CITY OF MELROSE

CITY COUNCIL

ORDERS OF THE DAY● MARCH 7, 2022

Web-based remote meeting , Melrose, MA 02176 | **Regular Meeting** | **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. READING OF THE MINUTES

1. City Council - Regular Meeting - Feb 22, 2022 7:45 PM

III. PUBLIC COMMENT

IV. PUBLIC HEARINGS

V. NEW BUSINESS

A. Filings by the Honorable Mayor

1. **ORDER-2022-78 :** Acceptance of the FY22 Firefighter Safety Equipment Grant awarded to the Melrose Fire Department by The Commonwealth of Massachusetts, Department of Fire Services, in the amount of $18,901.80.

   Offered by: Mayor Paul Brodeur

2. **ORDER-2022-79 :** Appointment of Brigid Alverson, 11 Garden Street, to the Board of Registrars of Voters for a three-year term; said term to expire on the last day of February 2025

   Offered by: Mayor Paul Brodeur

3. **ORDER-2022-80 :** Request to Approve the Melrose Housing Production Plan

   Offered by: Mayor Paul Brodeur

B. Filings by the Honorable City Council

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

VII. UNFINISHED BUSINESS

VIII. REPORTS FROM COMMITTEES

1. **ORDER-2022-69 :** Permanent consolidation of polling locations to the Melrose Veterans Memorial Middle School Gymnasium Complex for all City of Melrose elections. (Item # 9605)

   Offered by: Council President Christopher Cinella

   From: Appropriations & Oversight Committee OUGHT NOT TO PASS

2. **INFO-2022-4:** Request for Information regarding ARPA funding (Item #9582)

   Sponsored by: Ward 3 Robb Stewart, Ward 4 Mark Garipay

   From: City Council ASSIGN TO COMMITTEE

IX. EXPIRIES

1. **INFO-2022-2:** Order for an Update on the Status of Covid-19 in Melrose (ID # 9548)

   Sponsored by: At-Large Leila Migliorelli, At-Large Maya Jamaleddine, Ward 6 Jen Grigoraitis

   From: City Council HOLD

X. RULE 53 REPORTS

XI. ADJOURNMENT

XII. INFORMATION ITEMS

CITY OF MELROSE

CITY COUNCIL

MINUTES● FEBRUARY 22, 2022

Web-based remote meeting , Melrose, MA 02176 | **Regular Meeting** | **7:45 PM**

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Jack Eccles	At-Large	Absent	
Mark Garipay	Ward 4	Present	
Jen Grigoraitis	Ward 6	Absent	
Maya Jamaleddine	At-Large	Present	
Manjula Karamcheti	Ward 1	Absent	
Shawn M. MacMaster	Ward 5	Present	
Leila Migliorelli	At-Large	Present	
John Obremski	Ward 2	Present	
Robb Stewart	Ward 3	Present	
Ryan Williams	Ward 7	Present	
Christopher Cinella	President	Present	

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. READING OF THE MINUTES

City Council - Regular Meeting - Feb 7, 2022 7:45 PM

RESULT:	**ACCEPTED [8 TO 0]**
AYES:	Garipay, Jamaleddine, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella
ABSENT:	Jack Eccles, Jen Grigoraitis, Manjula Karamcheti

Accept the Minutes

Motion: By unanimous consent, accept the minutes without reading. No Objection
By: President Cinella

III. PUBLIC COMMENT

IV. PUBLIC HEARINGS

V. NEW BUSINESS

A. Filings by the Honorable Mayor

1. **ORDER-2022-70 :** Reappointment of Mark S. Robinson, 116 Country Club Rd., to the Library Board of Trustees for a three-year term; said term to expire on the last day of February 2025

   Offered by: Mayor Paul Brodeur

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

2. **ORDER-2022-71 :** Reappointment of Carol Hoffman, 97 Cochrane Street, to the Library Board of Trustees for a three-year term; said term to expire on the last day of February 2025

   Offered by: Mayor Paul Brodeur

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

3. **ORDER-2022-72 :** Reappointment of Nancy Kukura, 79 Mt. Vernon Street, to the Library Board of Trustees for a two-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

4. **ORDER-2022-73 :** Reappointment of Edward Waystack, 50 Glen Street, to the Library Board of Trustees for a one-year term; said term to expire on the last day of February 2023

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Offered by: Mayor Paul Brodeur

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

5. **ORDER-2022-74 :** Appointment of Jennifer Champagne, 11 Faxon Street, to the Human Rights Commission for a three-year term, said term to expire the last day of February 2025

Offered by: Mayor Paul Brodeur

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

6. **ORDER-2022-75 :** Donation from various library trust funds totaling $2,000,000.00 toward costs related to Melrose Public Library Renovations; said funds to be deposited into Fund No. 3390

Offered by: Mayor Paul Brodeur

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

7. **ORDER-2022-76 :** Acceptance of Fifty Thousand Dollars ($50,000) from a FY2022 State Budget Earmark to Address Ell Pond Water Chestnut Infestation

Offered by: Mayor Paul Brodeur

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

8. **ORDER-2022-77 :** An Appropriation from Free Cash, account number 01-324001, in the amount of One Million Five Hundred Thousand ($1,500,000.00) Dollars to the Memorial Hall Renovation Project, account number 33864-490000.

Offered by: Mayor Paul Brodeur

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

B. Filings by the Honorable City Council

1. **ORDNC-2022-1:** Amending Article I, Chapter 152-10, Licenses and Permits, General Provisions of the City of Melrose Code of Ordinances

   Sponsored by: At-Large Leila Migliorelli

RESULT:	**ASSIGN TO COMMITTEE**
TO:	Legal & Legislative Committee

2. **ORDNC-2022-2:** An Ordinance Relative to Small Wireless Facilities Installation in the Public Right Of Way

   Sponsored by: Ward 3 Robb Stewart

RESULT:	**ASSIGN TO COMMITTEE**
TO:	Legal & Legislative Committee

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

VII. UNFINISHED BUSINESS

VIII. REPORTS FROM COMMITTEES

1. **ORDER-2022-65 :** Amending Chapter 198 of the Revised Ordinances of the City of Melrose Solid Waste and Recycling Ordinance Update (Item # 9602)

   Offered by: Mayor Paul Brodeur

   From: Appropriations & Oversight Committee RECOMMEND PASSAGE

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [8 TO 0]**
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Maya Jamaleddine, At-Large
AYES:	Garipay, Jamaleddine, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella
ABSENT:	Jack Eccles, Jen Grigoraitis, Manjula Karamcheti

2. **ORDER-2022-67 :** Acceptance of Massachusetts State Historical Records Advisory Board Veterans' Heritage Grant in the amount of $14,253 to execute the Melrose Civil War Veterans' Heritage Project (Item # 9616)

Offered by: Mayor Paul Brodeur

From: Appropriations & Oversight Committee RECOMMEND PASSAGE

RESULT:	**PASSED [8 TO 0]**
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Maya Jamaleddine, At-Large
AYES:	Garipay, Jamaleddine, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella
ABSENT:	Jack Eccles, Jen Grigoraitis, Manjula Karamcheti

3. **ORDER-2022-68 :** Reappointment of Paula Weiner, 25 Clinton Road, to the Commission on Disability for a three-year term; said term to expire on the last day of February 2025 (Item # 9617)

Offered by: Mayor Paul Brodeur

From: Health, Education & Welfare Committee RECOMMEND PASSAGE

RESULT:	**PASSED [8 TO 0]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Ryan Williams, Ward 7
AYES:	Garipay, Jamaleddine, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella
ABSENT:	Jack Eccles, Jen Grigoraitis, Manjula Karamcheti

IX. EXPIRIES

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Sponsored by: Ward 4 Mark Garipay, Jeff McNaught

From: City Council RECOMMITTED

Councilor Obremski advises he is connecting with residents (Ward 2) and seeks to hold this over until construction is finished in the area and then continue the discussion in committee.

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Public Works Committee

X. RULE 53 REPORTS

XI. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn
By: Councilor Garipay, Second: Councilor Migliorelli - motion carried.

Meeting adjourned at 8:00 p.m.

RESULT:	**PASSED [8 TO 0]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Leila Migliorelli, At-Large
AYES:	Garipay, Jamaleddine, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella
ABSENT:	Jack Eccles, Jen Grigoraitis, Manjula Karamcheti

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES● FEBRUARY 7, 2022

Web-based remote meeting , Melrose, MA 02176 | **Regular Meeting** | **7:45 PM**

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Jack Eccles	At-Large	Present	
Mark Garipay	Ward 4	Present	
Jen Grigoraitis	Ward 6	Present	
Maya Jamaleddine	At-Large	Present	
Manjula Karamcheti	Ward 1	Present	
Shawn M. MacMaster	Ward 5	Present	
Leila Migliorelli	At-Large	Present	
John Obremski	Ward 2	Present	
Robb Stewart	Ward 3	Present	
Ryan Williams	Ward 7	Present	
Christopher Cinella	President	Present	

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. READING OF THE MINUTES

City Council - Regular Meeting - Jan 18, 2022 7:45 PM

President Cinella moves, by unanimous consent, to accept the minutes without reading. No objection.

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Christopher Cinella, President
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

III. PUBLIC COMMENT

Public Comment

President Cinella moves by unanimous consent to open public comment. No objection.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

No attendees present

President Cinella moves by unanimous consent to close public comment. No objection.

IV. PUBLIC HEARINGS

V. NEW BUSINESS

A. Filings by the Honorable Mayor

1. **ORDER-2022-65 :** Amending Chapter 198 of the Revised Ordinances of the City of Melrose Solid Waste and Recycling Ordinance Update (Item # 9602)

   Offered by: Mayor Paul Brodeur

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

2. **ORDER-2022-67 :** Acceptance of Massachusetts State Historical Records Advisory Board Veterans' Heritage Grant in the amount of $14,253 to execute the Melrose Civil War Veterans' Heritage Project (Item # 9616)

   Offered by: Mayor Paul Brodeur

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

3. **ORDER-2022-68 :** Reappointment of Paula Weiner, 25 Clinton Road, to the Commission on Disability for a three-year term; said term to expire on the last day of February 2025 (Item # 9617)

   Offered by: Mayor Paul Brodeur

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

B. Filings by the Honorable City Council

1. **INFO-2022-5:** Multiple Member Appointive Body Information (Item # 9615)

   Sponsored by: Ward 6 Jen Grigoraitis, At-Large Leila Migliorelli

RESULT:	**ASSIGN TO COMMITTEE**
TO:	Appropriations & Oversight Committee

2. **ORDER-2022-66 :** An Order Relative to Property Tax Relief for Active Duty Members of the National Guard (Item # 9604)

   Sponsored by: Ward 5 Shawn M. MacMaster, Ward 1 Manjula Karamcheti

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Legal & Legislative Committee

3. **ORDER-2022-69 :** Permanent consolidation of polling locations to the Melrose Veterans Memorial Middle School Gymnasium Complex for all City of Melrose elections. (Item # 9605)

   Offered by: Council President Christopher Cinella

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

VI. UNFINISHED BUSINESS

VII. REPORTS FROM COMMITTEES

1. **ORDER-2022-61 :** Authorization to accept a grant in the amount of $6,500 from the Massachusetts Emergency Management Agency -MEMA (Item #9579)

   Offered by: Mayor Paul Brodeur

   Sponsored by: Mayor Paul Brodeur

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

From: Appropriations & Oversight Committee RECOMMEND PASSAGE

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

2. **ORDER-2022-62 :** Reappointment of Joanne Perperian, 357 Porter Street, Melrose as Assistant City Clerk for a one year term ending on the first Monday in February, 2023. (Item #9544)

Sponsored by: President Christopher Cinella

From: Finance Committee RECOMMEND PASSAGE

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Maya Jamaleddine, At-Large
SECONDER:	Mark Garipay, Ward 4
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

3. **ORDER-2022-63 :** Authorization to accept a grant in the amount of $54,918 from the Massachusetts Office on Disability's Municipal ADA Improvement Grant Program (Item #9581)

Offered by: Mayor Paul Brodeur

Sponsored by: Mayor Paul Brodeur

From: Appropriations & Oversight Committee RECOMMEND PASSAGE

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Robb Stewart, Ward 3
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

4. **ORDER-2022-64 :** Authorization to Appropriate $75,000 to Fund Feasibility Study and Schematic Design for Roof Replacement Projects at the Hoover and Horace Mann Schools -Fund #3383. (Item #9580)

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Offered by: Mayor Paul Brodeur

From: Appropriations & Oversight Committee RECOMMEND PASSAGE

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Robb Stewart, Ward 3
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

VIII. EXPIRIES

IX. RULE 53 REPORTS

X. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn
By: Councilor Stewart, Second: Councilor Williams - motion carried.

Meeting adjourned at 7:55 p.m.

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Robb Stewart, Ward 3
SECONDER:	Ryan Williams, Ward 7
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES● JANUARY 18, 2022

Web-based remote meeting , Melrose, MA 02176 | **Regular Meeting** | **7:57 PM**

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Jack Eccles	At-Large	Present	
Mark Garipay	Ward 4	Present	
Jen Grigoraitis	Ward 6	Present	
Maya Jamaleddine	At-Large	Present	
Manjula Karamcheti	Ward 1	Present	
Shawn M. MacMaster	Ward 5	Excused	
Leila Migliorelli	At-Large	Present	
John Obremski	Ward 2	Present	
Robb Stewart	Ward 3	Present	
Ryan Williams	Ward 7	Present	
Christopher Cinella	President	Present	

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. READING OF THE MINUTES

City Council - Organizational Meeting - Jan 10, 2022 6:30 PM

President Cinella moves to accept the minutes without reading by unanimous consent. No objection.

RESULT:	**ACCEPTED [10 TO 0]**
MOVER:	Christopher Cinella, President
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Stewart, Williams, Cinella
EXCUSED:	Shawn M. MacMaster

III. PUBLIC COMMENT

Motion: Public Comment

President Cinella moves to open public comment by unanimous consent. No objection.
Motion: Open Public Comment

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

By: President Cinella - motion carried.

No one comes forward.

President Cinella moves to close public comment by unanimous consent. No objection.
Motion: Close Public Comment
By: President Cinella - motion carried.

RESULT:	**PASSED [10 TO 0]**
MOVER:	Christopher Cinella, President
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Stewart, Williams, Cinella
EXCUSED:	Shawn M. MacMaster

IV. PUBLIC HEARINGS

V. NEW BUSINESS

A. Filings by the Honorable Mayor

B. Filings by the Honorable City Council

1. **INFO-2022-4:** Request for Information regarding ARPA funding (Item #9582)

Sponsored by: Ward 3 Robb Stewart, Ward 4 Mark Garipay

RESULT:	**ASSIGN TO COMMITTEE**
TO:	Appropriations & Oversight Committee

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

1. **ORDER-2022-61 :** Authorization to accept a grant in the amount of $6,500 from the Massachusetts Emergency Management Agency -MEMA (Item #9579)

Offered by: Mayor Paul Brodeur

Sponsored by: Mayor Paul Brodeur

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

2. **ORDER-2022-62 :** Reappointment of Joanne Perperian, 357 Porter Street, Melrose as Assistant City Clerk for a one year term ending on the first Monday in February, 2023. (Item #9544)

Sponsored by: President Christopher Cinella

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Finance Committee

3. **ORDER-2022-63 :** Authorization to accept a grant in the amount of $54,918 from the Massachusetts Office on Disability's Municipal ADA Improvement Grant Program (Item #9581)

Offered by: Mayor Paul Brodeur

Sponsored by: Mayor Paul Brodeur

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

4. **ORDER-2022-64 :** Authorization to Appropriate $75,000 to Fund Feasibility Study and Schematic Design for Roof Replacement Projects at the Hoover and Horace Mann Schools - Fund #3383. (Item #9580)

Offered by: Mayor Paul Brodeur

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

VII. UNFINISHED BUSINESS

VIII. REPORTS FROM COMMITTEES

1. **ORDER-2022-57 :** Authorization to Accept a Grant in the amount of $12,093.60 from the Massachusetts Department of Environmental Protection to acquire one electric vehicle charging station under the Massachusetts Electric Vehicle Incentive Program (MassEVIP) Workplace & Fleet (WPF) Charging Program. Funds will be deposited into fund #4053.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

From: Appropriations & Oversight Committee RECOMMEND PASSAGE

RESULT:	**PASSED [10 TO 0]**
TO:	City Council
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Stewart, Williams, Cinella
EXCUSED:	Shawn M. MacMaster

Motion: Order from Committee

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

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Stewart, Williams, Cinella
EXCUSED:	Shawn M. MacMaster

IX. EXPIRIES

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

Sponsored by: Ward 4 Mark Garipay, Jeff McNaught

From: Public Works Committee HOLD

RESULT:	**RECOMMITTED [10 TO 0]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	John Obremski, Ward 2
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Stewart, Williams, Cinella
EXCUSED:	Shawn M. MacMaster

X. RULE 53 REPORTS

Point of Personal Privilege

Motion: Point of Personal Privilege
By: Councilor Garipay

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Councilor Garipay reminds the public of the local election on Tuesday, January 25, 2022 from 11am to 6 pm in the Middle School Gym Complex for the NorthEast Metro Tech Vocational building renovation question.

XI. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn
By: Councilor Garipay, Second: Councilor Williams - motion carried.

Meeting adjourned at 8:09 p.m.

RESULT:	**PASSED [10 TO 0]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Ryan Williams, Ward 7
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Stewart, Williams, Cinella
EXCUSED:	Shawn M. MacMaster

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES● JANUARY 10, 2022

Council Chamber, First Floor, Melrose City HallOrganizational Meeting **6:30 PM**
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Mark Garipay	Ward 4	Present	
Jen Grigoraitis	Ward 6	Present	
Maya Jamaleddine	At-Large	Present	
Manjula Karamcheti	Ward 1	Present	
Shawn M. MacMaster	Ward 5	Present	
Leila Migliorelli	At-Large	Present	
John Obremski	Ward 2	Present	
Robb Stewart	Ward 3	Present	
Ryan Williams	Ward 7	Present	

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 may be conducted via remote participation.

II. READING OF THE MINUTES

President Pro Tem MacMaster moves by unanimous consent to accept the minutes without reading. No objection

City Council - Regular Meeting - Dec 6, 2021 7:45 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
AYES:	Cinella, Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams

City Council - Caucus - Dec 6, 2021 7:30 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
AYES:	Cinella, Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams

City Council - Remote Meeting - Dec 20, 2021 7:45 PM

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ACCEPTED [UNANIMOUS]**
AYES:	Cinella, Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams

III. PUBLIC COMMENT

Public Comment

President Pro Tem MacMaster moves by unanimous consent to open public comment. No Objection.

No one comes forward.

President Pro Tem MacMaster moves by unanimous consent to close public comment. No Objection.

IV. PUBLIC HEARINGS

V. NEW BUSINESS

A. Filings by the Honorable Mayor

B. Filings by the Honorable City Council

1. **ORDER-2022-59 :** Adoption of the Rules of Order of the City Council for the Year 2022 (ID #9381)

President Pro Tem MacMaster moves by unanimous consent to re-adopt the Rules of Order for 2022. No objection

RESULT:	**ADOPTED [UNANIMOUS]**
AYES:	Cinella, Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams

Motion: Open nominations for 2022 Council President

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams

Motion: Close nominations for 2022 Council President

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Mark Garipay, Ward 4
AYES:	Cinella, Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams

2. **ORDER-2022-60 :** Election of the President of the Melrose City Council for the Year 2022 (ID #9380)

President Pro Tem MacMaster opens the floor for nominations. Councilor Cinella offers his statement of intent per Rule 48, states he will continue the work he began last year shepherding the council through difficult times and hopes to build on the momentum of the body. After being nominated by Councilor Grigoraitis, he is unanimously elected as President for 2022 via roll call vote.

RESULT:	**ELECTED [UNANIMOUS]**
AYES:	Cinella, Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams

Motion: Immediate Consideration / No Objection

Motion:	Immediate Consideration
By:	Councilor Migliorelli - No Objection

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams

Motion: Suspend the Rules

President Cinella moves by unanimous consent to suspend the rules, no objection.

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Christopher Cinella, President
AYES:	Cinella, Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams

3. **INFO-2022-2:** Order for an Update on the Status of Covid-19 in Melrose (ID # 9548)

Sponsored by: At-Large Leila Migliorelli, At-Large Maya Jamaleddine, Ward 6 Jen Grigoraitis

Health Director Anthony Chui appears to discuss the ongoing efforts to address the pandemic; there has been a surge with between 59-70% of active cases attributed to the Omicron variant.

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Delta is prevalent as well. Still seeing hospitalizations and folks struggling with the virus; this is still serious. We are in good shape in vaccinations with 80% vaccinated in Melrose. Room for improvement in administering boosters. Going to be promoting need to get vaccine and booster as well as provide additional clinics with the state. The indoor mask mandate was recently reinstalled to prevent spread. Messaging mask quality - cloth masks alone are not as useful in preventing transmission as 3 ply or N95's or KN95's. Positive rate is currently 13%, a number we haven't seen since beginning of Covid however hospitalizations have not increased. It is believed these numbers are undercounted as there is no state reporting mechanism for home positive test results.

Councilor Migliorelli ("LM") asks about the statewide procurement program for antigen test kits. Director Chui ("AC") is looking at different vendors as well as the state program so there will be procurement through a combination of both. LM -How many kits are anticipated and has there been a bulk purchase for staff? AC - minimum order number will be forthcoming; as well as a distribution plan. Some of the mask supply was distributed first to businesses. Employees may also get masks. LM - Do all departments have access to masks? AC - either from us or they may place an order. LM - any other city-wide restrictions anticipated? AC - not at this time. LM - asks about booster rate. AC - to align with CDC and DPH guidelines we have to allow time for people to obtain the vaccine/booster. Reviews the guidelines.

Councilor Jamaleddine ("MJ") asks if the vaccination rate for employees is known. AC - not at this time but we're looking at data collection. MJ - Is a vaccination mandate on the table? AC- not at this moment. MJ - There is no certainty that the city employee I am dealing with is vaccinated like an responding officer. AC - Hypothetically if there were an emergency we could not guarantee the person was vaccinated. We mandate masks for all employee interactions. MJ - Is there consideration for supporting our elderly population in test education? AC - a plan is being developed for equitable distribution for those who do not have ready access, for example the senior population. Working with Mystic Valley Health, our social worker and the Council on Aging to be sure seniors have access and that they are using them correctly. MJ - Is our nurse assisting our older adults? AC - the public health nurse is doing lot of city wide education and she will be working with the new public health specialist. They should be able to help reach this group and help with education. MJ - is testing offered to city employees? AC - we don't have any community PCR sites but are ordering at-home tests. MJ - is Melrose/Wakefield hospital an option? AC - we are in discussion on collaborating.

Councilor Grigoraitis ("JG") asks about the City's three prong approach of masking, testing, vaccines -currently adults entering Melrose public schools (teachers, custodians, health staff, school resource officers) have to either show proof of vaccination or submit to weekly testing. Seeks to understand why this is in place at school but not for all municipal buildings like the library, senior center. From a public health perspective how are these different situations? AC - We were separating schools from the community and are discussing whether this is sustainable. Looking at different employee mandate options. JG - Is there a timeline? We're at 13% positive rate and it is probably too late for Omicron. As you hire the new public health nurse are asking vaccination status? AC - clarifies that the COVID nurse position is a school floater position. We are looking at vaccination status of new as well as current employees. We aren't looking to drag this out. JG - asks about mitigating community efforts are capacity limits on the table. AC - not

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at this time. JG- we ask students testing positive on an antigen test to self report. Are we also asking residents to do the same? AC - The school environment is much more controlled. For the general community it is a struggle to operationally collect the positive data via MAVEN. Cannot link close contact within this system and track positive at-home antigen tests. JG - Are negative antigen test results are being discussed for municipal staff similar to students? Right now city hall staff are able to return to work on day 6 following a positive test without a negative test? AC - symptoms are the indicator; if someone has symptoms they are asked to stay home

Councilor Stewart offers feedback regarding Health Department communication. Exercise caution and be crystal clear, particularly that directed to parents regarding change in school policy. When an email is unclear it can create more noise than necessary. Offers assistance.

Councilor Eccles ("JE") clarifies vaccination status of job applicants - is status required now? AC - no. JE - concerned with Melrose becoming a place where unvaccinated people apply to work. Wants all employees to feel safe.

Councilor Garipay ("MG") asks for details on how the vaccine clinics work, what is the process with the state? AC - trying to find balance with state. The vax bus can be brought to the community and has now come to Melrose congregant housing. We were able to provide 2, 000 boosters and are determining what group has the most need at this time. Looking at regional events with surrounding communities to share resources like staff.

Councilor Karamcheti ("MK") asks if deeper analytics are available regarding the positive cases to determine needed support? AC - some of the state data is detailed and they are examining it to see where the need is?

Councilor Williams ("RW") asks if a public testing program is being considered? AC - working with the state to provide a resource that will be Melrose region specific. Currently testing is being done by private companies - CVS, Walgreens, Square One.

RESULT:	**HOLD [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams

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

1. **INFO-2022-3:** Notice of Warrant - Northeast Metropolitan Technical High School Election (ID #9547)

   Sponsored by: At-Large Leila Migliorelli

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RESULT:	**TO COMMITTEE [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams

VII. UNFINISHED BUSINESS

VIII. REPORTS FROM COMMITTEES

IX. EXPIRIES

X. RULE 53 REPORTS

XI. ADJOURNMENT

Point of Personal Privilege

Point of Personal Privilege
By: Councilor Karamcheti

Councilor Karamcheti thanks Ward One Predecessor John Tramontozzi for his 16 years of service to Melrose and doing some basic math estimates he has spend over 2,500 hours working on behalf of residents and for the City. Appreciates his service and family sacrifice.

Motion: Adjourn

Motion: Adjourn
By: Councilor Stewart, Second: Councilor Eccles - motion carried.

Meeting adjourned at 7:17 p.m.

RESULT:	**PASSED [UNANIMOUS]**
SECONDER:	Jack Eccles, Robb Stewart
AYES:	Cinella, Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES● DECEMBER 6, 2021

Web-based remote meeting , Melrose, MA 02176 | **Regular Meeting** | **7:45 PM**

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Maya Jamaleddine	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	Late	7:47 PM

Remote Meeting Information

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 - Nov 15, 2021 7:45 PM

President Cinella moves by unanimous consent to accept the November 15th minutes without reading. No objection.

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

III. PUBLIC COMMENT

Public Comment

President Cinella moves to open public comment by unanimous consent. No objection
No member of the public comes forward.
President Cinella moves to close public comment by unanimous consent. No objection

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

1. **ORDER-2022-51 :** An Appropriation from the Peg Access Cable Fund (#2922) in the amount of $289,121.48 to MMTV and Melrose Public Schools.

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

2. **ORDER-2022-52 :** An Appropriation from Sewer Retained Earnings (account # 84152-590000) in the amount of $46,500 and from Water Retained Earnings (account # 84162-590000) in the amount of $46,500. These funds will be appropriated to Sewer Equipment (account # 604413-551002) in the amount of $46,500 and Water Equipment (account # 614513-551002) in the amount of $46,500.

Offered by: Mayor Paul Brodeur

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

3. **ORDER-2022-53 :** Acceptance of Massachusetts Department of Environmental Protection Recycling Dividend Program Grant in the amount of $11,700

Offered by: Mayor Paul Brodeur

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

4. **ORDER-2022-54 :** Police Department 911 Grant Awards

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

5. **ORDER-2022-55 :** Amending Melrose Revised Ordinances, Chapter 4, Section 4-1, Wards and Precincts by deleting section 4-1 in its entirety and inserting in place thereof the Wards and Precincts description as enumerated herein.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	ASSIGNED TO COMMITTEE

V. NEW BUSINESS

1. **ORDER-2022-56 :** An Order to Further Amend Section 152-12 of the Code of the City of Melrose

   Sponsored by: Ward 6 Jen Grigoraitis, At-Large Leila Migliorelli

RESULT:	ASSIGNED TO COMMITTEE

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration
By: Councilor McNaught - No Objection

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

2. **RES-2021-6:** A Resolution Honoring Christopher C. Cinella, President of the Melrose City Council, 2021

   Sponsored by: Ward 2 Jeff McNaught

Place on file - moved by Councilor Garipay; Seconded by McNaught.

VI. ORDERS OUT OF ORDER

VII. ORDERS FROM COMMITTEE

VIII. CALENDAR

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

   Sponsored by: Ward 5 Shawn M. MacMaster

From: Appropriations Committee RECOMMEND AS AMENDED

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

2. **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

From: Health, Education & Welfare Committee RECOMMEND PASSAGE

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

3. **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

From: Health, Education & Welfare Committee RECOMMEND PASSAGE

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

4. **ORDER-2022-47 :** Appointment of Brian Gregory, 146 W. Wyoming Avenue, to the Planning Board for the remainder of a five-year term; said term to expire on the last day of February 2025.

Offered by: Mayor Paul Brodeur

From: Protection and License Committee RECOMMEND PASSAGE

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

IX. PUBLIC HEARING - 8 PM TAX CLASSIFICATION

Meeting recess

President Cinella moves by unanimous consent to recess from the city council meeting. No objection

Public Comment in the Public Hearing

President Cinella moves by unanimous consent to open public comment. No objection.

No member of the public comes forward..

President Cinella moves by unanimous consent to close public comment. No objection.

Meeting resumption

President Cinella moves by unanimous consent to resume the City Council meeting. No objection

1. **ORDER-2022-49 :** Request to set a Public Hearing on Classification of Property for December 6, 2021 at 8:00 PM and subsequently determine the Classification of Property.

   Sponsored by: Mayor Paul Brodeur

   From: Appropriations Committee RECOMMEND PASSAGE

   Councilor McNaught states the order comes from the appropriations committee with a recommendation for passage (after individual votes in committee not to accept the granting of small commercial or residential exemption or an open space discount) and moves to adopt the a minimum residential factor of 0.9666 (or 1.65 CIP shift).

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RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

X. REPORTS UNDER RULE 53

XI. ADJOURNMENT

Motion: Adjourn

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

Meeting adjourned at 8:06 p.m.

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES● NOVEMBER 15, 2021

Council Chamber, First Floor, Melrose City Hall Regular Meeting **7:45 PM**
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Maya Jamaleddine	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

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 - Nov 8, 2021 7:45 PM

By unanimous consent, President Cinella moves to accept the minutes without reading. No objection

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

III. PUBLIC COMMENT

Public Comment

By unanimous consent, President Cinella moves to open public comment. No objection

No member of the public speaks.

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By unanimous consent, President Cinella moves to close public comment. No objection

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

1. **ORDER-2022-48 :** An appropriation from the Rideshare Special Revenue Fund (#2921) in the amount of $9,049.20.

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

2. **Motion:** Immediate Consideration / No Objection

Motion: Immediate Consideration
By: Councilor McNaught - No Objection

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

3. **ORDER-2022-49 :** Request to set a Public Hearing on Classification of Property for December 6, 2021 at 8:00 PM and subsequently determine the Classification of Property.

Sponsored by: Mayor Paul Brodeur

Councilor McNaught requests immediate consideration to set the public hearing for this order with the remainder sent to the Appropriations committee.

RESULT:	**ASSIGNED TO COMMITTEE**

V. NEW BUSINESS

Motion: Suspend the Rules

By unanimous consent, President Cinella moves to suspend the rules. No objection.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration
By: Councilor Garipay - No Objection

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

1. **INFO-2022-1:** An Informational Order on Melrose Kind Day, November 20, 2021

Sponsored by: Ward 4 Mark Garipay, At-Large Jack Eccles

Representatives from the non-profit Melrose Kind discuss their efforts advising that Melrose public schools have been included in Kindness outreach with the elementary schools letter writing to seniors; middle schoolers writing get well and thank you's to hospital workers and over 900 impact letters sent to Melrose educators from high school students. Organizers note the generosity of the Dunkin buisness partner donating over $2,500.

Councilor Tramontozzi asks for social media/website contact information and where donations can be directed. The Council learns there is a donate now option on the Melrose Kind website.

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

VI. ORDERS OUT OF ORDER

VII. ORDERS OF THE DAY

1. **ORDER-2022-31 :** A Request for Information from Northeast Metro Tech: New Building Project / Melrose Debt Obligation

Sponsored by: Ward 5 Shawn M. MacMaster

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Councilor MacMaster notes due to member communities - Chelsea and Saugus - recent vote this item is moot and moves to place on file.

RESULT:	**PLACED ON FILE [UNANIMOUS]**
MOVER:	Shawn M. MacMaster, Ward 5
SECONDER:	Jeff McNaught, Ward 2
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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

Sponsored by: Ward 5 Shawn M. MacMaster

President Cinella notes this item, similar to the previous one, was returned to the City Council in compliance with Rule of Order 8 from the Legal and Legislative committee. As the rules are under suspension, he moves that the item be sent to the Appropriations committee for consideration as a committee of the whole to allow all members to vote.

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

VIII. ORDERS FROM COMMITTEE

1. **ORDER-2022-40 :** Title III b Grant Award FY22

From: Appropriations Committee RECOMMEND PASSAGE

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

2. **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.

From: Appropriations Committee RECOMMEND PASSAGE

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

3. **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.

From: Appropriations Committee RECOMMEND PASSAGE

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

IX. REPORTS - RULE 53

X. ADJOURNMENT

Motion: Adjourn

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

Meeting adjourned at 8:10 p.m.

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES● NOVEMBER 8, 2021

Web-based remote meeting , Melrose, MA 02176 | **Regular Meeting** | **7:45 PM**

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Maya Jamaleddine	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 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 18, 2021 7:45 PM

By unanimous consent, President Cinella moves to accept the minutes without reading. No objection.

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

III. PUBLIC COMMENT

Public Comment

By unanimous consent, President Cinella moves to open public comment. No objection.

Speaker Gordon states people on lower Main Street feel under represented. The traffic commission's decision will adversely affect people of lower Main Street. The neighborhood

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

expects the commission to comply with the statutes and lower Main Street neighbors will exercise their rights.

By unanimous consent, President Cinella moves to close public comment. No objection.

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

1. **ORDER-2022-47 :** Appointment of Brian Gregory, 146 W. Wyoming Avenue, to the Planning Board for the remainder of a five-year term; said term to expire on the last day of February 2025.

Offered by: Mayor Paul Brodeur

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Protection and License Committee

V. NEW BUSINESS

VI. ORDERS OUT OF ORDER

VII. ORDERS FROM COMMITTEE

Motion: Order from Committee

Motion: Take Order 2022-43 from Committee
By: Councilor Garipay Second: Councilor Grigoraitis - motion carried.

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

1. **ORDER-2022-43 :** Application of Abdinasir M. Ahmed d/b/a Galmudug, Inc. for a Hackney Carriage License (1 Cab) at Essex Street Stand

From: Protection and License Committee RECOMMEND PASSAGE

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

Motion: Order from Committee

Motion: Take Order 2022-44 from Committee
By: Councilo Garipay, Second: Councilor Eccles - motion carried.

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

2. **ORDER-2022-44 :** Livery Car Service Licenses Renewed commencing May 1, 2021

From: Protection and License Committee RECOMMEND PASSAGE

RESULT:	**PLACED ON FILE [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Cory Thomas, Ward 7
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

3. **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

RESULT:	**PLACED ON FILE [UNANIMOUS]**
MOVER:	Cory Thomas, Ward 7
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

VIII. REPORTS - RULE 53

Councilor MacMaster informs the Council of the Veterans Day activities planned for Thursday, November 11, 2021 beginning at 11 a.m. The ceremonies will in part include the dedication of

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56 new bricks in the Vietnam reflection area and will move over to the Vietnam memorial on Main Street and then cross the street where Mayor Brodeur will unveil the restored honor roll. Looks forward to a strong showing from the Council.

IX. CALENDAR

1. **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.

From: City Council PASSED

Councilor Tramontozzi states that at the time of the October 18th meeting a presentation was made by a state representative and the Council was led to believe there was essentially one map the City working group was using and this was approved as voted upon by the Council. After further review he determined there was another map used by the working group and this was not presented. He felt a motion to reconsider was in order however further examination determined that the map was an unofficial version with inaccurate census data so he is satisfied that the earlier working map would not have an any effect on the vote and moves to withdraw his motion for reconsideration. Both motions are attached to the order.

RESULT: NO ACTION TAKEN

X. ADJOURNMENT

Prior to adjourning, Councilor MacMaster asks if the contracts order recommended for passage earlier in the Appropriations meeting would be pulled for a vote this evening. President Cinella believes because this is a monetary order it should wait until the next meeting. Councilor MacMaster states the Council has procedurally pulled items up previously and notes there is an interest from the firefighters and the union to receive the retroactive pay. Says they have been monitoring the proceedings and expected this to be pulled out of committee and if there is something to point to say the Council can't then so be it but he wanted inquire publicly.

President Cinella asks that senior Councilor Tramontozzi weigh in procedurally on this monetary order being pulled out of committee the night of. Councilor Tramontozzi defers to the Appropriations committee chair and although he understands this request to get the funding as soon as possible, an opportunity to be heard by the public is still warranted so putting it on for the full board would be appropriate.

Motion: Adjourn

Motion: Adjourn
By: Councilor McNaught, Second: Councilor Jamaleddine - motion carried.

Meeting adjourned at 8:38 p.m.

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES● OCTOBER 18, 2021

Council Chamber, First Floor, Melrose City Hall Regular Meeting **7:45 PM**
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Maya Jamaleddine	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

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

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

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

III. PUBLIC COMMENT

Public Comment

Without objection, President Cinella moves to open Public Comment by unanimous consent

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Bob Driscoll, Melrose Firefighter and Secretary/Treasurer of Local 1617 speaks to order 2022-42; notes the long contract process and items bargained for over the past 18 months. The pandemic battle was challenging to members who provide initial care to residents. The $8.2M ARPA allowance of premium pay for first responders was not adopted; the decrepit and dilapidated facilities have not been addressed - nothing has been done to the firehouses lived in 24/hrs a day;365 days a year.

F. McSweeney speaks to order 2022-41; thanks Councilor MacMaster for his advocacy in facilitating the grant and surveying Lincoln parents to solicit ideas. Great to participate in this state program. Ped/Bike supports the order.

Without objection, President Cinella moves to close Public Comment by unanimous consent

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

Suspend the Rules

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

1. **ORDER-2022-40 :** Title III b Grant Award FY22

RESULT:	**ASSIGNED TO COMMITTEE**

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration
By: Councilor MacMaster - No Objection

Proffers that the MOU was signed on 10/15/21 with a requested extension to get the application completed thus a need for expediency.

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Shawn M. MacMaster, Ward 5
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

2. **ORDER-2022-41 :** Signs and Lines Program Grant for the Lincoln School

Sponsored by: Ward 5 Shawn M. MacMaster

Councilor MacMaster thanks the Mayor for prioritizing Lincoln School and the PTO/Principal for partnership. This is a good opportunity to improve the Lincoln corridor. City Engineer Vonnie Reis explains the program expands on school safety and accessibility for modes other

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than vehicles with a focus on line painting, street signage, warning of the approach to the school and speed reduction. MassDot will provide a site team to work in concert with the City and will also provide a construction plan. The goal is a final project next spring as the grant must be completed this fiscal year (June 2022).

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

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.

RESULT:	**ASSIGNED TO COMMITTEE**

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.

RESULT:	**ASSIGNED TO COMMITTEE**

5. **ORDER-2022-43 :** Application of Abdinasir M. Ahmed d/b/a Galmudug, Inc. for a Hackney Carriage License (1 Cab) at Essex Street Stand

RESULT:	**ASSIGNED TO COMMITTEE**

6. **ORDER-2022-44 :** Livery Car Service Licenses Renewed commencing May 1, 2021

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ASSIGNED TO COMMITTEE**

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

RESULT:	**ASSIGNED TO COMMITTEE**
TO:	Public Works Committee

VI. ORDERS OUT OF ORDER

VII. ORDERS FROM COMMITTEE

Motion: take Order 2022-39 from Committee

Motion: Take Order 2022-39 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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

1. **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

From: City Council PASSED

Councilor Migliorelli notes this comes from Finance without recommendation. Briefly reviews the discussion for those not in attendance Thursday night: the Community Engagement Director of the state election committee discussed the process. The SEC has urged the council to turn in the map as soon as possible so they may return the shape files to the legislature who will attempt to conform the districts appropriately. He also stated the provided map was not a suggestion. On discussion Councilor MacMaster rests on his comments made in committee; notes that he is committed to working with Councilor Stewart and the upcoming Councilor for Ward 7 to help with the transition and any ongoing issues for Ward 5 residents. Councilor Grigoraitis adds as

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noted all 7 Wards will see boundary shifts with the most significant in Ward 5 due to the bulk of the City's population growth. Is sure this body - those who continue to serve, those stepping down and those joining the council in January - are committed to making sure all residents know who their representative is and how to access them.

RESULT:	**PASSED [10 TO 1]**
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, Grigoraitis, Thomas
NAYS:	Shawn M. MacMaster

Motion: take Order 2022-36 from Committee

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

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaleddine, 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

From: Protection and License Committee RECOMMEND PASSAGE

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

VIII. RULE 53 REPORTS

Councilor Eccles advises that a virtual Traffic Commission meeting is slated for 10/28/21 and the time is TBD.

IX. ADJOURNMENT

Motion: Adjourn

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Motion: Adjourn
By: Councilor Garipay, Second: Councilor Stewart - motion carried.

Meeting adjourned at 8:10 p.m.

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES● OCTOBER 4, 2021

Council Chamber, First Floor, Melrose City Hall Regular Meeting **8:15 PM**
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Maya Jamaleddine	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, Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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, Jamaleddine, 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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Place on File

Motion: Place on File

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	John N. Tramontozzi, Ward 1
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Jamaleddine, 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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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, Jamaleddine, 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, Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Jamaleddine, 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, Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine	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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

III. PUBLIC COMMENT

Public Comment

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine - 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 Jamaleddine, Ward 5 Shawn M. MacMaster

Co-Sponsors Jamaleddine 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 Jamaleddine - motion carried.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Shawn M. MacMaster, Ward 5
SECONDER:	Maya Jamaleddine, At-Large
AYES:	Cinella, Eccles, Jamaleddine, 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**

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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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

   From: Public Service Committee RECOMMEND PASSAGE

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	John N. Tramontozzi, Ward 1
SECONDER:	Mark Garipay, Ward 4
AYES:	Cinella, Eccles, Jamaleddine, 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, Jamaleddine, 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, Jamaleddine, 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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaleddine, 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, Jamaleddine, 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, Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED AS AMENDED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Maya Jamaleddine, At-Large
AYES:	Cinella, Eccles, Jamaleddine, 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, Jamaleddine, 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, Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED AS AMENDED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Shawn M. MacMaster, Ward 5
AYES:	Cinella, Eccles, Jamaleddine, 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 Jamaleddine, Second: Councilor McNaught - motion carried.

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Maya Jamaleddine, At-Large
SECONDER:	Jeff McNaught, Ward 2
AYES:	Cinella, Eccles, Jamaleddine, 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 Jamaleddine, At-Large
SECONDER:	Cory Thomas, Ward 7
AYES:	Cinella, Eccles, Jamaleddine, 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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Maya Jamaleddine, At-Large
SECONDER:	Mark Garipay, Ward 4
AYES:	Cinella, Eccles, Jamaleddine, 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 Jamaleddine, At-Large
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaleddine, 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 Jamaleddine, At-Large
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

X. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn
By: Councilor Thomas, Second: Councilor Jamaleddine - motion carried.

Meeting adjourned at 9:27p.m.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine	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, Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

RESULT:	**PASSED [UNANIMOUS]**
AYES:	Cinella, Eccles, Jamaleddine, 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, Jamaleddine, 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**

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

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**

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**

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**

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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, Jamaleddine, 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, Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

Offered by: Mayor Paul Brodeur

From: Appropriations Committee RECOMMEND PASSAGE

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Maya Jamaleddine, At-Large
AYES:	Cinella, Eccles, Jamaleddine, 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, Jamaleddine, 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 Jamaleddine - motion carried.

Meeting adjourned at 8:53 p.m.

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES● AUGUST 16, 2021

Council Chamber, First Floor, Melrose City Hall Regular Meeting **7:45 PM**
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Maya Jamaleddine	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, Jamaleddine, 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.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaleddine, 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. Jamaleddine). 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

Motion: Immediate Consideration / No Objection 2022-20

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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, Jamaleddine, 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, Jamaleddine, 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**

Motion: Immediate Consideration / No Objection 2022-22

Motion: Immediate Consideration
By: Councilor Thomas - No Objection

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Cory Thomas, Ward 7
AYES:	Cinella, Eccles, Jamaleddine, 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, Jamaleddine, 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**

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ASSIGNED TO COMMITTEE**

V. NEW BUSINESS

1. **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 Grigoratis, Second: Councilor Eccles - motion carried.

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

1. **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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED AS AMENDED [9 TO 2]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, 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, Jamaleddine, 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, Jamaleddine, 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 Jamaleddine, Second: Councilor Stewart - motion carried.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Maya Jamaleddine, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, 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 Jamaleddine, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, 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 Jamaleddine, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, 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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Maya Jamaleddine, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, 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 Jamaleddine, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, 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, Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Maya Jamaleddine, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, 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, Jamaleddine, 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, Jamaleddine, 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, Jamaleddine, 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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

VII. UNFINISHED BUSINESS

VIII. CALENDAR

IX. RULE 53 COUNCILOR REPORTS

Councilor Jamaleddine 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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES● JULY 19, 2021

Council Chamber, First Floor, Melrose City Hall Regular Meeting **7:45 PM**
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Maya Jamaleddine	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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaleddine, 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 Grigoriatis 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, Jamaleddine, 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, Jamaleddine, 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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration
By: Councilor McNaught - No Objection

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jeff McNaught, Ward 2
AYES:	Cinella, Eccles, Jamaleddine, 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, Jamaleddine, 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, Jamaleddine, 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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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, Jamaleddine, 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, Jamaleddine, 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 Jamaleddine, Second: Councilor Grigoraitis - motion carried.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

1. **ORDER-2021-155 :** Appointment of Lindsay Toghill 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 Jamaleddine, At-Large
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaleddine, 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, Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PLACED ON FILE [UNANIMOUS]**
MOVER:	Cory Thomas, Ward 7
SECONDER:	Jeff McNaught, Ward 2
AYES:	Cinella, Eccles, Jamaleddine, 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, Jamaleddine, 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, Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES● JUNE 21, 2021

Council Chamber, First Floor, Melrose City Hall Regular Meeting **7:45 PM**
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Maya Jamaleddine	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 Jamaleddine, 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 Jamaleddine, Jeff McNaught

II. PUBLIC COMMENT

Public Comment

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Toghill 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 Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine, 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 Jamaleddine, Jeff McNaught

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

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 Jamaleddine, Jeff McNaught	

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration
By: Councilor Thomas - No Objection

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine, 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 Jamaleddine, 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 Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine, 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 Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine, Jeff McNaught

Motion: Order from Committee

Motion: Take Order from Committee
By: Councilor Eccles, Second: Councilor Grioraitis - 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 Jamaleddine, 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 Jamaleddine, Jeff McNaught

Motion: Order from Committee

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine, 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 his 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine, 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 Jamaleddine, 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 Jamaleddine, Jeff McNaught

Motion: Order from Committee

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine, 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 Jamaleddine, 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 Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine, 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 Jamaleddine, 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 Jamaleddine, 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 adminstration aware as well and would seek to have this renovation completed by Veterans' Day.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine, 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 Jamaleddine, 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 Jamaleddine, Jeff McNaught

Motion: Order from Committee

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine, 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 Jamaleddine, 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 Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine, 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 Jamaleddine, 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 Jamaleddine, Jeff McNaught

Motion: Order from Committee

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine, 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 Jamaleddine, 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 Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine, 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 Jamaleddine, 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 Jamaleddine, 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Jamaleddine, Jeff McNaught

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

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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 ¾” 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 ¾” 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

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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

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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: _____

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Telephone: _____

Email:
_____pjdemetre@yahoo.com_____
_____

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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.

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Melrose Honor Roll Preservation Project



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Melrose Honor Roll Preservation Project



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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.

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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: _____

Name: _____

Address: _____

Telephone: _____

Email: _____

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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.

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Photos as of 7/7/2021:



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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

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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 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.

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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)

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VOLUNTARY NATIONAL RETAIL FOOD REGULATORY PROGRAM STANDARDS (RETAIL STANDARDS) GRANT PROGRAM

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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.

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155 W. Market St.
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Cathy Hosman
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cc: Jenice Butler (jenice.butler@fda.hhs.gov)
Daniel Lukash (daniel.lukash@fda.hhs.gov)

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

massDOT
Massachusetts Department of Transportation

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

Jamey Tesler

Acting Secretary and CEO

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www

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

M E M O R A N D U M

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 reviewintg 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.

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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

Karyn E. Polito
Lt. Governor

Kathleen A. Theoharides
Secretary

Patrick C. Woodcock
Commissioner

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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:

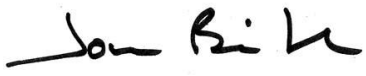
- $34,101, High School— Domestic Hot Water (DHW) replacement
- $70,562, Lincoln Elementary School — LED lighting

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.

Sincerely,



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

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

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 refence 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

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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
[redacted]
[redacted]

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

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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
- Project Planning & Program Management
- Regulatory Compliance & Standards
- Quality Monitoring & Process Improvement
- Organizational Leadership & Team Building
- Emergency Preparedness & Management

- Leadership / Mentor
- Initiative / Dynamic
- Performance-Focused
- Analytical / Accurate
- Solution-Oriented
- Engaging / Enthusiastic
- Exemplary Communicator
- Detailed / Organized
- 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 ***Master of Science Healthcare Disaster Medicine and Management***

Northeastern University, Boston, MA ***Bachelor of Science in Nursing***

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Massachusetts General Hospital, School of Nursing, Boston, MA *Diploma 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

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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:

Total no. of parking spaces	No. of handicapped required
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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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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(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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(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.

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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 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.

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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

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Massachusetts Polling Place Accessibility Survey Results

Municipality	Polling Location	Ward	Precinct	Location Complies	Violation Category	Violation Notes
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 elevato 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 Location	Ward	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 accessibe parking in the resident lot. The nearest accessible parking is in the commuter rail parking lot which is a susbtantial 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.

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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 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.

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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.

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

CITY OF MELROSE

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.

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A Resolution for Expanding Access to Local Government in the City of Melrose

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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]

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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
[redacted]
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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

Sincerely,

David Hoff
Chair – Commission on Disability
[redacted]
Melrose
[redacted]

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 on .....20....., 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.

.....

.....

.....

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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.

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....., held on the ..... day of ....., 20 .....

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Book ..... Page .....

Attest:
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.....

.....

.....

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 CHUNSING 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 RPBERT+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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

UNDERGROUND ELECTRIC PETITION

EXHIBIT A

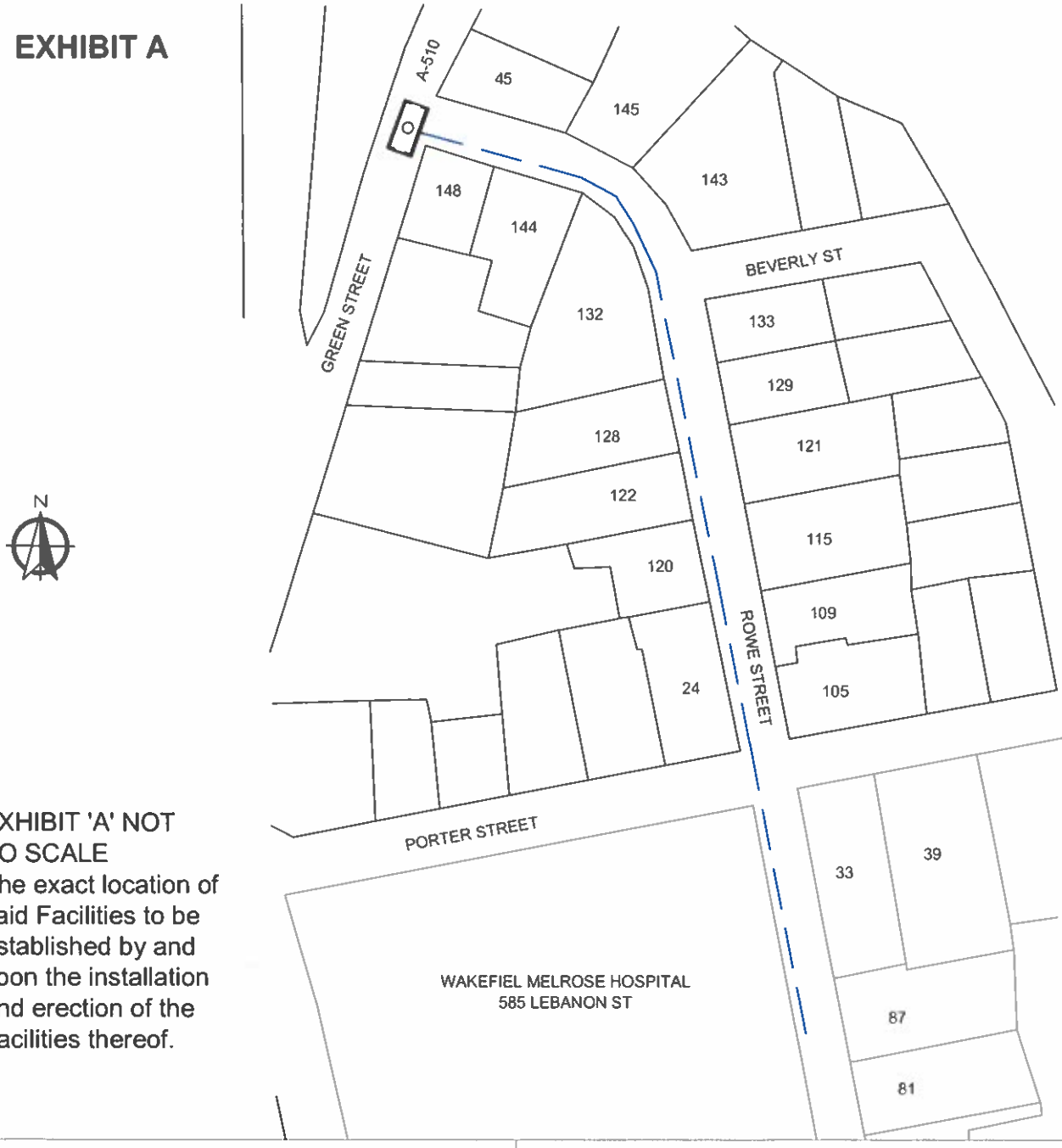


EXHIBIT 'A' NOT TO SCALE
The exact location of said Facilities to be established by and upon the installation and erection of the Facilities thereof.

UNDERGROUND ELECTRIC PETITION

EXISTING MANHOLE — 4-4" DUCTS

nationalgrid

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

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

MW MelroseWakefield Healthcare
Proudly wellforce

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

MW MelroseWakefield Healthcare
Proudly wellforce

585 Lebanon Street
Melrose, MA 02176
781-979-3000 T

melrosewakefield.org

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

A clinical partner of Tufts Medical Center

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 .

City/Town Clerk.
Massachusetts 20 .

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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.

.....
.....
.....
.....
Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of hearing with notice adopted by the of the City of Massachusetts, on the day of 20 , and recorded with the records of location orders of the said City, Book , 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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

N/GRID

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:
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Massachusetts 20 .

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Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Book Page

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City/Town Clerk.

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Board or Council of Town or City, Massachusetts

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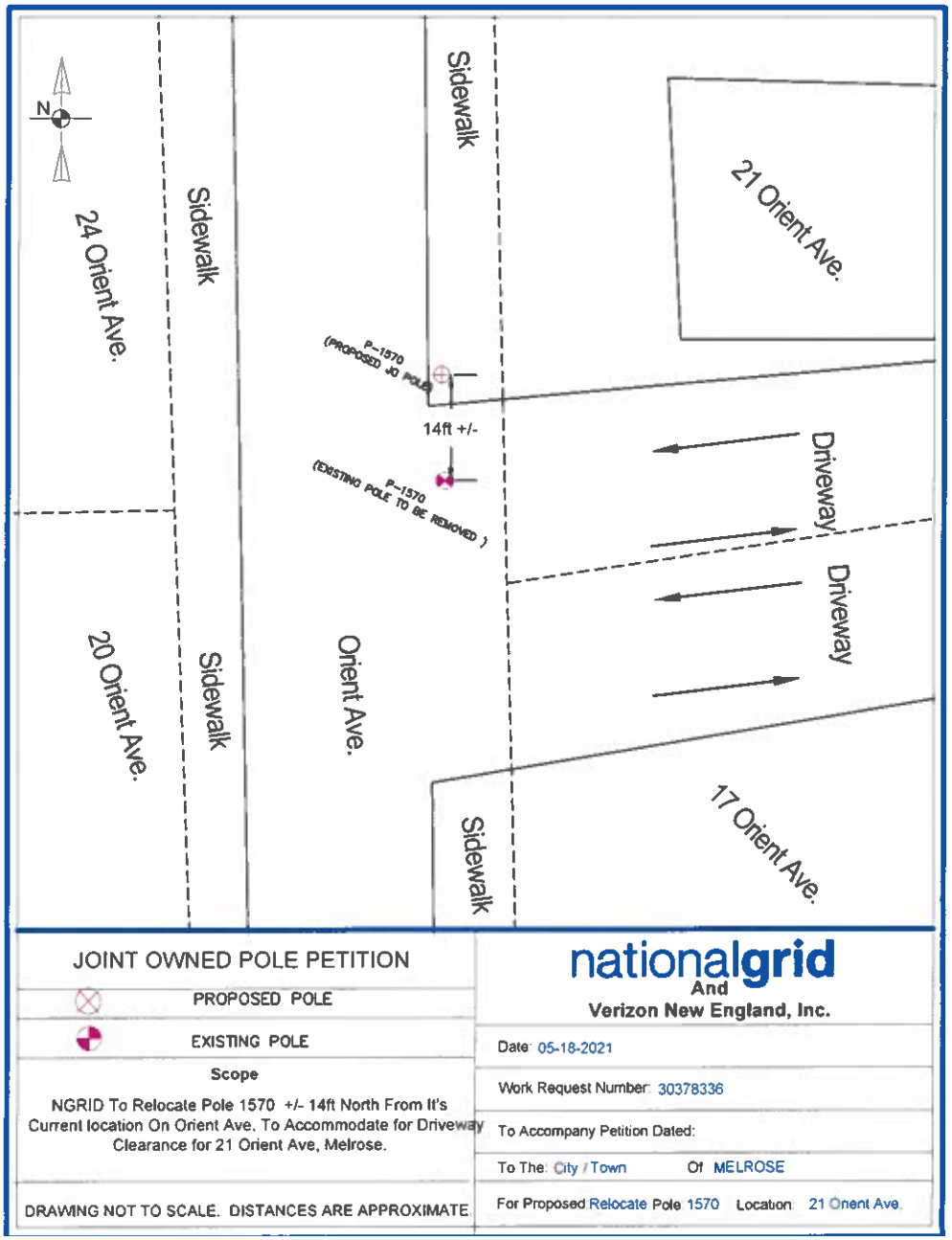
Attest:
City/Town Clerk

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Abutter's List – WR#30378336

Address	Owner's Info	Parcel ID#
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 Feb 22, 2022 7:45 PM (Reading of the Minutes)



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 opposed 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)

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- 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)

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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

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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: 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**

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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.

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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

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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
- Project Management
- Goal Setting
- Collaboration
- Organization
- Scheduling
- Strategic Planning
- Process Improvements
- Best Practices
- Multi-Tasking
- Reporting
- Troubleshooting
- Customer Service
- Problem-Solving
- Operational Efficiencies
- Peer Training
- Communication
- 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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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 MaClellan. 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.

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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: 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**

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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.

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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,



James E. Oosterman

54 Ellis Farm Lane, Melrose

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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: 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**

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Doug Mac Donald
47 Botolph Street, Melrose Mass. 02176
617-921-7677
dougmac41@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

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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>>

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RESULT:	ASSIGNED TO COMMITTEE

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DEPARTMENT OF PUBLIC WORKS
Administration & Engineering–Water–Sewer–Facilities
Park & Forestry–Highway–Sanitation–Cemetery–Fleet

CITY OF MELROSE

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			
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 - Flourescent 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

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Chapter 198

SOLID WASTE AND RECYCLING

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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.

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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.

~~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~~'s~~ 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 herdesignee.

~~G~~H. Trash tipping fee.

Commented [SL1]: This is and has been curr practice for a number of years, we are just stat the ordinance. n

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(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)

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(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.

~~H.~~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.

~~(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.

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(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 acceptedcurbside.~~

~~(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.~~

Commented [SL3]: The City does not supply container.

(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 [SL4]: The City does not supply container.

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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.

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~~C.~~D.

§ 198-5. Public dumping areas. [Amended 9-17-2007 by Ord. No. 07-107C[1]; 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.**

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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>>

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

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

CITY OF MELROSE

Jay Coy, P.E. PMP
Deputy City Engineer

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4172

M E M O R A N D U M

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
Vonnie 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.

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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: 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**

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CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
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 Revenue[1].

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 §53Ahas been vetted through the Division of Local Services at the Department of Revenue.

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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 failures[2]. 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 Rule[3] sometime in September). In addition, detailed project information will be collected in advance to ensure compliance with federal reporting requirements[4], 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 agencies[5], 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.

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[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

U.S. DEPARTMENT OF THE TREASURY



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

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U.S. DEPARTMENT OF THE TREASURY

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

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

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

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

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

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

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

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

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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 inc 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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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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

M E M O R A N D U M

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.

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COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

2.1

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	**Fax:**
Vendor Code Address ID (e.g. "AD001"): AD___. **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s):** **RFR/Procurement or Other ID Number:** ENV 22 MVP 02	

_X_ 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)
_X_ **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)

___ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** 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): _X_ Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services __ 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.)
_X_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $ 101,108.00 .

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 __% PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: _X_ agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ 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:

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

CONTRACT END DATE: Contract performance shall terminate as of **June 30 , 2022** , 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: _____.

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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

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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.

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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.

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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

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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)

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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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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.

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- 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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

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
Vonnie 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.

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- 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.

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- 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.

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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: 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
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.

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CITY OF MELROSE

TREASURER/COLLECTOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4162

KATHRYN ARMATA
Treasurer/Collector

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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.

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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	-

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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 Stree 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 eligibilit 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 mitigatio 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 contributio This additional funding will be put toward additional repairs o 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 contributio This additional funding will be put toward additional repairs o curbing, sidewalks, drainage, and other necessary items to complete the improvements in these neighborhoods.
Total Bond Request	$1,500,000	

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

CITY OF MELROSE

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.

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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: 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

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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

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§ 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]**

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CITY OF MELROSE

BOARD OF REGISTRARS
OF VOTERS

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: BOR Request - polling location survey
Order #: ORDER-2021-160

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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, Grigoraitis
NAYS:	Shawn M. MacMaster, Cory Thomas

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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.

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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:

- 1-1 : 51
- 1-2 : 52
- 2-1 : 50
- 2-2 : 55
- 3-1 : 52
- 3-2 : 53
- 4-1 : 50
- 4-2 : 51
- 5-1 :47
- 5-2 : 48
- 6-1 : 52
- 6-2 : 51
- 7-1 : 48
- 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.

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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.

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From: Troup, James
To: Foote, Kristin
Cc: Proakis Ellis, Elena; McNeil, Jay; Gibson, James
Subject: Emergency Access Winthop 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

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

CITY OF MELROSE

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).

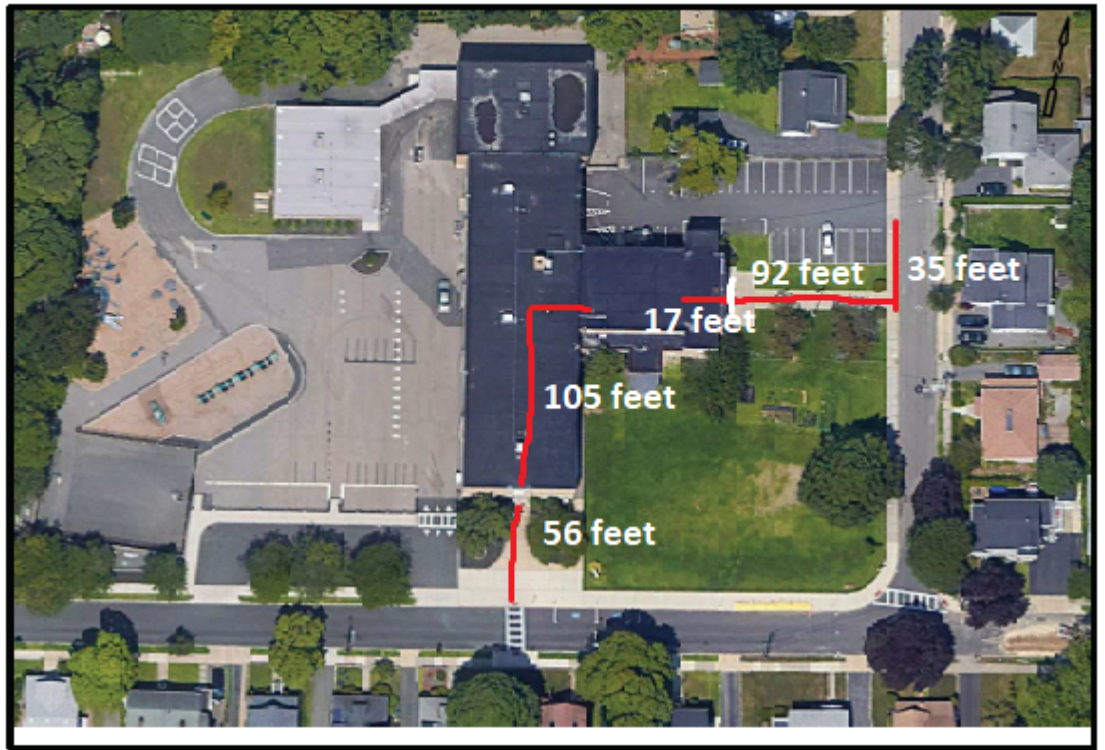
Melrose Veterans Memorial School Gymnasiums (90 Melrose Street):

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.

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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 02176
Tel: (781) 979-4172

Winthrop School
First Street

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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 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.

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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, T~~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~~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.

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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

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Massachusetts Polling Place Accessibility Survey Results

Municipality	Polling Location	Ward	Precinct	Location Complies	Violation Category	Violation Notes
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 elevato 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 Location	Ward	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 accessibe parking in the resident lot. The nearest accessible parking is in the commuter rail parking lot which is a susbtantial 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.

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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 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.

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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:

Total no. of parking spaces	No. of handicapped required
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.

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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

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CITY OF MELROSE

AUDITOR
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4107

PATRICK DELLO RUSSO
Chief Financial Officer

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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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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

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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 ¾” 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 ¾” 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

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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

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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: _____

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Telephone: _____

Email:
_____pjdemetre@yahoo.com_____
_____

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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.

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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.

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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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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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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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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.

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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.

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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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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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At a few very limited locations, mortar joint failures warrant minor repointing. Deteriorated joints should be raked to a depth of ¾" 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 ¼" lifts. The final tool struck finish shall match existing mortar joints. Repointing shall not take place in direct sunlight.

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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.

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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.

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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.

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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.

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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: _____

Name: _____

Address: _____

Telephone: _____

Email: _____

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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.

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Photos as of 7/7/2021:



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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: 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 Jamaleddine, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

This letter is in refence 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

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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: 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 Jamaleddine, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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.

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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: 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 Jamaleddine, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

THAIS DE MARCO

323 Grove Street
Melrose, MA 02176
[redacted]
[redacted]

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

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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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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 Jamaleddine, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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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
- Project Planning & Program Management
- Regulatory Compliance & Standards
- Quality Monitoring & Process Improvement
- Organizational Leadership & Team Building
- Emergency Preparedness & Management

- Leadership / Mentor
- Initiative / Dynamic
- Performance-Focused
- Analytical / Accurate
- Solution-Oriented
- Engaging / Enthusiastic
- Exemplary Communicator
- Detailed / Organized
- 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 ***Master of Science Healthcare Disaster Medicine and Management***

Northeastern University, Boston, MA ***Bachelor of Science in Nursing***

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Massachusetts General Hospital, School of Nursing, Boston, MA *Diploma 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

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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: 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 Jamaleddine, At-Large
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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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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CITY OF MELROSE

HEALTH

DENISE SLANE

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4130

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

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

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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

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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 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.

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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)

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VOLUNTARY NATIONAL RETAIL FOOD REGULATORY PROGRAM STANDARDS (RETAIL STANDARDS) GRANT PROGRAM

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

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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.

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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)

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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: 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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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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**

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

CHARLES D. BAKER
GOVERNOR

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

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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 JB.

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.

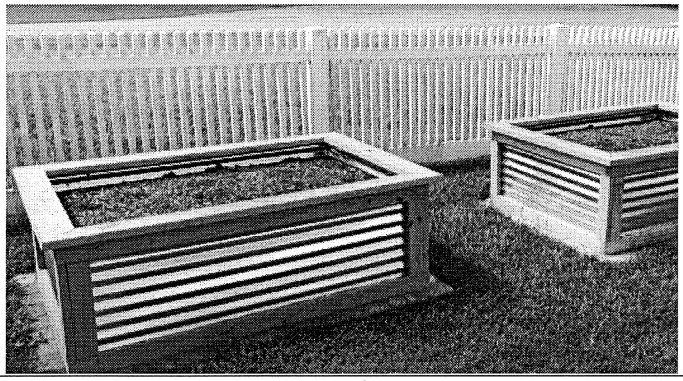
The original garden beds are starting to show extensive wear and in an effort to preserve access to the community garden we propose to use this grant to replace the 23 beds constructed in 2017 and 2018 with more robust material that has the potential to last many more years. Additionally, funds are proposed 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.

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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 were enable a robust bed that lasts for many years.



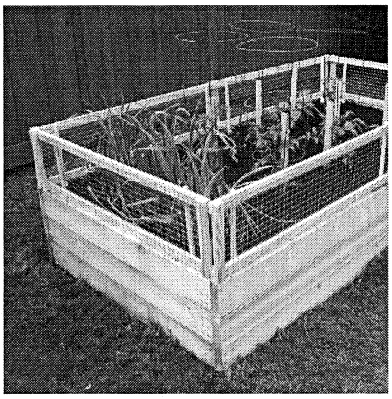
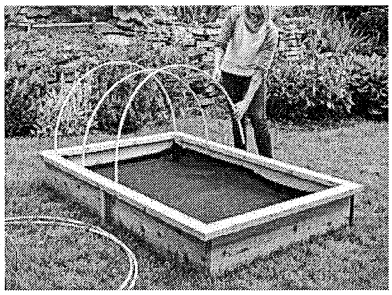
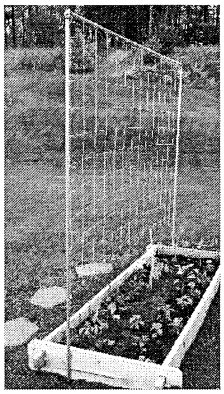
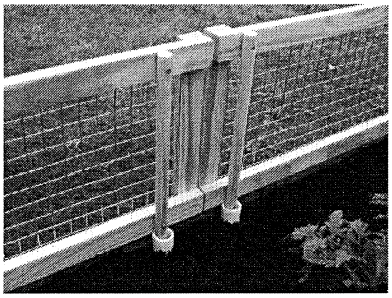
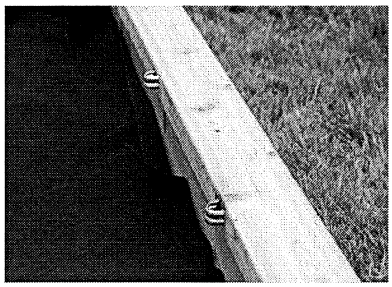
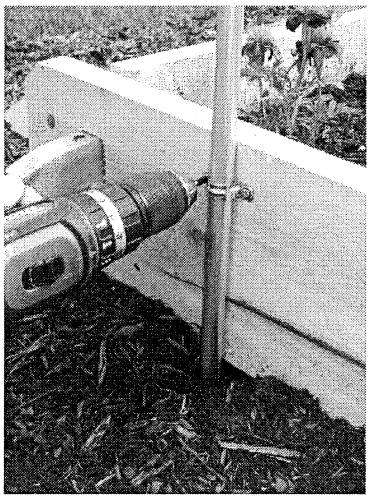
Beds will be scaled to 4'x12'x2' beds.

Reference: https://www.protoolreviews.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

Additional Tools and Infrastructure

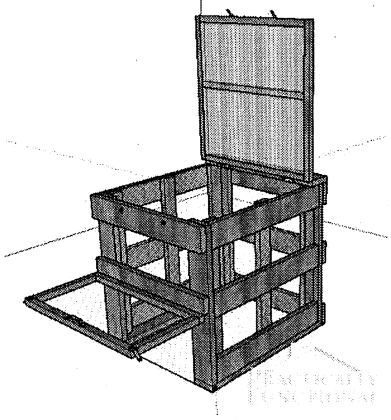
We'd also like to secure funding to upgrade some infrastructure and purchase additional tools for the garden space. The procurement of a wheelbarrow/garden cart that has 2 wheels rather than the traditional single wheel system will allow our older gardeners more independence with carrying out garden 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

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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

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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.

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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

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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.

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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

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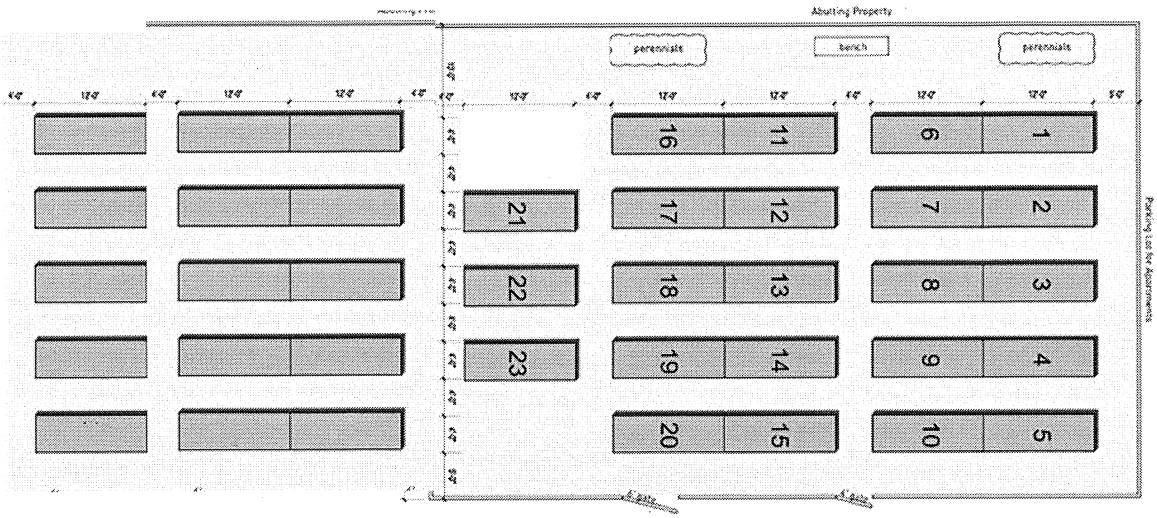


Figure 2: Current Melrose community garden spot featuring 38 beds. The first 23 beds will be replaced.

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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);

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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

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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: 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**

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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 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.

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Anthony Chui

Manchester, New Hampshire, United States

[redacted]

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

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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.

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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 Heath 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.

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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.

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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 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**

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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 **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

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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 Plan[1], 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.

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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: 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

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FINANCIAL IMPACT: See attached

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

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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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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
195,257	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	-	-	-	-	-
BAN	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 Hilltop Securities Inc.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CHART - 1 **City of Melrose**

DRAFT **Ten Year General Fund Debt Plan Review**

9/8/2021 **Department of Finance**

Year	Net Debt	5% Limit	Projected Budget	Percent
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:	$3,558,433	$5,216,095		
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.

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CHART - 2
DRAFT

City of Melrose - 5% Debt Limit
Ten Year General Fund Debt Plan Review
Department of Finance

9/8/2021

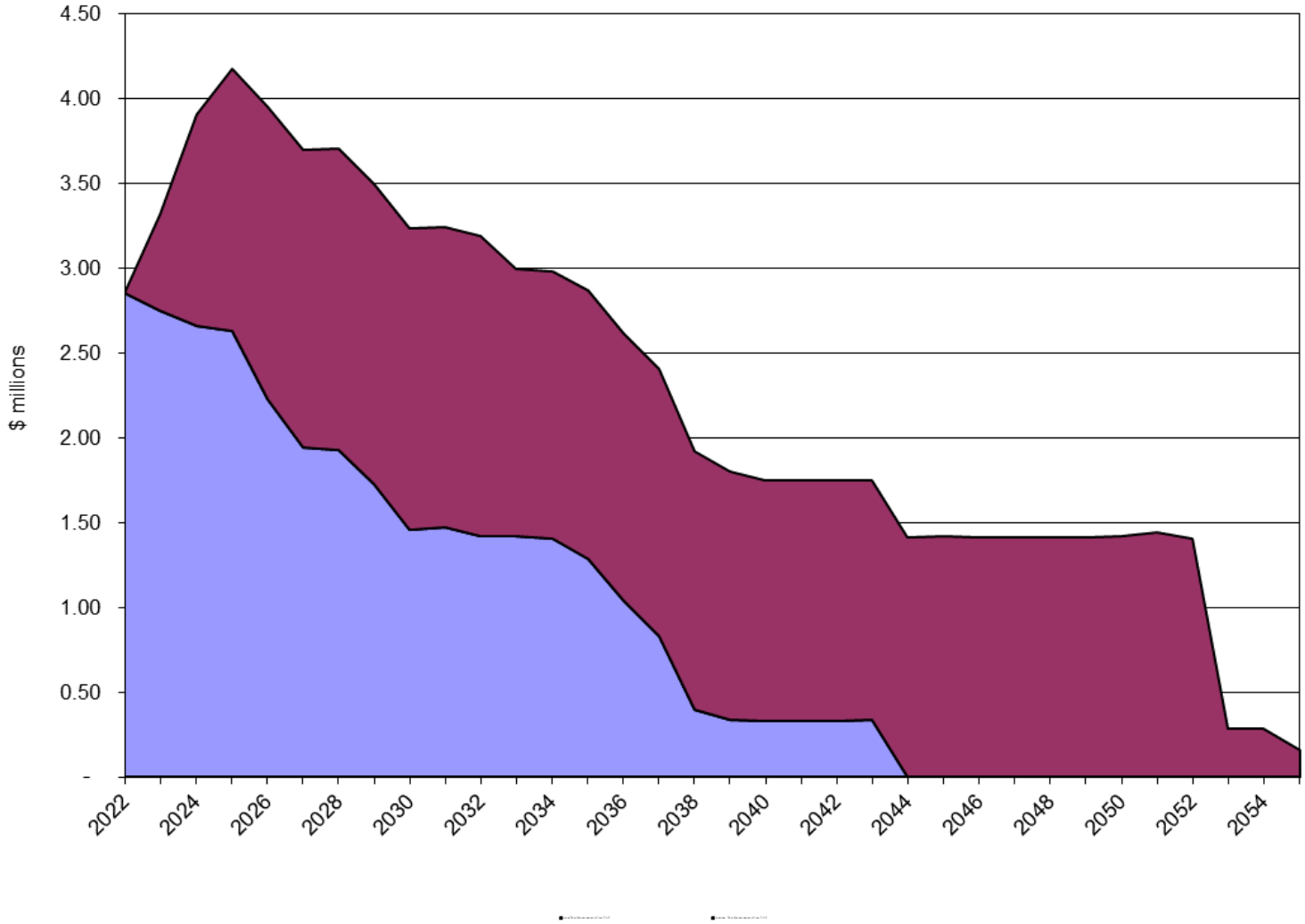
Year	Net Debt	5% Limit	Variance
Projected			
2022	**$2,855,696**	**$4,550,026**	**$1,694,330**
2023	**$3,317,729**	**$4,686,527**	**$1,368,797**
2024	**$3,907,475**	**$4,827,123**	**$919,647**
2025	**$4,176,286**	**$4,971,936**	**$795,650**
2026	**$3,952,307**	**$5,121,094**	**$1,168,787**
2027	**$3,697,959**	**$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	**$3,241,280**	**$5,936,752**	**$2,695,473**
Totals:	**$35,584,326**	**$52,160,950**	
Average:	**$3,558,433**	**$5,216,095**	
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.

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City of Melrose, Massachusetts
Tax-Supported Debt within Proposition 2 1/2
Actual vs. Proposed



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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.

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The next meeting is scheduled for Tuesday, September 7, 2021.

Respectfully submitted,

Paul J. Fahey, Clerk

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Schematic Design

Melrose Public Library

Renovation and Addition

Melrose, MA

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

PMC LLC
20 Downer Ave
Suite 5
Hingham
MA 02043
(ph) 781-740-8007
(f) 781-740-1012

Prepared for:

Tappe Architects

July 21, 2021

PM&C

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**

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PM&C

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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PM&C

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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PM&C

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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PM&C

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
	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	*986*	*sf*				
	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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PM&C

Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-2

Schematic Design GFA 9,83

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
	LIBRARY RENOVATION						
	New windows to match existing, circle top at interior entrance lobby	**150**	sf	250.00	37,500		
	New backer rod & double sealant	**950**	lf	11.00	10,450		
	Wood blocking at new openings	**60**	lf	8.00	480		
	SUBTOTAL					$214,980	
	B2030 EXTERIOR DOORS						
	Replace wood/ glazed entrance doors including frame w/ transom and hardware; double door; match existing	**1**	pr	14,000.00	14,000		
	Allowance for automatic entry hardware	**1**	loc	6,500.00	6,500		
	HM doors, frames and hardware @ extended areaway	**1**	ea	1,800.00	1,800		
	Allowance to repaint & repair ETR doors	**2**	ea	500.00	1,000		
	Backer rod & double sealant	**54**	lf	11.00	594		
	Wood blocking at openings	**54**	lf	6.00	324		
	SUBTOTAL					$24,218	
	TOTAL - EXTERIOR CLOSURE						**$500,490**
	B30 ROOFING						
	B3010 ROOF COVERINGS						
	Sloped roofing						
	Slate roof system including underlayment and copper flashings etc.	**3,955**	sf	40.00	158,200		
	Insulation; nailable	**3,955**	sf	14.00	55,370		
	EPDM roof system	**170**	sf	30.00	5,100		
	Allowance for work at perimeter fascia/soffit and eaves, including NEW flashings	**300**	lf	50.00	15,000		
	Rough blocking	**4,125**	sf	2.00	8,250		
	Snow guards allowance	**150**	lf	65.00	9,750		
	SUBTOTAL					$251,670	
	B3020 ROOF OPENINGS						
	Allowance to restore existing skylight, 9'x9'	**1**	ls	6,075.00	6,075		
	SUBTOTAL					$6,075	
	TOTAL - ROOFING						**$257,745**
	C10 INTERIOR CONSTRUCTION						
	C1010 PARTITIONS						
	Typical interior partitions	**2,556**	sf	18.00	46,008		
	Chase partition, single sided	**81**	sf	18.00	1,458		
	Allowance for patching/ furring at removed stacks on level 2	**1,820**	sf	7.50	13,650		
	Allowance for miscellaneous infills	**400**	sf	25.00	10,000		
	New butt glazed entrance w/ double doors at 1st floor lobby	**112**	sf	95.00	10,640		
	Glazed partition at Tech services	**84**	sf	90.00	7,560		
	Glazed partition including single sliding door at Conference room & Discovery rooms	**168**	sf	190.00	31,920		
	Glass wall at Genealogy, 8' high	**224**	sf	95.00	21,280		
	Interior windows/ borrowed lites at Offices	**80**	sf	68.00	5,440		
	SUBTOTAL					$147,956	
	C1020 INTERIOR DOORS						

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Schematic Design GFA 9,83

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
	LIBRARY RENOVATION						
	Single leaf door, frame and hardware	**15**	ea	2,100.00	31,500		
	Sliding door at Teen room, double	**1**	ea	4,000.00	4,000		
	Allowance to repaint & repair ETR doors	**2**	ea	750.00	1,500		
	Allowance for glazed panels, vision lites in doors	**1**	ls	1,500.00	1,500		
	Allowance for specialty hardware	**1**	ls	2,500.00	2,500		
	SUBTOTAL					$41,000	
C1030	**SPECIALTIES / MILLWORK**						
	Toilet accessories	**1**	ls	1,000.00	1,000		
	Marker boards/tack boards in offices, conference rooms, library and other rooms	**9,830**	sf	0.30	2,949		
	Room Signs	**9,830**	gsf	0.25	2,458		
	Fire extinguisher cabinets	**3**	ea	350.00	1,050		
	Wood paneling/trim at new walls to match existing - allowance	**9,830**	gsf	10.00	98,300		
	Allowance to restore ETR fireplace	**1**	loc	5,000.00	5,000		
	New library shelving, 3' units						
	single sided, 2 high	**5**	ea	450.00	By Others		
	single sided, 4 high	**2**	ea	570.00	By Others		
	single sided, 5 high	**11**	ea	765.00	By Others		
	single sided, 6 high	**5**	ea	900.00	By Others		
	double sided, 4 high	**3**	ea	1,170.00	By Others		
	double sided, 5 high	**28**	ea	1,365.00	By Others		
	double sided, 7 high	**6**	ea	1,950.00	By Others		
	Display cases @ Level 1	**2**	loc	2,000.00	4,000		
	Reference room service desk, curved	**8**	lf	1,500.00	12,000		
	Reference room, adjacent casework	**5**	lf	600.00	3,000		
	Miscellaneous interior rough blocking throughout building	**9,830**	sf	1.00	9,830		
	Miscellaneous metals throughout building	**9,830**	sf	1.50	14,745		
	Miscellaneous sealants throughout building	**9,830**	sf	1.25	12,288		
	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		

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Schematic Design GFA 9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
	LIBRARY RENOVATION						
	SUBTOTAL					$90,953	
	C3020 FLOOR FINISHES						
	Allow to prep for new floors	**5,342**	gsf	3.50	18,697		
	Carpet	**1,008**	sf	6.00	6,048		
	Wood, new at Level 1	**1,080**	sf	20.00	21,600		
	Wood, refinish at Level 2	**1,820**	sf	7.00	12,740		
	Ceramic tile	**70**	sf	30.00	2,100		
	VCT	**1,034**	sf	5.00	5,170		
	Polished concrete	**1,375**	sf	12.00	16,500		
	Concrete sealer at MEP areas	**775**	sf	1.50	1,163		
	Tile base	**30**	lf	16.00	480		
	Allowance for new bases; wood or similar to match existing	**1,590**	lf	14.00	22,260		
	SUBTOTAL					$106,758	
	C3030 CEILING FINISHES						
	New gwb ceilings/patch ETR, allowance	**6,127**	sf	7.00	42,889		
	New ceiling in Level 2 @ removed stacks	**1,035**	sf	14.00	14,490		
	SUBTOTAL					$57,379	
	TOTAL - INTERIOR FINISHES						**$255,090**
	D10 CONVEYING SYSTEMS						
	Decommission existing elevator	**1**	ls	25,000.00	25,000		
	SUBTOTAL					25,000	
	TOTAL - CONVEYING SYSTEMS						**$25,000**
	D20 PLUMBING						
	D20 PLUMBING, GENERALLY						
	Equipment						
	Minor work to existing equipment to accommodate new	**9,830**	sf	0.50	4,915		
	Plumbing Fixtures						
	Water Closet	**1**	ea	1,200.00	1,200		
	Lavatory	**1**	ea	1,000.00	1,000		
	Miscellaneous fixtures not defined	**1**	ls	5,000.00	5,000		
	Domestic Water Piping						
	Copper pipe type L with fittings & hangers	**9,830**	sf	1.25	12,288		
	Pipe insulation						
	Pipe insulation	**9,830**	sf	1.00	9,830		
	Sanitary Waste And Vent Pipe w/ Hangers						
	Cast iron pipe with fittings & hangers	**9,830**	sf	1.50	14,745		
	Natural Gas Piping						
	Natural gas pipe with fittings & hangers	**9,830**	sf	0.50	4,915		
	Miscellaneous						
	Demolition	**1**	ls	12,000.00	12,000		
	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	1,000.00	1,000		
	SUBTOTAL					73,393	
	TOTAL - PLUMBING						**$73,393**
	D30 HVAC						

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Melrose Public Library
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Schematic Design GFA 9,83

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
	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		

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	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
	LIBRARY RENOVATION						
	Branch devices						
	Branch devices	**9,830**	sf	0.65	6,390		
	Lighting and branch circuitry						
	Branch & lighting circuitry	**9,830**	sf	6.00	58,980		
	SUBTOTAL					$175,466	
D5030	**COMMUNICATION & SECURITY SYSTEMS**						
	Fire Alarm						
	Fire alarm system	**9,830**	sf	3.50	34,405		
	Telephone/Data/CATV						
	Telecommunications rough in & devices and cabling	**9,830**	sf	4.00	39,320		
	Security System						
	Security system including intrusion detection, card access and CCTV	**9,830**	sf	2.00	19,660		
	Bi-Directional Amplification System						
	BDA system	**1**	ea	10,000.00	10,000		
	Master Clock & PA System						
	Master clock and PA system				NIC		
	Audio/Visual						
	AV rough-in and power to community rooms (devices and cabling by other)	**9,830**	sf	1.00	9,830		
	SUBTOTAL					113,215	
D5040	**OTHER ELECTRICAL SYSTEMS**						
	Miscellaneous						
	Demolition	**1**	ls	10,000.00	10,000		
	Lightning protection	Assumes not required			NIC		
	Temp power and lights	**1**	ls	7,500.00	7,500		
	Fees & Permits	**1**	ls	4,000.00	4,000		
	SUBTOTAL					$21,500	
	TOTAL - ELECTRICAL						**$378,991**
E10	***EQUIPMENT***						
E10	**EQUIPMENT, GENERALLY**						
	Staff break room appliances	**1**	ls	5,000.00	5,000		
	Electrically operated projection screens in Discovery/Training room and Conference room	**1**	ls	6,000.00	6,000		
	SUBTOTAL					$11,000	
	TOTAL - EQUIPMENT						**$11,000**
E20	***FURNISHINGS***						
E2010	**FIXED FURNISHINGS**						
	Entry mats & frames	**50**	sf	55.00	2,750		
	Window treatments, allow	**1**	ls	15,000.00	15,000		
	Lower level						
	Discovery						
	counter and wall cabinet	**24**	lf	500.00	12,000		
	storage cabinets, full height	**2**	ea	1,900.00	3,800		

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Schematic Design GFA 9,83

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
	LIBRARY RENOVATION						
	Conference room						
	cabinetry/ credenza	**27**	lf	650.00	17,550		
	Staff break room						
	base cabinet, counter and wall cabinet	**13**	lf	700.00	9,100		
	Tech services						
	base cabinet, counter	**11**	lf	450.00	4,950		
	Level 2						
	Teen room						
	computer work counter	**21**	lf	175.00	3,675		
	Offices				assume FF+E		
	base cabinet, counter @ copy areas	**15**	lf	450.00	6,750		
	Allowance for shelving in storage closets	**1**	ls	1,000.00	1,000		
	SUBTOTAL					$76,575	
E2020	**MOVABLE FURNISHINGS**						
	All movable furnishings to be provided and installed by owner						
	SUBTOTAL					NIC	
	TOTAL - FURNISHINGS						**$76,575**
F10	***SPECIAL CONSTRUCTION***						
F10	**SPECIAL CONSTRUCTION**						
	No items in this section						
	SUBTOTAL						
	TOTAL - SPECIAL CONSTRUCTION						
F20	***SELECTIVE BUILDING DEMOLITION***						
F2010	**BUILDING ELEMENTS DEMOLITION**						
	Demolition of ceilings and floor finishes (selective, as required)	**9,830**	gsf	3.00	29,490		
	Demolition of interior walls	**350**	lf	25.00	8,750		
	Demolition of interior masonry walls	**100**	lf	75.00	7,500		
	Remove doors, frames and hardware	**20**	ea	200.00	4,000		
	Remove interior stacks, casework and specialties	**9,830**	sf	1.00	9,830		
	Remove glass floor and structural stacks at 2nd floor; including shoring	**1,035**	sf	30.00	31,050		
	Remove stair	**1**	flt	2,500.00	2,500		
	Allowance for work at existing closure at new window and door opes	**5**	loc	2,000.00	10,000		
	Remove existing roof down to deck	**4,125**	sf	4.00	16,500		
	Miscellaneous demolition/protection/shoring	**9,830**	sf	2.00	19,660		
	MEP demolition; cut and cap with trades	**9,830**	sf	2.50	24,575		
	SUBTOTAL					$163,855	
F2020	**HAZARDOUS COMPONENTS ABATEMENT**						
	See main summary for HazMat allowance						
	SUBTOTAL						
	TOTAL - SELECTIVE BUILDING DEMOLITION						**$163,855**

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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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Schematic Design

GFA 19,

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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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CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
NEW ADDITION TO EXISTING LIBRARY							
	Interior foundation wall at lower level elevation change	**7**	cy	1,400.00	9,800		
	Structural fill to bottom of footings	**91**	cy	38.00	3,458		
	Elevator pit, complete	**1**	ls	35,000.00	35,000		
	Allowance for stair and ramp construction at lower level	**1**	ls	15,000.00	15,000		
	SUBTOTAL					$162,963	
A1020	**SPECIAL FOUNDATIONS**						
	Allowance for underpinning along existing foundation system	**59**	cy	3,000.00	177,000		
	SUBTOTAL					$177,000	
A1030	**LOWEST FLOOR CONSTRUCTION**						
	Gravel fill, 12"	**241**	cy	45.00	10,845		
	Rigid insulation; 2" thick	**6,500**	sf	3.00	19,500		
	Vapor barrier	**6,500**	sf	1.10	7,150		
	Compact existing sub-grade	**6,500**	sf	0.50	3,250		
	Mesh reinforcing 15% lap	**7,475**	sf	1.25	9,344		
	Concrete - 5" thick	**106**	cy	135.00	14,310		
	Placing concrete	**106**	cy	90.00	9,540		
	Finishing and curing concrete	**6,500**	sf	2.75	17,875		
	Control joints - saw cut	**6,500**	sf	0.10	650		
	Isolation joints at columns	**88**	lf	2.50	220		
	SUBTOTAL					$92,684	
	TOTAL - FOUNDATIONS						**$432,6**
A20	***BASEMENT CONSTRUCTION***						
A2010	**BASEMENT EXCAVATION**						
	Over excavation at existing demolished basement	**1,250**	cy	25.00	31,250		
	Fill to grade at old footprint (reuse excavated material)	**208**	cy	28.00	5,824		
	Remove excess off-site	**1,042**	cy	35.00	36,470		
	Backfill with gravel at perimeter	**88**	cy	45.00	3,960		
	Foundation drainage	**340**	lf	22.00	7,480		
	Dewatering, allow	**1**	ls	10,000.00	10,000		
	SUBTOTAL					$94,984	
A2020	**BASEMENT WALLS**						
	Formwork	**9,112**	sf	20.00	182,240		
	Re-bar	**27,336**	lbs	1.75	47,838		
	Concrete material; 3,000 psi	**207**	cy	135.00	27,945		
	Placing concrete	**207**	cy	120.00	24,840		
	Waterproofing to basement walls	**4,556**	sf	9.00	41,004		
	SUBTOTAL					$323,867	
	TOTAL - BASEMENT CONSTRUCTION						**$418,8**
B10	***SUPERSTRUCTURE***						
		16	lbs/sf				
B1010	**FLOOR CONSTRUCTION**	149	tns				
	Floor Structure	$ 4.972					
	Structural steel; W flange members; allow 16 lbs per sf	**103**	tns	4,200.00	432,600		
	Shear studs	**2,580**	ea	2.50	6,450		
	Allowance for perimeter deck bent plate, miscellaneous closure angles etc	**700**	lf	35.00	24,500		
	Floor Structure	*12,900*	*sf*				
	Metal floor deck	**12,900**	sf	4.50	58,050		
	WWF reinforcement	**14,835**	sf	1.25	18,544		
	Concrete fill to metal deck	**226**	cy	135.00	30,510		
	Place and finish concrete	**12,900**	sf	3.00	38,700		

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NEW ADDITION TO EXISTING LIBRARY							
	Rebar to decks	**3,870**	lbs	1.75	6,773		
	Miscellaneous						
	Fireproofing to columns and beams	**12,900**	sf	2.80	36,120		
	Fire stopping floors	**1**	ls	2,000.00	2,000		
	Allowance ofr expansion joints	**1**	ls	10,000.00	10,000		
	SUBTOTAL					$664,247	
B1020	**ROOF CONSTRUCTION**						
	Roof Structure - Steel:						
	Steel beams/Joists; allowance 14 lbs per sf	**46**	tns	4,200.00	193,200		
	Roof Structure						
	Metal roof deck	**6,500**	sf	4.00	26,000		
	Concrete fill at roof			assume not required			
	Miscellaneous						
	Fireproofing to columns and beams	**6,500**	sf	3.50	22,750		
	SUBTOTAL					$241,950	
	TOTAL - SUPERSTRUCTURE						**$906,1**
B20	***EXTERIOR CLOSURE***						
B2010	**EXTERIOR WALLS**	*4,136*	sf				
	Exterior skin	*5,888*	*sf*				
	Thin stone rain screen system	**3,871**	sf	100.00	387,100		
	Aluminum cladding	**902**	sf	75.00	67,650		
	Precast banding, 12"	**191**	lf	68.00	12,988		
	Precast banding, 20"	**223**	lf	113.56	25,324		
	Precast sills and headers	**187**	lf	42.00	7,854		
	Stone base at exposed basement wall	**552**	sf	95.00	52,440		
	6" LGMF	**5,336**	sf	14.00	74,704		
	Insulation	**5,336**	sf	4.00	21,344		
	Sheathing	**5,336**	sf	3.50	18,676		
	Air barrier	**5,336**	sf	7.50	40,020		
	GWB to inside face	**5,336**	sf	3.60	19,210		
	Furring to interior face of basement wall	**4,469**	sf	6.00	26,814		
	Miscellaneous						
	Additional exterior due to GSF increase	**2,100**	sf	150.00	315,000		
	Aluminum soffit system to underside of overhangs	**160**	sf	104.00	16,640		
	SUBTOTAL					$1,085,764	
B2020	**WINDOWS/CURTAINWALL**	*2,804*	sf				
	High performance aluminum windows	**611**	sf	115.00	70,265		
	Windows at basement level	**87**	sf	90.00	7,830		
	Clerestory windows	**192**	sf	100.00	19,200		
	Curtainwall	**1,914**	sf	125.00	239,250		
	Premium for sun shade devices	**162**	lf	250.00	40,500		
	Backer rod & double sealant	**1,289**	lf	11.00	14,179		
	Wood blocking at openings	**1,289**	lf	12.00	15,468		
	SUBTOTAL					$406,692	
B2030	**EXTERIOR DOORS**						
	Glazed entrance door and hardware; double door (in CW frame)	**2**	pr	9,000.00	18,000		
	HM doors, frames and hardware- single	**2**	ea	2,100.00	4,200		
	Allowance for automatic entry hardware	**2**	ea	2,500.00	5,000		
	Backer rod & double sealant	**40**	lf	11.00	440		
	Wood blocking at openings	**40**	lf	5.00	200		
	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		

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NEW ADDITION TO EXISTING LIBRARY							
	Children's service desk, adjacent casework	**12**	lf	600.00	7,200		
	Janitors closet accessories	**3**	rms	300.00	900		
	Glazed balustrade at ramp and stairs	**115**	lf	600.00	69,000		
	Handrail at ramp	**27**	lf	90.00	2,430		
	Miscellaneous interior rough blocking throughout building	**19,100**	sf	1.50	28,650		
	Miscellaneous metals throughout building	**19,100**	sf	2.00	38,200		
	Miscellaneous sealants throughout building	**19,100**	sf	1.25	23,875		
	SUBTOTAL					$331,310	
	TOTAL - INTERIOR CONSTRUCTION						**$639,1**
C20	***STAIRCASES***						
C2010	**STAIR CONSTRUCTION**						
	Feature stair including glass balustrades	**2**	flt	75,000.00	150,000		
	Egress staircase; steel pan; including guardrails and handrails	**2**	flt	32,000.00	64,000		
	Concrete material in pan infill	**4**	flt	500.00	2,000		
	Access ladder to roof	**1**	ea	1,500.00	1,500		
	SUBTOTAL					$217,500	
C2020	**STAIR FINISHES**						
	Stone to feature stair	**211**	lfr	140.00	29,540		
	Stone to feature stair landings	**45**	sf	65.00	2,925		
	Rubber to egress stair	**211**	lfr	22.00	4,642		
	Rubber to landings	**270**	sf	16.00	4,320		
	Paint to staircases	**4**	flt	1,500.00	6,000		
	SUBTOTAL					$47,427	
	TOTAL - STAIRCASES						**$264,9**
C30	***INTERIOR FINISHES***						
C3010	**WALL FINISHES**						
	Ceramic wall tile, 8' high	**1,496**	sf	28.00	41,888		
	FRP in janitor closets	**270**	sf	14.00	3,780		
	Paint to walls	**26,363**	sf	0.95	25,045		
	SUBTOTAL					$70,713	
C3020	**FLOOR FINISHES**						
	Slab mitigation at carpet and resilient floors	**12,103**	sf	4.00	48,412		
	Carpet	**8,118**	sf	6.00	48,708		
	Ceramic tile	**450**	sf	30.00	13,500		
	VCT	**730**	sf	5.00	3,650		
	Porcelain tile	**1,633**	sf	32.00	52,256		
	Linoleum in 2nd floor Children's area	**3,255**	sf	7.50	24,413		
	Tile base	**187**	lf	16.00	2,992		
	Wood base	**1,594**	lf	14.00	22,316		
	Rubber base	**377**	lf	3.00	1,131		
	SUBTOTAL					$217,378	
C3030	**CEILING FINISHES**						
	ACT ceilings	**12,139**	sf	6.00	72,834		
	GWB ceilings, painted	**3,066**	sf	14.00	42,924		
	Wood ceilings at Feature stair	**355**	sf	55.00	19,525		
	Allowance for soffits throughout	**19,100**	gsf	1.00	19,100		
	SUBTOTAL					$154,383	
	TOTAL - INTERIOR FINISHES						**$442,4**
D10	***CONVEYING SYSTEMS***						
D1010	**ELEVATOR**						
	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						**$180,5**
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		
	Pipe insulation						
	Pipe insulation	**19,100**	sf	1.50	28,650		
	Sanitary Waste And Vent Pipe w/ Hangers						
	Cast iron pipe with fittings & hangers	**19,100**	sf	3.00	57,300		
	Storm Drainage, Hubless Cast Iron Pipe						
	Cast iron pipe with fittings & hangers	**19,100**	sf	1.00	19,100		
	Natural Gas Piping						
	Natural gas pipe with fittings & hangers	**19,100**	sf	0.50	9,550		
	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	
	TOTAL - PLUMBING						**$274,0**
D30	***HVAC***						
D30	**HVAC, GENERALLY**						
	Heating & cooling equipment						
	Heating and cooling equipment, air distribution	**19,100**	sf	16.00	305,600		
	Air distribution						
	Air distribution equipment	**19,100**	sf	6.00	114,600		
	Exhaust fan						
	Exhaust fans	**19,100**	sf	1.00	19,100		
	Sheet metal & Accessories						
	Galvanized ductwork with fittings, hangers & Insulation	**19,100**	sf	15.00	286,500		
	Piping						
	Hot Water & Chilled Water Pipe						
	Heating and cooling piping & insulation	**19,100**	sf	12.00	229,200		
	Controls (DDC)						
	Automatic temperature controls	**19,100**	sf	7.50	143,250		
	Balancing						
	System testing & balancing	**19,100**	sf	1.50	28,650		
	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						**$1,136,9**
	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						**$99,7**
	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						
	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		
	Telephone/Data/CATV						
	Telecommunications rough in & devices and cabling	**19,100**	sf	4.00	76,400		
	Security System						
	Security system including intrusion detection, card access and CCTV	**19,100**	sf	2.00	38,200		
	Bi-Directional Amplification System						
	BDA system	**1**	ea	50,000.00	50,000		
	Master Clock & PA System						
	Master clock and PA system				NIC		
	Audio/Visual						
	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**						
	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**

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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						**$9,0**
E20	***FURNISHINGS***						
E2010	**FIXED FURNISHINGS**						
	Entry mats & frames	**100**	sf	55.00	5,500		
	Window treatments, allow	**2,804**	sf	7.00	19,628		
	Lower level						
	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		
	Level 1						
	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		
	Level 2						
	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						**$52,9**
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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PM&C

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		
	Site Earthwork						
	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		
	Hazardous Waste Remediation						
	Dispose/treat contaminated soils/water				NIC		
	SUBTOTAL					79,773	
	G20 SITE IMPROVEMENTS						
	Parking lots						
	Allowance to rebuild parking lots	**6,900**	sf	10.00	69,000		
	Curbs				Included		
	Pedestrian Paving						
	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		
	Site Improvements						
	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		
	Landscaping						
	Soil mix; reuse amended soil from on-site spoils	**56**	cy	35.00	1,960		

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PM&C

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							
	General seeding @ lawn areas	**3,000**	sf	0.20	600		
	Planting soil and mulch at new plantings	**67**	cy	70.00	4,690		
	New trees along North parking lot	**12**	ea	1,500.00	18,000		
	Shrubs and plantings	**1**	ls	10,000.00	10,000		
	SUBTOTAL					395,495	
G30	**CIVIL MECHANICAL UTILITIES**						
	Water supply						
	New water/fire CLDI: 8"	**100**	lf	140.00	14,000		
	Connect to existing line	**1**	loc	15,000.00	15,000		
	Wet tap to existing 8" w/T reducers	**1**	loc	3,500.00	3,500		
	New fire hydrant	**1**	loc	2,800.00	2,800		
	FD connection	**1**	loc	2,000.00	2,000		
	Sanitary sewer				ETR		
	Storm Sewer; modify existing	**6,900**	sf	8.00	55,200		
	SUBTOTAL					92,500	
G40	**ELECTRICAL UTILITIES**						
	Riser	**1**	ea	1,500.00	1,500		
	Primary service ductbank	**100**	lf	300.00	30,000		
	Communications						
	Riser	**1**	ea	1,200.00	1,200		
	Communications ductbank 2-4" conduit, empty	**100**	lf	110.00	11,000		
	Site Lighting						
	Ornamental lights at entrance	**2**	loc	6,000.00	12,000		
	Site lighting & circuitry allowance	**1**	ls	50,000.00	50,000		
	SUBTOTAL					105,700	
	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	***MBLC BUDGET 1-18-17***
	Based on estimate dated 7-21-21	*based on estimate dated 9/30/16*
	escalated to spring 2022 - adds 3 years escalation to previous budget	*originally escalated to Sept. 2019*
Construction		
Building + site	$14,404,735.00	$10,952,067.00
Bonds, insurance, OHP	$1,083,235.00	$823,596.00
Subtotal	$15,487,970.00	$11,775,663.00
8% Const Contingency	$1,239,037.60	$1,177,566.30
CONTRUCTION TOTAL	**$16,727,007.60**	**$12,953,229.30**
Professional Services		
Architect Study phase	$85,000.00	$85,000.00
Architect SD - CA	$1,725,000.00	$1,177,567.00
OPM + Clerk	$800,000.00	$800,000.00
ACM consulting	$40,000.00	$35,000.00
Tech consulting	$40,000.00	$40,000.00
LEED consulting	*in base fee*	$80,000.00
LEED application fee	$7,000.00	$7,000.00
Commissioning Agent	$50,000.00	$50,000.00
Geo-Technical engineer	$40,000.00	$25,000.00
Interiors fee	*in base fee*	$80,000.00
Legal allowance	$5,000.00	$5,000.00
Misc	$20,000.00	$20,000.00
SERVICES TOTAL	**$2,812,000.00**	**$2,404,567.00**
Furnishings, Finishes, Equipment		
Utility backcharge	$10,000.00	$10,000.00
Book shelves	$240,000.00	$240,000.00
Furnishings	$600,000.00	$550,000.00
Loose technology	$350,000.00	$230,000.00
Signage	$10,000.00	$10,000.00
Book alarm system	$45,000.00	$45,000.00
sub-total	$1,255,000.00	$1,085,000.00
10% contingency	$125,500.00	$108,500.00
FFE TOTAL	**$1,380,500.00**	**$1,193,500.00**
Other		
Moving	$100,000.00	$100,000.00
Temp Library Fit-Out	$75,000.00	$75,000.00
OTHER TOTAL	**$175,000.00**	**$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

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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

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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.

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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

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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:

x Received on [January 19, 2017]

☐ Not received but will seek approval on [Date]

The vote to approve the project's schematic design has been:

x 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.

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SECTION 1: PROJECT INFORMATION

1. CENSUS AND LIBRARY

1. *Population of applicant municipality:*
   - a. 2010 U.S. Census Population for population — 26983
   - b. Later official census population, if different than above — 27690
     - Cite the source(s) used to update census population. — [U.S. Census]
     - Estimated 2035 Population — [31,311]
     - 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 — 27690
   - b. If a branch, estimated population served by this location — [ ]
   - c. Attendance — 184550
   - d. Number of registered borrowers — 20952
   - e. Total physical holdings — 117950
     - 1)Books — 95797
     - 2)Audio (Compact discs (not CD-ROMs) cassettes — 6444
     - 3)Video cassettes/discs/DVD — 4504
     - 4)Print periodicals, newspapers & other print serials — 184
   - f. Total circulation activity — 305007
   - g. Hours
     - 1)Total number of hours main library was open. — 2791
     - 2)Total number of hours all branches were open. — 0
   - h. Operating Income — 1187730

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 — 24185*
     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.
   - b. Year main library was built — 1903
   - c. Year of most recent renovation — 1994
   - d. Number of dedicated parking spaces — 25
   - e. Main library seating capacity — 160
   - f. Number of main library meeting rooms — 4
   - g. Largest meeting room seating capacity — 70
   - h. Individual or group study rooms — 2
   - i. Number of times all meeting rooms were used — 539

4. *Automated Library System as reported by Networks*

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a. Member network NOBLE
b. Type of membership Full
c. Stand-alone system [ ]

2. PROJECT

1. *Library type:*

x Main Library
☐ Branch Library
☐ Joint Public Library
☐ Other (please specify) _____

2. *Current facility:*

x 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

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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 x 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 x No ☐ [number] Year Lease ☐, with expiration date of [Date]

8. *The existing building to be renovated is:*
x 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

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[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]

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

		Collection			Computers				Reader Seats*			
Assigned** Area Name	Estimated Size (sq ft)	Volumes	AV Materials	Periodicals	Public Computer Stations***	Staff Computer Stations	Dedicated OPACs	Self Check Stations	Lounge Seats	Table/ Carrel Seats	Total Reader Seats	Program 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

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	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.

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- 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

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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.]

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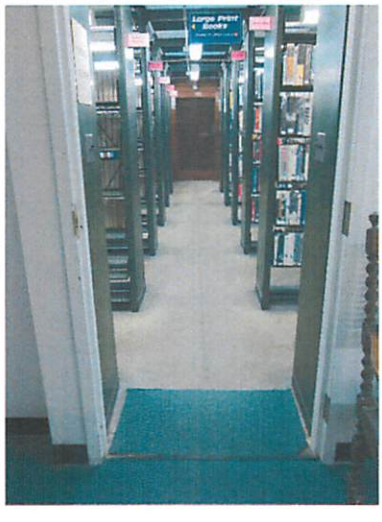




The main entry to the building, which is not ADA compliant, is unwelcoming, especially to newcomers - it is difficult to orient oneself in the building, and stairs are required to get anywhere.

- [**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.

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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.

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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.



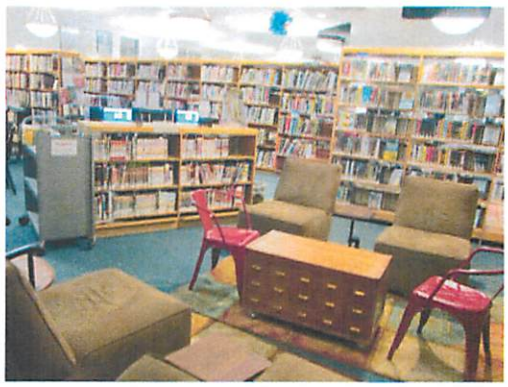


A recent adult program caused the Children's Room to close early. Attendees were squeezed into every possible spot, with a camera man for the local access station backed into a corner.

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

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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

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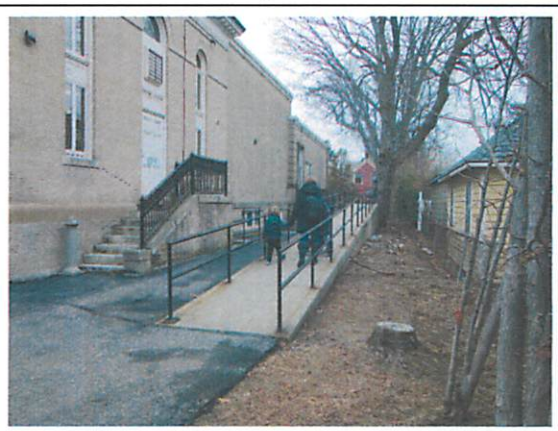
- The local history room is in a secluded upper floor area that is not close to the reference service desk. Frequently only Reference librarian is working, making it exceedingly difficult to offer effective service to patrons.]

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.

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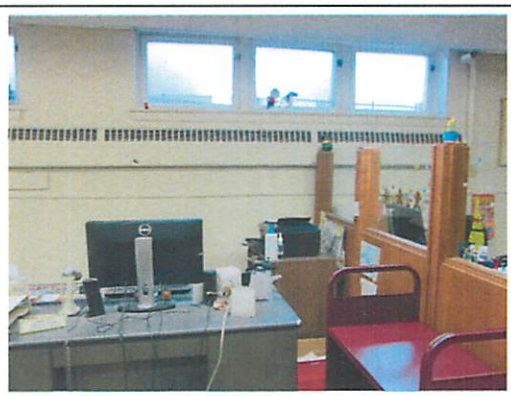
Across the street is Myrtle Street, offering about six spaces very close to the library. Additionally, there is a municipal parking lot about 400 feet from the library, with an additional 170 spaces. There is no dedicated staff parking; library employees have parking stickers that enable them to park 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

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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 overal 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 bottlenecking in

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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.

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*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.

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- 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

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- 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

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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? xYes ☐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

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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

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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

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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.

	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
11	Architect/Engineering Fees: Design Development through Bid 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
15	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
35	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
42	Contingency for Expenses: Professional Service and FF&E 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.

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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

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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
- x 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;

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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

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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 III

Title and Board/Committee: Chairman, Library Board of Trustees

Signature: Edward W. Waystack III Date: 1/25/17

Name: Christina Gagliano

Title and Board/Committee: President, Friends of the Melrose Public Library, Inc.

Signature: Christina Gagliano Date: 1/24/17

Name: Patrick Dello Russo

Title and Board/Committee: CFO/City Auditor

Signature: Patrick D. Dello Russo Date: 1/25/17

Name: Denise Gaffey

Title and Board/Committee: Director and City Planner, Office of Planning and Community Development

Signature: 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

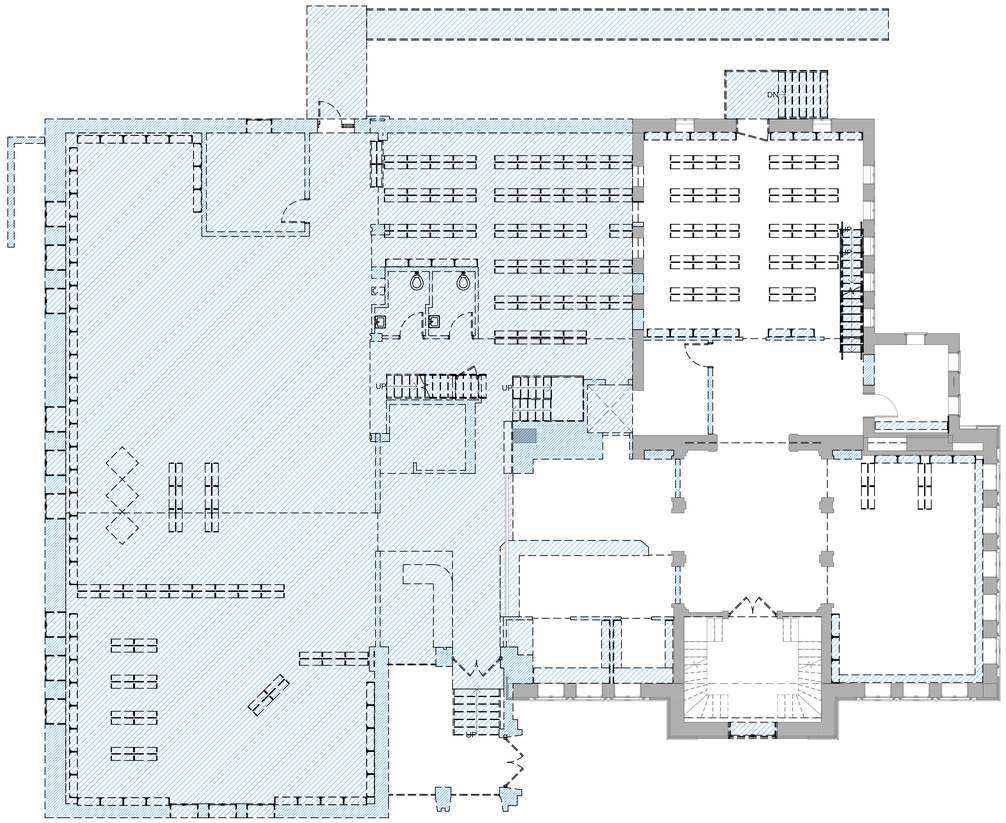
A. Title/Deed and Related Documentation
B. Copy of Town Meeting/City Council votes
C. City/Town map showing location of proposed site
D. Floor plans of existing library building
E. Excerpted Pages from Master Plan/Library Long Range Plan
F. Library Building Program
G. Massachusetts Historical Commission 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.

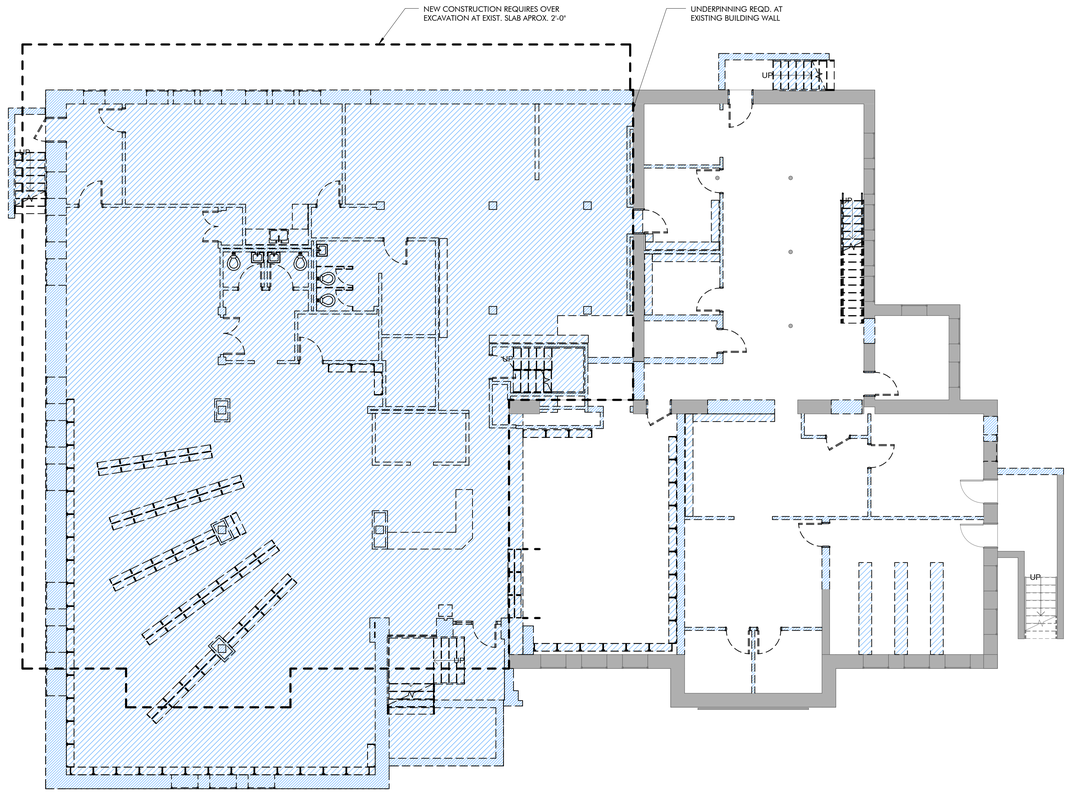
P. Attachments (label sequentially)
   1. Melrose Free Press article, December 15, 2016
   2. Report of a Preservation Survey of Melrose Public Library
   3. Report on Environmental Monitoring Conducted by the MBLC

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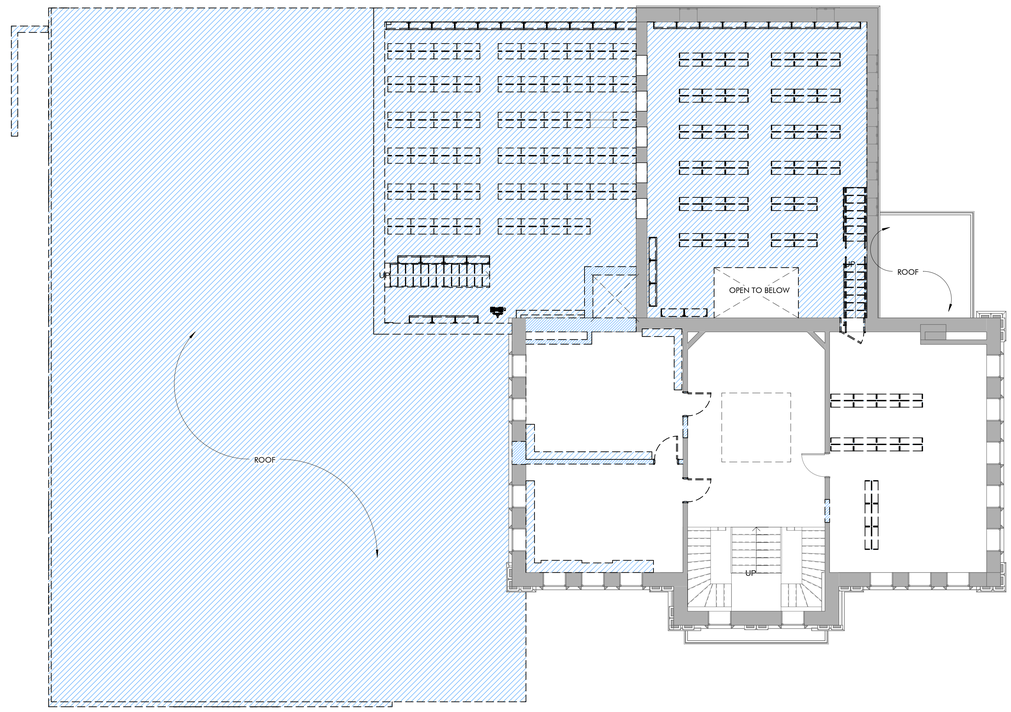
1 P105 DEMOLITION PLAN - FIRST FLOOR
1/8" = 1'-0"

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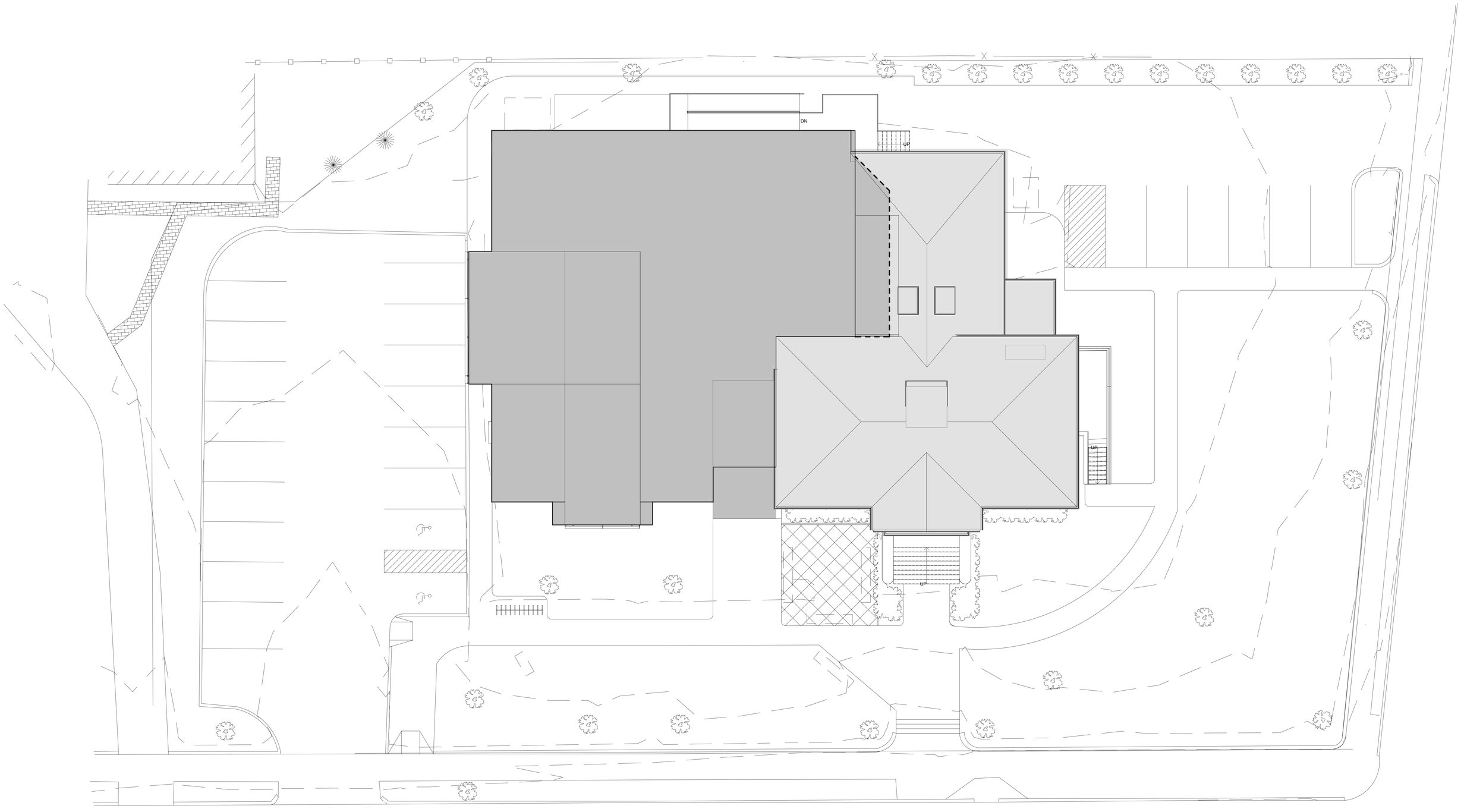
1 P104 DEMOLITION PLAN - BASEMENT FLOOR
1/8" = 1'-0"

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1 P106 DEMOLITION PLAN - SECOND FLOOR
1/8" = 1'-0"

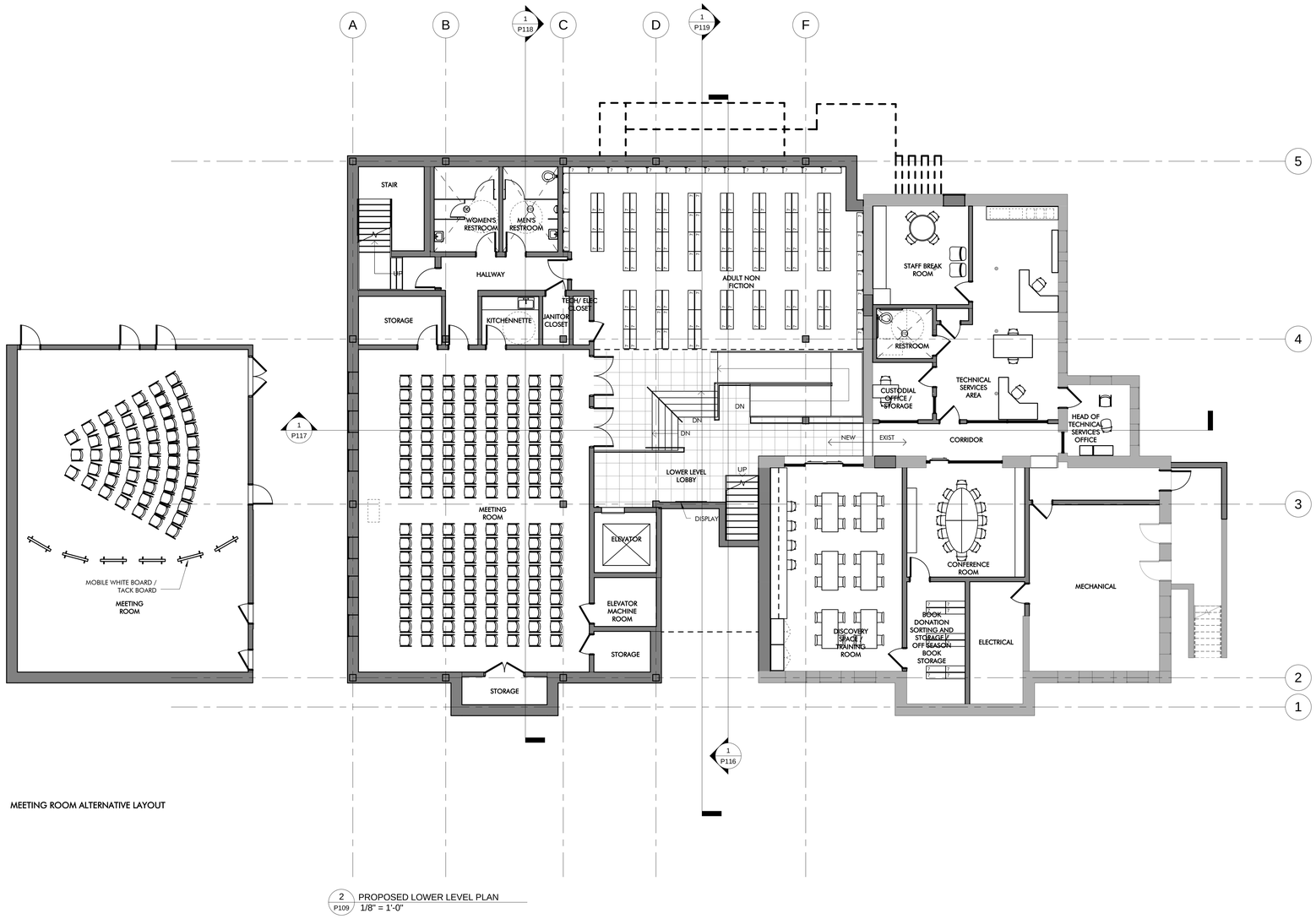
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1 P108 PROPOSED SITE PLAN
1/8" = 1'-0"

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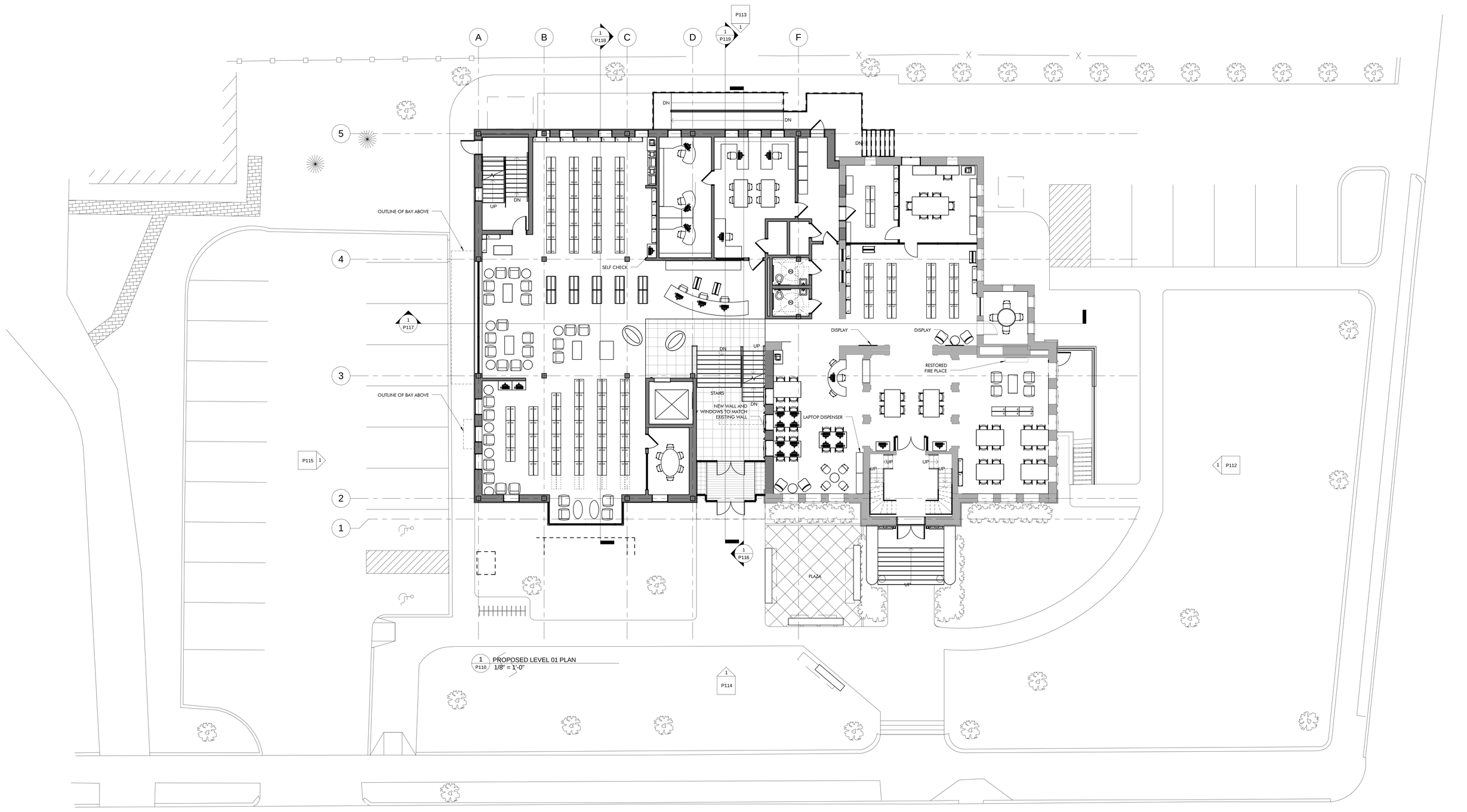
MEETING ROOM ALTERNATIVE LAYOUT

2 P109 PROPOSED LOWER LEVEL PLAN
1/8" = 1'-0"

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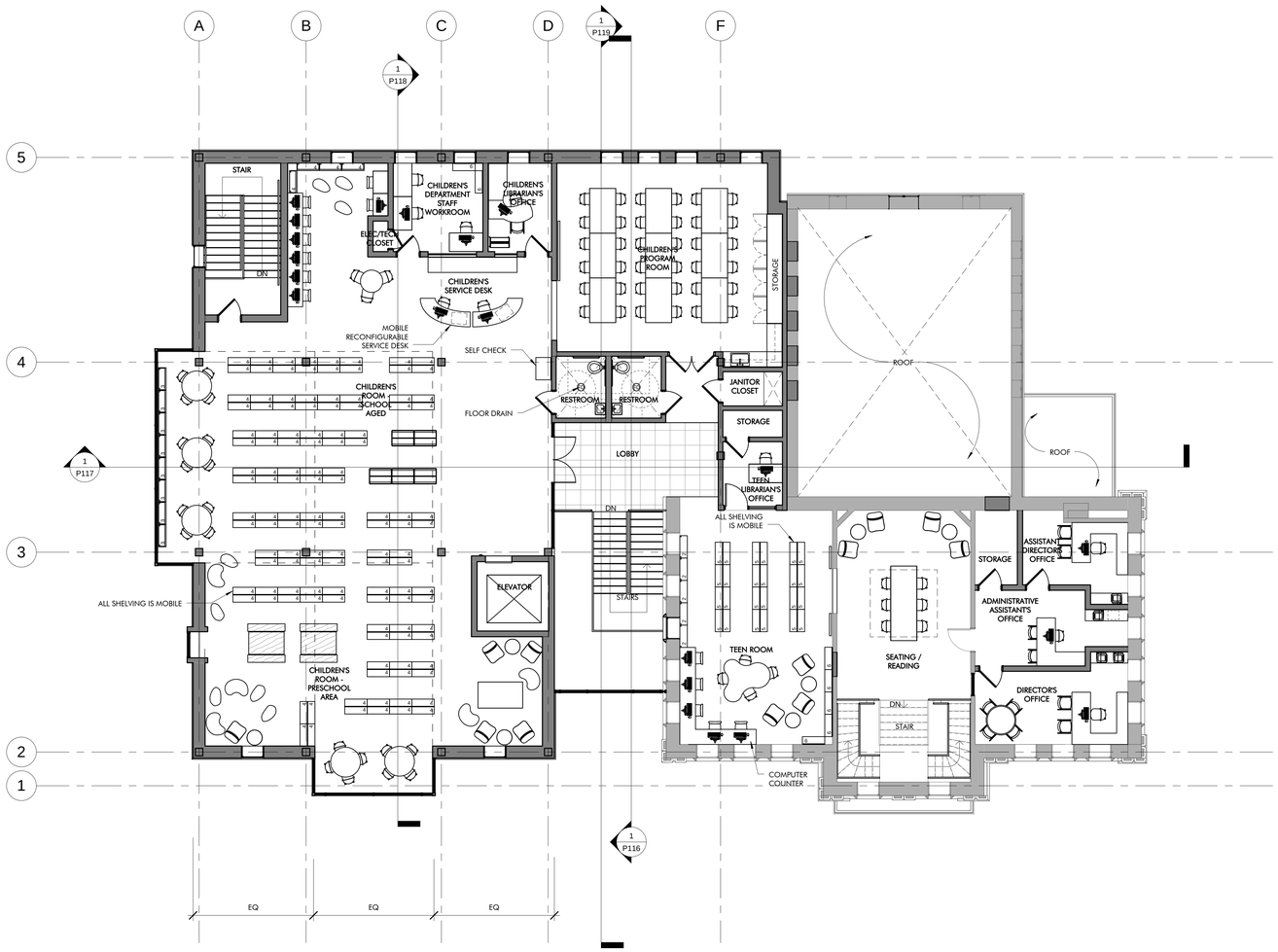
MELROSE PUBLIC LIBRARY

October 4, 2016



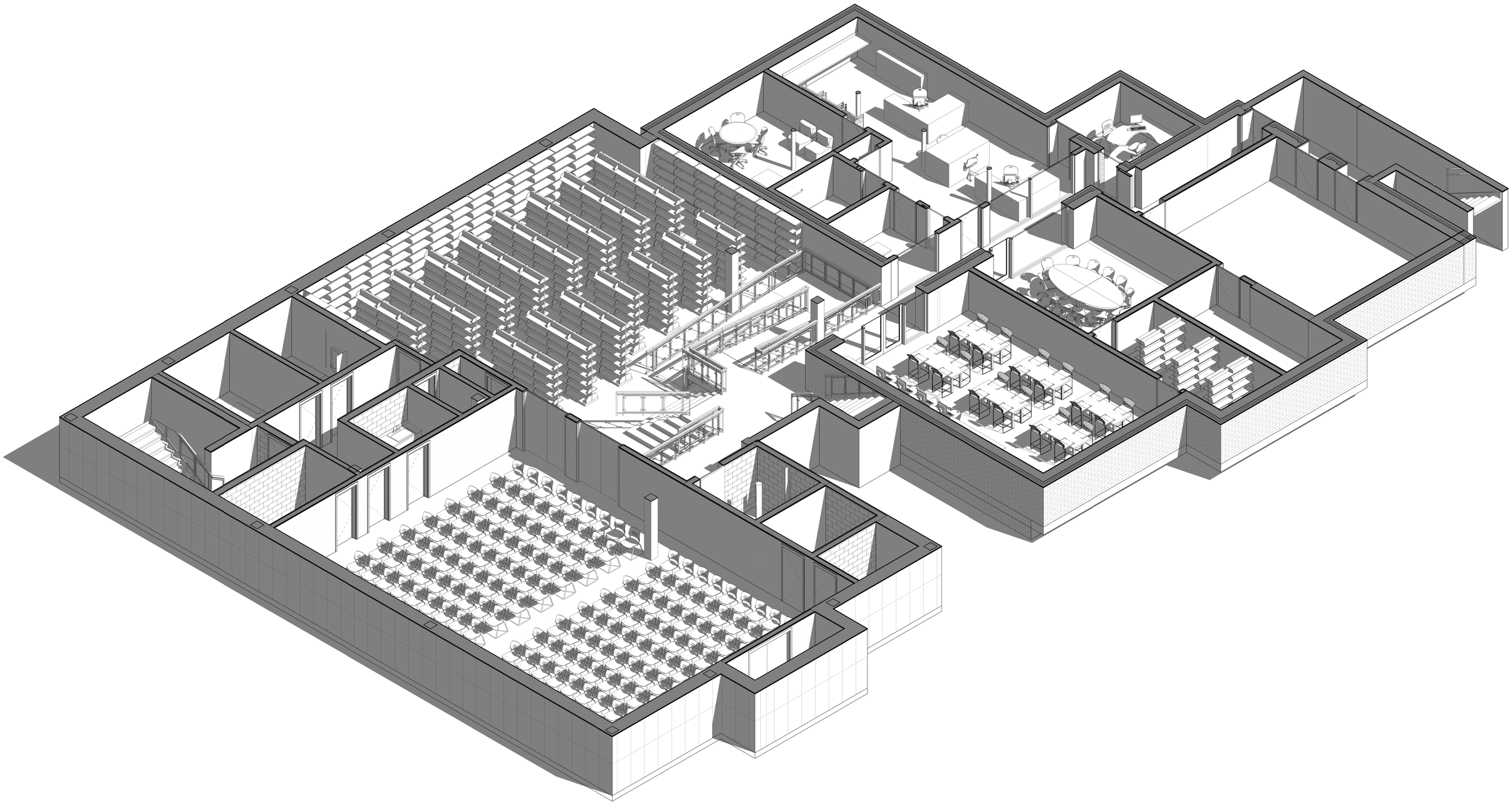
1 P110 PROPOSED LEVEL 01 PLAN
1/8" = 1'-0"

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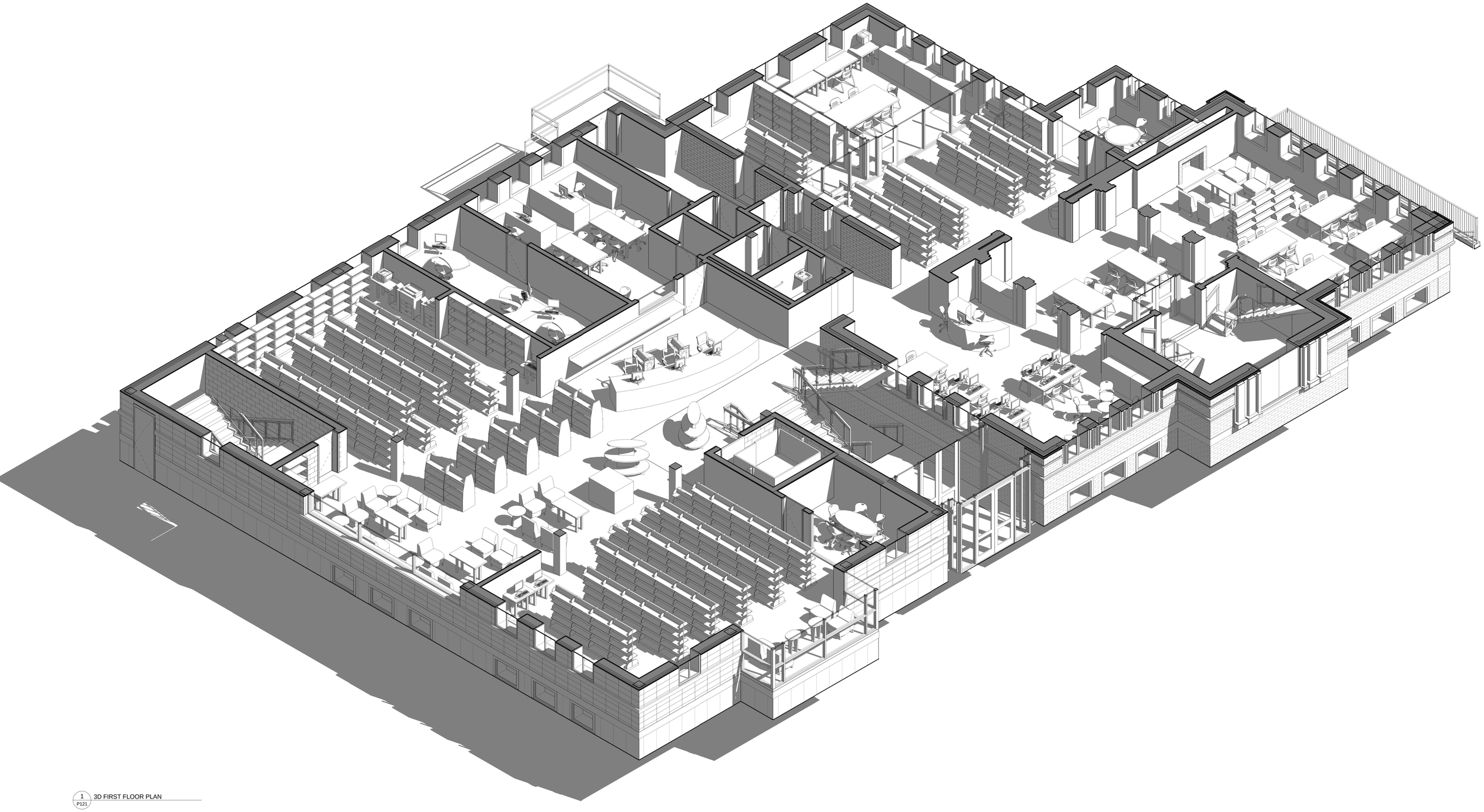
1 P111 PROPOSED LEVEL 02 PLAN
1/8" = 1'-0"

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1 P120 3D BASEMENT FLOOR PLAN

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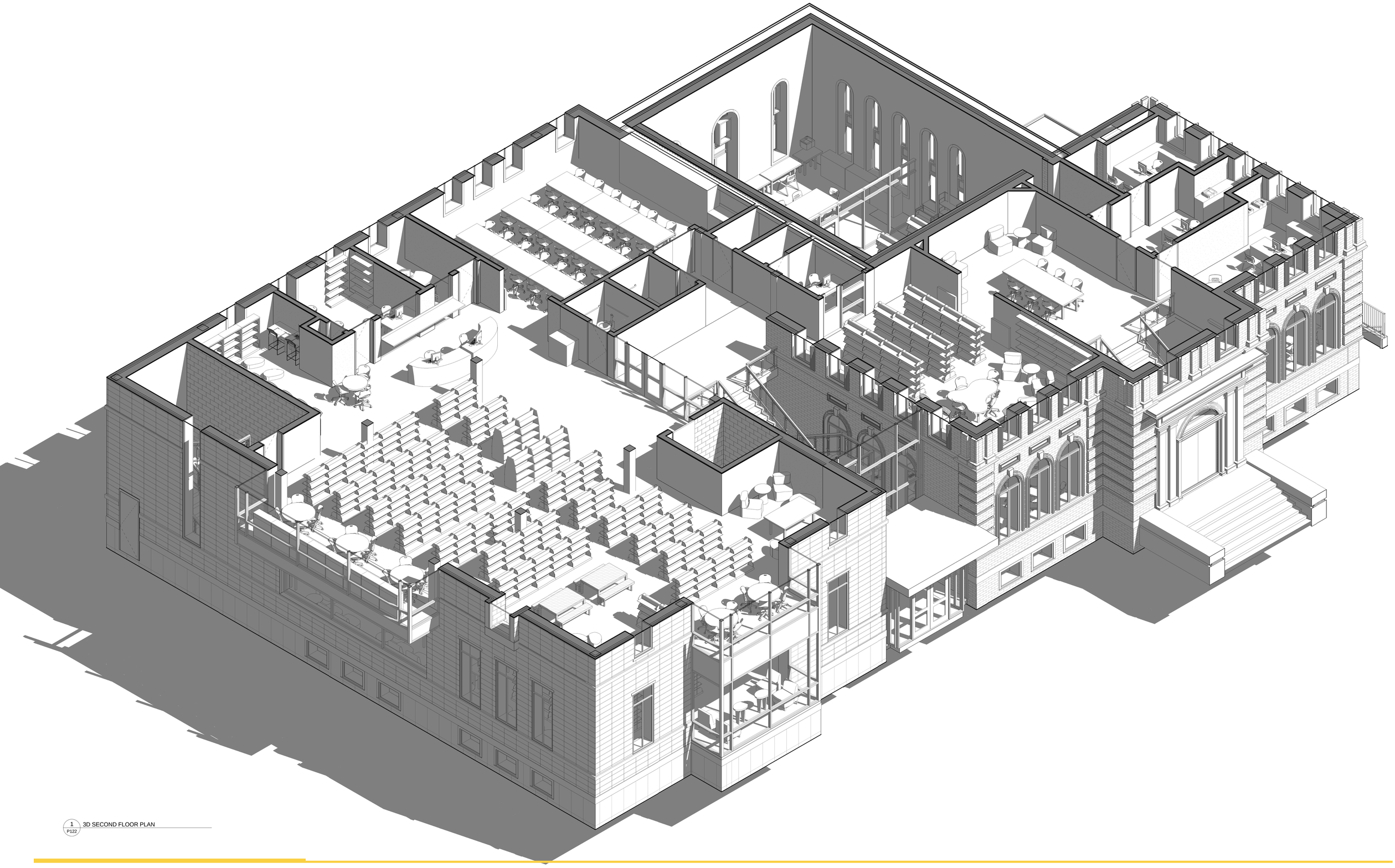


1 P121 3D FIRST FLOOR PLAN

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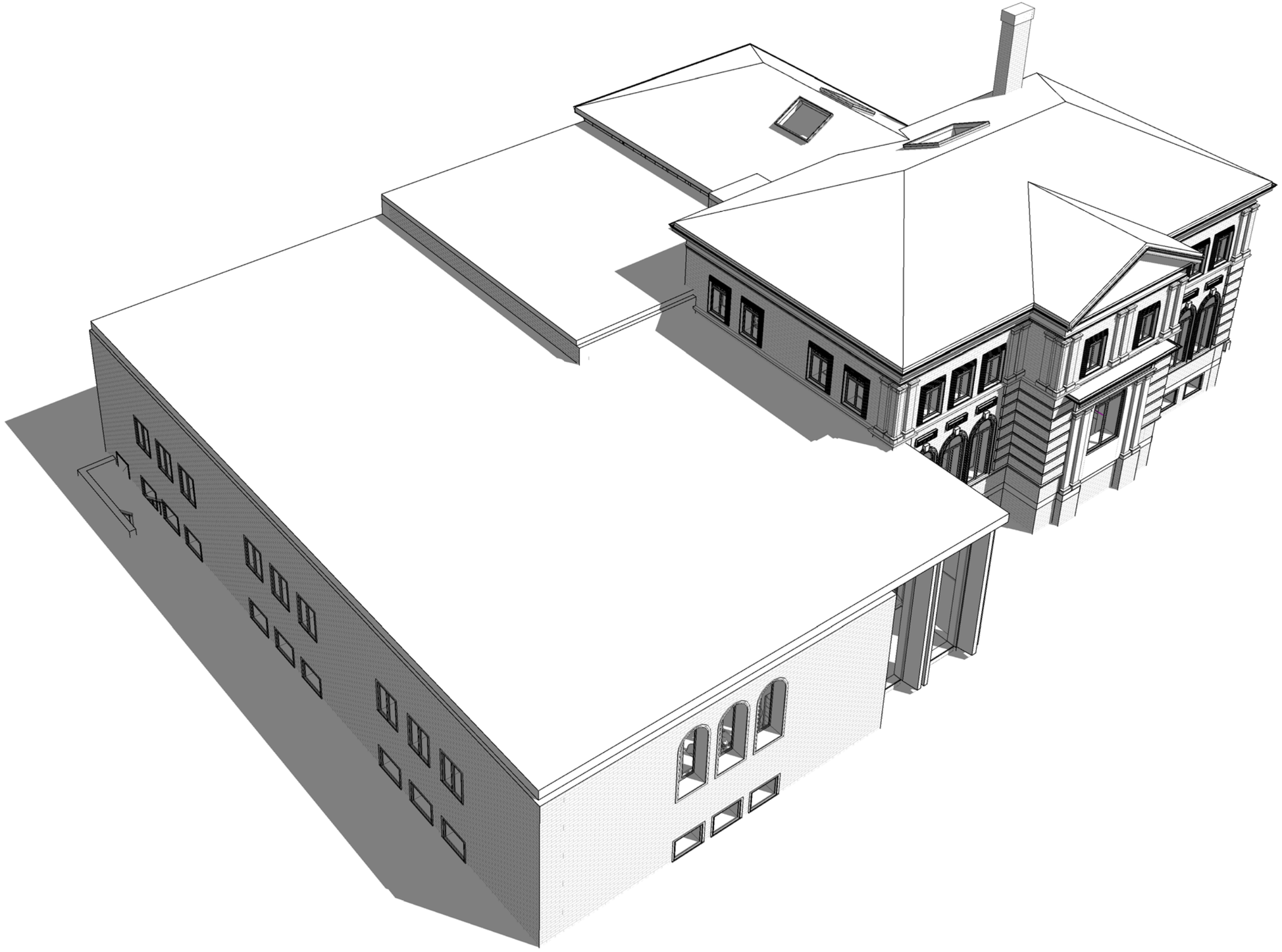


1 P122 3D SECOND FLOOR PLAN

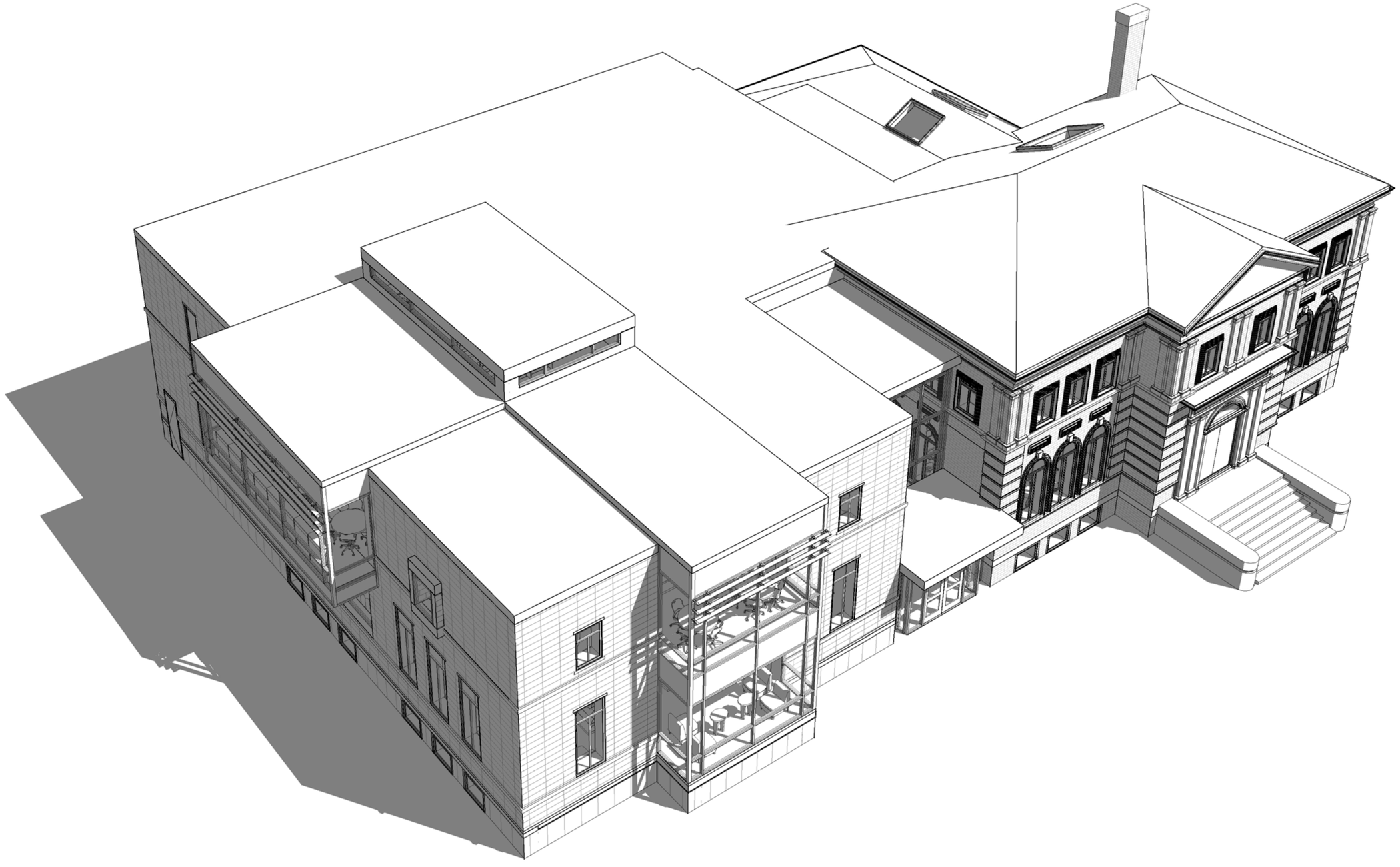
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Six Edgerly Place, Boston, MA 02116

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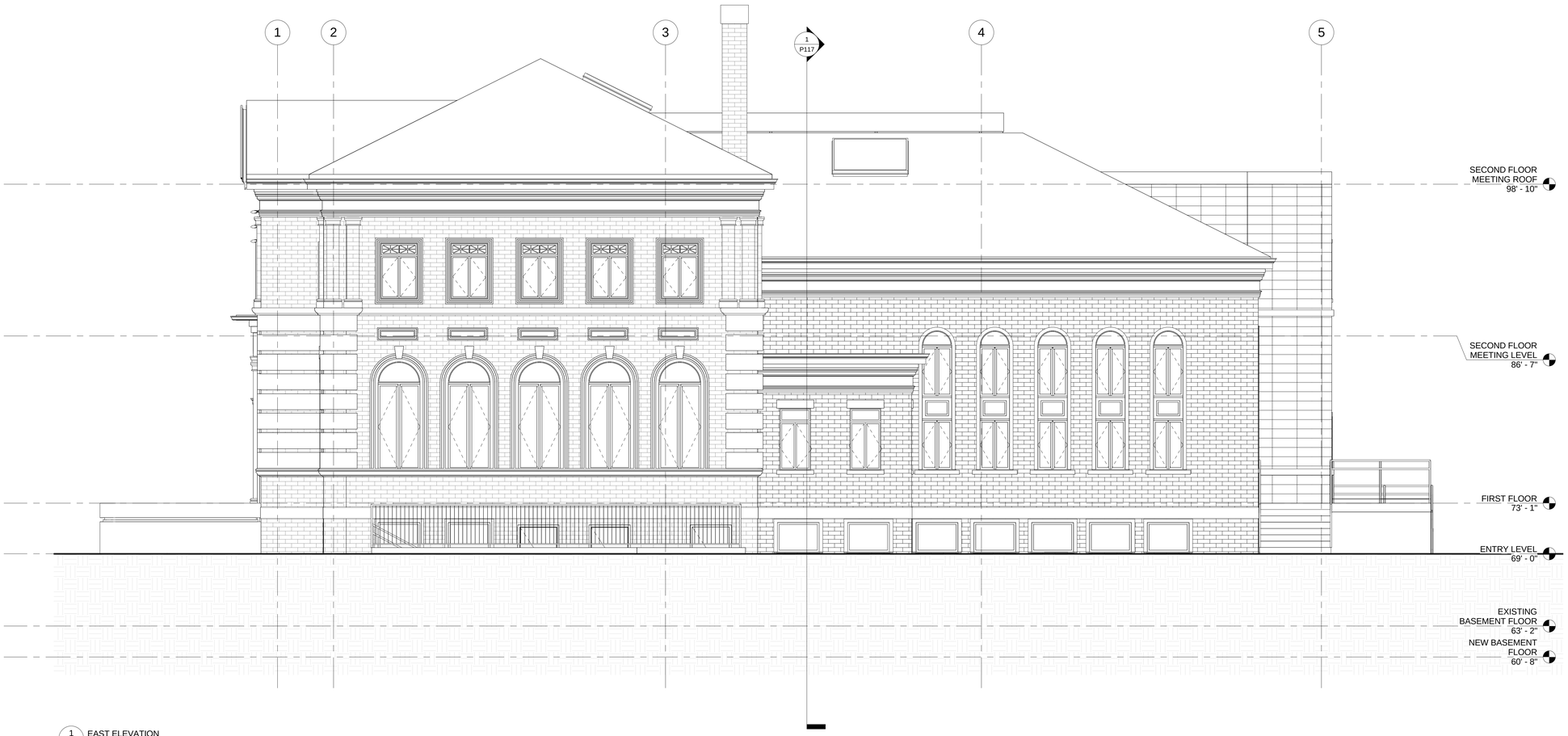
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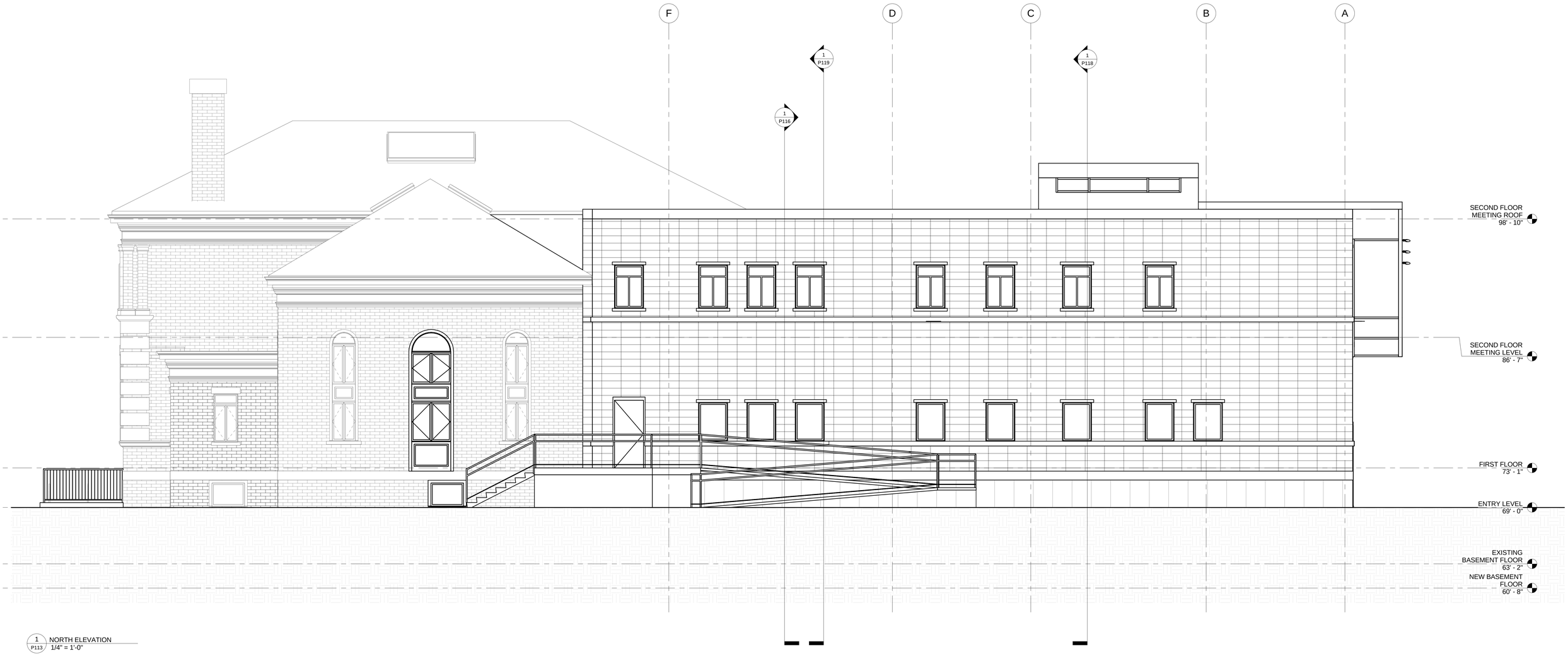


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1 P112 EAST ELEVATION
1/4" = 1'-0"

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1 P113 NORTH ELEVATION
1/4" = 1'-0"

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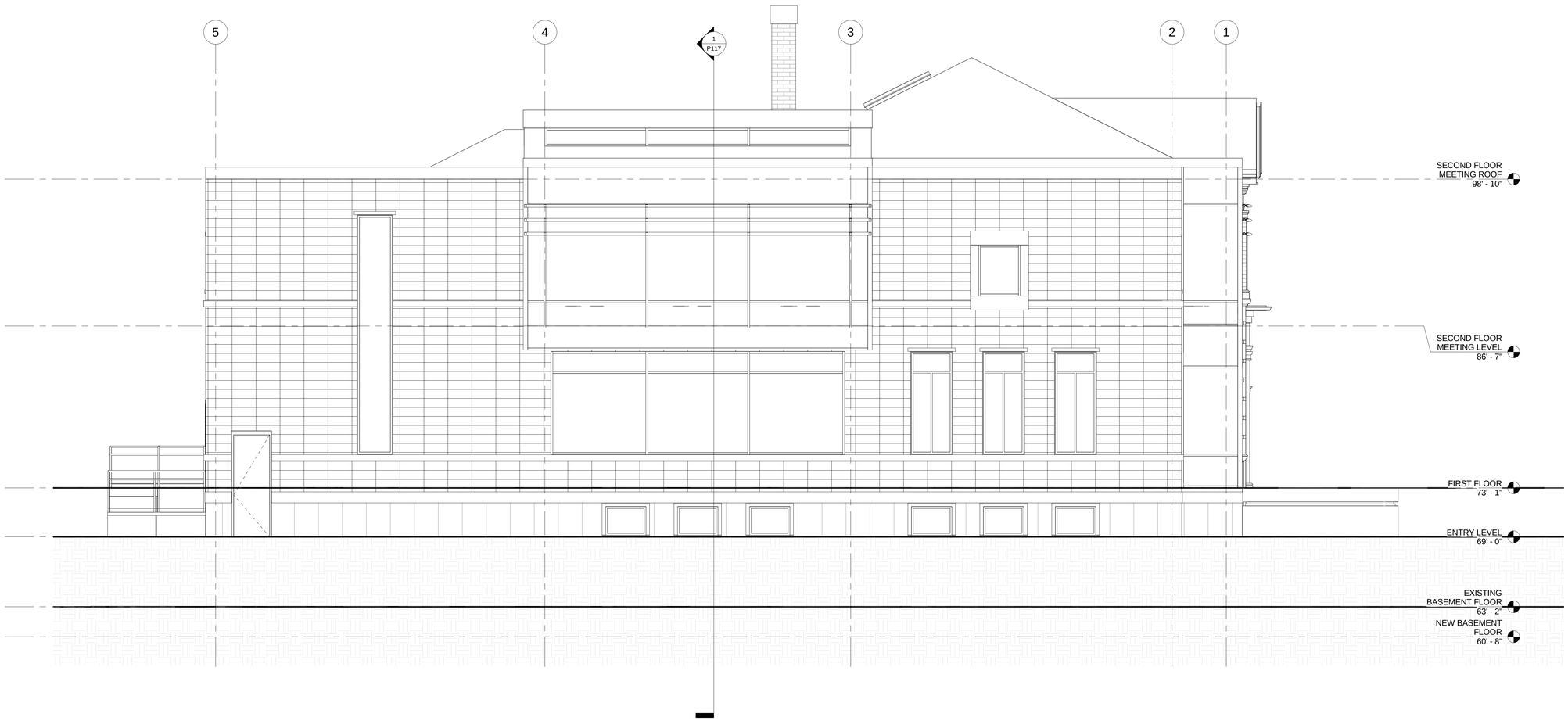
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Six Edgerly Place, Boston, MA 02116



1 P114 SOUTH ELEVATION
1/4" = 1'-0"

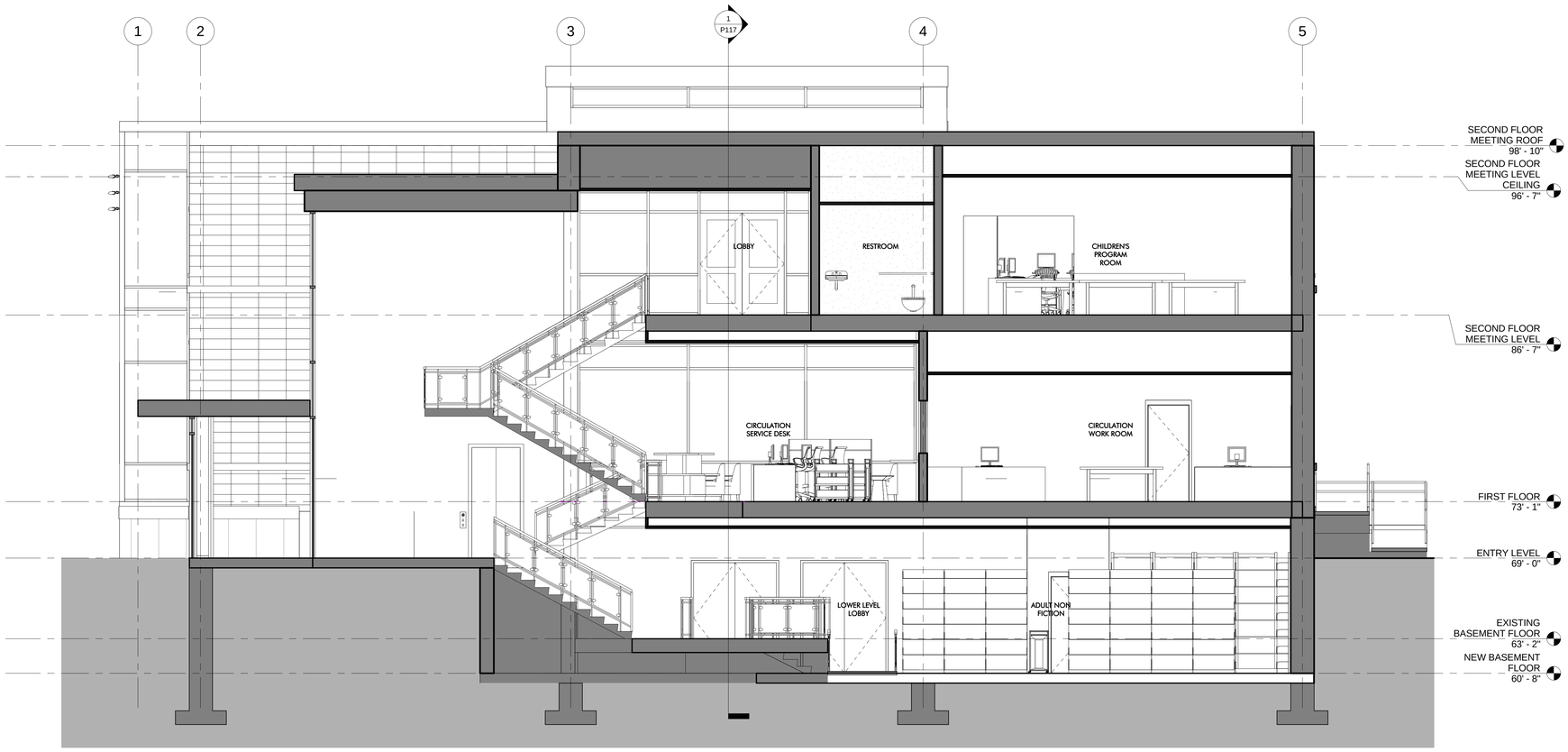
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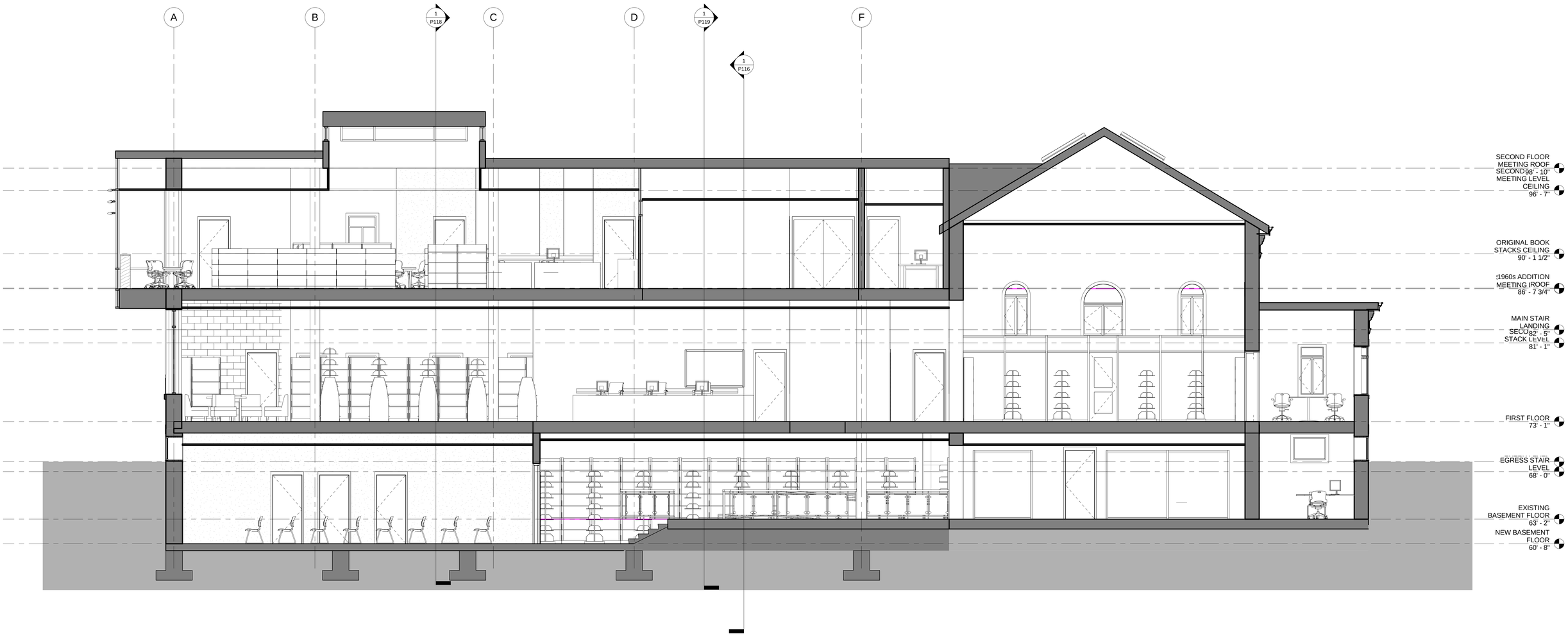
1 P115 WEST ELEVATION
1/4" = 1'-0"

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1 / P116 SECTION THROUGH STAIR
1/4" = 1'-0"

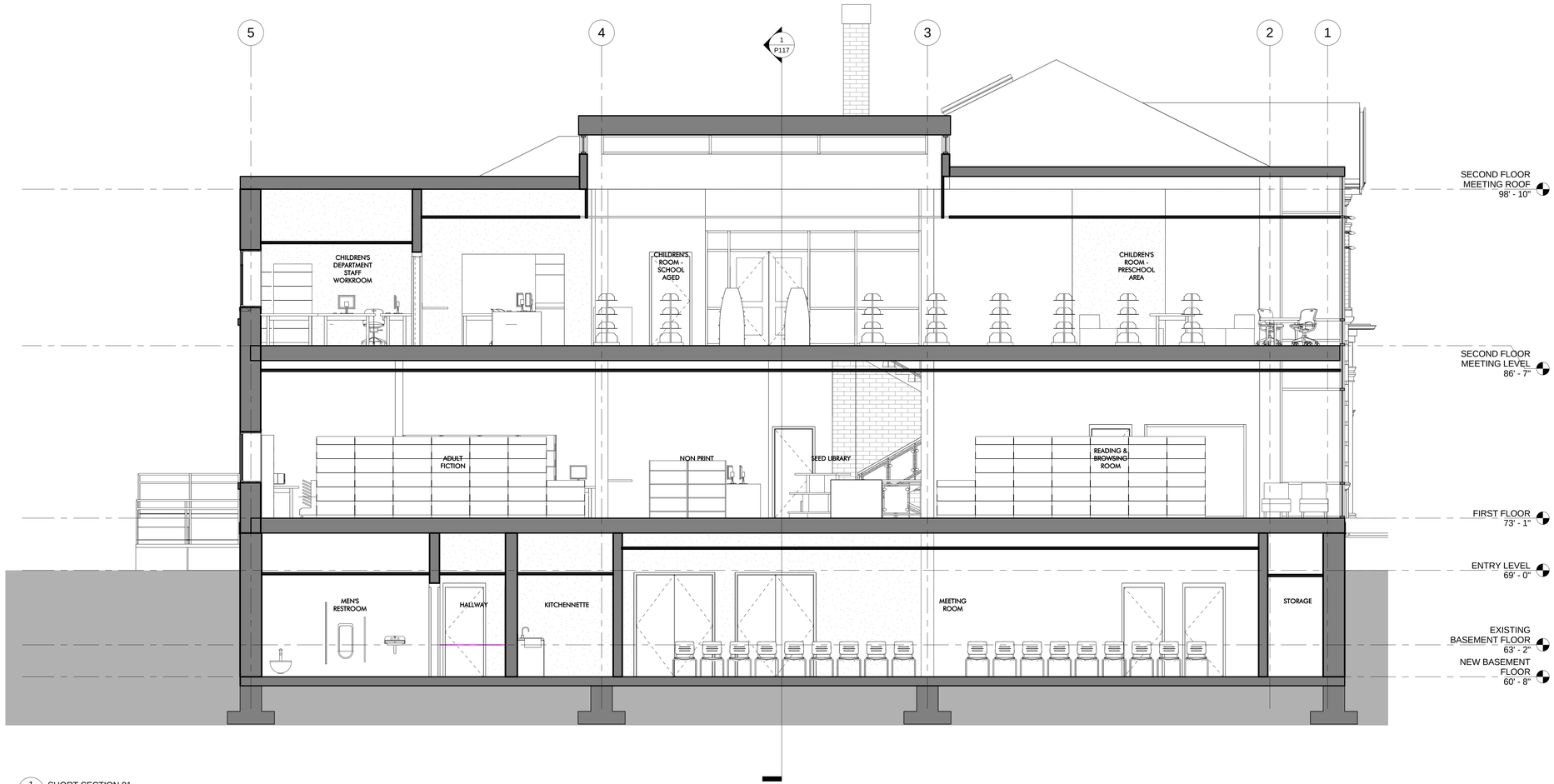
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1 / P117 LONG SECTION 01
1/4" = 1'-0"

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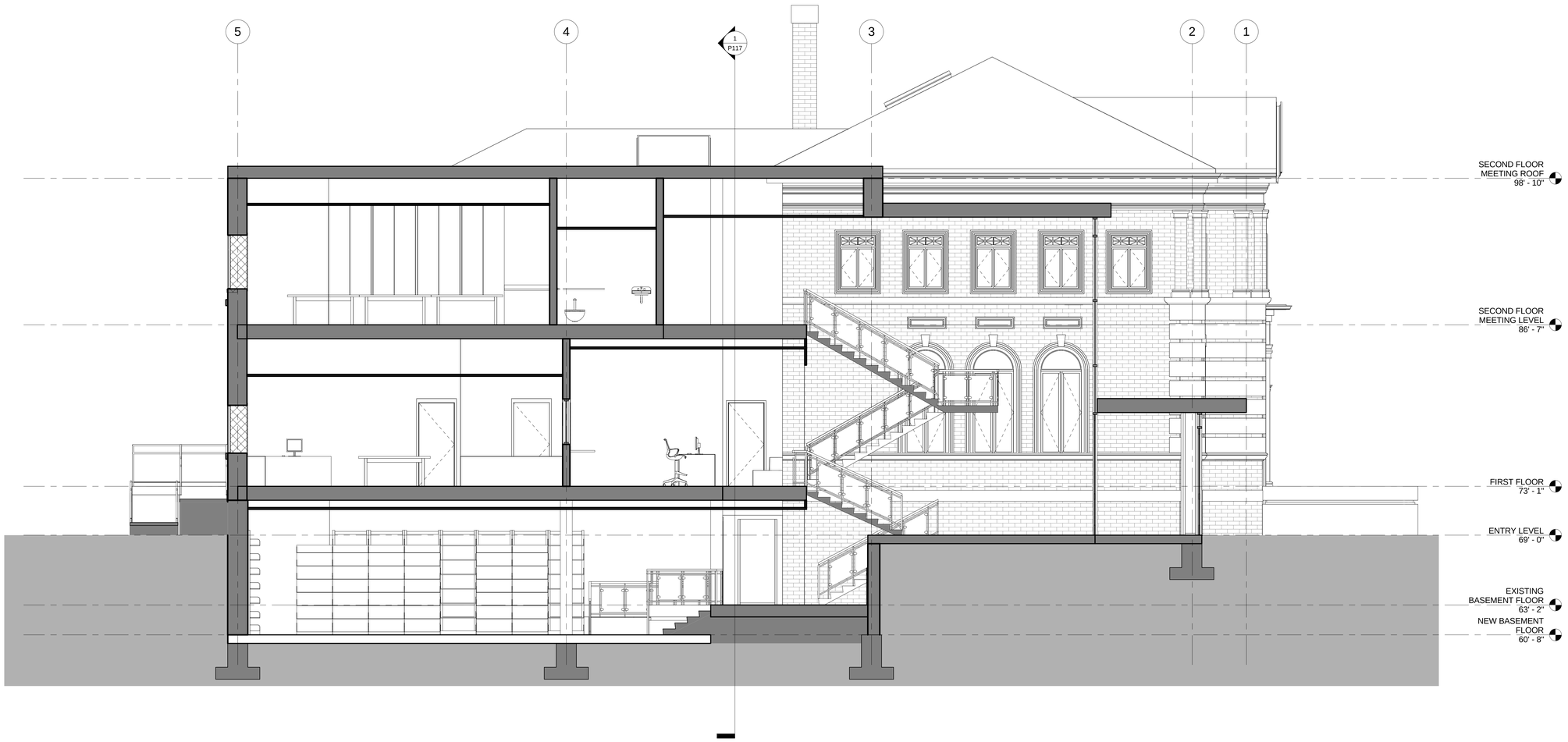
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Six Edgerly Place, Boston, MA 02116



1 P118 SHORT SECTION 01
1/4" = 1'-0"

TAPPÉ ARCHITECTS, INC.
Six Edgerly Place, Boston, MA 02116

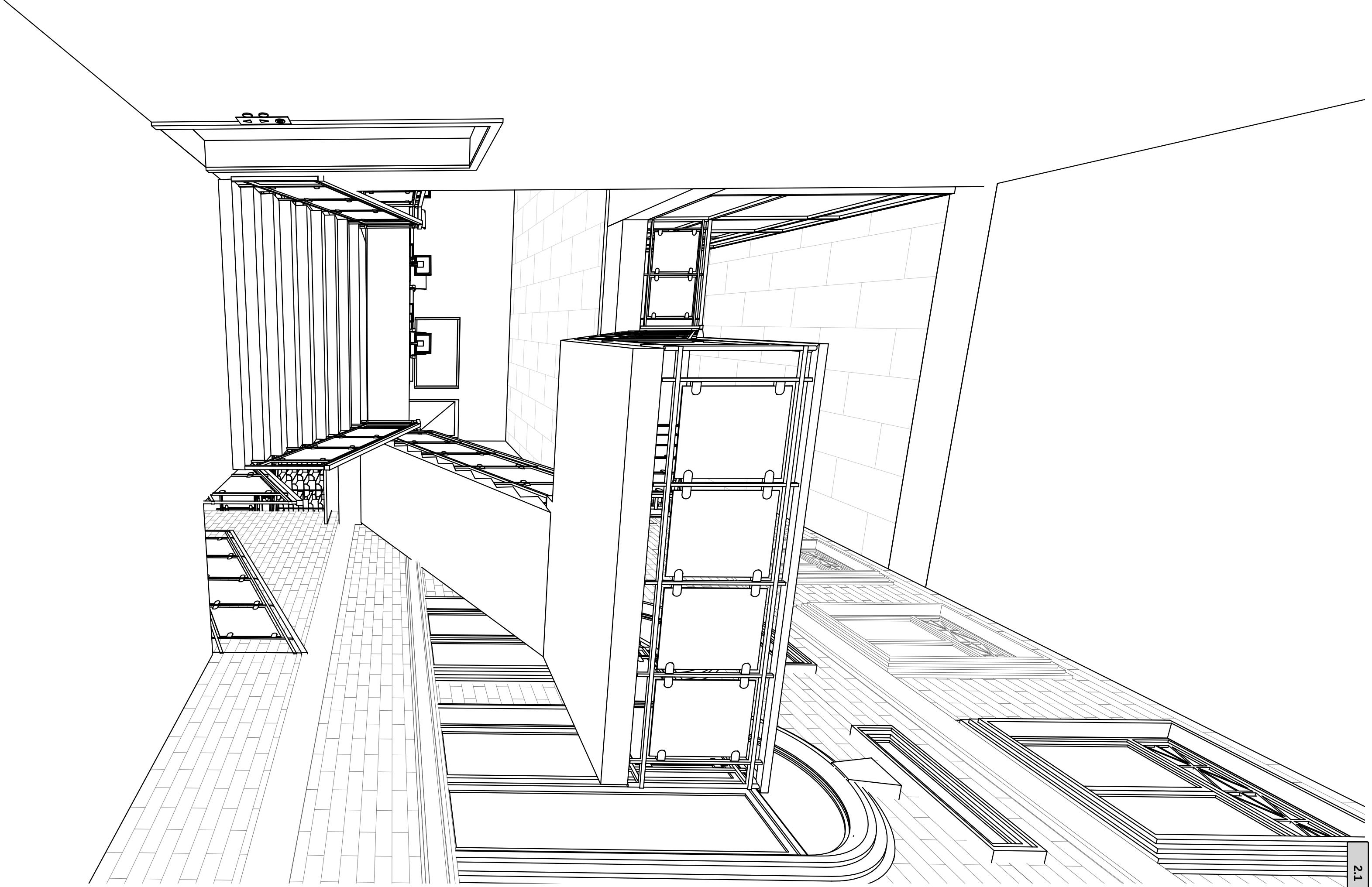
Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

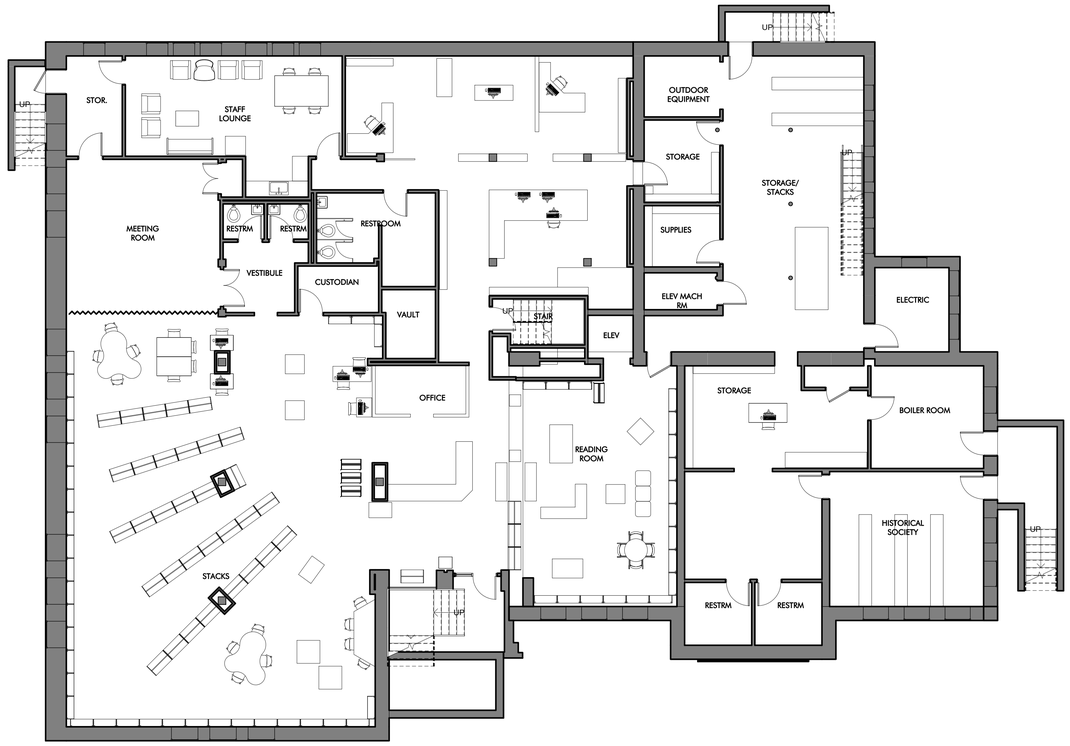


1 / P119 SECTION THROUGH STAIR 02
1/4" = 1'-0"

TAPPÉ ARCHITECTS, INC.
Six Edgerly Place, Boston, MA 02116

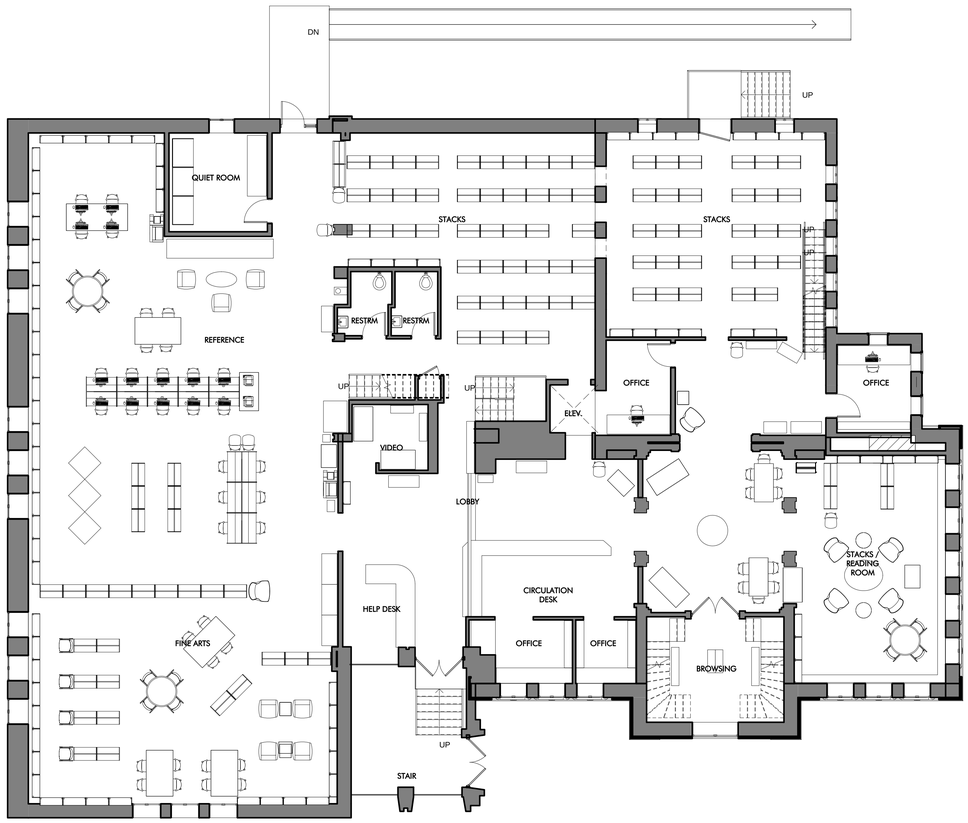
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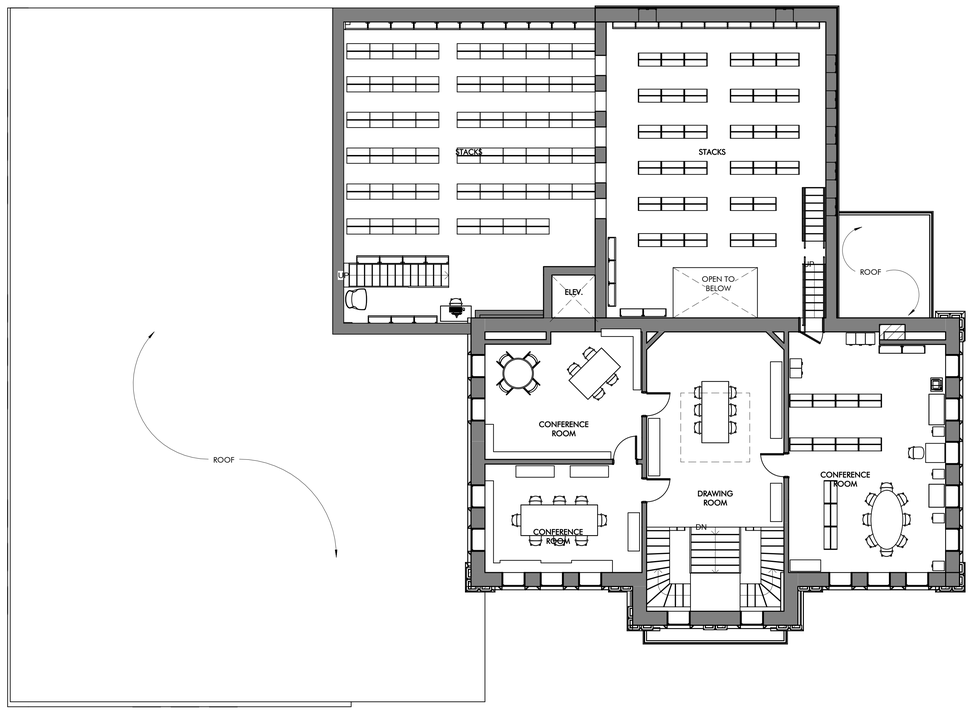
1 / P101 EXISTING BASEMENT FLOOR PLAN
1/8" = 1'-0"

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)



1 / P102 EXISTING FIRST FLOOR PLAN
1/8" = 1'-0"

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)



1 P103 EXISTING SECOND FLOOR PLAN
1/8" = 1'-0"

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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/vyhlif3451/f/news/cipreport_fy20-24nov8_2019_final.pdf)

Revised estimate	$21,094,508
Trustees	- $ 2,000,000
MBLC grant	- $ 7,993,290
Green incentive	- $ 279,765
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

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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

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- 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).

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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 in is 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.

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Massachusetts **Libraries**

BOARD OF LIBRARY COMMISSIONERS

mass.gov/mblc

July 8, 2021

Commissioners

Chair
Mary Ann Cluggish
Wellesley

Vice-Chair
Leslie D. Ball
Scituate

Secretary
N. Janeen Resnick
South Hadley

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Pittsfield

George T. Comeau, Esq.
Canton

Deborah Conrad
Marshfield

Stacy DeBole
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

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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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

Northeast Metropolitan Cost Projections as of September 9, 2021
Total Cost and Potential Local Share

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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City of Melrose

Estimated Pro Rata Share of Debt Service and Residential Tax Impact

			Tax Rates	FY2021 Levy	
FY2021 Total Assessed Value	$6,076,979,230	100%		$68,877,944	100%
Residential	$5,775,296,917	95%	$10.95	$63,239,501	92%
Commercial/Industrial	$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		

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Northeast Metropolitan Regional Vocational Technical School District
Wakefield, Massachusetts

Total Est. Project Costs (as of 8/26/2021):	$	317,422,620
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	4,602,000	10,224,200	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	4,603,200	10,228,000	2041
2042	-	1,859,800	3,761,400	4,600,400	10,221,600	2042
2043	-	1,861,400	3,761,000	4,603,600	10,226,000	2043
2044	-	1,866,000	3,757,000	4,602,400	10,225,400	2044
2045	-	1,863,400	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	4,603,600	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	4,604,600	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	4,599,600	8,359,200	2054
2055	-	-	-	3,993,600	3,993,600	2055
Total	$ 211,278	$ 55,774,800	$ 112,767,200	$ 137,451,529	$ 306,204,807	

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 premium to reduce the issue size (per MGL [illegible] and [illegible])

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Northeast Metropolitan Regional Vocational Technical School District, Wakefield, Massachusetts

MEMBER MUNICIPALITIES ENROLLMENT:		CREDIT RATING:
City of Chelsea	238	AA
City of Malden	152	AA/Aa3
City of Melrose	44	AA+
Town of North Reading	34	Aa2
Town of Reading	33	AAA
City of Revere	248	AA
Town of Saugus	170	AA+
Town of Stoneham	80	Aa2
Town of Wakefield	100	AAA
Town of Winchester	11	Aaa
Town of Winthrop	57	AA/Aa3
City of Woburn	114	AAA
TOTAL ENROLLMENT:	1,281	

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
2023	$ 1,862,200	$ 345,983	$ 220,964	$ 63,963	$ 49,426	$ 47,972	$ 360,520	$ 247,130	$ 116,297	$ 145,372	$ 15,991	$ 87,861	$ 166,721
2024	1,864,200	346,354	221,201	64,032	49,479	48,024	360,907	247,396	116,422	145,527	16,008	87,950	166,901
2025	5,625,200	1,045,119	667,471	193,215	149,303	144,911	1,089,032	746,514	351,301	439,126	48,304	265,302	503,603
2026	10,220,129	1,898,822	1,212,693	351,043	271,260	263,282	1,978,604	1,356,301	638,259	797,824	87,781	484,760	920,320
2027	10,228,400	1,900,358	1,213,674	351,327	271,480	263,495	1,980,205	1,357,399	638,776	798,470	87,852	485,128	921,019
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	89,652	464,456	928,916
2029	10,219,800	1,898,761	1,212,654	351,081	271,252	263,274	1,978,541	1,356,258	638,239	797,799	87,758	454,745	908,490
2030	10,227,400	1,900,173	1,213,556	351,292	271,453	263,469	1,980,012	1,357,266	638,714	798,392	87,823	455,083	717,187
2031	10,223,800	1,899,504	1,213,128	351,169	271,358	263,377	1,979,315	1,356,788	638,489	798,111	87,792	454,923	908,846
2032	10,224,200	1,899,578	1,213,176	351,183	271,368	263,387	1,979,392	1,356,842	638,514	798,142	87,796	454,941	908,882
2033	10,218,200	1,898,463	1,212,464	350,976	271,209	263,232	1,978,231	1,356,045	638,139	797,674	87,744	454,674	908,345
2034	10,225,800	1,899,875	1,213,366	351,237	271,411	263,428	1,979,702	1,357,054	638,614	798,267	87,809	455,011	908,024
2035	10,221,200	1,899,021	1,212,820	351,079	271,289	263,310	1,978,812	1,356,443	638,326	797,908	87,769	454,807	908,815
2036	10,224,600	1,899,652	1,213,223	351,196	271,379	263,397	1,979,470	1,356,895	638,539	798,173	87,798	454,959	908,818
2037	10,220,400	1,898,872	1,212,725	351,052	271,267	263,289	1,978,657	1,356,337	638,276	797,845	87,762	454,772	908,544
2038	10,228,600	1,900,396	1,213,698	351,334	271,485	263,500	1,980,244	1,357,425	638,788	798,488	87,833	455,137	910,274
2039	10,218,400	1,898,501	1,212,488	350,983	271,214	263,237	1,978,269	1,356,072	638,151	797,689	87,745	454,685	909,166
2040	10,225,200	1,899,764	1,213,295	351,217	271,395	263,413	1,979,586	1,356,974	638,576	798,220	87,804	454,985	909,971
2041	10,228,000	1,900,284	1,213,627	351,313	271,469	263,485	1,980,128	1,357,346	638,751	798,439	87,828	455,110	910,226
2042	10,221,600	1,899,095	1,212,867	351,093	271,299	263,320	1,978,889	1,356,496	638,351	797,939	87,773	454,825	909,651
2043	10,226,000	1,899,913	1,213,390	351,244	271,416	263,433	1,979,741	1,357,080	638,626	798,286	87,811	455,024	910,042
2044	10,225,400	1,899,801	1,213,318	351,224	271,400	263,418	1,979,625	1,357,001	638,589	798,236	87,805	454,990	909,989
2045	10,224,600	1,899,652	1,213,223	351,196	271,379	263,397	1,979,470	1,356,895	638,539	798,173	87,798	454,959	909,918
2046	10,223,200	1,899,392	1,213,057	351,148	271,342	263,361	1,979,199	1,356,709	638,451	798,064	87,787	454,896	909,795
2047	10,220,800	1,898,946	1,212,773	351,066	271,278	263,299	1,978,734	1,356,390	638,301	797,877	87,766	454,790	909,574
2048	10,222,000	1,899,169	1,212,915	351,107	271,310	263,330	1,978,966	1,356,550	638,376	797,970	87,777	454,844	909,682
2049	10,226,200	1,899,950	1,213,413	351,251	271,421	263,438	1,979,780	1,357,107	638,639	798,298	87,813	455,030	910,060
2050	10,227,800	1,900,247	1,213,603	351,306	271,464	263,480	1,980,089	1,357,319	638,738	798,422	87,827	455,101	910,205
2051	10,231,400	1,900,916	1,214,030	351,430	271,559	263,572	1,980,786	1,357,797	638,963	798,704	87,858	455,260	910,528
2052	10,096,400	1,875,834	1,198,012	346,793	267,976	260,095	1,954,650	1,339,881	630,532	788,165	86,698	449,204	898,505
2053	8,362,800	1,553,744	992,307	287,247	221,963	215,425	1,619,028	1,109,817	522,267	652,834	71,812	372,045	744,260
2054	8,359,200	1,553,075	991,880	287,123	221,868	215,342	1,618,337	1,109,340	522,042	652,553	71,781	371,885	744,018
2055	8,993,600	741,980	473,870	137,173	105,997	102,880	773,156	529,986	249,405	311,756	34,293	177,701	355,482
Total	$ 306,204,807	$ 56,890,511	$ 36,323,435	$ 10,517,573	$ 8,127,216	$ 7,888,130	$ 59,280,868	$ 40,636,074	$ 19,122,861	$ 23,903,576	$ 2,629,191	$ 13,625,038	$ 27,290,076

Assumptions:

- Debt service proration based on the average of 2021 school year enrollment figures

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE CITY CLERK

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 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
In City Council

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 year***s - 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	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
1:2 STEELE HOUSE	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
2:1 HORACE MANN SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
2:2 HORACE MANN SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
3:1 BEEBE SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
3:2 BEEBE SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
4:1 CITY HALL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
4:2 WINTHROP SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
5:1 LINCOLN SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
5:2 LINCOLN SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St.**]
6:1 CITY HALL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St.**]
6:2 WINTHROP SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
7:1 HOOVER SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
7:2 HOOVER SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St.**]

All to be voted for on one ballot.

-

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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: 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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
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 Revenue[1].

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 §53Ahas been vetted through the Division of Local Services at the Department of Revenue.

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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 failures[2]. 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 Rule[3] sometime in September). In addition, detailed project information will be collected in advance to ensure compliance with federal reporting requirements[4], 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 agencies[5], 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.

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[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

U.S. DEPARTMENT OF THE TREASURY



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

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U.S. DEPARTMENT OF THE TREASURY

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

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

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

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

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

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

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

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

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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 inc 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 Jamaleddine, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

TREASURER/COLLECTOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4162

KATHRYN ARMATA
Treasurer/Collector

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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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	-

Hilltop Securities Inc.
Public Finance

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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 Stree 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 eligibilit 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 mitigatio 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 contributio This additional funding will be put toward additional repairs o 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 contributio This additional funding will be put toward additional repairs o curbing, sidewalks, drainage, and other necessary items to complete the improvements in these neighborhoods.
Total Bond Request	$1,500,000	

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

CITY OF MELROSE

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.

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City of Melrose

DEPARTMENT OF PUBLIC WORKS

FY22 ROAD BOND REQUEST

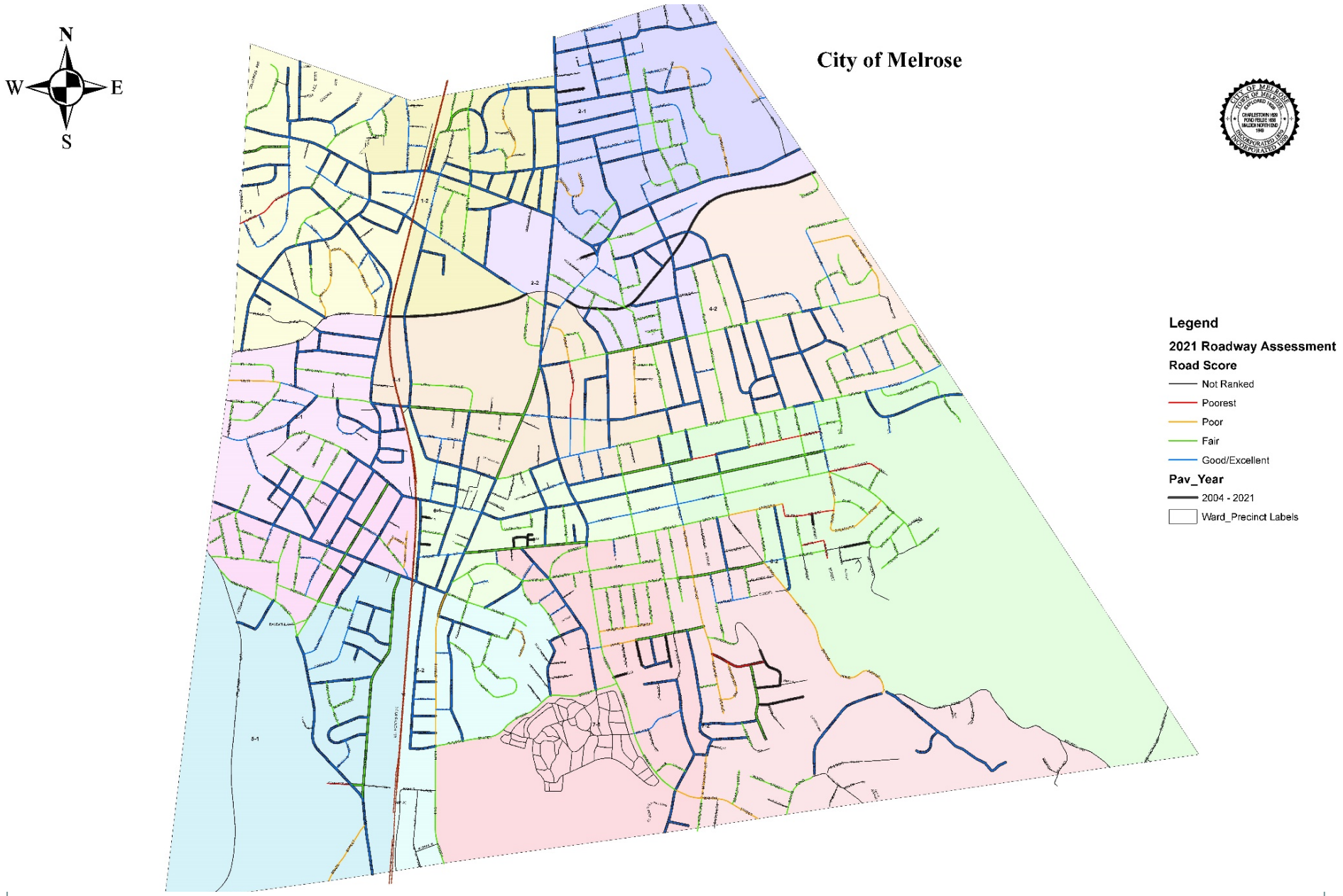
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Multi-year Roadway and Utility Program Elements

- 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.)

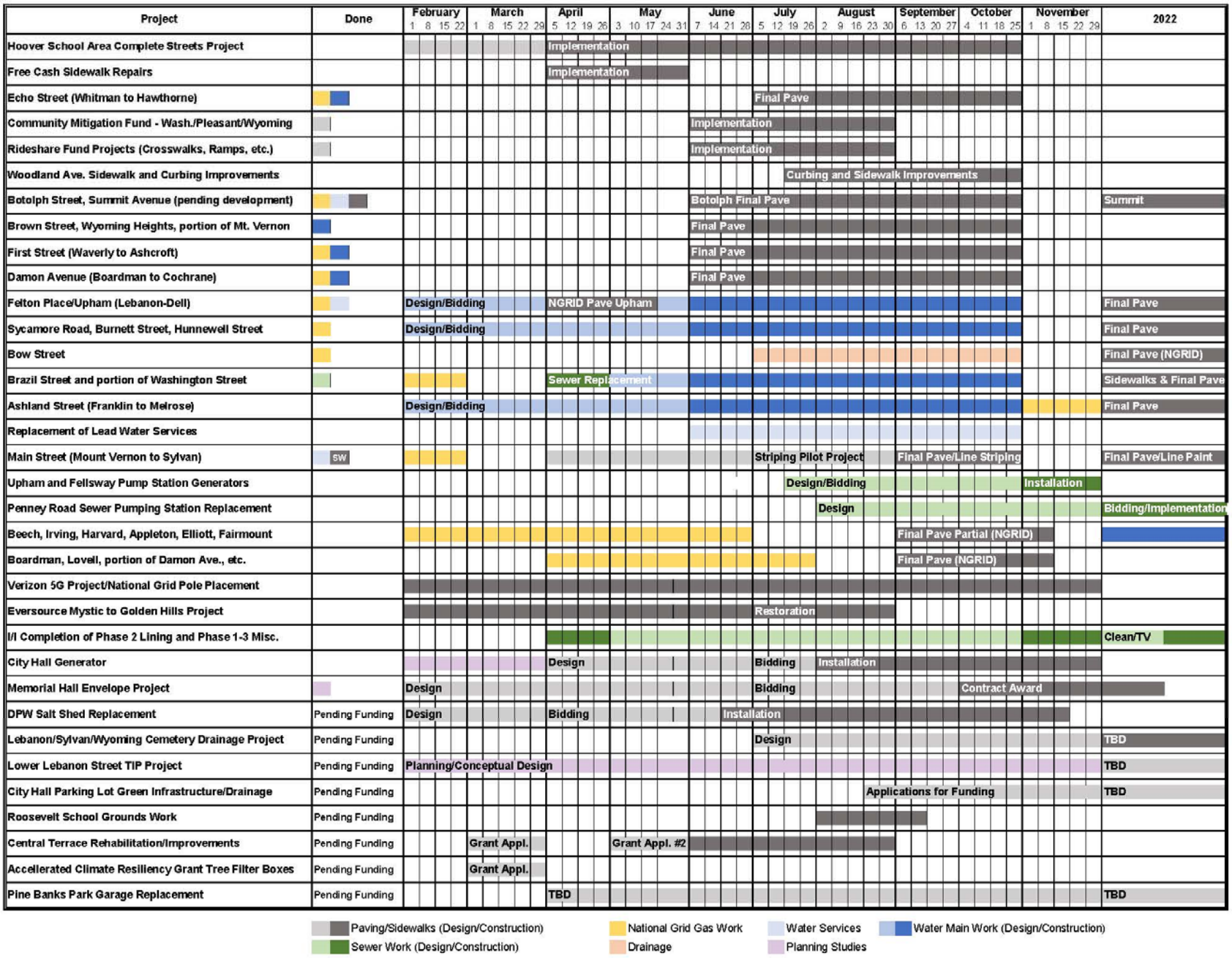
Program relies heavily on roadway condition assessment

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Melrose Department of Public Works Capital Projects 2021-2022 (5-27-2021 update)



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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

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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**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Questions



City Council
Melrose City Hall
Melrose, MA 02176

SCHEDULED

Meeting: 09/20/21 07:45 PM
Department: City Council
Category: Resolution
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors: At-Large Jamaleddine, Ward 5 MacMaster
DOC ID: 9220

RESOLUTION 2021-5

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 Jamaleddine 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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CITY OF MELROSE - IN CITY COUNCIL

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

Offered by Maya Jamaleddine, 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

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BE IT RESOLVED, *That, we, the Melrose City Council recognize and applaud these achievements and re 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.*

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**

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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

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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

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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

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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

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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.

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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.

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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

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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.

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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

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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

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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.

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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.

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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 are 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.

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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.

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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.

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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.

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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.

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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~~Pro ~~t~~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~~, and the Clerk of Committees as employees of the Council; these two roles~~ 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 ~~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~~e a c 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~~ ~~s~~such ~~c~~Calendar 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 A 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.

Commented [rs1]: Sub-rule to indicate president approve agenda

~~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 ~~o~~~~O~~Order or~~,~~ ~~o~~Ordinance ~~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 ~~c~~Pre-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 ~~o~~Order or~~,~~ ~~o~~Ordinance~~, 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 ~~b~~Post-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

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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 ~~o~~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~~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.

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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

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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 t~~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 a~~s~~ member~~s~~ of each ~~of the Council's~~ Standing Committee~~s~~. ~~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 ~~speak~~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~~n order~~ matter ~~that~~ appearing~~s~~ 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~~

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Appropriations & Oversight ~~(11 members~~5eleven (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 members~~five (5) voting members) to include the Police and Fire Departments, Emergency Management, and licenses.

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Public Service (~~11 members~~five (5) voting members) to include ~~P~~public grounds and buildings.

Public Works (~~11 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, i~~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 ~~c~~Committee and ~~-~~act as Chairperson~~; and i~~. If, for any reason, any committee ~~shall not have~~has 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.~~

Commented [O2]: Added above to "Finance" sec

- **Rule 21A** Committee Chairpersons~~s~~ 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~~, nor the appointment of a new Chair one~~ 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, ~~then~~ 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.

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- **Rule 21D~~C~~** 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**~~

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~~**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/sShe 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 2~~3~~ The Chairperson of ~~E~~each standing committee shall~~, in all cases of original reference on a petition or request for legislation, i~~ensure that the ~~parties so requesting~~ makers of any legislative ~~order~~ item has~~ve~~ proper notice of all related hearings. ~~Orders~~ A matter pending in committee shall not be disposed of at the committee level without the ~~maker~~sponsor(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 2~~3~~ 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 ~~c~~Committee. 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 dissent~~s~~ from the report, the name(s) of ~~such~~ the dissenting member(s) shall be printed on the ~~c~~~~C~~alendar agenda under Reports from Committee followed by the ~~word~~ "~~d~~Dissents"; provided a statement is filed, as a minority report, by such dissenting member(s) ~~or members~~, containing the reasons therefore ~~for~~, with the Clerk of Committees, which statement shall accompany the report of the ~~c~~Committee 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.

Commented [O4]: Redundant with Rule 20.

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 ~~C~~committee determines to go into a ~~c~~Committee of the ~~w~~Whole, the ~~c~~Chairperson shall be appointed by the President.

Rule 27 The Rules of the Council shall be observed in a ~~c~~Committee of the ~~w~~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

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Rule 2~~8~~ 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~~1~~. 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 oOther cCity oOfficials~~

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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Commented [rs5]: Councilors MacMaster and St dissent from proposed language

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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 a~~n~~ ~~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 a~~n 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~~, ~~o~~Order, Ordinance, ~~p~~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 passage~~ing~~ of any ~~ordinance,~~ ~~o~~Order, Ordinance, Petition, ~~or~~ ~~r~~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.

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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:

Commented [rs6]: Has 'question' been defined i context of debatable item? i.e., is this an ordinance or resolution?

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~~n~~o ~~d~~Debate;

Roll Call ~~Viva Voce Vote~~~~Yeas and Nays~~;~~-~~ ~~n~~No ~~d~~Debate;

Lay on Table:~~-~~ ~~n~~No ~~d~~Debate;

The previous question:~~,~~ to close debate at a specified time~~,~~; indefinite postponement~~,~~; postponement to a day certain~~,~~; to suspend the rules~~,~~; to reconsider:~~;~~ ~~t~~Ten ~~m~~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 ~~c~~Clerk 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.~~.~~

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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~~, ~~o~~Order, Ordinance, Petition, ~~or~~ R~~r~~esolution, 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 cas… less than the full council is present but a quorum ha… established.

Rule 45 No vote on any of the following motions shall be reconsidered:

1. To ~~a~~Adjourn
2. To ~~l~~Lay on the ~~t~~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 ~~c~~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

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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~~c~~aucus herein provided shall be sent to each member qualified to vote therein not less than four (4) days before the date thereof.

Such ~~c~~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 ~~c~~Caucus shall be posted, and the ~~c~~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 made by~~ result in a ~~v~~Viva ~~v~~Voce 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 rule~~s~~ 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 are placement is being sought.

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- 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, ~~C~~council, board or other working group, attends a meeting of such committee, commission, ~~C~~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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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, Jamaleddine, 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 opposed 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)

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- 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)

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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

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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 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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 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.

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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

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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
- Project Management
- Goal Setting
- Collaboration
- Organization
- Scheduling
- Strategic Planning
- Process Improvements
- Best Practices
- Multi-Tasking
- Reporting
- Troubleshooting
- Customer Service
- Problem-Solving
- Operational Efficiencies
- Peer Training
- Communication
- 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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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 MaClellan. 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.

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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: 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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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CITY OF MELROSE

OFFICE OF THE CITY CLERK

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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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CITY OF MELROSE
In City Council

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 year***s - 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	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
1:2 STEELE HOUSE	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
2:1 HORACE MANN SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
2:2 HORACE MANN SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
3:1 BEEBE SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
3:2 BEEBE SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
4:1 CITY HALL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
4:2 WINTHROP SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
5:1 LINCOLN SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
5:2 LINCOLN SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St.**]
6:1 CITY HALL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St.**]
6:2 WINTHROP SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
7:1 HOOVER SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St**.]
7:2 HOOVER SCHOOL	Melrose Veteran's Memorial Gymnasium 360 Lynn Fells Parkway [**Enter at Melrose St.**]

All to be voted for on one ballot.

-

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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>>

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

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DEPARTMENT OF PUBLIC WORKS
Administration & Engineering–Water–Sewer–Facilities
Park & Forestry–Highway–Sanitation–Cemetery–Fleet

CITY OF MELROSE

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			
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 - Flourescent 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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Chapter 198

SOLID WASTE AND RECYCLING

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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.

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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.

~~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~~'s~~ 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 herdesignee.

~~G~~H. Trash tipping fee.

Commented [SL1]: This is and has been curr practice for a number of years, we are just stat the ordinance. n

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(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)

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(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.

~~H.~~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.

~~(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.

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(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 acceptedcurbside.~~

~~(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.~~

Commented [SL3]: The City does not supply container.

(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 [SL4]: The City does not supply container.

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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.

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~~C.~~D.

§ 198-5. Public dumping areas. [Amended 9-17-2007 by Ord. No. 07-107C[1]; 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.**

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PROPOSED SOLID WASTE AND RECYCLING ORDINANCE CHANGES

Chapter 198, Article II

September 2021

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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.

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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.

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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.

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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.

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Chapter 198

SOLID WASTE

AND

RECYCLING

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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

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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 upby 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.

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(2) (Reserved)

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(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.

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(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.

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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.

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D.

§ 198-5. Public dumping areas. [Amended 9-17-2007 by Ord. No. 07-107C[1]; 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.**

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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 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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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

CITY OF MELROSE

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 t 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.

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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.

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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.

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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

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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.

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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 no 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 wate is supplied, MGL c. 40, § 21, cl. (7).

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§ 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 withou 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 resul 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 or let on water to any house or building or in any way

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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 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 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.

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§ 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. **[Amended6-18-2018 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 o 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]**

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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.

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§ 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

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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 Massachuestts 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.

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C. Testing.

(1) All approved backflow prevention devices shall be tested in accordance with applicable state and federa 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

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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

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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

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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:

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(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.

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§ 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.

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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.

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§ 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

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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.

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§ 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.

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§ 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.

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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

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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.

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§ 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.

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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.

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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 inspec 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

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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:

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(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

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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.

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§ 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 superseded 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

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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)

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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~~ 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 C~~c~~hapter shall be applicable to ~~considered as a part of the contract with~~ every person who~~:~~ uses the City water and ~~the City~~ sewer service~~s~~, 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~~

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~~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. ~~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.~~

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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.

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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.

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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 D~~ivision~~epartment 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 D~~ivision~~epartment, 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 D~~ivision~~epartment 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 D~~ivision~~epartment, 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.

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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~~an~~ 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 FeesWater and Sewer Schedule of Fees.~~ All pipe laid on ~~the abuttor'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~~required.

§ 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 i~~Assessment for the installation of new water main, service connections shall be i~~n accordance with MGL Chapter 40, section 42K~~5G.~~:

~~*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 commissionMWRAers 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

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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 author~~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 Feesrate 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 D~~ivision~~epartment 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 o~~O~~rdinance 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 D~~ivision~~epartment reserves the right to interrupt service temporarily in order to perform maintenance or repairs on the water system. Whenever possible, the D~~ivision~~epartment will notify customers of scheduled interruptions. However, in case of an emergency, the D~~ivision~~epartment 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

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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 Engineer~~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 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.

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§ 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. and defined in the WSR&Rfrom time to time.

(1) Tiered wTiered 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:. **[Amended6-18-2018 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 1/2½	$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 1/2½	$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 1987April 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 o the amount of water used, according to the current sSchedule of Rrates. 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.

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§ 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 t~~hree 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 Administrator~~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 ~~in accordance with Chapter **202**, Streets and Sidewalks, § **202-10**.~~to~~n~~ 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 ~~charge~~base fee shall be the ~~least charge~~minimum amount charged ~~that shall be made~~.

§ 228-18 **Minimum charges~~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~~ 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 no~~No ~~abatement~~ suspension of fees shall be allowed or made unless notice of vacancy is given, in writing, at the

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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 D~~ivision~~epartment.

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]**

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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~~m~~ 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 o 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 D~~ivision~~epartment 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 f~~ailure, 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.~~

~~CB. **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~~

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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 DepartmentCommonwealth.

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 DepartmentDPW 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 protectedrequires 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

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~~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~~Department of Environmental Protection and the United States Environmental Protection Agency ~~for human consumption.~~

~~**WSR&R**~~**WATER 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

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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 Massachuestts 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. ~~T~~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 D~~ivision e~~partment 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~~ ensur~~e~~ing that uninterrupted water service ~~remains~~ during testing~~s~~ 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(~~13~~16)~~(a)~~ and as

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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.~~

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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 ~~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 SEWER**~~**SEWER 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.

~~**COMMISSION**~~**~~MWRA~~**

~~The Metropolitan District Commission~~MWRA~~, Commonwealth of Massachusetts, or any other commission~~MWRA~~, 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 ~~Commission~~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 ~~metropolitan~~ local or MWRA sewerage system, or otherwise endangers life, limb or public property or constitutes a public nuisance.

~~**FLOATING OIL**~~ **FOG**

Fat, o~~O~~il, ~~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

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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 w~~ater 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.

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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

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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 A.**

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.

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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.

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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;

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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 (inches)~~	~~Fee~~
~~Up to 1~~	~~$24.90~~
~~1 1/2~~½	~~$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~~½	~~$32.60~~
~~2~~	~~$50.81~~
~~3~~	~~$93.33~~

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~~Meter Size (inches)~~	~~Fee~~
~~4~~	~~$154.06~~
~~6~~	~~$305.89~~

B. ~~Sewage~~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 ~~sewage~~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 ~~sewage~~wastewater flow.

(3) Industrial/commercial users, including hospitals, contribute on a percentage basis up to 90% of metered water consumption. This percentage shall equal~~s~~ 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 ~~sewage~~wastewater 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, m~~M~~unicipal 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~~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 sewer~~age~~ 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 ~~n 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 C~~c~~ommonwealth.

~~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;~~

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~~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.

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§ 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 ~~Commission~~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 ~~Commission~~MWRA 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~~MWRA under the provisions of these regulations and requirements of federal and~~or~~ state agencies. Any subsequent changes in a pretreatment facility or method of operation shall be reported to the ~~Commission~~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, ~~Commission~~MWRA, federal or state pretreatment standards are applicable shall be in compliance with such standards within the time required by such regulations~~the Commission~~MWRA.

§ 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~~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 ~~Commission~~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 ~~building sewer~~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 ~~Commission~~MWRA and by the City, shall be installed by the owner at ~~his/her~~their expense, and shall be maintained by ~~him/her~~the owner in good operating condition at all times. The records from the meters and measuring devices shall be furnished to the ~~Commission~~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 ~~Commission~~MWRA 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 ~~Commission~~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 ~~Commission~~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 ~~Commission~~MWRA or the City shall be deemed to be performing a governmental function for the benefit of the general public, and neither the ~~Commission~~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 ~~Commission~~MWRA 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~~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 ~~Commission~~MWRA, 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 ~~Commission~~MWRA 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~~U~~sers 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~~a~~rticle 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~~a~~rticle 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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~~C.~~ 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~~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 ~~Commission~~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 ~~Commission~~MWRA or the City deems necessary for the user to follow in order to prevent or correct a violation. The ~~Commission~~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 ~~Commission~~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 Commission~~MWRA ~~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~~MWRA ~~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 Commission~~MWRA ~~proposes to revoke a permit, the Commission~~MWRA ~~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~~MWRA ~~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 Commission~~MWRA ~~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 ~~Commission~~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 ~~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~~MWRA 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:~~

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~~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 sewersewer 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/hertheir permitted discharge beyond 15% without first securing an amendment to his/hertheir permit.

B. Applications. It is the responsibility of eEvery industrial user shall be required tto 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 ~~Commission~~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 ~~Commission~~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 ~~Commission~~MWRA.

G. Enforcement of permit conditions. The conditions of all permits shall be enforced by the ~~Commission~~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 ~~Commission~~MWRA and the City containing all information requested by the ~~Commission~~MWRA or the City and in a form acceptable to the ~~Commission~~MWRA and~~or~~ the City. The ~~Commission~~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 ~~Commission~~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.

§ 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 Commission~~MWRA ~~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 ~~Commission~~MWRA 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 ~~Commission~~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 ~~Commission~~MWRA may increase the discharge concentration limit on a case-by-case basis when the user demonstrates to the ~~Commission~~MWRA'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.

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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 inspec 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

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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 o 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 Ce~~c~~ommonwealth 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 service~~s, 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 applican 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 sewersewer service service other than that intended in the original permit without making another application and obtaining permission to do so from the DPWCity Engineer. **[Amended 5-21-2012 by Ord. No. 2012-158]**

D. The City Engineer or DPW Operations Divisional staff shall have the right to inspect building draininternal sewer services, building sewersewer 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, tThe 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 al staff. **[Amended 5-21-2012 by Ord. No. 2012-158]**

§ 228-63 Classes of building sewersewer service permits; application form; supplemental information.

A. There shall be two classes of building sewersewer 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 service~~s~~.

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 be paid for entry into such public drain or public sewer,~~

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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 sewersewer service, private drain or connection thereof and shall be under the control ofregulated by the Public Works DepartmentDPW. There sewer service, from 10-feet outside of the housosue 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 iIndividual ependent sewer service is required for every building; exception.

[Amended 12-16-2002 by Ord. No. 02-060A]

A. A separate and independent building sewersewer 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 sewersewer service from the front building may be extended to the rear building and the whole considered as one building sewersewer 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 sewe service, and separate services shall not be connected to the public sewer main from multiple buildings o the same property. Accessory buildings such as a garage or barn or an approved in-law apartment shoul 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 sewersewer 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 DepartmentDPW, 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 DepartmentDPW 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-5~~9~~ 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 intentionally 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.~~

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Chapter 228

WATER AND SEWERS

GENERAL REFERENCES

Assessments — See Ch. 9.

Sewage disposal — See Ch. 194.

Streets and sidewalks — See Ch. 202.

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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.

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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

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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.

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§ 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.

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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: **[Amended6-18-2018 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:

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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**

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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]

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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 condominum 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]**

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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

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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

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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

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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.

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(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).

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§ 228-27. Procedure policy.

Attached is the procedure policy package.[1]

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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.

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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.

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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

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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

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(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.

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§ 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

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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.

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§ 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

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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,

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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,

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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

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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.

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§ 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

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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.**

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§ 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

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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

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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.

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§ 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 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

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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.**

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§ 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.

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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.

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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.

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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.

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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

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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 no 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

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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 withou 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 resul 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 tha 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 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

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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 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 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. **[Amended6-18-2018 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 o 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, §§ 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

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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.

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(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 Massachuestts 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.

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(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 federa 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

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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

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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

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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:

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(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.

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§ 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.

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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.

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§ 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

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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.

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§ 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.

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§ 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.

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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

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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.

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§ 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.

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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.

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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 inspec 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

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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:

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(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

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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.

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§ 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 superseded 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

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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)

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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: 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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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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

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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

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§ 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]**

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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

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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

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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 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 Jamaleddine, At-Large
SECONDER:	Cory Thomas, Ward 7
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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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.

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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,



James E. Oosterman

54 Ellis Farm Lane, Melrose

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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: 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 Jamaleddine, At-Large
SECONDER:	Mark Garipay, Ward 4
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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Doug Mac Donald
47 Botolph Street, Melrose Mass. 02176
617-921-7677
dougmac41@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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 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 Jamaleddine, At-Large
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

Anthony Chui

Manchester, New Hampshire, United States

[redacted]

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

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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.

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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 Heath 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.

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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.

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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 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 Jamaleddine, At-Large
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaleddine, 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 **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

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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 Plan[1], 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.

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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: 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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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CITY OF MELROSE
MELROSE CITY HALL
562 Main Street
Melrose, Massachusetts 02176

PAUL BRODEUR
Mayor

Telephone: (781) 979-4440

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

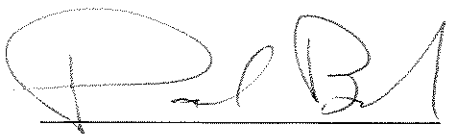
WHEREAS, According to the U.S. Department of Justice, domestic violence is the leading cause of injury to women between the ages of 15-44; every 21 days a woman is killed by domestic violence; and more than three million children witness acts of domestic violence each year; and

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



October 1, 2021

Paul Brodeur
Mayor

Date

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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: 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

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SECTION 3

PROJECT TEAM



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."

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 Proffesor of Architecture at Roger Williams University

CONTENTS

★ *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 Wyman St. on the Hobbs Brook campus in Waltham includes a fitness center, café, kitchen with servery, 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, servery 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.



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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: 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

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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 — **July 1999 – Present**
McNeil Law

- 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 — **October 2000 – Present**
Eastern Nazarene College

- 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 — **September 1990 – 1998**
BASEC, Inc. (Employment Placement Agency)

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	JURIS DOCTORATE.	1996
GORDON COLLEGE	BS, BUSINESS ADMINISTRATION	1981

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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: 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**

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William Francis Galvin
Secretary of the Commonwealth - 2020 Census Liaison

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.

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CITY OF MELROSE

OFFICE OF THE CITY CLERK

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.

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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.

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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

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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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New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
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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New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
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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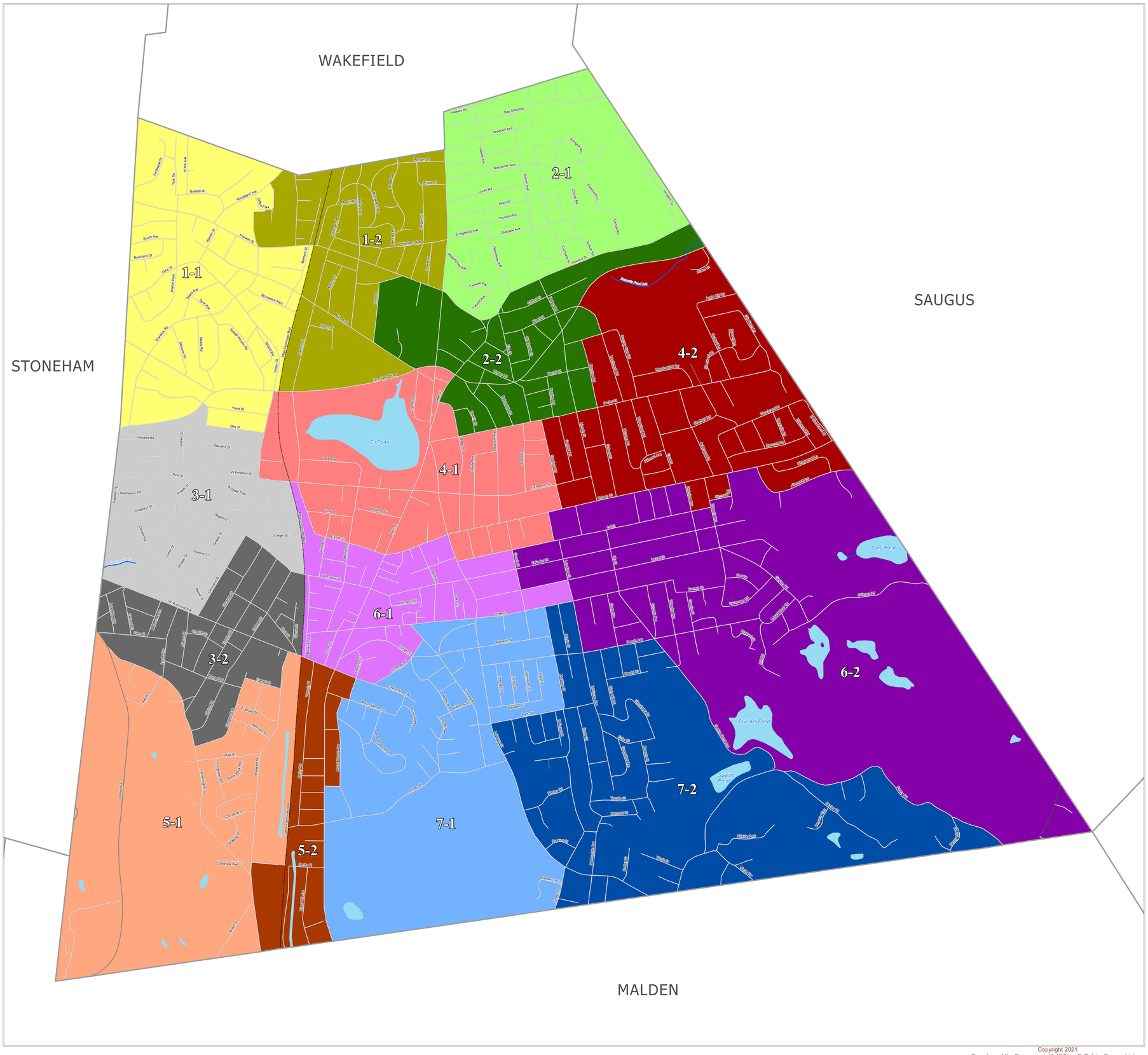
New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173363004004	42	39	2	0	0	0	0	1	4	38
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173363004005	53	44	0	6	2	0	0	1	2	51
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

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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 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**

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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

0.25 0.125 0 0.25 Miles

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Secretary of the Commonwealth William F. Galvin, Census Liaison

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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.

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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

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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.

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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

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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

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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

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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

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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.

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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, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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

CHARLES D. BAKER
GOVERNOR

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

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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 JB.

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.

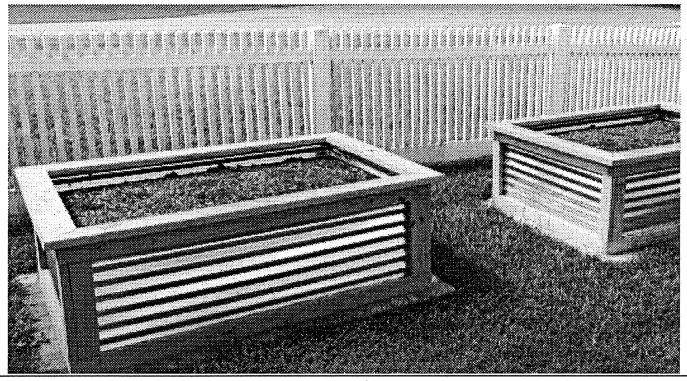
The original garden beds are starting to show extensive wear and in an effort to preserve access to the community garden we propose to use this grant to replace the 23 beds constructed in 2017 and 2018 with more robust material that has the potential to last many more years. Additionally, funds are proposed 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.

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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 were enable a robust bed that lasts for many years.



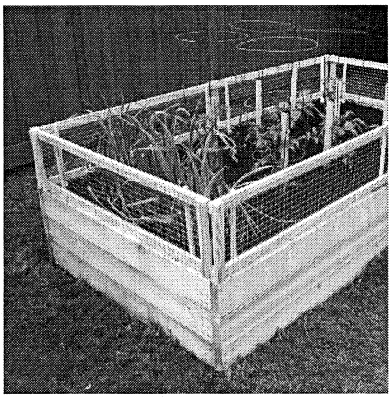
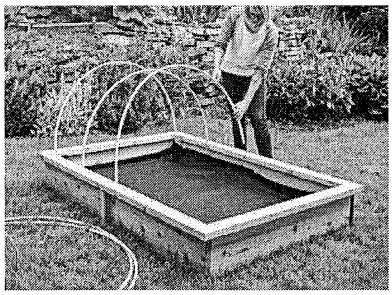
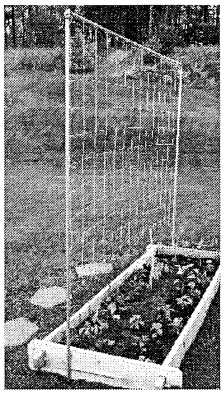
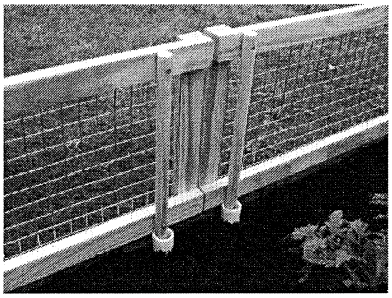
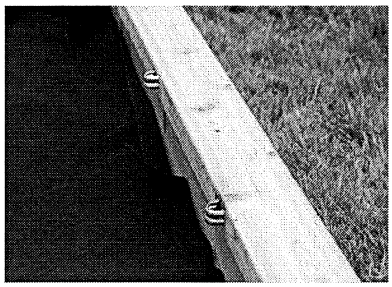
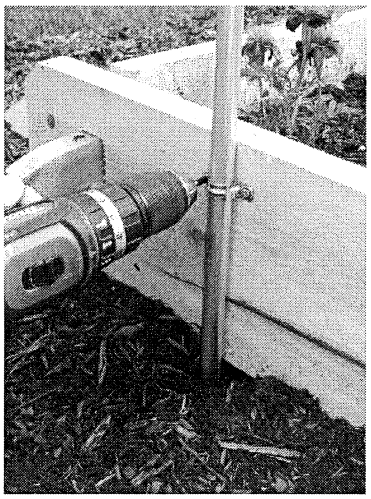
Beds will be scaled to 4'x12'x2' beds.

Reference: https://www.protoolreviews.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

Additional Tools and Infrastructure

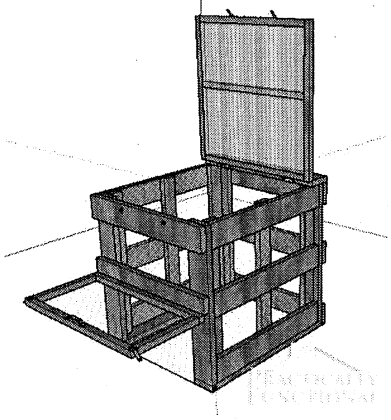
We'd also like to secure funding to upgrade some infrastructure and purchase additional tools for the garden space. The procurement of a wheelbarrow/garden cart that has 2 wheels rather than the traditional single wheel system will allow our older gardeners more independence with carrying out garden 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

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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

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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.

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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

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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.

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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

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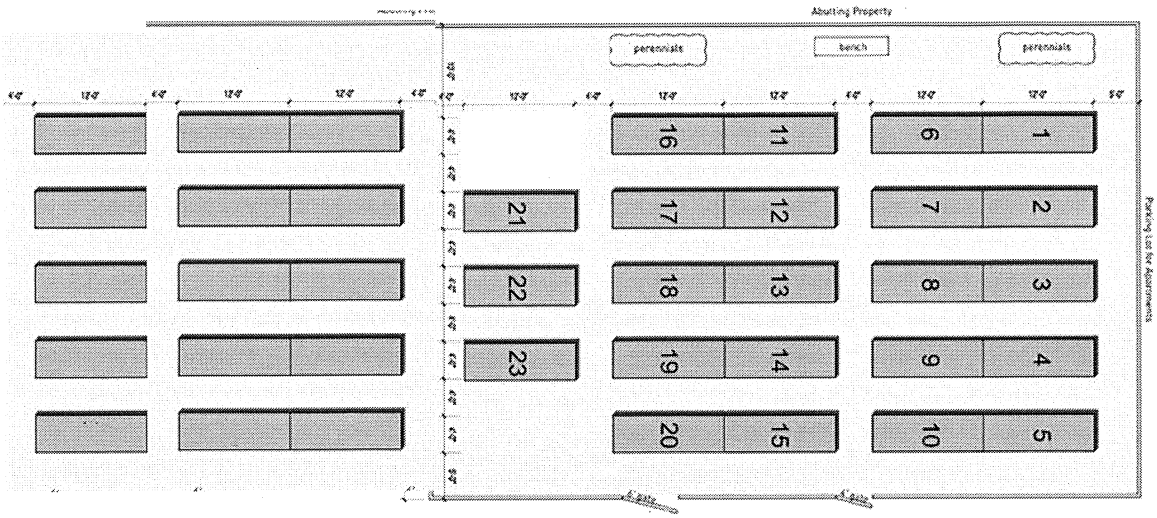


Figure 2: Current Melrose community garden spot featuring 38 beds. The first 23 beds will be replaced.

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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);

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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

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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: 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

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FINANCIAL IMPACT: See attached

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

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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

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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.

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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
195,257	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
	5/15/2022	-	-	-	-	-
BAN	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 Hilltop Securities Inc.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CHART - 1 **City of Melrose**

DRAFT **Ten Year General Fund Debt Plan Review**

9/8/2021 **Department of Finance**

Year	Net Debt	5% Limit	Projected Budget	Percent
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:	$3,558,433	$5,216,095		
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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

CHART - 2
DRAFT

City of Melrose - 5% Debt Limit
Ten Year General Fund Debt Plan Review
Department of Finance

9/8/2021

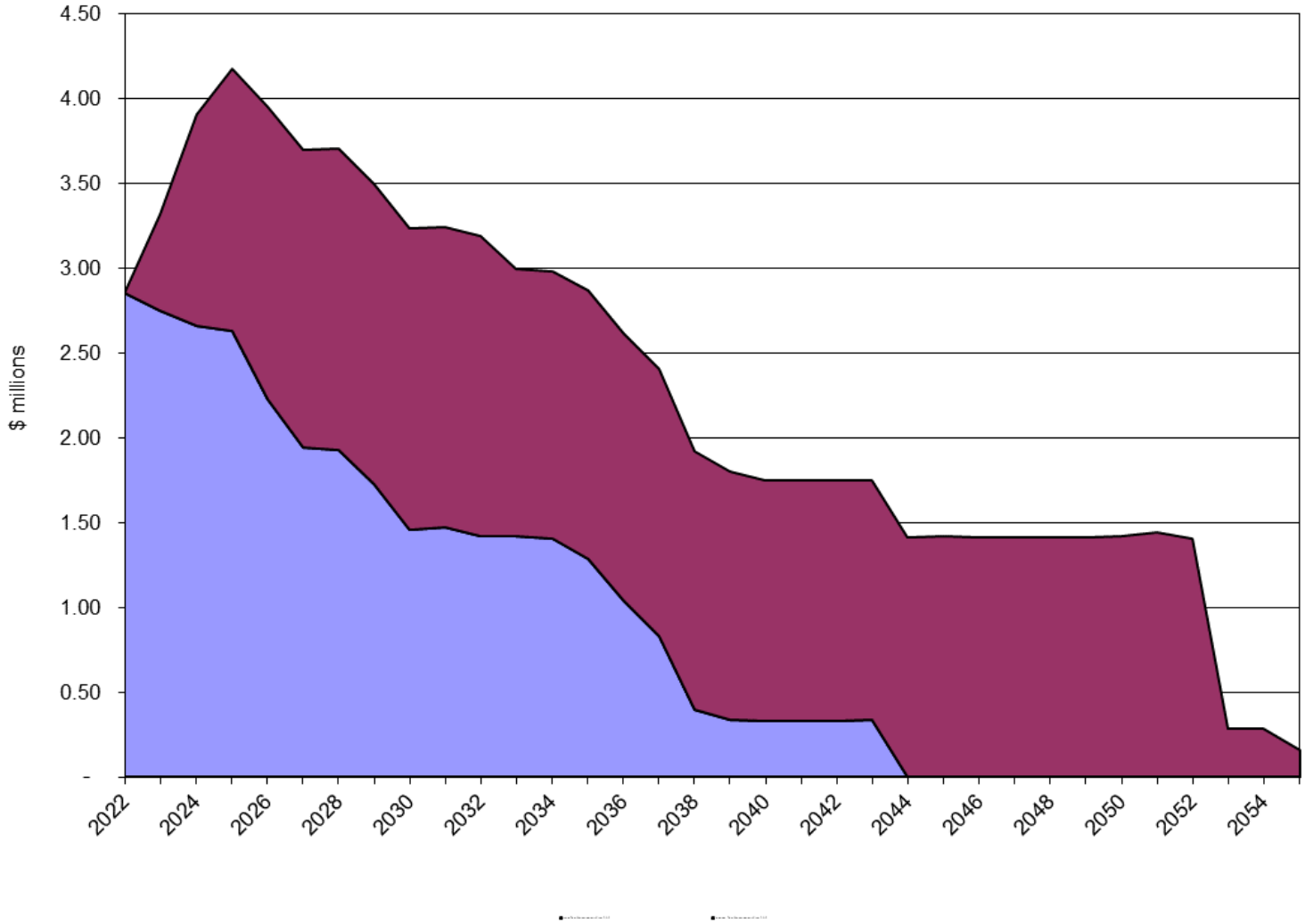
Year	Net Debt	5% Limit	Variance
Projected			
2022	**$2,855,696**	**$4,550,026**	**$1,694,330**
2023	**$3,317,729**	**$4,686,527**	**$1,368,797**
2024	**$3,907,475**	**$4,827,123**	**$919,647**
2025	**$4,176,286**	**$4,971,936**	**$795,650**
2026	**$3,952,307**	**$5,121,094**	**$1,168,787**
2027	**$3,697,959**	**$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	**$3,241,280**	**$5,936,752**	**$2,695,473**
Totals:	**$35,584,326**	**$52,160,950**	
Average:	**$3,558,433**	**$5,216,095**	
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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

City of Melrose, Massachusetts
Tax-Supported Debt within Proposition 2 1/2
Actual vs. Proposed



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

The next meeting is scheduled for Tuesday, September 7, 2021.

Respectfully submitted,

Paul J. Fahey, Clerk

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Schematic Design

Melrose Public Library

Renovation and Addition

Melrose, MA

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

PMC LLC
20 Downer Ave
Suite 5
Hingham
MA 02043
(ph) 781-740-8007
(f) 781-740-1012

Prepared for:

Tappe Architects

July 21, 2021

PM&C

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

PM&C

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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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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PM&C

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%*

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

PM&C

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
	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	*986*	*sf*				
	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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Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-2

Schematic Design GFA 9,83

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
	LIBRARY RENOVATION						
	New windows to match existing, circle top at interior entrance lobby	**150**	sf	250.00	37,500		
	New backer rod & double sealant	**950**	lf	11.00	10,450		
	Wood blocking at new openings	**60**	lf	8.00	480		
	SUBTOTAL					$214,980	
	B2030 EXTERIOR DOORS						
	Replace wood/ glazed entrance doors including frame w/ transom and hardware; double door; match existing	**1**	pr	14,000.00	14,000		
	Allowance for automatic entry hardware	**1**	loc	6,500.00	6,500		
	HM doors, frames and hardware @ extended areaway	**1**	ea	1,800.00	1,800		
	Allowance to repaint & repair ETR doors	**2**	ea	500.00	1,000		
	Backer rod & double sealant	**54**	lf	11.00	594		
	Wood blocking at openings	**54**	lf	6.00	324		
	SUBTOTAL					$24,218	
	TOTAL - EXTERIOR CLOSURE						**$500,490**
	B30 ROOFING						
	B3010 ROOF COVERINGS						
	Sloped roofing						
	Slate roof system including underlayment and copper flashings etc.	**3,955**	sf	40.00	158,200		
	Insulation; nailable	**3,955**	sf	14.00	55,370		
	EPDM roof system	**170**	sf	30.00	5,100		
	Allowance for work at perimeter fascia/soffit and eaves, including NEW flashings	**300**	lf	50.00	15,000		
	Rough blocking	**4,125**	sf	2.00	8,250		
	Snow guards allowance	**150**	lf	65.00	9,750		
	SUBTOTAL					$251,670	
	B3020 ROOF OPENINGS						
	Allowance to restore existing skylight, 9'x9'	**1**	ls	6,075.00	6,075		
	SUBTOTAL					$6,075	
	TOTAL - ROOFING						**$257,745**
	C10 INTERIOR CONSTRUCTION						
	C1010 PARTITIONS						
	Typical interior partitions	**2,556**	sf	18.00	46,008		
	Chase partition, single sided	**81**	sf	18.00	1,458		
	Allowance for patching/ furring at removed stacks on level 2	**1,820**	sf	7.50	13,650		
	Allowance for miscellaneous infills	**400**	sf	25.00	10,000		
	New butt glazed entrance w/ double doors at 1st floor lobby	**112**	sf	95.00	10,640		
	Glazed partition at Tech services	**84**	sf	90.00	7,560		
	Glazed partition including single sliding door at Conference room & Discovery rooms	**168**	sf	190.00	31,920		
	Glass wall at Genealogy, 8' high	**224**	sf	95.00	21,280		
	Interior windows/ borrowed lites at Offices	**80**	sf	68.00	5,440		
	SUBTOTAL					$147,956	
	C1020 INTERIOR DOORS						

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PM&C

Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-2

Schematic Design GFA 9,83

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
	LIBRARY RENOVATION						
	Single leaf door, frame and hardware	**15**	ea	2,100.00	31,500		
	Sliding door at Teen room, double	**1**	ea	4,000.00	4,000		
	Allowance to repaint & repair ETR doors	**2**	ea	750.00	1,500		
	Allowance for glazed panels, vision lites in doors	**1**	ls	1,500.00	1,500		
	Allowance for specialty hardware	**1**	ls	2,500.00	2,500		
	SUBTOTAL					$41,000	
C1030	**SPECIALTIES / MILLWORK**						
	Toilet accessories	**1**	ls	1,000.00	1,000		
	Marker boards/tack boards in offices, conference rooms, library and other rooms	**9,830**	sf	0.30	2,949		
	Room Signs	**9,830**	gsf	0.25	2,458		
	Fire extinguisher cabinets	**3**	ea	350.00	1,050		
	Wood paneling/trim at new walls to match existing - allowance	**9,830**	gsf	10.00	98,300		
	Allowance to restore ETR fireplace	**1**	loc	5,000.00	5,000		
	New library shelving, 3' units						
	single sided, 2 high	**5**	ea	450.00	By Others		
	single sided, 4 high	**2**	ea	570.00	By Others		
	single sided, 5 high	**11**	ea	765.00	By Others		
	single sided, 6 high	**5**	ea	900.00	By Others		
	double sided, 4 high	**3**	ea	1,170.00	By Others		
	double sided, 5 high	**28**	ea	1,365.00	By Others		
	double sided, 7 high	**6**	ea	1,950.00	By Others		
	Display cases @ Level 1	**2**	loc	2,000.00	4,000		
	Reference room service desk, curved	**8**	lf	1,500.00	12,000		
	Reference room, adjacent casework	**5**	lf	600.00	3,000		
	Miscellaneous interior rough blocking throughout building	**9,830**	sf	1.00	9,830		
	Miscellaneous metals throughout building	**9,830**	sf	1.50	14,745		
	Miscellaneous sealants throughout building	**9,830**	sf	1.25	12,288		
	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		

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

PM&C

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
	LIBRARY RENOVATION						
	SUBTOTAL					$90,953	
	C3020 FLOOR FINISHES						
	Allow to prep for new floors	**5,342**	gsf	3.50	18,697		
	Carpet	**1,008**	sf	6.00	6,048		
	Wood, new at Level 1	**1,080**	sf	20.00	21,600		
	Wood, refinish at Level 2	**1,820**	sf	7.00	12,740		
	Ceramic tile	**70**	sf	30.00	2,100		
	VCT	**1,034**	sf	5.00	5,170		
	Polished concrete	**1,375**	sf	12.00	16,500		
	Concrete sealer at MEP areas	**775**	sf	1.50	1,163		
	Tile base	**30**	lf	16.00	480		
	Allowance for new bases; wood or similar to match existing	**1,590**	lf	14.00	22,260		
	SUBTOTAL					$106,758	
	C3030 CEILING FINISHES						
	New gwb ceilings/patch ETR, allowance	**6,127**	sf	7.00	42,889		
	New ceiling in Level 2 @ removed stacks	**1,035**	sf	14.00	14,490		
	SUBTOTAL					$57,379	
	TOTAL - INTERIOR FINISHES						**$255,090**
	D10 CONVEYING SYSTEMS						
	Decommission existing elevator	**1**	ls	25,000.00	25,000		
	SUBTOTAL					25,000	
	TOTAL - CONVEYING SYSTEMS						**$25,000**
	D20 PLUMBING						
	D20 PLUMBING, GENERALLY						
	Equipment						
	Minor work to existing equipment to accommodate new	**9,830**	sf	0.50	4,915		
	Plumbing Fixtures						
	Water Closet	**1**	ea	1,200.00	1,200		
	Lavatory	**1**	ea	1,000.00	1,000		
	Miscellaneous fixtures not defined	**1**	ls	5,000.00	5,000		
	Domestic Water Piping						
	Copper pipe type L with fittings & hangers	**9,830**	sf	1.25	12,288		
	Pipe insulation						
	Pipe insulation	**9,830**	sf	1.00	9,830		
	Sanitary Waste And Vent Pipe w/ Hangers						
	Cast iron pipe with fittings & hangers	**9,830**	sf	1.50	14,745		
	Natural Gas Piping						
	Natural gas pipe with fittings & hangers	**9,830**	sf	0.50	4,915		
	Miscellaneous						
	Demolition	**1**	ls	12,000.00	12,000		
	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	1,000.00	1,000		
	SUBTOTAL					73,393	
	TOTAL - PLUMBING						**$73,393**
	D30 HVAC						

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PM&C

Melrose Public Library
Renovation and Addition
Melrose, MA

21-Jul-2

Schematic Design GFA 9,83

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
	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		

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Melrose Public Library
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Melrose, MA

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Schematic Design GFA 9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
	LIBRARY RENOVATION						
	Branch devices						
	Branch devices	**9,830**	sf	0.65	6,390		
	Lighting and branch circuitry						
	Branch & lighting circuitry	**9,830**	sf	6.00	58,980		
	SUBTOTAL					$175,466	
D5030	**COMMUNICATION & SECURITY SYSTEMS**						
	Fire Alarm						
	Fire alarm system	**9,830**	sf	3.50	34,405		
	Telephone/Data/CATV						
	Telecommunications rough in & devices and cabling	**9,830**	sf	4.00	39,320		
	Security System						
	Security system including intrusion detection, card access and CCTV	**9,830**	sf	2.00	19,660		
	Bi-Directional Amplification System						
	BDA system	**1**	ea	10,000.00	10,000		
	Master Clock & PA System						
	Master clock and PA system				NIC		
	Audio/Visual						
	AV rough-in and power to community rooms (devices and cabling by other)	**9,830**	sf	1.00	9,830		
	SUBTOTAL					113,215	
D5040	**OTHER ELECTRICAL SYSTEMS**						
	Miscellaneous						
	Demolition	**1**	ls	10,000.00	10,000		
	Lightning protection	Assumes not required			NIC		
	Temp power and lights	**1**	ls	7,500.00	7,500		
	Fees & Permits	**1**	ls	4,000.00	4,000		
	SUBTOTAL					$21,500	
	TOTAL - ELECTRICAL						**$378,991**
E10	***EQUIPMENT***						
E10	**EQUIPMENT, GENERALLY**						
	Staff break room appliances	**1**	ls	5,000.00	5,000		
	Electrically operated projection screens in Discovery/Training room and Conference room	**1**	ls	6,000.00	6,000		
	SUBTOTAL					$11,000	
	TOTAL - EQUIPMENT						**$11,000**
E20	***FURNISHINGS***						
E2010	**FIXED FURNISHINGS**						
	Entry mats & frames	**50**	sf	55.00	2,750		
	Window treatments, allow	**1**	ls	15,000.00	15,000		
	Lower level						
	Discovery						
	counter and wall cabinet	**24**	lf	500.00	12,000		
	storage cabinets, full height	**2**	ea	1,900.00	3,800		

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Schematic Design GFA 9,830

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
	LIBRARY RENOVATION						
	Conference room						
	cabinetry/ credenza	**27**	lf	650.00	17,550		
	Staff break room						
	base cabinet, counter and wall cabinet	**13**	lf	700.00	9,100		
	Tech services						
	base cabinet, counter	**11**	lf	450.00	4,950		
	Level 2						
	Teen room						
	computer work counter	**21**	lf	175.00	3,675		
	Offices				assume FF+E		
	base cabinet, counter @ copy areas	**15**	lf	450.00	6,750		
	Allowance for shelving in storage closets	**1**	ls	1,000.00	1,000		
	SUBTOTAL					$76,575	
E2020	**MOVABLE FURNISHINGS**						
	All movable furnishings to be provided and installed by owner						
	SUBTOTAL					NIC	
	TOTAL - FURNISHINGS						**$76,575**
F10	***SPECIAL CONSTRUCTION***						
F10	**SPECIAL CONSTRUCTION**						
	No items in this section						
	SUBTOTAL						
	TOTAL - SPECIAL CONSTRUCTION						
F20	***SELECTIVE BUILDING DEMOLITION***						
F2010	**BUILDING ELEMENTS DEMOLITION**						
	Demolition of ceilings and floor finishes (selective, as required)	**9,830**	gsf	3.00	29,490		
	Demolition of interior walls	**350**	lf	25.00	8,750		
	Demolition of interior masonry walls	**100**	lf	75.00	7,500		
	Remove doors, frames and hardware	**20**	ea	200.00	4,000		
	Remove interior stacks, casework and specialties	**9,830**	sf	1.00	9,830		
	Remove glass floor and structural stacks at 2nd floor; including shoring	**1,035**	sf	30.00	31,050		
	Remove stair	**1**	flt	2,500.00	2,500		
	Allowance for work at existing closure at new window and door opes	**5**	loc	2,000.00	10,000		
	Remove existing roof down to deck	**4,125**	sf	4.00	16,500		
	Miscellaneous demolition/protection/shoring	**9,830**	sf	2.00	19,660		
	MEP demolition; cut and cap with trades	**9,830**	sf	2.50	24,575		
	SUBTOTAL					$163,855	
F2020	**HAZARDOUS COMPONENTS ABATEMENT**						
	See main summary for HazMat allowance						
	SUBTOTAL						
	TOTAL - SELECTIVE BUILDING DEMOLITION						**$163,855**

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Melrose Public Library
Renovation and Addition
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21-Jul-21

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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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						
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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Schematic Design

GFA 19,

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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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CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
NEW ADDITION TO EXISTING LIBRARY							
	Interior foundation wall at lower level elevation change	**7**	cy	1,400.00	9,800		
	Structural fill to bottom of footings	**91**	cy	38.00	3,458		
	Elevator pit, complete	**1**	ls	35,000.00	35,000		
	Allowance for stair and ramp construction at lower level	**1**	ls	15,000.00	15,000		
	SUBTOTAL					$162,963	
A1020	**SPECIAL FOUNDATIONS**						
	Allowance for underpinning along existing foundation system	**59**	cy	3,000.00	177,000		
	SUBTOTAL					$177,000	
A1030	**LOWEST FLOOR CONSTRUCTION**						
	Gravel fill, 12"	**241**	cy	45.00	10,845		
	Rigid insulation; 2" thick	**6,500**	sf	3.00	19,500		
	Vapor barrier	**6,500**	sf	1.10	7,150		
	Compact existing sub-grade	**6,500**	sf	0.50	3,250		
	Mesh reinforcing 15% lap	**7,475**	sf	1.25	9,344		
	Concrete - 5" thick	**106**	cy	135.00	14,310		
	Placing concrete	**106**	cy	90.00	9,540		
	Finishing and curing concrete	**6,500**	sf	2.75	17,875		
	Control joints - saw cut	**6,500**	sf	0.10	650		
	Isolation joints at columns	**88**	lf	2.50	220		
	SUBTOTAL					$92,684	
	TOTAL - FOUNDATIONS						**$432,6**
A20	***BASEMENT CONSTRUCTION***						
A2010	**BASEMENT EXCAVATION**						
	Over excavation at existing demolished basement	**1,250**	cy	25.00	31,250		
	Fill to grade at old footprint (reuse excavated material)	**208**	cy	28.00	5,824		
	Remove excess off-site	**1,042**	cy	35.00	36,470		
	Backfill with gravel at perimeter	**88**	cy	45.00	3,960		
	Foundation drainage	**340**	lf	22.00	7,480		
	Dewatering, allow	**1**	ls	10,000.00	10,000		
	SUBTOTAL					$94,984	
A2020	**BASEMENT WALLS**						
	Formwork	**9,112**	sf	20.00	182,240		
	Re-bar	**27,336**	lbs	1.75	47,838		
	Concrete material; 3,000 psi	**207**	cy	135.00	27,945		
	Placing concrete	**207**	cy	120.00	24,840		
	Waterproofing to basement walls	**4,556**	sf	9.00	41,004		
	SUBTOTAL					$323,867	
	TOTAL - BASEMENT CONSTRUCTION						**$418,8**
B10	***SUPERSTRUCTURE***						
		16	lbs/sf				
B1010	**FLOOR CONSTRUCTION**	149	tns				
	Floor Structure	$ 4.972					
	Structural steel; W flange members; allow 16 lbs per sf	**103**	tns	4,200.00	432,600		
	Shear studs	**2,580**	ea	2.50	6,450		
	Allowance for perimeter deck bent plate, miscellaneous closure angles etc	**700**	lf	35.00	24,500		
	Floor Structure	*12,900*	*sf*				
	Metal floor deck	**12,900**	sf	4.50	58,050		
	WWF reinforcement	**14,835**	sf	1.25	18,544		
	Concrete fill to metal deck	**226**	cy	135.00	30,510		
	Place and finish concrete	**12,900**	sf	3.00	38,700		

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CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
NEW ADDITION TO EXISTING LIBRARY							
	Rebar to decks	**3,870**	lbs	1.75	6,773		
	Miscellaneous						
	Fireproofing to columns and beams	**12,900**	sf	2.80	36,120		
	Fire stopping floors	**1**	ls	2,000.00	2,000		
	Allowance ofr expansion joints	**1**	ls	10,000.00	10,000		
	SUBTOTAL					$664,247	
B1020	**ROOF CONSTRUCTION**						
	Roof Structure - Steel:						
	Steel beams/Joists; allowance 14 lbs per sf	**46**	tns	4,200.00	193,200		
	Roof Structure						
	Metal roof deck	**6,500**	sf	4.00	26,000		
	Concrete fill at roof			assume not required			
	Miscellaneous						
	Fireproofing to columns and beams	**6,500**	sf	3.50	22,750		
	SUBTOTAL					$241,950	
	TOTAL - SUPERSTRUCTURE						**$906,1**
B20	***EXTERIOR CLOSURE***						
B2010	**EXTERIOR WALLS**	*4,136*	sf				
	Exterior skin	*5,888*	*sf*				
	Thin stone rain screen system	**3,871**	sf	100.00	387,100		
	Aluminum cladding	**902**	sf	75.00	67,650		
	Precast banding, 12"	**191**	lf	68.00	12,988		
	Precast banding, 20"	**223**	lf	113.56	25,324		
	Precast sills and headers	**187**	lf	42.00	7,854		
	Stone base at exposed basement wall	**552**	sf	95.00	52,440		
	6" LGMF	**5,336**	sf	14.00	74,704		
	Insulation	**5,336**	sf	4.00	21,344		
	Sheathing	**5,336**	sf	3.50	18,676		
	Air barrier	**5,336**	sf	7.50	40,020		
	GWB to inside face	**5,336**	sf	3.60	19,210		
	Furring to interior face of basement wall	**4,469**	sf	6.00	26,814		
	Miscellaneous						
	Additional exterior due to GSF increase	**2,100**	sf	150.00	315,000		
	Aluminum soffit system to underside of overhangs	**160**	sf	104.00	16,640		
	SUBTOTAL					$1,085,764	
B2020	**WINDOWS/CURTAINWALL**	*2,804*	sf				
	High performance aluminum windows	**611**	sf	115.00	70,265		
	Windows at basement level	**87**	sf	90.00	7,830		
	Clerestory windows	**192**	sf	100.00	19,200		
	Curtainwall	**1,914**	sf	125.00	239,250		
	Premium for sun shade devices	**162**	lf	250.00	40,500		
	Backer rod & double sealant	**1,289**	lf	11.00	14,179		
	Wood blocking at openings	**1,289**	lf	12.00	15,468		
	SUBTOTAL					$406,692	
B2030	**EXTERIOR DOORS**						
	Glazed entrance door and hardware; double door (in CW frame)	**2**	pr	9,000.00	18,000		
	HM doors, frames and hardware- single	**2**	ea	2,100.00	4,200		
	Allowance for automatic entry hardware	**2**	ea	2,500.00	5,000		
	Backer rod & double sealant	**40**	lf	11.00	440		
	Wood blocking at openings	**40**	lf	5.00	200		
	SUBTOTAL					$27,840	
	TOTAL - EXTERIOR CLOSURE						**$1,520,296**

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GFA 19,

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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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PM&C

Melrose Public Library
Renovation and Addition
Melrose, MA

21-Ju

Schematic Design

GFA 19,

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
NEW ADDITION TO EXISTING LIBRARY							
	Children's service desk, adjacent casework	**12**	lf	600.00	7,200		
	Janitors closet accessories	**3**	rms	300.00	900		
	Glazed balustrade at ramp and stairs	**115**	lf	600.00	69,000		
	Handrail at ramp	**27**	lf	90.00	2,430		
	Miscellaneous interior rough blocking throughout building	**19,100**	sf	1.50	28,650		
	Miscellaneous metals throughout building	**19,100**	sf	2.00	38,200		
	Miscellaneous sealants throughout building	**19,100**	sf	1.25	23,875		
	SUBTOTAL					$331,310	
	TOTAL - INTERIOR CONSTRUCTION						**$639,1**
C20	***STAIRCASES***						
C2010	**STAIR CONSTRUCTION**						
	Feature stair including glass balustrades	**2**	flt	75,000.00	150,000		
	Egress staircase; steel pan; including guardrails and handrails	**2**	flt	32,000.00	64,000		
	Concrete material in pan infill	**4**	flt	500.00	2,000		
	Access ladder to roof	**1**	ea	1,500.00	1,500		
	SUBTOTAL					$217,500	
C2020	**STAIR FINISHES**						
	Stone to feature stair	**211**	lfr	140.00	29,540		
	Stone to feature stair landings	**45**	sf	65.00	2,925		
	Rubber to egress stair	**211**	lfr	22.00	4,642		
	Rubber to landings	**270**	sf	16.00	4,320		
	Paint to staircases	**4**	flt	1,500.00	6,000		
	SUBTOTAL					$47,427	
	TOTAL - STAIRCASES						**$264,9**
C30	***INTERIOR FINISHES***						
C3010	**WALL FINISHES**						
	Ceramic wall tile, 8' high	**1,496**	sf	28.00	41,888		
	FRP in janitor closets	**270**	sf	14.00	3,780		
	Paint to walls	**26,363**	sf	0.95	25,045		
	SUBTOTAL					$70,713	
C3020	**FLOOR FINISHES**						
	Slab mitigation at carpet and resilient floors	**12,103**	sf	4.00	48,412		
	Carpet	**8,118**	sf	6.00	48,708		
	Ceramic tile	**450**	sf	30.00	13,500		
	VCT	**730**	sf	5.00	3,650		
	Porcelain tile	**1,633**	sf	32.00	52,256		
	Linoleum in 2nd floor Children's area	**3,255**	sf	7.50	24,413		
	Tile base	**187**	lf	16.00	2,992		
	Wood base	**1,594**	lf	14.00	22,316		
	Rubber base	**377**	lf	3.00	1,131		
	SUBTOTAL					$217,378	
C3030	**CEILING FINISHES**						
	ACT ceilings	**12,139**	sf	6.00	72,834		
	GWB ceilings, painted	**3,066**	sf	14.00	42,924		
	Wood ceilings at Feature stair	**355**	sf	55.00	19,525		
	Allowance for soffits throughout	**19,100**	gsf	1.00	19,100		
	SUBTOTAL					$154,383	
	TOTAL - INTERIOR FINISHES						**$442,4**
D10	***CONVEYING SYSTEMS***						
D1010	**ELEVATOR**						
	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						**$180,5**
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		
	Pipe insulation						
	Pipe insulation	**19,100**	sf	1.50	28,650		
	Sanitary Waste And Vent Pipe w/ Hangers						
	Cast iron pipe with fittings & hangers	**19,100**	sf	3.00	57,300		
	Storm Drainage, Hubless Cast Iron Pipe						
	Cast iron pipe with fittings & hangers	**19,100**	sf	1.00	19,100		
	Natural Gas Piping						
	Natural gas pipe with fittings & hangers	**19,100**	sf	0.50	9,550		
	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	
	TOTAL - PLUMBING						**$274,0**
D30	***HVAC***						
D30	**HVAC, GENERALLY**						
	Heating & cooling equipment						
	Heating and cooling equipment, air distribution	**19,100**	sf	16.00	305,600		
	Air distribution						
	Air distribution equipment	**19,100**	sf	6.00	114,600		
	Exhaust fan						
	Exhaust fans	**19,100**	sf	1.00	19,100		
	Sheet metal & Accessories						
	Galvanized ductwork with fittings, hangers & Insulation	**19,100**	sf	15.00	286,500		
	Piping						
	Hot Water & Chilled Water Pipe						
	Heating and cooling piping & insulation	**19,100**	sf	12.00	229,200		
	Controls (DDC)						
	Automatic temperature controls	**19,100**	sf	7.50	143,250		
	Balancing						
	System testing & balancing	**19,100**	sf	1.50	28,650		
	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, MA

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Schematic Design

GFA 19,

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
NEW ADDITION TO EXISTING LIBRARY							
	SUBTOTAL					$1,136,900	
	TOTAL - HVAC						**$1,136,9**
	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						**$99,7**
	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						
	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		
	Telephone/Data/CATV						
	Telecommunications rough in & devices and cabling	**19,100**	sf	4.00	76,400		
	Security System						
	Security system including intrusion detection, card access and CCTV	**19,100**	sf	2.00	38,200		
	Bi-Directional Amplification System						
	BDA system	**1**	ea	50,000.00	50,000		
	Master Clock & PA System						
	Master clock and PA system				NIC		
	Audio/Visual						
	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**						
	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**

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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						**$9,0**
E20	***FURNISHINGS***						
E2010	**FIXED FURNISHINGS**						
	Entry mats & frames	**100**	sf	55.00	5,500		
	Window treatments, allow	**2,804**	sf	7.00	19,628		
	Lower level						
	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		
	Level 1						
	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		
	Level 2						
	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						**$52,9**
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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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		
	Site Earthwork						
	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		
	Hazardous Waste Remediation						
	Dispose/treat contaminated soils/water				NIC		
	SUBTOTAL					79,773	
	G20 SITE IMPROVEMENTS						
	Parking lots						
	Allowance to rebuild parking lots	**6,900**	sf	10.00	69,000		
	Curbs				Included		
	Pedestrian Paving						
	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		
	Site Improvements						
	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		
	Landscaping						
	Soil mix; reuse amended soil from on-site spoils	**56**	cy	35.00	1,960		

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SITEWORK							
	General seeding @ lawn areas	**3,000**	sf	0.20	600		
	Planting soil and mulch at new plantings	**67**	cy	70.00	4,690		
	New trees along North parking lot	**12**	ea	1,500.00	18,000		
	Shrubs and plantings	**1**	ls	10,000.00	10,000		
	SUBTOTAL					395,495	
G30	**CIVIL MECHANICAL UTILITIES**						
	Water supply						
	New water/fire CLDI: 8"	**100**	lf	140.00	14,000		
	Connect to existing line	**1**	loc	15,000.00	15,000		
	Wet tap to existing 8" w/T reducers	**1**	loc	3,500.00	3,500		
	New fire hydrant	**1**	loc	2,800.00	2,800		
	FD connection	**1**	loc	2,000.00	2,000		
	Sanitary sewer				ETR		
	Storm Sewer; modify existing	**6,900**	sf	8.00	55,200		
	SUBTOTAL					92,500	
G40	**ELECTRICAL UTILITIES**						
	Riser	**1**	ea	1,500.00	1,500		
	Primary service ductbank	**100**	lf	300.00	30,000		
	Communications						
	Riser	**1**	ea	1,200.00	1,200		
	Communications ductbank 2-4" conduit, empty	**100**	lf	110.00	11,000		
	Site Lighting						
	Ornamental lights at entrance	**2**	loc	6,000.00	12,000		
	Site lighting & circuitry allowance	**1**	ls	50,000.00	50,000		
	SUBTOTAL					105,700	
	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	***MBLC BUDGET 1-18-17***
	Based on estimate dated 7-21-21	*based on estimate dated 9/30/16*
	escalated to spring 2022 - adds 3 years escalation to previous budget	*originally escalated to Sept. 2019*
Construction		
Building + site	$14,404,735.00	$10,952,067.00
Bonds, insurance, OHP	$1,083,235.00	$823,596.00
Subtotal	$15,487,970.00	$11,775,663.00
8% Const Contingency	$1,239,037.60	$1,177,566.30
CONTRUCTION TOTAL	**$16,727,007.60**	**$12,953,229.30**
Professional Services		
Architect Study phase	$85,000.00	$85,000.00
Architect SD - CA	$1,725,000.00	$1,177,567.00
OPM + Clerk	$800,000.00	$800,000.00
ACM consulting	$40,000.00	$35,000.00
Tech consulting	$40,000.00	$40,000.00
LEED consulting	*in base fee*	$80,000.00
LEED application fee	$7,000.00	$7,000.00
Commissioning Agent	$50,000.00	$50,000.00
Geo-Technical engineer	$40,000.00	$25,000.00
Interiors fee	*in base fee*	$80,000.00
Legal allowance	$5,000.00	$5,000.00
Misc	$20,000.00	$20,000.00
SERVICES TOTAL	**$2,812,000.00**	**$2,404,567.00**
Furnishings, Finishes, Equipment		
Utility backcharge	$10,000.00	$10,000.00
Book shelves	$240,000.00	$240,000.00
Furnishings	$600,000.00	$550,000.00
Loose technology	$350,000.00	$230,000.00
Signage	$10,000.00	$10,000.00
Book alarm system	$45,000.00	$45,000.00
sub-total	$1,255,000.00	$1,085,000.00
10% contingency	$125,500.00	$108,500.00
FFE TOTAL	**$1,380,500.00**	**$1,193,500.00**
Other		
Moving	$100,000.00	$100,000.00
Temp Library Fit-Out	$75,000.00	$75,000.00
OTHER TOTAL	**$175,000.00**	**$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

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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

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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.

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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

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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:

x Received on [January 19, 2017]

☐ Not received but will seek approval on [Date]

The vote to approve the project's schematic design has been:

x 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.

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SECTION 1: PROJECT INFORMATION

1. CENSUS AND LIBRARY

1. *Population of applicant municipality:*
   - a. 2010 U.S. Census Population for population — 26983
   - b. Later official census population, if different than above — 27690
     - Cite the source(s) used to update census population. — [U.S. Census]
     - Estimated 2035 Population — [31,311]
     - 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 — 27690
   - b. If a branch, estimated population served by this location — [ ]
   - c. Attendance — 184550
   - d. Number of registered borrowers — 20952
   - e. Total physical holdings — 117950
     - 1)Books — 95797
     - 2)Audio (Compact discs (not CD-ROMs) cassettes — 6444
     - 3)Video cassettes/discs/DVD — 4504
     - 4)Print periodicals, newspapers & other print serials — 184
   - f. Total circulation activity — 305007
   - g. Hours
     - 1)Total number of hours main library was open. — 2791
     - 2)Total number of hours all branches were open. — 0
   - h. Operating Income — 1187730

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 — 24185*
     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.
   - b. Year main library was built — 1903
   - c. Year of most recent renovation — 1994
   - d. Number of dedicated parking spaces — 25
   - e. Main library seating capacity — 160
   - f. Number of main library meeting rooms — 4
   - g. Largest meeting room seating capacity — 70
   - h. Individual or group study rooms — 2
   - i. Number of times all meeting rooms were used — 539

4. *Automated Library System as reported by Networks*

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a. Member network NOBLE
b. Type of membership Full
c. Stand-alone system [ ]

2. PROJECT

1. *Library type:*

x Main Library
☐ Branch Library
☐ Joint Public Library
☐ Other (please specify) _____

2. *Current facility:*

x 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

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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 x 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 x No ☐ [number] Year Lease ☐, with expiration date of [Date]

8. *The existing building to be renovated is:*
x 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

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[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]

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

		Collection			Computers				Reader Seats*			
Assigned** Area Name	Estimated Size (sq ft)	Volumes	AV Materials	Periodicals	Public Computer Stations***	Staff Computer Stations	Dedicated OPACs	Self Check Stations	Lounge Seats	Table/ Carrel Seats	Total Reader Seats	Program 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

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	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.

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- 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

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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.]

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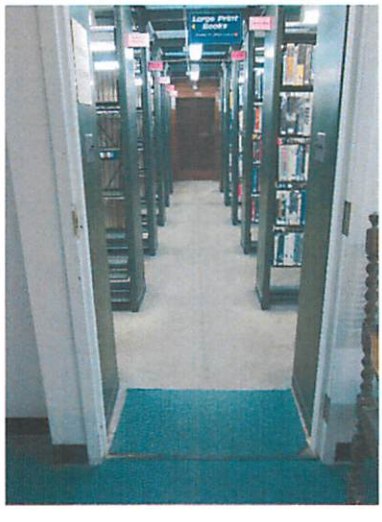




The main entry to the building, which is not ADA compliant, is unwelcoming, especially to newcomers - it is difficult to orient oneself in the building, and stairs are required to get anywhere.

- [**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.

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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.

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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.



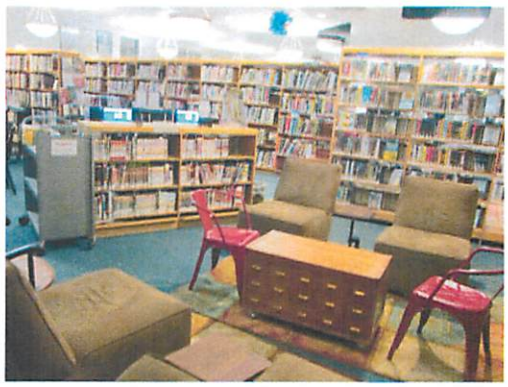


A recent adult program caused the Children's Room to close early. Attendees were squeezed into every possible spot, with a camera man for the local access station backed into a corner.

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

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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

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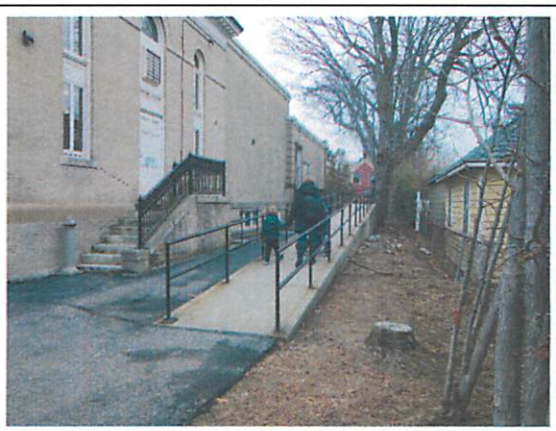
- The local history room is in a secluded upper floor area that is not close to the reference service desk. Frequently only Reference librarian is working, making it exceedingly difficult to offer effective service to patrons.]

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.

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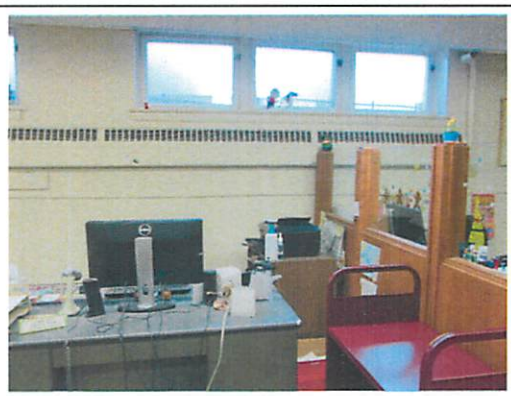
Across the street is Myrtle Street, offering about six spaces very close to the library. Additionally, there is a municipal parking lot about 400 feet from the library, with an additional 170 spaces. There is no dedicated staff parking; library employees have parking stickers that enable them to park 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

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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 overal 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 bottlenecking in

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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.

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*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.

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- 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

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- 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

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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? xYes ☐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

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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

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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

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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.

	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
11	Architect/Engineering Fees: Design Development through Bid 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
15	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
35	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
42	Contingency for Expenses: Professional Service and FF&E 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.						

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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

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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
x 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;

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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

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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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Name: Edward W. Waystack III

Title and Board/Committee: Chairman, Library Board of Trustees

Signature: Edward W. Waystack III Date: 1/25/17

Name: Christina Gagliano

Title and Board/Committee: President, Friends of the Melrose Public Library, Inc.

Signature: Christina Gagliano Date: 1/24/17

Name: Patrick Dello Russo

Title and Board/Committee: CFO/City Auditor

Signature: Patrick D. Dello Russo Date: 1/25/17

Name: Denise Gaffey

Title and Board/Committee: Director and City Planner, Office of Planning and Community Development

Signature: 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

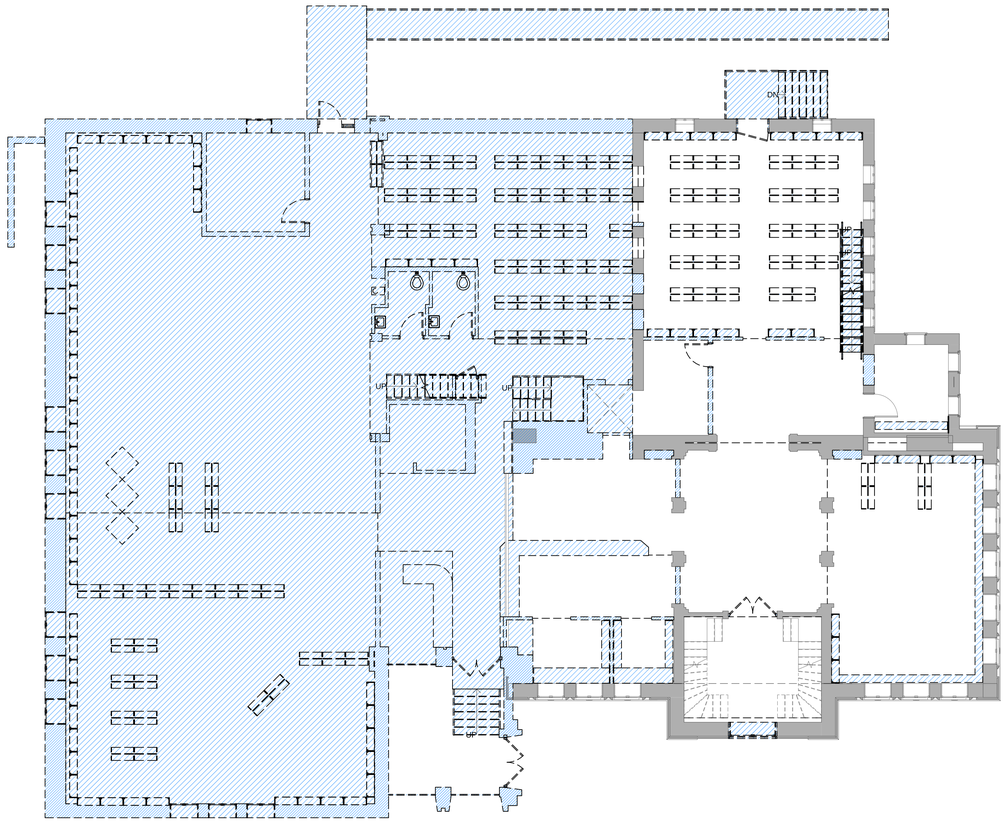
A. Title/Deed and Related Documentation
B. Copy of Town Meeting/City Council votes
C. City/Town map showing location of proposed site
D. Floor plans of existing library building
E. Excerpted Pages from Master Plan/Library Long Range Plan
F. Library Building Program
G. Massachusetts Historical Commission 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.

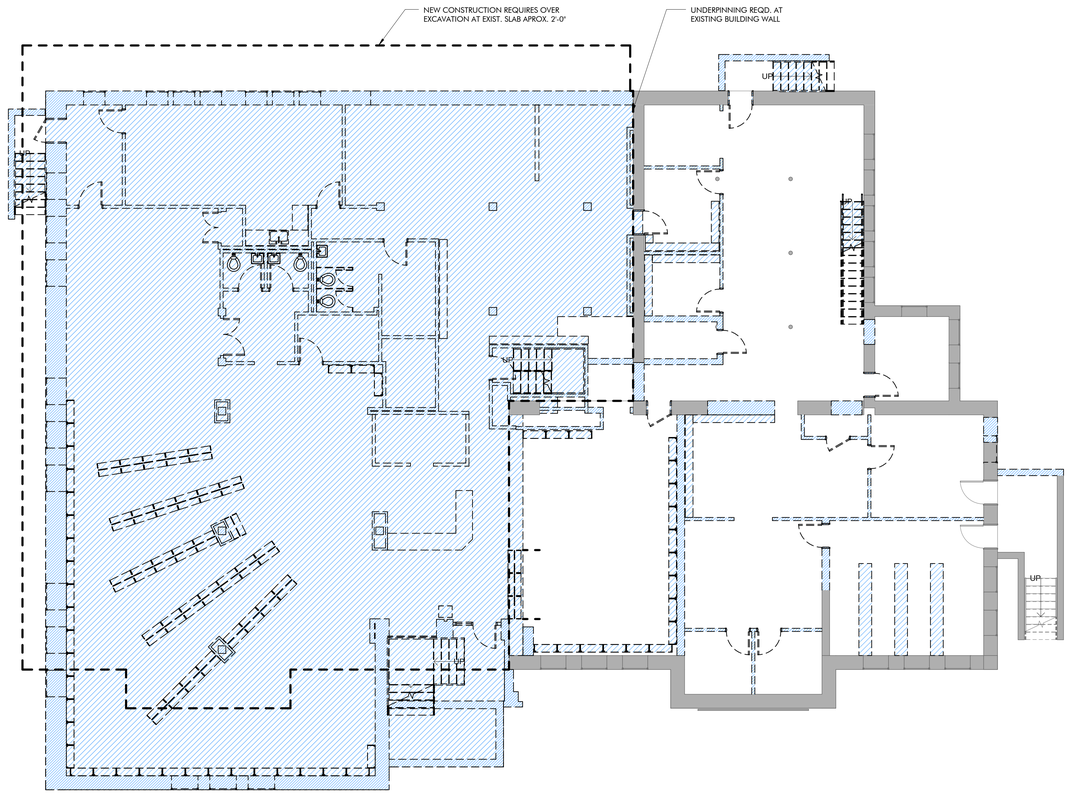
P. Attachments (label sequentially)
   1. Melrose Free Press article, December 15, 2016
   2. Report of a Preservation Survey of Melrose Public Library
   3. Report on Environmental Monitoring Conducted by the MBLC

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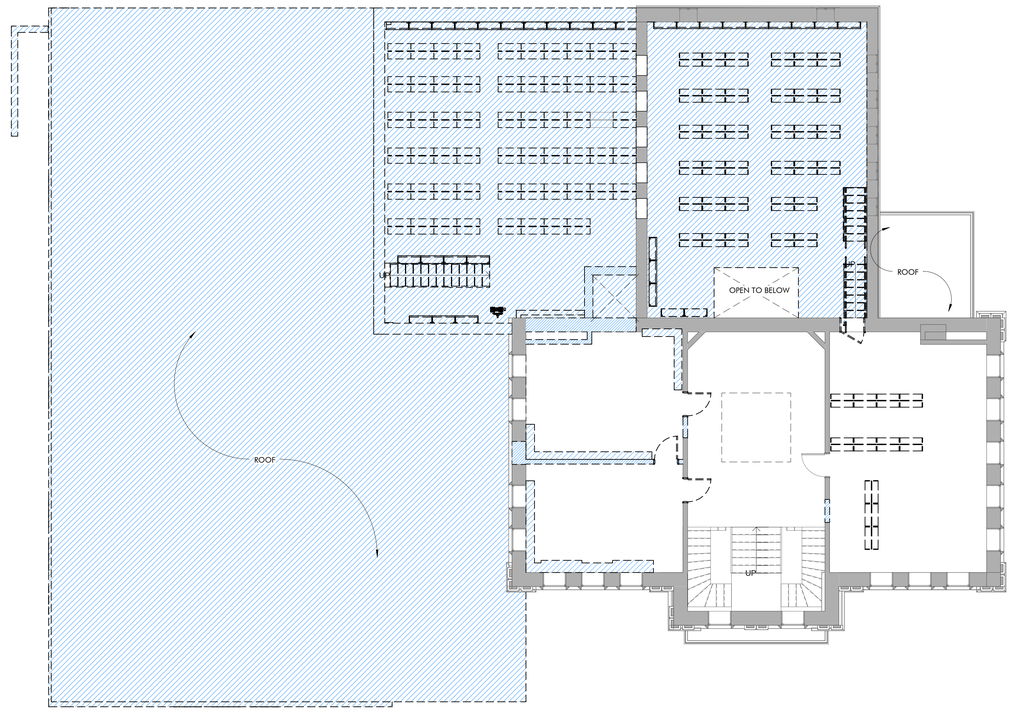
1 P105 DEMOLITION PLAN - FIRST FLOOR
1/8" = 1'-0"

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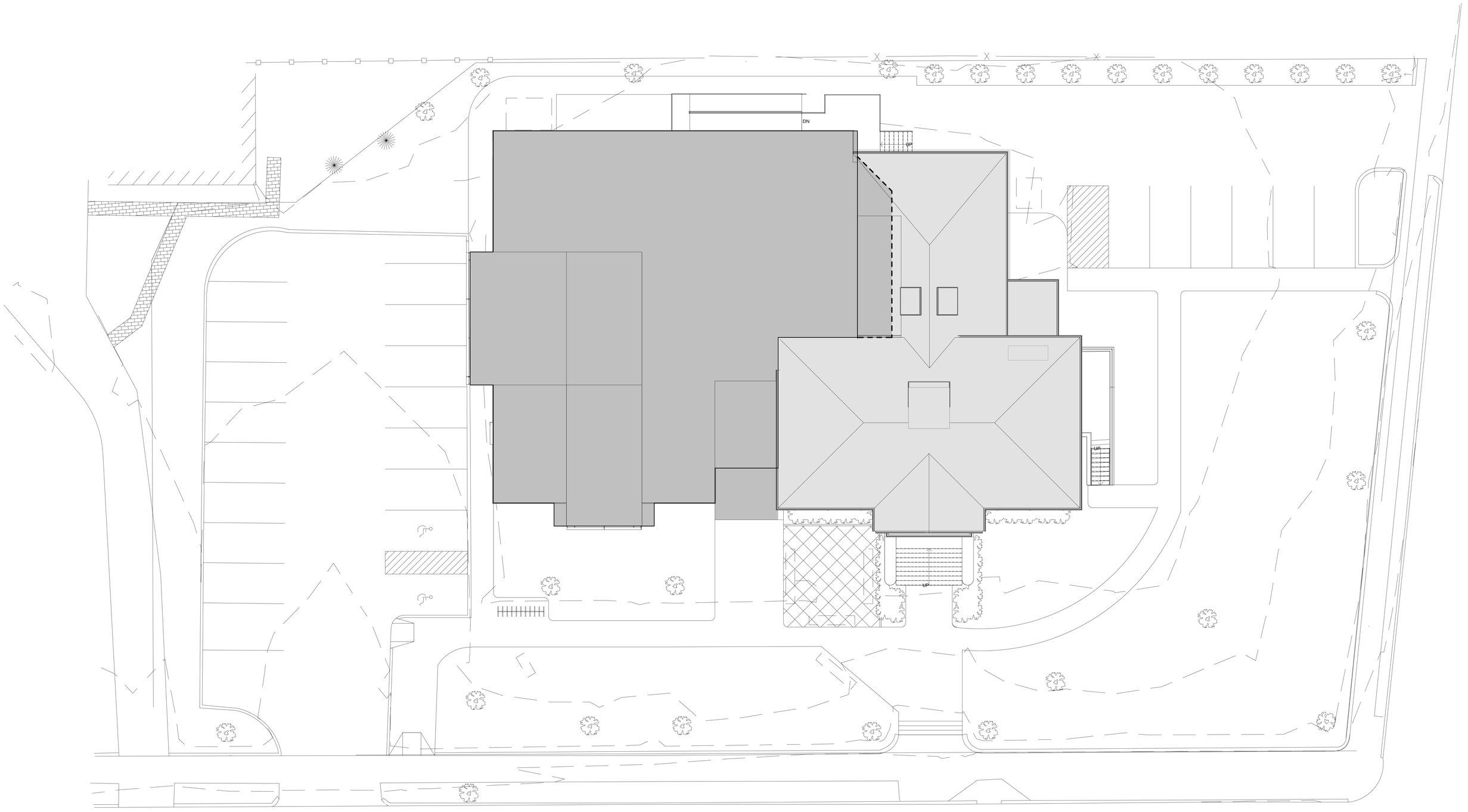
1 P104 DEMOLITION PLAN - BASEMENT FLOOR
1/8" = 1'-0"

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1 P106 DEMOLITION PLAN - SECOND FLOOR
1/8" = 1'-0"

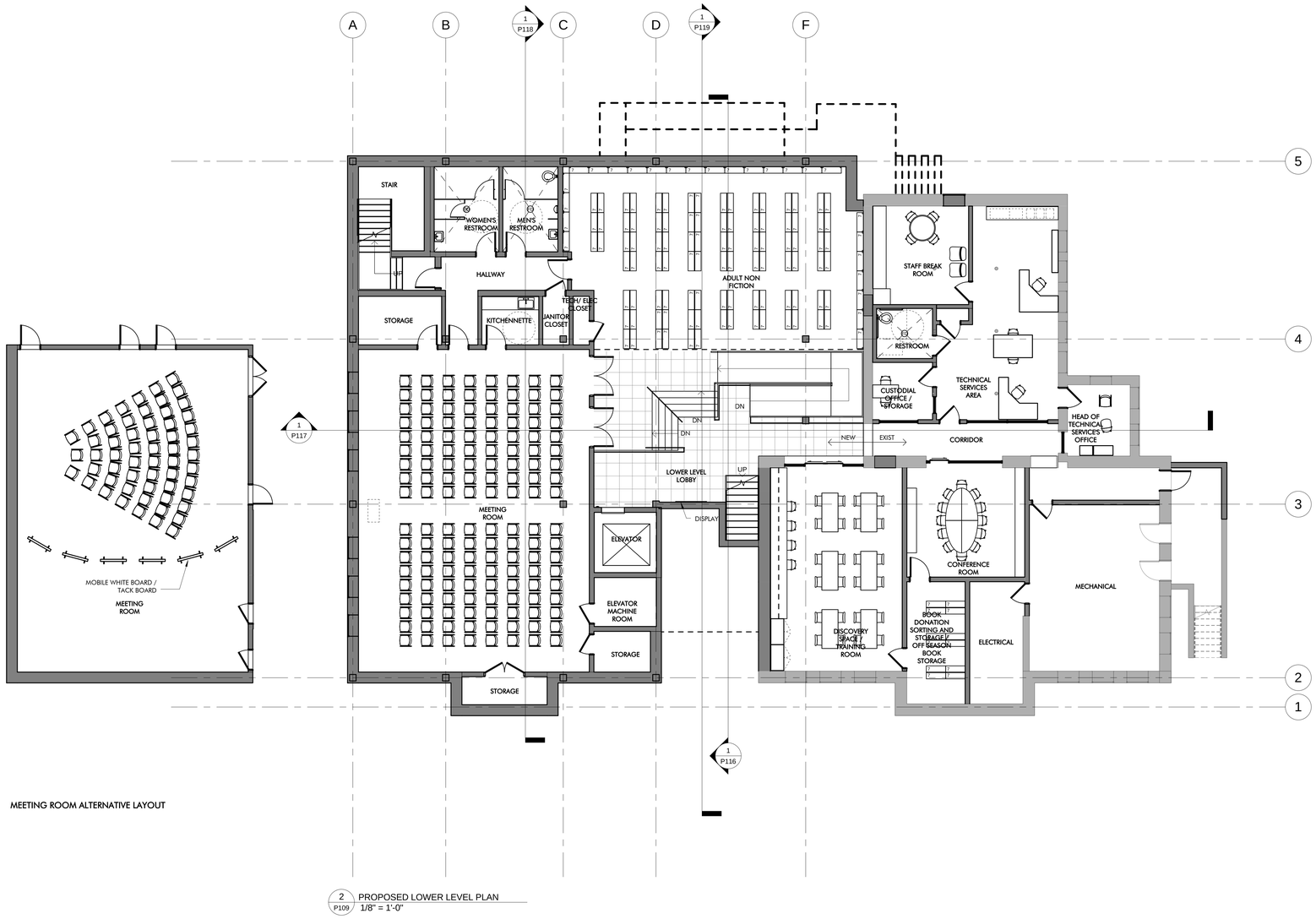
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1 P108 PROPOSED SITE PLAN
1/8" = 1'-0"

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Six Edgerly Place, Boston, MA 02116

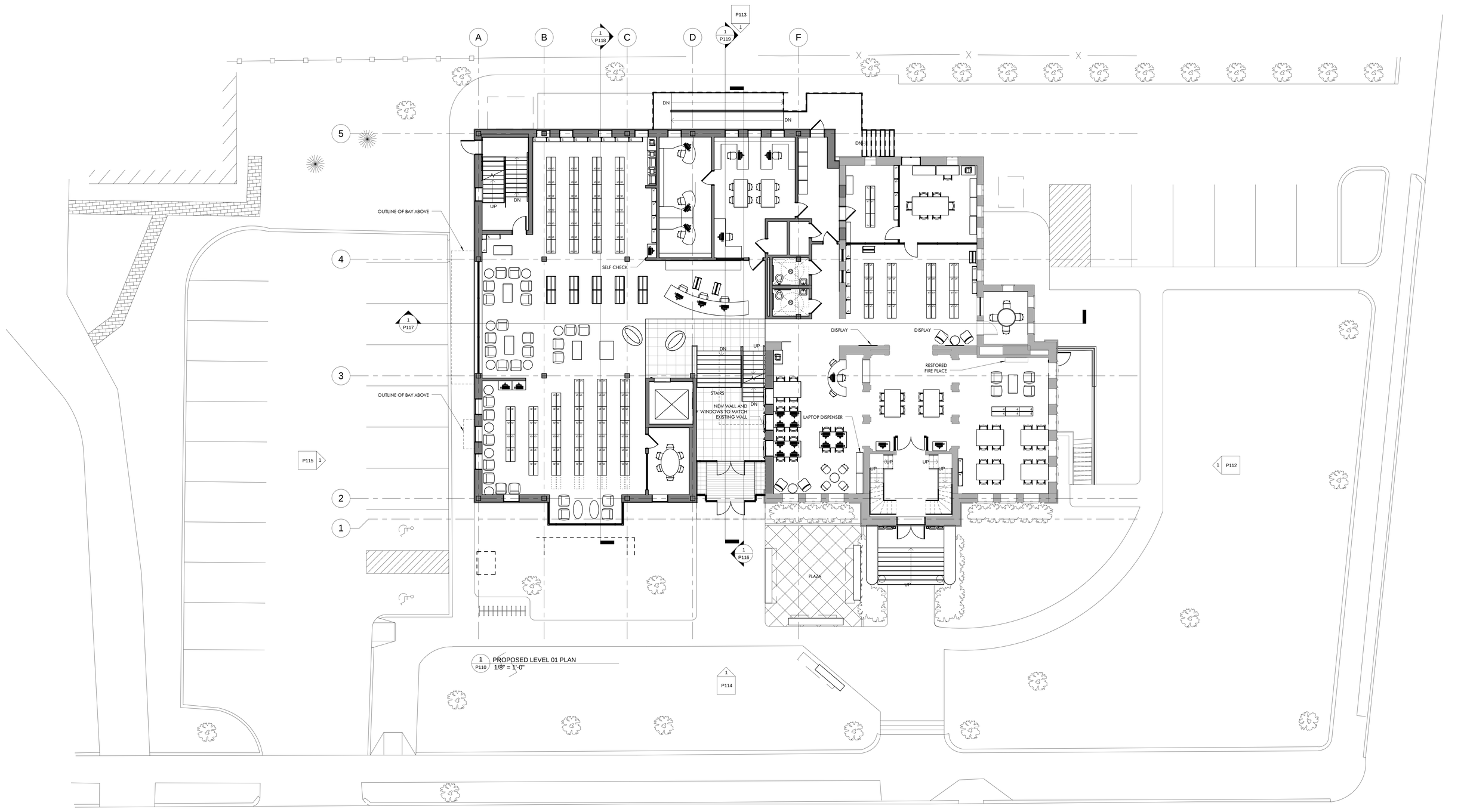
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MEETING ROOM ALTERNATIVE LAYOUT

2 P109 PROPOSED LOWER LEVEL PLAN
1/8" = 1'-0"

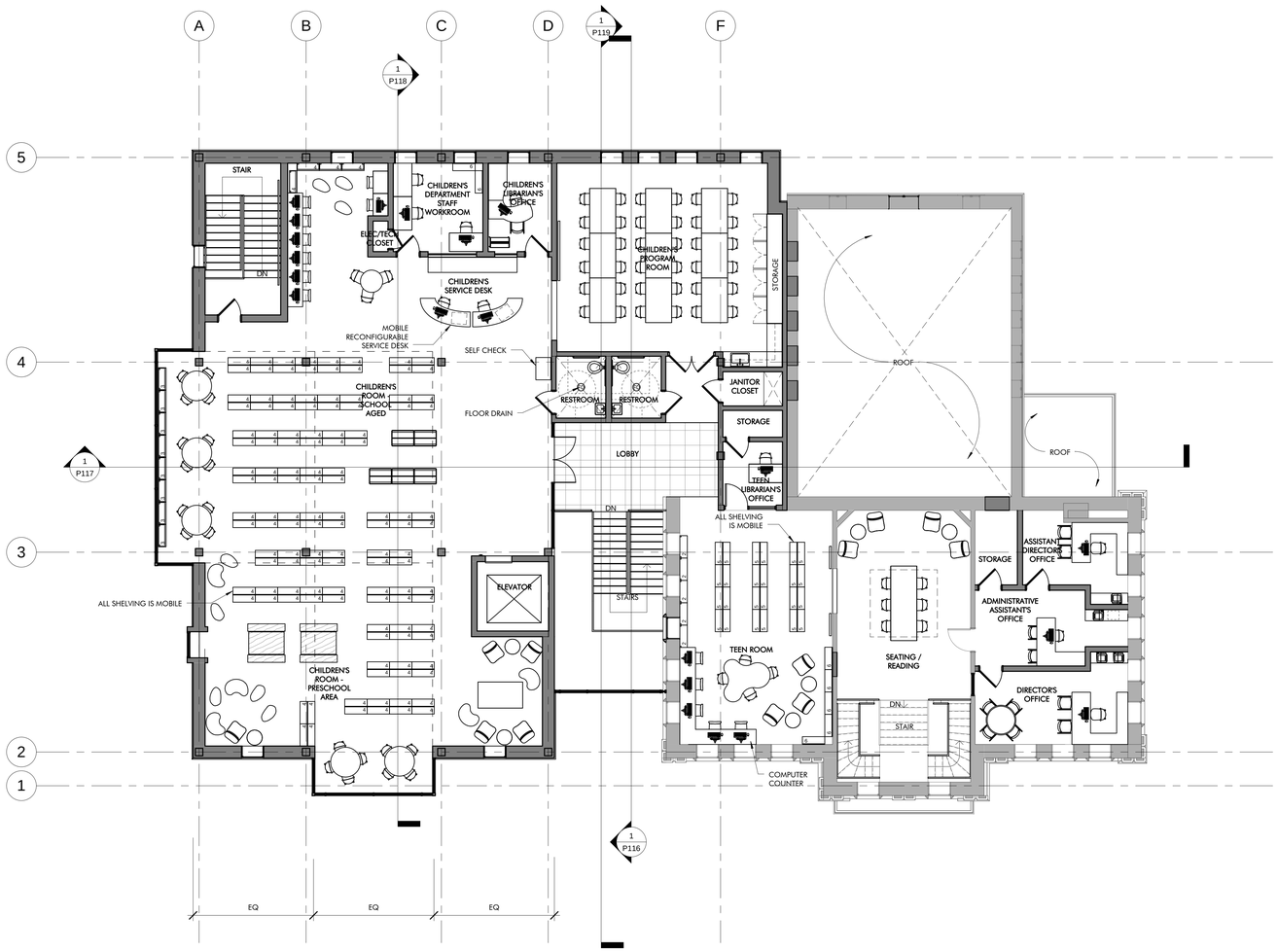
Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)



1 P110 PROPOSED LEVEL 01 PLAN
1/8" = 1'-0"

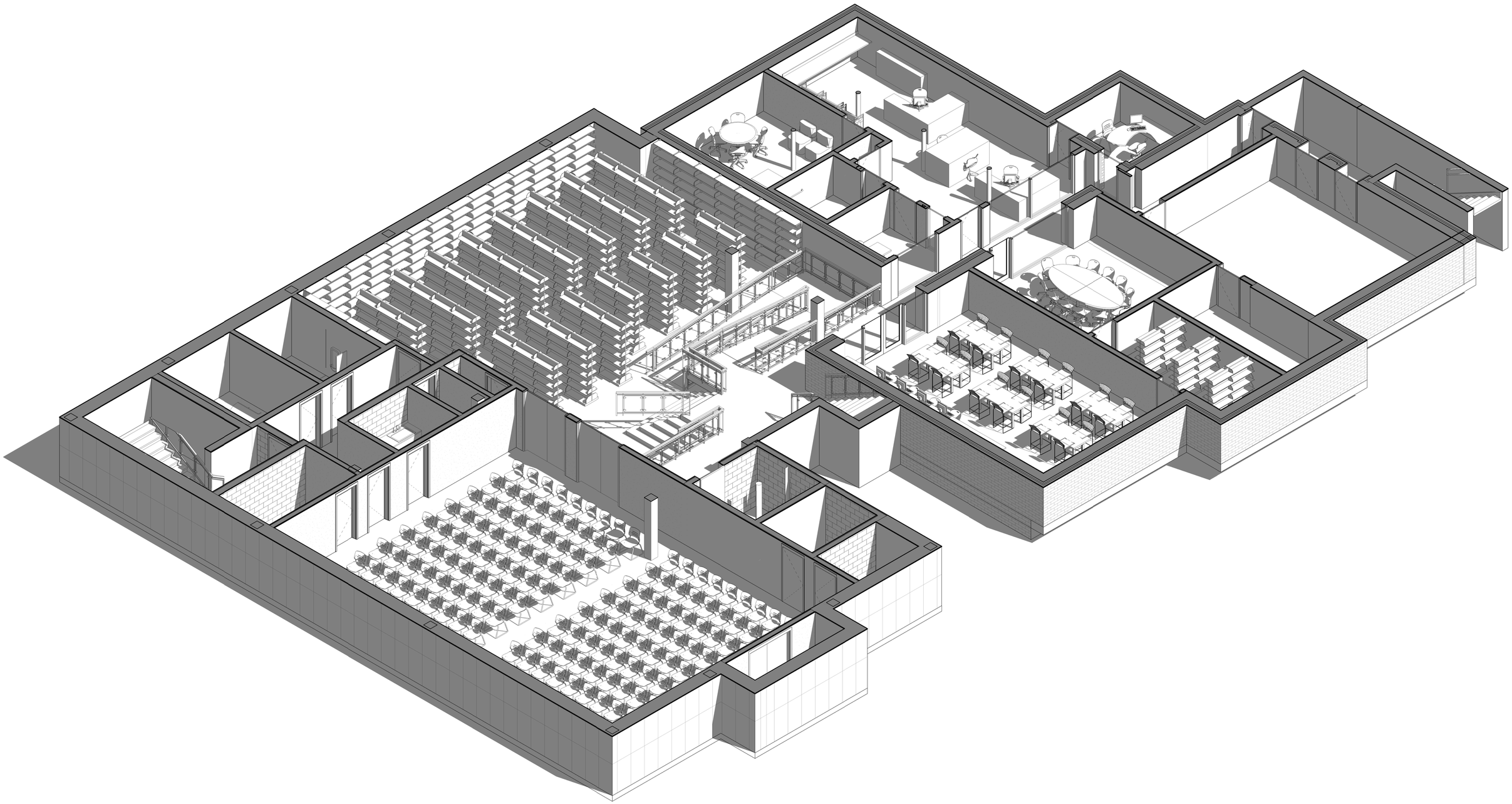
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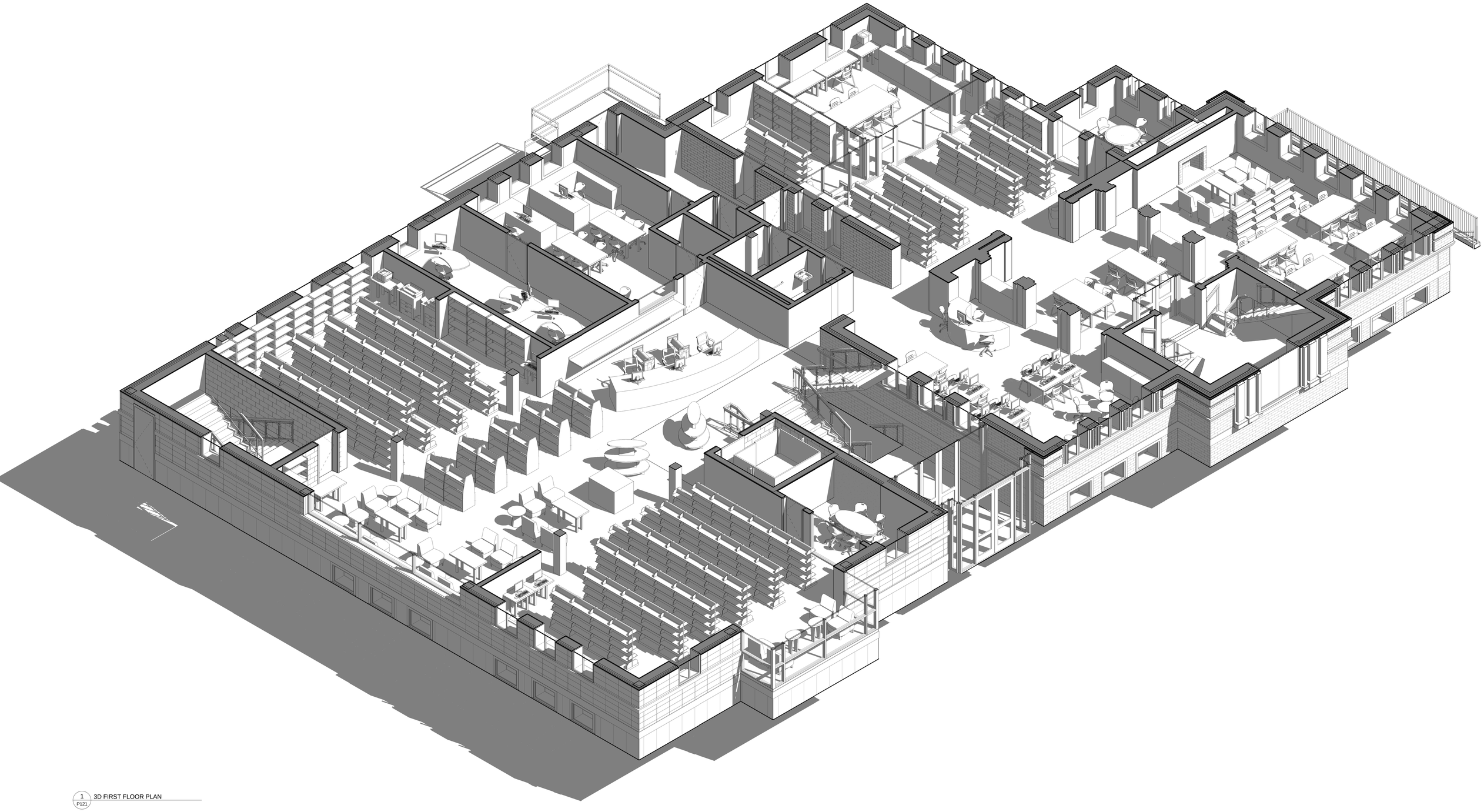
1 P111 PROPOSED LEVEL 02 PLAN
1/8" = 1'-0"

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1 P120 3D BASEMENT FLOOR PLAN

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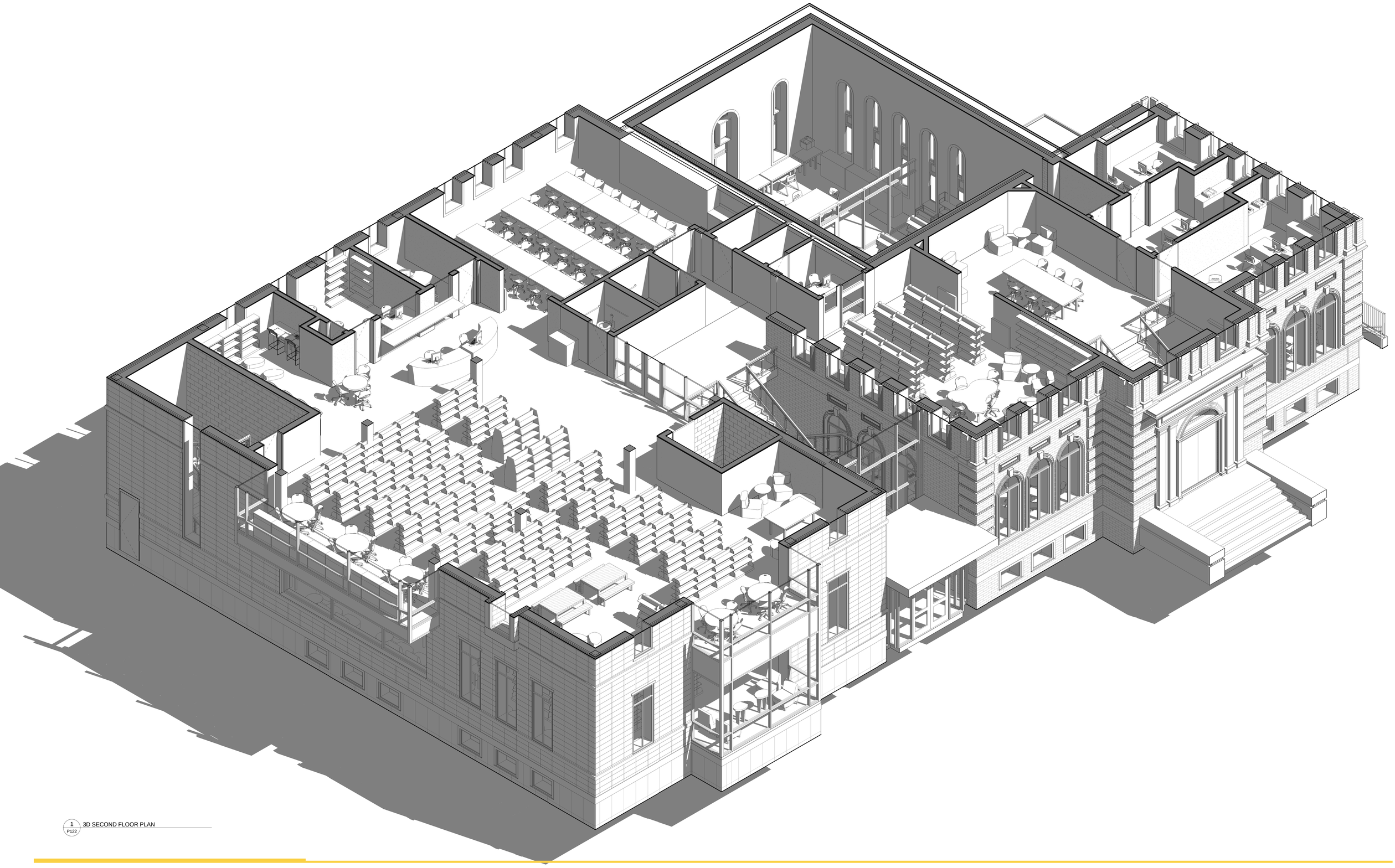


1 P121 3D FIRST FLOOR PLAN

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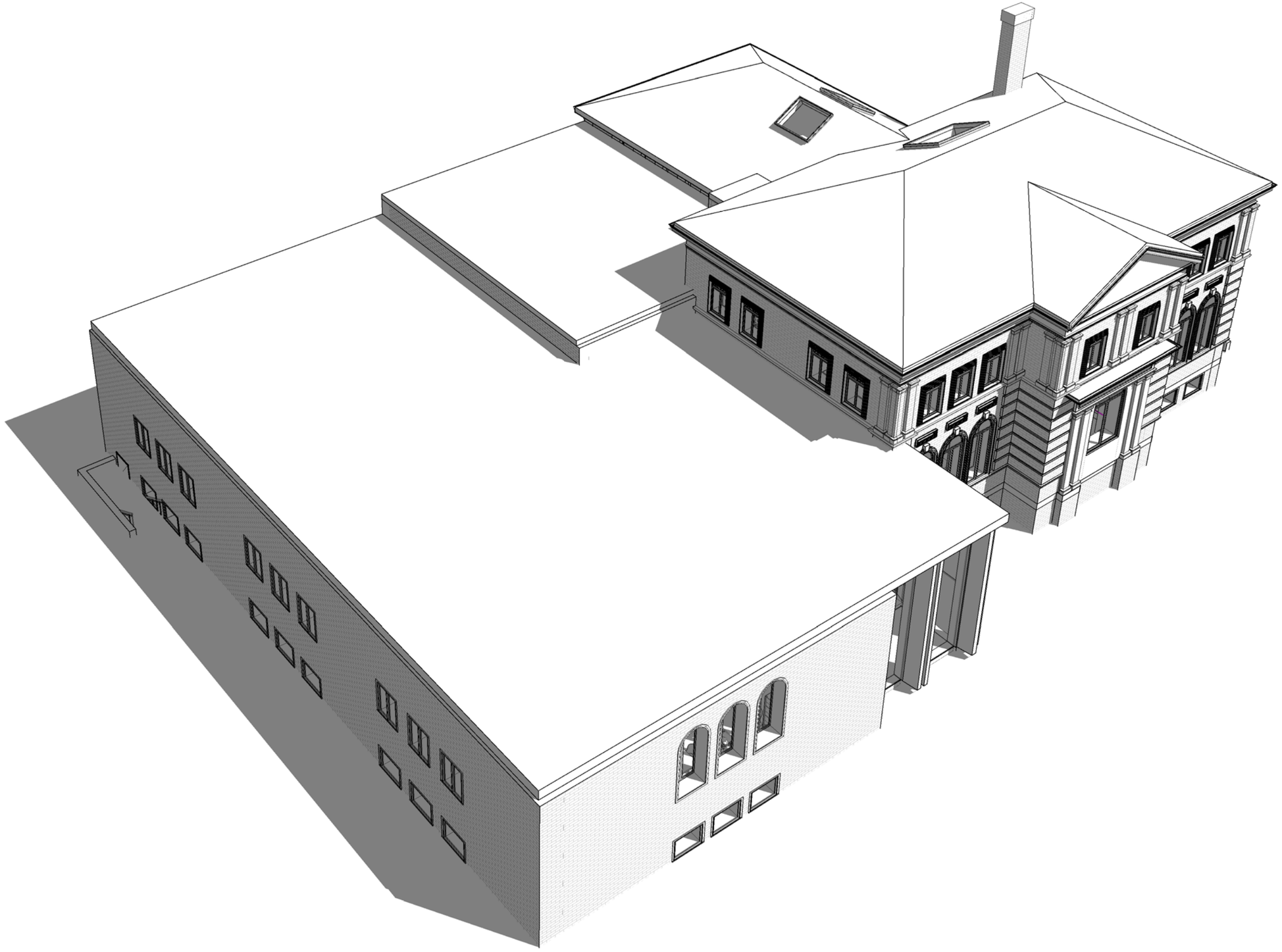


1 P122 3D SECOND FLOOR PLAN

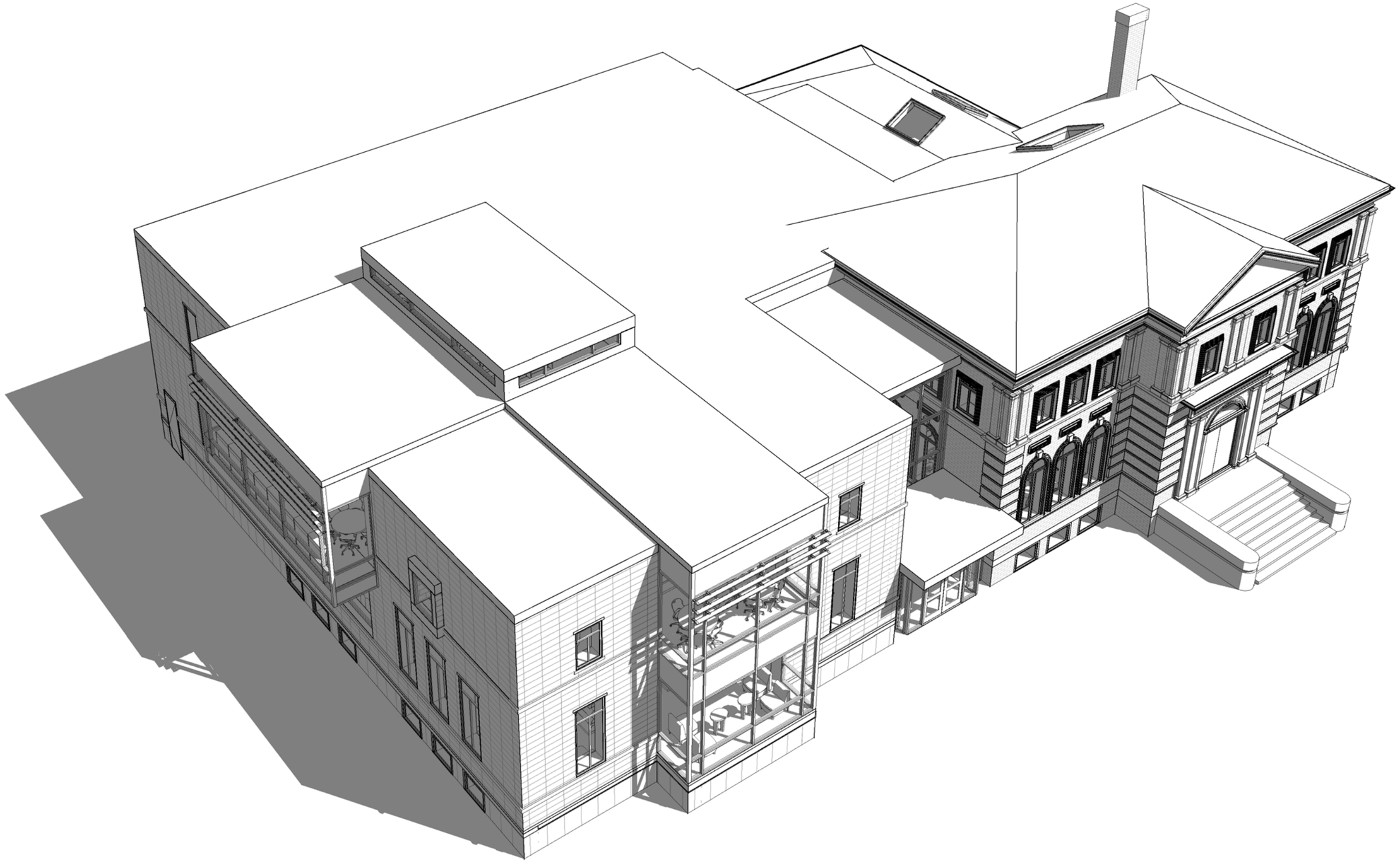
TAPPÉ ARCHITECTS, INC.

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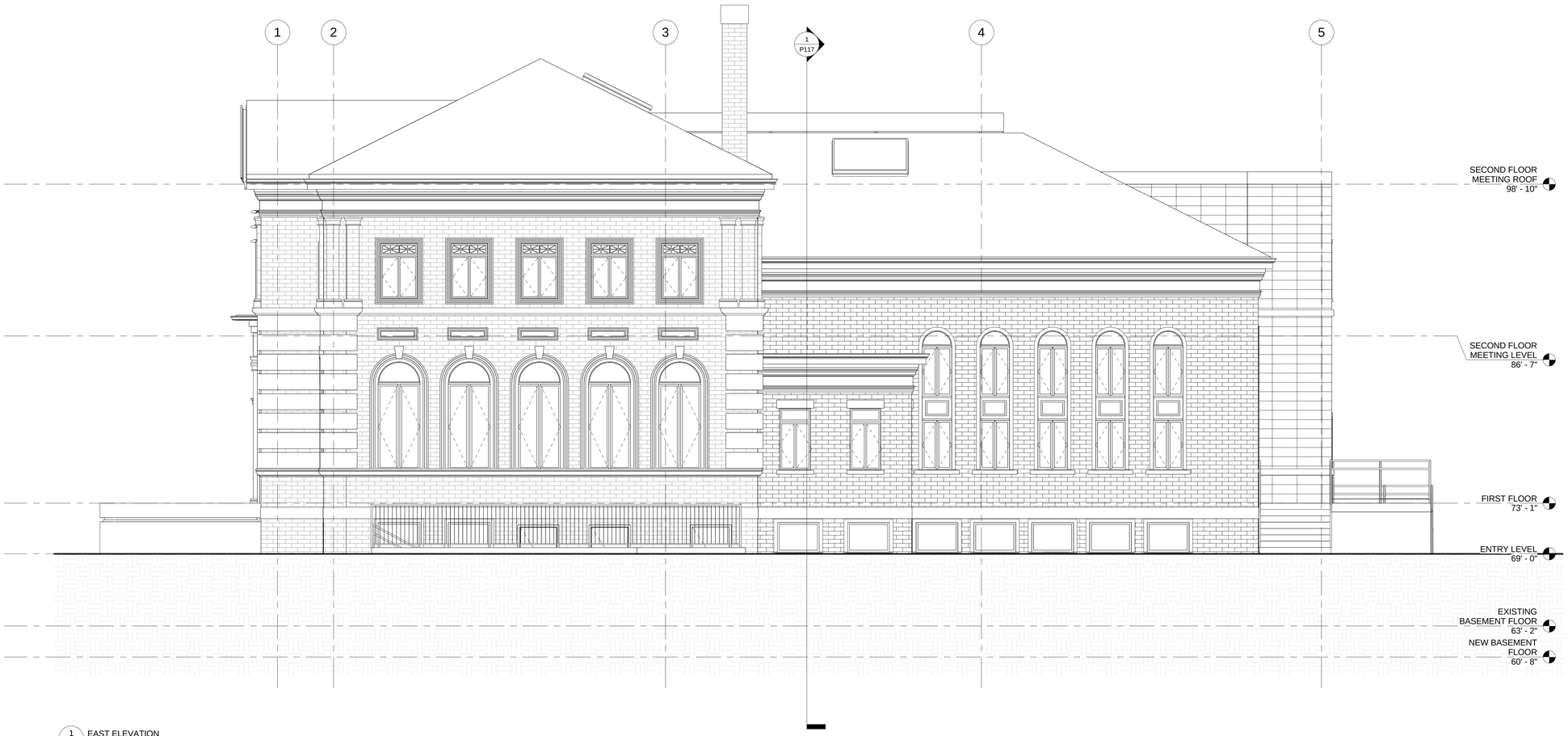
Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)



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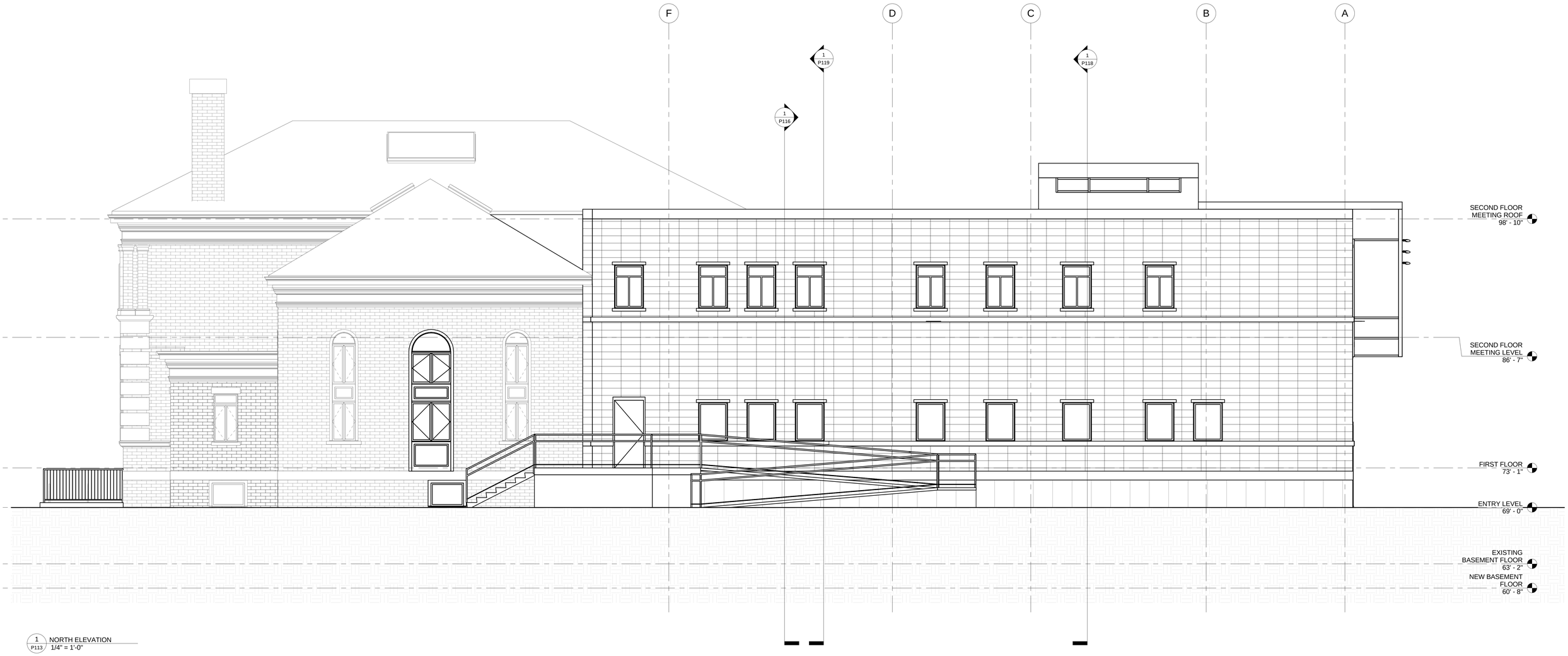


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1 P112 EAST ELEVATION
1/4" = 1'-0"

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1 / P113 NORTH ELEVATION
1/4" = 1'-0"

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MELROSE PUBLIC LIBRARY

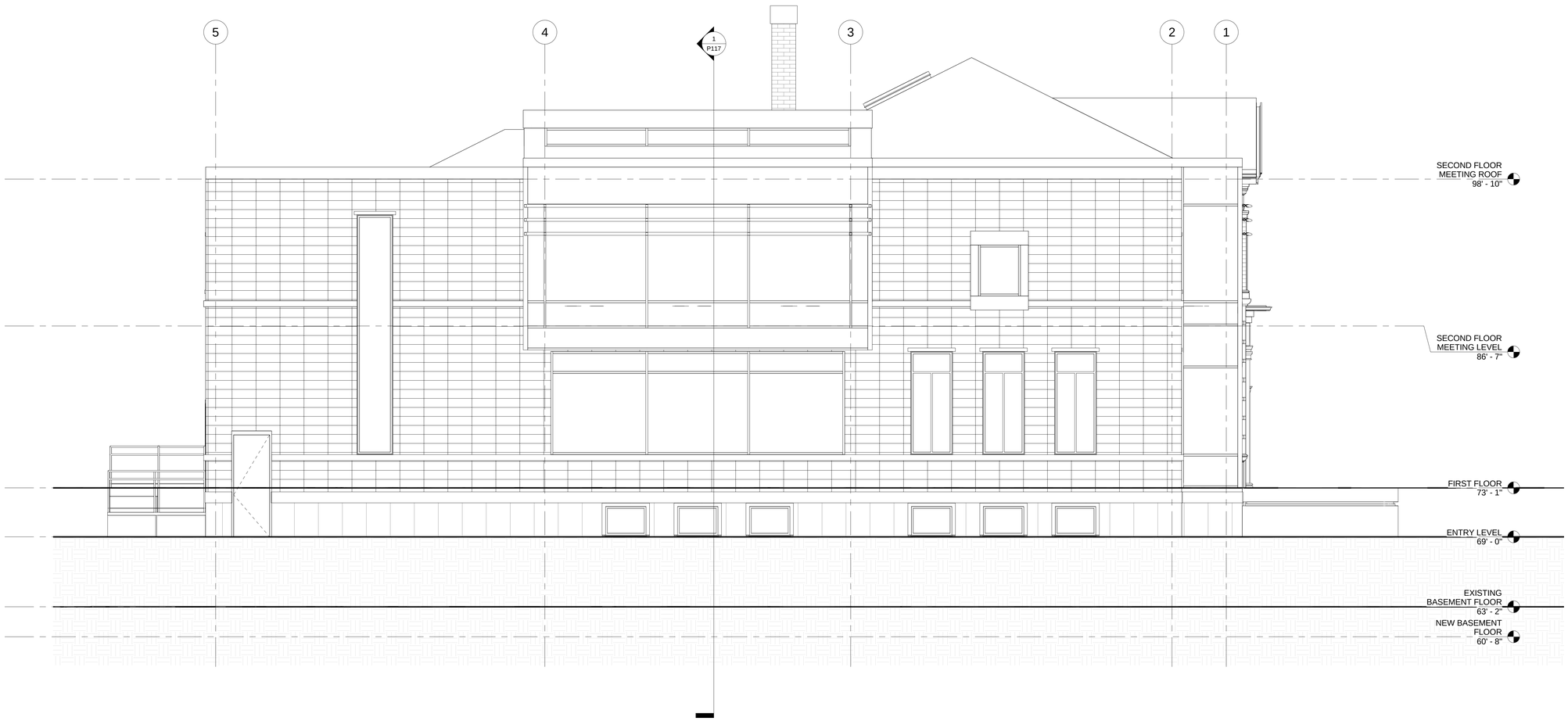
October 4, 2016



1 P114 SOUTH ELEVATION
1/4" = 1'-0"

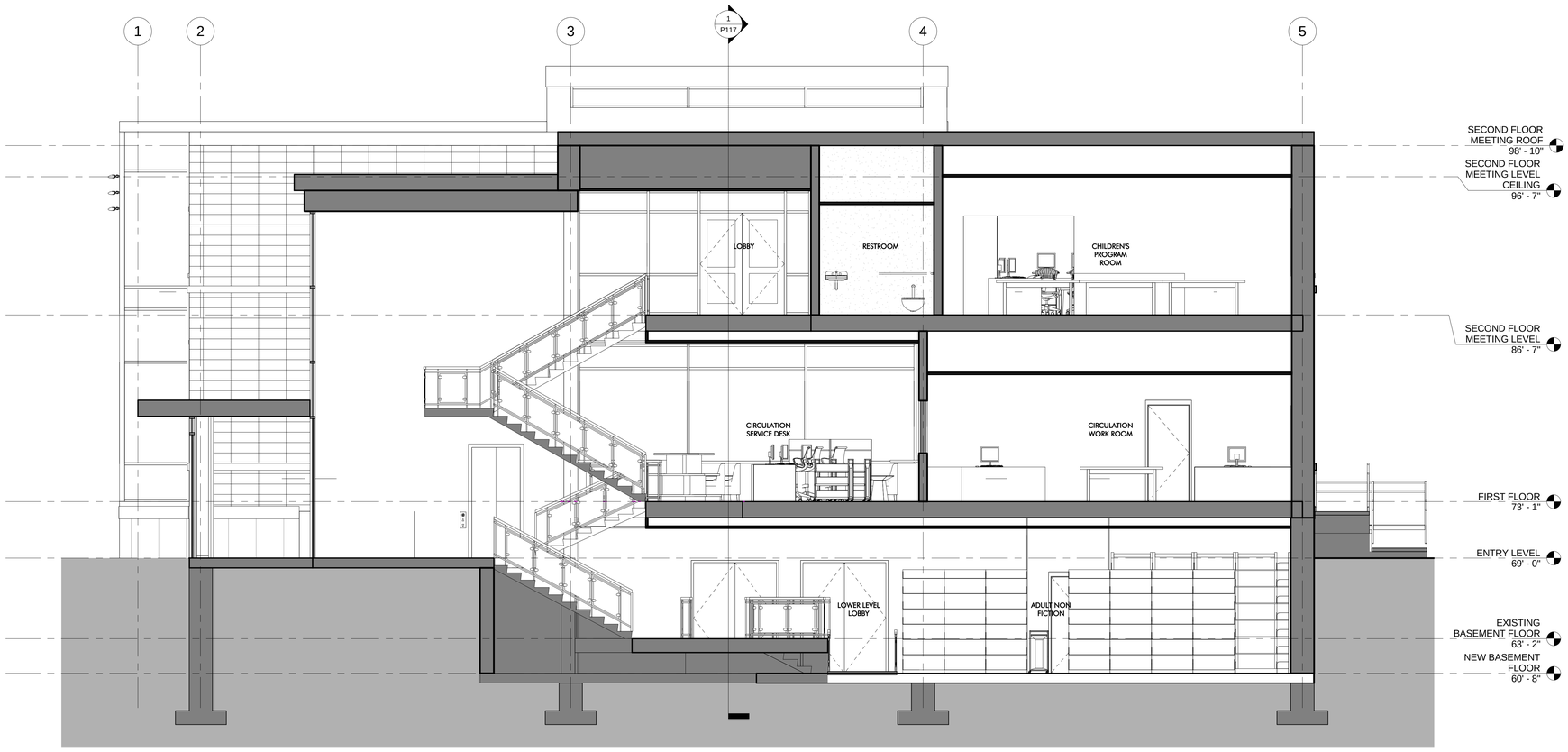
TAPPÉ ARCHITECTS, INC.
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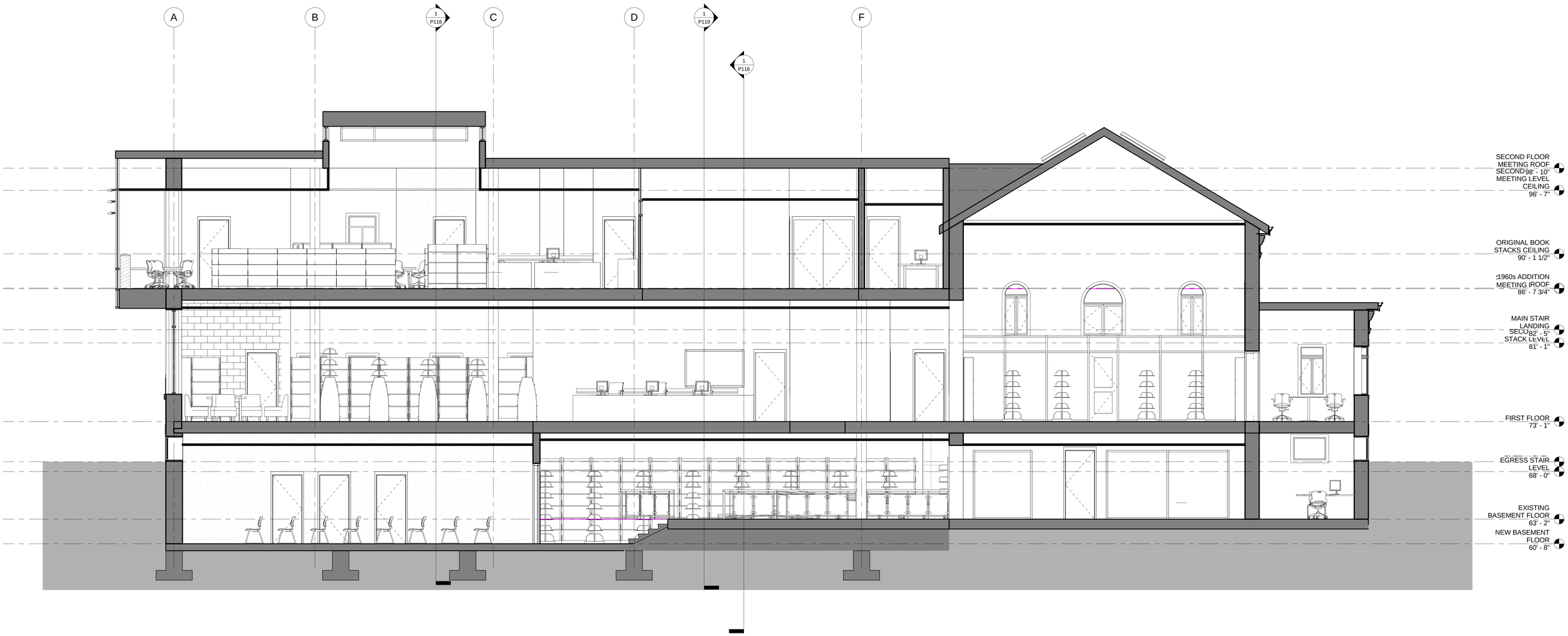
1 P115 WEST ELEVATION
1/4" = 1'-0"

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1 / P116 SECTION THROUGH STAIR
1/4" = 1'-0"

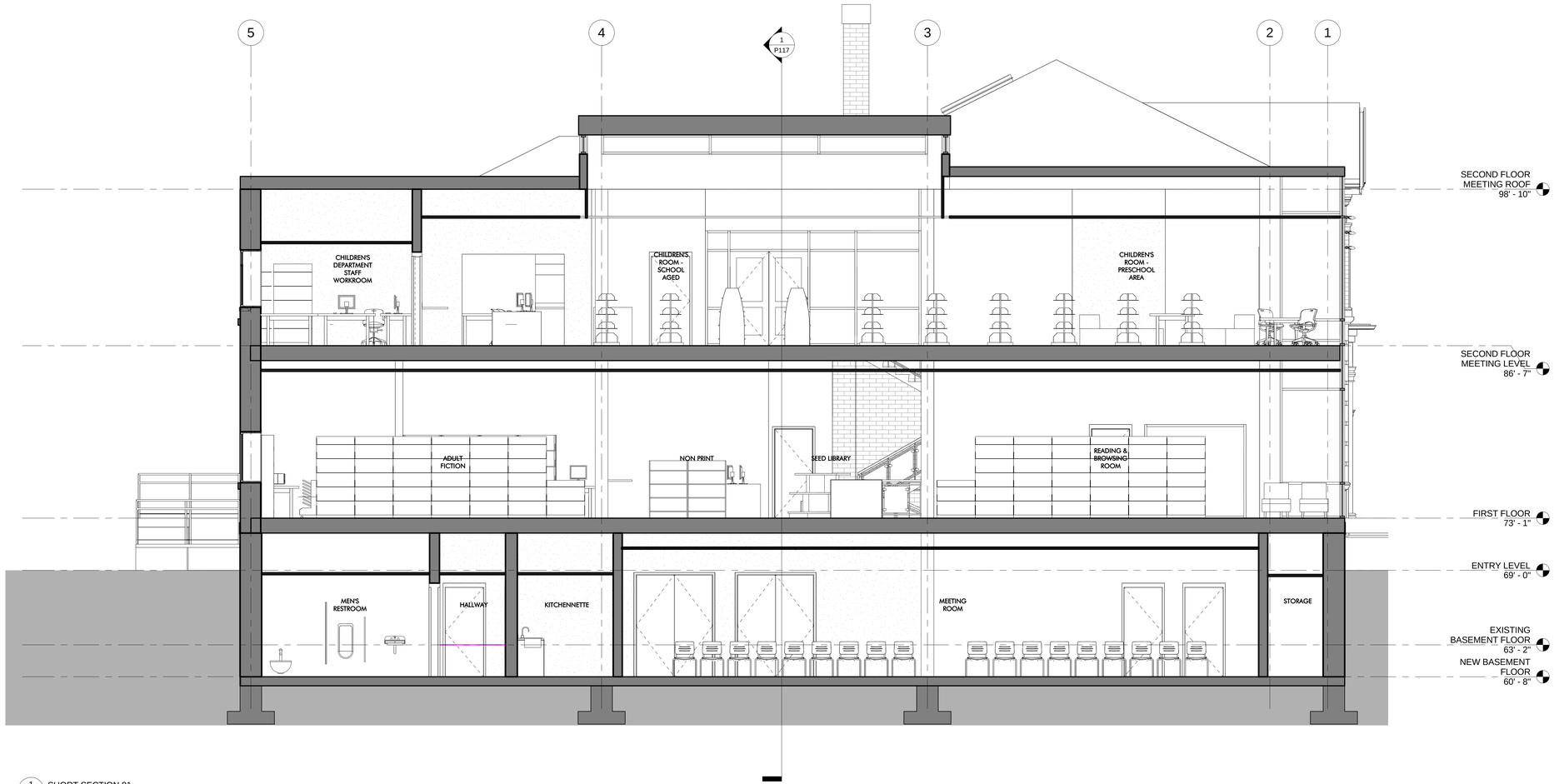
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1 / P117 LONG SECTION 01
1/4" = 1'-0"

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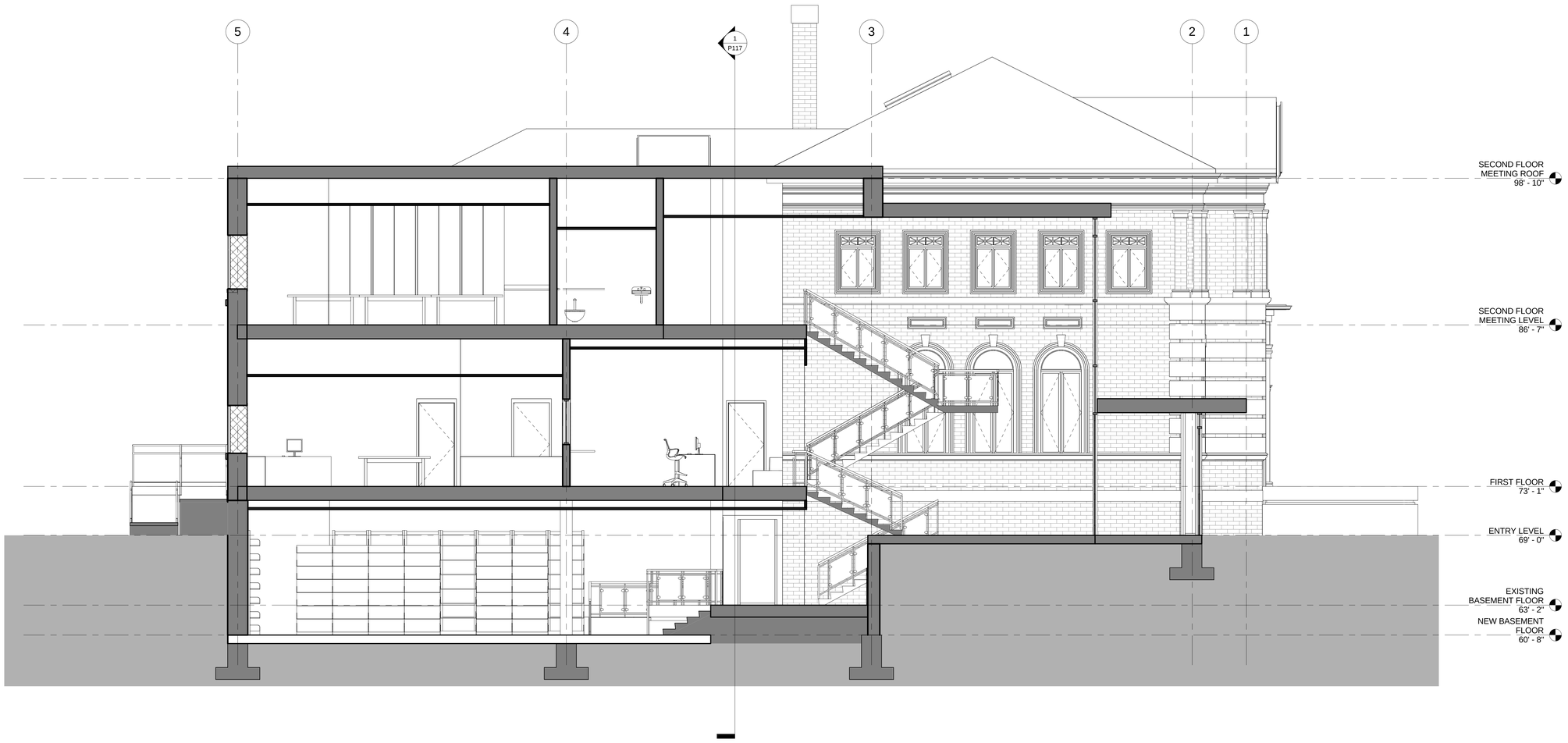
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Six Edgerly Place, Boston, MA 02116



1 / P118 SHORT SECTION 01
1/4" = 1'-0"

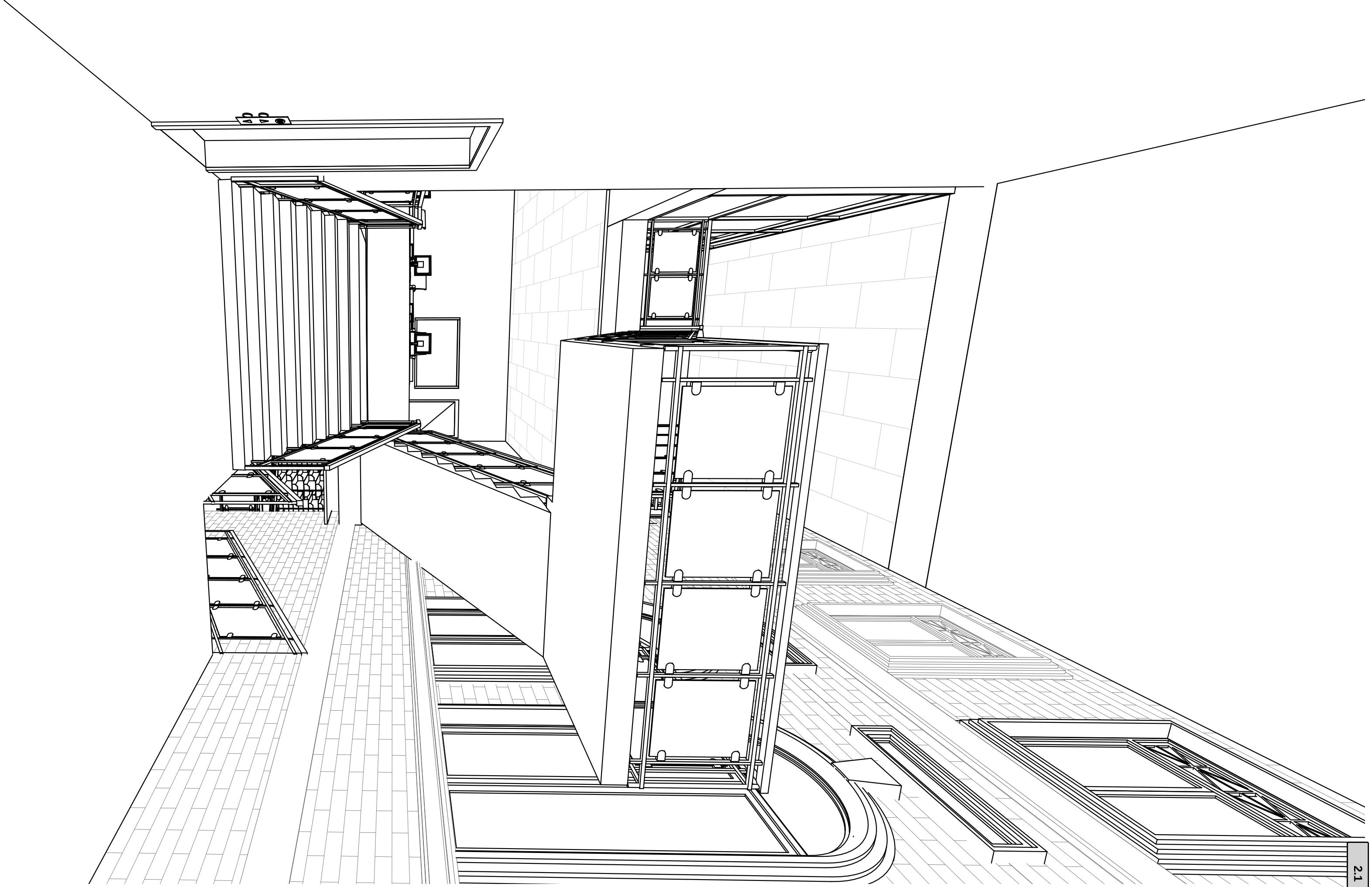
TAPPÉ ARCHITECTS, INC.
Six Edgerly Place, Boston, MA 02116

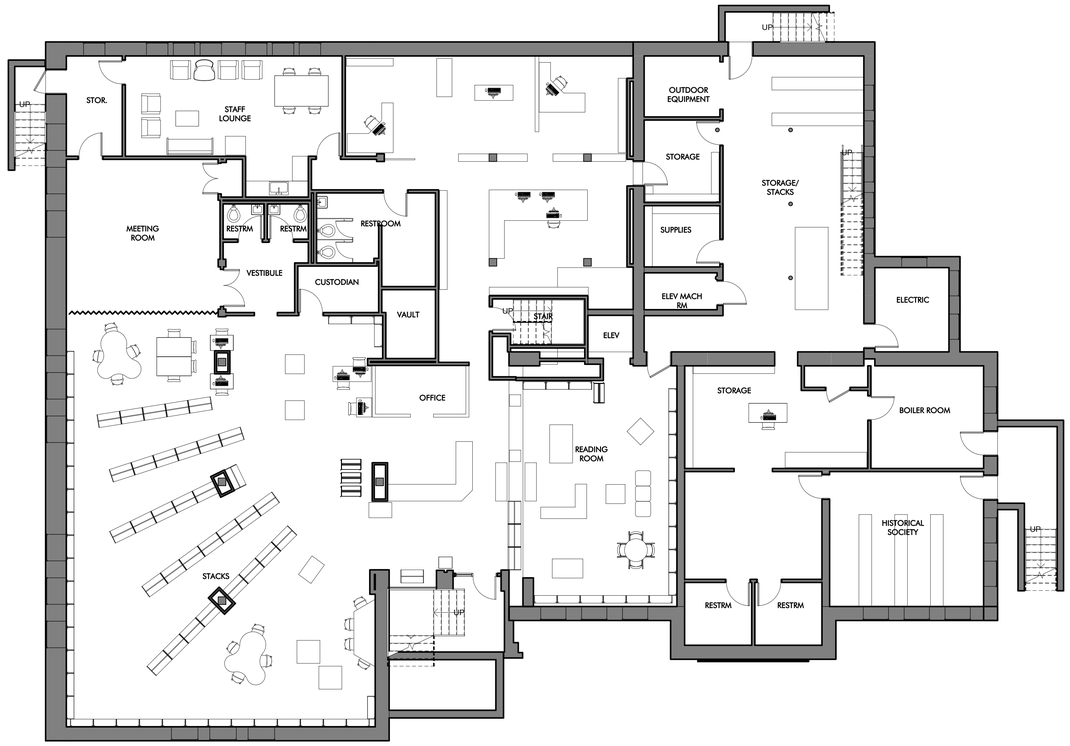
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1 P119 SECTION THROUGH STAIR 02
1/4" = 1'-0"

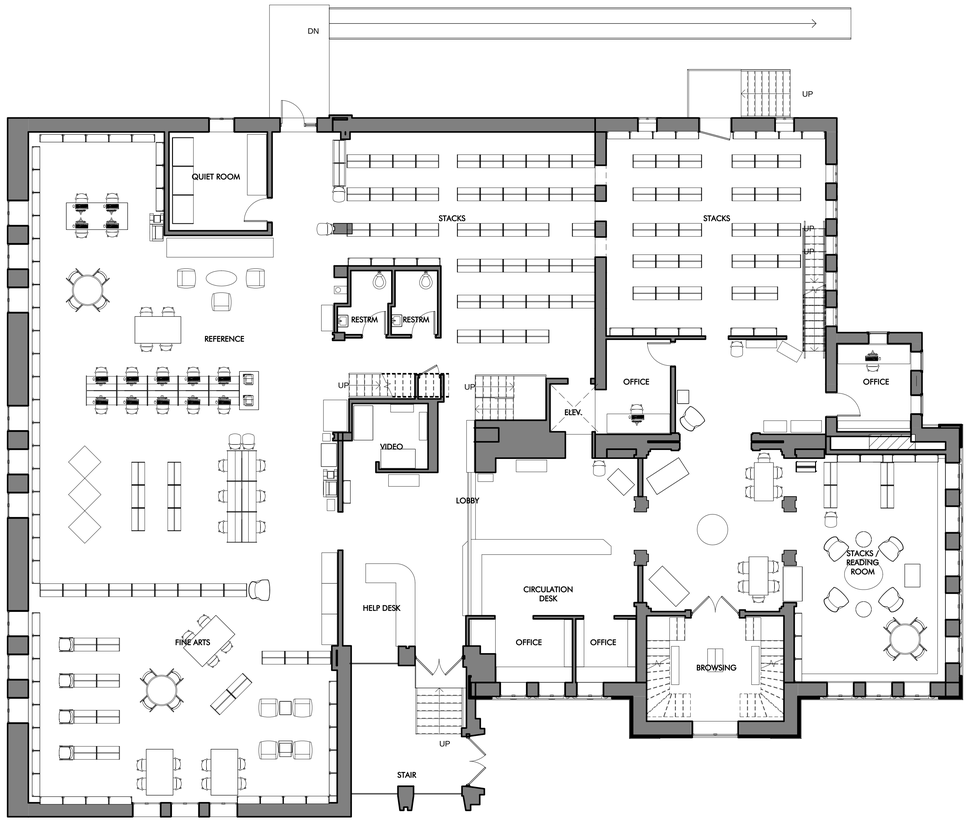
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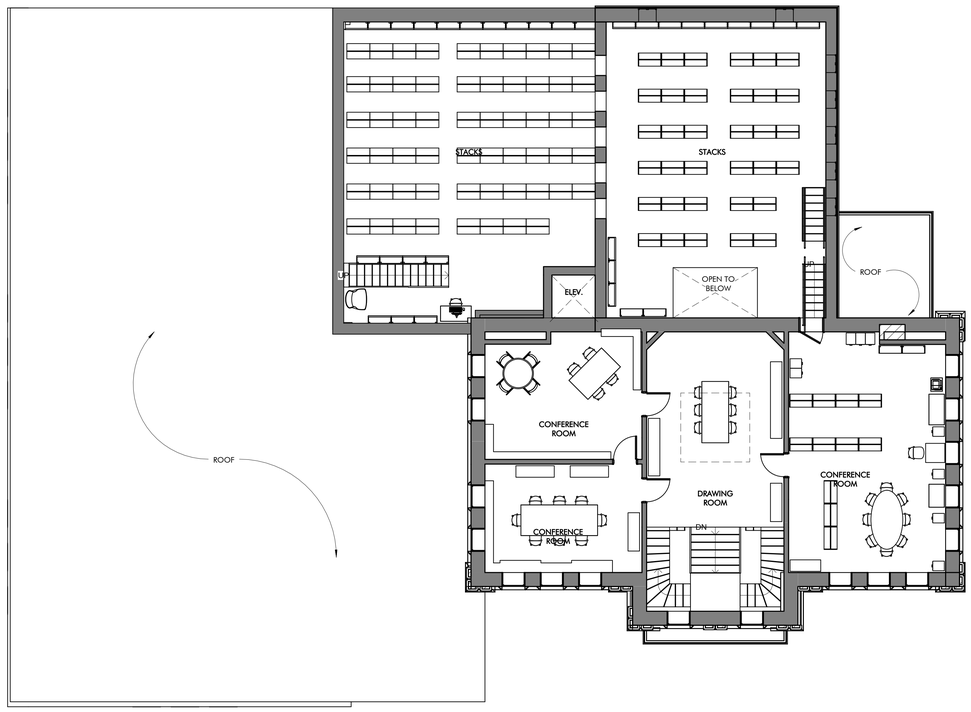
1 P101 EXISTING BASEMENT FLOOR PLAN
1/8" = 1'-0"

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1 / P102 EXISTING FIRST FLOOR PLAN
1/8" = 1'-0"

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1 P103 EXISTING SECOND FLOOR PLAN
1/8" = 1'-0"

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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/vyhlif3451/f/news/cipreport_fy20-24nov8_2019_final.pdf)

Revised estimate	$21,094,508
Trustees	- $ 2,000,000
MBLC grant	- $ 7,993,290
Green incentive	- $ 279,765
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

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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

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- 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).

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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 in is 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.

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Massachusetts **Libraries**

BOARD OF LIBRARY COMMISSIONERS

mass.gov/mblc

July 8, 2021

Commissioners

Chair
Mary Ann Cluggish
Wellesley

Vice-Chair
Leslie D. Ball
Scituate

Secretary
N. Janeen Resnick
South Hadley

Deborah V.H. Abraham
Everett

Vicky Biancolo
Pittsfield

George T. Comeau, Esq.
Canton

Deborah Conrad
Marshfield

Stacy DeBole
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

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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.

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CITY OF MELROSE

COUNCIL ON AGING
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-665-4304

STACEY MINCHELLO
Executive Director

To: Mayor Paul Brodeur
From: Stacey Minchello
Meeting Date: October 18, 2021
Subject: T3B grant award FY22
Order #: ORDER-2022-40

The Council on Aging respectfully requests acceptance of this grant in the amount of Six Thousand, Two Hundred and Twenty Dollars ($6,220.00) to provide social activities and events for older adults. Said funds to be transferred into a dedicated fund account to be established by the Auditor's Office. There is a 15% in-kind match requirement that will be met with existing salaries.

FINANCIAL IMPACT:none

RESULT:	**ASSIGNED TO COMMITTEE**

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Mystic Valley Elder Services
www.mves.org
info@mves.org
781-324-7705

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

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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

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- 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.

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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;

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(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 CRF 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

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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

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those existing at the time of the execution of this Agreement, the party so burdened my 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 EOEA.

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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.

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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 Affair, 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

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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: _____	By: _____
Title: Daniel J. O'Leary, CEO	Title:
Date: 9/9/21	Date: _____

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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:

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- **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.

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- 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.

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Lincoln School Pedestrian Safety Study
Survey Results

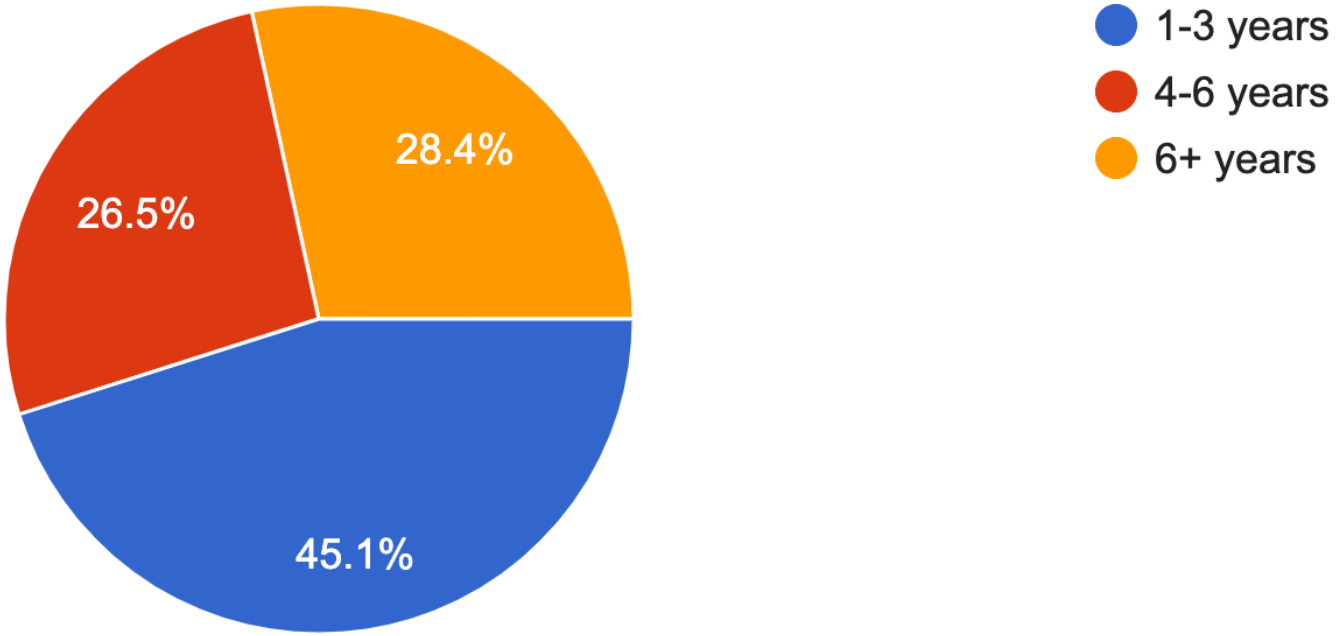


Shawn M. MacMaster
City Councilor, Ward 5
City of Melrose

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

How many consecutive years have you been a Lincoln School parent?

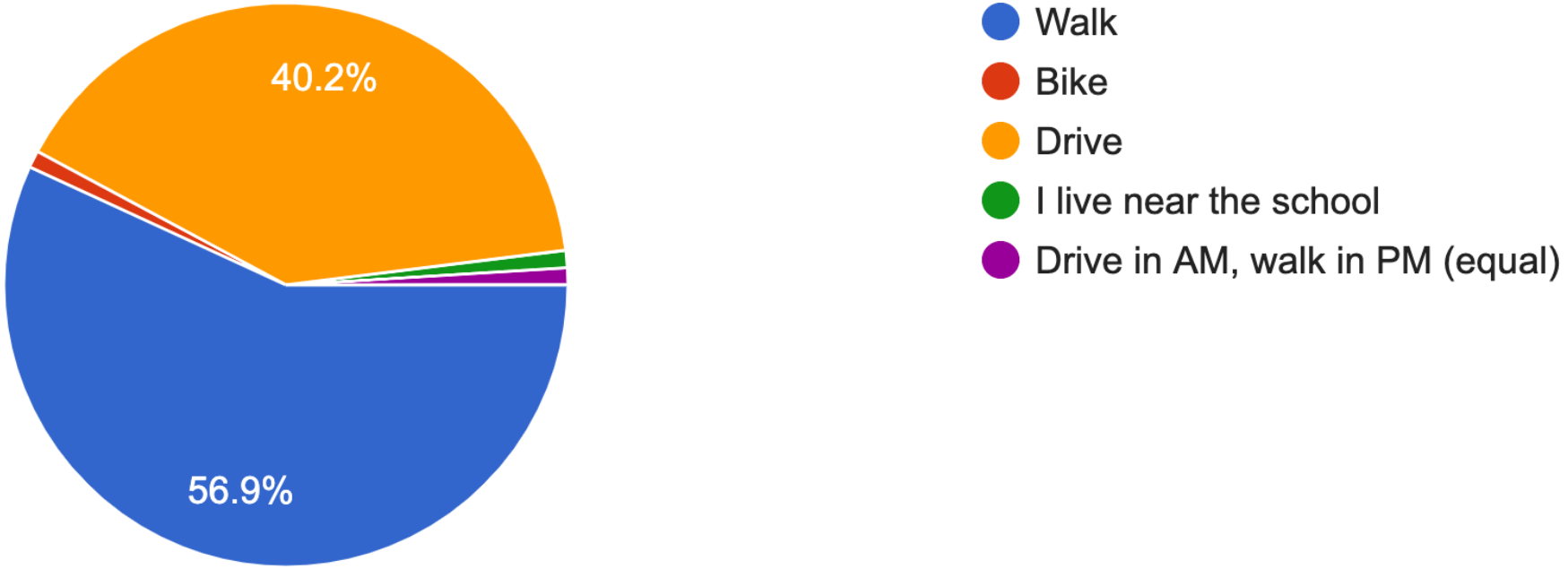
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

What is your primary mode of transportation for traveling to and from school?

102 responses

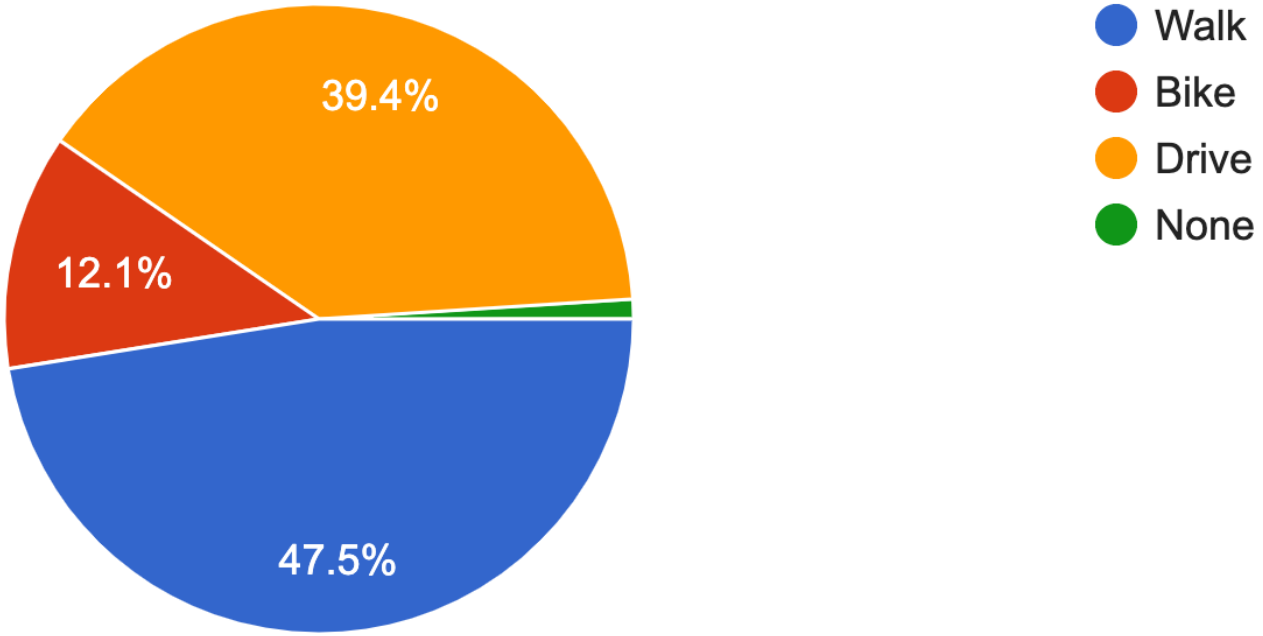


NOTE: Results denoted by green and purple were generated when answering “Other,” which then required a write-in ar

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

What is your secondary mode of transportation for traveling to and from school?

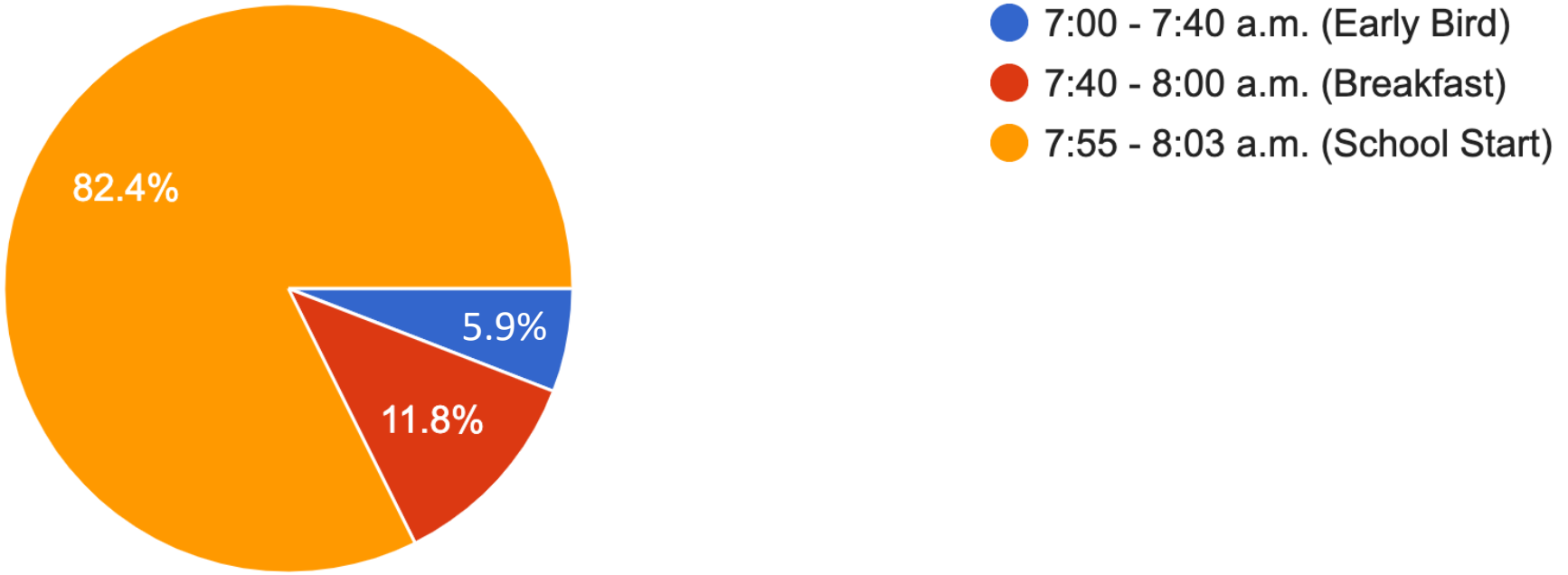
99 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

At what time do you drop your child at school?

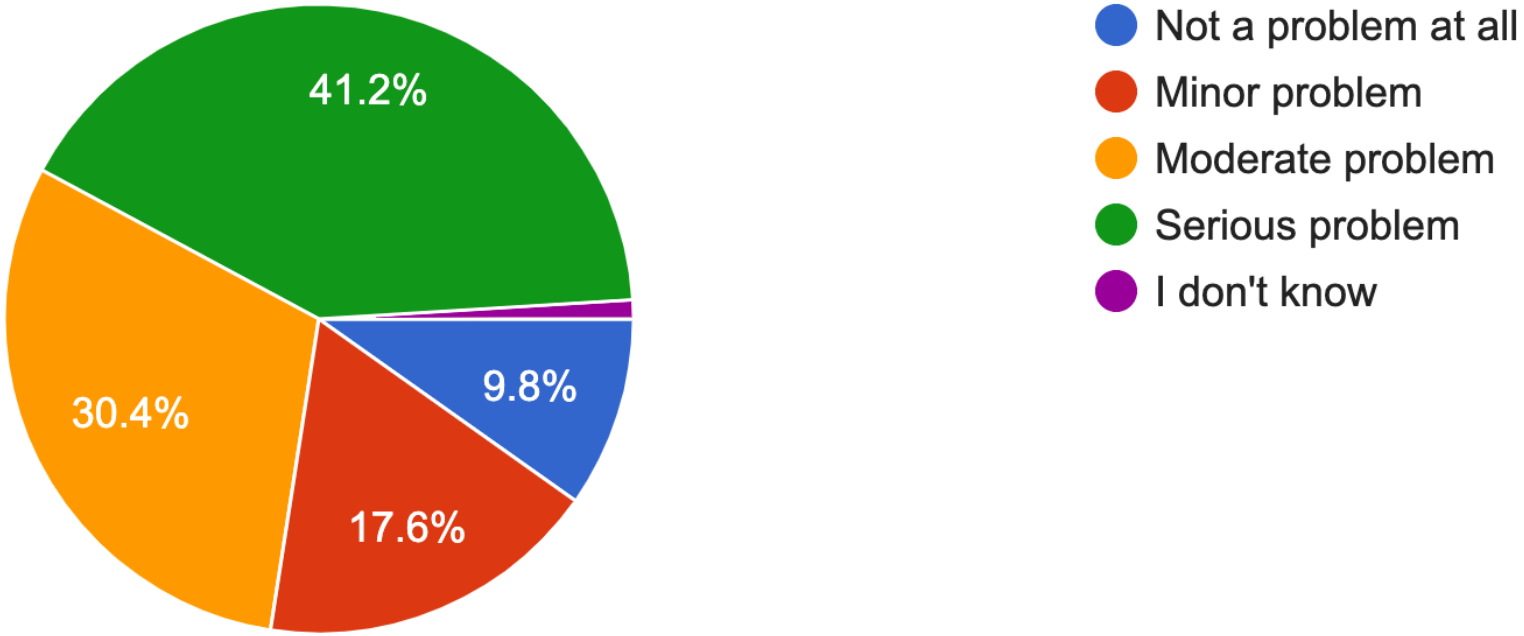
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I believe that pedestrian and cyclist safety around the Lincoln School is...

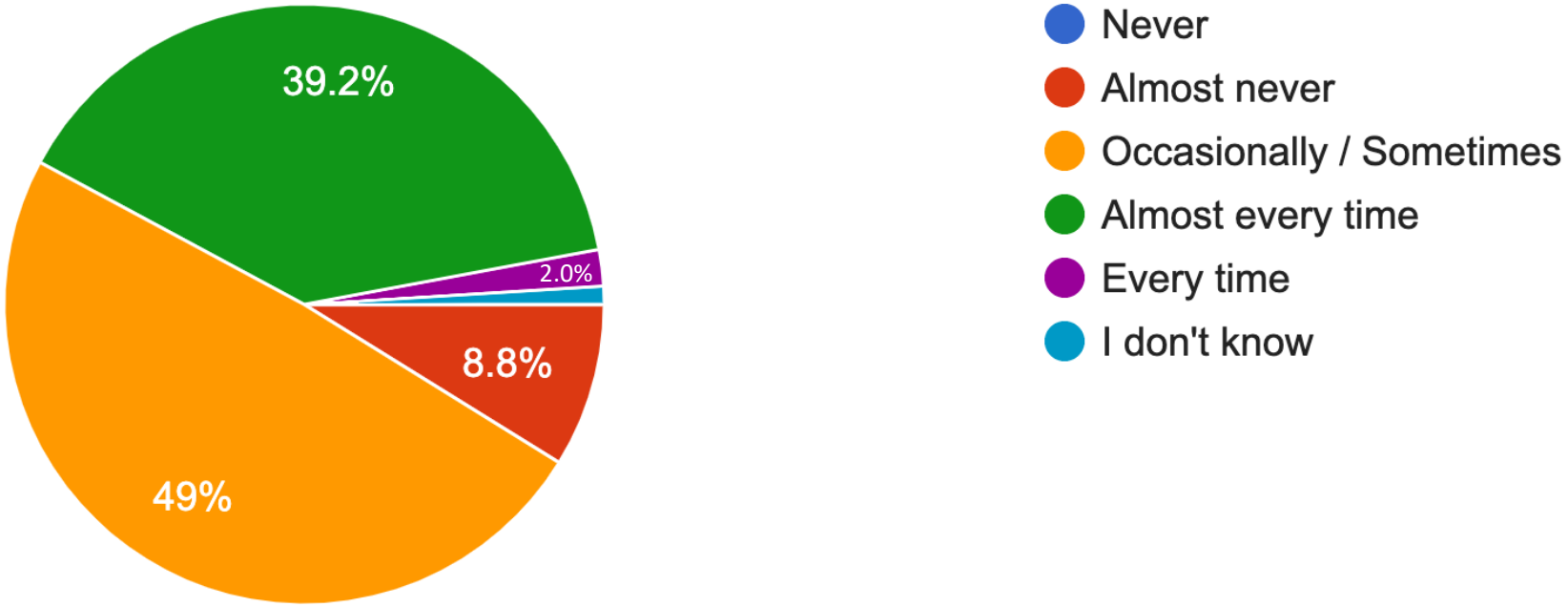
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I believe that vehicles stop at crosswalks around the Lincoln School...

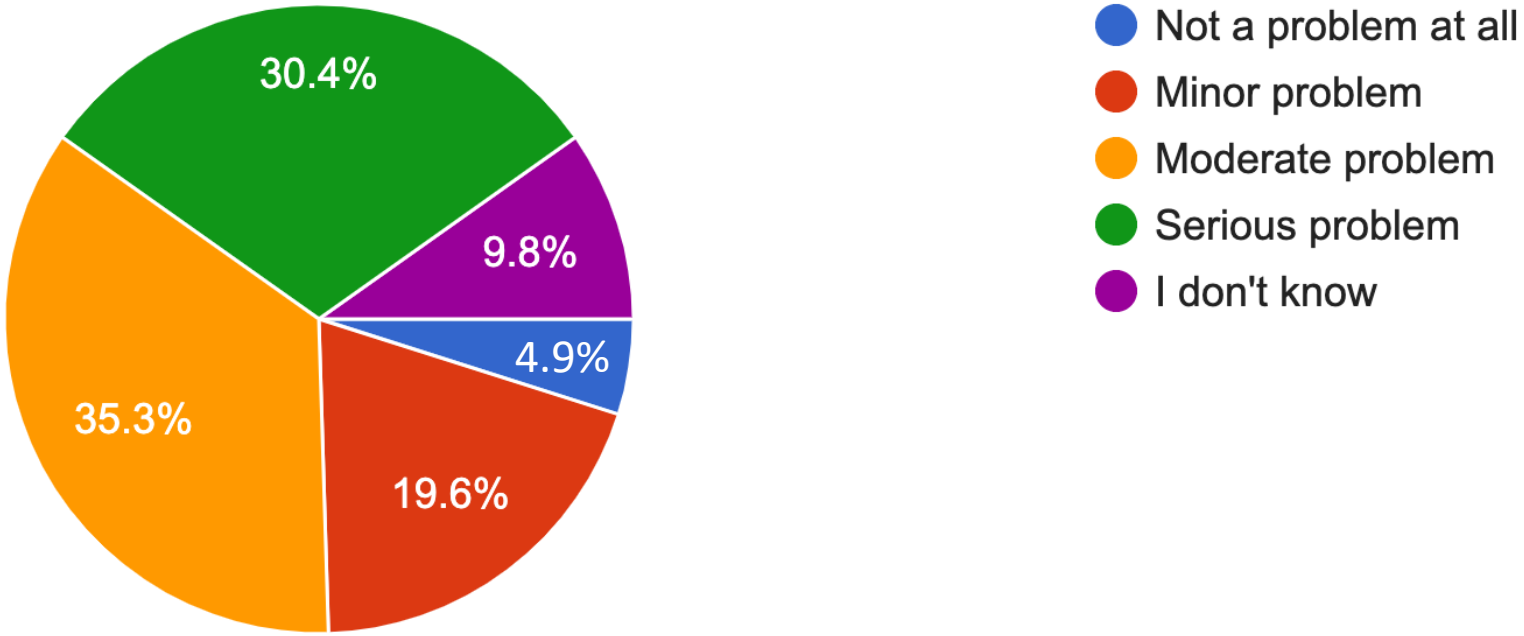
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I believe that distracted driving is a problem around the Lincoln School...

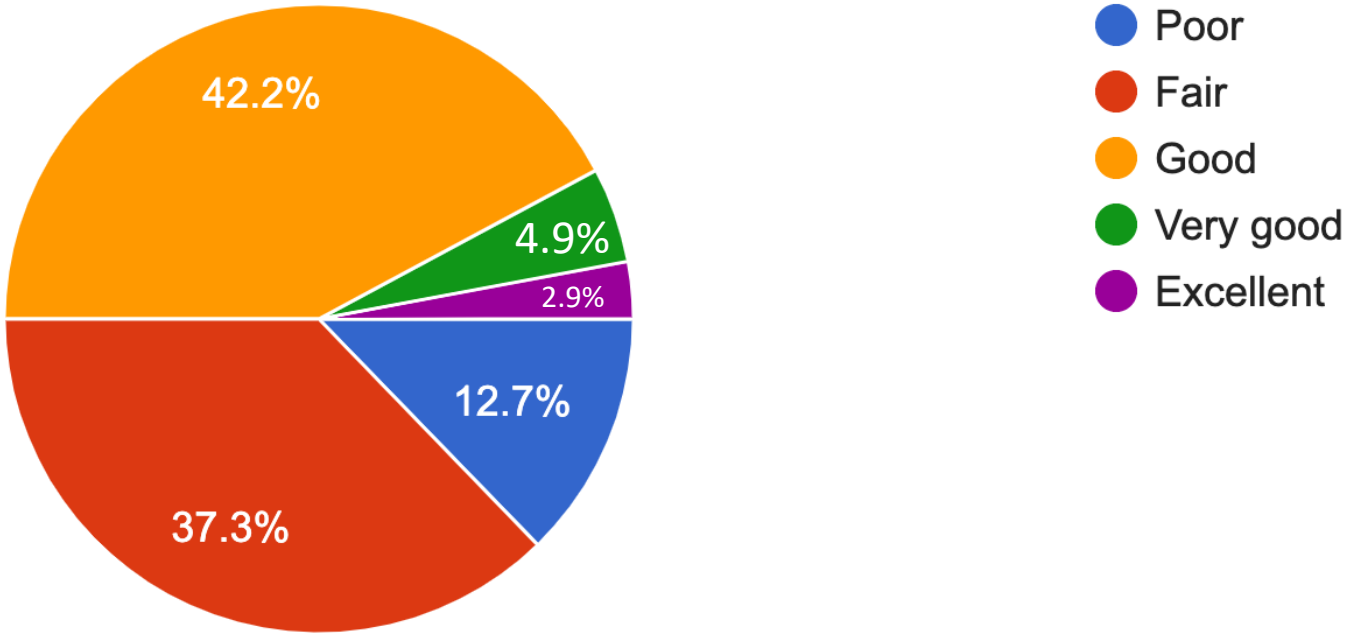
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I believe that traffic-related signage around the Lincoln School is...

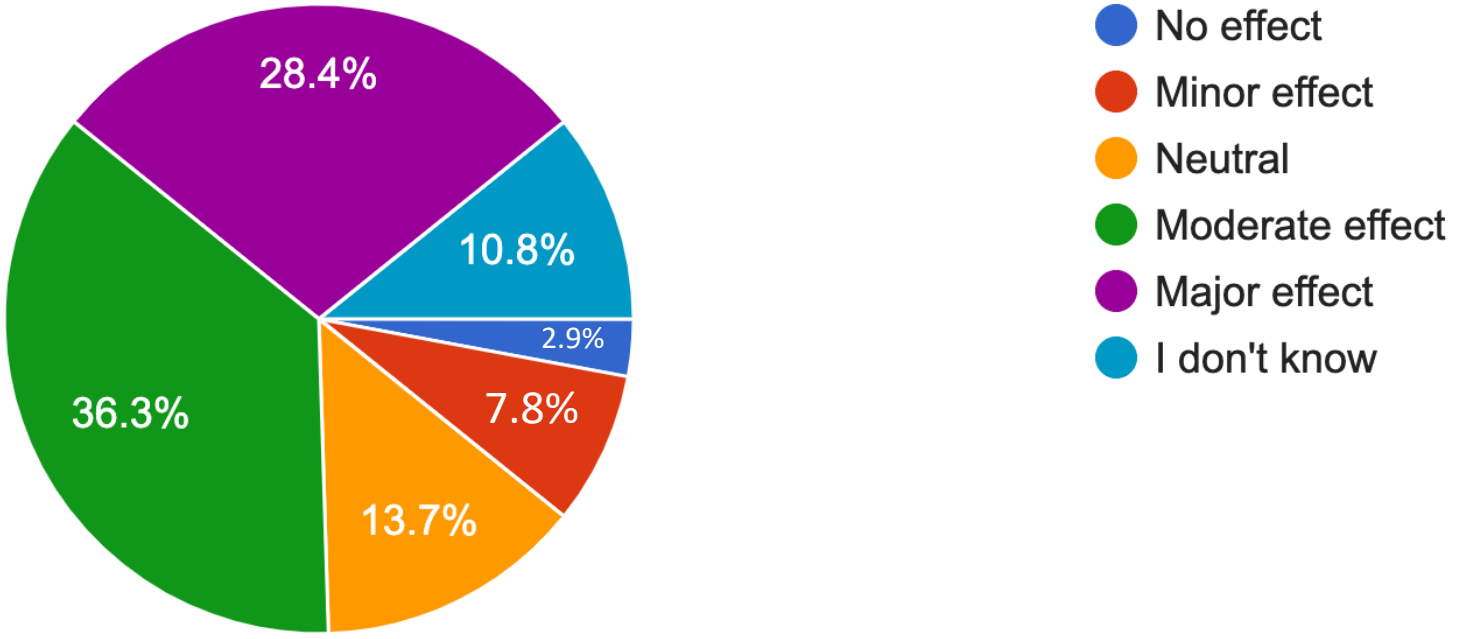
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I believe that the new flashing crosswalk signs in front of the school have had a positive effect on pedestrian safety...

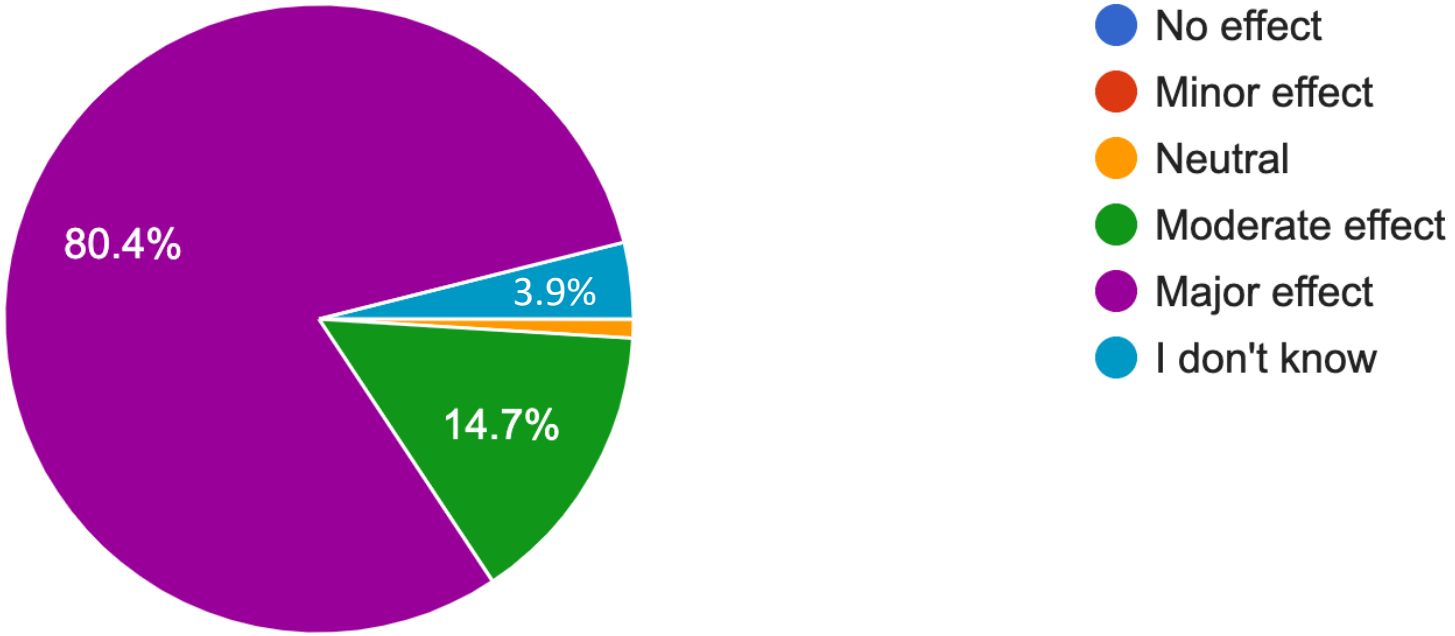
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I believe that the crossing guard has a positive effect on pedestrian safety...

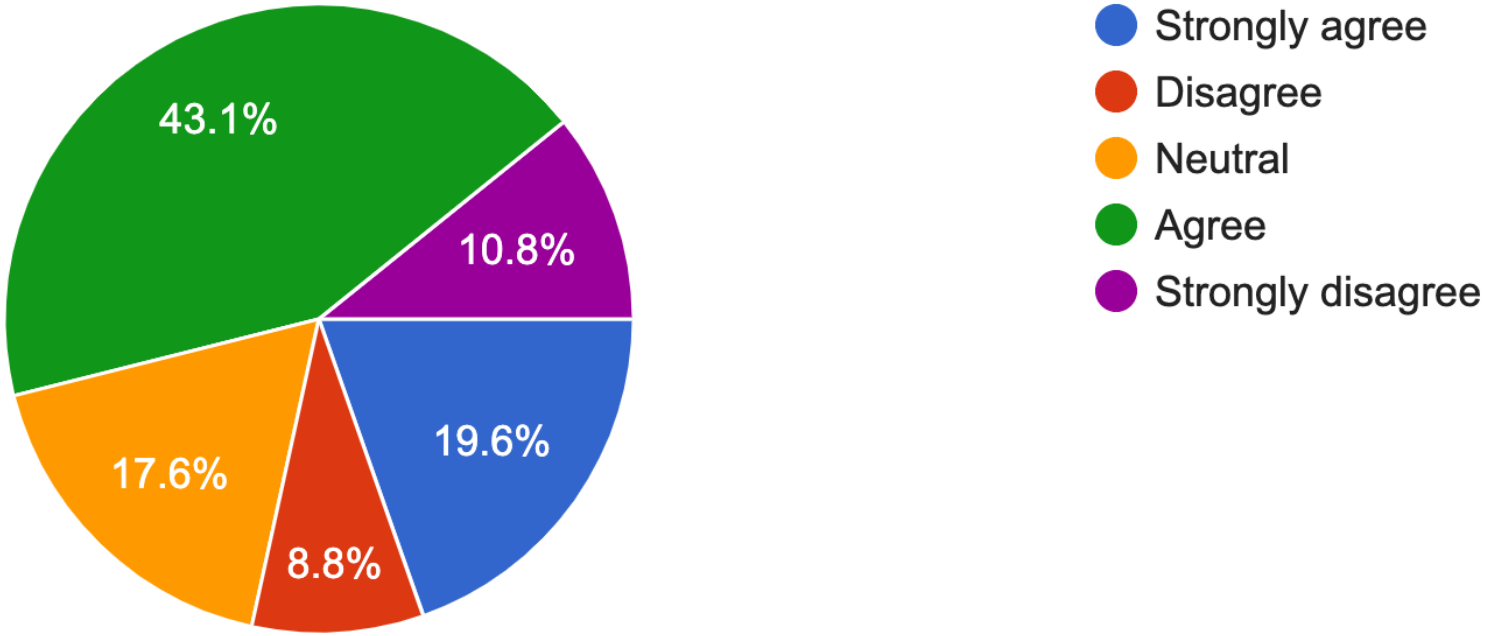
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I worry about my child's safety (relative to traffic) when traveling to and from school...

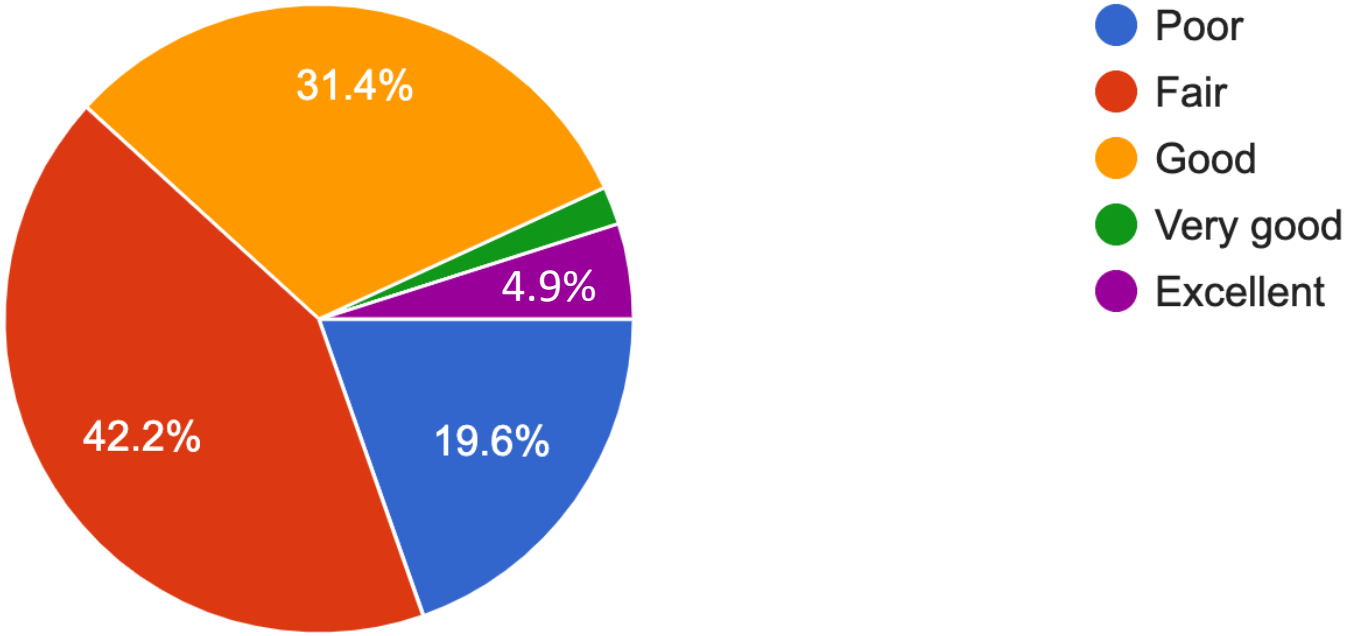
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I believe that the City's response to traffic safety in the vicinity of the Lincoln School has been...

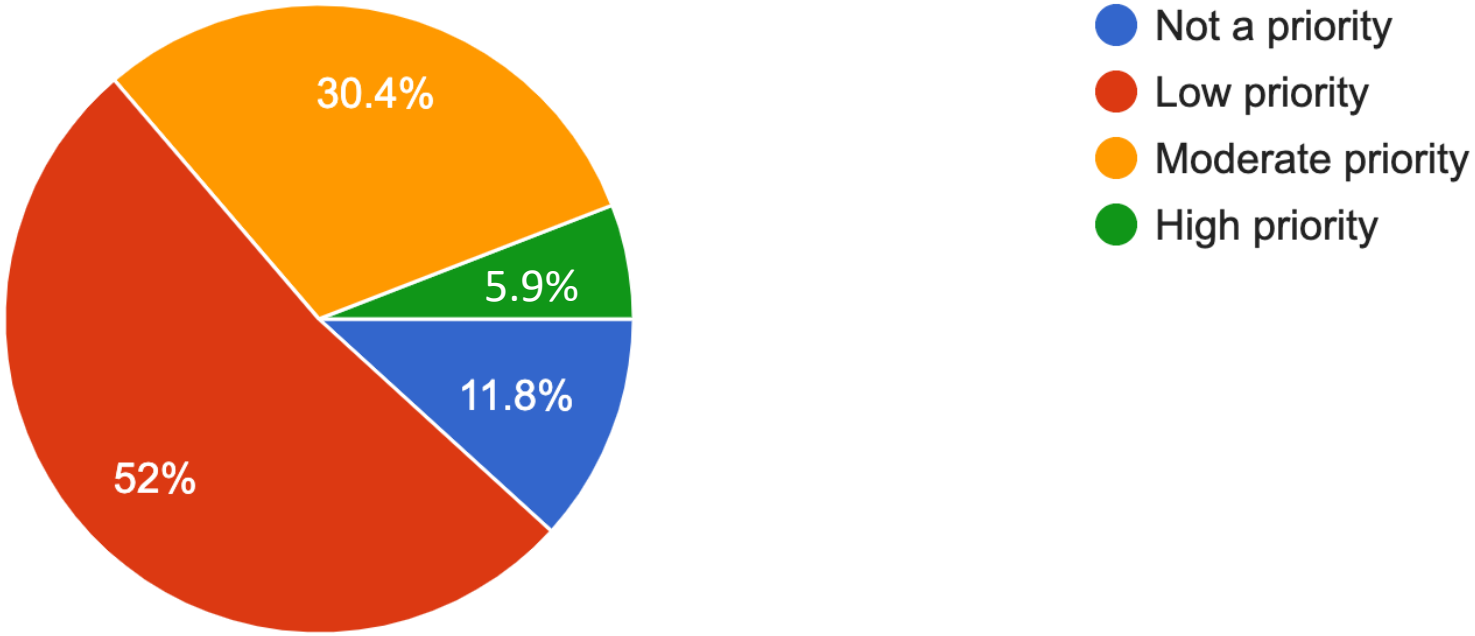
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

In the past, I believe that the Mayor's Office considered traffic safety around the Lincoln School...

102 responses

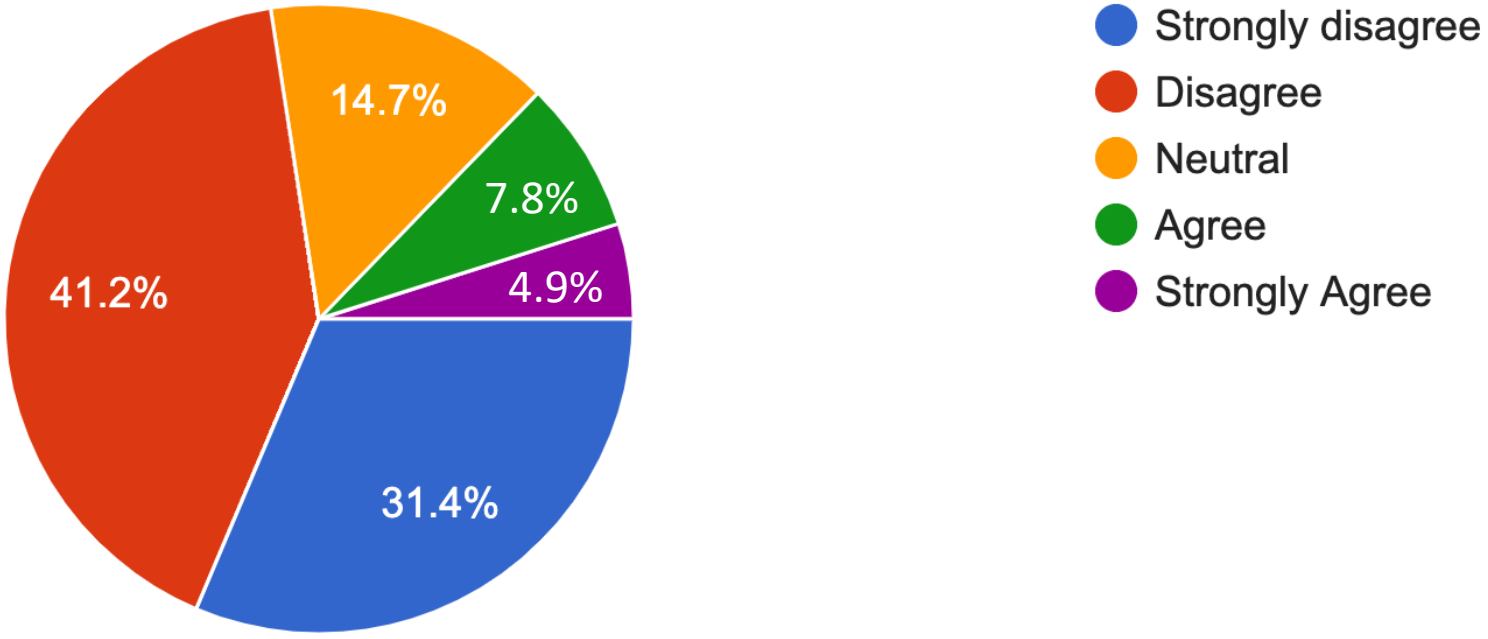


NOTE: This question pertains to prior administrations, not the current one.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I believe that the West Wyoming Street corridor (in the vicinity of the Lincoln School) is a safe thoroughfare...

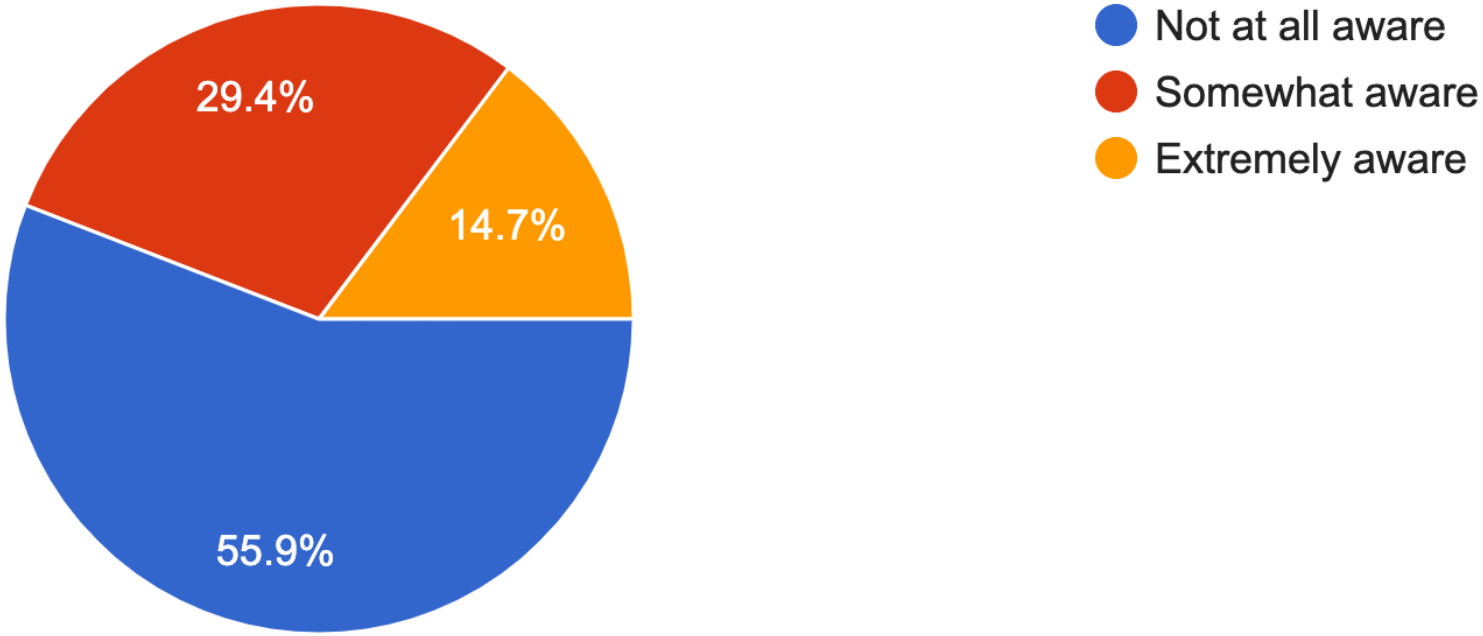
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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...

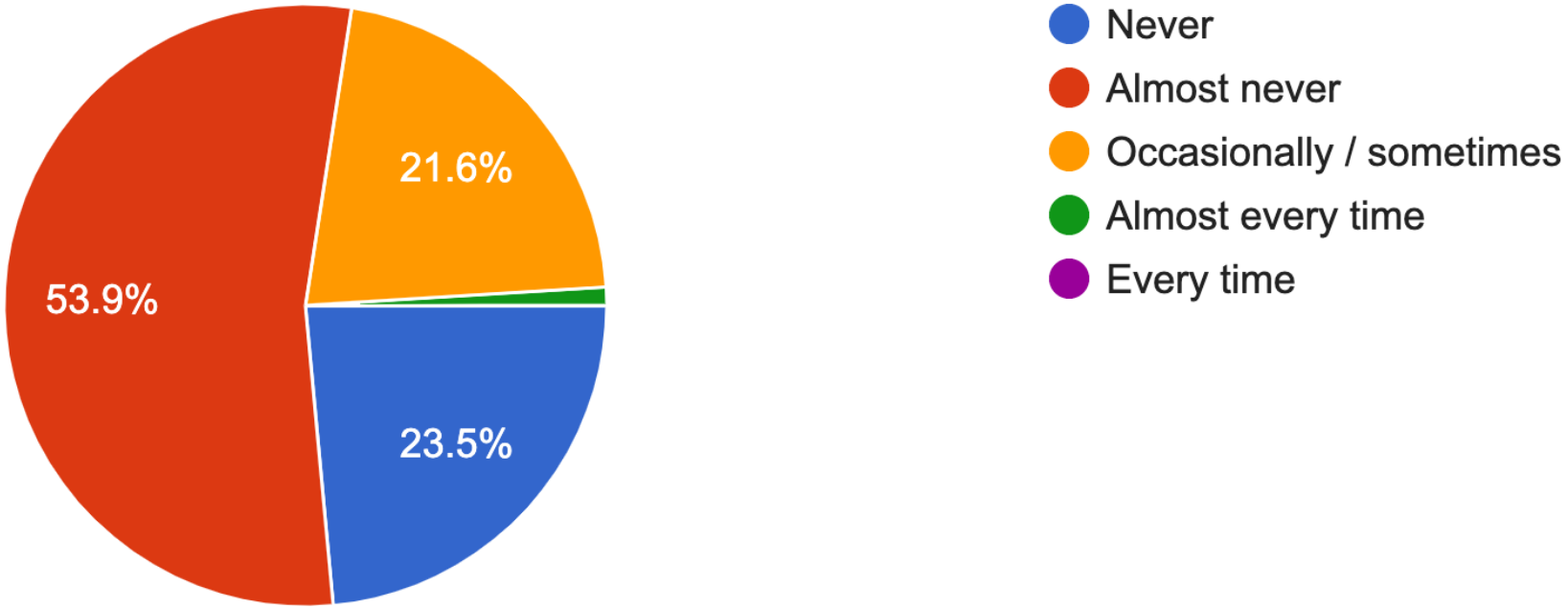
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

At drop-off and pickup time, a police officer is stationed near the Lincoln School...

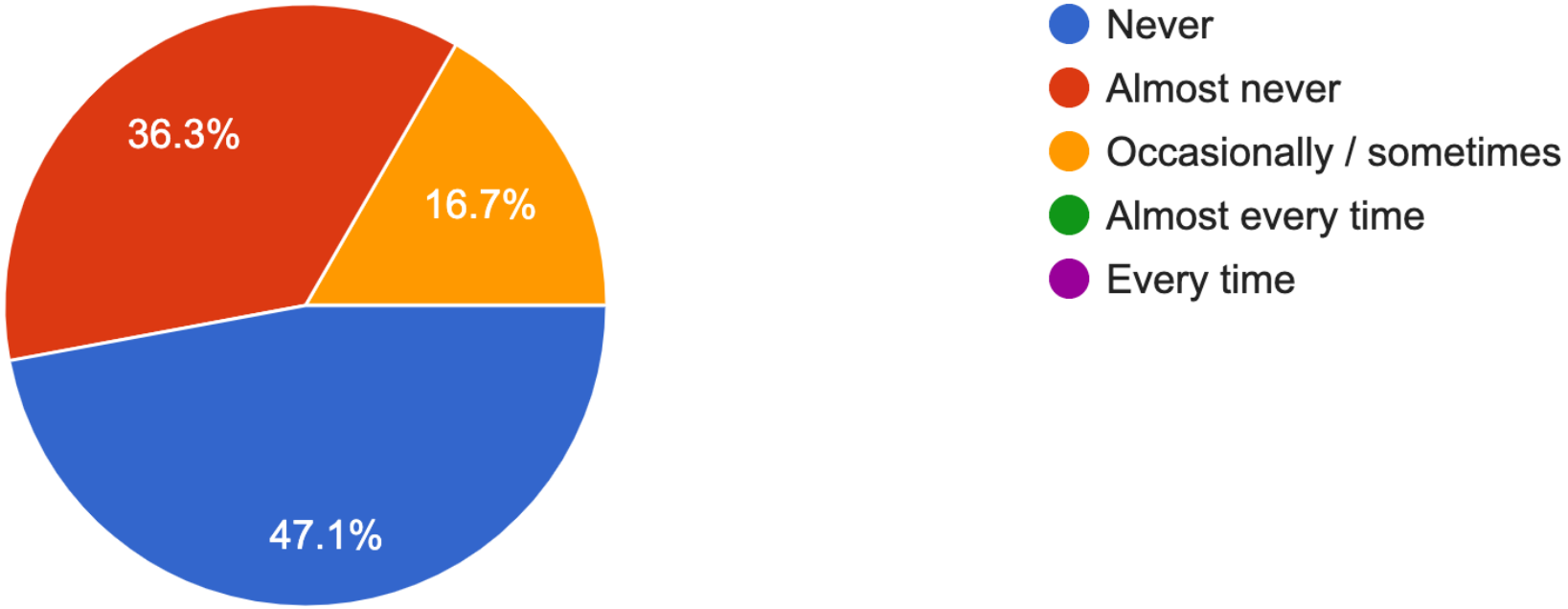
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I see police officers enforcing traffic infractions in the vicinity of the Lincoln School...

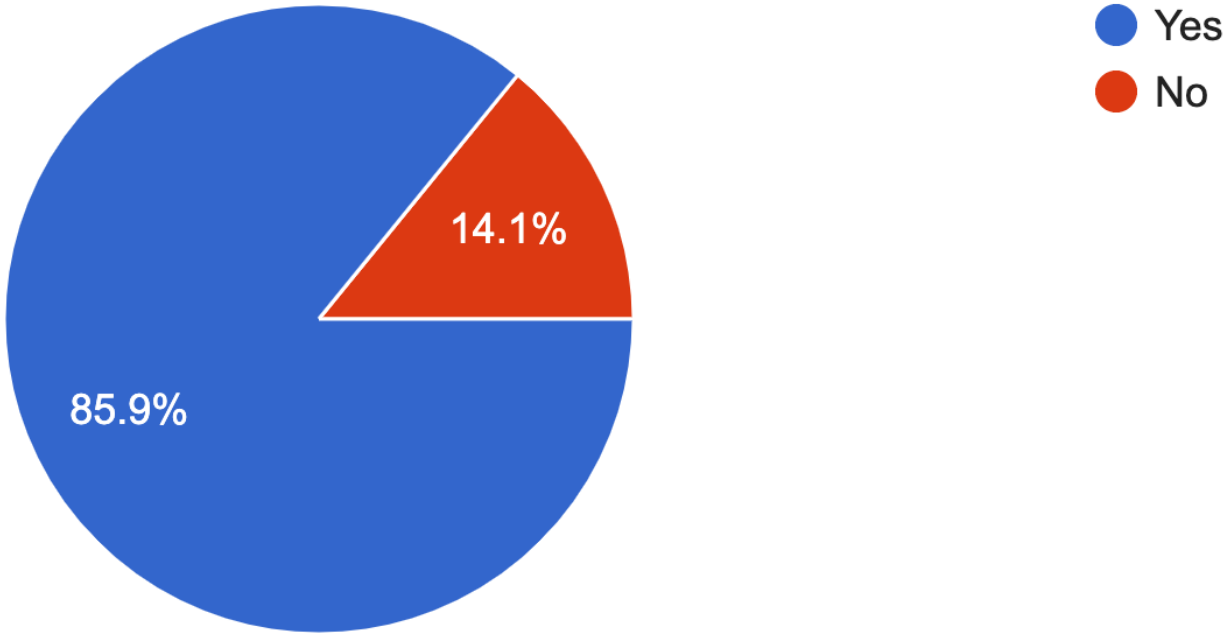
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

[For parents/guardians who drive their children to school] Are you aware that there is a designated drop-off location at the Lincoln School?

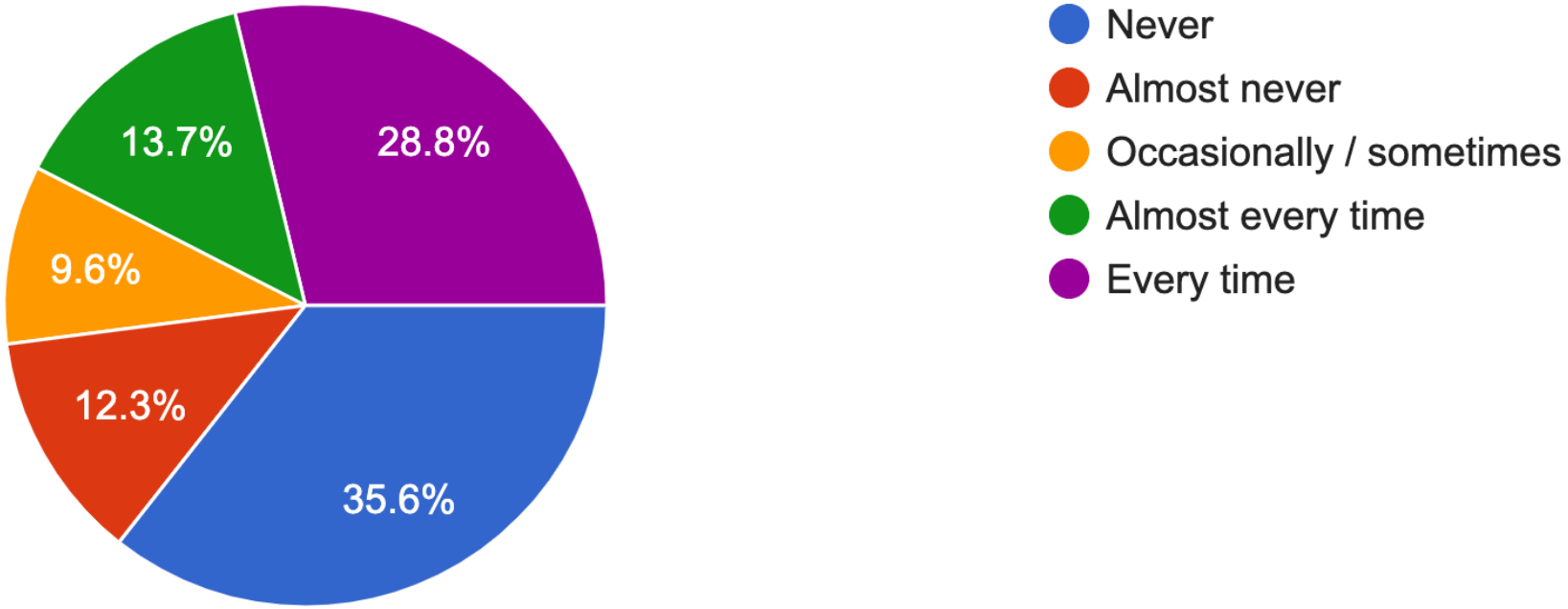
85 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

[For parents/guardians who drive their children to school] I use the designated drop-off area...

73 responses



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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."

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"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."

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"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 parents 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 arc 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. Thais 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 bee[illegible] 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.”

"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 a 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 over flow 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.”

"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."

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"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 a continues to be dangerous. Add a traffic light? I worry that will cause congestion just like the middles 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

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CITY OF MELROSE

PUBLIC WORKS DEPARTMENT
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4171

VONNIE REIS
City Engineer

To: Mayor Paul Brodeur
From: Vonnie Reis
Meeting Date: October 18, 2021
Subject: SLP MassDOT Grant for Lincoln School
Order #: ORDER-2022-41

Request to approve signing of Memorandum of Understanding with MassDOT for $6000 grant to improve safety on W. Wyoming Ave. in the vicinity of the Lincoln school. MOU is attached.

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.

FINANCIAL IMPACT: Program is a reimbursement of up to $6,000 for safety improvements around the school. Project is expected to cost less than $6,000. Net cost to City is $0.

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

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

CITY OF MELROSE

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.

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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.

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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.

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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 worked 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 follow 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.

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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@aecom.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:

_____

David Mohler

Executive Director

MassDOT Office of Transportation Planning

Dated:

_____

Paul Brodeur

Mayor

City of Melrose

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CITY OF MELROSE

AUDITOR
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4107

PATRICK DELLO RUSSO
Chief Financial Officer

To: Mayor Paul Brodeur
From: Patrick Dello Russo
Meeting Date: October 18, 2021
Subject: An Appropriation from Contract Stabilization to the Fire Department
Order #: 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.

FINANCIAL IMPACT: n/a

10/18/21	**012211-511000 · Fire Sal Salary & Wages**	**$303,693.00**
10/18/21	**012211-513000 · Fire Sal Overtime**	**$14,000.00**
10/18/21	**84042-590000 · Contract Stabilization Fund, Transfer Out**	**($317,693.00)**
	TOTAL:	**$0.00**

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

AUDITOR
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4107

PATRICK DELLO RUSSO
Chief Financial Officer

To: Mayor Paul Brodeur
From: Patrick Dello Russo
Meeting Date: October 18, 2021
Subject: An Appropriation from the Ambulance Retained Earnings Account to the Ambulance Budget
Order #: 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.

FINANCIAL IMPACT: n/a

10/18/21	**650051-511000 · Ambulance Salary and Wages**	**$44,863.00**
10/18/21	**650051-513000 · Ambulance Overtime**	**$2,000.00**
10/18/21	**84182-590000 · Ambulance Retained Earnings, Transfer Out**	**($46,863.00)**
	TOTAL:	**$0.00**

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: October 18, 2021
Subject: Application -taxi cab of Abdinasir M. Ahmed d/b/a Galmudug, Inc
Order #: ORDER-2022-43

Please see application attached

FINANCIAL IMPACT:N/A

RESULT:	**ASSIGNED TO COMMITTEE**

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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: _____

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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): Taytaroo@Hotmail.co	
24 hour Emergency Contact info: 857-277-2677	
Expiration Date of Business Cert:	
Garage Location: 28 Academy Ct Roxbury MA 021	

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	4T1BF1FK4HU 764211	TA 310G	2/2/2021

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IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 01-04-2019

Employer Identification Number:
83-3015292

Form: SS-4

Number of this notice: CP 575 A

GALMUDUG INC
28 ACADEMY COURT
ROXBURY, MA 02119

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*.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

(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.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: 2017 TOYT CAMRY # 3106

Business Name: GALMDUG INC.

Located at:

Expiration date:

Approval: _____ **Date:** 9/13/21

Melrose Fire Department Capitan J. Gibson– (781-665-0500)

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Hackney License



Abdinasir M Ahmed

28 Academy Court, Boston MA

Employer Galmudug Inc.

License # [redacted]

DOB: 3/26/1976

Height: 6' 0" Weight: 185

Eyes: Black Hair: Black

Hack# 21-001

Exp. 10/1/2022

Chief

GALMUDUG, INC.
28 ACADEMY CT
BOSTON, MA 02119-1245

5-7017/2110

[redacted]

DATE 10/5/2021

PAY TO THE ORDER OF City of Melrose $ 100.00

One Hundred and 00 dollars DOLLARS

Citizens Bank

MEMO TAXI Renewal

[redacted]

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

REGISTRY OF MOTOR VEHICLES

CERTIFICATE OF REGISTRATION

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

EXTERNAL CODE	REGISTRATION TYPE	PLATE NUMBER	EFFECTIVE DATE	TITLE	EXPIRES ON
TAN	Taxi Normal	310G	02-Feb-2021	[redacted]	30-Nov-202

MODEL YEAR	MAKE	MODEL	MODEL NUMBER	BODY STYLE	COLOR	VEHICLE IDENTIFICATION NUMBER
2017	TOYT	CAMRY		SEDAN	WHITE	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

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, ar 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.

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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

Busines Name: Galmudug INC.
Address: 28 Academy Ct
City/State/Zip: Roxbury MA 02119
Phone #: 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 $1,5000.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to $250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Abdinasir Ahmed Date: 10/5/2021

Phone #: 617-331-9583

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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

John Gentile
Custodial Assets Coordinator

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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# Hack # 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 Camery.	4T1BF1FK9HU764211	MA 5106	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)

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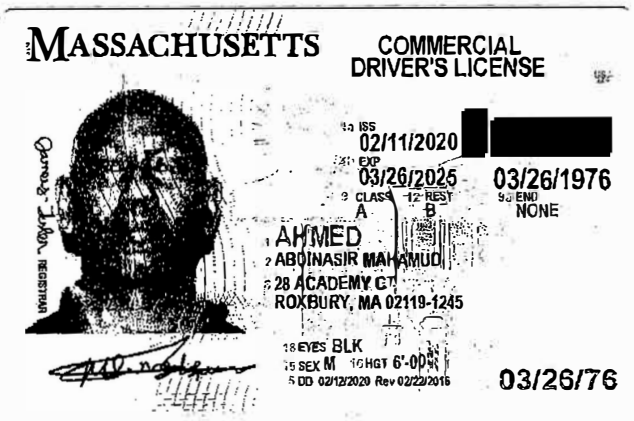
ACKNOWLEDGEMENT OF RECEIPT OF MELROSE ORDINANCES

I hereby acknowledge that I have received a copy of the applicable Licensing Ordinances of the City of Melrose.

_____ _____

Licensee Date

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MASSACHUSETTS COMMERCIAL DRIVER'S LICENSE

4a ISS 02/11/2020 [redacted]
4b EXP 03/26/2025 03/26/1976
9 CLASS A 12 REST B 9a END NONE
1 AHMED
2 ABDINASIR MAHAMUD
8 28 ACADEMY CT
ROXBURY, MA 02119-1245
18 EYES BLK
15 SEX M 16 HGT 6'-00"
5 DD 02/12/2020 Rev 02/22/2016
03/26/76

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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: October 18, 2021
Subject: 2021-22 Hackney (Livery) Renewals
Order #: ORDER-2022-44

Pursuant to the General Legislation of the City of Melrose Administrative Code specifically Article I, Chapter 152-6 Renewals, attached please find the annual livery (hackney) car renewal list.

See also *Vehicles for Hire* Article II, Ch. 222

FINANCIAL IMPACT:N/A

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Elhaissouni	$100
1 Car	2014-91-2021	Melrose	ASLK Corp	17 Penney Rd Melrose	04/30/2022	Sahin Kaya	$100

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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: October 18, 2021
Subject: Lower Main Street Proposal - Permanent Bike Lanes
Order #: ORDER-2022-45

An Order Seeking Information on the Administration's Proposal to Create Permanent Bike Lanes on Lower Main Street

BE IT ORDERED THAT the following City Officers appear before the City Council, in accordance with Article 2, Section 2.7 (b) of the Melrose City Charter, to provide information on the proposed bike lanes on Lower Main Street.

Shannon Phillips, City Solicitor
Elena Proakis Ellis, Director of Public Works
Michael Lyle, Police Chief
Edward Collina, Fire Chief

Respectfully submitted,

Shawn M. MacMaster
City Councilor, Ward 5
October 12, 2021

FINANCIAL IMPACT:N/A

RESULT:	**ASSIGNED TO COMMITTEE**

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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,

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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 the that 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

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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

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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

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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,

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

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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*.

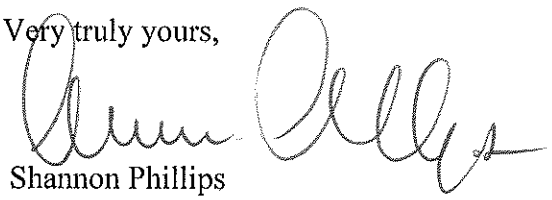
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Not only does the creation of bike lanes implicate parking changes, but also the changed flow of vehicular traffic movement along streets under the control of the City of Melrose. Creation of such bike lanes allows for additional criminal/civil violations 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,



Shannon Phillips

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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: October 18, 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:	**PASSED [10 TO 1]**
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, Grigoraitis, Thomas
NAYS:	Shawn M. MacMaster

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William Francis Galvin
Secretary of the Commonwealth - 2020 Census Liaison

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.

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CITY OF MELROSE

OFFICE OF THE CITY CLERK

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.

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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.

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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

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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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New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
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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New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
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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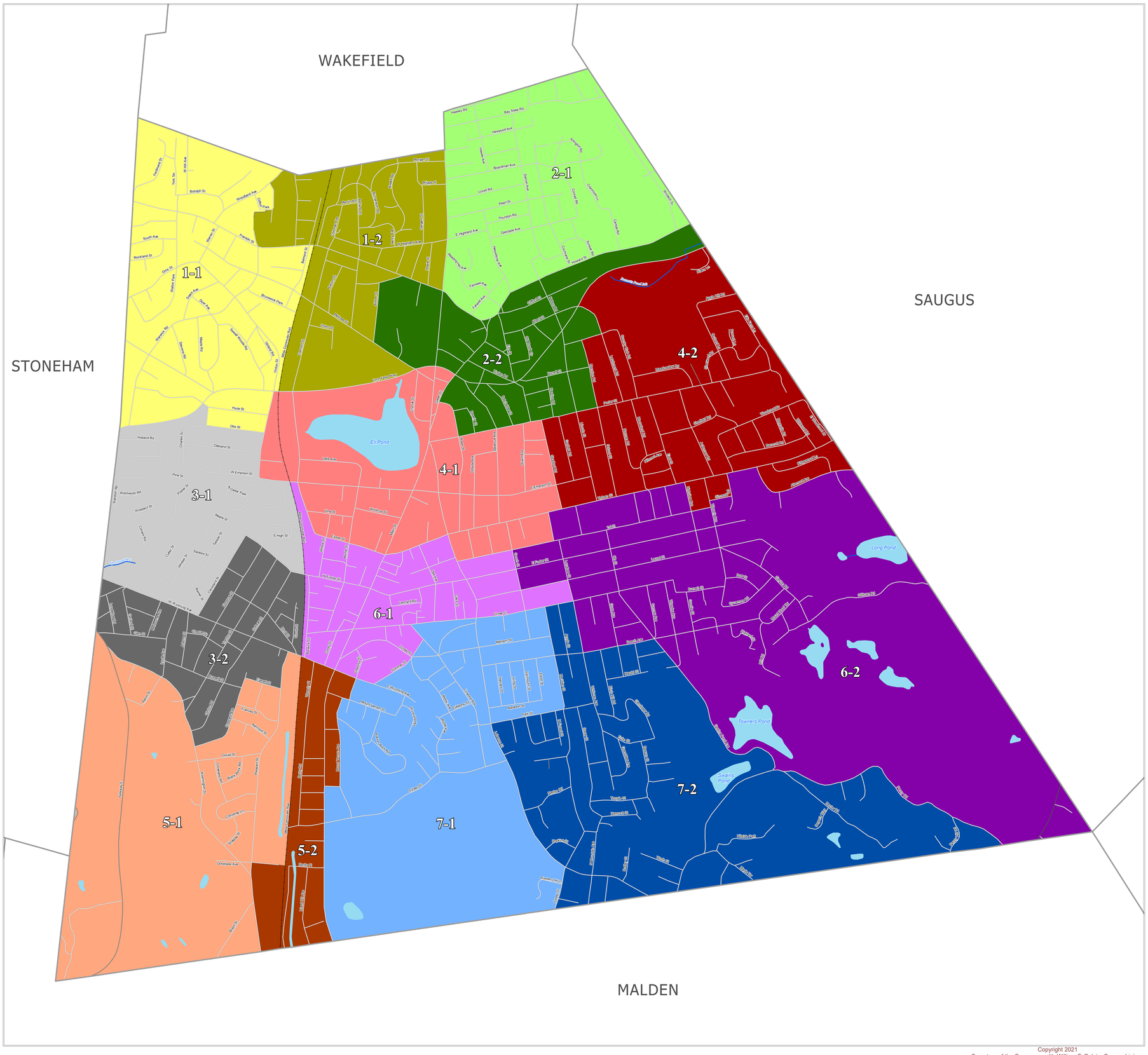
New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173363004004	42	39	2	0	0	0	0	1	4	38
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173363004005	53	44	0	6	2	0	0	1	2	51
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

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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 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**

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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

0.25 0.125 0 0.25
Miles

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Secretary of the Commonwealth William F. Galvin, Census Liaison

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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.

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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

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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.

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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

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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

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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

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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

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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.

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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: October 18, 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:	**PASSED [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Cory Thomas, Ward 7
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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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

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SECTION 3

PROJECT TEAM



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."

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 Proffesor of Architecture at Roger Williams University

CONTENTS

★ *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 Wyman St. on the Hobbs Brook campus in Waltham includes a fitness center, café, kitchen with servery, 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, servery 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.



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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: November 8, 2021
Subject: Appointment of Brian Gregory to the Planning Board
Order #: ORDER-2022-47

Appointment of Brian Gregory, 146 W. Wyoming Avenue, to the Planning Board for the remainder of a five-year term; said term to expire on the last day of February 2025.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

BRIAN GREGORY

American Institute of Architects | No. 952322

An architect by training, urban planner by practice. I operate at the intersection of buildings and the public realm, crafting contextual design frameworks that build community concensus by translating shared aspirations into actionable visions. I enjoy exploring the interplay between infrastructure and the built environment, focusing on synergies between housing, transit, open space, and urban form.

Education

Northeastern University	Bachelor of Science, Architecture	Summa Cum Laude	2008
	Masters of Architecture		2011

Professional

Perkins&Will	Project Manager	Urban Design	Wheeler School, Allston I-90 Riverfront	2020- present
		Develop. Studies	Boston Housing Authority	
		Master Planning	Acton Commuter Station Mobility Plan	
Gamble Associates	Associate	Master Planning	East Boston MA, Piqua OH, Jasper IN	2014 - 2020
		Design Guidelines	Watertown, Arlington, & Chelsea MA	
		Design Review	Chelsea & Watertown MA; Massport	
		Develop. Studies	Arlington, Medford, & Braintree MA	
		Multifamily Studies	Wakefield & Mansfield MA; Stamford CT	
		SD/DD/CD	Lock 9 Park, Piqua OH	
Stern McCafferty	Project Manager	SD/DD/CD/CA	Private Residence, Boston MA	2011 - 2013
Chan Krieger Sieniewicz	Designer	Master Planning	Richardson Olmstead Complex	2008 - 2009

Teaching

Northeastern University	Instructor	ARCH3170	Architecture, Infrastructure, & the City	2019, 2020
Boston Arch. College	Instructor	CityLab 2019		2019

Leadership

Boston Society for Architecture (BSA)	Infra\tecture Committee	Founding Co-Chair	2017- present
Leading Cities (Smart Cities Solutions)	Local Advisory Board	Member	2017- present
Neighborhood of Affordable Housing (NOAH)	Executive Board	Member	2014 - 2019

Speaking

Architecture Boston Expo	Mid-Pandemic Design - What Have We Learned So Far?	Speaker	2020
	The Bus Stops Here: Bus Rapid Transit and the Public Realm	Moderator	2018
	T'ing Up: The Future Promise of Boston's Transit Network	Moderator	2017
South. New England APA	Sympathetic Systems: Planning Multi-modal Transit Networks	Moderator	2016
AIAS Forum	Moving the Masses: Civic Design & Public Transit	Speaker	2016
APA Northeast Conference	Heights, Fights & Rights: Consensus through Design Guidelines	Speaker	2015

Affiliations

American Institute of Architects | Livable Streets Alliance | Transit Matters | Melrose Ped.& Bicycle Committee

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Mayor Paul Brodeur

Melrose City Hall

562 Main St, Melrose MA

November 4, 2021

Dear Mayor Brodeur,

I'm writing to express my keen interest in joining the Melrose Planning Board. When my wife and I were searching for a place to put down roots we instantly fell in love Melrose for a multitude of reasons- the tight-knit yet open and welcoming community, the palpable sense of civic pride, its walkability and intact, vibrant downtown, its robust connections to public transit, its rich historic fabric, and its proximity to amazing natural resources. As the greater Boston region faces intense pressure to meet an ever-increasing demand for housing, it's imperative that Melrose thoughtfully, purposefully, and proactively plan for smart, sustainable growth that invigorates our downtown businesses, expands access to a range of transit-oriented housing, and protects our cherished open spaces.

I believe that my professional training and personal experiences would allow me to meaningfully help the City chart a future that grows the community by building upon and reinforcing the amazing assets and attributes that attracted my family to Melrose. I am trained as an architect and urban planner, and over the course of my career have had the opportunity to work on projects ranging from historic single-family renovations to large-scale planning efforts for city neighborhoods. I have conducted design reviews of development proposals on behalf of municipalities as well as aided towns and cities in understanding the redevelopment potential of underutilized properties. I have interpreted, written, and updated municipal zoning code and crafted corresponding illustrated design guidelines to create easily understandable and predictable development standards. And I had the opportunity to serve on the board of an affordable housing Community Development Corporation for seven years while living in East Boston. I would be honored to be able to contribute what I have learned from these experiences to my community.

For all these reasons and more I would greatly appreciate your support for my joining the Melrose Planning Board. I welcome any and all questions from yourself, the Office of Planning and Community Development, the City Council, Planning Board Members, and fellow Melrosians, and am hopeful that I can soon begin to contribute my passion and talents to this wonderful community I call home.

Sincerely,

Brian Gregory, AIA

[redacted]

Melrose, MA

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: November 8, 2021
Subject: Application -taxi cab of Abdinasir M. Ahmed d/b/a Galmudug, Inc
Order #: ORDER-2022-43

Please see application attached

FINANCIAL IMPACT:N/A

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: _____

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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): Taytaroo@Hotmail.co	
24 hour Emergency Contact info: 857-277-2677	
Expiration Date of Business Cert:	
Garage Location: 28 Academy Ct Roxbury MA 021	

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	4T1BF1FK4HU 764211	TA 310G	2/2/2021

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 01-04-2019

Employer Identification Number:
83-3015292

Form: SS-4

Number of this notice: CP 575 A

GALMUDUG INC
28 ACADEMY COURT
ROXBURY, MA 02119

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*.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

(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.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: 2017 TOYT CAMRY # 3106

Business Name: GALMDUG INC.

Located at:

Expiration date:

Approval: _____ **Date:** 9/13/21

Melrose Fire Department Capitan J. Gibson– (781-665-0500)

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

City of Melrose
Hackney License



Abdinasir M Ahmed

28 Academy Court, Boston MA

Employer Galmudug Inc.

License # [redacted]

DOB: 3/26/1976

Height: 5' 0" Weight: 185

Eyes: Black Hair: Black

Hack# 21-001

Exp. 10/1/2022

Chief

GALMUDUG, INC.
28 ACADEMY CT
BOSTON, MA 02119-1245

5-7017/2110

[redacted]

DATE 10/5/2021

PAY TO THE ORDER OF City of Melrose $ 100.00

One Hundred and 00 dollars DOLLARS

Citizens Bank

MEMO TAXI Renewal

[redacted]

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

REGISTRY OF MOTOR VEHICLES

CERTIFICATE OF REGISTRATION

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

EXTERNAL CODE	REGISTRATION TYPE	PLATE NUMBER	EFFECTIVE DATE	TITLE	EXPIRES ON
TAN	Taxi Normal	310G	02-Feb-2021	[redacted]	30-Nov-202

MODEL YEAR	MAKE	MODEL	MODEL NUMBER	BODY STYLE	COLOR	VEHICLE IDENTIFICATION NUMBER
2017	TOYT	CAMRY		SEDAN	WHITE	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

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, ar 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.

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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

Busines Name: Galmudus Inc.
Address: 28 Academy Ct
City/State/Zip: Roxbury MA 02119
Phone #: 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 $1,5000.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to $250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Abdinasir Ahmed Date: 10/5/2021

Phone #: 617-331-9583

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

John Gentile
Custodial Assets Coordinator

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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# Hack # 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 Camery.	4T1BF1FK9HU764211	MA 5106	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)

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

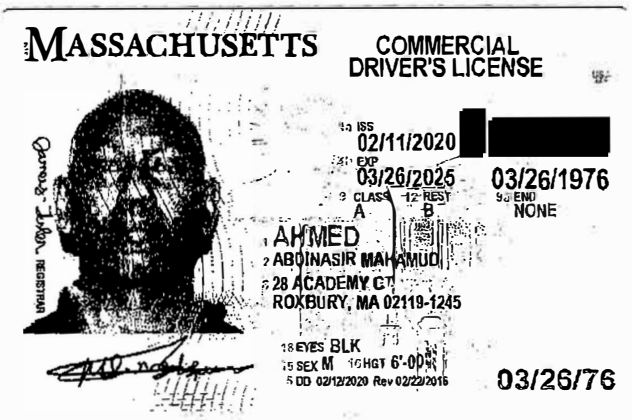
ACKNOWLEDGEMENT OF RECEIPT OF MELROSE ORDINANCES

I hereby acknowledge that I have received a copy of the applicable Licensing Ordinances of the City of Melrose.

_____ _____

Licensee Date

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)



MASSACHUSETTS COMMERCIAL DRIVER'S LICENSE

4a ISS 02/11/2020 [redacted]
4b EXP 03/26/2025 03/26/1976
9 CLASS A 12 REST B 9a END NONE
1 AHMED
2 ABDINASIR MAHAMUD
8 28 ACADEMY CT
ROXBURY, MA 02119-1245
18 EYES BLK
15 SEX M 16 HGT 6'-00"
5 DD 02/12/2020 Rev 02/22/2016
03/26/76

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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: November 8, 2021
Subject: 2021-22 Hackney (Livery) Renewals
Order #: ORDER-2022-44

Pursuant to the General Legislation of the City of Melrose Administrative Code specifically Article I, Chapter 152-6 Renewals, attached please find the annual livery (hackney) car renewal list.

See also *Vehicles for Hire* Article II, Ch. 222

FINANCIAL IMPACT:N/A

RESULT:	**PLACED ON FILE [UNANIMOUS]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Cory Thomas, Ward 7
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Elhaissouni	$100
1 Car	2014-91-2021	Melrose	ASLK Corp	17 Penney Rd Melrose	04/30/2022	Sahin Kaya	$100

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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: November 8, 2021
Subject: Lower Main Street Proposal - Permanent Bike Lanes
Order #: ORDER-2022-45

An Order Seeking Information on the Administration's Proposal to Create Permanent Bike Lanes on Lower Main Street

BE IT ORDERED THAT the following City Officers appear before the City Council, in accordance with Article 2, Section 2.7 (b) of the Melrose City Charter, to provide information on the proposed bike lanes on Lower Main Street.

Shannon Phillips, City Solicitor
Elena Proakis Ellis, Director of Public Works
Michael Lyle, Police Chief
Edward Collina, Fire Chief

Respectfully submitted,

Shawn M. MacMaster
City Councilor, Ward 5
October 12, 2021

FINANCIAL IMPACT:N/A

RESULT:	**PLACED ON FILE [UNANIMOUS]**
MOVER:	Cory Thomas, Ward 7
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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,

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 the that 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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

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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

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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,

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

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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*.

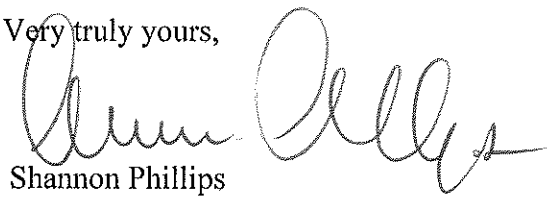
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Not only does the creation of bike lanes implicate parking changes, but also the changed flow of vehicular traffic movement along streets under the control of the City of Melrose. Creation of such bike lanes allows for additional criminal/civil violations 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,



Shannon Phillips

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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: November 8, 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:	**NO ACTION TAKEN**

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William Francis Galvin
Secretary of the Commonwealth - 2020 Census Liaison

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.

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CITY OF MELROSE

OFFICE OF THE CITY CLERK

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.

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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.

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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

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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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New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
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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New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
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

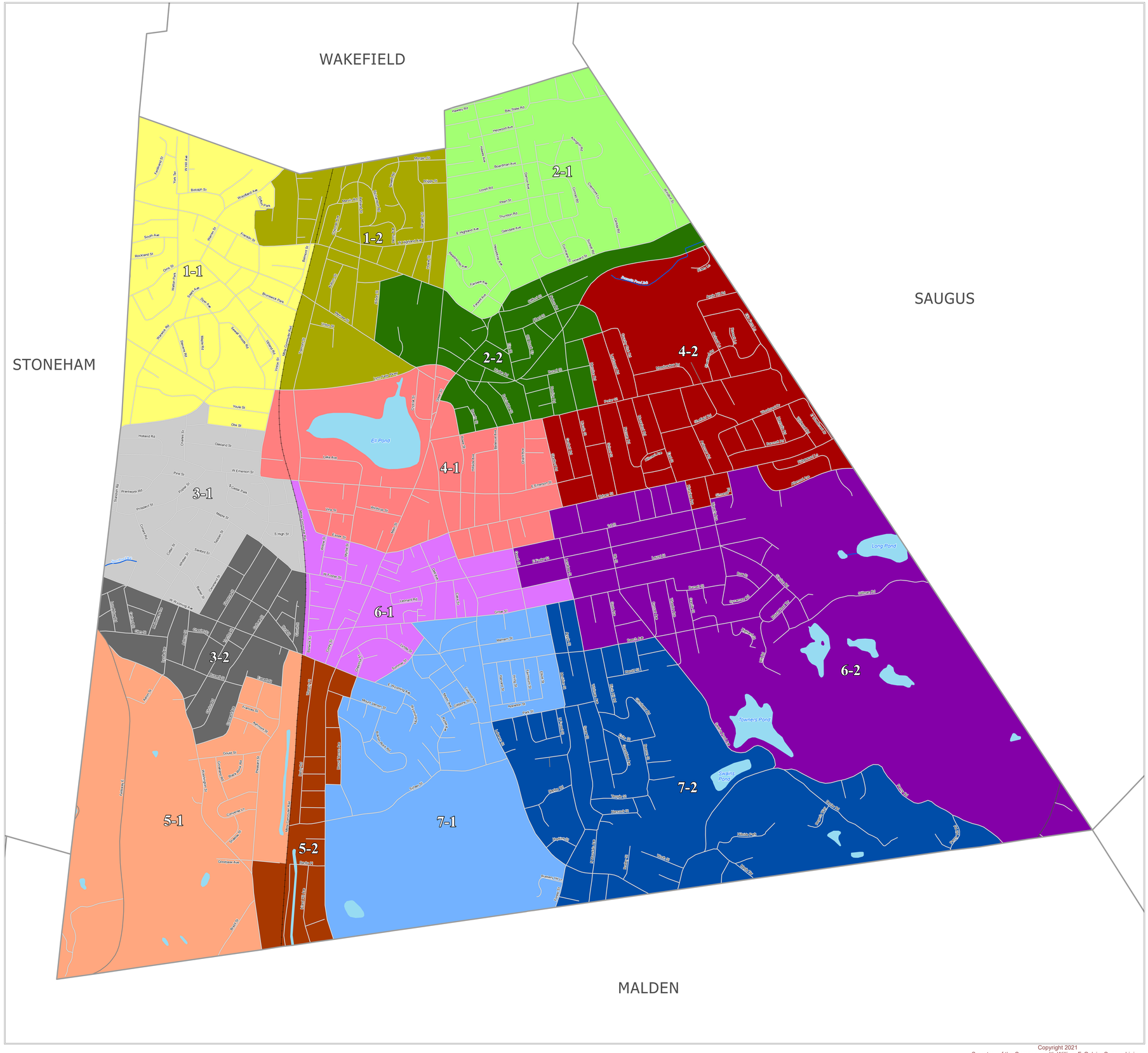
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New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Melrose City Ward 7 Precinct 1	Melrose City Ward 7 Precinct 1	250173363004004	42	39	2	0	0	0	0	1	4	38
Melrose City Ward 7 Precinct 1	Melrose City Ward 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

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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 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**

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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

0.25 0.125 0 0.25 Miles

Copyright 2021
Secretary of the Commonwealth William F. Galvin, Census Liaison

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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.

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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

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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.

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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

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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

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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

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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

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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.

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CITY OF MELROSE

OFFICE OF THE
BOARD OF ALDERMEN

JOHN N. TRAMONTOZZI
Ward 1 Alderman

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4100
Fax - (781) 665-6877

CITY CLERK MELROSE-MA
2021 OCT 19 AM10:37

TO: CITY CLERK
DATE: October 19, 2021

Please docket, file and schedule:

Motion to Reconsider: Order 2022-39

This motion is filed pursuant to Rule 44 of the Rules of Order of the Melrose City Council.

As reason thereof, the body was deprived of material information that may have affected how councilors voted at the October 18, 2021 meeting of the City Council.

In support of this motion, representations were made at the October 14, 2021 Finance Committee meeting that the City was in possession of a single, draft map, and that this map was the only one reviewed and considered by the Re-Precincting Working Group prior to the order in question having been filed. Recently, it has been learned that an earlier iteration of a map exists and was submitted to the City from the Secretary of State's Office and reviewed by the Reprecincting Working Group. A copy of that map is attached to this motion. There may have been an additional Re-Precincting map produced by the City Office of Planning and Development and may or may not have been reviewed and considered by the Reprecincting Working Group.

The City Council was not advised of, nor had the opportunity to review and discuss, this information prior to voting on the order.

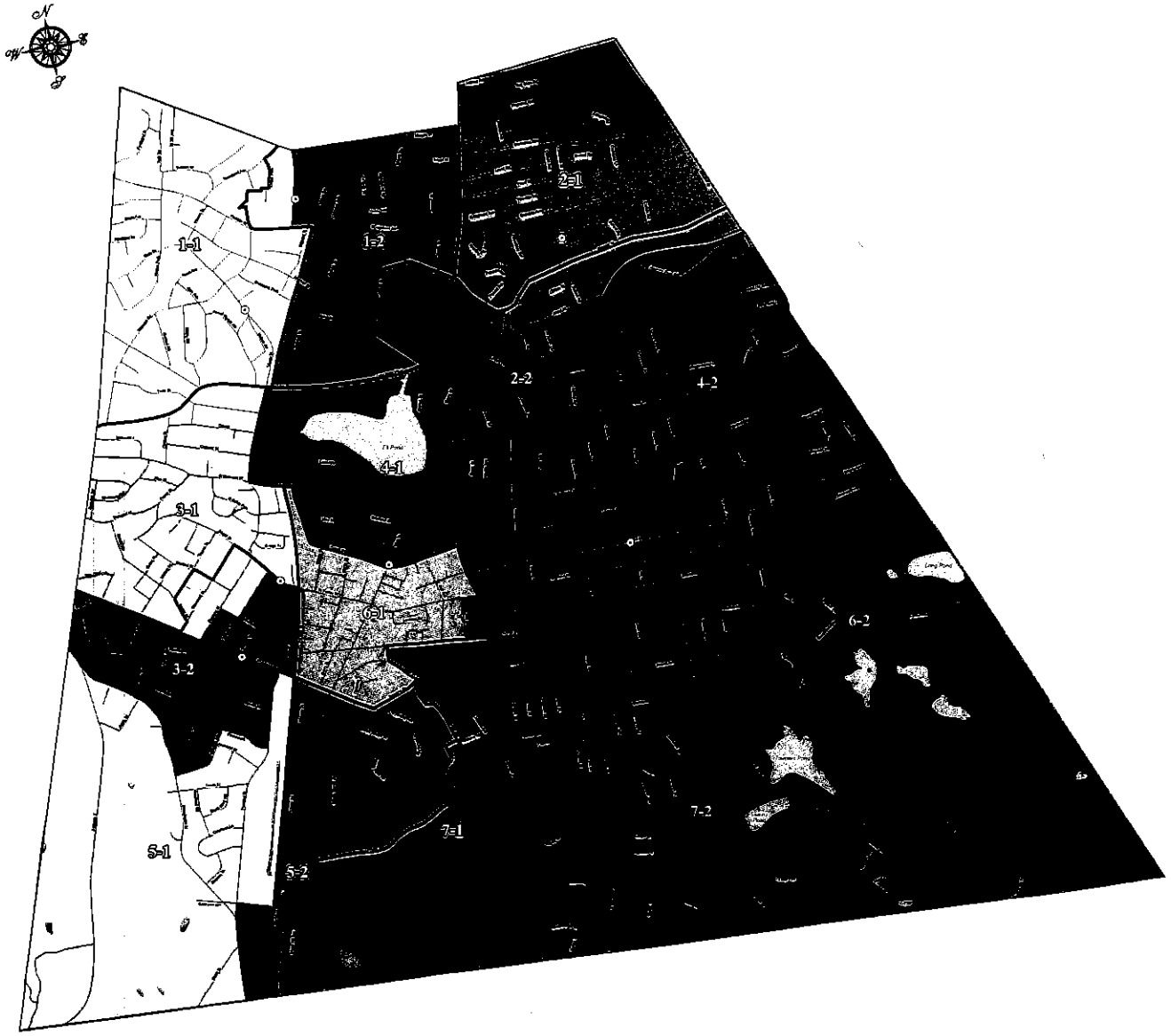
Until this motion is heard and settled by the full Council, the City Clerk is hereby directed to not furnish the approved map to the Secretary of State's Office or to any external agency involved in the reprecincting process.

Respectfully submitted,

John Tramontozzi,
Melrose City Council, Ward 1

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City of Melrose

Total 2010 Population: 26,983

Total 2020 Population Estimate: 28,021

Precinct	2010 Population	2020 Estimated Population	2020 Variance
1-1	2,088	2,093	0.05
1-2	1,956	1,952	-4.40
2-1	2,033	1,996	-3.70
2-2	2,908	2,922	1.40
3-1	2,007	1,997	-0.90
3-2	1,897	2,030	1.40
4-1	1,937	1,952	-2.50
4-2	1,983	1,957	-2.25
5-1	1,886	2,095	4.65
5-2	1,986	1,968	-1.65
6-1	1,964	2,069	3.35
6-2	1,920	2,045	2.15
7-1	1,925	2,085	4.15
7-2	1,945	2,059	2.85

CITY CLERK MELROSE MA
2022 OCT 13 AM 10:32

DRAFT

Legend
- Current Polling Location
- Municipal Boundary
- 2011 Precinct Boundary
- Coastal Water, Lakes, Ponds, Major Rivers

Geographical Features
- Streams, Rivers
- Roads

Map produced by the Office of William F. Galvin, Census Liaison
Secretary of the Commonwealth
Population figures based on the U.S.Census Bureau
2010 Decennial Census and
UMass Donahue Institute 2020 population estimates

0.25 0.125 0 0.25 Miles

CITY OF MELROSE

OFFICE OF THE BOARD OF ALDERMEN

JOHN N. TRAMONTOZZI
Ward 1 Alderman

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4100
Fax - (781) 665-6877

TO: CITY CLERK
DATE: October 19, 2021

Please docket, file and schedule:

Motion to WITHDRAW my Motion to reconsider: Order 2022-39

Kindly withdraw my motion to reconsider Order 2022-39.

In support of this motion there is no need to consider a motion to reconsider since the purpose of the initial filing has been accomplished. By having filed the motion, the simulation map created by the Secretary of State's Office, which was attached to the filing, is now part of the original order and memorialized in IQM2. That map, which is based on population estimates, was released for training and technical assistance purposes, while the Secretary of State's Office awaited official census data from the United States Census Bureau.

As I understand it, the map on which the City Council voted at the October 18th meeting was the only map considered by the working group that utilized reliable census data. While it is important that simulation maps be part of the public record, it is unlikely to have affected the manner in which councilors voted. Accordingly, the motion to reconsider is hereby withdrawn.

Respectfully submitted,

John Tramontozzi,
Melrose City Council, Ward 1

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

AUDITOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4107

PATRICK DELLO RUSSO
Chief Financial Officer

To: Mayor Paul Brodeur
From: Patrick Dello Russo
Meeting Date: November 15, 2021
Subject: An Appropriation from the Rideshare Fund (#2921) in the amount of $9,049.20
Order #: ORDER-2022-48

An appropriation from the Rideshare Special Revenue fund (#2921) in the amount of $9,049.20 to be used on various projects throughout the city that address infrastructure impacted by Rideshare services. The amount of $9,049.20 represents the municipal portion of 10 cents per ride initiated in Melrose for both 2020 (90,492 rides).

FINANCIAL IMPACT:$9,049.20

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

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

Date: November 3, 2021

To: City of Melrose City Council

From: Elena Proakis Ellis, Director of Public Works

cc: Paul Brodeur, Mayor
Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant City Auditor
Jim Troup, Asst. DPW Director – Admin. & Finance

Subject: Request to Accept Rideshare Funds

Each year, the City of Melrose receives a disbursement from the Department of Public Utilities associated with the services provided by rideshare companies. The payment is based on 10 cents per ride initiated in Melrose. We are hereby requesting acceptance of funds in the amount of $9,049.20 to be used on projects that address infrastructure impacted by rideshare services. The amount of $9,049.20 represents the municipal portion of 10 cents per ride for 90,492 rides that originated in Melrose in 2020. This number is down from prior years due to the pandemic but still provides value in our ability to complete small projects that do not have another identified funding source.

The 2020 funds are proposed to be used to install accessible curb ramps at the intersection of Howard Street and Sunset Road. This portion of Howard Street was recommended for Complete Streets improvements in the City's 2017 Prioritization Plan, however the present funding approach from MassDOT will not result in work being completed along this corridor for many years via the competitive MassDOT Complete Streets grant program. While other intersections along this corridor may require upgrades to become fully accessible in the future (e.g., tactile warning pads), the intersection at Sunset Road is currently the only barrier to a continuous path with curb ramps on the north side of Howard Street from the Saugus line to Green Street. Completion of this work will substantially improve accessibility along this corridor.

There is no City match component to this funding source. We would be happy to answer any questions about this requested acceptance of funds.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

ASSESSOR
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4103

SARAH MACLELLAN

To: Mayor Paul Brodeur
From: Sarah MacLellan
Meeting Date: November 15, 2021
Subject: Classification of Property
Order #: ORDER-2022-49

In compliance with the provisions of Chapter 40, Section 56 of M.G.L. relating to the classification of property, the Board of Assessors requests that a date be set for a classification hearing and final vote on Monday, December 6th, 2021 at 8:00PM.

The Board of Assessors will provide the City Council with information necessary to make a decision on adopting a residential factor and thereby determining the percentages of local tax levy to be borne by each class of real and personal property for the Fiscal Year 2022.

FINANCIAL IMPACT:N/A

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

City Council
Melrose City Hall
Melrose, MA 02176

FILE COMPLETED

Meeting: 11/15/21 07:45 PM
Department: City Council
Category: Informational
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors: Ward 4 Garipay, At-Large Eccles
DOC ID: 9451

INFORMATION ITEM 2022-1

An Informational Order on Melrose Kind Day, November 20, 2021

BE IT ORDERED, that representatives from Melrose Kind come before the City Council to make a presentation regarding their plans throughout our community for Melrose Kind Day scheduled for Saturday, November 20th.

Submitted By

Councilor Mark D. Garipay, Ward 4
Councilor Jack Eccles, At-Large

COMMENTS - Current Meeting:

Representatives from the non-profit Melrose Kind discuss their efforts advising that Melrose public schools have been included in Kindness outreach with the elementary schools letter writing to seniors; middle schoolers writing get well and thank you's to hospital workers and over 900 impact letters sent to Melrose educators from high school students. Organizers note the generosity of the Dunkin buisness partner donating over $2,500.

Councilor Tramontozzi asks for social media/website contact information and where donations can be directed. The Council learns there is a donate now option on the Melrose Kind website.

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: November 15, 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:	**PLACED ON FILE [UNANIMOUS]**
MOVER:	Shawn M. MacMaster, Ward 5
SECONDER:	Jeff McNaught, Ward 2
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Northeast Metropolitan Cost Projections as of September 9, 2021
Total Cost and Potential Local Share

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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City of Melrose

Estimated Pro Rata Share of Debt Service and Residential Tax Impact

			Tax Rates	FY2021 Levy	
FY2021 Total Assessed Value	$6,076,979,230	100%		$68,877,944	100%
Residential	$5,775,296,917	95%	$10.95	$63,239,501	92%
Commercial/Industrial	$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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

Northeast Metropolitan Regional Vocational Technical School District
Wakefield, Massachusetts

Total Est. Project Costs (as of 8/26/2021):	$	317,422,620
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	4,602,000	10,224,200	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	4,603,200	10,228,000	2041
2042	-	1,859,800	3,761,400	4,600,400	10,221,600	2042
2043	-	1,861,400	3,761,000	4,603,600	10,226,000	2043
2044	-	1,866,000	3,757,000	4,602,400	10,225,400	2044
2045	-	1,863,400	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	4,603,600	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	4,604,600	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	4,599,600	8,359,200	2054
2055	-	-	-	3,993,600	3,993,600	2055
Total	$ 211,278	$ 55,774,800	$ 112,767,200	$ 137,451,529	$ 306,204,807	

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 premium to reduce the issue size (per MGL c. 44, s. 20).

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Northeast Metropolitan Regional Vocational Technical School District, Wakefield, Massachusetts

MEMBER MUNICIPALITIES ENROLLMENT:		CREDIT RATING:
City of Chelsea	238	AA
City of Malden	152	AA/Aa3
City of Melrose	44	AA+
Town of North Reading	34	Aa2
Town of Reading	33	AAA
City of Revere	248	AA
Town of Saugus	170	AA+
Town of Stoneham	80	Aa2
Town of Wakefield	100	AAA
Town of Winchester	11	Aaa
Town of Winthrop	57	AA/Aa3
City of Woburn	114	AAA
TOTAL ENROLLMENT:	1,281	

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
2023	$ 1,862,200	$ 345,983	$ 220,964	$ 63,963	$ 49,426	$ 47,972	$ 360,520	$ 247,130	$ 116,297	$ 145,372	$ 15,991	$ 87,861	$ 165,723
2024	1,864,200	346,354	221,201	64,032	49,479	48,024	360,907	247,396	116,422	145,527	16,008	87,950	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	48,304	265,302	500,605
2026	10,220,129	1,898,822	1,212,693	351,043	271,260	263,282	1,978,604	1,356,301	638,259	797,824	87,781	484,760	909,520
2027	10,228,400	1,900,358	1,213,674	351,327	271,480	263,495	1,980,205	1,357,399	638,776	798,470	87,852	485,128	910,209
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	89,652	464,456	928,916
2029	10,219,800	1,898,761	1,212,654	351,081	271,252	263,274	1,978,541	1,356,258	638,239	797,799	87,758	484,745	909,490
2030	10,227,400	1,900,173	1,213,556	351,292	271,453	263,469	1,980,012	1,357,266	638,714	798,392	87,823	485,083	910,167
2031	10,223,800	1,899,504	1,213,128	351,169	271,358	263,377	1,979,315	1,356,788	638,489	798,111	87,792	484,920	909,846
2032	10,224,200	1,899,578	1,213,176	351,183	271,368	263,387	1,979,392	1,356,842	638,514	798,142	87,796	484,941	909,882
2033	10,218,200	1,898,463	1,212,464	350,976	271,209	263,232	1,978,231	1,356,045	638,139	797,674	87,744	484,674	909,365
2034	10,225,800	1,899,875	1,213,366	351,237	271,411	263,428	1,979,702	1,357,054	638,614	798,267	87,809	485,014	910,024
2035	10,221,200	1,899,021	1,212,820	351,079	271,289	263,310	1,978,812	1,356,443	638,326	797,908	87,769	484,807	909,635
2036	10,224,600	1,899,652	1,213,223	351,196	271,379	263,397	1,979,470	1,356,895	638,539	798,173	87,798	484,959	909,918
2037	10,220,400	1,898,872	1,212,725	351,052	271,267	263,289	1,978,657	1,356,337	638,276	797,845	87,762	484,772	909,568
2038	10,228,600	1,900,396	1,213,698	351,334	271,485	263,500	1,980,244	1,357,425	638,788	798,488	87,833	485,137	910,234
2039	10,218,400	1,898,501	1,212,488	350,983	271,214	263,237	1,978,269	1,356,072	638,151	797,689	87,745	484,685	909,396
2040	10,225,200	1,899,764	1,213,295	351,217	271,395	263,413	1,979,586	1,356,974	638,576	798,220	87,804	484,985	909,971
2041	10,228,000	1,900,284	1,213,627	351,313	271,469	263,485	1,980,128	1,357,346	638,751	798,439	87,828	485,110	910,226
2042	10,221,600	1,899,095	1,212,867	351,093	271,299	263,320	1,978,889	1,356,496	638,351	797,939	87,773	484,825	909,651
2043	10,226,000	1,899,913	1,213,390	351,244	271,416	263,433	1,979,741	1,357,080	638,626	798,286	87,811	485,037	910,043
2044	10,225,400	1,899,801	1,213,318	351,224	271,400	263,418	1,979,625	1,357,001	638,589	798,236	87,805	484,996	909,969
2045	10,224,600	1,899,652	1,213,223	351,196	271,379	263,397	1,979,470	1,356,895	638,539	798,173	87,798	484,959	909,918
2046	10,223,200	1,899,392	1,213,057	351,148	271,342	263,361	1,979,199	1,356,709	638,451	798,064	87,787	484,896	909,795
2047	10,220,800	1,898,946	1,212,773	351,066	271,278	263,299	1,978,734	1,356,390	638,301	797,877	87,766	484,780	909,577
2048	10,222,000	1,899,169	1,212,915	351,107	271,310	263,330	1,978,966	1,356,550	638,376	797,970	87,777	484,844	909,696
2049	10,226,200	1,899,950	1,213,413	351,251	271,421	263,438	1,979,780	1,357,107	638,639	798,298	87,813	485,046	910,068
2050	10,227,800	1,900,247	1,213,603	351,306	271,464	263,480	1,980,089	1,357,319	638,738	798,422	87,827	485,123	910,211
2051	10,231,400	1,900,916	1,214,030	351,430	271,559	263,572	1,980,786	1,357,797	638,963	798,704	87,858	485,296	910,529
2052	10,096,400	1,875,834	1,198,012	346,793	267,976	260,095	1,954,650	1,339,881	630,532	788,165	86,698	478,704	898,169
2053	8,362,800	1,553,744	992,307	287,247	221,963	215,425	1,619,028	1,109,817	522,267	652,834	71,812	396,546	744,060
2054	8,359,200	1,553,075	991,880	287,123	221,868	215,342	1,618,337	1,109,340	522,042	652,553	71,781	396,372	743,733
2055	8,993,600	741,980	473,870	137,173	105,997	102,880	773,156	529,986	249,405	311,756	34,293	189,391	355,402
Total	$ 306,204,807	$ 56,890,511	$ 36,323,435	$ 10,517,573	$ 8,127,216	$ 7,888,130	$ 59,280,868	$ 40,636,074	$ 19,122,961	$ 23,903,576	$ 2,629,191	$ 14,525,038	$ 27,250,076

Assumptions:

- Debt service proration based on the average of 2021 school year enrollment figures

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: November 15, 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**

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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

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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

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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

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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

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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.

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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.

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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

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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.

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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

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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

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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.

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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.

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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 are 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.

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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.

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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.

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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.

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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.

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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.

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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~~Pro ~~t~~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~~, and the Clerk of Committees as employees of the Council; these two roles~~ 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 ~~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~~e a c 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~~ ~~s~~such ~~c~~Calendar 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 A 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.

Commented [rs1]: Sub-rule to indicate president approve agenda

~~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 ~~o~~~~O~~Order or~~,~~ ~~o~~Ordinance ~~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 ~~c~~Pre-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 ~~o~~Order or~~,~~ ~~o~~Ordinance~~, 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 ~~b~~Post-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

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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 ~~o~~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~~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.

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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

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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 t~~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 a~~s~~ member~~s~~ of each ~~of the Council's~~ Standing Committee~~s~~. ~~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 ~~speak~~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~~n order~~ matter ~~that~~ appearing~~s~~ 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~~

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Appropriations & Oversight ~~(11 members~~5eleven (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 members~~five (5) voting members) to include the Police and Fire Departments, Emergency Management, and licenses.

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Public Service (~~11 members~~five (5) voting members) to include ~~P~~public grounds and buildings.

Public Works (~~11 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, i~~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 ~~c~~Committee and ~~-~~act as Chairperson~~; and i~~. If, for any reason, any committee ~~shall not have~~has 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.~~

Commented [O2]: Added above to "Finance" sec

- **Rule 21A** Committee Chairpersons~~s~~ 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~~, nor the appointment of a new Chair one~~ 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, ~~then~~ 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.

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- **Rule 21D~~C~~** 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**~~

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~~**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/sShe 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 2~~3~~ The Chairperson of ~~E~~each standing committee shall~~, in all cases of original reference on a petition or request for legislation, i~~ensure that the ~~parties so requesting~~ makers of any legislative ~~order~~ item has~~ve~~ proper notice of all related hearings. ~~Orders~~ A matter pending in committee shall not be disposed of at the committee level without the ~~maker~~sponsor(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 2~~3~~ 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 ~~c~~Committee. 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 dissent~~s~~ from the report, the name(s) of ~~such~~ the dissenting member(s) shall be printed on the ~~c~~~~C~~~~alendar~~ agenda under Reports from Committee followed by the ~~word~~ "~~d~~Dissents"; provided a statement is filed, as a minority report, by such dissenting member(s) ~~or members~~, containing the reasons therefore ~~for~~, with the Clerk of Committees, which statement shall accompany the report of the ~~c~~Committee 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 ~~C~~committee determines to go into a ~~c~~Committee of the ~~w~~Whole, the ~~c~~Chairperson shall be appointed by the President.

Rule 27 The Rules of the Council shall be observed in a ~~c~~Committee of the ~~w~~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

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Rule 28~~8~~ 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~~1~~. 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 ~~c~~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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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 a~~n~~ ~~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 a~~n 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~~, ~~o~~Order, Ordinance, ~~p~~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 passage~~ing~~ of any ~~ordinance,~~ ~~o~~Order, Ordinance, Petition, ~~or~~ ~~r~~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.

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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:

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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~~n~~o ~~d~~Debate;

Roll Call ~~Viva Voce Vote~~~~Yeas and Nays~~:~~-~~ ~~n~~No ~~d~~Debate;

Lay on Table:~~-~~ ~~n~~No ~~d~~Debate;

The previous question:~~,~~ to close debate at a specified time~~,~~:~~;~~ indefinite postponement~~,~~:~~;~~ postponement to a day certain~~,~~:~~;~~ to suspend the rules~~,~~:~~;~~ to reconsider:~~;~~ ~~t~~Ten ~~m~~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 ~~c~~Clerk 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.~~.~~

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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~~, ~~o~~Order, Ordinance, Petition, ~~or~~ R~~r~~esolution, or Remonstrance or vote acted upon at the final meeting of the term to which the members of any Council may have been elected.

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Rule 45 No vote on any of the following motions shall be reconsidered:

1. To ~~a~~Adjourn
2. To ~~l~~Lay on the ~~t~~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 ~~c~~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

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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~~c~~aucus herein provided shall be sent to each member qualified to vote therein not less than four (4) days before the date thereof.

Such ~~c~~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 ~~c~~Caucus shall be posted, and the ~~c~~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 made by~~ result in a ~~v~~Viva ~~v~~Voce 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 rule~~s~~ 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 are placement is being sought.

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- 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, ~~C~~council, board or other working group, attends a meeting of such committee, commission, ~~C~~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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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

COUNCIL ON AGING
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-665-4304

STACEY MINCHELLO
Executive Director

To: Mayor Paul Brodeur
From: Stacey Minchello
Meeting Date: November 15, 2021
Subject: T3B grant award FY22
Order #: ORDER-2022-40

The Council on Aging respectfully requests acceptance of this grant in the amount of Six Thousand, Two Hundred and Twenty Dollars ($6,220.00) to provide social activities and events for older adults. Said funds to be transferred into a dedicated fund account to be established by the Auditor's Office. There is a 15% in-kind match requirement that will be met with existing salaries.

FINANCIAL IMPACT:none

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

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Mystic Valley Elder Services
www.mves.org
info@mves.org
781-324-7705

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

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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

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- 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.

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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;

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(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 CRF 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

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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

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those existing at the time of the execution of this Agreement, the party so burdened my 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 EOEA.

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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.

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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 Affair, 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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: _____	By: _____
Title: Daniel J. O'Leary, CEO	Title:
Date: 9/9/21	Date: _____

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

City Council

City Hall, 562 Main Street
Melrose, Massachusetts 02176
smacmaster@cityofmelrose.org

Shawn M. MacMaster
Ward 5

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:

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- **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.

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- 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.

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Lincoln School Pedestrian Safety Study
Survey Results

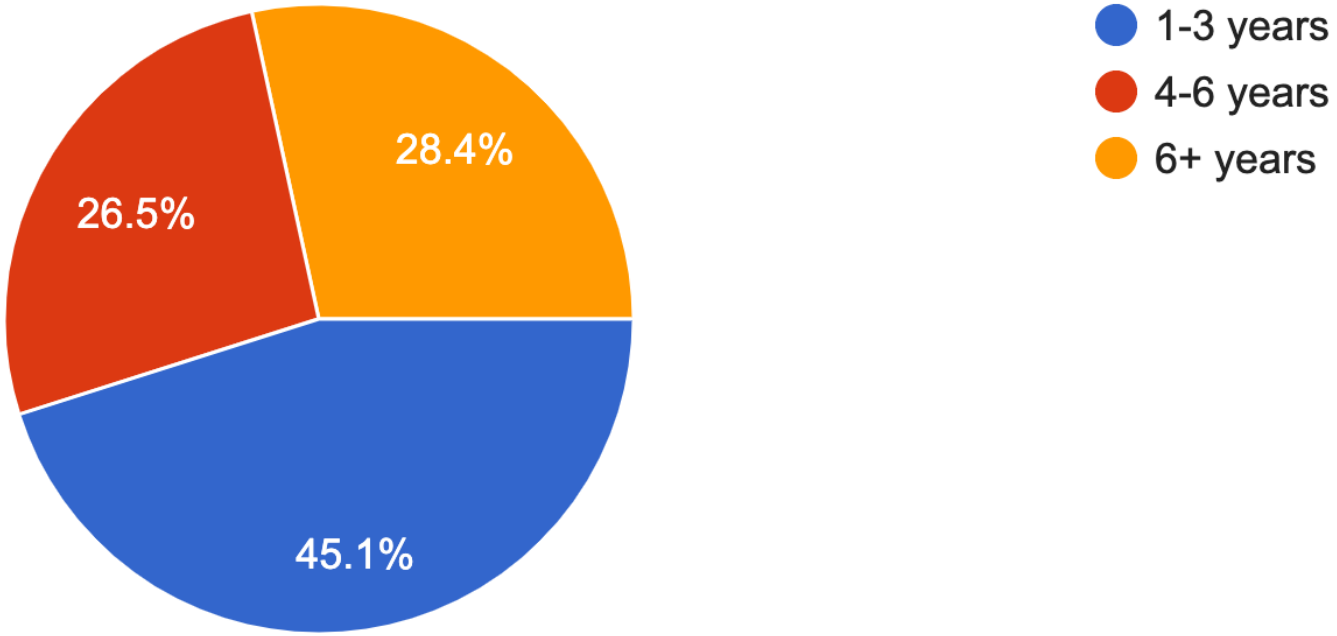


Shawn M. MacMaster
City Councilor, Ward 5
City of Melrose

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

How many consecutive years have you been a Lincoln School parent?

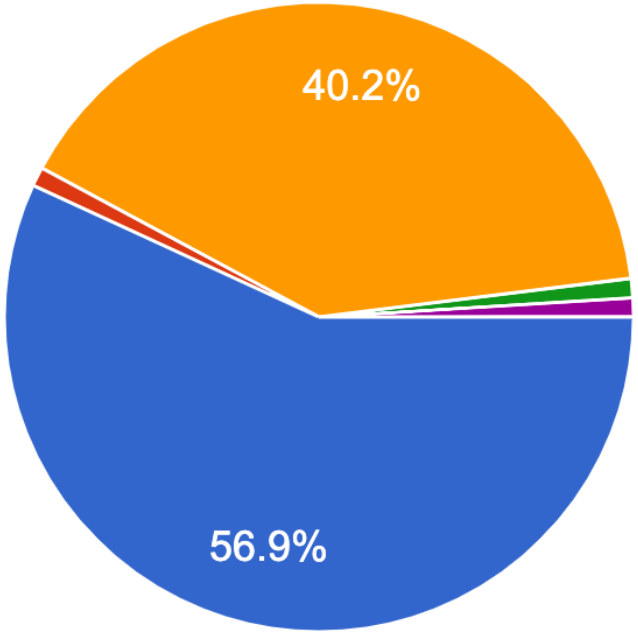
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

What is your primary mode of transportation for traveling to and from school?

102 responses



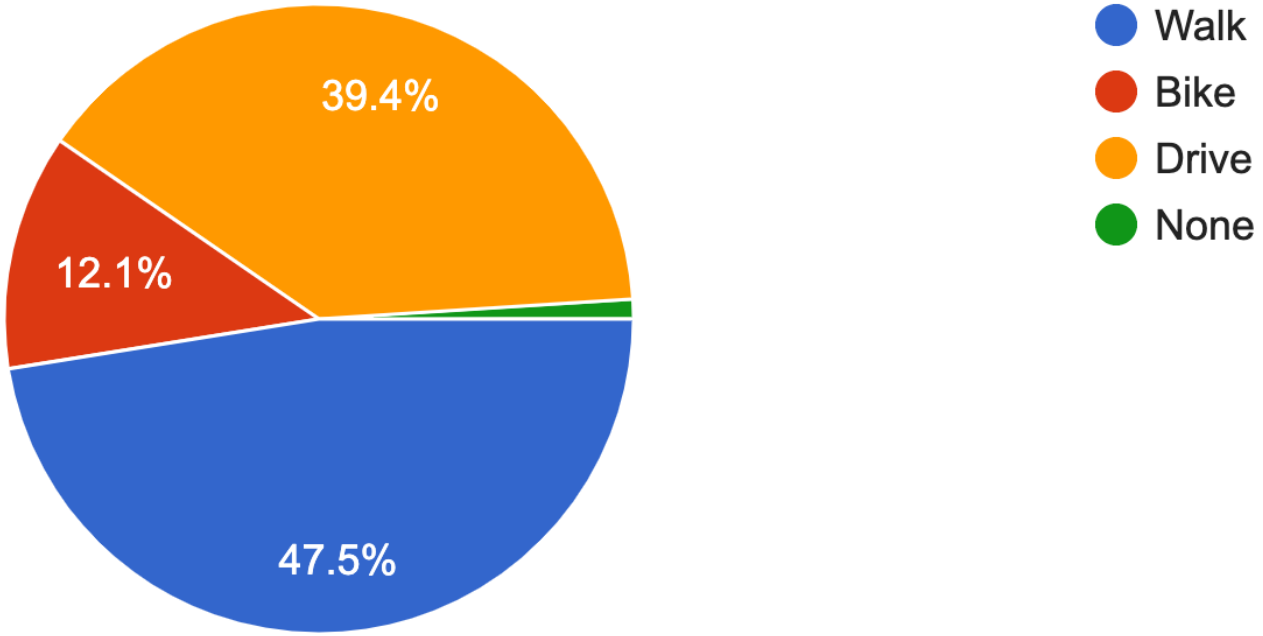
- Walk
- Bike
- Drive
- I live near the school
- Drive in AM, walk in PM (equal)

NOTE: Results denoted by green and purple were generated when answering “Other,” which then required a write-in ar

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

What is your secondary mode of transportation for traveling to and from school?

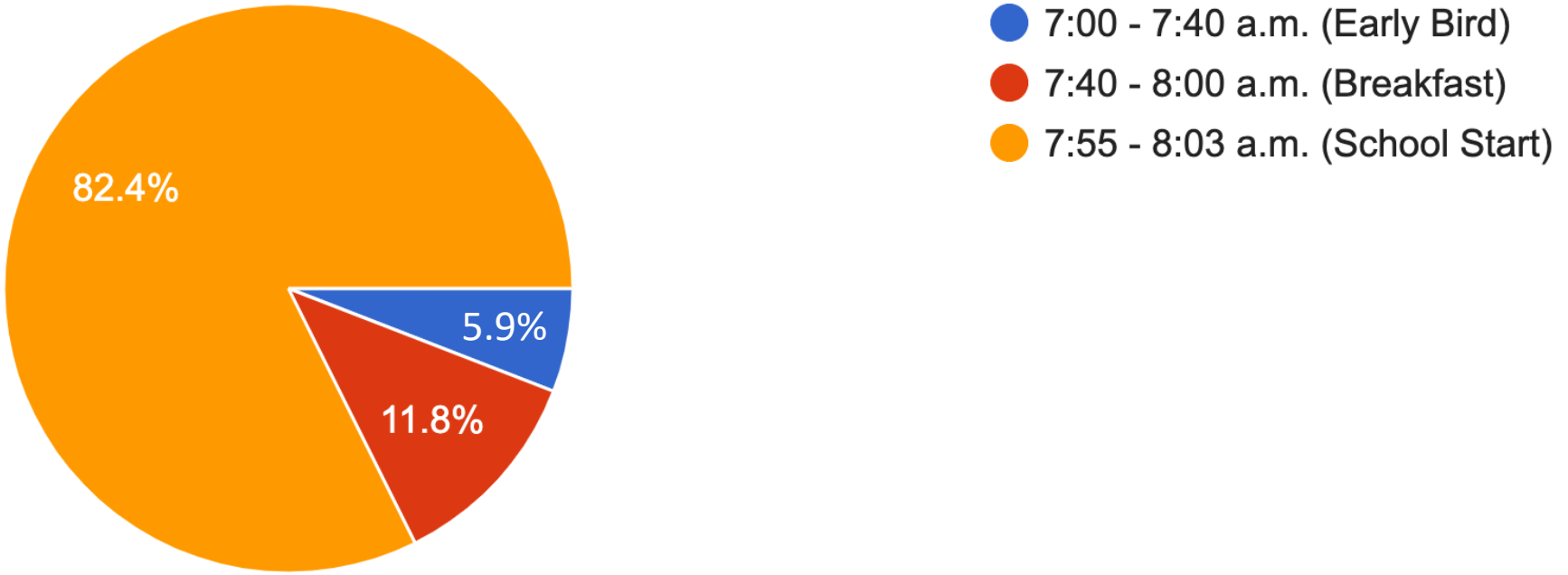
99 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

At what time do you drop your child at school?

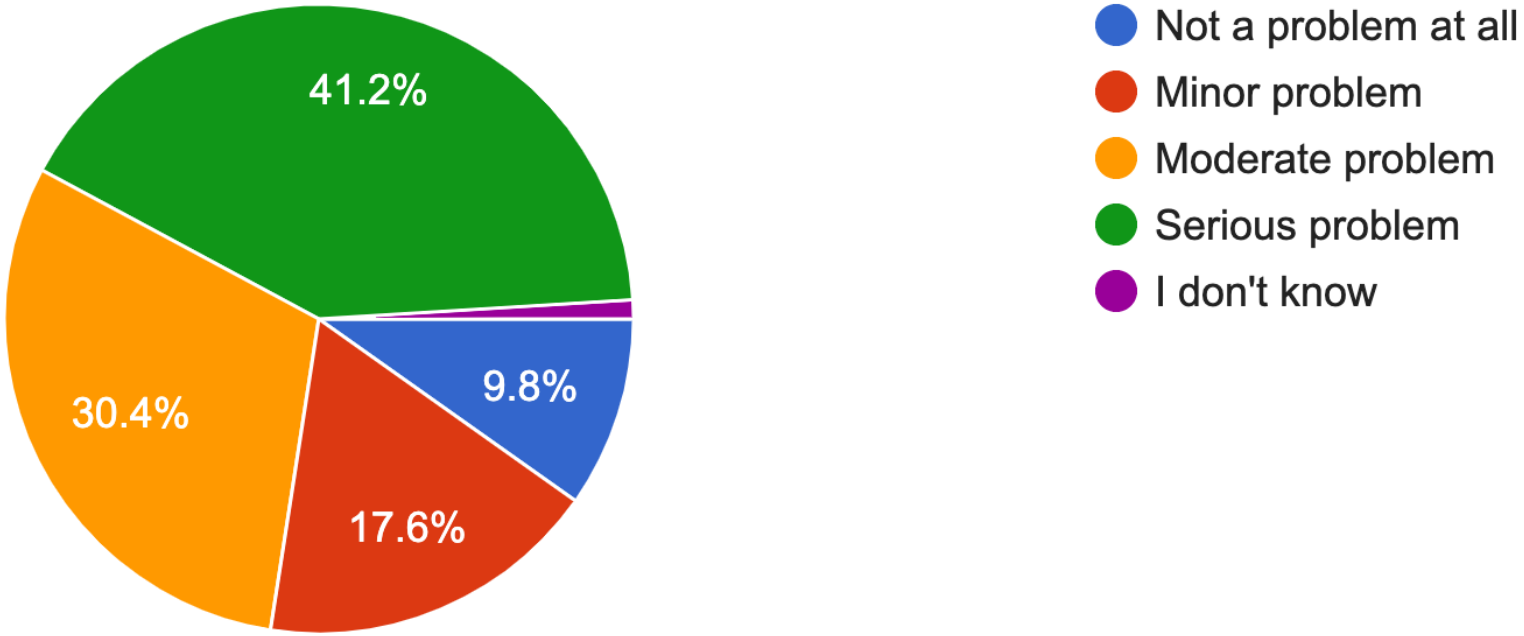
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I believe that pedestrian and cyclist safety around the Lincoln School is...

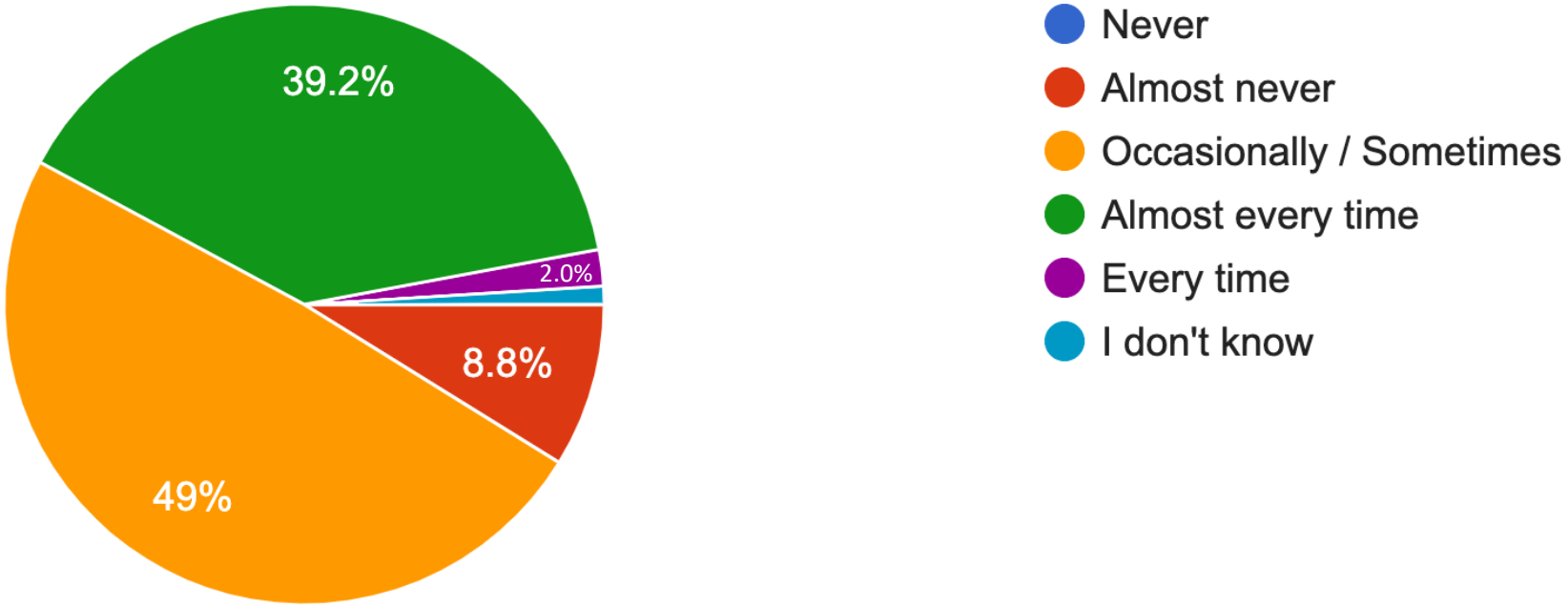
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I believe that vehicles stop at crosswalks around the Lincoln School...

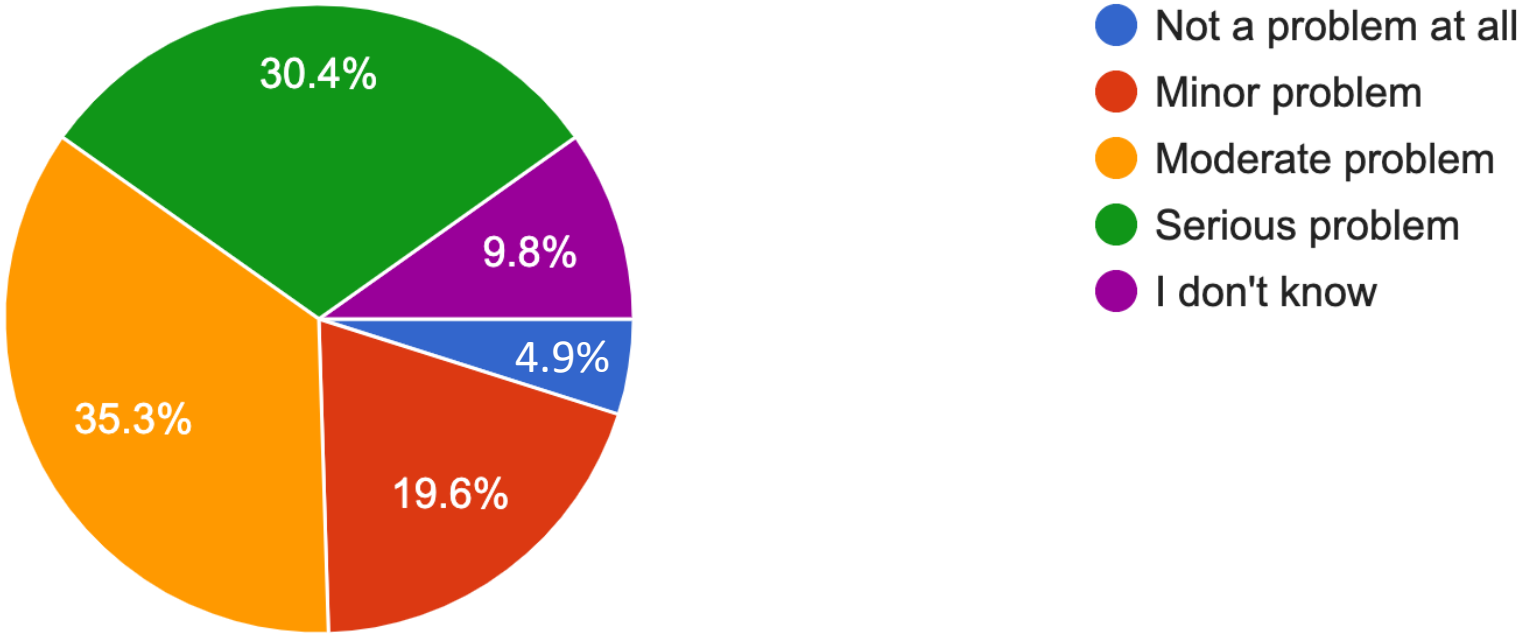
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I believe that distracted driving is a problem around the Lincoln School...

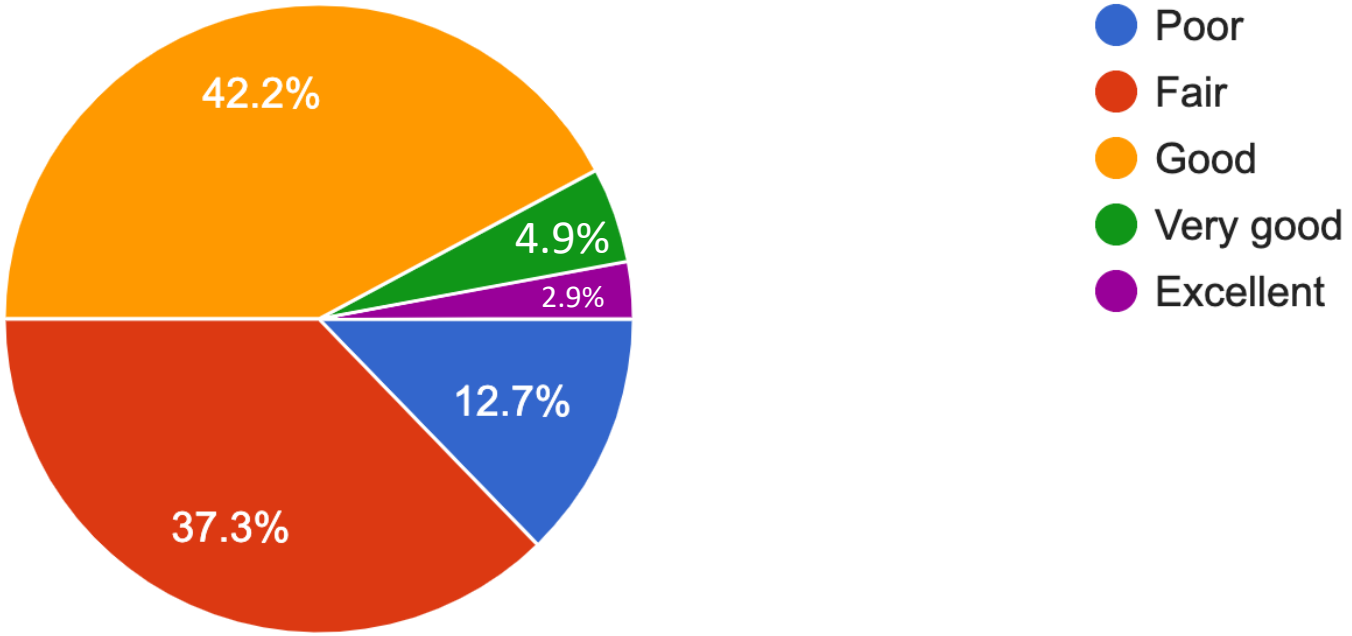
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I believe that traffic-related signage around the Lincoln School is...

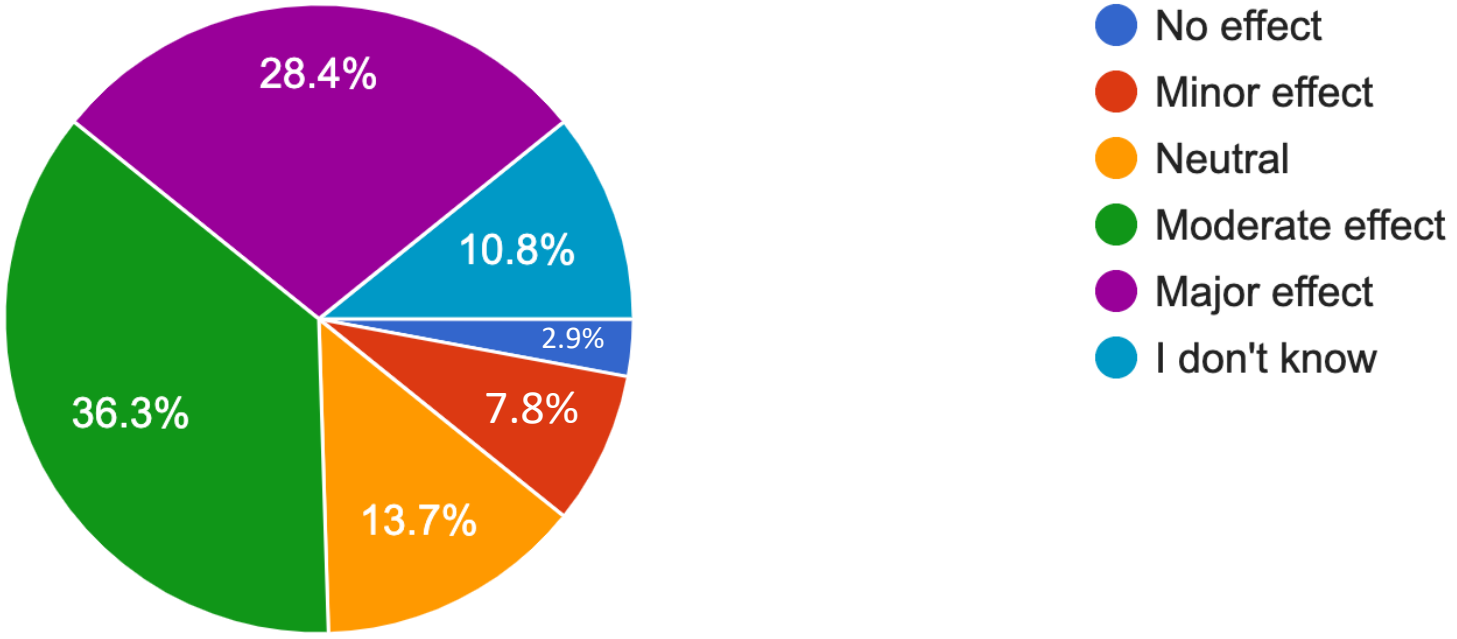
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I believe that the new flashing crosswalk signs in front of the school have had a positive effect on pedestrian safety...

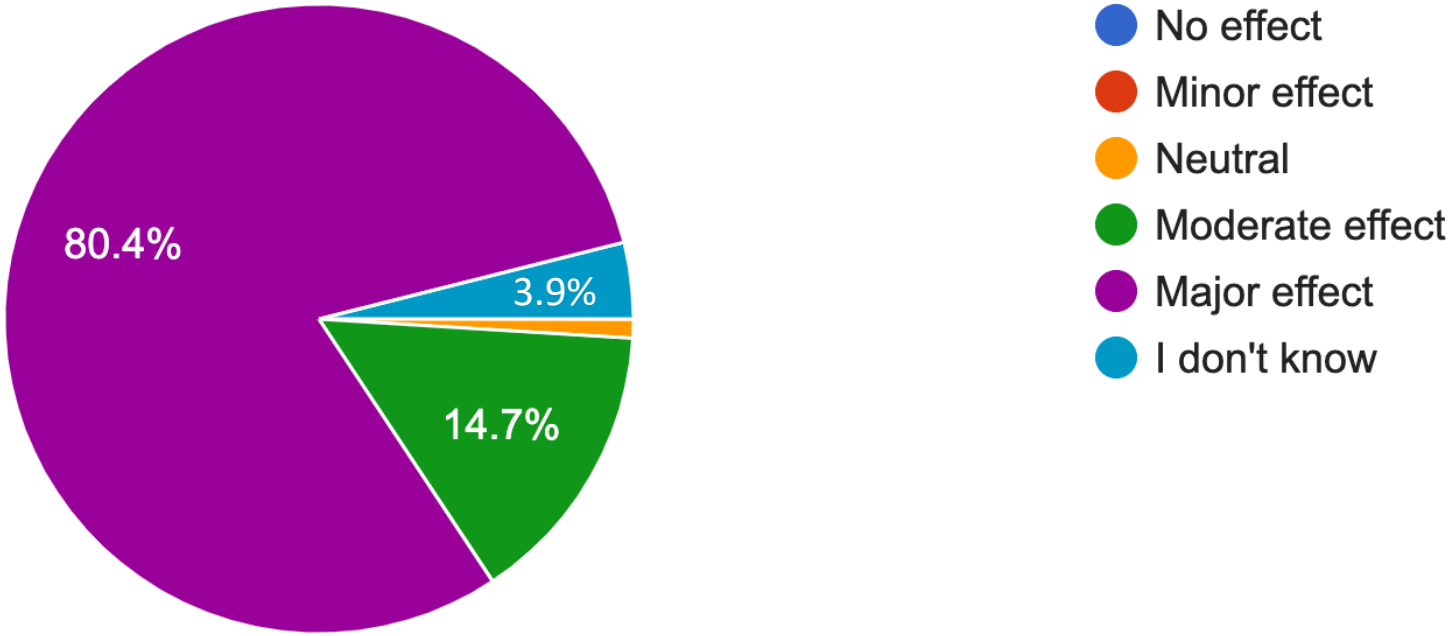
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I believe that the crossing guard has a positive effect on pedestrian safety...

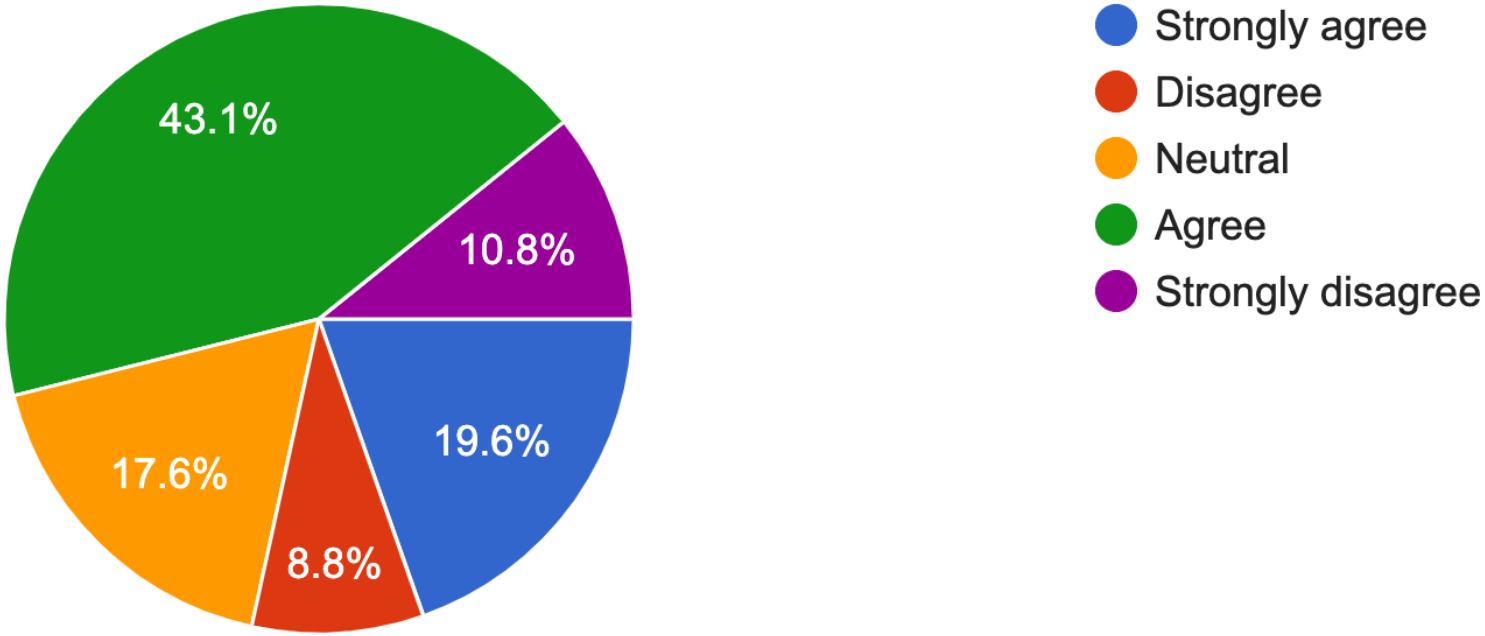
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I worry about my child's safety (relative to traffic) when traveling to and from school...

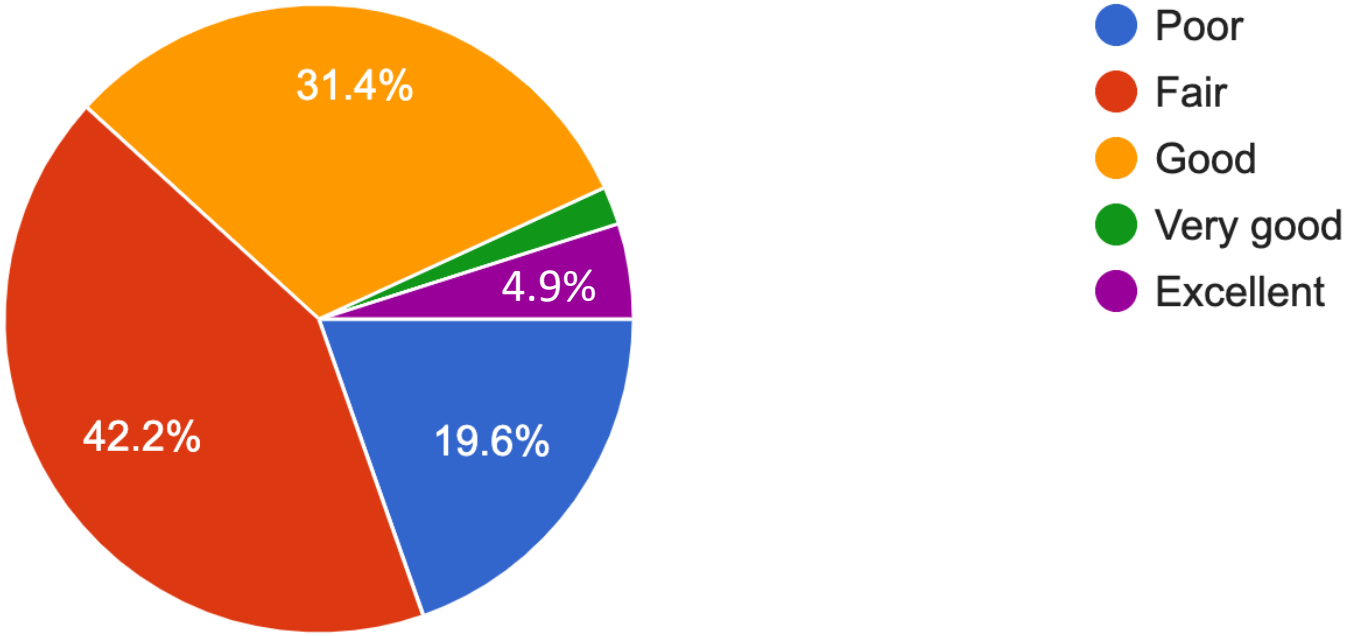
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I believe that the City's response to traffic safety in the vicinity of the Lincoln School has been...

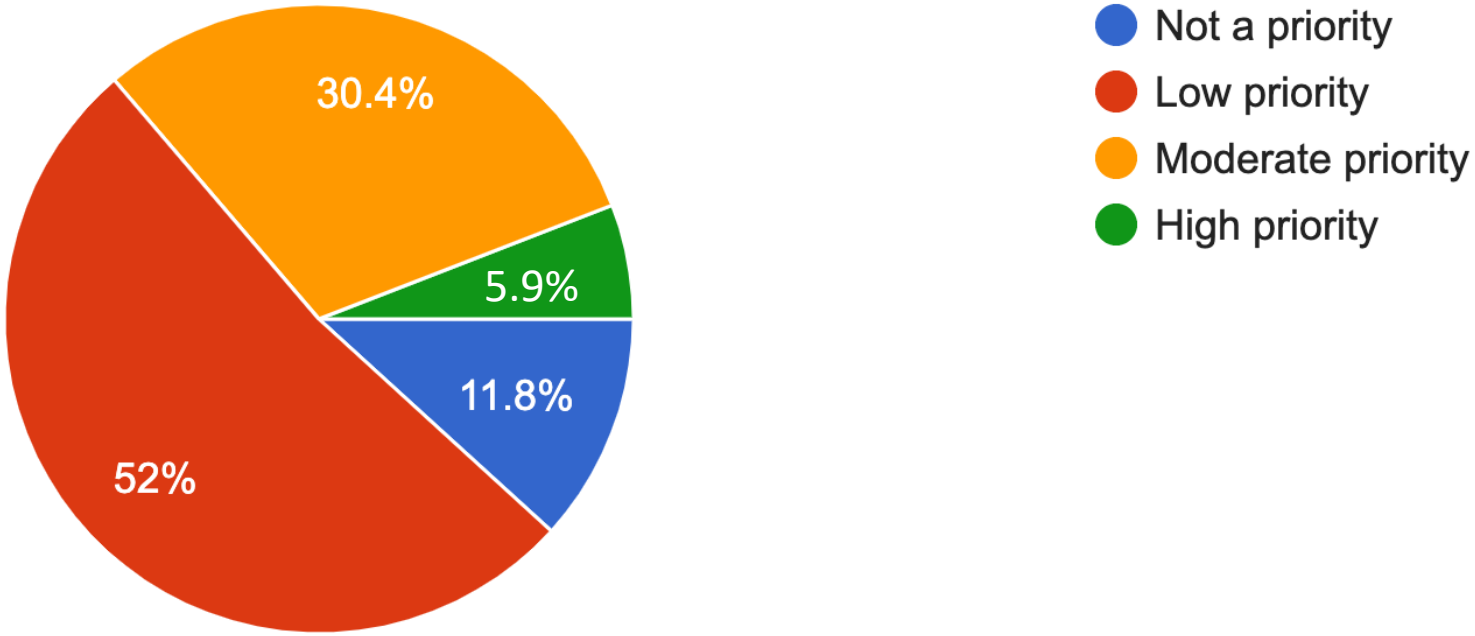
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

In the past, I believe that the Mayor's Office considered traffic safety around the Lincoln School...

102 responses

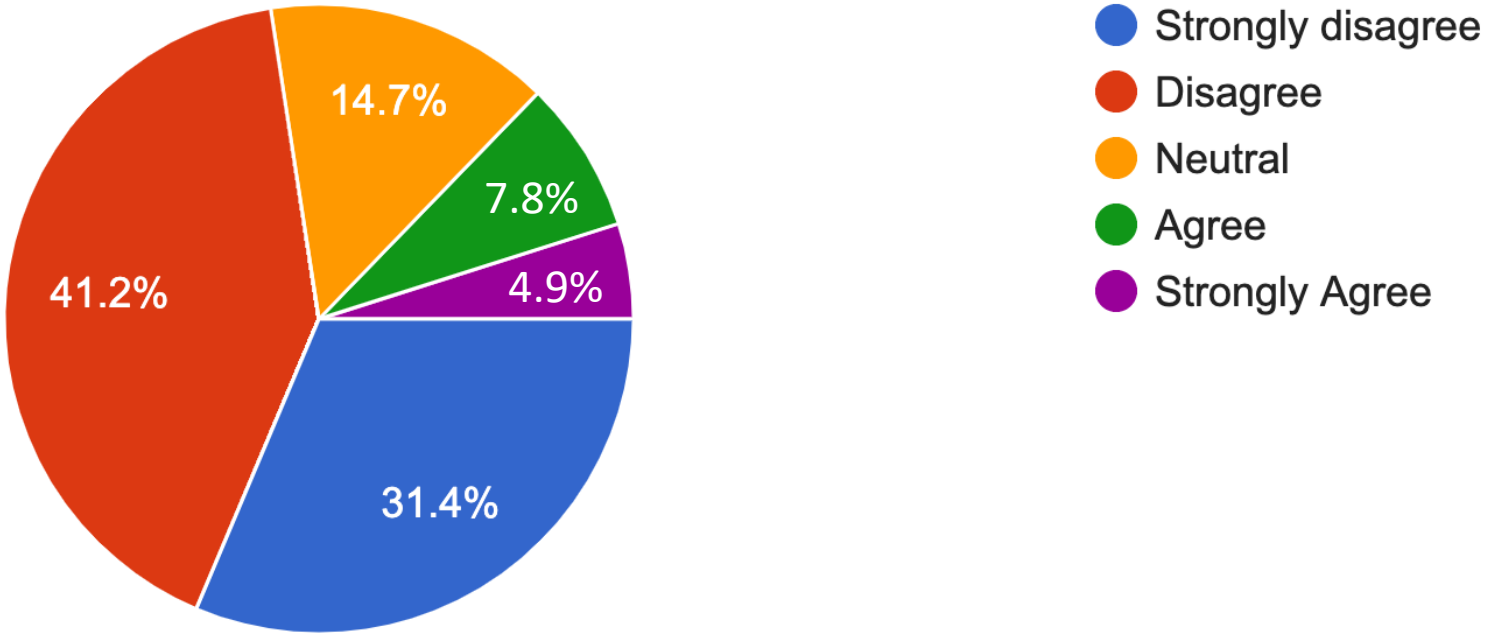


NOTE: This question pertains to prior administrations, not the current one.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I believe that the West Wyoming Street corridor (in the vicinity of the Lincoln School) is a safe thoroughfare...

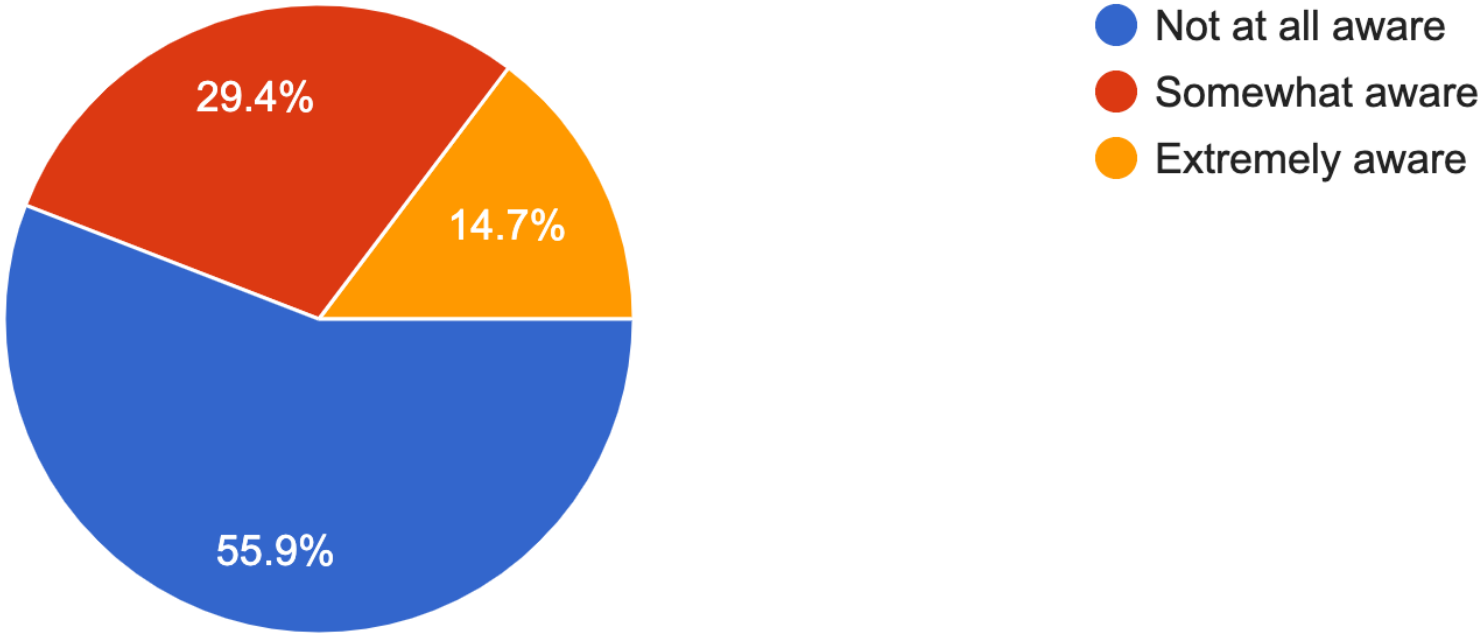
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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...

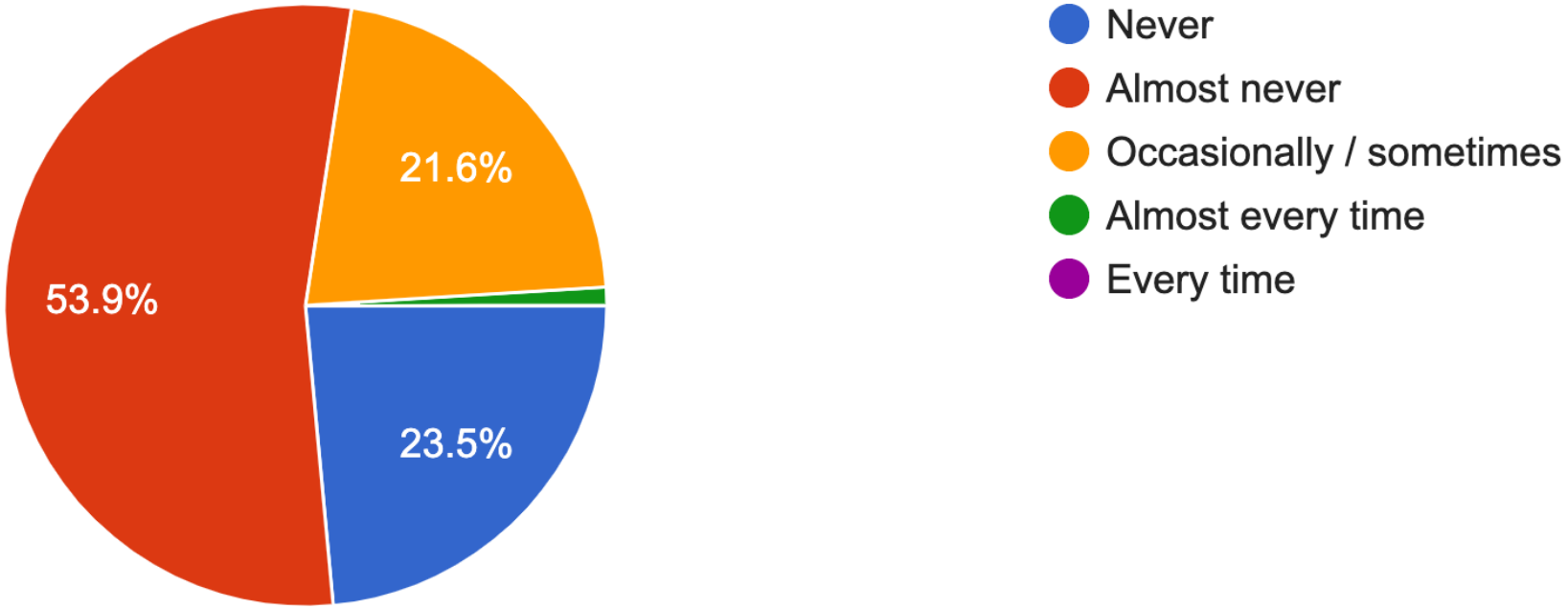
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

At drop-off and pickup time, a police officer is stationed near the Lincoln School...

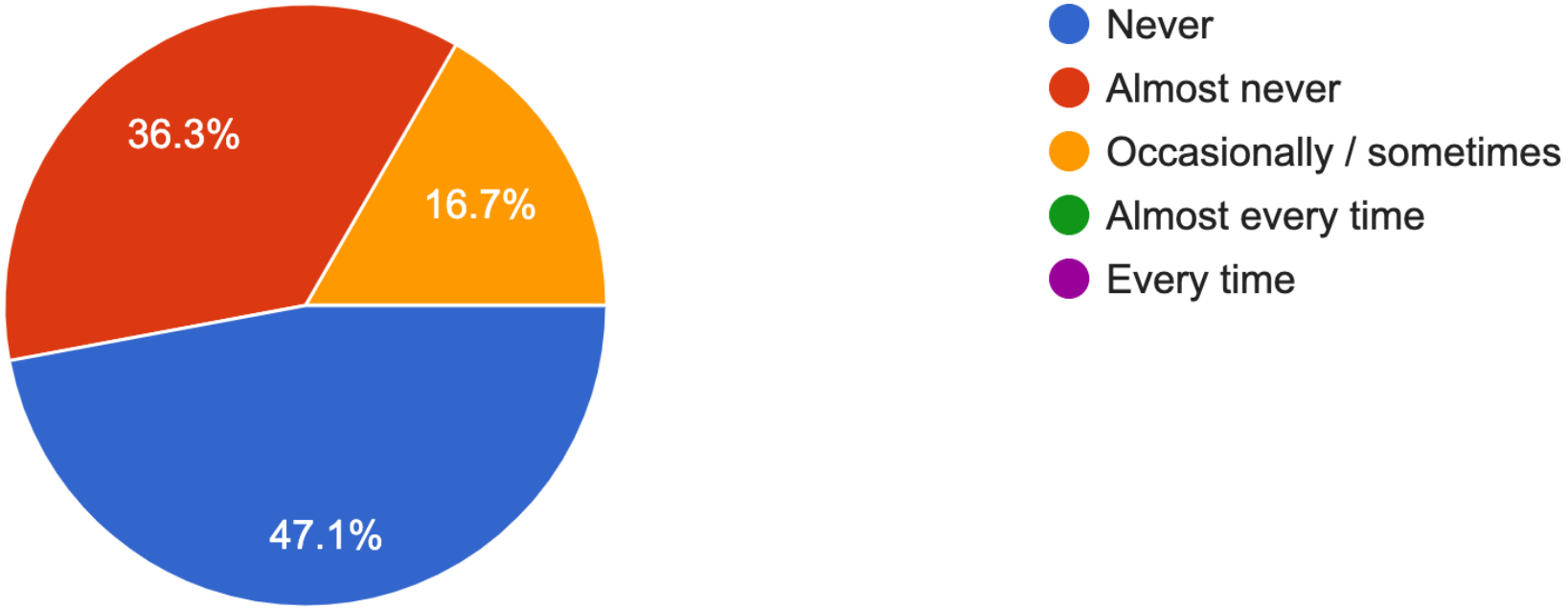
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

I see police officers enforcing traffic infractions in the vicinity of the Lincoln School...

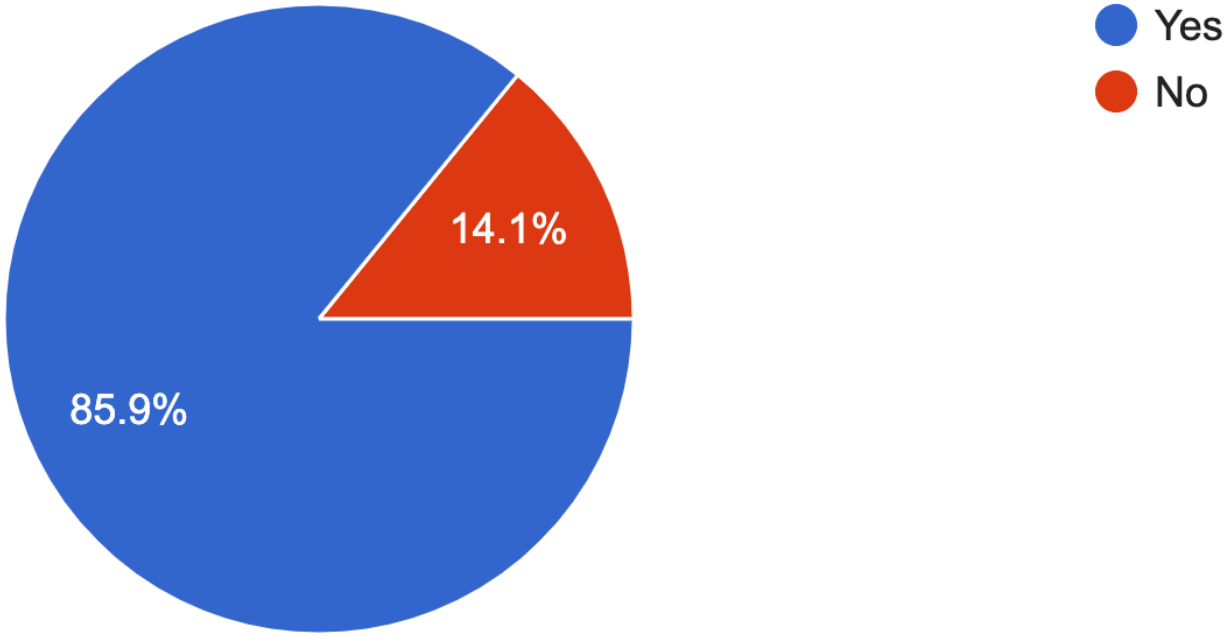
102 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

[For parents/guardians who drive their children to school] Are you aware that there is a designated drop-off location at the Lincoln School?

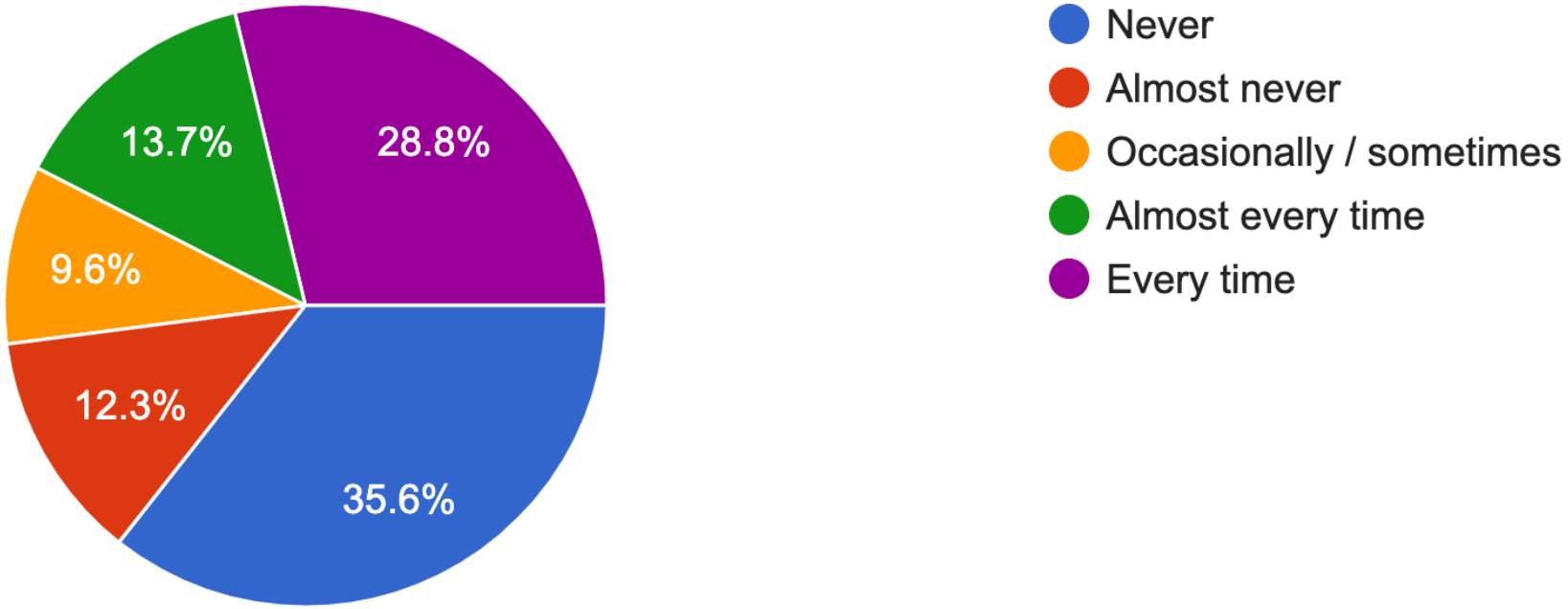
85 responses



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

[For parents/guardians who drive their children to school] I use the designated drop-off area...

73 responses



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Qualitative Data

Observations and Experiences of Respondents…

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“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.”

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"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."

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

"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 parents 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 arc 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. Thais 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 bee[illegible] 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…

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“Ban automobiles.”

"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 a 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 over flow 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.”

"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."

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"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 a continues to be dangerous. Add a traffic light? I worry that will cause congestion just like the middles 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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

AUDITOR
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4107

PATRICK DELLO RUSSO
Chief Financial Officer

To: Mayor Paul Brodeur
From: Patrick Dello Russo
Meeting Date: November 15, 2021
Subject: An Appropriation from Contract Stabilization to the Fire Department
Order #: 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.

FINANCIAL IMPACT: n/a

10/18/21	**012211-511000 · Fire Sal Salary & Wages**	**$303,693.00**
10/18/21	**012211-513000 · Fire Sal Overtime**	**$14,000.00**
10/18/21	**84042-590000 · Contract Stabilization Fund, Transfer Out**	**($317,693.00)**
	TOTAL:	**$0.00**

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

AUDITOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4107

PATRICK DELLO RUSSO
Chief Financial Officer

To: Mayor Paul Brodeur
From: Patrick Dello Russo
Meeting Date: November 15, 2021
Subject: An Appropriation from the Ambulance Retained Earnings Account to the Ambulance Budget
Order #: 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.

FINANCIAL IMPACT: n/a

10/18/21	**650051-511000 · Ambulance Salary and Wages**	**$44,863.00**
10/18/21	**650051-513000 · Ambulance Overtime**	**$2,000.00**
10/18/21	**84182-590000 · Ambulance Retained Earnings, Transfer Out**	**($46,863.00)**
	TOTAL:	**$0.00**

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

AUDITOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4107

PATRICK DELLO RUSSO
Chief Financial Officer

To: Mayor Paul Brodeur
From: Patrick Dello Russo
Meeting Date: December 6, 2021
Subject: An Appropriation in the amount of $289,121.48 from PEG Access
Order #: ORDER-2022-51

An Appropriation from the PEG Access Cable Fund (#2922) in the amount of $231,297.18 to MMTV and $57,824.30 to Melrose Public Schools for fees received year to date. The receipts requested for appropriation represent MMTV's 4.00% and Melrose Public School's 1.00% of the City of Melrose PEG Access Agreement. Fund 2922 was established by Council Order on 6/17/19 Order 2019-109 and under MGL Chapter 44 Section 53F 3/4.

FINANCIAL IMPACT: n/a

12/06/21	**29224-437000 · PEG Access Cable - Fee Revenue**	**$231,297.18**
12/06/21	**18034-490000 · PEG Access Cable - Transfer In School Department**	**$57,824.30**
12/06/21	**29222-590003 · PEG Access Cable Fund Transfer Out Schools**	**($57,824.30)**
12/06/21	**29222-590000 · PEG Access Cable -Transfer out**	**($231,297.18)**
	TOTAL:	**$0.00**

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

PUBLIC WORKS DEPARTMENT
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-0142

JAMES TROUP
Deputy Director Admin/Finance

To: Mayor Paul Brodeur
From: James Troup
Meeting Date: December 6, 2021
Subject: Appropriation of $93,000 from Water and Sewer Enterprise Fund Retained Earnings
Order #: ORDER-2022-52

As the City approaches a critical winter season, the Department of Public Works is faced with several challenges in delivering services to the City. The equipment used to address water and sewer infrastructure repairs, coupled with our pending snow operations, has presented an immediate need. In conducting a search for a replacement loader, we have discovered that lead times for these heavy vehicles has exceeded 18 months. Currently, there is one inoperable loader, further taxing an aging fleet. The DPW has received notification that there is a loader available with all of the necessary accessories to allow us to continue to deliver the above mentioned services.

With cooperation from the City's CFO/Auditor's office, we have identified a strategy to act quickly to secure this vehicle. Please accept this request to appropriate retained earnings in the amount of $93,000, divided equally between Water and Sewer Enterprise Accounts ($46,500 each), in order to purchase and deliver this vehicle before the winter operations commence.

As a matter of conversation, approximately three weeks ago, a similar opportunity was presented to the DPW. In the matter of 30 minutes, the vehicle was sold as we pondered a fiscally responsible strategy that would not compromise our operating budget. We considered this a tremendous lost opportunity. Thus, time is of the essence and we appreciate the Melrose Finance Team's sense of urgency to have these funds in place. We are confident that this necessary purchase will position us to continue to deliver the services that the City expects and helps address the pending concern over snow operations, the aging fleet, and rising costs to repair and maintain our equipment.

Attached to this memo is the current quote that is available to the Melrose DPW. Feel welcome to contact me with any questions. Thank you for your consideration of this important matter.

FINANCIAL IMPACT: n/a

06/06/16	**84162-590000 · Water, Retained Earnings, Transfer Out**	**($46,500.00)**

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12/06/21	**604413-551002 · Sewer- Equipment**	**$46,500.00**
12/06/21	**614513-551002 · Water - Equipment**	**$46,500.00**
12/06/21	**84152-590000 · Sewer, Retained Earnings Transfer Out**	**($46,500.00)**
	TOTAL:	**$0.00**

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

James Troup
Assistant Director – Administration & Finance

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

MEMORANDUM

Date: December 2, 2021

To: Paul Brodeur, Mayor
City of Melrose City Council

From: James Troup, Asst. Director – Administration & Finance

cc: Elena Proakis Ellis, DPW Director
Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant City Auditor
Margot Fleishman, Director of Strategic Initiatives

Subject: Request for Appropriation from Retained Earnings for Capital Purchase

As the City approaches a critical winter season, the Department of Public Works is faced with several challenges in delivering services to the City. The equipment used to address water and sewer infrastructure repairs, coupled with our pending snow operations, has presented an immediate need. In conducting a search for a replacement loader, we have discovered that lead times for these heavy vehicles has exceeded 18 months. Currently, there is one inoperable loader, further taxing an aging fleet. The DPW has received notification that there is a loader available with all of the necessary accessories to allow us to continue to deliver the above mentioned services.

With cooperation from the City's CFO/Auditor's office, we have identified a strategy to act quickly to secure this vehicle. Please accept this request to appropriate retained earnings in the amount of $93,000, divided equally between Water and Sewer Enterprise Accounts ($46,500 each), in order to purchase and deliver this vehicle before the winter operations commence.

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Attached to this memo is the current quote that is available to the Melrose DPW. Feel welcome to contact me with any questions. Thank you for your consideration of this important matter.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

UNITED
Construction & Forestry

Main Office

(Rt. 20) 80 Southbridge Rd.
PO Box 578
North Oxford, MA 01537
Phone: (508) 987-8786
Fax: (508) 987-3578

Branch Offices

- Rt 6 & 136, PO Box 238
  N Swansea, MA 02777
- 4 Sterling Rd.
  N Billerica, MA 01862
- 1620 Page Blvd. (Rt 20)
  Springfield, MA 01104
- 88 Camelot Dr. #42
  Plymouth, MA 02360

November 10, 2021

City of Melrose DPW
562 Main Street
Melrose, MA 02176

United Construction & Forestry LLC is pleased to offer the following proposal for a new 2021 John Deere 544 P Loader utilizing the Sourcewell Contract 032119-JDC & Member ID 116115, per your requested specifications.

2021 John Deere 544 P Loader, in stock unit with 26 hours on hourmeter

Deere wet sleeved PowerTech™ PVS 6068 engine, EPA certified Final Tier 4 emissions, 166 Net HP
Engine block heater, chrome exhaust stack, engine compartment light
Standard rear differential axle and hydraulic front differential axle with manual front diff lock
Inboard planetary drive and inboard wet disk brakes
5-speed powershift transmission, Quick shift button with automatic/manual shift modes
Factory-installed ride control
Engine air intake system with precleaner
Bridgestone 20.5 R 25 L3 radial tires on 3 piece wheels
Full width front & rear fenders with mud flaps, left & ride side platforms, left side steps into cab
Three function loader hydraulics, with single lever control of loader/bucket functions, joystick controls, FNR on joystick,
John Deere ZBar linkage - new standard parallelism is 8 degrees minimizing rollback
John Deere 416 series coupler, GEM 3.0 cy QC loader bucket with bolt on cutting edge, NO FORKS
In cab adjustable automatic boom height kickout, return to carry, and new updated return to dig feature allowing dump & curl positions with in-cab switch
ROPS/FOPS cab, with premium heated, high-back, cloth/leather air suspension seat with lumbar adjustment & back rest extension, 7" display monitor, heater, air conditioning, defrosters with new blower vent for rear window defrost, pressurizer, windshield wipers/washers front & rear, intermittent type, sun visor, and new standard dual tilt steering column.
Premium AM/FM/WB radio with Bluetooth, remote aux & remote USB port
Dual exterior heated oversize mirrors remote powered
12/24 volt – 15 amp converter; 140 amp alternator
5 lb. multi-purpose (ABC) dry chemical fire extinguisher
Two 950 CCA batteries, Lockable master electrical disconnect switch
Premium LED light package
Rear camera
Transmission side frame guards and bottom guards
SMV & Lighted License Plate Bracket
Rear cast bumper/counterweight with rear hitch and locking pin
Environmental drain & ports
JDLink Connectivity remote telematic machine monitoring
Operator's manual along with parts and repair on USB stick
Standard 12 months unlimited hour factory warranty with additional 48 months up to 5000 hours full Comprehensive extended warranty.
Whelen M2 series LED lights
Lubrication Technologies lube system installed

Price	$198,000.00
Trade allowance for 2006 JD 544J Loader #DW544JZ602479	-$25,000.00
Net delivered price after trade	$173,000.00

Option: GEM 3 cy Grapple Bucket installed, additional cost $25,800.00

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Municipal Lease Option:
We are including pricing for Deere Credit Inc. Municipal Lease payment options. During the lease period the City of Melrose will be required to provide physical damage and liability insurance with Deere Credit, Inc. named as Loss Payee. Upon completion of all scheduled lease payments and upon the lease buyout payment of $1.00, the City will own the equipment at no additional cost. The current interest rate is 2.50%.

Five (5) year, annual advance lease, based on $173,000., the annual advance lease payment is $36,349.41 each

If you exercise the option for the GEM 3 cy grapple bucket, the additional amount to lease payment is $5,420.90 each.

This is currently an in-stock unit, subject to prior sale.

Delivery: Within 30 days of receipt of written notice of award/signed contract.

This quote is valid for 30 days.

We have five locations to serve your needs, supplying parts and providing service: North Oxford, Springfield, North Swansea, Plymouth, and North Billerica. United Construction & Forestry LLC provides 90% of all John Deere repair and maintenance parts over the counter for immediate delivery, at our branch locations. Special emphasis is placed on stocking those parts determined to be "critical", those which would keep a machine down and which can be replaced easily within two hours. For non-stocked machine down parts, John Deere's parts depot, located in Grimsby, Ontario, provides us with over 95% availability. These parts are provided overnight, through a special delivery arrangement, and are available at each branch location by 8:30 A.M. the next business day.

We appreciate the opportunity to provide this proposal and look forward to being able to supply the City of Melrose DPW with a new 2021 John Deere 544 P Loader. If there are any questions, please call me at 508-713-7311 or Mark Charest, General Manager at 508-989-5703.

Sincerely,
United Construction & Forestry LLC
4 Sterling Rd
North Billerica MA 01862

Gerry Tessier
Sales Representative

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: December 6, 2021
Subject: Acceptance of Massachusetts Department of Environmental Protection Recycling Dividend Program Grant
Order #: ORDER-2022-53

Annually, the City of Melrose applies for a Recycling Dividend Program Grant through the Massachusetts Department of Environmental Protection's Municipal Recycling Program. This year, the City was awarded the grant for up to $11,700 in November 2021.

Mass DEP, pursuant to the Green Communities Act, accepts applications from municipal solid waste programs and awards points based on several criteria. Melrose received points for our efforts in the categories of Organics, Re-Use, Yard Waste, Household Hazardous Waste, Center for Hard to Recycle Materials, Outreach and Education, Textile and Recycling Center Access. The maximum available to the City of Melrose is $33,800 and every effort is being made to achieve that as a goal.

The City's DPW, through the Solid Waste and Recycling Coordinator is required to maintain the records and report on our efforts and our compliance as it relates to the use of the funds. In order to avoid any delays in future payments, we are required to expend the funds in a timely manner and they must adhere to eligible expenses. Thus, 100% of the expenses are obligated toward the improvement of recycling and diversion efforts in the City. The grant allows us to purchase new educational materials, hire part time recycling enforcement officers, purchase materials and services to support our recycling efforts, and to fund our municipal drop off events. Increasing the quantity and quality of the recycling stream can save on disposal fees, improve resident satisfaction with our current recycling program, and ensure the success and sustainability of the recycling system both city and state wide. The final products of this project will be to have succinct and widespread education regarding the importance of proper recycling, to see the contamination percentages and charges decrease yearly, and decreased costs on our curbside trash collection.

We formally request acceptance of this grant in the amount of eleven thousand seven hundred dollars ($11,700) for these purposes, with funds to be transferred into the Solid Waste and Recycling/Mass DEP Program Grant Account (4046) that has been 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 or FY23 budget.

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FINANCIAL IMPACT: N/A

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

DEPARTMENT OF PUBLIC WORKS
Administration & Engineering–Water–Sewer–Facilities
Park & Forestry–Highway–Sanitation–Cemetery–Fleet

CITY OF MELROSE

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
Margot Fleishman, Director of Strategic Initiatives
James Troup, Assistant DPW Director – Administration & Finance
Lisa Scott, Environmental Outreach Coordinator

Date: December 1, 2020

Re: Mass DEP Recycling Dividends Program Grant

As a result of our annual application to the Massachusetts Department of Environmental Protection, the City of Melrose Department of Public Works Solid Waste and Recycling team is proud to report that we have qualified for and received an award of $11,700.

As part of the application process, the City of Melrose identifies all of the recycling initiatives that are part of our operation and available to the residents. These practices qualify us for points that are the criteria to determine the amount of the award available to the City. The maximum available is $33,800. Every effort is being made to achieve that goal.

The City achieved points for our efforts toward Organics collection, a Re-Use program (ex. Zero Waste Days), Yard Waste operations, Household Hazardous Waste and CHaRM (Center for Hard to Recycle Materials) events, Outreach and Education efforts, Recycling Center Access (City Yard drop-off), and Textile diversion. Each point was worth $1,300.

This award goes a long way to supplement our operating budget and is 100% dedicated to our recycling effort. The money is used to purchase needed supplies and educational materials, and to fund the services that drive recyclable materials out of the trash stream. The desired goal includes reduced costs on our curbside trash collection, less contamination in our recycling materials, and increased sustainability.

We formally request acceptance of this grant award of $11,700 from the Mass DEP for our Recycling Dividends Program. Funds will be deposited into our Solid Waste and Recycling revolving account (2657) that has been set up by the City Auditor. There is no cost or encumbrance required to enter into this agreement and there will be no effect on the FY22 or FY23 Operating Budget.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL

RECYCLING DIVIDEND PROGRAM CONTRACT ("RDP Contract")
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION ("MassDEP")
AND THE City of Melrose ("Municipality")

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the Municipality a Sustainable Materials Recovery Program grant under the Recycling Dividends Program ("RDP"). The Municipality has earned a payment of $11,700.

The Recycling Dividends Program provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. Municipalities receive payments according to the number of criteria points their program earns based on the *2021 Grant Guidelines* and number of residents served as described below. RDP provides an incentive for municipalities to improve their recycling programs by implementing best practices and rewards communities with model recycling and waste reduction programs.

Duration: The term of this Contract shall be in effect until the municipality has expended all RDP funds and reported to MassDEP on use of funds.

RESPONSIBILITIES OF THE MUNICIPALITY

1. Authority: The Signatory of this RDP Contract is authorized by the governing body of the Municipality to enter into this Contract on behalf of the Municipality and apply for and accept funds on behalf of the Municipality.

2. Commonwealth Terms and Conditions: The Municipality shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Municipality's executed Master Agreement.

3. Failure to Comply: If, in the judgment of MassDEP, the Municipality fails to comply with any of its responsibilities identified in this Contract, then, at the election of MassDEP, (a) the Municipality shall repay the RDP funds to MassDEP within 90 days; and/or (b) title to all materials purchased with the RDP funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Municipality not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years. MassDEP may provide written notice to the Municipality of any such failure to comply. Such notice may provide a time period and manner for the Municipality to cease or remedy the failure. Such notice from MassDEP of any such failure by the Municipality is not a precondition to MassDEP's right to select options (a), (b), and/or (c) above. The Municipality shall follow the instructions of MassDEP regarding possession of the materials purchased with RDP funds. The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Municipality shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.

4. Recycling in Practice: The Municipality has established paper, bottle and can recycling in all municipal buildings, offices and meeting spaces, including schools. The Municipality shall continue such paper, bottle and can recycling during the term of the RDP Contract.

5. Notification of Buy Recycled Policy: The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and distributes an annual notification of the Buy Recycled Policy, ordinance or by-law to all staff, department heads and employees with purchasing authority. This notice should be sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator, or Chief Purchasing or Procurement Officer; and should include specific language encouraging the purchase of recycled products as it supports municipal recycling collection programs, recycling markets, and supports closed loop recycling. The Grantee shall continue to send an annual notification during the term of the Grant

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL

6. RDP Payment Calculation: MassDEP has calculated the RDP Payment using the table below which shows payment brackets based on the number of households served by the municipal solid waste program and the point value for each bracket. *Section 7 – Program Criteria* and the 2021 *Grant Guidelines* describe in detail the conditions for earning points.

RDP Payment Brackets

Trash HH Served	Value of Each Point	Minimum Payment	Maximum Payment
0 - 1,999	$350	$2,800	$9,100
2,000 - 4,999	$600	$4,800	$15,600
5,000 - 7,499	$1,100	$8,800	$28,600
7,500 - 9,499	$1,300	$10,400	$33,800
9,500 - 12,499	$1,800	$14,400	$46,800
12,500 - 16,999	$3,000	$24,000	$78,000
17,000 - 24,999	$3,500	$28,000	$91,000
25,000 - 31,999	$4,000	$32,000	$104,000
32,000 - 99,999	$6,500	$52,000	$169,000
100,000 +	$10,000	$80,000	$260,000

7. Program Criteria: The Municipality, through its RDP application, certifies that all points earned are for programs that were in place no later than June 30, 2021 and that these programs fully meet the performance standard set forth in the *2021 Grant Guidelines*. *Section 13 – RDP Payment Calculation* lists the program criteria for which the Municipality has earned points, and upon which the Municipality's payment was calculated.

8. Use of Funds: RDP Payments shall be expended on Approved Expenses listed in the *Grant Guidelines* to enhance the performance of the Municipality's waste reduction programs. Use of a dedicated account or revolving account is recommended but not required. Funds may be carried over to future years and accumulated to fund a larger eligible expense or project. Planned use of funds shall be noted on the Annual RDP Spending Report. However, MassDEP may delay future RDP payments if municipality is not expending funds.

9. Record Keeping: The Municipality shall be responsible for keeping documentation (i.e. proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, number of items purchased and shipping costs if any) by calendar year, of how RDP funds were expended and the remaining balance of RDP funds. MassDEP may conduct record audits to ensure compliance with this Contract.

10. Reporting: By February 15th of each year, for the duration of the Contract, the Municipality shall submit the annual Recycling and Solid Waste survey and the RDP Spending Report through its ReTRAC Connect™ account. Failure to comply with these reporting requirements will jeopardize future grant awards and RDP payments.

11. Environmental Compliance: The Municipality understands receipt of RDP funds from MassDEP does not in any way imply that the Municipality is in compliance with applicable environmental regulations. This Municipality shall not be construed as, nor operate as, relieving the Municipality or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Municipality's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.

12. Addendums: Should MassDEP award additional RDP funds, an addendum to the Contract shall be provided to the Municipality. The same terms and conditions apply to the addendum.

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SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL

13. RDP Payment Calculation:
The Municipality's payment has been calculated as follows:
(Value of each point) x (Total RDP Points)

a.	Solid Waste Program	0
b.	Organics	0
c.	Bulky Items	0
d.	ReUse Points	0
e.	Yard Waste	2
f.	Household Hazardous Waste	2
g.	Center for Hard to Recycle Materials	2
h.	Comprehensive Hauler Regulation Adopted	0
i.	Enforced Residential Curbside Recycling	0
j.	Outreach and Education	1
k.	Recycling Center Access	1
l.	Textile	1
	TOTAL RDP POINTS	9
	VALUE OF EACH POINT	$1,300
	RDP PAYMENT AMOUNT	$11,700

IN WITNESS WHEREOF, MassDEP and the Municipality hereby execute this Contract.

COMMONWEALTH OF MASSACHUSETTS

By: _____ _____
John Fischer, Deputy Division Director **(Date)**
Bureau of Air and Waste
Department of Environmental Protection

City of Melrose
VC6000192115

By: _____ _____
(Signature and Title) **(Date)**

_____
(Print Name)

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

November 15, 2021

Dear Mayor Paul Brodeur,

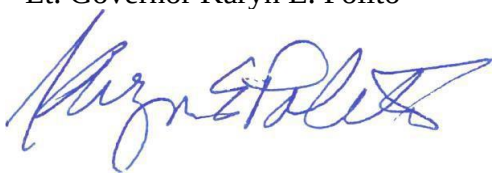
Congratulations! I am pleased to notify you that the City of Melrose has been awarded a Recycling Dividends Program grant of $11,700 through the Sustainable Materials Recovery Program. I want to thank you for your commitment to reducing waste and increasing recycling for the benefit of our communities and the environment.

Enclosed you will find further instructions from the Department of Environmental Protection on next steps. Please feel free to contact Wilfred Mbah if you have any questions.

Governor Charles D. Baker



Lt. Governor Karyn E. Polito



Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Kathleen A. Theoharides
Secretary

Martin Suuberg
Commissioner

November 15, 2021

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

Dear Mayor Brodeur,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the City of Melrose Recycling Dividends Program funds under the Sustainable Materials Recovery Program. The City of Melrose has earned 9 points and will receive $11,700.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. The Recycling Dividends Program (RDP) provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling, and waste reduction. We are awarding over $3.1 million in RDP payments to 226 municipalities in this round of funding. The next application for SMRP funding will be released in April 2022.

Recycling programs play a vital role in limiting our dependence on landfills and incinerators, reducing greenhouse gas emissions and supporting economic activity in the Commonwealth. Recycling Dividend Program funds foster investment in local programs including recycling equipment, organics diversion, outreach and education, pilot programs, school recycling, toxics reduction and more. MassDEP has invested in developing nationally recognized tools to assist municipalities with reducing recycling contamination and improving public awareness of smart recycling practices. We encourage you to utilize the Recycling IQ Kit and Recycle Smart MA website and to consult with your MassDEP Municipal Assistance Coordinator for assistance in implementing these best practices.

To accept your Recycling Dividends Program (RDP) award, please sign and return the attached RDP Contract via email before January 15, 2022. After we receive your signed contract, funds will be sent to your community. Should you have any questions, please email Wilfred Mbah at Wilfred.Mbah@mass.gov.

The increased challenge of maintaining our vital solid waste and recycling programs during a pandemic underscores the critical role of local government in keeping our communities safe and clean. Thank you for your continued commitment to recycling and waste reduction in Massachusetts.

Sincerely,

Martin Suuberg
Commissioner

cc: ***Lisa Scott, Environmental Outreach Coordinator***

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Massachusetts Department of Environmental Protection
Bureau of Waste Prevention
Sustainable Materials Recovery Program

Checklist for Recycling Dividends Program Grant Award

This document contains important grant deadlines and requirements

STEP ONE: EXECUTING THE CONTRACT

It is the responsibility of the municipal Recycling Contact to ensure that the RDP Contract is signed by an **individual currently holding one of the Titles** listed on the Authorized Signatory Listing form, which your municipality filed with MassDEP in the spring of 2017. If the person(s) listed on the form has changed (for example, a new Mayor has been elected), the municipal official with the same title may sign the RDP Contract and a new Authorized Signatory Listing form **IS NOT REQUIRED**.

Please sign and email the RDP Contract to wilfred.mbah@mass.gov for processing of payment no later than **January 15, 2022 or funds may be forfeited.** Acceptable forms of signature are:

1. Traditional "wet signature" (ink on paper, scan and email);
2. Electronic signature that is either a hand drawn signature using a mouse or finger if working from a touch screen device; or
3. Electronic signatures affixed using a digital tool such as Adobe Sign or DocuSign.

STEP TWO: TRACK EXPENDITURES BY APPROVED EXPENSE CATEGORY

- This is not a reimbursement-based grant. Your award payment will be processed as soon as the RDP Contract is returned.
- However, you are required to keep track of approved expenditures, by expense categories. Pre-approved spending of RDP grant funds is listed in the Grant Guidelines. Please follow this list of approved spending; a municipality is allowed one special spending request per year for an item not found on the approved spending list. If your municipality intends to spend its grant funds on an item or service not listed, you must contact Wilfred Mbah.
- Be prepared to be audited.

STEP THREE: REPORT EXPENDITURES AND REMAINING BALANCE

- The municipality is required to report all expenditures from the previous calendar year no later than February 15th.

Contact Wilfred Mbah with any questions.

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CITY OF MELROSE

POLICE
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4461

MICHAEL L. LYLE

To: Mayor Paul Brodeur
From: Michael L. Lyle
Meeting Date: December 6, 2021
Subject: Police Department 911 Grant Awards
Order #: ORDER-2022-54

The Police Department has been awarded three 911 Grants for FY22.
1. The 911 Emergency Medical Dispatch Grant award in the amount of $18,000 to help defray the annual costs for the Cataldo Ambulance Services
2. The 911 Support and Incentive Grant award in the amount of $90,505.00 to help defray the costs for dispatch personnel, equipment and maintenance in the Melrose Police Dispatch center.
3. The 911 Training Grant award in the amount of $83,518.05 to cover the continuing education courses for all certified 911 dispatchers. Every sworn Melrose Police Officer is a certified dispatchers.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Upton, Kim

From: 911DeptGrants (EPS) <911deptgrants@state.ma.us>
Sent: Tuesday, November 2, 2021 3:59 PM
To: Lyle, Mike
Cc: Upton, Kim
Subject: FY22 EMD Grant Award
Attachments: Scanned from a Commonwealth Xerox Multifunction Printer.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. ****

Good Afternoon,

Attached you will find a scanned copy of your award letter and contract for your **FY2022 Emergency Medical Dispatch Grant.**

Please be sure to make a copy of these for your grant file, as they will not be mailed.

Your effective contract start date is: November 2, 2021

- **There shall be no reimbursement for costs incurred prior to the Effective Date of the Contract.**
- **All goods and services SHALL be received on or before June 30, 2022 to be eligible for reimbursement.**
- **Reimbursement requests should be submitted to the Department within thirty (30) days of the date on which the cost is incurred.** Reimbursement requests must include expenditure and activity reports as well as supporting documentation, including but not limited to, copies of receipts, proof of payment and/or payroll records. All requests for reimbursement **shall be submitted by July 31, 2022**.

REIMBURSEMENT REQUEST FORMS CAN BE FOUND HERE:
https://www.mass.gov/lists/state-911-department-grant-reimbursement

Thank you.

Cindy Reynolds
Grants Specialist

State 911 Department
151 Campanelli Drive, Suite A
Middleborough, MA 02346
DIRECT: 508-821-7299
FAX: 508-947-1452
E-Mail: 911DeptGrants@mass.gov
Forms | Applications | EMD Resources | Approved Trainings | www.mass.gov/E911

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

The Commonwealth of Massachusetts
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
151 Campanelli Drive, Suite A ~ Middleborough, MA 02346
Tel: 508-828-2911 ~ TTY: 508-947-1455
www.mass.gov/e911

CHARLES D. BAKER
Governor

KARYN E. POLITO
Lieutenant Governor

TERRENCE M. REID
Secretary

FRANK POZNIAK
Executive Director

November 2, 2021

Chief Michael L. Lyle
Melrose Police Department
56 West Foster Street
Melrose, MA 02176

Dear Chief Lyle:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY2022 State 911 Department Emergency Medical Dispatch Grant Program.**

For your files, attached please find a copy of the executed contract for your grant. Please note your contract start date is **November 2, 2021** and will run through June 30, 2022. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services MUST be received on or before June 30, 2022.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/e911. For any questions related to this process, please contact Michelle Hallahan at 508-821-7216. Please note that funding of reimbursement requests received more than one (1) month after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, and/or the budget worksheet, please e-mail those proposed changes to 911DeptGrants@mass.gov. Grantees are strongly encouraged to submit final, year-end budget modification requests on or before March 31, 2022.

Sincerely,

Frank P. Pozniak
Executive Director

cc: FY2022 Emergency Medical Dispatch Grant File

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

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):** Melrose Police Department		**COMMONWEALTH DEPARTMENT NAME:** State 911 Department **MMARS Department Code:** EPS	
Legal Address: (W-9, W-4): 562 Main Street, Melrose MA, 02176		**Business Mailing Address:** 151 Campanelli Drive, Suite A, Middleborough, MA 02346	
Contract Manager: Kim Upton	**Phone:** 781.979.4457	**Billing Address (if different):**	
E-Mail: kupton@cityofmelrose.org	**Fax:** 781.979.4488	**Contract Manager:** Cindy Reynolds	**Phone:** 508-821-7299
Contractor Vendor Code: VC 6000192116		**E-Mail:** 911DeptGrants@mass.gov	**Fax:** 508-947-1452
Vendor Code Address ID (e.g. "AD001"): AD 001 . **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s):** CT EPS EMDG **RFR/Procurement or Other ID Number:** FY22 EMDG	

X 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)
- X **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)

__ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** 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): X Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services __ 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.)

X **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or *new* total if Contract is being amended). $ 18,000.00

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 __% PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: X agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ 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.) **Contract is for the reimbursement of funds under the State 911 Department FY 2022 Emergency Medical Dispatch Grant as authorized and awarded in compliance with the grant guidelines and the grantee's approved application.**

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

X 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

__ 2. may be incurred as of _____, 20___, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.

__ 3. were incurred as of _____, 20___, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of June 30 , 2022, 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: 10/7/2021

(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Michael L. Lyle

Print Title: Chief of Police, City of Melrose

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____. Date: 11/2/21

(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Frank Pozniak

Print Title: Executive Director

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Upton, Kim

From: 911DeptGrants (EPS) <911deptgrants@state.ma.us>
Sent: Tuesday, November 2, 2021 4:03 PM
To: Lyle, Mike
Cc: Upton, Kim
Subject: FY2022 Support and Incentive Grant Award
Attachments: Scanned from a Commonwealth Xerox Multifunction Printer.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. ****

Good Afternoon,

Attached you will find a scanned copy of your award letter, contract and your Appendix A - Personnel Costs form for your **FY2022 Support and Incentive Grant.**

Please be sure to make a copy of these for your grant file, as they will not be mailed.

Your effective contract start date is: November 2, 2021

- **There shall be no reimbursement for costs incurred prior to the Effective Date of the Contract.**
- **All goods and services SHALL be received on or before June 30, 2022 to be eligible for reimbursement.**
- **Reimbursement requests should be submitted to the Department within thirty (30) days of the date on which the cost is incurred.** Reimbursement requests must include expenditure and activity reports as well as supporting documentation, including but not limited to, copies of receipts, proof of payment and/or payroll records. All requests for reimbursement **shall be submitted by July 31, 2022**.

REIMBURSEMENT REQUEST FORMS CAN BE FOUND HERE: https://www.mass.gov/lists/state-911-department-grant-reimbursement

Thank you.

Cindy Reynolds
Grants Specialist

State 911 Department
151 Campanelli Drive, Suite A
Middleborough, MA 02346
DIRECT: 508-821-7299
FAX: 508-947-1452
E-Mail: 911DeptGrants@mass.gov
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Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

The Commonwealth of Massachusetts
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CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

TERRENCE M. REIDY
Secretary

FRANK POZNIAK
Executive Director

November 2, 2021

Chief Michael L. Lyle
Melrose Police Department
56 West Foster Street
Melrose, MA 02176

Dear Chief Lyle:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY 2022 State 911 Department Support and Incentive Grant** program.

For your files, attached please find a copy of the executed contract and the final approved Appendix A: Personnel Costs form for your grant. Please note your contract start date is **November 2, 2021** and will run through June 30, 2022. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services MUST be received on or before June 30, 2022.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/E911. For any questions related to this process, please contact Michelle Hallahan at 508-821-7216. Please note that funding of reimbursement requests received more than one (1) month after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, and/or the budget worksheet, please e-mail those proposed changes to 911DeptGrants@mass.gov. Grantees are strongly encouraged to submit final, year-end budget modification requests on or before March 31, 2022.

Sincerely,

Frank P. Pozniak
Executive Director

cc: FY 2022 Support and Incentive Grant File

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

FY 2022 SUPPORT AND INCENTIVE GRANT

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

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):** Melrose Police Department	**COMMONWEALTH DEPARTMENT NAME:** State 911 Department **MMARS Department Code:** EPS
Legal Address: (W-9, W-4): 562 Main Street, Melrose MA 02176	**Business Mailing Address:** 151 Campanelli Drive, Suite A, Middleborough, MA 02346
Contract Manager: Kim Upton **Phone:** 781.979.4457	**Billing Address (if different):**
E-Mail: kupton@cityofmelrose.org **Fax:** 781.979.4488	**Contract Manager:** Cindy Reynolds **Phone:** 508-821-7299
Contractor Vendor Code: VC 6000192116	**E-Mail:** 911DeptGrants@mass.gov **Fax:** 508-947-1452
Vendor Code Address ID (e.g. "AD001"): AD 001 . **(Note: The Address ID must be set up for EFT payments.)**	**MMARS Doc ID(s):** CT EPS SUPG **RFR/Procurement or Other ID Number:** FY22 SUPG

X 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)
- X **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)

CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** 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): X Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services __ 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.)
- X **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $ 90,505.00 .

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 __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __ % PPD. If PPD percentages are left blank, identify reason: X agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ 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.) **Contract is for the reimbursement of funds under the State 911 Department FY 2022 Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant as authorized and awarded in compliance with the grant guidelines and the grantee's approved application.**

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

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

CONTRACT END DATE: Contract performance shall terminate as of **June 30, 2022**, 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: 10/8/2021

(Signature and Date Must Be Handwritten at Time of Signature)

Print Name: Michael L. Lyle .

Print Title: Chief of Police, City of Melrose .

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____. Date: 11/2/21

(Signature and Date Must Be Handwritten at Time of Signature)

Print Name: Frank Pozniak .

Print Title: Executive Director .

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Upton, Kim

From: 911DeptGrants (EPS) <911deptgrants@state.ma.us>
Sent: Wednesday, November 10, 2021 2:59 PM
To: Lyle, Mike
Cc: Upton, Kim
Subject: FY22 Training Grant Award
Attachments: Scanned from a Commonwealth Xerox Multifunction Printer.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. ****

Good Afternoon,

Attached you will find a scanned copy of your award letter, contract, and your final approved Personnel Costs Worksheet(s) for your **FY2022 Training Grant.**

Please be sure to make a copy of these for your grant file, as they will not be mailed.

Your effective contract start date is: November 10, 2021

- **There shall be no reimbursement for costs incurred prior to the Effective Date of the Contract.**
- **All goods and services SHALL be received on or before June 30, 2022 to be eligible for reimbursement.**
- **Reimbursement requests should be submitted to the Department within thirty (30) days of the date on which the cost is incurred.** Reimbursement requests must include expenditure and activity reports as well as supporting documentation, including but not limited to, copies of receipts, proof of payment and/or payroll records. All requests for reimbursement **shall be submitted by July 31, 2022**.

REIMBURSEMENT REQUEST FORMS CAN BE FOUND HERE: https://www.mass.gov/lists/state-911-department-grant-reimbursement

Thank you.

Cindy Reynolds
Grants Specialist

State 911 Department
151 Campanelli Drive, Suite A
Middleborough, MA 02346
DIRECT: 508-821-7299
FAX: 508-947-1452
E-Mail: 911DeptGrants@mass.gov
Forms | Applications | EMD Resources | Approved Trainings | www.mass.gov/E911

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

The Commonwealth of Massachusetts
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
151 Campanelli Drive, Suite A ~ Middleborough, MA 02346
Tel: 508-828-2911 ~ TTY: 508-947-1455
www.mass.gov/e911

CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

TERRENCE M. REIDY
Secretary

FRANK POZNIAK
Executive Director

November 10, 2021

Chief Michael L. Lyle
Melrose Police Department
56 West Foster Street
Melrose, MA 02176

Dear Chief Lyle:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY2022 State 911 Department Training Grant Program.**

For your files, attached please find a copy of the executed contract and the final approved Personnel Cost Worksheet for your grant. Please note your contract start date is **November 10, 2021** and will run through June 30, 2022. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services MUST be received on or before June 30, 2022.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/e911. For any questions related to this process, please contact Karen Robitaille at 508-821-7221. Please note that funding of reimbursement requests received more than one (1) month after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, add personnel, or to request approval for trainings, please e-mail those proposed changes to 911DeptGrants@mass.gov.

Sincerely,

Frank P. Pozniak
Executive Director

cc: FY2022 Training Grant File

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Contract Manager: Kim Upton	**Phone:** 781.979.4457	**Billing Address (if different):**	
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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.)

X **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or *new* total if Contract is being amended). $ 83,518.05

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__% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: X agree to standard 45 day cycle __statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

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X 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

__ 2. may be incurred as of _____, 20___, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.

__ 3. were incurred as of _____, 20___, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of **June 30, 2022**, 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, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, 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: 10/7/2021

(Signature and Date Must Be Handwritten at Time of Signature)

Print Name: Michael L. Lyle.

Print Title: Chief of Police, City of Melrose.

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____. Date: 11/10/21

(Signature and Date Must Be Handwritten at Time of Signature)

Print Name: Frank Pozniak.

Print Title: Executive Director.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: December 6, 2021
Subject: Amending Ch 4 section 4-1 Wards/Precinct boundaries
Order #: ORDER-2022-55

The Ward and Precinct description changes reflected below are the result of 2020 U.S. Census Information, and have been approved by the Melrose City Council and the Massachusetts Local Election Districts Commission. In order for these changes to take effect within the City of Melrose, Council must now approve amending Administrative Legislation § 4-1 of the City of Melrose Code as follows:

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

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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

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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.

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

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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.

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.

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.

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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.

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.

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

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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.

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.

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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.

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.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

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CITY OF MELROSE

OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4116

October 19, 2021

Local Election Districts Review Commission
Office of the Secretary of the Commonwealth
c/o Elections Division
One Ashburton Place, Room 1705
Boston, MA 02108

RE: **CITY OF MELROSE - 2020 RE-PRECINCTING**

We, the undersigned, hereby certify that at a meeting held on 18 October 2021, the City Council voted to accept as presented by the City Clerk the 2020 Re-Precincting Plan for the City of Melrose.

A true copy. ATTEST:
SIGNED:

Kristin Foote City Clerk

Jack Eccles, At-Large

Jennifer Grigoraitis, Ward 6

Jeffrey McNaught, Ward 2

Robert Stewart, Ward 3

John Tramontozzi, Ward 1

Christopher Cinella, President/At-Large

Mark Garipay, Ward 4

Maya Jamaleddine, At-Large

Leila Migliorelli, At-Large

Cory Thomas, Ward 7

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From: Owens, Michael (SEC)
To: Foote, Kristin
Subject: RE: Melrose LEDRC materials
Date: Wednesday, October 27, 2021 4:07:51 PM
Attachments: image001.png

Hi Kristin,

Just wanted to let you know, Melrose map was approved unanimously by the LEDRC this morning.

You should receive written notice of the approval also.

Thank you for all your hard work on getting this done!

Best,
Mike

Michael J. Owens
Re-Precincting Community Engagement Director
Office of the Secretary of the Commonwealth
617-878-3316 (Office)
617-312-3272 (Cell)
michael.owens@sec.state.ma.us

Sent from my Verizon, Samsung Galaxy smartphone

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

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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: December 6, 2021
Subject: Amending 152-12 common vic fee waiver for 2022
Order #: ORDER-2022-56

WHEREAS, the current COVID-19 global health pandemic has negatively impacted small businesses; and,

WHEREAS, small businesses are a critical part of our community and are in need of support;

NOW THEREFORE, BE IT ORDERED, that the City of Melrose, acting through the City Council, further amends section 152-12 of the Code of the City of Melrose by inserting the following sentence at the end of said section:

"The fee for a Common Victualler's license set forth herein shall be waived for Calendar Year 2022 as a result of the ongoing impacts of the COVID-19 global health pandemic."

Respectfully submitted,
Councilor Jen Grigoraitis, Ward 6
Councilor Leila Migliorelli, At-Large

FINANCIAL IMPACT:n/a

RESULT:	**ASSIGNED TO COMMITTEE**

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City Council
Melrose City Hall
Melrose, MA 02176

SCHEDULED

Meeting: 12/06/21 07:45 PM
Department: City Council
Category: Resolution
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors: Ward 2 Jeff McNaught
DOC ID: 9489

RESOLUTION 2021-6

A Resolution Honoring Christopher C. Cinella, President of the Melrose City Council, 2021

Please see attached

COMMENTS - Current Meeting:

Place on file - moved by Councilor Garipay; Seconded by McNaught.

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CITY OF MELROSE - IN CITY COUNCIL

A Resolution Honoring Christopher C. Cinella
2021 President of the Melrose City Council

Offered by Jeffrey C. McNaught, Councilor of Ward 2

WHEREAS, *Christopher C. Cinella has served as President of the Melrose City Council for the year Two Thousand Twenty-one; and,*

WHEREAS, *the City Council congratulates President Cinella for completing his first term as a Councilor-At-Large for the City of Melrose and appreciates his commitment to serving Melrose; and,*

WHEREAS, *the City Council recognizes that President Cinella's dedication to our community extends well beyond his efforts in this chamber; and,*

WHEREAS, *that President Cinella led the second year of this City Council, which included nine new members elected in 2020, and provided guidance, acumen, and respect to all members of the Council; and,*

WHEREAS, *that President Cinella oversaw the Council during unprecedented times, in which a global pandemic impacted all aspects of life across our nation, our state, and our city, and primarily conducted the affairs of the Council in an uncharted remote environment; and,*

WHEREAS, *that President Cinella has demonstrated his dedication to the Melrose community as a longtime business owner on Main Street, as a longtime member and past president of the Melrose Chamber of Commerce, as a longtime member and past president of the Melrose Rotary Club, as a lifelong member of the Melrose community and product of the Melrose Public Schools, and as a City Councilor following in the footsteps of his late father, John T. Cinella, Jr., Esq,.former City Solicitor, and his late uncle, Edward Cinella both longtime residents of Melrose and serving as council members and past presidents of this very body and in many other roles in the Melrose community; and,*

WHEREAS, *that President Cinella's wife Margaret, children, C.J. and Jacob, are also part of the Melrose community and will always have a home here; and,*

WHEREAS, *that we, the members of the City Council, do hereby express our sincere appreciation to President Cinella for his able administration of the office of the President and for his efforts on behalf of the City of Melrose, and, in recognition thereof, direct that the gavel wielded by him be suitably inscribed and presented to him on this sixth Day of December of the year Two Thousand Twenty-One; and,*

WHEREAS, *that, a copy of this resolution be spread upon the records of the City Council, and that a special copy be signed by each member of the Council and presented to President Cinella,*

BE IT RESOLVED, *that, we, the Melrose City Council recognize and applaud these achievements and record these accomplishments in the permanent records of the City of Melrose on this sixth day of December in the year Two Thousand and Twenty-One.*

Attest: *Members, 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: December 6, 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:	**PASSED AS AMENDED [UNANIMOUS]**
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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 they 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 their 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 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; 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 persons with disabilities 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.

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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, they shall address the presiding officer and shall confine their 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 their 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 their 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 they 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, they 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.

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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 their 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 their 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 their 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.

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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.

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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 they 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

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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. They 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 () 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 the Honorable Mayor

b) Filings by Members of the City Council

VI. Communications from the Honorable Mayor & Other City Officials

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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.

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.

LEGISLATIVE PROCEEDINGS

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

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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

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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 they 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, it shall receive no motion except:

1. To adjourn
2. To lay on table

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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.

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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 their name

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when called by the City Clerk, stating the name of the person for whom they vote, or that they decline 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 are 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

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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 their 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 they are 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.

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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 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

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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 their 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

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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 they have 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 their interest at an earlier public meeting and, after being duly nominated at caucus, be required to state publicly the reasons for their 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

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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.

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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~~Pro ~~t~~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~~, and the Clerk of Committees as employees of the Council; these two roles~~ 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 ~~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~~e a c 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~~ ~~s~~such ~~c~~Calendar 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 A 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.

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~~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 ~~o~~~~O~~Order or~~,~~ ~~o~~Ordinance ~~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 ~~c~~Pre-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 ~~o~~Order or~~,~~ ~~o~~Ordinance~~,~~ ~~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 ~~b~~Post-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

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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 ~~o~~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~~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.

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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

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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 t~~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 ~~s~~ members ~~s~~ of each ~~of the Council's~~ Standing Committee~~s~~. ~~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 ~~speak~~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~~n order~~ matter ~~that~~ appearing~~s~~ 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~~

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Appropriations & Oversight ~~(11 members~~5eleven (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 members~~five (5) voting members) to include the Police and Fire Departments, Emergency Management, and licenses.

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Public Service (~~11 members~~five (5) voting members) to include ~~P~~public grounds and buildings.

Public Works (~~11 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, i~~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 ~~c~~Committee and ~~-~~act as Chairperson~~; and i~~. If, for any reason, any committee ~~shall not have~~has 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 Chairpersons~~s~~ 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~~, nor the appointment of a new Chair one~~ 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, ~~then~~ 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.

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- **Rule 21D~~C~~** 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**~~

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~~**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/sShe 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 2~~3~~ The Chairperson of ~~E~~each standing committee shall~~, in all cases of original reference on a petition or request for legislation, i~~ensure that the ~~parties so requesting~~ makers of any legislative ~~order~~ item has~~ve~~ proper notice of all related hearings. ~~Orders~~ A matter pending in committee shall not be disposed of at the committee level without the ~~maker~~sponsor(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 2~~3~~ 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 ~~c~~Committee. 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 dissent~~s~~ from the report, the name(s) of ~~such~~ the dissenting member(s) shall be printed on the ~~c~~~~C~~~~alendar~~ agenda under Reports from Committee followed by the ~~word~~ "~~d~~Dissents"; provided a statement is filed, as a minority report, by such dissenting member(s) ~~or members~~, containing the reasons therefore ~~for~~, with the Clerk of Committees, which statement shall accompany the report of the ~~c~~Committee 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.

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 ~~C~~committee determines to go into a ~~c~~Committee of the ~~w~~Whole, the ~~c~~Chairperson shall be appointed by the President.

Rule 27 The Rules of the Council shall be observed in a ~~c~~Committee of the ~~w~~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~~8~~ 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~~1~~. 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 ~~c~~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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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 a~~n~~ ~~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 a~~n 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~~, ~~o~~Order, Ordinance, ~~p~~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 passage~~ing~~ of any ~~ordinance,~~ ~~o~~Order, Ordinance, Petition, ~~or~~ ~~r~~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.

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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:

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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~~n~~o ~~d~~Debate;

Roll Call ~~Viva Voce Vote~~~~Yeas and Nays~~:~~-~~ ~~n~~No ~~d~~Debate;

Lay on Table:~~-~~ ~~n~~No ~~d~~Debate;

The previous question:~~,~~ to close debate at a specified time~~,~~; indefinite postponement~~,~~; postponement to a day certain~~,~~; to suspend the rules~~,~~; to reconsider:~~;~~ ~~t~~Ten ~~m~~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 ~~c~~Clerk 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.~~.~~

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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~~, ~~o~~Order, Ordinance, Petition, ~~or~~ R~~r~~esolution, 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 cas… less than the full council is present but a quorum ha… established.

Rule 45 No vote on any of the following motions shall be reconsidered:

1. To ~~a~~Adjourn
2. To ~~l~~Lay on the ~~t~~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 ~~c~~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

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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~~c~~aucus herein provided shall be sent to each member qualified to vote therein not less than four (4) days before the date thereof.

Such ~~c~~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 ~~c~~Caucus shall be posted, and the ~~c~~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 made by~~ result in a ~~v~~Viva ~~v~~Voce 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 rule~~s~~ 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 are placement is being sought.

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- 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, ~~C~~council, board or other working group, attends a meeting of such committee, commission, ~~C~~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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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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Proposed Amendments Order 2022-34, Revised Rules of Order of the Melrose City Council

Rule 29A Each meeting of the Council or any standing committee thereof shall allow up to ~~seven (7)~~ ten (10) 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.~~ There will be an option to speak in public comment via remote participation whenever practicable, to be managed by the City Clerk and/or the Clerk of Committees.This rule shall only be suspended by unanimous consent of the members.

Rule 41 Any motion shall be in writing if the President so directs, or any member of the Council so requests. In a remote meeting format, written motions shall be emailed to the Clerk of Committees and/or City Clerk for distribution to the Councilors through the appropriate and available electronic means.

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 up to three (3) candidates for consideration by the full Council.

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Order 2022-34
Proposed Amendments
Leila Migliorelli
11/23/21

Amendment 1: Rule 13

Rule 13 A Councilor or any combination of Councilors who file an Order, Ordinance, Petition, Resolution, or Remonstrance shall be given up to ~~fifteen~~ ten (~~15~~10) minutes in total to introduce the matter.

On general matters of discussion or when a matter is under debate, members of the Council shall occupy no more than five (5) minutes when speaking on a particular subject or for each point under debate. No member ~~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 prior to seeking leave of the presiding officer. Additional time may be granted to the Councilor, at the discretion of the presiding officer, if said party has occupied the majority of the time in responding to questions ~~. 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.

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Amendment 2: Rule 22

Rule 22 The ~~Chairperson~~ Clerk of Committees ~~of each standing committee~~ shall ensure that the sponsor(s) of any legislative item have ~~proper notice~~72 hours ~~of~~ for 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.

Amendment 3: Rule 31A

~~Rule 31A No a~~All appointments made by the Mayor and subject to the confirmation of the Council shall ~~be entertained by the Council or committee thereof without the~~include a written statement and/or ~~candidate's cover letter and~~ resume from the candidate. ~~having been furnished to the Council prior to the meeting and posted publicly on the City's meeting agenda platform~~.

Amendment 4: Rule 32

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. All filings from the Mayor or other city officials must include a written statement or memorandum detailing the intent of the filing and any impacts to the City's finances, if applicable. 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.

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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~~submitted by the administration, 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 five~~four~~ (45) Councilors, or the affirmative vote of not less than three~~two~~ (23) 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 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~~current member 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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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: December 6, 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:	**PASSED [UNANIMOUS]**
MOVER:	Maya Jamaleddine, At-Large
SECONDER:	Jeff McNaught, Ward 2
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

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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

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Alicia A. McNeil
[redacted] 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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

Alicia A. McNeil

[redacted] 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 — **July 1999 – Present**
McNeil Law

- 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 — **October 2000 – Present**
Eastern Nazarene College

- 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 — **September 1990 – 1998**
BASEC, Inc. (Employment Placement Agency)

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	JURIS DOCTORATE.	1996
GORDON COLLEGE	BS, BUSINESS ADMINISTRATION	1981

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: December 6, 2021
Subject: Appointment of Brian Gregory to the Planning Board
Order #: ORDER-2022-47

Appointment of Brian Gregory, 146 W. Wyoming Avenue, to the Planning Board for the remainder of a five-year term; said term to expire on the last day of February 2025.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

BRIAN GREGORY

American Institute of Architects | No. 952322

An architect by training, urban planner by practice. I operate at the intersection of buildings and the public realm, crafting contextual design frameworks that build community concensus by translating shared aspirations into actionable visions. I enjoy exploring the interplay between infrastructure and the built environment, focusing on synergies between housing, transit, open space, and urban form.

Education

Northeastern University	Bachelor of Science, Architecture	Summa Cum Laude	2008
	Masters of Architecture		2011

Professional

Perkins&Will	Project Manager	Urban Design	Wheeler School, Allston I-90 Riverfront	2020- present
		Develop. Studies	Boston Housing Authority	
		Master Planning	Acton Commuter Station Mobility Plan	
Gamble Associates	Associate	Master Planning	East Boston MA, Piqua OH, Jasper IN	2014 - 2020
		Design Guidelines	Watertown, Arlington, & Chelsea MA	
		Design Review	Chelsea & Watertown MA; Massport	
		Develop. Studies	Arlington, Medford, & Braintree MA	
		Multifamily Studies	Wakefield & Mansfield MA; Stamford CT	
		SD/DD/CD	Lock 9 Park, Piqua OH	
Stern McCafferty	Project Manager	SD/DD/CD/CA	Private Residence, Boston MA	2011 - 2013
Chan Krieger Sieniewicz	Designer	Master Planning	Richardson Olmstead Complex	2008 - 2009

Teaching

Northeastern University	Instructor	ARCH3170	Architecture, Infrastructure, & the City	2019, 2020
Boston Arch. College	Instructor	CityLab 2019		2019

Leadership

Boston Society for Architecture (BSA)	Infra\tecture Committee	Founding Co-Chair	2017- present
Leading Cities (Smart Cities Solutions)	Local Advisory Board	Member	2017- present
Neighborhood of Affordable Housing (NOAH)	Executive Board	Member	2014 - 2019

Speaking

Architecture Boston Expo	Mid-Pandemic Design - What Have We Learned So Far?	Speaker	2020
	The Bus Stops Here: Bus Rapid Transit and the Public Realm	Moderator	2018
	T'ing Up: The Future Promise of Boston's Transit Network	Moderator	2017
South. New England APA	Sympathetic Systems: Planning Multi-modal Transit Networks	Moderator	2016
AIAS Forum	Moving the Masses: Civic Design & Public Transit	Speaker	2016
APA Northeast Conference	Heights, Fights & Rights: Consensus through Design Guidelines	Speaker	2015

Affiliations

American Institute of Architects | Livable Streets Alliance | Transit Matters | Melrose Ped.& Bicycle Committee

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Mayor Paul Brodeur

Melrose City Hall

562 Main St, Melrose MA

November 4, 2021

Dear Mayor Brodeur,

I'm writing to express my keen interest in joining the Melrose Planning Board. When my wife and I were searching for a place to put down roots we instantly fell in love Melrose for a multitude of reasons- the tight-knit yet open and welcoming community, the palpable sense of civic pride, its walkability and intact, vibrant downtown, its robust connections to public transit, its rich historic fabric, and its proximity to amazing natural resources. As the greater Boston region faces intense pressure to meet an ever-increasing demand for housing, it's imperative that Melrose thoughtfully, purposefully, and proactively plan for smart, sustainable growth that invigorates our downtown businesses, expands access to a range of transit-oriented housing, and protects our cherished open spaces.

I believe that my professional training and personal experiences would allow me to meaningfully help the City chart a future that grows the community by building upon and reinforcing the amazing assets and attributes that attracted my family to Melrose. I am trained as an architect and urban planner, and over the course of my career have had the opportunity to work on projects ranging from historic single-family renovations to large-scale planning efforts for city neighborhoods. I have conducted design reviews of development proposals on behalf of municipalities as well as aided towns and cities in understanding the redevelopment potential of underutilized properties. I have interpreted, written, and updated municipal zoning code and crafted corresponding illustrated design guidelines to create easily understandable and predictable development standards. And I had the opportunity to serve on the board of an affordable housing Community Development Corporation for seven years while living in East Boston. I would be honored to be able to contribute what I have learned from these experiences to my community.

For all these reasons and more I would greatly appreciate your support for my joining the Melrose Planning Board. I welcome any and all questions from yourself, the Office of Planning and Community Development, the City Council, Planning Board Members, and fellow Melrosians, and am hopeful that I can soon begin to contribute my passion and talents to this wonderful community I call home.

Sincerely,

Brian Gregory, AIA

[redacted]

Melrose, MA

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CITY OF MELROSE

ASSESSOR

SARAH MACLELLAN

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4103

To: Mayor Paul Brodeur
From: Sarah MacLellan
Meeting Date: December 6, 2021
Subject: Classification of Property
Order #: ORDER-2022-49

In compliance with the provisions of Chapter 40, Section 56 of M.G.L. relating to the classification of property, the Board of Assessors requests that a date be set for a classification hearing and final vote on Monday, December 6th, 2021 at 8:00PM.

The Board of Assessors will provide the City Council with information necessary to make a decision on adopting a residential factor and thereby determining the percentages of local tax levy to be borne by each class of real and personal property for the Fiscal Year 2022.

FINANCIAL IMPACT:N/A

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jeff McNaught, Ward 2
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, McNaught, Stewart, Garipay, MacMaster, Grigoraitis, Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE
FISCAL YEAR 2022
CLASSIFICATION OF PROPERTY



TAX CLASSIFICATION HEARING - DECEMBER 6, 2021

PRESENTED BY

THE MELROSE BOARD OF ASSESSORS:

CATHY GULINO

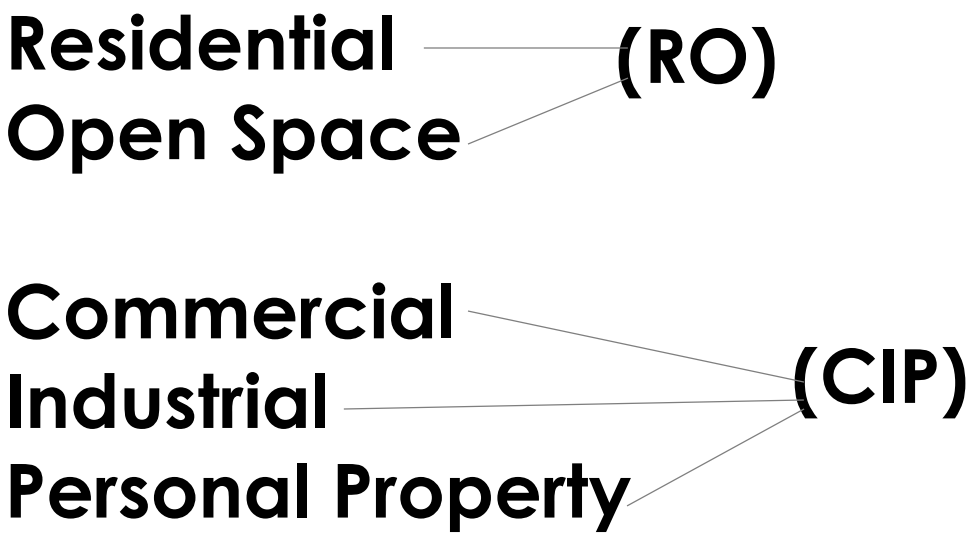
LEE PHALEN

SARAH MACLELLAN

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

TAX CLASSIFICATION HEARING - PURPOSE

To adopt the City's Tax Policy by allocating the tax levy among the 5 property types:



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ACTION REQUIRED BY THE CITY COUNCIL

- **VOTE**: Selection of a **Residential Factor**
- **VOTE**: Whether to adopt a **Small Commercial Exemption**
- **VOTE**: Whether to grant an **Open Space Discount**
- **VOTE**: Whether to adopt a **Residential Exemption**

The City Council, with the Mayor's approval, must determine the percentage of the tax levy to be paid by each class of real and personal property for the Fiscal Year 2022.

To do so, a Residential Factor is chosen. The Residential Factor governs the percentage of the tax levy to be paid by **Residential** and **Open Space** (**R/O**) properties. The difference is shifted to the **Commercial, Industrial** and **Personal Property** (**CIP**) classes.

The adopted factor cannot be less than the **Minimum Residential Factor** (**MRF**), which is determined by the Dept. of Revenue for each community. The **MRF** represents the maximum shift allowed in the tax levy for the year and establishes the parameters for local decision making.

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SINGLE VERSUS SPLIT TAX RATE

NOTE: THE TOTAL AMOUNT THAT CAN BE RAISED IN TAXES STAYS THE SAME, WHETHER THERE IS A SINGLE OR SPLIT TAX RATE. A SPLIT TAX RATE DOES NOT RAISE MORE REVENUE, IT SIMPLY SHIFTS THE TAX BURDEN AMONG THE TAXPAYERS.

- Adopting a Residential Factor of "1", results in taxation of all property at the same rate.

  For FY22, adopting a Factor of 1 would yield a single tax rate of

  $10.94 per $1,000 of property value.

- Adopting a factor less than "1", to as low as the **Minimum Residential Factor** (**MRF**) , results in an increasingly greater tax burden shift from the **Residential** and **Open Space** (**R/O**) classes to the **Commercial, Industrial** and **Personal Property** (**CIP**) classes.

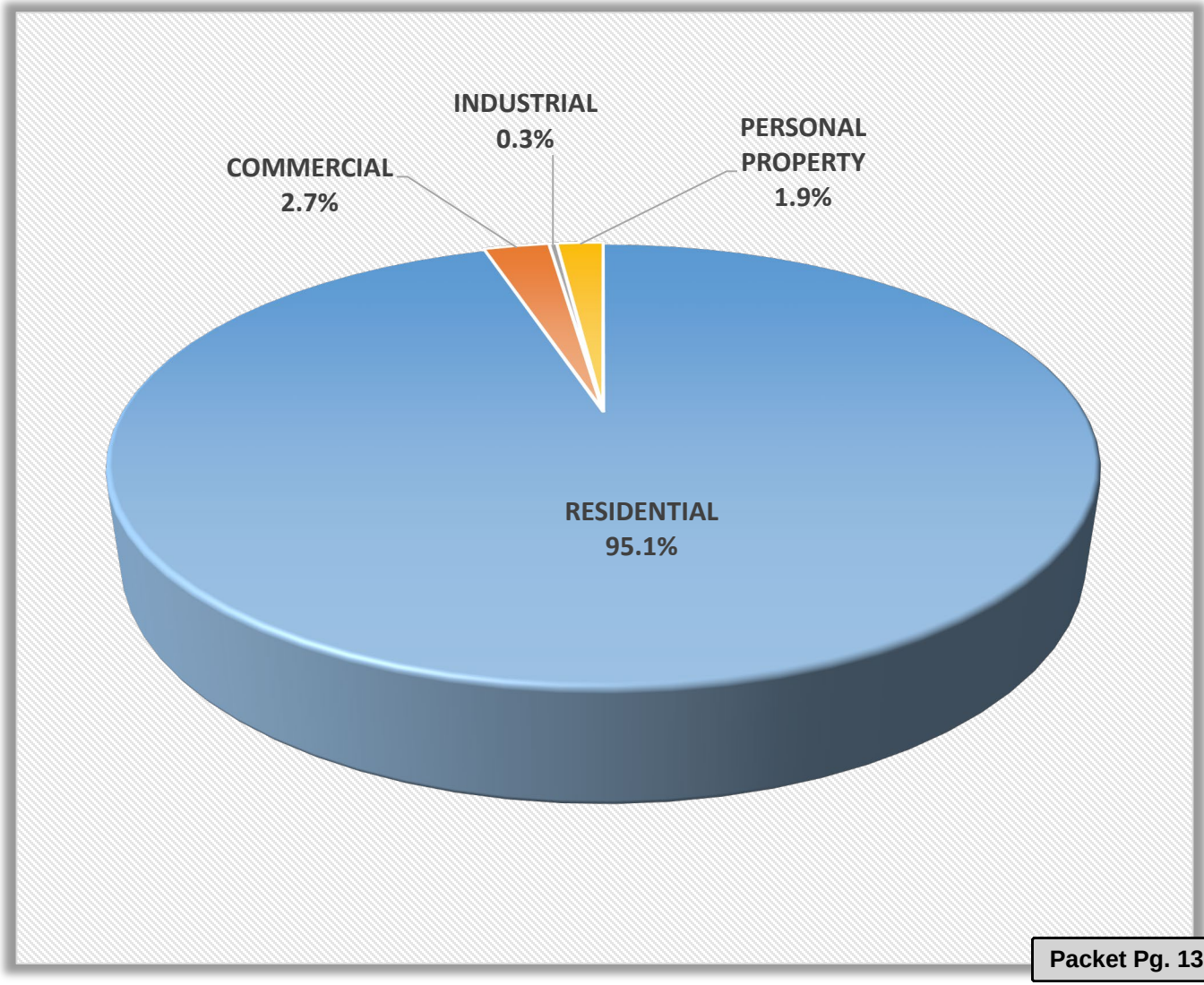
- The MRF for the City of Melrose for FY 2022 is .961408, (or CIP Shift of 1.75), as determined by the MA Dept. of Revenue.

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FISCAL YEAR 2022 VALUE BY CLASS

	VALUE	% OF LEVY (before shift)
RESIDENTIAL	$ 6,190,050,331	95.1%
COMMERCIAL	$ 174,343,349	2.7%
INDUSTRIAL	$ 20,820,720	0.3%
PERSONAL PROPERTY	$ 123,350,850	1.9%
TOTAL VALUE	$ 6,508,565,250	100.0%

NUMBER OF PARCELS BY PROPERTY TYPE	
RESIDENTIAL	8,825
OPEN SPACE	0
COMMERCIAL	202
INDUSTRIAL	28
PERSONAL PROPERTY	473



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CALCULATING THE SINGLE TAX RATE

MELROSE - 178 2022

Jurisdiction Melrose - 178 Fiscal Year 2022 Go

Property Type	Parcel Count		Class1 Residential	Class2 Open Space	Class3 Commercial	Class4 Industrial	Class5 Pers Prop
101	6,372		4,481,993,500				
102	1,183		475,412,500				
MISC 103,109	7		5,878,800				
104	763		567,241,800				
105	71		57,290,000				
111-125	116		403,705,000				
130-32,106	248		19,566,200				
200-231	0			0			
300-393	201				140,204,600		
400-442	28					19,923,000	
450-452	0					0	
CH 61 LAND	0	0		0	0		
CH 61A LAND	0	0		0	0		
CH 61B LAND	0	1		0	3,631,300		
012-043	65		178,962,531	0	30,507,449	897,720	
501	265						4,073,760
502	195						8,677,970
503	0						0
504	4						103,699,750
505	4						5,554,100
506	1						154,600
508	4						1,190,670
550-552	0						0
TOTALS	**9,528**		**6,190,050,331**	**0**	**174,343,349**	**20,820,720**	**123,350,850**
Real and Personal Property Total Value							**6,508,565,250**
Exempt Parcel Count & Value						424	443,452,100

FY 2021 LEVY LIMIT	66,981,117
ADD PROP. 2.5%	1,674,528
ADD FY 2022 NEW GROWTH	632,911
FY 2022 SUBTOTAL	69,288,556
FY 2022 DEBT EXCLUSION(S)	1,908,234
FY 2022 MAX. ALLOWABLE LEVY	**71,196,790**

$$\frac{\text{FY 2022 Property Tax Levy}}{\text{FY 2022 City Taxable Valuation}} \quad \frac{71,196,790}{6,508,565,250} = .0109389$$

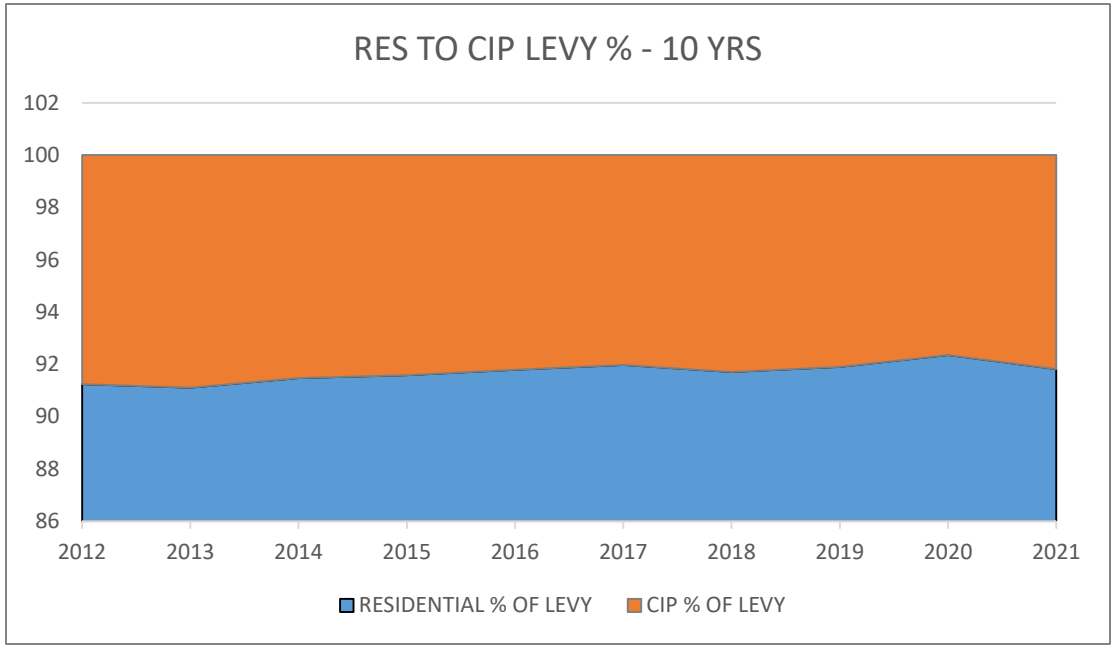
$10.94 PER $1,000 OF ASSESSED VALUE IF A FACTOR OF 1 IS SELECTED (NO SHIFT)

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HISTORICAL LEVY PERCENTAGE BY CLASS

(AFTER SHIFT)

FISCAL YEAR	RESIDENTIAL % OF LEVY	CIP % OF LEVY
2012	91.24	8.76
2013	91.10	8.90
2014	91.47	8.53
2015	91.58	8.42
2016	91.79	8.21
2017	91.97	8.03
2018	91.70	8.30
2019	91.90	8.10
2020	92.35	7.65
2021	91.81	8.19

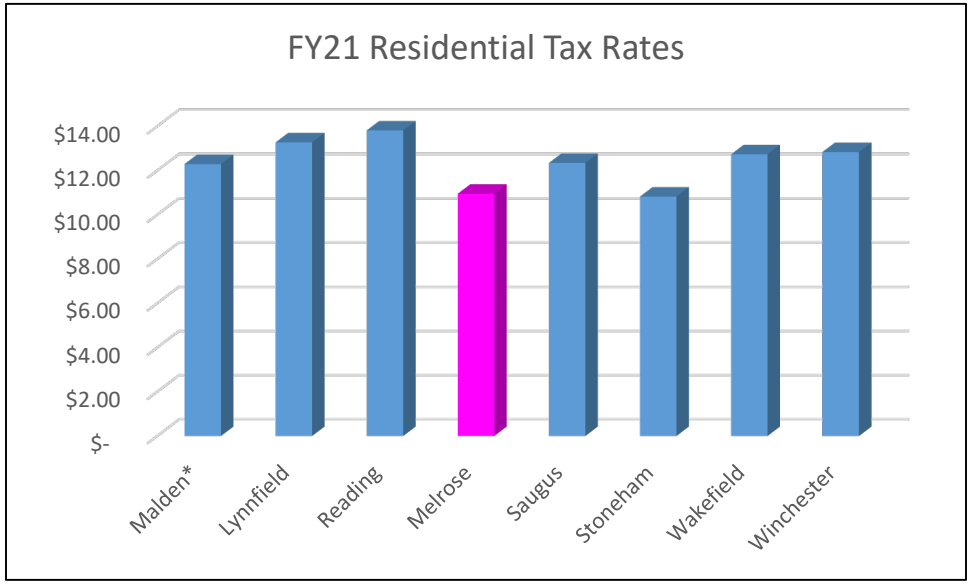


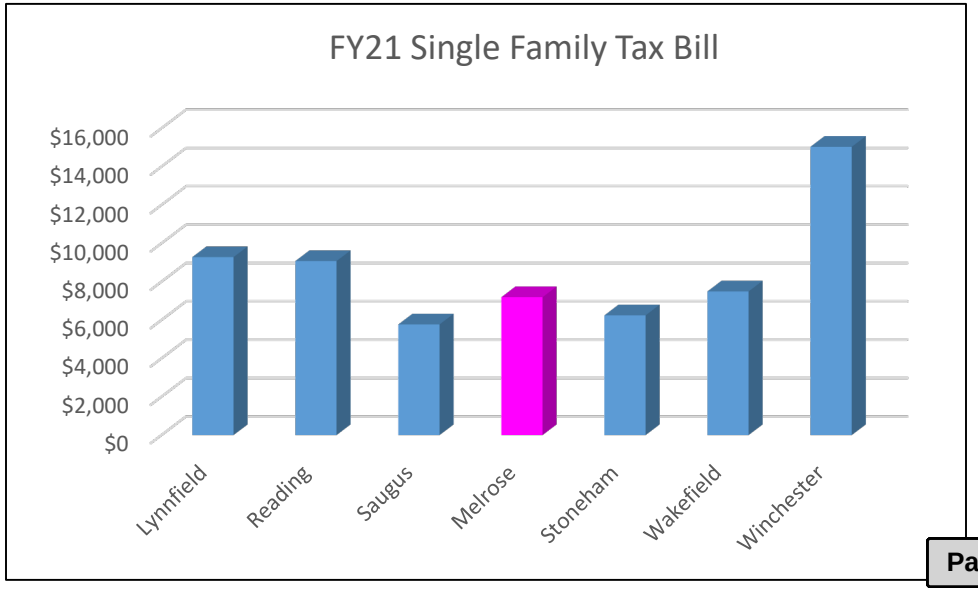
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FY2021 SINGLE FAMILY VALUES

Municipality	Single Family Parcels	Average Single Family Value	Single Family Tax Bill	2021 Res. Tax Rate
Melrose	6,366	657,094	7,195	$10.95
Malden*	5,670			$12.29
Lynnfield	3,868	699,580	9,283	$13.27
Reading	6,567	657,300	9,077	$13.81
Saugus	7,224	467,754	5,772	$12.34
Stoneham	5,141	577,195	6,245	$10.82
Wakefield	6,259	588,200	7,494	$12.73
Winchester	5,666	1,171,829	15,035	$12.83

*DLS does not have sufficient data to calculate an average single family tax bill for communities that have adopted the residential exemption.



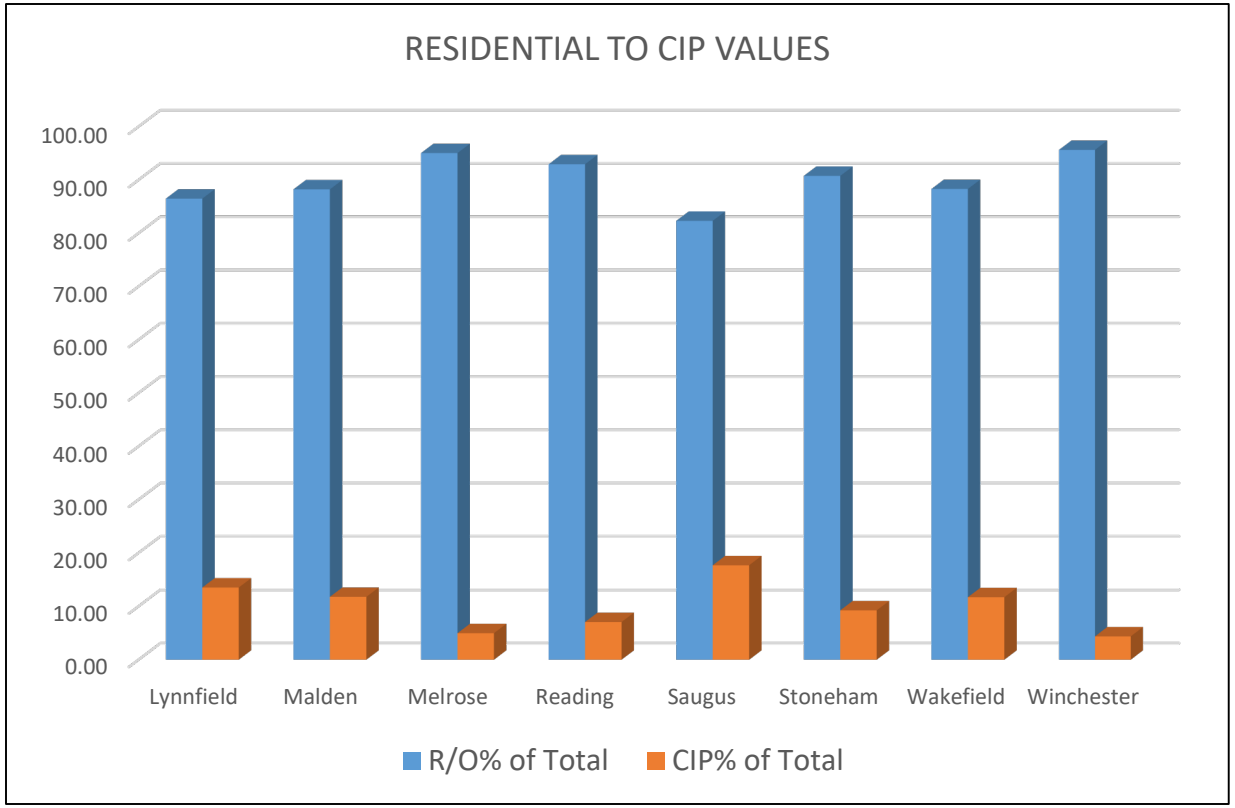


Source: DLS Data Analytics and Resources Bureau

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FY21 PEER COMMMUNITY RES. TO CIP VALUES

Municipality	R/O% of Total	CIP% of Total	Total Value
Lynnfield	86.49	13.51	3,420,423,372
Malden	88.23	11.77	8,984,255,368
Melrose	95.04	4.96	6,076,979,230
Reading	92.94	7.06	5,721,036,335
Saugus	82.32	17.68	5,256,015,498
Stoneham	90.76	9.24	4,600,391,796
Wakefield	88.30	11.70	5,662,633,904
Winchester	95.63	4.37	8,315,829,677



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Source: DLS Data Analytics and Resources Bureau

HISTORICAL RESIDENTIAL FACTOR & SHIFT

Fiscal Year	Lowest Res. Factor Allowed	Max CIP Shift Allowed	Res. Factor Selected	CIP Shift	Avg. Single Family Tax Bill	FY % Chg	FY $ Chg
2012	0.968546	1.50	0.969805	1.48	$5,093.00	2.79%	$138
2013	0.968032	1.50	0.969311	1.48	$5,212.00	2.34%	$119
2014	0.966526	1.50	0.975899	1.36	$5,383.00	3.28%	$171
2015	0.968472	1.50	0.973516	1.42	$5,549.00	3.08%	$166
2016	0.955969	1.50	0.971820	1.48	$5,746.00	3.55%	$197
2017	0.958322	1.75	0.970826	1.52	$5,909.00	2.84%	$163
2018	0.960291	1.75	0.965587	1.65	$6,096.00	3.16%	$187
2019	0.961998	1.75	0.965545	1.68	$6,273.00	2.90%	$177
2020	0.963075	1.75	0.969000	1.63	$7,015.00	11.83%	$742
2021	0.960822	1.75	0.966100	1.65	$7,195.00	2.57%	$180

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SINGLE RATE TO MAX TAX SHIFT VARIANCE

NO SHIFT
RES. RATE $10.94
INCREASE: $500.08
% CHANGE: 6.95 %

FY22 AVERAGE SINGLE FAMILY VALUE
$703,389

1.75 MAX SHIFT
RES. RATE $10.52
INCREASE $204.65
% CHANGE: 2.84 %

Average Single Family Tax Bill

1.00 — **Tax Shift** — 1.75

Average Commercial Tax Bill

NO SHIFT
CIP RATE: $10.94
INCREASE: -$5,777.89
% CHANGE: -37.85 %

FY22 AVERAGE COMMERCIAL VALUE
$867,380

1.75 MAX SHIFT
CIP RATE $19.14
INCREASE $1,334.62
% CHANGE: 8.74 %

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FY22 SHIFT OPTIONS

		AVG SINGLE FAMILY VALUE = $703,389				AVG COMMERCIAL VALUE = $867,380			
SHIFT	RES. FACTOR	RES. RATE	AVG SF TAX BILL	SF INCREASE	SF % INCREASE	CIP RATE	AVG COM. TAX BILL	COM. $ INCREASE	COM. % INCREASE
1.60	0.9691	$10.60	$7,456	$261	3.63%	$17.50	$15,179	-$88	-0.58%
1.61	0.9686	$10.60	$7,456	$261	3.63%	$17.61	$15,275	$8	0.05%
1.62	0.9681	$10.59	$7,449	$254	3.53%	$17.72	$15,370	$103	0.67%
1.63	0.9676	$10.58	$7,442	$247	3.43%	$17.83	$15,465	$198	1.30%
1.64	0.9671	$10.58	$7,442	$247	3.43%	$17.94	$15,561	$294	1.92%
1.65	0.9666	$10.57	$7,435	$240	3.33%	$18.05	$15,656	$389	2.55%
1.66	0.9660	$10.57	$7,435	$240	3.33%	$18.16	$15,752	$485	3.17%
1.67	0.9655	$10.56	$7,428	$233	3.24%	$18.27	$15,847	$580	3.80%
1.68	0.9650	$10.56	$7,428	$233	3.24%	$18.38	$15,942	$675	4.42%
1.69	0.9645	$10.55	$7,421	$226	3.14%	$18.49	$16,038	$771	5.05%
1.70	0.9640	$10.54	$7,414	$219	3.04%	$18.60	$16,133	$866	5.67%
1.71	0.9635	$10.54	$7,414	$219	3.04%	$18.71	$16,229	$962	6.30%
1.72	0.9630	$10.53	$7,407	$212	2.94%	$18.82	$16,324	$1,057	6.92%
1.73	0.9624	$10.53	$7,407	$212	2.94%	$18.92	$16,411	$1,144	7.49%
1.74	0.9619	$10.52	$7,400	$205	2.84%	$19.03	$16,506	$1,239	8.12%
1.75	0.9614	$10.52	$7,400	$205	2.84%	$19.14	$16,602	$1,335	8.74%

Note: Final Tax Rates may change slightly when finalized with the Dept. Of Revenue. Excess Levy Capacity may change due to rounding.

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ALL FY22 SHIFT OPTIONS

		AVG SINGLE FAMILY VALUE = $703,389				AVG CIP VALUE = $867,380			
SHIFT	RES FACTOR	RES RATE	AVG SF TAX BILL	AVG SF INCREASE	AVG SF % INCREASE	CIP RATE	AVG CIP TAX BILL	AVG CIP $ INCREASE	AVG CIP % INCREASE
1.00	1.0000	$10.94	$7,695	$500	6.95%	10.94	$9,489	-$5,778	-37.85%
1.01	0.9995	$10.93	$7,688	$493	6.85%	11.05	$9,585	-$5,682	-37.22%
1.02	0.9990	$10.93	$7,688	$493	6.85%	11.16	$9,680	-$5,587	-36.60%
1.03	0.9985	$10.92	$7,681	$486	6.75%	11.27	$9,775	-$5,492	-35.97%
1.04	0.9979	$10.92	$7,681	$486	6.75%	11.38	$9,871	-$5,396	-35.35%
1.05	0.9974	$10.91	$7,674	$479	6.66%	11.49	$9,966	-$5,301	-34.72%
1.06	0.9969	$10.91	$7,674	$479	6.66%	11.60	$10,062	-$5,205	-34.10%
1.07	0.9964	$10.90	$7,667	$472	6.56%	11.70	$10,148	-$5,119	-33.53%
1.08	0.9959	$10.89	$7,660	$465	6.46%	11.81	$10,244	-$5,023	-32.90%
1.09	0.9954	$10.89	$7,660	$465	6.46%	11.92	$10,339	-$4,928	-32.28%
1.10	0.9949	$10.88	$7,653	$458	6.36%	12.03	$10,435	-$4,832	-31.65%
1.11	0.9943	$10.88	$7,653	$458	6.36%	12.14	$10,530	-$4,737	-31.03%
1.12	0.9938	$10.87	$7,646	$451	6.27%	12.25	$10,625	-$4,642	-30.40%
1.13	0.9933	$10.87	$7,646	$451	6.27%	12.36	$10,721	-$4,546	-29.78%
1.14	0.9928	$10.86	$7,639	$444	6.17%	12.47	$10,816	-$4,451	-29.15%
1.15	0.9923	$10.85	$7,632	$437	6.07%	12.58	$10,912	-$4,355	-28.53%
1.16	0.9918	$10.85	$7,632	$437	6.07%	12.69	$11,007	-$4,260	-27.90%
1.17	0.9913	$10.84	$7,625	$430	5.97%	12.80	$11,102	-$4,165	-27.28%
1.18	0.9907	$10.84	$7,625	$430	5.97%	12.91	$11,198	-$4,069	-26.65%
1.19	0.9902	$10.83	$7,618	$423	5.87%	13.02	$11,293	-$3,974	-26.03%
1.20	0.9897	$10.83	$7,618	$423	5.87%	13.13	$11,389	-$3,878	-25.40%
1.21	0.9892	$10.82	$7,611	$416	5.78%	13.24	$11,484	-$3,783	-24.78%
1.22	0.9887	$10.82	$7,611	$416	5.78%	13.35	$11,580	-$3,688	-24.15%
1.23	0.9882	$10.81	$7,604	$409	5.68%	13.46	$11,675	-$3,592	-23.53%
1.24	0.9877	$10.80	$7,597	$402	5.58%	13.56	$11,762	-$3,505	-22.96%
1.25	0.9871	$10.80	$7,597	$402	5.58%	13.67	$11,857	-$3,410	-22.34%
1.26	0.9866	$10.79	$7,590	$395	5.48%	13.78	$11,952	-$3,315	-21.71%
1.27	0.9861	$10.79	$7,590	$395	5.48%	13.89	$12,048	-$3,219	-21.09%
1.28	0.9856	$10.78	$7,583	$388	5.39%	14.00	$12,143	-$3,124	-20.46%
1.29	0.9851	$10.78	$7,583	$388	5.39%	14.11	$12,239	-$3,028	-19.84%
1.30	0.9846	$10.77	$7,575	$380	5.29%	14.22	$12,334	-$2,933	-19.21%
1.31	0.9840	$10.76	$7,568	$373	5.19%	14.33	$12,430	-$2,837	-18.59%
1.32	0.9835	$10.76	$7,568	$373	5.19%	14.44	$12,525	-$2,742	-17.96%
1.33	0.9830	$10.75	$7,561	$366	5.09%	14.55	$12,620	-$2,647	-17.34%
1.34	0.9825	$10.75	$7,561	$366	5.09%	14.66	$12,716	-$2,551	-16.71%
1.35	0.9820	$10.74	$7,554	$359	5.00%	14.77	$12,811	-$2,456	-16.09%
1.36	0.9815	$10.74	$7,554	$359	5.00%	14.88	$12,907	-$2,360	-15.46%
1.37	0.9810	$10.73	$7,547	$352	4.90%	14.99	$13,002	-$2,265	-14.84%
1.38	0.9804	10.73	$7,547	$352	4.90%	$ 15.10	$13,097	-$2,170	-14.21%
1.39	0.9799	10.72	$7,540	$345	4.80%	$ 15.21	$13,193	-$2,074	-13.59%
1.40	0.9794	10.71	$7,533	$338	4.70%	$ 15.31	$13,280	-$1,987	-13.02%
1.41	0.9789	10.71	$7,533	$338	4.70%	$ 15.42	$13,375	-$1,892	-12.39%
1.42	0.9784	10.70	$7,526	$331	4.60%	$ 15.53	$13,470	-$1,797	-11.77%
1.43	0.9779	10.70	$7,526	$331	4.60%	$ 15.64	$13,566	-$1,701	-11.14%
1.44	0.9774	10.69	$7,519	$324	4.51%	$ 15.75	$13,661	-$1,606	-10.52%
1.45	0.9768	10.69	$7,519	$324	4.51%	$ 15.86	$13,757	-$1,510	-9.89%
1.46	0.9763	10.68	$7,512	$317	4.41%	$ 15.97	$13,852	-$1,415	-9.27%
1.47	0.9758	10.67	$7,505	$310	4.31%	$ 16.08	$13,947	-$1,320	-8.64%
1.48	0.9753	10.67	$7,505	$310	4.31%	$ 16.19	$14,043	-$1,224	-8.02%
1.49	0.9748	10.66	$7,498	$303	4.21%	$ 16.30	$14,138	-$1,129	-7.39%
1.50	0.9743	10.66	$7,498	$303	4.21%	$ 16.41	$14,234	-$1,033	-6.77%
1.51	0.9738	10.65	$7,491	$296	4.12%	$ 16.52	$14,329	-$938	-6.14%
1.52	0.9732	10.65	$7,491	$296	4.12%	$ 16.63	$14,425	-$843	-5.52%
1.53	0.9727	10.64	$7,484	$289	4.02%	$ 16.74	$14,520	-$747	-4.89%
1.54	0.9722	10.63	$7,477	$282	3.92%	$ 16.85	$14,615	-$652	-4.27%
1.55	0.9717	10.63	$7,477	$282	3.92%	$ 16.96	$14,711	-$556	-3.64%
1.56	0.9712	10.62	$7,470	$275	3.82%	$ 17.06	$14,798	-$470	-3.08%
1.57	0.9707	10.62	$7,470	$275	3.82%	$ 17.17	$14,893	-$374	-2.45%
1.58	0.9702	10.61	$7,463	$268	3.72%	$ 17.28	$14,988	-$279	-1.83%
1.59	0.9696	10.61	$7,463	$268	3.72%	$ 17.39	$15,084	-$183	-1.20%
1.60	0.9691	10.60	$7,456	$261	3.63%	$ 17.50	$15,179	-$88	-0.58%
1.61	0.9686	10.60	$7,456	$261	3.63%	$ 17.61	$15,275	$8	0.05%
1.62	0.9681	10.59	$7,449	$254	3.53%	$ 17.72	$15,370	$103	0.67%
1.63	0.9676	10.58	$7,442	$247	3.43%	$ 17.83	$15,465	$198	1.30%
1.64	0.9671	10.58	$7,442	$247	3.43%	$ 17.94	$15,561	$294	1.92%
1.65	0.9666	10.57	$7,435	$240	3.33%	$ 18.05	$15,656	$389	2.55%
1.66	0.9660	10.57	$7,435	$240	3.33%	$ 18.16	$15,752	$485	3.17%
1.67	0.9655	10.56	$7,428	$233	3.24%	$ 18.27	$15,847	$580	3.80%
1.68	0.9650	10.56	$7,428	$233	3.24%	$ 18.38	$15,942	$675	4.42%
1.69	0.9645	10.55	$7,421	$226	3.14%	$ 18.49	$16,038	$771	5.05%
1.70	0.9640	10.54	$7,414	$219	3.04%	$ 18.60	$16,133	$866	5.67%
1.71	0.9635	10.54	$7,414	$219	3.04%	$ 18.71	$16,229	$962	6.30%
1.72	0.9630	10.53	$7,407	$212	2.94%	$ 18.82	$16,324	$1,057	6.92%
1.73	0.9624	10.53	$7,407	$212	2.94%	$ 18.92	$16,411	$1,144	7.49%
1.74	0.9619	10.52	$7,400	$205	2.84%	$ 19.03	$16,506	$1,239	8.12%
1.75	0.9614	10.52	$7,400	$205	2.84%	$ 19.14	$16,602	$1,335	

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

SMALL COMMERCIAL EXEMPTION

- Council could adopt an exemption that reduces the taxable valuation by up to 10% of eligible Commercial parcels only.
- Eligible businesses must have an average annual employment of **not more than 10 people** during the previous calendar year.
- Assessed value of the parcel occupied by eligible business must be **$1 million or less**.
- In order for a commercial parcel to qualify, every business occupying the parcel must also qualify for the exemption.
- This exemption shifts the tax burden within the CIP Classes from small commercial properties to larger commercial and industrial parcels.
- Increases the Commercial/Industrial/Personal Property Tax Rate.
- The exemption goes to the building owner, not the business owner, so depending on lease agreements, a small business owner may or may not benefit.
- Melrose has not historically adopted this exemption.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

OPEN SPACE DISCOUNT

- There are no parcels in Melrose currently classified as Open Space.

- Open Space is defined in Massachusetts General Law as:

"Land which is not otherwise classified and which in not taxable under the provisions of 61, 61A or 61B, or taxable under a permanent conservation restriction, and land not held for the production of income but is maintained in an open or natural condition, which contributes significantly to the benefit and enjoyment of the public".

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESIDENTIAL EXEMPTION

- If adopted, exempts of a portion of assessed value for residents who demonstrate that they occupy their home as their primary domicile.
- Allows exemption of assessed value of up to 35% of the average value of all residential properties in Melrose. This a fixed dollar amount, rather than 35% of value of each qualifying property.
- The amount of the of the tax levy paid by the Residential Class remains the same, however because the Residential portion of the levy is distributed over less assessed value, this results in a higher tax rate for the entire Residential Class.
- The Residential Class includes single family homes, condominiums, two and three family homes, apartment complexes, vacant lots and the residential portion of mixed-use properties.
- Effectively shifts the Residential tax burden to the top one-third (in value) of owner-occupied parcels and to non-owner occupied rental units throughout the City.
- Fewer than 20 communities in MA have adopted this exemption. Some of them are: Barnstable, Boston, Brookline, Cambridge, Chelsea, Nantucket, Tisbury, Truro, and Wellfleet.

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CLASSIFICATION HEARING TERMS

CIP - Commercial, Industrial, and Personal Property Classes

Levy - the revenue a community can raise through real and personal property taxes.

Levy Limit - The maximum amount a community can levy in a given year; equal to last year's levy plus 2.5% plus new growth plus debt exclusion / override if applicable.

Levy Ceiling - Equal to 2.5% of the total full and fair cash value of all taxable real and personal property in the community.

New Growth - Increase in the tax base due to new construction, parcel subdivisions, condo conversions and property renovations, but not due to revaluation. It is calculated by dividing the resulting increased assessed value by $1,000 and multiplying by the prior year's tax rate for the property class.

Override - A permanent increase to a community's levy limit.

Override Capacity - The difference between the levy ceiling and the levy limit. It is the maximum amount by which a community may override its levy limit.

Debt Exclusion - A temporary increase to the levy limit for the payment of a specific debt service item over a specified period of time.

Capital Outlay Expenditure - A temporary exclusion for the purpose of raising funds for capital projects.

Excess Levy Capacity - The difference between the actual levy and the levy limit.

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CITY OF MELROSE

CITY COUNCIL

MINUTES● DECEMBER 6, 2021

Council Chamber, First Floor, Melrose City Hall 562 Main Street, Melrose, MA 02176 **Caucus** **7:30 PM**

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Maya Jamaleddine	At-Large	Present	
Leila Migliorelli	At-Large	Present	
John N. Tramontozzi	Ward 1	Excused	
Jeff McNaught	Ward 2	Excused	
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	Excused	

Councilors-Elect Manjula Karamcheti, John Obremski, Ryan Williams present

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. PUBLIC COMMENT

Motion: Public Comment

Motion: Open Public Comment
By: Councilor Cinella, Second: Councilor Grigoraitis - motion carried.

No member of the public comes forward.

Motion: Close Public Comment
By: Councilor Garipay, Second: Councilor Migliorelli - motion carried.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [8 TO 0]**
MOVER:	Christopher Cinella, President
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Stewart, Garipay, MacMaster, Grigoraitis
EXCUSED:	John N. Tramontozzi, Jeff McNaught, Cory Thomas

III. CAUCUS OF THE MELROSE CITY COUNCIL

Motion: Motion to open nominations for President of the City Council

RESULT:	**PASSED [8 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Stewart, Garipay, MacMaster, Grigoraitis
EXCUSED:	John N. Tramontozzi, Jeff McNaught, Cory Thomas

Motion: Motion close nominations or President of the City Council

RESULT:	**PASSED [8 TO 0]**
MOVER:	Maya Jamaleddine, At-Large
SECONDER:	Mark Garipay, Ward 4
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Stewart, Garipay, MacMaster, Grigoraitis
EXCUSED:	John N. Tramontozzi, Jeff McNaught, Cory Thomas

1. **ORDER-2022-50 :** Nomination of a President for the Year 2022 in accordance with Rule 48 of the Rules of Order of the Melrose City Council

The floor is opened for nominations. Councilor Grigoraitis nominates Christopher Cinella for President of the City Council for the year 2022.

Councilor Cinella briefly thanks members adding he accepts the nomination. Appreciates the vote of confidence as it is an honor and privilege to serve Melrose residents. Congratulates those re-elected and offers a warm welcome to the newest members. Thanks outgoing Councilors McNaught, Thomas and Tramontozzi, referencing the famous Kennedy quote "ask not what your country can do for you but what you can do for your country. Notes all 3 have stepped up to answer the call for this community.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [8 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Stewart, Garipay, MacMaster, Grigoraitis
EXCUSED:	John N. Tramontozzi, Jeff McNaught, Cory Thomas

IV. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn
By: Councilor Stewart, Second: Councilor Eccles - motion carried.

Meeting adjourned at 7:38 p.m.

RESULT:	**PASSED [8 TO 0]**
MOVER:	Robb Stewart, Ward 3
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Stewart, Garipay, MacMaster, Grigoraitis
EXCUSED:	John N. Tramontozzi, Jeff McNaught, Cory Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: December 6, 2021
Subject: Nominate a City Council President - FY2022
Order #: ORDER-2022-50

CAUCUS FOR NOMINATION OF PRESIDENT

Rule 48 - Rules of Order, Melrose City Council

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 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 City Clerk, and shall be conducted in accordance with the rules of the Council pertaining to the conduct of regular meetings. Nominations, as aforesaid, shall be made by a viva voce 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 votes, or that he declines to vote.

The vote of the majority of all the members of the Council shall be necessary to so nominate a President.

Notice of the caucus shall be posted and the caucus shall be held in public session.

FINANCIAL IMPACT:N/A

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [8 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Stewart, Garipay, MacMaster, Grigoraitis
EXCUSED:	John N. Tramontozzi, Jeff McNaught, Cory Thomas

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES● DECEMBER 20, 2021

Council Chamber, First Floor, Melrose City Hall Remote Meeting **7:45 PM**
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Christopher Cinella	President	Present	
Jack Eccles	At-Large	Present	
Maya Jamaleddine	At-Large	Present	
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	

Remote Meeting Information

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 - Public Hearing - Dec 6, 2021 8:00 PM

RESULT:	**ACCEPTED [10 TO 0]**
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

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

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

1. **ORDER-2022-57 :** Authorization to Accept a Grant in the amount of $12,093.60 from the Massachusetts Department of Environmental Protection to acquire one electric vehicle charging station under the Massachusetts Electric Vehicle Incentive Program (MassEVIP) Workplace & Fleet (WPF) Charging Program. Funds will be deposited into fund #4053.

RESULT:	**ASSIGNED TO COMMITTEE**

V. NEW BUSINESS

Suspend the Rules

President Cinella moves to suspend the rules by unanimous consent. No objection

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration
By: Councilor Migliorelli - No Objection

RESULT:	**PASSED [10 TO 0]**
MOVER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

1. **ORDER-2022-58 :** An informational update regarding the Northeast Metropolitan Regional Vocation High School district election polling location(s) on January 25, 2022

Sponsored by: President Christopher Cinella

Superintendent DiBarri presents. District School Committee Member Ward Hamilton and Consultant Charles Lyons review the request for information regarding a polling location. Councilor Eccles offers the Melrose Veterans Memorial Middle School as the polling location based on the previous several elections. After discussion and questions on the purpose of the order before the Council the matter is placed on file.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PLACED ON FILE [10 TO 0]**
MOVER:	Robb Stewart, Ward 3
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

Motion: Immediate Consideration / No Objection

Motion: Immediate Consideration
By: Councilor MacMaster - No Objection

RESULT:	**PASSED [10 TO 0]**
MOVER:	Shawn M. MacMaster, Ward 5
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

2. **RES-2021-7:** A Resolution Honoring City Councilor John Tramontozzi, Ward One

Sponsored by: Ward 5 Shawn M. MacMaster

Councilor MacMaster reads the resolution. Offers thanks for the friendship, mentorship and example over the years. John has always been a professional, true gentleman and class act. Mayor Brodeur takes a moment to recognize the service of the three outgoing Councilors. No matter how much time you have served, until you do it, no one can quite understand what it takes; huge commitment. The Mayor notes what a great colleague Councilor Tramontozzi has been over the years. Thanks him for all the efforts on behalf of Ward 1.

Councilor Garipay thanks the outgoing members noting Councilors' Thomas and McNaught were unfamiliar to him previously and it was great building a relationship with them. Most people can't understanding the time commitment and advocacy needs placed on a Councilor but all the efforts are for the betterment of Melrose. Notes the Melrose Towers, Warren St Park, and Highland District redevelopment projects influenced by Councilor Tramontozzi. Hopes he will have helped as many people at the end of his tenure as Councilor Tramontozzi has.

President Cinella says the Council and City thank him.

, ,
Councilor Tramontozzi says it's been an honor, pleasure and privilege working with all the elected member iterations and to serve this community. Thanks his wife and daughters for putting up with all the time spent away attending meetings and working with residents over the years.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

VI. ORDERS OUT OF ORDER

VII. CALENDAR

1. **ORDER-2022-48 :** An appropriation from the Rideshare Special Revenue Fund (#2921) in the amount of $9,049.20.

From: Appropriations Committee RECOMMEND PASSAGE

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Maya Jamaleddine, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

2. **ORDER-2022-54 :** Police Department 911 Grant Awards

From: Appropriations Committee RECOMMEND PASSAGE

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Maya Jamaleddine, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

3. **ORDER-2022-51 :** An Appropriation from the Peg Access Cable Fund (#2922) in the amount of $289,121.48 to MMTV and Melrose Public Schools.

From: Appropriations Committee RECOMMEND PASSAGE

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Mark Garipay, Ward 4
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

4. **ORDER-2022-52 :** An Appropriation from Sewer Retained Earnings (account # 84152-590000) in the amount of $46,500 and from Water Retained Earnings (account # 84162-590000) in the amount of $46,500. These funds will be appropriated to Sewer Equipment (account # 604413-551002) in the amount of $46,500 and Water Equipment (account # 614513-551002) in the amount of $46,500.

Offered by: Mayor Paul Brodeur

From: Appropriations Committee RECOMMEND PASSAGE

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

5. **ORDER-2022-53 :** Acceptance of Massachusetts Department of Environmental Protection Recycling Dividend Program Grant in the amount of $11,700

Offered by: Mayor Paul Brodeur

From: Appropriations Committee RECOMMEND PASSAGE

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

6. **ORDER-2022-55 :** Amending Melrose Revised Ordinances, Chapter 4, Section 4-1, Wards and Precincts by deleting section 4-1 in its entirety and inserting in place thereof the Wards and Precincts description as enumerated herein.

Sponsored by: President Christopher Cinella

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

From: Legal & Legislative Committee RECOMMEND PASSAGE

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

7. **ORDER-2022-56 :** An Order to Further Amend Section 152-12 of the Code of the City of Melrose

Sponsored by: Ward 6 Jen Grigoraitis, At-Large Leila Migliorelli

From: Legal & Legislative Committee RECOMMEND PASSAGE

RESULT:	**PASSED [10 TO 0]**
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

VIII. ORDERS FROM COMMITTEE

IX. RULE 53 REPORTS

X. ADJOURNMENT

Motion: Adjourn

Motion: Adjourn
By: Councilor MacMaster, Second: Councilor Stewart - motion carried.

Meeting adjourned at 9:05 p.m.

RESULT:	**PASSED [10 TO 0]**
MOVER:	Shawn M. MacMaster, Ward 5
SECONDER:	Robb Stewart, Ward 3
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

CITY COUNCIL

MINUTES● DECEMBER 6, 2021

Web-based remote meeting , Melrose, MA 02176	Public Hearing	8:00 PM

I. PUBLIC HEARING FOR 2022 TAX CLASSIFICATION

Included in the 12/6/2021 City Council meeting beginning at 7:45 PM

See 7:45 p.m. minutes of December 6, 2021

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

AUDITOR
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4107

PATRICK DELLO RUSSO
Chief Financial Officer

To: Mayor Paul Brodeur
From: Patrick Dello Russo
Meeting Date: December 20, 2021
Subject: Acceptance of MassEVIP Grant
Order #: ORDER-2022-57

The City of Melrose has been awarded a grant in the amount of $12,093.60 from the Massachusetts Department of Environmental Protection to acquire one electric vehicle charging station under the Massachusetts Electric Vehicle Incentive Program (MassEVIP) Workplace & Fleet (WPF) Charging Program. The proposed charging station equipment, installation, and network software license as described in the attached quote will be attached to the garage at the Melrose Police Station for the purpose of charging police fleet vehicles only. It will not be available for public use.

The balance of the cost of installing the charging station is $10,692.40 and will be funded from DPW Facilities Budget.

We seek City Council approval to accept the MassEVIP award and execute the attached contract. Please let me know if you need any further information.

FINANCIAL IMPACT: n/a

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

COMMONWEALTH TERMS AND CONDITIONS

This Commonwealth Terms and Conditions form is jointly issued by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) for use by all Commonwealth of Massachusetts ("State") Departments and Contractors. ***Any changes or electronic alterations by either the Department or the Contractor to the official version of this form, as jointly published by ANF, CTR and OSD, shall be void.*** Upon execution of the Standard Contract Form these Commonwealth Terms and Conditions will be incorporated by reference. Performance shall include services rendered, obligations due, costs incurred, commodities and deliverables provided and accepted by the Department, programs provided or other commitments authorized under a Contract. A deliverable shall include any tangible product to be delivered as an element of performance under a Contract. The Commonwealth is entitled to ownership and possession of all deliverables purchased or developed with State funds. Contract shall mean the Standard Contract Form issued jointly by ANF, CTR and OSD.

1. *Contract Effective Start Date.* Notwithstanding verbal or other representations by the parties, the effective start date of performance under a Contract shall be the later of the date the Contract was executed by an authorized signatory of the Contractor, the date the Contract was executed by an authorized signatory of the Department, the date specified in the Contract, or the date of any approvals required by law or regulation.

2. *Payments And Compensation.* The Contractor shall only be compensated for performance delivered and accepted by the Department in accordance with the specific terms and conditions of a Contract. All Contract payments are subject to appropriation pursuant to M.G.L. c. 29, § 26, or the availability of sufficient non-appropriated funds for the purposes of a Contract, and shall be subject to intercept pursuant to M.G.L. c. 7A, § 3 and 815 CMR 9.00. Overpayments shall be reimbursed by the Contractor or may be offset by the Department from future payments in accordance with state finance law. Acceptance by the Contractor of any payment or partial payment, without any written objection by the Contractor, shall in each instance operate as a release and discharge of the State from all claims, liabilities or other obligations relating to the performance of a Contract.

3. *Contractor Payment Mechanism.* All Contractors will be paid using the Comptroller's payment system unless a different payment mechanism is required. The Contractor shall timely submit invoices and supporting documentation as prescribed in a Contract. The Department shall review and return rejected invoices within fifteen (15) days of receipt with a written explanation for rejection. Payments shall be made in accordance with the bill paying policy issued by the Office of the Comptroller and 815 CMR 4.00, provided that payment periods listed in a Contract of less than forty-five (45) days from the date of receipt of an invoice shall be effective only to enable a Department to take advantage of early payment incentives and shall not subject any payment made within the forty-five (45) day period to a penalty. The Contractor Payroll System shall be used only for Individual Contractors who have been determined to be Contract Employees as a result of the Department's completion of an Internal Revenue Service SS-8 form in accordance with the Omnibus Budget Reconciliation Act (OBRA) 1990, and shall automatically process all state and federal mandated payroll, tax and retirement deductions.

4. *Contract Termination Or Suspension.* A Contract shall terminate on the date specified in a Contract, unless this date is properly amended in accordance with all applicable laws and regulations prior to this date, or unless terminated or suspended under this Section upon prior written notice to the Contractor. The Department may terminate a Contract without cause and without penalty, or may terminate or suspend a Contract if the Contractor breaches any material term or condition or fails to perform or fulfill any material obligation required by a Contract, or in the event of an elimination of an appropriation or availability of sufficient funds for the purposes of a Contract, or in the event of an unforeseen public emergency mandating immediate Department action. Upon immediate notification to the other party, neither the Department nor the Contractor shall be deemed to be in breach for failure or delay in performance due to Acts of God or other causes factually beyond their control and without their fault or negligence. Subcontractor failure to perform or price increases due to market fluctuations or product availability will not be deemed factually beyond the Contractor's control.

5. *Written Notice.* Any notice shall be deemed delivered and received when submitted in writing in person or when delivered by any other appropriate method evidencing actual receipt by the Department or the Contractor. Any written notice of termination or suspension delivered to the Contractor shall state the effective date and period of the notice, the reasons for the termination or suspension, if applicable, any alleged breach or failure to perform, a reasonable period to cure any alleged breach or failure to perform, if applicable, and any instructions or restrictions concerning allowable activities, costs or expenditures by the Contractor during the notice period.

6. *Confidentiality.* The Contractor shall comply with M.G.L. c. 66A if the Contractor becomes a "holder" of "personal data". The Contractor shall also protect the physical security and restrict any access to personal or other Department data in the Contractor's possession, or used by the Contractor in the performance of a Contract, which shall include, but is not limited to, the Department's public records, documents, files, software, equipment or systems.

7. *Record-keeping And Retention, Inspection Of Records.* The Contractor shall maintain records, books, files and other data as specified in a Contract and in such detail as shall properly substantiate claims for payment under a Contract, for a minimum retention period of six (6) years beginning on the first day after the final payment under a Contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving a Contract. The Department shall have access, as well as any parties identified under Executive Order 195, during the Contractor's regular business hours and upon reasonable prior notice, to such records, including on-site reviews and reproduction of such records at a reasonable expense.

8. *Assignment.* The Contractor may not assign or delegate, in whole or in part, or otherwise transfer any liability, responsibility, obligation, duty or interest under a Contract, with the exception that the Contractor shall be authorized to assign present and prospective claims for money due to the Contractor pursuant to a Contract in accordance with M.G.L. c. 106, § 9-318. The Contractor must provide sufficient notice of assignment and supporting documentation to enable the Department to verify and implement the assignment. Payments to third party assignees will be processed as if such payments were being made directly to the Contractor and these payments will be subject to intercept, offset, counter claims or any other Department rights which are available to the Department or the State against the Contractor.

9. *Subcontracting By Contractor.* Any subcontract entered into by the Contractor for the purposes of fulfilling the obligations under a Contract must be in writing, authorized in advance by the Department and shall be consistent with and subject to the provisions of these Commonwealth Terms and Conditions and a Contract. Subcontracts will not relieve or discharge the Contractor from any duty, obligation, responsibility or liability arising under a Contract. The Department is entitled to copies of all subcontracts and shall not be bound by any provisions contained in a subcontract to which it is not a party.

10. *Affirmative Action, Non-Discrimination In Hiring And Employment.* The Contractor shall comply with all federal and state laws, rules and regulations promoting fair employment practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability,

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COMMONWEALTH TERMS AND CONDITIONS

handicap, sexual orientation or for exercising any rights afforded by law. The Contractor commits to purchasing supplies and services from certified minority or women-owned businesses, small businesses or businesses owned by socially or economically disadvantaged persons or persons with disabilities.

11. *Indemnification.* Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, including the Department, its agents, officers and employees against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement or other damages that the State may sustain which arise out of or in connection with the Contractor's performance of a Contract, including but not limited to the negligence, reckless or intentional conduct of the Contractor, its agents, officers, employees or subcontractors. The Contractor shall at no time be considered an agent or representative of the Department or the State. After prompt notification of a claim by the State, the Contractor shall have an opportunity to participate in the defense of such claim and any negotiated settlement agreement or judgment. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph. Any indemnification of the Contractor shall be subject to appropriation and applicable law.

12. *Waivers.* Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.

13. *Risk Of Loss.* The Contractor shall bear the risk of loss for any Contractor materials used for a Contract and for all deliverables, Department personal or other data which is in the possession of the Contractor or used by the Contractor in the performance of a Contract, until possession, ownership and full legal title to the deliverables are transferred to and accepted by the Department.

14. *Forum, Choice of Law And Mediation.* Any actions arising out of a Contract shall be governed by the laws of Massachusetts, and shall be brought and maintained in a state or federal court in Massachusetts which shall have exclusive jurisdiction thereof. The Department, with the approval of the Attorney General's Office, and the Contractor may agree to voluntary mediation through the Massachusetts Office of Dispute Resolution (MODR) of any Contract dispute and will share the costs of such mediation. No legal or equitable rights of the parties shall be limited by this Section.

15. *Contract Boilerplate Interpretation, Severability, Conflicts With Law, Integration.* Any amendment or attachment to any Contract which contains conflicting language or has the effect of a deleting, replacing or modifying any printed language of these Commonwealth Terms and Conditions, as officially published by ANF, CTR and OSD, shall be interpreted as superseded by the official printed language. If any provision of a Contract is found to be superseded by state or federal law or regulation, in whole or in part, then both parties shall be relieved of all obligations under that provision only to the extent necessary to comply with the superseding law; provided however, that the remaining provisions of the Contract, or portions thereof, shall be enforced to the fullest extent permitted by law. All amendments must be executed by the parties in accordance with Section 1 of these Commonwealth Terms and Conditions and filed with the original record copy of a Contract as prescribed by CTR. The printed language of the Standard Contract Form, as officially published by ANF, CTR and OSD, which incorporates by reference these Commonwealth Terms and Conditions, shall supersede any conflicting verbal or written agreements relating to the performance of a Contract, or attached thereto, including contract forms, purchase orders or invoices of the Contractor. The order of priority of documents to interpret a Contract shall be as follows: the printed language of the Commonwealth Terms and Conditions, the Standard Contract Form, the Department's Request for Response (RFR) solicitation document and the Contractor's Response to the RFR solicitation, excluding any language stricken by a Department as unacceptable and including any negotiated terms and conditions allowable pursuant to law or regulation.

IN WITNESS WHEREOF, the Contractor certifies under the pains and penalties of perjury that it shall comply with these Commonwealth Terms and Conditions for any applicable Contract executed with the Commonwealth as certified by their authorized signatory signing the Standard Contract Form.

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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

M E M O R A N D U M

TO: Mayor Paul Brodeur
Patrick Dello Russo, Auditor/CFO

FROM: Martha Grover, Sustainability Manager

RE: MassEVIP Grant Award

DATE: December 10, 2021

The City of Melrose has been awarded a grant in the amount of $12,093.60 from the Massachusetts Department of Environmental Protection to acquire one electric vehicle charging station under the Massachusetts Electric Vehicle Incentive Program (MassEVIP) Workplace & Fleet (WPF) Charging Program. The proposed charging station equipment, installation, and network software license as described in the attached quote will be attached to the garage at the Melrose Police Station for the purpose of charging police fleet vehicles only. It will not be available for public use.

The balance of the cost of installing the charging station is $10,692.40 and will be funded from the DPW facilities budget.

We seek City Council approval to accept the MassEVIP award and execute the attached contract. Please let me know if you need any further information.

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Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection
One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Kathleen A. Theoharides
Secretary

Martin Suuberg
Commissioner

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

December 6, 2021

City of Melrose
562 Main Street
Melrose, MA 02176

Dear Martha Grover,

The Massachusetts Department of Environmental Protection (MassDEP) is pleased to announce that City of Melrose has been awarded a grant of $12,093.60 to acquire one electric vehicle charging station(s) under the Massachusetts Electric Vehicle Incentive Program (MassEVIP) Workplace & Fleet (WPF) Charging Program at the following location(s):

- An amount not to exceed $12,093.60 for two ports at 56 W. Foster Street, Melrose, MA.

Contract documents are attached. You will need to sign and return the two that require signatures within **30** business days of receipt. The Grantee is authorized to proceed with the acquisition of the EV charging station(s) with the receipt of this approval letter. The contract documents include:

- *Commonwealth of Massachusetts - Standard Contract Form*, **to be signed** by an authorized signatory;
- *Commonwealth Terms and Conditions*, no signature required;
- *Contractor Authorized Signatory Listing*, **to be signed** by one of the parties specified on the listing;
- *End User Agreement*, no signature required.

Please email scanned copies of documents requiring signatures to MassEVIP.MassDEP@mass.gov and mail originals (wet signature, no copies) to the following address:

MassDEP
Attn: MassEVIP
One Winter Street, 6th Floor
Boston, MA 02108

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.
TTY# MassRelay Service 1-800-439-2370
MassDEP Website: www.mass.gov/dep
Printed on Recycled Paper

MassDEP will execute the *Commonwealth of Massachusetts - Standard Contract Form* and email you a scanned copy for your records

You have up to 6 months from the contract documents' execution date to make the EV charging station operational. You have up to 90 days from the date the EV charging station is operational to request payment by completing and submitting the *End-User Agreement* Attachment A *Payment Request Form* and required attachments. MassDEP will not authorize the payment until receiving a complete *Payment Request Form* and required attachments. Required attachments include:

- Final invoice for EV charging station with line items for individual EV charging station costs.
- Final invoice for EV charging station installation costs.
- Photographs of installed EV charging station. Pictures should clearly show parking spaces, ADA accessible EV parking space and EV designated signage.

The MassEVIP WPF grant can be paid to either the grantee or the equipment vendor, as specified by the grantee. Where possible, MassDEP would prefer to pay the grant to the equipment vendor.

On behalf of Commissioner Suuberg, I want to congratulate City of Melrose for taking this important step towards making Massachusetts a leader in deploying electric vehicle charging equipment and helping the Commonwealth achieve its ambitious climate goals.

If you have any questions or comments regarding MassEVIP or the awarded grant, please contact us at MassEVIP.MassDEP@mass.gov.

Sincerely,



Christine Kirby
Assistant Commissioner
Bureau of Air and Waste

Attachments: *Commonwealth of Massachusetts - Standard Contract Form*
Commonwealth Terms and Conditions
Contractor Authorized Signatory Listing
End-User Agreement

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COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

2.1

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: Department of Environmental Protection** **MMARS Department Code: EQE**	
Legal Address: (W-9, W-4): 562 Main Street **Melrose, MA 02176**		**Business Mailing Address: ONE WINTER STREET, BOSTON, MA 02108**	
Contract Manager: Martha Grover	**Phone: (781) 979-4195**	**Billing Address (if different):**	
E-Mail: mgrover@cityofmelrose.org	**Fax:**	**Contract Manager: Winifred Prendergast**	**Phone: (617) 292-5596**
Contractor Vendor Code: VC		**E-Mail: winifred.prendergast@mass.gov**	**Fax: N/A**
Vendor Code Address ID (e.g. "AD001"): AD__. **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s):** **RFR/Procurement or Other ID Number: BD-19-1045-BAW00-BAW01-34706**	

_X_ 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)
_X_ **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)

___ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** 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): __ Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services __ 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.)
_X_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $ 12,093.60 .

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 __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: _X_ agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ 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.)

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 **December 6, 2024**, 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 Captured At Time of Signature)
Print Name: _____.
Print Title: _____.

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____. **Date:** _____.
(Signature and Date Must Be Captured At Time of Signature)
Print Name: Bawa Wavezwa .
Print Title: Dir. COM Fiscal Management Division .

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COMMONWEALTH OF MASSACHUSETTS
AGREEMENT BETWEEN MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND CITY OF MELROSE

The *Volkswagen Diesel Emissions Environmental Mitigation Trust for State Beneficiaries, Puerto Rico and the District of Columbia* (VW Trust) was established to settle enforcement actions against Volkswagen (VW) and its subsidiaries[1] after it was discovered that VW illegally installed defeat devices in millions of Volkswagen, Audi, and Porsche diesel vehicles worldwide,[2] causing these vehicles to emit higher-than-allowed amounts of nitrogen oxides (NO_x). The Commonwealth of Massachusetts has been allocated approximately $75 million of these Trust funds and the Massachusetts Department of Environmental Protection (MassDEP) is designated as the Massachusetts lead agency to administer the VW Funds.

This Agreement is entered into by the Commonwealth of Massachusetts, acting through MassDEP, and City of Melrose (Grantee) for the purpose of implementing an Eligible Mitigation Action under the VW Trust to offset excess NO_x emissions resulting from the VW violations and to electrify the Massachusetts transportation network. In accordance with the Massachusetts VW Beneficiary Mitigation Plan, MassDEP is charged with the implementation of and oversight for the Massachusetts Electric Vehicle Incentive Program (MassEVIP) Workplace and Fleet Charging. Through MassEVIP Workplace and Fleet Charging, $12,093.60 of the VW Funds shall be allocated to Grantee for the procurement and deployment of one Level 2 MassEVIP-funded electric vehicle (EV) charging station(s) ("EV charging station(s)"). The funding consists of:

- An amount not to exceed $12,093.60 for two ports at 56 W. Foster Street, Melrose, MA.

By accepting the grant funding, Grantee expressly agrees, through the execution of the *Commonwealth of Massachusetts - Standard Contract Form* and *Commonwealth Terms and Conditions*, to be bound by this Agreement, which is an Attachment to the *Commonwealth of Massachusetts - Standard Contract Form* and *Commonwealth Terms and Conditions* and incorporated therein by reference. Grantee agrees that, from time to time as deemed necessary by MassDEP, to effectuate the goals and purposes of the VW Trust, MassDEP and Grantee shall amend this Agreement.

[1] Volkswagen AG, Audi AG, Porsche Cars of North America, Inc., Volkswagen Group of America, Inc., Volkswagen Group of America Chattanooga Operations, LLC Dr. Ing. h.c. F. Porsche AG, and Porsche Cars North America, Inc.
[2] VW installed the devices in over 11 million vehicles worldwide, including 590,000 in the U.S. and over 14,000 in Massachusetts.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Terms and Conditions

1. Agreement Duration/Timeline
   a) Grantee has up to 6 months after the effective date of this Agreement to make the EV charging station(s) operational.
   b) Grantee shall request MassDEP's approval of any extension of the 6 month timeframe by notifying MassDEP in writing at least 7 days prior to the end of the 6 month timeframe if the EV charging station(s) will not be operational within 6 months following the effective date of this Agreement. Grantee shall include documentation in any such request to show the reason for the delay, the efforts made by Grantee to avoid the delay, and a timeline by which the EV charging station(s) will be in service. Grantee's request for an extension will not be deemed granted unless approved in writing by MassDEP.
   c) Grantee shall operate the EV charging station(s) for a minimum of 3 full consecutive years following the date the EV charging station(s) are operational.

2. Hardware and Location Requirements
   a) Grantee shall install EV charging station(s) that:
      i. are hard-wired Level 1 or Level 2 EV charging station(s);
      ii. are UL listed (certified to Underwriters Laboratories, Inc. standards);
      iii. are able to charge EVs produced by multiple manufacturers;
      iv. enable payment option for all EV drivers without restrictions based on network membership or subscription (e.g., allow credit card payment without login), if the EV charging station(s) are equipped to accept payment; and
      v. are new installations, and not ordered until after an approval letter is received from MassDEP.
   b) Grantee shall limit use of the EV charging station(s) to grantee-owned EV use only.
   c) Grantee shall have at least one grantee-owned electric vehicle that can use the EV charging station(s).
   d) Grantee shall have evidence of ownership of the location identified in application or evidence that installation is allowed on the property (i.e., written permission of owner and/or pertinent language in lease, license agreement, or easement, etc.), and provide such evidence to MassDEP upon request.
   e) The location at which the EV charging station(s) are installed shall be a non-residential place of business.

3. EV Charging Station(s) and Installation Costs
   a) The grant amount listed on the first page of this Agreement will cover 60% of the cost of the EV charging station(s) and installation, including:
      i. a console wired into the electrical supply;
      ii. a cable and connector to plug into the EV;
      iii. cable management strategy (e.g., coil, retractable, etc.);
      iv. mounting, either pedestal or wall (Pedestal: hard-wired to a permanent pole or box. Wall: hard-wired to a wall and typically includes a mounting plate.);
      v. separate payment module;
      vi. upgrading electrical supply;
      vii. construction costs related to installation (including accessible EV parking space);

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viii. signage and pavement painting; and
ix. shipping/freight for i-viii.

b) Grantee shall provide funds, either directly from Grantee or another source, to cover the remaining cost of the EV charging station(s), the remaining installation costs, and operating and maintenance costs for a minimum of 3 full consecutive years after EV charging station(s) is operational.
c) Costs not covered include:
   i. land/parking space purchase or lease;
   ii. shipping/freight for items not included in Paragraph 3.a) above;
   iii. software subscription;
   iv. warranty;
   v. taxes;
   vi. internet connection or cell signal;
   vii. planning or permitting for the project;
   viii. bollards, curbs, wheel stops, setbacks, bumper guards;
   ix. electricity consumption and demand charges;
   x. preventative and corrective maintenance on EV charging station(s); and
   xi. any other required costs not covered by Paragraph 3.a) above.
d) Funding from multiple MassDEP EVIP programs cannot be combined for a single EV charging station.
e) Funding from MassDEP EVIP programs cannot be combined with grants from the Massachusetts Green Communities Division for a single EV charging station and installation.
f) MassEVIP grant combined with funding from other sources shall not exceed 100% of the cost paid for the EV charging station(s) and installation.

4. EV Charging Station(s) Parking Requirements
   a) For each port installed, one parking space shall be designated for grantee-owned plug-in EV use only and marked clearly through visible signage, examples of which are provided in Attachment B. Grantee shall actively enforce this requirement. Grantee is encouraged to paint the pavement of the parking area to indicate the parking space is designated for plug-in EVs.
   b) The parking space(s) and EV charging station(s) shall be located such that the connector from each EV charging station can easily reach a plug-in EV parked in the associated parking space.
   c) The EV charging station(s)' location shall be designed to protect the EV charging station(s) from physical damage. Such protective measures may include curbs, wheel stops, setbacks, bumper guards, and bollards.
   d) The EV charging station(s) parking space(s) and area around the EV charging station(s) shall be maintained, including snow removal and general cleaning.

5. Payment Requests

Grantee shall complete and submit Attachment A *Payment Request Form* no later than 90 days after the date the EV charging station(s) are operational in order to request the release of funding for the EV charging station(s) and installation, as applicable. The grant payment will be based on the final invoice for the EV charging station(s) and installation, as applicable, submitted

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by Grantee. The grant payment may be less than the total grant amount listed on page 1 of this Agreement and will not exceed the per street address grant amount listed on page 1 of this Agreement. MassDEP reserves the right to refuse payment if Grantee fails to submit timely documentation. Grantee may submit multiple payment requests if receiving a grant for multiple EV charging stations and the EV charging stations become operational at different times. Once MassDEP has received all required documentation from Grantee for a payment request, MassDEP will submit a request that the trustee of the grant funds disburse the funds to Grantee. It can take up to 45 days for the funds to be released by the trustee. Information required by Attachment A includes, without limitation:

a) the amount of funds that are the subject of the payment request for the EV charging station(s), and date(s) when EV charging station(s) were operational;
b) detailed final cost invoices for the EV charging station(s) and installation, as applicable, that are the subject of the Payment Request;
c) pictures of the installed and operational EV charging station(s); and
d) the party and address to whom the funds shall be directed.

Grantee agrees to provide MassDEP with any additional information requested by MassDEP as may be necessary to support a funding request under the VW Trust.

If Grantee is subject to state public contracting laws, Grantee shall include with any payment request the following certification, "I hereby certify under the pains and penalties of perjury that Grantee has complied with all laws, regulations and other requirements applicable to the procurement and acquisition of the EV charging station(s) that are the subject of this Payment Request."

6. MassEVIP Workplace and Fleet Charging Program Funding Payee

Wilmington Trust N.A. is the Trustee under the VW Trust and is the entity that will be issuing payments under this Agreement. Grantee agrees and acknowledges that:

a) Wilmington Trust N.A. ("WT") is acting on behalf of MassDEP solely to assist it in making payments;
b) Grantee waives any and all claims whatsoever, in law and/or in equity, against WT and Grantee will not initiate a suit against WT;
c) WT will not be liable for any actions that WT takes or abstains from taking arising out of or in connection with the performance of its duties on behalf of and as directed by MassDEP;
d) WT will not be liable for indirect, special, incidental, punitive or consequential losses or damages of any kind whatsoever in connection with making payments on behalf of MassDEP; and
e) WT is a third party beneficiary of this acknowledgement.

7. Promotion of EV Charging Station(s)

a) Grantee agrees to promote the EV charging station(s) to employees, visitors and general public (if applicable) via various marketing strategies throughout the minimum period of 3 full consecutive years specified in Paragraph 1. Availability of Workplace Charging shall be made known to employees through signage and email messaging in the first month of the 3-year period. Other marketing strategies may include but are not limited to:

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Ride and Drive events, education for interested employees on the proper operation of the EV charging station(s), flyers, internal/external newsletters and webpages, etc. Grantee shall provide proof of such promotion to MassDEP upon request.

b) If EV charging station(s) are available for public use, register each on the United States Department of Energy's (DOE) Alternative Fuels Data Center Station Locator http://www.afdc.energy.gov/fuels/electricity_locations.html. Grantees are also encouraged to submit the location to other EV charging websites such as www.PlugShare.com.

c) Grantee is encouraged to conduct an EV "Ride and Drive" event at their location. A Ride and Drive event provides a hands-on driving experience for consumers who are unfamiliar with EVs and also showcases how EVs are easy to drive, function like traditional vehicles, and can reduce oil consumption, pollution, and fuel and maintenance expenses. Grantee is encouraged to utilize the following on-line resource when conducting a Ride and Drive event: https://driveelectricweek.org/resources.php.

8. Insurance Coverage for EV Charging Station(s)

Adequate property and casualty insurance coverage for each EV charging station shall be provided by Grantee through third party coverage or self-insurance. Grantee shall provide proof of such coverage to MassDEP upon request.

9. Training on the Operation and Maintenance of EV Charging Station(s)

Upon installation of the EV charging station(s), Grantee agrees to require all pertinent personnel to attend a training session on the operation and maintenance of the equipment.

10. MassDEP Verification of EV Charging Station(s)

Grantee agrees to allow MassDEP access to the EV charging station(s) during normal business hours so that MassDEP can verify the installation, maintenance, and use of the EV charging station(s).

11. Data Reporting and Recordkeeping Requirements

For a minimum of 3 full consecutive years after the EV charging station(s) are operational, Grantee shall collect data on the operation, maintenance and usage, e.g., hours of use, number of sessions, number of unique users, kilowatt hours charged, downtime, and maintenance costs, if available. Upon request by MassDEP and within a reasonable time, Grantee shall prepare and submit such data or records to MassDEP, in a format specified by MassDEP.

12. EV Charging Station(s) and Electrical Infrastructure Maintenance Requirements

Grantee shall maintain the EV charging station(s) and land-based electrical infrastructure in order to provide proper electrical supply for the operation of the EV charging station(s) for the duration of the 3 full consecutive year in-service period. Grantee shall maintain such EV charging station(s) and infrastructure in accordance with the manufacturer's recommended procedures and specifications and agrees that it is responsible for any maintenance and repair work that is not covered under the scope of the manufacturer's warranty. If the electrical infrastructure fails such that proper electrical supply required for the operation of the EV charging station(s) is not provided, Grantee shall contact either the vendor that performed the

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installation of the EV charging station(s), if such vendor also performed work on the electrical infrastructure, or another vendor/electrician of Grantee's choice. Grantee shall ensure that all necessary repairs to EV charging station(s), electrical infrastructure and electrical supply are completed within 14 calendar days of Grantee having knowledge of failure. Grantee shall keep records of its maintenance efforts and will make those records available to MassDEP upon request.

13. Noncompliance

Grantee agrees that it is required to keep the EV charging station(s) in service for a minimum of 3 full consecutive years after the EV charging station(s) become operational. In the event Grantee fails to comply with this requirement, the Commonwealth of Massachusetts and MassDEP shall, without limitation, have the right to require Grantee to return all or a portion of the VW Funds, such portion to be calculated *pro rata* based on the remaining portion of the required 3 full consecutive year in-service period.

MassDEP reserves the right to recover any funding provided to Grantee and/or pursue any other legal actions deemed appropriate if MassDEP determines that Grantee did not provide complete and accurate information or fails to meet the requirements or intent of the program.

The provisions of this paragraph shall in no way be construed to limit or prohibit the Commonwealth of Massachusetts or MassDEP from pursuing any other legal or equitable right, remedy, action or claim available under applicable federal or state laws and regulations for the failure of Grantee to meet any of its obligations including, without limitation, requiring Grantee to return VW funds grants hereunder.

14. Notices, Submissions and Requests

Except as otherwise provided in this Agreement, all notices, submissions and requests by Grantee shall be sent to MassEVIP.MassDEP@mass.gov.

15. Effective Date

The "Effective Date" of this Agreement is the date MassDEP signs the *Commonwealth of Massachusetts - Standard Contract Form*. The sequence of signing will be Grantee followed by MassDEP.

16. Transfer

Grantee agrees that it may not transfer the EV charging station(s), except as follows. In the event of an unforeseen circumstance that requires Grantee to transfer ownership of one or more EV charging station(s), Grantee may request written pre-approval from MassDEP to transfer such ownership. The decision to approve such a request shall be in MassDEP's sole and exclusive discretion, and Grantee shall provide MassDEP with all requested information and comply with all conditions imposed by MassDEP in connection with such approval. The Commonwealth of Massachusetts and MassDEP reserve all of their rights, remedies, actions and claims available under state and federal laws and regulations in the event of any inaccurate, misleading or fraudulent information provided by Grantee in connection with a request hereunder.

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Attachment A

Payment Request Form

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MassEVIP Workplace & Fleet Charging Program
Payment Request Form

In order to request payment for the MassEVIP Workplace & Fleet Charging Program, this form must be completed, signed, and submitted, along with all attachments, to the email address indicated on the last page.

GRANTEE Information

Grantee:		Contact Person:	
Address:		Email:	
City, State, Zip:		Phone Number:	

Electric Vehicle (EV) Charging Station VENDOR Information

Vendor:		Contact Person:	
Address:		Email:	
City, State, Zip:		Phone Number:	

EV Charging Station INSTALLATION VENDOR Information
(If same as EV charging station vendor, write same as above under Vendor below)

Vendor:		Contact Person:	
Address:		Email:	
City, State, Zip:		Phone Number:	

If Grantee's W-9 indicated that federal tax withholding is required, disbursement may only be directed to Grantee, not a vendor.

PAYMENT TO (check one): Grantee __ or Charging Station Vendor__ or Installation Vendor __

Payment will be made via check and sent to the address provided above for the selected entity

12/29/2020

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MassEVIP Workplace & Fleet Charging Payment Request Form

EV Charging Station Information

EV Charging Station(s)

Make/Model:	Level 1 ___ or Level 2 ___
Number of Units:	Total Number of Ports:
Installation Address:	City/Town:
Location description (e.g., side door, by store entrance):	
Installation Date:	Operational Date:

EV Charging Station(s)

Make/Model:	Level 1 ___ or Level 2 ___
Number of Units:	Total Number of Ports:
Installation Address:	City/Town:
Location description (e.g., side door, by store entrance):	
Installation Date:	Operational Date:

EV Charging Station(s)

Make/Model:	Level 1 ___ or Level 2 ___
Number of Units:	Total Number of Ports:
Installation Address:	City/Town:
Location description (e.g., side door, by store entrance):	
Installation Date:	Operational Date:

EV Charging Station(s)

Make/Model:	Level 1 ___ or Level 2 ___
Number of Units:	Total Number of Ports:
Installation Address:	City/Town:
Location description (e.g., side door, by store entrance):	
Installation Date:	Operational Date:

If you have more locations or charging station types, copy and repeat this page.

12/29/2020

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MassEVIP Workplace & Fleet Charging Payment Request Form

Incentive Information

Total Number of EV Charging Stations:	Total Number of Ports:	Total Eligible EV Charging Station Costs:	Total Eligible Installation Costs (if applicable):
_____	_____	$_____	$_____

Only include costs eligible through the MassEVIP Workplace & Fleet Charging Program in the boxes above. See *MassEVIP Workplace & Fleet Charging (WPF) Program Requirements* for details on eligible costs.

Payment will be 60% of the eligible costs identified above and confirmed via the attached invoices or the amount awarded in the approval letter, whichever is less.

ATTACHMENTS

- ☐ Final invoice(s) for EV charging station(s) with line items for individual EV charging station costs.
- ☐ Final invoice(s) for EV charging station installation costs (even if not funded by MassEVIP).
- ☐ Photographs of installed EV charging station(s). Pictures should clearly show all parking spaces, including Accessible EV parking spaces and EV only signage. Accessible EV parking spaces should NOT be signed as handicapped only. (For additional guidance related to the accessibility requirements, please see the section titled "*Accessibility*" found within the *MassEVIP Workplace & Fleet Charging (WPF) Program Requirements*.)

Grantee agrees to provide MassDEP with any additional information requested as necessary to support a funding request under the VW Trust.

I hereby certify under the pains and penalties of perjury that: 1) I have personally examined and am familiar with the information submitted herein, including all attachments, and to the best of my knowledge, the information submitted to MassDEP in this Payment Request, is true, accurate, and complete; 2) Grantee has complied with all laws, regulations and other requirements applicable to the procurement, acquisition, and installation of the EV charging station(s) that are the subject of this Payment Request; and 3) I have authority to submit this Payment Request on behalf of Grantee. I am also aware that, in the event it is determined that any grant funding was awarded based on false information, Grantee will be required to return the grant money.

_____ _____/_____/_____

Signature of Authorized Signatory *Date*

_____ _____

Print Name of Authorized Signatory *Title of Authorized Signatory*

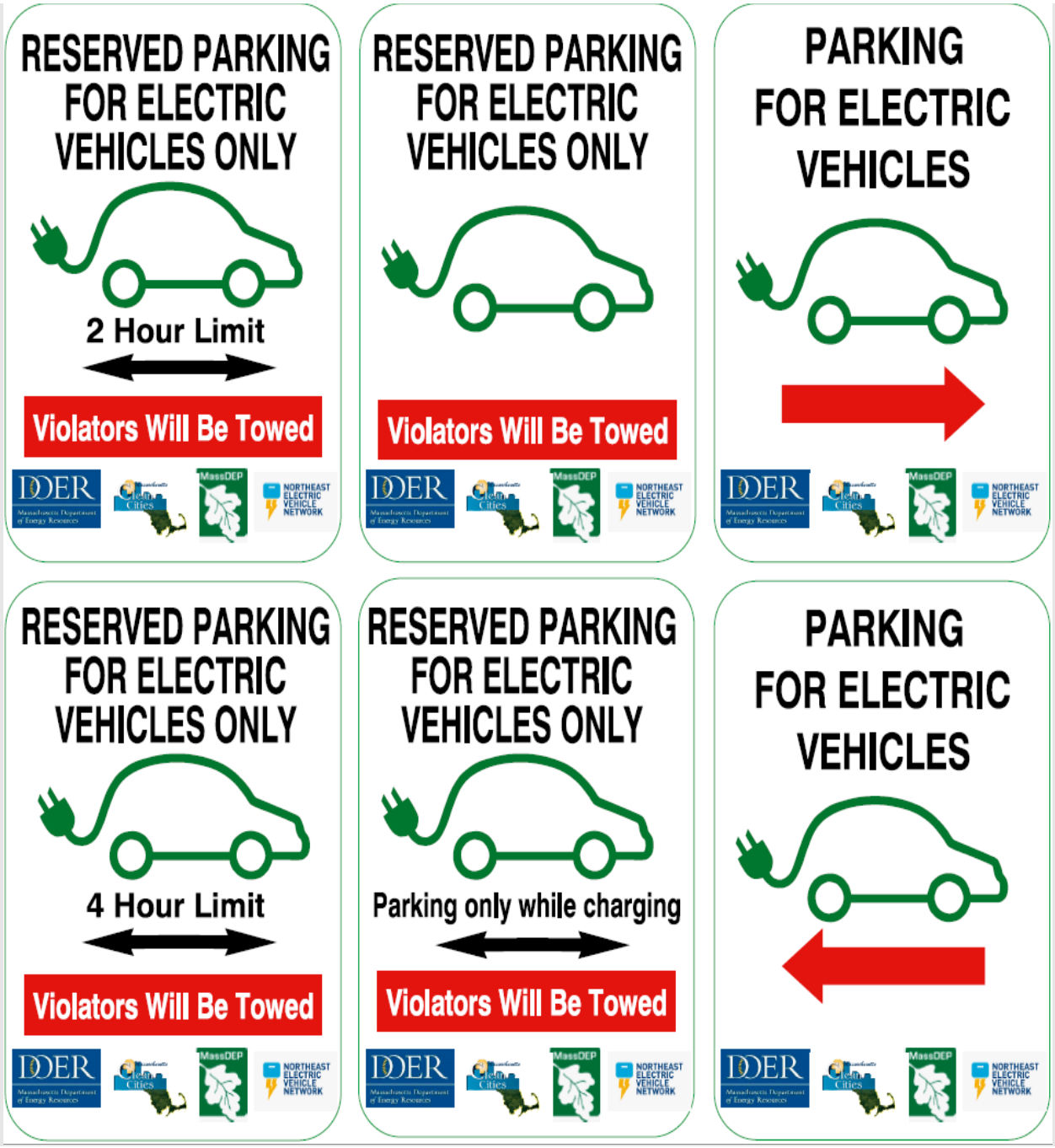
Please return the completed form and attachments to: MassEVIP.MassDEP@Mass.gov

12/29/2020

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Attachment B

Example Parking Signage



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October 20, 2021
Martha Grover
Energy Efficiency Manager | Office of Planning and Community Development
City of Melrose
562 Main St. Melrose, MA 02176
RE: Melrose Police Station EV station proposal

Quote 21343-R1

Voltrek is pleased to provide the following pricing and information to install Powercharge EVSE at the above referenced project.This project qualifies for the MassEVIP Workplace & Fleet (WFP) Program. Estimated grant rebates can be found below the Quote section. The MassEVIP WFP program details are attached to this quote.

Quote

Item	List Price	Qty	Amount
EVSE			
PowerCharge E20DWP-CR* Dual Output, Wall mount - 208/240V @30A with Cord Management	$2,999.00	1	$2,999.00
Amp Up Cloud Networking 1yr Prepaid networking plan, per plug	$192.00	2	$384.00
VOLTREK Networking Promotion 1 year FREE cloud Networking, per plug	-$192.00	2	-$384.00
PowerCharge Comprehensive Warranty (Parts & Labor) 5yr parts and labor priced per station	$2,100.00	1	$2,100.00
PowerCharge Activation Initial service activation required, per site	$350.00	1	$350.00
Amp Up Activation Required activation services, per station. (1-10 stations)	$180.00	1	$180.00
Shipping* Per station	$250.00	1	$250.00
Tax (exempt)	$0.00	1	$0.00
Installation			
Electrical Labor*	$9,450.00	1	$9,450.00

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Electrical Material*	$6,307.00	1	$6,307.00
EV Signs	$75.00	2	$150.00
Line Painting*	$1,000.00	1	$1,000.00

Total Project Cost **$22,786.00**

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LESS ESTIMATED MASSEVIP GRANT AWARD: *Denotes eligible costs for MassEVIP WFP award (60% of $20,156)	-$12,093.60
ESTIMATED NET PROJECT COST:	**$10,692.40**

Scope of Work

All labor and material required to install EV chargers:

- Install 100-amp 1 phase service including meter socket, 2" RSC riser conduit & conductors for overhead service from National Grid Utility Pole # 374, allowance of linear of 40 feet includes mast.
- Install 100 amp "main circuit breaker" single phase Load-center with 2 – 40-amp 2 pole circuit breakers.
- Furnish & Install 1" conduit from Load-center to proposed EV wall mounted station using # 8 AWG -30 linear ft.
- Installation & activation of a Qty of 1 – E20DWP-CR Wall Mounted PowerCharge Station.
- Assemble, mount and connect charging stations.

Complimentary Voltrek services (no charge):

- Activate, program, and test stations.
- Assist with grant applications and payment request submissions.
- Client onboarding and software training

Voltrek Preventative Service and Maintenance

Voltrek is pleased to offer its customers a Preventative Service & Maintenance Program. This program offers the following services:

- Quarterly visits to clean, inspect and test units using J1772 tools
- Active monitoring of stations functionality via ChargePoint software interface
- Provide support services, on site, within twenty-four (24) hours. Diagnostic included, all other labor charges on an hourly basis, at Voltrek's then current rates with travel time at half-rate
- Cancellable at any time

Single station, annual cost (billed quarterly): $900 (billed $225 per quarter)
Add additional stations at the same location: $300 per additional station, per year
Not available in some areas. Price applies to locations within 100 miles of Boston MA.
Contact Voltrek to request price and availability outside of that area

Warranty

PowerCharge stations come with a 3 year standard parts only warranty. 5 Years extended parts & Labor warranty included in the quoted pricing. Optional 3 year Parts & Labor Warranty available for $1,300 flat.

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Communication Requirements

PowerCharge stations rely on a cellular connection to communicate with the Amp up network and send data. **A Verizon, T-Mobile, or AT&T 4G/LTE signal** is required at the site for the stations to function.

Voltrek

Is a small business enterprise specializing in planning, installing, and servicing commercial charging station projects. We have been in business for 11 years and offer a full scope of turnkey services to meet your EV Charger needs. Voltrek has installed more than 2500 charging stations to date and is DBE & WBE certified. Voltrek is on the Commonwealth of Massachusetts OSD contract VEH102.

Terms

Hardware will be billed net 30 from date of equipment shipping and labor billed Net 30 from date of completion. Quote is subject to change at any time due to global supply-chain issues.

Please contact me with any questions and thank you for considering Voltrek.

Sincerely,
Mohammed Faiz
Account Manager
VOLTREK, LLC.
Cell: 978.985.6883

TO ACCEPT CONTRACT PLEASE COMPLETE BELOW AND RETURN TO VOLTREK. IF YOU WANT TO MODIFY OR ADD ITEMS PLEASE REQUEST VIA EMAIL AND AN UPDATED QUOTE WILL BE SENT.

NAME:

DATE:

SIGNATURE:

If you intend to assign your grant award to Voltrek, please check this box: ☐

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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: December 20, 2021
Subject: Update regarding the Northeast Metropolitan Regional Vocation district election
Order #: ORDER-2022-58

Representatives from the Northeast Metropolitan Regional Vocational High School district committee will provide information regarding the upcoming district election.

FINANCIAL IMPACT:N/A

RESULT:	**PLACED ON FILE [10 TO 0]**
MOVER:	Robb Stewart, Ward 3
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

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Part I ADMINISTRATION OF THE GOVERNMENT

Title XII EDUCATION

Chapter 71 PUBLIC SCHOOLS

Section 16 REGIONAL SCHOOL DISTRICTS; STATUS; POWERS AND DUTIES

Section 16. A regional school district established under the provisions of the preceding section shall be a body politic and corporate with all the powers and duties conferred by law upon school committees, and with the following additional powers and duties:

(a) To adopt a name and a corporate seal, and the engraved or printed facsimile of such seal on a bond or note of the district shall have the same validity and effect as though such seal were impressed thereon.

(b) To sue and be sued, but only to the same extent and upon the same conditions that a town may sue or be sued.

(c) To acquire property within the towns comprising the district under the provisions of chapter seventy-nine and section fourteen of chapter forty for the purposes of the district and to construct, reconstruct, add to, remodel, make extraordinary repairs to, equip, organize and operate a school or schools for the benefit of the towns comprising the district, and to make any necessary contracts in relation thereto; provided, however, that no property shall be acquired unless the town in which such property

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is located approves such acquisition by a two-thirds vote at a town meeting which shall be called within sixty days after the district committee authorizes the incurring of debt for such purpose.

(d) To incur debt for the purpose of acquiring land and constructing, reconstructing, adding to and equipping a school building or for the purpose of remodeling and making extraordinary repairs to a school building and for the construction of sewerage systems and sewerage treatment and disposal facilities, or for the purchase or use of such systems with municipalities, and for the purpose of purchasing department equipment; or for the purpose of constructing, reconstructing or making improvements to outdoor playground, athletic or recreational facilities; or for the purpose of constructing, reconstructing or resurfacing roadways and parking lots; or for the purpose of any other public work or improvement of a permanent nature required by the district; or for the purpose of any planning, architectural or engineering costs relating to any of the above purposes; provided, however, that written notice of the amount of the debt and of the general purposes for which it was authorized shall be given to the board of selectmen in each of the towns comprising the district not later than 7 days after the date on which the debt was authorized by the district committee; provided further, that no debt may be incurred until the expiration of 60 days after the date on which the debt was authorized; and provided further, that before the expiration of this period any member town of the regional school district may hold a town meeting for the purpose of expressing disapproval of the amount of debt authorized by the district committee, and if at that meeting a majority of the voters present and voting express disapproval of the amount authorized by the district committee, the debt shall not be incurred and the district school committee shall prepare another proposal

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which may be the same as any prior proposal and an authorization to incur debt therefor. Debt incurred under this section shall be payable within 30 years, but no such debt shall be issued for a period longer than the maximum useful life of the project being financed as determined in accordance with guidelines established by the director of accounts pursuant to section 38 of chapter 44.

In the case of a vocational regional school district, if the district agreement so provides or is amended to so provide, such debt may also be incurred if two thirds of the member towns do not vote disapproval within said sixty day period provided that said towns which have not voted disapproval agree, within ninety days of the date on which said debt was authorized, to pay the total bond indebtedness authorized by the district committee without contribution by the member towns which voted disapproval of the amount of said debt. The member towns of such vocational regional school district which have voted disapproval of the new indebtedness shall have the right to retain their membership in the school district as provided in their district agreement except that they shall not be allowed any added enrollment that might result solely from the expansion of facilities that occurs on account of said new indebtedness.

(e) To issue bonds and notes in the name and upon the full faith and credit of said district; said bonds or notes shall be signed by the chairman and treasurer of the district committee, except that said chairman by a writing bearing his written signature and filed in the office of said treasurer, which writing shall be open to public inspection, may authorize said treasurer to cause to be engraved or printed on said bonds or notes a

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facsimile of said chairman's signature, and such facsimile so engraved or printed shall have the same validity and effect as said chairman's written signature, and each issue of bonds or notes shall be a separate loan.

(f) To receive and disburse funds for any district purpose.

(g) To incur temporary debt in anticipation of revenue to be received from any source. This clause shall also apply to all regional school districts established under the provisions of special laws.

(h) To assess member towns for any expenses of the district.

(i) To receive any grants or gifts for the purposes of the regional district school or schools.

(j) To engage legal counsel.

(k) To submit an annual report to each of the member towns, containing a detailed financial statement, and a statement showing the method by which the annual charges assessed against each town were computed, together with such additional information relating to the operation and maintenance of such school or schools as may be deemed necessary by the district school committee or by the selectmen of any member town.

(l) To employ a superintendent of schools who may also be a superintendent of one or more of the towns comprising said district and to establish an employment contract for a period of time to provide for the salary, fringe benefits, and other conditions of employment, including but not limited to, severance pay, relocation expenses, reimbursement for expenses incurred in the performance of duties of office, liability insurance, and leave for said superintendent, and said superintendent shall have all the powers and duties imposed upon school superintendents by law.

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(m) To adopt an annual operating and maintenance budget for the next fiscal year not later than forty-five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but not later than March thirty-first, provided that said budget need not be adopted prior to February first; provided, further, that a superintendent may, with the approval of a majority of the member communities, submit said budget for approval following the notification of the annual local aid distribution, so-called.

(n) To incur debt for the purposes and terms specified in clause (d); provided that the vote of the district committee authorizing such debt is approved by a majority of the registered voters in the member towns voting on the question at an election called and held pursuant to the following provisions. The election shall be called by a warrant addressed to the registered voters in the member towns and signed by a majority of the members of the district committee which shall set forth the date of the election, the polling place or places in each town, the hours during which the polls are to be open and the question which is to appear upon the ballot. Notice of the election shall be given by posting a copy of the warrant attested by the secretary of the committee in at least one public place in each town and by publishing a copy thereof at least once in a newspaper of general circulation in the district, said posting and publishing to occur at least ten days before said election. A certificate of the secretary shall be conclusive evidence that the warrant was duly posted and published. The number and location of the polling place, or places, in each town shall be determined by the district committee after consultation with the selectmen thereof; and the hours during which all the polls in the district are open shall be uniform throughout the district and shall be not less than four nor more than eight consecutive hours. The

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district committee shall be responsible for preparing the ballots used at the election. The town clerk of each town shall certify the results of the election to the district committee. Except as provided herein the election shall be conducted in each town in the same manner as town meetings for the election of town officers. The expenses of the election shall be paid by the regional school district as an operating expense of the district; and if provision for their payment is not included in the budget for the year in which they are incurred, the district committee may use any available funds of the district or may transfer the sums required from appropriations included in the budget. The defeat of a proposal for incurring debt shall not prevent the resubmission of the same proposal as a new authorization.

(o) To refinance any debt incurred under paragraphs (d), (e), or (n), in accordance with the provisions of section 21A of chapter 44.

(p) To lease, or lease with an option to purchase, equipment for educational purposes. Such leases may be made for periods not exceeding five years.

(q) To lease land and buildings for educational purposes. Such leases may be made for periods not exceeding five years.

(r) To rent or lease with the approval of the commissioner of education surplus space in a school building of the district to house public or private profit-making businesses or nonprofit organizations; provided, however, that if said school building is in actual use such joint occupancy shall not interfere with education programs being conducted therein; and provided, further, that if said school building is not in actual use, such lease must be approved by the city or town in which the said building is located. Such leases may be made for periods not exceeding ten years. The monies

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received from such rental or lease shall be kept separate and apart from other funds in the district treasury by the district treasurer, and the principal and interest thereon may be expended without further appropriation by the regional school district committee for the upkeep of the facility in which such surplus space is located; provided, however, that any balance remaining in such account at the close of a fiscal year shall be paid into the excess and deficiency fund, so called, of the regional school district as unencumbered funds and expended as provided in section sixteen B1/2.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

City Council
Melrose City Hall
Melrose, MA 02176

SCHEDULED

Meeting: 12/20/21 07:45 PM
Department: City Council
Category: Resolution
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors: Ward 5 Shawn M. MacMaster
DOC ID: 9530

RESOLUTION 2021-7

A Resolution Honoring City Councilor John Tramontozzi, Ward One

COMMENTS - Current Meeting:

Councilor MacMaster reads the resolution. Offers thanks for the friendship, mentorship and example over the years. John has always been a professional, true gentleman and class act. Mayor Brodeur takes a moment to recognize the service of the three outgoing Councilors. No matter how much time you have served, until you do it, no one can quite understand what it takes; huge commitment. The Mayor notes what a great colleague Councilor Tramontozzi has been over the years. Thanks him for all the efforts on behalf of Ward 1.

Councilor Garipay thanks the outgoing members noting Councilors' Thomas and McNaught were unfamiliar to him previously and it was great building a relationship with them. Most people can't understanding the time commitment and advocacy needs placed on a Councilor but all the efforts are for the betterment of Melrose. Notes the Melrose Towers, Warren St Park, and Highland District redevelopment projects influenced by Councilor Tramontozzi. Hopes he will have helped as many people at the end of his tenure as Councilor Tramontozzi has.

President Cinella says the Council and City thank him.

, ,

Councilor Tramontozzi says it's been an honor, pleasure and privilege working with all the elected member iterations and to serve this community. Thanks his wife and daughters for putting up with all the time spent away attending meetings and working with residents over the years.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

City Council

A RESOLUTION HONORING City Councilor John N. Tramontozzi, Ward 1
Offered by City Councilor Shawn M. MacMaster, Ward 5

WHEREAS: *Councilor John Tramontozzi served as the Ward 1 Alderman and City Councilor for 16 consecutive years, having been first elected on November, 1 2005 and re-elected 7 additional times; and,*

WHEREAS: *Councilor Tramontozzi served as President of the Board of Aldermen in the year Two Thousand and Twelve and has chaired every standing committee of the Board of Aldermen and City Council at least once during his tenure; and,*

WHEREAS: *Councilor Tramontozzi is retiring after 16 years of distinguished service to the City of Melrose as an Alderman and City Councilor; and,*

WHEREAS: *Councilor Tramontozzi served as an effective representative to the residents of Ward 1, helping to secure funding for the Franklin Street Improvement Project and the Warren Street Park, as well as advocating for responsible development, infrastructural improvements, and fiscal prudency; and,*

WHEREAS: *the City Council recognizes that Councilor Tramontozzi' s dedication to the community as a resident of Melrose for 26 years extends well beyond his efforts in this chamber; and,*

WHEREAS: *Councilor Tramontozzi has spent countless hours giving back to the community through his involvement in the Melrose Chamber of Commerce, the Melrose Sons of Italy, the Beethoven Society of Melrose, the Polymnia Choral Society, the Friends of Middlesex Fells, the Boy Scouts of America, and the Rotary Club of Wakefield; and,*

WHEREAS: *Councilor Tramontozzi has also supported numerous charitable causes in Melrose and is well known and admired for his civic mindedness and volunteerism; and,*

WHEREAS: *Councilor Tramontozzi, as an attorney, has devoted a considerable amount of time over the years to providing pro bono legal assistance to senior citizens, veterans, and to arts and cultural organizations; and*

WHEREAS: *Councilor Tramontozzi is the loving husband of Martina Taylor Tramontozzi, to whom he has been married for 33 years, and the proud father of four intelligent and talented daughters, Tina, Anastasia, Laura, and Maria; and,*

WHEREAS: *we, the members of the City Council, do hereby express our sincere appreciation to Councilor Tramontozzi for his contributions to the City of Melrose both inside and outside of the Chamber, and, in recognition thereof,*

BE IT RESOLVED: *that a copy of this Resolution recognizing Councilor Tramontozzi for his honorable and distinguished service to the City of Melrose be spread across the records of the Melrose City Council on this 20th Day of December of the year Two Thousand and Twenty-One*

ATTEST: Members of the Melrose City Council

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

AUDITOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4107

PATRICK DELLO RUSSO
Chief Financial Officer

To: Mayor Paul Brodeur
From: Patrick Dello Russo
Meeting Date: December 20, 2021
Subject: An Appropriation from the Rideshare Fund (#2921) in the amount of $9,049.20
Order #: ORDER-2022-48

An appropriation from the Rideshare Special Revenue fund (#2921) in the amount of $9,049.20 to be used on various projects throughout the city that address infrastructure impacted by Rideshare services. The amount of $9,049.20 represents the municipal portion of 10 cents per ride initiated in Melrose for both 2020 (90,492 rides).

FINANCIAL IMPACT:$9,049.20

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Maya Jamaleddine, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

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

Date: November 3, 2021

To: City of Melrose City Council

From: Elena Proakis Ellis, Director of Public Works

cc: Paul Brodeur, Mayor
Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant City Auditor
Jim Troup, Asst. DPW Director – Admin. & Finance

Subject: Request to Accept Rideshare Funds

Each year, the City of Melrose receives a disbursement from the Department of Public Utilities associated with the services provided by rideshare companies. The payment is based on 10 cents per ride initiated in Melrose. We are hereby requesting acceptance of funds in the amount of $9,049.20 to be used on projects that address infrastructure impacted by rideshare services. The amount of $9,049.20 represents the municipal portion of 10 cents per ride for 90,492 rides that originated in Melrose in 2020. This number is down from prior years due to the pandemic but still provides value in our ability to complete small projects that do not have another identified funding source.

The 2020 funds are proposed to be used to install accessible curb ramps at the intersection of Howard Street and Sunset Road. This portion of Howard Street was recommended for Complete Streets improvements in the City's 2017 Prioritization Plan, however the present funding approach from MassDOT will not result in work being completed along this corridor for many years via the competitive MassDOT Complete Streets grant program. While other intersections along this corridor may require upgrades to become fully accessible in the future (e.g., tactile warning pads), the intersection at Sunset Road is currently the only barrier to a continuous path with curb ramps on the north side of Howard Street from the Saugus line to Green Street. Completion of this work will substantially improve accessibility along this corridor.

There is no City match component to this funding source. We would be happy to answer any questions about this requested acceptance of funds.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

POLICE
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4461

MICHAEL L. LYLE

To: Mayor Paul Brodeur
From: Michael L. Lyle
Meeting Date: December 20, 2021
Subject: Police Department 911 Grant Awards
Order #: ORDER-2022-54

The Police Department has been awarded three 911 Grants for FY22.
1. The 911 Emergency Medical Dispatch Grant award in the amount of $18,000 to help defray the annual costs for the Cataldo Ambulance Services
2. The 911 Support and Incentive Grant award in the amount of $90,505.00 to help defray the costs for dispatch personnel, equipment and maintenance in the Melrose Police Dispatch center.
3. The 911 Training Grant award in the amount of $83,518.05 to cover the continuing education courses for all certified 911 dispatchers. Every sworn Melrose Police Officer is a certified dispatchers.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Maya Jamaleddine, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Upton, Kim

From: 911DeptGrants (EPS) <911deptgrants@state.ma.us>
Sent: Tuesday, November 2, 2021 3:59 PM
To: Lyle, Mike
Cc: Upton, Kim
Subject: FY22 EMD Grant Award
Attachments: Scanned from a Commonwealth Xerox Multifunction Printer.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. ****

Good Afternoon,

Attached you will find a scanned copy of your award letter and contract for your **FY2022 Emergency Medical Dispatch Grant.**

Please be sure to make a copy of these for your grant file, as they will not be mailed.

Your effective contract start date is: November 2, 2021

- **There shall be no reimbursement for costs incurred prior to the Effective Date of the Contract.**
- **All goods and services SHALL be received on or before June 30, 2022 to be eligible for reimbursement.**
- **Reimbursement requests should be submitted to the Department within thirty (30) days of the date on which the cost is incurred.** Reimbursement requests must include expenditure and activity reports as well as supporting documentation, including but not limited to, copies of receipts, proof of payment and/or payroll records. All requests for reimbursement **shall be submitted by July 31, 2022**.

REIMBURSEMENT REQUEST FORMS CAN BE FOUND HERE:
https://www.mass.gov/lists/state-911-department-grant-reimbursement

Thank you.

Cindy Reynolds
Grants Specialist

State 911 Department
151 Campanelli Drive, Suite A
Middleborough, MA 02346
DIRECT: 508-821-7299
FAX: 508-947-1452
E-Mail: 911DeptGrants@mass.gov
Forms | Applications | EMD Resources | Approved Trainings | www.mass.gov/E911

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

The Commonwealth of Massachusetts
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
151 Campanelli Drive, Suite A ~ Middleborough, MA 02346
Tel: 508-828-2911 ~ TTY: 508-947-1455
www.mass.gov/e911

CHARLES D. BAKER
Governor

KARYN E. POLITO
Lieutenant Governor

TERRENCE M. REID
Secretary

FRANK POZNIAK
Executive Director

November 2, 2021

Chief Michael L. Lyle
Melrose Police Department
56 West Foster Street
Melrose, MA 02176

Dear Chief Lyle:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY2022 State 911 Department Emergency Medical Dispatch Grant Program.**

For your files, attached please find a copy of the executed contract for your grant. Please note your contract start date is **November 2, 2021** and will run through June 30, 2022. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services MUST be received on or before June 30, 2022.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/e911. For any questions related to this process, please contact Michelle Hallahan at 508-821-7216. Please note that funding of reimbursement requests received more than one (1) month after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, and/or the budget worksheet, please e-mail those proposed changes to 911DeptGrants@mass.gov. Grantees are strongly encouraged to submit final, year-end budget modification requests on or before March 31, 2022.

Sincerely,

Frank P. Pozniak
Executive Director

cc: FY2022 Emergency Medical Dispatch Grant File

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

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):** Melrose Police Department		**COMMONWEALTH DEPARTMENT NAME:** State 911 Department **MMARS Department Code:** EPS	
Legal Address: (W-9, W-4): 562 Main Street, Melrose MA, 02176		**Business Mailing Address:** 151 Campanelli Drive, Suite A, Middleborough, MA 02346	
Contract Manager: Kim Upton	**Phone:** 781.979.4457	**Billing Address (if different):**	
E-Mail: kupton@cityofmelrose.org	**Fax:** 781.979.4488	**Contract Manager:** Cindy Reynolds	**Phone:** 508-821-7299
Contractor Vendor Code: VC 6000192116		**E-Mail:** 911DeptGrants@mass.gov	**Fax:** 508-947-1452
Vendor Code Address ID (e.g. "AD001"): AD 001 . **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s):** CT EPS EMDG **RFR/Procurement or Other ID Number:** FY22 EMDG	

X 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)
- X **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)

__ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** 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): X Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services __ 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.)

X **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or *new* total if Contract is being amended). $ 18,000.00

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 __% PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: X agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ 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.) **Contract is for the reimbursement of funds under the State 911 Department FY 2022 Emergency Medical Dispatch Grant as authorized and awarded in compliance with the grant guidelines and the grantee's approved application.**

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

X 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

__ 2. may be incurred as of _____, 20___, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.

__ 3. were incurred as of _____, 20___, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of June 30 , 2022, 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: 10/7/2021

(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Michael L. Lyle

Print Title: Chief of Police, City of Melrose

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____. Date: 11/2/21

(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Frank Pozniak

Print Title: Executive Director

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Upton, Kim

From: 911DeptGrants (EPS) <911deptgrants@state.ma.us>
Sent: Tuesday, November 2, 2021 4:03 PM
To: Lyle, Mike
Cc: Upton, Kim
Subject: FY2022 Support and Incentive Grant Award
Attachments: Scanned from a Commonwealth Xerox Multifunction Printer.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. ****

Good Afternoon,

Attached you will find a scanned copy of your award letter, contract and your Appendix A - Personnel Costs form for your **FY2022 Support and Incentive Grant.**

Please be sure to make a copy of these for your grant file, as they will not be mailed.

Your effective contract start date is: November 2, 2021

- **There shall be no reimbursement for costs incurred prior to the Effective Date of the Contract.**
- **All goods and services SHALL be received on or before June 30, 2022 to be eligible for reimbursement.**
- **Reimbursement requests should be submitted to the Department within thirty (30) days of the date on which the cost is incurred.** Reimbursement requests must include expenditure and activity reports as well as supporting documentation, including but not limited to, copies of receipts, proof of payment and/or payroll records. All requests for reimbursement **shall be submitted by July 31, 2022**.

REIMBURSEMENT REQUEST FORMS CAN BE FOUND HERE: https://www.mass.gov/lists/state-911-department-grant-reimbursement

Thank you.

Cindy Reynolds
Grants Specialist

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Middleborough, MA 02346
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CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

TERRENCE M. REIDY
Secretary

FRANK POZNIAK
Executive Director

November 2, 2021

Chief Michael L. Lyle
Melrose Police Department
56 West Foster Street
Melrose, MA 02176

Dear Chief Lyle:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY 2022 State 911 Department Support and Incentive Grant** program.

For your files, attached please find a copy of the executed contract and the final approved Appendix A: Personnel Costs form for your grant. Please note your contract start date is **November 2, 2021** and will run through June 30, 2022. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services MUST be received on or before June 30, 2022.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/E911. For any questions related to this process, please contact Michelle Hallahan at 508-821-7216. Please note that funding of reimbursement requests received more than one (1) month after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, and/or the budget worksheet, please e-mail those proposed changes to 911DeptGrants@mass.gov. Grantees are strongly encouraged to submit final, year-end budget modification requests on or before March 31, 2022.

Sincerely,

Frank P. Pozniak
Executive Director

cc: FY 2022 Support and Incentive Grant File

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

FY 2022 SUPPORT AND INCENTIVE GRANT

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

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CONTRACTOR LEGAL NAME: City of Melrose **(and d/b/a):** Melrose Police Department	**COMMONWEALTH DEPARTMENT NAME:** State 911 Department **MMARS Department Code:** EPS
Legal Address: (W-9, W-4): 562 Main Street, Melrose MA 02176	**Business Mailing Address:** 151 Campanelli Drive, Suite A, Middleborough, MA 02346
Contract Manager: Kim Upton **Phone:** 781.979.4457	**Billing Address (if different):**
E-Mail: kupton@cityofmelrose.org **Fax:** 781.979.4488	**Contract Manager:** Cindy Reynolds **Phone:** 508-821-7299
Contractor Vendor Code: VC 6000192116	**E-Mail:** 911DeptGrants@mass.gov **Fax:** 508-947-1452
Vendor Code Address ID (e.g. "AD001"): AD 001 . **(Note: The Address ID must be set up for EFT payments.)**	**MMARS Doc ID(s):** CT EPS SUPG **RFR/Procurement or Other ID Number:** FY22 SUPG

X 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)
- X **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)

CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** 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): X Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services __ 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.)
- X **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $ 90,505.00 .

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 __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __ % PPD. If PPD percentages are left blank, identify reason: X agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ 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.) **Contract is for the reimbursement of funds under the State 911 Department FY 2022 Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant as authorized and awarded in compliance with the grant guidelines and the grantee's approved application.**

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

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

CONTRACT END DATE: Contract performance shall terminate as of **June 30, 2022**, 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: 10/8/2021

(Signature and Date Must Be Handwritten at Time of Signature)

Print Name: Michael L. Lyle .

Print Title: Chief of Police, City of Melrose .

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____. Date: 11/2/21

(Signature and Date Must Be Handwritten at Time of Signature)

Print Name: Frank Pozniak .

Print Title: Executive Director .

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Upton, Kim

From: 911DeptGrants (EPS) <911deptgrants@state.ma.us>
Sent: Wednesday, November 10, 2021 2:59 PM
To: Lyle, Mike
Cc: Upton, Kim
Subject: FY22 Training Grant Award
Attachments: Scanned from a Commonwealth Xerox Multifunction Printer.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. ****

Good Afternoon,

Attached you will find a scanned copy of your award letter, contract, and your final approved Personnel Costs Worksheet(s) for your **FY2022 Training Grant.**

Please be sure to make a copy of these for your grant file, as they will not be mailed.

Your effective contract start date is: November 10, 2021

- **There shall be no reimbursement for costs incurred prior to the Effective Date of the Contract.**
- **All goods and services SHALL be received on or before June 30, 2022 to be eligible for reimbursement.**
- **Reimbursement requests should be submitted to the Department within thirty (30) days of the date on which the cost is incurred.** Reimbursement requests must include expenditure and activity reports as well as supporting documentation, including but not limited to, copies of receipts, proof of payment and/or payroll records. All requests for reimbursement **shall be submitted by July 31, 2022**.

REIMBURSEMENT REQUEST FORMS CAN BE FOUND HERE: https://www.mass.gov/lists/state-911-department-grant-reimbursement

Thank you.

Cindy Reynolds
Grants Specialist

State 911 Department
151 Campanelli Drive, Suite A
Middleborough, MA 02346
DIRECT: 508-821-7299
FAX: 508-947-1452
E-Mail: 911DeptGrants@mass.gov
Forms | Applications | EMD Resources | Approved Trainings | www.mass.gov/E911

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

The Commonwealth of Massachusetts
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
151 Campanelli Drive, Suite A ~ Middleborough, MA 02346
Tel: 508-828-2911 ~ TTY: 508-947-1455
www.mass.gov/e911

CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

TERRENCE M. REIDY
Secretary

FRANK POZNIAK
Executive Director

November 10, 2021

Chief Michael L. Lyle
Melrose Police Department
56 West Foster Street
Melrose, MA 02176

Dear Chief Lyle:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY2022 State 911 Department Training Grant Program.**

For your files, attached please find a copy of the executed contract and the final approved Personnel Cost Worksheet for your grant. Please note your contract start date is **November 10, 2021** and will run through June 30, 2022. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services MUST be received on or before June 30, 2022.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/e911. For any questions related to this process, please contact Karen Robitaille at 508-821-7221. Please note that funding of reimbursement requests received more than one (1) month after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, add personnel, or to request approval for trainings, please e-mail those proposed changes to 911DeptGrants@mass.gov.

Sincerely,

Frank P. Pozniak
Executive Director

cc: FY2022 Training Grant File

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

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, Contractor Certifications and Commonwealth 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):** Melrose Police Department		**COMMONWEALTH DEPARTMENT NAME:** State 911 Department **MMARS Department Code:** EPS	
Legal Address: (W-9, W-4): 562 Main Street, Melrose MA 02176		**Business Mailing Address:** 151 Campanelli Drive, Suite A, Middleborough, MA 02346	
Contract Manager: Kim Upton	**Phone:** 781.979.4457	**Billing Address (if different):**	
E-Mail: kupton@cityofmelrose.org	**Fax:** 781.979.4488	**Contract Manager:** Cindy Reynolds	**Phone:** 508-821-7299
Contractor Vendor Code: VC 6000192116		**E-Mail:** 911DeptGrants@mass.gov	**Fax:** 508-947-1452
Vendor Code Address ID (e.g. "AD001"): AD 001 **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s):** CT EPS GRNT **RFR/Procurement or Other ID Number:** FY22 GRNT	

X 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)
- X **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)

__ CONTRACT AMENDMENT

Enter **Current Contract End Date** *Prior* 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, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): X Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services

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.)

X **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or *new* total if Contract is being amended). $ 83,518.05

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__% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: X agree to standard 45 day cycle __statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __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.) **Contract is for the reimbursement of funds under the State 911 Department FY 2022 Training Grant as authorized and awarded in compliance with the grant guidelines and the grantee's approved application.**

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

X 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

__ 2. may be incurred as of _____, 20___, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.

__ 3. were incurred as of _____, 20___, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of **June 30, 2022**, 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, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, 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: 10/7/2021

(Signature and Date Must Be Handwritten at Time of Signature)

Print Name: Michael L. Lyle.

Print Title: Chief of Police, City of Melrose.

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____. Date: 11/10/21

(Signature and Date Must Be Handwritten at Time of Signature)

Print Name: Frank Pozniak.

Print Title: Executive Director.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

AUDITOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4107

PATRICK DELLO RUSSO
Chief Financial Officer

To: Mayor Paul Brodeur
From: Patrick Dello Russo
Meeting Date: December 20, 2021
Subject: An Appropriation in the amount of $289,121.48 from PEG Access
Order #: ORDER-2022-51

An Appropriation from the PEG Access Cable Fund (#2922) in the amount of $231,297.18 to MMTV and $57,824.30 to Melrose Public Schools for fees received year to date. The receipts requested for appropriation represent MMTV's 4.00% and Melrose Public School's 1.00% of the City of Melrose PEG Access Agreement. Fund 2922 was established by Council Order on 6/17/19 Order 2019-109 and under MGL Chapter 44 Section 53F 3/4.

FINANCIAL IMPACT: n/a

12/06/21	**29224-437000 · PEG Access Cable - Fee Revenue**	**$231,297.18**
12/06/21	**18034-490000 · PEG Access Cable - Transfer In School Department**	**$57,824.30**
12/06/21	**29222-590003 · PEG Access Cable Fund Transfer Out Schools**	**($57,824.30)**
12/06/21	**29222-590000 · PEG Access Cable -Transfer out**	**($231,297.18)**
	TOTAL:	**$0.00**

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Mark Garipay, Ward 4
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

PUBLIC WORKS DEPARTMENT
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-0142

JAMES TROUP
Deputy Director Admin/Finance

To: Mayor Paul Brodeur
From: James Troup
Meeting Date: December 20, 2021
Subject: Appropriation of $93,000 from Water and Sewer Enterprise Fund Retained Earnings
Order #: ORDER-2022-52

As the City approaches a critical winter season, the Department of Public Works is faced with several challenges in delivering services to the City. The equipment used to address water and sewer infrastructure repairs, coupled with our pending snow operations, has presented an immediate need. In conducting a search for a replacement loader, we have discovered that lead times for these heavy vehicles has exceeded 18 months. Currently, there is one inoperable loader, further taxing an aging fleet. The DPW has received notification that there is a loader available with all of the necessary accessories to allow us to continue to deliver the above mentioned services.

With cooperation from the City's CFO/Auditor's office, we have identified a strategy to act quickly to secure this vehicle. Please accept this request to appropriate retained earnings in the amount of $93,000, divided equally between Water and Sewer Enterprise Accounts ($46,500 each), in order to purchase and deliver this vehicle before the winter operations commence.

As a matter of conversation, approximately three weeks ago, a similar opportunity was presented to the DPW. In the matter of 30 minutes, the vehicle was sold as we pondered a fiscally responsible strategy that would not compromise our operating budget. We considered this a tremendous lost opportunity. Thus, time is of the essence and we appreciate the Melrose Finance Team's sense of urgency to have these funds in place. We are confident that this necessary purchase will position us to continue to deliver the services that the City expects and helps address the pending concern over snow operations, the aging fleet, and rising costs to repair and maintain our equipment.

Attached to this memo is the current quote that is available to the Melrose DPW. Feel welcome to contact me with any questions. Thank you for your consideration of this important matter.

FINANCIAL IMPACT: n/a

06/06/16	**84162-590000 · Water, Retained Earnings, Transfer Out**	**($46,500.00)**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

12/06/21	**604413-551002 · Sewer- Equipment**	**$46,500.00**
12/06/21	**614513-551002 · Water - Equipment**	**$46,500.00**
12/06/21	**84152-590000 · Sewer, Retained Earnings Transfer Out**	**($46,500.00)**
	TOTAL:	**$0.00**

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

CITY OF MELROSE

James Troup
Assistant Director – Administration & Finance

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

MEMORANDUM

Date: December 2, 2021

To: Paul Brodeur, Mayor
City of Melrose City Council

From: James Troup, Asst. Director – Administration & Finance

cc: Elena Proakis Ellis, DPW Director
Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant City Auditor
Margot Fleishman, Director of Strategic Initiatives

Subject: Request for Appropriation from Retained Earnings for Capital Purchase

As the City approaches a critical winter season, the Department of Public Works is faced with several challenges in delivering services to the City. The equipment used to address water and sewer infrastructure repairs, coupled with our pending snow operations, has presented an immediate need. In conducting a search for a replacement loader, we have discovered that lead times for these heavy vehicles has exceeded 18 months. Currently, there is one inoperable loader, further taxing an aging fleet. The DPW has received notification that there is a loader available with all of the necessary accessories to allow us to continue to deliver the above mentioned services.

With cooperation from the City's CFO/Auditor's office, we have identified a strategy to act quickly to secure this vehicle. Please accept this request to appropriate retained earnings in the amount of $93,000, divided equally between Water and Sewer Enterprise Accounts ($46,500 each), in order to purchase and deliver this vehicle before the winter operations commence.

As a matter of conversation, approximately three weeks ago, a similar opportunity was presented to the DPW. In the matter of 30 minutes, the vehicle was sold as we pondered a fiscally responsible strategy that would not compromise our operating budget. We considered this a tremendous lost opportunity. Thus, time is of the essence and we appreciate the Melrose Finance Team's sense of urgency to have these funds in place. We are confident that this necessary purchase will position us to continue to deliver the services that the City expects and helps address the pending concern over snow operations, the aging fleet, and rising costs to repair and maintain our equipment.

Attached to this memo is the current quote that is available to the Melrose DPW. Feel welcome to contact me with any questions. Thank you for your consideration of this important matter.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

UNITED
Construction & Forestry

Main Office

(Rt. 20) 80 Southbridge Rd.
PO Box 578
North Oxford, MA 01537
Phone: (508) 987-8786
Fax: (508) 987-3578

Branch Offices

- Rt 6 & 136, PO Box 238
  N Swansea, MA 02777
- 4 Sterling Rd.
  N Billerica, MA 01862
- 1620 Page Blvd. (Rt 20)
  Springfield, MA 01104
- 88 Camelot Dr. #42
  Plymouth, MA 02360

November 10, 2021

City of Melrose DPW
562 Main Street
Melrose, MA 02176

United Construction & Forestry LLC is pleased to offer the following proposal for a new 2021 John Deere 544 P Loader utilizing the Sourcewell Contract 032119-JDC & Member ID 116115, per your requested specifications.

2021 John Deere 544 P Loader, in stock unit with 26 hours on hourmeter

Deere wet sleeved PowerTech™ PVS 6068 engine, EPA certified Final Tier 4 emissions, 166 Net HP
Engine block heater, chrome exhaust stack, engine compartment light
Standard rear differential axle and hydraulic front differential axle with manual front diff lock
Inboard planetary drive and inboard wet disk brakes
5-speed powershift transmission, Quick shift button with automatic/manual shift modes
Factory-installed ride control
Engine air intake system with precleaner
Bridgestone 20.5 R 25 L3 radial tires on 3 piece wheels
Full width front & rear fenders with mud flaps, left & ride side platforms, left side steps into cab
Three function loader hydraulics, with single lever control of loader/bucket functions, joystick controls, FNR on joystick,
John Deere ZBar linkage - new standard parallelism is 8 degrees minimizing rollback
John Deere 416 series coupler, GEM 3.0 cy QC loader bucket with bolt on cutting edge, NO FORKS
In cab adjustable automatic boom height kickout, return to carry, and new updated return to dig feature allowing dump & curl positions with in-cab switch
ROPS/FOPS cab, with premium heated, high-back, cloth/leather air suspension seat with lumbar adjustment & back rest extension, 7" display monitor, heater, air conditioning, defrosters with new blower vent for rear window defrost, pressurizer, windshield wipers/washers front & rear, intermittent type, sun visor, and new standard dual tilt steering column.
Premium AM/FM/WB radio with Bluetooth, remote aux & remote USB port
Dual exterior heated oversize mirrors remote powered
12/24 volt – 15 amp converter; 140 amp alternator
5 lb. multi-purpose (ABC) dry chemical fire extinguisher
Two 950 CCA batteries, Lockable master electrical disconnect switch
Premium LED light package
Rear camera
Transmission side frame guards and bottom guards
SMV & Lighted License Plate Bracket
Rear cast bumper/counterweight with rear hitch and locking pin
Environmental drain & ports
JDLink Connectivity remote telematic machine monitoring
Operator's manual along with parts and repair on USB stick
Standard 12 months unlimited hour factory warranty with additional 48 months up to 5000 hours full Comprehensive extended warranty.
Whelen M2 series LED lights
Lubrication Technologies lube system installed

Price	$198,000.00
Trade allowance for 2006 JD 544J Loader #DW544JZ602479	-$25,000.00
Net delivered price after trade	$173,000.00

Option: GEM 3 cy Grapple Bucket installed, additional cost $25,800.00

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Municipal Lease Option:
We are including pricing for Deere Credit Inc. Municipal Lease payment options. During the lease period the City of Melrose will be required to provide physical damage and liability insurance with Deere Credit, Inc. named as Loss Payee. Upon completion of all scheduled lease payments and upon the lease buyout payment of $1.00, the City will own the equipment at no additional cost. The current interest rate is 2.50%.

Five (5) year, annual advance lease, based on $173,000., the annual advance lease payment is $36,349.41 each

If you exercise the option for the GEM 3 cy grapple bucket, the additional amount to lease payment is $5,420.90 each.

This is currently an in-stock unit, subject to prior sale.

Delivery: Within 30 days of receipt of written notice of award/signed contract.

This quote is valid for 30 days.

We have five locations to serve your needs, supplying parts and providing service: North Oxford, Springfield, North Swansea, Plymouth, and North Billerica. United Construction & Forestry LLC provides 90% of all John Deere repair and maintenance parts over the counter for immediate delivery, at our branch locations. Special emphasis is placed on stocking those parts determined to be "critical", those which would keep a machine down and which can be replaced easily within two hours. For non-stocked machine down parts, John Deere's parts depot, located in Grimsby, Ontario, provides us with over 95% availability. These parts are provided overnight, through a special delivery arrangement, and are available at each branch location by 8:30 A.M. the next business day.

We appreciate the opportunity to provide this proposal and look forward to being able to supply the City of Melrose DPW with a new 2021 John Deere 544 P Loader. If there are any questions, please call me at 508-713-7311 or Mark Charest, General Manager at 508-989-5703.

Sincerely,
United Construction & Forestry LLC
4 Sterling Rd
North Billerica MA 01862

Gerry Tessier
Sales Representative

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: December 20, 2021
Subject: Acceptance of Massachusetts Department of Environmental Protection Recycling Dividend Program Grant
Order #: ORDER-2022-53

Annually, the City of Melrose applies for a Recycling Dividend Program Grant through the Massachusetts Department of Environmental Protection's Municipal Recycling Program. This year, the City was awarded the grant for up to $11,700 in November 2021.

Mass DEP, pursuant to the Green Communities Act, accepts applications from municipal solid waste programs and awards points based on several criteria. Melrose received points for our efforts in the categories of Organics, Re-Use, Yard Waste, Household Hazardous Waste, Center for Hard to Recycle Materials, Outreach and Education, Textile and Recycling Center Access. The maximum available to the City of Melrose is $33,800 and every effort is being made to achieve that as a goal.

The City's DPW, through the Solid Waste and Recycling Coordinator is required to maintain the records and report on our efforts and our compliance as it relates to the use of the funds. In order to avoid any delays in future payments, we are required to expend the funds in a timely manner and they must adhere to eligible expenses. Thus, 100% of the expenses are obligated toward the improvement of recycling and diversion efforts in the City. The grant allows us to purchase new educational materials, hire part time recycling enforcement officers, purchase materials and services to support our recycling efforts, and to fund our municipal drop off events. Increasing the quantity and quality of the recycling stream can save on disposal fees, improve resident satisfaction with our current recycling program, and ensure the success and sustainability of the recycling system both city and state wide. The final products of this project will be to have succinct and widespread education regarding the importance of proper recycling, to see the contamination percentages and charges decrease yearly, and decreased costs on our curbside trash collection.

We formally request acceptance of this grant in the amount of eleven thousand seven hundred dollars ($11,700) for these purposes, with funds to be transferred into the Solid Waste and Recycling/Mass DEP Program Grant Account (4046) that has been 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 or FY23 budget.

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FINANCIAL IMPACT: N/A

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jack Eccles, At-Large
SECONDER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

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DEPARTMENT OF PUBLIC WORKS
Administration & Engineering–Water–Sewer–Facilities
Park & Forestry–Highway–Sanitation–Cemetery–Fleet

CITY OF MELROSE

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
Margot Fleishman, Director of Strategic Initiatives
James Troup, Assistant DPW Director – Administration & Finance
Lisa Scott, Environmental Outreach Coordinator

Date: December 1, 2020

Re: Mass DEP Recycling Dividends Program Grant

As a result of our annual application to the Massachusetts Department of Environmental Protection, the City of Melrose Department of Public Works Solid Waste and Recycling team is proud to report that we have qualified for and received an award of $11,700.

As part of the application process, the City of Melrose identifies all of the recycling initiatives that are part of our operation and available to the residents. These practices qualify us for points that are the criteria to determine the amount of the award available to the City. The maximum available is $33,800. Every effort is being made to achieve that goal.

The City achieved points for our efforts toward Organics collection, a Re-Use program (ex. Zero Waste Days), Yard Waste operations, Household Hazardous Waste and CHaRM (Center for Hard to Recycle Materials) events, Outreach and Education efforts, Recycling Center Access (City Yard drop-off), and Textile diversion. Each point was worth $1,300.

This award goes a long way to supplement our operating budget and is 100% dedicated to our recycling effort. The money is used to purchase needed supplies and educational materials, and to fund the services that drive recyclable materials out of the trash stream. The desired goal includes reduced costs on our curbside trash collection, less contamination in our recycling materials, and increased sustainability.

We formally request acceptance of this grant award of $11,700 from the Mass DEP for our Recycling Dividends Program. Funds will be deposited into our Solid Waste and Recycling revolving account (2657) that has been set up by the City Auditor. There is no cost or encumbrance required to enter into this agreement and there will be no effect on the FY22 or FY23 Operating Budget.

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SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL

RECYCLING DIVIDEND PROGRAM CONTRACT ("RDP Contract")
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION ("MassDEP")
AND THE City of Melrose ("Municipality")

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the Municipality a Sustainable Materials Recovery Program grant under the Recycling Dividends Program ("RDP"). The Municipality has earned a payment of $11,700.

The Recycling Dividends Program provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. Municipalities receive payments according to the number of criteria points their program earns based on the *2021 Grant Guidelines* and number of residents served as described below. RDP provides an incentive for municipalities to improve their recycling programs by implementing best practices and rewards communities with model recycling and waste reduction programs.

Duration: The term of this Contract shall be in effect until the municipality has expended all RDP funds and reported to MassDEP on use of funds.

RESPONSIBILITIES OF THE MUNICIPALITY

1. Authority: The Signatory of this RDP Contract is authorized by the governing body of the Municipality to enter into this Contract on behalf of the Municipality and apply for and accept funds on behalf of the Municipality.

2. Commonwealth Terms and Conditions: The Municipality shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Municipality's executed Master Agreement.

3. Failure to Comply: If, in the judgment of MassDEP, the Municipality fails to comply with any of its responsibilities identified in this Contract, then, at the election of MassDEP, (a) the Municipality shall repay the RDP funds to MassDEP within 90 days; and/or (b) title to all materials purchased with the RDP funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Municipality not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years. MassDEP may provide written notice to the Municipality of any such failure to comply. Such notice may provide a time period and manner for the Municipality to cease or remedy the failure. Such notice from MassDEP of any such failure by the Municipality is not a precondition to MassDEP's right to select options (a), (b), and/or (c) above. The Municipality shall follow the instructions of MassDEP regarding possession of the materials purchased with RDP funds. The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Municipality shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.

4. Recycling in Practice: The Municipality has established paper, bottle and can recycling in all municipal buildings, offices and meeting spaces, including schools. The Municipality shall continue such paper, bottle and can recycling during the term of the RDP Contract.

5. Notification of Buy Recycled Policy: The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and distributes an annual notification of the Buy Recycled Policy, ordinance or by-law to all staff, department heads and employees with purchasing authority. This notice should be sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator, or Chief Purchasing or Procurement Officer; and should include specific language encouraging the purchase of recycled products as it supports municipal recycling collection programs, recycling markets, and supports closed loop recycling. The Grantee shall continue to send an annual notification during the term of the Grant

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6. RDP Payment Calculation: MassDEP has calculated the RDP Payment using the table below which shows payment brackets based on the number of households served by the municipal solid waste program and the point value for each bracket. *Section 7 – Program Criteria* and the 2021 *Grant Guidelines* describe in detail the conditions for earning points.

RDP Payment Brackets

Trash HH Served	Value of Each Point	Minimum Payment	Maximum Payment
0 - 1,999	$350	$2,800	$9,100
2,000 - 4,999	$600	$4,800	$15,600
5,000 - 7,499	$1,100	$8,800	$28,600
7,500 - 9,499	$1,300	$10,400	$33,800
9,500 - 12,499	$1,800	$14,400	$46,800
12,500 - 16,999	$3,000	$24,000	$78,000
17,000 - 24,999	$3,500	$28,000	$91,000
25,000 - 31,999	$4,000	$32,000	$104,000
32,000 - 99,999	$6,500	$52,000	$169,000
100,000 +	$10,000	$80,000	$260,000

7. Program Criteria: The Municipality, through its RDP application, certifies that all points earned are for programs that were in place no later than June 30, 2021 and that these programs fully meet the performance standard set forth in the *2021 Grant Guidelines*. *Section 13 – RDP Payment Calculation* lists the program criteria for which the Municipality has earned points, and upon which the Municipality's payment was calculated.

8. Use of Funds: RDP Payments shall be expended on Approved Expenses listed in the *Grant Guidelines* to enhance the performance of the Municipality's waste reduction programs. Use of a dedicated account or revolving account is recommended but not required. Funds may be carried over to future years and accumulated to fund a larger eligible expense or project. Planned use of funds shall be noted on the Annual RDP Spending Report. However, MassDEP may delay future RDP payments if municipality is not expending funds.

9. Record Keeping: The Municipality shall be responsible for keeping documentation (i.e. proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, number of items purchased and shipping costs if any) by calendar year, of how RDP funds were expended and the remaining balance of RDP funds. MassDEP may conduct record audits to ensure compliance with this Contract.

10. Reporting: By February 15th of each year, for the duration of the Contract, the Municipality shall submit the annual Recycling and Solid Waste survey and the RDP Spending Report through its ReTRAC Connect™ account. Failure to comply with these reporting requirements will jeopardize future grant awards and RDP payments.

11. Environmental Compliance: The Municipality understands receipt of RDP funds from MassDEP does not in any way imply that the Municipality is in compliance with applicable environmental regulations. This Municipality shall not be construed as, nor operate as, relieving the Municipality or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Municipality's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.

12. Addendums: Should MassDEP award additional RDP funds, an addendum to the Contract shall be provided to the Municipality. The same terms and conditions apply to the addendum.

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SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL

13. RDP Payment Calculation:
The Municipality's payment has been calculated as follows:
(Value of each point) x (Total RDP Points)

a.	Solid Waste Program	0
b.	Organics	0
c.	Bulky Items	0
d.	ReUse Points	0
e.	Yard Waste	2
f.	Household Hazardous Waste	2
g.	Center for Hard to Recycle Materials	2
h.	Comprehensive Hauler Regulation Adopted	0
i.	Enforced Residential Curbside Recycling	0
j.	Outreach and Education	1
k.	Recycling Center Access	1
l.	Textile	1
	TOTAL RDP POINTS	9
	VALUE OF EACH POINT	$1,300
	RDP PAYMENT AMOUNT	$11,700

IN WITNESS WHEREOF, MassDEP and the Municipality hereby execute this Contract.

COMMONWEALTH OF MASSACHUSETTS

By: _____ _____
John Fischer, Deputy Division Director **(Date)**
Bureau of Air and Waste
Department of Environmental Protection

City of Melrose
VC6000192115

By: _____ _____
(Signature and Title) **(Date)**

_____
(Print Name)

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

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

November 15, 2021

Dear Mayor Paul Brodeur,

Congratulations! I am pleased to notify you that the City of Melrose has been awarded a Recycling Dividends Program grant of $11,700 through the Sustainable Materials Recovery Program. I want to thank you for your commitment to reducing waste and increasing recycling for the benefit of our communities and the environment.

Enclosed you will find further instructions from the Department of Environmental Protection on next steps. Please feel free to contact Wilfred Mbah if you have any questions.

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

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Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Kathleen A. Theoharides
Secretary

Martin Suuberg
Commissioner

November 15, 2021

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

Dear Mayor Brodeur,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the City of Melrose Recycling Dividends Program funds under the Sustainable Materials Recovery Program. The City of Melrose has earned 9 points and will receive $11,700.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. The Recycling Dividends Program (RDP) provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling, and waste reduction. We are awarding over $3.1 million in RDP payments to 226 municipalities in this round of funding. The next application for SMRP funding will be released in April 2022.

Recycling programs play a vital role in limiting our dependence on landfills and incinerators, reducing greenhouse gas emissions and supporting economic activity in the Commonwealth. Recycling Dividend Program funds foster investment in local programs including recycling equipment, organics diversion, outreach and education, pilot programs, school recycling, toxics reduction and more. MassDEP has invested in developing nationally recognized tools to assist municipalities with reducing recycling contamination and improving public awareness of smart recycling practices. We encourage you to utilize the Recycling IQ Kit and Recycle Smart MA website and to consult with your MassDEP Municipal Assistance Coordinator for assistance in implementing these best practices.

To accept your Recycling Dividends Program (RDP) award, please sign and return the attached RDP Contract via email before January 15, 2022. After we receive your signed contract, funds will be sent to your community. Should you have any questions, please email Wilfred Mbah at Wilfred.Mbah@mass.gov.

The increased challenge of maintaining our vital solid waste and recycling programs during a pandemic underscores the critical role of local government in keeping our communities safe and clean. Thank you for your continued commitment to recycling and waste reduction in Massachusetts.

Sincerely,

Martin Suuberg
Commissioner

cc: ***Lisa Scott, Environmental Outreach Coordinator***

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Massachusetts Department of Environmental Protection
Bureau of Waste Prevention
Sustainable Materials Recovery Program

Checklist for Recycling Dividends Program Grant Award

This document contains important grant deadlines and requirements

STEP ONE: EXECUTING THE CONTRACT

It is the responsibility of the municipal Recycling Contact to ensure that the RDP Contract is signed by an **individual currently holding one of the Titles** listed on the Authorized Signatory Listing form, which your municipality filed with MassDEP in the spring of 2017. If the person(s) listed on the form has changed (for example, a new Mayor has been elected), the municipal official with the same title may sign the RDP Contract and a new Authorized Signatory Listing form **IS NOT REQUIRED**.

Please sign and email the RDP Contract to wilfred.mbah@mass.gov for processing of payment no later than **January 15, 2022 or funds may be forfeited.** Acceptable forms of signature are:

1. Traditional "wet signature" (ink on paper, scan and email);
2. Electronic signature that is either a hand drawn signature using a mouse or finger if working from a touch screen device; or
3. Electronic signatures affixed using a digital tool such as Adobe Sign or DocuSign.

STEP TWO: TRACK EXPENDITURES BY APPROVED EXPENSE CATEGORY

- This is not a reimbursement-based grant. Your award payment will be processed as soon as the RDP Contract is returned.
- However, you are required to keep track of approved expenditures, by expense categories. Pre-approved spending of RDP grant funds is listed in the Grant Guidelines. Please follow this list of approved spending; a municipality is allowed one special spending request per year for an item not found on the approved spending list. If your municipality intends to spend its grant funds on an item or service not listed, you must contact Wilfred Mbah.
- Be prepared to be audited.

STEP THREE: REPORT EXPENDITURES AND REMAINING BALANCE

- The municipality is required to report all expenditures from the previous calendar year no later than February 15th.

Contact Wilfred Mbah with any questions.

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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: December 20, 2021
Subject: Amending Ch 4 section 4-1 Wards/Precinct boundaries
Order #: ORDER-2022-55

The Ward and Precinct description changes reflected below are the result of 2020 U.S. Census Information, and have been approved by the Melrose City Council and the Massachusetts Local Election Districts Commission. In order for these changes to take effect within the City of Melrose, Council must now approve amending Administrative Legislation § 4-1 of the City of Melrose Code as follows:

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

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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

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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.

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

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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.

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.

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

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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.

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.

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 CountryClub 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.

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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.

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.

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

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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.

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.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

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CITY OF MELROSE

OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4116

October 19, 2021

Local Election Districts Review Commission
Office of the Secretary of the Commonwealth
c/o Elections Division
One Ashburton Place, Room 1705
Boston, MA 02108

RE: **CITY OF MELROSE - 2020 RE-PRECINCTING**

We, the undersigned, hereby certify that at a meeting held on 18 October 2021, the City Council voted to accept as presented by the City Clerk the 2020 Re-Precincting Plan for the City of Melrose.

A true copy. ATTEST:
SIGNED:

Kristin Foote City Clerk

Jack Eccles, At-Large

Jennifer Grigoraitis, Ward 6

Jeffrey McNaught, Ward 2

Robert Stewart, Ward 3

John Tramontozzi, Ward 1

Christopher Cinella, President/At-Large

Mark Garipay, Ward 4

Maya Jamaleddine, At-Large

Leila Migliorelli, At-Large

Cory Thomas, Ward 7

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From: Owens, Michael (SEC)
To: Foote, Kristin
Subject: RE: Melrose LEDRC materials
Date: Wednesday, October 27, 2021 4:07:51 PM
Attachments: image001.png

Hi Kristin,

Just wanted to let you know, Melrose map was approved unanimously by the LEDRC this morning.

You should receive written notice of the approval also.

Thank you for all your hard work on getting this done!

Best,
Mike

Michael J. Owens
Re-Precincting Community Engagement Director
Office of the Secretary of the Commonwealth
617-878-3316 (Office)
617-312-3272 (Cell)
michael.owens@sec.state.ma.us

Sent from my Verizon, Samsung Galaxy smartphone

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

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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: December 20, 2021
Subject: Amending 152-12 common vic fee waiver for 2022
Order #: ORDER-2022-56

WHEREAS, the current COVID-19 global health pandemic has negatively impacted small businesses; and,

WHEREAS, small businesses are a critical part of our community and are in need of support;

NOW THEREFORE, BE IT ORDERED, that the City of Melrose, acting through the City Council, further amends section 152-12 of the Code of the City of Melrose by inserting the following sentence at the end of said section:

"The fee for a Common Victualler's license set forth herein shall be waived for Calendar Year 2022 as a result of the ongoing impacts of the COVID-19 global health pandemic."

Respectfully submitted,
Councilor Jen Grigoraitis, Ward 6
Councilor Leila Migliorelli, At-Large

FINANCIAL IMPACT:n/a

RESULT:	**PASSED [10 TO 0]**
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Jack Eccles, At-Large
AYES:	Cinella, Eccles, Jamaleddine, Migliorelli, Tramontozzi, Stewart, Garipay, MacMaster, Grigoraitis, Thomas
ABSENT:	Jeff McNaught

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Melrose
Chamber of Commerce

December 13, 2021

Melrose City Council
562 Main Street
Melrose, MA 02176

RE: Statement in Support of Suspending 2022 Common Victualler License Fees

Dear Members of the Melrose City Council:

This letter comes to you on behalf of the Melrose Chamber of Commerce, through its Board of Directors, regarding the December 13, 2021 meeting agenda item: *An Order to Amend Section 152-12 of the Code of the City of Melrose for the purposes of waiving Common Victualler fees for Calendar 2022.*

The Chamber strongly supports waiving of the fee for 2022 as it would relieve a financial burden to some extent for many small businesses in Melrose, including the following Chamber members:

1. Bellevue Golf Club
2. Bitty & Beau's Coffee
3. Bobby C's
4. Giacomo's
5. Jitters Café
6. Kennedy's Ice Cream Bar
7. Liberty Bell Roast Beef & Seafood
8. Mass Golf Management LLC
9. Melrose House of Pizza
10. Melrose-Wakefield Hospital Cafeteria
11. Mexico Lindo
12. Petrone's Pizza and Deli
13. Rising Eagle Publick House
14. Turner's Seafood Grill & Market
15. Wood & Fire

Our local food establishments play an essential role in Melrose's business community, ensuring the continued vibrancy of and activity in our business districts. At a fee of $75 per business, it is not a substantial amount of money for the City budget, and a nominal amount for each business impacted. The Chamber respectfully encourages the City Council to vote in favor of this renewal fee waiver.

Thank you in advance for your thoughtful consideration.

Jennifer Manning
Executive Director, Melrose Chamber of Commerce

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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: January 10, 2022
Subject: Adoption of the Rules of Order of the City Council for the Year 2022
Order #: ORDER-2022-59

Rules of Order of the Melrose City Council attached

FINANCIAL IMPACT:N/A

RESULT:	**ADOPTED [UNANIMOUS]**
AYES:	Cinella, Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams

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RULES OF ORDER
MELROSE CITY COUNCIL



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Adopted January 2022

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

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 they 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 their 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 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; 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 persons with disabilities 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.

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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, they shall address the presiding officer and shall confine their 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 their 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 their 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 ten (10) 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 they 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, they 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.

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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 their 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 their 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 their 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.

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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.

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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 they 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, in conjunction with the Clerk of Committees, shall ensure that the Councilor(s) who sponsor(s) any legislative item will 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.

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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. They 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 (24) 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 the Honorable Mayor

b) Filings by Members of the City Council

VI. Communications from the Honorable Mayor & Other City Officials

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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.

Rule 29A Each meeting of the Council or any standing committee thereof shall allow up to ten (10) minutes per person for public comment prior to the reading of "COMMUNICATIONS FROM THE MAYOR AND OTHER CITY OFFICIALS." 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. There will be an option to speak in public comment via remote participation whenever practicable, to be managed by the City Clerk and/or the Clerk of Committees. This rule shall only be suspended by unanimous consent of the members.

LEGISLATIVE PROCEEDINGS

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 All appointments made by the Mayor and subject to the confirmation of the Council shall include a written statement of interest and/or resume from the candidate.

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. All filings from the Mayor or other city officials must include a written statement or memorandum detailing the intent of the filing and any impacts to the City's finances, if applicable. The City Clerk shall confirm the receipt of all filings by notifying the sponsor(s) via e-mail at the time of receipt.

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Any written document independently submitted by the administration, 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 five (5) Councilors, or the affirmative vote of not less than three (3) 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. Invocation of this rule shall not apply to the annual budget.

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

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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 they 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, it shall receive no motion except:

1. To adjourn
2. To lay on table
3. The previous question
4. To close debate

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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. In a remote meeting format, written motions shall be emailed to the Clerk of Committees and/or City Clerk for distribution to the Council through the appropriate and available electronic means.

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

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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 their name when called by the City Clerk, stating the name of the person for whom they vote, or that they decline to vote. The vote of the majority of all the members of the Council shall be necessary to

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so nominate a President. Upon being elected, the prior President shall escort the newly-elected President to the rostrum.

A current member 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 are 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.

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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 their 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 they are 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 up to 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

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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.

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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 their 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

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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 they have 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 their interest at an earlier public meeting and, after being duly nominated at caucus, be required to state publicly the reasons for their 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

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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.

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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: January 10, 2022
Subject: Election of the President of the City Council for the Year 2022
Order #: ORDER-2022-60

2022 Election of the City Council President.

FINANCIAL IMPACT:N/A

RESULT:	**ELECTED [UNANIMOUS]**
AYES:	Cinella, Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams

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City Council
Melrose City Hall
Melrose, MA 02176

TABLED

Meeting: 01/10/22 06:30 PM
Department: City Council
Category: Informational
Prepared By: Kristin Foote
Initiator: Andrew Ghobrial
Sponsors: Migliorelli, Jamaleddine, Grigoraitis
DOC ID: 9548

INFORMATION ITEM 2022-2

Order for an Update on the Status of Covid-19 in Melrose (ID # 9548)

BE IT ORDERED, pursuant to Section 2-7 of the Melrose City Charter, that the Health Director appear before the City Council to provide an update on the status of Covid-19 in the City of Melrose. In particular, this order seeks information regarding the City's efforts to monitor and mitigate the spread of Covid-19 in our community, including but not limited to the metrics that the city is following, the roll out of the citywide mask mandate, health protocols in place for all public-facing city staff, and/or plans for vaccine requirements.

This update will not include mitigation efforts at the Melrose Public Schools, as it is not under the jurisdiction of the Council.

Submitted by

Councilor Leila B. Migliorelli, At-Large
Councilor Maya Jamaleddine, At-Large
Councilor Jen Grigoraitis, Ward 6

COMMENTS - Current Meeting:

Health Director Anthony Chui appears to discuss the ongoing efforts to address the pandemic; there has been a surge with between 59-70% of active cases attributed to the Omicron variant. Delta is prevalent as well. Still seeing hospitalizations and folks struggling with the virus; this is still serious. We are in good shape in vaccinations with 80% vaccinated in Melrose. Room for improvement in administering boosters. Going to be promoting need to get vaccine and booster as well as provide additional clinics with the state. The indoor mask mandate was recently reinstalled to prevent spread. Messaging mask quality - cloth masks alone are not as useful in preventing transmission as 3 ply or N95's or KN95's. Positive rate is currently 13%, a number we haven't seen since beginning of Covid however hospitalizations have not increased. It is believed these numbers are undercounted as there is no state reporting mechanism for home positive test results.

Councilor Migliorelli ("LM") asks about the statewide procurement program for antigen test kits. Director Chui ("AC") is looking at different vendors as well as the state program so there will be procurement through a combination of both. LM -How many kits are anticipated and has there been a bulk purchase for staff? AC - minimum order number will be forthcoming; as well as a distribution plan. Some of the mask supply was distributed first to businesses. Employees may also get masks. LM - Do all departments have access to masks? AC - either from us or they may

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place an order. LM - any other city-wide restrictions anticipated? AC - not at this time. LM - asks about booster rate. AC - to align with CDC and DPH guidelines we have to allow time for people to obtain the vaccine/booster. Reviews the guidelines.

Councilor Jamaleddine ("MJ") asks if the vaccination rate for employees is known. AC - not at this time but we're looking at data collection. MJ - Is a vaccination mandate on the table? AC- not at this moment. MJ - There is no certainty that the city employee I am dealing with is vaccinated like an responding officer. AC - Hypothetically if there were an emergency we could not guarantee the person was vaccinated. We mandate masks for all employee interactions. MJ - Is there consideration for supporting our elderly population in test education? AC - a plan is being developed for equitable distribution for those who do not have ready access, for example the senior population. Working with Mystic Valley Health, our social worker and the Council on Aging to be sure seniors have access and that they are using them correctly. MJ - Is our nurse assisting our older adults? AC - the public health nurse is doing lot of city wide education and she will be working with the new public health specialist. They should be able to help reach this group and help with education. MJ - is testing offered to city employees? AC - we don't have any community PCR sites but are ordering at-home tests. MJ - is Melrose/Wakefield hospital an option? AC - we are in discussion on collaborating.

Councilor Grigoraitis ("JG") asks about the City's three prong approach of masking, testing, vaccines -currently adults entering Melrose public schools (teachers, custodians, health staff, school resource officers) have to either show proof of vaccination or submit to weekly testing. Seeks to understand why this is in place at school but not for all municipal buildings like the library, senior center. From a public health perspective how are these different situations? AC - We were separating schools from the community and are discussing whether this is sustainable. Looking at different employee mandate options. JG - Is there a timeline? We're at 13% positive rate and it is probably too late for Omicron. As you hire the new public health nurse are asking vaccination status? AC - clarifies that the COVID nurse position is a school floater position. We are looking at vaccination status of new as well as current employees. We aren't looking to drag this out. JG - asks about mitigating community efforts are capacity limits on the table. AC - not at this time. JG- we ask students testing positive on an antigen test to self report. Are we also asking residents to do the same? AC - The school environment is much more controlled. For the general community it is a struggle to operationally collect the positive data via MAVEN. Cannot link close contact within this system and track positive at-home antigen tests. JG - Are negative antigen test results are being discussed for municipal staff similar to students? Right now city hall staff are able to return to work on day 6 following a positive test without a negative test? AC - symptoms are the indicator; if someone has symptoms they are asked to stay home

Councilor Stewart offers feedback regarding Health Department communication. Exercise caution and be crystal clear, particularly that directed to parents regarding change in school policy. When an email is unclear it can create more noise than necessary. Offers assistance.

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Councilor Eccles ("JE") clarifies vaccination status of job applicants - is status required now? AC - no. JE - concerned with Melrose becoming a place where unvaccinated people apply to work. Wants all employees to feel safe.

Councilor Garipay ("MG") asks for details on how the vaccine clinics work, what is the process with the state? AC - trying to find balance with state. The vax bus can be brought to the community and has now come to Melrose congregant housing. We were able to provide 2, 000 boosters and are determining what group has the most need at this time. Looking at regional events with surrounding communities to share resources like staff.

Councilor Karamcheti ("MK") asks if deeper analytics are available regarding the positive cases to determine needed support? AC - some of the state data is detailed and they are examining it to see where the need is?

Councilor Williams ("RW") asks if a public testing program is being considered? AC - working with the state to provide a resource that will be Melrose region specific. Currently testing is being done by private companies - CVS, Walgreens, Square One.

RESULT:	**HOLD [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Cinella, Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams

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City Council
Melrose City Hall
Melrose, MA 02176

TABLED

Meeting: 01/10/22 06:30 PM
Department: City Council
Category: Election
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors: At-Large Leila Migliorelli
DOC ID: 9547

INFORMATION ITEM 2022-3

Notice of Warrant - Northeast Metropolitan Technical High School Election (ID #9547)

Please see the fully executed warrant to be placed in the local newspaper by the Northeast Metropolitan Technical School Committee

RESULT:	**TO COMMITTEE [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
AYES:	Cinella, Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

ELECTION WARRANT

The Commonwealth of Massachusetts

NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

Middlesex, ss.

To the registered voters of the City of Chelsea, the City of Malden, the City of Melrose, the Town of North Reading, the Town of Reading, the City of Revere, the Town of Saugus, the Town of Stoneham, the Town of Wakefield, the Town of Winchester, the Town of Winthrop and the City of Woburn, Massachusetts

GREETINGS:

You are hereby notified and warned that the inhabitants of the City of Chelsea, the City of Malden, the City of Melrose, the Town of North Reading, the Town of Reading, the City of Revere, the Town of Saugus, the Town of Stoneham, the Town of Wakefield, the Town of Winchester, the Town of Winthrop and the City of Woburn, registered to vote in any of said cities or towns, as the case may be, are to meet at their respective polling places, to wit,

> In the CITY OF CHELSEA at Chelsea City Hall, City Council Chambers, 500 Broadway, Chelsea, in the CITY OF MALDEN at the Senior Center Auditorium, 7 Washington Street, Malden, in the CITY OF MELROSE at the Middle School Gym Complex, 90 Melrose Street, Melrose, in the TOWN OF NORTH READING at St. Theresa's Church, 51 Winter St, North Reading, in the TOWN OF READING at Reading Memorial High School - Hawkes Field House - 62 Oakland Road, Reading, in the CITY OF REVERE at St. Anthony's Church, 250 Revere Street, Rear Entrance, Revere, in the TOWN OF SAUGUS at Saugus Senior Center 466 Central Street, Saugus, in the TOWN OF STONEHAM at Stoneham Town Hall, 35 Central Street, Stoneham, in the TOWN OF WAKEFIELD at Galvin Middle School, 525 Main Street, Wakefield, in the TOWN OF WINCHESTER at Winchester Town Hall, 71 Mt. Vernon Street, Winchester, in the TOWN OF WINTHROP at Old Middle School Gym, 151 Pauline Street, Winthrop, Robert DeLeo Senior Center, 35 Harvard St., Winthrop, and O'Connell Hall, 9 Golden Drive, Winthrop, and in the CITY OF WOBURN at Old Wyman Elementary School, Main Street and Eaton Avenue, Woburn.

On January 25, 2022 from 11:00 o'clock AM to 6:00 o'clock PM, to vote by BALLOT on the following question:

"Do you approve of the vote of the Regional District School Committee of the Northeast Metropolitan Regional Vocational School District adopted on December 9, 2021, to authorize the borrowing of $317,422,620 to pay costs of designing, constructing, originally equipping and furnishing a new Northeast Metropolitan Regional Vocational School and related athletic facilities, located at 100 Hemlock Road in Wakefield, Massachusetts, including the payment of all costs incidental and related thereto, which vote provides, in relevant part, as follows:

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VOTED: That the Northeast Metropolitan Regional Vocational School District (the "District") hereby appropriates the amount of $317,422,620 for the purpose of paying costs of designing, constructing, originally equipping and furnishing a new Northeast Metropolitan Regional Vocational School and related athletic facilities, located at 100 Hemlock Road in Wakefield, Massachusetts 01880, including the payment of all costs incidental and 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 School Building 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, G.L. c. 71, §16(n) as authorized by G.L. c. 71, §14D, and 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, and (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. Any premium received upon the sale of any bonds or notes approved by this vote, 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 vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount."

Yes _____ No _____

The polls will be open from 11 o'clock AM, to 6:00 o'clock PM.

The District Secretary is hereby directed to serve this Warrant by posting an attested copy thereof in at least one public place in the City of Chelsea, the City of Malden, the City of Melrose, the Town of North Reading, the Town of Reading, the City of Revere, the Town of Saugus, the Town of Stoneham, the Town of Wakefield, the Town of Winchester, the Town of Winthrop and the City of Woburn, and by publishing a copy thereof at least once in a newspaper of general circulation in the District, said posting and publication to occur at least ten days before the day of election as aforesaid.

The District Secretary shall make due return of this Warrant with his or her doings thereon to the District Secretary, on or before the day of the election aforesaid.

[The balance of this page is intentionally blank.]

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Given under our hands and the seal of the Northeast Metropolitan Regional Vocational School District this 9th day of December, 2021.

Deborah P. Davis, Chairperson, Woburn

Ward Hamilton, Melrose

Judith Dyment, Vice Chair, North Reading

Anthony Caggiano, Revere

Peter A. Rossetti, Jr., Secretary, Saugus

Robert S. McCarthy, Reading

Lawrence M. Means, Treasurer, Stoneham

Brittany A. Carisella, Wakefield

Michael T. Wall, Chelsea

Brant Snyder, Winchester

James J. Holland, Malden

Robert O'Dwyer, Winthrop

Northeast Metropolitan Regional Vocational School District School Committee

RETURN OF SERVICE

The undersigned, Secretary of the Regional District School Committee of the Northeast Metropolitan Regional Vocational School District, certify that at least 10 days prior to January 25, 2022, I posted or caused to be posted, a true and attested copy of this warrant in the City or Town Clerk's office, as the case may be, in the City of Chelsea, the City of Malden, the City of Melrose, the Town of North Reading, the Town of Reading, the City of Revere, the Town of Saugus, the Town of Stoneham, the Town of Wakefield, the Town of Winchester, the Town of Winthrop and the City of Woburn (collectively, the District's "Member Communities"), and in addition, that I caused a copy of the within warrant to be published in a newspaper of general circulation within the Member Communities of the District on January 6, 2022, which date was also at least 10 days prior to January 25, 2022, all as required by Chapter 71, Section 16(n) of the General Laws.

District Secretary

DATE: 1/4/22

A True Copy Attest:

District Secretary

DATE: 1/4/22

101499004v.2

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

City Council
Melrose City Hall
Melrose, MA 02176

TABLED

Meeting: 01/18/22 07:45 PM
Department: City Council
Category: Informational
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors: Ward 3 Stewart, Ward 4 Garipay
DOC ID: 9582

INFORMATION ITEM 2022-4

Request for Information regarding ARPA funding (Item #9582)

BE IT ORDERED, that the Mayor and his designee appear before the City Council to provide an update on the ARPA funding received for the City of Melrose. In Particular, this order seeks information regarding the status and planning of anticipated initiatives for the City using this funding and the relevance to the impact that COVID has had and continues to have on the City.

Submitted By:
Councilor Robb Stewart, Ward 3,
Councilor Mark D. Garipay, Ward 4.

RESULT:	**ASSIGN TO COMMITTEE**

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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: January 18, 2022
Subject: MEMA Grant
Order #: ORDER-2022-61

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) to be used for the purpose of completing the upgrade of the Emergency Management Room in City Hall and to support Emergency Management planning.

FINANCIAL IMPACT: N/A

RESULT:	**ASSIGNED TO COMMITTEE**

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CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
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) grant
Date: January 18, 2022

The City of Melrose has been awarded a grant from the Massachusetts Emergency Management Agency (MEMA): the Emergency Management Performance Grant (EMPG), which we apply for annually, has been awarded 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). As has been our usual practice, the requirement for matching funds for this grant award is met through a portion of the Emergency Management Director's salary.

This year's grant will be used to complete the 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, and to support our Emergency Management planning activities.

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.

I respectfully request that the City Council accept this grant.

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COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

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, Contractor Certifications and Commonwealth 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:(and d/b/a): MELROSE, City of	COMMONWEALTH DEPARTMENT NAME: Massachusetts Emergency Management Agency (MEMA)
Legal Address: (W-9, W-4): 562 MAIN STREET MELROSE, MA 02176-3142	Business Mailing Address: 400 Worcester Rd, Framingham, MA 01702
Contract Manager: Allan Alpert Phone: 617-838-212	Billing Address (if different): same
E-Mail: aalpert@cityofmelrose.org	Contract Manager: Lorri Gifford / Mayra Quintana Phone: 508.820.2004 Phone: 508.820.1407
Contractor Vendor Code: VC6000192116	E-Mail: EM.Grants@mass.gov
Vendor Code Address ID (e.g. "AD001"): (Note: The Address ID must be set up for EFT payments.)	MMARS Doc ID(s): FY21EMPG2100000MELRO
	RFR/Procurement or Other ID Number: FFY2021EMPG

X 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)
X **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)

___ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior* to** Amendment:_____.
Enter **Amendment Amount**: _____.

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, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): X Commonwealth Terms and Conditions Commonwealth Terms and Conditions For Human and Social Services

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.)
X **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). **$6,500**

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 % PPD; Payment issued within 15 days % PPD; Payment issued within 20 days % PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: agree to standard 45 day cycle statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); X 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:

Funding for this grant is provided via a Federal Fiscal Year 2021 Emergency Management Performance Grant (EMPG) and EMPG Program funding provided under the American Rescue Plan Act (ARPA), CFDA #97.042 and has a required dollar-for-dollar match. Funds will only be used for activities outlined in the subrecipient's approved FFY2021 application and in accordance with attached Federal Terms and Conditions, and MEMA Special Conditions and Reporting Requirements.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

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

CONTRACT END DATE: Contract performance shall terminate as of **June 30, 2022**, 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, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, 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: 11/5/2021
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: Paul Brodeur.
Print Title: mayor.

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X:_____. Date: 12/10/21.
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: David Mahr.
Print Title: Chief Administrative Officer.

11/15/21 M.Q.

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CASL

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME	City of Melrose
CONTRACTOR VENDOR/CUSTOMER CODE	VC6000192116

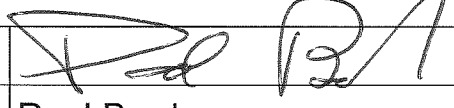
INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In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

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

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

AUTHORIZED SIGNATORY NAME	TITLE
Paul Brodeur	Mayor

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

Signature		**Date**	10/27/2021
Printed Name	Paul Brodeur		
Title	Mayor	**Phone**	781-979-4440
Email	pbrodeur@cityofmelrose.org	**Fax**	781-662-2182

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10/29/2021 KM

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: January 18, 2022
Subject: Reappointment of Joanne Perperian as Assistant City Clerk
Order #: ORDER-2022-62

Dear Honorable City Council:

In accordance with Article I section 56-10 of the City Charter, it is my pleasure to recommend the reappointment of Ms. Joanne Perperian, of 357 Porter Street, Melrose, as Assistant City Clerk for a one year term; ending the first Monday in February, 2023. Ms. Perperian is a superior employee serving both residents and colleagues alike with competence, compassion and a sense of collaborative purpose. She is an invaluable asset to the office and the City of Melrose overall.

Respectfully,
Kristin Foote, City Clerk

FINANCIAL IMPACT: N/A

RESULT:	**ASSIGNED TO COMMITTEE**

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§ 56-10. Assistant City Clerk.

A. The City Clerk shall, on or before the first Monday in February in each year, appoint an Assistant City Clerk, subject to confirmation by the City Council.

B. The Assistant City Clerk may be removed by the vote of a majority of all the members of the City Council taken by roll call.

C. In the absence of the City Clerk, the Assistant City Clerk shall perform all the duties of the office and shall perform such other duties as he/she may be called upon to perform by the City Clerk.

State law reference — Authority to appoint assistant city clerk, MGL c. 41, § 18.

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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: January 18, 2022
Subject: Municipal ADA Improvement Grant
Order #: ORDER-2022-63

I respectfully request that the Honorable City Council accept a grant in the amount of $54,918 from the Massachusetts Office on Disability's Municipal ADA Improvement Grant program to allow the City to hire a consultant to complete an ADA Self-Evaluation and Transition Plan.

FINANCIAL IMPACT: N/A

RESULT:	**ASSIGNED TO COMMITTEE**

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CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Municipal ADA Improvement Grant
Date: January 18, 2022

The City of Melrose has been awarded a grant in the amount of $54,918 from the Massachusetts Office on Disability's Municipal ADA Improvement Grant program. These grant funds must be expended by June 30, 2022, and there is no match required.

The purpose of this grant is to allow the City to hire a consultant to complete an ADA Self-Evaluation and Transition Plan. The goal is evaluate the City's services, policies, and practices, including physical access of City owned buildings. The scope of the evaluation will include the following physical structures:

- City Hall
- Memorial Hall
- Public Library
- Milano Center
- Beebe Estate
- Fire stations (3)
- City Yard
- Wyoming Cemetery
- McCarthy House (senior housing)
- Steele House (senior housing)
- Mt Hood Park Building
- School Buildings (9 total)

The Self-Evaluation will also include an examination of policies and procedures to determine whether they ensure an equal opportunity for people with disabilities to participate and benefit from the City's services, activities, and programs. This will include in part a review of the city's website accessibility.

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The Self-Evaluation process will engage City personnel from various departments and the public schools to gather information and get input from the public. This will be done via outreach conducted by the City of Melrose Commission on Disability through public meetings, community surveys, and social media. In addition, targeted outreach will be conducted to community groups, such as the Council on Aging, Special Education Parents' Advisory Group, veteran's groups, Human Rights Commission, Chamber of Commerce, Biking and Pedestrian Committee, and others.

Upon completion of the Self-Evaluation, a Transition Plan will be developed that will include the following:

- A list of the physical barriers that limit accessibility of programs, activities, or services.
- Methods to remove the barriers and make the facilities accessible.
- Estimated costs and time schedule for work completion.

For each facility, the most substantial access issues and order of magnitude will be identified. The transition plan will also include a spreadsheet of priorities for corrective action.

In addition to facilities, the Transition Plan will include a review of policies, practices and procedures to determine compliance with the requirements of the ADA, with a goal of providing recommendations that result in a more usable, inclusive, and welcoming environment for the Melrose community. Examples of policies and procedures to be addressed are requesting reasonable accommodations and modifications for City meetings and events, and ensuring ease of making such requests, equally effective communication, etc.

The City last conducted a Self-Evaluation and developed a Transition Plan in 1996. This comprehensive plan focused primary on access of facilities and buildings, with limited examination of policies and procedures. Many of the issues identified were subsequently addressed. It is clearly time to develop an updated Self-Evaluation and Transition Plan, based on changes and developments over the past 25 years, including: a) changes to the ADA and other laws and codes; b) changes in best practices for accessibility; c) changes to buildings and facilities within the City, including aging of existing facilities, renovations, and new construction; d) the emergence of electronic information sharing and use of the internet as a primary information source.

I respectfully request that the City Council accept this grant in order to allow this important and timely work to move forward.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

2.1

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: (and d/b/a): City of Melrose		**COMMONWEALTH DEPARTMENT NAME: MA OFFICE ON DISABILITY** MMARS Department Code: OHA	
Legal Address: (W-9, W-4): 562 Main St, Melrose, MA 02176		**Business Mailing Address 1 ASHBURTON PLACE, ROOM 1305, BOSTON, MA, 02108**	
Contract Manager: David Hoff	**Phone: (617) 480-9230**	**Billing Address (if different): SAME**	
EMail: COMMISSIONONDISABILITY@CITYOFMELROSE.ORG	**Fax:**	**Contract Manager: MICHAEL DUMONT**	**Phone: 617-727-7440**
Contractor Vendor Code: VC6000192115		**E-Mail:MICHAEL.DUMONT@MASS.GOV**	**Fax: 617-727-0965**
Vendor Code Address ID (e.g. "AD001"): AD001 . (Note: The Address ID must be set up for EFT payments.)		**MMARS Doc ID(s):** RFR/Procurement or Other ID Number:	

_X_ 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)
_X_ **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)

___ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** 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): _X_ Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services __ 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.)

_X_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $ **54,918.00** .

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 __% PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: __agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ 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.)

Municipal ADA Improvement Grant FY22: The Grantee will hire a consultant with EOAF Grant funds to complete an ADA Self-Evaluation and Transition Plan. The Project scope includes an ADA Self-Evaluation and Transition Plan encompassing all of Grantee's facilities, activities, programs and services

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

_X_ 1. may be incurred as of the Effective Date (latest signature date below) and **no** obligations have been incurred **prior** to the Effective Date.

__ 2. may be incurred as of _____, **20**___, a date **LATER** than the Effective Date below and **no** obligations have been incurred **prior** to the Effective Date.

__ 3. were incurred as of _____, **20**___ , a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of **June 30, 2022,** 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 Captured At Time of Signature)
Print Name: Paul Brodeur
Print Title: Mayor.

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____. **Date:** _____.
(Signature and Date Must Be Captured At Time of Signature)
Print Name: MARY MAHON McCAULEY.
Print Title: EXECUTIVE DIRECTOR

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: January 18, 2022
Subject: Hoover and Horace Mann Roof Replacements
Order #: ORDER-2022-64

I respectfully request that the Honorable City Council enact the following order:

BE IT ORDERED by the Melrose City Council that the City of Melrose appropriate the amount of Seventy Five Thousand ($75,000) Dollars for the purpose of paying costs of the Feasibility Study and Schematic Design for Roof Replacement Projects at the Herbert Clark Hoover Elementary School at 37 Glendower Road, Melrose, Massachusetts, and the Horace Mann Elementary School at 40 Damon Avenue, Melrose, Massachusetts, including the payment of all costs incidental or related thereto, and for which the City of Melrose may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the Mayor. To meet this appropriation the City Council, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, or pursuant to any other enabling authority. The City of Melrose acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the City of Melrose incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the City of Melrose, 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 City of Melrose and the MSBA.

FINANCIAL IMPACT: See attached

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

October 27, 2021

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

Re: City of Melrose, Herbert Clark Hoover Elementary School, Horace Mann Elementary School

Dear Mayor Brodeur:

I am pleased to report that on October 27, 2021, the Board of Directors (the "Board") of the Massachusetts School Building Authority (the "MSBA") voted to invite the City of Melrose (the "City") into the Accelerated Repair Program (the "ARP") to partner with the MSBA in conducting a Schematic Design Study at the Herbert Clark Hoover Elementary School for a potential roof replacement project and at the Horace Mann Elementary School for a potential roof replacement project.

I do want to emphasize that this invitation to partner on a Schematic Design Study is ***not*** approval of a project but is strictly an invitation to the City to work with the MSBA to explore potential solutions to the building needs that have been identified. Moving forward in the MSBA's ARP process requires a partnership with the MSBA, and communities that "get ahead" of the MSBA without MSBA approval will not be eligible for grant funding. To qualify for any funding from the MSBA, local communities must follow the MSBA's statute, regulations, and policies, including the ARP requirements, which require MSBA partnership and approval at each step of the process.

The ARP will focus on the preservation of existing assets by performing energy-efficient and cost-saving upgrades, which will result in direct operational savings for school districts. Districts that are invited into the ARP will be required to use Owner's Project Managers and Designers who are pre-selected and randomly assigned by the MSBA and must also adhere to other requirements that are unique to this program, such as implementing an accelerated project schedule and complying with the MSBA's reimbursement dollar thresholds. Districts will be expected to complete a Schematic Design Study and receive authorization for a Project Funding Agreement by the Board of Directors no later than 12 months from Program invitation. Districts seeking reimbursement under the ARP will be allowed to submit requests for reimbursement monthly, but only if the total value of the invoices being submitted equals more than $50,000.

During the Schematic Design Study phase, the MSBA will partner with the City and its assigned Owner's Project Manager and Designer to find the most fiscally responsible, educationally appropriate and sustainable solution to the building needs identified at the Herbert Clark Hoover

Elementary School and the Horace Mann Elementary School. If during the Schematic Design Study phase, the City determines that the potential project does not meet the qualifying criteria of the

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Board's invitation, the City will be required to remove its Statement of Interest and will not be authorized for a Project Funding Agreement for the project. For the 2021 ARP, the qualifying criteria included roofs of 29 years or more (installed in or before 1992), window and door systems of 30 years or more (installed in or before 1991) and boiler systems of 29 years or more (installed in or before 1992).

The City must complete several pre-requisites prior to beginning work with its consultants. Please submit the following information to the MSBA by no later than the date listed below in order to fulfill these pre-requisites:

- a current routine and capital maintenance plan for the City's school facilities, to be submitted electronically using the MSBA web-based tool (submit prior to February 25, 2022); and,
- an Initial Compliance Certification (attachment to this letter) executed by the City to ensure that the City understands and will comply with the MSBA's requirements and regulations (submit prior to February 25, 2022).

The City must approve funding for the Feasibility Study/Schematic Design portion of this potential project by January 28, 2022. Submission of the properly certified documentation that the City has appropriated its funding should be submitted to the MSBA prior to February 25, 2022. Future funding for the total project budget will be required within 90 days after the date of the MSBA's approval of the project scope and budget.

Once the City has completed the pre-requisites listed above according to the MSBA's standards, the MSBA will assign an Owner's Project Manager and Designer using the MSBA's list of pre-selected and randomly assigned consultants for the ARP. In the meantime, I wanted to share with you the Board's decision and provide a brief overview of what this means for the City of Melrose.

I look forward to continuing to work with you as part of the MSBA's Accelerated Repair Program. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,



John K. McCarthy
Executive Director

Cc: Legislative Delegation
Christopher C. Cinella, President, Melrose City Council
Jen McAndrew, Chair, Melrose School Committee
Dr. Julie Kukenberger, Superintendent, Melrose Public Schools
File: 10.2 Letters

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

AUDITOR

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4107

PATRICK DELLO RUSSO
Chief Financial Officer

To: Mayor Paul Brodeur
From: Patrick Dello Russo
Meeting Date: January 18, 2022
Subject: Acceptance of MassEVIP Grant
Order #: ORDER-2022-57

The City of Melrose has been awarded a grant in the amount of $12,093.60 from the Massachusetts Department of Environmental Protection to acquire one electric vehicle charging station under the Massachusetts Electric Vehicle Incentive Program (MassEVIP) Workplace & Fleet (WPF) Charging Program. The proposed charging station equipment, installation, and network software license as described in the attached quote will be attached to the garage at the Melrose Police Station for the purpose of charging police fleet vehicles only. It will not be available for public use.

The balance of the cost of installing the charging station is $10,692.40 and will be funded from DPW Facilities Budget.

We seek City Council approval to accept the MassEVIP award and execute the attached contract. Please let me know if you need any further information.

FINANCIAL IMPACT:n/a

RESULT:	**PASSED [10 TO 0]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Manjula Karamcheti, Ward 1
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Stewart, Williams, Cinella
EXCUSED:	Shawn M. MacMaster

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

COMMONWEALTH TERMS AND CONDITIONS

This Commonwealth Terms and Conditions form is jointly issued by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) for use by all Commonwealth of Massachusetts ("State") Departments and Contractors. ***Any changes or electronic alterations by either the Department or the Contractor to the official version of this form, as jointly published by ANF, CTR and OSD, shall be void.*** Upon execution of the Standard Contract Form these Commonwealth Terms and Conditions will be incorporated by reference. Performance shall include services rendered, obligations due, costs incurred, commodities and deliverables provided and accepted by the Department, programs provided or other commitments authorized under a Contract. A deliverable shall include any tangible product to be delivered as an element of performance under a Contract. The Commonwealth is entitled to ownership and possession of all deliverables purchased or developed with State funds. Contract shall mean the Standard Contract Form issued jointly by ANF, CTR and OSD.

1. *Contract Effective Start Date.* Notwithstanding verbal or other representations by the parties, the effective start date of performance under a Contract shall be the later of the date the Contract was executed by an authorized signatory of the Contractor, the date the Contract was executed by an authorized signatory of the Department, the date specified in the Contract, or the date of any approvals required by law or regulation.

2. *Payments And Compensation.* The Contractor shall only be compensated for performance delivered and accepted by the Department in accordance with the specific terms and conditions of a Contract. All Contract payments are subject to appropriation pursuant to M.G.L. c. 29, § 26, or the availability of sufficient non-appropriated funds for the purposes of a Contract, and shall be subject to intercept pursuant to M.G.L. c. 7A, § 3 and 815 CMR 9.00. Overpayments shall be reimbursed by the Contractor or may be offset by the Department from future payments in accordance with state finance law. Acceptance by the Contractor of any payment or partial payment, without any written objection by the Contractor, shall in each instance operate as a release and discharge of the State from all claims, liabilities or other obligations relating to the performance of a Contract.

3. *Contractor Payment Mechanism.* All Contractors will be paid using the Comptroller's payment system unless a different payment mechanism is required. The Contractor shall timely submit invoices and supporting documentation as prescribed in a Contract. The Department shall review and return rejected invoices within fifteen (15) days of receipt with a written explanation for rejection. Payments shall be made in accordance with the bill paying policy issued by the Office of the Comptroller and 815 CMR 4.00, provided that payment periods listed in a Contract of less than forty-five (45) days from the date of receipt of an invoice shall be effective only to enable a Department to take advantage of early payment incentives and shall not subject any payment made within the forty-five (45) day period to a penalty. The Contractor Payroll System shall be used only for Individual Contractors who have been determined to be Contract Employees as a result of the Department's completion of an Internal Revenue Service SS-8 form in accordance with the Omnibus Budget Reconciliation Act (OBRA) 1990, and shall automatically process all state and federal mandated payroll, tax and retirement deductions.

4. *Contract Termination Or Suspension.* A Contract shall terminate on the date specified in a Contract, unless this date is properly amended in accordance with all applicable laws and regulations prior to this date, or unless terminated or suspended under this Section upon prior written notice to the Contractor. The Department may terminate a Contract without cause and without penalty, or may terminate or suspend a Contract if the Contractor breaches any material term or condition or fails to perform or fulfill any material obligation required by a Contract, or in the event of an elimination of an appropriation or availability of sufficient funds for the purposes of a Contract, or in the event of an unforeseen public emergency mandating immediate Department action. Upon immediate notification to the other party, neither the Department nor the Contractor shall be deemed to be in breach for failure or delay in performance due to Acts of God or other causes factually beyond their control and without their fault or negligence. Subcontractor failure to perform or price increases due to market fluctuations or product availability will not be deemed factually beyond the Contractor's control.

5. *Written Notice.* Any notice shall be deemed delivered and received when submitted in writing in person or when delivered by any other appropriate method evidencing actual receipt by the Department or the Contractor. Any written notice of termination or suspension delivered to the Contractor shall state the effective date and period of the notice, the reasons for the termination or suspension, if applicable, any alleged breach or failure to perform, a reasonable period to cure any alleged breach or failure to perform, if applicable, and any instructions or restrictions concerning allowable activities, costs or expenditures by the Contractor during the notice period.

6. *Confidentiality.* The Contractor shall comply with M.G.L. c. 66A if the Contractor becomes a "holder" of "personal data". The Contractor shall also protect the physical security and restrict any access to personal or other Department data in the Contractor's possession, or used by the Contractor in the performance of a Contract, which shall include, but is not limited to, the Department's public records, documents, files, software, equipment or systems.

7. *Record-keeping And Retention, Inspection Of Records.* The Contractor shall maintain records, books, files and other data as specified in a Contract and in such detail as shall properly substantiate claims for payment under a Contract, for a minimum retention period of six (6) years beginning on the first day after the final payment under a Contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving a Contract. The Department shall have access, as well as any parties identified under Executive Order 195, during the Contractor's regular business hours and upon reasonable prior notice, to such records, including on-site reviews and reproduction of such records at a reasonable expense.

8. *Assignment.* The Contractor may not assign or delegate, in whole or in part, or otherwise transfer any liability, responsibility, obligation, duty or interest under a Contract, with the exception that the Contractor shall be authorized to assign present and prospective claims for money due to the Contractor pursuant to a Contract in accordance with M.G.L. c. 106, § 9-318. The Contractor must provide sufficient notice of assignment and supporting documentation to enable the Department to verify and implement the assignment. Payments to third party assignees will be processed as if such payments were being made directly to the Contractor and these payments will be subject to intercept, offset, counter claims or any other Department rights which are available to the Department or the State against the Contractor.

9. *Subcontracting By Contractor.* Any subcontract entered into by the Contractor for the purposes of fulfilling the obligations under a Contract must be in writing, authorized in advance by the Department and shall be consistent with and subject to the provisions of these Commonwealth Terms and Conditions and a Contract. Subcontracts will not relieve or discharge the Contractor from any duty, obligation, responsibility or liability arising under a Contract. The Department is entitled to copies of all subcontracts and shall not be bound by any provisions contained in a subcontract to which it is not a party.

10. *Affirmative Action, Non-Discrimination In Hiring And Employment.* The Contractor shall comply with all federal and state laws, rules and regulations promoting fair employment practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability,

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

COMMONWEALTH TERMS AND CONDITIONS

handicap, sexual orientation or for exercising any rights afforded by law. The Contractor commits to purchasing supplies and services from certified minority or women-owned businesses, small businesses or businesses owned by socially or economically disadvantaged persons or persons with disabilities.

11. *Indemnification.* Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, including the Department, its agents, officers and employees against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement or other damages that the State may sustain which arise out of or in connection with the Contractor's performance of a Contract, including but not limited to the negligence, reckless or intentional conduct of the Contractor, its agents, officers, employees or subcontractors. The Contractor shall at no time be considered an agent or representative of the Department or the State. After prompt notification of a claim by the State, the Contractor shall have an opportunity to participate in the defense of such claim and any negotiated settlement agreement or judgment. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph. Any indemnification of the Contractor shall be subject to appropriation and applicable law.

12. *Waivers.* Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.

13. *Risk Of Loss.* The Contractor shall bear the risk of loss for any Contractor materials used for a Contract and for all deliverables, Department personal or other data which is in the possession of the Contractor or used by the Contractor in the performance of a Contract, until possession, ownership and full legal title to the deliverables are transferred to and accepted by the Department.

14. *Forum, Choice of Law And Mediation.* Any actions arising out of a Contract shall be governed by the laws of Massachusetts, and shall be brought and maintained in a state or federal court in Massachusetts which shall have exclusive jurisdiction thereof. The Department, with the approval of the Attorney General's Office, and the Contractor may agree to voluntary mediation through the Massachusetts Office of Dispute Resolution (MODR) of any Contract dispute and will share the costs of such mediation. No legal or equitable rights of the parties shall be limited by this Section.

15. *Contract Boilerplate Interpretation, Severability, Conflicts With Law, Integration.* Any amendment or attachment to any Contract which contains conflicting language or has the effect of a deleting, replacing or modifying any printed language of these Commonwealth Terms and Conditions, as officially published by ANF, CTR and OSD, shall be interpreted as superseded by the official printed language. If any provision of a Contract is found to be superseded by state or federal law or regulation, in whole or in part, then both parties shall be relieved of all obligations under that provision only to the extent necessary to comply with the superseding law; provided however, that the remaining provisions of the Contract, or portions thereof, shall be enforced to the fullest extent permitted by law. All amendments must be executed by the parties in accordance with Section 1 of these Commonwealth Terms and Conditions and filed with the original record copy of a Contract as prescribed by CTR. The printed language of the Standard Contract Form, as officially published by ANF, CTR and OSD, which incorporates by reference these Commonwealth Terms and Conditions, shall supersede any conflicting verbal or written agreements relating to the performance of a Contract, or attached thereto, including contract forms, purchase orders or invoices of the Contractor. The order of priority of documents to interpret a Contract shall be as follows: the printed language of the Commonwealth Terms and Conditions, the Standard Contract Form, the Department's Request for Response (RFR) solicitation document and the Contractor's Response to the RFR solicitation, excluding any language stricken by a Department as unacceptable and including any negotiated terms and conditions allowable pursuant to law or regulation.

IN WITNESS WHEREOF, the Contractor certifies under the pains and penalties of perjury that it shall comply with these Commonwealth Terms and Conditions for any applicable Contract executed with the Commonwealth as certified by their authorized signatory signing the Standard Contract Form.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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

M E M O R A N D U M

TO: Mayor Paul Brodeur
Patrick Dello Russo, Auditor/CFO

FROM: Martha Grover, Sustainability Manager

RE: MassEVIP Grant Award

DATE: December 10, 2021

The City of Melrose has been awarded a grant in the amount of $12,093.60 from the Massachusetts Department of Environmental Protection to acquire one electric vehicle charging station under the Massachusetts Electric Vehicle Incentive Program (MassEVIP) Workplace & Fleet (WPF) Charging Program. The proposed charging station equipment, installation, and network software license as described in the attached quote will be attached to the garage at the Melrose Police Station for the purpose of charging police fleet vehicles only. It will not be available for public use.

The balance of the cost of installing the charging station is $10,692.40 and will be funded from the DPW facilities budget.

We seek City Council approval to accept the MassEVIP award and execute the attached contract. Please let me know if you need any further information.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection
One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Kathleen A. Theoharides
Secretary

Martin Suuberg
Commissioner

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

December 6, 2021

City of Melrose
562 Main Street
Melrose, MA 02176

Dear Martha Grover,

The Massachusetts Department of Environmental Protection (MassDEP) is pleased to announce that City of Melrose has been awarded a grant of $12,093.60 to acquire one electric vehicle charging station(s) under the Massachusetts Electric Vehicle Incentive Program (MassEVIP) Workplace & Fleet (WPF) Charging Program at the following location(s):

- An amount not to exceed $12,093.60 for two ports at 56 W. Foster Street, Melrose, MA.

Contract documents are attached. You will need to sign and return the two that require signatures within **30** business days of receipt. The Grantee is authorized to proceed with the acquisition of the EV charging station(s) with the receipt of this approval letter. The contract documents include:

- *Commonwealth of Massachusetts - Standard Contract Form*, **to be signed** by an authorized signatory;
- *Commonwealth Terms and Conditions*, no signature required;
- *Contractor Authorized Signatory Listing*, **to be signed** by one of the parties specified on the listing;
- *End User Agreement*, no signature required.

Please email scanned copies of documents requiring signatures to MassEVIP.MassDEP@mass.gov and mail originals (wet signature, no copies) to the following address:

MassDEP
Attn: MassEVIP
One Winter Street, 6th Floor
Boston, MA 02108

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.
TTY# MassRelay Service 1-800-439-2370
MassDEP Website: www.mass.gov/dep
Printed on Recycled Paper

MassDEP will execute the *Commonwealth of Massachusetts - Standard Contract Form* and email you a scanned copy for your records

You have up to 6 months from the contract documents' execution date to make the EV charging station operational. You have up to 90 days from the date the EV charging station is operational to request payment by completing and submitting the *End-User Agreement* Attachment A *Payment Request Form* and required attachments. MassDEP will not authorize the payment until receiving a complete *Payment Request Form* and required attachments. Required attachments include:

- Final invoice for EV charging station with line items for individual EV charging station costs.
- Final invoice for EV charging station installation costs.
- Photographs of installed EV charging station. Pictures should clearly show parking spaces, ADA accessible EV parking space and EV designated signage.

The MassEVIP WPF grant can be paid to either the grantee or the equipment vendor, as specified by the grantee. Where possible, MassDEP would prefer to pay the grant to the equipment vendor.

On behalf of Commissioner Suuberg, I want to congratulate City of Melrose for taking this important step towards making Massachusetts a leader in deploying electric vehicle charging equipment and helping the Commonwealth achieve its ambitious climate goals.

If you have any questions or comments regarding MassEVIP or the awarded grant, please contact us at MassEVIP.MassDEP@mass.gov.

Sincerely,



Christine Kirby
Assistant Commissioner
Bureau of Air and Waste

Attachments: *Commonwealth of Massachusetts - Standard Contract Form*
Commonwealth Terms and Conditions
Contractor Authorized Signatory Listing
End-User Agreement

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COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

2.1

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: Department of Environmental Protection** **MMARS Department Code: EQE**	
Legal Address: (W-9, W-4): 562 Main Street **Melrose, MA 02176**		**Business Mailing Address: ONE WINTER STREET, BOSTON, MA 02108**	
Contract Manager: Martha Grover	**Phone: (781) 979-4195**	**Billing Address (if different):**	
E-Mail: mgrover@cityofmelrose.org	**Fax:**	**Contract Manager: Winifred Prendergast**	**Phone: (617) 292-5596**
Contractor Vendor Code: VC		**E-Mail: winifred.prendergast@mass.gov**	**Fax: N/A**
Vendor Code Address ID (e.g. "AD001"): AD__. **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s):** **RFR/Procurement or Other ID Number: BD-19-1045-BAW00-BAW01-34706**	

_X_ 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)
_X_ **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)

___ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** 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): __ Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services __ 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.)
_X_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $ 12,093.60 .

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 __% PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: _X_ agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ 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.)

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 **December 6, 2024**, 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 Captured At Time of Signature)
Print Name: _____.
Print Title: _____.

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____. **Date:** _____.
(Signature and Date Must Be Captured At Time of Signature)
Print Name: Bawa Wavezwa .
Print Title: Dir. COM Fiscal Management Division .

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COMMONWEALTH OF MASSACHUSETTS
AGREEMENT BETWEEN MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION AND CITY OF MELROSE

The *Volkswagen Diesel Emissions Environmental Mitigation Trust for State Beneficiaries, Puerto Rico and the District of Columbia* (VW Trust) was established to settle enforcement actions against Volkswagen (VW) and its subsidiaries[1] after it was discovered that VW illegally installed defeat devices in millions of Volkswagen, Audi, and Porsche diesel vehicles worldwide,[2] causing these vehicles to emit higher-than-allowed amounts of nitrogen oxides (NO_x). The Commonwealth of Massachusetts has been allocated approximately $75 million of these Trust funds and the Massachusetts Department of Environmental Protection (MassDEP) is designated as the Massachusetts lead agency to administer the VW Funds.

This Agreement is entered into by the Commonwealth of Massachusetts, acting through MassDEP, and City of Melrose (Grantee) for the purpose of implementing an Eligible Mitigation Action under the VW Trust to offset excess NO_x emissions resulting from the VW violations and to electrify the Massachusetts transportation network. In accordance with the Massachusetts VW Beneficiary Mitigation Plan, MassDEP is charged with the implementation of and oversight for the Massachusetts Electric Vehicle Incentive Program (MassEVIP) Workplace and Fleet Charging. Through MassEVIP Workplace and Fleet Charging, $12,093.60 of the VW Funds shall be allocated to Grantee for the procurement and deployment of one Level 2 MassEVIP-funded electric vehicle (EV) charging station(s) ("EV charging station(s)"). The funding consists of:

- An amount not to exceed $12,093.60 for two ports at 56 W. Foster Street, Melrose, MA.

By accepting the grant funding, Grantee expressly agrees, through the execution of the *Commonwealth of Massachusetts - Standard Contract Form* and *Commonwealth Terms and Conditions*, to be bound by this Agreement, which is an Attachment to the *Commonwealth of Massachusetts - Standard Contract Form* and *Commonwealth Terms and Conditions* and incorporated therein by reference. Grantee agrees that, from time to time as deemed necessary by MassDEP, to effectuate the goals and purposes of the VW Trust, MassDEP and Grantee shall amend this Agreement.

[1] Volkswagen AG, Audi AG, Porsche Cars of North America, Inc., Volkswagen Group of America, Inc., Volkswagen Group of America Chattanooga Operations, LLC Dr. Ing. h.c. F. Porsche AG, and Porsche Cars North America, Inc.

[2] VW installed the devices in over 11 million vehicles worldwide, including 590,000 in the U.S. and over 14,000 in Massachusetts.

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Terms and Conditions

1. Agreement Duration/Timeline
   a) Grantee has up to 6 months after the effective date of this Agreement to make the EV charging station(s) operational.
   b) Grantee shall request MassDEP's approval of any extension of the 6 month timeframe by notifying MassDEP in writing at least 7 days prior to the end of the 6 month timeframe if the EV charging station(s) will not be operational within 6 months following the effective date of this Agreement. Grantee shall include documentation in any such request to show the reason for the delay, the efforts made by Grantee to avoid the delay, and a timeline by which the EV charging station(s) will be in service. Grantee's request for an extension will not be deemed granted unless approved in writing by MassDEP.
   c) Grantee shall operate the EV charging station(s) for a minimum of 3 full consecutive years following the date the EV charging station(s) are operational.

2. Hardware and Location Requirements
   a) Grantee shall install EV charging station(s) that:
      i. are hard-wired Level 1 or Level 2 EV charging station(s);
      ii. are UL listed (certified to Underwriters Laboratories, Inc. standards);
      iii. are able to charge EVs produced by multiple manufacturers;
      iv. enable payment option for all EV drivers without restrictions based on network membership or subscription (e.g., allow credit card payment without login), if the EV charging station(s) are equipped to accept payment; and
      v. are new installations, and not ordered until after an approval letter is received from MassDEP.
   b) Grantee shall limit use of the EV charging station(s) to grantee-owned EV use only.
   c) Grantee shall have at least one grantee-owned electric vehicle that can use the EV charging station(s).
   d) Grantee shall have evidence of ownership of the location identified in application or evidence that installation is allowed on the property (i.e., written permission of owner and/or pertinent language in lease, license agreement, or easement, etc.), and provide such evidence to MassDEP upon request.
   e) The location at which the EV charging station(s) are installed shall be a non-residential place of business.

3. EV Charging Station(s) and Installation Costs
   a) The grant amount listed on the first page of this Agreement will cover 60% of the cost of the EV charging station(s) and installation, including:
      i. a console wired into the electrical supply;
      ii. a cable and connector to plug into the EV;
      iii. cable management strategy (e.g., coil, retractable, etc.);
      iv. mounting, either pedestal or wall (Pedestal: hard-wired to a permanent pole or box. Wall: hard-wired to a wall and typically includes a mounting plate.);
      v. separate payment module;
      vi. upgrading electrical supply;
      vii. construction costs related to installation (including accessible EV parking space);

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viii. signage and pavement painting; and
ix. shipping/freight for i-viii.

b) Grantee shall provide funds, either directly from Grantee or another source, to cover the remaining cost of the EV charging station(s), the remaining installation costs, and operating and maintenance costs for a minimum of 3 full consecutive years after EV charging station(s) is operational.

c) Costs not covered include:
i. land/parking space purchase or lease;
ii. shipping/freight for items not included in Paragraph 3.a) above;
iii. software subscription;
iv. warranty;
v. taxes;
vi. internet connection or cell signal;
vii. planning or permitting for the project;
viii. bollards, curbs, wheel stops, setbacks, bumper guards;
ix. electricity consumption and demand charges;
x. preventative and corrective maintenance on EV charging station(s); and
xi. any other required costs not covered by Paragraph 3.a) above.

d) Funding from multiple MassDEP EVIP programs cannot be combined for a single EV charging station.

e) Funding from MassDEP EVIP programs cannot be combined with grants from the Massachusetts Green Communities Division for a single EV charging station and installation.

f) MassEVIP grant combined with funding from other sources shall not exceed 100% of the cost paid for the EV charging station(s) and installation.

4. EV Charging Station(s) Parking Requirements

a) For each port installed, one parking space shall be designated for grantee-owned plug-in EV use only and marked clearly through visible signage, examples of which are provided in Attachment B. Grantee shall actively enforce this requirement. Grantee is encouraged to paint the pavement of the parking area to indicate the parking space is designated for plug-in EVs.

b) The parking space(s) and EV charging station(s) shall be located such that the connector from each EV charging station can easily reach a plug-in EV parked in the associated parking space.

c) The EV charging station(s)' location shall be designed to protect the EV charging station(s) from physical damage. Such protective measures may include curbs, wheel stops, setbacks, bumper guards, and bollards.

d) The EV charging station(s) parking space(s) and area around the EV charging station(s) shall be maintained, including snow removal and general cleaning.

5. Payment Requests

Grantee shall complete and submit Attachment A *Payment Request Form* no later than 90 days after the date the EV charging station(s) are operational in order to request the release of funding for the EV charging station(s) and installation, as applicable. The grant payment will be based on the final invoice for the EV charging station(s) and installation, as applicable, submitted

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by Grantee. The grant payment may be less than the total grant amount listed on page 1 of this Agreement and will not exceed the per street address grant amount listed on page 1 of this Agreement. MassDEP reserves the right to refuse payment if Grantee fails to submit timely documentation. Grantee may submit multiple payment requests if receiving a grant for multiple EV charging stations and the EV charging stations become operational at different times. Once MassDEP has received all required documentation from Grantee for a payment request, MassDEP will submit a request that the trustee of the grant funds disburse the funds to Grantee. It can take up to 45 days for the funds to be released by the trustee. Information required by Attachment A includes, without limitation:

a) the amount of funds that are the subject of the payment request for the EV charging station(s), and date(s) when EV charging station(s) were operational;
b) detailed final cost invoices for the EV charging station(s) and installation, as applicable, that are the subject of the Payment Request;
c) pictures of the installed and operational EV charging station(s); and
d) the party and address to whom the funds shall be directed.

Grantee agrees to provide MassDEP with any additional information requested by MassDEP as may be necessary to support a funding request under the VW Trust.

If Grantee is subject to state public contracting laws, Grantee shall include with any payment request the following certification, "I hereby certify under the pains and penalties of perjury that Grantee has complied with all laws, regulations and other requirements applicable to the procurement and acquisition of the EV charging station(s) that are the subject of this Payment Request."

6. MassEVIP Workplace and Fleet Charging Program Funding Payee

Wilmington Trust N.A. is the Trustee under the VW Trust and is the entity that will be issuing payments under this Agreement. Grantee agrees and acknowledges that:

a) Wilmington Trust N.A. ("WT") is acting on behalf of MassDEP solely to assist it in making payments;
b) Grantee waives any and all claims whatsoever, in law and/or in equity, against WT and Grantee will not initiate a suit against WT;
c) WT will not be liable for any actions that WT takes or abstains from taking arising out of or in connection with the performance of its duties on behalf of and as directed by MassDEP;
d) WT will not be liable for indirect, special, incidental, punitive or consequential losses or damages of any kind whatsoever in connection with making payments on behalf of MassDEP; and
e) WT is a third party beneficiary of this acknowledgement.

7. Promotion of EV Charging Station(s)

a) Grantee agrees to promote the EV charging station(s) to employees, visitors and general public (if applicable) via various marketing strategies throughout the minimum period of 3 full consecutive years specified in Paragraph 1. Availability of Workplace Charging shall be made known to employees through signage and email messaging in the first month of the 3-year period. Other marketing strategies may include but are not limited to:

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Ride and Drive events, education for interested employees on the proper operation of the EV charging station(s), flyers, internal/external newsletters and webpages, etc. Grantee shall provide proof of such promotion to MassDEP upon request.

b) If EV charging station(s) are available for public use, register each on the United States Department of Energy's (DOE) Alternative Fuels Data Center Station Locator http://www.afdc.energy.gov/fuels/electricity_locations.html. Grantees are also encouraged to submit the location to other EV charging websites such as www.PlugShare.com.

c) Grantee is encouraged to conduct an EV "Ride and Drive" event at their location. A Ride and Drive event provides a hands-on driving experience for consumers who are unfamiliar with EVs and also showcases how EVs are easy to drive, function like traditional vehicles, and can reduce oil consumption, pollution, and fuel and maintenance expenses. Grantee is encouraged to utilize the following on-line resource when conducting a Ride and Drive event: https://driveelectricweek.org/resources.php.

8. Insurance Coverage for EV Charging Station(s)

Adequate property and casualty insurance coverage for each EV charging station shall be provided by Grantee through third party coverage or self-insurance. Grantee shall provide proof of such coverage to MassDEP upon request.

9. Training on the Operation and Maintenance of EV Charging Station(s)

Upon installation of the EV charging station(s), Grantee agrees to require all pertinent personnel to attend a training session on the operation and maintenance of the equipment.

10. MassDEP Verification of EV Charging Station(s)

Grantee agrees to allow MassDEP access to the EV charging station(s) during normal business hours so that MassDEP can verify the installation, maintenance, and use of the EV charging station(s).

11. Data Reporting and Recordkeeping Requirements

For a minimum of 3 full consecutive years after the EV charging station(s) are operational, Grantee shall collect data on the operation, maintenance and usage, e.g., hours of use, number of sessions, number of unique users, kilowatt hours charged, downtime, and maintenance costs, if available. Upon request by MassDEP and within a reasonable time, Grantee shall prepare and submit such data or records to MassDEP, in a format specified by MassDEP.

12. EV Charging Station(s) and Electrical Infrastructure Maintenance Requirements

Grantee shall maintain the EV charging station(s) and land-based electrical infrastructure in order to provide proper electrical supply for the operation of the EV charging station(s) for the duration of the 3 full consecutive year in-service period. Grantee shall maintain such EV charging station(s) and infrastructure in accordance with the manufacturer's recommended procedures and specifications and agrees that it is responsible for any maintenance and repair work that is not covered under the scope of the manufacturer's warranty. If the electrical infrastructure fails such that proper electrical supply required for the operation of the EV charging station(s) is not provided, Grantee shall contact either the vendor that performed the

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installation of the EV charging station(s), if such vendor also performed work on the electrical infrastructure, or another vendor/electrician of Grantee's choice. Grantee shall ensure that all necessary repairs to EV charging station(s), electrical infrastructure and electrical supply are completed within 14 calendar days of Grantee having knowledge of failure. Grantee shall keep records of its maintenance efforts and will make those records available to MassDEP upon request.

13. Noncompliance

Grantee agrees that it is required to keep the EV charging station(s) in service for a minimum of 3 full consecutive years after the EV charging station(s) become operational. In the event Grantee fails to comply with this requirement, the Commonwealth of Massachusetts and MassDEP shall, without limitation, have the right to require Grantee to return all or a portion of the VW Funds, such portion to be calculated *pro rata* based on the remaining portion of the required 3 full consecutive year in-service period.

MassDEP reserves the right to recover any funding provided to Grantee and/or pursue any other legal actions deemed appropriate if MassDEP determines that Grantee did not provide complete and accurate information or fails to meet the requirements or intent of the program.

The provisions of this paragraph shall in no way be construed to limit or prohibit the Commonwealth of Massachusetts or MassDEP from pursuing any other legal or equitable right, remedy, action or claim available under applicable federal or state laws and regulations for the failure of Grantee to meet any of its obligations including, without limitation, requiring Grantee to return VW funds grants hereunder.

14. Notices, Submissions and Requests

Except as otherwise provided in this Agreement, all notices, submissions and requests by Grantee shall be sent to MassEVIP.MassDEP@mass.gov.

15. Effective Date

The "Effective Date" of this Agreement is the date MassDEP signs the *Commonwealth of Massachusetts - Standard Contract Form*. The sequence of signing will be Grantee followed by MassDEP.

16. Transfer

Grantee agrees that it may not transfer the EV charging station(s), except as follows. In the event of an unforeseen circumstance that requires Grantee to transfer ownership of one or more EV charging station(s), Grantee may request written pre-approval from MassDEP to transfer such ownership. The decision to approve such a request shall be in MassDEP's sole and exclusive discretion, and Grantee shall provide MassDEP with all requested information and comply with all conditions imposed by MassDEP in connection with such approval. The Commonwealth of Massachusetts and MassDEP reserve all of their rights, remedies, actions and claims available under state and federal laws and regulations in the event of any inaccurate, misleading or fraudulent information provided by Grantee in connection with a request hereunder.

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Attachment A

Payment Request Form

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MassEVIP Workplace & Fleet Charging Program
Payment Request Form

In order to request payment for the MassEVIP Workplace & Fleet Charging Program, this form must be completed, signed, and submitted, along with all attachments, to the email address indicated on the last page.

GRANTEE Information

Grantee:		Contact Person:	
Address:		Email:	
City, State, Zip:		Phone Number:	

Electric Vehicle (EV) Charging Station VENDOR Information

Vendor:		Contact Person:	
Address:		Email:	
City, State, Zip:		Phone Number:	

EV Charging Station INSTALLATION VENDOR Information
(If same as EV charging station vendor, write same as above under Vendor below)

Vendor:		Contact Person:	
Address:		Email:	
City, State, Zip:		Phone Number:	

If Grantee's W-9 indicated that federal tax withholding is required, disbursement may only be directed to Grantee, not a vendor.

PAYMENT TO (check one): Grantee __ or Charging Station Vendor__ or Installation Vendor __

Payment will be made via check and sent to the address provided above for the selected entity

12/29/2020

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MassEVIP Workplace & Fleet Charging Payment Request Form

EV Charging Station Information

EV Charging Station(s)

Make/Model:	Level 1 ___ or Level 2 ___
Number of Units:	Total Number of Ports:
Installation Address:	City/Town:
Location description (e.g., side door, by store entrance):	
Installation Date:	Operational Date:

EV Charging Station(s)

Make/Model:	Level 1 ___ or Level 2 ___
Number of Units:	Total Number of Ports:
Installation Address:	City/Town:
Location description (e.g., side door, by store entrance):	
Installation Date:	Operational Date:

EV Charging Station(s)

Make/Model:	Level 1 ___ or Level 2 ___
Number of Units:	Total Number of Ports:
Installation Address:	City/Town:
Location description (e.g., side door, by store entrance):	
Installation Date:	Operational Date:

EV Charging Station(s)

Make/Model:	Level 1 ___ or Level 2 ___
Number of Units:	Total Number of Ports:
Installation Address:	City/Town:
Location description (e.g., side door, by store entrance):	
Installation Date:	Operational Date:

If you have more locations or charging station types, copy and repeat this page.

12/29/2020

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MassEVIP Workplace & Fleet Charging Payment Request Form

Incentive Information

Total Number of EV Charging Stations:	Total Number of Ports:	Total Eligible EV Charging Station Costs:	Total Eligible Installation Costs (if applicable):
_____	_____	$_____	$_____

Only include costs eligible through the MassEVIP Workplace & Fleet Charging Program in the boxes above. See *MassEVIP Workplace & Fleet Charging (WPF) Program Requirements* for details on eligible costs.

Payment will be 60% of the eligible costs identified above and confirmed via the attached invoices or the amount awarded in the approval letter, whichever is less.

ATTACHMENTS

- ☐ Final invoice(s) for EV charging station(s) with line items for individual EV charging station costs.
- ☐ Final invoice(s) for EV charging station installation costs (even if not funded by MassEVIP).
- ☐ Photographs of installed EV charging station(s). Pictures should clearly show all parking spaces, including Accessible EV parking spaces and EV only signage. Accessible EV parking spaces should NOT be signed as handicapped only. (For additional guidance related to the accessibility requirements, please see the section titled "*Accessibility*" found within the *MassEVIP Workplace & Fleet Charging (WPF) Program Requirements*.)

Grantee agrees to provide MassDEP with any additional information requested as necessary to support a funding request under the VW Trust.

I hereby certify under the pains and penalties of perjury that: 1) I have personally examined and am familiar with the information submitted herein, including all attachments, and to the best of my knowledge, the information submitted to MassDEP in this Payment Request, is true, accurate, and complete; 2) Grantee has complied with all laws, regulations and other requirements applicable to the procurement, acquisition, and installation of the EV charging station(s) that are the subject of this Payment Request; and 3) I have authority to submit this Payment Request on behalf of Grantee. I am also aware that, in the event it is determined that any grant funding was awarded based on false information, Grantee will be required to return the grant money.

_____ _____/_____/_____

Signature of Authorized Signatory *Date*

_____ _____

Print Name of Authorized Signatory *Title of Authorized Signatory*

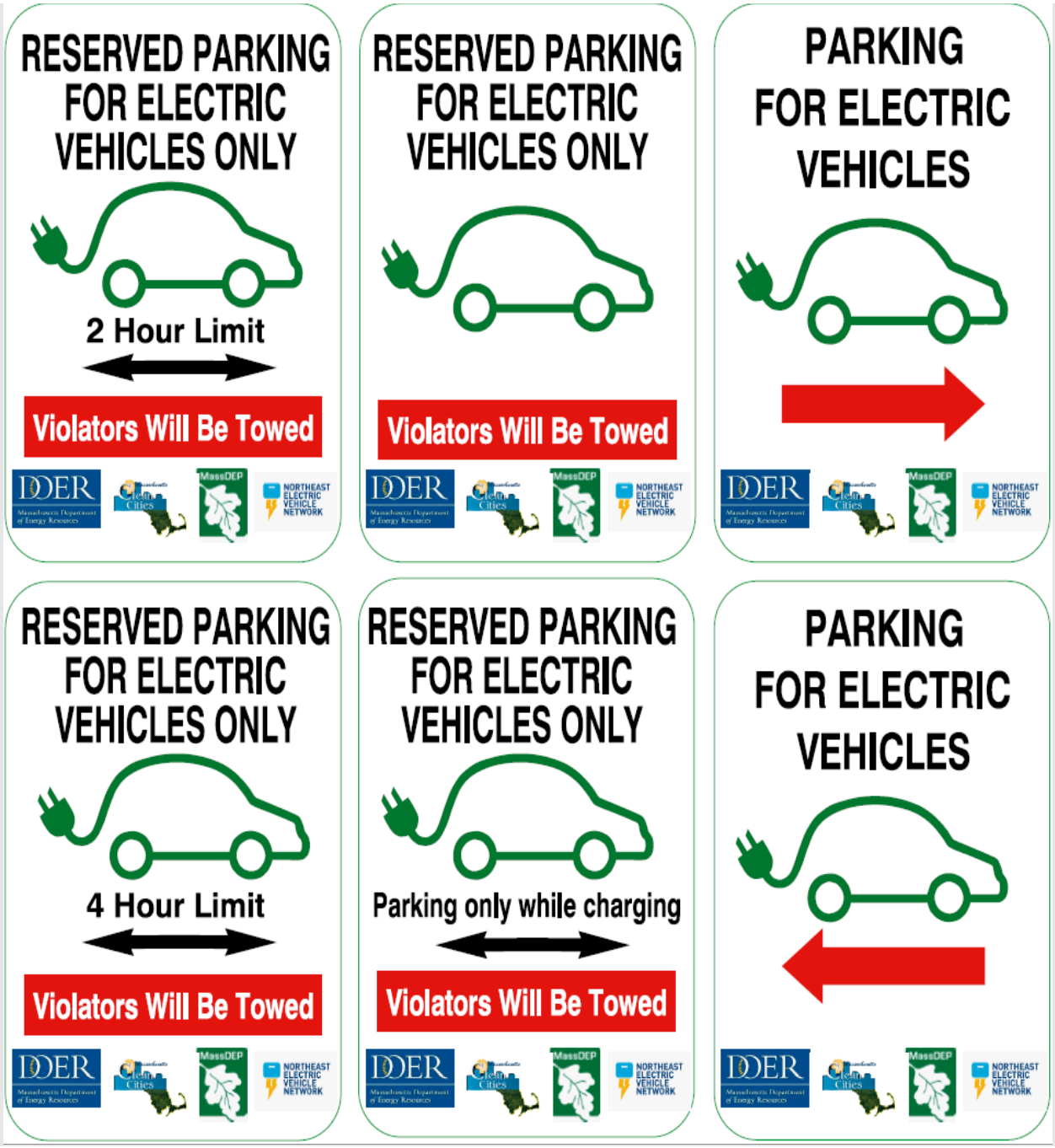
Please return the completed form and attachments to: MassEVIP.MassDEP@Mass.gov

12/29/2020

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Attachment B

Example Parking Signage



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VOLTREK
POWERING YOUR JOURNEY℠

October 20, 2021
Martha Grover
Energy Efficiency Manager | Office of Planning and Community Development
City of Melrose
562 Main St. Melrose, MA 02176
RE: Melrose Police Station EV station proposal

Quote 21343-R1

Voltrek is pleased to provide the following pricing and information to install Powercharge EVSE at the above referenced project.This project qualifies for the MassEVIP Workplace & Fleet (WFP) Program. Estimated grant rebates can be found below the Quote section. The MassEVIP WFP program details are attached to this quote.

Quote

Item	List Price	Qty	Amount
EVSE			
PowerCharge E20DWP-CR* Dual Output, Wall mount - 208/240V @30A with Cord Management	$2,999.00	1	$2,999.00
Amp Up Cloud Networking 1yr Prepaid networking plan, per plug	$192.00	2	$384.00
VOLTREK Networking Promotion 1 year FREE cloud Networking, per plug	-$192.00	2	-$384.00
PowerCharge Comprehensive Warranty (Parts & Labor) 5yr parts and labor priced per station	$2,100.00	1	$2,100.00
PowerCharge Activation Initial service activation required, per site	$350.00	1	$350.00
Amp Up Activation Required activation services, per station. (1-10 stations)	$180.00	1	$180.00
Shipping* Per station	$250.00	1	$250.00
Tax (exempt)	$0.00	1	$0.00
Installation			
Electrical Labor*	$9,450.00	1	$9,450.00

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

VOLTREK
POWERING YOUR JOURNEY℠

Electrical Material*	$6,307.00	1	$6,307.00
EV Signs	$75.00	2	$150.00
Line Painting*	$1,000.00	1	$1,000.00

Total Project Cost **$22,786.00**

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VOLTREK
POWERING YOUR JOURNEY℠

LESS ESTIMATED MASSEVIP GRANT AWARD: *Denotes eligible costs for MassEVIP WFP award (60% of $20,156)	-$12,093.60
ESTIMATED NET PROJECT COST:	**$10,692.40**

Scope of Work

All labor and material required to install EV chargers:

- Install 100-amp 1 phase service including meter socket, 2" RSC riser conduit & conductors for overhead service from National Grid Utility Pole # 374, allowance of linear of 40 feet includes mast.
- Install 100 amp "main circuit breaker" single phase Load-center with 2 – 40-amp 2 pole circuit breakers.
- Furnish & Install 1" conduit from Load-center to proposed EV wall mounted station using # 8 AWG -30 linear ft.
- Installation & activation of a Qty of 1 – E20DWP-CR Wall Mounted PowerCharge Station.
- Assemble, mount and connect charging stations.

Complimentary Voltrek services (no charge):

- Activate, program, and test stations.
- Assist with grant applications and payment request submissions.
- Client onboarding and software training

Voltrek Preventative Service and Maintenance

Voltrek is pleased to offer its customers a Preventative Service & Maintenance Program. This program offers the following services:

- Quarterly visits to clean, inspect and test units using J1772 tools
- Active monitoring of stations functionality via ChargePoint software interface
- Provide support services, on site, within twenty-four (24) hours. Diagnostic included, all other labor charges on an hourly basis, at Voltrek's then current rates with travel time at half-rate
- Cancellable at any time

Single station, annual cost (billed quarterly): $900 (billed $225 per quarter)
Add additional stations at the same location: $300 per additional station, per year
Not available in some areas. Price applies to locations within 100 miles of Boston MA.
Contact Voltrek to request price and availability outside of that area

Warranty

PowerCharge stations come with a 3 year standard parts only warranty. 5 Years extended parts & Labor warranty included in the quoted pricing. Optional 3 year Parts & Labor Warranty available for $1,300 flat.

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VOLTREK
POWERING YOUR JOURNEY℠

Communication Requirements

PowerCharge stations rely on a cellular connection to communicate with the Amp up network and send data. **A Verizon, T-Mobile, or AT&T 4G/LTE signal** is required at the site for the stations to function.

Voltrek

Is a small business enterprise specializing in planning, installing, and servicing commercial charging station projects. We have been in business for 11 years and offer a full scope of turnkey services to meet your EV Charger needs. Voltrek has installed more than 2500 charging stations to date and is DBE & WBE certified. Voltrek is on the Commonwealth of Massachusetts OSD contract VEH102.

Terms

Hardware will be billed net 30 from date of equipment shipping and labor billed Net 30 from date of completion. Quote is subject to change at any time due to global supply-chain issues.

Please contact me with any questions and thank you for considering Voltrek.

Sincerely,
Mohammed Faiz
Account Manager
VOLTREK, LLC.
Cell: 978.985.6883

TO ACCEPT CONTRACT PLEASE COMPLETE BELOW AND RETURN TO VOLTREK. IF YOU WANT TO MODIFY OR ADD ITEMS PLEASE REQUEST VIA EMAIL AND AN UPDATED QUOTE WILL BE SENT.

NAME:

DATE:

SIGNATURE:

If you intend to assign your grant award to Voltrek, please check this box: ☐

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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: January 18, 2022
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:	**RECOMMITTED [10 TO 0]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	John Obremski, Ward 2
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, Migliorelli, Obremski, Stewart, Williams, Cinella
EXCUSED:	Shawn M. MacMaster

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CITY OF MELROSE

PUBLIC WORKS DEPARTMENT
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-0142

JAMES TROUP
Deputy Director Admin/Finance

To: Mayor Paul Brodeur
From: James Troup
Meeting Date: February 7, 2022
Subject: Amending Chapter 198 of the Revised Ordinances of the City of Melrose
Order #: ORDER-2022-65

As we prepare for practical implementation of the Solid Waste and Recycling ordinance amendments to Chapter 198, Order 2022-25, passed during the City Council Meeting on September 20, 2021, we hereby propose the following minor adjustments to the ordinance language:

1) Chapter 198, Article II, §198-2, and §198-3, Part B, and §198-4, Part B(2): Increase the allowable volume of trash and recycling receptacles from 45 gallons to 50 gallons, to allow purchase of current available market sizes. Language in the City's contract with JRM, which dates back to 2012, recommends the use of receptacles no larger than 45 gallons. In practice, current available sizes for purchase are generally 48 gallons, so we recommend increasing the limit slightly to accommodate current supply.
2) Chapter 198, Article II, §198-2: Remove the requirement for two handles on trash receptacles, as it may arbitrarily limit otherwise-compliant receptacles. A receptacle may have a tight-fitting lid without two handles. In particular, the toters that are presently very popular and practical do not have two handles but should be encouraged.
3) Chapter 198, Article II, §198-2, Part D: Add language to clarify that the allowance of one weekly bulk item per residence does not require a receptacle. We are not aware of any bulk items that would contain food, so rodents are not expected to be an issue with bulk items left out for pickup; placement of bulk items in a lidded receptacle is not practical.

Attachments to this Order include the proposed changes to the Solid Waste and Recycling Ordinance Chapter 198 (red line version), updates to barrel ordinance, and a summary memo.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

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**§ 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~~ 9-20-2021 by Ord. No. 2022-*16*]**

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~~ 50 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

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"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)

(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.

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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) "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~~ 50 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.

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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.

D.

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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-§ 1984 by Ord. No. 785A; 6-18-1984 by Ord. No. 785B; 2-20-2007 by Ord. No. 7-107A; 9-20-2021 by Ord. No. 2022-25]**

§ 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.

§ 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]

§ 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)~~ fifty (50) gallons ~~and have two intact handles~~.[Amended 9-202021 by Ord No. 2022-25, Amended (date) by Ord No. 2022-##]

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. Each residence is allowed to dispose of one bulky item per week in curbside trash pickup, which is not required to be contained in a receptacle.

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

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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

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DEPARTMENT OF PUBLIC WORKS
Administration & Engineering–Water–Sewer–Facilities
Park & Forestry–Highway–Sanitation–Cemetery–Fleet

CITY OF MELROSE

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: January 7, 2022

Re: Chapter 198 Solid Waste and Recycling Ordinance Update

As we prepare for practical implementation of the Solid Waste and Recycling ordinance amendments to Chapter 198, Order 2022-25, passed during the City Council Meeting on September 20, 2021, we hereby propose the following minor adjustments to the ordinance language:

1) Chapter 198, Article II, §198-2, and §198-3, Part B, and §198-4, Part B(2): Increase the allowable volume of trash and recycling receptacles from 45 gallons to 50 gallons, to allow purchase of current available market sizes. Language in the City's contract with JRM, which dates back to 2012, recommends the use of receptacles no larger than 45 gallons. In practice, current available sizes for purchase are generally 48 gallons, so we recommend increasing the limit slightly to accommodate current supply.
2) Chapter 198, Article II, §198-2: Remove the requirement for two handles on trash receptacles, as it may arbitrarily limit otherwise-compliant receptacles. A receptacle may have a tight-fitting lid without two handles. In particular, the toters that are presently very popular and practical do not have two handles but should be encouraged.
3) Chapter 198, Article II, §198-2, Part D: Add language to clarify that the allowance of one weekly bulk item per residence does not require a receptacle. We are not aware of any bulk items that would contain food, so rodents are not expected to be an issue with bulk items left out for pickup; placement of bulk items in a lidded receptacle is not practical.

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CITY OF MELROSE

MEMORIAL HALL
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4185

KATHY PIGOTT-BRODEUR
Executive Director

To: City Council
From: Kathy Pigott-Brodeur
Meeting Date: February 7, 2022
Subject: Acceptance of SHRAB Veterans' Heritage Grant
Order #: ORDER-2022-67

To the Honorable City Council:
Memorial Hall requests acceptance of the SHRAB grant in the amount of Fourteen Thousand Two Hundred Fifty Three Dollars and Zero Cents ($14,253). This grant will be used to hire a consultant to help execute the Melrose Civil War Veterans Heritage Project. This project will properly archive the ephemera at Memorial Hall; design and implement a plan to preserve that collection; perform additional research; properly interpret the information gathered and memorialize the honorable service of previously unrecognized veterans.
Said funds to be transferred into a dedicated fund account to be established by the Auditor's Office. There is a match requirement for this grant which will be taken from the Soldiers and Sailors Memorial Building Board of Trustees Memorial Hall Restoration Fund and the project will not have any impact to the FY22 budget.

FINANCIAL IMPACT: Match Required - Marching funds have been approved by the Soldiers and Sailors Memorial Building Board of Trustees from the Restoration Fund (Item # 9616)

RESULT: ASSIGNED TO COMMITTEE

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The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Archives Division

Ms. Kathy Pigott-Brodeur, Executive Director
Soldiers and Sailors Memorial Building
590 Main Street
Melrose, MA 02176

Dear Ms. Pigott-Brodeur: January 14, 2022

I want to offer you and the Soldiers and Sailors Memorial Building my congratulations on behalf of Secretary of State William F. Galvin, the Massachusetts State Historical Records Advisory Board and the Massachusetts General Court. The Board recently voted $14,253 to fund your application to the Veterans' Heritage Grant Program.

The Board requests a Project Status Report by the end of the calendar year. We will be in touch by electronic mail to walk you through the procurement process to access those funds.

Thank you for your interest in the Veterans' Heritage Grant Program and for your efforts in preserving the history of our Commonwealth's veterans.

Respectfully,

John D. Warner, Jr.
Archivist of the Commonwealth of Massachusetts

220 Morrissey Boulevard, Boston, Massachusetts 02125 · (617) 727-2816
www.sec.state.ma.us/arc

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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: February 7, 2022
Subject: Reappointment of Paula Weiner to the Commission on Disability
Order #: ORDER-2022-68

Reappointment of Paula Weiner, 25 Clinton Road, to the Commission on Disability for a three-year term; said term to expire on the last day of February 2025.

FINANCIAL IMPACT: n/a

RESULT:	**ASSIGNED TO COMMITTEE**

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Resume of Paula Weiner

EMPLOYMENT
Next Step Healthcare
F/K/A Golden Living Centers
40 Martin Street
Melrose, MA 02176

Area Director of Admissions, Sales & Marketing
Cluster Director of Community Relations
April 2013-Present
Cultivate prospects and develop referral relationships with key referral sources, including hospitals, home healthcare providers, protective and elder service partners, senior assisted and independent living communities, local officials and community members. Develop regional and facility specific sales and marketing plans to ensure revenue growth and positive public relations. Identify opportunities and implement creative marketing events within the community to ensure name recognition and appropriate education of services available. Meet, educate, tour, pre-screen consumers. Ensure compliance and completion of all necessary clinical and financial documentation. Liaisons for care providers to promote continuum of care. Create and share best sales and marketing practices for 16 facilities. Coach and train cluster tour and admission support teams to promote and maintain highest level of customer service. Secure managed care, elder service, home care and hospice provider contracts to drive business directly from community case management teams.
Assist Executive Director with QAPI, Cost Control, financial projections, and implementation of facility level programs. Secure volunteers and services from community to revitalize activities department with addition of support for participation in therapeutic activities and promote quality of life. Maintain regular attendance at public events, chamber networking events, health fairs, local senior centers, and monthly Hospital to SNF Collaborative meetings. Draft and publish advertisements, flyers, press and photo releases. Utilize PCC; CRM; Medicare and MCD systems
*Consistent conversion ratio of 90%.
*Maintaining census over and above budgeted expectation (PCF +2/M&M + 5)
*Obtaining direct community admissions over and above regional goals (+3)
*Successful conversion of short-term residents to long-term for census stability
* Achieved 32% revenue growth via community admissions
* Awarded National Admissions/Marketing Director of the year of over 400 facilities
* Inducted in the Golden Living Hall of Fame
* Achieved All Star Marketing Award with recognition from President
* Achieved 100% Occupancy Golden Achievement Award

Law Offices of CG Fallon PC
State Representative 36th District
15 Ferry Street
Malden, MA 02148

Legal Assistant/Community Relations
April 1991-April 2013
Research, draft and prepare filings, briefs, civil complaints, discovery, probate, estate and guardianship filings. Draft wills, trusts, purchase and sale agreements, state licensing and corporate compliance documentation. Conduct interviews with clients, counsel and medical professionals for purposes of mediation or pre-litigation settlement. Calculate and present cost analysis and valuation for negotiation of motor vehicle, personal injury, workers compensation, medical malpractice, disability claims and union disputes. Prepare conveyance and trust documentation in compliance with MCL standards. Assist drafting and mitigation of union contracts. Supervise and train office staff, secure work study and internship programs. Create positive and open line of communication. Promote new business opportunities, attend political and community sponsored events. Secure and publish press and photo release.

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Cambridge Health Alliance
103 Garland Streetp
Everett, MA 02149

Wkend/Overnight
Telecommunications Lead
August 2011-May 2013

Perform routine, emergency and special communications using EPIC and PC based data program to support all Cambridge Health Alliance hospitals, health centers, and administrative offices. Handle time sensitive communications to physicians, patients, and community care partners to ensure patient satisfaction, service standards and compliance requirements have been attained.

The Lordan Companies
22 A Street
Burlington, MA 01803

Director of Sales, Finance & Marketing
June 1985-April 1991

Hired, trained and supervised successful real estate sales and finance team for real estate developer for condominium conversion and new development projects. Conduct market research for prospective developments, analyze barriers, determine financial viability, estimate variables , barriers and projected outcomes. Assist partners with preparation of conversion documentation, purchase and sale agreements, enable communication with local lenders, tenant associations and community leaders. Develop marketing plans; model room criteria, sales scripts and sales presentations for prospective buyers, investor workshops, and public informational forums.

* Awarded Team Sales Award for successful conversion to close - 400 units within 1 year
* Sales Team generated $3.2 Million Profit Revenue within Tri State during first five years

Education

1984-1991	Suffolk University – Evening Program Business Management/Psychology
1981-1984	Fisher College – Evening Associates Business Management/Paralegal Certification
1981	Malden High School

Affiliations

Hallmark Health Board Member Community Health Partnership; Cambridge Health Alliance Collab Member; MA/NH Alzheimer's Association Advocate; Little Hearts Foundation Mentor; Malden YMCA Volunteer Engagement Speaker; City of Melrose Basketball Coach and Volunteer; District 12 Little League Board Member; Challenged Youth Summer Program Fundraising Volunteer; Lurie Center for Autism Support Volunteer; Triangle Volunteer liaison; Council on Aging Volunteer; Member Melrose and Malden Chambers of Commerce

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City Council
Melrose City Hall
Melrose, MA 02176

TABLED

Meeting: 02/07/22 07:45 PM
Department: City Council
Category: Appointment
Prepared By: Kristin Foote
Initiator: Kristin Foote
Sponsors: Ward 6 Grigoraitis, At-Large Migliorelli
DOC ID: 9615

INFORMATION ITEM 2022-5

Multiple Member Appointive Body Information (Item # 9615)

WHEREAS, the City of Melrose has 21 multi-member bodies with advisory, regulatory, and/or ministerial authority over various municipal functions as described in Article 2 of the city's administrative code.

WHEREAS, many of these multi-member bodies serve in such a capacity to influence citywide policy, including but not limited to traffic mitigation, street safety, public parks, planning, permitting, liquor regulations, and public health.

WHEREAS, the membership composition term lengths of these bodies must be in compliance with Section A-201 B of the City Code.

WHEREAS, the City should provide accurate, transparent, and accessible information to all residents on the membership makeup of these public bodies, along with current vacancies.

WHEREAS, the City Council is the approving authority for mayoral appointments to all multiple member appointive bodies and should have a complete understanding of the membership of our multiple member appointive bodies when exercising its approval authority.

BE IT ORDERED, that the City Clerk, in concert with the administration, shall provide by March 1, 2022 a list of the following for any and all multiple member appointive bodies as outlined in Article 2 of the City Code:

- First and last name of all members
- Initial date of appointment; term length; and expiration date of current term appointment
- Number (if any) of unfilled positions per multiple member body
- If the body has additional membership requirements (e.g., a member is an attorney, a member is a business owner), the delineation of these requirements and the corresponding member filling this position

This list shall be initially furnished to the City Council, posted to the City website, and reviewed and updated regularly thereafter by the City Clerk's Office in conjunction with the administration.

Respectfully Submitted,
Councilor Leila Migliorelli, At-Large
Councilor Jen Grigoraitis, Ward 6

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**ASSIGN TO COMMITTEE**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: February 7, 2022
Subject: An Order Relative to Property Tax Relief for Active Duty
Order #: ORDER-2022-66

An Order Relative to Property Tax Relief for Active Duty Members of the National Guard

Be it Ordered that the City of Melrose accept Chapter 59, Section 5, Clause 56 and 57, as amended by Chapter 188 Sec. 42 of the Acts of 2010, *An Act Relative to Municipal Relief:*

Fifty-sixth: Upon the acceptance of this section by a city or town, the board of assessors may grant, real and personal property tax abatement up to 100 per cent of the total tax assessed to members of the Massachusetts National Guard and to reservists on active duty in foreign countries for the fiscal year they performed such service subject to eligibility criteria to be established by the board of assessors.

The authority to grant abatements under this section shall expire after 2 years of acceptance unless extended by a vote of the city or town.

Fifty-seventh: Upon the acceptance of this section by a city or town, the board of assessors may appropriate monies for and grant property tax rebates in an amount not to exceed annually the amount of the income tax credit set forth under subsection (k) of section 6 of chapter 62.

Offered by Councilor Shawn M. MacMaster, Ward 5
Co-Sponsored by Councilor Manjula Karamcheti, Ward 1

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: February 7, 2022
Subject: Consolidation of polling location
Order #: ORDER-2022-69

Be it Ordered, that effective March 1, 2022, the official polling location for all City of Melrose Elections will be the Melrose Veterans Memorial Middle School Gymnasium complex.

Offered by Council President Christopher C. Cinella

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: February 7, 2022
Subject: MEMA Grant
Order #: ORDER-2022-61

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) to be used for the purpose of completing the upgrade of the Emergency Management Room in City Hall and to support Emergency Management planning.

FINANCIAL IMPACT: N/A

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Leila Migliorelli, At-Large
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
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) grant
Date: January 18, 2022

The City of Melrose has been awarded a grant from the Massachusetts Emergency Management Agency (MEMA): the Emergency Management Performance Grant (EMPG), which we apply for annually, has been awarded 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). As has been our usual practice, the requirement for matching funds for this grant award is met through a portion of the Emergency Management Director's salary.

This year's grant will be used to complete the 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, and to support our Emergency Management planning activities.

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.

I respectfully request that the City Council accept this grant.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

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, Contractor Certifications and Commonwealth 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:(and d/b/a): MELROSE, City of	**COMMONWEALTH DEPARTMENT NAME:** Massachusetts Emergency Management Agency (MEMA)
Legal Address: (W-9, W-4): 562 MAIN STREET MELROSE, MA 02176-3142	**Business Mailing Address:** 400 Worcester Rd, Framingham, MA 01702
Contract Manager: Allan Alpert **Phone:** 617-838-212	**Billing Address (if different):** same
E-Mail: aalpert@cityofmelrose.org	**Contract Manager:** Lorri Gifford / Mayra Quintana **Phone:** 508.820.2004
Contractor Vendor Code: VC6000192116	**E-Mail:** EM.Grants@mass.gov **Phone:** 508.820.1407
Vendor Code Address ID (e.g. "AD001"): (Note: The Address ID must be set up for EFT payments.)	**MMARS Doc ID(s):** FY21EMPG2100000MELRO
	RFR/Procurement or Other ID Number: FFY2021EMPG

X 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)
X **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)

___ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior* to** Amendment:_____.
Enter **Amendment Amount**: _____.

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, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): X Commonwealth Terms and Conditions ___ Commonwealth Terms and Conditions For Human and Social Services

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.)
X **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). **$6,500**

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 ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: agree to standard 45 day cycle statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); X 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:

Funding for this grant is provided via a Federal Fiscal Year 2021 Emergency Management Performance Grant (EMPG) and EMPG Program funding provided under the American Rescue Plan Act (ARPA), CFDA #97.042 and has a required dollar-for-dollar match. Funds will only be used for activities outlined in the subrecipient's approved FFY2021 application and in accordance with attached Federal Terms and Conditions, and MEMA Special Conditions and Reporting Requirements.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

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

CONTRACT END DATE: Contract performance shall terminate as of **June 30, 2022**, 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, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, 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: 11/5/2021
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: Paul Brodeur.
Print Title: mayor.

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X:_____. Date: 12/10/21.
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: David Mahr.
Print Title: Chief Administrative Officer.

11/15/21 M.Q.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CASL

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME	City of Melrose
CONTRACTOR VENDOR/CUSTOMER CODE	VC6000192116

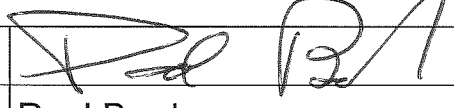
INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In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

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

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

AUTHORIZED SIGNATORY NAME	TITLE
Paul Brodeur	Mayor

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

Signature		**Date**	10/27/2021
Printed Name	Paul Brodeur		
Title	Mayor	**Phone**	781-979-4440
Email	pbrodeur@cityofmelrose.org	**Fax**	781-662-2182

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

10/29/2021 pg

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: February 7, 2022
Subject: Reappointment of Joanne Perperian as Assistant City Clerk
Order #: ORDER-2022-62

Dear Honorable City Council:

In accordance with Article I section 56-10 of the City Charter, it is my pleasure to recommend the reappointment of Ms. Joanne Perperian, of 357 Porter Street, Melrose, as Assistant City Clerk for a one year term; ending the first Monday in February, 2023. Ms. Perperian is a superior employee serving both residents and colleagues alike with competence, compassion and a sense of collaborative purpose. She is an invaluable asset to the office and the City of Melrose overall.

Respectfully,
Kristin Foote, City Clerk

FINANCIAL IMPACT: N/A

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Maya Jamaleddine, At-Large
SECONDER:	Mark Garipay, Ward 4
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

§ 56-10. Assistant City Clerk.

A. The City Clerk shall, on or before the first Monday in February in each year, appoint an Assistant City Clerk, subject to confirmation by the City Council.

B. The Assistant City Clerk may be removed by the vote of a majority of all the members of the City Council taken by roll call.

C. In the absence of the City Clerk, the Assistant City Clerk shall perform all the duties of the office and shall perform such other duties as he/she may be called upon to perform by the City Clerk.

State law reference — Authority to appoint assistant city clerk, MGL c. 41, § 18.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: February 7, 2022
Subject: Municipal ADA Improvement Grant
Order #: ORDER-2022-63

I respectfully request that the Honorable City Council accept a grant in the amount of $54,918 from the Massachusetts Office on Disability's Municipal ADA Improvement Grant program to allow the City to hire a consultant to complete an ADA Self-Evaluation and Transition Plan.

FINANCIAL IMPACT: N/A

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Robb Stewart, Ward 3
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Municipal ADA Improvement Grant
Date: January 18, 2022

The City of Melrose has been awarded a grant in the amount of $54,918 from the Massachusetts Office on Disability's Municipal ADA Improvement Grant program. These grant funds must be expended by June 30, 2022, and there is no match required.

The purpose of this grant is to allow the City to hire a consultant to complete an ADA Self-Evaluation and Transition Plan. The goal is evaluate the City's services, policies, and practices, including physical access of City owned buildings. The scope of the evaluation will include the following physical structures:

- City Hall
- Memorial Hall
- Public Library
- Milano Center
- Beebe Estate
- Fire stations (3)
- City Yard
- Wyoming Cemetery
- McCarthy House (senior housing)
- Steele House (senior housing)
- Mt Hood Park Building
- School Buildings (9 total)

The Self-Evaluation will also include an examination of policies and procedures to determine whether they ensure an equal opportunity for people with disabilities to participate and benefit from the City's services, activities, and programs. This will include in part a review of the city's website accessibility.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

The Self-Evaluation process will engage City personnel from various departments and the public schools to gather information and get input from the public. This will be done via outreach conducted by the City of Melrose Commission on Disability through public meetings, community surveys, and social media. In addition, targeted outreach will be conducted to community groups, such as the Council on Aging, Special Education Parents' Advisory Group, veteran's groups, Human Rights Commission, Chamber of Commerce, Biking and Pedestrian Committee, and others.

Upon completion of the Self-Evaluation, a Transition Plan will be developed that will include the following:

- A list of the physical barriers that limit accessibility of programs, activities, or services.
- Methods to remove the barriers and make the facilities accessible.
- Estimated costs and time schedule for work completion.

For each facility, the most substantial access issues and order of magnitude will be identified. The transition plan will also include a spreadsheet of priorities for corrective action.

In addition to facilities, the Transition Plan will include a review of policies, practices and procedures to determine compliance with the requirements of the ADA, with a goal of providing recommendations that result in a more usable, inclusive, and welcoming environment for the Melrose community. Examples of policies and procedures to be addressed are requesting reasonable accommodations and modifications for City meetings and events, and ensuring ease of making such requests, equally effective communication, etc.

The City last conducted a Self-Evaluation and developed a Transition Plan in 1996. This comprehensive plan focused primary on access of facilities and buildings, with limited examination of policies and procedures. Many of the issues identified were subsequently addressed. It is clearly time to develop an updated Self-Evaluation and Transition Plan, based on changes and developments over the past 25 years, including: a) changes to the ADA and other laws and codes; b) changes in best practices for accessibility; c) changes to buildings and facilities within the City, including aging of existing facilities, renovations, and new construction; d) the emergence of electronic information sharing and use of the internet as a primary information source.

I respectfully request that the City Council accept this grant in order to allow this important and timely work to move forward.

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

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: (and d/b/a): City of Melrose		**COMMONWEALTH DEPARTMENT NAME: MA OFFICE ON DISABILITY** MMARS Department Code: OHA	
Legal Address: (W-9, W-4): 562 Main St, Melrose, MA 02176		**Business Mailing Address 1 ASHBURTON PLACE, ROOM 1305, BOSTON, MA, 02108**	
Contract Manager: David Hoff	**Phone: (617) 480-9230**	**Billing Address (if different): SAME**	
EMail: COMMISSIONONDISABILITY@CITYOFMELROSE.ORG	**Fax:**	**Contract Manager: MICHAEL DUMONT**	**Phone: 617-727-7440**
Contractor Vendor Code: VC6000192115		**E-Mail:MICHAEL.DUMONT@MASS.GOV**	**Fax: 617-727-0965**
Vendor Code Address ID (e.g. "AD001"): AD001 . (Note: The Address ID must be set up for EFT payments.)		**MMARS Doc ID(s):** RFR/Procurement or Other ID Number:	

_X_ 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)
_X_ **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)

___ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** 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): _X_ Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services __ 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.)
_X_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $ **54,918.00** .

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 __% PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: __agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ 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.)
Municipal ADA Improvement Grant FY22: The Grantee will hire a consultant with EOAF Grant funds to complete an ADA Self-Evaluation and Transition Plan. The Project scope includes an ADA Self-Evaluation and Transition Plan encompassing all of Grantee's facilities, activities, programs and services

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

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

CONTRACT END DATE: Contract performance shall terminate as of **June 30, 2022,** 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 Captured At Time of Signature)
Print Name: Paul Brodeur
Print Title: Mayor.

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____. **Date:** _____.
(Signature and Date Must Be Captured At Time of Signature)
Print Name: MARY MAHON McCAULEY.
Print Title: EXECUTIVE DIRECTOR

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: February 7, 2022
Subject: Hoover and Horace Mann Roof Replacements
Order #: ORDER-2022-64

I respectfully request that the Honorable City Council enact the following order:

BE IT ORDERED by the Melrose City Council that the City of Melrose appropriate the amount of Seventy Five Thousand ($75,000) Dollars for the purpose of paying costs of the Feasibility Study and Schematic Design for Roof Replacement Projects at the Herbert Clark Hoover Elementary School at 37 Glendower Road, Melrose, Massachusetts, and the Horace Mann Elementary School at 40 Damon Avenue, Melrose, Massachusetts, including the payment of all costs incidental or related thereto, and for which the City of Melrose may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the Mayor. To meet this appropriation the City Council, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, or pursuant to any other enabling authority. The City of Melrose acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the City of Melrose incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the City of Melrose, 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 City of Melrose and the MSBA.

FINANCIAL IMPACT: See attached

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Jen Grigoraitis, Ward 6
SECONDER:	Robb Stewart, Ward 3
AYES:	Eccles, Garipay, Grigoraitis, Jamaleddine, Karamcheti, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

October 27, 2021

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

Re: City of Melrose, Herbert Clark Hoover Elementary School, Horace Mann Elementary School

Dear Mayor Brodeur:

I am pleased to report that on October 27, 2021, the Board of Directors (the "Board") of the Massachusetts School Building Authority (the "MSBA") voted to invite the City of Melrose (the "City") into the Accelerated Repair Program (the "ARP") to partner with the MSBA in conducting a Schematic Design Study at the Herbert Clark Hoover Elementary School for a potential roof replacement project and at the Horace Mann Elementary School for a potential roof replacement project.

I do want to emphasize that this invitation to partner on a Schematic Design Study is ***not*** approval of a project but is strictly an invitation to the City to work with the MSBA to explore potential solutions to the building needs that have been identified. Moving forward in the MSBA's ARP process requires a partnership with the MSBA, and communities that "get ahead" of the MSBA without MSBA approval will not be eligible for grant funding. To qualify for any funding from the MSBA, local communities must follow the MSBA's statute, regulations, and policies, including the ARP requirements, which require MSBA partnership and approval at each step of the process.

The ARP will focus on the preservation of existing assets by performing energy-efficient and cost-saving upgrades, which will result in direct operational savings for school districts. Districts that are invited into the ARP will be required to use Owner's Project Managers and Designers who are pre-selected and randomly assigned by the MSBA and must also adhere to other requirements that are unique to this program, such as implementing an accelerated project schedule and complying with the MSBA's reimbursement dollar thresholds. Districts will be expected to complete a Schematic Design Study and receive authorization for a Project Funding Agreement by the Board of Directors no later than 12 months from Program invitation. Districts seeking reimbursement under the ARP will be allowed to submit requests for reimbursement monthly, but only if the total value of the invoices being submitted equals more than $50,000.

During the Schematic Design Study phase, the MSBA will partner with the City and its assigned Owner's Project Manager and Designer to find the most fiscally responsible, educationally appropriate and sustainable solution to the building needs identified at the Herbert Clark Hoover

Elementary School and the Horace Mann Elementary School. If during the Schematic Design Study phase, the City determines that the potential project does not meet the qualifying criteria of the

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Board's invitation, the City will be required to remove its Statement of Interest and will not be authorized for a Project Funding Agreement for the project. For the 2021 ARP, the qualifying criteria included roofs of 29 years or more (installed in or before 1992), window and door systems of 30 years or more (installed in or before 1991) and boiler systems of 29 years or more (installed in or before 1992).

The City must complete several pre-requisites prior to beginning work with its consultants. Please submit the following information to the MSBA by no later than the date listed below in order to fulfill these pre-requisites:

- a current routine and capital maintenance plan for the City's school facilities, to be submitted electronically using the MSBA web-based tool (submit prior to February 25, 2022); and,
- an Initial Compliance Certification (attachment to this letter) executed by the City to ensure that the City understands and will comply with the MSBA's requirements and regulations (submit prior to February 25, 2022).

The City must approve funding for the Feasibility Study/Schematic Design portion of this potential project by January 28, 2022. Submission of the properly certified documentation that the City has appropriated its funding should be submitted to the MSBA prior to February 25, 2022. Future funding for the total project budget will be required within 90 days after the date of the MSBA's approval of the project scope and budget.

Once the City has completed the pre-requisites listed above according to the MSBA's standards, the MSBA will assign an Owner's Project Manager and Designer using the MSBA's list of pre-selected and randomly assigned consultants for the ARP. In the meantime, I wanted to share with you the Board's decision and provide a brief overview of what this means for the City of Melrose.

I look forward to continuing to work with you as part of the MSBA's Accelerated Repair Program. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,

John K. McCarthy
Executive Director

Cc: Legislative Delegation
Christopher C. Cinella, President, Melrose City Council
Jen McAndrew, Chair, Melrose School Committee
Dr. Julie Kukenberger, Superintendent, Melrose Public Schools
File: 10.2 Letters

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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: February 22, 2022
Subject: Reappointment of Mark Robinson to Library Board of Trustees
Order #: ORDER-2022-70

Reappointment of Mark S. Robinson, 116 Country Club Rd., to the Library Board of Trustees for a three-year term; said term to expire on the last day of February 2025.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

PAUL BRODEUR
Mayor

OFFICE OF THE MAYOR

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4440
Fax - (781) 662-2182

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Library Trustees Appointments
Date: February 22, 2022

I respectfully request the Honorable City Council confirm the re-appointment of the following Library Trustees. To ensure that a majority of the Trustee's terms do not expire simultaneously, we are requesting staggered terms as follows:

- Edward Waystack, 50 Glen Street, to a one-year term; said term to expire the last day of February 2023
- Nancy Kukura, 79 Mt. Vernon Street, to a two-year term; said term to expire the last day of February 2024
- Carol Hoffman, 97 Cochrane Street, to a three-year term; said term to expire the last day of February 2025
- Mark S. Robinson, 116 Country Club Road, to a three-year term to expire the last day of February 2025

Thank you for your consideration of these appointments.

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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: February 22, 2022
Subject: Reappointment of Carol Hoffman to Library Board of Trustees
Order #: ORDER-2022-71

Reappointment of Carol Hoffman, 97 Cochrane Street, to the Library Board of Trustees for a three-year term; said term to expire on the last day of February 2025

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: February 22, 2022
Subject: Reappointment of Nancy Kukura to Library Board of Trustees
Order #: ORDER-2022-72

Reappointment of Nancy Kukura, 79 Mt. Vernon Street, to the Library Board of Trustees for a two-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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: February 22, 2022
Subject: Reappointment of Edward Waystack to Library Board of Trustees
Order #: ORDER-2022-73

Reappointment of Edward Waystack, 50 Glen Street, to the Library Board of Trustees for a one-year term; said term to expire on the last day of February 2023

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

MAYOR

LILY WALL

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4148

To: Mayor Paul Brodeur
From: Lily Wall
Meeting Date: February 22, 2022
Subject: Appointment of Jennifer Champagne to the Human Rights Commission
Order #: ORDER-2022-74

Appointment of Jennifer Champagne, 11 Faxon Street, to the Human Rights Commission for a three-year term, said term to expire the last day of February 2025.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	**ASSIGNED TO COMMITTEE**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4440
Fax - (781) 662-2182

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Human Rights Commission Appointment
Date: February 22, 2022

To the Honorable Melrose City Council.

I respectfully request the Honorable City Council confirm the appointment of Jennifer Champagne, 11 Faxon Street, to the Human Rights Commission for a three-year term, said term to expire the last day of February 2025. Ms. Champagne will replace Human Rights Commission member Josh Robbins, whose term expires on the last day of February, 2022.

Jennifer has been a Melrose resident for the past four years. Having recognized how much the Melrose community has provided her and her family during this time, she now hopes to become involved and give back to the community through her service as a Human Rights Commissioner.

I am confident that Ms. Champagne's legal training, her experience as an attorney, and her passion for human rights and advocacy will make her an exceptional candidate whose service will benefit the Melrose community. In both professional and volunteer roles, Ms. Champagne has demonstrated herself to be a civically engaged and compassionate citizen. During her time as a litigator, she represented a diverse range of clients including low-income individuals, refugees, and immigrants from around the world. Ms. Champagne has also volunteered with children with disabilities.

Ms. Champagne is exactly the caliber of individual who belongs on the City of Melrose Human Rights Commission, and I am excited to offer her appointment to you for your consideration and approval.

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JENNIFER MARIE CHAMPAGNE

[redacted] • Melrose, Massachusetts 02176 • [redacted] • [redacted]

Mom and Wife, Legal Writer and Researcher; Litigator and Advocate; Public Speaker

Champion Equestrian; Instructor and Organizer; Well-Developed Leadership and Mentoring Skills

PROFESSIONAL EXPERIENCE

CHAMPAGNE-BOULAY HOUSEHOLD, Medford & Melrose, MA 11/2014 – Present

Mother/Wife/Educator

- Stay-at-home-mom to 4 and 6-year-old daughters.
- Since the beginning of the pandemic, I have overseen our daughters' education by developing curriculum and teaching full-time pre-school and first grade and assisted with virtual kindergarten.

Morgan LEVINE DOLAN, PC, New York, NY 11/2011 – 11/2014

Associate

Legal Writing/Research

- Drafted pleadings, discovery demands and responses, discovery and summary judgment motions, motion opposition, case evaluation memoranda, medical treatment timelines, and correspondence.
- Assisted with trial preparation, including legal research and document review, pre-trial motions, subpoenas, pre-trial memoranda, transcript digests, and drafting direct and cross examinations.

Litigation

- Trial experience to verdict as lead counsel: Bronx Supreme Court, two Summary Jury Trials.
- Staunch advocate to a diversified client base consisting of immigrants from around the world, refugees, and low-income minorities.
- Represented plaintiffs and negotiated settlements in all phases of civil litigation cases, including motor vehicle accidents, construction site accidents, premises liability, and municipal liability.
- Appeared in New York Supreme Court for oral argument and conferences at all stages of litigation, including the Counties of Bronx, Kings, Nassau, New York, Queens, and Westchester.
- Extensive experience conducting and defending depositions, and preparing clients for depositions.
- Conducted preparation of plaintiffs and expert witnesses for trial testimony.

LAFAVE, WEIN & FRAMENT, PLLC, Guilderland, NY 9/2010 – 10/2011

Associate (3/2011-10/2011); ***Law Clerk*** (9/2010-2/2011)

Legal Writing/Research

- Drafted legal memoranda, pleadings, discovery responses, motions, opposition to motions, correspondence, and medical treatment timelines.
- Conducted document review, legal and medical research, and medical records review.

Litigation

- Represented plaintiffs in in civil litigation cases, with a focus on medical malpractice, legal malpractice, motor vehicle accident and premises liability.
- Represented defendants in criminal court, for felony assault, resisting arrest, drug possession, bail hearings, and traffic violations.
- Represented landlords in eviction proceedings.

NEW JERSEY INSTITUTE OF TECHNOLOGY, Newark, NJ 1/2009 – 12/2009

Legal Intellectual Property Extern/Intern

Legal Writing/Research

- Assisted attorneys in drafting provisional patent applications for university-owned inventions.
- Conducted prior art searches, conducted inventor interviews, wrote office memoranda summarizing relevant research, and attended routine intellectual property and patentability seminars.
- Assisted attorneys in patentability determinations of university-owned intellectual property.

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EDUCATION

SETON HALL UNIVERSITY SCHOOL OF LAW, Newark, NJ
Juris Doctor, concentration in Intellectual Property, 5/2010

Honors: **Appellate Advocacy Best Brief Author Award Recipient**
Activities: Intellectual Property Law Society
Study Abroad: Summer 2008 Intellectual Property Law Program in Leuven, Belgium & Galway, Ireland (European Union Law, Intellectual Property, and Pharmaceutical Compliance)

HOLLINS UNIVERSITY, Roanoke, VA
Bachelor of Arts, *magna cum laude*, Biology, minor in Philosophy, 5/2006

Honors: ***Phi Beta Kappa***; ***Phi Sigma Tau*** (International Honor Society in Philosophy); Sportswoman of the Year (2005); Old Dominion Athletic Conference Scholar Athlete of the Year (2005); Hollins University Merit Based Scholarship (all semesters); Honor Student (all semesters)
Activities: Riding Club President; Varsity Equestrian Team; Student Government Board of Appeals; Hollins Student Athlete Mentoring Program (founding member)
Study Abroad: Hollins University 2006 Cultural History January Term Program (Berlin, Germany)

PUBLICATIONS & PUBLIC SPEAKING

PUBLICATIONS

- Access to Essential Medicines in Developing Countries: "*The Role of International Intellectual Property Law & Policy in the Access Crisis*" 22 ALB. L.J. SCI. & TECH. 75 (2012).
- Genetic Testing and Testimony in Toxic Tort Litigation: "*Admissibility and Evaluation*" 13 N.C.J.L. & Tech. 1 (2011).

PUBLIC SPEAKING

- Near daily court appearances in New York Supreme Court, November 2011 through November 2014.
- New York State Trial Lawyers Association Lobby Day, Albany, New York, May 2011 & May 2014.
- Fall 2014 C3: Career Connection Conference, *For Women Who Are Going Places*, Hollins University (alumni presenter).

VOLUNTEER & INSTRUCTIONAL EXPERIENCE

NEW YORK THERAPEAUTIC RIDING CENTER, New York, NY 1/2012 – 3/2012

- Served as a volunteer at therapeutic horseback riding program for children with disabilities.

HOLLY HILL FARM, Hampton, NH & Marstons Mills, MA Summer 2002 – 2005, 6/2006 – 12/2006

- Instructed beginner through advanced equestrian lessons for ages 10 years – 40 years.
- Supervised care management of twenty competitive show horses, including training and daily care.
- Worked daily helping Spanish speaking immigrants with English as a second language.

BAR ADDMISSION & MEMBERSHIPS

BAR ADMISSIONS

- New York State Bar (admitted February 2011)
- New Jersey State Bar (admitted November 2010)

MEMBERSHIPS

- New York State Bar Association; New York State Trial Lawyers Association; ACLU

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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: February 22, 2022
Subject: Donation for Library Renovations
Order #: ORDER-2022-75

To the Honorable City Councilors,

I respectfully request that the Melrose City Council accept donations from the Community Associates Fund, the Florence A. Connor Fund, the Gifts Fund, the Payson Gift Fund and the Winchester Gift Fund totaling Two Million ($2,000,000.00) Dollars to pay for costs related to remodeling, reconstructing and improving the Melrose Public Library. The funds will be deposited into fund number 3390.

Sincerely,

Paul Brodeur
Mayor

FINANCIAL IMPACT: None

RESULT: ASSIGNED TO COMMITTEE

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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: February 22, 2022
Subject: State Funding for Ell Pond Water Chestnut Removal
Order #: ORDER-2022-76

I respectfully request the Honorable City Council accept a grant in the amount of $50,000 from the Commonwealth of Massachusetts Executive Office of Energy and Environmental Affairs to address the water chestnut infestation at Ell Pond. This earmark will allow for a multi-year project to remove the plant material that produces the nuts responsible for reproduction of the water chestnut.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT: ASSIGNED TO COMMITTEE

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CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Acceptance of State Funding for Ell Pond Water Chestnut Removal Project
Date: February 22, 2022

As part of the Fiscal Year 2022 state budget, the City of Melrose will receive $50,000 from the Executive Office of Energy and Environmental Affairs to address the water chestnut infestation at Ell Pond. There is no match required, and the funds may be used over the next two years to complete the project. This will allow for the removal of unwanted vegetation to be repeated over multiple plant life cycles, which is necessary for the project's long-term success.

The project involves removing the plant material that produces the nuts responsible for reproduction. Together with the existing free-cash appropriation for Ell Pond, the City will use this earmark to fund the following contracted services:

- Aquatic weed harvester mobilization and demobilization
- Aquatic weed harvester service
- Hydro-rake mobilization and demobilization
- Hydro-rake removal of water chestnut growth in shallow areas not accessible to the aquatic weed harvester
- Manual hand removal and final sweep
- Fragment curtain setup at outlet and erosion control setup at designated material offload location
- Transportation of vegetation to a compost location
- A Notice of Intent (NOI) and Order of Conditions for the work within a wetland resource area

Addressing the water chestnut problem at Ell Pond will provide an immediate aesthetic return through the removal of the plant biomass that carpets the City's central water body. I respectfully request acceptance of these funds so that this project may move forward. Thank you for your consideration.

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COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

2.1

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: MMARS Department Code: ENV**	
Legal Address: (W-9, W-4): 562 Main St, Melrose, MA 02176		**Business Mailing Address: 100 Cambridge Street, Suite 900, Boston, MA**	
Contract Manager: Paul Brodeur	**Phone: (781) 979-4440**	**Billing Address (if different):**	
E-Mail: pbrodeur@cityofmelrose.org	**Fax:**	**Contract Manager: William Nichols**	**Phone: 617-626-1132**
Contractor Vendor Code: VC6000192115		**E-Mail: William.nichol@mass.gov**	**Fax:**
Vendor Code Address ID (e.g. "AD001"): AD___. (Note: The Address ID must be set up for EFT payments.)		**MMARS Doc ID(s): CT ENV FY22CITYOFMELROSE01A**	
		RFR/Procurement or Other ID Number: FY22 GAA (attached)	

___ 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)
_X_ **Other Procurement Exception** (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)

___ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** 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): __ Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services __ 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.)
X__ Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $50,000.00___.

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 __% PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: __agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ 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.) FY22 GAA Budget: provided further that not less than $50,000 shall be expended to the city of Melrose for efforts to mitigate invasive species in public ponds

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

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

CONTRACT END DATE: Contract performance shall terminate as of **June 30, 2024**, 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 Captured At Time of Signature)
Print Name: _____.
Print Title: _____.

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____. **Date:** _____.
(Signature and Date Must Be Captured At Time of Signature)
Print Name: Eric Rebello-Pradas.
Print Title: CFO.

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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: February 22, 2022
Subject: An Appropriation from Free Cash for Memorial Hall Renovation Project
Order #: ORDER-2022-77

An Appropriation from Free Cash, account number 01-324001, in the amount of One Million Five Hundred Thousand ($1,500,000.00) Dollars to the Memorial Hall Renovation Project, account number 33864-490000.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

02/22/22	**33864-490000 · Memorial Hall Renovation, transfer in $1,500,000.00**	
02/22/22	**01-324001 · Available Free Cash**	**($1,500,000.00)**
	TOTAL:	**$0.00**

RESULT: ASSIGNED TO COMMITTEE

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: February 22, 2022
Subject: Amending Article I Chapter 152-10
Order #: ORDNC-2022-1

Be it Ordered, that the City of Melrose Code of Ordinances be amended by adding § 152-10 to Chapter 152, Licenses and Permits of Article I General Provisions to wit;

Sec. §152-10 Payment of taxes as a condition of licenses and permits.

Any board, officer or department who issues local licenses or permits for the city ("the licensing authority") may deny any application for, or revoke or suspend a building permit, or any local license or permit including renewals and transfers for any person, corporation, or business enterprise, who has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges, including amounts assessed under the provisions of G. L. c. 40, § 21D, or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate whose owner has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges, provided that

(1) The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually, and may periodically, furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board

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(2) The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the licensing authority from the tax collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the tax collector; provided, however, that written notice is given to the party and the tax collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The tax collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the license authority receives a certificate issued by the tax collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges, payable to the municipality as the date of issuance of said certificate.

(3) Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.

(4) The City Council may waive such denial, suspension or revocation if it finds there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his immediate family, as defined in section one of chapter two hundred and sixty-eight A of the Massachusetts General Laws in the business or activity conducted in or on said property.

This section shall not apply to the following licenses and permits: open burning (G. L. c. 48, § 13); bicycle permits; (G. L. c. 85, § 1lA); sales ofarticles for charitable purposes (G.L. c. 101, § 33); children work permits (G. L. c. 149, § 69); clubs, associations dispensing food or beverage licenses (G. L. c. 140, § 21E); dog licenses, (G. L. c. 140, § 137); fishing, hunting, trapping license, (G. L. c. 131, § 12);

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marriage licenses, (G. L. c. 207, § 28); and theatrical events, public exhibition permits (G. L. c. 184, § 181).

State Law Reference-Authorized, M.G.L.A. c. 40, § 57 (Accepted by Aldermen November 7, 1996, Order No. 97-88).

FINANCIAL IMPACT:N/A

RESULT:	**ASSIGN TO COMMITTEE**

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CITY OF MELROSE **Legal Department**

Shannon Phillips
City Solicitor
sphillips@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone (781) 979-4184

January 26, 2022

VIA EMAIL

Margot Fleischman
Chief of Staff & Director of Strategic Initiatives and Communications
Office of Mayor Paul Brodeur
562 Main Street
Melrose, MA 02176

Re: Payment of taxes as a condition of licenses and permits.

Dear Margot:

It has come to my attention that there is no record of M.G.L. c. 40 § 57 which was accepted by the Melrose Board of Aldermen on November 7, 1996, Order No. 97-88, ever having been formally implemented by way of City ordinance in the City of Melrose.

In short, M.G.L. c. 40 § 57 allows any city or town which accepts it to ***then*** adopt an ordinance which allows for denial of any application for, or revocation or suspension of a building permit, or any local license or permit for neglect or refusal to pay local taxes, fees, assessments, or other municipal charges. The language of this statute not only needs to have been accepted by City Council (which it was), but also requires there to be a separate ordinance passed in the City.

In looking through the history of the acceptance of this statute by the City of Melrose Board of Aldermen in 1996, it is clear this statute was intended to be fully implemented in the City of Melrose- as seen by the Aldermen having approved an Order entitled "Amending Revised Ordinances by the adoption of M.G.L. c. 40 § 57, "Local licenses and permits: denial, revocation or suspension for failure to pay municipal taxes and charges." [See attached Exhibit A, documentation relative to Order No. 97-88]. It is my understanding that the City has been and continues to deny, revoke, and suspend permits and licenses pursuant to authority under M.G.L. c. 40 § 57 since the Board of Aldermen's acceptance of it in 1996.

However, in order to be in clear keeping with the required language of the statute that requires the City to officially adopt its own ordinance for M.G.L. c. 40 § 57 to validly take

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effect, I recommend the City amend the City of Melrose Code of Ordinances forthwith by adding Section 152-10 as proposed in attached Exhibit B. The proposed language reflects the current version of M.G.L. c. 40, § 57.

Please do not hesitate to reach out to me with any questions or concerns in this regard.

Best Regards,

Shannon T. Phillips, Esq.

Encls.

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CITY OF MELROSE

In Board of Aldermen November 7, 1996

AN ORDER Amending Revised Ordinances by the adoption of M.G.L. Chapter 40, Sec. 57, "Local licenses and permits; denial, revocation or suspension for failure to pay municipal taxes or charges"

Offered by Alderman John W. Dunne

BE IT ORDERED

by the Board of Aldermen of the City of Melrose that Chapter 40, Sec. 57, "Local licenses and permits; denial, revocation or suspension for failure to pay municipal taxes or charges be and the same hereby is adopted

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Historical and Statutory Notes

Legislation

1989, c. 718, § 2, an emergency act, approved 13, 1990, in the first paragraph, inserted the d sentence.

Law Review Commentaries

al estate taxation, legislation, classification dment. Richard A. Goren, 26 Ann. Mass.L. 478 (1979).

LICENSES AND PERMITS OF DELINQUENT TAXPAYERS

Caption editorially supplied

57. Local licenses and permits; denial, revocation or suspension for failure to pay municipal taxes or charges

ny city or town which accepts the provisions of this section, may by by-law or ordinance any application for, or revoke or suspend any local license or permit including renewals transfers issued by any board, officer, department for any person, corporation or ness enterprise, who has neglected or refused to pay any local taxes, fees, assessments, erments or any other municipal charges or with respect to any activity, event or other er which is the subject of such license or permit and which activity, event or matter is ed out or exercised or is to be carried out or exercised on or about real estate whose r has neglected or refused to pay any local taxes, fees, assessments, betterments or any municipal charges. Such by-law or ordinances shall provide that:

The tax collector or other municipal official responsible for records of all municipal , assessments, betterments and other municipal charges, hereinafter referred to as the collector, shall annually furnish to each department, board, commission or division, nafter referred to as the licensing authority, that issues licenses or permits including vals and transfers, a list of any person, corporation, or business enterprise, hereinafter red to as the party, that has neglected or refused to pay any local taxes, fees, sments, betterments or other municipal charges for not less than a twelve month period, hat such party has not filed in good faith a pending application for an abatement of such r a pending petition before the appellate tax board.

The licensing authority may deny, revoke or suspend any license or permit, including vals and transfers of any party whose name appears on said list furnished to the ing authority from the tax collector or with respect to any activity, event or other matter is the subject of such license or permit and which activity, event or matter is carried r exercised or is to be carried out or exercised on or about real estate owned by any whose name appears on said list furnished to the licensing authority from the tax tor; provided, however, that written notice is given to the party and the tax collector, as ed by applicable provisions of law, and the party is given a hearing, to be held not r than fourteen days after said notice. Said list shall be prima facie evidence for denial, ation or suspension of said license or permit to any party. The tax collector shall have ght to intervene in any hearing conducted with respect to such license denial, revocation spension. Any findings made by the licensing authority with respect to such license , revocation or suspension shall be made only for the purposes of such proceeding and not be relevant to or introduced in any other proceeding at law, except for any appeal such license denial, revocation or suspension. Any license or permit denied, suspended voked under this section shall not be reissued or renewed until the license authority es a certificate issued by the tax collector that the party is in good standing with

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or permit and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.

(d) The board of selectmen may waive such denial, suspension or revocation if it finds there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his immediate family, as defined in section one of chapter two hundred and sixty-eight A in the business or activity conducted in or on said property.

This section shall not apply to the following licenses and permits: open burning; section thirteen of chapter forty-eight; bicycle permits; section eleven A of chapter eighty-five; sales of articles for charitable purposes, section thirty-three of chapter one hundred and one; children work permits, section sixty-nine of chapter one hundred and forty-nine; clubs, associations dispensing food or beverage licenses, section twenty-one E of chapter one hundred and forty; dog licenses, section one hundred and thirty-seven of chapter one hundred and forty; fishing, hunting, trapping license, section twelve of chapter one hundred and thirty-one; marriage licenses, section twenty-eight of chapter two hundred and seven and theatrical events, public exhibition permits, section one hundred and eighty-one of chapter one hundred and forty.

A city or town may exclude any local license or permit from this section by by-law or ordinance.

Added by St.1985, c. 640. Amended by St.1992, c. 286, § 117; St.1993, c. 408, §§ 1, 2.

Historical and Statutory Notes

1985 Enactment. St.1985, c. 640, was approved Dec. 23, 1985.

1992 Legislation

St.1992, c. 286, § 117, an emergency act, approved Dec. 23, 1992, in the first paragraph, in par. (d), substituted "sixty-eight A" for "sixty-eight".

1993 Legislation

St.1993, c. 408, § 1, approved Jan. 10, 1994, in the first paragraph, in the first sentence, added "or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate whose owner has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges".

Section 2 of St.1993, c. 408, in the first paragraph, in par. (b), in the first sentence, inserted "or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the tax collector".

Library References

Comments.

Licenses and permits, unpaid local taxes and charges, see M.P.S. vol. 18, Randall and Franklin, § 434.

MUNICIPAL CHARGES LIENS

Caption editorially supplied

§ 58. Municipal charges lien

Any city or town may impose a lien on real property located within the city or town for any ocal charge or fee that has not been paid by the due date, said lien shall be known as the municipal charges lien"; provided, that a separate vote at a town meeting, or by a city or own council is taken for each type of charge or fee.

A municipal charges lien, authorized under this section [illegible]

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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: February 22, 2022
Subject: Small Wireless Facilities Installations
Order #: ORDNC-2022-2

AN ORDINANCE RELATIVE TO SMALL WIRELESS FACILITIES INSTALLATION IN THE PUBLIC RIGHTS- OF-WAY

Be it ordained by the City Council of the City of Melrose, that the Revised Code of Ordinances of the City of Melrose is hereby amended by adding a new Chapter 183, to read as follows:

Chapter 183. Small Wireless Facilities in the Public Rights-of-Way

Sec. 183-1. Purpose.
Public demand for consistent wireless communication service is being met by service providers in some locations by the use of small cell wireless antennas. Wireless service providers in some cases seek to place small cell wireless antennas on utility poles located in the public way. Therefore, in order to balance public interests between demand for reliable wireless service and public concerns regarding the installation of this technology, this Chapter is intended to provide a uniform and comprehensive set of standards and requirements for permitting, developing, siting, installing, designing, operating, and maintaining small wireless facilities in the public Rights-of-Way within the city's jurisdiction.

Sec. 183-2. Definitions.
As used in this article, the following terms shall be defined as follows:

Abandoned - The cessation of use of a small wireless facility.

Antenna - an apparatus designed for the purpose of emitting radio frequency signals from a fixed location pursuant to the Federal Communications Commission authorization, for the provision of wireless service. For purposes of this definition, the term antenna does not include an unintentional radiator, mobile station, antenna designed for amateur radio use, or satellite dish for residential or household purposes.

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Antenna equipment - equipment, switches, wiring, cabling, power sources, shelters or cabinets associated with an antenna, located at the same fixed location as the antenna, and, when collocated on a structure, is mounted or installed in conjunction with the installation of such antenna.

Applicant - any person who submits an application under this ordinance and is, or is acting on behalf of, a wireless services provider or wireless infrastructure provider.

Collocate - mount or install an antenna on an existing structure containing other equipment, or modify a structure for the purpose of mounting or installing an antenna. "Collocation" has a corresponding meaning.

Design standards - standards promulgated for installation of a small wireless facility, in accordance with applicable Federal Communications Commission rules and regulations, that are reasonable, no more burdensome than those applied to other types of infrastructure deployments, and objective and published in advance.

Rights-of-Way or *ROW* - the area on, below, or above a public utility easement, roadway, highway, street, sidewalk, alley, or similar property, but not including a federal interstate highway.

Small Wireless Facility - a facility that meets each of the following conditions:

(a) The facility is mounted on a structure 50 feet or less in height including the antenna, or is mounted on a structure no more than 10 percent taller than other adjacent structures, or does not extend the existing structure on which it is located to a height of more than 50 feet or by more than 10 percent, whichever is greater;

(b) The antenna, excluding associated antenna equipment, is no more than three cubic feet in volume;

(c) All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is cumulatively no more than 28 cubic feet in volume;

(d) The facility does not require antenna structure registration;

(e) The facility is not located on tribal lands; and

(f) The facility does not result in human exposure to radio frequency in excess of the applicable safety standards specified in 47 C.F.R. 1.1307(b).

Structure - a pole, tower, base station, or other building, whether not it has an existing antenna facility, that is used or to be used for the provision of wireless service.

Wireless Provider - any individual, corporation, limited liability company, partnership, association, trust, or other entity or organization, authorized to provide communications service in the state, that builds or installs wireless communication transmission

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equipment and/or small wireless facilities, or that subcontracts the building of such facilities, or provides to the public wireless services using radio frequency signals.

Sec. 183-3. Permit Required.

No wireless provider shall place, construct, erect, modify, mount, attach, operate or maintain a small wireless facility in the Rights-of-Way in the city without first obtaining a permit from the City Engineer.

Sec. 183-4. Application and Approval Process.

(a) All applications for a small wireless facility shall be submitted to the City Clerk in accordance with policies and procedures set forth by the city on the webpage for the City Clerk.

(b) Applicants shall submit applications accompanied by a fee of $100 per application, payable to the "City of Melrose." Each application for more than 5 installations is subject to a separate fee of $100 per installation after the first 5 installations. The amounts due under this section may be revised by the Council from time to time, consistent with applicable law;

(c) Applicants shall provide notice by first class mail to all other wireless providers, within the Applicant's knowledge after reasonable inquiry to the City, who use or may request use of the public right of way for communications services within five hundred feet (500') of the proposed location(s). Such notice shall inform recipients of the Applicant's application, including specifying the pole(s) or other structures to be utilized, and any excavation(s) of the public way contemplated by the work. Proof of mailing of such notice shall be provided within three (3) business days of application submission, and may be provided by submission of an affidavit to the City Clerk. Note that any excavation beyond 3-feet from the original facility requires a separate Grant of Location from the City Council.

(d) Upon receipt, the City will make a determination as to the completeness of the application and notify the Applicant, in writing within 10 days, if the application is incomplete in accordance with the submission requirements as referenced herein below. If incomplete, the City will specify the information needs and the relevant policy or ordinance provisions or requirements.

(e) If the Applicant is notified the application is incomplete, the time periods set forth herein shall be tolled until such time as the City is in receipt of a complete application from the Applicant. In the event an application remains incomplete forty-five (45) days after any notice that the application is incomplete and the Applicant has not responded, such application shall be deemed denied without prejudice, and will need to be resubmitted in full.

(f) If the application is deemed complete, the application shall then be circulated to the Ward Councilor for the ward in which the proposed small wireless facility will be installed;

(g) Applicants shall notify all property owners within 500 feet of the proposed installation by certified mail within 5 days of determination of a complete application submission to the City. Proof of all certified mail receipts shall be provided to the City Engineer as they become readily available.

(h) Applicants shall post conspicuous signs of pending applications at proposed sites within 10 days of determination of a complete submission of any application to the City;

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(i) Written comments from the Ward Councilor, if any, shall be submitted to the City Engineer within 30 days of receipt of the application.

(j) Any material changes to an application that must be made to meet the City's design standards, as determined by the City Engineer in his/her sole discretion, shall constitute a new application for the purposes of the time standards. Where a changed or new application is submitted, the prior application shall be deemed withdrawn.

(k) Once the application is deemed complete, and all comments have been received, the City Engineer shall issue a determination. This will occur within 60 days of an application submission.

(l) The City Engineer may grant, grant with conditions, or deny the Application for a permit under this ordinance. Applications may be approved if they comply with all applicable City requirements as set forth herein, or if their approval is otherwise consistent with applicable law. A denial by the City may be based on criteria which include but are not limited to any of the following:

i. Failure to meet the requirements of the application process and the content of applications as specified in this Ordinance;

ii. Failure to meet the Design Standards and Installation Requirements set forth in this Ordinance, unless the Applicant can demonstrate that such design standards are not technically feasible for that particular installation or that there is no reasonable alternative;

iii. Failure of the applicant to comply with all applicable state and federal laws, rules, regulations, or other requirements;

iv. Any other legally valid reason to deny such application.

(m) Any approval granted to an Applicant shall be only for the specific Applicant and application submitted, including location of all proposed installations.

(n) The City is permitted to hire an RF engineer to conduct random, unannounced RF emission testing of any or all antenna installation(s) at the expense of the operator.

(o) No approval granted under this Chapter shall confer any exclusive right, privilege, license, or franchise to occupy or use the public right of way for delivery of telecommunications services or any other purpose.

Sec. 183-5. Content of Applications: Applications shall include the following information:

(a) Applicant's name, address, telephone number and email address.

(b) Names, addresses, telephone numbers, and email addresses of anyone acting on behalf of the Applicant with respect to the application.

(c) Detailed drawings and descriptions of the equipment to be installed including:

i. Type of equipment

ii. Specifications of equipment (including but not limited to dimensions and weight)

iii. Equipment mount type and material

iv. Power source or sources for equipment, including necessary wires, cables and conduit

v. Expected life of equipment

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vi. Coverage area of equipment, including:
    a) Number of antennas
    b) Antenna model
    c) Antenna length
    d) Antenna height
    e) Typical coverage of area radius
vii. Rendering and elevation of equipment.
viii. If installation requires new equipment mounted on the ground or a new pole to be erected, a prior Grant of Location approval from Melrose City Council is required. Proof of such approval shall be submitted at the time the application is filed.
ix. Existing conditions photographs including at least one showing the pole where the small wireless facility will be installed and the nearest residential structure;
x. For all applications to locate small wireless facilities, the Applicant shall provide photo simulations from at least two reasonable line of-site locations near the proposed project site. The photo simulations must be taken from the viewpoints of the greatest pedestrian or vehicular traffic.

(d) Detailed map with locations of the poles or other facility on which equipment is to be located, including specific pole identification number, if applicable, and the areas it will service.
(e) Detailed map showing existing and proposed small cell installations within 500 feet of the Application site.
(f) Certification by a registered professional engineer that the pole/location will safely support the proposed equipment, including how it will affect the integrity of the pole for public safety concerns.
(g) Written consent of the pole or facility owner for the installation.
(h) Affidavit of a Radio Frequency Engineer or Radio Frequency Safety Officer with Massachusetts experience that demonstrates that the resulting radio frequency emission levels from equipment installation at the proposed location(s) comply with the Federal Communication Commission's radio frequency (RF) emissions regulations as well as any Commonwealth of Massachusetts health and safety standards at the street level and at the closest point of the nearest occupied building. RF Radiation emission limits apply to the aggregate emissions of all co-located equipment not just emissions of single antennas. Should emissions exceed FCC guidelines, all antennas must be turned off until the aggregate emissions are lowered to acceptable limits.
(i) Insurance Certificates with the following minimum coverages: General liability insurance in an amount not less than $1,000,000 per occurrence and $2,000,000 in the aggregate, worker's compensation insurance not less than the amount of $100,000 per accident and $500,000 per illness or the statutorily required amount, whichever is greater, and umbrella insurance in an amount not less than $5,000,000. The City must be an additionally named insured, and such policies shall indicate that the insurance company shall provide thirty (30) business days' prior written notice to the City of lapse or cancellation. All insurance carriers shall carry an A.M. Best rating of "A-" or better. Such insurance shall provide for the waiver by the insurance carrier of any subrogation rights against City, its agents, servants and employees
(j) Description as to why the desired location is superior to other similar locations from a community perspective, including:

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i. Visual aspects
ii. Proximity to residential dwellings, schools, parks or playgrounds.
iii. Documented effort to place antennas in non-residential areas, away from schools and daycare centers, and proof that such alternate sites will not result in adequate coverage

(k) Description of efforts to co-locate the equipment on existing structures, poles or towers which currently exist or are under construction. A good faith effort to co-locate is required and evidence of such efforts must be included within the application. Any installations that would require a new pole require a Grant of Location approval from the City Council prior to submitting a small cell application.

(l) An Affidavit from the applicant which certifies that it will maintain the installations in good repair and according to FCC standards, and remove any installation not in such good repair, or not in use, within 30 days of being no longer in good repair or 90 days of being no longer in use.

(m) A written analysis indicating that the installation and location of the equipment will not interfere with the operation of the existing pole or its primary uses, or with any public safety or public works radio transmissions. This analysis shall include certification that the proposed facilities will not cause interference to any lawfully operating emergency communication system, television, telephone, or radio in the surrounding area.

(n) A written plan indicating the protocol for turning off wireless facilities when utility workers are present on poles, in order to limit their exposure to radio frequency emissions. The plan should also include a description of any warning signs that will be posted to alert utility workers to radio frequency exposure.

(o) A written plan indicating the response protocol to be implemented in the event that the equipment is damaged by a weather related event or due to an accident.

(p) A statement indicating whether a waiver is being requested from any of the applicable Design Standards and Installation Requirements as set by the City. If so, the Applicant shall identify from what particular standard a waiver is being requested, and any request for a waiver must contain information detailing how the applicable standard is not technically feasible, why there is no reasonable alternative, and/or that requiring the Applicant to meet the standard would constitute an effective prohibition.

Sec. 183-6. Design Standards and Installation Requirements: All small wireless facilities must be constructed, installed, and operated in accordance with the plans and specifications included in the application and the following design standards and installation requirements:

(a) Cables, Wires, Connectors: All cables, wires and connectors related to the small wireless facility must be fully concealed on the wireless support structure and shall match the color of the wireless support structure. There shall be no external cables and wires related to the small wireless facility hanging off or otherwise exposed on the wireless support structure.

(b) Signage: The small cell wireless facility permittee shall post its name, location identifying information, and emergency telephone number in an area on the cabinet of the small wireless facility that is visible to the public. Signage required under this section shall not exceed 4 inches by 6 inches, unless otherwise required by law (e.g. radiofrequency (RF) ground notification signs) or the City.

(c) Lights: New small cell wireless facilities and wireless support structures shall not be illuminated, except in accord with state or federal regulations.

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(d) Logos/Decals: The small wireless facility operator/permittee shall place the RF warning sticker required by government or electric utility regulations as close to the antenna as possible.

(e) Cooling Fans: The small cell wireless facility operator/permittee shall use a passive cooling system. In the event that a fan is needed, the small cell wireless facility operator/permittee shall use a cooling fan with a low noise profile. In any event, all small wireless facilities shall comply with current requirements of the City of Melrose Zoning and Noise ordinances.

(f) All small wireless facilities shall be installed in accordance with the applicable codes in force at the time of installation.

(g) Antenna shall be placed no less than 20 feet from a residence's window, door opening, porch or balcony unless a waiver is granted specific to this requirement.

(h) No installation shall be placed where, in the determination of the City, it would limit the city's ability to plant future street trees based upon any existing city standards or guidelines for planting of street trees.

(i) Pole-mounted equipment heights to the bottom of the antenna and all ancillary cabinets and equipment shall be no less than 12 feet above the sidewalk elevation.

(j) Where conditions do not permit a top mounted antenna, the antenna may be side mounted with a minimum height of 15 feet above the sidewalk elevation.

(k) The city reserves the right to reasonably require, in its sole discretion, a supplemental review by independent experts of any application for a small wireless facility under this section. All reasonable costs of such review shall be borne by the applicant, in addition to scheduled fees. Whether based on the results of the supplemental review or the city's own review, the city may require changes to or supplementation of the application.

(l) Unless construction has actually begun and is diligently pursued to completion at that point, no permit for construction issued under this Chapter shall be valid for more than 12 months unless the City Engineer and Applicant agree to an extension and all required fees are paid for the term regardless of construction.

(m) Routine maintenance shall not require submittal of a new application, although it shall require all necessary permits for work to be performed.

(n) A wireless provider shall repair, at its sole cost and expense, any damage to city streets, sidewalks, curbs, gutters, trees, parkways, city poles or other property, utility lines and systems, or sewer or water systems or lines resulting from the collocation of a small wireless facility in the ROW or the installation of a pole in the ROW. The wireless provider shall restore such areas, structures and systems to substantially the same condition in which they existed prior to the damage. If the wireless provider fails to make the repairs within 60 days of notice of the damage, the city may affect those repairs and recover the actual and reasonable expenses of doing so from the wireless provider, its successors or assigns.

Sec. 183-8. Annual Requirements.

(a) Each year on or before January 31st, the wireless provider shall submit an affidavit to the City Engineer listing, by location, all small wireless installations it owns within the city and certifying which installations remain in use and remain covered by the Applicant's insurance, which installations it has abandoned, and which installations are no longer in use.

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(b) Accompanying the annual affidavit referenced in (a) above, the wireless provider shall submit a $270 annual fee per small wireless facility in the Rights-of-Way in the City of Melrose.

(c) If a wireless provider fails to make the payments required by the city at the time of the affidavit submission, the wireless provider's small wireless facilities shall be deemed abandoned and the city may, at its sole option, remove all or any portion of them, or take other action as authorized by law.

Sec. 183-9. Removal and Abandonment of Facilities.

(a) Removal. No less than 90 days following written notice from the city, the wireless provider shall, at its own expense, protect, support, temporarily or permanently disconnect, remove, relocate, change or alter the position of any small wireless facilities within the Rights-of-Way whenever the city has determined that such removal, relocation, change or alteration is reasonably necessary for the construction, repair, maintenance, or installation of any city improvement in or upon, or the operations of the city in or upon, the Rights-of-Way. If the wireless provider fails to comply with the written notice, the city may perform the work and recover the actual and reasonable expenses of doing so from the wireless provider, its successors or assigns.

(b) Abandonment. The City may require a wireless provider to remove a small wireless facility permitted hereunder within 90 days after the date that the facility ceases to be used unless the wireless provider gives the City reasonable evidence that it is diligently working to place the facility or pole back in service. Should the wireless provider fail to timely remove the small wireless facility or pole, the City may remove such facility and recover the actual, reasonable cost of such removal from the wireless provider.

(c) The city retains the right to cut or move any small wireless facility located within the Rights-of-Way of the city in the event of an emergency, as the city may determine to be necessary, appropriate or useful in response to any imminent danger to public health, safety, or property. If circumstances permit, the city shall notify the wireless provider and provide the wireless provider an opportunity to move its own facilities prior to cutting or removing a facility and shall notify the wireless provider promptly after cutting or removing a small wireless facility. If the city performs work under this section, it may recover the actual and reasonable expenses of doing so from the wireless provider, its successor or assigns. The wireless provider shall repair all damage to city property caused by the activities of the wireless provider and shall return the city property to its functional equivalence before the damage pursuant to competitively neutral, reasonable requirements and specifications.

Sec. 183-10. Exception to Applicability.

Nothing in this Article shall authorize a wireless provider to locate small wireless facilities on property owned by a private party, property that is not located within the public right-of-way, or a privately owned utility pole or wireless support structure within a right-of-way without the consent of the property owner.

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Sec. 183-12. Insurance and Indemnification.

(a) All wireless providers shall maintain at all times insurance with the following minimum coverages: General liability insurance in an amount not less than $1,000,000.00 per occurrence and $2,000,000.00 in the aggregate, and umbrella insurance in an amount not less than $5,000,000.00. The city must be an additionally insured party. All insurance carriers shall carry an A.M. Best rating of "A-" or better. Such insurance shall provide for the waiver by the insurance carrier of any subrogation rights against the city, its agents, servants and employees.

(b) To the fullest extent allowed by law, any wireless provider constructing, installing, operating, repairing, maintaining and using a small wireless facility shall indemnify, defend and hold harmless the city, and its officials, agents, and employees from and against all suits, actions or claims of any character brought because of any injury or damage received or sustained by any person, persons or property arising out of, or resulting from, said wireless provider's breach of any provision of law, including but not limited to the requirements of this ordinance and applicable state and federal regulations, or any asserted negligent act, error or omission of the wireless provider, or its agents or employees, arising from or relating to its small wireless facility. The indemnifications required hereunder shall not be limited by reason of the specification of any particular insurance coverage for any permit. Each wireless provider's obligations under this provision shall not terminate with the expiration or termination of its permit, but shall survive it.

Sec. 183-11. Compliance with all applicable laws.

The wireless provider shall comply with all applicable local ordinances, state and federal laws, including but not limited to the noise and zoning ordinances, as well as the Massachusetts building, plumbing and electrical codes, uniform building, fire electrical, plumbing, or mechanical codes adopted by a recognized national code organization or local amendments to those codes, and the National Electric Code, National Electric Safety Code, any applicable environmental codes (e.g., Wetlands Protection Act and local bylaw), local, state, and federal regulations pertaining to historic districts and structures, and the rules, regulations, and provisions of the Federal Communications Commission, the Occupational Safety and Health Administration, and any other state or federal agency regulating wireless communications.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

RESULT:	**ASSIGN TO COMMITTEE**

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Small Wireless Facilities in Public Rights-of-Way
Date: February 22, 2022

I hereby request that the Honorable City Council adopt an ordinance setting out a formalized application process, conditions and standards for the review and approval of the installation of small wireless communications antennas (referred to by some providers as "small cell" or "5G" for the fifth generation of wireless antennas) within the City of Melrose.

Telecommunication companies install and maintain antennas across municipalities like the City of Melrose to provide cellular coverage and high speed internet services. Although the City cannot impose onerous fees, additional safety standards for radio frequency exposure, or set standards that would effectively prohibit the installation of this wireless technology within our jurisdiction, the City can regulate the placement, siting, design, and installation of these devices.

By establishing a formalized process by way of ordinance, we can balance the City's interests regarding these installations with each telecommunications company's legal rights under the FCC to install this equipment in our municipality.

When reviewing and considering this proposed Ordinance, please note that it has been crafted with careful consideration of the public's concerns over these installations, in conjunction with the Department of Public Works, Engineering Division and the City Solicitor's office, with the intention of setting out a process that will meet the needs of the City while also complying with the limits placed upon municipalities in review and denial of these installations as set by the current state of the law.

Of important note, for example, is that the Federal law (the Telecommunications Act of 1996) expressly preempts state and local governments from locally addressing health concerns over Radio Frequency (RF) emissions from these installations. The FCC has set current RF emissions standards that any wireless technologies deployed in the City are required to meet and we have addressed that within this Ordinance to ensure compliance of each installation with those standards to the extent allowable by Law.

Our goal is that in establishing this formalized process and ordinance, like many communities in the Commonwealth and the country have done to date, we can regulate these installations and set design and installation standards for these devices that will satisfy the City's needs and concerns to the greatest extent allowed for by law.

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CITY OF MELROSE

PUBLIC WORKS DEPARTMENT
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-0142

JAMES TROUP
Deputy Director Admin/Finance

To: Mayor Paul Brodeur
From: James Troup
Meeting Date: February 22, 2022
Subject: Amending Chapter 198 of the Revised Ordinances of the City of Melrose
Order #: ORDER-2022-65

As we prepare for practical implementation of the Solid Waste and Recycling ordinance amendments to Chapter 198, Order 2022-25, passed during the City Council Meeting on September 20, 2021, we hereby propose the following minor adjustments to the ordinance language:

1) Chapter 198, Article II, §198-2, and §198-3, Part B, and §198-4, Part B(2): Increase the allowable volume of trash and recycling receptacles from 45 gallons to 50 gallons, to allow purchase of current available market sizes. Language in the City's contract with JRM, which dates back to 2012, recommends the use of receptacles no larger than 45 gallons. In practice, current available sizes for purchase are generally 48 gallons, so we recommend increasing the limit slightly to accommodate current supply.
2) Chapter 198, Article II, §198-2: Remove the requirement for two handles on trash receptacles, as it may arbitrarily limit otherwise-compliant receptacles. A receptacle may have a tight-fitting lid without two handles. In particular, the toters that are presently very popular and practical do not have two handles but should be encouraged.
3) Chapter 198, Article II, §198-2, Part D: Add language to clarify that the allowance of one weekly bulk item per residence does not require a receptacle. We are not aware of any bulk items that would contain food, so rodents are not expected to be an issue with bulk items left out for pickup; placement of bulk items in a lidded receptacle is not practical.

Attachments to this Order include the proposed changes to the Solid Waste and Recycling Ordinance Chapter 198 (red line version), updates to barrel ordinance, and a summary memo.

FINANCIAL IMPACT:<<Enter Financial Impact Here>>

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

RESULT:	**PASSED [8 TO 0]**
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Maya Jamaleddine, At-Large
AYES:	Garipay, Jamaleddine, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella
ABSENT:	Jack Eccles, Jen Grigoraitis, Manjula Karamcheti

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**§ 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~~ 9-20-2021 by Ord. No. 2022-*16*]**

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~~ 50 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

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"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)

(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.

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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) "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~~ 50 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.

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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.

D.

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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-§ 1984 by Ord. No. 785A; 6-18-1984 by Ord. No. 785B; 2-20-2007 by Ord. No. 7-107A; 9-20-2021 by Ord. No. 2022-25]**

§ 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.

§ 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]

§ 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)~~ fifty (50) gallons ~~and have two intact handles~~.[Amended 9-202021 by Ord No. 2022-25, Amended (date) by Ord No. 2022-##]

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. Each residence is allowed to dispose of one bulky item per week in curbside trash pickup, which is not required to be contained in a receptacle.

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

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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

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DEPARTMENT OF PUBLIC WORKS
Administration & Engineering–Water–Sewer–Facilities
Park & Forestry–Highway–Sanitation–Cemetery–Fleet

CITY OF MELROSE

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: January 7, 2022

Re: Chapter 198 Solid Waste and Recycling Ordinance Update

As we prepare for practical implementation of the Solid Waste and Recycling ordinance amendments to Chapter 198, Order 2022-25, passed during the City Council Meeting on September 20, 2021, we hereby propose the following minor adjustments to the ordinance language:

1) Chapter 198, Article II, §198-2, and §198-3, Part B, and §198-4, Part B(2): Increase the allowable volume of trash and recycling receptacles from 45 gallons to 50 gallons, to allow purchase of current available market sizes. Language in the City's contract with JRM, which dates back to 2012, recommends the use of receptacles no larger than 45 gallons. In practice, current available sizes for purchase are generally 48 gallons, so we recommend increasing the limit slightly to accommodate current supply.
2) Chapter 198, Article II, §198-2: Remove the requirement for two handles on trash receptacles, as it may arbitrarily limit otherwise-compliant receptacles. A receptacle may have a tight-fitting lid without two handles. In particular, the toters that are presently very popular and practical do not have two handles but should be encouraged.
3) Chapter 198, Article II, §198-2, Part D: Add language to clarify that the allowance of one weekly bulk item per residence does not require a receptacle. We are not aware of any bulk items that would contain food, so rodents are not expected to be an issue with bulk items left out for pickup; placement of bulk items in a lidded receptacle is not practical.

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CITY OF MELROSE

MEMORIAL HALL
City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4185

KATHY PIGOTT-BRODEUR
Executive Director

To: City Council
From: Kathy Pigott-Brodeur
Meeting Date: February 22, 2022
Subject: Acceptance of SHRAB Veterans' Heritage Grant
Order #: ORDER-2022-67

To the Honorable City Council:
Memorial Hall requests acceptance of the SHRAB grant in the amount of Fourteen Thousand Two Hundred Fifty Three Dollars and Zero Cents ($14,253). This grant will be used to hire a consultant to help execute the Melrose Civil War Veterans Heritage Project. This project will properly archive the ephemera at Memorial Hall; design and implement a plan to preserve that collection; perform additional research; properly interpret the information gathered and memorialize the honorable service of previously unrecognized veterans.
Said funds to be transferred into a dedicated fund account to be established by the Auditor's Office. There is a match requirement for this grant which will be taken from the Soldiers and Sailors Memorial Building Board of Trustees Memorial Hall Restoration Fund and the project will not have any impact to the FY22 budget.

FINANCIAL IMPACT: Match Required - Marching funds have been approved by the Soldiers and Sailors Memorial Building Board of Trustees from the Restoration Fund (Item # 9616)

RESULT:	**PASSED [8 TO 0]**
MOVER:	Leila Migliorelli, At-Large
SECONDER:	Maya Jamaleddine, At-Large
AYES:	Garipay, Jamaleddine, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella
ABSENT:	Jack Eccles, Jen Grigoraitis, Manjula Karamcheti

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The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Archives Division

Ms. Kathy Pigott-Brodeur, Executive Director
Soldiers and Sailors Memorial Building
590 Main Street
Melrose, MA 02176

Dear Ms. Pigott-Brodeur: January 14, 2022

I want to offer you and the Soldiers and Sailors Memorial Building my congratulations on behalf of Secretary of State William F. Galvin, the Massachusetts State Historical Records Advisory Board and the Massachusetts General Court. The Board recently voted $14,253 to fund your application to the Veterans' Heritage Grant Program.

The Board requests a Project Status Report by the end of the calendar year. We will be in touch by electronic mail to walk you through the procurement process to access those funds.

Thank you for your interest in the Veterans' Heritage Grant Program and for your efforts in preserving the history of our Commonwealth's veterans.

Respectfully,

John D. Warner, Jr.
Archivist of the Commonwealth of Massachusetts

220 Morrissey Boulevard, Boston, Massachusetts 02125 · (617) 727-2816
www.sec.state.ma.us/arc

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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: February 22, 2022
Subject: Reappointment of Paula Weiner to the Commission on Disability
Order #: ORDER-2022-68

Reappointment of Paula Weiner, 25 Clinton Road, to the Commission on Disability for a three-year term; said term to expire on the last day of February 2025.

FINANCIAL IMPACT: n/a

RESULT:	**PASSED [8 TO 0]**
MOVER:	Mark Garipay, Ward 4
SECONDER:	Ryan Williams, Ward 7
AYES:	Garipay, Jamaleddine, MacMaster, Migliorelli, Obremski, Stewart, Williams, Cinella
ABSENT:	Jack Eccles, Jen Grigoraitis, Manjula Karamcheti

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Resume of Paula Weiner

EMPLOYMENT
Next Step Healthcare
F/K/A Golden Living Centers
40 Martin Street
Melrose, MA 02176

Area Director of Admissions, Sales & Marketing
Cluster Director of Community Relations
April 2013-Present
Cultivate prospects and develop referral relationships with key referral sources, including hospitals, home healthcare providers, protective and elder service partners, senior assisted and independent living communities, local officials and community members. Develop regional and facility specific sales and marketing plans to ensure revenue growth and positive public relations. Identify opportunities and implement creative marketing events within the community to ensure name recognition and appropriate education of services available. Meet, educate, tour, pre-screen consumers. Ensure compliance and completion of all necessary clinical and financial documentation. Liaisons for care providers to promote continuum of care. Create and share best sales and marketing practices for 16 facilities. Coach and train cluster tour and admission support teams to promote and maintain highest level of customer service. Secure managed care, elder service, home care and hospice provider contracts to drive business directly from community case management teams.
Assist Executive Director with QAPI, Cost Control, financial projections, and implementation of facility level programs. Secure volunteers and services from community to revitalize activities department with addition of support for participation in therapeutic activities and promote quality of life. Maintain regular attendance at public events, chamber networking events, health fairs, local senior centers, and monthly Hospital to SNF Collaborative meetings. Draft and publish advertisements, flyers, press and photo releases. Utilize PCC; CRM; Medicare and MCD systems
*Consistent conversion ratio of 90%.
*Maintaining census over and above budgeted expectation (PCF +2/M&M + 5)
*Obtaining direct community admissions over and above regional goals (+3)
*Successful conversion of short-term residents to long-term for census stability
* Achieved 32% revenue growth via community admissions
* Awarded National Admissions/Marketing Director of the year of over 400 facilities
* Inducted in the Golden Living Hall of Fame
* Achieved All Star Marketing Award with recognition from President
* Achieved 100% Occupancy Golden Achievement Award

Law Offices of CG Fallon PC
State Representative 36th District
15 Ferry Street
Malden, MA 02148

Legal Assistant/Community Relations
April 1991-April 2013
Research, draft and prepare filings, briefs, civil complaints, discovery, probate, estate and guardianship filings. Draft wills, trusts, purchase and sale agreements, state licensing and corporate compliance documentation. Conduct interviews with clients, counsel and medical professionals for purposes of mediation or pre-litigation settlement. Calculate and present cost analysis and valuation for negotiation of motor vehicle, personal injury, workers compensation, medical malpractice, disability claims and union disputes. Prepare conveyance and trust documentation in compliance with MCL standards. Assist drafting and mitigation of union contracts. Supervise and train office staff, secure work study and internship programs. Create positive and open line of communication. Promote new business opportunities, attend political and community sponsored events. Secure and publish press and photo release.

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Cambridge Health Alliance
103 Garland Streetp
Everett, MA 02149

Wkend/Overnight
Telecommunications Lead
August 2011-May 2013

Perform routine, emergency and special communications using EPIC and PC based data program to support all Cambridge Health Alliance hospitals, health centers, and administrative offices. Handle time sensitive communications to physicians, patients, and community care partners to ensure patient satisfaction, service standards and compliance requirements have been attained.

The Lordan Companies
22 A Street
Burlington, MA 01803

Director of Sales, Finance & Marketing
June 1985-April 1991

Hired, trained and supervised successful real estate sales and finance team for real estate developer for condominium conversion and new development projects. Conduct market research for prospective developments, analyze barriers, determine financial viability, estimate variables , barriers and projected outcomes. Assist partners with preparation of conversion documentation, purchase and sale agreements, enable communication with local lenders, tenant associations and community leaders. Develop marketing plans; model room criteria, sales scripts and sales presentations for prospective buyers, investor workshops, and public informational forums.

* Awarded Team Sales Award for successful conversion to close - 400 units within 1 year
* Sales Team generated $3.2 Million Profit Revenue within Tri State during first five years

Education

1984-1991	Suffolk University – Evening Program Business Management/Psychology
1981-1984	Fisher College – Evening Associates Business Management/Paralegal Certification
1981	Malden High School

Affiliations

Hallmark Health Board Member Community Health Partnership; Cambridge Health Alliance Collab Member; MA/NH Alzheimer's Association Advocate; Little Hearts Foundation Mentor; Malden YMCA Volunteer Engagement Speaker; City of Melrose Basketball Coach and Volunteer; District 12 Little League Board Member; Challenged Youth Summer Program Fundraising Volunteer; Lurie Center for Autism Support Volunteer; Triangle Volunteer liaison; Council on Aging Volunteer; Member Melrose and Malden Chambers of Commerce

Minutes Acceptance: Minutes of Feb 22, 2022 7:45 PM (Reading of the Minutes)

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: February 22, 2022
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 Feb 22, 2022 7:45 PM (Reading of the Minutes)

CHARLES D. BAKER
Governor

Office of the Governor
Commonwealth of Massachusetts
State House
Boston, Massachusetts 02133
Tel: (617) 725-4000

KARYN E. POLITO
Lieutenant Governor

January 10, 2022

Chief Edward Collina
City of Melrose
576 Main Street
Melrose, MA 02176

Dear Chief Collina,

Congratulations! I am pleased to inform you that the Executive Office of Public Safety and Security and the Department of Fire Services (DFS) has awarded the City of Melrose $18,901.80 in State Fiscal Year 2022 funding for the Firefighter Safety Equipment Grant Program.

While the last two years have presented great challenges, the fire service in Massachusetts has shone brightly, overcoming every obstacle along the way. Please know that we are deeply appreciative for your continued dedication to the mission of public safety, and grateful to be able to provide your department with this important equipment.

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

Sincerely,

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

Attachment: FY22 FFSEGP - IQM2 Attachment (ORDER-2022-78 : FY22 Firefighter Safety Equipment Grant)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

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**, **Contractor Certifications** and **Commonwealth 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:** Department of Fire Services **MMARS Department Code:** DFS	
Legal Address: (W-9, W-4): 552 Main St, Melrose, MA 02176		**Business Mailing Address:** P.O. Box 1025, Stow MA 01775	
Contract Manager: Chief Edward J. Collina	**Phone:** 781-979-4404	**Billing Address** (if different):	
E-Mail: Ecollina@cityofmelrose.org	**Fax:** 781-662-2304	**Contract Manager:** David Clemons	**Phone:** 978-567-3179
Contractor Vendor Code: VC6000192116		**E-Mail:** David.Clemons@mass.gov	**Fax:** 978-567-3121
Vendor Code Address ID (e.g. "AD001"): AD001 (Note: The Address ID must be set up for EFT payments.)		**MMARS Doc ID(s):** CT-DFS-1000-2022FFEGRANT00000000 **RFR/Procurement or Other ID Number:** BD-21-1021-DFS-DFS01-69754	

_x_ 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)
_x_ **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)

___ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** 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, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): _x_ Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services

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.)
_x_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $18,901.80.

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 __% PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: _x_ agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ 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.) FY22 Firefighter Safety Equipment Grant Program. This contract is for funds awarded under the Department of Fire Services' FY22 Firefighter Equipment Grant, in accordance with the FY22 Grant Application, and attached Grant Agreement Scope of Work and Budget. Funds for this program will be disbursed on a reimbursement basis only.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

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

CONTRACT END DATE: Contract performance shall terminate as of **June 30, 2022,** 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, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, 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: Edward J Collina Date: 11/18/22
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: Edward J. Collina
Print Title: Chief Of Dept

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:
X: David Clemons Date: 2/2/22
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: Peter J. Ostroskey
Print Title: State Fire Marshal

Attachment: FY22 FFSEGP - IQM2 Attachment (ORDER-2022-78 : FY22 Firefighter Safety Equipment Grant)

Issued May 2004

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME: City of Melrose
CONTRACTOR VENDOR/CUSTOMER CODE: VC6000192116

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

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

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

AUTHORIZED SIGNATORY NAME	TITLE
Paul Brodeur	Mayor
Edward Colina	Chief of Dept. - Fire

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

Signature

Date: 1/14/2022

Title: Mayor Telephone: 781-979-4442

Fax: 781-662-2182 Email: pbrodeur@cityofmelrose.org

[Listing can not be accepted without all of this information completed.]
A copy of this listing must be attached to the "record copy" of a contract filed with the department.

Sensitivity level - low

Attachment: FY22 FFSEGP - IQM2 Attachment (ORDER-2022-78 : FY22 Firefighter Safety Equipment Grant)

Department of Fire Services and the City of Melrose
FY22 Firefighter Equipment Grant Agreement Scope of Work and Budget

Authorization: This grant is awarded by the Executive Office of Public Safety through the Department of Fire Services' FY22 Firefighter Safety Equipment grant program for the purchase of firefighter safety equipment in accordance with the Acts of 2020 chapter 151 2D, the Department of Fire Services Earmark and Grants policy and procedures, and CMR 815, 2.00 State Grant Regulations.

Grant Project Description: Purchase of firefighter safety equipment as listed in the budget section of this Scope of Work.

Grant Manager: The MA Department of Fire Services and the grantee will each assign a grant manager with respect to this Scope of Work. It is anticipated that the grant manager will not change during the period the Scope of Work is in force. In the event that a change is necessary, the party requesting the change will provide prompt written notice to the other. In the event a change occurs because of a non-emergency, two-week written notice is required. For a change resulting from an emergency, prompt notice is required.

The MA Department of Fire Services grant manager will work closely with the grantee to ensure successful completion of the grant, will consult with the grantee to develop the Scope of Work, will coordinate input as needed, and will review and approve deliverables, progress reports and authorize acceptance and compensation of deliverables.

The grantee's grant manager will serve as the interface between the MA Department of Fire Services and all grantee personnel participating in this program, will maintain the Scope of Work and Budget in consultation with the MA of Fire Services grant manager, will facilitate regular communication with the MA Department of Fire Services grant manager including status reports/updates and review of performance against the Scope of Work, and will work closely with the MA Department of Fire Services to ensure successful completion of the grant.

The grantee's grant manager is Finance Administrator Rachel Jacobsmeyer who can be reached at: 576 Main Street, Melrose, MA 02176, tel 781-979-4404, email: rjacobsmeyer@cityofmelrose.org. The MA Department of Fire Services grant manager is David Clemons, Director of Operations, 1 State Road, Stow, MA 01775, tel 978-567-3179, email: David.Clemons@mass.gov.

Budget: The funds may not be used to serve as a match for a federal grant. The funds may not be used for construction and all applicable local and state procurement requirements must be adhered to in the use of the grant funds. The grant funds must be used to purchase the following approved firefighter safety equipment.

Attachment: FY22 FFSEGP - IQM2 Attachment (ORDER-2022-78 : FY22 Firefighter Safety Equipment Grant)

Grant Award:

Department	*Description of allowable Equipment*
City of Melrose	Portable Radio Support Equipment (including Battery Chargers, Battery Conditioners, Speaker Mics, and Headsets
Total Award	$18,901.80

Reimbursement Request Process: The MA Department of Fire Services agrees to disburse funds on a cost reimbursement basis. All costs requested for reimbursement must be listed on the DFS Grant/Earmark reimbursement form. Appropriate supporting documentation for all non-salary costs must also be attached, including:

1. copy of invoice
2. proof of payment – cancelled check or similar other proof of payment documentation such as a copy of the City/Town warrant or invoice that is marked paid and signed as paid by the City/Town fiscal officer.

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

Grant recipients must take delivery of equipment no later than June 30, 2022. Equipment delivered to the recipient after that date **will not** be eligible for reimbursement through this program unless approval for an extension has been already been granted in writing by the DFS grant manager.

Reimbursement requests must be submitted no later than July 29, 2021. DFS will only reimburse for costs incurred through the grant performance period, June 30, 2022.

Grant Extensions: Grant recipients may request a single performance period extension if extenuating circumstances beyond the control of the recipient (backordered equipment, supply chain disruptions, vendor errors, etc.) will prevent equipment from being delivered on or before June 30, 2022. Extensions for these purposes must be submitted to DFS by email no later than June 1, 2022. Approval of extension requests is at the sole discretion of DFS.

Grant Monitoring: The Department of Fire Services may conduct grant monitoring through either a desk-based review or on-site monitoring visits, or both, in order to obtain additional

Attachment: FY22 FFSEGP - IQM2 Attachment (ORDER-2022-78 : FY22 Firefighter Safety Equipment Grant)

information or verify information related to grant spending, grant-funded activity, or grant award outcomes. Advance notice will be given prior to a site visit. Findings of non-compliance with any portion of the terms of the FY22 Firefighter Safety Equipment Application, the executed Standard Contract Form, and the DFS Grant Agreement Scope of Work and Budget may result in a demand for funds to be returned to DFS.

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

Records Management: The grantee shall maintain records in accordance with 815 CMR 2.08. This regulation includes but is not limited to "... maintain records, books, files and other data as specified in a contract and in such detail as shall properly substantiate claims for payment under a contract, for a minimum retention period of seven years beginning on the first day after the final payment under a contract, or such longer period as is necessary for the resolution, of any litigation, claim, negotiation, audit or other inquiry involving a contract..."

Approved by:

Edward J Collina
City of Melrose

Edward Collina - Chief of Dept.
Print Name and Title

1/18/22
Date

Approved by:

David Clemons
Department of Fire Services

David Clemons, Director of Operations
Print Name and Title

2/2/22
Date

Attachment: FY22 FFSEGP - IQM2 Attachment (ORDER-2022-78 : FY22 Firefighter Safety Equipment Grant)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL A. BRODEUR
Mayor

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

Contract/Grant Approval Form

All contracts and/or grant agreements requiring Mayoral signature must comply with the following requirements prior to presentment for signature:

1. **Originating Department**: Melrose Fire Department

2. **Brief Summary of Purpose for Entering into Contract or Grant**: The Executive Office of Public Safety and Security and the Department of Fire Services has awarded the Melrose Fire Department $18,901.80 from the FY22 Firefighter Safety Equipment Grant Program. This grant will cover the cost of replacing three of our current, aged-out, XTS5000 Motorola portable radios, with three brand new APX6000 Motorola portable radios.

3. **Vendor/Awarding Agency Name**: Executive Office of Public Safety and Security

4. **Value of Contract/Grant**: $18,901.80

5. **Type of Contract/Grant Agreement (new or renewal)**: New

6. **Confirmation of compliance with G.L. c.30B, and any other procurement laws:**

   YES _____

   NO __X__

7. **Identification of fund and account number from which contract/grant is being supported/expended:**

   Fund: Upon acceptance from City Council

   Account Number: _____

8. **Contract/grant date/term:** April 12, 2021 - June 30, 2021

9. **City Auditor signature:** YES _____ NO ____

10. **City Solicitor approval:** YES _____ NO ____

Attachment: FY22 FFSEGP - IQM2 Attachment (ORDER-2022-78 : FY22 Firefighter Safety Equipment Grant)

FIRE DEPARTMENT
CITY OF MELROSE

OFFICE OF THE CHIEF

Edward J. Collina
Chief of Department

Fire Headquarters, 576 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4404
Fax - (781) 662-2304

To: City of Melrose – City Council
From: Chief Edward J. Collina
Date: February 4, 2022
RE: FY22 Firefighter Safety Equipment Grant Program

The City of Melrose Fire Department has been awarded $18,901.80 funding for the FY22 Firefighter Safety Equipment Grant Program by the Executive Office of Public Safety and Security and the Department of Fire Services. These funds will be used to replace three of our current, aged-out, XTS5000 Motorola portable radios, with three brand new APX6000 Motorola portable radios.

The Melrose Fire Department's current Motorola portable radios are past life expectancy, and Motorola no longer manufactures any part or pieces of these radios, causing Motorola to be unable to repair any problems with the radios.

Being past life expectancy, our current radios are aging severely, such as broken screens, missing parts/pieces, poor audio, and radio hang-ups; all of which are major safety issues in a fire scene. Investing in new Motorola portable radios will allow the department to restore communication reliability by providing clear voice transmission and reception. Replacing these unrepairable radios will allow the department to meet current NFPA/OSHA standards.

Respectfully,

Edward J. Collina
Chief of Dept.

Attachment: FY22 FFSEGP - IQM2 Attachment (ORDER-2022-78 : FY22 Firefighter Safety Equipment Grant)

Brigid Alverson
11 Garden St.
[redacted]

I am very interested in serving on the Board of Registrars of Voters. I am a strong believer in fair and impartial elections, and I would be honored to be considered for a position on the board. I have a little experience in this area. A quick timeline of my experiences:

- As a reporter for the Melrose Free Press, in 2001, I covered the election that Rob Dolan won by a single vote, as well as the recount that followed. This was a crash course in election law!

- After I left the newspaper, in 2004-2007, I was a poll worker.

- I was the Assistant to the Mayor from 2008 to 2020. During this time I worked closely with the Elections Office on a variety of different matters, including getting the word out about elections, and occasionally helping out with phones, etc., on election days.

- I retired from the Mayor's Office in 2020 and began working the polls again. I was also one of the workers who helped prepare for the 2020 election by processing and later counting absentee and early-voting ballots, as well as working as a poll warden for both the primary and the general election.

Although the fact that I previously worked for the Mayor's Office may present an apparent conflict of interest, I want to assure you that is not the case. I understand and will readily accept the responsibility of the Registrars to be fair and impartial, and if chosen, I will perform my duties with integrity.

I know there are probably many qualified candidates, but I hope you will consider my application!

Sincerely,
Brigid Alverson

Attachment: Brigid Alverson letter of interest (ORDER-2022-79 : Appointment of Brigid Alverson to Board of Registrars of Voter)

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

M E M O R A N D U M

TO: Melrose City Council

CC: Mayor Paul Brodeur

FROM: Denise Gaffey, Director & City Planner

DATE: March 1, 2022

RE: Melrose Housing Production Plan

I am pleased to present the Housing Production Plan to you for your review and approval.

As you know, a Housing Production Plan (HPP) is a specific type of plan that is defined under M.G.L. Chapter 40B. It can be used as a vehicle to achieve safe harbor under Chapter 40B, but perhaps more importantly, it provides an actionable roadmap of steps that the City can take to work towards addressing housing goals and needs in the coming years. The City of Melrose undertook this planning process in partnership with the Metropolitan Area Planning Council (MAPC), the regional planning agency for the Greater Boston region. The Plan requirements are dictated by MGL Chapter 40B regulation and include a housing needs and demand assessment, establishment of housing goals, analysis of factors affecting development, identification of opportunity sites, numeric production targets, and specific recommendations to achieve housing goals over the next five years.

This Plan is critical as the availability of all types of housing locally and regionally is low and the cost of housing that does become available is high and is steadily increasing. The vacancy rates are well below a healthy level, and they are declining meaning that people have fewer options for housing. Prices have been steadily increasing from an average home price of $266,000 in 2000 to $630,000 in 2018 and $750,000 in 2020. Asking rents are averaging more than $2,000 in 2019 for all bedroom counts except for studio units. Roughly 29% of households are housing cost-burdened, meaning that they pay more than 30% of their income on housing. More than one in three households in Melrose could qualify for the most common types of deed-restricted Affordable Housing. There is no sign of reprieve from the upward trends of housing cost and downward trend of availability.

Change is inevitable and it is best to plan for it to increase the opportunities for housing in a way that makes sense for Melrose and supports our goals as a community. Approval of the Housing Production Plan will not change any laws or regulations in the City. Approval of the Plan is an

Attachment: Cover Memo for City Council Approval (ORDER-2022-80 : Melrose Housing Production Plan)

acknowledgement that housing is a critical part of the community and we need to take action to make it more attainable.

The Plan is a culmination of the work that has been done to analyze data related to housing, determine best practices for Melrose, and create housing related goals, policies and actions with community input. It sets the framework for further work on each action identified. Once approved, the Planning Board and other parties identified will then take a deeper dive into crafting zoning amendments and regulations, and working on other initiatives, to accomplish the goals of the plan.

This plan has been underway for 15 months and the process has included extensive community involvement. An Advisory Committee, comprised of residents that have professional expertise in the housing industry, along with City Councilor Jack Eccles and Planning Board Chairman Greg Sampson, have spent many hours volunteering their time to offer substantive input on the public process and the content of the plan. In the fall of 2020 and spring of 2021 we held live webinars and asynchronous online open houses. We also held focus groups, targeted interviews, and met with city commissions and boards to discuss the plan and seek feedback. Residents were invited to participate via the City's website, social media, promotion in the local papers, and through flyers posted in the windows of local businesses and at other key locations such as City Hall, the Library, and the Commuter Rail Stations. Advisory Committee members were also instrumental in spreading the word about the process and engagement opportunities through their networks.

We shared the final draft of the plan with the community and asked for feedback. Approximately seventy people responded. The responses generally reflected some common themes around density, housing type and location, and tax implications, and the comments reflected a balance of opinions. We heard from people that do not want any new development and others that thought the plan does not go far enough to allow for more development in all areas of the City. Comments included making sure that specific groups have more housing options including those with housing insecurity, those with disabilities and seniors; and these groups were in mind when crafting many of the final actions in the plan. Responses were voiced on both sides for including passage of the Community Preservation Act (CPA) as an action item to explore and we determined that clarifications around how the CPA can be structured and adopted were needed. Edits and additional information were added to the plan to respond to the comments without negating all of the feedback received through the process.

The HPP was presented to the Planning Board at their meeting last night and was met with support and a unanimous vote to approve the Plan. Approval of the HPP by the City Council is the next step in the process. The Plan will then be submitted to the Department of Housing and Community Development (DHCD) for approval. We are confident that DHCD will find that the HPP meets all of the requirements defined in the Chapter 40B statute and that they will support our housing goals and objectives.

We look forward to your continued support and to starting the next phase of working towards implementation of the goals outlined in the Plan.

Attachment: Melrose Housing Production Plan, February 2022

Attachment: Cover Memo for City Council Approval (ORDER-2022-80 : Melrose Housing Production Plan)

MELROSE HOUSING PRODUCTION PLAN

Attachment: Melrose Housing Production Plan - Final (ORDER-2022-80 : Melrose Housing Production Plan)

Prepared by the Metropolitan Area Planning Council (MAPC)
for the City of Melrose

February 2022

MELROSEHPP

Acknowledgements

Prepared for:
City of Melrose
562 Main Street
Melrose, MA 02176
www.cityofmelrose.org

Prepared by:
Metropolitan Area Planning Council
60 Temple Place
Boston, MA 02111
www.mapc.org

City of Melrose
Paul Brodeur, Mayor
Denise Gaffey, Director, OPCD
Lori Massa, Senior Planner, OPCD

MAPC Housing Staff
John McCartin, Regional Planner II*
Emma Schnur Battaglia, Senior Planner
Lydia Slocum, Regional Planner II
*Former MAPC Staff Member

This plan would not have been possible without the Housing Production Plan Advisory Committee, whose members contributed their time and vital insights into this effort:

- City Councilor Jack Eccles
- Gregory Sampson, Melrose Planning Board
- Ellen Connolly
- Thais DeMarco
- Jaron Green
- Charlie Harak
- Deepak Karamcheti
- Seamus Kelley
- Dana LeWinter
- Gina Martinez

Additional thanks to the City Council, Planning Board, Historical Commission, Human Rights Commission, and departmental representatives for their input, participation, and support in the process. Many thanks to the Melrose community, who provided input that shaped the direction of the plan and process. This plan was funded by the Metropolitan Area Planning Council (MAPC)'s District and Local Technical Assistance program and the Commonwealth's Community Compact fund.

Attachment: Melrose Housing Production Plan - Final (ORDER-2022-80 : Melrose Housing Production Plan)

MELROSEHPP

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MELROSEHPP

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Executive Summary

Introduction

The Melrose Housing Production Plan (HPP) is based on a community-driven planning process to set the direction of housing policy and development in the city over the next five years. The City of Melrose undertook this planning process in partnership with the Metropolitan Area Planning Council (MAPC), the regional planning agency for the Greater Boston region. The plan is grounded in robust technical analysis and local expertise and insight, including active participation from a resident Advisory Committee and community feedback received through multiple forms of engagement. The plan meets the requirements for an HPP defined in M.G.L. Chapter 40B, but perhaps more importantly, it provides an actionable roadmap of steps the City can take to work towards addressing housing goals and needs in the coming years.

M.G.L. Chapter 40B

Massachusetts General Law Chapter 40B is a state statute encouraging cities and towns to maintain a supply of Affordable Housing that amounts to 10% of their total year-round housing stock. For these purposes, Affordable Housing is defined as housing that is deed-restricted to be affordable to eligible low-income residents without paying more than 30% of their annual household income. Affordable units that meet this criteria, as well as market-rate units in mixed-income rental housing developments where 20-25% of units are Affordable Housing, are eligible for inclusion on the Massachusetts Subsidized Housing Inventory (SHI).

Of Melrose's 11,714 housing units (2010 Census), 934 units—8% of the City's total housing stock—are included on the SHI. Because Melrose has not met the state's 10% Affordable Housing target, developers may override local zoning ordinances with a comprehensive permit if at least 20-25% of homes in a development are Affordable Housing. Once a community reaches the 10% threshold, it can claim "safe harbor" and thereby deny a developer a comprehensive permit.

Housing Production Plans

A Housing Production Plan (HPP) is a specific type of plan that is defined under M.G.L. Chapter 40B and approved by the Massachusetts Department of Housing and Community Development (DHCD). Plan requirements include a housing needs and demand assessment, five-year housing goals, analysis of factors affecting development, identification of opportunity sites, numeric production targets, and specific recommendations to achieve housing goals.

HPPs are important planning tools that can help a municipality better understand local housing needs and define where it wants future housing development. A Housing Production Plan can also be used as a vehicle to achieve safe harbor under Chapter 40B. Communities that adopt an HPP and produce sufficient Affordable Housing units over a certain period of time can apply to have their HPP certified by the Department of Housing

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and Community Development, which offers temporary safe harbor from 40B projects lasting one to two years.

Planning Process

This plan is the result of a robust community process that included:

- **Advisory Committee.** A committee comprised of members of the Melrose community met eight times over the course of the planning process, during which they offered substantive input on the public process, the plan's goals, potential strategies and actions, and more.

- **Fall Engagement Campaign.** In late 2020, the project team held two events—a live webinar and an asynchronous online open house—to publicly launch the planning process. Hundreds of people participated in these events. Feedback illustrated that the majority of participants wanted Melrose's housing to promote an inclusive, affordable, and sustainable community.

- **Spring Engagement Campaign.** In June 2021, the project team again hosted a webinar and an online open house, in this case designed to share and collect input on the plan's potential content. City staff also conducted an in-person "tabling" event in Downtown Melrose. These events were attended by hundreds of people who collectively demonstrated a desire to take steps to address the City's housing goals, including zoning reforms and programs to address affordable and fair housing.

- **Focus Groups.** The planning team held two focus group meetings with government officials and members of the real estate industry (including local developers, land use lawyers, and brokers) in order to better understand barriers to housing production and potential opportunities in Melrose.

- **Targeted Interviews.** The planning team conducted one-on-one phone interviews to learn about residents' housing needs and challenges and engage members of the Melrose community that were underrepresented during the public engagement campaigns.

- **City Commissions.** MAPC and OPCD staff attended meetings of the City Council, Historical Commission, and the Human Rights Commission to discuss the plan, its potential recommendations, and how the plan and housing generally could interact with each commission's operations and priorities.

- **Public Comment Period.** At the end of the planning process, MAPC and OPCD held a public comment period and conducted outreach to gather feedback on the final draft plan.

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Due to the COVID-19 pandemic, nearly all of the public process was virtual, conducted online or over the phone.

Housing Needs and Demand Assessment

The Housing Needs and Demand chapter of the HPP analyzes quantitative data about the demographics, housing stock, and housing affordability in Melrose. It also highlights qualitative findings about housing needs gleaned from the plan's public process. Taken together, these two sources provide a picture of housing need in Melrose and ultimately informed the City's housing goals.

Melrose is home to a range of household types, sometimes surprisingly so. Fully one-third of Melrose residents rent their home, a number that was much higher than many engagement participants expected. Additionally, 38% of households in Melrose are comprised of either a single person living alone or with unrelated roommates. Both renters and single-person or non-family households have unique housing needs that must be considered as the City plans for future housing.

Like communities throughout the region, Melrose's seniors comprise a substantial portion of its population. More than a quarter of Melrose householders are seniors over the age of 65. These residents are more likely to have changing physical and financial needs that require them to find new housing or make modifications to their existing home. Another 19% of Melrose householders are between 55 and 64 years old and could face similar challenges in the coming years.

Though Melrose has become more racially diverse in recent years, it remains less racially diverse than the region overall. Roughly 14% of Melrose residents today are people of color. This represents a substantial increase from roughly 5% people of color in 2000, though Melrose remains less racially diverse than many neighboring municipalities (this disparity is due at least in part to decades of discriminatory policies in the Boston region executed at all levels of government and within the private housing market). Participants in the HPP's engagement identified increased racial and ethnic integration as one of their top housing priorities.

Melrose has successfully added multifamily units to its housing stock in recent years, though over half its housing (55%) remains single-family homes. Between 2013 and the second quarter of 2019, Melrose added 567 net new housing units, roughly 97% of which were in large multifamily buildings. However, the city has added fewer units in small multifamily buildings such as duplexes or triplexes.

Housing costs in Melrose are high across all housing types, directly impacting many households' ability to find suitable housing. Consistent with trends across the region,

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Melrose's home prices have steadily increased since the Great Recession, with the median home value in 2018 reaching $630,000. Asking rents in Melrose are also expensive, averaging more than $2,000 in 2019 for all bedroom counts except studio units. Meanwhile, roughly 29% of Melrose households are housing cost-burdened, meaning that they pay more than 30% of their income towards housing.

Melrose is home to households earning a range of incomes, including a substantial number of low-income households. The median income in Melrose is $103,743. However, this does not tell a complete story. An estimated 36% (3,850) of Melrose households are considered low-income according to federal standards, including 24% of homeowners and 62% of renters. This means more than one in three households in Melrose today could qualify for the most common types of deed-restricted Affordable Housing, numbers which surprised many engagement participants.

Housing Goals

Based on public input received during the fall and spring engagement campaigns, the housing needs and demand assessment, and feedback from the HPP Advisory Committee and City staff, this plan proposes five goals for housing in Melrose:

1. **Housing Mix.** Encourage a range of housing options and types to serve households with a variety of incomes and meet the diverse needs of current and future Melrose residents.

2. **Racial Equity.** Advance racial equity, promote inclusion, encourage wealth creation through housing access for people of color, and enrich the Melrose community through increased diversity.

3. **Affordable Housing.** Expand and preserve deed-restricted and subsidized Affordable Housing opportunities for low- and moderate-income households, including family households.

4. **Enhanced Neighborhoods.** Utilize housing as a tool to enhance existing Melrose neighborhoods, balancing development with other community priorities like open space, historic preservation, economic development, walkability, sustainability, and resilience.

5. **Community Engagement.** Promote an understanding of the role that housing plays in Melrose and the region through ongoing public engagement and discussion.

This HPP also sets a development target of 237-294 new Affordable Housing units over the next five years to increase the City's share of Affordable Housing to 10% of its total year-round housing stock and achieve "safe harbor" under Chapter 40B. The range describes the required increase according to 2010 Census housing counts and

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anticipated 2020 Census housing counts, respectively. Alternatively, after this HPP is adopted by DHCD, the City could seek temporary safe harbor if in one calendar year it produces 59-61 Affordable units (one-year safe harbor) or 117-122 Affordable units (two-year safe harbor).

Strategies and Actions

To advance the City's housing goals, the plan recommends an array of locally specific housing policies and practices. These were selected and refined through an interactive process involving MAPC, City staff, and the project Advisory Committee, and were shared with the public for feedback during the spring engagement campaign.

High Priority Strategies

The plan focuses on four high-priority strategies and supporting action items:

Strategy A: Use zoning and design guidelines to encourage "missing middle" housing that fits into Melrose's existing context.

Melrose has always featured a mix of housing types, including duplexes, townhomes, small multifamily buildings, and accessory apartments. However, detached single-family homes still comprise the majority of Melrose's housing. The actions in this section will encourage production of a more diverse range of housing types where appropriate.

- A1. Allow two-family homes and townhomes in more zoning districts.
- A2. Amend zoning to allow for more forms of accessory dwelling units.
- A3. Propose amendments to dimensional and parking requirements to allow for a range of smaller housing types that match historic development patterns.
- A4. Use density bonuses to incentivize conversion and/or expansion of historic structures to preserve architectural heritage while producing housing.
- A5. Craft design standards for mixed-use and multifamily housing near Downtown and along the rail corridor.
- A6. Craft design guidelines for infill and replacement development in older, mid-density neighborhoods.

Strategy B: Encourage the production of deed-restricted Affordable Housing units and create more deeply affordable options.

Deed restrictions are the only way to ensure some level of affordability in the long-term: a given housing unit may be inexpensive in the present, but market conditions could increase the cost of that housing in the future. The actions in this section will create, as well as guide utilization of, resources to produce deed-restricted units that will protect against rising housing costs and ensure housing stability for vulnerable residents.

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- B1. Pass the Community Preservation Act, a property surtax earmarked for Affordable Housing, Historic Preservation, and Open Space.
- B2. Purchase property to develop as Affordable Housing.
- B3. Incentivize deeper levels of affordability in inclusionary zoning units through further density or dimensional relief.
- B4. Enhance the capacity of the Office of Planning and Community Development to conduct housing planning.
- B5. Support "friendly 40B" projects that use the Comprehensive Permit process to build housing, in particular Affordable Housing, where appropriate.

Strategy C: Encourage a fairer, more accessible private housing market.

The vast majority of the housing in Melrose is delivered through the private real estate market. Historically and today, this market has not provided access to housing equally for all; whether intentional or not, discrimination continues to occur. The strategies below will guide the City's efforts to counteract historic and contemporary housing discrimination in the private market.

- C1. Create a down payment assistance fund for low- and moderate-income households looking to purchase a home in Melrose, and target low homeownership rates among marginalized communities.
- C2. Encourage the adoption of Universal Design standards in new housing construction through the permitting process.
- C3. Explore local requirements for a Notice of Sale and Notice of Rent Increase to Melrose tenants to decrease housing instability.

Strategy D: Encourage sustainable development through the siting and design of new housing.

All communities have a duty to regulate development so that it minimally impacts the natural environment. The actions below will guide Melrose as it pursues better, more sustainable forms of housing development.

- D1. Create baseline requirements for sustainable development, as well as provisions for on-site green infrastructure.
- D2. Promote open space protection and ecologically sensitive development through zoning and subdivision regulations in areas outside of Downtown and the rail corridor.

Best Practices

In addition to the high priority strategies, the plan identifies additional actions that are either relatively easy to implement or are simply best practices for local government.

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- BP1. Continue to monitor parking utilization in Downtown and the rail corridor, and "right-size" parking requirements in new developments.
- BP2. Study the need for emergency and transitional housing to address often-unseen homelessness within Melrose.
- BP3. Host regular information sessions on a variety of topics related to housing and equity to promote greater dialogue around and understanding of housing issues.
- BP4. Create an HPP Implementation Committee to oversee implementation and continue public discourse around housing.

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Introduction

Overview

The Melrose Housing Production Plan (HPP) is based on a community-driven planning process to set the direction of housing policy and development over the next five years. An HPP helps communities understand their housing needs, set housing goals, and identify strategies to achieve those goals.

The City of Melrose undertook this planning process with the help of the Metropolitan Area Planning Council (MAPC), the regional planning agency for the Greater Boston region. A Housing Production Plan is a specific plan type that is defined under Massachusetts state law and regulated by the state's Department of Housing and Community Development (DHCD). This plan is funded through a Community Compact Grant and MAPC's District and Local Technical Assistance Program.

The plan must be adopted by the City Council and Planning Board and approved by DHCD to go into effect. After the plan is adopted, implementation of each individual recommendation will occur through subsequent planning processes that will entail further vetting, study, public engagement, and debate, in order to determine the specifics of each policy. The majority of strategies and actions put forth in this HPP, such as passing a zoning amendment or allocating municipal funding, will require a vote by the City Council while some recommendations, such passing the Community Preservation Act (CPA), are decided by a community-wide referendum.

What is a Housing Production Plan?

Housing Production Plans (HPPs) help municipalities better understand local housing need, identify development constraints and opportunities, and establish a vision for future housing development. HPPs are typically drafted in accordance with Massachusetts General Law Chapter 40B, a state statute encouraging cities and towns to maintain a supply of Affordable Housing that amounts to 10% of their total year-round housing stock. For this purpose, Affordable Housing is defined as housing that is deed restricted to be affordable to eligible low- and moderate-income residents without paying more than 30% of their annual household income. Affordable units that meet this criteria, as well as market-rate units in mixed-income rental housing developments where 20-25% of units are Affordable Housing, are eligible for inclusion on the Massachusetts Subsidized Housing Inventory (SHI).

In communities where less than 10% of housing units are included on the SHI, developers may petition the local Zoning Board of Appeals (ZBA) for a comprehensive permit for housing developments that do not fully comply with zoning and other local regulations (such as wetlands and historic districts), provided at least 20-25% of homes in the development are Affordable Housing. Under Chapter 40B, the ZBA has limited grounds

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for refusal in these cases. Communities that are above 10% on the SHI may claim “safe harbor” and thereby deny a developer a comprehensive permit.

An HPP is a useful plan in itself, as it helps communities define what they want from their housing and creates a plan to pursue those goals. An HPP can also be used as a vehicle to achieve safe harbor under Chapter 40B. Communities that adopt an HPP and produce sufficient Affordable Housing units over a certain period of time can apply to have their HPP certified by the Department of Housing and Community Development, which offers temporary safe harbor lasting one to two years.

To meet the requirements of an HPP defined in state law (M.G.L. Chapter 40B), the Melrose Housing Production Plan contains the following elements:

- Housing needs and demand assessment
- Housing goals for the next five years
- Analysis of factors affecting development
- A development framework and identification of opportunity sites
- Numeric production targets
- Specific action recommendations for the city to achieve its housing goals

Melrose Forward

In June of 2017 the Melrose Planning Board adopted Melrose Forward: A Community Vision and Master Plan. The Plan identified our community’s needs and wishes for the coming decade. Melrose Forward serves as a guiding policy document for all future decisions on growth and preservation in the City. The plan includes goals, strategies and actions around many topics including housing. Since the adoption of the Plan the following actions related to housing have been accomplished:

- Action 1.2.1: Revise the Affordable Housing Incentive Program Ordinance to increase the stock of deed restricted affordable housing in Melrose.
- Action 1.2.2: Prepare a Housing Production Plan to identify locations ideal for new housing development and include annual affordable housing production metrics for the City to target.
- Action 1.3.2: Establish an Affordable Housing Trust Fund.
- Although not specifically listed as an action in the Master Plan, in 2021 the City created incentive zoning in the BA districts to allow for increased density in projects that provide community benefits and green, efficient buildings. This zoning amendment meets several goals of the Plan.

Additionally, the following housing related actions that are in the Master Plan, have been further vetted through the creation of the HPP and are included within the strategies and actions of this Plan:

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- Action 1.1.1: Consider amending the Zoning Ordinance to decrease restrictions on in-law apartments.
- Action 1.1.2: Consider amending the Zoning Ordinance to regulate accessory dwelling units.
- Action 1.2.4: Adopt the Community Preservation Act.
- Action 1.2.5: Explore opportunities for a “friendly 40B” – a housing development project that meets MGL Chapter 40B Comprehensive Permit Law requirements for development with a maximum of 25% affordable units, built by a private developer in cooperation with the City of Melrose.
- Action 1.3.1: Continue to proactively participate as a member of the North Suburban Consortium to obtain funding for affordable housing initiatives.
- Action 1.4.1: Connect eligible first-time homebuyers with the First Time Homebuyer Program provided by the North Suburban Consortium.
- Action 1.4.2: Develop a process to make tax lien properties available for purchase by nonprofit developers and/or the Melrose Affordable Housing Corporation first, before market-driven developers
- Action 2.2.2: Continue to support the Melrose Housing Authority and the Melrose Affordable Housing Corporation in their efforts to develop and maintain low-income housing.
- Action 2.2.3: Continue strict adherence to State and Federal Fair Housing laws.

Finally, the remaining actions related to housing in the Master Plan did not emerge as top priorities in the HPP; however, they remain considerations in the City’s efforts to achieve our housing goals.

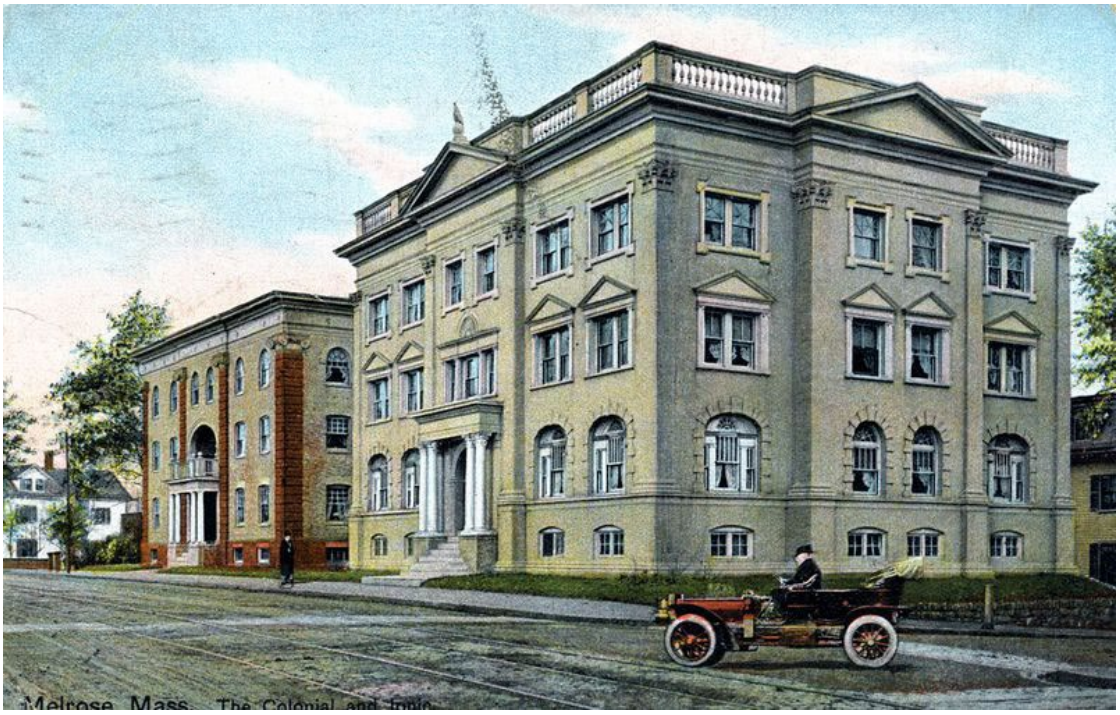
About Melrose

The land occupied by Melrose was once home to the Massachusett and Pawtucket peoples indigenous to the region. The first European colonial settlement at Melrose was established in 1628. The settlement was incorporated as a section of Charlestown, then a section of Malden, before incorporating as an independent town in 1850. The Boston and Maine Railroad was built through Melrose in the 1840s, and soon the community began to grow from a small farming settlement to an established city. Melrose re-incorporated as a city in 1900, and continued to see waves of development. Before World War II, housing development was focused on the areas nearest to Downtown and the rail corridor, often in ornate Victorian styles. After World War II and mass adoption of the automobile, suburban economic development brought more employment opportunities in the Route 128 technology corridor, and the eastern areas of Melrose saw increased residential development in midcentury ranch and Cape styles.

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Main Street looking north, circa 1910. Source: Melrose Public Library



Main Street apartment houses near Wyoming Avenue. Source: Melrose Public Library

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As suburbs began to develop further away from Boston's inner core and household sizes began to shrink, Melrose's population declined, a trend that continued through 2010. In the late 1970s, the City began a concerted effort to revitalize Downtown Melrose and parts of Downtown became a local historic district in 1979 and a national historic district in 1982. By the early 2000s, the Melrose community began transforming previously-industrial areas along the rail corridor into a residential mixed-use area, taking advantage of the City's existing infrastructural, retail, and architectural amenities. During the 2010s, Melrose had its first decade of population growth since 1960.

Planning Process

This plan is the result of a robust community process to guide the future of housing in Melrose. The process was managed by MAPC and City of Melrose staff and guided by the input of the plan's Advisory Committee. The process kicked off in September 2020, with substantive public engagement beginning in November 2020. The public process continued through Fall 2021. Due to the COVID-19 pandemic, nearly all of the public process was virtual, conducted online or over the phone.

Advisory Committee

The Melrose Office of Planning and Community Development (OPCD), Mayor Brodeur's office, and MAPC assembled an Advisory Committee to guide the plan. The committee is comprised of members of the Melrose community who offer insights into local housing needs and well as housing tools that could be used to address those needs. The Advisory Committee met eight times over the course of the planning process. During these meetings, Advisory Committee members offered substantive input on the public process, the plan's goals, potential strategies and actions, and more. Members of the committee included:

- City Councilor Jack Eccles
- Gregory Sampson, Melrose Planning Board
- Ellen Connolly, Melrose Housing Authority and Melrose Affordable Housing Corporation
- Thais DeMarco, LGBT Chamber of Commerce, formerly of the Massachusetts Housing Partnership and Somerville Community Corporation
- Jaron Green, Melrose Human Rights Commission and Union Baptist Church of Cambridge
- Charlie Harak, Melrose Housing Authority
- Deepak Karamcheti, MassHousing
- Seamus Kelley, Massachusetts Health Connector, formerly of the Executive Office of Housing and Economic Development
- Dana LeWinter, Citizens Housing and Planning Association
- Gina Martinez, Beacon Communities

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Fall Engagement Campaign

In November and December 2020, the planning team held two public events to begin the community engagement process in earnest. The first event was a live webinar held via Zoom. During this event, MAPC and City staff outlined the planning process, shared data about demographics and housing in Melrose, and solicited feedback about the public's vision for Melrose's future, and discussed potential housing priorities. The second "event" was an asynchronous "online open house" that took place over four weeks. The open house content and questions were roughly the same as those covered in the webinar, but it allowed participants to access this content in different way.

Hundreds of people participated in the webinar and online open house. The Fall Engagement Campaign illustrated that the majority of participants want Melrose's housing to promote an inclusive, affordable, and sustainable community. This engagement helped to inform the rest of the planning process, especially the plan's overall goals.

Spring Engagement Campaign

In June 2021, the planning team again held two public events to collect public input—this time on the plan's potential content and recommendations. In a second webinar and online open house, the planning team presented draft goals and potential strategies and actions that could address those goals. Participants were also asked to share their opinions about the location and type of future housing development in Melrose. In addition to these virtual engagement opportunities, City staff conducted a live "tabling" event on June 12 in Downtown Melrose. During this event, participants were offered a pared down version of the online open house content and were asked their opinions via a live survey. Participants were also directed to the online resources.

As with the Fall Engagement Campaign, hundreds of people participated in these events. While opinions on the policy specifics were not monolithic, the Spring Engagement Campaign revealed a desire to take steps to address the City's housing goals, including zoning reforms and programs to proactively address affordable and fair housing.

For both the Fall and Spring Engagement Campaigns, residents were invited to participate via the City's website, social media, email blasts, promotion in the local papers, and by hanging flyers in the windows of local businesses and at other key locations such as City Hall, the Library, and the Commuter Rail Stations. Advisory Committee members were also instrumental in spreading the word about this process and engagement opportunities through their networks.

Focus Groups

The planning team held two focus group meetings, one with government officials and another with members of the real estate industry, including local developers, land use lawyers, and brokers. Both these groups have a strong understanding of the Melrose

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community and its housing market, as well as the specifics of the local development review and permitting process, and they can speak directly to barriers limiting housing production. The discussions focused on constraints, including infrastructure, zoning, and permitting/approvals, along with opportunities for new development, including specific sites and policy changes that can lead to an expanded and more diverse housing stock.

Targeted Interviews

The format of urban planning engagement processes has historically favored input from people with relatively high resources and access to decisionmakers. People of color, renters, young people, and low-income people are among the most consistently underrepresented. During the COVID-19 crisis, throughout which engagement activities have been conducted primarily online, seniors (especially lower-income seniors) have also been relatively excluded. Despite efforts to advertise engagement opportunities to all members and potential members of the Melrose community, this planning process also saw gaps in participant demographics.

To correct these issues, the planning team conducted targeted phone interviews with people in underrepresented demographics. These interviews asked about participants' "housing stories," their housing needs, and the challenges they face finding appropriate housing in Melrose. Compared to the engagement campaigns, these interviews allowed for a more granular, qualitative understanding of housing needs. Insights from these interviews helped to inform the plan's goals and its strategies and actions. Interview excerpts are highlighted throughout this plan.

City Commissions

MAPC and OPCD staff attended meetings of the Historical Commission and the Human Rights Commission to discuss the plan, its potential recommendations, and how the plan and housing generally could interact with each commission's operations and priorities. These meetings materially framed the list of potential recommendations assessed by the public at large.

The project team also attended a meeting of the Melrose City Council at the end of the Fall Engagement Campaign to summarize the community engagement process, discuss next steps for the plan, and answer any questions they had.

Public Comment Period

Residents, Boards, and the City Council were invited to provide comments on the final draft of the Housing Production Plan via social media, the website, the local newspaper, and the Mayor's Blog. Approximately 70 people provided feedback during the public comment period.

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Data Sources and Analysis

A number of quantitative data sources were used for this plan: the US Census, including Decennial Census, American Community Survey (ACS), Population Estimates Program, and Comprehensive Housing Affordability Strategy (CHAS) data; City data; and industry real estate property and transaction databases. The City of Melrose provided support in understanding data estimates from ACS, which can be less precise since they are estimates rather than counts but which are more recent than Decennial Census data. Unless otherwise stated, data appearing in text can be attributed to the 2014-2018 ACS. In some cases, data is pulled from other years due to data consistency or availability. Below is a brief explanation of the US Census data sources used for this plan.

- Census of Population and Housing (decennial census): Demographic and housing counts. This report uses data from the 2000 and 2010 Census.
- American Community Survey (ACS): 5-year demographic and housing estimates for large and small geographic areas based on monthly surveys. Estimates are based on a small population sample, but results of each monthly survey are aggregated to provide a larger dataset. This plan primarily uses data from the 2014-2018 ACS survey, the most recent available data at the beginning of the HPP planning process. Following best practice, percentages are used in lieu of numbers for most estimates to avoid sharing numbers that, as sample-based estimates, may not be as precise as the decennial census data.
- Population Estimates Program: Annual population estimates based on the 2010 Census. This plan uses the 2018 estimates.
- U.S. Department of Housing and Urban Development (HUD) Comprehensive Housing Affordability Strategy Data (CHAS): Custom tabulations of ACS data that demonstrate the extent of housing problems and housing need, particularly for low-income households. This plan uses the most recent available CHAS data from 2012-2016.

Context Communities

How can we understand Melrose's housing and demographic data in context? How does Melrose compare to other similar communities? How does it compare to communities facing even more acute symptoms of the housing crisis? To aid in this plan's understanding of Melrose within a broader context, the planning team created a list of "context communities."

First, the team pulled quantitative data on select housing and demographic metrics for Melrose and a large universe of nearby communities. Other communities were scored on their similarity to Melrose for each metric, and the list of potential context communities was narrowed to the most similar municipalities according to this data. Finally, the planning team selected communities from that narrowed list that would be *useful* comparisons to Melrose. This includes communities like Beverly that share many traits

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with Melrose, as well as communities like Somerville, which are more dissimilar but illustrate the effects of even greater housing demand. Though the quantitative aspects of context community selection provide some framework for selection, the choices were necessarily subjective.

The final list of context communities used in this plan is:

- Arlington
- Beverly
- Malden
- Medford
- Norwood
- Somerville
- Wakefield
- Wilmington
- Winchester

A full accounting of the context community selection process can be found in Appendix A: Context Community Selection Methodology.

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Housing Needs and Demand Assessment

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Overview

This chapter of the plan assesses housing needs and demand, which will inform the City's housing goals. The chapter will analyze quantitative data about the demographics, housing stock, and housing affordability in Melrose. The next chapter will summarize qualitative findings about housing needs gleaned from the plan's public process.

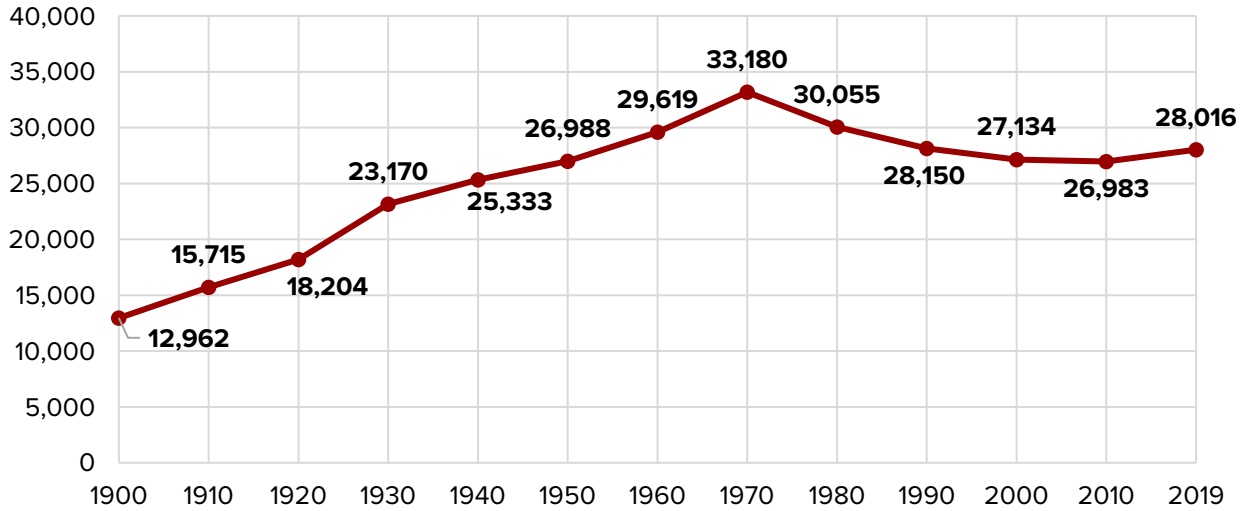
Direct quotes from Melrose residents are interspersed throughout the quantitative analysis to contextualize the data with real housing stories.

Demographics

Population Growth

Melrose's population has grown in recent years but is still much lower than its 1970 peak. In 1950, Melrose was home to roughly 27,000 people. Its population continued to grow toward a peak of more than 33,000 people in 1970, before declining to 27,000 in 2010. The 2010s saw the first decade of population growth in Melrose in 40 years when the City grew by roughly 1,000 people. Melrose's population growth between 2010 and 2018 (roughly 4.5%) was significant, but this rate of growth was consistent with similar communities. Six of those communities (Arlington, Beverly, Somerville, Wakefield, Wilmington, and Winchester) grew at faster rates than Melrose (all with growth rates more than 5%), while three (Malden, Medford, and Norwood) grew at slower rates.

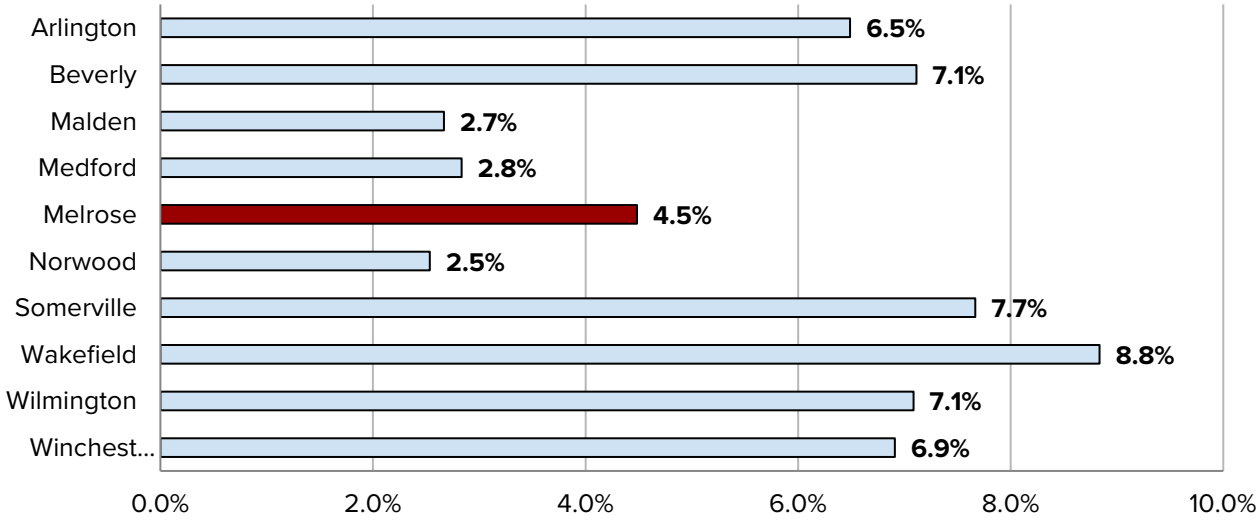
Figure 1: Population growth in Melrose, 1900-2019



Source: US Decennial Census, 1900–2010; Population Estimates Program, 2019

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Figure 2: Population growth in context communities, 2010-2018



Source: US Decennial Census, 2010; ACS 5-year estimates, 2014-2018

Race and Ethnicity

The racial and ethnic composition of a community is determined in part by the historical and current characteristics of its housing market. Local, state, and federal housing policies have been used for more than 100 years to construct a system of racial segregation in neighborhoods across the country, which was perpetuated by actions of the private housing market. The federal Fair Housing Act in 1968 formally outlawed segregation and discriminatory housing practices, but regardless, the US is more segregated today than it was in the 1960s. This is explained in part by the deployment of exclusionary zoning practices that disproportionately impact people of color, such as large minimum lot sizes, as well as a lack of adequate fair housing law enforcement.

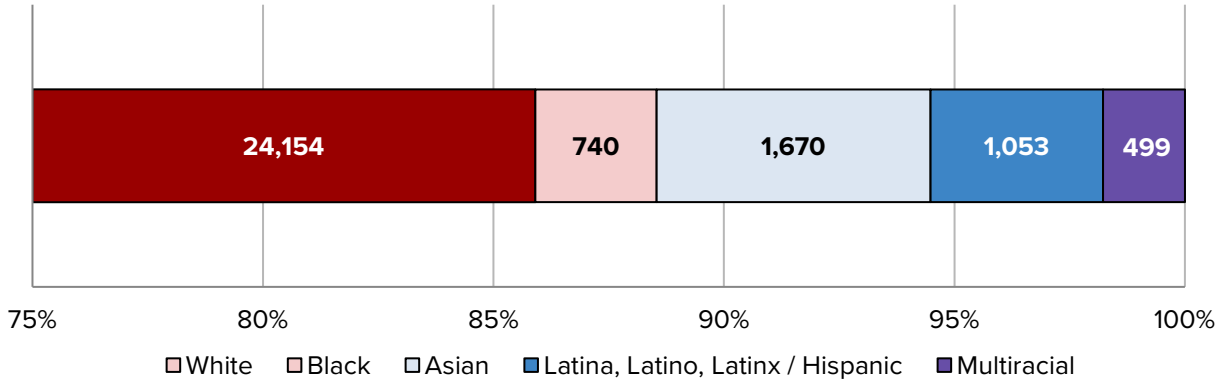
Melrose is roughly 86% White, 6% Asian, 4% Latinx, 3% Black, and 2% multiracial.[1] According to Census Bureau estimates, there are no Native American people, Native Hawaiian/Pacific Islander people, or people of other races. The proportion of Melrose residents of color has increased from roughly 5% in 2000 to 14% today. However, the city has a higher share of White residents than each of the context communities except Beverly, Wilmington, and Wakefield.

[1] This section of the plan uses racial and ethnic categories based on US Census Bureau data, though they are always controversial and are considered inadequate by some communities. In the Census Bureau's schema, people can identify as one or more race, as well as one or more ethnicities. Latina, Latino, Latinx, and Hispanic identity is considered an ethnicity, and people of Latin ethnicity can be of any race. This plan reports Latinx people as one racial/ethnic category regardless of race, and racial categories in this plan do not include people of Latin ethnicity. This plan also uses short-hand text descriptions for racial and ethnic categories, such as "White" instead of "non-Latinx White or Caucasian."

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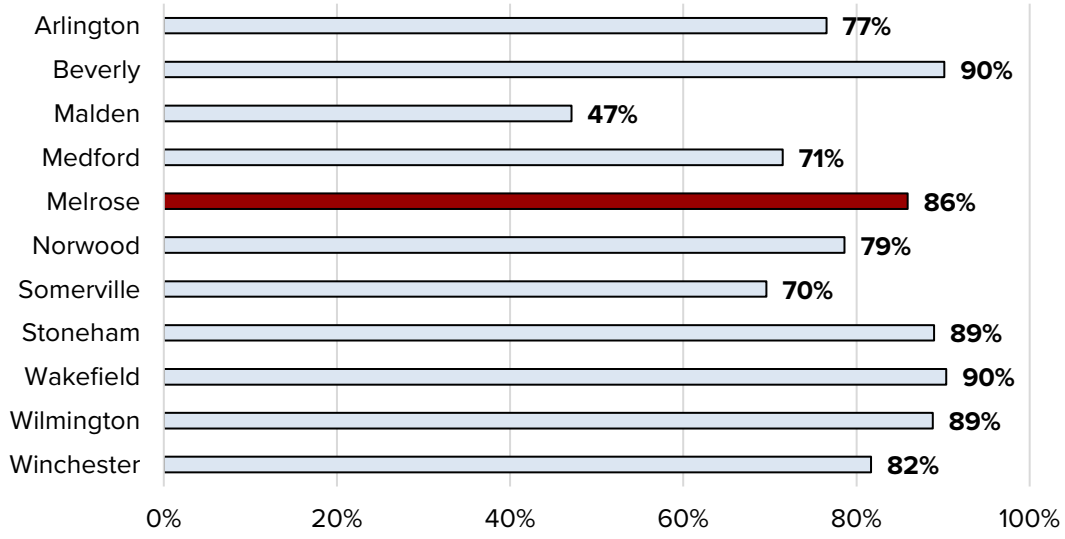
Figure 3: Melrose population by race and ethnicity, 2018



Source: ACS 5-year estimates, 2014-2018

"We need to be honest about having intentionally created a dominantly white space here in Melrose, through public policy. Home ownership was subsidized for white families, while Black families were divested of wealth and opportunity. I would like to see us acknowledge and correct those wrongs. I would like to see us prioritize home ownership for BIPOC [Black and Indigenous people of color], with a focus on Black families."

Figure 4: Percent White residents by context community, 2018

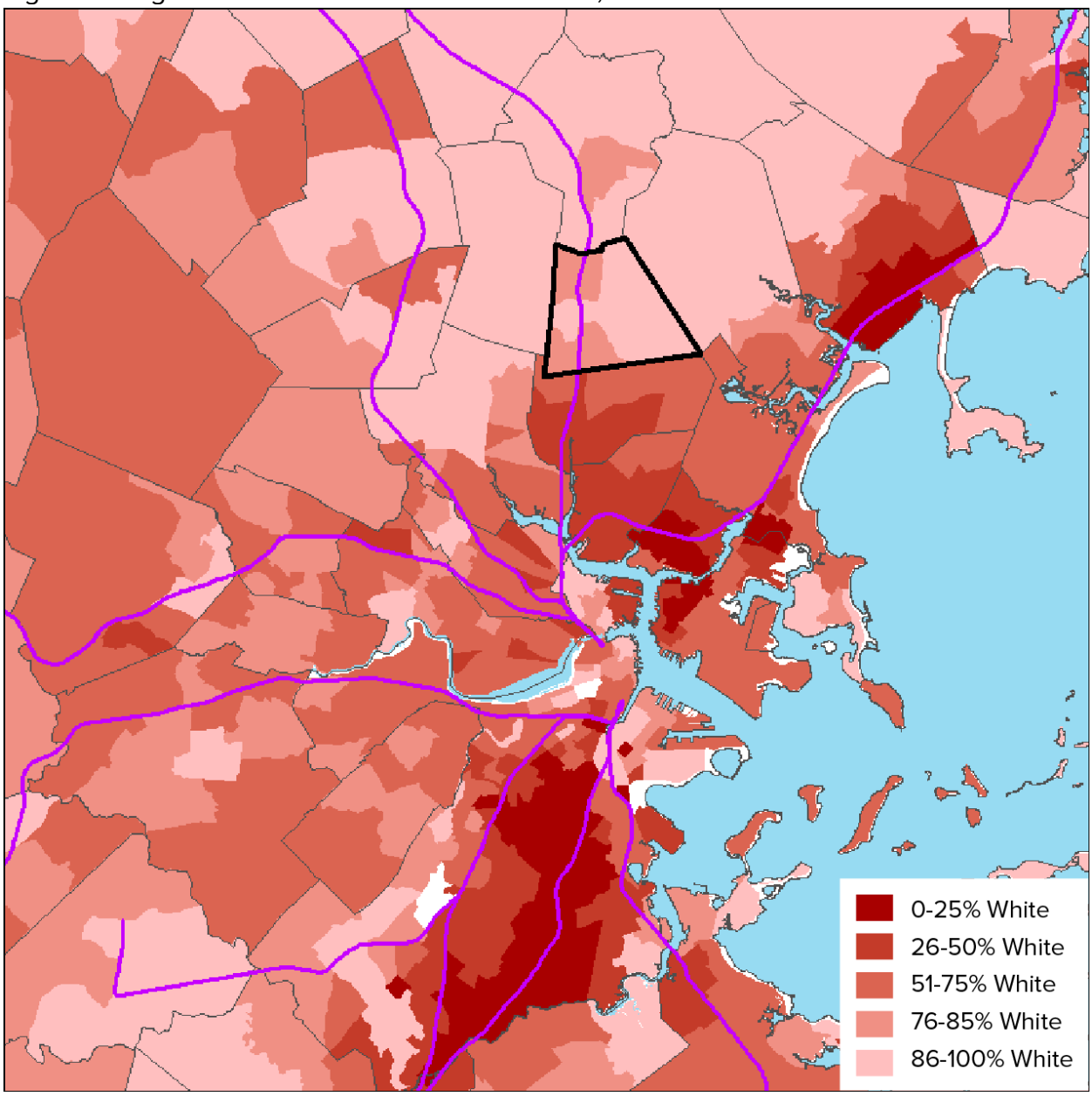


Source: ACS 5-year estimates, 2014-2018

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Melrose is more racially diverse than communities to the north but has a higher proportion of White people than communities to the south and east. The western portions of Melrose are proportionally less White than the eastern portions.

Figure 5: Regional distribution of White residents, 2016



Source: ACS 5-year estimates, 2012-2016

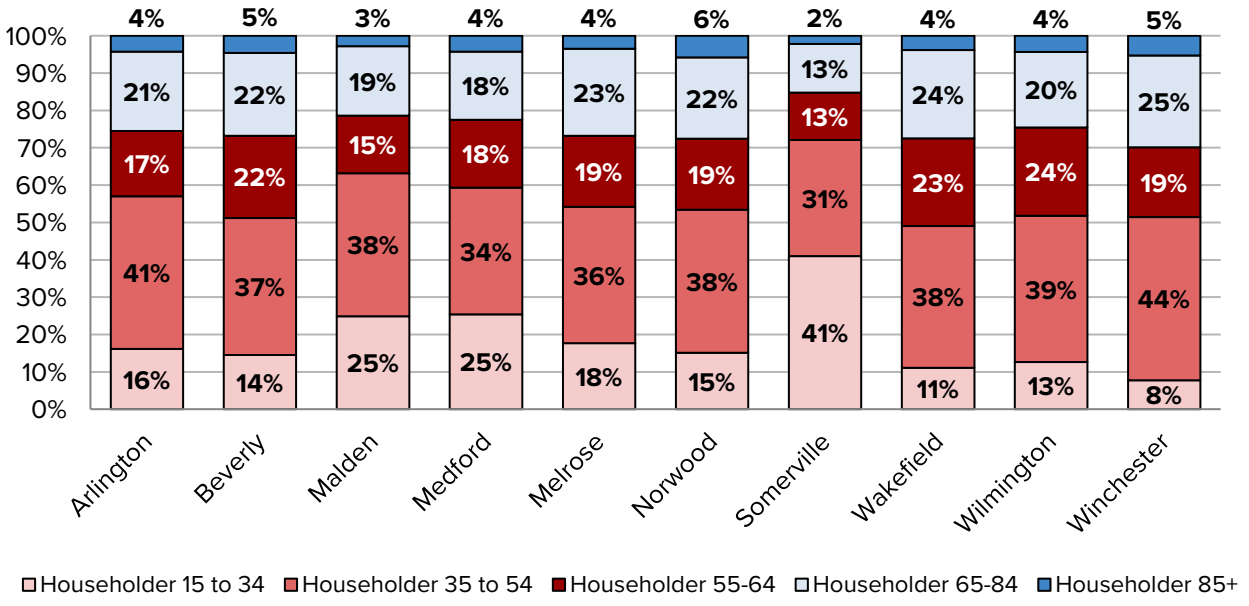
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Age

Household age patterns impact the size, type, and accessibility of the housing stock needed in a community. Younger householders can often live in more compact housing, while middle-aged householders are more likely to need space for multigenerational households. Like their younger counterparts, senior householders may want to live in more compact households, but they are also more likely to need housing that is accessible to people with disabilities. Age also impacts the amount that a household can pay for housing. Younger adult and senior householders tend to have less income than middle-aged householders in their prime earning years.

More than a quarter of Melrose householders are seniors over the age of 65; these residents are more likely to have changing needs that require them to find new housing or make modifications to their existing home. Another 19% of Melrose householders are between 55 and 64 years old, meaning they may face similar challenges soon, and will be more likely to experience decreased incomes and ability to pay housing costs. Roughly 18% of Melrose householders are under the age of 35. These figures are generally consistent with context communities, with the main exception being Somerville, where a high proportion of householders are under the age of 35.

Figure 6: Age of householder by context community, 2018



Source: ACS 5-year estimates, 2014-2018

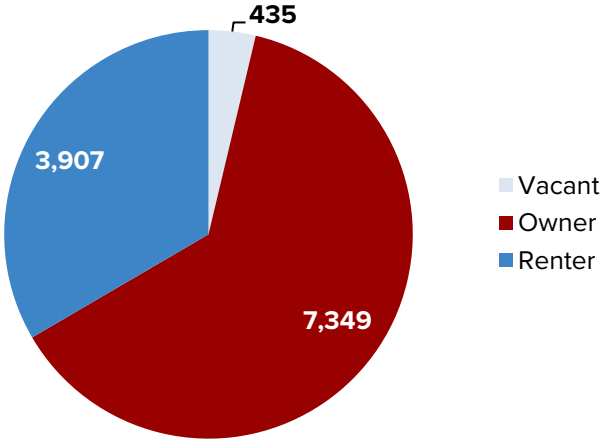
"I'd like to see it as a place where we can have a more diverse city. Where we can take advantage of transit. And that we don't leave behind seniors."

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Housing Tenure

Roughly 63% of Melrose homes (7,349 homes) are occupied by their owner, while 33% (3,907) are renter-occupied. About 4% (435) of homes are vacant, a topic discussed later in this chapter. Some respondents in this plan's public engagement effort found the proportion of renters surprising, having assumed this figure to be lower. Across context communities, only Wakefield, Wilmington, and Winchester have higher rates of owner occupancy.

Figure 7: Melrose housing units by occupancy and tenure, 2018

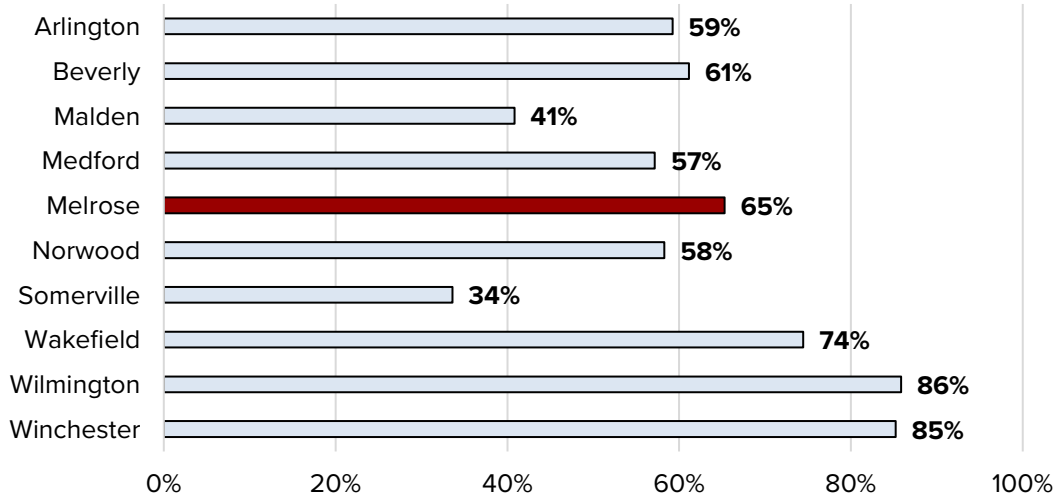


Source: ACS 5-year estimates, 2014-2018

"I want to see more housing opportunities for a range of people. I would like to see more diversity of housing stock, including more rentals and multi-family units. I would like to see more resources put towards affordable housing, particularly for very low-income households and new opportunities for first-time homebuyers."

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Figure 8: Percent of households that own their home by context community, 2018



Source: ACS 5-year estimates, 2014-2018

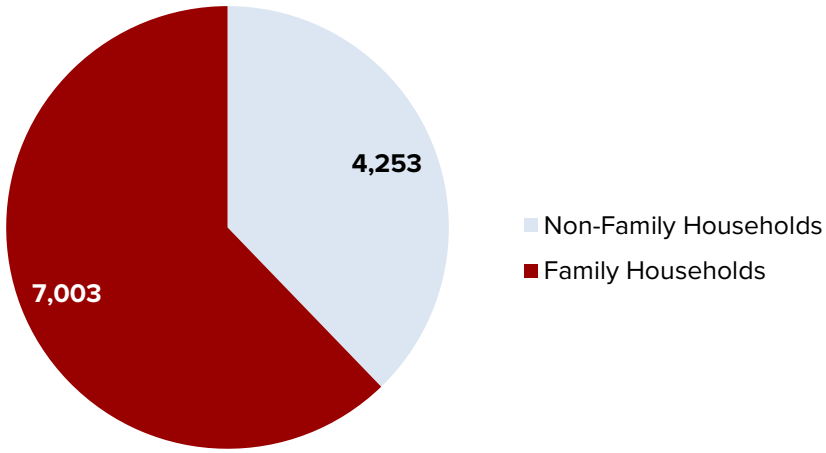
Household Type

Household composition is another important factor in determining what type of housing is needed in a community. An estimated 62% of Melrose households are family households, meaning there is more than one person in the household and at least two people are related by birth, adoption, or marriage. Roughly 87% of those families include a married couple, while 13% are other types of families. An estimated 38% of Melrose households are non-family households, meaning they are either a single person living alone or they are a household of unrelated people (i.e., roommates). Of those non-family households, 35% (1,469) are single seniors living alone, 44% (1,891) are non-seniors living alone, and 21% (893) are roommate households.

"There should be efforts to make neighborhoods in Melrose welcoming and appealing to a diverse and broad group of individuals and families. Housing, were there affordable opportunities, would be available to all ranges of income and to people from all racial backgrounds."

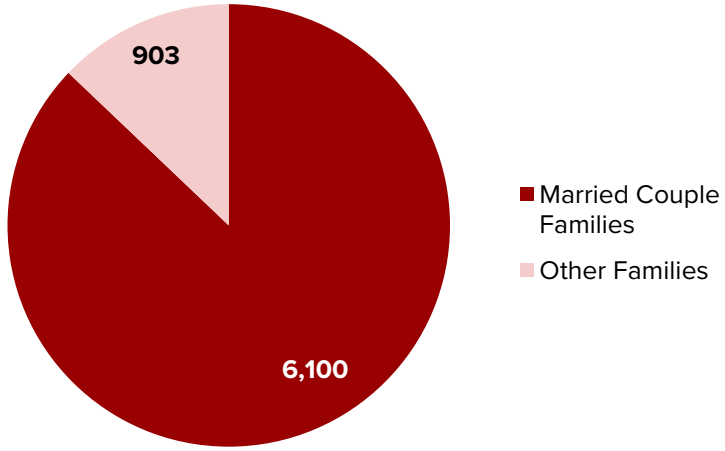
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Figure 9: Melrose households by household type, 2018



Source: ACS 5-year estimates, 2014-2018

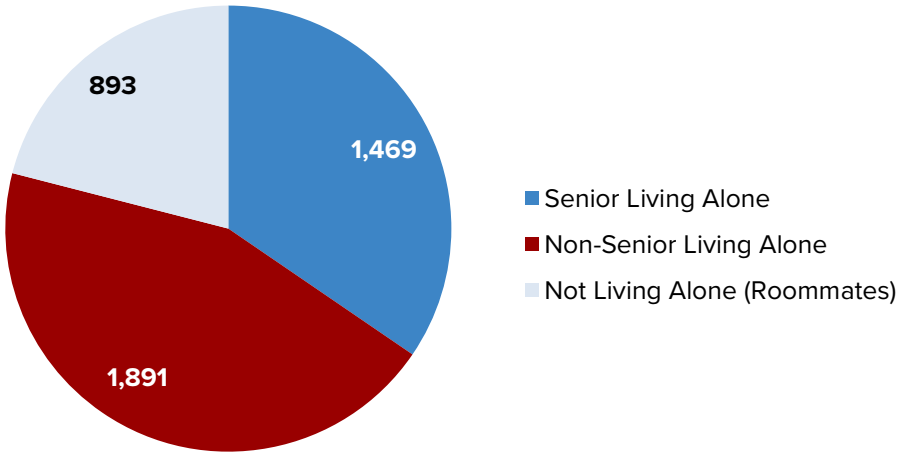
Figure 10: Melrose family households by family household type, 2018



Source: ACS 5-year estimates, 2014-2018

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Figure 11: Melrose non-family households by non-family household type



Source: ACS 5-year estimates, 2014-2018

Housing Stock

Housing Type

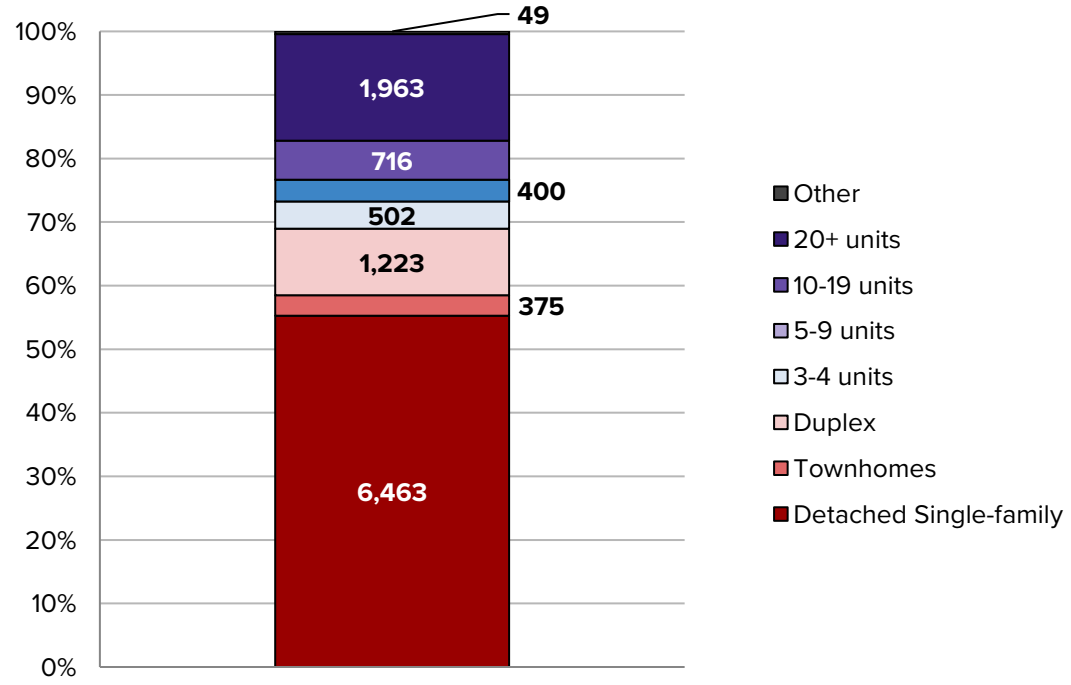
The majority of Melrose's housing (55%) is detached single-family homes. The next most common housing type (16% of units) is within multifamily structures of 20 or more units. Duplexes or two-family homes make up 11% of housing units. Townhomes, buildings with three to four units, buildings with five to nine units, and buildings with 10 to 19 units each make up less than 10% of Melrose's housing stock. Of the context communities, only Wakefield, Winchester, and Wilmington have a higher proportion of single-family homes than Melrose.

In Melrose, land parcels with five or more housing units tend to be found in Downtown, along Main Street, or along the rail corridor. Parcels with two- to four-unit buildings are more widely distributed but are still primarily found in the parts of the city with older development located adjacent to Downtown and the rail corridor. Single-family parcels are located in virtually all parts of Melrose.

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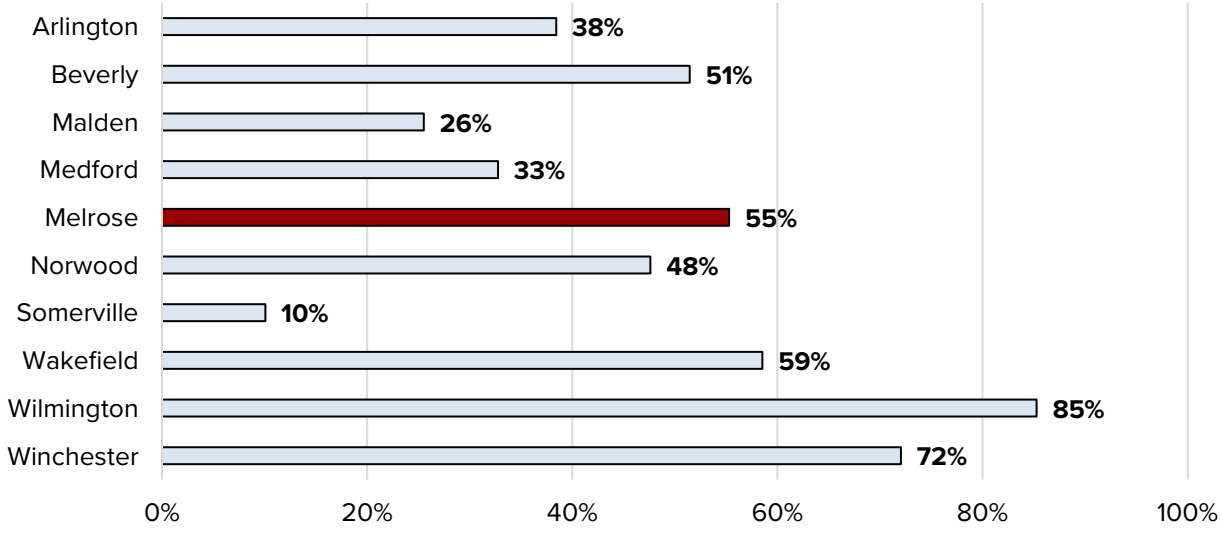
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Figure 12: Melrose housing units by building type, 2018



Source: ACS 5-year estimates, 2014-2018

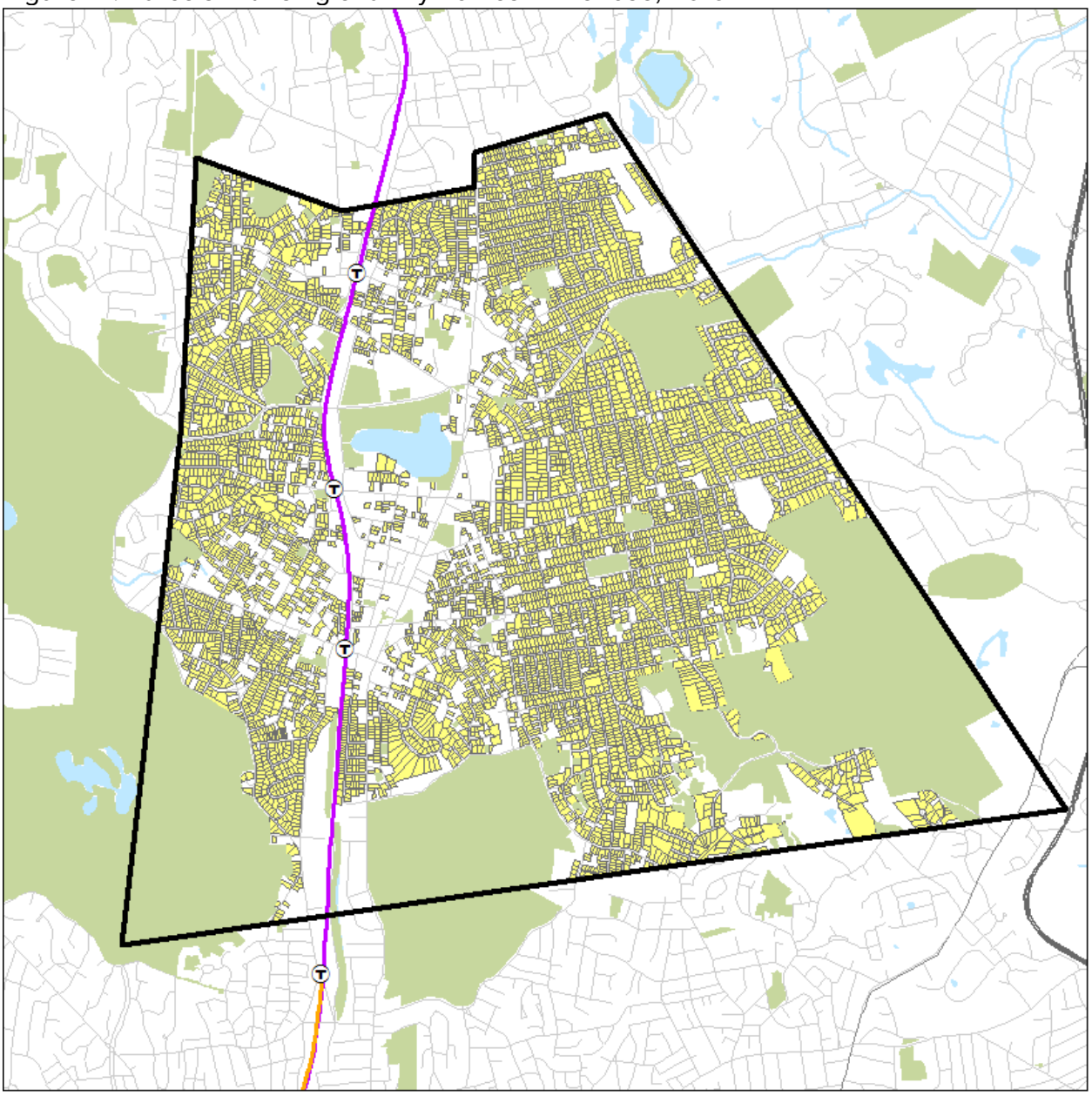
Figure 13: Percent single-family homes by context community, 2018



Source: ACS 5-year estimates, 2014-2018

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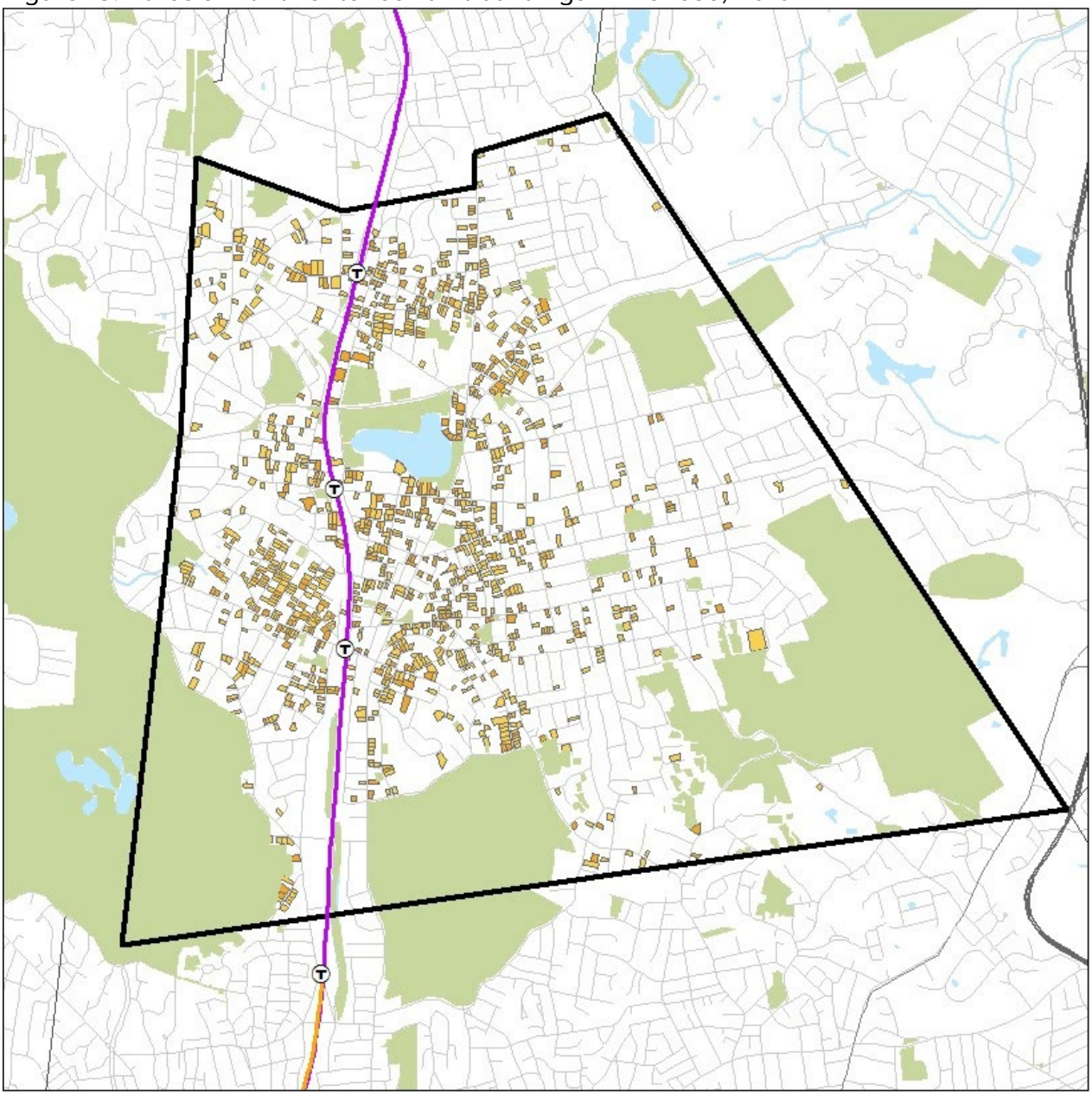
Figure 14: Parcels with single family homes in Melrose, 2019



Source: MAPC land parcel database

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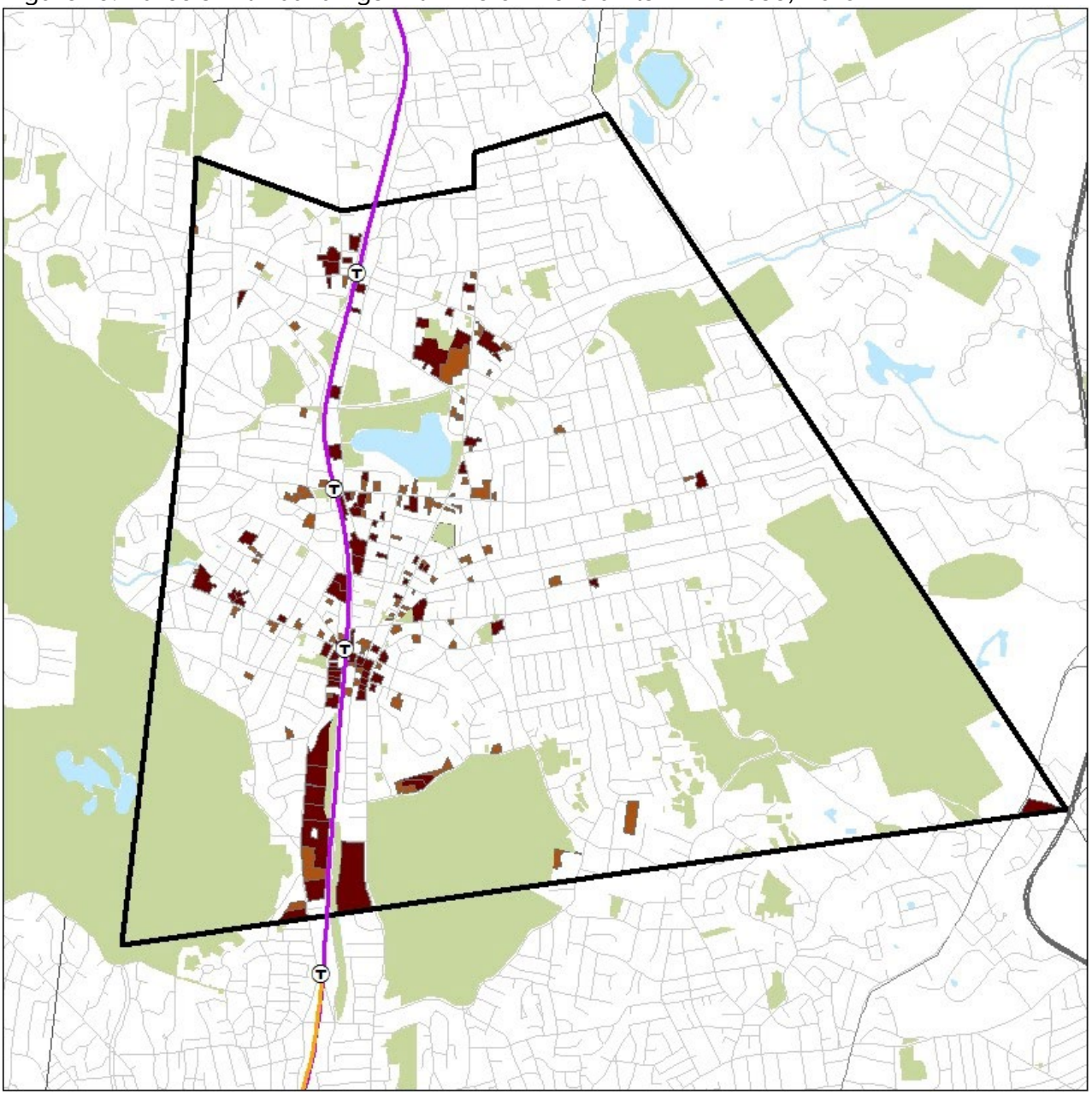
Figure 15: Parcels with two- to four-unit buildings in Melrose, 2019



Source: MAPC land parcel database

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Figure 16: Parcels with buildings with five or more units in Melrose, 2019



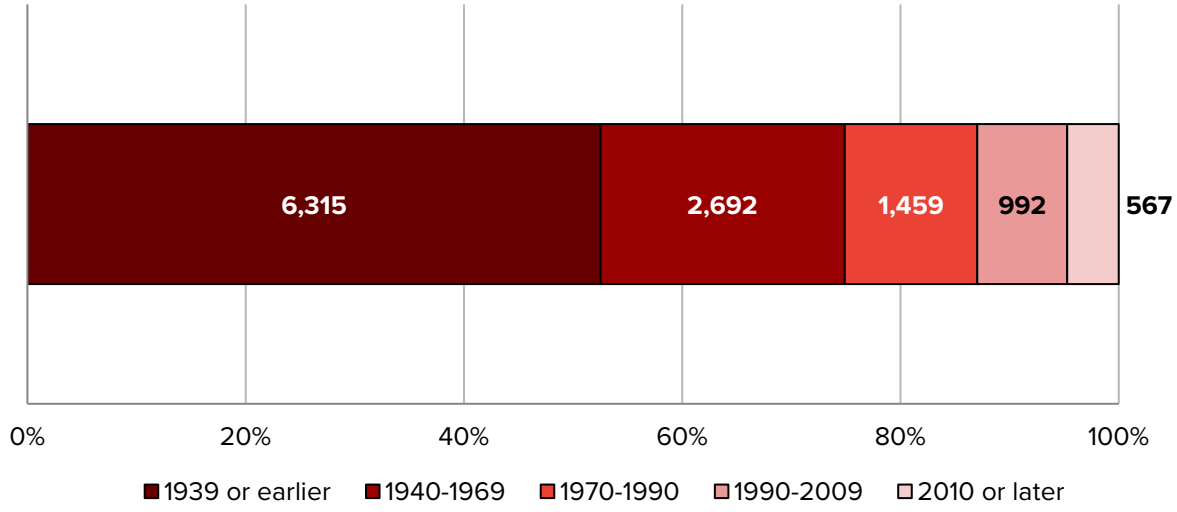
Source: MAPC land parcel database

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Housing Age

Over half of housing units in Melrose were built before the start of World War II. Another quarter of all housing was built from 1940-1969. This is consistent with the development of Melrose as a community that initially grew with the railroad and then experienced a wave of suburban-style development. The city's historic housing provides a diverse range of housing sizes and types as well as a shared architectural heritage. Nonetheless, older homes do carry certain liabilities. They can be expensive to maintain and retrofit for accessibility, and homes built before 1978 may contain lead-based paint, which is a powerful neurotoxin that can severely impair children's development.

Figure 17: Melrose housing units by year built, 2018[2]



Source: ACS 5-year estimates, 2014-2018 and Metro Mayors permit tracking data 2013-2019

"Honestly, they need to go into low-income housing, and really look. If they came into my apartment, I have a leak in my ceiling, I have mice, I can feel the wind blowing through my apartment right now. I am not asking for a luxury apartment at all. I am just asking for a safe space."

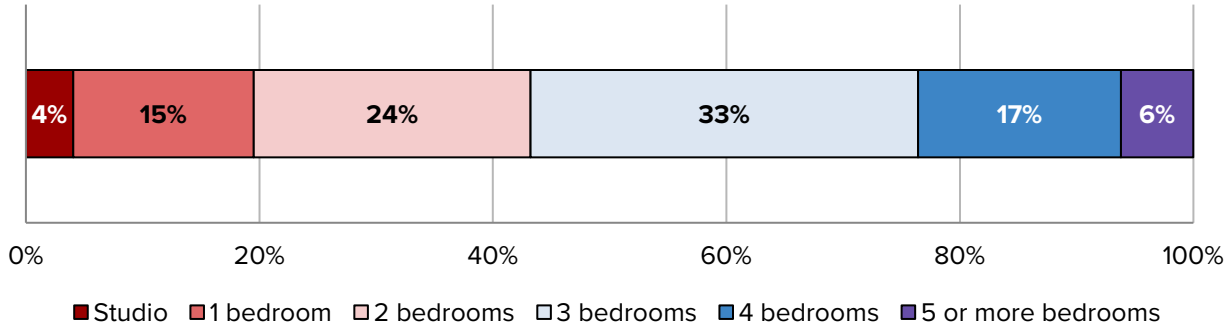
[2] ACS data often under counts the production of new housing units due to the way local building departments report their data to the Census. The ACS figure for units produced after 2010 (233) is an under count as Metro Mayors permit tracking data shows that Melrose added 567 net new housing units between 2013 and the second quarter of 2019 alone.

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Number of Bedrooms

The majority of housing in Melrose is “family-sized” (three or more bedrooms), but there is a significant number of smaller units ranging from studios to two-bedroom units. Smaller units are well suited to single-person households, couples, roommates, young people, seniors, and others who may not need or desire large homes.

Figure 18: Melrose housing units by number of bedrooms



Source: ACS 5-year estimates, 2014-2018

> “If there were certain tools that the City of Melrose could use, I think making more one- and two-bedroom units available would be huge. Maybe like making additions to existing multifamily units would be ideal.”

Vacancy

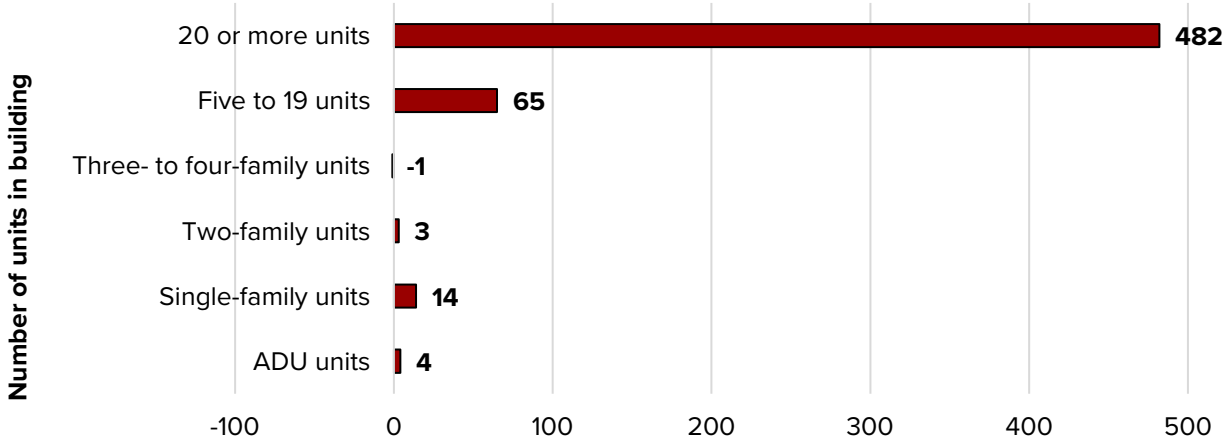
A certain level of housing vacancy is a normal part of any community and is necessary for a well-functioning housing market. Homes are most often vacant while they are awaiting new occupants during the selling or leasing process. A stable vacancy rate is considered to be around 3% in the homeownership market and around 6% in the rental market. Melrose’s vacancy rates are well below these levels, and they have been declining, inasmuch as rates this low can decline. From 2010 to 2018, the ownership vacancy rate declined from 1.2% to 1.1%. The rental vacancy rate declined from 3.0% to 2.7% in that period. These low vacancy rates mean that people have fewer options for homes when they need to find one. Further exacerbating the issue, when available housing supply is low, costs of housing increase. This problem is even more pronounced for people with physical disabilities who face fewer options to begin with.

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Recent Development

In the last real estate cycle, Melrose successfully increased its supply of homes in large multifamily buildings, while seeing on only modest increases in other home types. Between 2013 and the second quarter of 2019, Melrose added 567 net new housing units. Roughly 97% of those new units were in multifamily buildings, including 85% in buildings with 20 or more units and 11% in buildings with 5 to 19 units. One percent of new units were accessory apartments and 1% were in two-family buildings. Roughly 2% of net new units (14 units total) were either detached or attached single-family homes. Approximately 12% of all new homes constructed were deed-restricted Affordable Housing units. In short, while Melrose has made strides in providing new multifamily housing, it should promote the construction of additional housing types in the next five years.

Figure 19: Net new housing units in Melrose, 2013-2019



Source: Metro Mayors Coalition permit tracking data

Housing Affordability

Housing affordability is determined by the cost of housing and the ability of its occupants to pay those costs. In this section, the plan considers the connection between housing costs and resident incomes.

Home Prices

Price growth poses benefits and difficulties for the Melrose community. For incumbent homeowners, higher prices could result in potential financial gains if they choose to sell their home. However, an immediate financial drawback for homeowners is the increased property taxes on their greater home value. These may pose a burden for homeowners with fixed incomes, who are often seniors. For people who don't yet own their home, higher prices can pose a significant barrier to becoming a homeowner. High prices

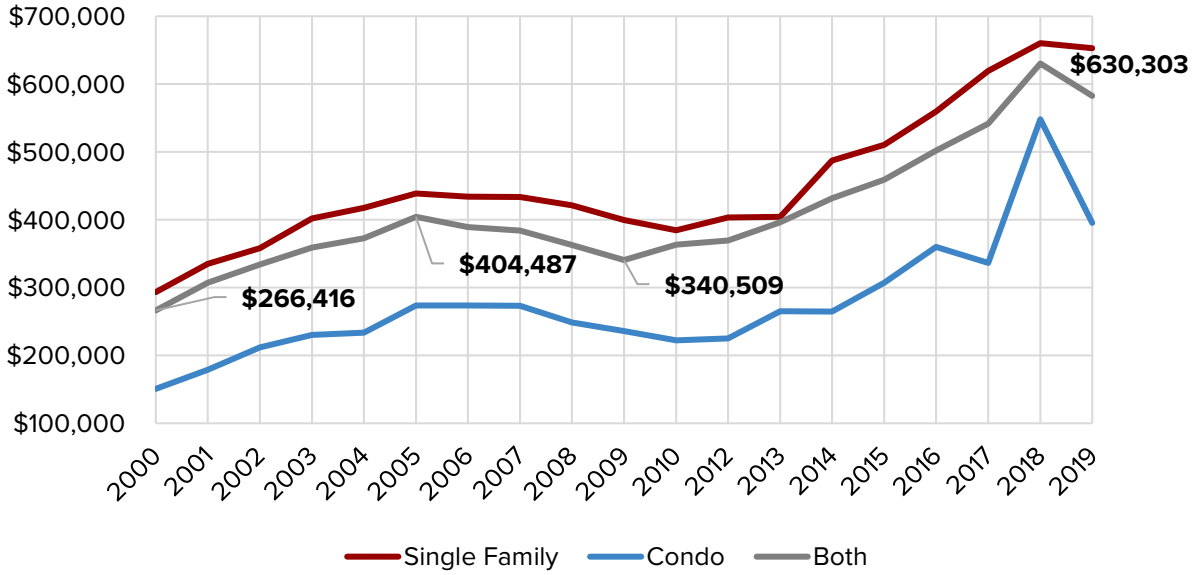
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disproportionately impact communities facing structural barriers to higher incomes, including people of color and people with disabilities.

Average home prices in Melrose increased 136%—from $266,000 to $630,000—between 2000 and 2018. Prices had risen in the first part of the 2000s during the housing price boom of that era, reaching an initial peak of $404,000. Following the end of the bubble, subsequent financial crisis, and Great Recession, average Melrose home sale prices decreased to a low of $341,000 in 2009. Since then, prices have grown steadily upwards. Of the context communities, only Arlington, Somerville, and Winchester have higher average home prices. Though data comparable to the previously cited figures is not yet available from the COVID-19 era, another data source shows the median sale price in Melrose from July to September 2020 was $750,000.[3]

> "My own children have had difficulty finding homes here, due to affordability. I have taken one of my sons to check out affordable home options. He is trying to learn about affordable loan options. The prices have gone up, they are outrageous prices."

Figure 20: Average home sale price in Melrose, 2000-2018

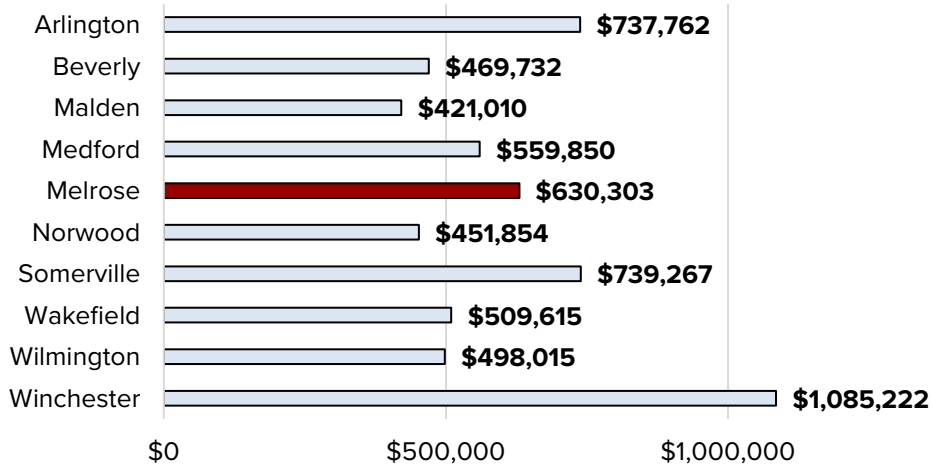


Source: Warren Group sales data

[3] MLS Pin data, 2020

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Figure 21: Average home sale price (single-family homes and condominiums) by context community, 2018



Source: Warren Group sale data

Rents

Rental units are an important part of any housing market, serving the needs of people for whom long-term ownership of a specific property type is a poor fit. Asking rents in Melrose are also expensive, averaging more than $2,000 in 2019 for all bedroom counts except studio units. In the same year, the median listing rent for three-bedroom units (considered a “family-sized” unit) was more than $2,900. High rents can place a burden on existing and potential renters and disproportionately impact communities structurally excluded from homeownership. Additionally, the vast majority of rental listings were for one- and two-bedroom units, meaning larger households may have trouble finding rental options.

Figure 22: Average rental listing price, 2019

Bedrooms	Listing Count	Average Listing Price
Studio	100	$1,670
1-bed	697	$2,030
2-bed	660	$2,430
3-bed	162	$2,940
4-bed	30	$3,010
5-bed	9	$3,300

Source: MAPC rental listing database, 2019

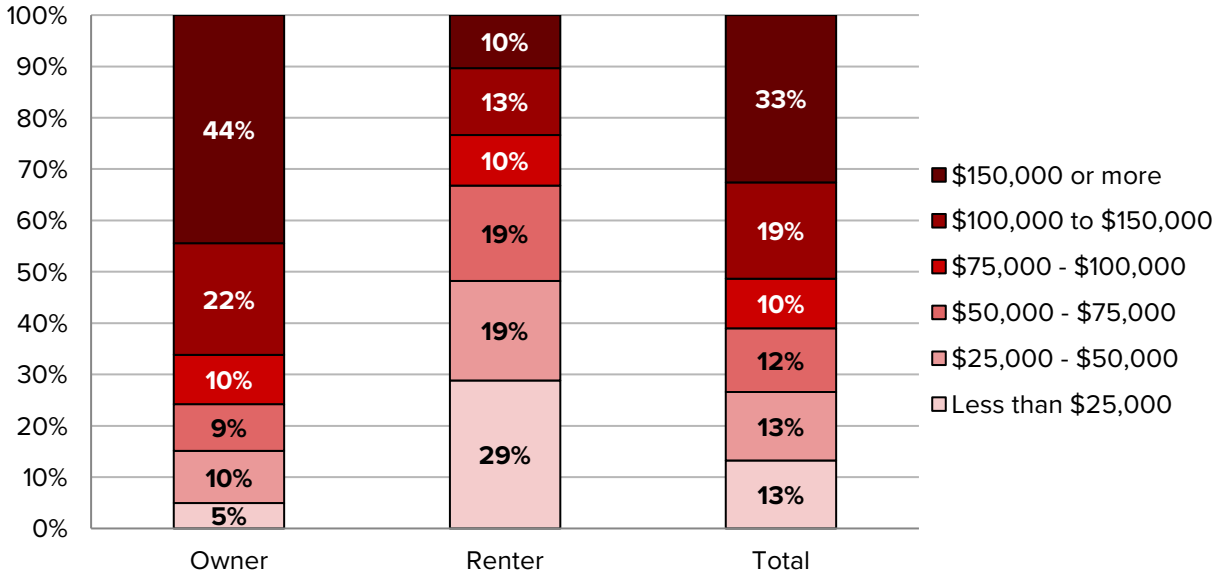
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"Trying to rent is almost impossible because rentals go in just a second, and they're overpriced. I mean there's a real housing crisis in Melrose."

Households by Income

Whether a home is affordable depends on who lives there and what income they have at their disposal. The median income in Melrose is $103,743. Homeowners in Melrose tend to be much wealthier than renters. While 66% of owner households have incomes of more than $100,000, that figure is only 23% for renters. Conversely, 48% of renters have household incomes of less than $50,000, while the same is true for only 15% for homeowner households. Of the context communities, only Arlington, Wilmington, and Winchester have median household incomes greater than Melrose.

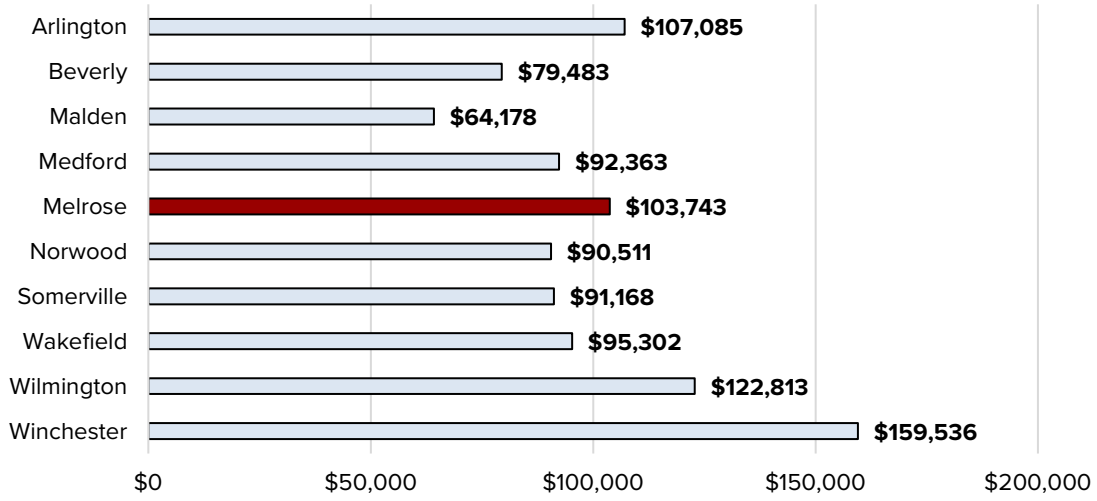
Figure 23: Melrose households by income, 2018



Source: ACS 5-year estimates, 2014-2018

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Figure 24: Median household income by context community, 2018



Source: ACS 5-year estimates, 2014-2018

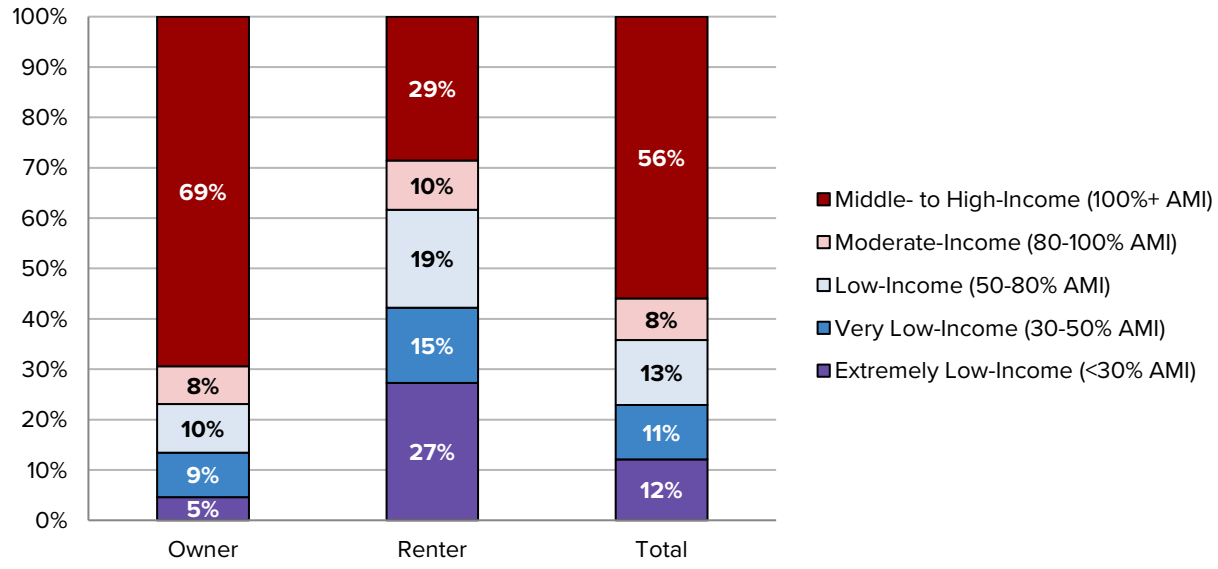
Households by Income Status

"Income status" is a metric that compares a household's total income, adjusted for the number of people in that household, to the typical incomes of the region. A household is considered "low-income" when its total income is 80% or less than the median income for households of its size in the metropolitan region. This federally defined regional income figure is called the "Area Median Income" (AMI). Melrose is within the Boston-Cambridge-Newton Metropolitan Statistical Area, which stretches from New Hampshire to Plymouth and encompasses most of eastern Massachusetts. In 2021, Greater Boston's AMI for a four-person household is $120,800. Therefore, a four-person household earning $96,650 annually is considered low-income. AMI and income status differs by household size; for instance, a single-person household earning $67,700 is considered low-income. These definitions are important, because they impact who can receive housing assistance or be placed in deed-restricted Affordable Housing.

An estimated 36% (3,850) of Melrose households are low-income according to these federal standards, including 24% of homeowners and 62% of renters. This means more than one in three households in Melrose today could qualify for the most common types of deed-restricted Affordable Housing. In this plan's public engagement, these facts about Affordable Housing and who could qualify were surprising to many participants.

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Figure 25: Melrose households by income status, 2018



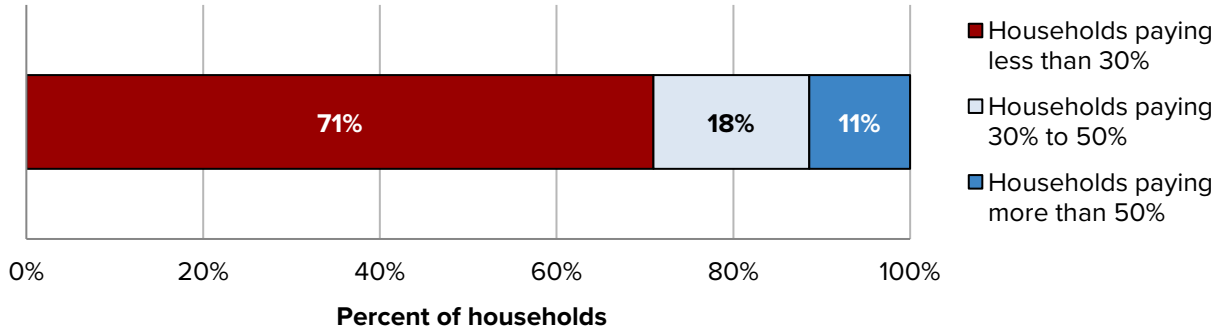
Source: ACS 5-year estimates, 2014-2018

Housing Cost Burden

A household is "housing cost-burdened" when it pays 30% or more of its annual income toward housing expenses. If a household is paying more than this amount for a particular housing unit, that unit is considered unaffordable for that household. When households are cost-burdened, they often must make sacrifices in other areas of their life, such as healthcare.

Roughly 29% of Melrose households are housing cost-burdened, with 18% paying between 30% and 50% of their income for housing and 11% paying more than 50% of their income for housing. In most context communities, a similar or larger proportion of households are housing cost-burdened.

Figure 26: Melrose households by housing cost burden, 2018

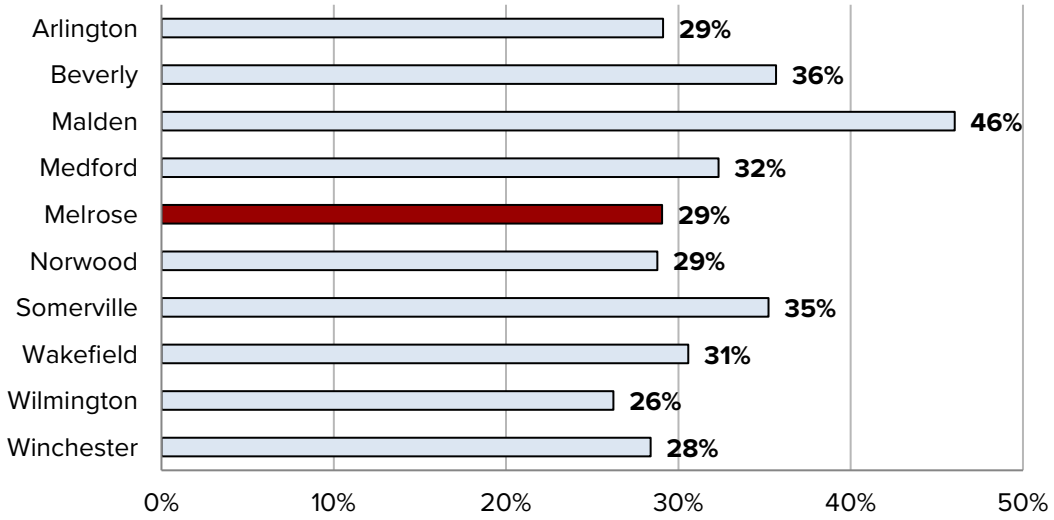


Source: ACS 5-year estimates, 2014-2018

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"I would like to see a focus on affordable housing so that living in this city, whose economic diversity that I saw when I moved here a decade ago was a factor in me moving here, does not become out of reach for many people."

Figure 27: Housing cost burden by context community, 2018



Source: ACS 5-year estimates, 2014-2018

Affordable Housing

Deed-restricted Affordable Housing is a type of housing that can only be rented or sold to income-eligible households at an affordable rate. This type of housing is virtually always subsidized, either by a government agency or by market-rate units in the same real estate development. While there are other types of affordable housing, such as inexpensive unsubsidized units or market-rate units subsidized with rental housing vouchers, deed-restricted Affordable Housing is the only type of housing that is not vulnerable to changes in the housing market, such as rising market rents. These units are also tracked by the Commonwealth on its Subsidized Housing Inventory (SHI).

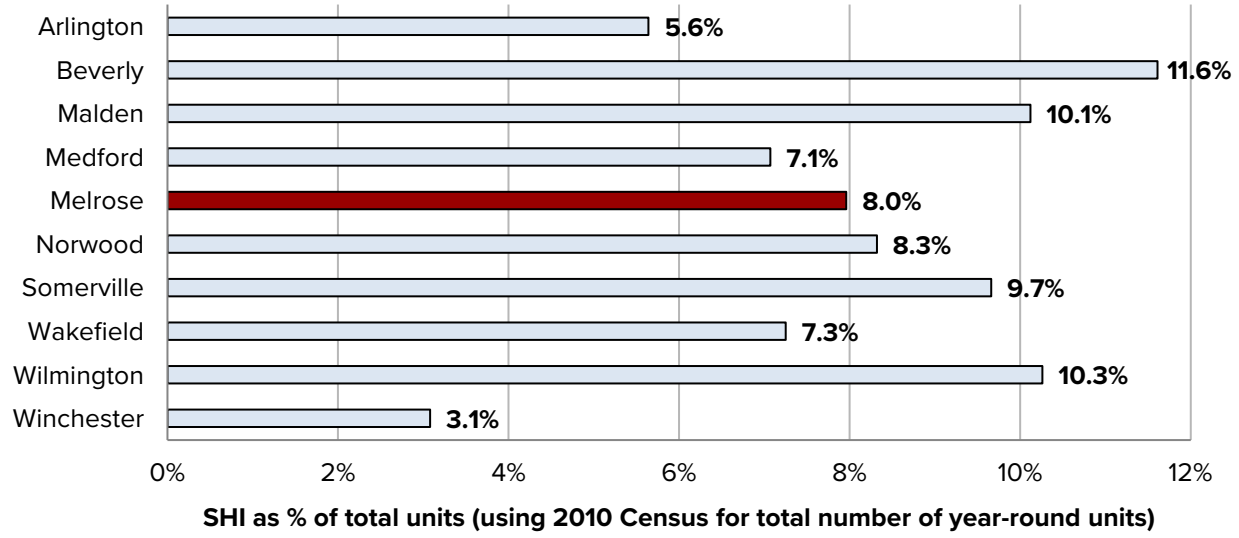
If less than 10% of a municipality's housing stock is on the SHI, that municipality becomes vulnerable under Chapter 40B, a state statute that enables developers to bypass local development regulations in municipalities that have not reached this 10% threshold. To calculate the SHI percentage, the number of Affordable Housing units in a municipality are compared to its total number of units as counted in the last US Census. As of this writing, the latest available year-round housing counts are from the 2010 Census. Once the counts for year-round housing units from the 2020 Census are released, the SHI percentage will be recalculated.

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Melrose has 934 Affordable Housing units on the SHI, or 8.0% of its total housing.[4] Of the context communities, only Beverly, Malden, and Wilmington meet or exceed the 10% SHI threshold.[5] Most of Melrose's Affordable Housing units are located near Downtown and along the rail corridor, and most are Housing Authority units that serve low-income seniors and people with disabilities.

> "One [Affordable Housing units] is a one bedroom and it's almost $1600, and one's a studio and it's almost $1500. So neither of those actually seem affordable, to me, but they're listed as affordable rental opportunities on Main Street, and there's a lottery for them."

Figure 28: Subsidized Housing Inventory, 2019



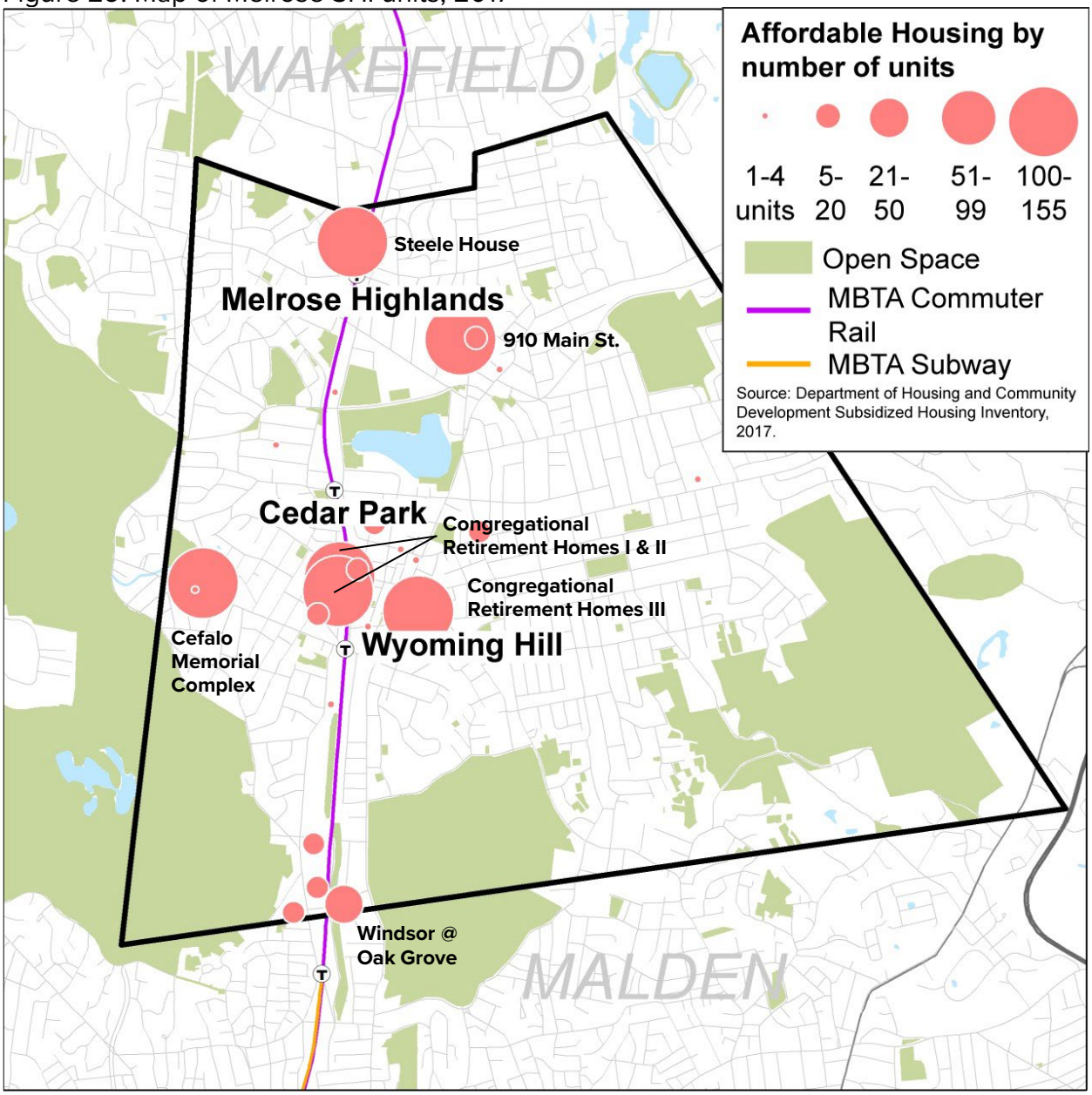
Source: Department of Housing and Community Development Subsidized Housing Inventory, 2019

Melrose's Affordable Housing amounts to one unit for every four low-income households currently living in Melrose. Three in four low-income Melrose households have therefore found housing on the open market. These households have either found an unsubsidized housing unit that is naturally affordable, utilize a rental housing voucher to subsidize their market rent, or they simply cannot afford their home. Furthermore, "low-income" describes a wide range of incomes and includes many households that make far less than 80% of the Area Median Income. For those households, even deed-restricted Affordable Housing may not be affordable to them.

[4] Department of Housing and Community Development Subsidized Housing Inventory, 2021
[5] Department of Housing and Community Development Subsidized Housing Inventory, 2019

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Figure 29: Map of Melrose SHI units, 2017



Source: Department of Housing and Community Development Subsidized Housing Inventory, 2017

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Community Housing Priorities

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Fall Engagement Campaign

In November and December 2020, the City of Melrose and MAPC conducted two virtual events as part of the Fall Engagement Campaign. There was an "online open house" activity open from November 18 to December 16 and a webinar held via Zoom on December 2. Both events were held virtually due the COVID-19 pandemic and the risks of viral transmission at large in-person events.

The two activities offered different ways to engage the same content, including information on the planning process, data on existing conditions, a vision for Melrose's housing future, and potential priorities the plan could address.

- The online open house was "asynchronous," meaning participants could engage at any time while it was open, they could go at their own pace, and information was presented through text and images. Participants gave input through the web-based survey tool Qualtrics (either via multiple choice or text-based responses). Approximately 175 people participated in this activity, with 134 people responding to at least one question. A PDF version of the OOH "survey instrument" is included as an appendix to this memo.

- The webinar was "synchronous," meaning participants and the planning team all engaged at the same time, and information was given through a live presentation and discussion. Participants could directly interact with the planning team verbally or through the Zoom chat function, and they could answer live polling questions related to the content through PollEverywhere (via text or the web). Live polling results were also visible to participants as they came in. Approximately 60 people participated in this activity, with 44 people participating in the live poll. A video of the webinar was posted online for viewing afterwards, as well as the webinar's presentation.

The two events provided different formats to accommodate differing needs in the community. Survey/poll questions were substantively similar in each activity, but they were phrased differently, in order to meet the technical needs of the two activities.

First Online Open House

Members of the Melrose community had the opportunity to participate in a go-at-your-own-pace online open house (OOH). The OOH presented information and solicited feedback across several sections:

- About You: Participants could choose to give demographic and housing information about themselves.
- About the Plan: Participants were presented with information about Housing Production Plans, this process specifically, and the plan for public engagement moving forward.

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- Existing Conditions Data: Participants were presented with data points on Melrose's population, housing stock, and housing affordability. After each data point, participants could say whether that data was surprising or not and provide further feedback. Participants were also asked about additional information they think would be important for the plan.
- Vision and Priorities: Participants were asked for five words that describe their vision for the future of Melrose and were then asked how housing could play a role in achieving that vision. Participants then rated 20 potential housing priorities that the plan could address. (The list of potential priorities was based on common housing issues experienced across the Greater Boston region.)

Participant Profile

Participants could choose to answer questions about their demographics and housing situation. Their answers were roughly compared to Melrose's overall population, though these comparisons are not always direct and should be taken only as illustrative. Highlights of this data include the following data points:

- 90% of OOH participants owned their home, compared to approximately 66% of households that own their home in the city.
- 79% of participants lived in single-family homes, while only 55% of housing units in Melrose are single-family homes.
- 30% of participants were age 35-44 and 30% were age 45-54. 17% of participants were age 55-64 and 13% were 65-74. Only 9% were age 25-34 and only 1% were 75 or older. Overall, participants overrepresented middle age groups and underrepresented young adults and seniors.
- Participants were given a list of racial and ethnic categories they could identify with, and they could pick more than one category. 85% of participants identified as White alone. 6% of participants identified with more than one category. 5% identified as Asian alone. 2% (2 participants) identified as Latina, Latino, Latinx or Hispanic alone, with an additional 2% identifying as White and Latinx. 1% (1 participant) identified as Black. 6% identified with more than one racial or ethnic category. Because of the way the Census Bureau treats Latinx identity (and the statistically small number of participants of color in the online open house), it can be difficult to directly compare participants to the general population. Nonetheless, broadly speaking, we can say that the proportion of non-Latinx White participants mirrors that within the general population, but the breakdown of people of color among participants does not mirror that of the general population. Black people, in particular, were underrepresented among participants.
- 35% of participants lived in 4-person households, and 34% lived in 2-person households. Only 4% lived in 1-person households.
- 12% of participants have lived in Melrose for 0-2 years, 31% for 3-10 years, 21% for 11-20 years, and 37% for 21 or more years.
- Participation was split across Melrose neighborhoods, with the most participation from Melrose Highlands (22%), the East Side (20%), and Wyoming (13%).

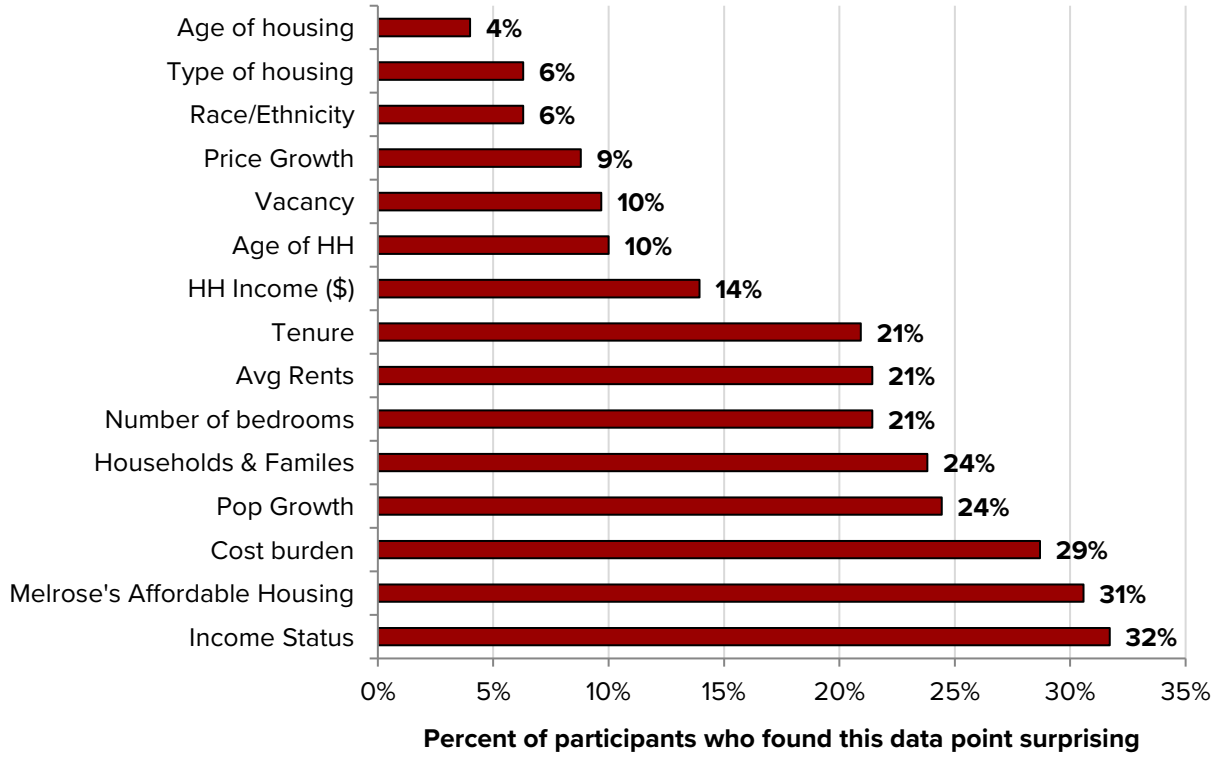
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Overall, participation in the OOH exceeded the typical expectations of an in-person public forum in urban planning processes. The high level of participation is good for the plan, though the composition of participants points to a need for more targeted outreach to renters, specific populations of color, seniors, young people, and single-person households.

Responses to Existing Conditions Data

Participants were asked if each data point given was surprising or not surprising. The majority of participants found each data point not surprising. The most surprising data points were the breakdown of households by income status (low-income, moderate-income, etc.), the amount and location of Melrose's Affordable Housing, and the breakdown of households by housing cost burden.

Figure 30: Surprising data points, fall online open house



Participants could also suggest further research directions for the planning process. Examples included:

- Specific strategies that could advance affordability
- Development opportunities (including transit-oriented mixed-use development, accessory dwellings, and small infill development)
- Opportunities for seniors
- Opportunities for people with disabilities

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- The impact of short-term rentals
- How technology is changing development
- The reasons driving segregation (including the legacy of redlining)

Visioning

Participants were asked to write five words describing their vision for housing in Melrose. Words related to affordability were the most common, followed by words related to diversity and inclusion (often specifically relating to race) and words related to community. Words related to walkability, sustainability and the environment, vibrancy, and green spaces were also common.

Figure 31: Word cloud of vision exercise, fall online open house

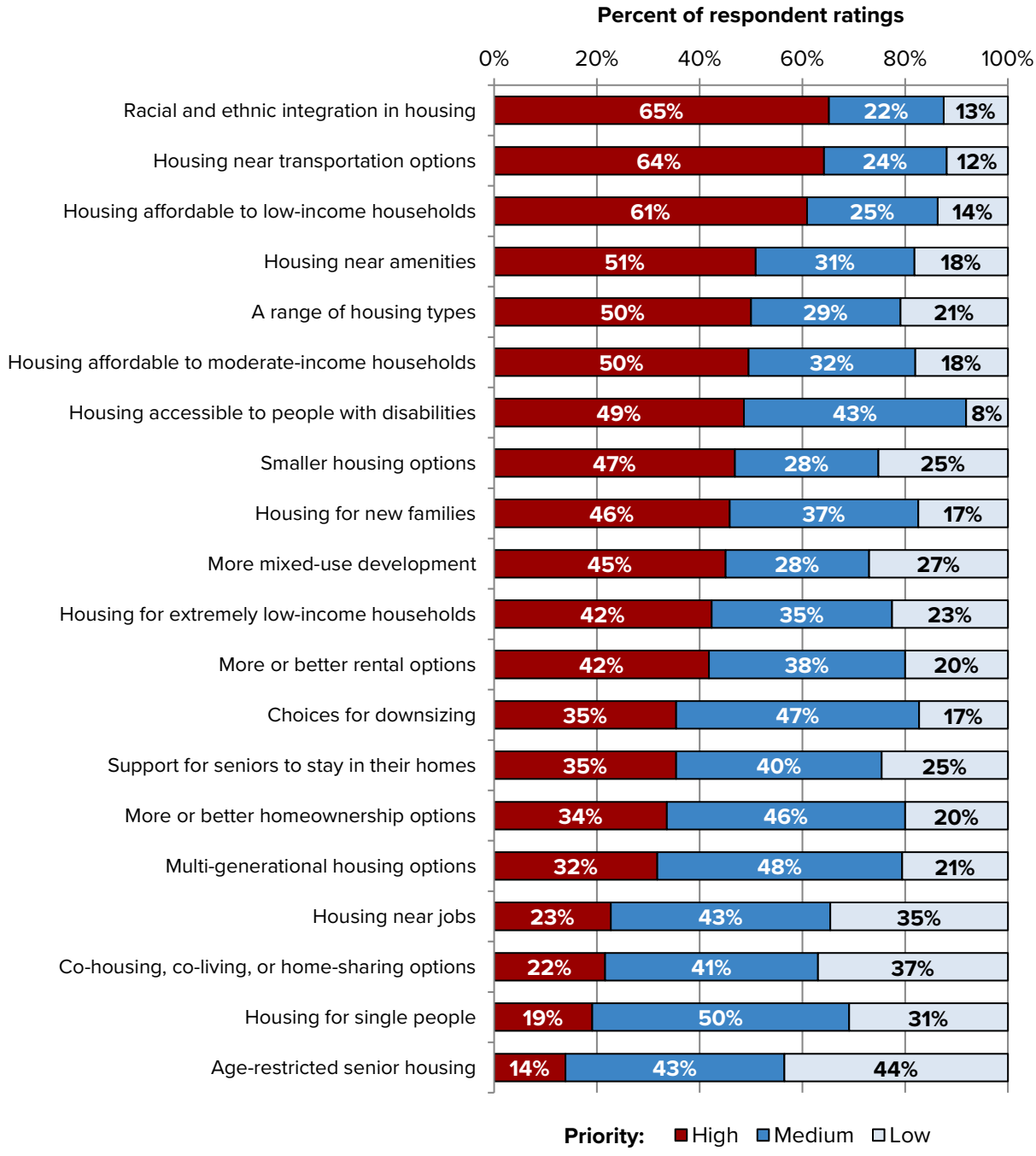


Potential Priorities

Participants were given a list of 20 potential housing priorities based on common housing needs and desires in the Greater Boston region. Participants could then rate each item as a low-, medium-, or high-priority, and leave additional comments on each if necessary.

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Figure 32: Priority ratings, fall online open house



Over half the respondents rated each of the following as a high priority for the plan:

- Racial and ethnic integration in housing (65%)
- Housing near transportation options (64%)

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- Housing affordable to low-income households (up to about $67,000 for a single person or $97,500 for a family of four) (61%)
- Housing near amenities (local retail, parks, etc.) (51%)
- A range of housing types (such as single-family homes, duplexes, small multifamily buildings, and/or large multifamily buildings) (50%)
- Housing affordable to moderate-income households (up to about $83,000 for a single person or $119,000 for a family of four) (50%)

Participants also suggested numerous other priorities the plan could address. Common themes included:

- Homeownership
- Energy efficient housing
- Architectural and/or aesthetic priorities
- Funding issues
- Issues related to infrastructure impacted by housing

Input from this engagement campaign and other engagement activities were used to draft the plan's housing goals and to shape potential strategies and actions. Proposed recommendations were then reviewed by the public during the Spring Engagement Campaign and further prioritized.

Gaps in Participation

Participation in the Fall Engagement Campaign activities was different than that of typical urban planning processes. This is likely due to the high level of civic engagement within the Melrose community and the virtual nature of engagement during a pandemic. Some of the notable takeaways from engagement in both activities include:

- Across these activities, the proportion of non-Latinx White people was similar to that in the general population. This is encouraging, since typically this demographic is overrepresented in planning processes.
- Black and Latinx people were still underrepresented in the fall outreach. The project team acknowledged that the HPP process would need to address this gap with additional targeted outreach through existing networks of these communities.
- Seniors were underrepresented in the fall outreach, though they typically are overrepresented in urban planning engagement activities. While it was encouraging to see more participation from other age groups, it was important to still engage seniors given that many housing issues directly affect and are affected by the senior population. The change in senior participation was likely driven by the online format of engagement. The project team noted that filling this engagement gap during the pandemic would require targeted phone-based outreach through existing networks in the senior community and through organizations that serve seniors.

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- Young people, including young adults aged 18-34, were underrepresented in these activities. While this is typical for many urban planning processes, their lack of representation would need to be addressed through targeted outreach through networks of young residents and through organizations that serve young people.
- Renters were underrepresented in these activities. Like with young people, this is typical in urban planning processes, but especially problematic in Melrose, where the proportion of renter households is relatively high. Renters would best be reached through place-based outreach or through informal social networks.
- People living in single-family homes were overrepresented in these activities. Like with renters, place-based outreach and informal social networks would likely be the best ways to target people living in other types of housing.
- Single-person households were underrepresented in these activities. This gap is likely due (in part) to low participation of seniors, who are more likely to live in single-person households than other age groups. Outreach to seniors could resolve this issue.

Spring Engagement Campaign

In June 2021, the City of Melrose and MAPC conducted two virtual engagement events for the Spring Engagement Campaign. This included an online open house held from June 4 to June 25 and a webinar held on June 16. As with the Fall Engagement Campaign, these events were held virtually due the COVID-19 pandemic. The two activities offered different ways to engage the same content, including an update on the planning process, housing strategies and actions, and development types and locations.

- Approximately 375 people participated in the online open house activity, with 267 people responding to at least one question.

- Approximately 30 people participated in the webinar, with about half participating in the live poll.

Second Online Open House

The second OOH presented information and solicited feedback on several sections:

- About You: Participants could choose to give demographic and housing information about themselves.
- Review of the Plan and timeline: Participants were reminded of the HPP planning process, engagement opportunities, and timeline.
- Review Draft Goals: Participants were presented with six draft goals generated from public and key stakeholder engagement to date. Participants were then

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asked how closely they felt these goals aligned with their priorities for the future of housing in Melrose.

- Priority Strategies and Actions: Participants were presented with potential strategies and actions that the City could undertake to advance each of the draft goals. Participants were asked to rank the strategies and actions according to their priorities.
- Input on Housing Types/Locations: Participants were asked to identify which neighborhoods in the Melrose they would prioritize for any new housing and then rank the appropriateness of different housing types (detached single family, townhomes, mid-rise apartments, etc.) for each neighborhood. All housing types were presented as options for each neighborhood, to not limit or influence the range of potential responses.

Participant Profile

As with the first online open house, respondents could choose to answer questions about their demographics and housing situation. Their answers are shown in comparison to Melrose's overall population.

- 90% of OOH participants owned their home, compared to approximately 66% of households that own their home in the city.
- 81% of participants lived in single-family homes, while only 55% of housing units in Melrose are single-family homes.
- Participants overrepresented middle-age groups and underrepresented young adults and seniors. The largest share of participants (36%) was age 35-44. 24% were age 45-54, 21% were age 55-64, and 9% were age 25-34. Only 8% were age 65 or older, and 2% under age 25.
- Participants were given a list of racial and ethnic categories they could identify with, and they could pick more than one category. 88% of participants identified as White alone, very similar to the proportion of non-Latinx White people in Melrose overall (85%).
- Half of participants (50%) lived in 4+ person households. 25% live in 2-person households, 19% in 3-person households, and 7% in single-person households.
- Just over half (59%) over participants have lived in Melrose for 11 or more years, including 34% for 21 or more years. 31% of respondents have lived in Melrose for 3 to 10 years, and only 10% less than 3 years.
- Over three-quarters of respondents (77%) had not participated in the Fall Engagement Campaign.

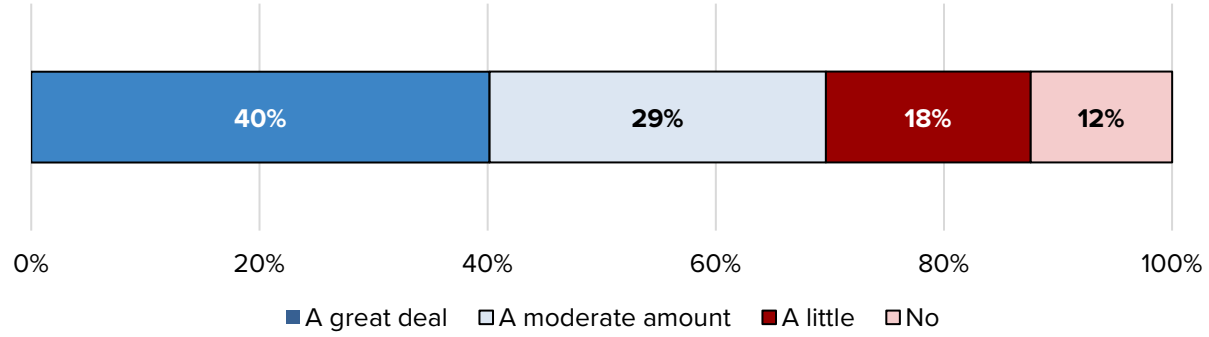
Alignment of Draft Goals

The open house listed six goals for the HPP, generated based on feedback from the fall engagement campaign and targeted stakeholder outreach, and participants were asked if the goals aligned with their priorities for housing in Melrose. Most respondents (87%) indicated that these goals reflect their priorities at least a little bit; with 69% saying the goals reflect their priorities a moderate or great amount. 12% of respondents indicated

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that the goals do not reflect their priorities. This large positive feedback validates the vision developed during the Fall Engagement Campaign, especially considering that three-quarters of open house participants had not participated in that previous campaign.

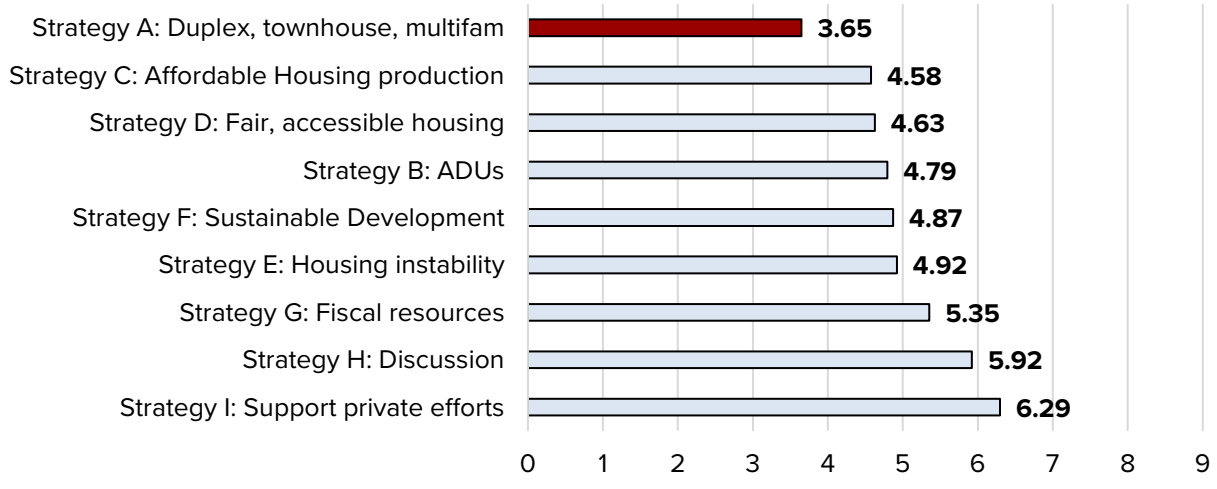
Figure 33: Alignment of draft goals with housing priorities, spring online open house



Responses to Strategies and Actions

Participants were presented with nine housing strategies, each consisting of 2 to 7 potential actions for advancing that strategy. Participants were first asked to rank the strategies from 1 to 9, with 1 being the highest priority and 9 being the lowest. Strategy A, "Encourage duplex, townhouse, and small multifamily development that fits into Melrose's existing context," received the highest overall ranking. Strategies H, "create formal opportunities to discussion housing's role in Melrose," and I, "Support private efforts to advance housing goals," received the lowest rankings.

Figure 34: Strategy rank, spring online open house

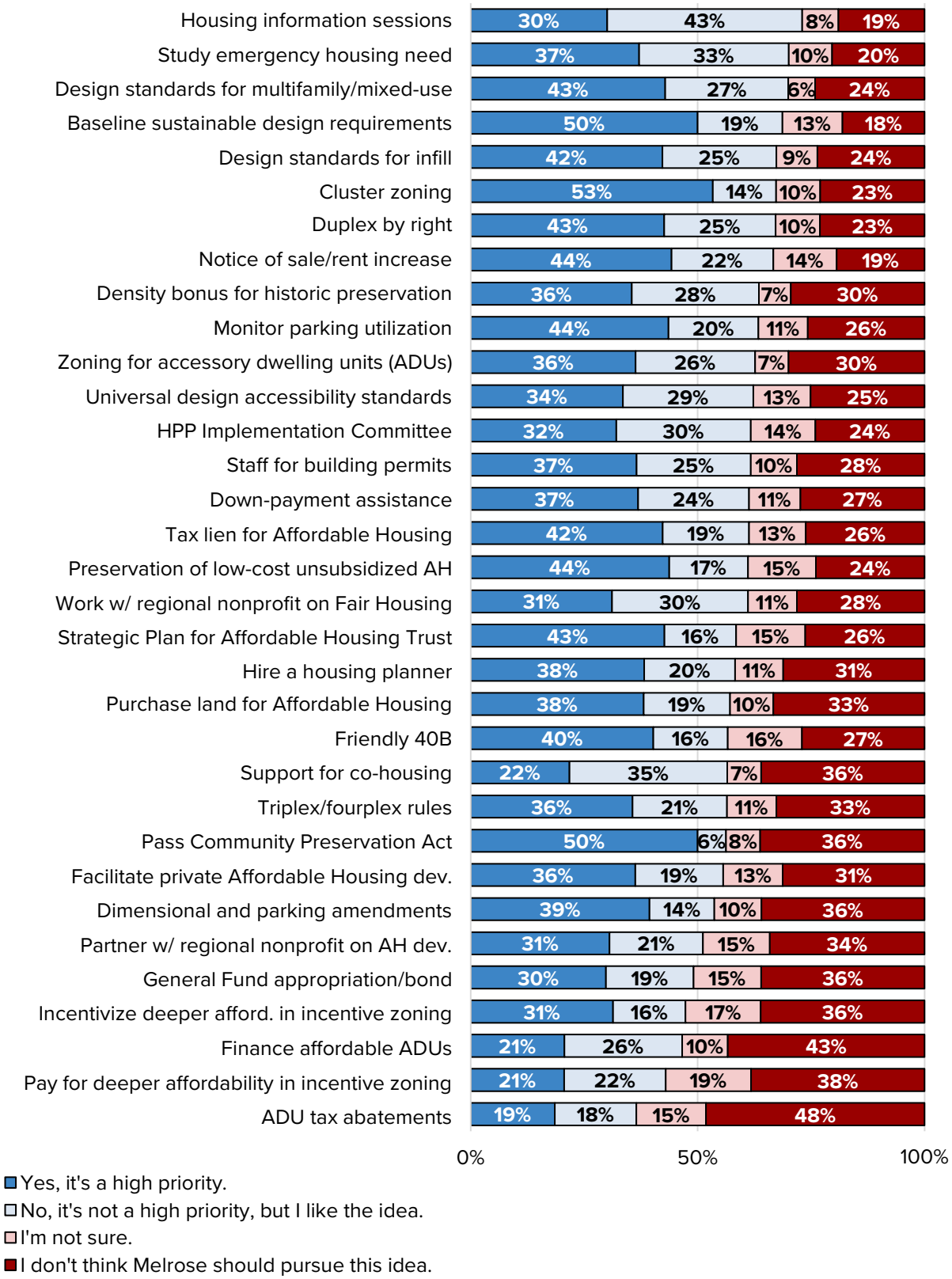


Participants were then asked whether each individual action was a high priority for Melrose to pursue. The chart below shows the aggregate of supporting (blue) and opposition responses (red) for each action. Actions are organized based on the most to least support.

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Figure 35: Support vs. opposition, spring online open house



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The actions that received the highest support and least opposition are:

1. Host regular housing information sessions (H)
2. Study the need for emergency and transitional housing (E)
3. Design standards for mixed-use/multifamily housing in downtown/rail corridor (A)
4. Baseline requirements for sustainable development (F)
5. Design guidelines for infill housing in older, mid-density neighborhoods (A)
6. Cluster zoning rules away from Downtown/rail corridor (F)
7. Allow two-family and townhomes by-right in Downtown/rail corridor (A)
8. Explore local requirements for a Notice of Sale and Notice (E)

These actions support different strategies (H, E, A and F) than those ranked most highly earlier in the open house (A and C). Strategies E, F and H are associated with some of the most highly prioritized actions but received moderate or low support when ranked as stand-alone strategies. These conflicting results indicate that actions may be more motivating than strategies, and/or that specific actions can tie to multiple strategies.

Priority Housing Types and Locations

Respondents were next asked to identify up to three geographic areas of Melrose in which new development should be located. The first phase of this question did not specify which *type* of development would go in these locations, so responses likely reflect respondents' interpretation or assumptions of new development in general. Respondents favored development in downtown and along the rail corridor, with many also advocating for development in currently low-density residential neighborhoods in East Melrose.

Respondents were then asked to rank the appropriateness of nine different housing types in different areas of Melrose. This question asked about 'appropriate' housing types, so respondents may have considered the existing housing context as much as future development.

The most popular responses are shown below in dark green. They include mixed-use housing in downtown and single-family homes, ADUs, and duplexes in low and medium-density residential neighborhoods. Across the city, the most popular housing type was duplex, and the most popular location was the Rail Corridor (shown in dark blue in final column and row).

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Figure 36: Priority housing types and locations, spring online open house

Type	Downtown	Hospital Area	Rail Corridor	Mid-Density Neighborhoods	Low-Density Neighborhoods	Commercial-Industrial	Total
SFR	19	31	34	90	108	20	**302**
ADU	30	41	50	78	80	21	**300**
Townhomes	57	62	80	59	48	45	**351**
Duplexes	58	70	82	90	82	38	**420**
Triplexes	59	61	77	61	48	43	**349**
Small Multifam	60	56	71	61	52	41	**341**
3- to 4-story Multifam	68	62	72	32	36	47	**317**
Mixed Use	102	64	80	17	10	50	**323**
5- to 6-story Multifam	52	45	65	14	19	50	**245**
Total	**505**	**492**	**611**	**502**	**483**	**355**	



Gaps in Participation

Some notable takeaways from engagement in the spring compared to the fall:

- Across both campaigns the proportion of homeowners and length of residency remained consistent.
- The spring campaign saw higher participation from young people. This group is often underrepresented in planning processes, including in the fall campaign, and their participation is crucial for ensuring the HPP reflects the entire Melrose community, not just those most able to join planning efforts.
- However, the spring OOH saw a lower percent of non-white respondents, despite targeted outreach to reach racial minority residents.
- Renters have been consistently underrepresented in these activities: the highest rate of renters was 16%, in the fall webinar. Like with young people, this is typical in urban planning processes, but especially problematic in Melrose, where the proportion of renter households is relatively high (34%).
- People living in single-family homes were overrepresented in these activities, and the percent of respondents who live in single-family homes increased from the fall to the spring. Again, this is not ideal in a community where just over half of homes are detached single-family.
- Seniors were less well represented in these campaigns than is typically seen during in-person public engagement, likely due, at least in part, to the digital format of these activities.

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Factors Affecting Development

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Overview

In the US, housing is largely provided through the private real estate market. Developers, contractors, financial institutions, brokers, and other specialists work together to deliver new housing at a variety of scales. The government regulates this market through rules and incentives built into local, state, and federal regulations. Whether housing is produced in any one location is influenced by those regulations, as well as numerous natural, social, economic, institutional, and infrastructural factors. This chapter of the HPP considers the Melrose-specific factors influencing housing development.

Land-Based Constraints

Some areas of Melrose are better suited for housing than others. Naturally constrained sites include water bodies, places that are likely to flood in the event of a major storm, areas within 100 feet of wetlands, and state-designated core habitats warranting protection. Many of these areas overlap with existing public and private open spaces, including the Middlesex Fells Reservation, Pine Banks Park, Mt. Hood Park, and the Ell Pond area. Significant portions of the Horace Mann area are also at risk of flooding or are near wetlands.

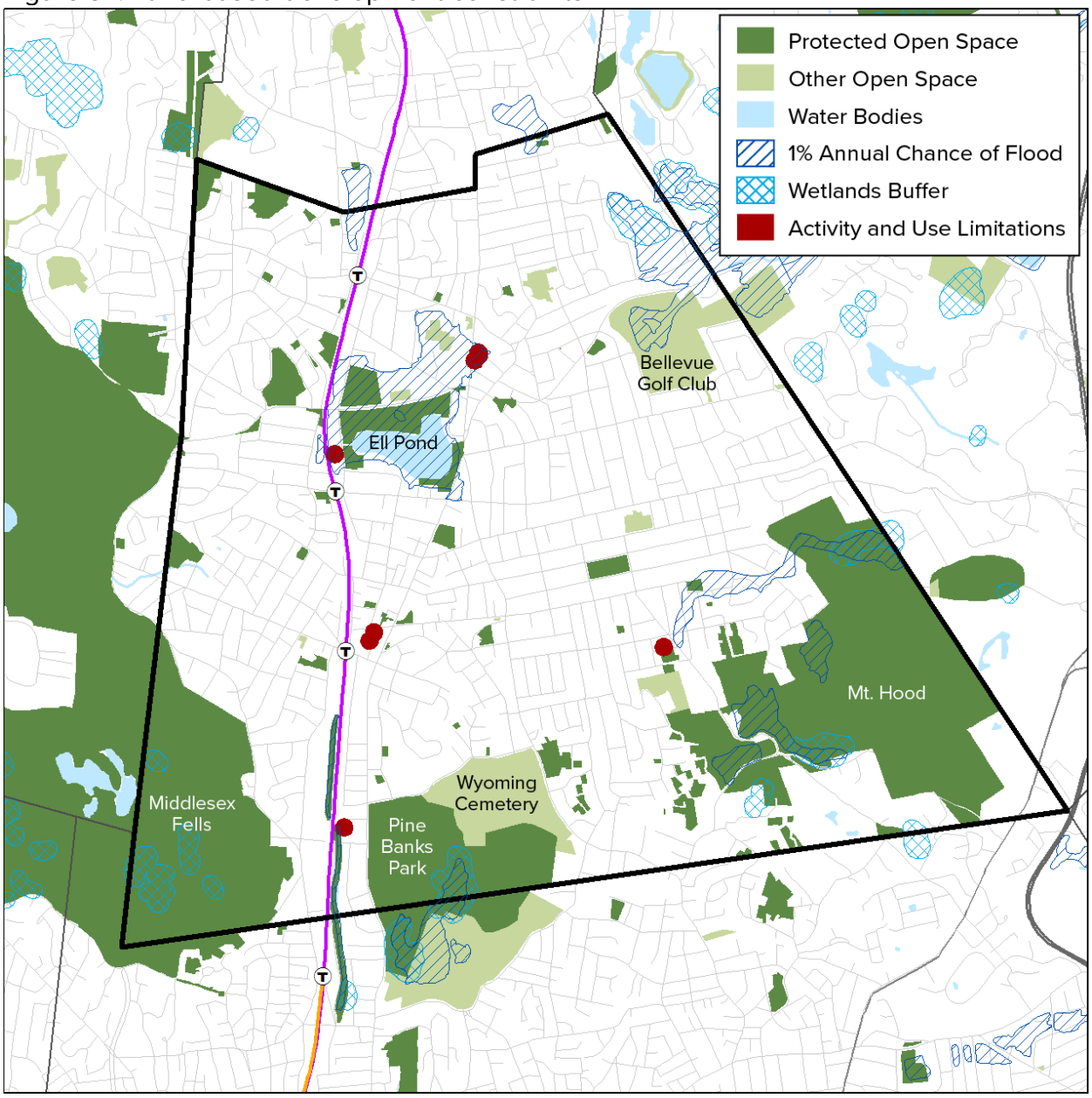
Flood zones may be generally inappropriate for housing, though in flood zones that have been previously developed, new housing development can introduce more green space and incorporate site improvements designed to combat overall flooding. Any housing built in these areas must meet design standards to minimize flood risk and ensure residents can stay safe in the event of a flood.

Similarly, sites contaminated with hazardous materials are generally unsuitable for residential development, but if the contamination is minor, development can serve as a vehicle to remove contamination and make the site safe for residential use. If the contamination is extensive, it may be cost-prohibitive to address through development alone, though state and federal funds are available for remediation of such sites. Sites with a regulatory Activity and Use Limitations, tracked under M.G.L. 21E, are likely to contaminated for residential use and were excluded from any analysis of development opportunities in this plan.

Lastly, some land is constrained due to existing public use of that land. These include public rights-of-way, permanently protected open spaces, cemeteries, parks, and some golf courses. The city's permanently protected open spaces include the Middlesex Fells Reservation, Pine Banks Park, Mt. Hood Park, the Ell Pond area, Sewall Woods, Ferdinand Woods, West Hill, and numerous smaller open spaces around the city.

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Figure 37: Land-based development constraints



Source: MassGIS, MAPC

Infrastructure

Infrastructure can create an upper limit on the amount of housing that can be built without new infrastructure investment. This is especially true in rural communities that lack extensive infrastructure. Melrose, however, is relatively well served by its infrastructure. Though large-scale developments will need to be assessed for

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infrastructural impacts, infrastructure is not a major constraint on development, and in fact, new development can improve the city's infrastructure in many cases.

Utilities

Melrose is generally well served by water and sewer infrastructure due to its connections to the regional Massachusetts Water Resources Authority (MWRA) system. Sites with limited access to utilities may exist, but the city does not face systemic infrastructure constraints. New development must demonstrate that utilities have sufficient capacity to provide service, and some developments may be subject to additional inflow/infiltration fees to accommodate more intense use. At some sites, development can create opportunities to address existing backflow, drainage, and network connectivity issues.

Transit

Melrose is well served by the MBTA transit system in the region. There are three stations on the Haverhill Commuter Rail line within Melrose, and the Oak Grove terminus of the rapid transit Orange Line is just across the city's southern border with Malden. This rail corridor was historically key to Melrose's development, and it remains an important driver for the city's continued prosperity. Beyond rail, Melrose is served by the MBTA's 131, 132, and 137 buses, which provide more granular access to areas beyond the immediate rail corridor, including Downtown, Melrose Highlands, Wyoming Ave, and the East Side.

In theory, Melrose's relatively strong transit access should not be a constraint, but rather a catalyst, for ongoing housing production. However, there remain concerns about the viability of the system and its ability to serve Melrose residents, which were only exacerbated by the COVID-19 pandemic and cuts to the transit system. The MBTA system has faced real and perceived funding issues, uncertainties in governance, delays, maintenance concerns, and looming austerity measures over the past few years. Transit-oriented residential development—the kind that Melrose has largely pursued over the last two decades—is reliant on a functional transit system. If state-level government fails to rectify transit concerns, the system may become less attractive to residents and prompt greater use of private vehicles and increased traffic in Melrose and elsewhere.

Pedestrian and Bicycle Infrastructure

Most of Melrose is well served by pedestrian facilities, including sidewalks along roads and foot trails in open spaces. A small portion of roadways within one half-mile of Melrose's MBTA stations lack sidewalk facilities. Roadways lacking sidewalks are more common in the eastern sections of the city that have newer, more suburban-style developments. However, a lack of existing sidewalks is not necessarily a development constraint, especially for larger developments, which sometimes repair or install sidewalks as part of the development project. As a Complete Streets Community, a policy to enhance the safety and access of roads, specifically for pedestrians and cyclists, is applied to all decision-making for related infrastructure planning and construction.

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The proprietary “Walkscore” system rates locations based on their walkability, taking into account pedestrian infrastructure as well as easy access to amenities like businesses and parks. Parts of Melrose near Downtown received the highest Walkscore ratings of “very walkable” or a “walkers paradise,” while areas near the rail corridor were rated as “somewhat walkable.”

In addition to pedestrian facilities, Melrose has some bicycle infrastructure, including bike lanes on Lynn Fells Parkway and Tremont Street, as well as limited bike lane segments on Essex Street, Berwick Street, and Main Street. In recent years, the City has been implementing elements of its North-South Bike Route Plan, consisting of roadway painting and signage to help cyclists travel more safely to various destinations in Melrose.

Automobile Infrastructure

Traffic and parking are perennially cited as concerns in discussion about new housing development. Melrose’s arterial streets include Main Street, Lebanon Street, Washington Street, Wyoming Avenue, Upham Street, Emerson Street, Melrose Street, Lynn Fells Parkway, Franklin Street, Howard Street, and Green Street. The city does not contain any federal or state routes or interstates, except a small stretch of Route 99 in its southeast corner.

In 2012, Melrose undertook a parking study in the Downtown that showed the area did not face parking constraints due to insufficient parking. In 2019, Melrose was part of MAPC’s Perfect Fit parking study of recent development, which showed that recent housing developments generally had excess parking capacity. Melrose does not allow overnight parking on city streets but does provide for a Residential Overnight Permit that allows residents who do not have off-street parking associated with their residence to use certain municipal and Commuter Rail lots when on-street parking is prohibited.

Municipal Capacity

Housing Staff

The City of Melrose has a five-person team in the Office of Planning and Community Development (OPCD) that oversees all planning functions, including long-term planning, program management, capital planning, project review, zoning amendments, GIS mapping, sustainability, and liaising with relevant boards and commissions. Other staff outside this office also interact with housing development, such the staff at the Inspectional Services Department (ISD) and Engineering Division.

Staff capacity represents a constraint on achieving housing goals, including market rate and affordable housing production. According to professionals in real estate who participated in this plan’s focus groups, ISD’s building permit review times can delay housing production, which increases costs. Focus group participants agreed ISD’s review

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was adequate and professional, but that the department simply had more work than it could handle. Additional capacity in ISD (either on staff or through contractors) could decrease those delays, and in theory, ultimately decrease housing costs.

With regards to Affordable Housing, the City does not have a designated staff position to oversee housing development or programs. Without dedicated staff, the City is less equipped to take a proactive role in Affordable Housing development, which is a complex undertaking that typically requires significant staff time. Similarly, without dedicated staff the City is less equipped to actively pursue the creation of housing programs or to support housing stability. OPCD staff assist individual constituents with housing issues as they arise but have limited capacity to undertake multiple or extensive housing efforts.

Schools

School capacity is a commonly cited constraint on housing development. Enrollment in Melrose's school system has indeed grown since 2005, from 3,537 students in academic year 2005/06 to 3,977 students in academic year 2019/20. Between academic years 2010/11 and 2018/19, enrollment in Melrose's school system increased by 5%. Only three context communities' school systems (Arlington, Beverly, and Winchester) saw larger enrollment increases during that period.

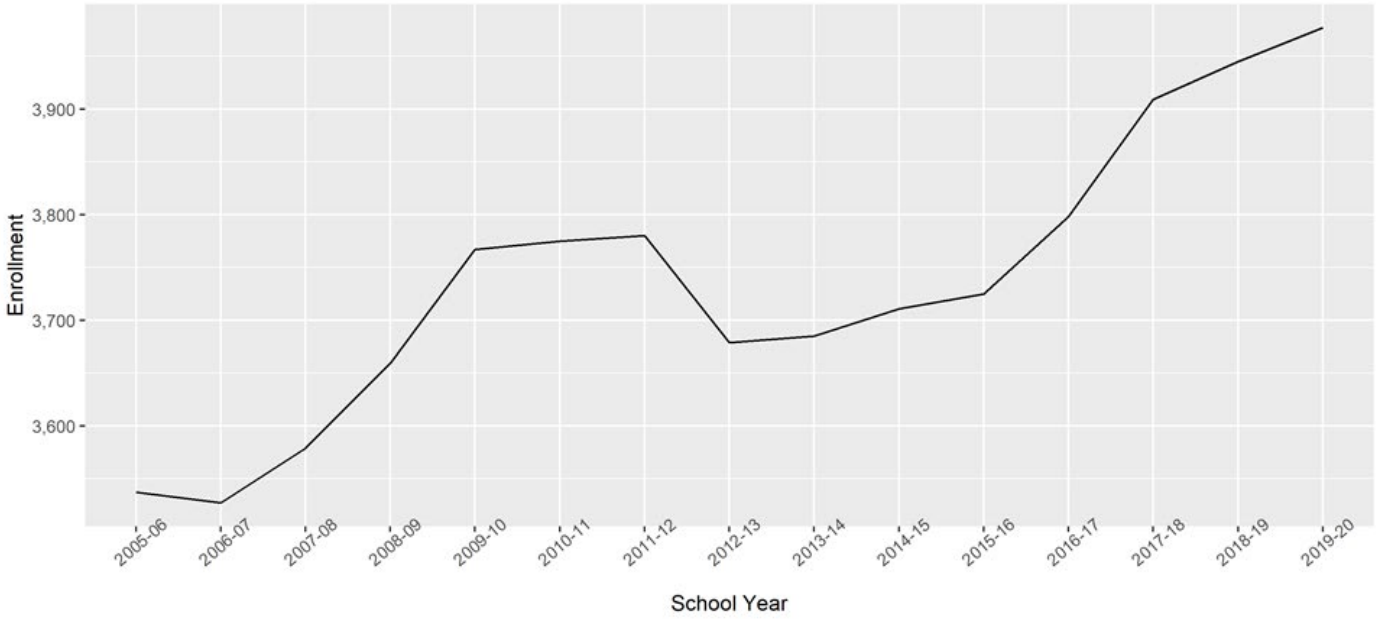
School enrollment generally tends to be cyclical. This was true in Melrose, with enrollment growth after 2005 followed by a plateau and dip between 2009/10 and 2012/13, followed again by another period of growth. However, Melrose's 2009 dip did not erase previous enrollment growth, and in general enrollment has been trending upwards since 2005. Enrollment growth has been most apparent in elementary school grades, with less dramatic growth (and some declines) in middle and high school grades.

It is important to note, however, that new multifamily and mixed-use development has not been the main contributor to increases in Melrose's school population. With mostly one- and two-bedroom units, these developments are not particularly suitable for families with school-age children. Instead, most of the growth in the school population has occurred as a result of families moving into the many single-family homes in Melrose. In fact, MAPC conducted research across the Commonwealth over a six-year period between 2010 and 2016 and found that, at the district level, there was no meaningful correlation between housing production rates and enrollment growth.[6]

[6] "The Waning Influence of Housing Production on Public School Enrollment," Metropolitan Area Planning Council, 2017: https://www.mapc.org/enrollment/

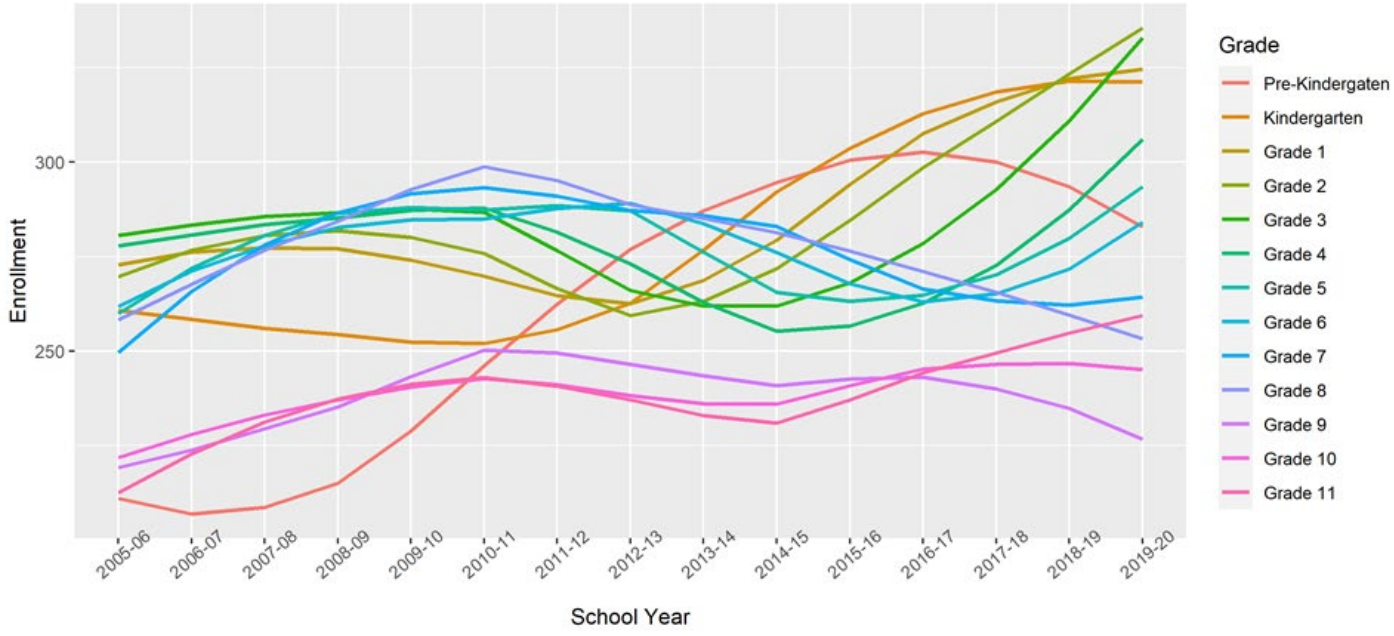
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Figure 38: Melrose total public school enrollment grades K-12, 2005/06 - 2019/20



Source: Massachusetts Department of Elementary & Secondary Education (DESE), 2005/06 - 2019/20

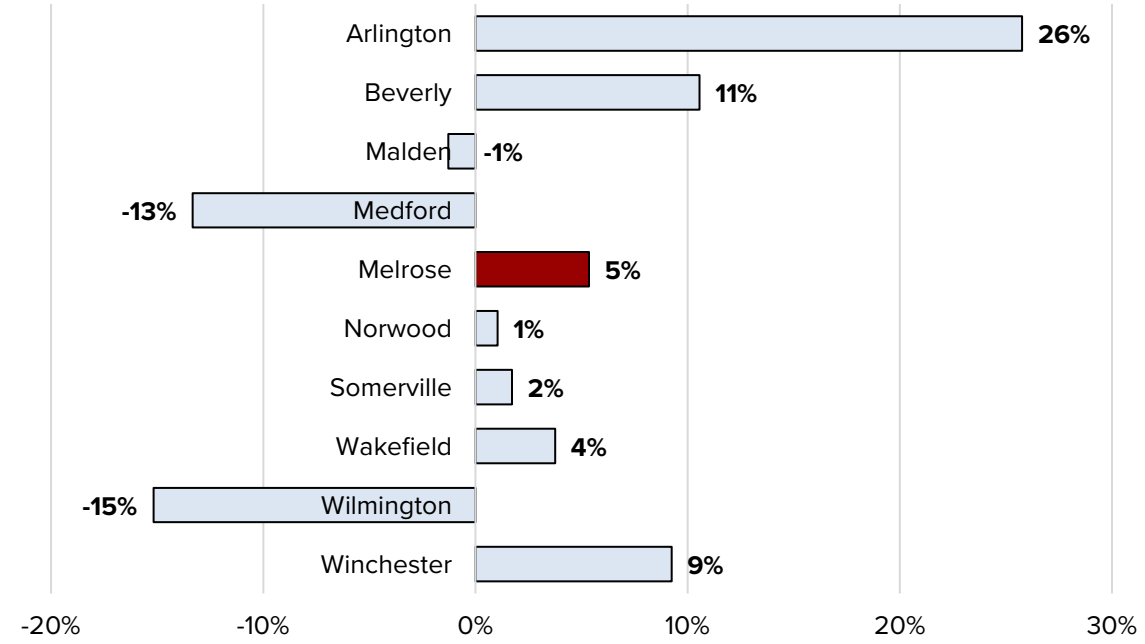
Figure 39: Melrose school enrollment by grade level, 2005/06 – 2019/20



Source: DESE, 2005/06 - 2019/20

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Figure 40: Change in school enrollment by context community, 2010-2018



Source: DESE, 2010-2018

While increased enrollment may put stress on the school system, there is no strong connection between new housing production and school enrollment. New housing production, especially small housing types aimed at households not served by the existing stock, tends to provide housing for young people, seniors, new couples, and singles. According to the Collins Center for Public Management's 2018 analysis of Melrose school enrollment, new housing was not a driver of enrollment growth.[7]

Instead, new growth tends to be driven by turnover in the existing housing stock. This turnover is a natural process in which older homeowners age out of their family homes and new families with school-aged children purchase the home. Of course, new housing development will likely be home to some school children, though the effect of these students on the school system is likely to be relatively small. Inasmuch as school enrollment is an issue for Melrose, it is not strongly correlated with housing growth, and it will need to be addressed through education policy rather than housing policy. Limiting housing development to prevent families from living in Melrose would, in fact, be a violation of federal and state Fair Housing law, open the City to legal liability, and is directly counter to Melrose's slogan as "One Community, Open for All."

[7] Edward J. Collins, Jr. Center for Public Management for Melrose Public Schools, "Schools Enrollment Projections Summary Report," 2018

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Zoning & Subdivision Laws

Melrose regulates land use, the size and shape of development, aspects of site and building design, and aspects of affordability through the Melrose Zoning Ordinance (MZO), Chapter 235 of the City's Administrative Code. Like all Massachusetts communities, the MZO is enabled under Massachusetts General Law Chapter 40A. In Melrose, as in the rest of the US, most real estate is bought and sold as a commodity in a regulated market. Zoning law regulates what can be built on a given piece of property, which influences how much money can be made from developing that property, ultimately influencing the sale price.

Melrose's zoning code divides the city into 15 base zoning districts. Seven are designated as residential districts, six are designated as business districts, and two are designated as industrial districts. Two overlay districts modify zoning rules in two of the city's base districts, one business and one industrial. Between the base and overlay zoning districts, residential uses are permitted in all but two small areas of Melrose, either by right or via a Special Permit from the Zoning Board of Appeals (ZBA).

Residential Base Districts

Suburban Residence Districts

Melrose has three Suburban Residence Districts: SR, SR-A, and SR-B. These districts are exclusively found on the eastern side of Melrose. Each district only allows detached single-family homes by right, with accessory "in-law" apartments allowed by a Special Permit issued by the ZBA (under a limited set of criteria everywhere in Melrose). The three districts vary principally in the minimum lot area allowed for an individual parcel.

The SR District, located south of Lynn Fells Parkway and encompassing Rivers Lane and Bellevue Golf Club, requires a minimum of 25,000 square feet (just over half an acre) for each residential parcel. The SR-A District, encompassing Mt. Hood Park and the surrounding residential areas, requires 15,000-square foot residential lots. The SR-B District, encompassing much of the remaining eastern edge of Melrose, requires 10,000-square foot lots. In addition to lot size requirements, these districts have relatively large setback and open space requirements. All buildings are capped at 2.5 stories and 35 feet in height. The housing in these districts tends to be newer than housing elsewhere in the city, with the majority of homes built between 1946 and 1980.

UR-A: Urban Residence A

The Urban Residence A (UR-A) District is the largest district in Melrose. It includes most of the land between the eastern suburban districts and Downtown, as well as most of the land west of the MBTA railway. Only detached single-family homes are allowed by right in UR-A, with accessory apartments, townhomes, and two-family homes allowed by Special Permit from the ZBA. Single family homes and townhomes require a minimum 7,500 square feet of land area for each unit. Two-family homes require 13,500 square feet in land area (i.e., 1,500 square feet less than the area required for two separate

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homes). Setback requirements are relatively low compared to the suburban residence districts. Buildings are capped at 2.5 stories and 35 feet in height. Homes in this area are of mixed ages and include many historic structures built before World War II.

UR-B: Urban Residence B

The Urban Residence B (UR-B) District includes the area east of Downtown, the area east of Main Street and north of Lynn Fells Parkway, the area between Main Street and the MBTA rail corridor, and a small area west of the rail corridor and south of Lincoln Elementary. In UR-B, detached single-family homes and two-family homes are allowed by right, with accessory apartments, townhomes, multifamily homes, and mixed-use developments allowed by Special Permit from the ZBA. Single-family homes require a minimum of 7,500 square feet in land area. Two-family homes, townhomes, and multifamily homes require 7,500 square feet of land for the first housing unit and 3,000 square feet for each additional unit. Mixed-use developments require a minimum of 10,000 square feet in land area. Buildings are capped at 2.5 stories and 35 feet in height.

UR-C and UR-D: Urban Residence C and D

The Urban Residence C (UR-C) District encompasses several small areas: one area between the rail corridor and Pleasant Street and running along West Wyoming Avenue; one area in the vicinity of the Franklin School and Main Street between West Highland Avenue and Franklin Street; one area near Main Street around East Wyoming Avenue, Lynde Street, and Grove Street; and one area along Main Street south of Banks Place. Urban Residence D (UR-D) ais a single small area in Downtown Melrose, roughly between the rail corridor and Myrtle Street and just south of West Emerson Street. In UR-C and D, townhomes, two-family homes, and multifamily homes are allowed by right, with detached single-family homes, accessory apartments, and mixed-use developments allowed by Special Permit. Townhomes, two-family homes, and multifamily homes require 6,000 square feet of land area for the first unit, and 1,250 square feet for each additional unit. Buildings are capped at 4 stories and 50 feet in height, with a maximum floor area ratio of 1.0. Minimum setback and open space requirements are relatively low compared to other districts.

Business Base Districts

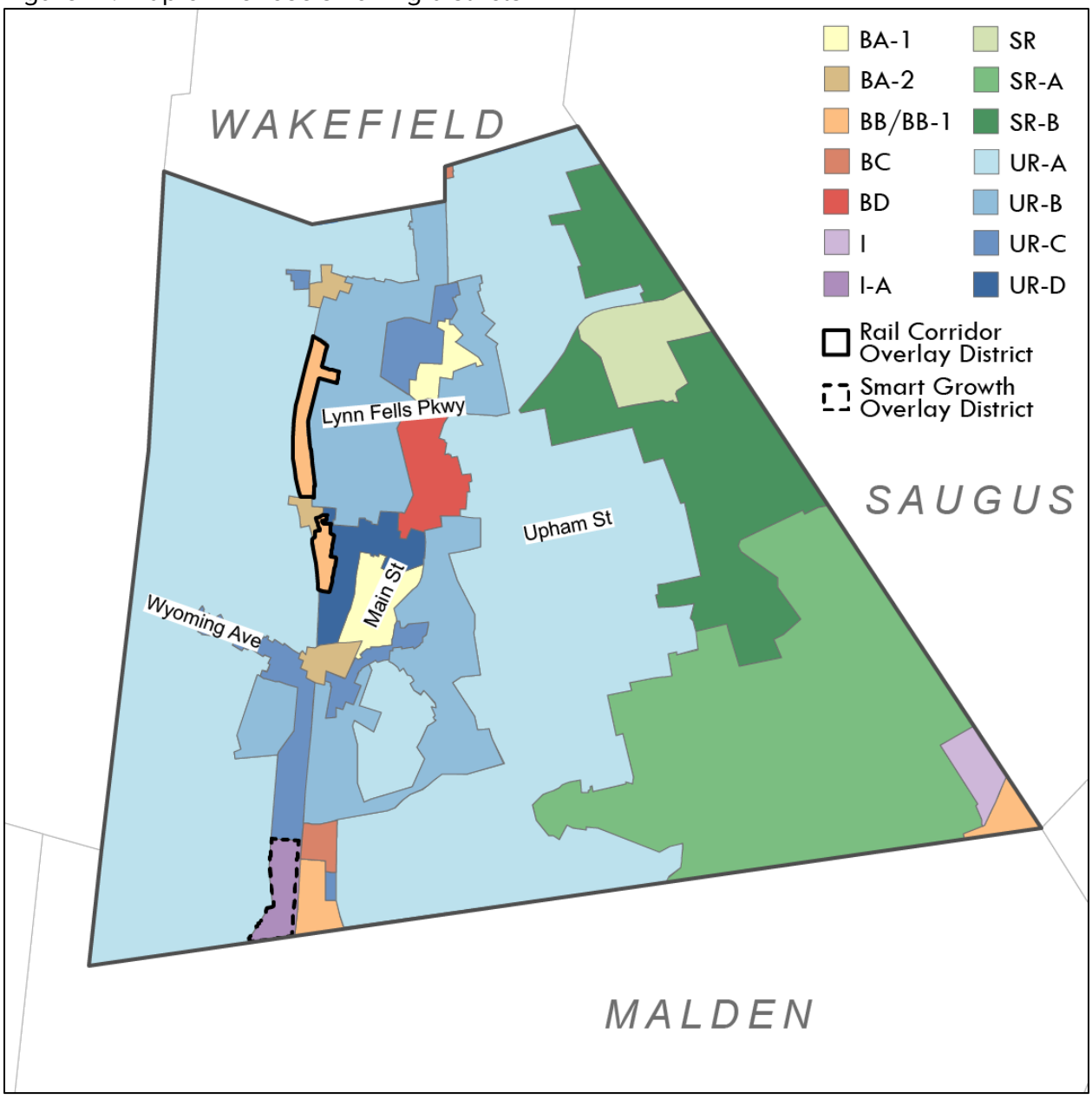
BA-1 and BA-2: General Business and Transit-Oriented Mixed Use

Melrose has a General Business (BA-1) District and a Transit-Oriented Mixed Use (BA-2) District. An additional General Business (BA) District remains in the zoning code but is not distinct from the BA-1 District and is not mapped onto any part of Melrose. BA-1 includes most of the core of Downtown Melrose from East Wyoming Street to Upham Street, as well as a portion of Main Street north of Lynn Fells Parkway. The BA-2 District includes the areas adjacent to each of Melrose's three MBTA Commuter Rail stations. In both districts, mixed-use developments with commercial (retail) uses on the ground floor and residential above are allowed by right. Multifamily developments with no retail component are allowed by Special Permit from the Planning Board for large redevelopment sites. All uses require only a 5,000-square foot lot, no minimum setbacks, and a maximum front setback of 5 feet. Buildings are capped at 4 stories and 50 feet,

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with a maximum floor area ratio of 2.0. The requirements of these base districts encourage wood-frame, mid-rise, mixed-use buildings.

Figure 41: Map of Melrose's zoning districts



BB and BB-1: Extensive Business

Melrose contains two Extensive Business Districts: BB and BB-1. The BB District is located in the city's southeasternmost corner along Broadway (Route 99) and no residential uses are permitted there. The BB-1 District is located in three areas directly east of the rail corridor: one district between Banks Place and Melrose's southern border, one district along Willow and Essex streets north of Foster Street, and one district between the rail

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corridor and Tremont Street, south of Melrose Street. Like the BA Districts, multifamily developments are allowed in the BB-1 district by Special Permit from the Planning Board for large redevelopment sites. Two of the three areas within the BB-1 district are modified by the Rail Corridor Overlay District as discussed below.

BC: Local Business

There are two small areas covered by Melrose's Local Business (BC) District: one at Melrose's southern edge, along Main Street between Banks Place and Sylvan Street, and the other at Melrose's northern edge, along Main Street north of Bay State Road. The BC district allows mixed-use developments (residential above commercial) by right and multifamily developments without a commercial component by Special Permit from the ZBA. Buildings are capped at 2 stories, 30 feet in height, and a maximum floor area ratio of 0.75.

BD: Medical Business

A large portion of Downtown Melrose in the vicinity of Melrose-Wakefield Hospital is zoned Medical Business (BD). Despite its name, the area encompasses many types of homes and businesses and allows many types of residential development. Townhomes, two-family homes, multifamily homes, and mixed-use developments are all allowed by right. Single-family homes and accessory apartments are allowed by Special Permit from the ZBA. Buildings in this area are capped at 8 stories, 80 feet in height, and a maximum floor area ratio of 2.0.

Industrial Base Districts

Melrose contains two base Industrial Districts (I and I-A). The I District is located in the southeast corner of Melrose between Malden, Revere, and Saugus. The I-A District is located between the rail corridor and Washington and Pleasant streets. Neither of these base districts allow residential uses, however, the I-A District is significantly modified by the Smart Growth District as discussed below.

Overlay Districts

Smart Growth District

In the early 2000s, Melrose conducted a master planning process that showed the community's interest in promoting sustainable, mixed-use, transit-oriented development—a practice often called "smart growth"—in the city's industrial areas near the rail corridor. At the time, the Oak Grove Village development, located between the rail corridor and Main Street at the city's southern border with Malden, was already underway. While Oak Grove Village was successfully permitted via a Special Permit, the MZO lacked a viable zoning tool to accomplish the community's broader smart growth goals. In 2008, the City Council passed a new Smart Growth District developed by the Planning Board and OPCD staff as an overlay for the area opposite the rail corridor from Oak Grove Village.

The Smart Growth District (SGD) is a zoning overlay with boundaries that fully match the I-A District between the rail corridor and Washington and Pleasant Streets. The SGD

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allows (but does not require) a mix of uses, including residential and consumer-facing commercial uses like retail and restaurants. SGD developments may have up to 35 housing units per acre and can include a range of housing types. Buildings are capped at 60 feet in height, with maximum floor area ratios ranging from 1.25 to 2.0, depending on the amount of commercial development in the project. SGD projects are assumed to occur on large lots, which are typical of former industrial areas. SGD rules require at least a half-acre of land and a maximum of 50% lot coverage. The amount of automobile parking required depends on the size of the housing units and amount of commercial space, but it may not be less than 1 space per residential unit. SGD developments are also subject to design standards meant to match the area's character, and some existing mill-style buildings are required to be preserved. Developers must demonstrate that water, sewer, and traffic infrastructure are adequate before a project is approved. All SGD projects must be approved by the Planning Board through Site Plan Review.

All but one parcel in the SGD has been redeveloped as of 2021 and all redevelopments have utilized the overlay zoning over the base I-A zoning. While the redevelopment is seen as positive, some in the community have said that the residential components of SGD projects are not matched by adequate retail components.

Rail Corridor Overlay District

The Rail Corridor Overlay District (RCOD) is a zoning overlay that shares the same boundaries as two of the three areas in the BB-1 District. One is just east of the rail corridor running along Willow and Essex streets, and the other runs along Tremont Street roughly between Emerson and Melrose Streets. The RCOD allows (but does not require) a mix of uses, including residential and consumer-facing commercial uses like retail and restaurants. RCOD developments may have up to 35 housing units per acre and can include a range of housing types. Buildings are capped at 4 stories and 50 feet in height, though the Planning Board may increase the allowable height to 5 stories and 62 feet provided that they meet certain criteria. RCOD developments have a maximum floor area ratio of 1.5. The developments must meet design standards, provide on-site open space, and pay into a Streetscape Improvement Fund. The RCOD requires one automobile parking space per unit plus additional guest spaces and commercial spaces if applicable. Developers must demonstrate that water, sewer, and traffic infrastructure are adequate before a project is approved. All RCOD projects must be approved by the Planning Board through the Site Plan review process.

Cluster Residential Development

Under its "cluster residential development" provision, Melrose's zoning code allows single-family developments in suburban residential areas to reduce their dimensional requirements and "cluster" single-family homes on one part of a site in order to preserve natural features elsewhere on the property. In practice, this zoning vehicle is not likely to be viable in Melrose since the size of a cluster development site must be at least 15 acres. No opportunities of that size exist today, and it is unlikely parcels would be aggregated for the purpose of creating such a development. Even if that land area requirement were removed, the zoning relief offered by Melrose's cluster provision is not enough that it would be viable for habitat protection on most smaller sites. Furthermore,

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single-family lots in these developments must conform to UR-A zoning rules. While UR-A developments consume less land than the suburban residential developments, they still consume considerable land per housing unit compared to newer models of cluster/open space zoning that will be discussed in the Development Framework section of the plan.

Inclusionary Zoning

Melrose passed its inclusionary zoning law (officially its "Affordable Housing Incentive Program Ordinance") in 2004, and most recently updated it in 2019. The ordinance requires that, for developments of five or more units, 15% of all units must be held as affordable for households earning 80% of the Area Median Income or less. To offset the costs of building and managing Affordable Housing units and minimize the risks of deterring development, the zoning code provides a density bonus of one market-rate unit for each Affordable Housing unit and decreases parking requirements. Developers are required to pay a fee to the City for any "fractional units" (i.e., when the 15% requirement results in a fraction of a unit) and those payments are directed into the City's Affordable Housing Trust Fund. Developments of 5, 6, and 7 units are able to provide a payment in lieu of providing the units onsite and this money also goes into the Affordable Housing Trust Fund.

Incentive Zoning

In 2021, the City adopted a new "incentive zoning" framework that offers developers increased allowable densities in exchange for community benefits. The new incentive zoning is focused on sustainability benefits, such as green infrastructure, sustainable building practices, increased open space, and support for alternative modes of transport such as bicycling or walking. The incentive zoning tool is available in the BA-1 and BA-2 Districts.

Subdivision Control Law

The Planning Board oversees subdivision of parcels in Melrose through the City's Subdivision Rules and Regulations. The regulation requires each individual lot within a subdivision have access to a public right-of-way, which either already exists or must be built, and controls the design of any new rights-of-way proposed in a subdivision. In general, the law reasonably controls conventional suburban style development, but it does not accommodate alternative housing and site types that may be desired by the community, such as cottage or cluster housing.

Site Plan Review

The Planning Board approves Site Plan Review application for all new industrial or commercial uses, new residential developments of four or more, extensions in excess of 2,500 sq. ft. of an existing industrial, commercial, or multi-family use, or the construction or expansion of a parking lots. The intent of the site plan review process is to regulate, rather than prohibit, uses through reasonable conditions concerning the design and

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layout of buildings, signs, open space, landscaping, parking areas, access and egress, drainage, sewage, water supply, and public safety. It is important that all new development is consistent with the character of Melrose, regardless of its size and scale.

Local Housing Toolkit

Affordable Housing Trust Fund

In 2020, Melrose established a local Affordable Housing Trust Fund (AHTF) to collect and spend funds on Affordable Housing development and local housing programs. AHTFs are public bodies enabled under state law that can hold money and property independent of the City itself, and it can use its holdings for Affordable Housing purposes. Unlike the larger City government, an AHTF can act quickly and is better equipped to respond to housing development opportunities that arise outside of the City's normal annual budgeting process. AHTFs are governed by boards that are appointed by local leaders. Melrose's AHTF has not yet been fully set up, and one anticipated outcome of this planning process is to provide direction for the AHTF.

AHTFs are only effective if they are funded. In addition to payments collected through Melrose's inclusionary zoning law, funds could potentially be generated from other development fees if they occur. However, these sources are unlikely to be consistent. Many communities fund their trusts through the Community Preservation Act (CPA), a local surtax on real estate that must be spent on a variety of community benefits including Affordable Housing. However, Melrose has not locally adopted CPA at this time. Consistent funding—from CPA, a recurring general fund appropriation, or other stable source—will help Melrose's AHTF make effective and efficient investments in Melrose's housing.

Housing Choice

The state's Housing Choice program provides capital grants to municipalities that meet certain housing production goals, with larger grants given to communities that permit more housing. Melrose became a Housing Choice community in 2018 during the inaugural year of the program. It qualified by permitting more than 500 units over five years. The state awarded Melrose $168,000 in Housing Choice funds, which funded public realm improvements and accessibility upgrades along Cherry Street. Melrose was designated again as a Housing Choice community in 2020 by permitting more than 300 new units and meeting housing policy best practices. The designation will last for five years, until 2025.

North Suburban Consortium

Melrose is a member of the North Suburban Consortium (NSC), a membership group of nearby municipalities that collectively manages their federal HOME funds. HOME is one

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of the few active federal direct funding sources for Affordable Housing development. In the past, the NSC has supported work in Melrose to "buy-down" affordability in projects by private developers,[8] fund nonprofit single-room occupancy units with supportive services for pregnant teens and new mothers, and it has collaborated with the Melrose Affordable Housing Corporation to acquire units for Affordable Housing.

Through the NSC, low-income Melrose residents who are first-time homebuyers can qualify for down payment assistance loans. However, these loans are capped at $7,500 per property and there is a purchase price limit of $466,000. Because of the small size of the loans and the high cost of housing in Melrose, this down payment assistance is rarely sought by residents.

Melrose Housing Authority

The Melrose Housing Authority (MHA) is the local public agency that administers many federal and state housing programs. Most visibly, the MHA owns and operates 322 public housing units, including 305 units for the elderly and people with disabilities, and 17 units for families. The elderly units are located in two high-rise developments, while the family units are interspersed across the city in small multifamily buildings acquired by Melrose's Affordable Housing Corporation. The MHA also manages federal and state rental vouchers, which assist low-income tenants in private rental properties, as well as project-based vouchers, which provide operating support for units in affordable housing developments. In Melrose, project-based vouchers are prioritized for Melrose residents and veterans. Lastly, the MHA manages the state's "Family Self Sufficiency" program and provides trainings for rental voucher holders.

Melrose Affordable Housing Corporation

The Melrose Affordable Housing Corporation is an independent nonprofit that acquires and rehabilitates residential properties into deed-restricted Affordable Housing units with federal funding through the NSC's HOME program. The corporation owns four properties with a total of 15 housing units. Though the MAHC has close ties to the City and the Housing Authority, MAHC is a separate, non-governmental organization. MAHC has no staff and is run by a volunteer board of directors. As such, MAHC lacks capacity to significantly grow its stock of Affordable Housing. Their existing units are managed by the Housing Authority, which is tasked with managing hundreds of other units.

[8] Housing buy-downs fill the gap between the price of an Affordable Housing unit and the price of that housing unit on the open market. By "buying-down" the market rate price to one that is Affordable, a city can add more Affordable Housing units beyond what is required by local inclusionary zoning rules while also ensuring that developers can finance their projects.

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Development Framework and Opportunities

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Development Framework

Different kinds of housing are appropriate in different parts of the city. Melrose is fortunate to have distinct neighborhoods, each with its own history, land use characteristics, and architectural heritage. New housing can complement the existing urban fabric of each area, playing to each area's strengths. By guiding new housing development in these areas, Melrose can proactively ensure that it meets the community's housing goals.

This plan introduces a loose "development framework" that can be used to think about new housing production in Melrose. It is meant as a guide for local decisionmakers, community members, and developers when approaching development projects. It is *not* meant to prescribe the type of new development appropriate for any individual site in the city. Overall, the framework seeks to guide development in an incremental manner and recognizes that new development can respect and coexist with Melrose's existing built environment.

Location Types

This development framework utilizes loosely-designated location types: Downtown, the Rail Corridor, the Hospital Area, Mid-Density Neighborhoods, Low-Density Neighborhoods, Large Open Spaces, and a Commercial-Industrial area. Each location type contains buildings and housing that share certain characteristics, such as age, density, mix of uses, and dimensions. The boundaries of these location types are not specific, and individual sites may not fit the overall pattern described here. Nonetheless, this breakdown provides a useful structure for considering future development in Melrose.

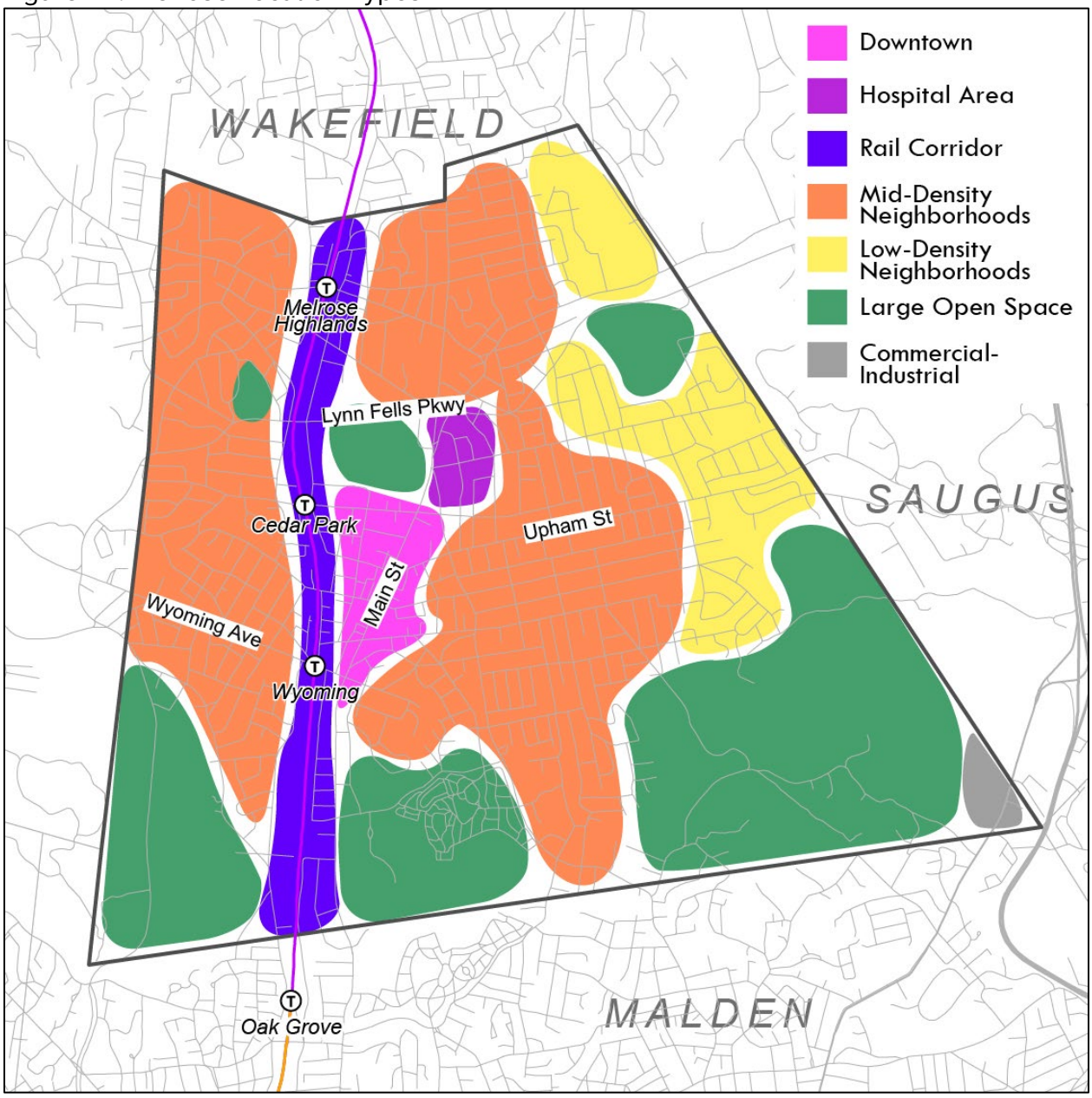
Downtown, Rail Corridor, and Hospital Area

Development in the Downtown, Rail Corridor, and Hospital Area should reflect these areas' historic character, existing retail base, and strong transit and pedestrian connections. Participants in this plan's engagement process tended to prefer that new housing be located in transit- and amenity-rich locations like these. New development in these locations should be mixed-use, with residential uses above retail. Small- and large-multifamily buildings without a retail component may also be appropriate in some places, as well as townhouses or two-and three-family buildings on smaller parcels. In general, these recommendations follow existing development patterns for each of these areas.

Current zoning tools are largely sufficient to accommodate these desired uses, but certain dimensional and parking rules may need to change in order to successfully promote the types of development envisioned for these areas. Based on data from MAPC's Perfect Fit parking study in 2019, it is likely that Melrose could reduce parking requirements in larger, transit-oriented developments in accordance with demonstrated demand for off-street parking spaces.

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Figure 42: Melrose Location Types



Continuing to target development in these areas is in line with the Commonwealth's goals to prioritize housing production in smart growth areas. As a municipality served by the MBTA, Melrose will need to demonstrate to the Department of Housing & Community Development (DHCD) that it meets the new Multi-Family Zoning Requirement for MBTA Communities under MGL Chapter 40A, Section 3A. This will be necessary in order to remain eligible for state funding through the Housing Choice Initiative, Local Capital Projects Fund, and the MassWorks infrastructure program that the City relies on for capital and infrastructure improvements. To obtain a determination of compliance for a term of 10 years, Melrose will need to show that, within a half-mile of transit station, it has

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at least one zoning district of 50 acres or more that allows multifamily or mixed-use development as of right at a density of 15 units per acre or more. Given the City's prioritization of transit-oriented development over the years, meeting this requirement should not be an issue.

Mid-Density Neighborhoods

The portions of Melrose adjacent to Downtown and the Rail Corridor are primarily comprised of older housing with a mix of densities, including many mid-density homes. These "Missing Middle" housing types, which fall between single-family homes and large apartment buildings in terms of scale, are intermixed with more prevalent single-family homes. These neighborhoods are ideal for renewed infill development such as two- and three-family developments, small multifamily buildings, and accessory apartments, which can provide alternative housing opportunities for households that either do not want or cannot afford a single-family home in Melrose.

The Melrose Zoning Ordinance facilitates this type of development to varying degrees. These smaller housing types are allowed in some zones (such as UR-B) but not others (such as UR-A). Dimensional requirements, especially minimum land area requirements, may prevent this kind of development altogether. These barriers could be address through relatively minor adjustments to Melrose's zoning. However, Melrose will also need to ensure that new development complements its overall neighborhood through smart design. The City will also need to ensure that development pressure does not disproportionately harm historically marginalized groups, such as people of color and renters, who are relatively well represented in these areas compared to other parts of the city and are more likely to experience housing insecurity.

Low-Density Neighborhoods

Housing development in the eastern portions of Melrose occurred later than in other, more historic areas of the city. Housing here tends to be newer and lower density, meaning each home tends to use more land than homes elsewhere. Opinions on new housing here are mixed. Some residents expressed a desire to limit new development in this area, due to the increased automobile traffic brought by housing here relative to other parts of Melrose. Others felt housing could be incorporated there where there are larger parcels and development should not be concentrated in certain parts of the city.

This framework takes a balanced approach to Melrose's low-density neighborhoods. For development that occurs in these areas, it should be sustainable and use resources efficiently while respecting the existing built context. To that end, Melrose should advance "cluster" style single-family or cottage style developments in these areas. These developments group smaller single-family homes in a single lot with shared green space, shared gathering areas, and (often) shared parking. In doing so, they use land more efficiently while offering a housing type that is more amenable to seniors, young families, and single adults compared to conventional suburban single-family development. Cluster and cottage-style developments tend to make use of historic design elements that

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complement the existing context while cleverly creating more affordable, accessible, and sustainable housing options. Existing cottage developments in Massachusetts can be found in Concord, Weymouth, Dennis, and Brewster.

Melrose's zoning code already has a cluster zoning provision, but it is not designed to produce cottage developments with efficient uses of land. That provision could be overhauled to accommodate more contemporary development preferences. Revisions should reduce the minimum total lot size, reduce the land area required per unit, and create design requirements for shared open space, accessory use, and parking facilities. The City's subdivision law would also need to be reformed to allow for this type of development.



Concord Riverwalk, an example of contemporary cluster/cottage-style development.
Source: Union Studio Architecture; Photo: Nat Rea

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Development Opportunities

Melrose has numerous sites that offer potential for new residential development. This section provides a list of sites currently under consideration for redevelopment as well as sites that could be considered in the future. These lists are limited to relatively large sites with mixed-use or multifamily redevelopment potential. Small infill sites that are suited for accessory apartments, two-family developments, townhouses, cottage houses, or other smaller housing types are not included here, but nonetheless represent an opportunity for small-scale, incremental infill development.

To provide context, sites already in the City's development pipeline are included in this list and noted separately. The property owners at these sites have already demonstrated development interest, and it is likely these sites will move forward with redevelopment. Other sites on this list are more speculative and development is contingent on their owners' interest.

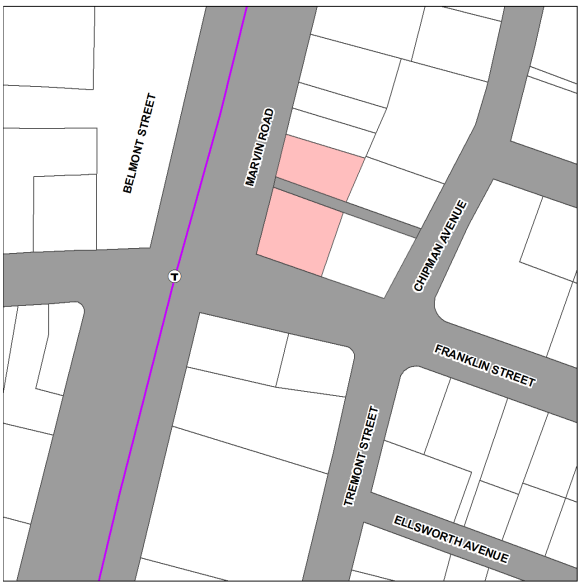
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Sites in the Housing Pipeline

Some sites in Melrose are already "in the pipeline," meaning the property owner is actively considering redevelopment. Owners of sites in this section have filed some initial paperwork or reached out to OPCD staff stating their intention for redevelopment, including estimated number of future units.

Site 1: Franklin Market, 453-463 Franklin Street





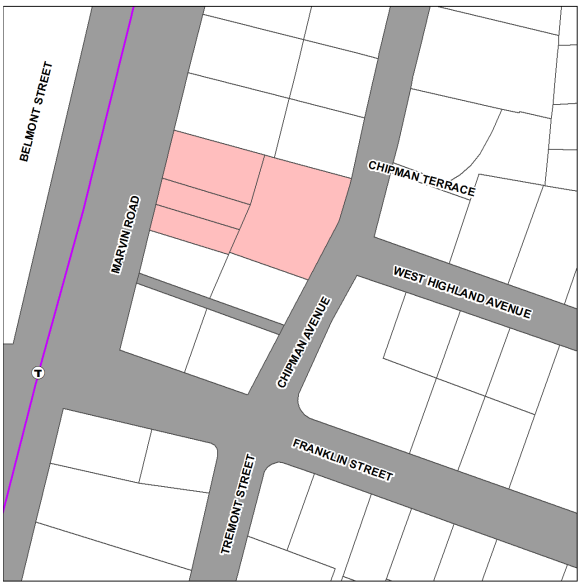
Location notes: Near the Melrose Highland MBTA Station
Existing use: Single-story retail
Existing structures year built: 1967
Existing floor area ratio: 0.96
Parcel IDs: C12 0 16
Zoning: BA-2, Eligible for Incentive Zoning
Anticipated units/use: Mixed-use with 18 residential units over commercial first floor
Land-based constraints: None

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MELROSEHPP

Site 2: VFW Post 2394, 14 Chipman Ave / 21 Marvin Road



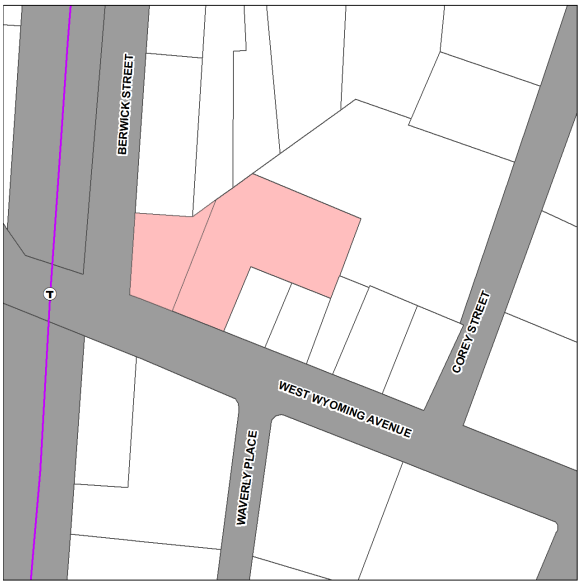


Location notes: Near the Melrose Highland MBTA Station
Existing use: Fraternal organization
Existing structures year built: 1958
Existing floor area ratio: 0.57
Parcel IDs: C12 0 23; C12 0 20; C12 0 19; C12 0 18
Zoning: BA-2, Eligible for Incentive Zoning
Anticipated units/use: Mixed-use with 42 residential units over commercial first floor and VFW canteen
Land-based constraints: None

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Site 3: 31-39 West Wyoming Avenue



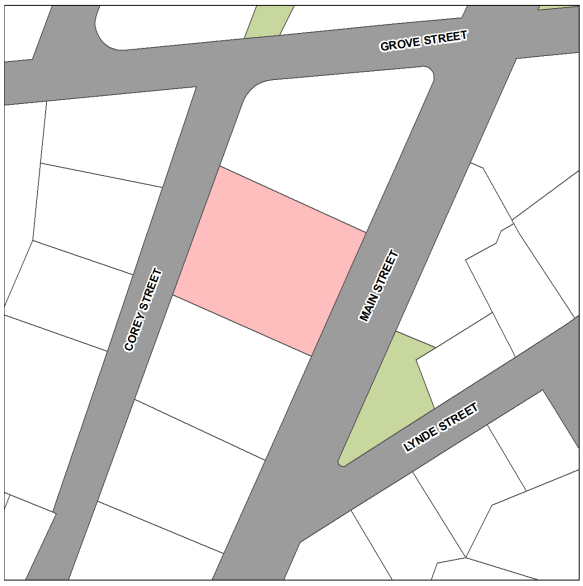


Location notes: Near the Wyoming MBTA Station
Existing use: Single-story retail, garages, vacant lot
Existing structures year built: 1919
Existing floor area ratio: 0.04
Parcel IDs: C6 0 9; C6 0 8
Zoning: BA-2, Eligible for Incentive Zoning
Anticipated units/use: Mixed-use with 27 residential units over parking and small commercial area
Land-based constraints: Underground culvert

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Site 4: MMTV Site, 360 Main Street





Location notes: Near Downtown and Wyoming MBTA Station
Existing use: Offices, studios
Existing structures year built: 1926
Existing floor area ratio: 0.90
Parcel IDs: C6 0 56
Zoning: BA-2, Eligible for Incentive Zoning
Anticipated units/use: Mixed-use with 42 residential units over first-floor commercial and MMTV studio
Land-based constraints: None
Other notes: A mixed-use project at this site was previously approved by the Planning Board and Zoning Board of Appeals but was appealed by abutters

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Site 5: Caruso Property, 681-697 Main Street





Location notes: Near Downtown
Existing use: Single-story retail
Existing structures year built: 1911, 1924
Existing floor area ratio: 0.70
Parcel IDs: D8 0 12; D9 0 14
Zoning: BD (Medical District)
Land-based constraints: Flood zone, underground culvert
Target housing type: Mixed-use (residential over retail)
Other notes: Redevelopment of this property has been under consideration for some time. The site is constrained by a need to perform underground infrastructure work and may require flooding mitigation. Any new housing here will need to be designed with resiliency in mind. A future project will likely require Variances due to constraints in the BD District zoning. There is a City-owned surface parking lot next to this site that could potentially be redeveloped in concert with it.

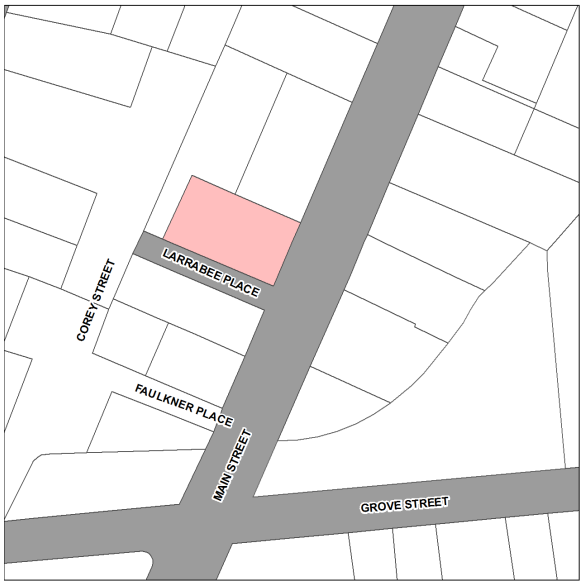
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New Opportunity Sites

The following sites represent potential opportunities for residential or mixed-use development. They are not officially in the City's development pipeline and are not formally under consideration for redevelopment, although some property owners may be informally exploring redevelopment options. This list is intended to serve as a workable point of reference for future development possibilities in Melrose, but ultimately it is the individual property owner's choice whether to pursue redevelopment.

Site 6: Norman Prince Post VFW, 428-436 Main Street



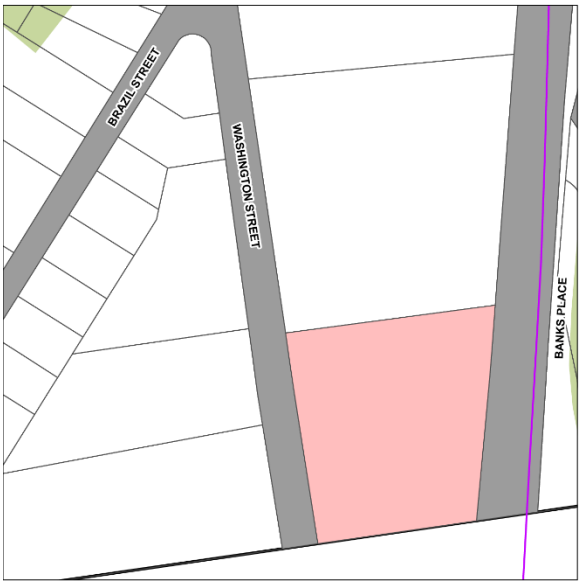


Location notes: Downtown
Existing use: Fraternal organization
Existing structures year built: 1941
Existing floor area ratio: 0.94
Parcel IDs: C7 0 15
Zoning: BA-1, Eligible for Incentive Zoning
Land-based constraints: None
Target housing type: Mixed-use (residential over retail)
Other notes: This property is a well-used VFW hall. Any redevelopment effort should consider the inclusion of a canteen or function space for this organization.

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Site 7: Greenwood Property, 1 Washington Street



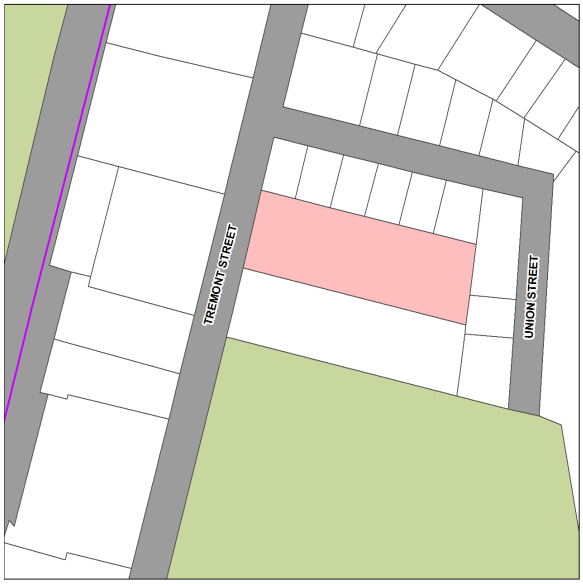


Location notes: Near Oak Grove MBTA Station
Existing use: Contractor's yard, offices, parking
Existing structures year built: 1954
Existing floor area ratio: 0.25
Parcel IDs: B2 0 21
Zoning: I-A, Smart Growth District
Land-based constraints: None
Target housing type: Mixed-use (residential over retail)
Other notes: This is the only remaining property in the Smart Growth zoning district that has not been redeveloped for residential/mixed-use development.

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Site 8: 171 Tremont Street



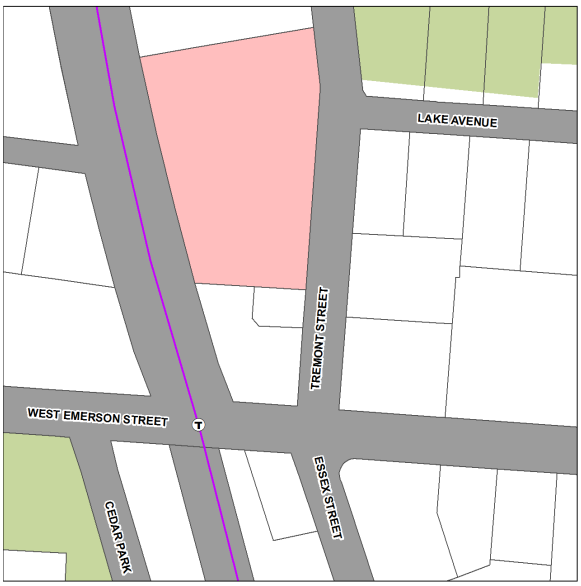


Location notes: Along the rail corridor
Existing use: Offices and gym uses
Existing structures year built: 1914
Existing floor area ratio: 0.27
Parcel IDs: C11 0 126
Zoning: BB-1, Rail Corridor Overlay District
Land-based constraints: None
Target housing type: Mixed-use (residential over retail)
Other notes: The City previously approved plans to redevelop this property into a mixed-use building 23 housing units over first floor commercial, but the approvals expired after no development proceeded. Any new housing here will need to be designed with resiliency to flooding in mind, including the provision of green infrastructure and raised access points.

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Site 9: 14-24 Tremont Street



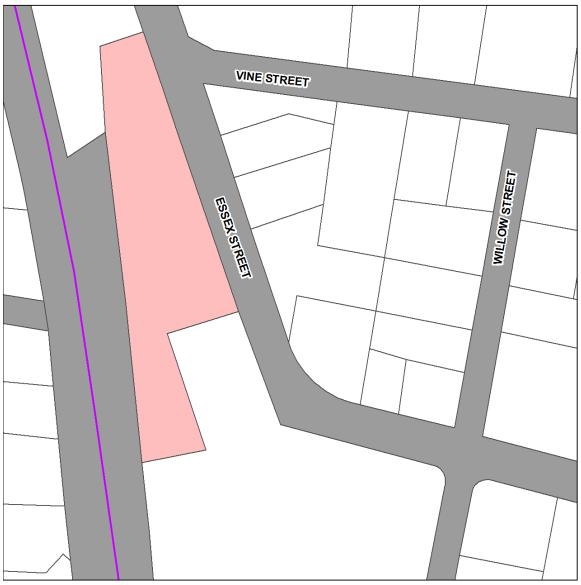


Location notes: Near Cedar Park MBTA Station
Existing use: Dog daycare, rental housing, parking, and automobile storage
Existing structures year built: 1914
Existing floor area ratio: 0.11
Parcel IDs: B9 0 105
Zoning: BB-1, Rail Corridor Overlay District
Land-based constraints: Flood zone
Target housing type: 3- to 4-story multifamily
Other notes: Any new housing here will need to be designed with resiliency to flooding in mind, including the provision of green infrastructure and raised access points. Consideration should also be given to mitigating the potential displacement of existing rental tenants.

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Site 10: Parking Lot, 164 Essex Street





Location notes: Near Cedar Park MBTA Station
Existing use: Parking
Existing structures year built: n/a
Existing floor area ratio: 0.00
Parcel IDs: C8-0-4
Zoning: BB-1, Rail Corridor Overlay District
Land-based constraints: None
Target housing type: 3- to 4-story multifamily

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Development Targets

Under M.G.L. Chapter 40B, a Housing Production Plan must set a development target for new housing, particularly new Affordable Housing. HPP development targets are typically calculated such that achieving the target would help achieve “safe harbor” from Chapter 40B Comprehensive Permit developments. To achieve safe harbor, a community must have 10% of its housing on the Subsidized Housing Inventory (SHI) or make incremental progress toward that goal. Units can be counted on the SHI when they are deed-restricted Affordable Housing or when they are market rate but are part of a development in which at least 25% of units are deed-restricted Affordable Housing rental units (typically built through the Chapter 40B Comprehensive Permit process).

Melrose presently has 934 SHI units, or 8.0% of its total housing stock (11,714 units) as counted in the 2010 US Census. Melrose would need a total of 1,171 SHI units to meet Chapter 40B’s 10% threshold, or 237 more SHI units than there are today. Furthermore, once 2020 Census figures are released, the state will recalculate the SHI percentage based on the new number of year-round housing units in Melrose. Based on the City’s permitting data, there have been approximately 567 net new housing units permitted in Melrose since 2010, bringing its total housing stock to 12,281 units. Once the state determines the new SHI percentages, Melrose will need roughly 294 additional SHI units to achieve safe harbor.

Melrose could also seek temporary safe harbor through adoption of this HPP and progress in Affordable Housing production. To do this, the City must permit Affordable Housing units at a rate of 0.5% or 1.0% of its total housing stock, which would result in one- or two-year safe harbor designation, respectively. This means Melrose would have to produce 59 new SHI units in one year to be eligible for one year of safe harbor when using the 2010 total unit count, or 61 SHI units using the estimated 2020 total unit count. SHI unit production would need to reach 117 or 122 units per year (for the 2010 and estimated 2020 total unit counts, respectively) to reach two-year safe harbor.

Realistically, this level of production would be very difficult to achieve for Melrose, especially with deed-restricted Affordable Housing alone. Affordable Housing must be subsidized and securing sufficient resources for Affordable Housing development requires substantial time and effort. Nonetheless, producing 237 new SHI units, ideally all deed-restricted Affordable Housing units, during the next five years is an appropriately ambitious target for Melrose to work toward.

Setting targets based on Chapter 40B requirements—while important for this regulated plan—will not satisfy the demand for Affordable Housing in the community. As demonstrated in the Housing Needs and Demand Assessment, Melrose has housing needs that exceed the regulatory requirements set forth in Chapter 40B. But because the Chapter 40B-based target is itself ambitious, it is an appropriate approach for this plan.

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Housing Goals, Strategies, and Actions

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Housing Goals

Based on feedback received through engagement activities, this plan proposes five goals for the future of housing in Melrose:

1. Housing Mix

Encourage a range of housing options and types to serve households with a variety of incomes and meet the diverse needs of current and future Melrose residents.

A person's housing needs typically change many times over the course of their life as their household grows or shrinks in size, as their income increases or decreases, or as they pursue changes in employment. Different people also have different housing needs depending on their physical abilities, available income, and personal preferences. Often this diverse set of needs can be best satisfied by different types of housing development. Melrose already contains a mix of housing types, including single-family homes, townhouses, accessory apartments, two-family homes, three-family homes, small multifamily budlings, mixed-use developments, and larger multi-family buildings. (See Housing Stock on page 32 for more analysis of housing types.)

Until the mid-20th century, communities typically built housing to serve the diverse housing needs of their residents, and Melrose was no exception. However, cultural expectations of communities near larger cities began to shift following World War II, when new homes built in Melrose were increasingly detached single-family. The City's recent efforts to reverse the preference for single-family development have been successful in building a more diverse housing stock, especially larger multifamily buildings. But the City can do more to encourage the development of housing options that are neither detached single-family homes nor large multifamily buildings, ensuring Melrose's housing can meet the needs of the entire present and future Melrose community.

2. Racial Equity

Advance racial equity, promote inclusion, encourage wealth creation through housing access for people of color, and enrich the Melrose community through increased diversity.

For more than 100 years, housing policy has played a key role in constructing and perpetuating racial inequality in the US. Tools like federal redlining, steering by realtors and mortgage issuers, racially restrictive covenants, and local exclusionary zoning were used to build a racially segregated housing system that disproportionately benefited White people and reduced opportunities for people of color, especially Black people.

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Melrose's demographics are partly a result of that system. Other tools, like blockbusting, rent-to-own schemes, adjustable-rate mortgages, and subprime mortgage lending further limited wealth creation among Black people in particular and people of color generally. Though the latter set of practices have been used less often in Melrose because there were fewer Black people to target, they have contributed to inequality in the broader housing market. Congress recognized and addressed these facts in its 1968 Fair Housing Act. However, little has changed in the intervening decades, in part due to lack of enforcement or local implementation mechanisms.

While fully ameliorating the impacts of these policies will require investment at the federal level, Melrose can use local housing policy to make incremental progress towards reversing this history of housing-based exclusion and providing individual households with opportunity. The benefits of this approach would be broadly shared by existing and future members of the Melrose community, who could all enjoy the social and economic strengths of a more inclusive and diverse population.

3. Affordable Housing

Expand and preserve deed-restricted and subsidized Affordable Housing opportunities for low- and moderate-income households, including family households.

Housing affordability is a serious issue in Melrose, impacting a diverse set of households across a range of incomes. As housing costs continue to rise, deed-restricted Affordable Housing is one of the few types of housing that can ensure stability for existing residents or provide opportunity for those seeking a new home, current Melrose residents and newcomers alike. This deed-restricted Affordable Housing is crucial in maintaining an economically diverse community over time.

Deed-restricted homes can only be rented or sold to households with incomes below a certain threshold, typically less than 80% of the region's Area Median Income (AMI), which varies by household size. In 2021, 80% of the Area Median Income in Greater Boston is $67,700 for a single-person household and $96,650 for a four-person household. Units that meet these criteria are eligible to be included on the state's Subsidized Housing Inventory under Chapter 40B. (See Housing Affordability on page 39 for more information.)

4. Enhanced Neighborhoods

Utilize housing as a tool to enhance existing Melrose neighborhoods, balancing development with other community priorities such as open space, historic preservation, economic development, walkability, sustainability, and resilience.

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Housing can be an opportunity for community and neighborhood enrichment in Melrose. Too often, new housing is discussed as a burden on existing communities. While housing's impact on existing systems should be considered, the framing of "housing as a burden" misses both the intrinsic benefits of meeting people's housing needs and the non-housing benefits new development can create.

If housing development is done well and in the right places, it can support local businesses through additional patrons, create new open spaces through pocket park development, preserve historic structures through their rehabilitation, create pedestrian connections through large sites, and improve stormwater issues through new green and grey infrastructure. Even small developments on infill sites can improve Melrose's quality of life. Of course, any new development will need guidance to produce these positive outcomes. That guidance can come in the form of smart zoning, design guidelines and standards, and (for larger projects) public review processes.

5. Community Engagement

Promote an understanding of the role that housing plays in Melrose and the region through ongoing public engagement and discussion.

This planning process has included a broad public conversation on the role housing has played in Melrose's past, present, and future. Both the planning team and the community have learned a great deal from the conversation, and that learning is reflected in the contents of this plan. However, this plan is just the beginning. To implement the plan's ideas, there will need to be considerable additional analysis and public engagement processes. Melrose should continue the public dialogue around housing to inform future planning work, to create a more grounded debate about housing matters generally, and to provide space for new ideas to emerge from players new to the planning process.

Strategies and Actions

This section recommends an array of locally specific housing policies and practices to advance housing goals. To determine these recommendations, the planning team assembled a list of common housing actions used by communities in Massachusetts and beyond to address housing goals similar to Melrose's. The initial list was limited to housing initiatives by local governments specifically, but still included more than 50 potential actions. Each action was rated according to its anticipated impact and potential fiscal cost to the City. Through conversations between MAPC, City staff, and the Advisory Committee, the initial list of actions was narrowed down to the ideas that were most appropriate for Melrose. The actions were then organized into broad strategies according to common themes.

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This group of actions were shared with the public in the Spring 2021 Engagement Campaign, during which community members responded to each action with a priority rating. Using that community input, the list of actions was further narrowed.

This section outlines a targeted list of strategy and action recommendations that the City can implement over the next five years to make material progress towards its housing goals, address unmet housing needs, and produce Affordable Housing in accordance with M.G.L. Chapter 40B.

Many policy tools could be deployed to achieve Melrose's housing goals, but the City cannot pursue all strategies at once. This planning process identified a universe of potential strategies and actions, and through analysis and public discussion, refined and narrowed the list of potential actions based on anticipated impact, relevance to plan goals, cost to implement, relationship to other strategies and actions, and interest from community members. This winnowing resulted in the "high priority" strategies described below.

In addition to these high priority strategies, this plan identifies a set of "best practices" the City should also pursue. These actions are widely recognized as good planning practice, will advance the City's housing goals, and are simple to implement compared to the actions in the high priority list.

High Priority Strategies

Strategy A: Use zoning and design guidelines to encourage "missing middle" housing that fits into Melrose's existing context.

Melrose has always featured a mix of housing types, including duplexes, townhomes, small multifamily buildings, and accessory apartments. However, detached single-family homes still comprise the majority of Melrose's housing, with large multifamily buildings the next most common type. The actions below would encourage production of duplexes, townhomes, accessory apartments, and small multifamily development in Melrose where appropriate.

> "I would like for there to be more housing types at a range of price points. Existing housing would be restored, and new housing built in all forms - accessory units, duplexes, townhouses, multi-family, and independent senior living communities..."

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A1. Allow two-family homes and townhomes in more zoning districts.

Impact: Medium
Cost: Low
Goals Advanced: Housing Mix, Racial Equity, Enhanced Neighborhoods

Two-family homes (duplexes) and townhomes typically cost less than single-family homes while retaining much of the experience of single-family housing and blending into single-family neighborhoods. Melrose already contains 915 two-family homes, which are especially common in areas near Downtown and along the rail corridor. Approximately 65% of those homes were built in or before 1900, 27% between 1901 and 1940, 5% between 1941 and 1970, and 3% since 1971. While two-family homes and townhomes are allowed in the Melrose Zoning Ordinance (MZO), they are not permitted in all areas and they require a Special Permit in some places. These requirements add cost to the homes that are eventually built and incentivize fewer homes to be built overall. Allowing two-family homes and townhomes with or without Special Permits in more areas could create new homes while encouraging contextually sensitive development.

A2. Amend zoning to allow for more forms of accessory dwelling units.

Impact: Medium
Cost: Low
Goals Advanced: Housing Mix, Enhanced Neighborhoods

The MZO allows accessory “in-law” apartments under certain conditions: a Special Permit is required, the primary dwelling must be owner-occupied, tenants must be close family (parents or children), and the apartment must be re-certified by the City every three years. Accessory apartments must also be carved out of existing space within a house or built as an addition that does not change the home’s outward appearance; accessory apartments in detached buildings, such as converted garages, are not allowed.

These restrictions are strong disincentives for homeowners considering an accessory apartment. For instance, Melrose could allow accessory apartments that are detached from the main house, such as above a detached garage or in a new building designed to match the built context. A number of single-family properties with more than 5,000 square feet of yard space could accommodate an accessory apartment of a few hundred square feet with little impact to that property or to neighbors.

Some restrictions, such as those that restrict occupancy to family members, limit a homeowner’s ability to seek a loan to build an accessory apartment. Because a family requirement means that the accessory apartment has no value if the property owner does not have family to occupy it, many banks will not approve a home improvement loan when a family requirement is in place. Loosening these restrictions on accessory apartments would encourage the creation of lower-cost forms of housing. Based on other Massachusetts communities, it is unlikely that any changes to accessory apartment

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zoning would overwhelm Melrose with new units but would rather result in incremental increases.

Accessory dwelling units provide an important opportunity to create more affordable options for those in Melrose experiencing the most housing insecurity, such as seniors and people with disabilities. Beyond price, these units can allow these populations to live close to family while still maintaining a sense of independence.

A3. Propose amendments to dimensional and parking requirements to allow for a range of smaller housing types that match historic development patterns.

Impact: High
Cost: Low
Goals Advanced: Housing Mix, Racial Equity, Affordable Housing, Enhanced Neighborhoods

The MZO includes numerous dimensional requirements that regulate the physical aspects of housing, such as minimum lot size per housing unit, maximum height, maximum lot coverage, minimum open space, yard size, and more. Many of Melrose's historic homes and development patterns do not conform to these requirements and could not be built under current regulations. For instance, the minimum lot area required to build housing in the Urban Residential districts runs between 6,000 and 7,500 square feet for the first unit, with additional lot area needed for each additional unit. However, in the half-mile around MBTA stations, pre-World-War-II homes have a median lot area per unit of 5,400 square feet, and 58% of all homes have a lot area per unit of less than 6,000 square feet.

Dimensional regulations like these, which require more land and less density for new housing, tend to increase housing costs and prohibit smaller, less expensive housing types. These requirements can also make new housing impossible to build on many existing parcels. Melrose could study its dimensional rules in detail and propose amendments consistent with its historic development patterns that would create more housing opportunities and allow for smaller, potentially lower-cost housing types. In particular, Melrose should evaluate the SR Zoning Districts to determine if this area should be rezoned to be less restrictive.

A4. Use density bonuses to incentivize conversion and/or expansion of historic structures to preserve architectural heritage while producing housing.

Impact: High
Cost: Low
Goals Advanced: Housing Mix, Enhanced Neighborhoods

Melrose has many historic homes that contribute to its cultural heritage but require complex or cost-prohibitive renovations to remain safe and habitable. Some property

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owners may find greater financial value in tearing down older structures and replacing them with new ones. Melrose could change this financial calculation by amending its zoning to allow an increased number of housing units on a site if the original structure is preserved. New housing could be created by converting the existing house into multiple smaller units and/or constructing an addition that appropriately respects the original building's historic character.

A5. Craft design standards for mixed-use and multifamily housing near Downtown and along the rail corridor.

Impact: Medium
Cost: Medium
Goals Advanced: Housing Mix, Enhanced Neighborhoods, Community Engagement

Melrose currently allows residential mixed-use and multifamily buildings within the general vicinity of Downtown, along the rail corridor, and around MBTA stations. While the City's zoning laws create general standards for new buildings' bulk, height, and siting, developers have a wide latitude when determining other building elements. Though this flexibility can allow for creative and extraordinary building designs, the lack of clear design standards can also result in undesirable outcomes, especially when it comes to the relationship between the building and the public realm. In cases where buildings require Site Plan Review, a lack of clear design standards can also create confusion, prolong permitting decisions, and result in unpredictable or unequal conditions across development projects. Design standards within the zoning for mixed-use and multifamily housing in these areas would create more consistently high-quality designs, as well as more predictable processes.

> "I believe any large multi-household buildings must also be considered for aesthetics. It needs to fit into the context of a neighborhood."

A6. Craft design guidelines for infill and replacement development in older, mid-density neighborhoods.

Impact: Medium
Cost: Medium
Goals Advanced: Housing Mix, Enhanced Neighborhoods, Community Engagement

The City should ensure that when new housing is built in older neighborhoods, whether to replace older homes or as infill development, it enhances the character of the existing neighborhood. Design guidelines for infill or replacement buildings in historic areas will encourage new structures that complement the surrounding existing buildings and honor

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Melrose's architectural heritage, while still allowing for new housing opportunities and innovative sustainable designs.

Strategy B: Encourage the production of deed-restricted Affordable Housing units and create more deeply affordable options.

Deed-restricted Affordable Housing must be rented or sold at rates affordable to households that earn less than a certain income threshold. Typically, residents of these units are low-income, meaning they earn less than 80% of the Greater Boston region's Area Median Income (AMI). A single-person household in Greater Boston is considered low-income when it earns $67,700 per year or less; a four-person household is considered low-income when it earns $96,650 or less. Some Affordable Housing units are only open to households with incomes much lower than these amounts; urban planners call those units more "deeply" affordable.

Deed-restricted Affordable Housing is not profitable, so it must be subsidized. This subsidy typically comes from government programs or profits from market-rate housing units in the same development. Developments comprised entirely of Affordable Housing are often developed and operated by nonprofit organizations. Deed-restricted Affordable Housing units are also created as part of a private, for-profit development, typically through Melrose's inclusionary zoning law.

Deed restrictions are the only way to ensure some level of affordability in the long-term. A given housing unit may be inexpensive in the present, but market conditions could increase the cost of that housing in the future. Indeed, this trend has played out in cities and towns across Greater Boston. Melrose should create more deed-restricted units to protect against rising housing costs and ensure housing stability for vulnerable residents.

> "I would like to have much more Affordable Housing than we do today and to have it quickly. I would like to see more POC [people of color] represented across city government employees and schools."

B1. Pass the Community Preservation Act, a property surtax earmarked for Affordable Housing, Historic Preservation, and Open Space.

Impact: High
Cost: Low
Goals Advanced: Affordable Housing, Enhanced Neighborhoods, Community Engagement

Lack of resources is the principal reason that most cities cannot produce more Affordable Housing or create housing programs that benefit residents. Without money, it

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is difficult to take any substantive action aside from changing regulations such as zoning. Melrose has already taken some measures to effectively grow and steward its housing resources, such as amending the inclusionary zoning law to require additional units and encourage additional payments, and establishing an Affordable Housing Trust to manage any funds collected. However, the City can do more to increase revenues dedicated for housing, and the most commonly used fiscal resource in Massachusetts is the Community Preservation Act (CPA).

This initiative enables municipalities that have chosen to adopt CPA to levy a local fee of anywhere between 1% and 3% of property taxes. By not adopting CPA, Melrose is missing out on considerable sums of state funding because these locally-raised funds are partly matched by the Commonwealth. CPA funds must be spent on projects that relate to Affordable Housing, Historic Preservation, and Open Space and Recreation. As of May 2021, 187 cities and towns (53% of Massachusetts communities) have adopted CPA, including Medford, Malden, Arlington, Beverly, and many others. CPA adoption would allow substantial progress towards housing goals by generating resources to fund housing programs that the City could not otherwise afford, preserve existing Affordable Housing units, or close funding gaps in new Affordable Housing development. Because it is tied to property values, CPA is a relatively stable funding source over time.

For example, a home assessed at $500,000 in Melrose pays approximately $5,500 in property taxes per year (based on the FY2021 residential tax rate of $10.95). A 3% surcharge on these taxes to fund CPA would amount to $165 per year. If the City of Melrose chose to adopt a lower surcharge number like 1%, that household would contribute $56 annually.

When voting to adopt the provisions of CPA, a community may choose to adopt certain exemptions to the CPA surcharge in order to ensure that raising CPA revenue is not a burden to households, especially those with low-incomes. One possible exemption is for property owned and occupied by a low-income household who apply annually for the exemption. Another option is to exempt the first $100,000 of taxable value of residential real estate. For the above example, this would mean that a household would pay $132 a year with a 3% surcharge and only $44 with a 1% surcharge. In addition, any portion of a taxpayer's local property taxes that are exempt under MGL Chapter 59 are also exempt from the CPA surcharge.

Adoption of the Community Preservation Act can only be done through a ballot election. Either a vote by the City Council or a petition signed by 5% of Melrose's registered voters can put the adoption question on the ballot. In the ballot question, residents would be asked to vote on the surcharge amount and any exemptions to the surcharge. Should the City choose to embark on the process to pass the CPA, a robust community engagement process would occur to educate residents about the CPA and why it is a vital tool in Massachusetts for funding Affordable Housing.

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B2. Purchase property to develop as Affordable Housing.

Impact: High
Cost: High
Goals Advanced: Racial Equity, Affordable Housing, Enhanced Neighborhoods

Land for Affordable Housing is hard to come by, and property acquisition is often a major cost for Affordable Housing developers, who must compete with market-rate developers that often have greater access to liquid resources. The City, working through its Affordable Housing Trust, could purchase land directly for use in Affordable Housing development. Ultimately, any land purchased would likely be given (or sold at a nominal rate) to a nonprofit developer that would build new Affordable Housing consistent with the City's goals for the property. The City's involvement would be key to creating more Affordable Housing units, and the City would have more leverage to shape the resulting development.

B3. Incentivize deeper levels of affordability in inclusionary zoning units through further density or dimensional relief.

Impact: High
Cost: Low
Goals Advanced: Housing Mix, Racial Equity, Affordable Housing

Inclusionary zoning requires that a portion of units in new housing development be set aside for low-income households to affordably rent or buy. Affordable units created through inclusionary zoning are usually rented or sold at a loss, which is offset by income from the building's market-rate units. The required level of affordability varies by municipality; Melrose's ordinance requires that inclusionary units be affordable to households earning 80% of Greater Boston's Area Median Income ($96,650 for a family of four in 2021), which is a common affordability level in inclusionary policies. To achieve deeper affordability for households earning less income, property owners would need to further reduce the rents or sales prices of inclusionary units, making it less likely that the building's market-rate units could cover the losses from the affordable units. If a municipality's inclusionary requirements are too burdensome, a developer will simply opt to not build there, which over time would result in less housing overall and less Affordable Housing specifically.

While these dynamics are challenging, there are ways to encourage deeper levels of affordability in inclusionary zoning units without deterring development. For example, in exchange for lower income eligibility restrictions, the City could offer a greater density bonus or provide relief from dimensional or parking requirements. This would allow more units to be built or allow those units to be built with less cost, which could cover the losses associated with deeper affordability. Before a zoning amendment is drafted, the City would first need to study potential cost offsets and affordability requirements and conduct a public process to understand community priorities around tradeoffs.

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B4. Enhance the capacity of the Office of Planning and Community Development to conduct housing planning.

Impact: High
Cost: High
Goals Advanced: Housing Mix, Racial Equity, Affordable Housing, Community Engagement

The City currently lacks the capacity to proactively facilitate Affordable Housing development or create and administer housing programs. Meanwhile, the City's primary housing partners, the Melrose Housing Authority and the Melrose Affordable Housing Corporation, also lack the capacity to undertake new work. To address this shortage in capacity, the City could fund an additional planner position within City Hall to pursue housing initiatives and liaise with the City's housing partners. This work will become increasingly necessary as the Affordable Housing Trust begins to undertake new projects, which will likely require staff support. In addition to development, this planner could tackle housing stability by working with residents at risk of eviction and foreclosure, residents experiencing homelessness, residents facing landlord harassment, and more.

B5. Support "friendly 40B" projects that use the Comprehensive Permit process to build housing where appropriate.

Impact: Medium
Cost: Low
Goals Advanced: Housing Mix, Racial Equity, Affordable Housing

Chapter 40B is a state statute that requires local governments to permit mixed-income housing developments, regardless of conformity with zoning and other local rules, when a municipality's share of Affordable Housing falls below a certain threshold. In some situations, these developments can become highly contentious if a community does not support a project but is required by state law to allow it to proceed.

However, development under Chapter 40B is not always controversial. When communities and developers share a vision for a site, Chapter 40B can be an effective tool to permit housing without making broader changes to local laws, all while requiring a relatively high number of affordable units. A project developed in this manner is known as a "friendly 40B." Melrose should continue to support mixed-income developments by utilizing the 40B process when those projects align with community needs and developers are open to collaboration.

Strategy C: Encourage a fairer, more accessible private housing market.

The vast majority of the housing in Melrose is delivered through the private real estate market. Historically and today, this market has not provided access to housing equally for

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all. Whether intentional or not, discrimination continues to occur, adversely impacting already vulnerable people, including people of color, people with disabilities, people utilizing public rental assistance, and others. Melrose, like most every community in the US, must actively push against historic and contemporary housing discrimination in the private market if it wishes to achieve its housing goals.

C1. Create a down payment assistance fund for low- and moderate-income households looking to purchase a home in Melrose, and target low homeownership rates among marginalized communities.

Impact: High
Cost: High
Goals Advanced: Racial Equity, Affordable Housing

For many prospective homeowners, a down payment—which in an area with high housing costs can be tens of thousands of dollars—is a considerable or even prohibitive obstacle to purchasing a home. Lack of savings for down payment is a reality for many homebuyers, but it is a particularly significant barrier in communities with little generational wealth. Access to generational wealth, such as an inheritance, financial assistance or no-cost loans from family members, or the ability to access equity accrued in a family member's home, is often an essential component of a first-time homebuyer's down payment. However, this advantage is not available to everyone, and the gap in generational wealth is especially acute in communities of color that were historically (and are presently) denied wealth-building opportunities that build in generational wealth.

The City could take a step toward addressing this inequity through a local down payment assistance program. The City could provide resources to expand an existing program administered by another organization or could create a new standalone program. While fair housing laws prohibit racial targeting in such programs, many down payment assistance programs benefit marginalized communities, such as first-generation homeowners, while ensuring equality of access. Residents looking to purchase a home in Melrose are eligible for a down payment assistance program through the North Suburban Consortium, but payment is capped at $7,500 and it requires a cumbersome application process since it has a federal funding source.

C2. Encourage the adoption of Universal Design standards in new housing construction through the permitting process.

Impact: Medium
Cost: Low
Goals Advanced: Housing Mix, Enhanced Neighborhoods

The Americans with Disabilities Act (ADA) and related laws set minimum standards for the design of housing development. While at the time of its passage the ADA represented real progress towards equal access in the build environment, its standards

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can be inflexible and do not necessarily meet the needs of all people. It also does not apply to all buildings. On the other hand, the more recent concept of "universal design" encourages thinking beyond the one-size-fits-all ADA requirements by designing buildings that are comfortable for all users regardless of their physical abilities or disability status. Melrose should research more holistic approaches to accessibility such as universal design and encourage new developments to comply with those standards through the permitting process. Implementing the principals of universal design for new and renovated housing is necessary for serving seniors and those with disabilities in the community in an equitable and dignified way.

C3. Explore local requirements for a Notice of Sale and Notice of Rent Increase to Melrose tenants to decrease housing instability.

Impact: Medium
Cost: Low
Goals Advanced: Racial Equity, Affordable Housing

Renters, especially those with low or fixed incomes, can face housing instability and the risk of homelessness after unexpected rent increases. Most landlords must give notice of a rent increase according to the terms of the lease, typically 30 to 90 days before the increase goes into effect. However, some landlords strategically choose not to serve notice, intending to accelerate a tenant's departure so as to "reposition" the apartment for higher rents. Depending on the circumstances, some landlords may even increase rent in breach of contract.

In addition to rent increases, tenants can face housing instability when a building is sold to a new owner. Many purchasers of rental properties hope to increase the value of the property by removing existing tenants and then charging higher rents. Landlords are required to notify tenants when an apartment building is converted to a condominium, but not when it is otherwise sold.

Approximately a third of Melrose households rent their home. As the value of rental property grows in Melrose, these tenants are more likely to face housing instability due to rent increases and property sales. Requiring landlords to provide Notice of Rent Increases and Notice of Sale can help Melrose reduce housing instability that arises from unexpected changes in price or ownership, as well as decrease the risk that this instability will result in homelessness.

Strategy D: Encourage sustainable development through the siting and design of new housing.

All communities have a duty to regulate development so that it produces fewer greenhouse gas (GHG) emissions, preserves ecosystems and biodiversity, promotes public health, and does not incentivize environmentally destructive transportation

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decisions. Melrose should continue to enact measures to pursue better, more sustainable forms of housing development.

D1. Create baseline requirements for sustainable development, as well as provisions for on-site green infrastructure.

Impact: High
Cost: Medium
Goals Advanced: Enhanced Neighborhoods

Melrose recently adopted incentive zoning that would offer a density bonus to developments that provide specified community benefits. These community benefits include sustainable building practices that reduce greenhouse gas emissions, green infrastructure, bicycle and pedestrian infrastructure, and more. To take this approach one step further, Melrose could craft baseline sustainability requirements that all developments must include regardless of whether they choose to utilize the incentive zoning. Any such requirements would need to be tailored to ensure they do not increase housing costs or limit the efficacy of the incentive zoning. Though providing sustainable design and energy efficiency measures may result in increased up-front costs for developers, they can also result in savings over time for renters or owners in the form of lower utility bills and the money saved from not needing to own a car.

D2. Promote open space protection and ecologically sensitive development through zoning and subdivision regulations in areas outside of Downtown and the rail corridor.

Impact: Medium
Cost: Medium
Goals Advanced: Housing Mix, Enhanced Neighborhoods

Melrose could alter its zoning and subdivision regulations to protect its ecologically sensitive areas while maintaining development potential. The regulations could limit new single-family development on large individual lots and promote compact development (either single-family or multifamily) on a smaller land footprint with protections for shared open spaces surrounding the development. This approach maintains current development capacity while reducing the overall ecological impact of new development.

"Work needs to be done to ensure that the entire Melrose community can thrive here. While personally I value a single-family home, I think that multifamily homes or small condos can be very helpful in allowing for more affordable housing, not taking up green space, and encouraging community."

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Best Practices

The actions described below are either relatively easy to implement or are simply best practices for local government. This list of actions should be implemented by the City regardless of the status of other recommendations described in this plan.

BP1. Continue to monitor parking utilization in Downtown and the rail corridor, and "right-size" parking requirements in new developments.

Impact: Medium
Cost: Low
Goals Advanced: Housing Mix, Enhanced Neighborhoods

A 2012 study of parking in Downtown Melrose found that its existing supply of parking does not need to be expanded. Additionally, a 2019 study of parking at 20 multifamily residential developments in Melrose found that, on average, 21% of parking spaces in those developments were unutilized overnight. Parking garages and surface parking lots can significantly increase the cost of housing development; these costs are typically passed on to renters and homebuyers regardless of whether they utilize the available parking. Parking also takes up a substantial amount of space and can be a limiting factor for development, resulting in fewer housing units than could otherwise be built. Melrose should “right-size” its parking regulations for new development to avoid over-supply of parking at the expense of housing production.

BP2. Study the need for emergency and transitional housing to address often-unseen homelessness within Melrose.

Impact: Medium
Cost: Low
Goals Advanced: Housing Mix, Affordable Housing, Community Engagement

Emergency and transitional housing can effectively prevent homelessness for most at-risk individuals and families. However, the true scale of homelessness in Melrose is unknown because the relevant data does not track most forms of homelessness. Melrose should assess the experience of homelessness in the city to the greatest extent possible, utilizing both administrative data and qualitative research. When the assessment is complete and the issue is more fully understood, the City should recommend actions that would prevent homelessness, including the production of new emergency and transitional housing.

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BP3. Host regular information sessions on a variety of topics related to housing and equity to promote greater dialogue around and understanding of housing issues.

Impact: Medium
Cost: Low
Goals Advanced: Racial Equity, Affordable Housing, Enhanced Neighborhoods, Community Engagement

This HPP has helped to formalize an ongoing public conversation on housing in Melrose, focusing on who can access housing here and how to ensure the city's housing reflects the values of the community. The City should continue this dialogue by holding regular meetings and discussions around housing-related topics. These could include the history of housing in Melrose and the region, racial equity and housing, sustainable housing, the homebuying process, tenants' rights, and other housing topics.

BP4. Create an HPP implementation committee to oversee implementation and continue public discourse around housing.

Impact: Medium
Cost: Low
Goals Advanced: Community Engagement

The City should establish a formal HPP implementation committee to ensure that the plan's recommendations are implemented and that the public discourse around housing continues in the future. The committee would act as an oversight body for agencies tasked with implementing the plan, convene future community discussions, and serve as advocates for local housing initiatives.

Implementation

Implementation of this plan will involve multiple agencies within local government. Some actions cannot occur until other recommendations have first been implemented. The following pages outline the agencies that will be responsible for implementing each action as well as a rough order of operations for implementation. Most priority actions will require further analysis and public engagement. Depending on the community's will and the City's capacity, some actions, such as zoning amendments, could be bundled under a single implementation process.

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Implementation Table

Strategy	Action	Lead Agency	Supporting Agencies
A1	Allow two-family homes and townhomes in more zoning districts.	OPCD	Planning Board, City Council
A2	Amend zoning to allow for more forms of accessory dwelling units.	OPCD	Planning Board, City Council
A3	Propose amendments to dimensional and parking requirements to allow for a range of smaller housing types and to match historic development patterns.	OPCD	Planning Board, City Council
A4	Use density bonuses to incentivize conversion and/or expansion of historic structures to preserve architectural heritage while producing housing.	OPCD	Historical Commission, Planning Board, City Council, Historic District Commission
A5	Craft design standards for mixed-use and multifamily housing near Downtown and along the rail corridor.	OPCD	Planning Board, Historical Commission
A6	Craft design guidelines for infill and replacement development in older, mid-density neighborhoods.	OPCD	Planning Board, Historical Commission
B1	Pass the Community Preservation Act, a property surtax earmarked for Affordable Housing, Historic Preservation, and Open Space.	OPCD	Mayor's Office, City Council, Planning Board, Historical Commission, Park Commission, Affordable Housing Trust
B2	Purchase property to develop as Affordable Housing.	OPCD	Affordable Housing Trust, Housing Authority, North Suburban Consortium
B3	Incentivize deeper levels of affordability in inclusionary zoning units through further density or dimensional relief.	OPCD	Planning Board, City Council

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Strategy	Action	Lead Agency	Supporting Agencies
B4	Enhance capacity of the Office of Planning and Community Development to conduct planning for housing.	OPCD	Mayor's Office
C1	Create a down payment assistance fund for low- and moderate-income households looking to purchase a home in Melrose, and target low homeownership rates among marginalized communities.	OPCD	Affordable Housing Trust, Human Rights Commission, North Suburban Consortium, Housing Authority
C2	Encourage the adoption of Universal Design standards in new housing construction through the permitting process.	OPCD	Planning Board, Human Rights Commission, Disability Commission
C3	Explore local requirements for a Notice of Sale and Notice of Rent Increase to Melrose tenants to decrease housing instability.	OPCD	City Solicitor
D1	Create baseline requirements for sustainable development, as well as provision for on-site green infrastructure.	OPCD	Planning Board, Melrose Energy Commission, Ped/Bike Committee
D2	Promote open space protection and ecologically sensitive development through zoning and subdivision rules in areas outside of Downtown and the rail corridor.	OPCD	Planning Board, City Council, Conservation Commission
BP1	Continue to monitor parking utilization in Downtown and the rail corridor, and "right-size" parking requirements in new developments.	OPCD	Planning Board, City Council
BP2	Study the need for emergency and transitional housing to address often-unseen homelessness within Melrose.	OPCD	Human Rights Commission, Health Department, Schools Department

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Strategy	Action	Lead Agency	Supporting Agencies
BP3	Host regular information sessions on a variety of topics related to housing and equity to promote greater dialogue around and understanding of housing issues.	OPCD	Human Rights Commission
BP4	Create an HPP implementation committee to oversee implementation and continue public discourse around housing.	OPCD	
BP5	Support "friendly 40B" projects that use the Comprehensive Permit process to build housing where appropriate.	OPCD	Mayor's Office

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Appendices

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Appendix A: Context Community Selection Methodology

Introduction

The Melrose Housing Production Plan (HPP) compares the City of Melrose to peer communities across several key indicators to better understand its own demographics and housing. These "context communities" were utilized in the Housing Needs and Demand Assessment chapter of the HPP.

This memo outlines the method of selecting context communities in Melrose.

Method

To choose context communities for the HPP, MAPC takes the following steps:

1. Identify context communities from earlier City planning processes
2. Identify additional communities that may be similar, based on qualitative assessment (using MAPC community types and presence of commuter rail stations)
3. Pull key indicators, listed below, for communities identified in steps (1) and (2).
4. For each indicator, qualitatively establish a range of values that will be considered similar to Melrose's value for that indicator.
5. Rate whether a community is similar or dissimilar to Melrose for each indicator, based on the value's relation to the range established in step (4).
6. For each community, sum the number of indicators for which it is similar to Melrose to create a "similarity score."
7. Choose which communities will be context communities, based on their likeness score and other relevant qualitative and political factors.

Potential Context Communities

Communities from earlier planning processes

Melrose Forward, the City's latest master plan, utilized the following context communities:

- Arlington
- Cambridge

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- Malden
- Medford
- Revere
- Saugus
- Somerville
- Wakefield

Boston was also included in *Melrose Forward*, but was not included in the list of potential context communities for this analysis due to its size and concentration of housing-related nonprofits.

Other Potential Communities

Using a qualitative assessment of other communities (based on MAPC community type and presence of commuter rail stations), MAPC added the following communities to the list:

- Belmont
- Beverly
- Needham
- Newton
- Norwood
- Stoneham
- Wilmington
- Winchester

Indicators and Similarity Scores

Key Indicators

- Total Population (Census Bureau Population Estimates Program, 2018)
- Percent Increase in Population, 2010–2018 (US Census, 2010; Population Estimates Program, 2018)
- Percent of homes that are owner-occupied (American Community Survey (ACS), 2014–2018 5-year estimates)
- Percent of households that are housing cost-burdened (ACS, 2014–2018 5-year estimates)
- Percent of households that are low-income (less than 80% of AMI) (Comprehensive Housing Affordability Strategy (CHAS) data, 2012–2016)
- Percent of low-income households that are housing cost-burdened (Comprehensive Housing Affordability Strategy (CHAS) data, 2012–2016)
- Percent of housing on the state Subsidized Housing Inventory (SHI) (DHCD, Sept. 2017)
- Median household income (ACS, 2014–2018 5-year estimates)
- Median single-family home sale price (Warren Group, 2019)
- Percent of population that is non-Latinx White (ACS, 2014–2018 5-year estimates)

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- Percent change in school enrollment, 2010–2019 (DESE, Academic Year 2010/11–2018/19
- Number of MBTA stations (Commuter Rail and Subway) (MBTA)

MAPC compiled this data for the potential context communities shown in Table 1 below.

Table 1: Indicators for all potential context communities

	Pop. 2018	% Pop. Change 2010-18	% Owner Occupied	Cost-burdened HHs	Low Income HHs (<80% AMI)	Low-income cost-burdened HHs	% of housing on the SHI	Median HH Income	Median Single-Family Home Price	% non-Latinx White	% Change School Enrollment 2010-2019	MBTA Stations
Arlington	45,624	6%	59%	29%	31%	69%	5.64%	107,085	795,000	77%	26%	0
Belmont	26,330	6%	64%	35%	27%	77%	3.61%	120,208	1,125,000	74%	20%	2
Beverly	42,312	7%	61%	36%	42%	64%	11.61%	79,483	484,950	90%	11%	5
Cambridge	118,977	13%	36%	38%	39%	67%	14.80%	95,404	1,485,000	61%	18%	6
Malden	61,036	3%	41%	46%	56%	67%	10.12%	64,178	490,000	47%	-1%	3
Medford	57,765	3%	57%	32%	41%	68%	7.07%	92,363	605,000	71%	-13%	2
Melrose	28,193	4%	65%	29%	34%	55%	7.96%	103,743	643,000	86%	5%	3
Needham	31,248	8%	83%	26%	20%	60%	12.65%	153,032	1,050,000	83%	6%	4
Newton	88,904	4%	72%	31%	26%	76%	7.50%	139,696	1,207,500	74%	7%	10
Norwood	29,327	3%	58%	29%	38%	58%	8.32%	90,511	463,750	79%	1%	3
Revere	53,821	4%	48%	48%	59%	68%	8.11%	55,020	440,000	54%	21%	3
Saugus	28,385	7%	81%	34%	38%	58%	6.81%	80,341	455,000	84%	-8%	0
Somerville	81,562	8%	34%	35%	42%	67%	9.66%	91,168	837,500	70%	2%	2
Stoneham	22,729	6%	66%	31%	40%	65%	5.27%	94,835	548,700	89%	-7%	0
Wakefield	27,135	9%	74%	31%	36%	63%	7.25%	95,302	562,500	90%	4%	2
Wilmington	23,907	7%	86%	26%	28%	64%	10.26%	122,813	520,000	89%	-15%	2
Winchester	22,851	7%	85%	28%	20%	73%	3.08%	159,536	1,160,000	82%	9%	2

Attachment: Melrose Housing Production Plan - Final (ORDER-2022-80 : Melrose Housing Production Plan)

MAPC then determined a range of values for each indicator that would be considered similar to Melrose. This determination was qualitative. For each indicator, a community was given the score 1 if that indicator's value fell within the range determined to be similar to Melrose.

Table 2: Similarity range for each indicator

	Pop. 2018	% Pop. Change 2010-18	% Owner Occupied	% of HHs that are cost-burdened	% of HHs that are low-income (<80% AMI)	% of low-income HHs that are cost burdened	% of housing on the SHI	Median HH Income	Median Single-Family Home Price	% non-Latinx White	% Change School Enrollment 2010-2019	MBTA Stations
Melrose	28,193	4%	65%	29%	34%	55%	8%	103,743	643,000	86%	5%	3
Range Minimum	15,000	1%	55%	25%	25%	50%	4%	90,000	550,000	80%	0%	1
Range Maximum	45,000	7%	75%	35%	45%	60%	12%	120,000	750,000	93%	10%	5

Attachment: Melrose Housing Production Plan - Final (ORDER-2022-80 : Melrose Housing Production Plan)

MELROSEHPP

Table 3: Similarity to Melrose
(0 = does not fall in similarity range, 1 = falls in similarity range)

	Pop. 2018	% Pop. Change 2010-18	% Owner Occupied	% of HHs that are cost-burdened	% of HHs that are low-income (<80% AMI)	% of low-income HHs that are cost burdened	% of housing on the SHI	Median HH Income	Median Single-Family Home Price	% non-Latinx White	% Change School Enrollment 2010-2019	MBTA Stations
Arlington	0	1	1	1	1	0	1	1	0	0	0	0
Belmont	1	1	1	0	1	0	0	0	0	0	0	1
Beverly	1	0	1	0	1	0	1	0	0	1	0	1
Cambridge	0	0	0	0	1	0	0	1	0	0	0	0
Malden	0	1	0	0	0	0	1	0	0	0	0	1
Medford	0	1	1	1	1	0	1	1	1	0	0	1
Needham	1	0	0	1	0	0	0	0	0	1	1	1
Newton	0	1	1	1	1	0	1	0	0	0	1	0
Norwood	1	1	1	1	1	1	1	1	0	0	1	1
Revere	0	1	0	0	0	0	1	0	0	0	0	1
Saugus	1	1	0	1	1	1	1	0	0	1	0	0
Somerville	0	0	0	0	1	0	1	1	0	0	1	1
Stoneham	1	1	1	1	1	0	1	1	0	1	0	0
Wakefield	1	0	1	1	1	0	1	1	1	1	1	1
Wilmington	1	0	0	1	1	0	1	0	0	1	0	1
Winchester	1	1	0	1	0	0	0	0	0	1	1	1

The values in Table 3 were then summed to arrive at a “similarity score” relative to Melrose. The higher the similarity score, the more similar (in theory) that community is to Melrose.

Attachment: Melrose Housing Production Plan - Final (ORDER-2022-80 : Melrose Housing Production Plan)

Table 4: Communities by similarity score

Community	Similarity Score
Norwood	10
Wakefield	10
Medford	8
Stoneham	8
Saugus	7
Arlington	6
Beverly	6
Newton	6
Wilmington	6
Winchester	6
Belmont	5
Needham	5
Somerville	5
Malden	3
Revere	3
Cambridge	2

Choosing Context Communities

MAPC and City staff reviewed the potential context communities, the values for each indicator, and the similarity scores. Based on this information, qualitative assessment of how these context communities would be received, and consideration of how useful each community's comparison to Melrose would be in this planning process, MAPC and City staff narrowed the list to the following context communities:

- Arlington
- Beverly
- Malden
- Medford
- Norwood
- Somerville
- Stoneham
- Wakefield
- Wilmington
- Winchester

Attachment: Melrose Housing Production Plan - Final (ORDER-2022-80 : Melrose Housing Production Plan)

Appendix B: Subsidized Housing Inventory

ID	Project Name	Address	SHI Units	Comp Permit?	Year End	Own or Rent?	Subsidizing Agency
1917	Steele House	1 Nason Dr.	155	No	Perp	Rental	DHCD
1918	McCarthy Apartments	910 Main St.	150	No	Perp	Rental	DHCD
1919	165 Trenton Street	165 Trenton St.	8	No	Perp	Rental	DHCD
1920	499 Lebanon St.	499 Lebanon St.	8	No	Perp	Rental	DHCD
1921	919 Main St.	919 Main St.	8	No	Perp	Rental	DHCD
1922	Otis & Lebanon	42-44 Otis St./37 Lebanon	3	No	Perp	Rental	DHCD
1923	n/a	scattered sites	6	No	Perp	Rental	DHCD
1924	n/a	scattered sites	8	No	Perp	Rental	DHCD
1925	Cefalo Memorial Complex	235, 245 W. Wyoming Ave	107	Yes	2033*	Rental	Mass Housing
1926	Congregational Retirement Homes I	200 West Foster St.	104	No	2029*	Rental	HUD
1927	Congregational Retirement Homes III	80 Grove St.	101	No	2030*	Rental	HUD
1928	Congregational Retirement Homes II	101 Cottage St.	114	Yes	2029*	Rental	HUD
4363	DDS Group Homes	Confidential	21	No	N/A	Rental	DDS
4582	DMH Group Homes	Confidential	6	No	N/A	Rental	DMH
7191	Grove Street	Grove Street	3	No	2034	Rental	HUD
8596	Station Crossing Condominiums	16 Willow St	5	NO	Perp	Ownership	HUD
8816	Windsor at Oak Grove	10 Island Hill Ave	48	NO	perp	Rental	DHCD
8923	Hurd St	Hurd St	6	NO	2036	Rental	HUD
8980	Webster Willows	391 Pleasant St	3	NO	perp	Ownership	HUD

Attachment: Melrose Housing Production Plan - Final (ORDER-2022-80 : Melrose Housing Production Plan)

ID	Project Name	Address	SHI Units	Comp Permit?	Year End	Own or Rent?	Subsidizing Agency
9105	24 Vine Street	24 Vine Street	14	YES	Perp	Rental	DHCD
9248	The Essex	534 Main St	3	NO	Perp	Ownership	DHCD
9750	Cedar Crossing	Essex Street	2	NO	Perp	Ownership	DHCD
9751	Jack Flats	1000, 2000, 3000 & 4000 Stone Place	19	NO	Perp	Rental	DHCD
9752	Essex Street	Essex Street	2	NO	Perp	Rental	DHCD
9753	Greywood Estates	354 Upham Street	1	NO	Perp	Ownership	DHCD
9918	The Washingtons	2 Washington Street	9	NO	Perp	Rental	DHCD
10130	The Washingtons	37 & 47 Washington Street	8		Perp	Rental	DHCD
10131	130 Tremont Street	130 Tremont Street	2	NO	Perp	Rental	DHCD
10132	Melrose HOR	West Wyoming Avenue	3	NO	2042	Rental	HUD
10133	Melrose HOR	Holbrook Court	3	NO	2046	Rental	HUD
10280	10 Corey Street	10 Corey Street	4	NO	Perp	Rental	DHCD

Attachment: Melrose Housing Production Plan - Final (ORDER-2022-80 : Melrose Housing Production Plan)

Ghobrial, Andrew

From: James Bennett <[redacted]>
Sent: Monday, March 7, 2022 6:25 PM
To: City Council
Subject: Polling Locations

Dear Councilors,

I have just this afternoon read the Melrose Patch article regarding your meeting last Monday on consolidating polling locations, which you are expected to vote on as a full council tonight. Given time constraints, I do not have the opportunity to review the complete video of that earlier meeting before the beginning of tonight's meeting, so I do apologize if I am missing some context, but I would like to weigh in on one aspect of the discussion that the Patch highlighted in its article.

Some councilors expressed concern about the potential hazards to children in holding elections in elementary schools. I do not know when exactly elections began to be held in elementary schools in Melrose (although given more time, I could certainly find out!), but they have been used for that purpose for at least eight decades. In all that time, there has never been a criminal incident involving a voter endangering a child on election day. For that reason, I find the argument that adults may use election day as an opportunity to wander the corridors of schools to harm children to be without merit.

There was a second argument made which, if I understand it correctly, asserts that children are in danger of psychological harm from interactions with emotionally wrought voters. This is a more nuanced objection, to which I would offer as evidence a case study: myself. I attended the Beebe School from 1983 to 1989. At that time, lawn signs were considered socially unacceptable in Melrose, and I came from a non-political family, so my only opportunity to see politics explicitly at work as a young child was when candidates and political supporters would show up to hold signs and voters would come to cast their ballots on election day at my school. This was a very positive experience that helped to shape my curiosity about politics later in life. I would hate to see children in Melrose deprived of that chance.

In conclusion, I find the arguments that voters pose a physical or emotional threat to children to be spurious. More broadly, I am rather disheartened by the notion that voters are a class of people who should be shielded from the eyes of the youngest among us. Children should have every opportunity to see the workings of democracy from their earliest years, including (and perhaps especially) when participating in that process results in objectionable behavior among adults, as those observations can lead to eye-opening conversations among children, teachers, and parents that can make them better future civic stewards.

The question of where polling should take place involves many complicated questions, and given my present state of information I do not have a final opinion on where I would prefer to see polling locations. I am confident, however, that the question of potential harm to children should not be a factor in that decision.

Respectfully Yours,

Jim Bennett
[redacted]

Attachment: Bennett_Redacted (ORDER-2022-69 : Consolidation of polling location)

From: Michelle Boucher
To: City Council
Subject: Please don"t consolidate voting
Date: Friday, March 4, 2022 6:49:44 PM

Dear Melrose City Councilors,

Thank you for your service to our city.

Thank you for voting not to permanently consolidate voting at the middle school. Our goal should be to make voting as accessible as possible so all citizens can participate in our democracy. Closing polling locations makes it less convenient and creates a barrier for voting. This makes us more like states I do not want to live in. If MA makes no excuse mail-in voting permanent, perhaps there could be some justification, but not until that is an option.

One benefit of having it at schools is that schools can do fund raising bake sales to pay for programs that benefit our children.

I agree that voters should not have access to the school buildings so it is a little shocking that we do not already have someone watching the gymnasium door to ensure no one can enter classroom areas. I would prefer you look into solutions for that than move everything to the middle school.

I also thought there were restrictions on electioneering near polling locations so campaigning can't be done within 150 feet. If that isn't respected, then police should be called to remove them. If 150 feet is too close, then perhaps look into options for the city to increase that distance. At Horace Mann anyway, the limit is beyond school property and seems reasonable.

I would also much prefer exploring options to improve accessibility issues for polling locations that are not in compliance rather than close them.

Thank you,
Michelle

Attachment: Boucher (ORDER-2022-69 : Consolidation of polling location)

From: SHARON MACONE
To: City Council
Subject: Centralized Voting
Date: Monday, December 6, 2021 5:24:55 PM

**** **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: Melrose City Council

Re: Permanent Centralized Voting

First and foremost, thank you for all you do for our city and its residents.

I would like to offer you the following facts (not opinions) in support of permanent centralized voting.

1. *It is VOTER FRIENDLY. This location could not be more centrally located for all residents—is handicapped accessible—ensures that no matter where you live you know your polling place. Why not make it easy for all our residents including our many new property owners? Our population has grown. This eliminates confusion with the redrawing of our precincts and wards. The argument that it isn't convenient for the elderly is an opinion. (Being born in 1948 allows me to state this as fact). Both seniors and younger residents who initially thought a centralized location was a bad idea changed their mind once they saw how smooth an operation it was.*

2. *It is CANDIDATE FRIENDLY. Unlike our recent municipal election, upcoming elections for State and Federal offices will be contested. Centralized voting allows candidates to send supporters/sign holders to one location. When the polls close, their representatives, as well as any media, need go to only one site to collect unofficial results.*

3. *It is STAFFING FRIENDLY. There are many reasons to remember 2020. One is that in a pandemic with no blueprint, the addition of early in-person voting, the addition of mail in voting, the presidential primary and general election were held in the middle school gym with excellent outcomes, thanks to the leadership of Joanne Perperian and the members of the Board of Registrars. As a precinct warden I can attest to how much better it was to have everyone in the same location—it was staffing efficient, budget efficient and security efficient. During the recent* municipal election, we were not fully staffed BUT because we were all in the same location, we were able to cross cover without issue. With the

Attachment: Macone (ORDER-2022-69 : Consolidation of polling location)

advent of mail in voting, at the end of day the ballot mail box outside City Hall must be checked at 8 P.M. for last minute ballots. We can't shut down our machines or begin end of night counts until those ballots have been documented at City Hall, divided by ward and precinct and delivered to be cast into the tabulators. Having one place to deliver these is far more efficient. As we saw in 2019 every vote counts!

4. As an aside: the idea that adding a ramp at the Winthrop School to address handicapped accessibility may solve one problem but would certainly create others. Having voted there for over 40 years and worked there for several years prior to 2020, I am comfortable in saying this suggestion does not work. It would take another letter to properly discuss.

It is with the greatest respect that I ask that you make centralized voting in Melrose permanent and put this issue to rest. If we do things the way we always have, we will never move forward.

Sharon R. Macone

825 Lynn Fells Parkway

Attachment: Macone (ORDER-2022-69 : Consolidation of polling location)

Ghobrial, Andrew

From: joseph tully <[redacted]>
Sent: Monday, February 7, 2022 4:07 PM
To: City Council
Cc: joseph tully
Subject: Permanent Centralized Voting

**** **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; Melrose City Council,

My name is Joe Tully & I have been a Melrose Poll worker for the past several years. I have worked at the Horace Mann School, at the Lincoln School and most recently at the Middle School gym. I have worked as a check in Inspector, as a Clerk & most recently as a precinct Warden. So I think I have some reasonable experience working at the polls and would like to offer the following comments regarding a " Permanent Centralized Voting" location.

- The present set up at the Middle School is a wonderful One Stop Voting location. If you are unsure where to vote, on site staff will direct you to the correct precinct within one of the connected gyms. No longer will we have to send a voter to another location, driving & parking and taking more of their valuable time.

- With Centralized voting, we no longer have to struggle with poor phone connections from the Lincoln gym back to City Hall as we seek answers to questions about voter eligibility.

- Having on site City Clerk & Registrar of Voter staff with their tablets allows quick answers to voter issues especially with many of the new voters and new residents.

- The Middle School Gym area has a very accessible parking lot and no stairs for Seniors to have to navigate.

- With Centralized Voting, no longer will all the elementary schools have their routines disrupted, teacher parking taken, lunch space taken, along with pick up & drop off times being interrupted.

- Candidates for Office along with any Ballot questions can now have their supporters & opponents all centrally located vs being dispersed all around the City on election days.

- In this day & age where public opinions can become somewhat heated, I feel that a Centralized location offers better security both for the voting staff as well as the voters.

- A Centralized location definitely offers a better sense of community, as neighbors & friends see each other outside of their own corners of Melrose.

- As recent election experience has shown, having all the elections workers in one location allows for good cross training and assistance between wards & precincts as issue arise or staff becomes busy.

- There is probably an economy of scale in a Centralized location with the DPW & School staff doing the set up the day before & the take down right after the polls close in just one location vs working at all the elementary schools & City Hall for set up and take down of the polls.

Attachment: Tully_Redacted (ORDER-2022-69 : Consolidation of polling location)

I am sure there are many additional good reasons to continue with the centralized Middle School voting that you have already thought of & considered. So please consider my comments as a YES to continue this very successful way for our residents to cast their votes going forward.

YES for Permanent Centralized Voting.

Joe Tully

[redacted] Rd.

Attachment: Tully_Redacted (ORDER-2022-69 : Consolidation of polling location)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

Attachment: ARPA Update to City Council February 2022 (INFO-2022-4 : ARPA funding request for information)

MEMORANDUM

To: Melrose City Council
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: Use of American Rescue Plan (ARPA) funds
Date: February 28, 2022

On behalf of Mayor Brodeur, I am pleased to present the Honorable City Council with this first interim update on the use of Melrose's ARPA funds, including funds that have been spent or committed to-date for specific projects, as well an overview on anticipated uses for ARPA funds during upcoming fiscal years.

Background

As the City Council will remember from our presentation last August, the City of Melrose is slated 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 are being disbursed to municipalities 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) last 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. ARPA grant funds must be spent or encumbered by December 31, 2024.

Changes to Treasury Department Rules

On January 6, 2022, the U.S. Treasury Department released the Final Rule for the State and Local Coronavirus Fiscal Recovery Fund (SLFRF) which substantially expanded the parameters for use of ARPA funds. Rather than being required to calculate lost revenue against a pre-pandemic baseline, municipalities may now choose to take a "standard allowance" of $10 million. Under this option, Treasury presumes that up to $10 million in revenue has been lost due to the public health emergency and recipients are permitted to use their allocation to fund "government services" which is the most flexible eligibility use category under the SLFRF program.

For municipalities such as Melrose that are receiving an amount less than $10 million, this means that the uses for ARPA funds are no longer restricted to the prior categories provided in the Interim Final Rule (e.g., specific types of water/sewer projects, expanding access to broadband, and COVID-19 response). Prohibitions on the use of ARPA funds for payments for debt service and replenishments of rainy day funds remain unchanged in the Final Rule.

Project identification and evaluation

ARPA expenses are administered by the Mayor, and in assessing potential uses for ARPA funds, the priority of our administration has been and continues to be identifying the areas of greatest need and relevance to the City's recovery from the COVID-19 pandemic. We are also cognizant of the number of other funding sources, including grant programs funded through the Commonwealth's ARPA allocation, which are coming on line, and are to the greatest extent possible avoiding using our local ARPA dollars on projects that could be funded through another program.

Potential ARPA-funded projects are being identified by City departments and reviewed and evaluated by the Mayor in collaboration with the Chief Financial Officer/Auditor, department heads, Melrose Public Schools leadership including financial personnel, and our outside consultants from the accounting firm of Clifton Larson Allen, LLP ("CLA"). Since last August when the ARPA funds were accepted by the City Council, this group has been meeting regularly to determine eligibility and appropriateness of potential uses for these funds under the Interim Final Rule. Like many other Massachusetts municipalities, we have been deliberate and thoughtful about expending ARPA funds in advance of the issuance of the Final Rule. We also remain ever cognizant of the need to allocate these funds to projects that can be completed during the required timeframe.

The Mayor has received a wide range of project proposals from City departments which the Mayor and his team are still in the process of evaluating. These proposals address a wide variety of needs and total over $7 million.

Approved ARPA funds expenditures

To-date $1,073,202 in ARPA funds have been expended for the following projects or initiatives:

- Public Safety Training Equipment – $77,885
- Milano Center HVAC project – $218,729
- Schools Revenue Loss Replacement – $802,435
- Accounting consultant services - $6,888.00

Another approximately $105,000 in ARPA funds have been approved for FY22 but not yet expended. These include:

- Economic Development/Recovery position – $37,000
- Fire Headquarters HVAC – $35,000
- At-Home COVID-19 Tests – $30,000
- Accounting consultant services - $3,000

We anticipate that the Mayor will approve a significant number of other projects during the remainder of FY22.

Use of ARPA funds in future FYs

In FY23-25, we anticipate using or continuing to use ARPA funds to pay for a variety of City needs and priorities, including but not limited to:

- Economic Development/Recovery position
- Small business/non-profit recovery

Attachment: ARPA Update to City Council February 2022 (INFO-2022-4 : ARPA funding request for information)

- FT Social Worker
- PT Youth Public Health Specialist
- Community Mental Health Initiatives
- Library Renovation Project
- New sidewalks
- Upgrades to parks and recreational facilities
- Lead water service line replacement project
- Cybersecurity

Community Needs Survey

We do not expect that all projects that have been identified will be funded at this time. As a best practice, ARPA funds will not be fully allocated in the first Fiscal Year, both to allow the City to respond to ongoing and changing public health needs from the COVID-19 pandemic, as well as to provide for the opportunity for input and feedback on community priorities. To this end, we have just launched a Community Needs Survey in order to help identify the most pressing issues for residents, small business owners, and community-based non-profit organizations. We welcome input from the Council on these priorities.

Attachment: ARPA Update to City Council February 2022 (INFO-2022-4 : ARPA funding request for information)