%			\$737,522
TOTAL OF ALL CONSTRUCTION		28,842	\$536.99	\$15,487,970
ADD for CMr Delivery			ADD	\$1,170,525

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-21

Schematic Design

This cost estimate was produced from schematic design drawings, dated September 14th, 2016 prepared by Tappe Associates and their design team.

This estimate includes all direct construction costs, General Contractors overhead and profit and design contingency. Cost escalation assumes start dates indicated.

Bidding conditions are expected to be public bidding under 149 of the Massachusetts General Laws to pre-qualified general contractors, and pre-qualified sub-contractors, open specifications for materials and manufactures. If 149a CM at Risk is selected as the procurement method costs will in all likelihood increase from this estimate

The estimate is based on prevailing wage rates for construction in this market and represents a reasonable opinion of cost. It is not a prediction of the successful bid from a contractor as bids will vary due to fluctuating market conditions, errors and omissions, proprietary specifications, lack or surplus of bidders, perception of risk, etc. Consequently the estimate is expected to fall within the range of bids from a number of competitive contractors or subcontractors, however we do not warrant that bids or negotiated prices will not vary from the final construction cost estimate.

ITEMS NOT CONSIDERED IN THIS ESTIMATE

Items not included in this estimate are:

- All professional fees and insurance
- Building Permit costs
- Land acquisition, feasibility, and financing costs
- All Furnishings, Fixtures and Equipment
- Items identified in the design as Not In Contract (NIC)
- Items identified in the design as by others
- Owner supplied and/or installed items (e.g. draperies, furniture and equipment)
- Rock excavation; special foundations (unless indicated by design engineers)
- Utility company back charges, including work required off-site
- Work to City streets and sidewalks, (except as noted in this estimate)

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Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-21

Schematic Design

GFA

9,830

CONSTRUCTION COST SUMMARY

BUILDING SYSTEM		SUB-TOTAL	TOTAL	\$/SF	%
LIBRARY RENOVATION					
A10	FOUNDATIONS				
A1010	Standard Foundations	\$13,000			
A1020	Special Foundations	\$0			
A1030	Lowest Floor Construction	\$31,875	\$44,875	\$4.57	1.6%
B10	SUPERSTRUCTURE				
B1010	Upper Floor Construction	\$24,320			
B1020	Roof Construction	\$11,250	\$35,570	\$3.62	1.2%
B20	EXTERIOR CLOSURE				
B2010	Exterior Walls	\$261,292			
B2020	Windows/Curtainwall	\$214,980			
B2030	Exterior Doors	\$24,218	\$500,490	\$50.91	17.4%
B30	ROOFING				
B3010	Roof Coverings	\$251,670			
B3020	Roof Openings	\$6,075	\$257,745	\$26.22	9.0%
C10	INTERIOR CONSTRUCTION				
C1010	Partitions	\$147,956			
C1020	Interior Doors	\$41,000			
C1030	Specialties/Millwork	\$166,620	\$355,576	\$36.17	12.4%
C20	STAIRCASES				
C2010	Stair Construction	\$15,000			
C2020	Stair Finishes	\$9,000	\$24,000	\$2.44	0.8%
C30	INTERIOR FINISHES				
C3010	Wall Finishes	\$90,953			
C3020	Floor Finishes	\$106,758			
C3030	Ceiling Finishes	\$57,379	\$255,090	\$25.95	8.9%
D10	CONVEYING SYSTEMS				
D1010	Elevator	\$25,000	\$25,000	\$2.54	0.9%
D20	PLUMBING				
D20	Plumbing	\$73,393	\$73,393	\$7.47	2.6%
D30	HVAC				
D30	HVAC	\$607,428	\$607,428	\$61.79	21.2%
D40	FIRE PROTECTION				
D40	Fire Protection	\$62,401	\$62,401	\$6.35	2.2%

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Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-21

Schematic Design

GFA 9,830

CONSTRUCTION COST SUMMARY

BUILDING SYSTEM		SUB-TOTAL	TOTAL	\$/SF	%
LIBRARY RENOVATION					
D50	ELECTRICAL				
D5010	Electrical Systems	\$378,991	\$378,991	\$38.55	13.2%
E10	EQUIPMENT				
E10	Equipment	\$11,000	\$11,000	\$1.12	0.4%
E20	FURNISHINGS				
E2010	Fixed Furnishings	\$76,575			
E2020	Movable Furnishings	NIC	\$76,575	\$7.79	2.7%
F10	SPECIAL CONSTRUCTION				
F10	Special Construction	\$0	\$0	\$0.00	0.0%
F20	SELECTIVE BUILDING DEMOLITION				
F2010	Building Elements Demolition	\$163,855			
F2020	Hazardous Components Abatement	\$0	\$163,855	\$16.67	5.7%
TOTAL DIRECT COST (Trade Costs)			\$2,871,989	\$292.17	100.0%

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Melrose Public Library
Renovation and Addition
Melrose, MA

6.2.d

21-Jul-2

Schematic Design

GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

LIBRARY RENOVATION

GROSS FLOOR AREA CALCULATION

Lower Level	3,750
First Floor	3,750
Second Floor	2,330

TOTAL GROSS FLOOR AREA (GFA) 9,830 GSF

A10 FOUNDATIONS

A1010 STANDARD FOUNDATIONS

Infill wall at lower level connection to new, waterproof	200	sf	65.00	13,000	
SUBTOTAL					\$13,000

A1020 SPECIAL FOUNDATIONS

Included in Addition
SUBTOTAL

A1030 LOWEST FLOOR CONSTRUCTION

Patch/level/connect existing slab on grade at Lower level	3,750	sf	8.50	31,875	
SUBTOTAL					\$31,875

TOTAL - FOUNDATIONS \$44,875

B10 SUPERSTRUCTURE

B1010 FLOOR CONSTRUCTION

Seismic support/bracing			assume not required		
Allowance for cutting and patching existing structure for new work	6,080	sf	4.00	24,320	
SUBTOTAL					\$24,320

B1020 ROOF CONSTRUCTION

Seismic support/bracing			assume not required		
Allowance for cutting and patching existing structure for new work	3,750	sf	3.00	11,250	
SUBTOTAL					\$11,250

TOTAL - SUPERSTRUCTURE \$35,570

B20 EXTERIOR CLOSURE

B2010 EXTERIOR WALLS

Miscellaneous repairs, cleaning existing closure	4,514	sf	38.00	171,532	
Allowance to construct new interior wall at level 1 connection to new lobby (col. line F) , match existing exterior wall; assume stone veneer both sides on masonry backup	280	sf	267.00	74,760	
Form/ extend openings in exterior wall for new additions including patching (5 loc)	1	ls	15,000.00	15,000	
SUBTOTAL					\$261,292

B2020 WINDOWS/CURTAINWALL

Restore existing windows, typical	400	sf	150.00	60,000	
Restore existing windows, circle top	530	sf	175.00	92,750	
New windows to match existing, typical	8	sf	225.00	1,800	
New windows to match existing, circle top	48	sf	250.00	12,000	

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Schematic Design

GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
LIBRARY RENOVATION							
55	New windows to match existing, circle top at interior entrance lobby	150	sf	250.00	37,500		
56	New backer rod & double sealant	950	lf	11.00	10,450		
57	Wood blocking at new openings	60	lf	8.00	480		
58	SUBTOTAL					\$214,980	
59							
60	B2030 EXTERIOR DOORS						
61	Replace wood/ glazed entrance doors including frame w/ transom and hardware; double door; match existing	1	pr	14,000.00	14,000		
62	Allowance for automatic entry hardware	1	loc	6,500.00	6,500		
63	HM doors, frames and hardware @ extended areaway	1	ea	1,800.00	1,800		
64	Allowance to repaint & repair ETR doors	2	ea	500.00	1,000		
65	Backer rod & double sealant	54	lf	11.00	594		
66	Wood blocking at openings	54	lf	6.00	324		
67	SUBTOTAL					\$24,218	
68							
69	TOTAL - EXTERIOR CLOSURE						\$500,490
70							
71							
72	B30 ROOFING						
73							
74	B3010 ROOF COVERINGS						
75	Sloped roofing						
76	Slate roof system including underlayment and copper flashings etc.	3,955	sf	40.00	158,200		
77	Insulation; nailable	3,955	sf	14.00	55,370		
78	EPDM roof system	170	sf	30.00	5,100		
79	Allowance for work at perimeter fascia/soffit and eaves, including NEW flashings	300	lf	50.00	15,000		
80	Rough blocking	4,125	sf	2.00	8,250		
81	Snow guards allowance	150	lf	65.00	9,750		
82	SUBTOTAL					\$251,670	
83							
84	B3020 ROOF OPENINGS						
85	Allowance to restore existing skylight, 9'x9'	1	ls	6,075.00	6,075		
86	SUBTOTAL					\$6,075	
87							
88	TOTAL - ROOFING						\$257,745
89							
90							
91	C10 INTERIOR CONSTRUCTION						
92							
93	C1010 PARTITIONS						
94	Typical interior partitions	2,556	sf	18.00	46,008		
95	Chase partition, single sided	81	sf	18.00	1,458		
96	Allowance for patching/ furring at removed stacks on level 2	1,820	sf	7.50	13,650		
97	Allowance for miscellaneous infills	400	sf	25.00	10,000		
98	New butt glazed entrance w/ double doors at 1st floor lobby	112	sf	95.00	10,640		
99	Glazed partition at Tech services	84	sf	90.00	7,560		
100	Glazed partition including single sliding door at Conference room & Discovery rooms	168	sf	190.00	31,920		
101	Glass wall at Genealogy, 8' high	224	sf	95.00	21,280		
102	Interior windows/ borrowed lites at Offices	80	sf	68.00	5,440		
103	SUBTOTAL					\$147,956	
104							
105	C1020 INTERIOR DOORS						

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Schematic Design

GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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LIBRARY RENOVATION

106	Single leaf door, frame and hardware	15	ea	2,100.00	31,500		
107	Sliding door at Teen room, double	1	ea	4,000.00	4,000		
108	Allowance to repaint & repair ETR doors	2	ea	750.00	1,500		
109	Allowance for glazed panels, vision lites in doors	1	ls	1,500.00	1,500		
110	Allowance for specialty hardware	1	ls	2,500.00	2,500		
111	SUBTOTAL					\$41,000	
112							
113	C1030 SPECIALTIES / MILLWORK						
114	Toilet accessories	1	ls	1,000.00	1,000		
115	Marker boards/tack boards in offices, conference rooms, library and other rooms	9,830	sf	0.30	2,949		
116	Room Signs	9,830	gsf	0.25	2,458		
117	Fire extinguisher cabinets	3	ea	350.00	1,050		
118	Wood paneling/trim at new walls to match existing - allowance	9,830	gsf	10.00	98,300		
119	Allowance to restore ETR fireplace	1	loc	5,000.00	5,000		
120	New library shelving, 3' units						
121	single sided, 2 high	5	ea	450.00	By Others		
122	single sided, 4 high	2	ea	570.00	By Others		
123	single sided, 5 high	11	ea	765.00	By Others		
124	single sided, 6 high	5	ea	900.00	By Others		
125	double sided, 4 high	3	ea	1,170.00	By Others		
126	double sided, 5 high	28	ea	1,365.00	By Others		
127	double sided, 7 high	6	ea	1,950.00	By Others		
128	Display cases @ Level 1	2	loc	2,000.00	4,000		
129	Reference room service desk, curved	8	lf	1,500.00	12,000		
130	Reference room, adjacent casework	5	lf	600.00	3,000		
131	Miscellaneous interior rough blocking throughout building	9,830	sf	1.00	9,830		
132	Miscellaneous metals throughout building	9,830	sf	1.50	14,745		
133	Miscellaneous sealants throughout building	9,830	sf	1.25	12,288		
134	SUBTOTAL					\$166,620	
135							
136	TOTAL - INTERIOR CONSTRUCTION						\$355,576
137							
138							
139	C20 STAIRCASES						
140							
141	C2010 STAIR CONSTRUCTION						
142	Allowance to upgrade stair railings	1	flt	15,000.00	15,000		
143	SUBTOTAL					\$15,000	
144							
145	C2020 STAIR FINISHES						
146	Allowance to repair/ replace existing stair finishes	1	flt	9,000.00	9,000		
147	SUBTOTAL					\$9,000	
148							
149	TOTAL - STAIRCASES						\$24,000
150							
151							
152	C30 INTERIOR FINISHES						
153							
154	C3010 WALL FINISHES						
155	Ceramic wall tile, 8' high	240	gsf	28.00	6,720		
156	Paint to new walls	5,593	sf	1.00	5,593		
157	Allowance to patch and paint existing walls to remain; plaster patching etc.	9,830	gsf	5.00	49,150		
158	Allowance to paint ETR woodwork and trim	9,830	gsf	3.00	29,490		

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Melrose Public Library
Renovation and Addition
Melrose, MA

6.2.d

21-Jul-2

Schematic Design

GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
LIBRARY RENOVATION							
159	SUBTOTAL					\$90,953	
160							
161	C3020 FLOOR FINISHES						
162	Allow to prep for new floors	5,342	gsf	3.50	18,697		
163	Carpet	1,008	sf	6.00	6,048		
164	Wood, new at Level 1	1,080	sf	20.00	21,600		
165	Wood, refinish at Level 2	1,820	sf	7.00	12,740		
166	Ceramic tile	70	sf	30.00	2,100		
167	VCT	1,034	sf	5.00	5,170		
168	Polished concrete	1,375	sf	12.00	16,500		
169	Concrete sealer at MEP areas	775	sf	1.50	1,163		
170	Tile base	30	lf	16.00	480		
171	Allowance for new bases; wood or similar to match existing	1,590	lf	14.00	22,260		
172	SUBTOTAL					\$106,758	
173							
174	C3030 CEILING FINISHES						
175	New gwb ceilings/patch ETR, allowance	6,127	sf	7.00	42,889		
176	New ceiling in Level 2 @ removed stacks	1,035	sf	14.00	14,490		
177	SUBTOTAL					\$57,379	
178							
179	TOTAL - INTERIOR FINISHES						\$255,090
180							
181							
182	D10 CONVEYING SYSTEMS						
183							
184	Decommission existing elevator	1	ls	25,000.00	25,000		
185	SUBTOTAL					25,000	
186							
187	TOTAL - CONVEYING SYSTEMS						\$25,000
188							
189							
190	D20 PLUMBING						
191							
192	D20 PLUMBING, GENERALLY						
193	<u>Equipment</u>						
194	Minor work to existing equipment to accommodate new	9,830	sf	0.50	4,915		
195	<u>Plumbing Fixtures</u>						
196	Water Closet	1	ea	1,200.00	1,200		
197	Lavatory	1	ea	1,000.00	1,000		
198	Miscellaneous fixtures not defined	1	ls	5,000.00	5,000		
199	<u>Domestic Water Piping</u>						
200	Copper pipe type L with fittings & hangers	9,830	sf	1.25	12,288		
201	<u>Pipe insulation</u>						
202	Pipe insulation	9,830	sf	1.00	9,830		
203	<u>Sanitary Waste And Vent Pipe w/ Hangers</u>						
204	Cast iron pipe with fittings & hangers	9,830	sf	1.50	14,745		
205	<u>Natural Gas Piping</u>						
206	Natural gas pipe with fittings & hangers	9,830	sf	0.50	4,915		
207	<u>Miscellaneous</u>						
208	Demolition	1	ls	12,000.00	12,000		
209	Coring, sleeves & fire stopping	1	ls	4,000.00	4,000		
210	Testing and sterilization	1	ls	2,500.00	2,500		
211	Fees & permits	1	ls	1,000.00	1,000		
212	SUBTOTAL					73,393	
213							
214	TOTAL - PLUMBING						\$73,393
215							
216							
217	D30 HVAC						

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Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-2

Schematic Design

GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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LIBRARY RENOVATION

D30 HVAC, GENERALLYHeating & cooling equipment

Heating and cooling equipment, air distribution 9,830 sf 18.00 176,940

Air distribution

Air distribution equipment 9,830 sf 5.00 49,150

Exhaust fan

Exhaust fans 9,830 sf 0.50 4,915

Sheet metal & Accessories

Galvanized ductwork with fittings, hangers & Insulation 9,830 sf 15.00 147,450

PipingHot Water & Chilled Water Pipe

Heating and cooling piping & insulation 9,830 sf 12.00 117,960

Controls (DDC)

Automatic temperature controls 9,830 sf 7.50 73,725

Balancing

System testing & balancing 9,830 sf 1.25 12,288

Miscellaneous

Demolition 1 ls 15,000.00 15,000

Commissioning support 1 ls 5,000.00 5,000

Coring, sleeves & fire stopping 1 ls 5,000.00 5,000

SUBTOTAL 607,428

TOTAL - HVAC**\$607,428****D40 FIRE PROTECTION****D40 FIRE PROTECTION, GENERALLY**

Service equipment 9,830 sf 1.20 11,796

Branch pipe with fittings & hangers 9,830 sf 2.50 24,575

Main pipe with fittings & hangers 9,830 sf 1.00 9,830

Dry system to attic 1 ls 7,000.00 7,000

Miscellaneous

Demolition 1 ls 5,000.00 5,000

Hydraulic calculations 1 ls 1,000.00 1,000

Coring, sleeves & fire stopping 1 ls 2,000.00 2,000

Fees & permits 1 ls 1,200.00 1,200

SUBTOTAL \$62,401

TOTAL - FIRE PROTECTION**\$62,401****D50 ELECTRICAL****D5010 SERVICE & DISTRIBUTION**Normal Power

Service and distribution 9,830 sf 5.00 49,150

Equipment Wiring

Equipment wiring allowance 9,830 sf 2.00 19,660

SUBTOTAL \$68,810

D5020 LIGHTING & POWERLighting & Branch Power

Lighting allowance (LED) 9,830 sf 10.00 98,300

Lighting controls

Lighting controls, local, daylight sensing and dimming 9,830 sf 1.20 11,796

Melrose Public Library
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Schematic Design

GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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LIBRARY RENOVATION

275	<u>Branch devices</u>						
276	Branch devices	9,830	sf	0.65	6,390		
277	<u>Lighting and branch circuitry</u>						
278	Branch & lighting circuitry	9,830	sf	6.00	58,980		
279	SUBTOTAL					\$175,466	

D5030 COMMUNICATION & SECURITY SYSTEMS

281	<u>Fire Alarm</u>						
282	Fire alarm system	9,830	sf	3.50	34,405		
283	<u>Telephone/Data/CATV</u>						
284	Telecommunications rough in & devices and cabling	9,830	sf	4.00	39,320		
285	<u>Security System</u>						
286	Security system including intrusion detection, card access and CCTV	9,830	sf	2.00	19,660		
287	<u>Bi-Directional Amplification System</u>						
288	BDA system	1	ea	10,000.00	10,000		
289	<u>Master Clock & PA System</u>						
290	Master clock and PA system					NIC	
291	<u>Audio/Visual</u>						
292	AV rough-in and power to community rooms (devices and cabling by other)	9,830	sf	1.00	9,830		
293	SUBTOTAL					113,215	

D5040 OTHER ELECTRICAL SYSTEMS

294	<u>Miscellaneous</u>						
295	Demolition	1	ls	10,000.00	10,000		
296	Lightning protection	Assumes not required				NIC	
297	Temp power and lights	1	ls	7,500.00	7,500		
298	Fees & Permits	1	ls	4,000.00	4,000		
299	SUBTOTAL					\$21,500	

TOTAL - ELECTRICAL

\$378,991

E10 EQUIPMENT

E10 EQUIPMENT, GENERALLY

300	Staff break room appliances	1	ls	5,000.00	5,000		
301	Electrically operated projection screens in Discovery/Training room and Conference room	1	ls	6,000.00	6,000		
302	SUBTOTAL					\$11,000	

TOTAL - EQUIPMENT

\$11,000

E20 FURNISHINGS

E2010 FIXED FURNISHINGS

303	Entry mats & frames	50	sf	55.00	2,750		
304	Window treatments, allow	1	ls	15,000.00	15,000		
305	<u>Lower level</u>						
306	Discovery						
307	counter and wall cabinet	24	lf	500.00	12,000		
308	storage cabinets, full height	2	ea	1,900.00	3,800		

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GFA

9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
LIBRARY RENOVATION							
327	Conference room						
328	cabinetry/ credenza	27	lf	650.00	17,550		
329	Staff break room						
330	base cabinet, counter and wall cabinet	13	lf	700.00	9,100		
331	Tech services						
332	base cabinet, counter	11	lf	450.00	4,950		
333	<u>Level 2</u>						
334	Teen room						
335	computer work counter	21	lf	175.00	3,675		
336	Offices				assume FF+E		
337	base cabinet, counter @ copy areas	15	lf	450.00	6,750		
338	Allowance for shelving in storage closets	1	ls	1,000.00	1,000		
339	SUBTOTAL					\$76,575	
340							
341	E2020 MOVABLE FURNISHINGS						
342	All movable furnishings to be provided and installed by owner						
343	SUBTOTAL					NIC	
344							
345	TOTAL - FURNISHINGS						\$76,575
346							
347							
348	F10 SPECIAL CONSTRUCTION						
349							
350	F10 SPECIAL CONSTRUCTION						
351	No items in this section						
352	SUBTOTAL						
353							
354	TOTAL - SPECIAL CONSTRUCTION						
355							
356							
357	F20 SELECTIVE BUILDING DEMOLITION						
358							
359	F2010 BUILDING ELEMENTS DEMOLITION						
360	Demolition of ceilings and floor finishes (selective, as required)	9,830	gsf	3.00	29,490		
361	Demolition of interior walls	350	lf	25.00	8,750		
362	Demolition of interior masonry walls	100	lf	75.00	7,500		
363	Remove doors, frames and hardware	20	ea	200.00	4,000		
364	Remove interior stacks, casework and specialties	9,830	sf	1.00	9,830		
365	Remove glass floor and structural stacks at 2nd floor; including shoring	1,035	sf	30.00	31,050		
366	Remove stair	1	flt	2,500.00	2,500		
367	Allowance for work at existing closure at new window and door opes	5	loc	2,000.00	10,000		
368	Remove existing roof down to deck	4,125	sf	4.00	16,500		
369	Miscellaneous demolition/protection/shoring	9,830	sf	2.00	19,660		
370	MEP demolition; cut and cap with trades	9,830	sf	2.50	24,575		
371	SUBTOTAL					\$163,855	
372							
373	F2020 HAZARDOUS COMPONENTS ABATEMENT						
374	See main summary for HazMat allowance						
375	SUBTOTAL						
376							
377	TOTAL - SELECTIVE BUILDING DEMOLITION						\$163,855
378							

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Schematic Design

GFA 19,100

CONSTRUCTION COST SUMMARY

BUILDING SYSTEM	SUB-TOTAL	TOTAL	\$/SF	%
NEW ADDITION TO EXISTING LIBRARY				
A10 FOUNDATIONS				
A1010 Standard Foundations	\$162,963			
A1020 Special Foundations	\$177,000			
A1030 Lowest Floor Construction	\$92,684	\$432,647	\$22.65	5.9%
A20 BASEMENT CONSTRUCTION				
A2010 Basement Excavation	\$94,984			
A2020 Basement Walls	\$323,867	\$418,851	\$21.93	5.7%
B10 SUPERSTRUCTURE				
B1010 Upper Floor Construction	\$664,247			
B1020 Roof Construction	\$241,950	\$906,197	\$47.44	12.4%
B20 EXTERIOR CLOSURE				
B2010 Exterior Walls	\$1,085,764			
B2020 Windows	\$406,692			
B2030 Exterior Doors	\$27,840	\$1,520,296	\$79.60	20.8%
B30 ROOFING				
B3010 Roof Coverings	\$160,810			
B3020 Roof Openings	\$3,500	\$164,310	\$8.60	2.3%
C10 INTERIOR CONSTRUCTION				
C1010 Partitions	\$220,949			
C1020 Interior Doors	\$86,900			
C1030 Specialties/Millwork	\$331,310	\$639,159	\$33.46	8.8%
C20 STAIRCASES				
C2010 Stair Construction	\$217,500			
C2020 Stair Finishes	\$47,427	\$264,927	\$13.87	3.6%
C30 INTERIOR FINISHES				
C3010 Wall Finishes	\$70,713			
C3020 Floor Finishes	\$217,378			
C3030 Ceiling Finishes	\$154,383	\$442,474	\$23.17	6.1%
D10 CONVEYING SYSTEMS				
D1010 Elevator	\$180,500	\$180,500	\$9.45	2.5%
D20 PLUMBING				
D20 Plumbing	\$274,000	\$274,000	\$14.35	3.8%

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Schematic Design

GFA 19,100

CONSTRUCTION COST SUMMARY

BUILDING SYSTEM	SUB-TOTAL	TOTAL	\$/SF	%
NEW ADDITION TO EXISTING LIBRARY				
D30 HVAC				
D30 HVAC	\$1,136,900	\$1,136,900	\$59.52	15.6%
D40 FIRE PROTECTION				
D40 Fire Protection	\$99,700	\$99,700	\$5.22	1.4%
D50 ELECTRICAL				
D5010 Service & Distribution	\$152,800			
D5020 Lighting & Power	\$340,935			
D5030 Communication & Security Systems	\$250,550			
D5040 Other Electrical Systems	\$15,000	\$759,285	\$39.75	10.4%
E10 EQUIPMENT				
E10 Equipment	\$9,000	\$9,000	\$0.47	0.1%
E20 FURNISHINGS				
E2010 Fixed Furnishings	\$52,903			
E2020 Movable Furnishings	NIC	\$52,903	\$2.77	0.7%
F10 SPECIAL CONSTRUCTION				
F10 Special Construction	\$0	\$0	\$0.00	0.0%
F20 HAZMAT REMOVALS				
F2010 Building Elements Demolition	\$0			
F2020 Hazardous Components Abatement	\$0	\$0	\$0.00	0.0%
TOTAL DIRECT COST (Trade Costs)		\$7,301,149	\$382.26	100.0%

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GFA

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CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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NEW ADDITION TO EXISTING LIBRARY

GROSS FLOOR AREA CALCULATION

Lower Level	6,200
First Floor	6,500
Second Floor	6,400

TOTAL GROSS FLOOR AREA (GFA)**19,100 sf****A10 FOUNDATIONS****A1010 STANDARD FOUNDATIONS**Strip footings to basement walls - assume 3'-0" x 1'-0"

Excavation	176	cy	20.00	3,520
Store on site for reuse	176	cy	12.00	2,112
Backfill with existing fill	136	cy	14.00	1,904
Remove excess material	40	cy	35.00	1,400
Formwork	680	sf	16.00	10,880
Re-bar	3,400	lbs	1.65	5,610
Concrete material	40	cy	135.00	5,400
Placing concrete	40	cy	90.00	3,600

Strip footings to foundation wall - assume 2'-0" x 1'-0"

Excavation	17	cy	20.00	340
Store on site for reuse	17	cy	12.00	204
Backfill with existing fill	13	cy	14.00	182
Remove excess material	1	cy	35.00	35
Formwork	30	sf	16.00	480
Re-bar	150	lbs	1.65	248
Concrete material	1	cy	135.00	135
Placing concrete	1	cy	90.00	90

Foundation wall

Formwork	120	sf	20.00	2,400
Re-bar	225	lbs	1.65	371
Concrete material	3	cy	135.00	405
Placing concrete	3	cy	150.00	450
Damproofing and insulation to wall and footing	90	sf	7.00	630

Column footings @ Perimeter

Excavation	105	cy	20.00	2,100
Store on site for reuse	105	cy	12.00	1,260
Backfill with existing fill	89	cy	14.00	1,246
Remove excess material	16	cy	35.00	560
Formwork	330	sf	18.00	5,940
Re-bar	2,750	lbs	1.65	4,538
Concrete material	16	cy	135.00	2,160
Placing concrete	16	cy	120.00	1,920
Set anchor bolts grout plates	11	ea	225.00	2,475

Column footings @ Interior

Excavation	101	cy	20.00	2,020
Store on site for reuse	101	cy	12.00	1,212
Backfill with existing fill	79	cy	14.00	1,106
Remove excess material	22	cy	35.00	770
Formwork	288	sf	18.00	5,184
Re-bar	3,900	lbs	1.65	6,435
Concrete material	22	cy	135.00	2,970
Placing concrete	22	cy	120.00	2,640
Set anchor bolts grout plates	6	ea	225.00	1,350

Piers/Pilasters

Formwork	176	sf	22.00	3,872
Re-bar	270	lbs	1.65	446
Concrete material	3	cy	135.00	405
Placing concrete	3	cy	150.00	450

Miscellaneous

Foundations for interior load bearing walls	75	lf	110.00	8,250
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GFA

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CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
NEW ADDITION TO EXISTING LIBRARY							
64	Interior foundation wall at lower level elevation change	7	cy	1,400.00	9,800		
65	Structural fill to bottom of footings	91	cy	38.00	3,458		
66	Elevator pit, complete	1	ls	35,000.00	35,000		
67	Allowance for stair and ramp construction at lower level	1	ls	15,000.00	15,000		
68	SUBTOTAL					\$162,963	
69							
70	A1020 SPECIAL FOUNDATIONS						
71	Allowance for underpinning along existing foundation system	59	cy	3,000.00	177,000		
72	SUBTOTAL					\$177,000	
73							
74	A1030 LOWEST FLOOR CONSTRUCTION						
75	Gravel fill, 12"	241	cy	45.00	10,845		
76	Rigid insulation; 2" thick	6,500	sf	3.00	19,500		
77	Vapor barrier	6,500	sf	1.10	7,150		
78	Compact existing sub-grade	6,500	sf	0.50	3,250		
79	Mesh reinforcing 15% lap	7,475	sf	1.25	9,344		
80	Concrete - 5" thick	106	cy	135.00	14,310		
81	Placing concrete	106	cy	90.00	9,540		
82	Finishing and curing concrete	6,500	sf	2.75	17,875		
83	Control joints - saw cut	6,500	sf	0.10	650		
84	Isolation joints at columns	88	lf	2.50	220		
85	SUBTOTAL					\$92,684	
86							
87	TOTAL - FOUNDATIONS						\$432,6
88							
89							
90	A20 BASEMENT CONSTRUCTION						
91							
92	A2010 BASEMENT EXCAVATION						
93	Over excavation at existing demolished basement	1,250	cy	25.00	31,250		
94	Fill to grade at old footprint (reuse excavated material)	208	cy	28.00	5,824		
95	Remove excess off-site	1,042	cy	35.00	36,470		
96	Backfill with gravel at perimeter	88	cy	45.00	3,960		
97	Foundation drainage	340	lf	22.00	7,480		
98	Dewatering, allow	1	ls	10,000.00	10,000		
99	SUBTOTAL					\$94,984	
100							
101	A2020 BASEMENT WALLS						
102	Formwork	9,112	sf	20.00	182,240		
103	Re-bar	27,336	lbs	1.75	47,838		
104	Concrete material; 3,000 psi	207	cy	135.00	27,945		
105	Placing concrete	207	cy	120.00	24,840		
106	Waterproofing to basement walls	4,556	sf	9.00	41,004		
107	SUBTOTAL					\$323,867	
108							
109	TOTAL - BASEMENT CONSTRUCTION						\$418,8
110							
111							
112	B10 SUPERSTRUCTURE						
113							
114	B1010 FLOOR CONSTRUCTION						
115	Floor Structure	149	tns				
116	Structural steel; W flange members; allow 16 lbs per sf	103	tns	4,200.00	432,600		
117	Shear studs	2,580	ea	2.50	6,450		
118	Allowance for perimeter deck bent plate, miscellaneous closure angles etc	700	lf	35.00	24,500		
119	Floor Structure	12,900	sf				
120	Metal floor deck	12,900	sf	4.50	58,050		
121	WWF reinforcement	14,835	sf	1.25	18,544		
122	Concrete fill to metal deck	226	cy	135.00	30,510		
123	Place and finish concrete	12,900	sf	3.00	38,700		

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NEW ADDITION TO EXISTING LIBRARY

124	Rebar to decks	3,870	lbs	1.75	6,773		
125	Miscellaneous						
126	Fireproofing to columns and beams	12,900	sf	2.80	36,120		
127	Fire stopping floors	1	ls	2,000.00	2,000		
128	Allowance ofr expansion joints	1	ls	10,000.00	10,000		
129	SUBTOTAL					\$664,247	

B1020 ROOF CONSTRUCTION

132	Roof Structure - Steel:						
133	Steel beams/Joists; allowance 14 lbs per sf	46	tns	4,200.00	193,200		
134	Roof Structure						
135	Metal roof deck	6,500	sf	4.00	26,000		
136	Concrete fill at roof			assume not required			
137	Miscellaneous						
138	Fireproofing to columns and beams	6,500	sf	3.50	22,750		
139	SUBTOTAL					\$241,950	

TOTAL - SUPERSTRUCTURE**\$906,1****B20 EXTERIOR CLOSURE****B2010 EXTERIOR WALLS**

147	Exterior skin	4,136	sf				
148	Thin stone rain screen system	5,888	sf				
149	Aluminum cladding	3,871	sf	100.00	387,100		
150	Precast banding, 12"	902	sf	75.00	67,650		
151	Precast banding, 20"	191	lf	68.00	12,988		
152	Precast sills and headers	223	lf	113.56	25,324		
153	Precast sills and headers	187	lf	42.00	7,854		
154	Stone base at exposed basement wall	552	sf	95.00	52,440		
155	6" LGMF	5,336	sf	14.00	74,704		
156	Insulation	5,336	sf	4.00	21,344		
157	Sheathing	5,336	sf	3.50	18,676		
158	Air barrier	5,336	sf	7.50	40,020		
159	GWB to inside face	5,336	sf	3.60	19,210		
160	Furring to interior face of basement wall	4,469	sf	6.00	26,814		
161	Miscellaneous						
162	Additional exterior due to GSF increase	2,100	sf	150.00	315,000		
163	Aluminum soffit system to underside of overhangs	160	sf	104.00	16,640		
164	SUBTOTAL					\$1,085,764	

B2020 WINDOWS/CURTAINWALL

166	High performance aluminum windows	2,804	sf				
167	High performance aluminum windows	611	sf	115.00	70,265		
168	Windows at basement level	87	sf	90.00	7,830		
169	Clerestory windows	192	sf	100.00	19,200		
170	Curtainwall	1,914	sf	125.00	239,250		
171	Premium for sun shade devices	162	lf	250.00	40,500		
172	Backer rod & double sealant	1,289	lf	11.00	14,179		
173	Wood blocking at openings	1,289	lf	12.00	15,468		
174	SUBTOTAL					\$406,692	

B2030 EXTERIOR DOORS

176	Glazed entrance door and hardware; double door (in CW frame)	2	pr	9,000.00	18,000		
177	HM doors, frames and hardware- single	2	ea	2,100.00	4,200		
178	Allowance for automatic entry hardware	2	ea	2,500.00	5,000		
179	Backer rod & double sealant	40	lf	11.00	440		
180	Wood blocking at openings	40	lf	5.00	200		
181	SUBTOTAL					\$27,840	

TOTAL - EXTERIOR CLOSURE**\$1,520,296**



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NEW ADDITION TO EXISTING LIBRARY

B30 ROOFING**B3010 ROOF COVERINGS**

EPDM roof system	6,440	sf	18.00	115,920	
Perimeter aluminum edge and flashings	384	lf	55.00	21,120	
Allowance for flashings/ work at connection or existing	105	lf	50.00	5,250	
Cricket at existing roof	1	ls	5,000.00	5,000	
Rough blocking	1,152	lf	10.00	11,520	
Walk pads	1	ls	2,000.00	2,000	
SUBTOTAL					\$160,810

B3020 ROOF OPENINGS

Allowance for roof vents and hatch	1	ls	3,500.00	3,500	
SUBTOTAL					\$3,500

TOTAL - ROOFING**\$164,3****C10 INTERIOR CONSTRUCTION****C1010 PARTITIONS**

Stair shaft walls	1,292	sf	18.00	23,256	
Elevator shaft wall	1,314	sf	18.00	23,652	
Typical interior partitions	8,104	sf	16.50	133,716	
Chase partition, single sided	1,125	sf	9.00	10,125	
Furring to interior face of exterior wall	600	sf	6.00	3,600	
Interior glazed partitions and borrowed lites	280	sf	95.00	26,600	
SUBTOTAL					\$220,949

C1020 INTERIOR DOORS

Single leaf door, frame and hardware	30	ea	2,100.00	63,000	
Double leaf door, frame and hardware	4	pr	3,900.00	15,600	
Closet doors at storage closets, double leaf	2	pr	1,400.00	2,800	
Allowance for glazed panels, vision lites in doors	1	ls	3,000.00	3,000	
Allowance for specialty hardware	1	ls	2,500.00	2,500	
SUBTOTAL					\$86,900

C1030 SPECIALTIES / MILLWORK

Toilet Partition	3	ea	1,950.00	5,850	
Urinal screen	1	ea	650.00	650	
Toilet accessories	1	ls	7,000.00	7,000	
Marker boards/tack boards in offices, conference rooms, library and other rooms	19,100	gsf	0.30	5,730	
Acoustical wall panels	1	ls	5,000.00	5,000	
Room Signs	19,100	gsf	0.25	4,775	
Building directory	1	loc	3,000.00	3,000	
Bronze dedication plaque	1	loc	2,500.00	2,500	
Fire extinguisher cabinets	6	ea	350.00	2,100	
Wood paneling/trim - allowance	19,100	gsf	3.50	66,850	
New library shelving, 3' units					
single sided, 3 high	8	ea	510.00	By Others	
single sided, 4 high	4	ea	570.00	By Others	
single sided, 5 high	14	ea	765.00	By Others	
single sided, 6 high	2	ea	900.00	By Others	
single sided, 7 high	25	ea	1,140.00	By Others	
double sided, 3 high	7	ea	960.00	By Others	
double sided, 4 high	61	ea	1,170.00	By Others	
double sided, 6 high	57	ea	1,500.00	By Others	
double sided, 7 high	56	ea	1,950.00	By Others	
Circulation service desk, curved	18	lf	1,500.00	27,000	
Circulation service desk, adjacent casework	16	lf	600.00	9,600	
Children's service desk, curved	14	lf	1,500.00	21,000	

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



Melrose Public Library
Renovation and Addition
Melrose, MA

21-J1

Schematic Design

GFA

19,

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
NEW ADDITION TO EXISTING LIBRARY							
247	Children's service desk, adjacent casework	12	lf	600.00	7,200		
248	Janitors closet accessories	3	rms	300.00	900		
249	Glazed balustrade at ramp and stairs	115	lf	600.00	69,000		
250	Handrail at ramp	27	lf	90.00	2,430		
251	Miscellaneous interior rough blocking throughout building	19,100	sf	1.50	28,650		
252	Miscellaneous metals throughout building	19,100	sf	2.00	38,200		
253	Miscellaneous sealants throughout building	19,100	sf	1.25	23,875		
254	SUBTOTAL					\$331,310	
255							
256	TOTAL - INTERIOR CONSTRUCTION						\$639,1
257							
258							
259	C20 STAIRCASES						
260							
261	C2010 STAIR CONSTRUCTION						
262	Feature stair including glass balustrades	2	flt	75,000.00	150,000		
263	Egress staircase; steel pan; including guardrails and handrails	2	flt	32,000.00	64,000		
264	Concrete material in pan infill	4	flt	500.00	2,000		
265	Access ladder to roof	1	ea	1,500.00	1,500		
266	SUBTOTAL					\$217,500	
267							
268	C2020 STAIR FINISHES						
269	Stone to feature stair	211	lfr	140.00	29,540		
270	Stone to feature stair landings	45	sf	65.00	2,925		
271	Rubber to egress stair	211	lfr	22.00	4,642		
272	Rubber to landings	270	sf	16.00	4,320		
273	Paint to staircases	4	flt	1,500.00	6,000		
274	SUBTOTAL					\$47,427	
275							
276	TOTAL - STAIRCASES						\$264,9
277							
278							
279	C30 INTERIOR FINISHES						
280							
281	C3010 WALL FINISHES						
282	Ceramic wall tile, 8' high	1,496	sf	28.00	41,888		
283	FRP in janitor closets	270	sf	14.00	3,780		
284	Paint to walls	26,363	sf	0.95	25,045		
285	SUBTOTAL					\$70,713	
286							
287	C3020 FLOOR FINISHES						
288	Slab mitigation at carpet and resilient floors	12,103	sf	4.00	48,412		
289	Carpet	8,118	sf	6.00	48,708		
290	Ceramic tile	450	sf	30.00	13,500		
291	VCT	730	sf	5.00	3,650		
292	Porcelain tile	1,633	sf	32.00	52,256		
293	Linoleum in 2nd floor Children's area	3,255	sf	7.50	24,413		
294	Tile base	187	lf	16.00	2,992		
295	Wood base	1,594	lf	14.00	22,316		
296	Rubber base	377	lf	3.00	1,131		
297	SUBTOTAL					\$217,378	
298							
299	C3030 CEILING FINISHES						
300	ACT ceilings	12,139	sf	6.00	72,834		
301	GWB ceilings, painted	3,066	sf	14.00	42,924		
302	Wood ceilings at Feature stair	355	sf	55.00	19,525		
303	Allowance for soffits throughout	19,100	gsf	1.00	19,100		
304	SUBTOTAL					\$154,383	
305							
306	TOTAL - INTERIOR FINISHES						\$442,4
307							
308							
309	D10 CONVEYING SYSTEMS						
310							
311	D1010 ELEVATOR						
312	Elevator, 3 stop	1	ea	180,000.00	180,000		

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Melrose Public Library
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Melrose, MA

21-J1

Schematic Design

GFA

19,

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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NEW ADDITION TO EXISTING LIBRARY

Pit ladder	1	ea	500.00	500		
SUBTOTAL						\$180,500

TOTAL - CONVEYING SYSTEMS

\$180,500

D20 PLUMBING

D20 PLUMBING, GENERALLY

Equipment

Water meter	1	ea	3,500.00	3,500		
Backflow preventer	1	ea	3,000.00	3,000		
Plumbing equipment	19,100	sf	1.50	28,650		

Plumbing Fixtures

Water Closet	7	ea	1,200.00	8,400		
Urinal	1	ea	1,400.00	1,400		
Janitor sink	3	ea	1,200.00	3,600		
Lavatory	6	ea	1,000.00	6,000		
Drop in sink	2	ea	950.00	1,900		
Bi-level water cooler	3	ea	3,500.00	10,500		
Floor drain	7	ea	550.00	3,850		
Roof drain w/overflow	4	ea	800.00	3,200		

Domestic Water Piping

Copper pipe type L with fittings & hangers	19,100	sf	4.00	76,400		
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Pipe insulation

Pipe insulation	19,100	sf	1.50	28,650		
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Sanitary Waste And Vent Pipe w/ Hangers

Cast iron pipe with fittings & hangers	19,100	sf	3.00	57,300		
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Storm Drainage, Hubless Cast Iron Pipe

Cast iron pipe with fittings & hangers	19,100	sf	1.00	19,100		
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Natural Gas Piping

Natural gas pipe with fittings & hangers	19,100	sf	0.50	9,550		
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Miscellaneous

Coring, sleeves & fire stopping	1	ls	4,000.00	4,000		
Testing and sterilization	1	ls	2,500.00	2,500		
Fees & permits	1	ls	2,500.00	2,500		

SUBTOTAL						\$274,000
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TOTAL - PLUMBING

\$274,000

D30 HVAC

D30 HVAC, GENERALLY

Heating & cooling equipment

Heating and cooling equipment, air distribution	19,100	sf	16.00	305,600		
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Air distribution

Air distribution equipment	19,100	sf	6.00	114,600		
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Exhaust fan

Exhaust fans	19,100	sf	1.00	19,100		
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Sheet metal & Accessories

Galvanized ductwork with fittings, hangers & Insulation	19,100	sf	15.00	286,500		
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Piping

Hot Water & Chilled Water Pipe

Heating and cooling piping & insulation	19,100	sf	12.00	229,200		
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Controls (DDC)

Automatic temperature controls	19,100	sf	7.50	143,250		
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Balancing

System testing & balancing	19,100	sf	1.50	28,650		
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Miscellaneous

Commissioning support	1	ls	5,000.00	5,000		
Coring, sleeves & fire stopping	1	ls	5,000.00	5,000		

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Melrose Public Library
Renovation and Addition
Melrose, MA

21-J1

Schematic Design

GFA

19,

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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NEW ADDITION TO EXISTING LIBRARY

SUBTOTAL \$1,136,900

TOTAL - HVAC

\$1,136,900

D40 FIRE PROTECTION

D40 FIRE PROTECTION, GENERALLY

Service equipment	19,100	sf	1.00	19,100	
Branch pipe with fittings & hangers	19,100	sf	3.00	57,300	
Main pipe with fittings & hangers	19,100	sf	1.00	19,100	
Miscellaneous					
Hydraulic calculations	1	ls	1,000.00	1,000	
Coring, sleeves & fire stopping	1	ls	2,000.00	2,000	
Fees & permits	1	ls	1,200.00	1,200	
SUBTOTAL					\$99,700

TOTAL - FIRE PROTECTION

\$99,700

D50 ELECTRICAL

D5010 SERVICE & DISTRIBUTION

Normal Power

Service and distribution	19,100	sf	6.00	114,600	
Equipment Wiring					
Equipment wiring allowance	19,100	sf	2.00	38,200	
SUBTOTAL					\$152,800

D5020 LIGHTING & POWER

Lighting & Branch Power

Lighting allowance (LED)	19,100	sf	10.00	191,000	
Lighting controls					
Lighting controls, local, daylight sensing and dimming	19,100	sf	1.20	22,920	
Branch devices	19,100	sf	0.65	12,415	
Lighting and branch circuitry					
Branch & lighting circuitry	19,100	sf	6.00	114,600	
SUBTOTAL					\$340,935

D5030 COMMUNICATION & SECURITY SYSTEMS

Fire Alarm

Fire alarm system	19,100	sf	3.50	66,850	
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Telephone/Data/CATV

Telecommunications rough in & devices and cabling	19,100	sf	4.00	76,400	
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Security System

Security system including intrusion detection, card access and CCTV	19,100	sf	2.00	38,200	
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Bi-Directional Amplification System

BDA system	1	ea	50,000.00	50,000	
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Master Clock & PA System

Master clock and PA system					NIC
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Audio/Visual

AV rough-in and power to community rooms (devices and cabling by other)	19,100	sf	1.00	19,100	
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SUBTOTAL 250,550

D5040 OTHER ELECTRICAL SYSTEMS

Miscellaneous

Lightning protection	Assumes not required				NIC
Temp power and lights	1	ls	9,000.00	9,000	
Fees & Permits	1	ls	6,000.00	6,000	
SUBTOTAL					\$15,000

TOTAL - ELECTRICAL

\$759,285



Melrose Public Library
Renovation and Addition
Melrose, MA

21-J1

Schematic Design

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19,

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
NEW ADDITION TO EXISTING LIBRARY							
E10	EQUIPMENT						
E10	EQUIPMENT, GENERALLY						
	Kitchenette equipment	1	ls	3,000.00	3,000		
	Electrically operated projection screens in Meeting room and Children's program room	1	ls	6,000.00	6,000		
	SUBTOTAL					\$9,000	
	TOTAL - EQUIPMENT						\$9,000
E20	FURNISHINGS						
E2010	FIXED FURNISHINGS						
	Entry mats & frames	100	sf	55.00	5,500		
	Window treatments, allow	2,804	sf	7.00	19,628		
	<u>Lower level</u>						
	Kitchenette						
	base cabinet, counter and wall cabinet	9	lf	700.00	6,300		
	Reference librarian office				assume FF+E		
	Circulation work room				assume FF+E		
	Shipping & Receiving				assume FF+E		
	<u>Level 1</u>						
	Copy area in Adult fiction; base cabinet & counter	3	lf	450.00	1,350		
	Computer work area in Children's area - counter	15	lf	175.00	2,625		
	<u>Level 2</u>						
	Children's Program room						
	base cabinet, counter and wall cabinet	12	lf	700.00	8,400		
	storage cabinets, full height	4	ea	1,900.00	7,600		
	Children's librarian office				assume FF+E		
	Teen's librarian office				assume FF+E		
	Children's department work room				assume FF+E		
	Allowance for shelving in storage closets	1	ls	1,500.00	1,500		
	SUBTOTAL					52,903	
E2020	MOVABLE FURNISHINGS						
	All movable furnishings to be provided and installed by owner						
	SUBTOTAL					NIC	
	TOTAL - FURNISHINGS						\$52,903
F10	SPECIAL CONSTRUCTION						
F10	SPECIAL CONSTRUCTION						
	No items in this section						
	SUBTOTAL						
	TOTAL - SPECIAL CONSTRUCTION						
F20	SELECTIVE BUILDING DEMOLITION						
F2010	BUILDING ELEMENTS DEMOLITION						
	See main summary for demolition of existing buildings				See Summary		
	SUBTOTAL						
F2020	HAZARDOUS COMPONENTS ABATEMENT						
	See main summary for HazMat allowance				See Summary		
	SUBTOTAL						
	TOTAL - SELECTIVE BUILDING DEMOLITION						

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Melrose Public Library
Renovation and Addition
Melrose, MA

21-Ju

Schematic Design

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
SITEWORK							
G	SITEWORK						
G10	SITE PREPARATION & DEMOLITION						
	Site construction fence/barricades	800	lf	20.00	16,000		
	Parking lot paving	9,600	sf	2.00	19,200		
	Demolish existing sidewalks & ramp	1,720	sf	2.00	3,440		
	Demo and remove existing entry steps and associated rails	3	loc	1,500.00	4,500		
	Demo and remove concrete retaining walls	145	lf	25.00	3,625		
	Miscellaneous demolition/ allowance to protect existing conditions to remain	1	ls	5,000	5,000		
	<u>Site Earthwork</u>						
	Strip topsoil, store	56	cy	18.00	1,008		
	Allowance for minimal regrading	1	ls	5,000.00	5,000		
	Silt fence/erosion control, wash bays, stock piles	250	lf	14.00	3,500		
	Silt fence maintenance and monitoring	1	ls	3,500.00	3,500		
	Dust control/sweeper & water truck	1	ls	15,000.00	15,000		
	<u>Hazardous Waste Remediation</u>						
	Dispose/treat contaminated soils/water				NIC		
	SUBTOTAL					79,773	
G20	SITE IMPROVEMENTS						
	<u>Parking lots</u>						
	Allowance to rebuild parking lots	6,900	sf	10.00	69,000		
	Curbs				Included		
	<u>Pedestrian Paving</u>						
	Concrete paving	2,750	sf				
	gravel base; 8" thick	68	cy	45.00	3,060		
	4" concrete paving	2,750	sf	11.00	30,250		
	Plaza paving	460	sf				
	gravel base; 8" thick	11	cy	45.00	495		
	4" concrete paving	460	sf	11.00	5,060		
	stone paving	460	sf	40.00	18,400		
	<u>Site Improvements</u>						
	Loading area						
	Stair	40	lf	240.00	9,600		
	Ramp	385	sf	30.00	11,550		
	Guardrail	125	lf	290.00	36,250		
	Handrails	8	lf	90.00	720		
	Extend existing areaway						
	New guardrail	38	lf	290.00	11,020		
	Concrete wall , including excavation & backfill	17	lf	890.00	15,130		
	Extend slab	70	sf	40.00	2,800		
	Entry steps (replica of removed stair)						
	New steps with stone tread	116	lf	400.00	46,400		
	Stone paving on concrete slab at landing	65	sf	50.00	3,250		
	Rails	24	lf	300.00	7,200		
	Cheek walls at entry steps						
	Concrete footing and wall	24	lf	440.00	10,560		
	Stone veneer	152	sf	95.00	14,440		
	Stone cap, 24" wide	24	lf	240.00	5,760		
	New traffic signs/road markings	1	ls	1,500.00	1,500		
	Benches at Plaza; 12' long, assume stone	3	ea	8,400.00	25,200		
	Bike racks	4	ea	1,200.00	4,800		
	Trash receptacle	2	ea	900.00	1,800		
	Allowance for prefabricated metal storage shed, 10'x7'	1	ls	6,000.00	6,000		
	New entrance sign, allow	1	loc	20,000.00	20,000		
	<u>Landscaping</u>						
	Soil mix; reuse amended soil from on-site spoils	56	cy	35.00	1,960		

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Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul

Schematic Design

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
SITEWORK							
59	General seeding @ lawn areas	3,000	sf	0.20	600		
60	Planting soil and mulch at new plantings	67	cy	70.00	4,690		
61	New trees along North parking lot	12	ea	1,500.00	18,000		
62	Shrubs and plantings	1	ls	10,000.00	10,000		
63	SUBTOTAL					395,495	
64							
65	G30 CIVIL MECHANICAL UTILITIES						
66	<u>Water supply</u>						
67	New water/fire CLDI: 8"	100	lf	140.00	14,000		
68	Connect to existing line	1	loc	15,000.00	15,000		
69	Wet tap to existing 8" w/T reducers	1	loc	3,500.00	3,500		
70	New fire hydrant	1	loc	2,800.00	2,800		
71	FD connection	1	loc	2,000.00	2,000		
72	Sanitary sewer				ETR		
73	Storm Sewer; modify existing	6,900	sf	8.00	55,200		
74	SUBTOTAL					92,500	
75							
76	G40 ELECTRICAL UTILITIES						
77	Riser	1	ea	1,500.00	1,500		
78	Primary service ductbank	100	lf	300.00	30,000		
79	<u>Communications</u>						
80	Riser	1	ea	1,200.00	1,200		
81	Communications ductbank 2-4" conduit, empty	100	lf	110.00	11,000		
82	<u>Site Lighting</u>						
83	Ornamental lights at entrance	2	loc	6,000.00	12,000		
84	Site lighting & circuitry allowance	1	ls	50,000.00	50,000		
85	SUBTOTAL					105,700	
86							
87	TOTAL - SITE DEVELOPMENT						\$673,468

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MELROSE PUBLIC LIBRARY

Tappe Architects

7/21/2021

Assumption is 28,800 GSF

Conceptual Project Budget - UPDATE REVISION

This budget updates estimated costs carried in the final MBLC grant application. Budget is conceptual and based on feasibility level documentation. Construction cost based on PM&C updated estimate dated 6-3-21 and is escalated to a spring 2022 bid and construction start.

UPDATED BUDGET 7-21-21

Based on estimate dated 7-21-21

escalated to spring 2022 - adds 3 years escalation to previous budget

Construction

Building + site	\$14,404,735.00
Bonds, insurance, OHP	\$1,083,235.00
Subtotal	\$15,487,970.00
8% Const Contingency	\$1,239,037.60
CONSTRUCTION TOTAL	\$16,727,007.60

Professional Services

Architect Study phase	\$85,000.00
Architect SD - CA	\$1,725,000.00
OPM + Clerk	\$800,000.00
ACM consulting	\$40,000.00
Tech consulting	\$40,000.00
LEED consulting	in base fee
LEED application fee	\$7,000.00
Commissioning Agent	\$50,000.00
Geo-Technical engineer	\$40,000.00
Interiors fee	in base fee
Legal allowance	\$5,000.00
Misc	\$20,000.00
SERVICES TOTAL	\$2,812,000.00

Furnishings, Finishes, Equipment

Utility backcharge	\$10,000.00
Book shelves	\$240,000.00
Furnishings	\$600,000.00
Loose technology	\$350,000.00
Signage	\$10,000.00
Book alarm system	\$45,000.00
sub-total	\$1,255,000.00
10% contingency	\$125,500.00
FFE TOTAL	\$1,380,500.00

Other

Moving	\$100,000.00
Temp Library Fit-Out	\$75,000.00
OTHER TOTAL	\$175,000.00

Escalation (2016 Budget) 3 years = Sept 2019

\$2,010,842.00

GRAND TOTAL \$21,094,507.60

\$18,737,138.30

GRAND TOTAL LESS ALREADY FUNDED: \$21,010,000.00

Note: Funds previously incurred for preliminary study phase = \$85,000.00

Increase \$2,357,369.30

Note: This budget assumes temporary location for library during construction is a City owned location

MBLC BUDGET 1-18-17

based on estimate dated 9/30/16

originally escalated to Sept. 2019

\$10,952,067.00
\$823,596.00
\$11,775,663.00
\$1,177,566.30
\$12,953,229.30

\$85,000.00
\$1,177,567.00
\$800,000.00
\$35,000.00
\$40,000.00
\$80,000.00
\$7,000.00
\$50,000.00
\$25,000.00
\$80,000.00
\$5,000.00
\$20,000.00
\$2,404,567.00

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Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

Massachusetts Public Library Construction Program

2016-2017 Construction Grant Round Application

Applicant Municipality Melrose

Applicant Library Melrose Public Library
[69 West Emerson Street]
[Melrose], MA [02176]

Primary Contact [Linda C.W. Gardener]
[Library Director]
[69 West Emerson Street]
781-665-2313 ext 117; 339-223-0552
[lcwgardener@noblenet.org]

Library Board Chairperson [Edward W. Waystack III]

Edward W. Waystack III 1/25/17
Signature

Building Committee Chairperson [Linda C.W. Gardener]

Linda C.W. Gardener 1/25/2017
Signature

Total Estimated Project Cost: \$ [18,737,137.00]

Original Plus Seven (7) Copies

Due: THURSDAY, JANUARY 26, 2017 by 4:00 PM

Send to: Massachusetts Board of Library Commissioners
98 North Washington Street, Suite 401, Boston, MA 02114-1933
617-725-1860 / 1-800-952-7403 (in MA)

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APPLICATION PACKAGE SUBMISSION AND FORMAT REQUIREMENTS

1. Format and submission:

- a. A complete application and a project abstract must be received at time of submission.
- b. Print on both sides (double-sided)
 - i. The original and all copies must be placed in three-ring binders (3" spine max), with tabbed dividers provided by the MBLC
 - ii. One original must be signed, dated and labeled "Original Copy"
 - iii. Seven additional copies must be provided

Faxes, electronic submissions and late applications will not be accepted. All copies must be postmarked or delivered by 4:00 PM on Thursday, January 26, 2017 to:

**The Commonwealth of Massachusetts
Board of Library Commissioners
98 North Washington Street, Suite 401
Boston, MA 02114-1933**

2. Required submittals:

- a. Library building program with completion date noted on front cover
- b. Copy of title(s)/deed(s) for the proposed building site
- c. Schematic drawings (or more complete drawings as available) prepared and stamped by a Massachusetts-registered architect*
 - i. One half size (15" x 22") set accompanying the Original Copy
Include the following:
 1. Floor plan shown at 1/16" = 1' with a complete furnishing and equipment layout. Indicate number of square feet in each area/room and heights of all shelving. For an addition/renovation, provide a floor plan of the existing building with furnishings and equipment layout as well as one for proposed layout
 2. Elevations of proposed facades, including those showing public entrances
 3. Sections as needed for clarity, especially for building designs involving multiple levels and/or ceiling heights
 - ii. Eight copies reduced to fit 11" x 17" paper & inserted into each binder in Appendix O.
Include all items listed in (i)
- d. Site plan and topographic survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger)
- e. Tabulation of square footages called for in the library building program and comparison to the square footages shown on the architectural plans
- f. Tabulations of the number of books, magazines and audio visual materials called for in the library building program in relation to the square footages shown on the architectural plans
- g. Tabulations of the number of seats and staff work spaces called for in the library building program in relation to the square footages shown on the architectural plans
- h. Written explanation of parking plan and a letter or other documentation showing municipal approval by the appropriate commission or board

- i. Geotechnical survey, including soil boring and percolation tests as needed, certified by a licensed professional engineer providing a thorough subsurface soil analysis to document the appropriateness of the site for construction and existing special conditions
- j. Hazardous materials survey report for proposed site and existing building, if applicable
- k. Other environmental, structural, and energy related reports as required and appropriate for individual projects
- l. Stamped topographic land survey, completed within 15 years prior to application, delineating boundary lines for entire site to be included in the library building project
- m. Estimated project budget, prepared independently by a qualified and experienced professional cost estimator, based on the site plan and schematic design drawings
- n. Map showing existing and, if different, selected future library site
- o. Floor plan(s) of existing building
- p. Proposed plan for funding the project
- q. Project timeline, from design development through completion of construction
- r. Photographs of site and building, with accompanying captions
- s. Copy of the completed and submitted Massachusetts Historical Commission Project Notification Form
- t. For joint public library construction projects, applications must also:
 - i. address and specify the combined populations served by the communities to be used in the planning process;
 - ii. include a written management plan and formal agreement by the municipalities proposing the joint public library
- u. For projects including space housing another agency, organization or department as well as the library, an Application Addendum for a Shared Building Project is required. Contact Lauren Stara (lauren.stara@state.ma.us) or Rosemary Waltos (rosemary.waltos@state.ma.us) for the additional form.
- v. Other additional information or documentation as required by the Massachusetts Board of Library Commissioners

* One set of 11"x17" reduced drawings must be included in each binder in Appendix O. One half-size (15" x 22") set must be folded and placed in the pocket of the Original Copy binder. All drawings and documents must be clear and readable, with labels to indicate all programmed public and staff spaces and square footages of areas directly on the drawings themselves, rather than in a separate schedule. The layout must include layout and heights of all shelving; reader seats, restrooms, elevators, staff offices, public service points, emergency exits, janitor's facilities, etc.

PRELIMINARY APPLICATION INFORMATION/OVERVIEW

A. ABSTRACT

Summarize your construction project in 250 words or less. Include the following:

- the date of construction for the original building and subsequent additions
- the size of the structure to be replaced or renovated/expanded
- the proposed project's gross square feet
- current and projected population figures, and
- major features/characteristics of the proposed project

The City of Melrose and Library Board of Trustees recognize the need for a renovation/expansion of the Melrose Public Library. The current building, constructed in 1904 with a substantial addition in 1963, is 24,185 gross square feet. The proposed renovation would expand it to 26,579 gross square feet.

The proposed project will dramatically improve the library's accessibility, creating a single entrance that is welcoming to all. Youth services will be improved by creating a dedicated young adult space, bringing the children's room out of the basement, and creating an adequately sized, dedicated, program room. Adult program, community and meeting spaces, currently using Children's Room space, will be created, including a Discovery Zone for computer classes and innovative technology space. The building's flow will be improved, allowing for both conversational and quiet areas. With the local history room on the main floor, professional staff will be better able to assist the many patrons interested in Melrose history. Improved lighting, use of daylight and effective HVAC building-wide are reflective of planned improvements in building efficiency. Flexibility and adaptability have been key components of thought and design throughout the planning process.

Melrose is a vibrant city of 27,690. Projected population figures for 2035 are 31,311. Many new residents make the library one of their first priorities. The community values their original Carnegie library, which is on the National Historic Register. The proposed project will create a flexible, accessible, historically respectful and safe space - friendly to the public and ready for the future.

B. PROJECT SITE ADDRESS

Melrose Public Library
69 West Emerson Street
Melrose MA 02176

C. TOWN MEETING / CITY COUNCIL VOTE

An MPLCP funded project must be an Approved Public Library Project. Approval requires one of the following:

1. a majority vote of the town at Town Meeting; or
2. a majority vote of the city council, with the approval of the mayor in the case of a city; or
3. a vote of the town council in the case of a municipality with a town council form of government

To meet this requirement two votes are required:

- to give permission to apply, accept and expend State grant funds, and
- to approve the project's schematic design.

If votes have taken place, check the box below and attach copies of certified votes in Appendix B. If votes have not taken place, check the box below and indicate the date they are expected. Votes must be secured and a certified copy must be forwarded to the MBLC by **June 17, 2017**.

The vote to approve applying for, accepting and expending State Grant funds for Library Construction has been:

☒ Received on [January 19, 2017]

☐ Not received but will seek approval on [Date]

The vote to approve the project's schematic design has been:

☒ Received on [January 19, 2017]

☐ Not received but will seek approval on [Date]

You do not need to secure voter approval for local funding of the construction project at this time. That vote is required within six months following the library's receipt of a MPLCP provisional grant award.

SECTION 1: PROJECT INFORMATION

1. CENSUS AND LIBRARY

1. *Population of applicant municipality:*

- | | |
|--|-------------------------|
| a. 2010 U.S. Census Population for population | <u>26983</u> |
| b. Later official census population, if different than above | <u>27690</u> |
| Cite the source(s) used to update census population. | [U.S. Census] |
| Estimated 2035 Population | <u>[31,311]</u> |
| Cite all source(s) used to determine the single projection for the 2035 population | [The Donahue Institute] |

2. *Library Statistics [Pages 1 – 9 FY 2015 as reported on MBLC FY2016 ARIS Report]*

- | | |
|--|----------------|
| a. Population served by library | <u>27690</u> |
| b. If a branch, estimated population served by this location | [] |
| c. Attendance | <u>184550</u> |
| d. Number of registered borrowers | <u>20952</u> |
| e. Total physical holdings | <u>117950</u> |
| 1)Books | <u>95797</u> |
| 2)Audio (Compact discs (not CD-ROMs) cassettes | <u>6444</u> |
| 3)Video cassettes/discs/DVD | <u>4504</u> |
| 4)Print periodicals, newspapers & other print serials | <u>184</u> |
| f. Total circulation activity | <u>305007</u> |
| g. Hours | |
| 1)Total number of hours main library was open. | <u>2791</u> |
| 2)Total number of hours all branches were open. | <u>0</u> |
| h. Operating Income | <u>1187730</u> |

3. *Main Library Facility Information (as reported on MBLC FY2016 ARIS Report)*

If project is for a branch library building, an additional sheet will have branch library figures

- | | |
|--|---------------|
| a. Main library GSF | <u>24185*</u> |
| <u>NOTE: this number differs from the FY2016 ARIS report due to previous inaccuracy. The current number was provided by Tappe Architects as a result of their surveys.</u> | |
| b. Year main library was built | <u>1903</u> |
| c. Year of most recent renovation | <u>1994</u> |
| d. Number of dedicated parking spaces | <u>25</u> |
| e. Main library seating capacity | <u>160</u> |
| f. Number of main library meeting rooms | <u>4</u> |
| g. Largest meeting room seating capacity | <u>70</u> |
| h. Individual or group study rooms | <u>2</u> |
| i. Number of times all meeting rooms were used | <u>539</u> |

4. *Automated Library System as reported by Networks*

- a. Member network NOBLE
 b. Type of membership Full
 c. Stand-alone system []

2. PROJECT

1. Library type:

- ☒ Main Library
☐ Branch Library
☐ Joint Public Library
☐ Other (please specify) _____

2. Current facility:

- ☒ An existing library facility will be part of construction project
☐ The existing library facility will not be part of the construction project
☐ No library facility currently exists

3. Proposed project:

Renovation or Renovation/Addition	New Construction
Is the existing building a library? [yes] If no, specify building type: [type]	Site size (acres): [number]
Date of original construction: [1904]	Final size of proposed project: [GSF]
Date(s) of renovations and/or addition(s): [1930/1963/1994]	
Gross square feet of existing: [24,185GSF]	
Site size (acres): [.91]	
Will portions of the building be demolished? [yes] If yes, #GSF to be demolished: [14,800GSF]	
Final size of proposed project: [26,635GSF]	

Is the proposed project a Joint Public Library Project? [no]

If yes, list the other municipality or municipalities participating: [name(s)]

Will the proposed project include space for functions other than public library functions? [no]

Note: For projects including space housing another agency, organization or department as well as the library, an Application Addendum for a Shared Building Project is required. Contact Lauren Stara (lauren.stara@state.ma.us) or Rosemary Waltos (rosemary.waltos@state.ma.us) for the additional form.

4. Size of project

	Gross Square Feet	Net Usable Square Feet

From Library Building Program	31,813	23,860
From Schematic Design Drawing(s)	26,635	19,120

5. The completed project will meet or exceed a building efficiency rating of [72]%
(Ratio of the net usable square feet to the gross square feet (nsf divided by gsf = building efficiency)
If efficiency rating is less than 65%, provide an explanation: []
6. *This project will attain LEED certification and apply for the MBLC Green Library Incentive.*
Yes ☒ No ☐ If yes, certification level planned [Certified]
7. *Does the town or the library hold fee simple title (property owned completely, without any limitations or conditions) including access to the site, or does the town or library lease it?*
Yes ☒ No ☐ [number] Year Lease ☐, with expiration date of [Date]
8. *The existing building to be renovated is:*
☒ On the National Register of Historic Places
☐ On the Massachusetts Historical Commission's Inventory of Historic and Archaeological Assets
☐ In a historic district
9. *Space Summaries*
Fill out the Estimated Space Summary Chart and the Estimated Capacity Chart (click on link below). Provide a brief rationale for the proposed collection and seating numbers if they vary 10% or more from collection and seating guidelines in the Program Notice and shown below.

Guidelines:

Volumes per Capita (Print)

A general rule of thumb is that every library, regardless of the population served, should have a minimum of 8,000 volumes (in all physical formats)

Population	Volumes per Capita
Less than 2,500	10
2,500 to 4,999	7
5,000 to 9,999	6
10,000 to 24,999	4.8
25,000 to 49,999	3.4
50,000 to 99,999	3.6
100,000 and over	2.5

Source: *Wisconsin Public Library Standards*, 5th ed., 2010

[\[http://pld.dpi.wi.gov/pld_standard\]](http://pld.dpi.wi.gov/pld_standard)

Seats per 1,000 Population

Seating should meet or exceed the number calculated using the table below. For a library whose population falls between the figures given, the recommended number of seats should be calculated proportionally.

Seats at fixed computer workstations, microform readers and other dedicated seating should not be counted in the general seating count. Also omitted from the general seating count are seats in rooms not always open to library patrons, such as auditoriums, meeting rooms and study rooms.

Population	Seats per Thousand
1,000	22.5
2,500	14.25
5,000	10.0
10,000	7.0
25,000	4.5
50,000	3.0
100,000	2.25

Source: Dahlgren, Anders: *Public Library Space Needs: a Planning Outline*, 2009

[\[http://dpi.wi.gov/pld/boards-directors/space-needs\]](http://dpi.wi.gov/pld/boards-directors/space-needs)

Estimated Space Summary Chart

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Estimated Space
Summary

Estimated Capacity Comparison Chart

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Capacity Comparison

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Space Summary of Estimated Space Needs 2016-17 Construction Grant Application
with seating by type*

Library Name: Melrose Public Library
Date: January 23, 2017

If you use a different spreadsheet, either embed it here or note the Appendix where it can be found

Note: all areas listed are suggestions -- change, add or subtract as applicable to your project

Assigned** Area Name	Estimated Size (sq ft)	Collection			Computers				Reader Seats*			Program Seats
		Volumes	AV Materials	Periodicals	Public Computer Stations***	Staff Computer Stations	Dedicated OPACs	Self Check Stations	Lounge Seats	Table/Carrel Seats	Total Reader Seats	
Circulation Serv. Desk Area	333					3		1			0	
Reference & Circulation Librarians' Office	302										0	
Circulation Staff Workroom	387					3					0	
Adult & Teen												
Adult Fiction	715	14,868					1		6		6	
Adult Nonfiction	1,896	33,180					1		2		2	
Large Print	155	2,016					1		2		2	
Non Print Collection	264		6,480		2						0	
Reading and Browsing Room with Friends	1,204	3,612			2				12	8	20	
Friends Book Sale Area	0	200									0	
Seed Library - Community Collaboration	234								4		4	
Copy & Print Center	25										0	
Reference Room & Service Area	1,484	576			12	1	2		6	48	54	
Local History - Genealogy Room	490	1,116								7	7	
Holds	35	1,200										
Periodicals	112			105								
Other Adult/Teen (list below)												
Teen/Tween Room	643	4,800			5				3	4	7	
Teen Librarian's Office	68					1					0	
Children's Services												
Children's Room Entrance / Service Desk	562					2					0	
Children's Librarian's Office	101					1					0	
Children's Dept. Staff Workroom	143					2						
Children's Room Off-season Book Storage	0										0	
Children's Room - Preschool Area	1,190	4,752	450						16	8	24	
Children's Room - School Aged Area	1,500	18,432	1,800	20			1		3	19	22	
Children's Program Room	769										0	61
Children's Family Restroom	55										0	
Community Meeting Space												
meeting Room Suite - Program Room	2,250										0	144
Quiet Study Room (3)	651								4	16	20	
Discovery Space & Training Room	645				8						0	28
Trustee's Conference Room	310										0	12
Other Meeting Spaces (list below)												
Admin & Other Areas												
Entrance & Lobby	814										2	
Off-season Book Storage	0										0	
Book Donations Sorting & Storage Area & Off Season Book Storage	170										0	
Technical Services Area	508					1					0	
Head of Technical Service's Office	106					1					0	
Director's Office	214					1					0	
Assistant Director's Office	140					1					0	
Admin. Assistant's Office/Reception Area	178					1					0	
Staff Break Room	225								0		0	
Custodial Office/Storage	82										0	
Shipping & Receiving	173										0	
Server Room	27											
Other Assigned** Areas (list below)												
		Total Vols	Total A/V	Total Periodicals	Total Public Computer Stations	Total Staff Computer Stations	Total OPACs	Total Self Check	Total Lounge Seats	Total Table/Carrel Seats	Total Reader Seats	Total Program Seats
Total Assigned (net) SF	19,133	84,752	8730	125	29	18	6	1	58	110	170	245
Unassigned Area @ ___%	7502											
Total Estimated Gross SF	26,635											

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***Seating guide**

Lounge Seats:	Includes all soft seats, including sofas, loveseats, and easy chairs
Table Seats:	Includes all upright chairs and stools normally used at a table or counter
Program Seats:	Includes all seats in public areas that are not available for open access use, such as meeting room chairs. Includes group study rooms and any rooms that are normally reserved Does not include quiet study rooms or areas that have open access
Notes about seating:	For rooms with movable or stacking chairs, count the number of seats available in the typical everyday setup Please count each chair only once Do not count chairs at computers or other equipment (microfilm/fiche, etc) as reader seats.

****** Assigned areas are spaces with programmed functions. Typical unassigned areas include hallways, stairways, lobbies, and building support spaces like mechanical, electrical, etc.

******* Includes microfilm/fiche readers, scanners, assistive devices, etc. -- any machine that has a separate chair

	Current Holdings	Building Program Capacity	Schematic Design Capacity	Notes:
Print volumes- Adult	52718	54600	56768	Schematic design capacity includes space for 1,200 holds items
Print volumes-Young Adult/Teen	3092	4000	4800	Capacity allows for some middle-school titles that are currently in Children's
Print volumes-Children	28720	24500	23184	Number reflects an increase in preschool volumes, and a weeding of school-aged volumes
Print volumes-Other				
TOTAL PRINT VOLUMES	84530	83100	84752	
DVDs/Videotapes	4331	included below	5238	
Music Recordings	1710	included below	1956	
Audiobooks	1340	included below	1536	
Other A/V Materials				
TOTAL AUDIOVISUAL	7381	8500	8730	
TOTAL NO. PERIODICAL SUBSCRIPTIONS	132	132	125	
Seating-Adult	98	107	115	
Seating- Young Adult	7	20	7	Additional seating next to teen room will be available to teens in afternoon, but used by adults in the mornings to maximize space flexibility where possible.
Seating-Children	44	40	45	
Total Seating	149	167	167	Wisconsin standard variance; this seating level is above the Wisconsin standard, however we get usage of all of our seating areas currently (also above the standard) and to comply with the standard would reduce seating.
Fixed Computer Stations-Adult	21	13	16	Self-check laptops will be available in addition to fixed computer stations.
Fixed Computer Stations-Young Adult/Teen	0	5	5	
Fixed Computer Stations-Children	5	6	6	
TOTAL FIXED COMPUTER STATIONS	26	24	27	
Parking Spaces-Staff	0	0	0	
Dedicated Parking Spaces-Library Patrons	25	25	26	
TOTAL LIBRARY PARKING SPACES	25	25	26	
FTE Professional Staff	6.4	6.4	6.4	Staff levels will remain the same, but a seat for the teen librarian will be added.
FTE Non-professional staff	7.5	8	8	
TOTAL STAFF FTE	13.9	14.4	14.4	
Meeting Room Seats	0	150	144	
Other Conference/Meeting Room Seats	14	36	40	
Programming/Activity Seats	35	61	61	The seats listed for the Programming/Activity Seats are currently used as both programming and meeting room, at different times of day. There is no adult meeting room separate from the Children's program space. The many programs with numbers greater than this involve using a portion of the regular Children's Room school-aged area.

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10. STATEMENT OF NEED & PROJECT PROPOSAL

Be brief and concise, using bulleted or numbered lists where possible. Use n/a as needed.

1. Community vision and project participation

- A. What is the community's vision of itself? [The City Planning department has been working to update the City's 2004 Master Plan. As part of the MelroseForward process, they solicited feedback via a public forum, and a public participation event at the annual Victorian Fair (September 2015.) The resulting document (included in Appendix E) identified 9 community aspirations (relevant items discussed in section B) including physical character, transportation, inclusiveness, education and community.]
- B. What is the library's vision and/or mission statement and how does it align with the community's vision of itself? [
- The mission of the Melrose Public Library is to inform, enrich, and empower all citizens by providing and promoting free access to the universe of information and ideas. The City of Melrose has seen the library as an integral part of the community since the library's inception in 1871. The library was part of the last Master Plan for the city in 2004, and the library renovation project is identified as a priority in the 2017 Master Plan that is currently being finalized. There are several elements of the Melrose Community Aspirations that tie in with the library's mission:
- i. *The physical character of Melrose reflects a balanced approach to planning and development, with the protection and enhancement of the City's historical, cultural, recreational, and natural resources...* The Melrose Public Library provides access to the City's history through our local history room; we provide access to cultural resources through our museum pass program, as well as experiencing the library itself when visiting; and our print and a/v collections, provide recreational experience through instructional materials on topics such as coaching soccer. All of these help to "inform, enrich, and empower" the Melrose community.
- ii. *It is convenient and safe to travel within Melrose as well as to access destinations outside the city. Melrose accommodates a multimodal transportation network, and the variety of transportation options, including the ability to get around by rail, bus, bicycle, walking, and driving, make it an attractive location within the Greater Boston Region.* The library is located within 400 feet (or less) of a bus station, train station, and major municipal parking lot. It also has its own parking lot, and street parking. The library is located on the edge of the downtown and a largely residential neighborhood, within walking distance from many patrons' homes. Patrons often walk and cycle to the library.
- iii. *Melrose is an inclusive and welcoming community and provides equal access and opportunities that contribute to the wellbeing of all its residents.* To be inclusive and welcoming is one of the cornerstones of modern public library service, and why our mission specifies "all citizens." Libraries are known as equalizers, which is especially important in this era of digital divide. The access to information that the library provides freely and equitably enables all residents to enhance their lives. The proposed construction project would correct the inadequate ADA access of the current building, bringing the library further into alignment with this community aspiration.

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iv. *...Melrose supports a wide variety of business opportunities, employment options, and community services. These amenities enhance the quality of life for residents...* The Melrose Public Library enjoys being a part of the services available to the Melrose community. Many of our staff live locally, we take part in the local community service programs, and almost all of our page employees are from the local schools. Some wait years for the chance to work in their library!

v. *All students have the opportunity to achieve excellence in the Melrose Public Schools.* The library's mission to "inform, enrich and empower all citizens" includes our school-aged citizens. We are proud of our bustling youth services, which serves children in the public school system, the local parochial schools, and the nearby charter school. The Children's librarian has been partnering with the elementary schools, which do not have library staff, for years to coordinate summer reading lists and support the curriculum with our resources for homework throughout the year. Opportunities such as the LSTA "Science is Everywhere" grant enhance our STEM offerings, complementing the school's offerings. Our Children's librarian also frequently serves as a liaison with community groups and the schools' library volunteers, as well as being a member of the local "Birth to Five" committee; all of these partnerships strengthen our connection with the community, and knowledge of the community's needs.

vii. *City infrastructure and publicly-owned properties are well-supported with continued investment, maintenance, and enhancements.* The Melrose DPW takes an active role in maintaining the aging library building to the best of their ability. They have made several repairs to the roof in recent years, as well as a myriad of fixes and repairs to keep the plumbing and HVAC functional. With an online work order system, they are responsive and have worked to establish regular maintenance schedules for systems in municipal buildings. The Office of Planning and Community Development (OPCD) coordinates investments in energy efficiency measures and has arranged for improved lighting ballasts and energy-efficient motion sensors in staff areas. OPCD also provides project management support for major capital investments in City buildings ;the OPCD Director has been working with the Library Director throughout the feasibility study phase.

viii. *Melrosians enjoy a strong sense of community, thanks to their active civic participation and spirit of volunteerism.*

These aspirations reveal a City that values its history, while looking ahead to an innovative future. The library's mission to inform, enrich and empower all citizens closely aligns with the values put forth by the Melrose community. Much like the library, the City strives to create an atmosphere that is welcoming, promotes learning and culture, and enhances the lives of those living here. The City recognizes that well-maintained and appropriate municipal buildings are necessary to achieve these goals.]

- C. How does the proposed project support the community vision and the library's vision/mission? [Our original Carnegie library is beloved in the community; this project will ensure that we are able to continue fulfilling our mission for the next 20+ years in this beautiful historic building. Key improvements include:

- An accessible, ADA compliant entrance at the front of the building.
- Restoration of the historic beauty of the original building.
- Local history room relocated to a space more accessible to the public and staff.

- A walkway along the parking lot, so that patrons no longer have to walk through the middle of the lot to access their vehicles.
- A single entrance, accessible and welcoming to all.
- Fully accessible restrooms on each floor.
- A bright, appropriate space dedicated to Children's services.
- A separate, distinct space for Young Adults where they can transition from Children's to Adult services.
- Improved community spaces, allowing for community meetings, library programs, and an innovative new collaboration space.]

D. How has the library engaged the community in the project's planning and design process? [

- Strategic Plan: In 2013 Melrose Public Library staff began planning for a new strategic plan. The organizational process included surveys, focus groups, and SOAR (Strengths, Opportunities, Aspirations, Results) exercises with an outside facilitator. The goal was to develop an overall five year strategic plan, which was accomplished. A strong theme in responses was a love for the Carnegie building, which significantly impacted the decision process when considering a renovation versus an alternate location.

--responses to questions about what residents were most/least satisfied with about the facilities: "Beautiful setting, good landscaping"... "Love the old building"... "Preservation of the historic properties of the building" / "The upstairs nonfiction stacks are very dark. Also the last rows in some areas are extremely narrow and difficult to use for browsing" ... "steps" ... "The ramp in the back of the library is inconvenient" ... "I've visited other libraries which have renovated facilities and oh boy, this is nice...BUT - the staff at this library is SUPERB!"

Although the strategic plan was developed to guide library goals overall, each of the 5 goals that eventually came from this process involved improvement to the physical facility.

- Direct Feedback: The library staff excel at listening to feedback from patrons and residents, both in the library and out in the community. They have been diligently reporting back the everyday comments of users so that these expressed needs can be incorporated into an improved facility.
- Library Building Committee: Chosen to represent a combination of users, Friends, Trustees and municipal employees, the committee first met in October 2015 to kick off the feasibility study phase, and has reviewed and approved the schematic design. The group balanced the perspectives of users, staff and DPW in looking at the proposed plans.
- Public Announcements: In January 2016 the Mayor announced the plan to apply for a library renovation grant in his inaugural address; the following month, the library director made a presentation to the very active local Rotary club, outlining the history and current activities and needs of the library, discussed the idea of a library renovation and answered questions. The Friends of the Melrose Public Library discussed needs and

hopes for the potential building renovation at their public annual meetings. Following a December 2016 community meeting an article was run in the local paper, both in print and online (See Attachment 1.)

- Historical Concerns: Tappé Architects made presentations to the Melrose Historical Commission twice, once on May 2, 2016 to bring them into the loop and the other on November 14, 2016 to update the Commission on the plans thus far. In a City that values its history as much as Melrose, it is important to us to ensure that this group is as involved as possible, and has plenty of opportunity to provide feedback about changes to our Carnegie library.
- Community Q & A: A community meeting was held on December 12, 2016 that allowed Jeff Hoover of Tappé Architects to present the renovation plans to the public. Local papers were invited, and the Melrose Free Press ran the story as a front-page item that week, including images of the preliminary building plans. Comments, questions and feedback from that meeting will be carried forward as part of the ongoing conversation with the community if this project moves forward.]

E. How has the library engaged the library staff in the project's planning and design process? [

- At the time of the strategic plan development in 2013, a SOAR exercise with library staff echoed the results of the public feedback.
- Needs assessment surveys were completed by all staff to guide the development of the building program. Staff members were diligent about not only reporting their personal observations, but reflecting comments made during day-to-day conversations with patrons. Additionally, the needs assessment reflected staff observations about patron use of the building.
- Staff reviewed drafts of the building program; the approved building program was made available to staff.
- Every effort has been made to ensure regular communication, both formally and informally, with the staff regarding planning & design process via email, staff meeting discussions and one-on-one conversations.
- The architects met with members of each library department to discuss plans and get feedback.
- The architects met a second time with staff members to present proposed plans and hear additional feedback.
- Staff have been provided with a "Q&A" forum on the staff's information page online, with questions and answers that concern both staff and patrons. Staff are encouraged to submit any new questions to the director for inclusion on the page. This will ultimately be incorporated into a format available directly to the public.]

2. Current conditions and their limitations

Incorporate photographs with descriptive captions within the narrative that illustrate current conditions.

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A. What are the current building layout and conditions and how do they limit the library's ability to serve the general public, adults, children and teens in terms of:

- **[Information services** - The current configuration does not allow patrons to see any service desk until they are well into the building. Within the past year, the Reference desk was moved from its previous location into the main lobby. It is now across from the Circulation desk, which is an improvement, but still not ideal. There is no separate information services area for teens/tweens. The service area for Children is very small, especially because it serves as office space for the entire department as well as the service desk. Holds pickups for the children's room patrons are also kept there.



Taken from the service desk, this shows the Head of Children's Services' "office space" on the right, the "staff workroom" on the left, and the holds bookshelf in the middle.

The Head of Children's Services and the Reference librarians do not have any office space, impeding their ability to have confidential conversations with patrons.]



The main entry to the building, which is not ADA compliant, is unwelcoming, especially to newcomers - it is difficult to orient oneself in the building, and stairs are required to get anywhere.

- **[Borrowing]** - The service desk in the adult library is directly to the side of the main entrance, causing a bottleneck when the library is busy. The service desk in the children's library is directly in the path of patrons attempting to travel from one side of the room to the other, frequently with strollers or other bulky accessories. There is no space to provide centralized holds pick-ups; patrons frequently must go to the adult and children's desks separately to gather their holds.]
- **[Collections]** - Not all book stacks are ADA accessible. Some are in an unappealing area with concrete flooring and poor lighting. Most of the shelving is not mobile, limiting the flexibility to adjust to new formats or waning collections.



There are no opportunities for flexibility here, and the space is very unappealing, and feels gloomy.

The Children's shelving does not allow for ebb and flow of collection size from one age group to another over time, as the population shifts.



Because of the inflexible layout, the picture book area is overcrowded while the nonfiction shelves are starting to look bare.

The teen fiction is in an open space that was carved out of a nonfiction area in an attempt to create their own space; it is directly next to the Reference room.

The Local History Room has aging climate control that does not meet the needs of this special collection. A grant was obtained to conduct a Preservation Assessment Study in 2014 (Attachment 2), which addressed issues of location, security and climate control.]

- **[Programming areas, meeting rooms, and quiet/group study spaces** - The room designed to be a Children's program room currently also functions as the teen program room, adult program room, community meeting room, staff training room, and group study room. The only access to this room is through the children's area, which results in a steady stream of adults who have no connection to children using this space. It is also used until 9pm, although that section of the library is not staffed after 8pm. Only the room in the children's area has an overhead projector. This room is currently far too small for the attendance at preschool and family programs, requiring furniture outside the room to be moved almost daily so that more patrons can be accommodated.



Children's Room programming frequently overflows the space, requiring intrusion into the general Children's area, and extra rearranging of furniture.

This room has no ventilation when the doors are closed, unless the windows are opened. As a result, we often have open windows while the heat is on. Programming such as movie nights for teens and adults are limited due to the noise from movies traveling into the children's area - we generally only show G-rated movies.



A recent adult program caused the Children's Room to close early. Attendees were squeezed into every possible spot, with a camera man for the local access station backed into a corner.

There are other small meeting spaces on the third floor, but some do not have air conditioning, and one is a converted storage room, and also provides the only elevator access to the third floor. There is a lobby on this level with a conference table; it is used for meetings due to space constraints, but it is also an open area, providing access to the third floor from the stairs. Patrons using these spaces must accept that other people may be entering and leaving through the elevator or stairs at any time to access the other rooms on that level. They are not adequate for the need, and are on a level that has no staff supervision at all.

Patrons complain about the noise generated in the afternoon as a result of the teens not having a separate space. They are directly next to the Reference room, and overflow into that space. Even just doing homework and having other acceptable conversations brings the noise level up to an annoying level for the adult patrons. There is currently no good space to give them.

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The teen area in the morning; the art department is in the same room to the left, and the Reference room is straight ahead. The sound travels very freely in the afternoons!

No meeting spaces in the building are on the same floor as a handicap-accessible bathroom.]

- B. How do current building layout and conditions impact the library's ability to keep staff and public safe (a place that is free from harm or danger) and secure (state of being protected from harm) in terms of:
- [Health -
 - *The rear entrance of the building has no security measures, no staff sightlines, and leads to the somewhat secluded rear parking lot.
 - * The majority of the adult book stacks have no sightlines.
 - * The upper floors, containing book stacks, the local history room, the trustees room and an open meeting/study area, have no staff supervision at any time.
 - * Inadequate electrical outlets create hazardous situations throughout the building.
 - * There is a ramp with a low wall half way through the preschool area.
 - * The Children's Room leads directly into the Technical Services area, with only an open doorway blocked by a baby gate.

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This baby gate is the only barrier between the Children's Room and Technical Services, which leads to the custodial areas.



-]
- **[Fire protection -**
 - *The location of fire extinguishers and pull alarms are antiquated and not in alignment with modern safety procedures (they are placed centrally in the building rather than closer to the exits)
 - *There is no sprinkler system in the building.
 - *The building is confusing to navigate in an emergency; after the last (false) alarm, the local fire department came in the following day to ask for a tour, due to confusion and disorientation during the event.]
 - **[Structural integrity - n/a]**
 - **[Other -** Aside from a silent alarm button located at each service desk, there is no established security system in the building, either for materials or for staff and patrons. There is no surveillance system, and no anti-theft mechanisms. There used to be anti-theft gates at each entrance, however the system broke down about 10 years ago and it

was too antiquated for the inoperable parts to be repaired. There are several areas of the building that have no sightlines for staff, and no videos or other security measures. There is a perimeter alarm in use when the building is closed.]

C. How does the current building hinder staff workflow and productivity? [

- The Children's Room workspace for staff is a tiny area with a half wall known as "the penalty box" which includes 2 desks - one for the Head of Children's Services, and the other for all other staff to share.
- There is no actual office space for the Head of Children's Services.
- Very inadequate storage space in the program room makes it difficult to easily access programming supplies and maintain a safe environment.



Legos are piled up in bins in the staff room. Because of inadequate storage space, supplies are scattered throughout the lower level.

- No sink in the program room means that the staff break room sink must be used for all crafts and other programming needs.
- Tech Services is known as Grand Central Station; it is the walkway for access to the staff room, children's room, lower level elevator, supply room, Friends storage and all custodial areas.
- The "tech closet" with all of the phone and data lines is in an open area behind a staff member's desk, causing a continual distracting hum.
- There is no office space for the full time Reference librarians.
- To improve patron service, the Reference Desk was moved into the main lobby across from the Circulation Desk, however the area was not designed to hold a desk and has very poor ventilation.
- The two circulation librarians - Adult Services and Teen Services - share one tiny office that they take turns using.

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There is no space for even a second chair in this two-person office for the Adult and Teen Circulation librarians.



Attempting any work that is not holds-related has become impossible.

- The Circulation staff workroom has been almost completely overtaken by holds shelving. Staff retrieving holds need to squeeze by staff helping patrons at the desk.
- There is no space in Circulation to process delivery bins, so the bins take a circuitous route through the main floor, down to the lower level and are unpacked in Technical Services, then brought to either the Children's Room or back upstairs to the Circulation hold shelves. Outgoing bins are processed in a nook off the lobby that used to house the video collection.
- There is no space for a staff person to work in the teen area, making it difficult for the teen librarian to establish a rapport with the teens.
- The administrative assistant's office is a converted closet with no ventilation, with a public use area between that office and the director's.



The ceiling is open to a public area, where debris is regularly dropped down onto office work. A memorable moment included digging a pebble out of the printer below!

- Both the Administrative Assistant's office and the Director's office have poor sound control, so confidential conversations can easily be overheard.
- The Assistant Director's work space has no walls/doors. Private conversations often happen in a nearby supply closet

- The local history room is in a secluded upper floor area that is not close to the reference service desk. Frequently only Reference librarian is working, making it exceedingly difficult to offer effective service to patrons.]

D. What are the major obstacles to people approaching and accessing the building? [



The main entrance has no ADA accessibility. It requires stairs, and there is no automatic door.

There is no grade-level entrance to the building. Patrons must either use a long, steep ramp that enters into the rear of the building (far from the elevator), or enter at the main entrance which has stairs at multiple points. Neither entrance provides obvious wayfinding clues to orient the patron who isn't already familiar with the building.



This patron takes the trek up the ramp with her toddler and infant (in stroller.) The ramp is long, the rear entrance is unwelcoming, and the deteriorating cement is tough on wheels.

-]
- E. What is the parking capacity (lot and convenient street parking)? [There are two parking lots; the rear lot has one handicap space and four general spaces. The main lot has one handicap space and 19 general spaces. There is street parking directly adjacent to the library, which sits on a corner site; street parking is allowed on both West Emerson Street and Lake Avenue.

Across the street is Myrtle Street, offering about six spaces very close to the library. Additionally, there is a municipal parking lot about 400 feet from the library, with an additional 170 spaces. There is no dedicated staff parking; library employees have parking stickers that enable them to park for extended periods of time on West Emerson Street, Lake Avenue or the nearby municipal lot.]

- F. Describe the path of travel from available parking to the building entrance. [The rear parking lot provides direct access to the handicap ramp. There is also a path that travels around the side of the building to the main front entrance. The primary parking lot has a walkway from the parking lot to the main front entrance. The library is located on a corner lot, and there is street parking along both streets. There is also street parking across the street, and in a large municipal parking lot about a block away. There is a cross walk directly across from the library that is used by staff and patrons parked in the municipal lot.]
- G. What portion of the parking is dedicated to library use only? [The 25 spaces in the library parking lots are library use only. The street parking directly adjacent to the library is primarily used for library parking, although not limited to this purpose.]
- H. What conditions related to energy efficiency or the surrounding exterior environment have a negative impact on the operations, management and use of the building? [
- The antiquated heating system creates unhealthy drafts & stuffy areas throughout building. The pneumatic system allows for temperature heating control in spaces with local thermostats and a heat timer. Efficiencies could be achieved with an energy management system that would allow for remote scheduling, setbacks, setpoints, and alarm monitoring for efficient identification and solving of issues.



Technical services staff have very poor heating, as the radiators are above their heads, and emit a loud rattling noise throughout most of the day.

- Many areas of the building have poor ventilation - the meeting/program room rapidly becomes overheated when the doors are closed, often resulting in open windows in the middle of winter. In the summer, the air conditioning does not reach this room when the doors are closed.
- The A/C unit was installed in 1987 and updated in 1995. Not all areas are air conditioned, including the trustees room, upper lobby and a small meeting/study area. These are areas that are available to the public, but become almost unusable during the warmer months. Two vendors have recommended that no additional funds be spent on

the chiller barrel, which is over 20 years old and leaking; the existing conditions and recommendations report included as Exhibit K confirms that the system is at end of life.

- The climate control in local history room is over 20 years old and unreliable. Based on recommendations from a February 25, 2014 Preservation Survey [Attachment 2], solar shades were installed in 2014, but given the additional recommendation to relocate the local history room to the main level for improved security and service, the climate control has not been updated.
- The A/C fans are very noisy in some areas of the library, especially reference
- Due to noise from the chiller, the A/C must be turned off during programs on the lawn.
- Melrose is a Green Community, and conducted an energy audit resulting in some new energy-efficient lighting, but due to high cost and long payback concerns, it was not cost effective to install an integrated energy management system.
- No renewable energy methods are currently employed.
- An environmental monitoring program performed by MBLC in 2015 (Attachment 3) showed significant temperature and humidity fluctuations in the building, including the important local history collection area, that adversely affect the collections. Per the report provided, "The recommended temperature range is between 55F and 65F for these 'special/preservation collections.' According to the datalogger, the maximum temperature reading was 83.7F, the minimum reading was 62.5F, and the average reading was 71.3F." Both the fluctuations and the overall levels are inappropriate for this collection.
- The library has no passive water-saving devices such as automatic toilets and self-closing taps.]

3. Expanded & improved facility benefits

- A. How does the project facilitate the library's ability to serve the general public, adults, children and teens in terms of:
- [**Information services** -
 - *Staff will be able to greet patrons directly when they enter the building.
 - *The creation of office space for staff will allow staff at public desks to be focused solely on direct patron service. In particular, the creation of an office for the *Head of Children's Services will allow for private conversations as needed with both staff and patrons, which is not now possible.
 - *The smaller reference service desk combined with the larger primary service desk will allow for more "roving reference" practices, as well as more efficient service at the main desk.
 - *The creation of a separate teen space, with space for library staff, will dramatically improve the environment and service to teens (and adults!)
 - *Self-pickup of holds, in a centralized location, will free up space in staff areas while simultaneously improving service to patrons.]
 - [**Borrowing** - The reconfiguration of the service desks on both the main floor and children's areas will allow for easier ebb and flow of patrons without bottleneaking in

entryways. The new centralized holds pickups, along with self checkout stations, will also allow staff spend more time with patrons who need extra assistance.]

- **[Collections -**

- *All book stacks throughout the building will be ADA accessible.

- *Collections will be in well-lighted areas that are easy to find.

- *As much shelving as possible in the Children's Room will be mobile, allowing for easier reconfiguration of the room over time as the demographics, technology and needs shift.

- *The teen fiction will be in the teen's dedicated space, while the nonfiction will continue to be integrated with the adult nonfiction, transitioning students to the general collections.

- * The local history collection will be relocated to the main floor and the room will be separated into a secure area and a reading room with climate control appropriate to these specialized collections, as recommended in our 2014 Preservation Assessment.]

- **[Programming areas, meeting rooms, and quiet/group study spaces -** The proposed project will allow dramatic improvement in programming and meeting spaces, creating functionality and flexibility not possible in our current building.

- *The Children's Room program space will be dedicated to youth services, and will no longer be used for adult programs and general community meetings.

- *The large meeting space in the lower level will be available for adult programming including author talks, book groups, craft nights and other programming.

- *Large children's programs will use the lower meeting space, as well as having a "rain location" for popular lawn programs such as Basket & Blanket summer concerts.

- *Community groups will meet in the lower level meeting space without needing to go through the children's room as they currently do.

- *It will be possible for community groups to use meeting space during library off-hours if necessary.

- *All meeting and program spaces will have accessible bathroom facilities on the same floor.

- *The new teen space will lower the volume in the adult space.

- *There will be two dedicated quiet/group study rooms, as well as the conference room for quiet space.

- *The separation of the local history area into one secured side and one reading room side allows the flexibility of using the reading room as additional quiet study space]

- **[Other]**

B. How does the project contribute to the library's ability to keep staff and public safe (a place that is free from harm or danger) and secure (state of being protected from harm) in terms of:

- **[Health -**

- *The single entrance, directly in sight of the primary service desk, will allow staff to see all patrons as the enter and leave the building.

- *There will be a staff presence on each floor of the building.

- *The lower level, which has the smallest staff presence (technical services and custodial,) is designed to be a low-impact area where casual lingering is not encouraged. The presence of the staff break room will also increase staff foot traffic in this area.

*The main level will integrate seating and collection areas in a way that minimizes areas of seclusion and maximizes sightlines and natural foot traffic.

*The Children's Room will be a separate space that does not lead into secluded staff areas, nor are there any adult-specific areas within the children's space

* Air conditioning throughout the building will eliminate dangerously hot areas of the building for patrons and staff in summer months.]

- [Fire protection -

- * A remote annunciator panel will be installed in the vestibule/where required by the Fire Department.

- * The building will be equipped with an appropriate sprinkler system.

- * A map of the entire building will be framed and mounted adjacent to the annunciator.

- *Keyed boxes will be provided outside the Fire Department entries.

- *Manual pull stations will be located within five feet of each egress door and at the entrance to each stair.]

- [Structural integrity - n/a]

- [Other -

- * Proposed HVAC systems will improve ventilation, consistency in temperature throughout the building via induction units, and meet up to date acoustical requirements. These elements will be beneficial for both patrons and staff throughout the building.

- *The proposed building will include security cameras to enhance safety for staff and patrons throughout the building.

- *A transition to RFID barcoding of the collection, and installation of security gates at the entrance will improve security of the collections.]

C. How will the project improve staff workflow and staff productivity?

[The current inefficiencies will be improved through a wide variety of changes:

- Off-desk work spaces will be created for Adult and Children's Services staff; items on hold will have a self-pickup space for patrons, removing these items from staff work areas.
- Office space will be created for the Head of Children's Services, Teen Services librarian, and Adult Services and Reference Services librarians.
- The Adult Services and two Reference Services librarians will share an office space, which will allow for improved communications within these departments.
- The Children's program room will include storage space and a sink.
- The administrative offices will be situated together, enabling better communication; their location next to patron space will assist with staff oversight.
- Improved ventilation and HVAC systems throughout will contribute to workplace comfort and health.
- The Circulation staff work room will accommodate the processing of delivery bins, so that on-hold items can come directly into the building, be processed in the circulation area, and be placed on the nearby holds shelf.

- The newly created Teen room will allow the Teen librarian to interact directly, easily and naturally with these patrons.
 - All offices will be appropriately private, eliminating the need for staff to wander the building looking for a secluded spot to hold a confidential conversation.
 - The Local History reference librarian will be able to more efficiently curate the Melrose historical collections in a local history room located close to the staff area. Librarians will be far more able to assist patrons with their local history needs, on the main floor.]
- D. Is the project ADA compliant? xYes ☐ No
What Architectural Access Board waivers may be sought to meet ADA compliance and why?
[]
- E. Explain the approved parking plan and note the number of library dedicated parking spaces and their location. [
The parking plan will include two parking lots onsite, totaling 24 general parking spaces plus two handicapped spaces all dedicated to library use. The two adjoining streets, West Emerson Street and Lake Avenue, provide on street parking. The City of Melrose has a special provision in the zoning ordinances that allows the substitution of required parking spaces within a municipal lot provided the lot is located within 1,000 feet of the building it is intended to serve. After discussing the issue with the Director of Inspection Services, the library plans to utilize the municipal lot containing 170 spaces as substitution space. The lot is less than 400 feet from the library.] *If parking capacity varies from the MBLC guideline of one parking space per 400 gross square feet of building, not including staff parking, provide documentation or a letter from the appropriate local board approving an alternative parking capacity and plan in Appendix N.*
- F. Describe the proposed path of travel from the proposed parking to the building entrance.
[Patrons will travel from either parking lot along pathways to the main entrance. With the single entrance, all patrons will have the same welcoming experience.]
- G. What portion of the parking is dedicated to library use only?
[The library will maintain its two library use only parking lots. One will have six parking spaces, the other will have eighteen general parking spaces plus two handicapped spaces. There is additional (not dedicated) street parking along Lake Avenue and West Emerson Street, which are directly connected to the library, as well as on-street parking along Myrtle Street, and a large municipal lot one block away. Finally, there is a parking lot at the corner of West Emerson and Tremont Streets, owned by Trinity Church, which is available for use as "overflow parking" during special events.]
- H. What energy-efficient and environmentally sustainable features are incorporated into the project design?
- The building site has close proximity to public transportation, as well as City Hall and the primary downtown area; a significant percentage of library traffic arrives on foot or via bicycle.
 - Reduced heat island effect via shaded paved surfaces and high solar reflectance index roofing materials.
 - Reduced water consumption via the use of low flow plumbing fixtures

- Optimized energy performance via highly insulated building envelope for the addition, and high efficiency mechanical equipment and whole building energy simulation [Energy Model]
 - Reduction of construction waste via separation and recycling of 95% of construction waste
 - Improved indoor air quality via indoor air quality monitoring during and after construction
 - Use of low emitting materials for paints, carpets and composite wood products
 - Control of indoor pollutants by mechanical ventilation of janitorial materials, storage spaces, copy center, etc.
 - Expanded control of thermal and lighting systems with additional heating/cooling zones and multi-level lighting control.
 - Enhanced day lighting with automated lighting controls adjusted to respond to available daylight, occupancy sensors in book stack aisles as well as private offices and toilets.]
- If the building has been designed to attain LEED certification by the U.S. Green Building Council, submit the most current LEED Project Scorecard in Appendix M.*

- I. How is flexibility evident in the design should it be necessary to change or expand over the next twenty years? [
- All shelving that is less than 5 shelves high is to be mobile so that alternative future configurations can be accommodated.
 - The shelving space for the media collection is anticipated to diminish over the next 20 years, making more space available for future uses.
 - Internal reconfigurations in the future are enhanced by designing service points that are not inextricably integrated with the architecture, and can be repositioned.]

- J. Does the architectural design vary notably from the building program? For example, are there service areas that have been eliminated in the architectural design that were included in the building program? xYes ☐ No
- If yes, explain why. [No service areas that were included in the building program have been eliminated. However, the original Program specified separate offices for the Circulation Librarian and the Reference Librarians. After a reconfiguration of our current layout, bringing the two service desks closer together, and significant conversation with the Reference and Circulation librarians, the decision was made to have one office that provides space for the three librarians. This allows us to conserve square footage for the public, as well as enabling all adult services librarians to collaborate more effectively.]

4. Site

Incorporate photographs with descriptive captions within the narrative that illustrate current conditions and selected site, if different.

- A. Describe how and why the chosen site was selected, and any alternate sites considered.
- [Melrose has chosen to remain on the site of the City's original library building. During the Long Range Planning process, as well as in day-to-day community conversations, residents of Melrose consistently express appreciation for the character of our Carnegie library. Although the

functionality of the building needs improvement, the feel and character are still beloved in this historic city. Due to the limited lot size, other sites were considered, however Melrose is a geographically small municipality, and there simply were no other locations that exceeded the overall benefits of a historic library located 1/2 block from the commuter rail, a bus stop, and a large municipal lot (behind City Hall.) The City Planner has written a letter addressing this choice (included with Appendix C.)



Despite the need for renovation and improved accessibility into and within the building, the lovely corner lot sets off the library beautifully, creates a wonderful summer programming space on the lawn, and allows easy access from multiple directions. The proposed project will bring the new addition into better alignment with the building, so that the Carnegie architecture can be seen when approaching from both directions of the street.

B. Summarize the site investigation findings in reports on:

- i. **[Geotechnical examination:** Preliminary geo-technical investigation took place at the site on June 3, 2016, through Weston & Sampson Engineers, Inc. Five exploratory borings were advanced with a geo-technical engineer present to monitor the activity. Soil samples were taken during the borings.

Based on the borings and the soil samples an area of debris and fill was identified under the existing parking lot, most likely from an older building that was demolished. If fill is

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located under new building areas it is possible that some removals would be required. Ground water was also identified at 18' in two borings which does not appear to pose any difficulty for construction of future additions but could lead to limited de-watering operations during the construction phase. Native and undisturbed soils encountered appear to be adequate to support the proposed building addition. Nothing found in the geo-technical investigation indicates that there would be any restriction to new construction at the site.]

- ii. [**Hazardous materials survey:** A complete hazardous materials identification study was completed by Universal Environmental Consultants and issued on May 3, 2016. Ninety five physical samples were taken at the building and suspect materials were identified through laboratory testing. Major areas of ACM (asbestos containing materials) included vinyl flooring and mastic, beam coatings, piping joints, duct insulation, and window and door frame caulking.

An estimate was prepared for future abatement and that value was carried within the cost estimate. It is estimated that to abate the ACM materials identified would be a cost of approximately \$327,000.00. This work would be completed as part of a renovation and addition project.]

- iii. [Preservation or archeological site survey (if applicable): n/a]
- iv. [**Structural evaluation (if applicable):** The structural report on the existing historic library building is based on visual observations made on a tour of the building on 5-9-16 and a review of existing drawings. No destructive testing was completed during the building review.

The existing historic library construction in 1904 is masonry with wood frame floors and roof constructed on a fieldstone foundation. The addition that is proposed to be removed was constructed in 1963 and is framed in steel and concrete. The conclusion of the structural report is that while there is some cracking in the walls and ceilings of the existing historic building, it is performing well and is stable. It is anticipated that some re-pointing should be undertaken as part of a renovation project. It is also anticipated that a major addition would be separated from the existing building with an expansion joint at the juncture between existing and proposed.]

C. What zoning waivers may be required? [

The Library Director, City Planner, and Tappe Architects have met with the Director of Inspection Services/Building Commissioner to review the preliminary plans. This proposed addition is designed within the zoning setbacks so we do not anticipate requiring any zoning waivers from the dimensional standards in the Melrose Zoning Ordinance. The project may require a waiver for parking compliance since it involves additional square footage. There is a special exception in the Melrose Zoning Ordinance which is designed for circumstances such as this; the Building Commissioner feels that this project will meet the requirements for an exception (see letter included with Appendix N.)]

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- D. Does the library have clear title to the proposed project site? ☒ Yes ☐ No

Include a copy of the Title/Deed to the property in Appendix A. If the library has not yet secured final ownership of land, the following conditions must be met for the project to proceed.

- **Existing Library Building**

Documenting Ownership – deed showing clear title to land

Establishing Value to Claim Eligible Cost – n/a

Deadline – January 26, 2017

- **Acquired from Town or School Owned Land**

Documenting Ownership – can be contingent on receiving a construction grant

Official town meeting or vote of select board, school board or other town entity that administers the property that defines the site and authorizes transfer of land for the project

Establishing Value

Get three land appraisals from a real estate agent and use the middle appraisal
OR

Use city/town assessor's valuation

Claim up to \$800,000 as an eligible cost

Value of existing structures cannot be claimed

Only land for the library structure and associated dedicated parking

Only land acquired since January 26, 2014 is eligible

Deadline - January 26, 2017

- **Gifted**

Documenting Ownership – can be contingent on receiving a construction grant

Agreement between the donor and town that includes

Confirming the Gift

Defining the site

Value of site

Establishing Value

Get three land appraisals from a real estate agent and use the middle appraisal
OR

Use city/town assessor's valuation

Claim value as shown on the middle appraisal or city/town valuation, up to \$800,000

Value of existing structures cannot be claimed

Only land for the library structure and associated dedicated parking

Only land acquired since January 26, 2014 is eligible

Deadline - January 26, 2017 to claim as an eligible cost

Clear title by date of signing contract with MBLC

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- **Purchased from a Seller**

Documenting Ownership – can be contingent on receiving a construction grant

Purchase and sale agreement between the town and the seller

Establishing Value – value as stated in purchase and sale agreement can be claimed as an eligible cost

Deadline – Signed purchase and sale agreement by January 26, 2017 to claim as an eligible cost

Only land acquired since January 26, 2014 is eligible

- **Leased Land**

Documenting Ownership in Application – can be contingent on receiving a construction grant

Lease agreement between the municipality and documented owner

Duration of least 99 years

Lease payments are not an eligible cost

Establishing Value – n/a

Deadline - January 26, 2017

Clear title or a lease of at least 99 years must be obtained prior to signing a grant contract with the Board of Library Commissioners. *A title search is required to confirm that property is without any claims by others and there is no history of past claims which might affect the ownership.* Include confirmation of a clear title or lease agreement and all supporting documentation in Appendix A.

5. Funding and Stewardship

A. Describe the potential level of financial support

- i. Local funding has already been approved []
- ii. Donor gift giving through capital campaign [Groundwork has begun for a major capital campaign. The campaign will be formally launched once the grant status is confirmed. It is hoped that the capital campaign, combined with charitable giving, may account for a third of the total project funding.]
- iii. Charitable giving from businesses, foundations and other prospects [The Friends of Melrose Public Library, Inc. have been actively involved in this process and plan to aggressively pursue grant and foundation opportunities on behalf of this project.]
- iv. Other [The Trustees, with approval of the Board of Aldermen, have expended \$85,000 to fund the planning and design process of this project. The City plans to provide the local funds needed to complete a project through a municipal bond. The Mayor has begun discussing the need for a debt exclusion in the community; we will continue working on an awareness campaign.]

B. Describe the potential level of municipal support for library operations, including adjusted staffing levels and for adequate maintenance and repair after project completion. [The City is committed to supporting its municipal buildings through both staffing and building maintenance/repair. The need for a small increase in part time staffing to adequately cover the

renovated building is understood by the City Auditor. Great care has been taken during the planning process to ensure staffing efficiency throughout the building. There is no level of the proposed building that does not have a combination of public and staff areas, maximizing both safety and service (this is not possible in the current configuration.) Several years ago, the City implemented a major reorganization of the Department of Public Works. Most municipal buildings, including the library, were centralized under the DPW for maintenance and repair. The transition was well-thought-out and focuses on providing excellent daily and long term service to all municipal buildings. The proposed renovation will only improve the existing service to the library, as it will allow for the inclusion of improvements such as a Building Management System for the HVAC.]

- C. For **all projects**, fill out a Massachusetts Historical Commission (MHC) Notification form, send to the MHC and include a copy in Appendix G.
 - i. Guide: <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf>
 - ii. Form: <http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf>

6. Special Conditions

- A. If not already included in this application, describe any special conditions pertaining to this project or municipality. Special conditions might include such factors as demography, economics, or other conditions that have had a significant effect on the proposed project's scope or size. [n/a]

7. Project Timeline

Estimate the number of months needed to:

- A. Finalize schematic design & complete design development: [9] months
- B. Secure local funding: [3] months
- C. Complete construction: [18] months

SECTION 2: FINANCIAL

A. ESTIMATED ELIGIBLE/ NON-ELIGIBLE PROJECT COSTS

- For a project in a single municipality or for a Joint Library Project (libraries in two or more towns planning a single building), complete the spreadsheet linked below.
- If your project includes costs for constructing space housing another agency, organization or department as well as the library, do not fill out section 2A. An Application Addendum for a Shared Building Project is required, with a slightly different spreadsheet. Contact Lauren Stara (lauren.stara@state.ma.us) or Rosemary Waltos (rosemary.waltos@state.ma.us) for the additional form.

Cost Estimate

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Cost Estimate

B. DETAILED COST ESTIMATE

Include the independent cost estimator's full report in Appendix L.

Estimating Firm:	[PMC LLC]
Address:	[20 Downer Ave Suite 1C, Hingham MA 02043]
Name of Estimator:	[Peter Bradley]
Phone(s):	[781-740-8007]
Email address:	[peterbradley@pmc-ma.com]

C. COST PER SQUARE FOOT

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Cost per Square Foot

A. Cost Estimate: Eligible / Non-Eligible Project Costs Summary			
<i>If the proposed project is for a shared building, contact MBLC construction specialist for financial section forms and instructions.</i>			
Item/Activity	Eligible	Non-Eligible	Total
Construction			
1 Construction (not incl. landscaping and paving)	\$10,862,530		\$10,862,530
2 Landscaping & Paving		\$89,537	\$89,537
3 Bonds & Insurance - 2.4%	\$260,701	\$2,149	\$262,850
4 Overhead & Profit - 5%	\$556,162	\$4,584	\$560,746
5 Permits, if not waived by municipality			
6 Subtotal	\$11,679,393	\$96,270	\$11,775,663
7 Contingency for Construction 10% of total	\$1,167,939	\$9,627	\$1,177,566
8 Construction Subtotal	\$12,847,332	\$105,897	\$12,953,229
Professional Services			
9 Library Building Consulting, if used (1)			
10 Architect/Engineering Fees: Schematic Design (1)	\$85,000		\$85,000
Architect/Engineering Fees: Design Development through Bid			
11 Documents	\$883,175		\$883,175
12 Architect Fees: Construction Administration	\$294,392		\$294,392
13 Project Management (OPM)	\$400,000		\$400,000
14 Clerk of the Works, if separate from OPM	\$400,000		\$400,000
Hazardous Abatement Design/Oversight (Industrial Hygienist)	\$35,000		\$35,000
16 Information Technology Consulting	\$40,000		\$40,000
17 LEED Consulting	\$80,000		\$80,000
18 LEED Application Fees	\$7,000		\$7,000
19 Commissioning Agent	\$50,000		\$50,000
20 Other Engineering (geo-tech investigation + support)	\$25,000		\$25,000
21 Interior Design Services	\$80,000		\$80,000
22 Independent Design Review (if used)			
23 Legal Services		\$5,000	\$5,000
24 Misc. Fees and Expenses		\$20,000	\$20,000
25 Other (list separately on next page)			
26 Professional Services Subtotal	\$2,379,566	\$25,000	\$2,404,566
Furnishings, Finishes & Equipment (FF&E)			
27 Utility Backcharges	\$10,000		\$10,000
28 Steel Bookshelves & Metal End panels	\$240,000		\$240,000
29 Mobile Shelving & Mobile Service Desks			
30 Furniture		\$550,000	\$550,000
31 Window Treatments			
32 Telephones, i.e. handsets		\$10,000	\$10,000
33 Tele/Data Equipment	\$50,000		\$50,000
34 Computer Terminals & Peripherals		\$150,000	\$150,000
Audio Visual Equipment, i.e. projectors, televisions, microphones		\$20,000	\$20,000
36 Wayfinding and Decorative Signage		\$10,000	\$10,000
37 Automated Sorting System			
38 Security System for Collections		\$45,000	\$45,000
39 Murals or Other Artwork			
40 Other (list separately on next page)			
41 Subtotal	\$300,000	\$785,000	\$1,085,000
Contingency for Expenses: Professional Service and FF&E			
42 10% of total of all expenses	\$30,000	\$78,500	\$108,500
43 FF&E Subtotal	\$330,000	\$863,500	\$1,193,500
44 Expenses: Profession Services and FF&E Subtotal	\$2,709,566	\$888,500	\$3,598,066
Other			

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45	Town or School Owned			\$0	
46	Gifted or Purchased			\$0	
47	Municipal Bond Costs			\$0	
48	Moving		\$100,000	\$100,000	
49	Temporary Library Fit-out, Rent, Insurance, etc.		\$75,000	\$75,000	
50	Other Subtotal		\$175,000	\$175,000	
Annual Escalation					
51	Construction 4% annually for up to 36 mos.	\$1,604,169	\$13,221	\$1,617,390	
52	Architects services 4% annually for up to 36 mos.	\$147,034		\$147,034	
53	Professional Services 4% annually for up to 36 mos.	\$138,599		\$138,599	
54	FF&E 4% annually for up to 36 mos.		\$107,819	\$107,819	
55	Escalation Subtotal	\$1,889,802	\$121,040	\$2,010,842	
56	Grand Total Project Costs	\$17,446,700	\$1,290,437	\$18,737,137	
Notes:					
(1) Include only those costs incurred within three years of the date of this application. This could include surveys and materials testing, structural inspections and peer review.					
(2) a. Purchased land and/or building may be valued up to the actual purchase price.					
b. Only monies already expended for eligible costs related to acquisition of real property after January 26, 2014 date can be included as an eligible cost.					
c. Where publicly or privately owned real property is donated to a project, only so much land as is necessary to provide an adequate library site, up to a maximum of \$800,000, may be considered in the calculation of eligible costs, and the value of such land must be documented.					
d. For more details on valuing land see Question 10 (4) (D)					
(3) Amounts for contingencies and annual escalations must be broken down by eligible and non-eligible costs.					

D. FUNDING SOURCES

Describe your plan for obtaining funds other than the MPLCP grant.

[The library is well supported by the Board of Library Trustees and the City of Melrose, as well as the Friends of Melrose Public Library, Inc. The Board of Trustees funded the \$85,000 necessary for the planning and design phase leading up to the grant application, and will continue its strong history of supporting extraordinary library projects. The City plans to provide the local funds needed for the building project through a municipal bond. The Mayor has already begun speaking about the project and the funding needs in the community, to build awareness and broad-based support. The Friends of Melrose Public Library, Inc. are planning to fundraise for targeted needs that arise out of the building process. This will include direct fundraisers such as library mini-golf gala events sponsored by the Friends, and direct applications for grants, such as a grant opportunity that could cover the majority of the costs for computer equipment. Additionally, groundwork has begun for a major capital campaign to offset the ineligible costs necessary to this project. The capital campaign will be formally launched once the grant status is confirmed.]

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Funding Sources

SECTION 3: ASSURANCES AND CERTIFICATIONS

A. QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL - NEEDS TO BE COMPLETED

1. **Project Director.** The library director may function as the project director.

Name: Denise Gaffey

Position: City Planner; Director of the Office of Planning and Community Development

Responsibilities:

Will monitor progress in weekly construction meetings

Will coordinate relocation of library during construction

Will work with Library Director and designers on library functions/use

Will communicate with stakeholders including City officials, staff, trustees and community, in coordination with Library Director

Qualifications: [Ms. Gaffey has a Master's Degree from Tufts University in Urban Policy and has worked as a Planner and Project Manager for the City of Melrose for twenty years. Ms. Gaffey has provided oversight for dozens of major capital projects for the City, including the \$52 Million Middle School and over \$20 Million in investments in the High School, and has managed major renovation projects on two National Register buildings: Memorial Hall and Beebe Estate.]

2. **Architect.** Complete this form for the firm, principal and/or project architect working on the project

Architectural Firm: [Tappe Architects, Inc.]
Address: [6 Edgerly Place, Boston MA 02116]
Phone(s): [617-451-0200]
Website: [www.tappe.com]
Library project date of hire: [January 26, 2016]

Name of Principal Architect: [Jeffrey Hoover]
Phone(s): [617-986-4837]
Email address: [jhoover@tappe.com]
Mass. License #: [7835]

Name of Project Architect
(if different): [Charles Hay]
Phone(s): [617-451-0200]
Email address: [chay@tappe.com]
Mass. License #: [8628]

3. **Owner's Project Manager (OPM).** Complete this form for the firm, the OPM and the Clerk of the Works

Project Management Firm: [Municipal Building Consultants, Inc.]
Address: [200 Sutton Street, North Andover, MA 01845]
Phone(s): [978-686-5766]
Website: [municipalbuildingconsultants.com]
Library project date of hire: [June 23, 2015]

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Name of OPM: [Pat Saitta]
 Phone(s): [978-686-5766]
 Email address: [patrick.saitta@municipalbuildingconsultants.com]

Name of Clerk of the Works: [Larry Hueter]
 Phone(s): [978-686-5766]
 Email address: [Larry.Hueter@municipalbuildingconsultants.com]

4. **Library Director.** Complete only if the library director is not the project director.

Full name: [Linda C.W. Gardener]
 Phone(s): [781-665-2313]
 Email address: [lcwgardener@noblenet.org]
 Major responsibilities related to the project: [
 Responsible for overall administration of library
 Will monitor progress in weekly construction meetings
 Will communicate with stakeholders including City officials, staff, trustees and community
 Will coordinate relocation of library during construction, in conjunction with City Planner
 Will work with designers on library functions/use]

B. PROJECT AWARDING AUTHORITY AND FISCAL INFORMATION - NEEDS TO BE COMPLETED

The sole awarding legal authority for this project will be:
 (Mark only one)

- ☐ Board of Library Trustees
☐ Local Building Committee
☒ Other Municipal Official

Chairperson or Municipal Official of Above

Full name: [Robert J. Dolan]
 Title: [Mayor]
 Address: [562 Main Street, Melrose MA 02176]
 Phone(s): [781-979-4440]
 Email address: [rdolan@cityofmelrose.org]

The person legally authorized to receive and safeguard Massachusetts Public Library Construction Program funds locally:

Full name: [Arthur J. Flavin, Jr.]
 Title: [Treasurer/Collector]
 Address: [562 Main Street, Melrose MA 02176]
 Phone(s): [781-979-4120]
 Email address: [aflavin@cityofmelrose.org]

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The person legally authorized to requisition and approve local expenditures of Massachusetts Public Library Construction Program funds:

Full name: [Robert J. Dolan]
Title: [Mayor]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4440]
Email address: [rdolan@cityofmelrose.org]

Name and address of bank or other institution where Massachusetts Public Library Construction Program funds will be deposited:

Bank or institution name: [Eastern Bank]
Contact name: [Natalya P. Ryzhova]
Title: [Assistant Vice President, Government Banking]
Address: [195 Market Street, EP 3-06, Lynn MA 01901]
Phone(s): [781-598-7710]
Email address: [n.ryzhova@easternbank.com]

Official accounts of receipts and disbursements for the proposed construction project will be maintained by:

Office or agency name: [Auditing Department]
Contact name: [Patrick Dello Russo]
Title: [CFO/Auditor]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4110]
Email address: [pdellorusso@cityofmelrose.org]

Official documents to verify information shown in official accounts will be on file at:

Office or agency name: [Office of Planning and Community Development]
Contact name: [Denise Gaffey]
Title: [Planning Director]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4194]
Email address: [dgaffey@cityofmelrose.org]

Person authorized to serve as the municipality's Massachusetts Certified Public Purchasing Official (MCPPO) is:

MCPPO-certified City/Town Hall or School District Individual:

Full name: [Patrick Dello Russo]
Title: [CFO/Auditor]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4110]
Email address: [pdellorusso@cityofmelrose.org]

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C. COMPLIANCE ASSURANCES

Applicants shall agree in writing to the 38 assurances found in 605 CMR 6.05 (2)(d) which are based on full municipal enforcement and compliance with federal, state and local laws, rules and regulations.

1. that new, remodeled or renovated library buildings will be planned for a minimum operational life of 20 years;
2. that the completed facility will continue to be used as a free public library for at least 20 years. Prior approval from the Board must be obtained if there is any change in proportional use, or if the building is sold or reused for a non-public library function. In the event that the building is not kept in continuous use as a free public library for 20 years, the city or town must return the amount of the grant award plus interest to the Board within 60 days of the date the library building falls out of compliance with 605 CMR 6.05;
3. that the Applicant will continue the library's participation and qualification in programs established by or the successors to State Aid to Public Libraries M.G.L. c. 78, §§ 19A and 19B. Should the Applicant fail to be certified by the Board to receive State Aid during the period in which the grant contract and agreement is in effect, until project completion and final payment, this will be considered a breach of the contract;
4. that when construction is complete, the Applicant will make all full and good faith efforts to ensure that sufficient funds will be available for the effective operation and maintenance of the facility, in accordance with applicable federal, state and local requirements and standards;
5. that a sign will be displayed on the construction site and a plaque will be placed in the completed building stating that State funds administered by the Massachusetts Board of Library Commissioners have been or are being used for construction and displaying the MBLC name and logo;
6. that the Applicant and contractors will not knowingly employ, compensate, or arrange to compensate any employee of the Board during the term of the project, unless such arrangement is permitted under the provisions of M.G.L. c. 268A;
7. that the Board will have the authority to review and approve plans, specifications, bid documents, contract awards, payments and all documents of obligation or expenditure for the project;
8. that if required, pre-contract and preconstruction conferences will be held with representative(s) from the Board;
9. that the Owner's Project Manager, architect and other contractors of an approved public library project will be selected using the procedures as outlined by the Designer Selection Board under the provisions of M.G.L. c. 7C, §§ 44 through 58;
10. that all design, construction, construction contracts and sub contracts will be in conformity with all applicable provisions of state and local law, rules and regulations including, but not limited to, M.G.L. c. 143, St. 1972, c. 802, St. 1984, c. 348 and 780 CMR: State Board of Building Regulations and Standards. All construction contracts must be bid under M.G.L. c. 149, § 44A or M.G.L. c. 30, § 39M;
11. that the Applicant will be in compliance with Executive Order 524: Establishing the Massachusetts Supplier Diversity Program, which includes set aside provisions for minority business enterprises and women-owned business enterprises, and in compliance with M.G.L. c. 151B. The Applicant must not discriminate in any manner because of gender, race, color, religion, national origin, ancestry, age, sex, or handicap;
12. that the Applicant will require that all construction contracts will be in conformity with applicable law and regulations related to minority hiring. Every state-assisted contract for an approved public library project, including sub contracts, will include the Commonwealth's Supplemental Equal Opportunity/Anti-Discrimination and Affirmative Action Program as part of the contract;

13. that the Applicant will comply with Executive Order 526: Regarding Non-discrimination, Diversity, Equal Opportunity, and Affirmative Action. The Applicant will safeguard nondiscrimination, diversity and equal opportunity in state funded workplaces, decisions, programs, activities, services and contracts;
14. that the Applicant will submit the project to local, regional or state boards or agencies for comment and/or approval as may be required by law or regulation;
15. that the Applicant will assist the Board in complying with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62H;
16. that the building will be designed according to 521 CMR: Architectural Access Board;
17. that life cycle cost estimates of all technically feasible energy systems as defined in St. 1976, c. 433, will be considered in order to ensure that the energy system with the lowest life cycle cost estimate will be identified in accordance with the provisions of St. 1976, c. 433;
18. that the Applicant will closely monitor the cost effects of building program and design decisions and materials and systems selections so that the facility can be constructed and operated in a cost effective, sustainable and staff-efficient manner considering the type of project and structure;
19. that there will be an evaluation of flood hazard so that the facility to be constructed will be located to prevent potential flood hazards, as far as is practicable;
20. that the building will be designed to minimize the effects of vandalism, weather conditions and natural conditions and that materials and finishes will be selected to minimize operational costs and maintenance. This will include provision for a fire-rated enclosure for any automated or manually operated exterior book or nonprint materials return that penetrates a wall of the building;
21. that the Applicant will comply with M.G.L. c. 9, §§ 26 and 27C and 950 CMR 71.00: Protection of Properties Included in the State Register of Historical Places and any additional Massachusetts Historical Commission legal and regulatory requirements, including that which affords the Massachusetts Historical Commission the opportunity to review and comment as early as possible in the planning stages of the project;
22. that the Applicant will comply with Americans with Disabilities (ADA) federal standards and the regulations of the Massachusetts Architectural Access Board, including those requirements for making alterations to historical properties to ensure that property and building are readily accessible and usable by individuals with disabilities unless a variance has been obtained for all noncompliant features;
23. that prior approval from the Board will be obtained for significant budget, program or plan changes and revisions including deduct change orders, excluding change orders of an emergency nature;
24. that the Applicant will provide adequate supervision during the term of the project including architectural supervision, value engineering and the retention of a qualified clerk of the works and, when required, an Owners Project Manager that meets the qualifications required by M.G.L. c 7C, § 44 through 58;
25. that Board staff will be provided reasonable access to the project and site with consideration for site conditions and with appropriate notification;
26. that every good faith effort will be made to obtain sufficient funds beyond those granted under the Massachusetts Public Library Construction Program for the non matching and non eligible portion of project costs;
27. that the Board will not be held responsible for meeting any increased costs or increasing the amount of the grant award beyond the provisional award;
28. that the project will be completed as described in the application and approved by the Board. Any significant reductions in the project's program require prior approval;
29. that the Board, the Governor or his or her designee, the Secretary of Administration and Finance, and the State Auditor or his designee will have the right, at reasonable times and upon reasonable notice, to examine the books, records and other compilations of data of the Applicant which pertain to the

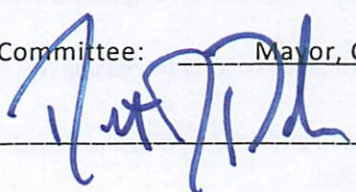
- performance of the provisions and requirements of this agreement. Upon request, the Applicant will furnish to the Board copies of any such books, records and compilations. In all Contracts or subcontracts entered into by the Applicant concerning the project, a provision must be included requiring similar access by the Board to the contractor's or subcontractor's books, records and other compilations of data which pertain to the project according to Executive Order 195: Vendor Contracts of April 27, 1981;
30. that the Applicant will file all required reports and the Board will be notified when the approved public library project is completed and a certified reporting of expenditures by category, financial sources and other documentation will be supplied to the Board by the Applicant within six months of project completion;
31. that all grant funds received by the Applicant from the Massachusetts Public Library Construction Program will be placed in an interest bearing account separate from other Applicant accounts. All grant funds, including interest income, will be retained in this account until they are expended for purposes specified in the construction grant application. Purposes specifically excluded include all those specified in 605 CMR 6.02: Definitions Eligible Costs;
32. that the Applicant will file a final evaluation form on the performance of contractors on the project as required by the Division of Capital Asset Management and Maintenance (DCAMM) upon completion of the project;
33. that construction will begin in the fiscal year immediately following the date of acceptance by Board staff of the final project construction documents;
34. that a copy of the as-built drawings, in paper or electronic form, will be supplied to the Board within 60 days after issuance of Certificate of Occupancy;
35. that the Applicant has clear title to the project site or a lease of at least 99 years;
36. that the project site will remain as described in the application and approved at the time of award or Waiting List placement;
37. that the construction process will comply with all current state and local building codes for libraries and all applicable standards and procedures;
38. that the completed project will meet or exceed a building efficiency rating of 65%.

D. APPLICATION CERTIFICATIONS - NEED SIGNATURES

We the undersigned, having official responsibility for the project herein described, do hereby attest to the facts and figures presented as true to the best of our knowledge and belief and do hereby certify our intent to carry out all the provisions and conditions agreed/delineated in this application. At least one person officially representing the town and one library trustee representing the library must sign. Name and title may be typed or legibly handwritten. Signature must be handwritten.

Name: Robert J. Dolan

Title and Board/Committee: Mayor, City of Melrose

Signature:  Date: 1/24/17

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Name: Edward W. Waystack IIITitle and Board/Committee: Chairman, Library Board of TrusteesSignature: Edward W. Waystack III Date: 1/25/17Name: Christina GaglianoTitle and Board/Committee: President, Friends of the Melrose Public Library, Inc.Signature: Christina Gagliano Date: 1/24/17Name: Patrick Dello RussoTitle and Board/Committee: CFO/City AuditorSignature: Patrick Dello Russo Date: 1/25/17Name: Denise GaffeyTitle and Board/Committee: Director and City Planner, Office of Planning and Community DevelopmentSignature: Denise Gaffey Date: 1-27-17

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

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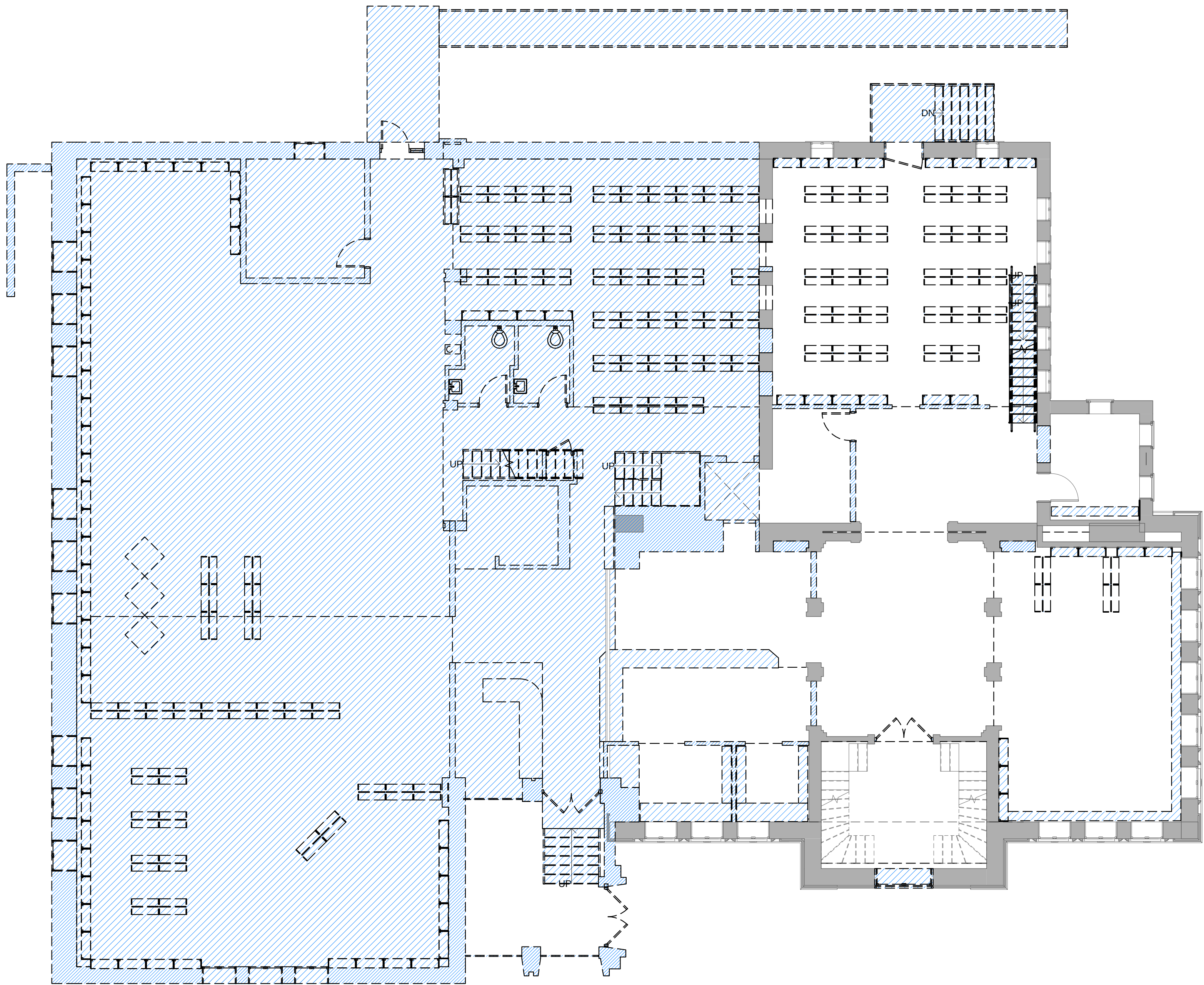
APPENDICES AND ATTACHMENTS

- A. Title/Deed and Related Documentation
- B. Copy of Town Meeting/City Council votes
- C. City/Town map showing location of proposed site
- D. Floor plans of existing library building
- E. Excerpted Pages from Master Plan/Library Long Range Plan
- F. Library Building Program
- G. Massachusetts Historical Commission notification form
- H. Geotechnical Consultant's Report
- I. Hazardous Materials Survey
- J. Structural Analysis
- K. Engineering and Other Surveys and Reports
- L. Detailed Cost Estimate
- M. LEED Scorecard (if applicable)
- N. Alternate Parking Plan (if applicable)
- O. Schematic Design Drawings*

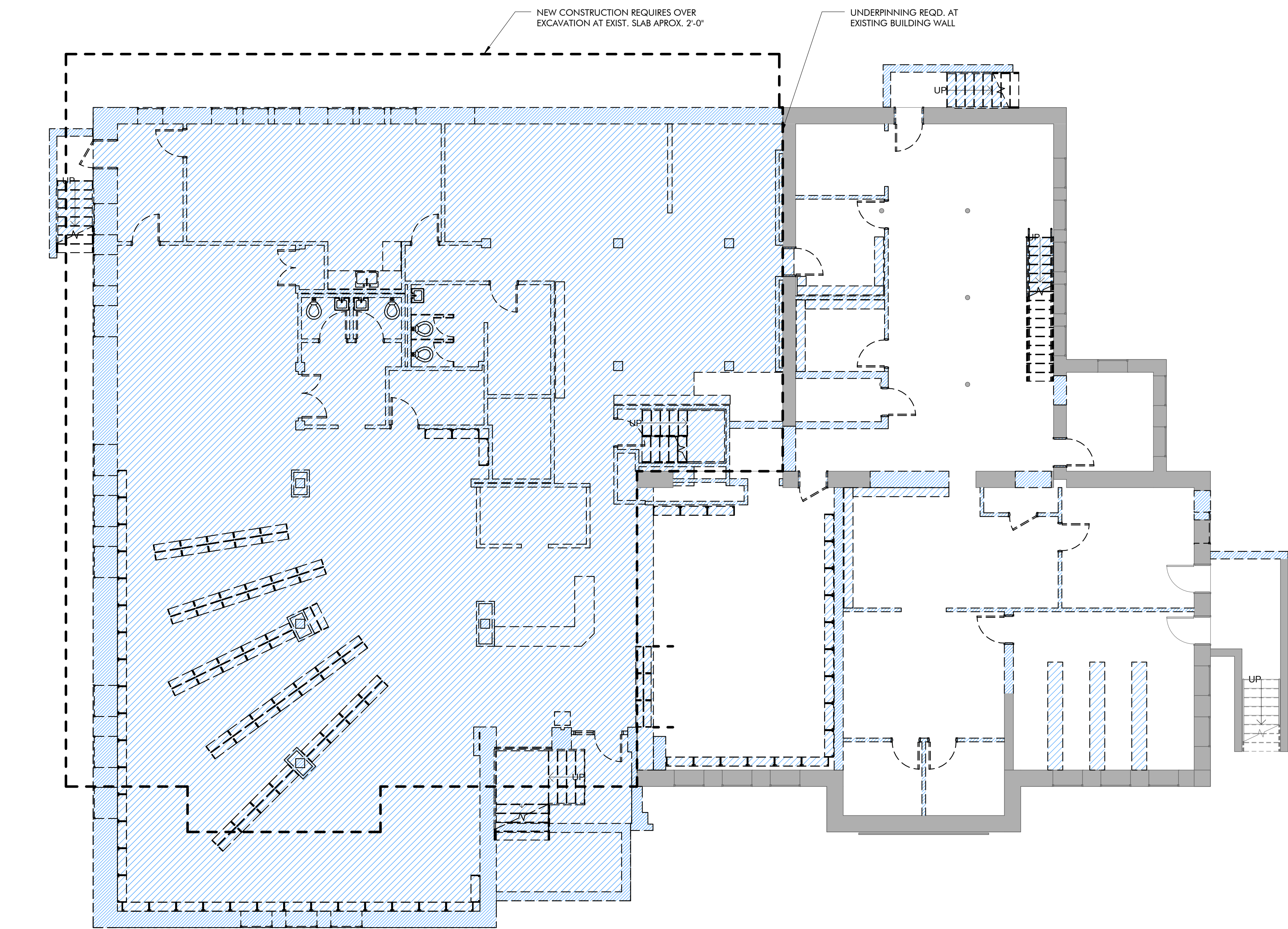
*Schematic drawings are adequate for the purposes of a grant application, but the latest version available should be submitted. Depending on the status of your project, that may be schematic, design development, or even construction drawings. All drawings and documents must be clear and readable, with labels to indicate location and square footages of areas directly on the drawings themselves, rather than in a separate schedule. The plans must include layout and heights of all shelving; reader seats, restrooms, elevators, staff offices, public service points, emergency exits, janitor's facilities, etc. Include one (1) half-size (15" x 22") set of schematic drawings, or most developed drawings, in their latest version available (scale: 1" = 16'). This half-size set should be folded and placed in the pocket of the Original Copy binder. In addition to the half-size set, include one set of 11"x17" drawings in each binder. Drawings must include:

- Floor plan(s) with a complete furniture, fixtures and equipment (FF&E) layout, including shelving unit heights. For an addition/renovation, provide floor plan(s) of the existing building with current FF&E layout as well as one for proposed layout. Indicate number of square feet in each area/room. Each level of the floor plan must be shown on a separate page.
- Elevations of proposed facades, especially those showing public entrances.
- Site plan and topographical survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger). Include written explanation of parking plans.
- Sections as needed to illustrate levels and main ceiling heights.

- P. Attachments (label sequentially)
 - 1. Melrose Free Press article, December 15, 2016
 - 2. Report of a Preservation Survey of Melrose Public Library
 - 3. Report on Environmental Monitoring Conducted by the MBLC

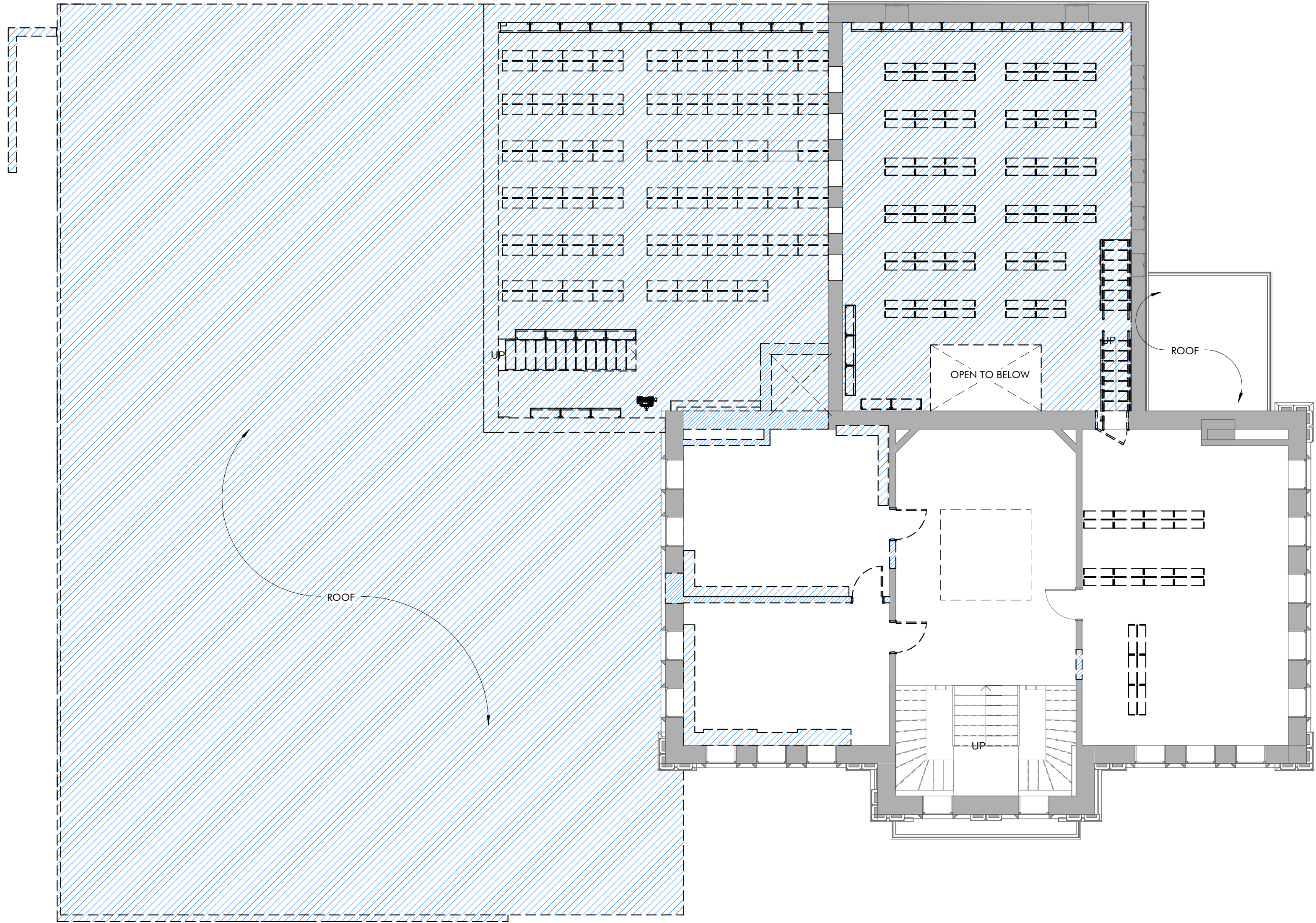


1 DEMOLITION PLAN - FIRST FLOOR
P105 1/8" = 1'-0"

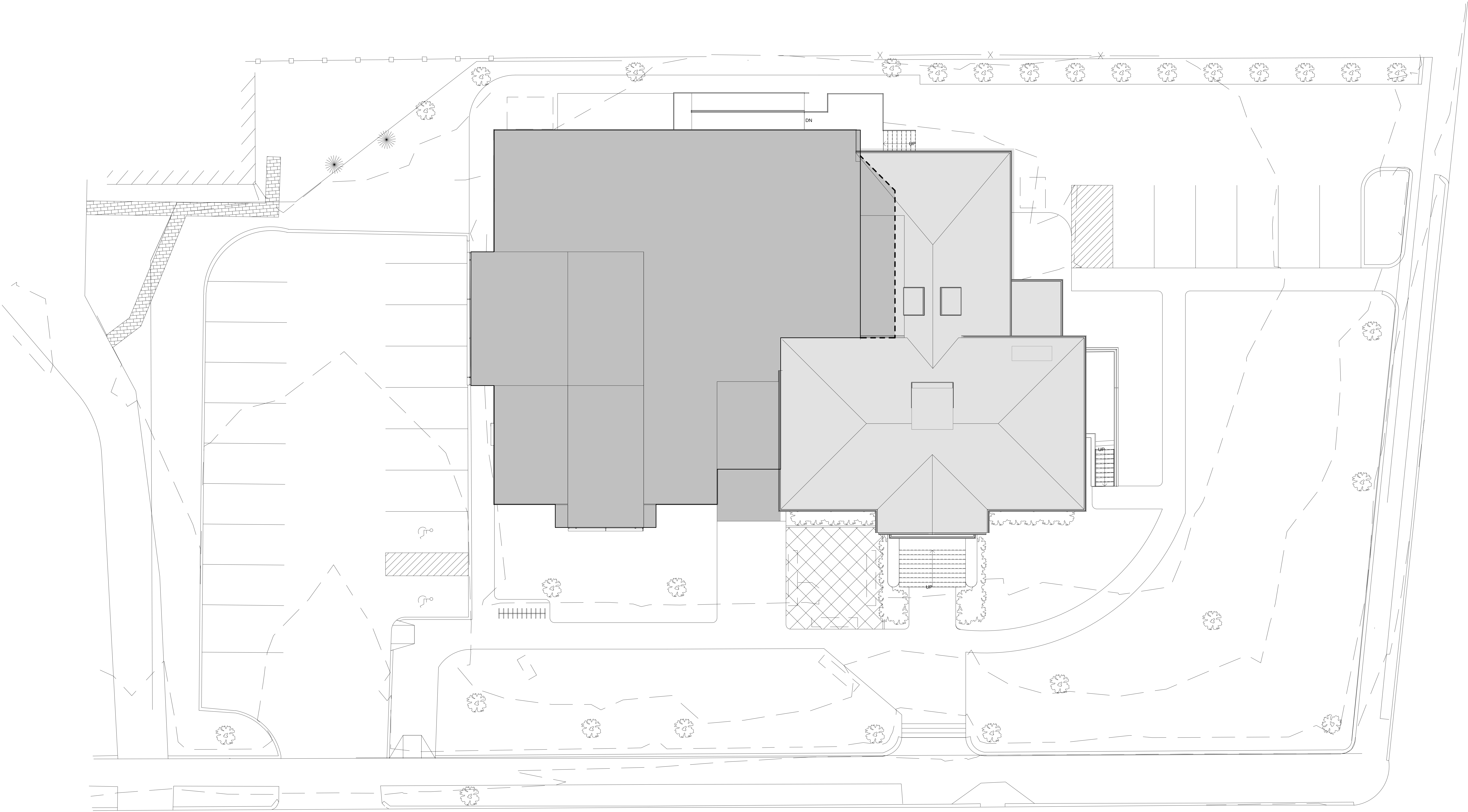


1 DEMOLITION PLAN - BASEMENT FLOOR
P104 1/8" = 1'-0"

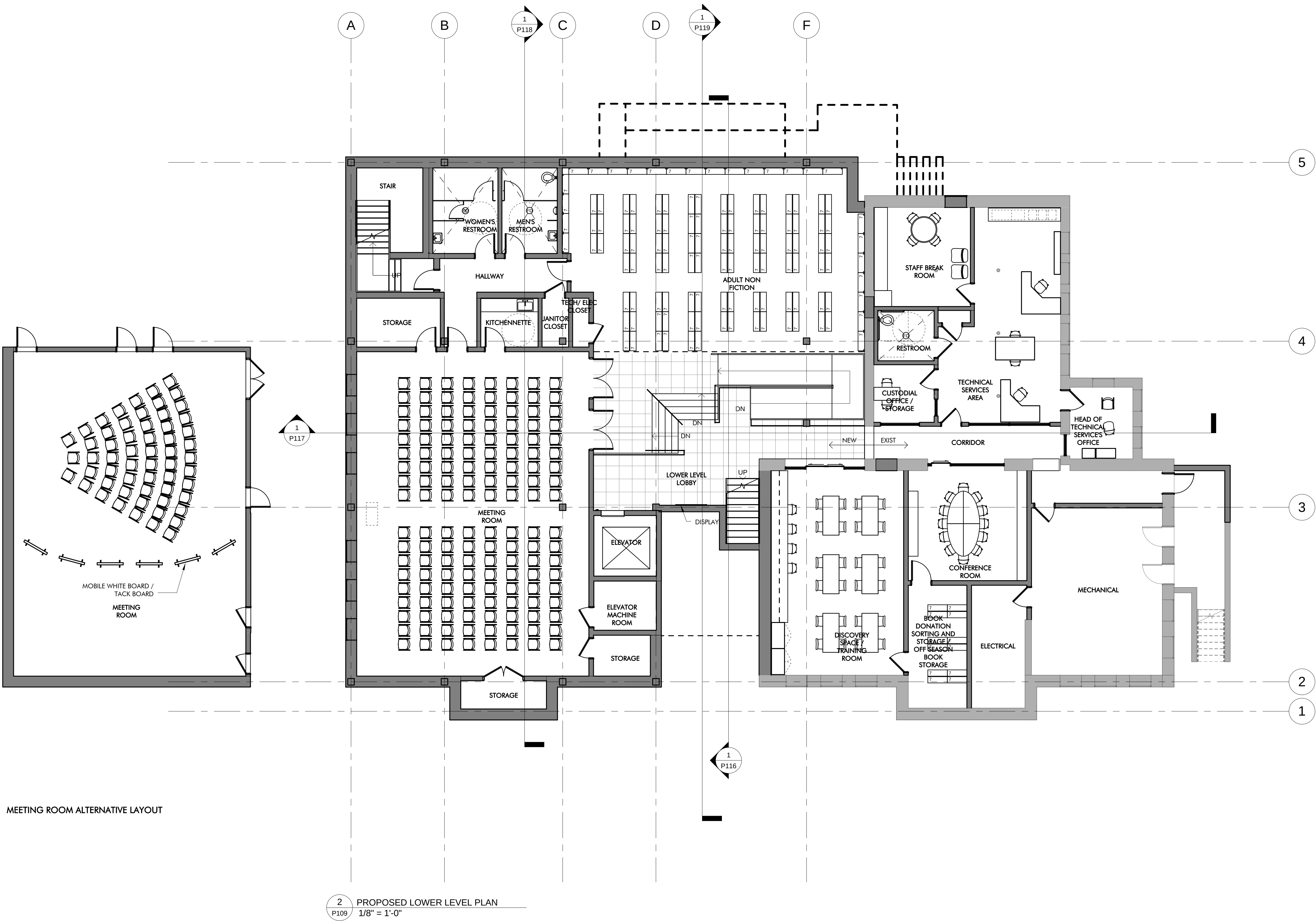
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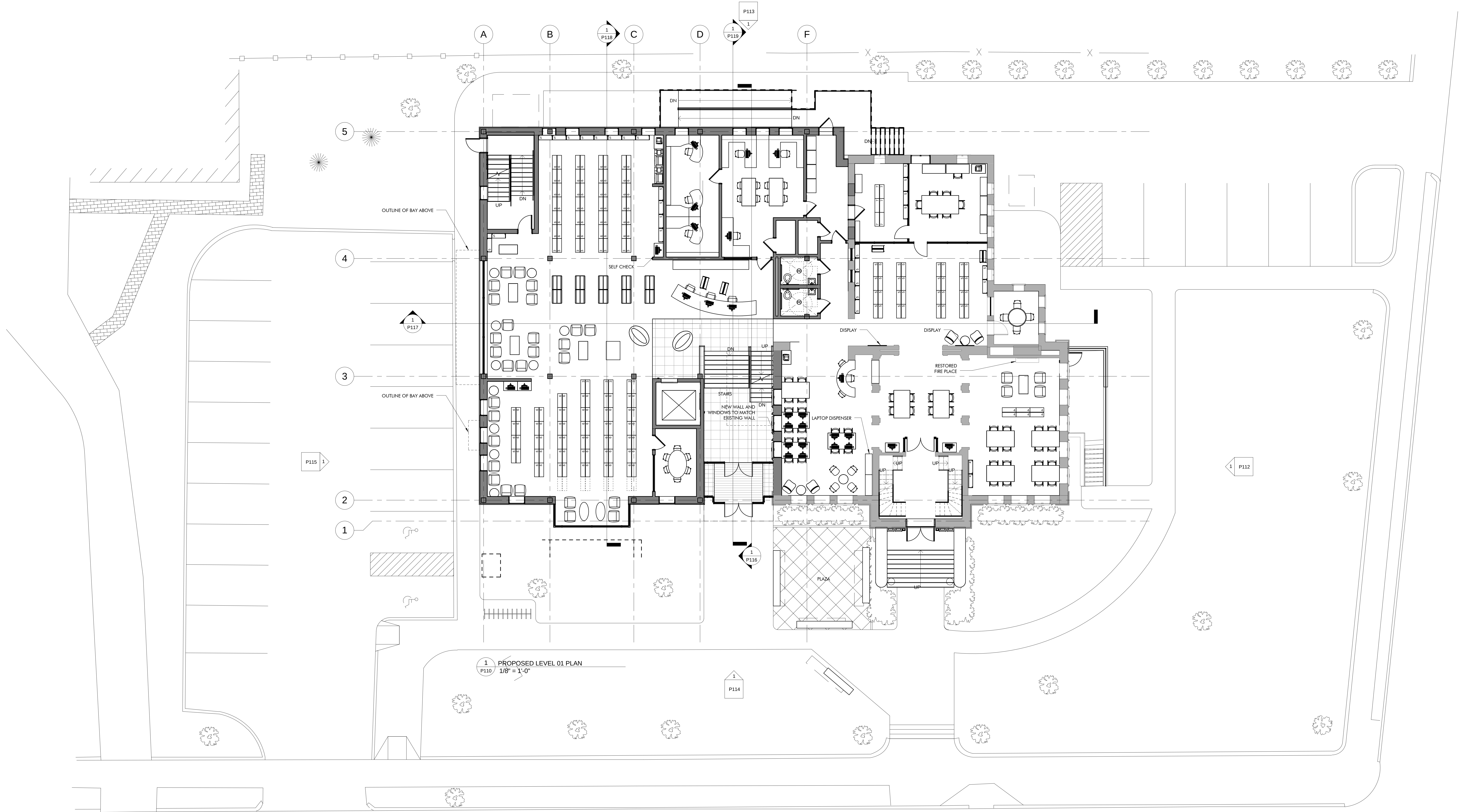


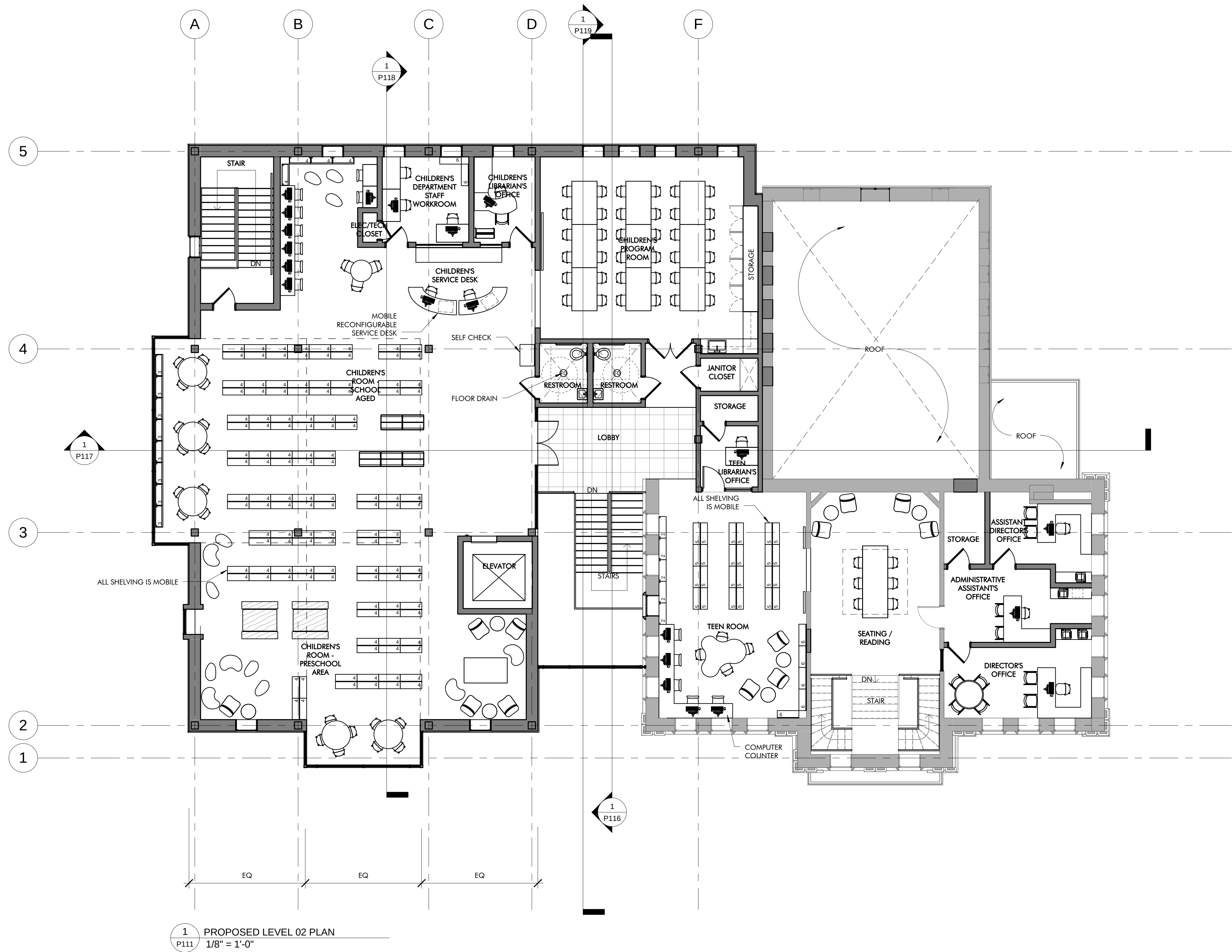
1 DEMOLITION PLAN - SECOND FLOOR
P106 1/8" = 1'-0"

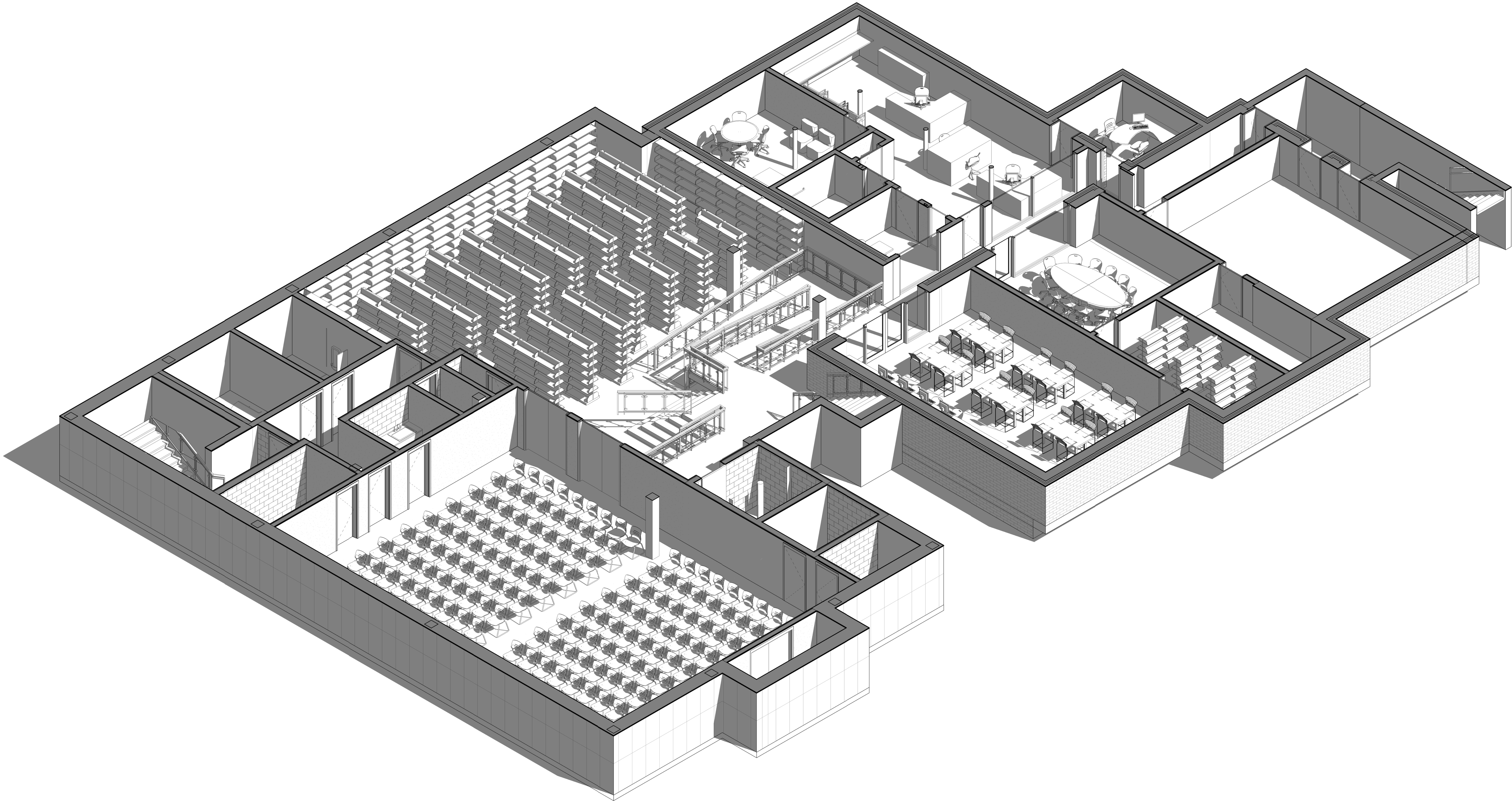


1 PROPOSED SITE PLAN
P108 1/8" = 1'-0"



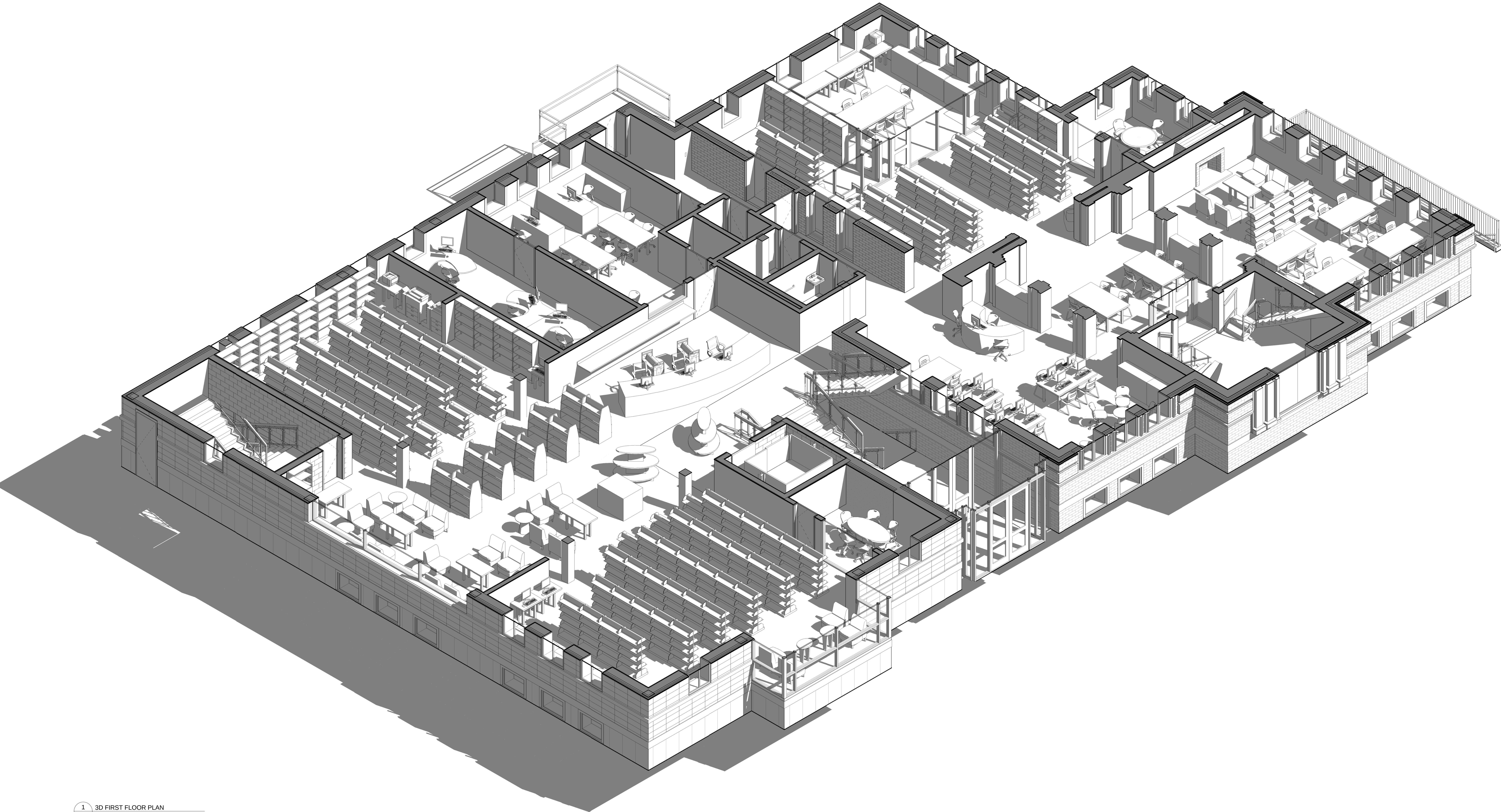




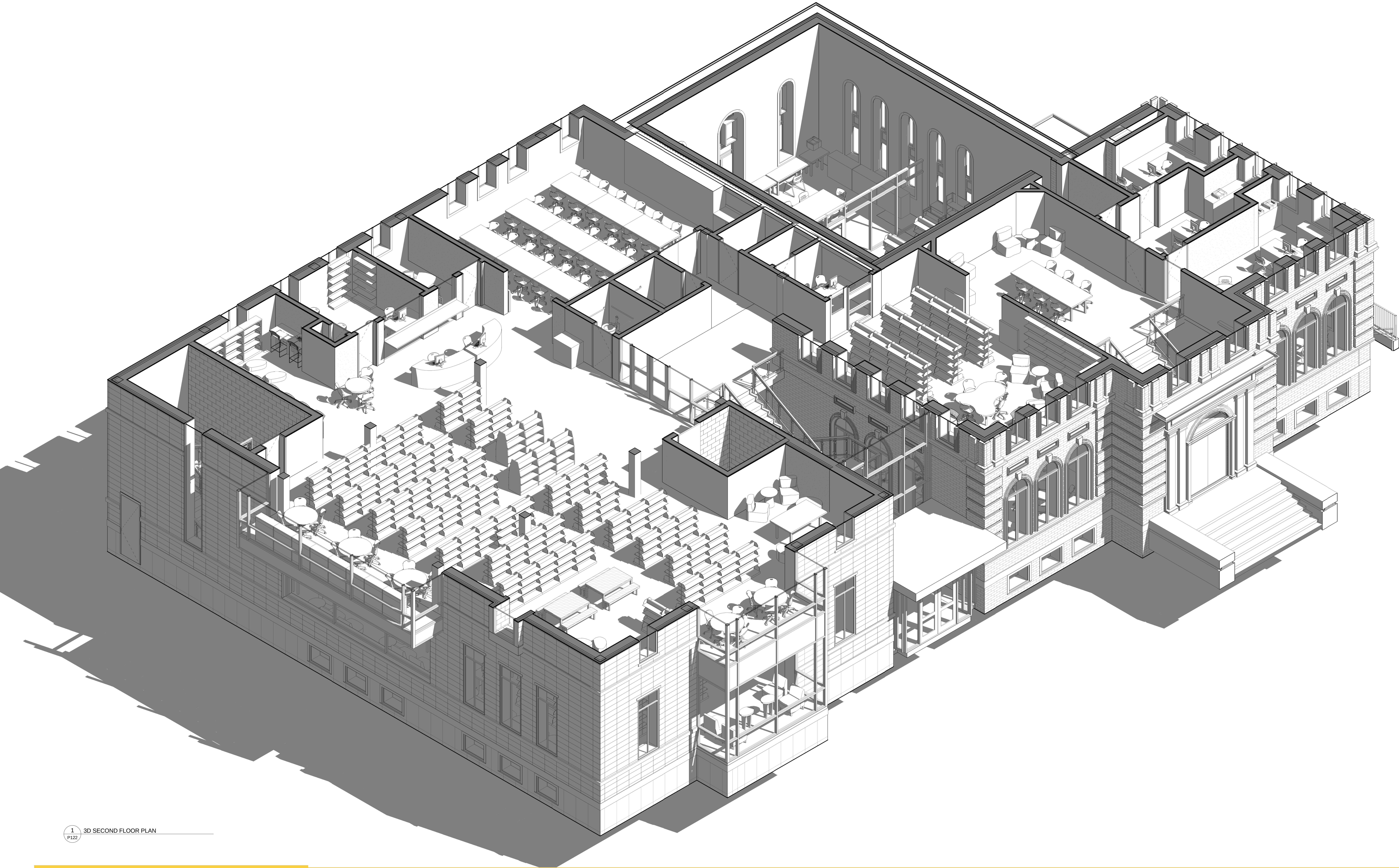


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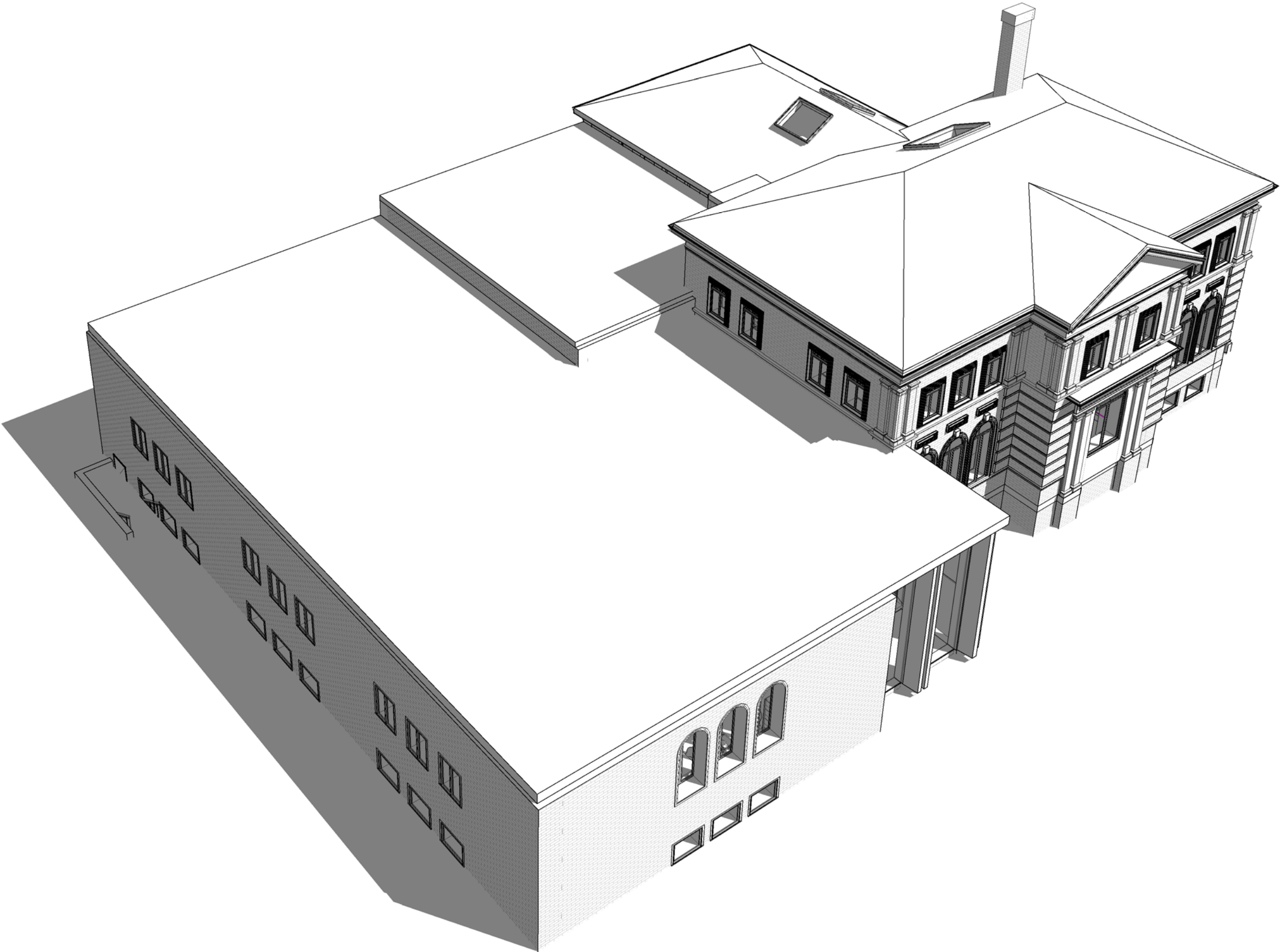
1 3D BASEMENT FLOOR PLAN
P120

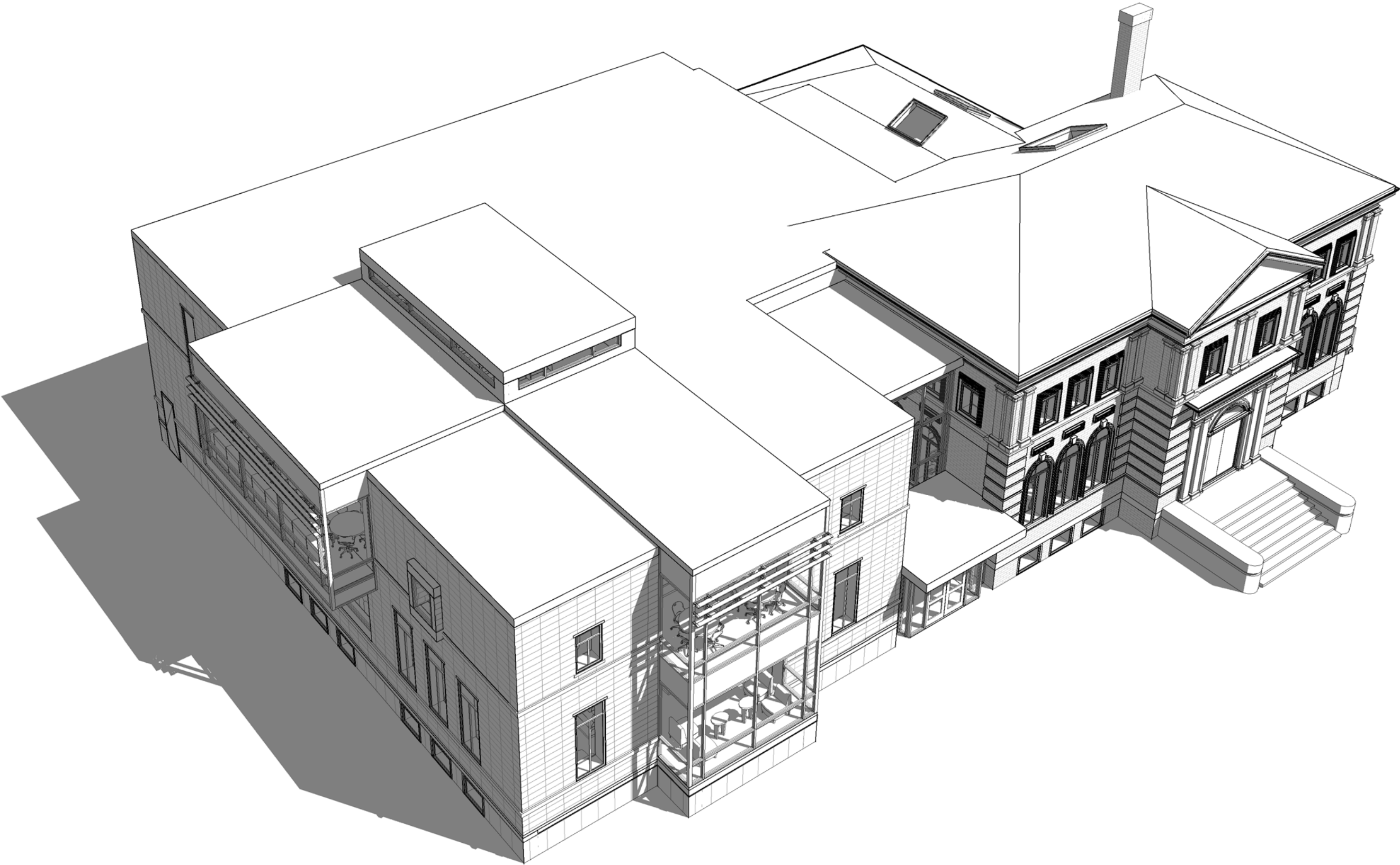


1 3D FIRST FLOOR PLAN
P121



1 3D SECOND FLOOR PLAN
P122







Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



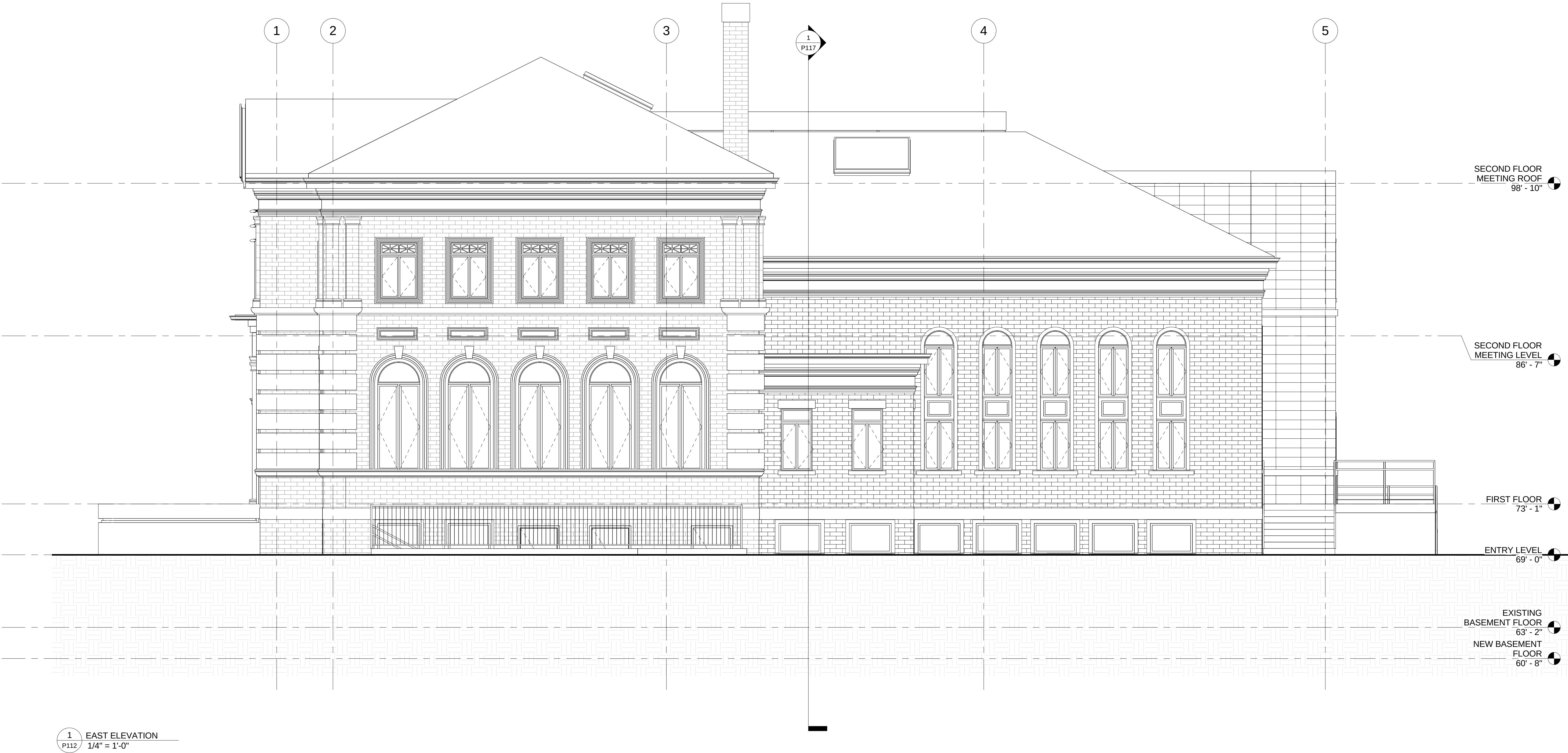
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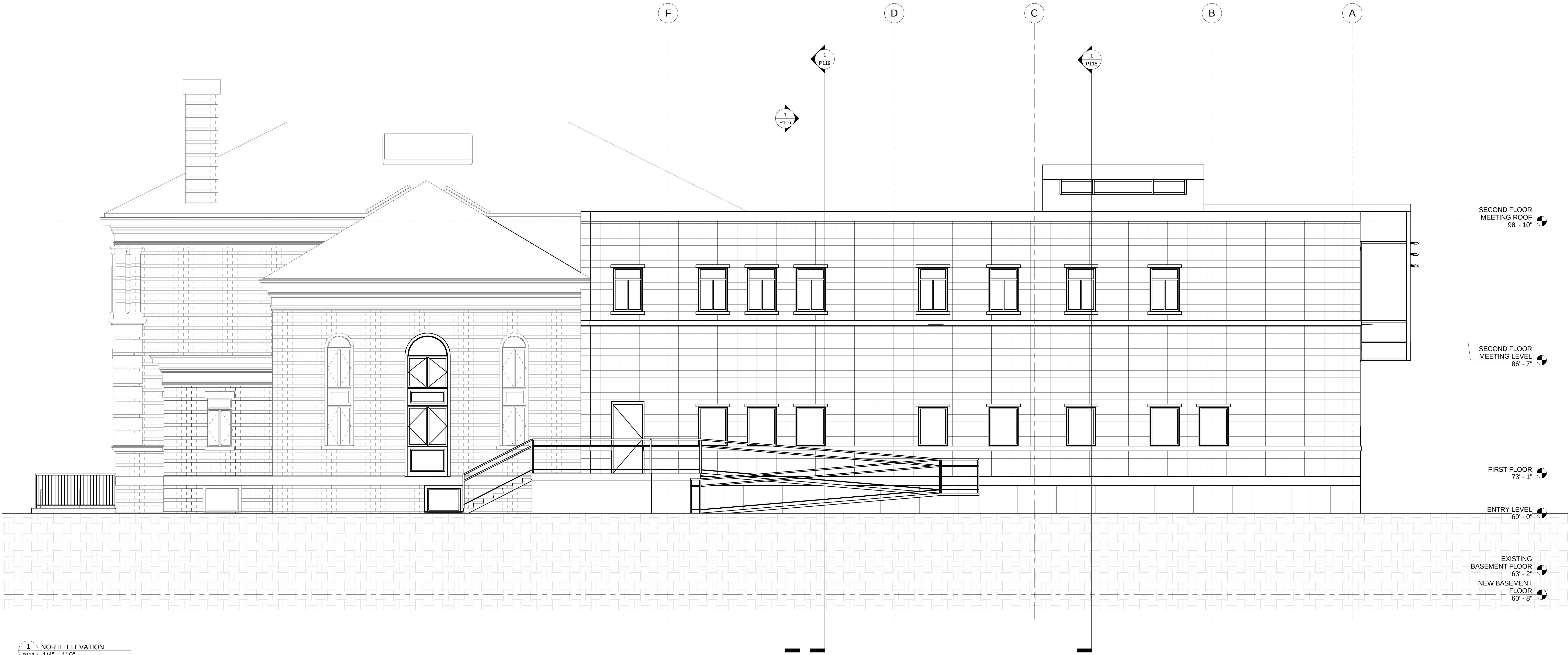
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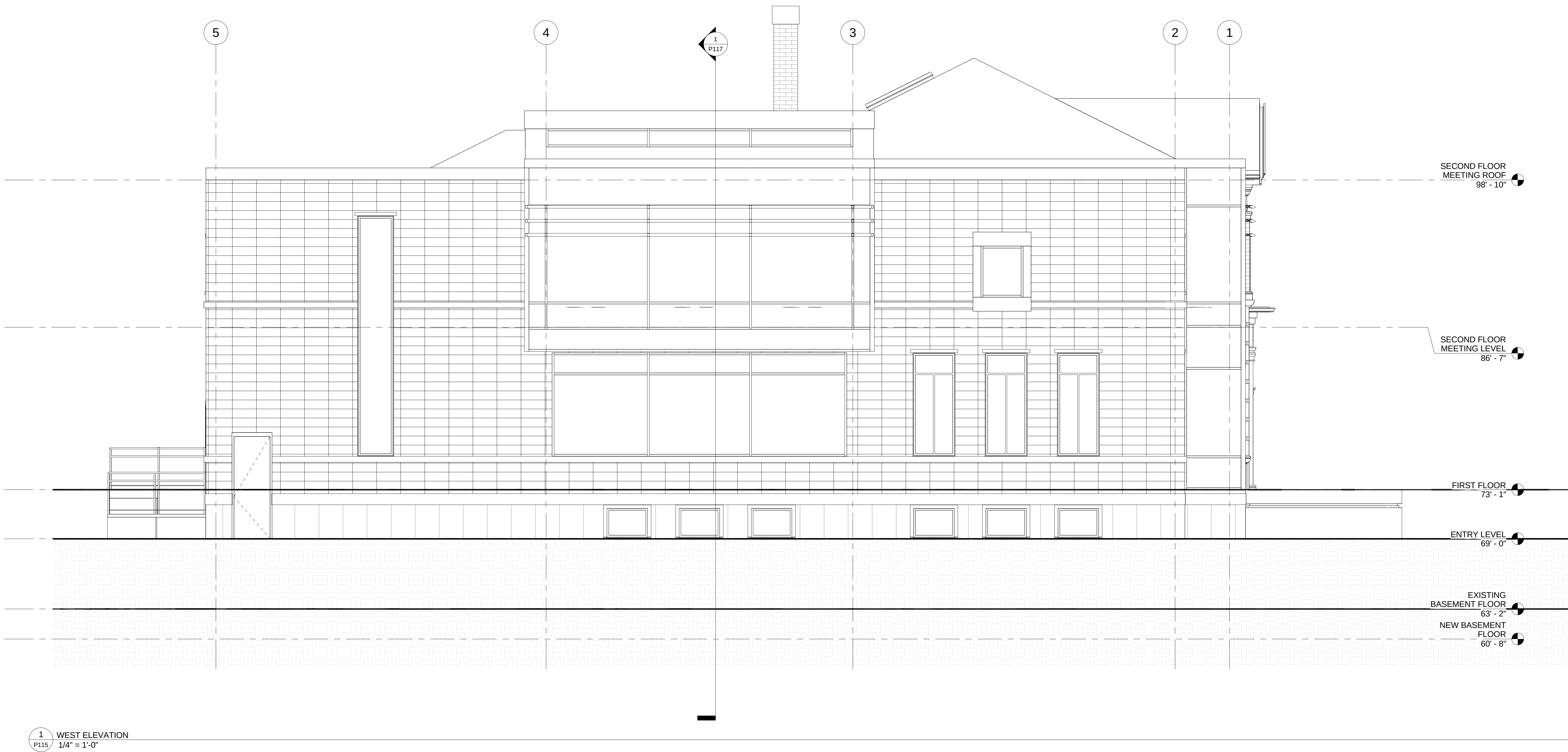


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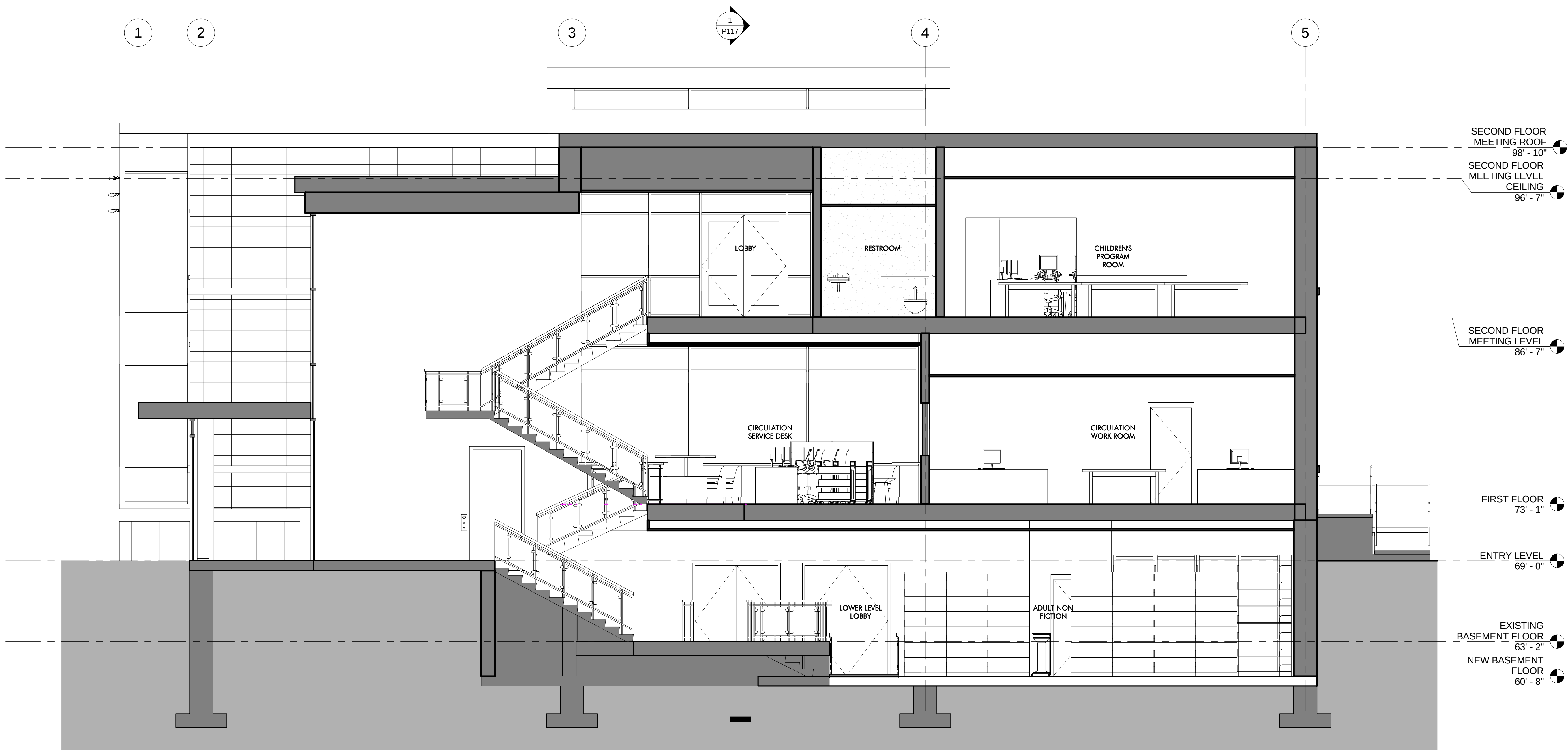


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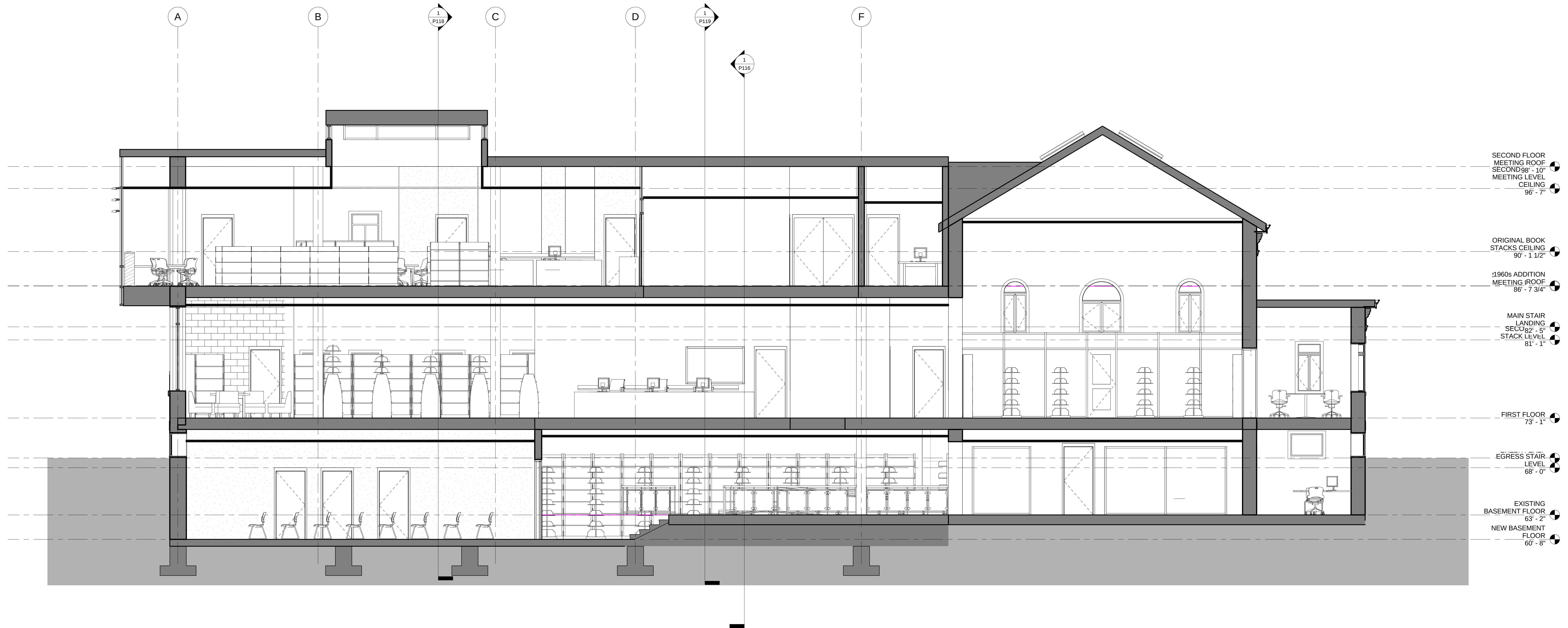


Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



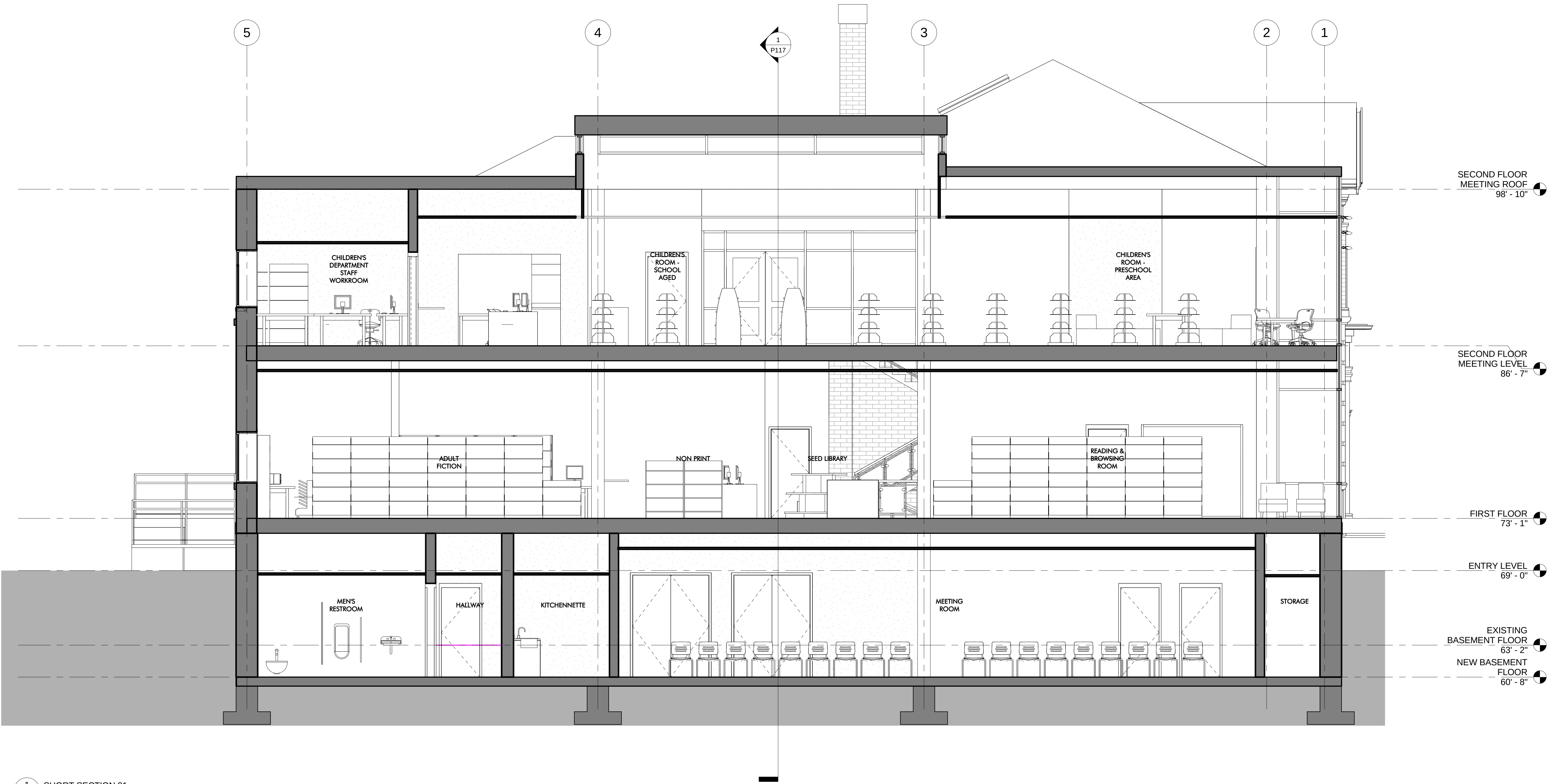
1 SECTION THROUGH STAIR
P116 1/4" = 1'-0"

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

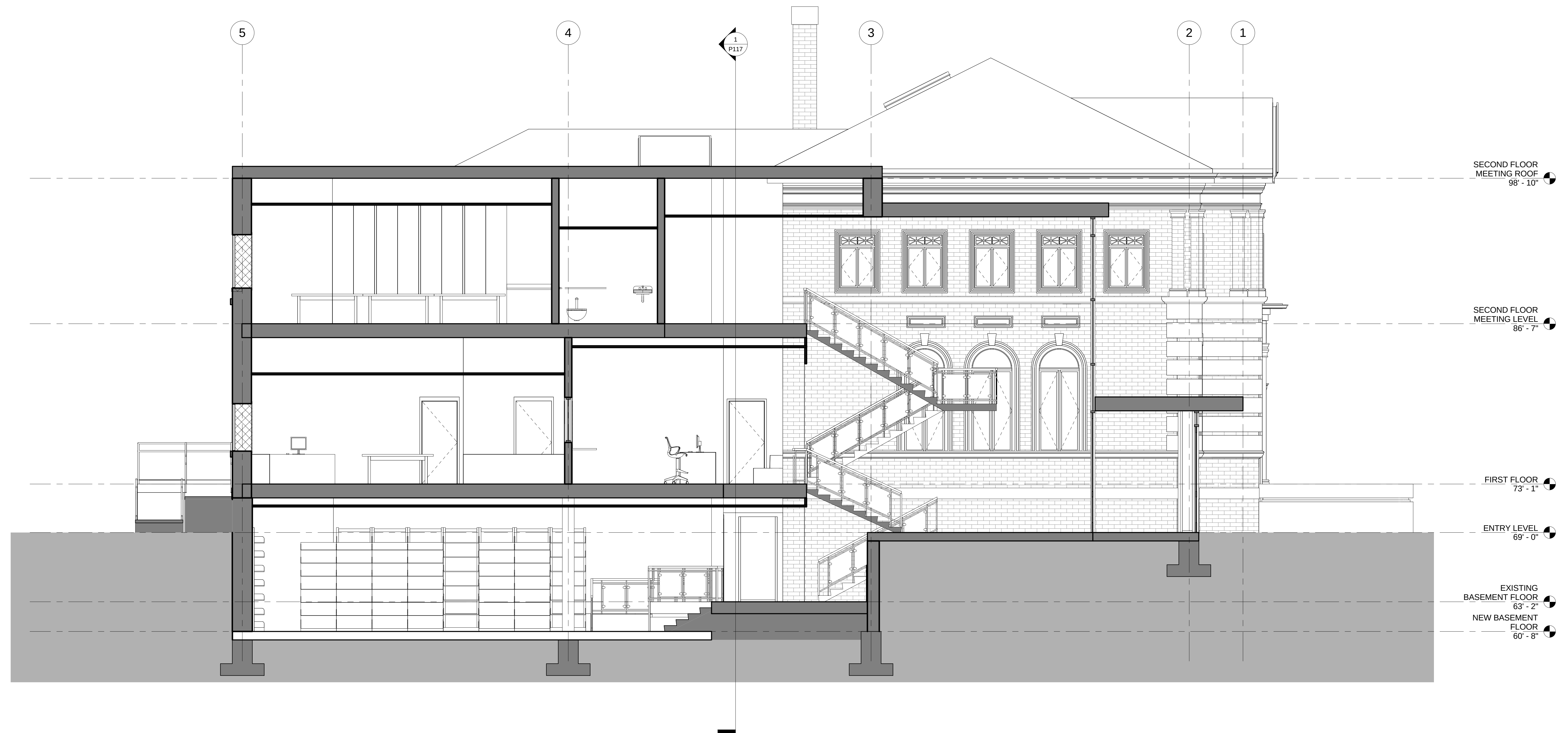


Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)





1 SHORT SECTION 01
P118 1/4" = 1'-0"

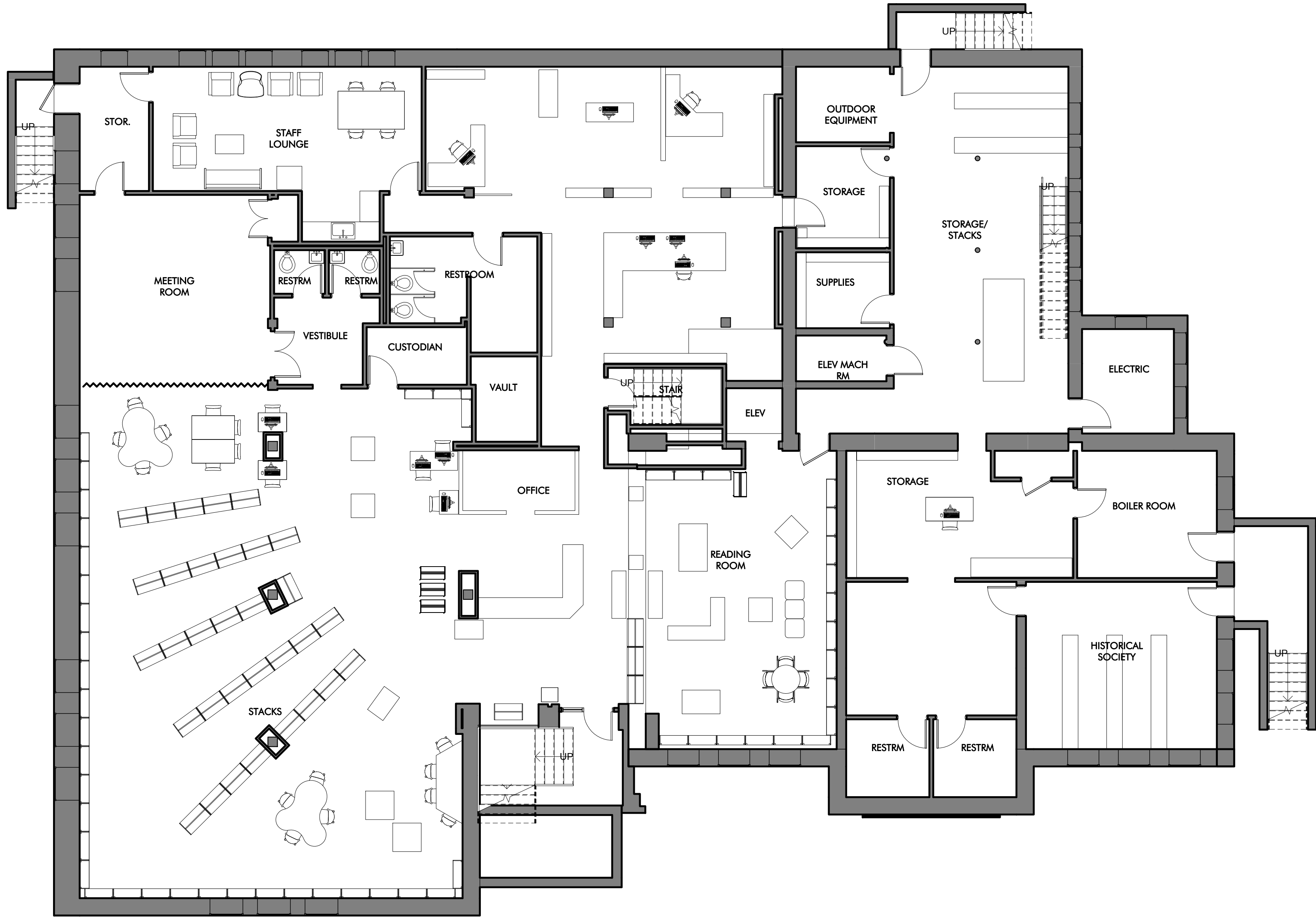


1 SECTION THROUGH STAIR 02
P119 1/4" = 1'-0"



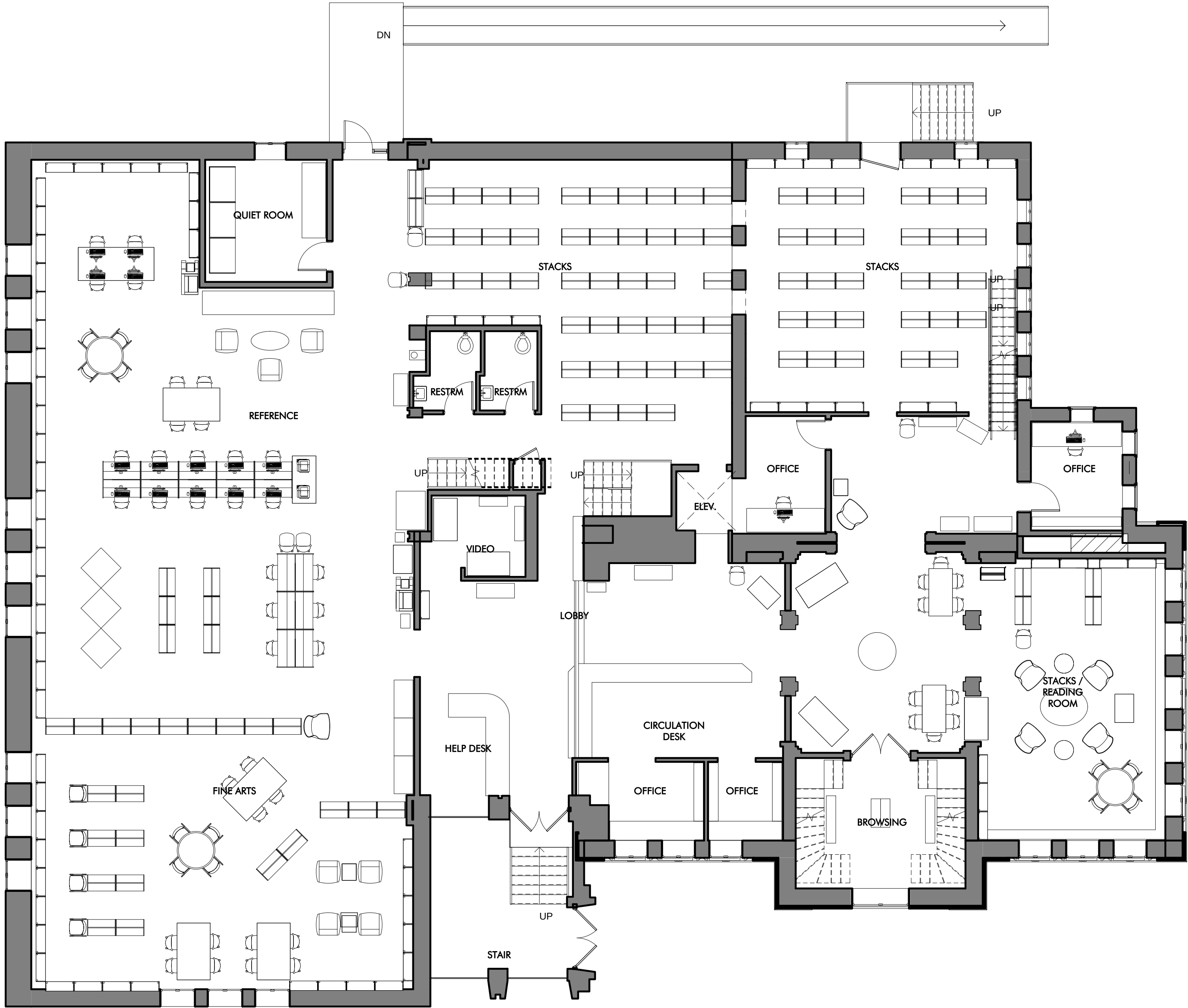


Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



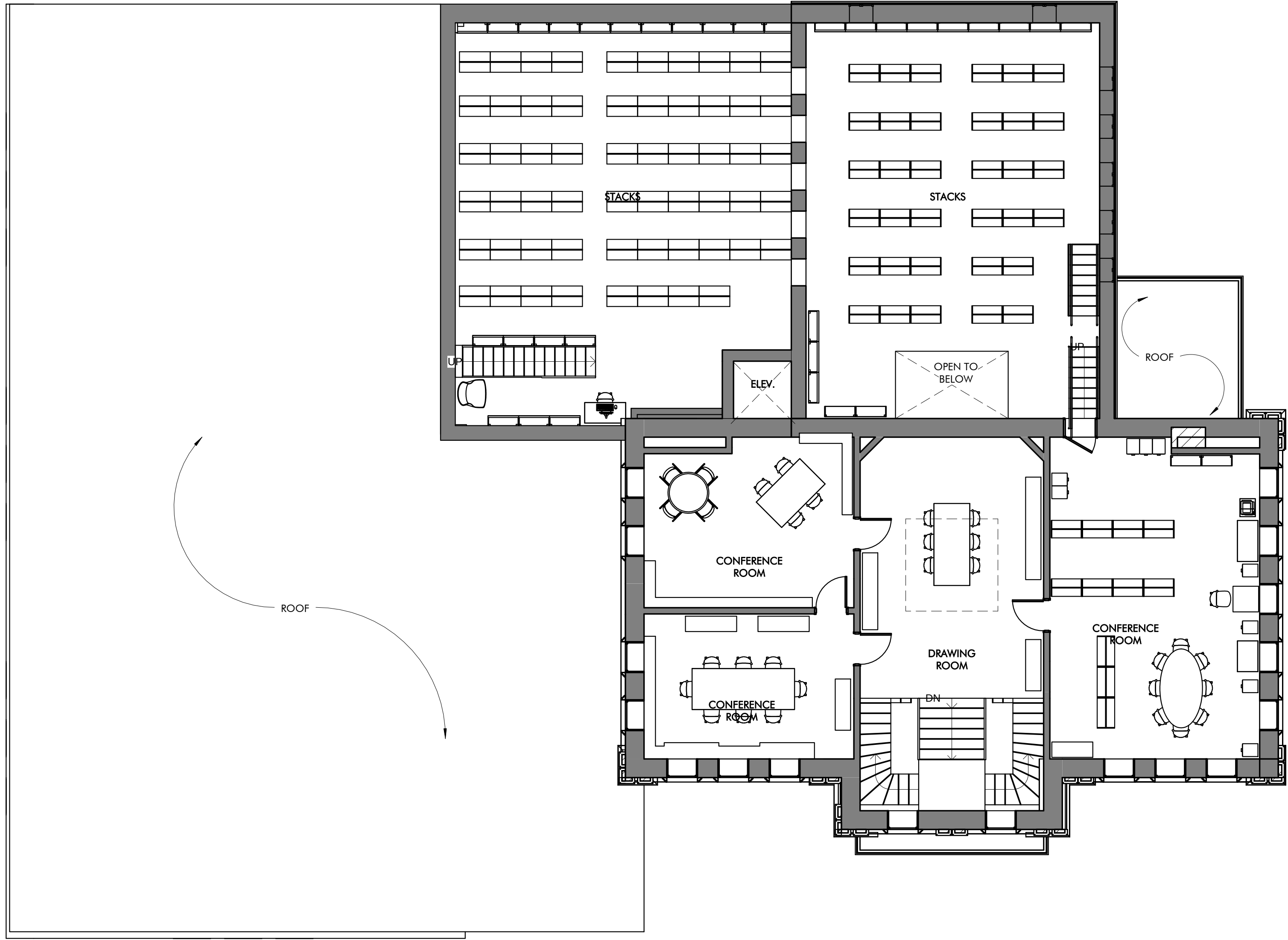
1 EXISTING BASEMENT FLOOR PLAN
P101 1/8" = 1'-0"

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



1 EXISTING FIRST FLOOR PLAN
P102 1/8" = 1'-0"

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)



1 EXISTING SECOND FLOOR PLAN
P103 1/8" = 1'-0"

Library Project – Questions from Councilors as of 8/20/2021

Is \$10M the updated estimated total City portion cost of the project? Does this account for anticipated overages due to increased materials costs?

Tappé Architects has had their professional estimators update the numbers for 2021 (see below). With the MBLC grants and Trustees' contribution, the City's portion is estimated to be \$10.8M, consistent with the \$11M that was in the 2019 Capital Improvement Plan https://www.cityofmelrose.org/sites/g/files/vyhlf3451/f/news/cipreport_fy20-24nov8_2019_final.pdf)

Revised estimate	\$21,094,508
Trustees	- \$ 2,000,000
MBLC grant	- \$ 7,993,290
Green incentive	- <u>\$ 279,765</u>
City's share in 2021:	\$10,821,453

What is PDR's assessment of our bonding capacity without risking our bond rating?

Patrick is happy to provide up-to-date information on our 10-year debt plan, which indicates sufficient bonding capacity, well under our 5% limit. The debt model takes into account bonds for the Library, Beebe School, new ladder truck, Memorial Hall, and roads, as well as costs associated with the Vocational-Technical HS.

Regarding the bond rating, Patrick would refer you to the Credit Opinion contained in the September 15, 2020 S&P Bond Rating report, which states: *"In our view, Melrose's debt and contingent liability profile is strong...overall net debt is low, at 0.9% of market value, and approximately 79.2% of the direct debt is scheduled to be repaid within 10 years, which are in our view positive credit factors."* Patrick notes that our bond rating agency was aware of and took into account our plans to issue debt for the bonded projects, including the library, the fire truck, Memorial Hall, and school renovations, when S&P wrote this Credit Opinion, which states *"we do not expect these issuances to materially alter our view of the city's debt profile."*

What, if any, part of this project falls under the purview of the historical commission? If they have an articulated regulatory role, where are we in that process? If approvals were already provided prior to the submission of the application in 2017, do those need to be revisited?

Pursuant to 950 CMR 71: *Protection of properties included in the State Register of Historic Places*, we submitted a Project Notification Form (PNF) to the Massachusetts Historical Commission at the time of grant application. Generally, the architect will submit an updated PNF when the design development is set. What will happen when we go forward with the project is we will supply Mass Historic with more details about what is proposed and they will issue a Memorandum of Agreement with conditions that will mitigate the adverse impact associated with the alteration of certain building elements (they will likely require documentation of historic elements before

demolition, for example.). This becomes a collaborative process and the local historical commission is involved. Tappé presented to the Melrose Historical Commission twice, and we have notes from the May 2, 2016 meeting indicating they were supportive of the project and appreciated our efforts to maintain as many historic details as possible.

Percentage of library with asbestos (either flooring or pipes);

According to the Hazardous Materials survey done in 2016, there is 14,000 square feet of asbestos floor tile, so that would be just under 60% of the square footage of the library. In addition, there is 3,500 square feet of coating containing asbestos on certain surfaces, some duct insulation in the boiler room that was found to be asbestos, and other, smaller amounts of asbestos containing materials, such as window caulking and mastic.

Dollar amount in terms of \$ and DPW time we currently spend on maintaining the existing structure;

Back of the envelope (not exhaustive) number is just over \$200,000 in the past 4 years for the following:

- FY21 Elevator repairs - \$27,375
- FY20 Elevator repairs - \$75,415
- FY18 Elevator repairs - \$6,852
- FY19 Front desk work - \$13,909 (remove wall, replace carpet & subfloor, asbestos abatement, paint, electrical)
- FY18 Chiller replacement - \$43,000
- \$10,000-11,000 annual preventative maintenance

This is in addition to regular custodial salaries, supplies, utilities, and energy costs.

256 work orders have been submitted to DPW via Munission CEM since July 2012 (other requests have been made by phone when urgent).

Scope of the damage to the historical collection from the roof leak last spring

Because library staff discovered the leak, damage was minimized. The preservation process is ongoing, but in terms of \$, there was no permanent damage to the floor, and the ceiling has not yet been dealt with since it is still an active leak. The library had to replace the archival boxes and acid-free tissue, which took the brunt of the moisture. That was around \$130.00. It remains to be seen if the photos in the historic album can be preserved, but we are hopeful they can be.

Will MPD and/or MFD be formally weighing in on the identified safety issues (egress; sight lines)?

Nothing new has been identified in terms of public safety since the 2017 grant application, in which the following health/safety issues were called out:

- Location of fire extinguishers and pull alarms are antiquated and not in alignment with modern safety procedures
- No sprinkler system

- Building is confusing to navigate in an emergency; after a (false) alarm, the fire department came to ask for a tour, due to confusion and disorientation during the event.
- Inadequate electrical outlets create hazardous situations throughout the building.
- No surveillance system, anti-theft mechanisms, or established security systems in the building, either for materials or for staff and patrons. (When the library is closed, there is a perimeter alarm and motion detector, which are obsolete.)
- Several areas of the building that have no sightlines for staff, and no videos or other security measures.
- The rear entrance of the building has no security measures, no staff sightlines, and leads to the somewhat secluded rear parking lot.
- The majority of the adult books stacks have no sight lines.
- The upper floors, containing book stacks, the local history room, the Trustees Room, and an open meeting/study area, have no staff supervision at any time.

What is the total square footage of the library? Existing library is in the range of 24,190 sf

How old is the current HVAC system?

Engineers study reports all systems past useful life. AC system is from 1987, with a refurbished chiller installed by DPW a few years ago.

Is there an estimated/average age of the multi-level roof?

The flat roofs appear to have been re-done most recently in 1995 by Tar-Vel Roofing Co. with a twenty year membrane material warranty.

We have been unable to locate information indicating the actual age of the sloped roof. Repairs to the sloped roof were last paid for by the Trustees in 2010 and DPW has handled roof repairs since 2012.

Did the plans for the new library design from 2017 only include an option for tearing down and rebuilding the "new" wing of the library (reference area, Children's Room/multi-purpose meeting area in lower level)? Are there any plans and cost estimates to renovate the "new" wing instead of it being a tear down?

Options for renovating or adding onto the "new wing" were considered in 2017 and found to be too costly and not effective in solving the issues with the library.

There were 3 primary options in the 2017 feasibility phase:

- 1) Renovate existing library and addition (did not meet program requirements)
- 2) Add a floor to the existing addition "new wing" (technically complex and cost prohibitive)
- 3) Replace existing addition (maximizes available space on site, cost effective).

Only option 3 came closest to meeting program requirements at approx. 29,000 GSF and solved the issues identified with the current library configuration relative to patron experience and services.

MBLC indicated that the existing library SF is not adequate for grant funding approval. The MBLC decision to approve the project we proposed was based in part on their assessment that the design was adequate to meet the needs of the community. In fact, we were encouraged to try to find more square footage if we could, not less.

Forgoing the grant would not result in a more cost effective project, given the need to abate the asbestos, bring the building into ADA compliance, and replace the critical building systems such as HVAC, roof, elevator that are at the end of their useful life.

Will there be more specificity around what's included in the "Estimated Soft Costs" line item for \$4.37M? The description says "FFE, Tech, Fees, Costs", but was just interested in getting some more detail around that.

The term "soft costs" for construction projects typically includes all the costs that are outside of the actual construction bid and construction contingency. At this early stage in the project they are allowances. These costs to the project typically fall into two overall categories:

Professional Services – This includes fees for the Architect and Owners Project Manager as well as specialized testing such as geo-technical and hazardous materials.

FFE & Temporary Facility – "FFE" is furnishings, fixtures, and equipment and typically includes book stacks, furniture, technology, signage, book alarm etc. This category also contains an allowance for a limited fit out of a space yet to be determined for a temporary library while the permanent library renovation is in progress.

For the interior -- will there be new bookstacks throughout the whole library? And also will the interior of the Carnegie side of the building be restored? If so, is that included in the "Soft Costs" or the Construction Costs?

The proposed plans and budget include all new book stacks and furnishings throughout the renovated building and the addition. These book stacks are included in "soft costs".

The anticipated scope of work for the Historic Carnegie Library includes restoration of the interior including wood work, as well stabilization of the exterior including new roof, restoration of cornice, and restoration of existing windows and masonry. This scope is included in the estimated construction cost.

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

mass.gov/mbic

July 8, 2021

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Director

James M. Lonergan

Linda C. W. Gardener
Melrose Public Library
69 West Emerson St.
Melrose, MA 02176

Dear Linda,

Thank you for participating in the Massachusetts Public Library Construction Program (MPLCP) 2016-2017 Construction Grant Application Round.

At the July 8, 2021 meeting of the Massachusetts Board of Library Commissioners, the Board voted a provisional grant award to the City of Melrose for the Melrose Public Library in the amount of \$7,993,290 for its public library construction project.

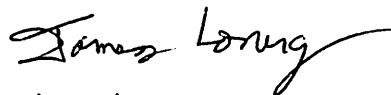
This award is subject to the securing of local funding, execution of a contract between the MBLC and the City of Melrose, and the compliance of your library and community with all of the assurances as found in the Code of Massachusetts Regulations (605 CMR 6.00) that governs the MPLCP. The city has six months, or until **Monday, January 10, 2022**, to obtain its local funding.

Please contact your Library Building Specialist, Lauren Stara (lauren.stara@mass.gov) to schedule a meeting to discuss the next steps in the process.

After the contract is executed, MPLCP Library Building Specialists will work closely with you during the completion of schematic design and into design development.

Congratulations on the Melrose Public Library's project receiving an MPLCP provisional construction grant award.

Sincerely,



James Lonergan

Director

Enclosure: Project Summary

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

**Massachusetts Board of Library Commissioners
Massachusetts Public Library Construction Program**

**Award – Project Summary and Recommendation
General Construction Projects Application Round 2016-2017**

Municipality:	Melrose	
Library:	Melrose Public Library	
Project Type:	Addition/Renovation	
Population:	2016: 27,690	2035: 31,311
Total Square Feet:	Existing Gross: 24,183	Projected Gross: 26,635
Estimated Total Project Costs:	\$18,737,137	
Estimated Eligible Project Costs:	\$17,769,632	

Recommended Grant Award: \$7,993,290

Abstract:

The City of Melrose and Library Board of Trustees recognize the need for a renovation/expansion of the Melrose Public Library. The current building, constructed in 1904 with a substantial addition in 1963, is 24,185 gross square feet. The proposed renovation would expand it to 26,579 gross square feet.

The proposed project will dramatically improve the library's accessibility, creating a single entrance that is welcoming to all. Youth services will be improved by moving the children's room out of the basement and creating a dedicated program room, as well as a new young adult space. Adult program, community and meeting space will include a Discovery Zone for computer classes and innovative technology space. Improved lighting, use of daylight and effective HVAC building-wide are reflective of planned improvements in building efficiency.

Recommendation:

This project has successfully met all criteria in the grant review process and is recommended for funding. MBLC staff will meet with the awardee to discuss recommended design modifications identified by the Review Team prior to the resumption of the design process.

Minutes Acceptance: Minutes of Oct 4, 2021 7:45 PM (Minutes Approval)

September 2, 2021

Ms. Stacey Minchello
Melrose Council on Aging
235 W. Foster St.
Melrose, MA 02176

Dear Ms. Minchello:

I am pleased to inform you that the Board of Directors has approved funding under Title III B of the Older Americans Act in support of the Melrose Council on Aging Program for elders in the Mystic Valley Elder Services (MVES) planning and service area of Chelsea, Everett, Malden, Medford, Melrose, North Reading, Reading, Revere, Stoneham, Wakefield, and Winthrop. The amount of the award, subject to federal funding, is \$6,220 for Fiscal Year 2022 (October 1, 2021 through September 30, 2022).

The MVES Board has requested that this award amount under **Special Programs for the Aging, Title III, Part B, Grants for Supportive Services, CFDA Number 93.044, Federal Administration for Community Living** be granted upon the following conditions:

- Melrose Council on Aging will serve 216 unduplicated elders as participants through a series of Teachable Moments workshops around topics of Cultural Competency, Diversity Issues, and Inclusion and monthly participation in LGBT social programs.
- Melrose Council on Aging will provide an in-service or Zoom training for Mystic Valley Elder Services' staff in FY 22 regarding these support services.

The Title III service contract will be mailed to you by mid-September. Upon receipt of the contract, please return a) one signed copy of the contract and b) a signed copy of the Executive Order 504 Provider Certification and Data Security Addendum (Attachment D) to Mystic Valley Elder Services, Attn: Lauren Reid, Title III Planner by 4:00 p.m. on Thursday, September 23, 2021.

Please contact Lauren Reid, Title III Planner, at 781-388-2382 or at lreid@mves.org if you have any questions. The award amount and conditions will be reflected in the Title III service contracts for FY 2022.

We look forward to working with the Melrose Council on Aging again this year.

Sincerely,



Daniel J. O'Leary
Chief Executive Officer

CC: Lauren Reid

Attachment: MVES Title III Award Letter to Melrose COA FINAL (ORDER-2022-40 : T3B grant award FY22)

**PROGRAM SERVICE AGREEMENT
between**

**MYSTIC VALLEY ELDER SERVICES
Area Agency on Aging (AAA)**

**and
Melrose Council on Aging
Grantee**

This Agreement is entered into by and between the Area Agency on Aging (AAA), **Mystic Valley Elder Services** (hereinafter referred to as the **Corporation**), and the Grantee, **Melrose Council on Aging** (hereinafter called the **Provider**), operating in the Commonwealth of Massachusetts as a 501(c)3 organization, having its principal offices at **235 West Foster Street, Melrose, MA 02176**.

WHEREAS, the Corporation desires to purchase programs **to provide access to services for isolated, marginalized, and LGBT elders, and those who are disadvantaged by racial, cultural and/or linguistic barriers** and giving priority to those elderly individuals with the greatest social and economic needs as defined in Attachment B; and

WHEREAS, the Corporation has received authorization from the Commonwealth of Massachusetts, Executive Office of Elder Affairs (hereinafter "Elder Affairs") to fund such services as an Area Agency on Aging under Title III of the Older Americans Act of 1965, as amended in 2006 (Public Law 109-365) under the Special Programs for Aging Title III, Part B, Grants for Supportive Services, CFDA Number 93.044, Administration for Community Living, hereinafter referred to as Title III, and

WHEREAS, the Provider agrees, under Title IIIB, to conduct programs that provide access to services for socially insecure/isolated elders and elders marginalized for reasons including sexual orientation **in the Mystic Valley area, giving priority to those elder individuals with the greatest social and economic needs as defined in Attachment B; and**

NOW, THEREFORE, the Corporation and the Provider do mutually agree as follows:

1. **Engagement**

The Corporation hereby engages the Provider to provide and the Provider agrees to provide "Project Services" to individuals sixty years of age or older, giving priority to those elder individuals with the greatest social and economic need who reside within the following designated area as set forth in Attachment A of this contract. The term "Project Services" shall mean the program as described in the grantee's grant application (see Attachment E). The term "Greatest Social and Economic Need" is defined in Attachment B, which definition may be changed from time to time by the Corporation. The activities of the Provider under this agreement shall hereinafter be referred to as the "Program".

2. **Period of Performance**

This Agreement shall take effect on or about **October 1, 2021** and shall remain in effect until and through **September 30, 2022**, at which time the Agreement expires automatically, unless earlier terminated in accordance with the terms set forth herein. This renewable contract is subject to the Corporation and the Executive Office of Elder Affairs confirmation of available Title III funds, and compliance with the provisions of the regulations as set forth in this Program Service Agreement. Programmatic and fiscal activity on this grant must be demonstrated within thirty (30) days* of the issuance of the grant award or the corporation may terminate the grant.

*Days are defined as calendar days unless specified in the agreement as business days.

3. **Fiscal and Administrative Conditions**

I. **Maximum Obligation**

Attachment: Melrose COA_T3B_FY2022 CONTRACT [Revision 1] (ORDER-2022-40 : T3B grant award FY22)

- The Corporation shall pay to the Provider an obligation of up to **\$6,220** of Title III funds for the period ending **September 30, 2022**, as contained in Section 2 of this Agreement. These funds shall be the Corporation's maximum obligation under this contract. The Provider shall provide a matching share of not less than **15%** of the total Program budget in non-Title III cash or in-kind services. **Specific administrative conditions for FY22 include:**
 1. **The Melrose Council on Aging will serve 216 unduplicated individuals age 60 and older in the Mystic Valley Elder Services (MVES) planning and service area through the Teachable Moments Workshops and the LGBT Social Programs,**
 2. **The Melrose Council on Aging will provide monthly documentation regarding the number of referrals made to Mystic Valley Elder Services, and**
 3. **Melrose Council on Aging will provide an in-service or Zoom training for Mystic Valley Elder Services staff regarding these programs.**

II. Approved Budget

In no case shall the Provider's Program Services expenditures exceed the total approved budget or exceed the approved costs for each budget category as specified in this Agreement without the prior written approval of the Corporation. The portion of the total budget allocated to the individual line items as set forth in the budget may be amended by mutual consent of the parties at the request of either party, but in no event shall the sum of the reimbursable amounts as amended exceed the level of funding itemized in the original budget. Failure of the Provider to request written approval for budget changes from the Corporation may be a cause for disallowance of expended monies, which determination is the sole decision of the Corporation.

III. Reimbursement of Provider Expenditures

The Provider shall submit periodic expenditure and program reports as requested by the Corporation in a format as set forth in Attachment C to this Agreement. Such reports shall be for Program Services authorized by the Corporation pursuant to this Agreement and rendered to eligible participants by the Provider during the previous period, and shall include such programmatic, fiscal and administrative data as the Corporation reasonably deems necessary for the monitoring and evaluation of such services and to substantiate the Corporation's claim for reimbursement from Elder Affairs. Upon receipt and approval of properly completed expenditure and program reports, the Corporation shall, subject to receipt of funds from Elder Affairs, make its best effort to process payments to the Provider within thirty (30) days. The Corporation may, within ninety (90) days of the expiration of this Agreement and after consultation with the Provider, adjust any invoice of the Provider both before and after payments have been made; however, the failure of the Corporation to exercise this provision shall not constitute a waiver of any right of the Corporation to otherwise recover funds paid to the Provider pursuant to this Agreement.

IV. Accounts

Both federal Program grant funds and non-federal resources (cash or in-kind) which constitute matching share for the Program shall be maintained in a separate account from any other funds. Provider Program accounting records shall be itemized in sufficient detail to show the exact nature of all receipts and disbursements. The Provider shall establish and maintain appropriate procedures to safeguard and account for all contributions and project income. All financial and accounting records shall be maintained by the Provider in accordance with generally accepted accounting practice and principles.

V. Contributions

Consistent with the mandate of the Older Americans Act, 42 USC 3001 et seq. and 45 CFR 1321.67, the Area Agency on Aging shall assure that each Provider shall provide each older person with an opportunity to voluntarily contribute to the cost of the service(s). This opportunity should be publicized with project participants while effective procedures maintain both the voluntary nature and confidentiality of any donations. A service Provider that receives funds under Title III may not deny any older person a service because the older person will not or cannot contribute to the cost of the service. All contributions are to be used by the grantee to expand the services of the program being funded under this grant.

4. **Monitoring**

The Provider shall establish and maintain such documents and financial and program records which are required by the Corporation to ensure documentation, monitoring and evaluation of financial activities and the provision of purchased services. All financial records, program records, and other books, records, documents, and property pertaining to this Agreement shall at all reasonable times be open for inspection, review or audit by the Administration on Aging, Elder Affairs, the Corporation, or their authorized representatives, who shall at all reasonable time have access to the premises wherein such books, records, documents and property are stored for seven (7) years after final payment hereunder.

The Corporation reserves the right to make a site visit at any time during the regular business hours of the program for the purpose of conducting program and fiscal audits. The Corporation shall conduct at least an annual site visit for such purpose. The provider shall develop and keep on file participant surveys as well as other evaluation measures the Provider uses to measure its program impact and improve Program operations.

The Provider shall provide the Corporation with any additional data that the Corporation may reasonably require to permit it to monitor performance of this Agreement at a level sufficient to assure fiscal administration, accountability and program quality.

5. **Confidentiality**

The Provider shall not use or release any reports, data, or other information identifying applicants or persons served, or which could reasonably lead to the identification of such applicant or person served, in accordance with the laws of the Commonwealth, including but not limited to Executive Order 504, M.G.L. c. 93H, M.G.L. c. 66A § 2, Elder Affairs PI-97-55; and where applicable, Federal law, governing the use, safeguarding and access to personal data as defined in The Fair Information Practices Act. Such information as may be necessary shall be used only to assure proper administration, planning, coordination and monitoring of performance under this Agreement and to permit the transfer of records of a person served to another agency for the purpose of continuing services. The Provider shall provide the Corporation such additional data as the Corporation may require to monitor the Provider's information system and to guarantee adequate safeguarding of the human and civil rights of the applicants and persons served. The Provider shall furnish to the Corporation, within thirty (30) days following the request by the Corporation, a written description of the Provider's system for gathering, storing, and releasing personal data so the Corporation may determine compliance with Section 6 of this Agreement.

6. **Protection of Clients**

The Provider shall comply with the applicable provisions of Elder Affairs' rules governing the Elder Rights Review Committee (ERRC), set forth at EOEA-PI-03-17. Under these rules, Elder Affairs must review all research, experimentation, surveys, market testing or similar research that seeks access to clients or client information connected with programs funded by Elder Affairs.

7. **Non-Discrimination in Service Delivery**

The Provider shall not deny any services to or otherwise discriminate in the delivery of services against any person who otherwise meets the eligibility criteria for the program as determined by the Corporation on the basis of race, color, religion, sex, age, national origin, ancestry, physical or mental disability, sexual orientation or because such a person is a recipient of federal, state or local public assistance or housing subsidies. The Provider agrees that program staff shall make reasonable accommodations to allow for client participation in the program and its benefits.

The Provider shall comply with all applicable provisions of:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) - prohibits discrimination on the basis of race, color or national origin, in programs receiving federal assistance;
- (b) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and the regulations promulgated thereunder, (45 CFR part 84) - prohibits discrimination against qualified disabled individuals on the basis of the disability in any program or activity receiving or benefiting from federal financial assistance and requires programs and activities, when viewed in their entirety, to be readily accessible to disabled persons;

- (c) M.G.L. c 151B, § 4 (10) - prohibits discrimination in furnishing services on the grounds that an individual is a recipient of federal, state or local public assistance or housing subsidies, nor should any services be denied to any person who chooses not to make a donation to the cost of the Program.

8. **Non-Discrimination in Employment**

The Provider shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, sexual orientation, religion, or physical or mental handicap. The Provider shall comply with all applicable provisions of:

- (a) Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et. seq.) - prohibits discrimination in Employment on the basis of race, color, religion, sex, or national origin;
- (b) M.G.L.,c. 151B, § 4 subsections 1, 1A and 1B - prohibits discrimination on the basis of race, color, sex, religion, creed, national origin, ancestry or age;
- (c) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and the regulations promulgated thereunder (45 CFR part 84) - prohibits discrimination against qualified disabled individuals on the basis of the disability and requires employers to make reasonable accommodations to known physical or mental limitations of otherwise qualified disabled applicants and employees.

9. **Affirmative Action**

The Provider shall develop and adhere to a policy of affirmative action in all aspects of employment under this Agreement. In addition, if the maximum compensation paid to the Provider in the Commonwealth's fiscal year immediately prior to the beginning of this Agreement, or payable during the term of this Agreement, from agencies acting pursuant to contracts with the Executive Office of Elder Affairs, is fifty thousand dollars (\$50,000) or more, the Provider shall develop and maintain an affirmative action plan in accordance with the applicable requirements of Executive Order 526 and transmit a copy to the Corporation within thirty (30) days of receiving the Notification of Grant Award.

10. **Grievance**

The Provider shall develop and adhere to a policy in writing, in a conspicuous manner at the place where services are rendered or delivered, a notice informing individuals eligible for or receiving Title III services that they may file a grievance with the Corporation, within twenty-one (21) days, when said individuals are dissatisfied with or denied Title III services by the Provider. This notice must include the name and address of the Corporation. The Corporation will provide to the complainant a written Grievance Application.

11. **Conflict of Interest**

The Provider shall not knowingly employ, compensate or arrange to compensate any employee of the Corporation during the term of the Agreement without the prior written approval of the Corporation. It shall be a breach of this Agreement for the Provider to give, or agree to give, or to solicit, demand, accept, or agree to accept, any additional gratuity, including an offer of prospective employment or favor, in connection with any action or other particular matter within the purview of scope of duties of any employee, officer or director of the Corporation.

12. **Notice**

Unless otherwise specified herein, any notice, approval, request, or demand hereunder from either party to the other shall be in writing and shall be deemed to have been given when either delivered personally, electronically by fax, or deposited in a United States mail box in a postage prepaid envelope addressed to the other.

13. **Political Activity**

No employee of the Provider may engage in partisan or non-partisan political activity during hours for which the employee is paid in whole or in part with Corporation funds. The Provider may not select or promote an employee based on his or her political affiliation. The Provider agrees that for the term of this

Agreement, no employee paid in whole or in part, nor board member of the Provider, shall at any time use the name of the Corporation and funds received pursuant to this Agreement, either directly or indirectly, for the purpose of interfering with or affecting the results of an election or nomination for office, whether partisan or non-partisan.

14. **Lobbying**

I. The Provider agrees that for the term of this Agreement, to the best of his or her knowledge, no federal appropriated funds will be paid, by or on behalf of the provider, to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, contribution, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

II. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Provider shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

III. The Provider shall require that the language of this certification be included in the award documents for all subawards at all tiers, including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements, and that all subrecipients shall certify and disclose accordingly.

"This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

15. **Termination**

(a) If, for any reason, the Provider is unable to provide the services specified by this Agreement, it shall promptly notify the Corporation of its inability to provide services and indicate the specific reasons.

(b) The Corporation may suspend, reduce the grant in whole or in part at any time or terminate this Agreement, if the Provider has failed to comply with the provisions of this Agreement, in whole or part. However, prior to suspension, reduction of the grant in whole or part or termination of this Agreement pursuant to this subsection, the Corporation shall notify the Provider, in writing, of the specific areas of non-compliance. The Provider shall restore compliance within thirty (30) days of the date of notice. If the Provider has not restored compliance within the thirty (30) day period, the Corporation may terminate this Agreement by furnishing the Provider with written notice not less than forty-five (45) days prior to the effective date of termination.

(c) If the Corporation determines that any non-compliance with the terms of this Agreement on the part of the Provider endangers the life, health, and safety of any recipients of services under this Agreement, it shall terminate this Agreement by orally notifying the Provider of termination followed by the making of written notification, return receipt requested, setting forth the specific reasons for termination, within three (3) business days following the oral notification. Termination pursuant to this subsection shall take effect upon the furnishing of the oral notification.

(d) The Provider may terminate this Agreement prior to its expiration date if the Corporation fails to comply with a material provision of this Agreement. The Provider shall furnish the Corporation with written notice of termination not less than forty-five (45) days prior to the effective date of termination.

16. **Early Termination: Change in Law**

In the event that any statute or regulation which governs performance hereunder is changed, differently interpreted by a court or other competent authority, or newly enacted, adopted or promulgated, so as to increase the burden on either party in complying with the terms of this Agreement significantly beyond

those existing at the time of the execution of this Agreement, the party so burdened may terminate this Agreement upon written notice to the other party of not less than forty-five (45) calendar days.

17. **Early Termination: Elimination or Reduction in Funding**

In the event that Title III funding appropriated through the Executive Office for Elder Affairs for Title III service contracts to the Corporation is eliminated or reduced to an extent that funding of this contract is not feasible, the Corporation may terminate this Agreement by providing written notice of termination to the Provider effective not less than forty-five (45) days after date of such notice.

18. **Early Termination: De-Designation of the Area Agency on Aging**

The Corporation shall notify the Provider in writing of its receipt of notification by Elder Affairs (hereinafter in this subsection referred to as "the Department") that the Department intends to de-designate the Corporation as the Area Agency on Aging for the service area covered by this Agreement. Thereafter, the Corporation shall notify the Provider of any appeal it may take of the Department's action and the disposition of any such appeal. All notices required by this subsection shall be made in writing within ten (10) days of the event which prompts the notice requirement.

In the event that Elder Affairs finally de-designates the Corporation as the Area Agency on Aging for the service area covered by this Agreement, the Corporation may terminate this Agreement by furnishing the Provider with written notice at least sixty (60) days prior to the effective date of termination. The parties shall cooperate fully with each other and with the Department, and take all reasonable steps and utilize all reasonable means to ensure continuity of services to program clients, including the use of available Corporation funds for the continuing delivery of legal assistance under this Agreement.

19. **Obligations upon Expiration, Termination, or Suspension**

The Corporation will pay the Provider for any reimbursable cost not covered by previous payments, for services rendered, pursuant to this Agreement, prior to notice of termination, if rendered in accordance with this Agreement, provided that the Provider submits the properly completed fiscal reports to the Corporation covering services rendered not later than thirty (30) days after notice of termination, suspension, or expiration. The Provider will immediately refund to the Corporation in accordance with the Corporation's instructions any unobligated balances of cash advanced by the Corporation.

If the Grant is terminated or expires without an audit, the Corporation retains the right to disallow and recover an appropriate amount after fully considering any recommended disallowance's resulting from an audit, which may be conducted later. The termination or expiration of this Agreement does not affect the retention period for or the Corporation's right to access to program records as contained in Section 5 of this Agreement. The expiration or termination of this Agreement does not affect the Provider's responsibilities with respect to property as contained in Section 25 of this Agreement.

20. **Reproduction of Reports: Copyright**

The Provider shall not disseminate, reproduce or publish any report, information, data, or other documents produced in whole or in part pursuant to the terms of this Agreement without prior written consent of the Corporation, nor shall any such report, information, data or other document be the subject of an application for copyright by or on behalf of the Provider without the prior written consent of the Corporation.

21. **Assignment and Subcontract**

The Provider shall not assign or subcontract any interest in this Agreement without the express written permission of the Corporation and Elder Affairs; provided that claims for money due or to become due to the Provider from the Corporation under this Agreement may be assigned to a bank, trust company or other financial institution without such consent. Notice of any such assignment shall be furnished promptly to the Corporation. None of the services to be provided by the Provider pursuant to this Agreement shall be subcontracted to any other organization, association, individual, partnership or group of individuals without the prior express written approval of the Corporation and EOE.

22. **Insurance**

The Provider shall procure and maintain insurance. The insurance will protect itself, its subcontractors, and the Corporation adequately from fire and extended coverage losses and from claims for bodily injury, death or property damage which may arise from operations under this Agreement. The Provider will provide the Corporation with a Certificate of Insurance prior to the commencement of the Program work. This certificate will provide that the policy shall not be canceled by the insurance company without ten (10) days notice to the Corporation of intention to cancel.

The Provider agrees to hold harmless and safe the Corporation, its officers, its agents, and employees from liability of any nature or kind including costs, expenses and attorney's fees for or on account of any or all suits or damages sustained by any person(s) or property resulting in whole or in part, from the negligence, performance, omissions or intentional act of any employee, agent, or representative of the Provider.

The Provider shall procure and maintain the following insurance coverage from a company or companies authorized to do business in Massachusetts:

- (a) Workers Compensation Insurance shall be secured and maintained as required by the Commonwealth of Massachusetts;
- (b) Public Liability - Bodily injury and Property Damage in amounts approved by the Commonwealth of Massachusetts;
- (c) Malpractice-professional Liability Coverage (as applicable) in amounts approved by the Commonwealth of Massachusetts;
- (d) Provider shall also purchase and maintain fidelity bonds of no less than twenty-five thousand dollars (\$25,000) per incident for all employees with direct access to or responsibility for the receipt and disbursement of funds.

23. **Waiver of Default**

Waiver by either party of any non-compliance shall not constitute a waiver of any subsequent non-compliance. A waiver or modification of any of the provisions of this Agreement shall be effective only if made in writing and executed with the same formality as this Agreement.

24. **Maintenance of Effort**

Services provided with funds under this Agreement must be in addition to any program services already provided to elderly persons in the cities and towns of Chelsea, Everett, Malden, Medford, Melrose, North Reading, Reading, Revere, Stoneham, Wakefield, and Winthrop.

25. **Equipment**

Equipment acquired or purchased by the Provider which was fully paid or reimbursed by grant funds provided by the Corporation pursuant to this Agreement shall be the property of the Corporation. No title or right in said equipment shall pass to the Provider except the right herein expressly granted. Plates or other markings will be affixed to or placed on said equipment by the Corporation indicating that the Corporation is the owner thereof and the Provider will not remove said plates or other markings. Upon expiration or termination of this Agreement, the Provider will immediately return said equipment to the Corporation in as good condition as received less normal wear, tear, and depreciation. Said equipment shall always remain and be deemed personal property even though attached to realty.

All replacements, equipment repairs, or accessories made to or placed in or upon said equipment shall become a component part thereof and title thereto shall be immediately vested in the Corporation and shall be included under the terms thereof. The Corporation may inspect the equipment at any time; and the Provider agrees to keep the equipment in first-class condition and repair it at the Provider's expense and house the equipment in a suitable shelter; and not to sell, pledge, encumber or otherwise dispose or limit the Corporation's interest in the equipment or accessories attached thereto without the written approval of the Corporation.

The Provider assumes the entire risk of loss or damages to the equipment, whether or not covered by insurance. The Provider agrees to and does hereby indemnify and hold the Corporation harmless of, from and against all claims, costs expenses, damages, and liabilities, including reasonable attorney fees resulting from an incident to the use, operation, or storage of the equipment during the term of this Agreement and while said equipment is in possession or control of the Provider. The Provider agrees to keep the equipment insured to protect all interests of the Corporation, at the Provider's expense against all risks of loss or damage from every cause whatsoever in a manner and in an amount approved by the Corporation. Said insurance proceeds there from shall be payable to the Corporation. *Equipment means those items identified in Appendix I, attached hereto and incorporated herein in reference.*

26. **Staffing Pattern of Provider** (Refer to Grant Application)

27. **Provision and Delivery of Services** (Refer to Grant Application)

28. **Licenses**

The Provider shall procure and keep current any license, certification, permit or accreditation required by local, state, or federal statute or regulations and shall, upon the request of the Corporation, submit to the Corporation proof of such license, certification, permit or accreditation.

29. **Criminal Procedure**

The Provider shall request a Criminal Offender Record Information (hereinafter referred to as "CORI") from the Criminal History Systems Board, prior to employing an individual whose salary is to be paid with Title III funds, referring for employment or accepting such individual as a volunteer, pursuant to M.G.L.c.6, § 172 and § 172C, and 101 CMR 15.00 et seq. This includes but is not limited to agencies which employ or accept as a volunteer or refer for employment those persons who will provide care, treatment, education, training, transportation, delivery of meals, instruction, counseling, supervision, recreation or other services in a home or in a community-based setting for any elderly and/or disabled person, or one who will have direct or indirect contact with such elderly and/or disabled person, or access to such person's files.

30. **Publications**

The Provider shall insure that the distribution of any web sites, videos, vehicles, brochures, periodicals or other publications describing any program funded, in part or whole, by Title III funds, prominently display in such report a statement to the following effect:

"This agency and its programs are funded (in whole or in part) by a grant from Mystic Valley Elder Services, the Massachusetts Executive Office of Elder Affairs, and the federal Administration on Aging."

31. **Compliance with Legal Services Corporation Restrictions as Set Forth In Public Law 104-134 (If Applicable)**

Title III legal assistance Providers (LAP) who receive funding from the Legal Services Corporation shall comply with the restrictions on activities set forth in P.L. 104-134. The Corporation and said LAP may elect to execute the Model Title III-B Legal Assistance Agreement previously adopted by Elder Affairs in place of this Agreement.

32. **Integration**

All attachments to this Agreement are deemed to be part of this Agreement. The entire agreement of the parties is contained herein and this Agreement supersedes all oral agreement and negotiations between the parties relating to the subject matter contained herein.

This Agreement has the following attachments:

Attachment A	Corporation's Service Area
Attachment B	Definition of Greatest Social and Economic Need
Attachment C	Project Reporting (program and expenditure report formats)
Attachment D	Executive Order 504

If any provision of this Agreement is held to be invalid or unenforceable, all other provisions shall nevertheless continue in full force and effect.

33. **Compliance with Law and Regulations**

Provider agrees to comply with the provisions of the Older Americans Act of 1965 as amended in 2006 (Public Law 109-365) and all regulations pertaining thereto, as well as all terms of 45 CFR Part 74 (Administration of Grants) that has not been expressly and specifically modified by this Agreement.

IN WITNESS WHEREOF, the parties have caused this contract to be executed by their duly authorized officers.

Mystic Valley Elder Services

Melrose Council on Aging



By: _____

Title: Daniel J. O'Leary, CEO

By: _____

Title: _____

Date: 9/9/21 _____

Date: _____

Attachment: Melrose COA_T3B_FY2022 CONTRACT [Revision 1] (ORDER-2022-40 : T3B grant award FY22)



CITY OF MELROSE

City Council

Shawn M. MacMaster
Ward 5

City Hall, 562 Main Street
Melrose, Massachusetts 02176
smacmaster@cityofmelrose.org

TO: Lincoln School PTO
Melrose Ped/Bike Advisory Committee
Mayor Paul Brodeur
City Councilor Robb Stewart, Ward 3
Chairman Ed O'Connell, School Committee
Deputy Mayor Robert Van Campen
Superintendent Julie Kukenberger, MPS
Chief Michael Lyle, MPD
Director Elena Proakis-Ellis, DPW

FROM: City Councilor Shawn MacMaster

CC: At-Large Councilors
President Jennifer Grigoraitis
Christopher Call

RE: Lincoln School Pedestrian Safety Survey

DATE: December 7, 2020

The purpose of this letter is to share the findings of the Lincoln School Pedestrian Safety Survey that I initiated earlier this year. I am hopeful that the findings will provide a launching pad from which we can begin a conversation about improving safety on the West Wyoming corridor in the vicinity of the Lincoln School.

Since the earliest days of my service as the Ward 5 City Councilor, pedestrian safety in the Lincoln School area has been the number one concern I have heard from residents. This is also an issue of particular importance to the Lincoln School PTO. Recognizing this, I advocated that at least one set of flashing crosswalk signs (preferably two) be installed at the Lincoln School crosswalks prior to the 2019 school year. As a result, Mayor Infurna earmarked free cash for the purpose of installing a set of flashing crosswalk signs at the crosswalk closest to the school's driveway. As demonstrated by the survey, parents consider this to be an enhanced safety feature.

Although signage is no doubt helpful, it is but one step of what -- I am sure we all agree -- needs to be a robust, multipronged approach to improve safety on the corridor. Pedestrian safety at *all* of our school locations is paramount; but the Lincoln School is unique in that the safety of children and parents walking or biking to and from school is impacted by a number of variables distinct to its location. Such variables include, but are not limited to, the following:

- **Work Traffic** -- West Wyoming is a busy thoroughfare for motorists traveling west in the morning to access the Fellsway, Route 1, and Interstate 93.
- **The Commuter Rail** -- Motorists are likely to confront a stopped train at Wyoming Station at four possible times during school travel: 7:44 a.m. outbound train; 7:50 a.m. inbound train; and two trains around the time of “Early Bird” drop off, one at 6:57 a.m. and the other at 7:10 a.m.
- **Stoppage** -- Motorists traveling west on West Wyoming from Main Street hit three crosswalks, two staffed by crossing guards, in just under two tenths of a mile (≤ 0.2) before reaching the first crosswalk at the Lincoln School.

The above variables alone cause impatience and frustration on the part of some motorists, leading to aggressive operation practices that pose a risk to public safety, as validated by both the quantitative and qualitative data presented in the attached report. These findings have been further validated through my conversations with the longtime crossing guard about his personal observations.

Although I recognize that we cannot control the feelings and behaviors of motorists, I do believe that we can take affirmative steps to mitigate the related safety risks. To that end, I am hopeful that findings from this survey will be helpful to us in determining an aggressive plan of action.

As background, the pedestrian safety study was hosted via Google Survey. Representatives from the Lincoln School PTO and the Melrose Ped/Bike Advisory Committee, as well as the Lincoln School crossing guard, were consulted prior to the launch of the survey and given the opportunity to recommend questions and other survey-related content. The survey targeted households of Lincoln School students and was promoted through the PTO’s online and social media networks, beginning in January 2020. Although the survey remained open until August, the vast majority of responses were received over the first two months. The household response rate was 31% (N=102), a favorable data collection outcome when considering that online surveys typically yield a response rate less than 30%. The survey contained six (6) demographic questions and fifteen (15) distinct safety questions. Below are some key results from the survey:

- 55% of households have had a child/children enrolled at the Lincoln School for more than four (4) years; of that number, 28.4% have had a child/children enrolled for six (6) or more years. This represents an intimate familiarity with traffic safety in the area due to years of personal experience.
- 57% of households walk to and from school every day.
- 89% of households consider traffic safety to be a problem, with 41.2% considering it a “Serious Problem.”
- 44% of households are aware of one or more incident where a child was injured or almost injured.
- 62.7% of households worry about their child’s safety when traveling to and from school.
- 49% of households report that vehicles occasionally or sometimes stop at crosswalks.

- 65.7% of households say that distracted driving on the West Wyoming corridor is a problem, with 30% considering it a “Serious Problem.”
- 28.4% of households believe that the new flashing crosswalk sign has had a “Major Effect,” while 36.3% believe that it has had a “Moderate Effect.”

The attached report includes additional data points as well as personal attestations from Lincoln School parents that will be instructive to us in working collaboratively to improve safety on the West Wyoming corridor. I am thankful for everyone’s shared interest in finding a lasting solution to this problem, and I am confident that *together* we will do just that.

I look forward to hearing your thoughts and suggestions, and to working with all of you to discuss next steps. In the meantime, if you have any questions, please do not hesitate to contact me.

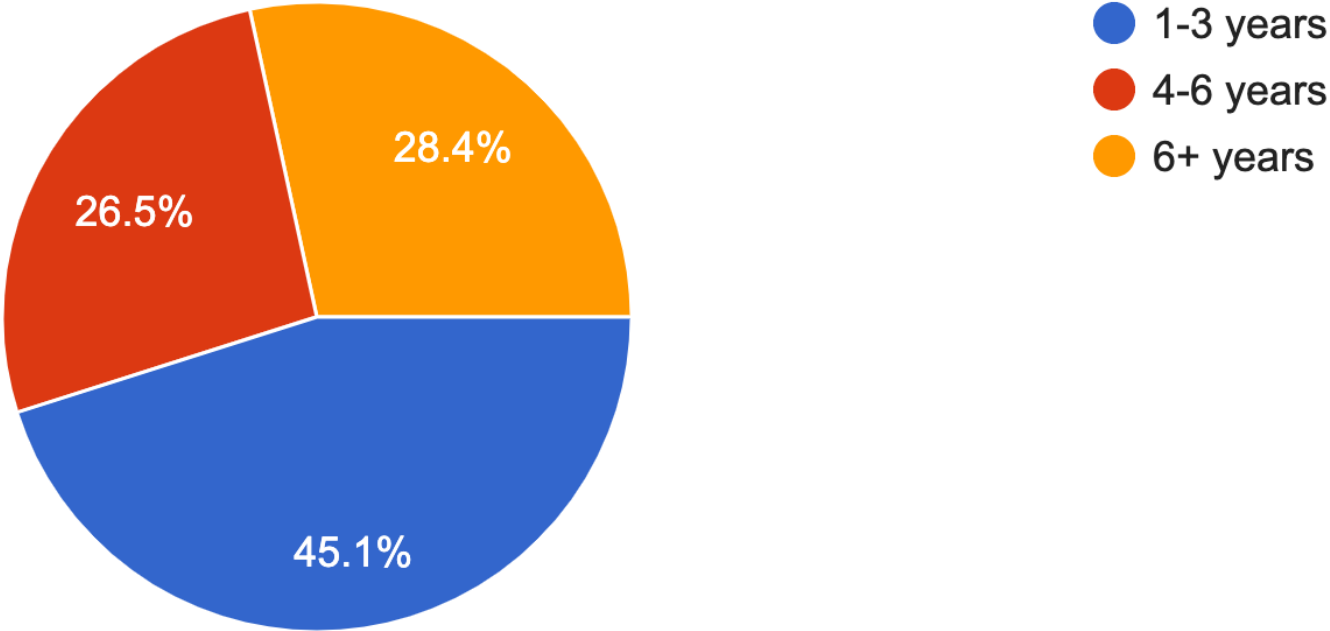
Lincoln School Pedestrian Safety Study Survey Results



Shawn M. MacMaster
City Councilor, Ward 5
City of Melrose

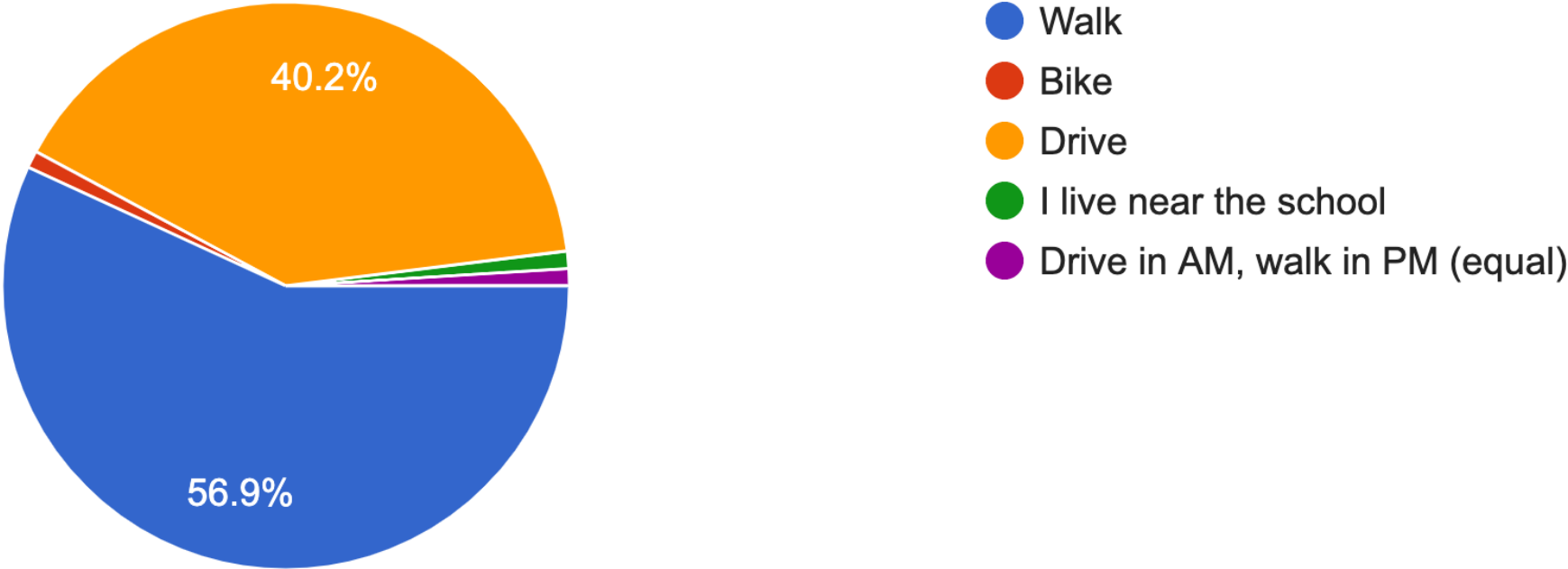
How many consecutive years have you been a Lincoln School parent?

102 responses



What is your primary mode of transportation for traveling to and from school?

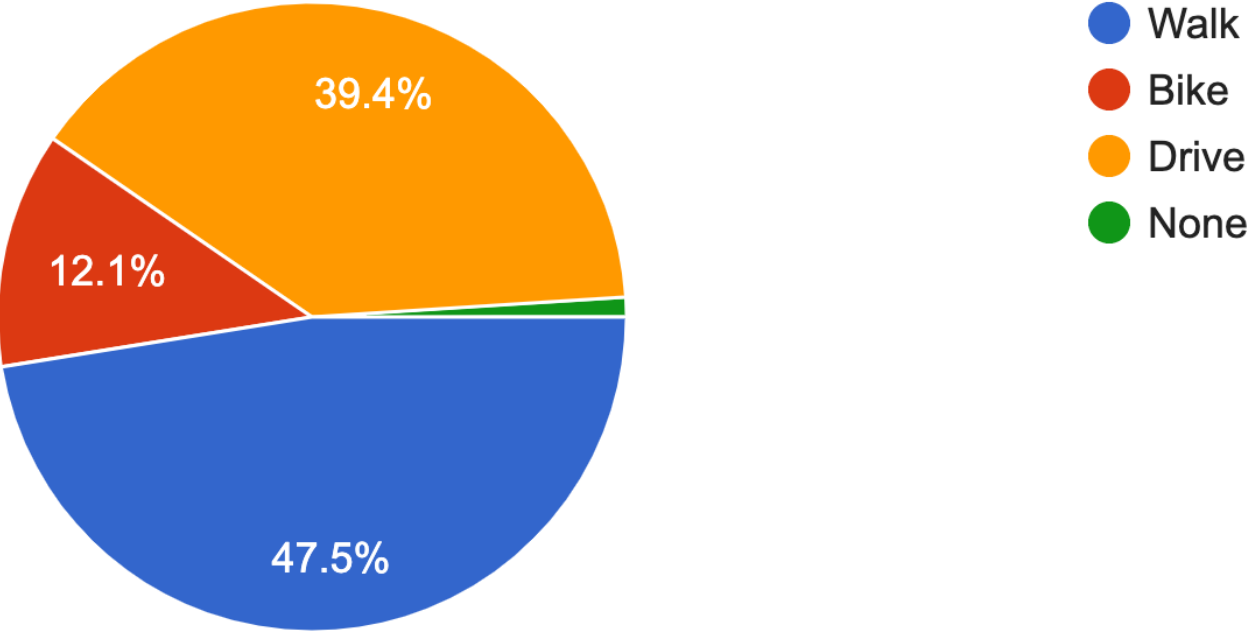
102 responses



NOTE: Results denoted by green and purple were generated when answering “Other,” which then required a write-in answer.

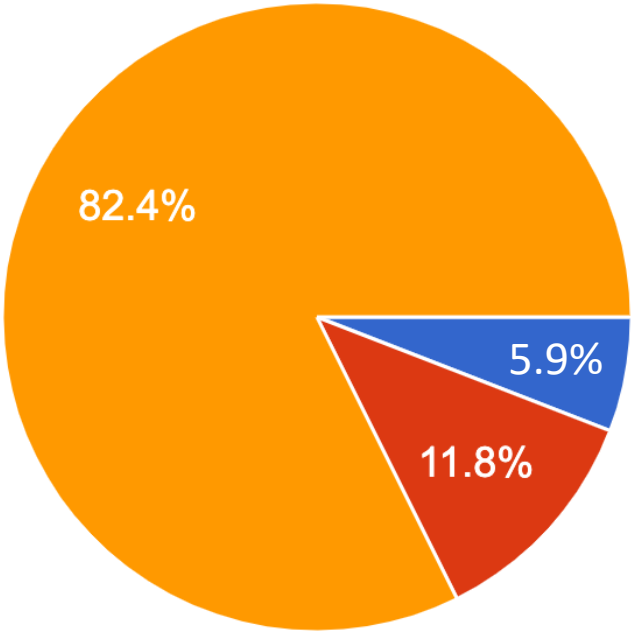
What is your secondary mode of transportation for traveling to and from school?

99 responses



At what time do you drop your child at school?

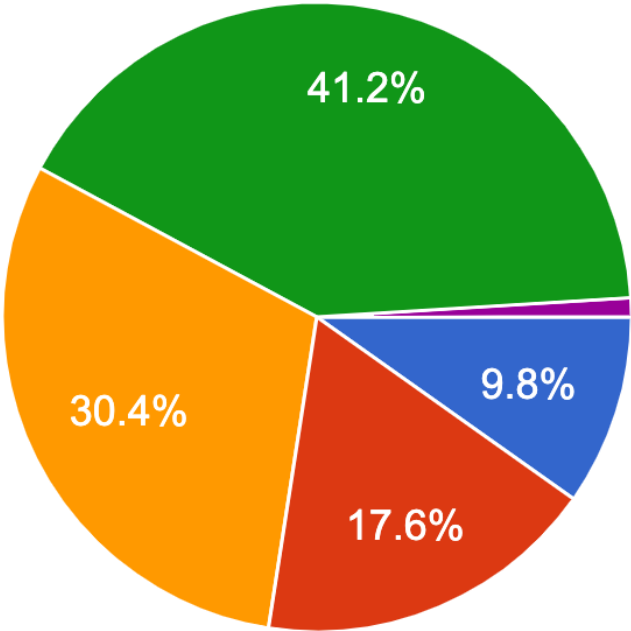
102 responses



- 7:00 - 7:40 a.m. (Early Bird)
- 7:40 - 8:00 a.m. (Breakfast)
- 7:55 - 8:03 a.m. (School Start)

I believe that pedestrian and cyclist safety around the Lincoln School is...

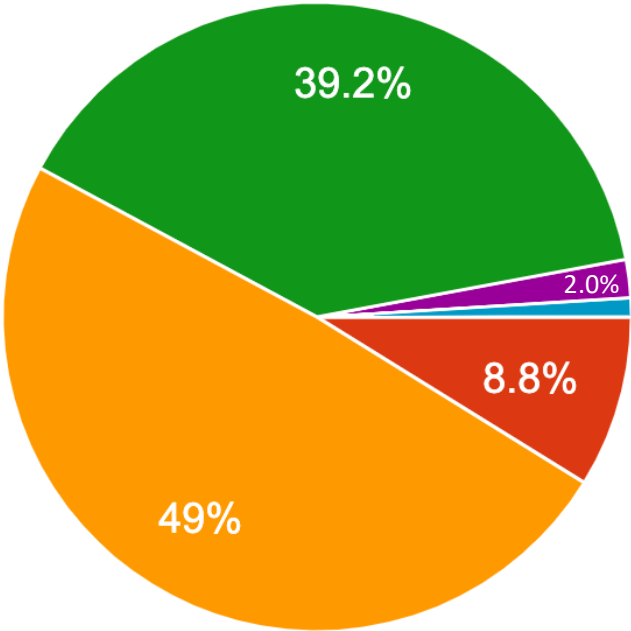
102 responses



- Not a problem at all
- Minor problem
- Moderate problem
- Serious problem
- I don't know

I believe that vehicles stop at crosswalks around the Lincoln School...

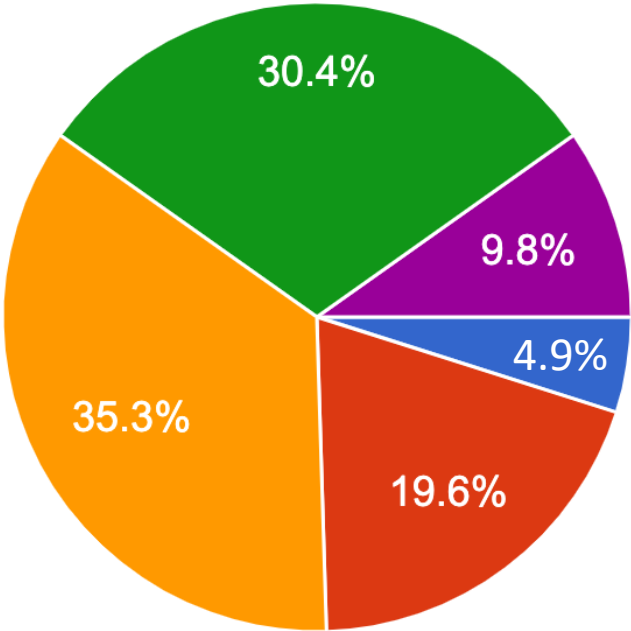
102 responses



- Never
- Almost never
- Occasionally / Sometimes
- Almost every time
- Every time
- I don't know

I believe that distracted driving is a problem around the Lincoln School...

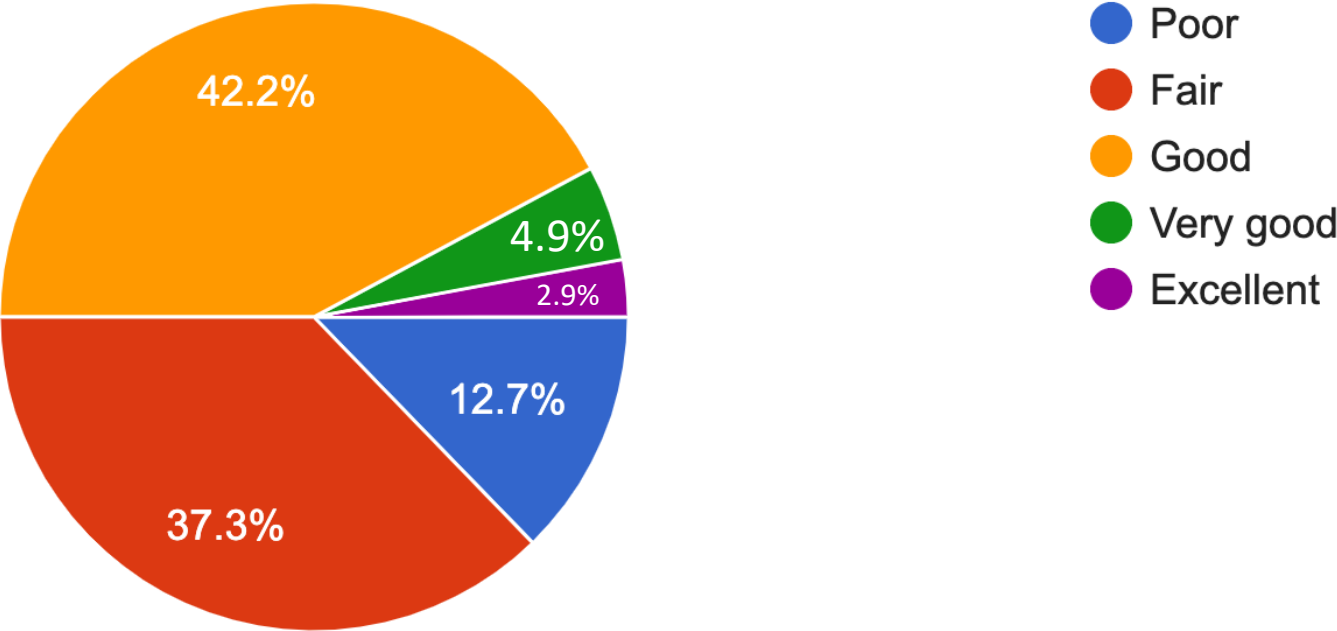
102 responses



- Not a problem at all
- Minor problem
- Moderate problem
- Serious problem
- I don't know

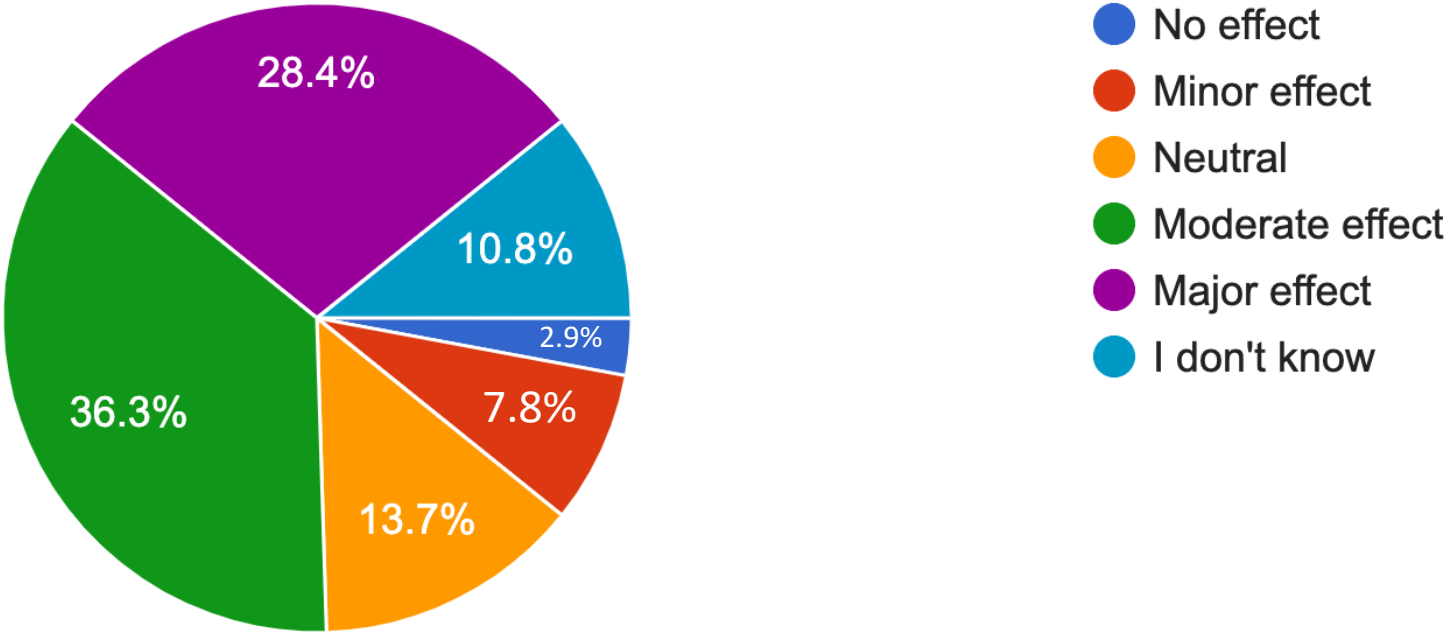
I believe that traffic-related signage around the Lincoln School is...

102 responses



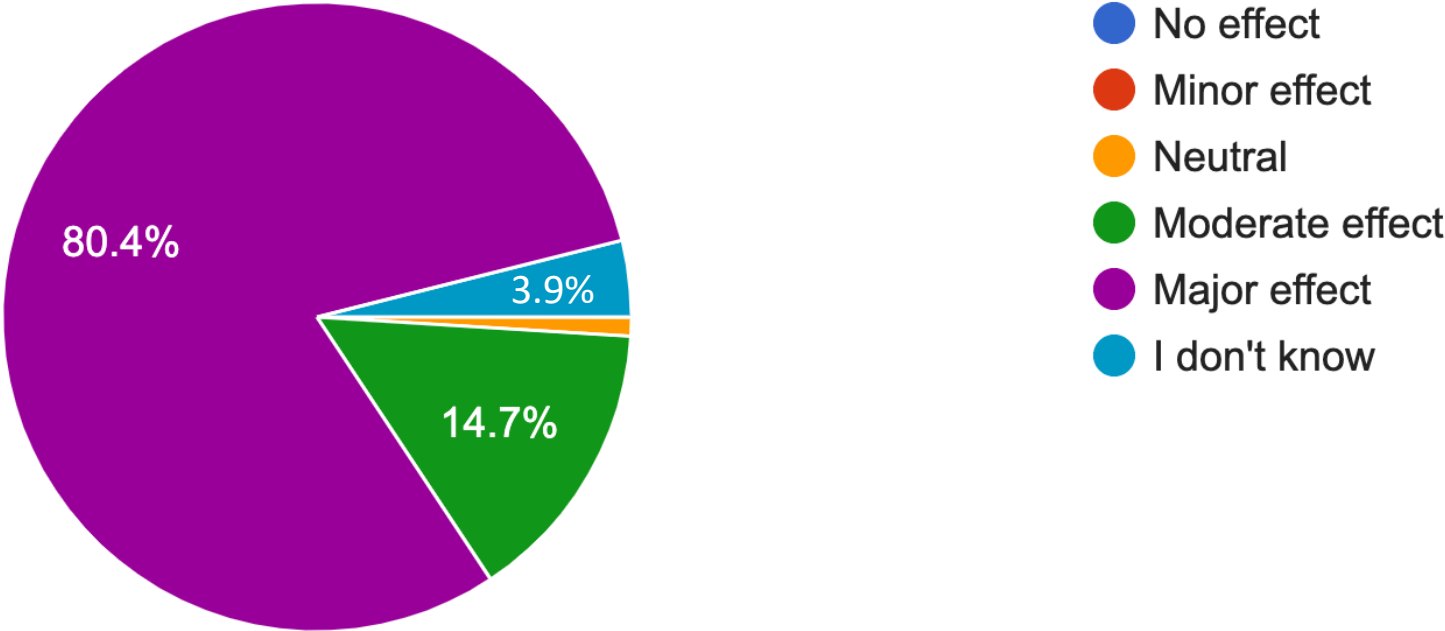
I believe that the new flashing crosswalk signs in front of the school have had a positive effect on pedestrian safety...

102 responses



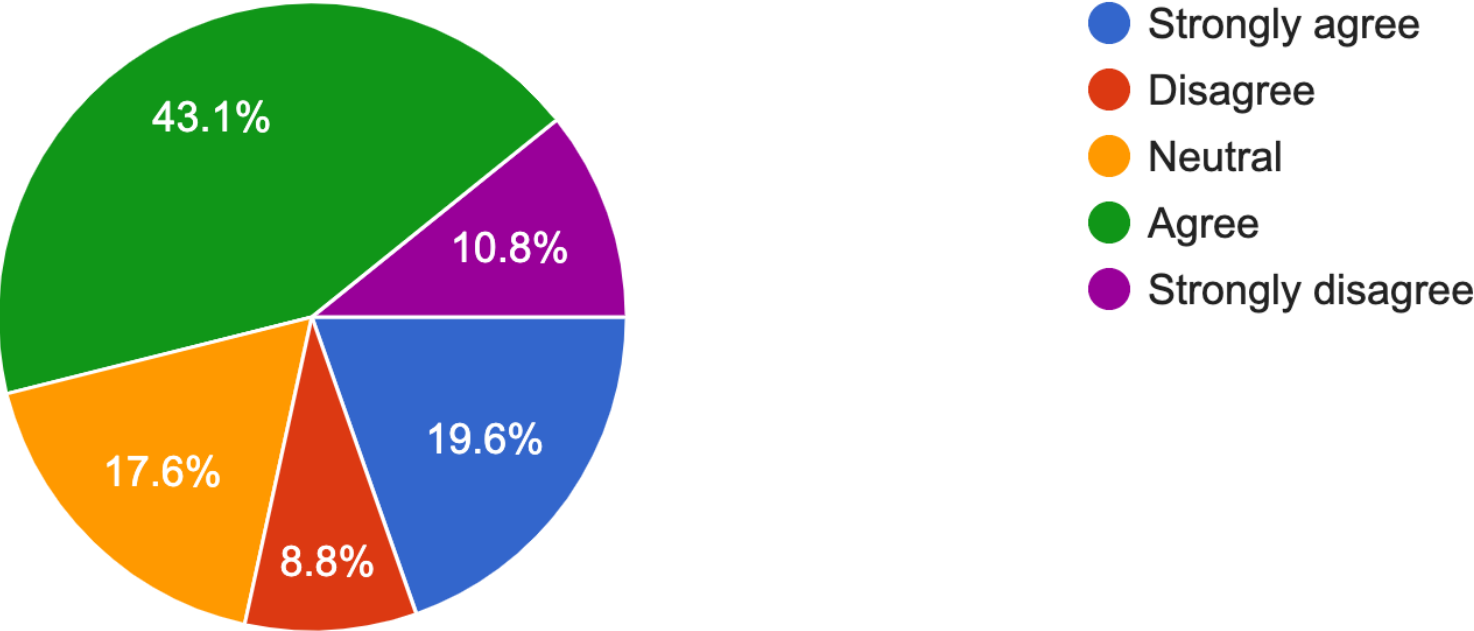
I believe that the crossing guard has a positive effect on pedestrian safety...

102 responses



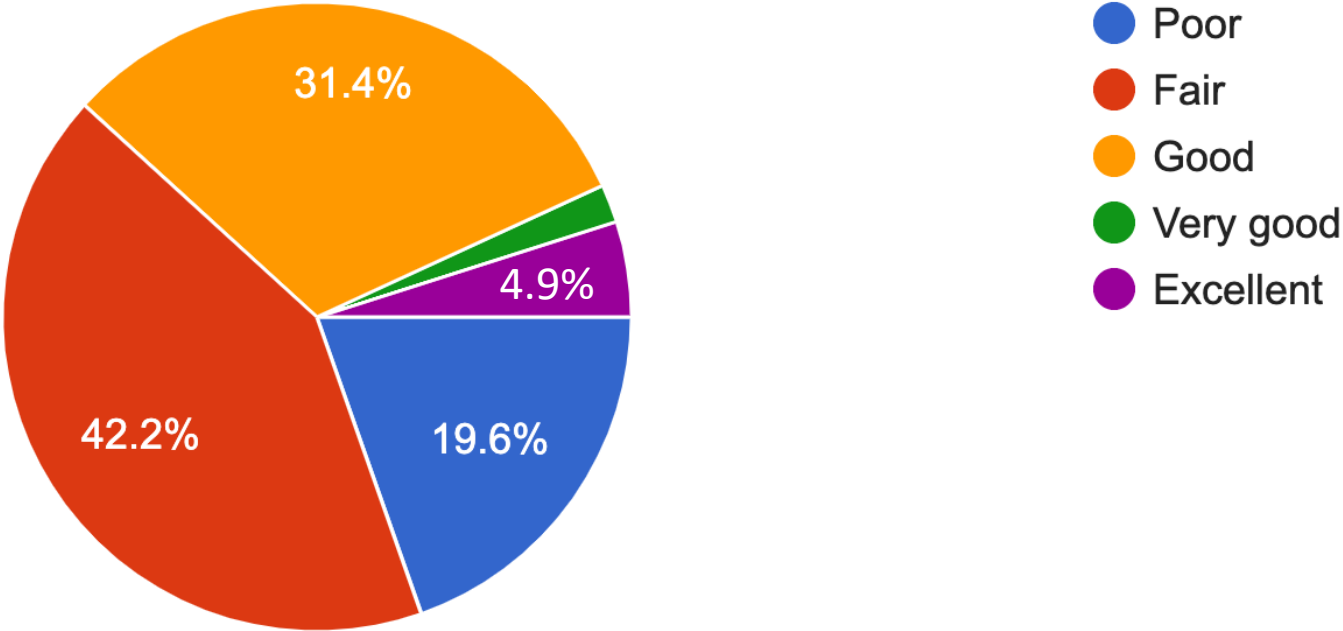
I worry about my child's safety (relative to traffic) when traveling to and from school...

102 responses



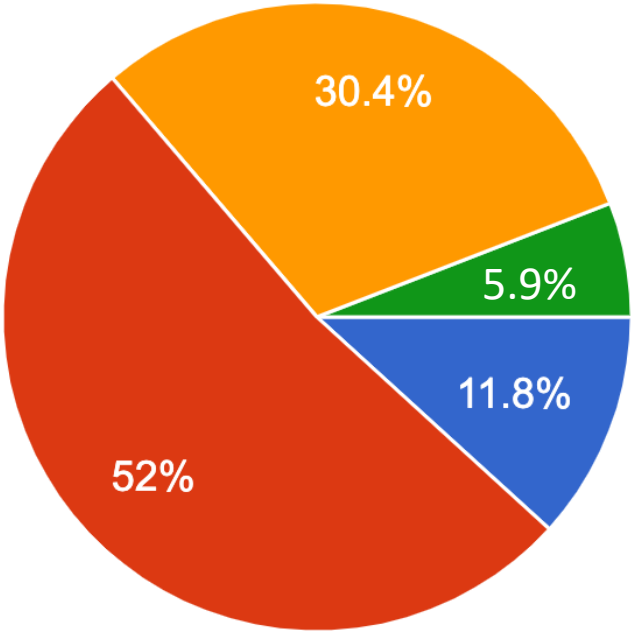
I believe that the City's response to traffic safety in the vicinity of the Lincoln School has been...

102 responses



In the past, I believe that the Mayor’s Office considered traffic safety around the Lincoln School...

102 responses

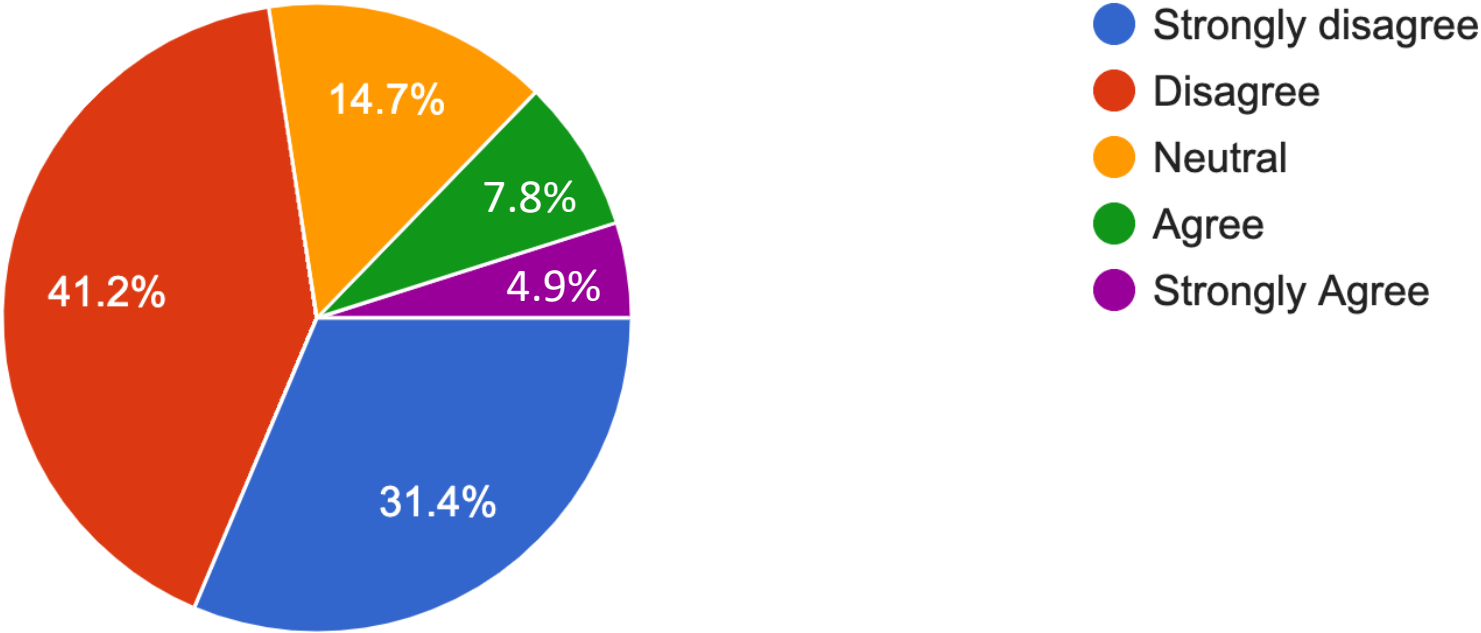


- Not a priority
- Low priority
- Moderate priority
- High priority

NOTE: This question pertains to prior administrations, not the current one.

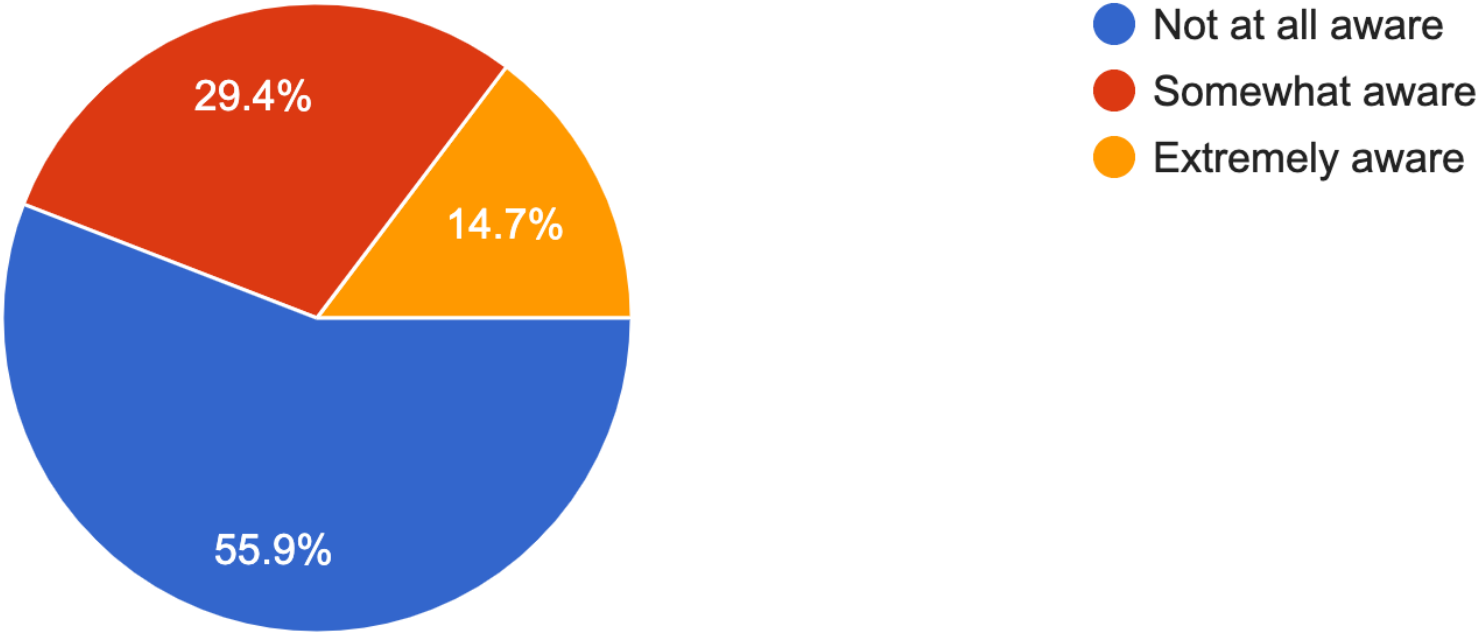
I believe that the West Wyoming Street corridor (in the vicinity of the Lincoln School) is a safe thoroughfare...

102 responses



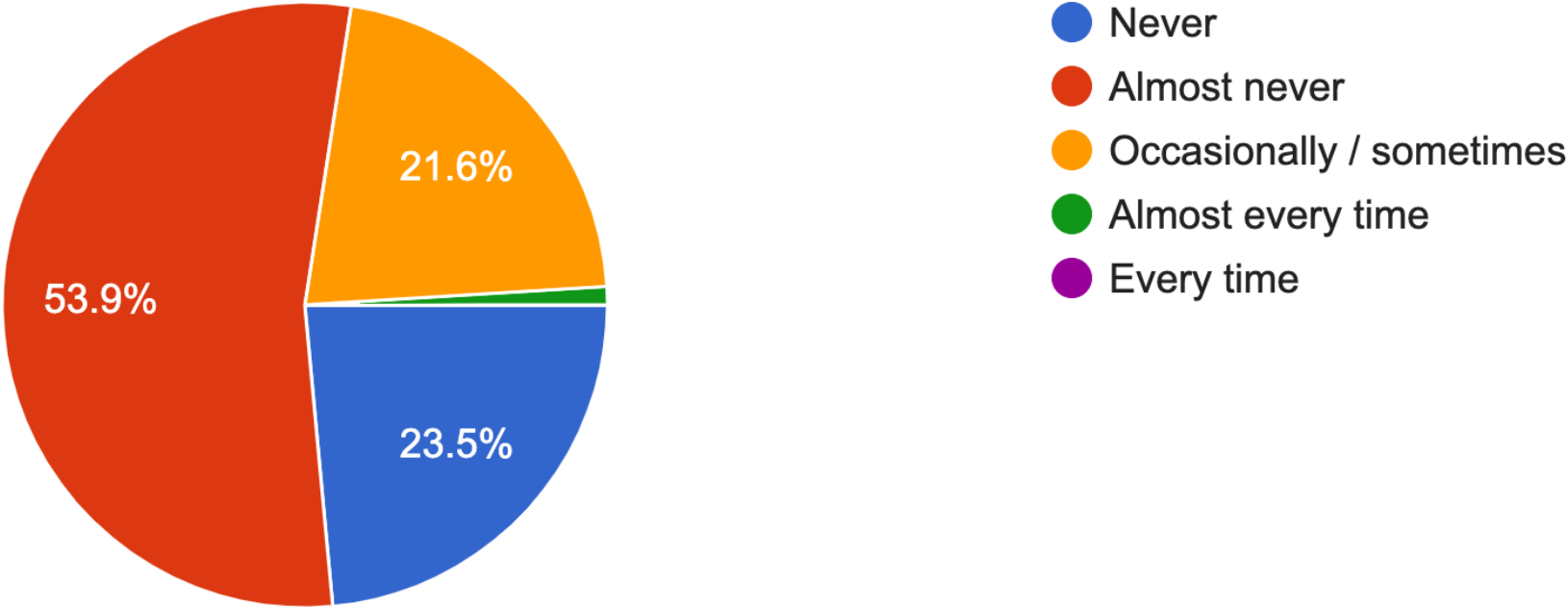
I am aware of one or more incidents where a child was injured or almost injured from a vehicle on their way to or from the Lincoln School...

102 responses



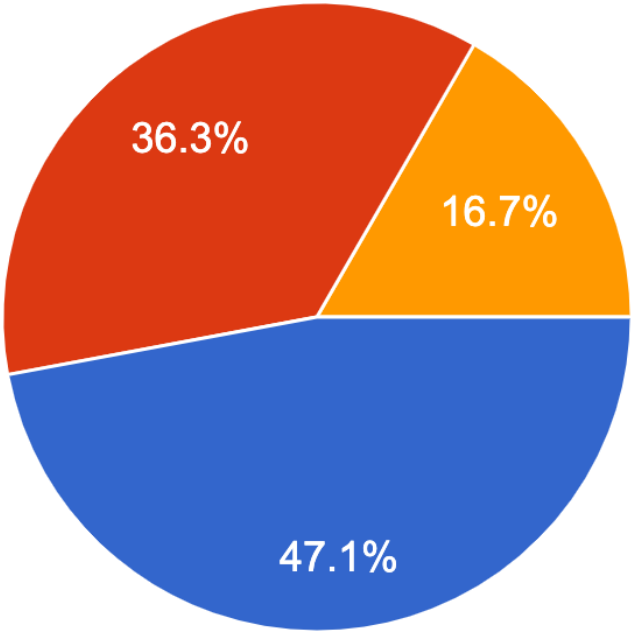
At drop-off and pickup time, a police officer is stationed near the Lincoln School...

102 responses



I see police officers enforcing traffic infractions in the vicinity of the Lincoln School...

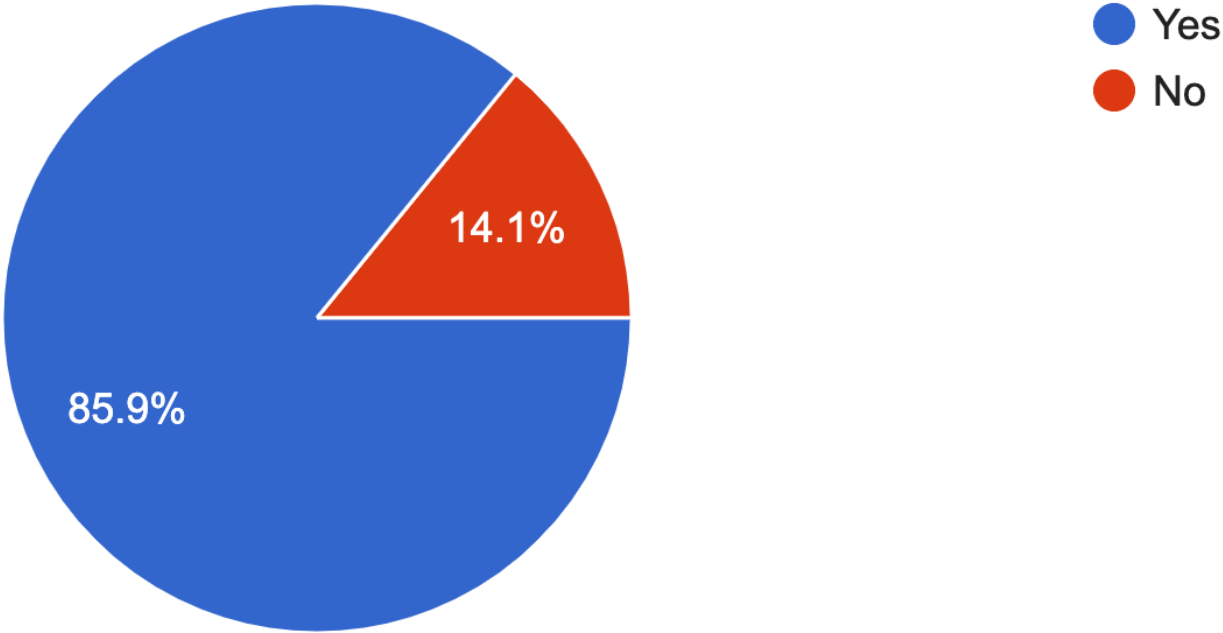
102 responses



- Never
- Almost never
- Occasionally / sometimes
- Almost every time
- Every time

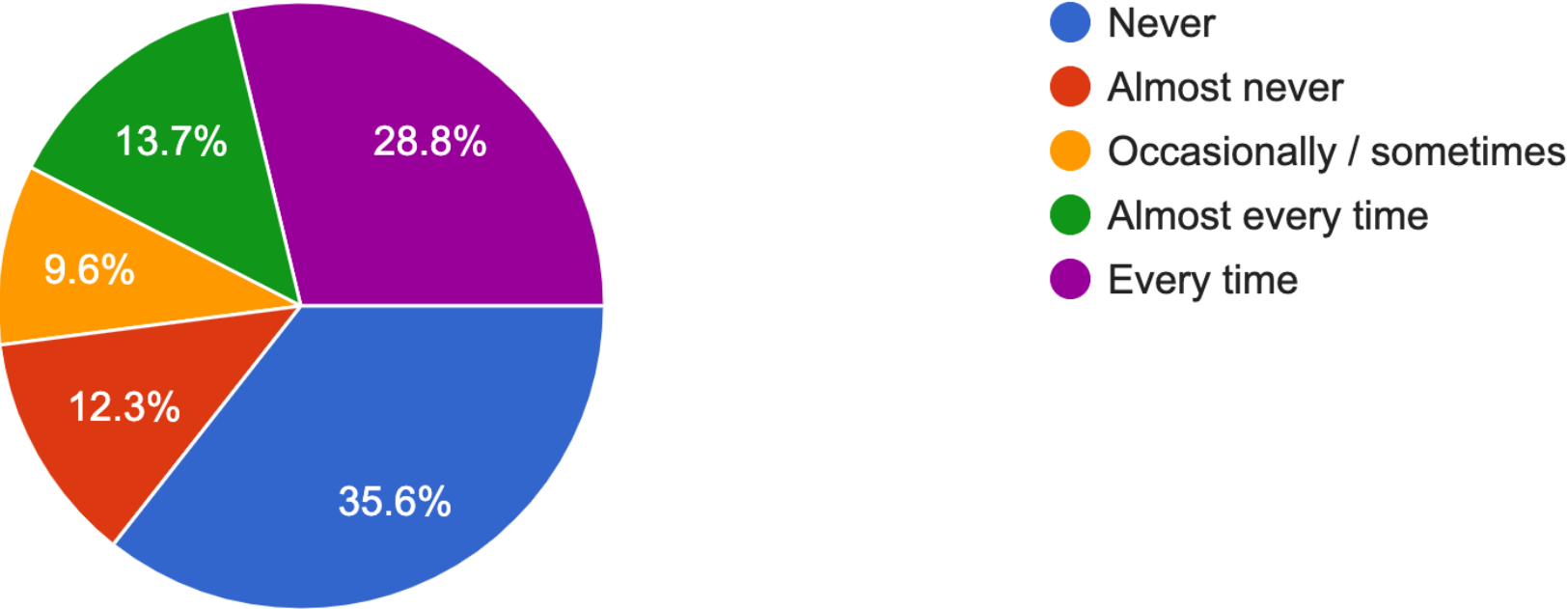
[For parents/guardians who drive their children to school] Are you aware that there is a designated drop-off location at the Lincoln School?

85 responses



[For parents/guardians who drive their children to school] I use the designated drop-off area...

73 responses



Qualitative Data

Observations and Experiences of Respondents...

“While we do not cross West Wyoming ourselves, it often appears parents and children are struggling to cross safely.”

“City council should take more of an interest.”

“Drivers speed and do not pay attention on W Wyoming all time, not just during school hours. Few people want to stop at either crosswalk due to trying to make lights or beat the trains. It seems drivers just ignore the school zone.”

“As a car driver, I see the the major problem as commuter related traffic backups exacerbated by the train schedule and solar glare. Any solution that is strictly pedestrian focused will not get to the root cause of the traffic problems.”

“The Everett St back entrance is often a mess of traffic and cars improperly parked. Blocking the crosswalks and driveways. Causing a gridlock at crescent/Everett cross st.”

“The male traffic/crossing guard at the Lincoln school is amazing ! Always paying attention to all kids and traffic.”

“City Council needs to act.”

“I think the only problem is that cars don’t stop even at the cross walk. They just fly through them esp when school is in session too. When I’m volunteering at the school and trying to cross no one rarely stops to let me cross. I think parking is a big issue too! There’s not enough spots for the parents to park and we’re left constantly looping around until our child gets out.”

“Everett Street/ Crescent Avenue is a problem -- too narrow for two way traffic. People stopping on crosswalk to drop kids off. Very dangerous in the mornings.”

“Everyone is is such a rush to get their morning routine done including stay at home parents, working parents, and those drivers trying to get to work that everyone lacks common courtesy and safety. Drivers get frustrated and angry which then causes them to become unsafe. I think everyone feels as if their schedule is more important than the next person's and this impacts their decision making which impacts kids. I wonder if there is a way to funnel all the kids down to the crossing guard in front of Lincoln and this might cut down on traffic being grid locked. Encouraging kids to use the main crossing guard would also help. Trenton at Wyoming is often a treacherous spot for cars and pedestrians, so are Florence and Cottage (going north bound). Perhaps adding extra traffic details would help. The police department's shift change happens at the time kids are walking to school (especially so since the new elementary time started). There used to be officers visible until the time change. Also, the police department is understaffed as is and day shift tends to be the busiest time. There are many variables at play here. Lincoln is in a tough spot, on the bus line, effected by the commuter rail, effected by commuter traffic, as well as parents driving from across the city to get to Lincoln.”

"I also live near the Lincoln school and it's a traffic nightmare. Cars parked in no parking zones blocking entry to my street, cars parked across my driveway...the worst was when I said something to a man parking illegally and he told me to F- off, with his young child right there. I have to call the cops routinely. Once they had to tow a car blocking my driveway. Ridiculous."

"As far as safety, I was standing at the 32 bus stop one morning and almost saw a child get hit by a car because the driver was applying make up while driving. And she has kids she was dropping off in the back seat!!! Horrifying."

"Constant parking in the staff only parking lots drop off and pick up."

"Parking in the drop off area on W. Wyoming at drop off and pick up."

"Crossing Trenton at Wyoming is not safe as cars drive fast to get across Wyoming."

"Crossing at Trenton and Russell would benefit from a crossing guard."

"Cross traffic stops only half the time to allow pedestrians to cross in the cross walk. People especially kids are difficult to see when walking from the Lincoln to Adams St. Crossing at Trenton and Russell as there is a tree right there making it difficult for cars to see pedestrians until they are right at the cross walk."

"Parking on both sides of Crescent impacts the flow of traffic and at times makes it impossible to actual get down Crescent."

"I have seen near misses with cars on the tracks when the gate has come down and there's no place to move to. Dangerous for cars and pedestrians."

"Cars are constantly rolling through stop signs and speeding. Drivers almost never stop at crosswalks. Other cities have put in speedbumps and raised crosswalks, as well as putting in protected bike lanes to narrow the road and slow traffic. We really shouldn't wait until people have died to implement safety changes."

"I am shocked that there has been so little outrage about pedestrian safety in our neighborhood, when there have been 3 fatalities in recent years. In order to really address the issue of safety for all modes of transportation, the City needs to make an investment of time and money in comprehensive engineering improvements along the West Wyoming corridor (including reduce crossing distances, raised crosswalks, signal timing). Also, while this is the "third rail" of Melrose politics, traffic would slow down if more on street parking were allowed along West Wyoming."

"One issue that I see is that the sidewalk next to the tot lot on Cottage Street is almost if never properly shoveled and sanded. This results in a very uneven slippery surface and children end up walking on the street to take the corner around to West Wyoming to get to the Lincoln School. I call every year to the DPW, and every year they rectify it but yet every year it happens again. Part of the problem that I have heard is that the ownership of the sidewalk around the park belongs to the school in the city. It is never been consistent on who actually does it though. It is a large safety concern of mine in my families and other families in the neighborhood. It is a dangerous corner."

"I have watched children standing at the crosswalk adjacent to the tot lot waiting for a car to stop so they could cross and car after car after car just keeps passing them. I've had to wave my hands at drivers and point to children waiting in order to get them to stop. It's not cell phones its stupidity. They just aren't paying attention to the kids on the sidewalk. Also at night drivers can't see anyone in this area trying to cross because the lighting is poor."

"I've found the flashing lights to be helpful later in the day, when its dark. During the day, if the crossing guards aren't also there, cars often will not stop. There is no way I would let my child cross the street alone the way it is now, if a crossing guard were not present. I'm already uneasy when I cross by myself or with my child in tow. We do not use the drop off area because it would add another 10 minutes to our commute to school, as it's hard to get to from our end of Melrose. There should be a drop off location for families coming from the eastern sides."

"This year in particular I have found many parents using the back parking lot for drop off. This is dangerous as walkers don't expect anyone to be exiting the parking lot -- only teachers entering. I wrote to Shawn MacMaster and he was very responsive. A police officer came to the lot and deterred cars from going into the lot. This was helpful but will probably only last for a few days. There needs to be more signage in the back lot or the gate needs to be replaced allowing access only to teachers/staff."

"A driver turning into the Richdale market parking lot almost got my daughter and I on Friday morning because he was in a hurry and thought he could beat us, he waved, as if his tires being inches from my daughter's toes was something I allowed and he was thanking me."

"The back lot is a nightmare. Parents use it as a drop off in the morning."

"My grandchild is in 2nd grade. I think the flashing signs are helpful on Wyoming side. But can they flash until the kids are released from Ed Stations"?

"Pleasant Street needs to be addressed. People drive like bats out of hell on Pleasant Street in AM and PM. Reluctantly slowing down for kids and parents then speeding up like they were soooo annoyed! (Flashing sign and another crosswalk on Pleasant are needed.)"

"Once I was walking in crosswalk with my grandchild and her baby brother on Wyoming in front of school. A woman nearly ran us over. She was going at least 40mph. She was on her cell phone."

"Distracted drivers on phones, rushing to work, speeding."

"I walk each morning and evening with my son. He attends early bird and Ed's. We walk from Lebanon St at 6:35 each morning towards Lynde to Main. This route is reversed around 5:30-6 for coming home. We have to cross through two five way intersections (in Lynde Lindwood area) in which cars roll through stop signs making it unsafe for us to cross. Many drivers are oblivious to us walking and don't stop for our right of way. There is also a long stretch of Lynde St that has no sidewalk - only gravel. This forces us to walk in the road when there is snow. These streets are also not well lit."

"My other concern is the intersection of Pleasant and West Wyoming during the evenings. Those crosswalks should also have the sign that lights up."

On Crescent Ave people park on both sides of the street and facing the wrong way, makes safe travel on Crescent Ave impossible."

"If dropping off by car, it is very difficult to find a place to pull over to park."

"When it snows you have to get the children into the car in the street. The snow doesn't get cleared so you can't open the doors of the car on the sidewalk. I believe if we can do snow removal for businesses we should be able to do the same for the safety of our Lincoln School community, on such a busy street."

"Multiple times, a car has stopped for us to cross and the car behind it crossed the yellow line to aggressively go around them--very scary. Also, lots of kids participate in Ed Stations, and there is no enforcement around 5 PM when many kids are picked up, which is especially tough with rush hour traffic and low visibility. Finally, the flashing crosswalk sign is great, but it doesn't make sense for us to use it coming from the west side of the school. Crosswalks all the way down W. Wyoming should have them."

"The traffic on Pleasant Street is incredibly dangerous. There should be a crosswalk at the entrance to the baseball field. Cars speed down the road, even after stopping at the crosswalk at W Wyoming and Pleasant. Drivers are distracted. It is dangerous. I've almost been struck more than once and I've seen others have similar experiences."

"I see people looking at their cell phones while driving in front of the school on W. Wyoming frequently. The crossing guard is great!"

"Remember the kids leaving education stations later in the day with parents. No crossing guards and traffic almost never stops."

"I would like to have seen this survey include other area where children enter the school grounds. There is a major issue in the back parking lot where parents consistently dropped children off with little regard to safety. The area is not a drop off zone. Parents ignore the sign that states Authorized Personal Only, as well as the weekly reminders in emails and teachers explanations. These parents either stay in the car and let the child exit the car in the middle of the lot or illegally park in the lot and wait for the first bell. This has led to the staff being delayed entry to the lot and delaying their arrival to school."

"My children and I cross west Wyoming on the crosswalk closest to Florence street, and without my continued guidance and physically holding on to them, there would have been terrible consequences. On average 2-3 cars blow past the crosswalk for each one that stops. I have also experienced multiple situations where the drivers in the cars have swerved and been angry while flying past that we have been walking in the first half of the crosswalk while they speed through the 2nd part. I have never seen a police presence in the crosswalk area we typically use, and with the rate at which there is total disregard for young children attempting to cross, I plea for both a crosswalk light as well as traffic enforcement there. Especially as when after-care pickup happens in the winter after sunset, and the 2-3 car average becomes even higher. To me, this is the top safety issue in Melrose - specifically on the main thoroughfares such as West Wyoming."

"My child and I have almost been hit by cars several times over the years at the Wyoming/Pleasant Street intersection before and after school. It's worse when no crossing guards are available – i.e., post ed stations pick up it's extremely hard to cross at night especially. I don't feel comfortable letting my 10 year walk home and we live across the street!"

"I believe the traffic is handled well on West Wyoming (Main Entrance of Lincoln) - however, a majority of students/families walk down Everett, Pleasant and Crescent and these streets have little parking, no stop signs or signage and cars travel quickly and distractedly during the morning commute. West Wyoming is the LEAST of the issues - it is the side streets."

"We always cross at the crossing guard, who is wonderful. I worry about when my children are old enough to walk home by themselves after the crossing guard has left and need to cross W. Wyoming. Drivers regularly drive through the crosswalks above the speed limit."

"Speeding on w Wyoming is a problem."

"Traffic on Crescent Street in and out of the parking lot is VERY unsafe. There is a ""Authorized Vehicles Only"" sign... but parents believe they have authorized vehicles. The gate should be shut an locked except to staff."

"I have seen numerous minor accidents near Lincoln, especially at the Cottage And West Wyoming intersection. I often do not cross there (and instruct my son not to) because of safety concerns. More often than not, multiple cars do not stop at the secondary crosswalk where there is no crossing guard, and many students and parents cross there. Just yesterday, I was with another parent and six 5th graders loading food donations into a car around 2:00. We pressed the cross signal sign and watched a car blow right passed us as we all stood at the crosswalk waiting to cross. There needs to be police presence there to enforce rules and ensure safety."

"The intersection at Cottage and West Wyoming is extremely dangerous, cars speed onto Cottage."

"The crossing guard is definitely effective, however, when he/she is not there cars speed and rarely stop for people trying to cross at crosswalks. I have watched up to 10 cars pass on either side of the street without stopping while my children and I have waited on the sidewalk at the crosswalk (and have gotten absolutely soaked by drivers on rainy days)."

Qualitative Data

Ideas and Suggestions Offered by Respondents...

"Ban automobiles."

4.1.d

"The current crossing guards are entirely focused on the children, but that means that they're not concerned with regulating the flow of traffic. Holding back traffic for too long leads to backups by the train tracks and at the intersection with Main and Wyoming. That, in turn, leads to dangerous situations farther away from the school."

"If we want to improve cyclist and pedestrian safety at the school, I suggest training the crossing guards in proper auto traffic management techniques as well."

"Regular police presence near the back entrance, I think I have seen them there once all year."

"Bring back neighborhood school, school choice has caused too much vehicle congestion. Also the change in start times is terrible."

"I think a light at the cross walk would help. And parking is tough but this overflow of drivers and the increased number of residents due to the apt complexes is ridiculous. They need to stop building! And work on fixing the problems of overflow that we currently have."

"Police officer on site actively stopping and issuing citations for not yielding to pedestrians in cross walk, distracted driving and speeding."

"Make Everett St a one way."

"Bicyclists should be encouraged to use other routes during school drop off. Presumably they aren't dropping off children. The road is narrow enough in that area during that time. Maybe alternate bike route signs. People certainly watch their driving and how unsafe they are being when there's a police presence however that would require additional planning. Maybe signs that light up well before the school asking drivers to be patient for school kids and the traffic."

"Crossing guard at Trenton and Wyoming; crossing guard at Trenton and Russell."

"Have ALL teachers and school staff park in the school lot and not on our neighborhood streets."

"Eliminate street parking on Main St and West Wyoming to create safe bike lanes."

"Need to have a shoveled route down Washington St while we're at it."

Attachment: Lincoln School Ped.SafetyPPT_12.7.20 (ORDER-2022-40 : T3B grant award

“Signage at railroad tracks explaining how to cross them safely and to wait when there are cars ahead of you.”

“Parents should only use the crosswalk where the crossing guard is. They should block the other one off in the morning and at dismissal. It is confusing for the drivers to stop twice and therefore dangerous for the kids.”

“Automatic speed cameras that ticket the driver.”

“One idea is that the crosswalk that is closer to the Lincoln School fourth grade entry, should be taken away. The only available crosswalk should be the one where the crossing guard is. If there are too many places that cars need to stop they ignore the other crosswalk. It seems like it’s more of a hazard than a help. A place where there could be another crosswalk is between Cottage St S and Cottage St N, by the Tot Lot people cross there all the time without across walk and it is always been an issue.”

“Enforce the parking rules in the back of the school. improve the signage around the school--cars parked on the sides of W Wyoming impede the seeing of these signs.”

“Additional signage, stoplights, and speed trackers. There isn’t enough space for a bicycle lane, and street parking is essential. Families who drive should be allowed to use the parking rotary on the side of the school near the main entrance, especially on inclement weather days. We used a similar system at the ECC for two years and it was awesome.”

“Police presence to enforce speed laws in the area because drivers aren't slowing to 20 mph, and a stop light.”

“Monitor the back lot and Everett Street.”

“More flashing lights at crosswalks, increased police enforcement.”

"There is a crosswalk on Pleasant at Wyoming corner. But, there should be an additional crosswalk near the ball field side. I’ve seen people gun their motors once they’ve made the turn from Wyoming onto Pleasant. Also...when it snows why cant the sidewalks be salted? I saw a parent and a child slip and fall on ice on the Pleasant Street sidewalk - come on”!!!!

“Enforce the no texting while driving. I see it several times a day at drop off and pickup Installing another flashing crosswalk sign at the crosswalk near the playground. And periodically having police presence enforcing speed limits.”

“More flashing crosswalk signs, better enforcement of crosswalk violations. Also, the flashing lights at the intersection of Trenton and W. Wyoming can be distracting, drawing attention away from pedestrians trying to cross. Bump-outs would be helpful too, as foliage sometimes blocks the line of sight there in the summer.”

"Crosswalk on Pleasant Street near driveway to apartments/commuter rail parking lot and across from entrance to baseball field."

"Police presence on W Wyoming during pick up/drop off."

"Please put a traffic light at the crosswalk right in front of the school. Please have a police officer pull over and ticket people texting and driving--have an officer there regularly. Allow student drop off in the back parking lot or on the ballfield side. Install speed bumps and/or raised crosswalks."

"Pressure the police to do their job – enforce traffic violations"!

"Install speed cameras, widen side walk, narrow Wyoming Street to reduce speed naturally, install fence along street."

"Having an officer periodically at the crosswalk without a crossing guard might help, or maybe get rid of one crosswalk and force everyone to cross at the same one with a crossing guard."

"Stopping people from driving into the back parking lot for drop off. Moving the cross walk near Trenton St, a tree and telephone pole currently block view of pedestrians to east bound traffic (this is more for my MVMMS child and not my child at Lincoln)."

"More police presence and actual enforcement of rules, speed cameras (are they legal?!). I don't think the digital 'how fast are you going' signs make much of a difference (they don't feel like they do at least). More flagging of pedestrian crosswalks including more flashing lights, elevated crossing area to help slow people down; I'm sure there are good ideas out there already, I'm sorry to say I am just not familiar with what they are. A campaign for road safety, less driving (more walking or carpooling in our small city), sharing the roads for bikes and to keep our kids safe - what has been tried has not landed or resonated enough to impact people to change their behaviors."

"Please have traffic enforcement at crosswalks as well as more lights installed to indicate crosswalk usage. Perhaps even a raised area to encourage slowing down at the most used ones? I would love such measures at the crosswalk closest to Florence St."

"Safety is more of an issue at the rear of Lincoln School (Everett St/Crescent St) and on the side entrance by the field (Pleasant St) - there are no crossing guards at all."

"Blinking signs at the other crosswalk on W. Wyoming. Police presence."

"Signage on ALL crosswalks, not just the main crosswalk at Lincoln."

"Please block or gate all Lincoln Parking lots during school hours and clearly indicate staff only use."

"I honestly am not sure as there are so many intersections and side streets, combined with high traffic volume. It is a difficult situation to rectify but something should be done as it continues to be dangerous. Add a traffic light? I worry that will cause congestion just like the middle school which is a nightmare."

"The drop off area in front of the school is not enforced at all. Cars park there for a period of time, sometimes blocking traffic."

"Do not allow cars to park and wait at the designated drop-off areas. Have police officers enforce the speed limit on West Wyoming."

**Shawn M. MacMaster
City Councilor, Ward 5
City of Melrose**

smacmaster@cityofmelrose.org

C -- (781) 462-1875



@MacMasterWard5



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

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

4.2.a

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

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

MEMORANDUM

To: Mayor Paul Brodeur
Melrose City Council

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

cc: Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant Auditor
James Troup, Assistant DPW Director – Administration & Finance

Date: October 6, 2021

Re: Acceptance of Signs and Lines Grant (\$6,000)

The City of Melrose was recently approved for a grant of up to \$6,000 from the Massachusetts Department of Transportation as part of the Signs and Lines/Safe Routes to School Grant Program. This program reimburses communities for eligible costs associated with improvements to signage, crosswalks, and other enhancements to encourage students to walk and cycle to school. The improvements in the grant proposal are along West Wyoming Ave. in the vicinity of the Lincoln Elementary School.

West Wyoming Ave. is a busy commuter route, as well as the route to an MBTA commuter rail station. School zone signage exists on the approaches; however, many drivers fail to slow down or stop at the crosswalks. An informal survey indicated that 57% of the students in this area walk to school. In addition, the population in this area may not have a vehicle and be required to walk. These changes would improve safety for children and their parents. The project includes the addition of "SCHOOL ZONE" pavement markings on each approach to the school, "SLOW" pavement markings between the two crosswalks most used, and "Sharks' Teeth" markers at the two crosswalks where children most cross West Wyoming Ave. to access the school. These visual reminders should help with traffic calming and improve safety.

The next step is to sign a Memorandum of Understanding (MOU) with MassDOT. MassDOT will conduct a needs assessment and prepare a technical memo and a set of plans for construction. The City will oversee and manage the construction. All work is to be completed no later than June 30, 2022. Eligible expenses will be reimbursed and deposited into an account specifically designated by the Auditor's/CFO's Office. One invoice covering the cost of all of the work shall be submitted to MassDOT no later than July 15, 2022.

We formally request acceptance of this Signs and Lines Grant Program award in the amount of \$6,000 from MassDOT. There is no cost, match, or encumbrance required to enter into this agreement. We appreciate the consideration and look forward to the improvements in the Lincoln School neighborhood.

Attachment: Letter - Lines and Signs Grant Lincoln School 100621 (ORDER-2022-41 : SLP MassDOT Grant for Lincoln School)

SAFE ROUTES TO SCHOOL PROGRAM - SIGNS AND LINES PROJECT

MEMORANDUM OF UNDERSTANDING

This **Memorandum of Understanding** (“**MOU**”) is entered into and made effective this day of , 2021 (“**Effective Date**”) by and between the Massachusetts Department of Transportation (“**MassDOT**”) and the City of Melrose (“**Municipality**”). MassDOT and the Municipality are collectively referred to herein as the “Parties.”

WHEREAS, MassDOT administers the statewide Safe Routes to School Program (“**SRTS**”), which is a program that works to increase safe biking and walking for elementary and middle school students by using a collaborative, community focused approach toward health and transportation;

WHEREAS, as part of its SRTS, MassDOT created a “Signs and Lines Project” (“**SLP**”) to identify infrastructure challenges for students walking and biking to and from the Lincoln Elementary School (the “**School**”) in the Municipality;

WHEREAS, the goal of the SLP is to design and implement low-cost improvements, including signage and pavement markings, to improve safety and accessibility along key walking and biking routes to the School;

WHEREAS, the Parties intend to work collaboratively in the design and construction of said low-cost improvements; and

WHEREAS, the Parties wish to execute this MOU to set forth the guidelines, roles and responsibilities of the Parties with respect to the execution of said SLP goals.

NOW, THEREFORE, to set forth the expectations for participation in the SLP, the Parties mutually agree to the following.

RESPONSIBILITIES OF THE PARTIES

1. MassDOT or its contractors shall conduct a needs-based assessment to identify certain infrastructure barriers near the School. Municipality and School staff will be invited to attend the assessment. The Municipality’s participation in said assessment shall be required.
2. MassDOT’s contractor shall produce a technical memorandum summarizing the issues identified during the needs-based assessment referenced in paragraph 1 herein, and shall offer potential design solutions, which shall be submitted to the Municipality for review. The Municipality shall provide written comments, if any, to the technical memorandum within seven (7) days of the Municipality’s receipt of the memorandum, unless the Parties mutually agree to another date.

3. MassDOT or its contractor shall promptly review the Municipality's comments and shall develop plans which may include sign installation by location, pavement marking details, pavement marking locations, and schedules for each ("**Plan Set**"). MassDOT or its contractor shall submit the Plan Set to the Municipality for review. The Municipality shall provide written comments, if any, to MassDOT within seven (7) days of its receipt of the Plan Set, unless the Parties mutually agree on another date. If the Municipality requests any change(s) to the Plan Set, the Parties shall meet and confer in order to discuss whether the change(s) is appropriate, and shall make a good effort to reach a mutual agreement concerning the requested change(s). If the Parties are unable to reach a mutual agreement, however, the incorporation of any proposed change(s) shall be at MassDOT's sole discretion.
4. Upon the development of a mutually agreed upon Plan Set, if required, MassDOT or its contractors shall develop a bid package that includes the approved Plan Set. The Municipality agrees to issue said bid package in accordance with its procurement process and applicable Massachusetts laws, which may include G.L. c. 30, § 39M, G.L. c. 30B, and G.L. c. 149.

PROJECT ADMINISTRATION, COSTS, AND PAYMENT

5. **Project Administration**. The Municipality, at its sole expense, shall manage the timely completion of all of the improvements contained in the agreed upon Plan Set ("**Project**") and shall complete the Project prior to June 30, 2022.
6. **Project Costs and Payments**. MassDOT shall reimburse the Municipality for all eligible costs in connection with the Project up to six thousand dollars (\$6,000.00) ("**Maximum Reimbursement**"), subject to the following terms:
 - a. MassDOT will reimburse the Municipality for construction costs associated with the Project, subject to the invoice submission and approval procedures contained herein. Reimbursable costs ("**Eligible Construction Costs**") shall include the following as contained on the agreed upon Plan Set:
 - i. Installation of new signage,
 - ii. Installation of new pavement markings,
 - iii. Modification of existing pavement markings, and
 - iv. Other improvements, as determined by MassDOT.
 - b. The Municipality shall submit a single invoice for actual expenses no later than the 15th day of the month after the completion of the Project or by July 15, 2022, whichever comes first. ("Invoice"). Any and all Invoices submitted after July 15, 2022 shall be ineligible for reimbursement by MassDOT. The Invoice shall include a copy of the invoice from the Municipality's contractor or vendor with a description of work performed and materials ordered, the date of the billing cycle, and the vendor number.

- c. Reimbursement will only be for work completed and/or items purchased. All Eligible Construction Costs associated with the Project must be distinctly identified on the contractor invoice, separate from work performed for other projects. The Invoice must be issued and submitted directly from the Municipality to MassDOT's designated contractor for the Safe Routes to School Program, in the manner prescribed by MassDOT. The Invoice shall be sent to:
 - i. Diane Hanson, MA Safe Routes to School C/O AECOM, 1 Federal St., 8th Floor, Boston, MA 02110
 - ii. Or via email: Diane.Hanson@aecom.com
 - iii. Invoice must contain the following information
 - 1. Bill to: AECOM-Safe Routes to School Project, 1 Federal Street, 8th Floor, Boston, MA 02110
 - 2. AECOM Project #: 60633415.2300
 - 3. AECOM P.O. # and Vendor # (to be assigned)
 - d. MassDOT will use its best efforts to ensure that its contractor reimburses the Municipality within ninety (90) days of receipt of an Invoice, although reimbursement within ninety (90) days is not guaranteed. All reimbursement for Eligible Construction Costs will be made through MassDOT's contractor and will be made solely based on invoices properly submitted in accordance to the requirements contained herein.
 - e. If MassDOT objects to charges identified on the Invoice, it shall notify the Municipality of its objection in writing within forty-five (45) days of receipt of said Invoice. Within thirty (30) days thereafter, the Municipality will provide MassDOT or its contractor with additional documentation and/or explanation as required, to support the accuracy of the charges. Any decisions or determinations regarding reimbursements pursuant to this MOU are at MassDOT's sole discretion and shall be final.
 - f. The Municipality agrees to use any and all funds provided by MassDOT and/or its contractor for this Project only.
- 7. **Maximum Reimbursement.** The Parties agree that MassDOT has no obligation to increase the Maximum Reimbursement contained in Paragraph 6 herein for any reason, including but not limited to, a change in the Project's budget.
 - 8. **Obligations of the Municipality** In addition to any other requirements of this MOU, the Municipality, by accepting any or all MassDOT funding, shall ensure compliance with any and all applicable local, state and federal rules, regulations and laws with respect to the Project.
 - 9. **Ownership and Maintenance.** Once completed, MassDOT shall have no obligations relating to the Project including but not limited to future operations, maintenance, or replacement. All improvements made as part of the Project shall be owned and maintained solely by the Municipality.

MISCELLANEOUS

10. **Notice.** Unless otherwise explicitly set forth in this MOU, all notices or other communications required or permitted to be given hereunder, shall be in writing and shall be delivered by email:

To MassDOT:

Diane Hanson, Program Director, Massachusetts Safe Routes to School

Diane.Hanson@aeacom.com

To the Municipality:

Elena Proakis Ellis, DPW Director, City of Melrose

eproakis@CityofMelrose.org

11. **Amendments.** This MOU may be amended only by written agreement of both Parties.
12. **Term.** This MOU and all of the obligations thereunder, shall expire 1 (one) year from the Effective Date of this MOU. The Parties may, by written agreement, agree to extend this MOU for 1 additional 1 year term.

IN WITNESS WHEREOF, as of , 2021, the Parties hereto have caused this MOU to be duly executed as a sealed instrument as of the date first written above.

Dated:

Dated:

David Mohler

Paul Brodeur

Executive Director

Mayor

MassDOT Office of Transportation Planning

City of Melrose



CITY OF MELROSE

OFFICE OF THE CITY CLERK

KRISTIN FOOTE
City Clerk

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

Application for TAXI License

\$100.00 per vehicle initial application
\$75.00 per vehicle renewal application

INSTRUCTIONS TO APPLICANT

*Please review and fill out this application in its entirety.
Any applications missing information will not be accepted.*

Required Documentation/Check List:

✓	Completed Application form	
✓	Signature from The Office of Fire Prevention	
✓	Signature from The Police Department	
✓	Fee payable to the City of Melrose	
✓	Current Vehicle Registrations	
✓	Current Vehicle Insurance Policy	
✓	Current Worker's Compensation form/declaration page	
✓	Statement declaring payment of taxes for The State of MA & The City of Melrose	
	Statement acknowledging receipt of ordinance	
✓	Copy of Driver's Licenses for each driver	

Please complete and return all forms to:
City Clerk's Office
562 Main Street
Melrose, MA 02176

OFFICE USE ONLY:

Cori Submitted: _____
Title : _____
Signed: _____
Fee Paid: _____
Title: _____



CITY OF MELROSE

OFFICE OF THE CITY CLERK

KRISTIN FOOTE

City Clerk

City Hall, 562 Main Street

Melrose, Massachusetts 02176

Telephone - (781) 979-4114

Fax - (781) 979-4149

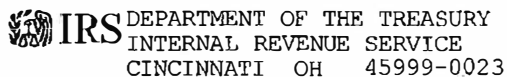
The undersigned respectfully makes application for a license to conduct the business of setting up and using as a hackney carriage, or carriages, the vehicle, or vehicles, hereinafter described:

Business Specific Details

Business Name	GALMUDUG INC	Tax Id Number	83-3015292
Address of Business	28 Academy Ct Roxbury MA 02119	Business Phone Number	617-331-9583
Owner's Name	Abdinasir Ahmed	Owner's Phone Number	Same
Address of Owner	28 Academy Ct Roxbury MA 02119	Number of Employees	1
Owner Date of Birth	03/26/1976		
Manager Name	Abdinasir		
Manager Address	28 Academy Ct	Manager's Phone Number	[REDACTED]
Email Address of Owner (required)	Tayfaro0 @ HotMail.co		
24 hour Emergency Contact info	857-277-2677		
Expiration Date of Business Cert			
Garage Location	28 Academy Ct Roxbury MA 02119		
Days/Hours of Operation (circle the days and write out the hours)			
SUN MON TUES WED THUR FRI SAT			

Automobile Specific Details

MAKE & YEAR	MODEL	MANUFACTURERS NO.	MASS. REG. NO.	DATE OF REGISTRATION
2017 Toyota	Camery	4T1BF1K4HU764211	TA 3109	2/2/2021



GALMUDUG INC
28 ACADEMY COURT
ROXBURY, MA 02119

Date of this notice: 01-04-2019

Employer Identification Number:
83-3015292

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 83-3015292. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1120

04/15/2020

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

IMPORTANT INFORMATION FOR S CORPORATION ELECTION:

If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, *Election by a Small Business Corporation*.

(IRS USE ONLY) 575A

01-04-2019 GALM B 9999999999 SS-4

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

The IRS is committed to helping all taxpayers comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, Authorized e-file Providers, such as Reporting Agents (payroll service providers) are available to assist you. Visit the IRS Web site at www.irs.gov for a list of companies that offer IRS e-file for business products and services. The list provides addresses, telephone numbers, and links to their Web sites.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. **This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.** You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is GALM. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.



CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

FIRE DEPARTMENT
REPORT OF INVESTIGATION - RELATIVE TO RENEWAL FOR

Renewal Class:

License ID#

License Fee:

Business Name:

Located at:

Expiration date:

2017 TOYT CAMP
3106
GALMUDUG INC.

Approval: _____

Date: _____

9/13/21

Melrose Fire Department Capitan J. Gibson- (781-665-0500)

Attachment: 21.10.12 Hackney (Taxi) Application - Galmudug, Inc. (ORDER-2022-43 : Application -taxi cab of Abdinassir M. Ahmed d/b/a

City of Melrose Hackney License

Abdinasir M Ahmed

28 Academy Court, Boston MA

Employer Galmudug, Inc.

License #

DOB: 3/26/1976

Height: 6' 0"

Eyes: Black

Weight: 185

Hair: Black

Hack# 21-001

Exp. 10/1/2022

Chief

GALMUDUG, INC.
28 ACADEMY CT
BOSTON, MA 02119-1245

5-7017/2110

DATE

10/5/2021

PAY TO THE
ORDER OF

City of Melrose

\$100.00

One Hundred and 00 dollars

DOLLARS



Security Features
Included
Details on Back

Citizens Bank

MEMO

TAXI

Renewal

MP



CERTIFICATE OF REGISTRATION

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

EXTERNAL CODE TAN		REGISTRATION TYPE Taxi Normal		PLATE NUMBER 310G		EFFECTIVE DATE 02-Feb-2021		TITLE [REDACTED]		EXPIRES ON 30-Nov-2021	
MODEL YEAR 2017	MAKE TOYT	MODEL CAMRY	MODEL NUMBER	BODY STYLE SEDAN	COLOR WHITE	VEHICLE IDENTIFICATION NUMBER 4T1BF1FK9HU764211					
RESIDENTIAL ADDRESS (IF DIFFERENT THAN MAILING)						TOTAL REGISTERED WEIGHT FOR A COMMERCIAL VEHICLE OR TRAILER					
GARAGE ADDRESS 28 ACADEMY-CT ROXBURY MA 02119-1245						US DOT NUMBER FOR COMMERCIAL VEHICLE					
NAME(S) OF OWNER(S) AND MAILING ADDRESS GALMUDUG INC 28 ACADEMY CT ROXBURY MA 02119-1245						INSURANCE COMPANY SELF-INSURED					
						MAXIMUM SEATING CAPACITY FOR VEHICLES FOR HIRE					
LESSEE/IN CUSTODY OF						James J. Jelen Registrar of Motor Vehicles					
SPECIAL MESSAGE						CHANGE OF ADDRESS ☐ RESIDENTIAL ☐ MAILING ☐ 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, or 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 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.

Skip the Line, Go Online! Visit Mass.Gov/RMV for list of available transactions.

Attachment: 21.10.12 Hackney (Taxi) Application - Galmudug, Inc. (ORDER-2022-43 : Application -taxi cab of Abdinisir M. Ahmed d/b/a



CITY OF MELROSE OFFICE OF THE CITY CLERK

KRISTIN FOOTE
City Clerk

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

*The Commonwealth of Massachusetts - Department of Industrial Accidents
Office of Investigations 600 Washington Street Boston, MA 02111*

www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Business

Applicant Information Please Print Legibly

Business Name:
Address:
City/State/Zip:
Phone #:

*Galmudug Inc.
23 Academy Ct
Roxbury MA 02119
617-331-9583*

Are you an employer? (check one):

- ☒ 1. I am an employer with _____ employees (full/part-time)
☒ 2. I am 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 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 *TAXI*

*Any applicant that checks box #1 must also fill out the section below showing their workers' 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: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expirations 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: *Abdinasir Ahmed*

Date: *10/5/2021*

Phone #: *617-331-9583*



The Commonwealth of Massachusetts

*Department of the State Treasurer
One Ashburton Place
Boston, Massachusetts 02108-1608*

*Deborah B. Goldberg
Treasurer and Receiver General*

February 1, 2021

This is to certify that Galmudug Inc., whose address is 28 Academy Court, Roxbury, MA 02119 has on deposit with the Office of the Treasurer and Receiver General of the Commonwealth of Massachusetts, the following security:

Xerox Account #000558620 @ ... \$10,000.00

The above security was deposited under the provisions of Massachusetts General Laws, Chapter 90 Section 34D, in lieu of Compulsory Motor Vehicle Liability Insurance and is to be retained as provided in Section p34E of said chapter and will allow the above named to act as self-insurer in the

Year 12/01/2020-11/30/2021 for a 2017 Toyota Camry Color: White VIN#4T1BF1FK9HU764211

A handwritten signature in black ink that reads "John Gentile". The signature is written in a cursive style and is positioned above a horizontal line.

John Gentile
Custodial Assets Coordinator



CITY OF MELROSE

OFFICE OF THE CITY CLERK

KRISTIN FOOTE
City Clerk

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114
Fax - (781) 979-4149

THE BUILDING DEPARTMENT WEIGHTS AND MEASURES REPORT OF INVESTIGATION - RELATIVE TO RENEWAL FOR

Renewal Class: Taxi
License ID# Black # 21-001
License Fee: 25.00
For: Taxi Sealing.
At: City of Melrose.
Expiration date: 10/01/22

MAKE & YEAR	VIN	MASS. REG. NO.	DATE SEALED
2017 Toyota Camry.	4T1BF1FK9HU764211	MA 310G	10/05/21

Please make the usual investigation for the City Council and submit your report, to the City Clerk within forty-eight hours.

Approval: *[Signature]*

Date: 10/05/21

Melrose Building Department - (781-979-4134)

ACKNOWLEDGEMENT OF RECEIPT OF MELROSE ORDINANCES

I hereby acknowledge that I have received a copy of the applicable Licensing Ordinances of the City of Melrose.

Licensee

Date

MASSACHUSETTS

COMMERCIAL
DRIVER'S LICENSE



James J. Mahamud REGISTRAR

ISS 02/11/2020

EXP 03/26/2025

CLASS A 12 REST B

03/26/1976

END NONE

1 AHMED
2 ABDINASIR MAHAMUD
3 28 ACADEMY CT
4 ROXBURY, MA 02119-1245

18 EYES BLK
15 SEX M 16 HGT 6'-00"
5 DD 02/12/2020 Rev 02/22/2015

03/26/76

Private Livery	ID #	City	Business Name	Address	Expiration	Proprietor Name	Fee
1 Car	2019-060-2021	Melrose	Boston Limousine Ride, INC	163 Pleasant St #C Melrose	04/30/2022	Mohamed Nidali Oubella	\$100
1 Car	2018-205-2021	Melrose	RAR Transportation Inc	849 Main St Melrose	04/30/2022	Ahmed Elhaisouni	\$100
1 Car	2014-91-2021	Melrose	ASLK Corp	17 Penney Rd Melrose	04/30/2022	Sahin Kaya	\$100



CITY OF MELROSE

City Council

Shawn M. MacMaster
Ward 5

City Hall, 562 Main Street
Melrose, Massachusetts 02176
smacmaster@cityofmelrose.org

September 26, 2021

Shannon Phillips, Esq.
City Solicitor
City of Melrose
562 Main Street
Melrose, MA 02176

Dear Ms. Phillips,

As you probably know, lower Main Street in Ward 5 is the subject of a bike lane pilot project, which has resulted in temporary parking restrictions, narrowing of the roadway, and the inclusion of dedicated pathways for bicyclists in the north and south directions.

In my communications with DPW Director Elena Proakis Ellis, who also serves as Chair of the Melrose Traffic Commission, it is clear that the administration has taken the position that the Traffic Commission has limited authority over any permanent changes to lower Main Street in connection with this project. For example, in an e-mail to me from August 23rd, Director Proakis Ellis wrote, *"The only changes within TC jurisdiction are changes to parking regulations and the addition of new crosswalks. Nothing else in the pilot is regulatory in nature."* Please be advised that Director Proakis Ellis has communicated similar sentiments to the abutters.

Although one might argue that there is precedent in Melrose for creating bike lanes without Traffic Commission approval, the legality of doing so is questionable. As such, I am requesting a written, independent legal opinion from you as it relates to the following questions: 1) Does the creation of a permanent, dedicated bike lane require Traffic Commission approval? 2) Can the administration unilaterally create a dedicated bike lane without a public process? 3) If the administration has the authority to do so, where specifically does that authority exist?

When considering these questions, it is important to draw a distinction between a Dedicated Bike Lane and an Advisory Bike Lane. Dedicated bike lanes, as proposed by this pilot, are reserved for the sole use of bicyclists, thus making them regulatory by their very nature. As such, I believe that the Traffic Commission, not the Mayor's Office or the Department of Public Works, has exclusive jurisdiction over the creation of a Dedicated Bike Lane. As explained in a 2017 white paper published by Alta Planning and Design, an Oregon-based international transportation consulting firm, *"Unlike dedicated bicycle lanes, which prohibit motor vehicle use, an Advisory Bike Lane overlaps with the motor vehicle travel area, and it is expected that motorists will regularly encounter meeting or passing situations where driving in the bike lane is necessary and safe."*

To the uninitiated, an Advisory Bike Lane may be more easily recognized by a series of painted, broken lines on the roadway adjacent to the flow of traffic. Were the administration proposing a design of this kind, I would concede that Traffic Commission approval would not be necessary,

because it would not be a regulatory measure. However, the design of the bike lanes on lower Main Street and details communicated to the public about them, makes clear that the lanes are anything but advisory.

As you know, M.G.L. c. 89, s. 4D prohibits parking any vehicle on "*an on-street path or lane designated by an official sign or marking for the exclusive use of bicycles, except in cases of emergency.*" Additionally, operating a motor vehicle in a bike lane may constitute a civil or criminal violation, depending on the intent of the motorist and the manner in which he/she operates. When considering that interfering with a bicyclist's ability to ride safely and unfettered on a bike path -- whether willfully, negligently, or unknowingly -- can be enforced by the Melrose Police Department or any other agency with Chapter 90 powers, it seems to validate the argument that a dedicated bike lane is, in fact, a regulatory matter. Reflecting on the following question offers further validation: If the Traffic Commission considers crosswalks to be regulatory, why would bike lanes be any different? Both are designated pathways on public ways that are intended to protect the people who use them; and both have corresponding statutes under state law that provide an enforcement mechanism when motorists unduly interfere with them.

In the case of this pilot project, I am very concerned that this administration, like prior administrations, is cherry-picking what does and does not go before the Traffic Commission as a way to execute its vision outside of a deliberative and transparent public process. Although I appreciate the administration's efforts to engage the public through an informational meeting held on July 26th and by scheduling an upcoming neighborhood meeting with the abutters, I believe that a formal public process is needed. Not only is it needed, but it appears to be required in the case of what has been proposed, for it is clear that what is pending would amount to a regulatory change, not an advisory one. As such, the decision-making process should play out in a public meeting; and the ultimate decision as to what should or should not happen to lower Main Street should rest with the statutory, authoritative body as elucidated by the Acts of 1998, c. 76, s. 4: An Act Establishing a Traffic Commission in the City of Melrose. In accordance with its responsibilities and authority, as established by the Board of Aldermen and as codified by the Massachusetts Legislature, there seems to be little question that the Melrose Traffic Commission should decide the merits of this proposal (or any modified version that follows) before any permanent changes to the roadway are made.

I look forward to receiving your legal opinion on this matter. Thank you in advance for your assistance.

Sincerely,



Shawn M. MacMaster
City Councilor, Ward 5
City of Melrose



CITY OF MELROSE

City Council

Shawn M. MacMaster
Ward 5

City Hall, 562 Main Street
Melrose, Massachusetts 02176
smacmaster@cityofmelrose.org

August 17, 2021

Elena Proakis Ellis
Director of Public Works
City of Melrose
72 Tremont Street
Melrose, MA 02176

Dear Ms. Proakis Ellis,

I am writing as a follow up to my August 7th e-mail to you regarding the Lower Main Street Pilot Project. I very much appreciate the time you took in responding to me that same day. To be clear, the purpose of my e-mail was not to suggest that the process underway be paused, but rather that your team and I have a concurrent conversation, in the form of an in-person meeting, in order to account for the concerns that have been brought to my attention by residential and commercial abutters alike.

Considering the timeline you have laid out, I believe that it would be imprudent to wait until the conclusion of the pilot project to address some of the conspicuous issues that need not be validated by the pilot. Although data from the pilot will most certainly be instructive to this project, the historical experiences of those who live and operate businesses on Lower Main Street -- a number of them having been on Main Street for many years now -- *already* offers a deep and vast well of critical data to consider. Put another way, the abutters are best capable of familiarizing the City with the potential impacts of this project before the commencement of any substantive work.

While some of the abutters were heard at the July 26th virtual neighborhood meeting, others did not participate for a variety of reasons. From what I understand (as just one example), Metropolitan Credit Union, Melrose Glass, Stead Properties, and Simple Fitness were never notified of the meeting. Concerning to me is that there are three primary stakeholders with respect to this project (residential abutters, commercial abutters, and the bicycle community), yet two of the three (the neighborhood stakeholders) were not consulted before designs were commissioned.

Please understand that I convey this not in an attempt to play "Monday morning quarterback," but rather to help you and other members of the administration understand *why* the neighborhood feels left out of the process and why many believe that the fate of Lower Main Street has already been determined. These concerns are further buttressed by the fact that I myself was not briefed on the timing, nature, and scope of the project, nor did I see the schematics until the public meeting was held. In fact, on February 2, 2020, Patrick Prendergast from the Mayor's Office reached out to me to inform me that the administration was considering adding bicycle lanes to Lower Main Street. At that time, I informed Mr. Prendergast that, when more information became available, a neighborhood meeting should occur in order to elicit feedback from the abutters. It wasn't until July 15th (seventeen months later) that I learned anything further about this project, having received the same public e-notification that went out to residents that afternoon. When checking my e-mail later that day, I saw that a related e-mail was sent to the City Council -- as well as a follow-up e-mail directly to me -- the

prior evening. Although there were clearly many months of planning underway with respect to the pilot, which could have given ample time for the abutters and me as the Ward Councilor to weigh in before plans were drawn up, to dwell on this oversight would not be constructive, nor would it be productive. I would much rather use these next few months to advocate that the City prioritize abutter concerns *before* the pilot period concludes. Doing so would help mitigate some of the inevitable disruptions and impacts of any surface-level changes to Lower Main Street and hopefully mollify some of the neighborhood concerns that have arisen to date.

These concerns include, but are not limited to, the following:

- Safe access in and out of residential driveways
- Reduced/eliminated on-street parking for businesses
- Delayed access to properties in the event of an emergency (e.g., police and fire)
- Snow removal from bike lanes and street corners
- Loss of curbside parking for visitors, including home healthcare aides
- Loss of curbside access for contractors, service providers, and delivery workers
- Delivery trucks parking and/or idling on adjacent streets

Furthermore, from the bicycle lane examples depicted in the PowerPoint presentation, what is being considered does not seem to account for the unique characteristics of a *residential* neighborhood. In fact, the examples contained in the PowerPoint portray areas very different from Lower Main Street: i.e., a commercial area (Boston), rural areas (Natick and Wayland), and a divided highway (Somerville/Medford). This beckons the question: were areas comparable to Lower Washington Street considered during the pilot design process -- specifically, areas in communities where bicycle lanes exist in largely residential neighborhoods?

In addition, a few other questions come to mind. What, if any, anticipated costs will be incurred to fund any aspect of this project, whether that be direct or indirect costs? Moreover, do you expect there to be any ancillary costs, such as the need to purchase specialized equipment in order to remove snow from the bicycle lanes? If so, have funding sources been identified? Have there been any future expenditures (or any likely expenditures, for that matter) determined which will require City Council approval?

In light of the questions and concerns raised herein, there are several recommendations that I would like to offer. First, as the City embarks on this ambitious project, it would behoove us -- as I said during the neighborhood meeting -- to make a concerted effort to enhance the *entire* corridor, including making improvements to both stretches of sidewalk running from West/East Wyoming to Sylvan, and to better maintain the trees that currently line the street. Second, I recommend convening a business roundtable in which representatives from the City and myself meet with the business owners mentioned earlier to brief them on the initiative and hear out their concerns. Third, rather than conduct one large, general meeting at the end of the pilot project, I would encourage a separate meeting with the abutters, so that their concerns are not diluted by the voices of those who do not live and work in the neighborhood. That being said, as Main Street is not a private way and is used by residents from across the City, I do think that a general meeting to elicit broader feedback is certainly in order -- and important. Finally, I was pleased to hear that a post-pilot survey would be distributed. As I am sure you can appreciate, having a baseline survey from which to compare future data is paramount. With this in mind, I strongly recommend that the City consider developing and circulating targeted, pre-pilot surveys to the three primary stakeholder groups. As their concerns and needs are unique from one another, a universal survey would be far less reliable. For instance, having a better understanding of the ways in which residential abutters rely on curbside parking and knowing the frequency by which they have visitors to their homes is important. So too is having a better understanding of the challenges that Lower Main Street residents currently face when pulling into and backing out of their driveways, especially during the winter months. Similarly, for commercial

abutters, understanding how they rely on curbside parking is important, as well as the potential impacts on their business operations should on-street parking be reduced or eliminated. Data from a pre-pilot survey when compared with data from a post-pilot survey can ascertain the degree by which the pilot may have exacerbated existing problems.

Having worked together on past municipal projects and having enjoyed a strong working relationship with you, I am confident that we can work together to ensure that the individual and collective concerns of the abutters are weighed heavily before any final decisions are made, even if that means extending certain deadlines associated with this project.

I look forward to continuing this discussion with you. For now, thank you for your attention to the concerns that I have raised.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shawn M. MacMaster', with a long horizontal flourish extending to the right.

Shawn M. MacMaster
City Councilor, Ward 5
City of Melrose

cc: Mayor Paul Brodeur
Chief Michael Lyle
Chief Edward Collina
Margot Fleischman, Director of Strategic Initiatives and Communications



CITY OF MELROSE

Legal Department

Shannon Phillips
City Solicitor
sphillips@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone (781) 979-4184

October 15, 2021

VIA ELECTRONIC MAIL

Shawn M. MacMaster
City Councilor, Ward 5
City of Melrose

Re: Legal Opinion: Bike Lanes and Traffic Commission Approval

Councilor MacMaster:

I write in response to your letter dated September 26, 2021 in which you requested a formal legal opinion relative to the decision-making authority for the creation and placement of bike lanes within the City of Melrose.

After careful review, it is my opinion that Section 4 of the City of Melrose Traffic Commission's (Commission) enabling legislation clearly vests the Commission with the exclusive decision-making authority over the approval and placement of dedicated (permanent) bike lanes on streets under the control of the City of Melrose.

As you are aware, Section 4 of the Melrose Traffic Commission's enabling legislation provides in pertinent part, "the Traffic Commission shall have exclusive authority, except as otherwise herein provided, to adopt, amend, alter and repeal rules and regulations, not inconsistent with the General Laws as modified by this act, relative to vehicular street traffic and parking in the city and to the movement, stopping, and standing of vehicles on and their exclusion from, all or any streets, ways, highways, roads and parkways, under the control of the city..." (*emphasis supplied*).¹ The Melrose Traffic Commission meets to consider and vote upon *regulatory* traffic and parking issues such as proposed new parking restrictions, speed limit changes, modifications to roadway regulations (one way, stop signs, etc.), and associated regulatory signage.

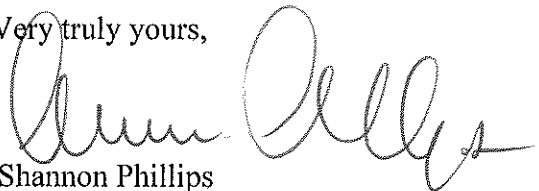
¹ See Chapter 76 of the Acts of 1998, accepted by the City of Melrose 6-15-1998 by Ord. No. 97-30A, *An Act Establishing a Traffic Commission in the City of Melrose*.

Not only does the creation of bike lanes implicate parking changes, but also the changed flow of vehicular traffic movement along streets under the control of the City of Melrose. Creation of such bike lanes allows for additional criminal/civil violations which are enforceable by law enforcement through state law should passage over the dedicated bike lanes be made (either with vehicles moving, stopping, or parking). M.G.L. c. 89, s. 4D for example prohibits parking any vehicle on “an on-street path or lane designated by an official sign or marking for the exclusive use of bicycles, except in case of emergency.” This state law went into effect in 2017 and results in a \$50 fine for any violators when enforced (tickets aren’t considered moving violations). Furthermore, M.G.L. c. 90 provides law enforcement with the ability to issue violations against motorists for interfering with the path of travel of bicyclists.

As with the approval and placement of crosswalks within the City of Melrose, it is my opinion that the approval and placement of a dedicated bike lane is in fact *regulatory* in nature, and the decision-making authority lies with the Commission as dictated by its powers set forth in the Acts of 1998, c. 76, s. 4: *An Act Establishing a Traffic Commission in the City of Melrose*.

I am available to discuss this matter further and to answer any additional questions you might have in this regard.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Shannon Phillips', written over the typed name.

Shannon Phillips