



CITY OF MELROSE

CITY COUNCIL

ORDERS OF THE DAY • DECEMBER 16, 2024

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

7:45 PM

I. CALL TO ORDER

Pledge of Allegiance

II. READING OF THE MINUTES

1. City Council - Caucus - Dec 2, 2024 7:00 PM

III. PUBLIC COMMENT

tcifuni@cityofmelrose.org is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Dec 16, 2024 07:45 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://cityofmelrose->

[org.zoom.us/j/96489372259?pwd=FMw8eWynQr8BnXyamA7EwaoA9uh1nN.1](https://cityofmelrose-)

Meeting ID: 964 8937 2259

Passcode: 509404

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

V. NEW BUSINESS

A. Filings by the Honorable Mayor

i. Appointments/Reappointments

1. **(ID # 12245):** Appointment of John Tozza to the Beebe Estate Board of Trustees

B. Appropriation

1. **(ID # 12273):** An appropriation in the amount of \$244,658.24 from Peg Access to MMTV, Melrose Public Schools and for Legal Services and expenses related to cable-license renewal.

C. Filings by members of the Honorable City Council***i. Resolution***

1. **(ID # 12275):** Resolution Honoring President Leila Migliorelli for her Public Service as President of City Council for 2024

Sponsored by: At-Large Maya Jamaledine

ii. Ordinance

1. **(ID # 12279):** Replace current City Ordinance Section 177-12 Snow and Ice Removal with revised ordinance language to address property owner responsibilities for snow and ice removal

Sponsored by: Ward 7 Devin Romanul

iii. Licenses

1. **(ID # 12274):** Renewal of Additional Victualler Licenses for 2025

VI. UNFINISHED BUSINESS***A. Appointments***

1. **(ID # 12219):** Reappointment of Kimberly Marolda, 811 Franklin Street, to the Historical Commission, for a three year term, said term to expire last day of February 2027.

2. **(ID # 12239):** Appointment of Amy Iannone Tierney, 64 Garfield Road, Melrose MA to the Affordable Housing Trust Fund.

From: Health, Education & Welfare Committee

RECOMMEND

3. **(ID # 12240):** Appointment of Joe Viola, 134 Howard Street, Melrose MA to the Affordable Housing Trust Fund

From: Health, Education & Welfare Committee

RECOMMEND

4. **(ID # 12243):** Reappointment of James Oosterman, 54 Ellis Farm Lane, Melrose MA to the Affordable Housing Trust Fund.

From: Health, Education & Welfare Committee

RECOMMEND

5. **(ID # 12244):** Reappointment of Helena Widtfeldt, 44 Briggs Street, Melrose MA to the Affordable Housing Trust Fund.

From: Health, Education & Welfare Committee

RECOMMEND

6. **(ID # 12247):** Appointment of Tanji Cifuni as Melrose City Clerk for a three-year term ending December 2027.

Sponsored by: Ward 3 Robb Stewart, Ward 4 Mark Garipay, At-Large Leila Migliorelli

From: Appropriations & Oversight Committee

RECOMMEND

B. Grant

1. **(ID # 12007):** Acceptance of State Earmark for City Hall Front Door in the amount of \$40,000

From: Appropriations & Oversight Committee

OUGHT TO PASS

2. **(ID # 12008):** Acceptance of a State Earmark for Wyoming Cemetery in the amount of \$50,000

From: Appropriations & Oversight Committee

OUGHT TO PASS

3. **(ID # 12241):** FY25 Municipal ADA Improvement Grant Acceptance in the amount of \$38,000 to address accessibility issues at Melrose High School and Horace Mann Elementary School

From: Appropriations & Oversight Committee

OUGHT TO PASS

C. Licenses

1. **(ID # 12248):** Common Victualler Renewals for 2025

From: Protection and License Committee

PLACE ON FILE

VII. EXPIRIES

VIII. RULE 53 REPORTS

IX. ADJOURNMENT

The City of Melrose does not discriminate based on disability and is committed to hosting accessible meetings and events. Individuals with disabilities who need auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures, in order to access the programs and activities of the City of Melrose or to attend meetings, should contact the City's ADA Coordinator, Polina Latta platta@cityofmelrose.org.

**CITY OF MELROSE****CITY COUNCIL****MINUTES • DECEMBER 2, 2024**

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

Caucus

7:03 PM

I. CALL TO ORDER***Pledge of Allegiance***

Attendee Name	Title	Status	Arrived
Cal Finocchiaro	Ward 6	Present	
Mark Garipay	Ward 4	Present	
Ward Hamilton	At-Large	Present	
Maya Jamaledine	At-Large	Present	
Manjula Karamcheti	Ward 1	Present	
John Obremski	Ward 2	Absent	
Devin Romanul	Ward 7	Present	
Robb Stewart	Ward 3	Present	
Kimberly Vandiver	Ward 5	Present	
Ryan Williams	At-Large	Present	
Leila Migliorelli	At-Large	Present	

A. CAUCUS**II. PUBLIC COMMENT**

Motion to Open Public Comment made by Councilor Stewart at 7:04 pm

No public Comments in person or online cue

Motion to close Public Comment Made by Councilor Stewart at 7:04 pm

III. ADJOURNMENT**IV. ORDERS**

- ORDER-2025-5** : 2024 City Council Caucus to nominate President of Council for 2025

Motion by Councilor Garipay to open the floor for discussion

Seconded by Councilor Karamcheti

All were in Favor

Motion by Councilor Jamaledine to nominate Leila Migliorelli for a one year term as the President of the Council in 2025

Minutes Acceptance: Minutes of Dec 2, 2024 7:00 PM (Reading of the Minutes)

Seconded by Councilor Karamcheti
All were in Favor

All parties wanted the record to show that at the January 6th City Council Organizational meeting Leile Migliorelli will be appointed.

Motion to close the floor made by Councilor Williams
Seconded by Councilor Hamilton
All were in Favor

Motion to Adjourn made by Councilor Karamcheti
Seconded by Councilor Garipay
All were in Favor
Meeting closed at 7:08 pm

RESULT:	ELECTED [10 TO 0]
AYES:	Finocchiaro, Garipay, Hamilton, Jamaledine, Karamcheti, Romanul, Stewart, Vandiver, Williams, Migliorelli
ABSENT:	John Obremski

Minutes Acceptance: Minutes of Dec 2, 2024 7:00 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

December 16, 2024

AN ORDER

(ID # 12245)

Appointment of John Tozza to the Beebe Estate Board of Trustees

BE IT ORDERED

Appointment of John Tozza, 23 David Drive, Saugus, for a three year term, said term to expire the last day of February, 2028.

In the City Council
Ordained Roll Call

Passed December 16, 2024

Kristin Foote, Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Appointment/Reappointment (ID # 12245)

Meeting

Date

Date



CITY OF MELROSE

OFFICE OF THE MAYOR

JENNIFER GRIGORAITIS

Mayor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4440

To: Melrose City Council
From: Mayor Jen Grigoraitis
Re: Appointment of John Tozza to the Beebe Estate Board of Trustees
Date: December 5, 2024

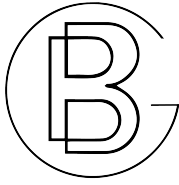
I respectfully request the Council's approval of the appointment of John Tozza to the Beebe Estate Board of Trustees. Although Mr. Tozza was a longtime Melrose resident and active member of the community, he currently resides in Saugus. Because of his residency status, I am waiving the residency requirement as laid out in ARTICLE II Multiple-Member Appointive Organization § A-201 Offices and standards¹.

Mr. Tozza lived in Melrose and raised his children here over several decades while owning and operating his family's business, Marty's Furniture. The family also owned the building and had several commercial tenants. Mr. Tozza served as the building landlord responding to commercial tenant needs and concerns, including maintenance and renovations. This experience aligns perfectly with the Beebe Estate Board of Trustees' current need to have a trustee who can also serve as the Beebe Estate building manager (in a volunteer capacity). The Board has been without a designated building manager since 2020. Per the City Administrative Code § A-205, Beebe building maintenance is managed and coordinated by the Board of Trustees. The Beebe Estate house and gardens is not a municipal facility for which Melrose DPW is responsible for maintaining, and therefore outside vendors must be used. All maintenance responsibilities are coordinated separately by the Board, and the costs of doing so are paid from either its existing revolving fund or available Board budget. Mr. Tozza's previous unique experience, will allow him to take on the role of building manager with ease and ensure the necessary ongoing maintenance, cleaning, and repairs are taking place to the Beebe Estate house and gardens.

Although Marty's Furniture closed in 2020 and the building was subsequently sold, Mr. Tozza remains an active member of the Melrose community, serving as a member of the Melrose Rotary Club and as a volunteer with the Melrose Chamber of Commerce. He is also a past member of the Board of Directors for The Bridge.

I am confident that Mr. Tozza will be an extremely valuable addition to the Beebe Estate Board of Trustees and resource to the tenants of the Beebe Estate in the capacity of building manager.

¹ <https://ecode360.com/27327890?highlight=waived&searchId=14139656206870827#27327890>



BILL BUTLER GROUP

To Mayor Grigoraitis and the Melrose City Councillors,

On behalf of the trustees of the Beebe Estate in Melrose, I am writing to express my strong support for John Tozza as a candidate for the Board. Having worked alongside John in other volunteer organizations, including Rotary and Friends of Memorial Hall, I can confidently say that his dedication and skill set would be invaluable.

John's contributions to these groups have been nothing short of extraordinary. He consistently demonstrates a knack for problem-solving, leadership, and rolling up his sleeves to get things done. Whether it's organizing events or tackling logistical challenges, John's proactive approach has made him an indispensable asset to every organization he's been a part of.

What makes John's candidacy particularly compelling is his eagerness to serve not just as a trustee, but also in the capacity of Building Manager. This role is critical for ensuring the smooth operation and maintenance of the Beebe Estate as well as consistent point of contact for the building's tenants.

John brings a unique combination of expertise owning the successful furniture local retailer, Marty's Furniture and a genuine commitment to community service. His track record speaks for itself, and I am confident he would bring the same level of energy, professionalism, and heart to the Beebe Estate Board.

Thank you for considering John Tozza for this role. His appointment would undoubtedly be a tremendous benefit to the Board and the broader community we serve.

Sincerely,

Bill Butler
Co-chair Trustee, Beebe Estate

December 5, 2024

Mayor Jennifer Grigoraitis
Melrose City Hall
562 Main Street
Melrose, MA 02176

Dear Mayor Grigoraitis:

It is with extreme pleasure and interest that I would like to join the Beebe Estate Board of Trustees.

I have known Bill Butler, Co-Chair for the Trustees, for several years having served with him as a member of the Melrose Rotary Club, and I was honored when he first approached me about possibly serving on the board.

Having previously owned and operated my family's business, Marty's Furniture, while raising my family in Melrose, I am eager to give back to the community which gave me so much over many decades. As the former owner of the building at 99 Washington Street that is now home to Radio Factory Lofts, I believe my experience in building management and tenant relations will be valuable to the work of the Trustees in overseeing, management and maintaining the Beebe Estate.

I am eager to use my skills, knowledge and community relationships to support the work of the Trustees. Please do not hesitate to contact me directly at [REDACTED] if you have any questions.

Thank you for your consideration and the opportunity to serve the City of Melrose.

Sincerely,

John Tozza

CITY OF MELROSE

In City Council

December 16, 2024

AN ORDER

(ID # 12273)

An appropriation in the amount of \$244,658.24 from Peg Access to MMTV, Melrose Public Schools and for Legal Services and expenses related to cable-license renewal.

BE IT ORDERED

An Appropriation from the PEG Access Cable Fund (#2922) in the amount of \$189,326.59 to MMTV, \$47,331.65 to Melrose Public Schools and \$8,000 for Legal Services. The receipts requested for appropriation represent the total amount collected fiscal year to date. Fund 2922 was established by Council Order on 6/17/19 Order 2019-109 and under MGL Chapter 44 Section 53F 3/4.

Appropriation (ID # 12273)

Meeting of December 16, 2024

In the City Council
Ordained Roll Call

Passed December 16, 2024

Kristin Foote, Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date



Shannon Phillips
City Solicitor
SPhillips@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4184
Facsimile - (781) 979-4205

MEMORANDUM

To: Melrose City Council

cc: Mayor Jennifer Grigoraitis
 Kerriann Golden, CFO/Auditor

Date: December 11, 2024

From: Shannon Phillips, City Solicitor

Re: Order relative to Appropriations from PEG Access Cable Fund (#2922)

Please accept this memorandum to provide context relative to the current appropriation requests before you from the PEG Access and Cable Related Fund.

Currently, the City of Melrose has two Cable Licenses in effect- Comcast's license runs from March 1, 2023 to February 28, 2033 and Verizon's license runs from June 27, 2022 to June 26, 2027. Given the significant amount of time required to undergo an ascertainment process and negotiations for these licenses, the City will begin undertaking the license renewal process for Verizon in the very near future.

The current Order before you is requesting three appropriations from this Special Revenue Fund. Given the nature of this Fund, Massachusetts General Laws c. 44, § 53F ¾ requires that appropriations be made by City Council prior to being spent, and allows this money to be appropriated for *cable-related purposes* to:

1. Support cable PEG access service or programming for city or town residents, whether operated by a city or town department or a contractor.
2. Monitor the cable operator's compliance with the franchise agreement.

3. Prepare for renewal of the cable franchise license, including any associated expert and legal services.¹

The first two appropriation requests before you are ones this Council has seen twice a year in years prior: an appropriation to MMTV and an appropriation to the Schools. The appropriation amounts requested to these two entities are consistent with historical precedent in the City of appropriating 80% of monies received from these licensees to MMTV and 20% to Schools.²

The third appropriation request in this Order is a request for an initial appropriation from this Fund for any services or expenses related to cable license renewal proceedings. In previous years, even under my predecessor, the Legal Department has used the legal services of Epstein & August who have specific expertise in assisting municipalities with these cable franchise license negotiations. Historically, the expenses for those services and any expenses related to the license renewal process itself- including costs associated with holding public hearings such as costs for advertisements in the newspaper- have come only from the Legal Department budget.

Given the allowances under the statute however, and in light of the upcoming Verizon license renewal process, the City is requesting an appropriation of \$8,000 from this Fund so it may pay directly for such services and expenses related to cable franchise license renewals. If appropriated by Council, per the City Auditor, a line item will be set up within this Special Revenue Fund from which any bills related to the cable franchise license renewals may be paid.³

Thank you for your attention to this matter. Please reach out to me directly with any questions or concerns you might have.

¹ See Mass. Gen. Laws ch. 44 § 53F ¾ and Division of Local Services (DLS) Bureau of Accounts *Informational Guideline Release (IGR)* No. 16-102 January 2016

<https://dls.gateway.dor.state.ma.us/gateway/DLSPublic/IgrMaintenance/Index/673>

² Pursuant to the Comcast and Verizon license agreements, 5% of their gross revenues are paid by the providers (Comcast and Verizon) to the City. Since 2019, this Special Revenue Fund was established by City Council Order where all monies received by these licensees pursuant to their agreements are deposited. Historically, since at least 2013, amounts distributed to MMTV and Schools have reflected proportions of 4% of that 5% of revenues going to MMTV and 1% to Schools (or in other words 80% of monies received being appropriated to MMTV and 20% to Schools). *Mayor Grigoraitis has requested the Superintendent Deleidi re-evaluate these proportion splits to determine whether they are still appropriate to continue with in the future, or whether the Schools could use any additional monies to support cable PEG access services or programming.

³The number currently requested is not the total appropriation amount the City expects to need for license renewals. Rather, the City will make future appropriation requests for this purpose at the same time as requests for appropriation to MMTV and Schools from this fund are made in the future.

CITY OF MELROSE

In City Council

December 16, 2024

AN ORDER

(ID # 12275)

Resolution Honoring President Leila Migliorelli for her Public Service as President of City Council for 2024

BE IT ORDERED

Resolution Honoring President Leila Migliorelli for her Public Service as President of City Council for 2024

In the City Council
Ordained Roll Call

Passed December 16, 2024

Kristin Foote, Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Resolution (ID # 12275)

Meeting of December 16, 2024

Date

Date



City of Melrose

A Resolution Honoring Leila Migliorelli as the President of the Melrose City Council for 2024 *Offered by Councilor Maya Jamaledine*

WHEREAS, Councilor Leila Migliorelli has served as the City Council President for the City of Melrose during 2024, providing exceptional leadership and guidance throughout the year;

WHEREAS, President Migliorelli has been elected as a Councilor-at-Large for three terms, demonstrating her steadfast commitment to serving the residents of Melrose with integrity, dedication, and vision;

WHEREAS, President Migliorelli's thoughtful approach, effective communication, and steadfast leadership were especially evident during the 2024 city budget season, where she worked collaboratively to navigate complex financial decisions while prioritizing transparency and the needs of the community;

WHEREAS, President Migliorelli spearheaded the revision of the City Council Rules, introducing amendments to make Council operations more equitable, inclusive, and accessible, leaving a lasting impact on the governance of the City of Melrose;

WHEREAS, President Migliorelli consistently fostered an environment of respect, collaboration, and open communication among her fellow Councilors, City Hall staff, and community members, ensuring productive discussions and effective decision-making;

WHEREAS, her leadership during her presidency exemplified her dedication to creating a Council that is responsive, accountable, and reflective of the diverse needs of Melrose residents;

WHEREAS, President Migliorelli's dedication to public service extends beyond the Chamber, as she actively participates in community events, advocates for equity and inclusion, and champions causes that strengthen the Melrose community;

WHEREAS, the Council recognizes that President Migliorelli's thoughtful and compassionate leadership has not only guided the Council but also inspired her colleagues and the community as a whole;

WHEREAS, her work has been supported by her family, whose encouragement has enabled her to serve Melrose with such exceptional dedication and care;

BE IT RESOLVED, that we, the members of the City Council, do hereby express our profound gratitude to President Migliorelli for her outstanding administration of the office of the president and her enduring contributions to the City of Melrose;

BE IT FURTHER RESOLVED, that in recognition of her service, the gavel wielded by her as Council President shall be suitably inscribed and presented to her as a token of our appreciation;

BE IT FURTHER RESOLVED, that, on this Sixteenth Day of December in the year Two Thousand and Twenty-Four, 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 Leila Migliorelli.

Attest: Members of the City Council

CITY OF MELROSE

In City Council

December 16, 2024

AN ORDER

(ID # 12279)

Replace current City Ordinance Section 177-12 Snow and Ice Removal with revised ordinance language to address property owner responsibilities for snow and ice removal

BE IT ORDERED

Replace current City Ordinance Section 177-12 Snow and Ice Removal with revised ordinance language to address property owner responsibilities for snow and ice removal

In the City Council
Ordained Roll Call

Passed December 16, 2024

Kristin Foote, Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Ordinance (ID # 12279)

Meeting of December 16, 2024

Date

Date

§ 177-12 **Snow and ice removal.**

A. Placing snow and ice on streets. No owner, occupant, or tenant of land or a building, or any agent thereof, shall cause any snow or ice from said land or building to be placed in the sidewalk, road, or other public way in the City.

B. Snow and Ice to be Removed from Sidewalks by Abutting Property Owners

- (1) In order to provide for safe pedestrian passage and access, every owner or occupant of a building or lot of land abutting a sidewalk, or any person having charge or such property, shall remove and clear away, or cause to be removed and cleared away, snow and ice from the portion of the sidewalk that abuts their property. Sidewalks shall be cleared to provide a minimum passage of 36 inches in width, or to the full width of the sidewalk if narrower.
- (2) For those properties abutting sidewalks with curb cuts, ramps, and other access points, abutting property owners shall provide unimpeded access to the street.
- (3) Snow and ice shall be removed, and sidewalks and ramps shall be treated, within twelve (12) hours after snow ceases to fall or after ice forms, if in the daytime, and before 1:00 p.m., if it ceases to fall or after ice forms in the nighttime.
- (4) All sidewalks shall be cleared to the surface of the sidewalk, or, where it is impractical to do so, the sidewalk shall be treated with sand or other suitable material to make travel thereon reasonably safe, and as soon as weather permits, shall be cleared as identified in accordance with B(1) above.

C. Snow and ice on public grounds. The sidewalks adjoining public buildings or grounds shall be cleared under the direction of the Director of Public Works.

D. Enforcement.

- (1) The property owner shall be liable for any fines incurred as a result of violations of (A) or (B) of this Section. The fine for violation of any of the provisions in (A) or (B) of this Section shall be \$50 for each day of non-compliance. Violations in this section shall be enforced as of 11-1-2025.
- (2) The Director of Public Works or their designee shall have the authority to enforce all provisions of this section. In the event of an unusually heavy snowfall, or when weather conditions necessitate, the Director of Public Works or their designee has discretion to extend time limits for compliance. The Melrose Police Department is authorized to assist in the enforcement of this section.
- (3) Upon neglect of or violation of the duties imposed by the provisions of this section, such duties may be performed by the Director of Public Works or his/her

agent at the expense of the person(s) or entities liable to perform those duties. Assessment of costs under this subsection shall not preclude any party from being fined for violation.

- (4) **Exemptions.** Annual exemptions from the sidewalk clearing requirements in (B) of this Section exist for residents who upon written petition to the Melrose Council on Aging demonstrate hardship due to health, financial duress, or religious circumstances.
- (5) The City Solicitor with the approval of the Mayor may in civil actions prosecute and adjust claims inuring to the City under the provisions of this section.

CITY OF MELROSE

In City Council

December 16, 2024

AN ORDER

(ID # 12274)

Renewal of Additional Victualler Licenses for 2025

BE IT ORDERED

Renewal of Additional Victualler Licenses for 2025

In the City Council
Ordained Roll Call

Passed December 16, 2024

Kristin Foote, Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date

Common Victualler License Application Instructions

Annual Fee - \$100

Licenses Expire annually on December 31

Common Victualler Licenses are valid from January through December and are required to be renewed annually. To avoid delays in processing your application, please do not leave any applicable sections blank. All incomplete applications will be returned.

- ✓ **Please refer to the check list below to ensure all steps are completed prior to submitting the original application to the City Clerk's Office:**

Page 2	Completed application with "wet signature"
Page 3	Tax Certification Form
Page 4	Signed acknowledgement of receipt of §152-12
Pages 5-6	Completed Worker's Compensation Insurance Affidavit, including a copy of Declarations page of Workers' Compensation Policy.
Pages 7-8	Inspection and approval from the following Departments: ○ Melrose Fire ○ Melrose Health and Human Services Department ○ Melrose Police ○ Inspectional Services ○ Treasurer Collectors Office
	Completed Business Certificate Application, if license name includes a DBA
	Copy of Current ServSafe Certificate
	\$100 Application Fee payable by cash, credit card or check payable to the City of Melrose.

Please email clerks@cityofmelrose.org with any questions.



Kristin Foote
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

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

☐ New Application

Requires applicants' attendance at a City Council Protection and License Committee meeting and approval from the City Council.

☐ Renewal Application

COMMON VICTUALLER LICENSE APPLICATION
LICENSING PERIOD JANUARY 1st - DECEMBER 31st

Business Name: <u>MELROSE HOUSE OF PIZZA</u>		Tax ID Number: <u>4</u>	
Business Address: <u>475 MAIN ST MELROSE MA 02176</u>		Business Phone Number: <u>781 665 2508</u>	
Owner's Name: <u>ROBERT MUSARAJ</u>		Owner's Cell Phone Number: <u></u>	
Residential Address of Owner: <u>29 MC COBA ST AP24 REVERE MA 02151</u>		Number of Employees: <u>4 (FOUR)</u>	
Email Address of Owner (required): <u>MUSARAJ, ROBERT @ G.M21/.COM</u>			
24-hour Emergency Contact Name: <u>JUNILDA ALLSHI</u>		Emergency Phone Number: <u></u>	
Circle all that apply:	Breakfast	<u>Lunch</u>	<u>Dinner</u>
			<u>Take-out</u>
Please List Daily Hours of Operation			
Sunday	Monday	Tuesday	Wednesday
11-10	11-10	11-10	11-10
Thursday	Friday	Saturday	
11-10	11-10	11-10	
Approved Number of Seats:		<u>24 SEATS</u>	
Floor Space/ Square Feet:		<u>1900 SQUARE FEET</u>	

Attachment: renewal common vic for House of Pizza_Redacted (12274 : Additional Common Victualler Renewals for 2025)



Kristin Foote
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

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

TAX CERTIFICATION FORM

Business Name: <u>CASONA LLC</u>
Business Address: <u>475 MAIN ST MELROSE MA 02176</u>
DBA (if applicable): <u>MELROSE HOUSE OF PIZZA</u>
Owner's Name: <u>ROBERT MUSARAJ</u>

By signing below, you are requesting to be granted a Common Victualler License from the City of Melrose. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Additionally, you hereby certify under the penalties of perjury that you have, to the best of your knowledge and belief, filed all state tax returns, paid all state taxes, local taxes, all water, sewer and solid waste disposal bills, all tax titles, utilities, and all motor vehicle excise taxes to the City of Melrose required by law.

[Signature]
Signature of Petitioner 1

12.5.24
Date of Signature

5.6.67
Date of Birth

Junitola Allushi
Signature of Petitioner 2

12.5.24
Date of Signature

6.5.77
Date of Birth

***This license will not be used or renewed unless this certification clause is signed by the applicant.**

****Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.**

Attachment: renewal common vic for House of Pizza_Redacted (12274 : Additional Common Victualler Renewals for 2025)

CITY OF MELROSE
OFFICE OF THE CITY CLERK



Kristin Foote
City Clerk

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

City of Melrose Administrative Code General Legislation

ACKNOWLEDGEMENT OF RECEIPT OF MELROSE ORDINANCES

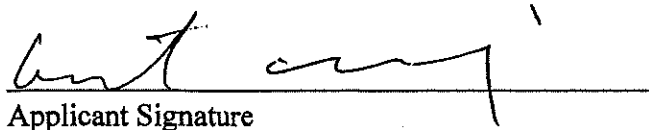
§ 152-12 Common victuallers and innholders

[Amended 6-15-1981 by Ord. No. 20718; 4-21-2009 by Ord. No. 09-125; 11-16-2020 by Ord. No. 2021-34; 12-20-2021 by Ord. No. 2022-56]

No person shall hereafter engage in the business of innholder or common victualler without first obtaining a license therefor from the City Council. A fee of \$75 shall be paid for each of such licenses. The fee for a common victualler's license set forth herein shall be waived for Calendar Year 2021 as a result of the ongoing impacts of the COVID-19 global health pandemic. 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.

State law reference — Law of the commonwealth authorizing cities to grant licenses to common victuallers, innholders, etc., MGL c. 140, § 2, construed in *Liggett Drug Co. v. Board of License Commissioners*, 296 Mass. 41, 4 N.E. (2d) 268.

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


Applicant Signature

12-5-24
Date

Attachment: renewal common vic for House of Pizza_Redacted (12274 : Additional Common Victualler Renewals for 2025)



Kristin Foote
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

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

The Commonwealth of Massachusetts
Department of Industrial Accidents Office of Investigations
600 Washington Street, Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Business
Applicant Information Please Print Legibly

Business Name: MELROSE HOUSE OF PIZZA
Address: 475 MAIN STREET
City/State/Zip: MELROSE MA 02176 -
Phone #: 781 665 2508

Are you an employer (check one):	
☒	*I am an employer with <u>4</u> employees (full/part-time)
☐	I am sole proprietor or partnership and have no employees working for me in any capacity (No workers' comp insurance required)
☐	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)
☐	We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp insurance required)

Business Type (required):	
☐	Retail
☒	Restaurant/Bar/Eating Establishment
☐	Office and/or Sales (incl. real estate, auto, etc.)
☐	Entertainment
☐	Manufacturing
☐	Non-profit
☐	Health Care
☐	Other:

***Any applicant that checks box #1 must also fill out the section on the next page 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.**

Attachment: renewal common vic for House of Pizza_Redacted (12274 : Additional Common Victualler Renewals for 2025)



CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

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

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

Insurance Company Name: HARTFORD ACCIDENT AND INDEMNITY CO.

Insurer's Address: ONE HARTFORD PLAZA

City/State/Zip: HARTFORD CT 06155

Policy # or Self-Insurance License #: 08 WEC EL784H Expiration Date: 05.15.25

Required:

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: [Signature] Date: 12.5.24

Phone #: 781 665 2508

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigation has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a homeowner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.



Kristin Foote
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

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

COMMON VICTUALLER LICENSE
CITY DEPARTMENT REVIEW
LICENSING PERIOD JANUARY 1st - DECEMBER 31st

Instructions:

Please complete the section below before obtaining approval from each of the City Departments listed on the back of this page. Departments will not review and approve if any fields are left blank.

REPORT OF INVESTIGATION - RELATIVE TO APPLICATION FOR

Business Name: MELROSE HOUSE OF PIZZA

Owner Name: ROBERT MUSARRAJ Owner DOB: _____

Business Address: 475 MAIN ST MELROSE MA 02176

Please List Daily Hours of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11-10	11-10	11-10	11-10	11-10	11-10	11-10
Approved Number of Seats:			24			
Floor Space/ Square Feet:			1900			

Attachment: renewal common vic for House of Pizza_Redacted (12274 : Additional Common Victualler Renewals for 2025)



CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

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

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

MELROSE HEALTH & HUMAN SERVICES 781-979-4130		Date Signed: 12/6/24 Christy Bolduc	FOOD PERMIT EXP DATE: 12/31/24
Christy Bolduc Health & Human Services Signature		Christy Bolduc Health & Human Services Name Printed	
☐ Denied	☒ Approved	☐ Other	
Comments:			

MELROSE FIRE DEPARTMENT 781-979-4405		Date Signed: 12/9/24 GIBSON	\$50 Fee Paid Yes/No
[Signature] Melrose Fire Captain Signature		GIBSON Fire Captain Name Printed	
☐ Denied	☒ Approved	☐ Other	
Comments:			

MELROSE POLICE DEPARTMENT 781-665-1212		Date Signed: 12/9/24 Kevin Toller - Chief of Police
[Signature] Melrose Police Signature		Kevin Toller - Chief of Police Melrose Police Name Printed
☐ Denied	☒ Approved	☐ Other
Comments:		

INSPECTIONAL SERVICES DEPARTMENT 781-979-4135		Date Signed: 12/6/2024 Stephen Doucet
[Signature] Building Commissioner Signature		Stephen Doucet Building Commissioner Name Printed
☐ Denied	☐ Approved	☐ Other
Comments:		

TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours		Date Signed: 12/6/24 Renée Oleksy
[Signature] Treasurer Collector Signature		Renée Oleksy Treasurer Collector Name Printed
☐ Denied	☒ Approved	☐ Other
Comments:		

Attachment: renewal common vic for House of Pizza_Redacted (12274 : Additional Common Victualler Renewals for 2025)



CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

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

Workers Compensation Information

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, and *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An employer is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required."

Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address, and phone number along with a certificate of insurance.

Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage.

Sign and date the affidavit

The affidavit should be returned to the city or town that the application for the permit or license is being requested, not the Department of Industrial Accidents. Should you have any questions regarding the law of if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

The Office of Investigation would like to thank you in advance for your cooperation and should you have any questions please do not hesitate to give us a call. The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111

Tel. # 617-0727-4900 ext. 406 or 1-877-MASSAFE Fax # 617-727-7749
www.mass.gov/dia

INFORMATION PAGE**WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY**

INSURER: Hartford Fire Insurance Company
ONE HARTFORD PLAZA HARTFORD CT 06155



NCCI Company Number:
Company Code: 1

13269

POLICY NUMBER:

08 WEC EL7841

Previous Policy Number:

08 WEC EL7841

Suffix
LARS RENEWAL

7

1. **Named Insured and Mailing Address:** CASONA LLC
(No., Street, Town, State, Zip Code) 475 MAIN ST
MELROSE MA 02176

FEIN Number: 46-5630901**State Identification Number(s):**

The Named Insured is: LLC
Business of Named Insured: Full-Service Restaurants
Other workplaces not shown above:

2. **Policy Period:** From 05/15/24 To 05/15/25 ANNUAL
12:01 a.m., Standard time at the insured's mailing address.

Producer's Name: NUMBER ONE INSURANCE AGCY INC/PHS
91 CEDAR STREET
MILFORD MA 01757

Producer's Code: 08088171

Issuing Office: THE HARTFORD BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251
(866) 467-8730

Total Estimated Annual Premium: \$1,324**Deposit Premium:****Policy Minimum Premium:** \$456 MA**Audit Period:** ANNUAL**Installment Term:** Ten Pay (25%Down+9@8.33%)

The policy is not binding unless countersigned by our authorized representative.

Countersigned by

Susan S. Castaneda

Authorized Representative

04/04/24

Date

SECURITY FEATURES INCLUDE TRUE WATERMARK PAPER, HEAT SENSITIVE ICON AND FOIL HOLOGRAM.

MELROSE HOUSE OF PIZZA475 MAIN STREET
MELROSE, MA 02178

4991

63-7054/2113

948

DATE

12.5.24

PAY
TO THE
ORDER OF

CITY OF MELROSE

\$ 100.00

ONE HUNDRED DOLLARS ZERO CENTS

DOLLARS



Bank

America's Most Convenient Bank®

FOR

*[Signature]*

HEAT SENSITIVE

⑈004991⑈

⑈667950⑈

Attachment: renewal common vic for House of Pizza_Redacted (12274 : Additional Common Victualler Renewals for 2025)



Kristin Foote
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

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

☐ New Application

Requires applicants' attendance at a City Council Protection and License Committee meeting and approval from the City Council.

☒ Renewal Application

COMMON VICTUALLER LICENSE APPLICATION
LICENSING PERIOD JANUARY 1st – DECEMBER 31st

Business Name: Starbucks Coffee #7258				Tax ID Number: 91-1325671		
Business Address: 521 Main Street Melrose, MA 02176				Business Phone Number: 781-662-0217		
Owner's Name: Starbucks Corporation				Owner's Cell Phone Number: 206-594-7273		
Residential Address of Owner: PO BOX 34442 Tax-2 Seattle, WA 98124				Number of Employees: 20		
Email Address of Owner (required): Licenseservices@starbucks.com						
24-hour Emergency Contact Name:				Emergency Phone Number:		
Circle all that apply:	Breakfast X	Lunch X	Dinner	Take-out X		
Please List Daily Hours of Operation						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Approved Number of Seats:			20			
Floor Space/ Square Feet:			2025			

Attachment: Starbucks Common Vic Renewal for 2025 (12274 : Additional Common Victualler Renewals for 2025)



Kristin Foote
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

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

TAX CERTIFICATION FORM

Business Name:
Starbucks Coffee #7258
Business Address:
521 Main Street Melrose, MA 02176
DBA (if applicable):
Owner's Name:
Starbuck Corporation

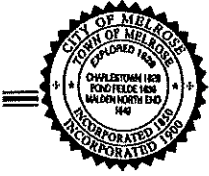
By signing below, you are requesting to be granted a Common Victualler License from the City of Melrose. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Additionally, you hereby certify under the penalties of perjury that you have, to the best of your knowledge and belief, filed all state tax returns, paid all state taxes, local taxes, all water, sewer and solid waste disposal bills, all tax titles, utilities, and all motor vehicle excise taxes to the City of Melrose required by law.

<u><i>Mary</i></u> Signature of Petitioner 1	<u>9/23/24</u> Date of Signature	<u>10/06/1979</u> Date of Birth
 Signature of Petitioner 2	 Date of Signature	 Date of Birth

***This license will not be used or renewed unless this certification clause is signed by the applicant.**

****Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.**



Kristin Foote
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

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

City of Melrose Administrative Code General Legislation
ACKNOWLEDGEMENT OF RECEIPT OF MELROSE ORDINANCES

§ 152-12 Common victuallers and innholders

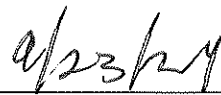
[Amended 6-15-1981 by Ord. No. 20718; 4-21-2009 by Ord. No. 09-125; 11-16-2020 by Ord. No. 2021-34; 12-20-2021 by Ord. No. 2022-56]

No person shall hereafter engage in the business of innholder or common victualler without first obtaining a license therefor from the City Council. A fee of \$75 shall be paid for each of such licenses. The fee for a common victualler's license set forth herein shall be waived for Calendar Year 2021 as a result of the ongoing impacts of the COVID-19 global health pandemic. 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.

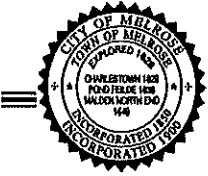
State law reference — Law of the commonwealth authorizing cities to grant licenses to common victuallers, innholders, etc., MGL c. 140, § 2, construed in *Liggett Drug Co. v. Board of License Commissioners*, 296 Mass. 41, 4 N.E. (2d) 268.

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


Applicant Signature


Date

Attachment: Starbucks Common Vic Renewal for 2025 (12274 : Additional Common Victualler Renewals for 2025)



Kristin Foote
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

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

The Commonwealth of Massachusetts
Department of Industrial Accidents Office of Investigations
600 Washington Street, Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Business
Applicant Information Please Print Legibly

Business Name: Starbucks Coffee #7258

Address: 521 Main Street

City/State/Zip: Melrose, MA 02176

Phone #: 781-662-0217

Are you an employer* (check one):	
☒	*I am an employer with <u>160+</u> employees (full/part-time)
☐	I am sole proprietor or partnership and have no employees working for me in any capacity (No workers' comp insurance required)
☐	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)
☐	We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp insurance required)

Business Type* (required):	
☒	Retail
☐	Restaurant/Bar/Eating Establishment
☐	Office and/or Sales (incl. real estate, auto, etc.)
☐	Entertainment
☐	Manufacturing
☐	Non-profit
☐	Health Care
☐	Other:

***Any applicant that checks box #1 must also fill out the section on the next page 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.**

Attachment: Starbucks Common Vic Renewal for 2025 (12274 : Additional Common Victualer Renewals for 2025)



Kristin Foote
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

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

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

Insurance Company Name: Zurich Insurance Company

Insurer's Address: P.O. Box 968046

City/State/Zip: Shawmberg, IL 60196

Policy # or Self-Insurance License #: WC5570557-00 Expiration Date: 10/1/25

Required:

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: Mary Date: 9/23/24

Phone #: 206-594-7273

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigation has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a homeowner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.



Kristin Foote
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

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

COMMON VICTUALLER LICENSE
CITY DEPARTMENT REVIEW
LICENSING PERIOD JANUARY 1st – DECEMBER 31st

Instructions:

Please complete the section below before obtaining approval from each of the City Departments listed on the back of this page. Departments will not review and approve if any fields are left blank.

REPORT OF INVESTIGATION – RELATIVE TO APPLICATION FOR

Business Name: Starbucks Coffee #7258

Owner Name: Starbuck Corporation Owner DOB: 11/84

Business Address: 521 Main Street Melrose, MA 02176

Please List Daily Hours of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		4:30 am-8:30 pm daily				
Approved Number of Seats:			20			
Floor Space/ Square Feet:			2025			

Attachment: Starbucks Common Vic Renewal for 2025 (12274 : Additional Common Victualler Renewals for 2025)

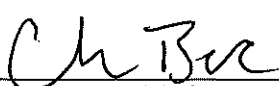


Kristin Foote
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

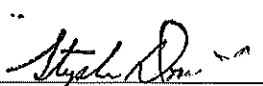
562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

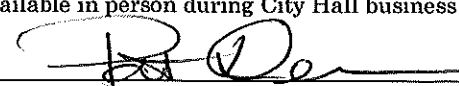
Attention City Officials: Please review the information submitted by the applicant on the reverse side to ensure all fields are complete prior to researching your records and signing off.

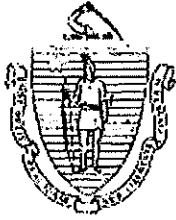
MELROSE HEALTH & HUMAN SERVICES 781-979-4130		Date Signed: 11/12/24 Christy Bolder	FOOD PERMIT EXP DATE: 11/31/24
 Health & Human Services Signature		Health & Human Services Name Printed	
☐ Denied	☒ Approved	☐ Other	
Comments:			

MELROSE FIRE DEPARTMENT 781-979-4405		Date Signed: 12/11/24 GIBSON	\$50 Fee Paid Yes/No
 Melrose Fire Captain Signature		Fire Captain Name Printed	
☐ Denied	☒ Approved	☐ Other	
Comments:			

MELROSE POLICE DEPARTMENT 781-665-1212		Date Signed: 12/10/24 Kevin M. Frazier
 Melrose Police Signature		Melrose Police Name Printed
☐ Denied	☒ Approved	☐ Other
Comments:		

INSPECTIONAL SERVICES DEPARTMENT 781-979-4135		Date Signed: 11/12/2024 Stephen Doucet
 Building Commissioner Signature		Building Commissioner Name Printed
☐ Denied	☒ Approved	☐ Other
Comments:		

TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours		Date Signed: 11-12-24 Pat Dean
 Treasurer Collector Signature		Treasurer Collector Name Printed
☐ Denied	☒ Approved	☐ Other
Comments:		



The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
1 Congress Street, Suite 100
Boston, MA 02114-2017
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: Starbucks Corporation

Address: All Starbucks Massachusetts company-operated stores

City/State/Zip: Massachusetts Phone #: 206-594-7273

Are you an employer? Check the appropriate box:

1. ☐ I am a employer with _____ employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity.
[No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their 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: Zurich Insurance Company

Insurer's Address: PO Box 968046

City/State/Zip: Schaumburg, IL 60196-8046

Policy # or Self-ins. Lic. # WC 5570557-00 Expiration Date: 10/01/2025

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Mary Her

Date: 10/03/2024

Phone #: 206-594-7273

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
 6. Other _____

Contact Person: _____ Phone #: _____

www.mass.gov/dia

Attachment: Starbucks Common Vic Renewal for 2025 (12274 : Additional Common Victual Renewals for 2025)

Payment Completed - December 11, 2024 at 8:40 am

Year:

2024

Number:

1

Description:

STARBUCKS COFFEE COMPANY
CHECK 1030585341

Items:

COMMON VICTULLAR

1 x \$100.00

\$ 100.00

Amount:

\$ 100.00

Service FEE:

\$ 0.00

TOTAL AMOUNT PAID - CHECK

\$100.00

These charges will appear as "Melrose, MA / Heartland" and "CITY HALL SYSTEMS / HEARTLAND".

Transaction Code: HTL-MELROSE-MA-US-12634604

City Hall Systems Secure Payment Portal

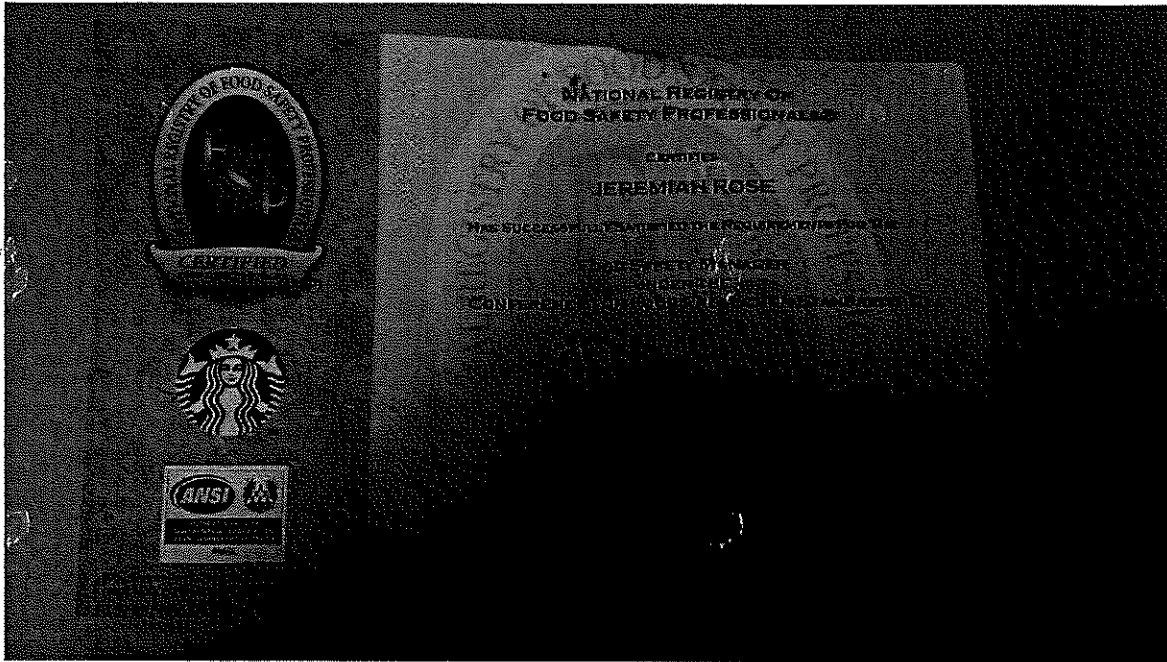
© 2024 Copyright: City Hall Systems, Inc.

We're Online!
How may I help you toda...



Attachment: Starbucks Common Vic Renewal for 2025 (12274 : Additional Common Victualler Renewals for 2025)

From: Jeremiah Rose
To: Clerks
Subject: Starbucks Melrose
Date: Wednesday, December 11, 2024 8:47:42 AM



Here is the copy of the servsafe as requested for Melrose Starbucks Common Vic application.

Thank you,

Jeremiah Rose

****CITY OF MELROSE PUBLIC RECORDS NOTICE: Please be advised that the Massachusetts Attorney General has determined that email is a public record unless the content of the email falls within one of the stated exemptions under the Massachusetts Public Records Laws.****

CITY OF MELROSE

In City Council

December 16, 2024

AN ORDER

(ID # 12219)

Reappointment of Kimberly Marolda, 811 Franklin Street, to the Historical Commission, for a three year term, said term to expire last day of February 2027.

BE IT ORDERED

Reappointment of Kimberly Marolda, 811 Franklin Street, to the Historical Commission, for a three year term, said term to expire last day of February 2027.

HISTORY:

12/02/24	City Council	ASSIGN TO COMMITTEE
12/09/24	Health, Education & Welfare	RECOMMEND

Appointment/Reappointment (ID # 12219)

Meeting

In the City Council
Ordained Roll Call

Passed December 16, 2024

Kristin Foote, Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date

CITY OF MELROSE

In City Council

December 16, 2024

AN ORDER

(ID # 12239)

Appointment of Amy Iannone Tierney, 64 Garfield Road, Melrose MA to the Affordable Housing Trust Fund.

BE IT ORDERED

Appointment of Amy Iannone Tierney, 64 Garfield Road, Melrose MA to the Affordable Housing Trust Fund, for a term of two years, said term to expire the last day of January, 2027.

HISTORY:

12/02/24	City Council	ASSIGN TO COMMITTEE
12/09/24	Health, Education & Welfare	RECOMMEND

Appointment/Reappointment (ID # 12239)

Meeting

In the City Council
Ordained Roll Call

Passed December 16, 2024

Kristin Foote, Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date

AMY IANNONE TIERNEY

Melrose, MA 02176 ♦ [REDACTED] ♦ [REDACTED]

SUMMARY

Experienced advisor and results-driven advocate with over 20 years of legal experience representing clients in proceedings before state and federal courts and regulatory agencies. Trusted strategic partner adept at building consensus. Creative and pragmatic problem-solver with substantial experience counseling clients to navigate the complexities of competitive markets and regulated industries.

PROFESSIONAL EXPERIENCE

Counsel, 2009 - 2021

Brown Rudnick LLP – Boston, MA

Provided strategic counsel to public utility companies, energy suppliers, telecommunications providers and emerging energy and technologies companies regarding changing regulatory environments. Represented clients in state and federal litigation and agency proceedings.

- Represented a municipality in rare public utility company asset valuation proceeding before the Massachusetts Supreme Judicial Court and the Massachusetts Department of Public Utilities.
- Advised emerging technology company regarding changing regulatory environments across the country and strategically intervened in rulemaking proceedings.
- Successfully defended competitive energy suppliers in adjudicatory proceedings before state regulators alleging unfair and deceptive trade practices. Engaged with client's business and legal leadership to develop new, more efficient business practices compliant with regulations across multiple jurisdictions.
- Obtained approvals from the Massachusetts Department of Telecommunications and Cable for a national telecommunication provider's provision of Lifeline services as well as participated in the docket reforming Lifeline requirements in Massachusetts.
- Represented an energy storage technology company before the Federal Energy Regulatory Commission regarding participation of new technologies in energy markets.
- Advised client in successfully procuring regulatory approval for a new gas-fired power plant in Salem Harbor.

Senior Litigation Associate, 2006 - 2010

Day Pitney LLP – New York, NY

Represented utility companies, corporate and individual clients in proceedings pending before administrative agencies and state and federal courts.

- Represented utility companies in several fully litigated rate cases before state public service commissions.
- Represented an investor-owned utility company in a litigated dispute concerning a transmission line before the Federal Energy Regulatory Commission.
- Obtained injunctive relief on behalf of a major foreign utility company in a take-over litigation.
- Obtained an ex-parte emergency temporary restraining order and order of seizure on behalf of national electronics supplies distributor.

Attachment: Amy Tierney_Redacted (12239 : Appointment of Amy Iannone Tierney to the Affordable Housing Trust Fund)

Amy I. Tierney

Litigation Associate, 2002 - 2006

Harkins Cunningham LLP – New York, NY

Counseled large, complex businesses and individuals in connection with lawsuits and administrative proceedings.

Litigation Associate, 2000 - 2002

Hardin, Kundla, McKeon & Poletto, PC – Springfield, NJ

Conducted legal research, drafted legal motions, and briefs and advocated in state and federal court proceedings involving insurance litigation, coverage disputes, employment law and business tort matters.

Judicial Clerk to The Honorable Thomas P. Oliveri, 1999 - 2000

New Jersey Superior Court, Law Division – Jersey City, NJ

EDUCATION AND BAR ADMISSIONS

University of Notre Dame Law School, *Juris Doctorate*, 1999

Villanova University, *B.A. in English, Minor in Political Science*, 1996

Admissions: Commonwealth of Massachusetts, State of New York, U.S. District Courts for the Southern and Eastern District of New York

COMMUNITY INVOLVEMENT

- *Co-Chair, Mayor Jennifer Grigoraitis Transition Team, 2023 - 2024*
- *Committee Chair, Winthrop Elementary School PTO, 2021 - present*
- Extensive involvement in numerous local, state and federal election campaigns.

AMY IANNONE TIERNEY

Melrose, MA 02176 ♦ [REDACTED] ♦ [REDACTED]

November 22, 2024

The Honorable Jennifer Grigoraitis
Mayor of the City of Melrose
562 Main Street
Melrose, MA 02176

Re: The Affordable Housing Trust Fund

Dear Mayor Grigoraitis,

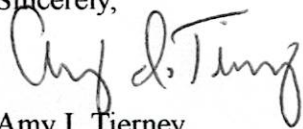
Please accept this letter and enclosed resume as my application to serve as a trustee of the City of Melrose's Affordable Housing Trust Fund (AHTF). Since 2015 when my family purchased our home and moved to Melrose, I have been active within the school, civic and youth sports communities. It would be an honor to serve the City in a more formal capacity.

I applaud the City's work on the Housing Production Plan (HPP) and its establishment of the AHTF as a mechanism to support increased affordable housing options in Melrose. In order to advance the goals of the HPP, the AHTF must now convene and begin the work of making thoughtful, strategic investments in affordable housing within our community.

I believe my professional experience navigating legal and regulatory environments would be an asset to the AHTF as it begins to operate in accordance with its statutory mandate. It is my hope that Melrose's AHTF will be intentional about its goals and strive to both educate and engage Melrosians about how these funds can help support a more vibrant, livable community for people across all ages and income brackets.

Thank you for your consideration. Please let me know if you have any questions or require further information.

Sincerely,



Amy I. Tierney

Encl.

Attachment: Amy Tierney_Letter of InterestRedacted (12239 : Appointment of Amy Iannone Tierney to the Affordable Housing Trust Fund)

CITY OF MELROSE

In City Council

December 16, 2024

AN ORDER

(ID # 12240)

Appointment of Joe Viola, 134 Howard Street, Melrose MA to the Affordable Housing Trust Fund

BE IT ORDERED

Appointment of Joe Viola, 134 Howard Street, Melrose MA to the Affordable Housing Trust Fund, for a term of one year, said term set to expire on the last day of January, 2026.

HISTORY:

12/02/24	City Council	ASSIGN TO COMMITTEE
12/09/24	Health, Education & Welfare	RECOMMEND

Appointment/Reappointment (ID # 12240)

Meeting

In the City Council
Ordained Roll Call

Passed December 16, 2024

Kristin Foote, Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date

November 6, 2024

Mayor Jennifer Grigoraitis
Melrose City Hall - Second Floor
562 Main St
Melrose, MA 02176

Re: Melrose Affordable Housing Trust

Dear Mayor Grigoraitis:

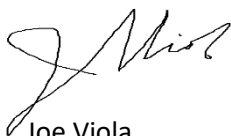
I am writing to express my interest in becoming an appointed member of the Melrose Affordable Housing Trust. Please find attached my resume for your consideration. I understand that Trustees would be responsible for administering the Affordable Housing Trust Fund to create and preserve affordable housing options within the City of Melrose. I would welcome the opportunity to speak with you more about my interest and qualifications and to understand the appointment process.

As a resident of Melrose for the past eighteen years, I am grateful that my family was able to afford a home in this great city. Over that time, I have observed how rapidly increasing housing costs and lack of inventory have oftentimes made buying or renting a home in Melrose difficult for all but the most financially well-off. My belief is that the creation of new housing, including units affordable to a range of incomes, would provide opportunities for a new generation of individuals and families to call Melrose home. As important, new housing growth and the preservation of existing affordable units will provide our children and seniors with options to live here for a lifetime.

I am a city/town/regional planner with twenty-five plus years of experience working for three different communities in Massachusetts, for a housing developer and, most recently, the MA Division of Capital Asset Management and Maintenance (DCAMM) in the Office of Real Estate Management. I have significant experience in regulatory and community planning, and I have overseen the commitment of public subsidies that have made the inclusion of affordable housing in new developments financially feasible. In my seventeen years in Brookline, I worked with the Select Board, Housing Advisory Board, CDBG Advisory Committee, and WestMetro HOME Consortium to program public resources that were used to cross-subsidize newly constructed affordable housing units and to preserve public and mission-based housing units.

Building and preserving affordable housing in our city would increase opportunities for those who are seeking to call this amazing community home. I believe my experience in housing development and planning complements the mission of the Melrose Affordable Housing Trust. I truly hope to be a part of the process of bringing new and renovated housing to fruition.

Sincerely,



Joe Viola
134 Howard Street

OBJECTIVE

To contribute to the efforts of the City of Melrose related to housing policy, identification of housing development resources, and the implementation of housing development strategies.

PROFESSIONAL EXPERIENCE

MA Division of Capital Asset Management and Maintenance: Boston, Massachusetts - June 2023 → Present
Titles Held: Regional Planner/Project Manager, Office of Real Estate Management

- Managed acquisition and disposition of real property owned by Commonwealth of Massachusetts for new housing development, supportive housing, public safety, and recreational facilities.
- Issued RFPs and negotiated with private and public parties for access rights and leases for state-owned properties including telecom facilities, skating rinks, and boat/yacht clubs.
- Commissioned appraisals, land surveys, and environmental studies for numerous state property transactions.
- Worked with General Counsel to draft deeds, leases, licenses, and easements for private parties, utilities, and other public sector clients.

Dept. of Planning and Community Development: Town of Brookline, Massachusetts - June 2006 → June 2023
Titles Held: Assistant Director for Community Planning

- Managed initiatives such as Gateway East/Rt. 9 public realm improvements and the disposition of Town-owned properties (Fisher Hill reservoir, Kent Street parking lot) for affordable housing development.
- Provided professional staff support for Select Board-appointed committees, including: the Fisher Hill and Hancock Village Housing Committees; the Gateway East, Emerald Necklace, and the Coolidge Corner Study Committees.
- Directed programming process for the Town's ≈ \$1.3 million annual Community Development Block Grant and HOME allocations, Planning Dept. CIP requests, and supplemental federal funds (CARES, ARPA, and TIP funding).
- Coordinated programming of Brookline Housing Trust, CDBG, and HOME funds for affordable housing rehabilitation, housing preservation, and new housing development on behalf of the Housing Advisory and Select Boards.
- Led public process for Brookline's first Housing Production Plan (2016) and for the 2022-2023 HPP update.
- Spearheaded the launch of the Hubway/Bluebikes bicycle share program in Brookline, growing from 4 to 14 stations.

Horizon Partners and Ridgewood Partners, LLC: Braintree/Hingham, Massachusetts Sept. 2005 → June 2006
Titles Held: Acquisitions and Permitting Consultant

- Performed due diligence for potential land, building, and permitted project acquisitions.
- Assisted in permitting three residential development projects at the local and state level.
- Worked with municipal partners to conduct housing lotteries and outreach for affirmative marketing.
- Managed procurement and contracts for outside technical, legal, engineering, and architectural services.
- Performed market and demographic research to inform developer's housing development decisions.

Dept. of Community Development and Planning: Peabody, Massachusetts - August 2000 → September 2005
Titles Held: Staff Planner, Senior Planner and Planning Division Manager

- Coordinated regulatory and permitting review process for the Community Development Authority, Board of Appeals, Planning Board, City Council, and Conservation Commission.
- Managed capital projects such as the Independence Bikeway and the reuse of the Brown School for rental housing.
- Assisted in creation of City's 10-year master plan update and in redrafts of open space, housing, and downtown plans.
- Coordinated update and recodification of Peabody zoning ordinance, including implementation of new land use guidelines, project review criteria, and updates to the Accessory Dwelling Unit and Inclusionary Zoning ordinances.

Office of Planning and Development: City of Leominster, Massachusetts

October 1998 → August 2000

Titles Held: Economic Development Coordinator/Business Development Liaison

- Awarded \$50,000 Economic Development Administration (EDA) grant for North Central MA plastics cluster study; managed all phases of year-long industry study undertaken by the UMASS Donahue Institute.
- Acted as City's liaison for commercial and industrial sectors; worked with real estate brokerage firms to assist businesses with site location, Tax Increment Financing applications, and abandoned building re-use credits awarded by the City and the U.S. Department of Housing and Urban Development.

Massachusetts Air National Guard
October 1991 → August 1999

Communications Specialist with eight years of active and reserve duty for the MA ANG, last three as a team leader. Honorably discharged from the 212th Engineering & Installation Squadron holding the rank of Staff Sergeant (E-5).

EDUCATION AND PROFESSIONAL DEVELOPMENT

National Community Development Association/U.S. Dept. of Housing and Urban Development

CDBG Basic and Advanced Training for Practitioners, HOME Basic Training, Environmental Review and HEROS, Project Underwriting, beginner and intermediate IDIS training, Labor Standards, and Housing Quality Standards.

Graduate Coursework, Finance, 2004 → 2005 (non-degree)

Suffolk University: Sawyer School of Management

Coursework: Financial and Managerial Accounting, Marketing, Financial Management, and Investment Analysis

Graduate Certificate Coursework, Finance and Control, 1998

Harvard University: Extension School

Coursework: Real Estate Finance and Investment Theory

Master of Urban Affairs, December 1998

Boston University

Bachelor of Science, Magna Cum Laude, Sociology, May 1996

Fitchburg State College

COMPUTER SKILLS

- Intermediate knowledge of MS EXCEL for affordable housing development and operating pro formas.
- Experienced with computer-based mapping software, most notably ArcGIS.
- Intermediate knowledge of IDIS, MUNIS, e-Builder, and CAMIS.

PROFESSIONAL AFFILIATIONS AND CIVIC SERVICE

- Town of Brookline – Appointed representative to the Metropolitan Area Planning Council
- Town of Brookline – Town representative, WestMetro HOME Consortium
- Member - National Community Development Association
- MAPC Inner Core Committee – Past representative to Legislative Committee
- Member - Citizens Housing and Planning Association
- Twin Cities CDC - Workforce Development Advisory Group
- Member - American Planning Association
- Brookline Liaison - Hubway/Bluebikes Advisory Committee – the regional bike share governance group
- Past Basketball and Softball coach – Melrose Youth Sports
- Volunteer – The Food Drive, Melrose, MA

PERSONAL INTERESTS

avid reader ▪ fly fishing ▪ camping ▪ music ▪ snow shoeing ▪ affordable housing ▪ fitness training

REFERENCES

Available upon request

CITY OF MELROSE

In City Council

December 16, 2024

AN ORDER

(ID # 12243)

Reappointment of James Oosterman, 54 Ellis Farm Lane, Melrose MA to the Affordable Housing Trust Fund.

BE IT ORDERED

Reappointment of James Oosterman, 54 Ellis Farm Lane, Melrose MA to the Affordable Housing Trust Fund, for a term of two years, said term to expire the last day in January, 2027.

HISTORY:

12/02/24	City Council	ASSIGN TO COMMITTEE
12/09/24	Health, Education & Welfare	RECOMMEND

Appointment/Reappointment (ID # 12243)

Meeting

In the City Council
Ordained Roll Call

Passed December 16, 2024

Kristin Foote, Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date

CITY OF MELROSE

In City Council

December 16, 2024

AN ORDER

(ID # 12244)

Reappointment of Helena Widtfeldt, 44 Briggs Street, Melrose MA to the Affordable Housing Trust Fund.

BE IT ORDERED

Reappointment of Helena Widtfeldt, 44 Briggs Street, Melrose MA to the Affordable Housing Trust Fund, for a term of one year, said term to expire on the last day of January, 2026.

HISTORY:

12/02/24	City Council	ASSIGN TO COMMITTEE
12/09/24	Health, Education & Welfare	RECOMMEND

Appointment/Reappointment (ID # 12244)

Meeting

In the City Council
Ordained Roll Call

Passed December 16, 2024

Kristin Foote, Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date

CITY OF MELROSE

In City Council

December 16, 2024

AN ORDER

(ID # 12247)

Appointment of Tanji Cifuni as Melrose City Clerk for a three-year term ending December 2027.

BE IT ORDERED

Appointment of Tanji Cifuni as Melrose City Clerk for a three-year term ending December 2027.

HISTORY:

12/02/24	City Council	ASSIGN TO COMMITTEE
12/09/24	Appropriations and Oversight	RECOMMEND

In the City Council
Ordained Roll Call

Passed December 16, 2024

Kristin Foote, Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Appointment/Reappointment (ID # 12247)

Meeting

Date

Date

City Clerk Recommendation: Tanji Cifuni

December 9, 2024

This recommendation considers the interview with Tanji Cifuni for the City Clerk position.

Job Description Summary

This role is non-union, full-time position appointed by the City Council every three years, reporting to the Council President. The City Clerk provides administrative and supervisory work in the administration of federal, state and local statutes, the maintenance of official municipal records, the issuing various licenses and documents, the administration of fair and accurate elections, staffing and supporting bi-monthly City Council meetings, and all other related work as required. The City Clerk is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

Interview Summary: November 28, 2024

Ms. Cifuni met with three councilors over a zoom call, including President Leila Migliorelli, Councilor Mark Garipay and Councilor Robb Stewart.

- Qualifications and Relevant Experience: Ms. Cifuni has past government-related experience over a span of 15 years, primarily in her various roles in the municipal government in the City of Winthrop. She has a broad range of experience in these positions, including management roles, budgetary experience, HR knowledge, contractual engagement and operational aspects of a municipality.
- Ability to support day-to-day activities: In her current interim City Clerk role, Ms. Cifuni quickly assimilated herself into city hall's processes and recognized areas of improvement. She also has a good command of the election cycle, understanding the activities that are required, and working with the state to meet their standards. While Ms. Cifuni has not supported a legislative body in the past, during this interim period she has gotten up to speed quickly on staffing the City Council and has managed all administrative aspects of the Council's work.
- Meeting multiple demands of time: Ms. Cifuni is comfortable handling the demands the role requires, covering responsibilities across the councilors, the Mayor's office, and other city staff. In Winthrop, she oversaw the process of designing and building an operational ferry transportation system, which required coordination across local, state and federal entities. Ms. Cifuni's time on this project required significant attention to detail, including establishing a revolving account, building a digital ticketing system, getting buy-in from the community, and managing the staff that would run the ferry.
- Ability to handle confidential information: Ms. Cifuni worked in the mortgage industry for several years and has been exposed to environments that require strict governance around personal information. Additionally, her background in municipal government further qualifies her in positions that require an understanding of confidentiality.
- Technology background and comfort level: In her recent exposure to Melrose's platforms, Ms. Cifuni identified software that will help with public records requests and worked with the IT department to construct a website that allowed requests to be made on-line. In her previous role, Ms. Cifuni oversaw an IT department, managing technology projects, including upgrading the Wi-Fi in the public schools.
- Hiring and managing staff: Ms. Cifuni helped build the HR department in Winthrop, which included writing the job descriptions, interviewing candidates, and hiring the resulting staff. She is comfortable building a team and prides herself in finding the right person that meets the skills,

disposition required, and experience needed. When she launched the municipal ferry business, Ms. Cifuni built a team on a per-diem basis to manage fluctuations in schedules and retain resources during slower periods of business.

Overall

Councilors Garipay and Stewart, and President Migliorelli agree that Ms. Cifuni is an excellent fit for the role of City Clerk. She is a proven problem solver and demonstrated her capabilities by stepping in as the interim City Clerk and has been an immediate asset to the Council. Her disposition and management style are well-suited for challenging situations and will help lead the City Clerk's Office in their work to improve systems and help serve the residents of Melrose.

CITY OF MELROSE

In City Council

December 16, 2024

AN ORDER

(ID # 12007)

Acceptance of State Earmark for City Hall Front Door in the amount of \$40,000

BE IT ORDERED

Acceptance of State Earmark in the amount of \$40,000 to replace the historic front door to City Hall.

HISTORY:

12/02/24	City Council	ASSIGN TO COMMITTEE
12/09/24	Appropriations and Oversight	OUGHT TO PASS

Grant (ID # 12007)

Meeting of December 16, 2024

In the City Council
Ordained Roll Call

Passed December 16, 2024

Kristin Foote, Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date



CITY OF MELROSE

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

6.B.1.a

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

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4172
E-mail: eproakis@cityofmelrose.org

MEMORANDUM

To: Mayor Jennifer Grigoraitis
Melrose City Council

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

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

Date: November 1, 2024

Re: **Acceptance of Earmark Funding – City Hall Door Replacement**

The City of Melrose is proud to share that we have been awarded not less than \$40,000 to be expended for critical upgrades to the City Hall front door to address security concerns. Over the past several months the Department of Public Works, in collaboration with the Mayor's Office and Information Technology, has identified necessary upgrades to be implemented by replacing the front door to City Hall. It was determined that is far more feasible to replace the door and to add improved security features than to continue to make repairs. Item 7008-1116 in the State Budget awards the City the necessary funding to perform the replacement and to upgrade security. We would like to thank the delegation for this consideration.

We formally request acceptance of this Massachusetts State Earmark of \$40,000 from the Massachusetts Department of Revenue (Massachusetts DOR). Funds will be deposited into a dedicated account set up by the City Auditor and designated specifically for the above-mentioned project. Additional funds necessary to complete this project will come from various Operating Budget accounts in relevant departments. There is no cost or encumbrance required to enter into this agreement.

Additional backup documents shall be attached to this Order for your review and approval.

Thank you very much for your consideration and continued support of our efforts.

Attachment: City Hall Front Door Earmark Acceptance 11 2024 (12007 : Acceptance of State Earmark for City Hall Front Door)



Commonwealth of Massachusetts
EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT
 ONE ASHBURTON PLACE, ROOM 2101
 BOSTON, MA, 02108
<https://www.mass.gov/eoed>

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

YVONNE HAO
SECRETARY

TELEPHONE
(617) 788-3610

FACSIMILE
(617) 788-3605

ATTACHMENT A

Fiscal Year 2025 Earmarks

The Executive Office of Economic Development (EOED) will be administering your Fiscal Year 2025 Earmark: Per the Fiscal Year 2025 Massachusetts State Budget.

In order to initiate your contract, complete the Earmark Scope and Budget along with the W9, EFT, and Authorized Signatory Listing forms and upload in Submittable. If requesting reimbursement for costs incurred prior to being under contract from July 29, 2024 through the day prior to signing the contract, you must provide copies of invoices and proofs of payment for those costs.

Please be advised:

- All funding under this contract must be spent by, and all deliverables must be executed, completed and delivered by **June 30, 2025**.
- Any unexpended funds from this contract must be refunded by June 30, 2025 in the form of a check made payable to the Commonwealth of Massachusetts.
- The last receipt is due to the earmark program manager by June 30, 2025.
- The maximum contract obligation will not exceed the amount published in the state budget line item.
- Funds provided under this contract may not be used for the purchase of alcoholic beverages.

Reimbursement Schedule:

- 50% of the earmark will be distributed upon receipt of the signed contract.
- A second allocation of the remaining 50% will be made upon receipt of the cost reimbursement invoice and final report.
- **The Cost Reimbursement Invoice and Final Report are due by June 30, 2025.**

Cost Reimbursement Invoice and Final Report:

In order to receive the second allotment of 50% of the earmark, you must submit a completed Cost Reimbursement Invoice (Attachment B) and Final Report to the earmark program manager. The Invoice should include receipts and proof of payment for all earmark expenditures. The Final Report should provide a brief summary of how the funds were expended and address all elements of the budget at the conclusion of the initiatives. The report shall include outcomes and any quantifiable details such as: job creation, jobs retained, economic impact, return on investment, number of businesses/visitors served or trained, and other relevant statistics. **The Cost Reimbursement Invoice and Final Report are due by June 30, 2025.**

**FISCAL YEAR 2025
EARMARK SCOPE & BUDGET**

Incomplete forms or lack of organization of documents submitted with the Attachment B will necessitate further review and may result in payment delays.

A. General Information

Contractor/Organization Legal Name:
d/b/a:
FEI/ Tax ID:
Legal Address:
Contract Manager:
E-Mail:
Phone:

B. Overview of Earmark Recipient

Please provide a brief description of your organization.

Organization description.

C. Project Scope

Please provide a description of the projects or programs covered by this earmark.

Description of project (word count: min 250 – max 500)

**FISCAL YEAR 2025
EARMARK SCOPE & BUDGET**

D. Budget

Please Note – EOED will only accept eligible costs that fall between the signature date on the contract through 6/30/25 unless otherwise approved through Settlement & Release (including if costs are a portion of the initial 50% payment).

Due to the sheer volume of earmarks and desire to distribute funds in a timely manner, EOED requests that recipients make every effort to avoid needing a Settlement and Release by identifying larger cost centers that are eligible and will be incurred from signature date of the contract through 6/30/25.

If you require costs already incurred dating back no earlier than 7/29/24 in order to expend the full amount of your earmark by 6/30/25, please list all invoices and exact amounts in your budget below separate from future planned spending. Also, you must include copies of all invoices and proofs of payment for said costs with the submission of your Attachment A.

Given the compressed timeline for incurring and disbursing earmark funds, please develop your budget with fewer and larger cost centers in mind that fall within the legislative language. The fewer number of cost centers will allow for easier tracking and submission of documentation by recipients and expedited review and disbursement of funds by EOED.

- For example, if the earmark language is written broadly enough to include things like operational costs, please consider budgeting larger costs such as salary against the earmark as it would limit the number of budget line items to track and the amount of documentation to submit to EOED.

All funding under this contract must be spent by, and all deliverables must be executed, completed and delivered by June 30, 2025.

An updated version of this budget must be submitted with the final report, which is due by **June 30, 2025.**

Line Item (include vendor name where applicable and/or description of expense)	Date	Amount
<i>e.g. Staff Salary</i>	<i>11/15/24 to 6/30/25</i>	<i>\$25,000</i>
Total Budget (amount should not exceed total earmark amount)		



COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE COMPTROLLER

6.B.1.b

Electronic Funds Transfer (EFT) Authorization Agreement

Complete this form to enroll, modify, or terminate an existing in electronic funds transfer (EFT) agreement with the Commonwealth of Massachusetts Departments.

PART I: REASON FOR SUBMISSION – See Instructions on Page 2				
New Enrollment	Change Enrollment	Cancel Enrollment	Document Included: Voided Check Bank Letter	
PART II: ACCOUNT HOLDER INFORMATION- See Instructions on Page 2				
Account Holder Legal Name:			DBA Name:	
Street Address:		City:	State:	Zip Code:
Account Holder Tax Identification Number (9 digits EIN or SSN)		EIN:	SSN:	
PART III: FINANCIAL INSTITUTION INFORMATION- See Instructions on Page 2				
Financial Institution Name:				
Routing Number (only nine digits):		Account Number:	Account Type (Checking or Saving):	
IF YOU ARE MODIFYING BANKING INFORMATION, YOU MUST INCLUDE YOUR OLD BANK INFORMATION OR YOUR REQUEST WILL BE RETURNED				
Old Financial Institution Name:				
Old Routing Number (only 9 digits):		Old Account Number:	Old Account Type(Checking or Saving):	
PART IV: VENDOR/CUSTOMER CONTACT INFORMATION: This is the person we will contact for any questions regarding this EFT – See Instructions on Page 2				
Contact Person's Name:		Contact Person's Title:		
Contact Person's Phone:		Contact Person's Email Address:		
PART V: AUTHORIZATION- See Instructions on Page 2				

By signing below, I hereby certify that the account(s) indicated on this form is under my direct control and access; therefore, I authorize the State Treasurer as fiscal agent for the Commonwealth of Massachusetts to initiate, change, or cancel credit entries to the account(s) as indicated on this form. For ACH debits consistent with the International ACH Transaction (IAT) rules check one:

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

This authority is to remain in full force and effect until the Office of Comptroller (CTR) has received written notification from either me or an authorized officer of the organization of the account's termination in such time and in such a manner as to afford CTR a reasonable opportunity to act upon it.

Account Holder must sign and mail this EFT form and include a confirmation of account information on bank letterhead or a void check and mail to the Commonwealth Department you are doing business with.

Account Holder Authorized Signature:	Print Name:	Date:
	Title	

PART VI: VERIFICATION FROM THE COMMONWEALTH DEPARTMENT – See Instructions on Page 2

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

VCC/VCM Document ID:

Three letter Department Code:

Signature: _____

Title: _____

Date: _____

Print Name: _____

Phone # _____

INSTRUCTIONS FOR COMPLETING THE EFT AUTHORIZATION AGREEMENT

All EFT requests are subject to a 5 (five) day pre-certification period in which all accounts are verified by the qualifying financial institution before any direct deposits are made.

PART I: REASON FOR SUBMISSION

Indicate your reason for completing this form by checking the appropriate box: New EFT enrollment, a change to your EFT enrollment account information, or cancellation of your EFT enrollment.

PART II: ACCOUNT HOLDER INFORMATION

- Account Holder Name: Enter the accounts holder legal name (individual or business name), as reported to the Internal Revenue Service (IRS).
- DBA Name: Enter the DBA name if applicable.
- Street Address: Enter the account holder's street address.
- Enter the account holder's city, state, and zip code.
- Account Holder Tax Identification Number: Enter the tax identification number as reported to the IRS. If the business is a group, organization or corporation, provide the Federal employer identification number (EIN). If enrolling as an individual provide your Social Security Number.

PART III: FINANCIAL INSTITUTION INFORMATION

- Financial Institution Name: Enter your Financial Institution's name (this is the name of the bank or qualifying depository that will receive the funds).
 - **NOTE:** The account name to which EFT payments will be paid is to the name submitted on Part II of this form.
- Routing Number: Enter the bank or financial institutional nine-digit routing number, including applicable leading zeros.
- Account Number: Enter the account holder's account number with the financial institution, including applicable leading zeros.
- Account Type: Enter the account type (Checking or Saving).
- If account holder is changing the banking information, you must provide OLD banking information.
- Old Financial Institution Name: Enter your Financial Institution's name (this is the name of the bank or qualifying depository that will receive the funds).
- Old Routing Number: Enter the Old bank or financial institutional nine-digit routing number, including applicable leading zeros.
- Old Account Number: Enter the Old account holder's account number with the financial institution, including applicable leading zeros.
- Account Type: Enter the Old account type (Checking or Saving).
 - **NOTE:** Supporting bank documents must be in the account holder legal name only.
- If you do not submit this information, your EFT authorization agreement will be returned without further processing.

PART IV: CONTACT INFORMATION

- Enter the name and title of a contact person who can answer questions about the information submitted on this EFT form.
- Enter the contact person's telephone number. Enter the contact person's e-mail address.

PART V: AUTHORIZATION

- By your signature on this form, you are certifying that the account is drawn in the Name of an Individual, or the Legal Business Name of the person or entity who has sole control of the account to which EFT deposits are made.
- The EFT authorization form must be signed and dated by the same account holder name in Part II and include a title and telephone number.
- Mail this form with the original signature in black or blue ink (no facsimile signatures can be accepted) to the Commonwealth Department that you doing business with.

PART VI: VERIFICATION FROM THE COMMONWEALTH DEPARTMENT

By your signature on this form, you are certifying that authentication of the vendor/customer's authorized signatory was conducted by review of the Contractor Signatory Authorization Form (CASL) or by another internal verification process, and additional verification was conducted to confirm banking or address change request. Departments should have multiple known vendor contacts to confirm any registration change.



Commonwealth of Massachusetts
CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company
(must match Form W-9 tax classification)

Contractor Legal Name	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number or Social Security Number)
-----------------------	---

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor’s behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor’s authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver’s licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

There are three types of electronic signatures that will be accepted on this form: **1) Traditional “wet signature” (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory’s hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign.** Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address

Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor’s employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature	Date
Print Name	Phone Number
Title	Email Address

A copy of this listing must be attached to the “record copy” of a contract filed with the department.

Attachment: Acceptance of State Earmark for City Hall Front Door_paperwork (12007 : Acceptance of State Earmark for City Hall Front Door)

CITY OF MELROSE

In City Council

December 16, 2024

AN ORDER
(ID # 12008)

Acceptance of a State Earmark for Wyoming Cemetery in the amount of \$50,000

BE IT ORDERED

Acceptance of a State Earmark in the amount of \$50,000 for Wyoming Cemetery.

HISTORY:

12/02/24	City Council	ASSIGN TO COMMITTEE
12/09/24	Appropriations and Oversight	OUGHT TO PASS

Grant (ID # 12008)

Meeting of December 16, 2024

In the City Council
Ordained Roll Call

Passed December 16, 2024

Kristin Foote, Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date



CITY OF MELROSE

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

6.B.2.a

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

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4172
E-mail: eproakis@cityofmelrose.org

MEMORANDUM

To: Mayor Jennifer Grigoraitis
Melrose City Council

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

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

Date: November 1, 2024

Re: **Acceptance of Earmark Funding – Wyoming Cemetery**

The City of Melrose is proud to share that we have been awarded not less than \$50,000 to be expended for critical improvements to the historic Wyoming Cemetery. Item 1410-1616 in the State Budget awards the City the necessary funding to perform priority paving projects throughout the Cemetery and to continue with digitizing Cemetery records. The City continues to move forward with both projects and this funding affords us the opportunity to address two major needs with the upkeep and operation of the Wyoming Cemetery without taxing the operating budget. We would like to thank the delegation for this consideration.

We formally request acceptance of this Massachusetts State Earmark of \$50,000 from the Massachusetts Department of Revenue (Massachusetts DOR). Funds will be deposited into a dedicated account set up by the City Auditor and designated specifically for the above-mentioned project. Additional funds necessary to complete this project will come from the Department of Public Works Operating Budget accounts. There is no cost or encumbrance required to enter into this agreement.

Additional backup documents shall be attached to this Order for your review and approval.

Thank you very much for your consideration and continued support of our efforts.

Attachment: Wyoming Cemetery Earmark Acceptance 11 2024 (12008 : Acceptance of a State Earmark for Wyoming Cemetery)

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):		COMMONWEALTH DEPARTMENT NAME: Executive Office of Veterans Services MMARS Department Code: VET	
Legal Address: (W-9, W-4): 562 Main Street, Melrose MA 02176		Business Mailing Address: 600 Washington St., Boston, MA 02111	
Contract Manager: Lauren Grymek	Phone: 7819794441	Billing Address (if different):	
E-Mail: lgrymek@cityofmelrose.org	Fax:	Contract Manager: MA Executive Office of Veterans Services	Phone: 6172105493
Contractor Vendor Code: VC VC6000192115		E-Mail: eovsaccountpayable@mass.gov	Fax:
Vendor Code Address ID (e.g. "AD001"): ADAD001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): 25VETEARMARKMELROSE0	
		RFR/Procurement or Other ID Number: Legislative Exemption	
☒ NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) ☐ Statewide Contract (OSD or an OSD-designated Department) ☐ Collective Purchase (Attach OSD approval, scope, budget) ☐ Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) ☐ Emergency Contract (Attach justification for emergency, scope, budget) ☐ Contract Employee (Attach Employment Status Form, scope, budget) ☒ Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		☐ CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____. (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) ☐ Amendment to Date, Scope or Budget (Attach updated scope and budget) ☐ Interim Contract (Attach justification for Interim Contract and updated scope/budget) ☐ Contract Employee (Attach any updates to scope or budget) ☐ Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): ☒ 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.) ☒ Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$ <u>\$50,000.00</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ☐ % 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.) Provided, that not less than \$50,000 shall be expended for the city of Melrose for critical improvements to the historic Wyoming cemetery			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ☒ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. ☐ 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. ☐ 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30, 2025</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Lauren Grymek</u> Print Title: _____		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature) Print Name: _____ Print Title: _____	

CITY OF MELROSE

In City Council

December 16, 2024

AN ORDER

(ID # 12241)

FY25 Municipal ADA Improvement Grant Acceptance in the amount of \$38,000 to address accessibility issues at Melrose High School and Horace Mann Elementary School

BE IT ORDERED

The Massachusetts Office on Disability's Grant Application Selection Committee has notified the City of Melrose that we have been provisionally approved for the maximum grant amount of \$38,000. We eagerly anticipate receiving these funds in order to address accessibility issues at Melrose High School and at Horace Mann Elementary School. This intent is to remove barriers and improve access.

Please accept this formal request to accept the FY25 Municipal ADA Improvement Grant award in the amount of \$38,000. The Department of Public Works will collaborate with the CFO/Auditor to create a delegated account for these funds. Funds must be encumbered and expended by June 30, 2025.

Feel welcome to contact me with any questions you may have.

HISTORY:

12/02/24	City Council	ASSIGN TO COMMITTEE
12/09/24	Appropriations and Oversight	OUGHT TO PASS

Grant (ID # 12241)

Meeting of December 16, 2024

In the City Council
Ordained Roll Call

Passed December 16, 2024

Kristin Foote, Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date

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**

To: Mayor Jennifer Grigoraitis
Melrose City Council

From: James Troup, DPW Deputy Director of Public Works Administration and Finance

cc: Lauren Grymek, Chief of Staff
Kerriann Golden, CFO/Auditor
Shannon Phillips, City Solicitor
Elena Proakis Ellis, DPW Director

Date: November 25, 2024

Re: Grant Acceptance – FY25 Municipal ADA Improvement Grant Program

The Massachusetts Office on Disability's Grant Application Selection Committee has notified the City of Melrose that we have been provisionally approved for the maximum grant amount of \$38,000. We eagerly anticipate receiving these funds in order to address accessibility issues at Melrose High School and at Horace Mann Elementary School. This intent is to remove barriers and improve access.

Please accept this formal request to accept the FY25 Municipal ADA Improvement Grant award in the amount of \$38,000. The Department of Public Works will collaborate with the CFO/Auditor to create a delegated account for these funds. Funds must be encumbered and expended by June 30, 2025.

Feel welcome to contact me with any questions you may have.

Attachment: Grant Acceptance - ADA FY25 [Revision 1] (12241 : FY25 Municipal ADA Improvement Grant Acceptance)

GRANT AGREEMENT

This Grant Agreement ["Agreement"] is made by and between the Commonwealth of Massachusetts, acting by and through the Executive Director of the Massachusetts Office on Disability (MOD) on behalf of the Secretary of the Executive Office for Administration and Finance (EOAF), and the Melrose ["Grantee"] acting through Jen Grigoraitis.

PRELIMINARY STATEMENT

The Grantee desires to obtain funding from EOAF in the amount specified in paragraph 1.1, as authorized under the Commonwealth of Massachusetts Five-Year Capital Investment Plan – FY2023–FY2027 and Chapter 140 of the Acts of 2022, Section 2, Item 1100-2515 for a Municipal ADA Improvement Grant to fund capital improvements or planning [the "Project"] as described herein.

EOAF agrees to make the funds ["EOAF Grant"] available to the Grantee for the Project, subject to the terms and conditions set forth in this Agreement and in compliance with all applicable state laws and regulations governing the disbursement and expenditure of state funds.

The Grantee shall exercise complete management and oversight responsibility of the Project and agrees that the Commonwealth's provision of state funding under this Agreement shall not in any way be construed as the Commonwealth assuming responsibility or liability for the completed Project.

SECTION 1. PROJECT SCOPE

1.1 The scope of the Project to be funded under the EOAF Grant will include:

The Grantee will hire vendors with EOAF Grant funds to conduct the following scope of work: Remove barriers and improve access to the Melrose High School and Horace Mann Elementary School. Improvements include accessible doors and signage. The maximum EOAF Grant amount authorized is \$38,000. Disbursement of funds to Grantee is contingent upon MOD's receipt of detailed, itemized invoices showing incurred expenses between the date of contract execution and June 30, 2025, as described in Section 2.

SECTION 2. DISBURSEMENT OF EOAF GRANT

2.1 Disbursement of the EOAF Grant under this Agreement shall be made pursuant to the FY2023-FY2027 Capital Investment Plan; the information provided in the grant application; and any other information EOAF or MOD may require.

The grant award will be disbursed upon the Commonwealth's receipt of Grantee's request for reimbursement, including itemized invoices showing expenses incurred by Grantee, as set forth in paragraphs 2.2 through 2.6. Grantees should submit all invoices with the request for reimbursement at the end of the grant and should not send them individually throughout the grant cycle.

2.2 It is understood and agreed that the grant provided under this Agreement shall be used solely to pay for expenses associated with the Project. Expenses relating to project administration and management shall be assumed by the Grantee, including without limitation: **(i)** salaries and wages of Grantee staff; **(ii)** legal fees; **(iii)** travel, meal and entertainment expenses; **(iv)** overhead and supplies; **(v)** project costs

incurred prior to the execution and subsequent to termination of this Agreement; and **(vi)** costs of any other service or activity not related to the Project.

2.3 The Grantee shall keep detailed records of all activities associated with the Project, including without limitation all disbursements made pursuant to this Agreement. EOAF shall have the right to examine all records kept by the Grantee related to the Project.

2.4 The Grantee shall be responsible for any cost overruns that occur during implementation of the Project.

2.5 All approved expenses must be incurred by June 30, 2025. Grantee will forfeit reimbursement for any remaining award unused by June 30, 2025. The Executive Office for Administration and Finance shall give due consideration to any extenuating circumstances presented in writing by the applicant and may waive this restriction at its discretion.

2.6 Upon completion of the Project, and no later than July 11, 2025, Grantee shall submit a request for reimbursement that includes a cover letter stating the total amount of reimbursement sought by Grantee; and itemized invoices of all reimbursable costs incurred for the Project. The itemized invoices shall not include costs excluded from reimbursement in paragraph 2.2. The Commonwealth may reject any requests for reimbursement received after July 11, 2025.

SECTION 3. REPORTING

3.1 Once the Project is completed, the Grantee shall furnish to MOD, in addition to a report certifying project completion, the following documentation: **(i)** copies of all permits and approvals issued in connection with the Project, unless this information was previously supplied; **(ii)** any outstanding vendors' invoices, certified payment vouchers, cancelled checks or other documentation verifying actual expenditures in connection with the Project; **(iii)** documentation evidencing commitment of funds to the Project from sources other than EOAF, including documentation associated with the issuance of bonds or notes to finance the cost of the Project; **(iv)** a certificate of occupancy of the Project or portions of the Project as applicable by law; **(v)** a statement from the Grantee certifying to the best of their knowledge that the Project was undertaken in conformance with all applicable laws, rules and regulations; **(vi)** photo documentation of the project in its before, during, and after phases; and **(vii)** a statement from the Grantee describing how the project improved accessibility access in its community.

SECTION 4. COMPLIANCE WITH ALL APPLICABLE LAWS/REGULATIONS

4.1 The Grantee and its consultants and contractors shall comply with any and all federal, state and local laws, rules and regulations, orders or requirements that apply to the Project, including but not limited to: **(i)** Executive Order 592 relating to nondiscrimination, diversity, equal opportunity and affirmative action in hiring and employment practices; **(ii)** the State Prevailing Wage Law (M.G.L. Ch.149, Sections 26 to 27H); **(iii)** Title VI of the Civil Rights Acts of 1964, as amended; **(iv)** Environmental Impact Requirements (M.G.L. Ch.30, Sections 61 to 62I); **(v)** Historic Preservation Requirements (M.G.L. Ch.9, Sections 26 to 28) and applicable regulations; **(vi)** Title II of the Americans with Disabilities Act (42 USC 12132) and applicable regulations and guidance, including the 2010 ADA Design Standards; **(vii)** Architectural Access Board Requirements (M.G.L. Ch.22, Section 13A) and applicable regulations; **(viii)** the MBTA Communities Act (M.G.L. Ch. 40A, Section 3A); and **(ix)** legal requirements relating to

municipal or state-assisted construction and design projects, including those under M.G.L. c. 30B, c. 7C, c. 7, and c. 149, as applicable. Specifically, the Grantee agrees that any work completed under the project will conform with either 521 CMR or the 2010 ADA Design Standards, whichever is more stringent.

4.2 This Agreement shall in no way relieve the Grantee from the full force and application of any laws, rules, regulations and orders or requirements.

SECTION 5. INTEREST OF MEMBERS OR EMPLOYEES OF THE GRANTEE

5.1 No officer, servant, agent, or employee of the Grantee has participated or will participate in any decision relating to the development and implementation of the Project that affects directly or indirectly their personal interest or the interest of any corporation, partnership or proprietorship with which they are directly or indirectly affiliated. Furthermore, no officer, servant, agent or employee of the Grantee shall have any interest directly or indirectly in any contract in connection with the Project or shall in any way violate M.G.L. Chapter 268A.

SECTION 6. AMENDMENTS

6.1 No amendment to this Agreement or any significant modification of the scope of the Project funded under this Agreement shall be made by the Grantee without the prior written approval of EOAF.

SECTION 7. SEVERABILITY OF PROVISIONS

7.1 If any provision of this Agreement is held invalid by any court of competent jurisdiction, the remaining provisions shall not be affected thereby, and all other parts of the Agreement shall remain in full force and effect.

For the Municipality:

Jennifer Grigoraitis
Jennifer Grigoraitis (Nov 25, 2024 08:34 EST)

(Signature)

Jennifer Grigoraitis Mayor
(Name and Title)

Nov 25, 2024

(Date)

For the Commonwealth:

Julia O'Leary
Julia O'Leary (Nov 25, 2024 09:25 EST)

(Signature)

Julia O'Leary, General Counsel
(Name and Title)

Nov 25, 2024

(Date)



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): Melrose		COMMONWEALTH DEPARTMENT NAME: Massachusetts 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: ELENA PROAKIS ELLIS	Phone: (781)665-0142	Billing Address (if different): SAME	
E-Mail: jgrigoraitis@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:	
☒ NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) ☐ Statewide Contract (OSD or an OSD-designated Department) ☐ Collective Purchase (Attach OSD approval, scope, budget) ☒ Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) ☐ Emergency Contract (Attach justification for emergency, scope, budget) ☐ Contract Employee (Attach Employment Status Form, scope, budget) ☐ Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		☐ CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: ____, 20__. Enter Amendment Amount: \$ ____, (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) ☐ Amendment to Date, Scope or Budget (Attach updated scope and budget) ☐ Interim Contract (Attach justification for Interim Contract and updated scope/budget) ☐ Contract Employee (Attach any updates to scope or budget) ☐ Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): ☒ 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.) ☒ Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$ <u>38,000</u> .			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __% 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: Municipal ADA Improvement Grant Program, FY25: Remove barriers and improve access to the Melrose High School and Horace Mann Elementary School. Improvements include accessible doors and signage.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ☒ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. ☐ 2. may be incurred as of ____, 20__, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. ☐ 3. were incurred as of ____, 20__, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30, 2025</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the " Effective Date " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: <u>Jennifer Grigoraitis</u> X: Jennifer Grigoraitis (Nov 25, 2024 08:34 EST) Date: Nov 25, 2024. (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Jennifer Grigoraitis</u> Print Title: <u>Mayor</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: <u>Julia O'Leary</u> X: Julia O'Leary (Nov 25, 2024 09:25 EST) Date: Nov 25, 2024. (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Julia O'Leary</u> Print Title: <u>General Counsel</u>	

CITY OF MELROSE

CITY CLERK

TANJI CIFUNI

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4183

To: Mayor Jennifer Grigoraitis
From: Tanji Cifuni
Meeting Date: December 16, 2024
Subject: Common Victualler Renewal for 2025
Order #: (ID # 12248)

Common Victualler Renewals for 2025

History:

12/02/24 City Council ASSIGNED TO COMMITTEE
12/09/24 Protection and License PLACE ON FILE

FINANCIAL IMPACT:

Bangkok (Pho Chili Inc. d/b/a)
Mexico Lindo (Mex-Fajitas, Inc)
Santa Fe Burrito Grill Melrose

Common Victualler License Application Instructions

Annual Fee - \$100

Licenses Expire annually on December 31

Common Victualler Licenses are valid from January through December and are required to be renewed annually. To avoid delays in processing your application, please do not leave any applicable sections blank. All incomplete applications will be returned.

- ✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application to the City Clerk's Office:

Page 2	Completed application with "wet signature"
Page 3	Tax Certification Form
Page 4	Signed acknowledgement of receipt of §152-12
Pages 5-6	Completed Worker's Compensation Insurance Affidavit, including a copy of Declarations page of Workers' Compensation Policy.
Pages 7-8	Inspection and approval from the following Departments: ○ Melrose Fire ○ Melrose Health and Human Services Department ○ Melrose Police ○ Inspectional Services ○ Treasurer Collectors Office
	Completed Business Certificate Application, if license name includes a DBA
	Copy of Current ServSafe Certificate
	\$100 Application Fee payable by cash, credit card or check payable to the City of Melrose.

Please email clerks@cityofmelrose.org with any questions.

CITY CLERK MELROSE-CA
2022 DEC 4 PM 2:41



Kristin Foote
City Clerk

**CITY OF MELROSE
OFFICE OF THE CITY CLERK**

562 Main Street
Melrose, Massachusetts 0217
Telephone - (781) 979-411

☐ **New Application**

Requires applicants' attendance at a City Council Protection and License Committee meeting and approval from the City Council.

☒ **Renewal Application**

**COMMON VICTUALLER LICENSE APPLICATION
LICENSING PERIOD JANUARY 1st – DECEMBER 31st**

Business Name: Santa Fe Burrito Grill Melrose LLC		Tax ID Number: 851527340	
Business Address: 417 Main Street, Melrose, MA		Business Phone Number: (781) 620-0423	
Owner's Name: Hector Angel		Owner's Cell Phone Number: [REDACTED]	
Residential Address of Owner: 45 High St, Everett, MA		Number of Employees: 18	
Email Address of Owner (required): hector@sanangelgroup.com / carlos@sanangelgroup.com			
24-hour Emergency Contact Name:		Emergency Phone Number: [REDACTED]	
Circle all that apply:	Breakfast	Lunch	Dinner
			Take-out
Please List Daily Hours of Operation			
Sunday	Monday	Tuesday	Wednesday
11 - 11 am pm	11 - 11 am pm	11 - 11 am pm	11 - 11 am pm
Thursday	Friday	Saturday	
11 - 12 am am	11 - 12 am am	11 - 12 am am	
Approved Number of Seats:		79	
Floor Space/ Square Feet:		6,125 total / 3202 #bov space	

Attachment: Redacted Santa Fe renewal for common vict_Redacted (12248 : Common Victualler Renewal for 2025)



Kristin Foote
City Clerk

**CITY OF MELROSE
OFFICE OF THE CITY CLERK**

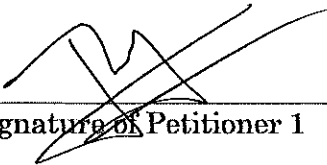
562 Main Street
Melrose, Massachusetts 0217
Telephone - (781) 979-411

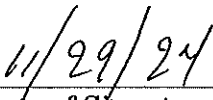
TAX CERTIFICATION FORM

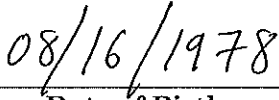
Business Name: Santa Fe Burrito Grill Melrose LLC
Business Address: 417 Main Street, Melrose, MA, 02176
DBA (if applicable):
Owner's Name: Hector Angel

By signing below, you are requesting to be granted a Common Victualler License from the City of Melrose. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Additionally, you hereby certify under the penalties of perjury that you have, to the best of your knowledge and belief, filed all state tax returns, paid all state taxes, local taxes, all water, sewer and solid waste disposal bills, all tax titles, utilities, and all motor vehicle excise taxes to the City of Melrose required by law.


Signature of Petitioner 1


Date of Signature


Date of Birth

Signature of Petitioner 2

Date of Signature

Date of Birth

***This license will not be used or renewed unless this certification clause is signed by the applicant.**

****Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.**



Kristin Foote
City Clerk

6.C.1.b
CITY OF MELROSE
OFFICE OF THE CITY CLERK

562 Main Street
Melrose, Massachusetts 0217
Telephone - (781) 979-411

City of Melrose Administrative Code General Legislation

ACKNOWLEDGEMENT OF RECEIPT OF MELROSE ORDINANCES

§ 152-12 Common victuallers and innholders

[Amended 6-15-1981 by Ord. No. 20718; 4-21-2009 by Ord. No. 09-125; 11-16-2020 by Ord. No. 2021-34; 12-20-2021 by Ord. No. 2022-56]

No person shall hereafter engage in the business of innholder or common victualler without first obtaining a license therefor from the City Council. A fee of \$75 shall be paid for each of such licenses. The fee for a common victualler's license set forth herein shall be waived for Calendar Year 2021 as a result of the ongoing impacts of the COVID-19 global health pandemic. 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.

State law reference — Law of the commonwealth authorizing cities to grant licenses to common victuallers, innholders, etc., MGL c. 140, § 2, construed in *Liggett Drug Co. v. Board of License Commissioners*, 296 Mass. 41, 4 N.E. (2d) 268.

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

Applicant Signature

Date

Attachment: Redacted Sante Fe renewal for common vict_Redacted (12248 : Common Victualler Renewal for 2025)



Kristin Foote
City Clerk

6.C.1.b
**CITY OF MELROSE
OFFICE OF THE CITY CLERK**

562 Main Street
Melrose, Massachusetts 0217
Telephone - (781) 979-411

*The Commonwealth of Massachusetts
Department of Industrial Accidents Office of Investigations
600 Washington Street, Boston, MA 02111
www.mass.gov/dia*

**Workers' Compensation Insurance Affidavit: General Business
Applicant Information Please Print Legibly**

Business Name: Santa Fe Burrito Grill Melrose
Address: 417 Main Street
City/State/Zip: Melrose, MA, 02176
Phone #: (781) 820-0123

Are you an employer (check one):
☒ *I am an employer with <u>18</u> employees (full/part time)
☐ I am sole proprietor or partnership and have no employees working for me in any capacity (No workers' comp insurance required)
☐ 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)
☐ We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp insurance required)

Business Type (required):
☐ Retail
☒ Restaurant/Bar/Eating Establishment
☐ Office and/or Sales (incl. real estate, auto, etc.)
☐ Entertainment
☐ Manufacturing
☐ Non-profit
☐ Health Care
☐ Other:

*Any applicant that checks box #1 must also fill out the section on the next page 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.

Attachment: Redacted Santa Fe renewal for common vict_Redacted (12248 : Common Victualler Renewal for 2025)



Kristin Foote
City Clerk

**CITY OF MELROSE
OFFICE OF THE CITY CLERK**

562 Main Street
Melrose, Massachusetts 0217
Telephone - (781) 979-4111

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

Insurance Company Name:

The Hartford

Insurer's Address:

3600 Wiseman Blvd

City/State/Zip:

San Antonio, TX, 02184

Policy # or Self-Insurance License #:

08WECAJ6MWW

Expiration Date:

11/16/25

Required:

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:

[Handwritten Signature]

Date:

11/29/24

Phone #:

(757) 572-1081

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigation has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a homeowner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.



CERTIFICATE OF LIABILITY INSURANCE

6.C.1.b
DATE (MM/DD/YYYY) 11/08/24

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER J. Williams Insurance Agency Inc. 222 Forbes Road Suite 102 Braintree, MA 02184	CONTACT NAME: Patty Anderson PHONE (A/C, No, Ext): 781-848-9192 FAX (A/C, No): 781-848-9116 E-MAIL ADDRESS: Patty@jwilliamsinsurance.com														
INSURED Santa Fe Burrito Grill Melrose LLC 411-417 Main Street Melrose, MA 02176	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Arbella Insurance</td><td></td></tr><tr><td>INSURER B: The Hartford</td><td>22357</td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Arbella Insurance		INSURER B: The Hartford	22357	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Arbella Insurance															
INSURER B: The Hartford	22357														
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION (Y/N)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☒ LOC OTHER:		8520145914	11/16/24	11/16/25	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		8520145914	11/16/24	11/16/25	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIABILITY ☐ EXCESS UMB DED: RETENTION \$ ☐ OCCUR ☐ CLAIMS-MADE		4620102668	11/16/24	11/16/25	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MA) If yes, describe under DESCRIPTION OF OPERATIONS below:	Y/N ☐ N/A	08WECAJ6MWW	11/16/24	11/16/25	PER STATUTE OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Liquor Liability		8520145914	11/16/24	11/16/25	Occurrence \$ 1,000,000 Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

GENERAL LIABILITY: Additional insured on a primary and non-contributory basis and waiver of subrogation when required by written contract per Arbella Edge for Restaurants 31 AP 1235. **WORKERS COMPENSATION:** Waiver of subrogation when required by written contract. **UMBRELLA LIABILITY:** Umbrella follows form over General Liability, Auto Liability and workers compensation

CERTIFICATE HOLDER Town of Melrose 562 Main Street Melrose, MA 02176	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

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LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page _____ of _____

AGENCY J. Williams Insurance Agency, Inc		NAMED INSURED Santa Fe Burrito Grill Weymouth LLC Santa Fe Burrito Grill Weymouth LLC	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: _____ FORM TITLE: _____

Location 1: Santa Fe Burrito Grill Franklin LLC 28 W Central Street, Franklin, MA 02038
 Location 2: Santa Fe Burrito Grill Weymouth LLC 415 Washington Street, Weymouth MA 02188
 Location 3: Mexica Burrito Grill Inc 759 Main Street Tewksbury MA 01876
 Location 4: Santa Fe Burrito Grill Melrose LLC & 417 Main Street LLC, 411-417 Main Street Melrose MA 02176
 Location 5: Santa Fe Burrito Grill Acton LLC 299 Main Street Suite 50, Acton MA 02148
 Location 6: Santa Fe Burrito Grill Boston LLC 323 Sumner Street Unit C1 Boston MA 02128
 Location 7: Santa Fe Burrito Grill Malden LLC 199 Pleasant Street Malden MA 02148
 Location 8: Santa Fe Burrito Grill Rockland LLC 100 Market Street Rockland MA 02370
 Location 9: Mexica Burrito Grill Billerica LL 647 Boston Rd Billerica MA 01821

Attachment: Redacted Sante Fe renewal for common vict_Redacted (12248 : Common Victualler Renewal for 2025)



Kristin Foote
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

562 Main Street
Melrose, Massachusetts 0217
Telephone - (781) 979-411

COMMON VICTUALLER LICENSE
CITY DEPARTMENT REVIEW
LICENSING PERIOD JANUARY 1st - DECEMBER 31st

Instructions:

Please complete the section below before obtaining approval from each of the City Departments listed on the back of this page. Departments will not review and approve if any fields are left blank.

REPORT OF INVESTIGATION - RELATIVE TO APPLICATION FOR

Business Name: Santa Fe Burrito Grill Melrose LLC

Owner Name: Hector Angel **Owner DOB:** 09/14/81

Business Address: 417 Main Street, Melrose MA 02176

Please List Daily Hours of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am - 11pm	11am - 11pm	11am - 11pm	11am - 11pm	11am - 12am	11am - 12am	11am - 12am
Approved Number of Seats:			79 occupants plus staff			
Floor Space / Square Feet:			6,125 total / 3202 floor space			

Attachment: Redacted Santa Fe renewal for common vict Redacted (12248 : Common Victualler Renewal for 2025)



Kristin Foote
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

562 Main Street
Melrose, Massachusetts 0217
Telephone - (781) 979-4111

Workers Compensation Information

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, and *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An employer is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required."

Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address, and phone number along with a certificate of insurance.

Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage.

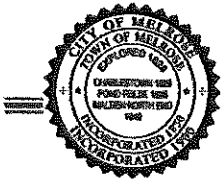
Sign and date the affidavit

The affidavit should be returned to the city or town that the application for the permit or license is being requested, not the Department of Industrial Accidents. Should you have any questions regarding the law of if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

The Office of Investigation would like to thank you in advance for your cooperation and should you have any questions please do not hesitate to give us a call. The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111

Tel. # 617-6727-4900 ext. 406 or 1-877-MASSAFE Fax # 617-727-7749
www.mass.gov/dia



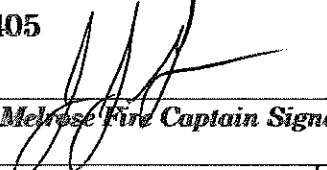
Kristin Foote
City Clerk

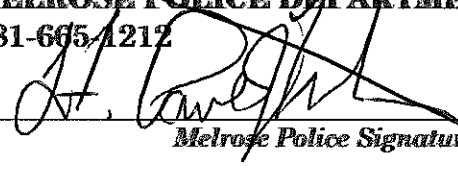
**CITY OF MELROSE
OFFICE OF THE CITY CLERK**

562 Main Street
Melrose, Massachusetts 0217
Telephone - (781) 979-4111

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

MELROSE HEALTH & HUMAN SERVICES 781-979-4130	Date Signed: 11/26/24 Nashawna Gregori	FOOD PERMIT EXP DATE: 12/31/24
 Health & Human Services Signature	Health & Human Services Name Printed	
☐ Denied	☒ Approved	☐ Other
Comments:		

MELROSE FIRE DEPARTMENT 781-979-4405	Date Signed: 11/29/24 GIBSON	\$50 Fee Paid <u>Yes / No</u>
 Melrose Fire Captain Signature	Fire Captain Name Printed	
☐ Denied	☒ Approved	☐ Other
Comments:		

MELROSE POLICE DEPARTMENT 781-665-1212	Date Signed: 11/26/2024 LT. Paul J. Norton	
 Melrose Police Signature	Melrose Police Name Printed	
☐ Denied	☒ Approved	☐ Other
Comments:		

INSPECTIONAL SERVICES DEPARTMENT 781-979-4135	Date Signed: 11/26/2024 Stephen Doucet	
 Building Commissioner Signature	Building Commissioner Name Printed	
☐ Denied	☐ Approved	☐ Other
Comments:		

TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: 11-26-24 Pat Dean	
 Treasurer Collector Signature	Treasurer Collector Name Printed	
☐ Denied	☒ Approved	☐ Other
Comments:		

ServSafe® CERTIFICATION

RICARDO GARCIA

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

CERTIFICATE NUMBER

EXAM FORM NUMBER

10809

DATE OF EXPIRATION **DATE OF EXPIRATION**
local laws apply. Check with your local regulatory agency for recertification requirements.

#0655



Sherman Brown
Executive Vice President, National Association Solutions



Payment Completed - December 4, 2024 at 12:45 pm

Year:

2024

Number:

1

Description:

SANTE FE BURRITO GRILL MELROSE, LLC
CHECK 1565

Items:

COMMON VICTULLAR
1 x \$100.00

Amount:

\$ 100.00
\$ 100.00

Service FEE:

\$ 0.00

TOTAL AMOUNT PAID - CHECK

\$100.00

These charges will appear as "Melrose, MA / Heartland" and "CITY HALL SYSTEMS / HEARTLAND".

Transaction Code: HTL-MELROSE-MA-US-12604144

City Hall Systems Secure Payment Portal

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We're Online!
How may I help you toda...



Attachment: Redacted Sante Fe renewal for common vict_Redacted (12248 : Common Victualler Renewal for 2025)



Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 021
Telephone - (781) 979-41

☐ New Application

Requires applicants' attendance at a City Council Protection and License Committee meeting and approval from the City Council.

☒ Renewal Application

COMMON VICTUALLER LICENSE APPLICATION
LICENSING PERIOD JANUARY 1st - DECEMBER 31st

Business Name: Mex Fajitas Inc dba Mexico Lindo		Tax ID Number: 83-0388992				
Business Address: 449 Main St		Business Phone Number: 781-662-4056				
Owner's Name: Felipe Moreno		Owner's Cell Phone Number: [REDACTED]				
Residential Address of Owner: 9 Putnam St Saugus, Ma 01906		Number of Employees: 22				
Email Address of Owner (required): Felipe14310@yahoo.com						
24-hour Emergency Contact Name: Luis Moreno		Emergency Phone Number: [REDACTED]				
Circle all that apply:	Breakfast	Lunch	Dinner	Take-out		
Please List Daily Hours of Operation						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11-10pm	11-10pm	11-10pm	11-10pm	11-10pm	11-11pm	11-11pm
Approved Number of Seats:			109			
Floor Space/ Square Feet:			3,000 sq ft.			

Attachment: redacted mexico lindo renewal for common vic (12248 : Common Victualler Renewal for 2025)



Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 021
Telephone - (781) 979-41

TAX CERTIFICATION FORM

Business Name: <i>Mex Faj Inc</i>
Business Address: <i>449 Main St Melrose, Ma 02176</i>
DBA (if applicable): <i>Mexico Lindo</i>
Owner's Name: <i>Felipe Moreno</i>

By signing below, you are requesting to be granted a Common Victualler License from the City of Melrose. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Additionally, you hereby certify under the penalties of perjury that you have, to the best of your knowledge and belief, filed all state tax returns, paid all state taxes, local taxes, all water, sewer and solid waste disposal bills, all tax titles, utilities, and all motor vehicle excise taxes to the City of Melrose required by law.

[Signature]
Signature of Petitioner 1

11-14-24
Date of Signature

7-3-66
Date of Birth

Signature of Petitioner 2

Date of Signature

Date of Birth

***This license will not be used or renewed unless this certification clause is signed by the applicant.**

****Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.**



Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 021
Telephone - (781) 979-41

City of Melrose Administrative Code General Legislation

ACKNOWLEDGEMENT OF RECEIPT OF MELROSE ORDINANCES

§ 152-12 Common victuallers and innholders

[Amended 6-15-1981 by Ord. No. 20718; 4-21-2009 by Ord. No. 09-125; 11-16-2020 by Ord. No. 2021-34; 12-20-2021 by Ord. No. 2022-56]

No person shall hereafter engage in the business of innholder or common victualler without first obtaining a license therefor from the City Council. A fee of \$75 shall be paid for each of such licenses. The fee for a common victualler's license set forth herein shall be waived for Calendar Year 2021 as a result of the ongoing impacts of the COVID-19 global health pandemic. 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.

State law reference — Law of the commonwealth authorizing cities to grant licenses to common victuallers, innholders, etc., MGL c. 140, § 2, construed in *Liggett Drug Co. v. Board of License Commissioners*, 296 Mass. 41, 4 N.E. (2d) 268.

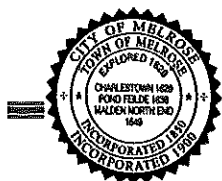
By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §12 pertaining to Common Victuallers and Innholders and understand all that is required as a licensee.

Applicant Signature

11-14-24

Date

Attachment: redacted mexico lindo renewal for common vic (12248 : Common Victualler Renewal for 2025)



Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 021
Telephone - (781) 979-41

The Commonwealth of Massachusetts
Department of Industrial Accidents Office of Investigations
600 Washington Street, Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Business
Applicant Information Please Print Legibly

Business Name: Mex-Fajitas Inc dba Mexico Lindo
Address: 449 Main St
City/State/Zip: Melrose, Ma 02176
Phone #: [REDACTED] 1-81-662-7056

Are you an employer- (check one):	
☒	*I am an employer with <u>22</u> employees (full/part-time)
☐	I am sole proprietor or partnership and have no employees working for me in any capacity (No workers' comp insurance required)
☐	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)
☐	We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp insurance required)

Business Type- (required):	
☐	Retail
☒	Restaurant/Bar/Eating Establishment
☐	Office and/or Sales (incl. real estate, auto, etc.)
☐	Entertainment
☐	Manufacturing
☐	Non-profit
☐	Health Care
☐	Other:

***Any applicant that checks box #1 must also fill out the section on the next page 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.**

Attachment: redacted mexico lindo renewal for common vic (12248 : Common Victualler Renewal for 2025)

CITY OF MELROSE
OFFICE OF THE CITY CLERKKristin Foote
City Clerk562 Main Street
Melrose, Massachusetts 021
Telephone - (781) 979-41

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

Insurance Company Name: World Insurance Associates LLCInsurer's Address: 201 Edgewood Drive Suite 270City/State/Zip: Wakefield, MA 01880Policy # or Self-Insurance License #: 5176645 Expiration Date: 10-1-25**Required:**

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: [Signature] Date: 11-14-24Phone #: 617-840-2984**City or Town Officials**

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigation has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a homeowner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

Attachment: redacted mexico lindo renewal for common vic (12248 : Common Victualler Renewal for 2025)



Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 021
Telephone - (781) 979-41

COMMON VICTUALLER LICENSE
CITY DEPARTMENT REVIEW
LICENSING PERIOD JANUARY 1st - DECEMBER 31st

Instructions:

Please complete the section below before obtaining approval from each of the City Departments listed on the back of this page. Departments will not review and approve if any fields are left blank.

REPORT OF INVESTIGATION - RELATIVE TO APPLICATION FOR

Business Name: Mex-Fajitas Inc dba Mexico Lindo

Owner Name: Felipe Moreno Owner DOB: 7-3-66

Business Address: 449 Main St Melrose, MA 02176

Please List Daily Hours of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11-10Pm	11-10Pm	11-10Pm	11-10Pm	11-10Pm	11-11Pm	11-11Pm

Approved Number of Seats:

109

Floor Space/ Square Feet:

3,000 SQ ft

Attachment: redacted mexico lindo renewal for common vic (12248 : Common Victualler Renewal for 2025)



Kristin Foote
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

562 Main Street
Melrose, Massachusetts 021
Telephone - (781) 979-41

Workers Compensation Information

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, and *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An employer is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required."

Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address, and phone number along with a certificate of insurance.

Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage.

Sign and date the affidavit

The affidavit should be returned to the city or town that the application for the permit or license is being requested, not the Department of Industrial Accidents. Should you have any questions regarding the law of if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

The Office of Investigation would like to thank you in advance for your cooperation and should you have any questions please do not hesitate to give us a call. The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111

Tel. # 617-0727-4900 ext. 406 or 1-877-MASSAFE Fax # 617-727-7749
www.mass.gov/dia

Common Victualler License Application Instructions

Annual Fee - \$100

Licenses Expire annually on December 31

Common Victualler Licenses are valid from January through December and are required to be renewed annually. To avoid delays in processing your application, please do not leave any applicable sections blank. All incomplete applications will be returned.

✓ Please refer to the check list below to ensure all steps are completed prior to submitting the original application to the City Clerk's Office:

Page 2	Completed application with "wet signature"
Page 3	Tax Certification Form
Page 4	Signed acknowledgement of receipt of §152-12
Pages 5-6	Completed Worker's Compensation Insurance Affidavit, including a copy of Declarations page of Workers' Compensation Policy.
Pages 7-8	Inspection and approval from the following Departments: ○ Melrose Fire ○ Melrose Health and Human Services Department ○ Melrose Police ○ Inspectional Services ○ Treasurer Collectors Office
	Completed Business Certificate Application, if license name includes a DBA
	Copy of Current ServSafe Certificate
	\$100 Application Fee payable by cash, credit card or check payable to the City of Melrose.

Please email clerks@cityofmelrose.org with any questions.

ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

LUIS MORENO

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)—Conference for Food Protection (CFP).

20488084

5506

CERTIFICATION NUMBER

EXAM FORM NUMBER

4/20/2021

4/20/2026

DATE OF EXAMINATION
Local laws apply. Check for recertification requirements.

DATE OF EXPIRATION



#0655

Sherrill

Association So unions





Kristin Foote
City Clerk

6.C.1.c
CITY OF MELROSE
OFFICE OF THE CITY CLERK

562 Main Street
Melrose, Massachusetts 021
Telephone - (781) 979-41

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

MELROSE HEALTH & HUMAN SERVICES 781-979-4130	Date Signed: 11/15/24 Christy Bolduc	FOOD PERMIT EXP DATE: 12/31/24
 Health & Human Services Signature	Health & Human Services Name Printed	
☐ Denied	☒ Approved	☐ Other
Comments:		

MELROSE FIRE DEPARTMENT 781-979-4405	Date Signed: 11/24/24 GIBSON	\$50 Fee Paid <u>Yes</u> / No
 Melrose Fire Captain Signature	Fire Captain Name Printed	
☐ Denied	☒ Approved	☐ Other
Comments:		

MELROSE POLICE DEPARTMENT 781-665-1212	Date Signed: 11-15-24 RICHARD COONEN	
 Melrose Police Signature	Melrose Police Name Printed	
☐ Denied	☒ Approved	☐ Other
Comments:		

INSPECTIONAL SERVICES DEPARTMENT 781-979-4135	Date Signed: Stephen Doucet	
 Building Commissioner Signature	Building Commissioner Name Printed	
☐ Denied	☒ Approved	☐ Other
Comments:		

TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours	Date Signed: 11-15-24 Janean Shairs	
 Treasurer Collector Signature	Treasurer Collector Name Printed	
☐ Denied	☒ Approved	☐ Other
Comments:		

Attachment: redacted mexico lindo renewal for common vic (12248 : Common Virtualer Renewal for 2025)

Payment Completed – November 26, 2024 at 11:16 am

Year:2024

Number:1

Description:MEX-FAJITAS INC.
CHECK 11211

Items:

COMMON VICTULLAR

1 x \$100.00\$ 100.00

Amount:\$ 100.00

Service FEE:\$ 0.00

TOTAL AMOUNT PAID – CHECK\$100.00

These charges will appear as "Melrose, MA / Heartland" and "CITY HALL SYSTEMS / HEARTLAND".

Transaction Code: HTL-MELROSE-MA-US-12572480

City Hall Systems Secure Payment Portal

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We're Online!
How may I help you toda...





UTICA NATIONAL INSURANCE GROUP
180 Genesee Street
New Hartford, NY 13413

WC 000001A

Issuing Company: Utica Mutual Insurance Company
MEMBER OF UTICA NATIONAL INSURANCE GROUP

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

Information Page

1. The Insured and Mailing Address:

MEX-FAJITAS, INC DBA Mexico Lindo
449 MAIN ST

MELROSE

MA 02176

Policy Number: 5176645

Prior Policy Number:

Producer: World Ins Assoc, LLC
Suite 270,201 Edgewater Drive
Wakefield, MA 01880

Entity of Insured: Corporation

Producer Number: 70304

SIC#: 58121

Other workplaces not shown above:

Insured's I.D. Number: 830388992

NCCI Company Number: 15717

Risk I.D. Number:

2. The policy period is from 10/01/2024 **to** 10/01/2025 **12:01 AM Standard Time at the Insured's mailing address.**

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: MA

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A.
The limits of our liability under Part Two are:

Bodily Injury by Accident	\$500,000	Each Accident
Bodily Injury by Disease	\$500,000	Policy Limit
Bodily Injury by Disease	\$500,000	Each Employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:

All States except those listed in Item 3.A., ND, OH, WA, WY

D. This policy includes these endorsements and schedules:

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans.
All information required below is subject to verification and change by audit.

☐ See Extension of Information Page Classifications	Code No.	Premium Basis Total est. Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium
Minimum Premium: \$ 201 Employer's Liab Minimum Premium: \$ If indicated below, Interim adjustments of premium shall be made:	MA	Expense Constant Total Estimated Annual Premium Deposit Premium	\$ \$ \$	 7,091 7,091

Issuing Office: New Hartford, NY 13413

Date of Issue: 08-17-2024

Countersigned by

Shannon C Peck

8-D-WC Ed. 08-2008

Copyright 1988 National Council of Compensation Insurance

BILLING NO. 202150584

Attachment: redacted mexico lindo renewal for common vic (12248 : Common Virtual Renewal for 2025)



Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 0217
Telephone - (781) 979-411

☐ New Application

Requires applicants' attendance at a City Council Protection and License Committee meeting and approval from the City Council.

☒ Renewal Application

COMMON VICTUALLER LICENSE APPLICATION
LICENSING PERIOD JANUARY 1st - DECEMBER 31st

Business Name: The Bangkok		Tax ID Number: 81-2621114				
Business Address: 57 W. Wyoming Ave Melrose MA 02176		Business Phone Number: 781-662-7888				
Owner's Name: Wierazak Khamrri		Owner's Cell Phone Number: [REDACTED]				
Residential Address of Owner: 1086 Main St. Melrose MA. 02176		Number of Employees: 8				
Email Address of Owner (required): boyroku@gmail.com						
24-hour Emergency Contact Name: boyd Tel [REDACTED]		Emergency Phone Number:				
Circle all that apply:	Breakfast	Lunch	Dinner	Take-out		
Please List Daily Hours of Operation						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11AM-9PM	11AM-9PM	11AM-9PM	11AM-9PM	11AM-9PM	11AM-9:30PM	11AM-9:30PM
Approved Number of Seats:		10				
Floor Space/ Square Feet:		400 Sqft (Dining Area)				

Attachment: Redacted Bangkok Renewal common vic (12248 : Common Victualler Renewal for 2025)



**CITY OF MELROSE
OFFICE OF THE CITY CLERK**

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 0217
Telephone - (781) 979-411

TAX CERTIFICATION FORM

Business Name: The Bangkok
Business Address: 57 W. Wyoming Ave. Melrose MA. 02176.
DBA (if applicable):
Owner's Name: Weerasak Khamtri

By signing below, you are requesting to be granted a Common Victualler License from the City of Melrose. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief.

Additionally, you hereby certify under the penalties of perjury that you have, to the best of your knowledge and belief, filed all state tax returns, paid all state taxes, local taxes, all water, sewer and solid waste disposal bills, all tax titles, utilities, and all motor vehicle excise taxes to the City of Melrose required by law.

Signature of Petitioner 1

Date of Signature

Date of Birth

Signature of Petitioner 2

Date of Signature

Date of Birth

***This license will not be used or renewed unless this certification clause is signed by the applicant.**

****Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.**



**CITY OF MELROSE
OFFICE OF THE CITY CLERK**

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 0217
Telephone - (781) 979-411

**City of Melrose Administrative Code General Legislation
ACKNOWLEDGEMENT OF RECEIPT OF MELROSE ORDINANCES**

§ 152-12 Common victuallers and innholders

[Amended 6-15-1981 by Ord. No. 20718; 4-21-2009 by Ord. No. 09-125; 11-16-2020 by Ord. No. 2021-34; 12-20-2021 by Ord. No. 2022-56]

No person shall hereafter engage in the business of innholder or common victualler without first obtaining a license therefor from the City Council. A fee of \$75 shall be paid for each of such licenses. The fee for a common victualler's license set forth herein shall be waived for Calendar Year 2021 as a result of the ongoing impacts of the COVID-19 global health pandemic. 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.

State law reference — Law of the commonwealth authorizing cities to grant licenses to common victuallers, innholders, etc., MGL c. 140, § 2, construed in Liggett Drug Co. v. Board of License Commissioners, 296 Mass. 41, 4 N.E. (2d) 268.

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

Applicant Signature

Date

Attachment: Redacted Bangkok Renewal common vic (12248 : Common Victualler Renewal for 2025)



Kristin Foote
City Clerk

6.C.1.d
CITY OF MELROSE
OFFICE OF THE CITY CLERK

562 Main Street
Melrose, Massachusetts 0217
Telephone - (781) 979-411

The Commonwealth of Massachusetts
Department of Industrial Accidents Office of Investigations
600 Washington Street, Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Business
Applicant Information Please Print Legibly

Business Name: The Bangkok
Address: 57 W. Wyoming Ave. Melrose MA. 02176
City/State/Zip: _____
Phone #: 08 877 274 1059

Are you an employer- (check one):	
☒	*I am an employer with <u>8</u> employees (full/part-time)
☐	I am sole proprietor or partnership and have no employees working for me in any capacity (No workers' comp insurance required)
☐	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)
☐	We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp insurance required)

Business Type- (required):	
☐	Retail
☒	Restaurant/Bar/Eating Establishment
☐	Office and/or Sales (incl. real estate, auto, etc.)
☐	Entertainment
☐	Manufacturing
☐	Non-profit
☐	Health Care
☐	Other:

***Any applicant that checks box #1 must also fill out the section on the next page 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.**

Attachment: Redacted Bangkok Renewal common vic (12248 : Common Victualler Renewal for 2025)



CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
 City Clerk

562 Main Street
 Melrose, Massachusetts 0217
 Telephone - (781) 979-411

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

Insurance Company Name: The Hartford

Insurer's Address: 3600 Wiseman BLVD.

City/State/Zip: San Antonio TX. 78251

Policy # or Self-Insurance License #: 08 WEC AMSHM2 Expiration Date: 7/14/25

Required:

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: [Signature] Date: 3/10/24

Phone #: 857-234-7634

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigation has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a homeowner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.



Kristin Foote
City Clerk

6.C.1.d
CITY OF MELROSE
OFFICE OF THE CITY CLERK

562 Main Street
Melrose, Massachusetts 0217
Telephone - (781) 979-411

COMMON VICTUALLER LICENSE
CITY DEPARTMENT REVIEW
LICENSING PERIOD JANUARY 1st – DECEMBER 31st

Instructions:

Please complete the section below before obtaining approval from each of the City Departments listed on the back of this page. Departments will not review and approve if any fields are left blank.

REPORT OF INVESTIGATION – RELATIVE TO APPLICATION FOR

Business Name: Pho chili inc. DBA: The Bangkok

Owner Name: Weerasak Khamtri Owner DOB: 12/19/1988

Business Address: 57 W. Wyoming Ave. Melrose MA 02176

Please List Daily Hours of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11AM-9PM	11AM-9PM	11AM-9PM	11AM-9PM	11AM-9PM	11AM-9:30PM	11AM-9:30PM

Approved Number of Seats:

10

Floor Space/ Square Feet:

400 (Dining Area)

Attachment: Redacted Bangkok Renewal common vic (12248 : Common Victualler Renewal for 2025)



CITY OF MELROSE
OFFICE OF THE CITY CLERK

Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 0217
Telephone - (781) 979-4111

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

MELROSE HEALTH & HUMAN SERVICES 781-979-4130		Date Signed: 11/5/2024 Sashawna Gregory	FOOD PERMIT EXP DATE: 12/31/24
<i>[Signature]</i> Health & Human Services Signature		Health & Human Services Name Printed	
☐ Denied	☐ Approved	☐ Other	
Comments:			

MELROSE FIRE DEPARTMENT 781-979-4405		Date Signed: 11/6/24 Gibson	\$50 Fee Paid Yes/No
<i>[Signature]</i> Melrose Fire Captain Signature		Fire Captain Name Printed	
☐ Denied	☒ Approved	☐ Other	
Comments:			

MELROSE POLICE DEPARTMENT 781-665-1212		Date Signed: 11/05/2024 Lt. Paul J. Norton
<i>[Signature]</i> Melrose Police Signature		Melrose Police Name Printed
☐ Denied	☒ Approved	☐ Other
Comments:		

INSPECTIONAL SERVICES DEPARTMENT 781-979-4135		Date Signed: 11/5/24 Stephen Doucet
<i>[Signature]</i> Building Commissioner Signature		Building Commissioner Name Printed
☐ Denied	☒ Approved	☐ Other
Comments:		

TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours		Date Signed: 11-5-24 Janean Shair
<i>[Signature]</i> Treasurer Collector Signature		Treasurer Collector Name Printed
☐ Denied	☒ Approved	☐ Other
Comments:		

Attachment: Redacted Bangkok Renewal common vic (12248 : Common Victualler Renewal for 2025)



Kristin Foote
City Clerk

6.C.1.d
CITY OF MELROSE
OFFICE OF THE CITY CLERK

562 Main Street
Melrose, Massachusetts 0217
Telephone - (781) 979-4111

Workers Compensation Information

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, and *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An employer is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required."

Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address, and phone number along with a certificate of insurance.

Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage.

Sign and date the affidavit

The affidavit should be returned to the city or town that the application for the permit or license is being requested, not the Department of Industrial Accidents. Should you have any questions regarding the law of if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

The Office of Investigation would like to thank you in advance for your cooperation and should you have any questions please do not hesitate to give us a call. The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111

Tel. # 617-0727-4900 ext. 406 or 1-877-MASSAFE Fax # 617-727-7749

www.mass.gov/dia



ServSafe® CERTIFICATION

WEEERASAK KHAMRSRI

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

2/1790769

CERTIFICATE NUMBER

5549

EXAM FORM NUMBER

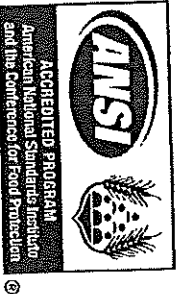
2/23/2022

DATE OF EXAMINATION

2/23/2027

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.



#0655

Shermon Brown
Executive Vice President, National Restaurant Association Solutions

(Policy Provisions: WC000000C)

INFORMATION PAGE**WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY**

INSURER: Twin City Fire Insurance Company
ONE HARTFORD PLAZA HARTFORD CT 06155



NCCI Company Number:
Company Code: 7

14974

POLICY NUMBER:

08 WEC AM5HM2

Previous Policy Number:

08 WEC AM5HM2

Suffix	
LARS	RENEWAL
	4

- 1. Named Insured and Mailing Address:** PHO CHILI, INC
(No., Street, Town, State, Zip Code) 57 W WYOMING AVE
MELROSE MA 02176

FEIN Number: 81-2621114**State Identification Number(s):****The Named Insured is:** Corporation**Business of Named Insured:** Full-Service Restaurants**Other workplaces not shown above:** 57 W WYOMING AVE
MELROSE MA 02176

- 2. Policy Period:** From 07/14/24 To 07/14/25 ANNUAL
12:01 a.m., Standard time at the insured's mailing address.

Producer's Name: HUB INTERNATIONAL NEW ENGLAND LLC
300 BALLARDVALE STREET
WILMINGTON MA 01887

Producer's Code: 08080571
Issuing Office: THE HARTFORD BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251
(866) 467-8730

Total Estimated Annual Premium: \$974**Deposit Premium:****Policy Minimum Premium:** \$280 MA (Includes Increased Limit Min. Prem.)**Audit Period:** ANNUAL**Installment Term:** Twelve Pay (8.33%Down+11@8.33%)

The policy is not binding unless countersigned by our authorized representative.

Countersigned by Susan S. Castaneda
Authorized Representative

06/04/24
Date



Melrose, MA



ireed

Payment Completed - November 22, 2024 at 10:47 am

Year: 2024
Number: 1
Description: THE BANGKOK
CHECK 2161

Items:
COMMON VICTULLAR
1 x \$100.00 \$ 100.00
Amount: \$ 100.00

Service FEE: \$ 0.00

TOTAL AMOUNT PAID - CHECK \$100.00

These charges will appear as "Melrose, MA / Heartland" and "CITY HALL SYSTEMS / HEARTLAND".

Transaction Code: HTL-MELROSE-MA-US-12553497

City Hall Systems Secure Payment Portal

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We're Online!
How may I help you toda...



RCVD	Business Name - \$100 Fee	DBA	Location	Owner / Emergency Contact		Expiration	Emergency #	Telephone
	Alfredos Italian Kitchen		126 West Emerson St.	Fadi Najjar	Owner	12/31/2024	781-308-9106	781-308-9106
11/22/2024	Bangkok (Pho Chili Inc. d/b/a)	Expires 12/12/2027	57 W. Wyoming Avenue	Chawalit Kaiuasang	Weerasak Kham Sri	12/31/2024	857-234-7634	781-662-0888

11/26/2024	Mexico Lindo (Mex-Fajitas, Inc)	Removed DBA, no response	449 Main Street	Felipe Moreno	Pablo Marbaoul Luis Moreno	12/31/2024	617-653-5294 781-363-5858	781-662-4056 617-840-2984
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