



CITY OF MELROSE

CITY COUNCIL

ORDERS OF THE DAY • JANUARY 21, 2025

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 - Regular Meeting - Jan 6, 2025 7:45 PM

III. PUBLIC COMMENT

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

Topic: My Meeting

Time: Jan 21, 2025 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://cityofmelrose-org.zoom.us/j/97939912419?pwd=7LJoLZg27HgXZmqf7boeLo2jVIB7eM.1>

Meeting ID: 979 3991 2419

Passcode: 832079

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

V. NEW BUSINESS

A. Filings by the Honorable Mayor

1. **(ID # 12346):** Reappointment of Randall Carter, 50 Mystic Avenue, to the Melrose Human Rights Commission for a three-year term, said term to expire on the last day of February, 2028.
2. **(ID # 12347):** Reappointment of Sean Heneghan, 31 Reading Hill Avenue, Melrose MA, to the Beebe Estate Board of Trustees for a term of three years, said term to expire on the last day of February 2028.

3. **(ID # 12348):** Reappointment of Jay Stapp, 21 Berwick Street, to the Melrose Human Rights Commission, for a three-year term to expire on the last day of February 2028.
4. **(ID # 12349):** Reappointment of David Thimble, 94 Crescent Avenue, Melrose MA, to the Beebe Estate Board of Trustees for a two-year term, said term to expire on the last day of February 2027.
5. **(ID # 12350):** Reappointment of Sarah Besegai, 62 Stratford Park, Melrose MA, to the Beebe Estate Board of Trustees for a two-year term, said term to expire on the last day of February 2027.
6. **(ID # 12351):** Reappointment of Allison Goldberg, 24 Cottage Street, Melrose MA, to the Commission on Women (MCW) for a two-year term, said term to expire on the last day of February 2027.
7. **(ID # 12352):** Reappointment of Michael Paiewonsky, 71 Warwick Road, Melrose MA, to the Conservation Commission for a term of three years, said term to expire the last day of February 2028.
8. **(ID # 12353):** Reappointment of Andrea Dorian Rose, 51 Albion Street, Apt. 9, Melrose MA, to the Melrose Conservation Commission as an Associate Member for a three year term, said term to expire on the last day of February 2028.
9. **(ID # 12355):** Reappointment of Alaine Breen, of 18 Woodcrest Avenue, Melrose MA to the Melrose Commission on Disability, for a three year term.
10. **(ID # 12401):** Local Options for Veterans Tax Relief under the HERO Act

11. **(ID # 12403):** Request for the Approval of Petition to Enact Legislation Authorizing the City of Melrose to Establish a Means Tested Senior Citizen Property Tax Exemption in the New Amount of 100% of the Circuit Breaker Income Tax Credit.

Sponsored by: Sarah MacLellan

12. **(ID # 12398):** Amending the Melrose Zoning Ordinance to allow for Accessory Dwelling Units

13. **(ID # 12399):** Zoning Amendment to change reference point in determining height of basement under City Zoning Ordinance

B. Filings by members of the Honorable City Council

1. **(ID # 12404):** Proposed Revision of Rule 38A of the Rules of Order for City Council All appointments (new appointments and reappointments) made by the Mayor and subject to the confirmation of the Council shall include a written statement of interest and/or resume from the candidate.

Sponsored by: Ward 5 Kimberly Vandiver

2. **(ID # 12405):** Proposed Rules of Order Amendment for Rule38B RE: Appointments and Reappointments All appointees (new and re-appointed) of the Mayor subject to the confirmation of the Council, shall appear before the proper standing committee, to inform the committee's recommendations.

Sponsored by: Ward 5 Kimberly Vandiver

C. Appointment

1. **(ID # 12408):** Appointment of Assistant City Clerk for a One Year Term City Clerk would like to select Linda Reed

VI. UNFINISHED BUSINESS

A. *Orders*

1. **(ID # 12327):** Renewal of the Inter-Municipal Veterans Service Agreement Among The City of Melrose, The Town of Wakefield and The Town Of Saugus

From: Appropriations & Oversight Committee

OUGHT TO PASS

2. **(ID # 12329):** Transfer of the land and building previously used for the Beebe School, located at 263 West Foster Street in Melrose, MA, to the care, custody and control of the Mayor to be used for general municipal purposes.

From: Appropriations & Oversight Committee

OUGHT TO PASS

B. *Appointments/Reappointments*

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

From: Boards & Commission

RECOMMEND

2. **(ID # 12330):** Reappointment of Lee Phalen, 102 Clifford Street, to the Board of Assessors for a three-year term; said term to expire on the last day of February, 2028.

From: Boards & Commission

RECOMMEND

3. **(ID # 12331):** Appointment of Regina Gibbons, 358 Lebanon Street, to the Commission on Women

From: Boards & Commission

RECOMMEND

C. Filings by Members of the Honorable City Council

1. **(ID # 12342):** Pursuant to M.G.L. chapter 41, section 19I, authorize the City Clerk to receive additional compensation for performing the services of Clerk of Committees.

Sponsored by: At-Large Leila Migliorelli

From: Finance Committee

PASSED

D. Grant

1. **(ID # 12328):** Acceptance of Massachusetts Department of Environmental Protection Recycling Dividend Program Grant in the amount of \$14,300

From: Appropriations & Oversight Committee

OUGHT TO PASS

2. **(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.

From: Appropriations & Oversight Committee

OUGHT TO PASS

E. Licenses

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

From: City Council

ASSIGNED TO COMMITTEE

2. **(ID # 12332):** Common Victualler Renewals for 2025

From: Protection and License Committee

PLACE ON FILE

3. **(ID # 12333):** Second Hand Class 2 Auto License Renewal for 2024

From: Protection and License Committee

PLACE ON FILE

4. **(ID # 12334):** Gasoline and Storage renewal licenses for 2024

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 • JANUARY 6, 2025

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

Attendee Name	Title	Status	Arrived
Cal Finocchiaro	Ward 6	Absent	
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	

II. READING OF THE MINUTES

1. City Council - Regular Meeting - Dec 16, 2024 7:45 PM

Motion to accept the minutes from December 16, 2024 made by President Migliorelli and with no objections the minutes passed and will be placed on file.

RESULT:	ACCEPTED [9 TO 0]
AYES:	Garipay, Hamilton, Jamaledine, Karamcheti, Romanul, Stewart, Vandiver, Williams, Migliorelli
ABSENT:	Cal Finocchiaro, John Obremski

III. PUBLIC COMMENT

A resident from 5 North High Street, Henry Kesner, discussed his perspective on the future of the Beebe Estate.

He would like to see more transparency with the process on deciding what will replace the old school building and requested that City please work with the local residents that would be impacted if the property would house the new police station.

If the City and residents work together that could come up with a solution that we would work best for all parties involved.

Minutes Acceptance: Minutes of Jan 6, 2025 7:45 PM (Reading of the Minutes)

The residents in that area are concerned that the optics are not great with the proposed police station and feel the size and look of the building does not fit in with the neighborhood.

Henry referred to a memo that was sent to the Mayors office from Elizabeth Keller regarding her concerns and hope that the Council had a chance to read it as well.

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

Not present

V. NEW BUSINESS

A. *Filings by the Honorable Mayor*

i. Information Items

1. **(ID # 12338):** Informational Update to City Council related to City Code Enforcement

Motion to refer to L & L made by President Migliorelli

RESULT:	ASSIGN TO COMMITTEE
TO:	Legal & Legislative Committee

ii. Appointments/Reappointments

1. **(ID # 12330):** Reappointment of Lee Phalen, 102 Clifford Street, to the Board of Assessors for a three-year term; said term to expire on the last day of February, 2028.

Motion to refer to Boards and Commissions made by President Migliorelli

RESULT:	ASSIGN TO COMMITTEE
TO:	Boards & Commission

2. **(ID # 12331):** Appointment of Regina Gibbons, 358 Lebanon Street, to the Commission on Women

Motion to refer to Boards and Commissions made by President Migliorelli

RESULT:	ASSIGN TO COMMITTEE
TO:	Boards & Commission

iii. Orders

1. **(ID # 12329):** Transfer of the land and building previously used for the Beebe School, located at 263 West Foster Street in Melrose, MA, to the care, custody and control of the Mayor to be used for general municipal purposes.

Motion to refer to A & O made by President Migliorelli

RESULT:	ASSIGNED TO COMMITTEE
TO:	Appropriations & Oversight Committee

2. **(ID # 12327):** Renewal of the Inter-Municipal Veterans Service Agreement Among The City of Melrose, The Town of Wakefield and The Town Of Saugus

Motion to refer to A & O made by President Migliorelli

RESULT:	ASSIGNED TO COMMITTEE
TO:	Appropriations & Oversight Committee

B. Filings by members of the Honorable City Council

1. **(ID # 12342):** Pursuant to M.G.L. chapter 41, section 19I, authorize the City Clerk to receive additional compensation for performing the services of Clerk of Committees.

Sponsored by: At-Large Leila Migliorelli

Motion to Refer to Finance Committee made by President Migliorelli

RESULT:	ASSIGNED TO COMMITTEE	Next: 1/13/2025 7:25 PM
TO:	Finance Committee	

C. Grants

1. **(ID # 12328):** Acceptance of Massachusetts Department of Environmental Protection Recycling Dividend Program Grant in the amount of \$14,300

Motion to refer to A & O made by President Migliorelli

RESULT:	ASSIGN TO COMMITTEE
TO:	Appropriations & Oversight Committee

D. Licenses

1. **(ID # 12332):** Common Victualler Renewals for 2025

Motion to refer to P & L made by President Migliorelli

RESULT:	ASSIGNED TO COMMITTEE
TO:	Protection and License Committee

2. **(ID # 12334):** Gasoline and Storage renewal licenses for 2024

Motion to refer to P & L made by President Migliorelli

RESULT:	ASSIGNED TO COMMITTEE
TO:	Protection and License Committee

3. **(ID # 12333):** Second Hand Class 2 Auto License Renewal for 2024

Motion to refer to P & L made by President Migliorelli

RESULT:	ASSIGNED TO COMMITTEE
TO:	Protection and License Committee

VI. UNFINISHED BUSINESS

A. Informational

B. Order

C. Ordinance

VII. EXPIRIES

VIII. RULE 53 REPORTS

IX. ADJOURNMENT

Motion to adjourn made by President Migliorelli at 7:55 PM

X. AGENDA ITEMS

Minutes Acceptance: Minutes of Jan 6, 2025 7:45 PM (Reading of the Minutes)

CITY OF MELROSE

In City Council

January 21, 2025

AN ORDER

(ID # 12346)

Reappointment of Randall Carter, 50 Mystic Avenue, to the Melrose Human Rights Commission for a three-year term, said term to expire on the last day of February, 2028.

BE IT ORDERED

Reappointment of Randall Carter, 50 Mystic Avenue, to the Melrose Human Rights Commission for a three-year term, said term to expire on the last day of February, 2028.

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Appointment/Reappointment (ID # 12346)

Meeting

Date

Date

CITY OF MELROSE

In City Council

January 21, 2025

AN ORDER

(ID # 12347)

Reappointment of Sean Heneghan, 31 Reading Hill Avenue, Melrose MA, to the Beebe Estate Board of Trustees for a term of three years, said term to expire on the last day of February 2028.

BE IT ORDERED

Reappointment of Sean Heneghan, 31 Reading Hill Avenue, Melrose MA, to the Beebe Estate Board of Trustees for a term of three years, said term to expire on the last day of February 2028.

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Appointment/Reappointment (ID # 12347)

Meeting

Date

Date

CITY OF MELROSE*In City Council**January 21, 2025***AN ORDER****(ID # 12348)**

Reappointment of Jay Stapp, 21 Berwick Street, to the Melrose Human Rights Commission, for a three-year term to expire on the last day of February 2028.

BE IT ORDERED

Reappointment of Jay Stapp, 21 Berwick Street, to the Melrose Human Rights Commission, for a three-year term to expire on the last day of February 2028.

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Appointment/Reappointment (ID # 12348)

Meeting

Date

Date

CITY OF MELROSE*In City Council**January 21, 2025***AN ORDER****(ID # 12349)**

Reappointment of David Thimble, 94 Crescent Avenue, Melrose MA, to the Beebe Estate Board of Trustees for a two-year term, said term to expire on the last day of February 2027.

BE IT ORDERED

Reappointment of David Thimble, 94 Crescent Avenue, Melrose MA, to the Beebe Estate Board of Trustees for a two-year term, said term to expire on the last day of February 2027.

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Appointment/Reappointment (ID # 12349)

Meeting

Date

Date

CITY OF MELROSE

In City Council

January 21, 2025

AN ORDER

(ID # 12350)

Reappointment of Sarah Besegai, 62 Stratford Park, Melrose MA, to the Beebe Estate Board of Trustees for a two-year term, said term to expire on the last day of February 2027.

BE IT ORDERED

Reappointment of Sarah Besegai, 62 Stratford Park, Melrose MA, to the Beebe Estate Board of Trustees for a two-year term, said term to expire on the last day of February 2027.

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Appointment/Reappointment (ID # 12350)

Meeting

Date

Date

CITY OF MELROSE

In City Council

January 21, 2025

AN ORDER

(ID # 12351)

Reappointment of Allison Goldberg, 24 Cottage Street, Melrose MA, to the Commission on Women (MCW) for a two-year term, said term to expire on the last day of February 2027.

BE IT ORDERED

Reappointment of Allison Goldberg, 24 Cottage Street, Melrose MA, to the Commission on Women (MCW) for a two-year term, said term to expire on the last day of February 2027.

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Appointment/Reappointment (ID # 12351)

Meeting

Date

Date

CITY OF MELROSE

In City Council

January 21, 2025

AN ORDER

(ID # 12352)

Reappointment of Michael Paiewonsky, 71 Warwick Road, Melrose MA, to the Conservation Commission for a term of three years, said term to expire the last day of February 2028.

BE IT ORDERED

Reappointment of Michael Paiewonsky, 71 Warwick Road, Melrose MA, to the Conservation Commission for a term of three years, said term to expire the last day of February 2028.

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Appointment/Reappointment (ID # 12352)

Meeting

Date

Date

CITY OF MELROSE

In City Council

January 21, 2025

AN ORDER

(ID # 12353)

Reappointment of Andrea Dorian Rose, 51 Albion Street, Apt. 9, Melrose MA, to the Melrose Conservation Commission as an Associate Member for a three year term, said term to expire on the last day of February 2028.

BE IT ORDERED

Reappointment of Andrea Dorian Rose, 51 Albion Street, Apt. 9, Melrose MA, to the Melrose Conservation Commission as an Associate Member for a three year term, said term to expire on the last day of February 2028.

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Appointment/Reappointment (ID # 12353)

Meeting

Date

Date

CITY OF MELROSE*In City Council**January 21, 2025***AN ORDER****(ID # 12355)**

Reappointment of Alaine Breen, of 18 Woodcrest Avenue, Melrose MA to the Melrose Commission on Disability, for a three year term.

BE IT ORDERED

Reappointment of Alaine Breen, of 18 Woodcrest Avenue, Melrose MA to the Melrose Commission on Disability, for a three year term, said term to expire the last day of February 2028.

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Appointment/Reappointment (ID # 12355)

Meeting

Date

Date

CITY OF MELROSE

In City Council

January 21, 2025

AN ORDER

(ID # 12401)

Local Options for Veterans Tax Relief under the HERO Act

BE IT ORDERED

This informational order introduces new provisions established under the Massachusetts Act Honoring, Empowering and Recognizing Our Servicemembers and Veterans ("HERO" Act), Chapter 178 of the Acts 2024. Two new local options created under this legislation are available for adoption and implementation for Fiscal Year 2026. Additionally, the Act changes how eligibility for the motor vehicle exemption for a veteran with a service-connected disability is established. These provisions provide expanded property tax relief for Veterans and their families.

Informational (ID # 12401)

Meeting of January 21, 2025

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date



CITY OF MELROSE

BOARD OF ASSESSORS

Sarah MacLellan

Chief Assessor

smaclellan@cityofmelrose.org

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

To: The Honorable City Council
From: Sarah MacLellan
Meeting Date: January 21, 2025
Subject: Veterans Tax Exemptions Established Under the HERO Act

This memorandum introduces municipal finance related provisions in the “HERO” Act. The Act adds Clauses 22I and 22J to Massachusetts General Law (MGL) Chapter 59, Section 5. These clauses increase existing property tax exemption amounts for veterans with disabilities and their surviving spouses. Additionally, the legislation changes to how eligibility for the motor vehicle exemption for a veteran with a service-connected disability is established.

Changes in property tax exemption laws apply prospectively as of the next qualification date after the effective date of the amendments. The qualification date for the exemptions set forth in Clauses 22I and 22J is July 1, 2025, and as such, Melrose will be able to adopt them, as described herein, for the upcoming Fiscal Year, 2026.

Clause 22I, if accepted, would increase the amount of the tax exemption granted to veterans on their domiciles under Clauses 22, 22A, 22B, 22C, 22E and 22F annually by a cost-of-living adjustment (COLA) determined by the Department of Revenue (DOR) that is based on the consumer price index (CPI). This would work like the annual COLA adjustment which was adopted in 2021 as a local option for Melrose’s 41C senior exemption qualifying income and asset amounts. The increases to exemption amounts resulting from adoption of this provision operate cumulatively.

Clause 22J, if accepted, provides an additional exemption up to 100% of the amount of the tax exemption granted to veterans on their domiciles under Clauses 22, 22A, 22B, 22C,

22E and 22F annually. The voted percentage will continue to apply in subsequent years unless and until another percentage is voted before the July 1 beginning of a later fiscal year.

There is no additional state reimbursement for the cost of either of these additional exemptions. Like all other statutory exemptions, the additional cost would be funded from the city's overlay account, which is raised in the tax rate without appropriation.

In FY 2024 in Melrose, there were 101 eligible Veterans under Clause 22 for a total of \$40,400 and 26 eligible Veterans under Clause 22E for a total of about \$24,800. The exemption amount under Clause 22 is currently at \$400 and the exemption amount under Clause 22E is currently \$1,000.

If the city adopts Clause 22I for FY 2026 and the COLA is determined by DOR to be 5%, the exemption amount for Clause 22 would increase to \$420 and for Clause 22E the exemption would increase to \$1,050. Please see chart below for further demonstration of exemption amounts should local option Clause 22I, Clause 22J, or both clauses be adopted:

	FY25	FY26			FY27			FY28		
		22I only*	22Jonly**	22I & 22J	22I only*	22Jonly**	22I & 22J	22I only*	22Jonly**	22I & 22J
Cl. 22	\$400.00	\$420.00	\$600.00	\$630.00	\$441.00	\$600.00	\$661.50	\$463.05	\$600.00	\$694.58
Cl. 22E	\$1,000.00	\$1,050.00	\$1,500.00	\$1,575.00	\$1,102.50	\$1,500.00	\$1,653.75	\$1,157.63	\$1,500.00	\$1,736.44
* 22I option factored at 5% COLA for each year for demonstration purposes										
** 22J option factored at additional 50% exemption amount each year for demonstration purposes										

The HERO Act also changes how eligibility for the motor vehicle exemption for a veteran with a service-connected disability is established. Previously, the Medical Advisory Board (MAB) within the Registry of Motor Vehicles (RMV) determined that the veteran had the qualifying disability. Under the amendment, eligibility will be based on a disability determination by the U.S Department of Veteran Affairs (VA), as is the case with other motor vehicle and property tax exemptions available to veterans. Now, a veteran will qualify for a motor vehicle exemption if the VA determines they have a 100% disability rating or

deems them unemployable due to their service-connected disability. Unlike adoption of Clauses 22I and 22J, the change made under G.L. c. 60A, § 1 for eligibility for motor vehicle excise exemption went into effect immediately after passage, for calendar year 2024 excises.

CITY OF MELROSE

In City Council

January 21, 2025

AN ORDER

(ID # 12403)

Request for the Approval of Petition to Enact Legislation Authorizing the City of Melrose to Establish a Means Tested Senior Citizen Property Tax Exemption in the New Amount of 100% of the Circuit Breaker Income Tax Credit.

BE IT ORDERED

AN ACT AUTHORIZING THE CITY OF MELROSE TO ESTABLISH A MEANS TESTED SENIOR CITIZEN PROPERTY TAX EXEMPTION

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. With respect to each qualifying parcel of real property classified as class one, residential in the city of Melrose there shall be an exemption from the property tax in an amount as provided for in section 3.

The exemption shall be applied to the domicile of the taxpayer only. For the purposes of this act, “parcel” shall be a unit of real property as defined by the board of assessors of the city under the deed for the property and shall include a condominium unit. The exemption provided for herein shall be in addition to any and all other exemptions allowed by the General Laws.

SECTION 2. Real property shall qualify for the exemption pursuant to section 1 if all of the following criteria are met: (1) the qualifying real property is owned and occupied by a person whose prior year’s income would make the person eligible for the circuit breaker income tax credit pursuant to subsection (k) of section 6 of chapter 62 of the General Laws; (2) the qualifying real property is owned by a single applicant age 65 or older at the close of the previous year or jointly by persons either of whom is age 65 or above at the close of the previous year, if the joint applicant is 60 years of age or older; (3) the qualifying real property is owned and occupied by the applicant or joint applicants as their domicile; (4) the applicant or at least 1 of the joint applicants has been domiciled and owned a home in the city of Melrose for at least 10 consecutive years before filing an application for the exemption; (5) the assessed value of the domicile is no greater than the prior year’s maximum assessed value for qualification for the circuit breaker income tax credit pursuant to said subsection (k) of said section 6 of said chapter 62, as adjusted annually by the department of revenue; and (6) the board of assessors has approved the application.

SECTION 3. The exemption amount provided for in section 1 above shall be one hundred percent of the circuit breaker income tax credit pursuant to subsection (k) of section 6 of chapter 62 of the General Laws for which the applicant qualified in the previous year. The total amount

exempted by this act shall be allocated proportionally within the tax levy on all residential taxpayers.

SECTION 4. A person who seeks to qualify for the exemption pursuant to section 1 shall, before the deadline established by the board of assessors, file an application, on a form to be adopted by the board of assessors, with the supporting documentation of the applicant's income and assets as described in the application. The application shall be filed each year for which the applicant seeks the exemption. The board of assessors of the city of Melrose may deny an application for an exemption pursuant to section 1 if they find the applicant has excessive assets that place the applicant outside the category of intended recipients of the senior exemption created by this act.

SECTION 5. No exemption shall be granted under this act until the department of revenue certifies a residential tax rate for the applicable tax year where the total exemption amount is raised by a burden shift within the residential tax levy.

SECTION 6. This act shall take effect immediately upon passage, and shall replace Chapter 100 of the Acts of 2022. This act shall be repealed after 3 years of implementation of this exemption.

Order (ID # 12403)

Meeting of January 21, 2025

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date



CITY OF MELROSE

BOARD OF ASSESSORS

Sarah MacLellan

Chief Assessor

smaclellan@cityofmelrose.org

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

To: The Honorable City Council
From: Sarah MacLellan
Meeting Date: January 21, 2025
Subject: Senior Means-Tested Property Tax Exemption

Purpose

This memo outlines options for reestablishing the senior means-tested property tax exemption legislation, originally enacted three years ago, and its potential impacts on the city's senior population and fiscal sustainability. Per Chapter 100 of the Acts of 2022 Session laws, in the absence of action on this measure by the City Council, the current Senior Circuit Breaker tax Exemption program will end effective July, 2025.

Background

In Fiscal Year 2023, the City implemented legislation offering a property tax exemption for qualifying senior residents based on receipt of the Massachusetts Senior Circuit Breaker Tax Credit on their personal income tax return. This initiative aimed to support seniors with limited financial resources, enabling them to remain in their homes despite rising property taxes.

Program Assessment

Over the past three years, the program has:

1. Provided financial relief to 209 senior households, most for multiple years, helping them remain in the community.
2. Maintained \$616,191 of the city's overall tax revenue while redistributing the tax burden equitably.

However, some challenges include:

- Administrative complexities of annual verification and tax rate shift processes.
- Variability in participation rates due to lack of awareness or change in eligibility thresholds, i.e. the "see-saw effect".

- Doubling of Massachusetts Senior Circuit Breaker Personal Income Tax Credit caused the Exemption amount and therefore the funding amount to significantly increase, without a change in legislation – financial controls are not at local level.
- Concerns over funding equity, as the program redistributes the tax burden to non-exempt taxpayers.
- Concerns over the increases in cost to fund the program amongst non-exempt residential taxpayers, while other increases in tax rate will be occurring simultaneously – debt exclusion from the public safety building project, funding of expanded senior and veteran work off programs, funding for Veterans exemptions options through the HERO Act, etc.

Options for Renewal

1. Renew Legislation as Is

- Maintain existing criteria.

Pros: Continuity for current beneficiaries.

Cons: May not address concerns listed above.

2. Implement an Exemption Amount to be Chosen Annually by City Council

- City Council shall annually set the exemption amount, provided that the amount of the exemption shall be within a range of 50 per cent to 200 per cent of the amount of the circuit breaker income tax credit.
- Pros: reflects current financial conditions.
- Cons: complex to administer during Tax Rate Setting process.

3. Implement a flat Exemption Amount

- Exemption amount can be set at a flat percentage anywhere from 50 per cent to 200 per cent of the amount of the circuit breaker income tax credit. This would remain in place for three years.
- Pros: Easy to administer during Tax Rate Setting process.
- Cons: will remain static for three years, may not reflect current financial conditions.

Recommendation

Given the success of the program and its importance to senior residents, I recommend reenacting the legislation with the following adjustment:

➤ Adjust Exemption Amount to 100% of Massachusetts Circuit Breaker Tax Credit.

This adjustment strikes a balance between supporting seniors and maintaining fiscal responsibility, while giving consideration to the forthcoming financial circumstances in the community.

Next Steps

The first step in the Home Rule Petition process is for the City to obtain local approval - by its legislative body - of the petition. Consistent with Melrose Charter provisions and Council Rules of Order, such approval may be given by a simple majority vote of Council.

If approved by City Council at the local level, a certified copy of the votes taken by City Council approving the Home Rule Petition, as well as the proposed legislation should then be forwarded to the local legislative delegation with a request that the proposed legislation be filed on the City's behalf. This filing should include a copy of the City Council's vote, including the date, attested to by the signature of the City Clerk. Given the form of the proposed bill, the Legislature will then be free to amend the text as necessary within the scope of the general objectives of the petition.

CITY OF MELROSE

In City Council

January 21, 2025

AN ORDER

(ID # 12398)

Amending the Melrose Zoning Ordinance to allow for Accessory Dwelling Units

BE IT ORDERED

Proposal from the Melrose Planning Board seeking to amend the Melrose Zoning Ordinance (MZO) Chapter 235, Section 2.2, Definitions; Section 5.3, Use Regulations and Table of Use and Parking Regulations; Section 9.1 Accessory buildings; and Section 11.1 Off-Street Parking. The purpose of the amendments is to replace the In-law Apartment Use with an Accessory Dwelling Unit (ADU) Use and standards, change the dimensional requirements for Accessory Buildings and ensure that Accessory Buildings are not used as ADUs unless permitted as such.

Ordinance (ID # 12398)

Meeting of January 21, 2025

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date



GREGORY SAMPSON
Chairman

CITY OF MELROSE

PLANNING BOARD

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

January 13, 2025

The Honorable Mayor Grigoraitis and
The Honorable City Council
of the City of Melrose, Massachusetts

RE: Proposed Zoning Amendment: Accessory Dwelling Unit (ADU)

To Her Honor and the Members of the Council:

At its meeting on December 16, 2024, the Planning Board voted to submit the attached zoning amendment to the City Council. On August 6, 2024, Governor Healey signed the Affordable Homes Act into law. Section 8 of the Affordable Homes Act amends the State's Zoning Law, MGL Chapter 40A, to allow Accessory Dwelling Units (ADUs) in all single-family districts across the Commonwealth, by-right. This regulation is scheduled to go into effect on February 2, 2025, after which, any zoning provisions that are inconsistent with the law will be unenforceable. The proposed amendment seeks to define and establish an Accessory Dwelling Unit use in line with the new law, and update the definition and development standards for Accessory Buildings for clarity and consistency.

As defined by the new State law, and reflected in the proposed amendment to Section 235-2.2, an ADU is a self-contained housing unit, inclusive of sleeping, cooking, and sanitary facilities, that is located on the same lot as a principal dwelling. ADUs can be within an existing house, attached to it as an addition, or detached, like a cottage. To better regulate the use of an accessory building for an ADU versus other uses, the Planning Board proposes updating the definition of Accessory Building in the zoning ordinance to include clear and descriptive standards of distinction.

The proposed zoning amendment to Section 235-5.3 seeks to replace the existing In-Law Apartment regulations, which no longer comply with Chapter 40A, with ADU regulations. While the law imposes certain overarching size and regulatory requirements, it permits municipalities to impose local dimensional and design standards. Planning Staff, the Building Commissioner and the Planning Board have worked together to create regulations that support the production of ADUs while considering the context of the City's residential districts.

The proposed revisions to the development standards for all accessory buildings in Section 235-9.1 further support this effort. As it exists, the code allows for excessively tall and large accessory structures with closer setbacks than principal structures. Furthermore, the dimensional regulations for accessory structures are disparate across the different residential districts. The proposed changes seek to respond to the City's built environment in residential districts, which primarily consist of small lots, and limit the size allowances for accessory structures to enable property owners to efficiently use their yard while respecting abutters' properties. The recommended size restrictions are consistent with those proposed by the State for ADUs, and the proposed changes create the same dimensional requirements for accessory structures across all residential districts.

The proposed amendments to Table 11.1 Off-Street Parking Requirements remove reference to in-law apartments and create a new parking code for ADUs. The State prohibits municipalities from requiring any parking for an ADU located within 0.5 miles from a commuter rail station or bus station. As shown in the attached Accessory Dwelling Unit Law 1/2 Mile Bus Stop Buffer Map, almost every City parcel is within a 0.5-mile radius of a bus stop. Therefore, the City may not require parking for ADUs and instead proposes a parking maximum of one vehicle per ADU to limit excessive paving and increased traffic on local roadways.

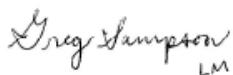
The proposed amendment to the Table of Use Regulations permits one ADU by-right on properties with a single-family dwelling in districts where single-family use is allowed by-right or by special permit, in accordance with the requirements of the new State law. The State law also requires municipalities to allow for a second ADU by special permit, which is in the proposed zoning amendment with a 10,000 sf minimum lot area requirement to ensure that there is sufficient space to accommodate an additional ADU and to limit potential impacts on abutters.

The proposed amendment to the Table of Use Regulations also allows properties with a two-family dwelling on a lot with a minimum of 10,000 sf to establish an ADU by special permit in districts where a two-family use is allowed by-right or by-special permit. This allows property owners with larger lots to utilize their land more efficiently and supports the intent of the Affordable Homes Act.

In accordance with M.G.L., Chapter 40A, Section 5, all proposed zoning amendments received by the City Council shall be submitted to the Planning Board within 14 days for review and to schedule a public hearing. The City Council and the Planning Board are required to hold public hearings within 65 days. The Planning Board would welcome a joint public hearing with the City Council as has been the custom in the past and to help facilitate and enhance the discussion relative to this proposed use. After the hearing, the Planning Board has 21 days to submit a report with recommendations to the City Council. The City Council must wait until they receive a report from the Planning Board or wait for 21 days before holding a vote. Please forward the proposed amendments to us at your earliest convenience in order to begin the review process.

Thank you for your consideration. We look forward to discussing these important amendments with you.

Respectfully yours,



Gregory Sampson
Planning Board Chair

Attachments: Proposed Zoning Amendment dated January 7, 2025
Accessory Dwelling Unit Law 1/2 Mile Bus Stop Buffer Map

cc: Shannon Phillips, City Solicitor
David Roache, Chair, Board of Appeals
Albert Talarico, Building Commissioner
Lori Massa, OPCD Director & City Planner
Members of the Planning Board

Accessory Dwelling Unit Zoning Amendment

Amend ARTICLE II, Definitions, SECTION 235-2.2, Definitions, as follows.

Text that is removed is ~~crossed out~~ and additions are underlined.

ACCESSORY BUILDING-- A detached building, the use of which is customarily incidental and subordinate to that of ~~the~~ a principal building, ~~and~~ which is located on the same lot as that occupied by ~~the~~ a principal building, and does not contain sleeping, cooking or sanitary facilities, except when the structure is approved for use as an Accessory Dwelling Unit.

ACCESSORY DWELLING UNIT—A self-contained housing unit, inclusive of sleeping, cooking and sanitary facilities, located on the same lot as a principal dwelling, as specified in §235-5.3.

Amend ARTICLE V, Use Regulations, SECTION 235-5.3, as follows.

Text that is removed is ~~crossed out~~ and additions are underlined.

1. Accessory Uses

- a. Accessory uses shall not exceed ~~40%~~25% of the gross floor area of the ~~total use of the principal~~ structure ~~and/or land area of the lot on which it is located,~~ except when the use is an Accessory Dwelling Unit, in which case the restrictions of §235-5.3.6 shall apply.

6. In-law Apartment

- a. ~~An in-law apartment shall either be contained within an owner-occupied one-family dwelling as a separate subordinate living space (such as, but not limited to, a basement or attic) or attached thereto (such as, but not limited to, a garage or barn).~~
- b. ~~The dwelling unit shall occupy no more than 1/3 of the structure's gross floor area.~~
- c. ~~The use shall contain separate living facilities for immediate members of the family, such as a mother and/or father or a son and/or daughter or their respective spouses.~~
- d. ~~The structure shall maintain the appearance of a one-family dwelling.~~
- e. ~~There shall be no boarders or lodgers within either unit of a dwelling with an in-law apartment.~~
- f. ~~No in-law apartment shall be constructed without a building permit issued by the Building Inspector.~~
- g. ~~No use as an in-law apartment shall be permitted prior to a certificate of occupancy by the Building Inspector.~~
- h. ~~A certificate of occupancy shall be issued for three years. Continued occupancy shall require issuance of a new certificate of occupancy.~~

6. Accessory Dwelling Unit (ADU)

- a. An ADU is a self-contained housing unit subordinate in size to the principal dwelling unit on a lot, located in either the principal dwelling, attached to it or in a detached accessory building.
- b. An ADU shall not be used as a Hotel.

- c. Where a second ADU is allowed, as specified in §235-5.2, not more than one detached unit shall be allowed.
- d. An ADU shall conform to the following dimensional and design requirements:
 - i. An ADU's gross floor area shall not exceed the lesser of (a) one-half (1/2) of the gross floor area of the principal dwelling, or (b) 900 square feet.
 - ii. A separate entrance must be maintained either directly from the outside or through an entry hall or corridor shared with the principal dwelling sufficient to meet the requirements of the state building code for safe egress. For detached units, the primary entrance is not permitted on the rear of the structure or side closest to the nearest abutter. For units within the principal dwelling, an additional entrance may be constructed on the front façade of the principal dwellings, as long as it appears secondary to the principal entrance. If the primary entrance to the ADU is located above the first floor of the principal structure, no exterior stairways shall be located on the front of the house.
 - iii. Exterior alterations to a principal dwelling, existing accessory structure or the creation of a detached ADU, are permitted provided the following design elements are of equal or better quality and detailing than the principal dwelling:
 - 1. Exterior finish material including type, size, and placement.
 - 2. Roof pitch, materials, and details.
 - 3. Trim type, size, and location.
 - 4. Window patterns, scale and orientation.
 - iv. Decks and balconies are not permitted on the rear of the ADU or side closest to the nearest abutter.
- e. Accessory buildings constructed prior to February 2, 2025, that do not comply with all applicable dimensional requirements may be used as ADUs by Special Permit from the Zoning Board of Appeals if the Board finds that the use of the structure is not substantially more detrimental to the neighborhood. In judging detriment, the Board may consider impacts to abutters considering the context of the built environment and surrounding land use, the scale of the structure and shadows if altered in height, visual and noise impacts, or other impacts as applicable.
- f. See §235-11.1 for parking requirements. Note: as §235-11.1 specifies, ADUs cannot reduce the number of existing parking spaces required for the principal use of the lot.
- g. No new driveway entrance or exit from the street shall be constructed on a lot with an ADU. Vehicle access shall be limited to the driveway serving the principal building.

The Building Commissioner, or designee, in consultation with the Planning Director will determine if this criterion has been met.

DRAFT January 13, 2025

Amend ARTICLE IX, Development Standards, SECTION 235-9.1, Accessory buildings, as follows.*Text that is removed is ~~crossed out~~ and additions are underlined.*

1. In the "R" districts, ~~an detached~~ accessory building shall conform to the ~~provisions set forth in the following schedule~~ dimensional requirements set forth below. In all other districts, an accessory building shall conform to the dimensional requirements applicable to a principal structure, except one containing an Accessory Dwelling Unit must comply with the requirements for the "R" districts.

District	Maximum Coverage (calculated by multiplying the required rear setback depth by the required lot width by the percentage below)	Setback from Front Lot Line	Setback from Side and Rear Lot Lines	Building Height (feet)
SR	$50 \times 110 \times 25\% = 1,375$ sf	20	10	20
SR-A	$40 \times 100 \times 25\% = 1,000$ sf	20	10	20
SR-B	$30 \times 80 \times 40\% = 960$ sf	15	10	20
UR-A	$20 \times 75 \times 50\% = 750$ sf $20 \times 100 \times 50\% = 1,000$ sf	15	4	20
UR-B	$15 \times 75 \times 50\% = 562.5$ sf $15 \times 100 \times 50\% = 750$ sf	15	4	20
UR-C	$15 \times 75 \times 50\% = 562.5$ sf $15 \times 100 \times 50\% = 750$ sf	15	4	20
UR-D	$15 \times 75 \times 50\% = 562.5$ sf $15 \times 100 \times 50\% = 750$ sf	15	4	20

- a. Maximum coverage: 900 square feet.
 - b. Front Setback: same as required for principal structure in the district.
 - c. Minimum Side and Rear Setback: 4 feet. The yards within the required setbacks must be pervious as to reduce stormwater runoff onto abutting properties.
 - i. An accessory building containing an Accessory Dwelling Unit shall be set back at least 6 feet from the side and rear lot lines, and from the principal dwelling unit.
 - d. Maximum number of stories: 1.5.
 - e. Maximum building height: 16 feet.
2. An accessory building attached to the principal building, including an Accessory Dwelling Unit, shall be considered as an integral part thereof and shall be subject to front, side and rear setback requirements applicable to the principal building.
 3. An accessory building cannot be located in the Building Front Yard.

DRAFT January 13, 2025

4. Accessory buildings in the "B" and "I" districts may be located on the lot so as not to violate the minimum front yard, height restrictions and minimum open space requirements set forth in the Table of Dimensional and Density Regulations.

Amend ARTICLE XI, Table 11.1 Off-Street Parking Requirements, as follows.

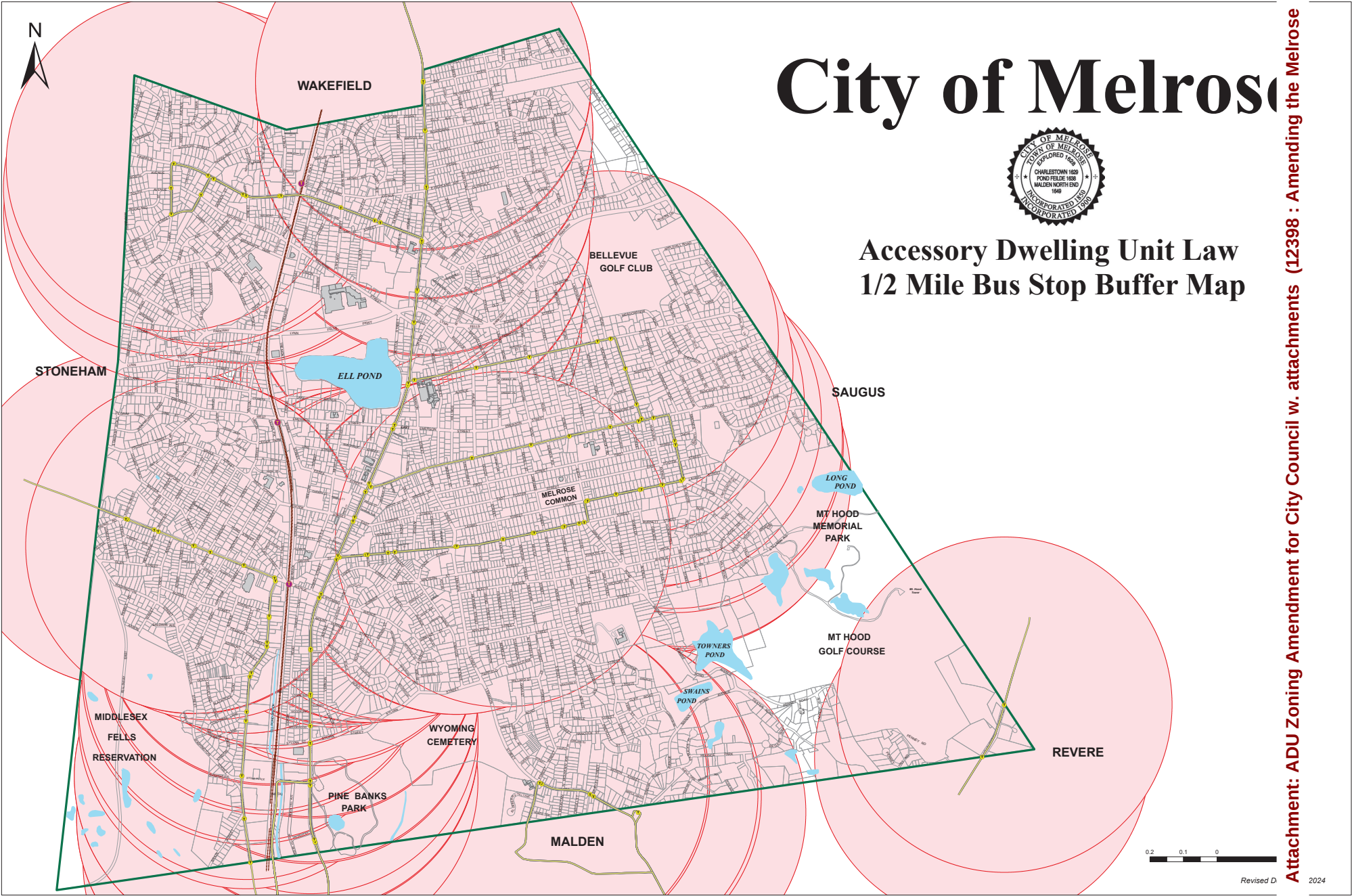
Text that is removed is ~~crossed out~~ and additions are underlined.

Parking Code	Use	Number of Off-Street Parking Spaces
A1	Dwelling, single-family and single including in-law apartment	2
<u>U</u>	<u>Accessory Dwelling Unit</u>	<u>Minimum: None.</u> <u>Maximum: one per ADU.</u>

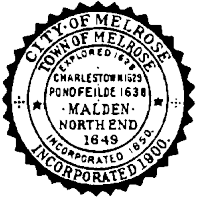
Amend Article V, Table 5.2 Table of Use and Parking Regulations, as follows.

Text that is removed is ~~crossed out~~ and additions are underlined.

Principal Use	Residential Districts						Business Districts					Industrial Districts		Parking Code (see §235-11)
	SR	SR-A	SR-B	UR-A	UR-B	UR-C UR-D	BA BA-1	BA-2	BB BB-1	BC	BD	I	IA	
Residential														
2. One family with in-law apartment (see §235-5.3)	S	S	S	S	S	S	*	*	*	*	S	*	*	A1
Accessory Use														
	SR	SR-A	SR-B	UR-A	UR-B	UR-C UR-D	BA BA-1	BA-2	BB BB-1	BC	BD	I	IA	Parking Code (see §235-11)
16. <u>Accessory Dwelling Unit (ADU) (see §235-5.3)</u>														
a. <u>One ADU with a One-family dwelling</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>x</u>	<u>x</u>	<u>x</u>	<u>x</u>	<u>P</u>	<u>x</u>	<u>x</u>	<u>U</u>
b. <u>2nd ADU with a One-family dwelling on a lot of at least 10,000 sf</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>x</u>	<u>x</u>	<u>x</u>	<u>x</u>	<u>S</u>	<u>x</u>	<u>x</u>	<u>U</u>
c. <u>One ADU with a Two-family dwelling on a lot of at least 10,000 sf</u>	<u>x</u>	<u>x</u>	<u>x</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>x</u>	<u>x</u>	<u>x</u>	<u>x</u>	<u>S</u>	<u>x</u>	<u>x</u>	<u>U</u>



Attachment: ADU Zoning Amendment for City Council w. attachments (12398 : Amending the Melrose



CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

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

LORI MASSA, AICP
Director & City Planner

MEMORANDUM

TO: City Council

FROM: Lori Massa, Director & City Planner

CC: Mayor Jen Grigoraitis

DATE: December 4, 2024

RE: Zoning for Accessory Dwelling Units

On August 6, 2024, Governor Healey signed the Affordable Homes Act into law. Section 8 of the Affordable Homes Act amends the State's Zoning Law, Chapter 40A, to allow Accessory Dwelling Units (ADUs) in all single-family districts across the Commonwealth, by-right. The goal of this is to increase the State's housing supply and alleviate the critical housing shortage that municipalities across Massachusetts are facing.

The law defines an ADU as a secondary residential living space located on the same lot as a principal residence. ADUs can be within an existing house, attached to it as an addition, or detached, like a cottage or converted detached garage. The new law stipulates that the maximum allowable size of an ADU shall be no more than half of the gross floor area of the principal dwelling, or 900 square feet, whichever is smaller.

The Affordable Homes Act also imposes certain restrictions on local regulatory frameworks and prohibits municipalities from requiring:

- Owner occupancy for the ADU or the principal dwelling
- A special permit or other discretionary zoning approval for an ADU
- Any parking for an ADU located within 0.5 miles from a commuter rail station, subway station, ferry terminal, or bus station, and otherwise more than 1 parking space

The law does allow municipalities to impose reasonable regulations concerning dimensional setbacks, and the bulk and height of structures, although it does not specify what limitations the State would consider reasonable. Planning and Inspectional Services Staff have been discussing the new law with Metropolitan Area Planning Council (MAPC) staff and planners and inspectors in nearby communities and have attended several informational sessions on the ADU regulations in the Affordable Homes Act led by the Executive Office of Housing and Livable Communities (EOHLC) to learn about the nuanced details of the law. EOHLC is in the process of creating a

set of guidelines to address the questions and concerns raised by municipal officials across Massachusetts who must create or modify their local regulations to align with the new law.

As it stands, the by-right ADU regulation is scheduled to go into effect on February 2, 2025. At that point, any zoning provisions that are inconsistent with the law will be unenforceable.

Since EOHLC has not given a clear indication as to when they will be releasing their guidelines we will move forward with a zoning amendment to adopt ADU regulations so that the City can enforce certain controls over proposals and ensure that potential negative impacts are minimized. Once the guidelines are released, we may need to amend the zoning regulations to comply.

In order to have applications to construct or establish ADUs that must comply with the proposed zoning regulations, the first notice of the public hearing for the amendment needs to occur before February 2, 2025. The following details the schedule to meet this timeline:

1. Planning Staff is working with the Building Commissioner and the Zoning Subcommittee of the Melrose Planning Board to draft a zoning regulation and bring the proposal to the full Board for review. The Planning Board will send the amendment to the City Council to appear on the January 21 meeting agenda.
2. The City Council will then send the amendment back to the Planning Board within 14 days to schedule a public hearing within 65 days of receiving the proposed zoning amendment. We recommend that the Planning Board and the City Council hold a joint public hearing.
3. After the hearing, the Planning Board has 21 days to submit a report with recommendations to the City Council. The Appropriations and Oversight Committee (AOC), which is a committee of the entire City Council, will discuss the report and when they are ready, the Committee will vote to make a recommendation to the full City Council.
4. At a subsequent meeting the Council will vote on the proposal. The final vote must occur within 90 days of the public hearing, or the process must begin again to move forward. All the Council's meetings, including Committee meetings, are public meetings that allow for public comment.

We look forward to working with you on this amendment.

CITY OF MELROSE

In City Council

January 21, 2025

AN ORDER

(ID # 12399)

Zoning Amendment to change reference point in determining height of basement under City Zoning Ordinance

BE IT ORDERED

Amend Chapter 235, Section 6.3 Dimensional Regulation Specifications, to amend the reference point in determining the height of a basement.

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Ordinance (ID # 12399)

Meeting of January 21, 2025

Date

Date



GREGORY SAMPSON
Chairman

CITY OF MELROSE

PLANNING BOARD

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

January 13, 2025

The Honorable Mayor Grigoraitis and
The Honorable City Council
of the City of Melrose, Massachusetts

RE: Proposed Zoning Amendment: Height and Story Specifications

To Her Honor and the Members of the Council:

At its meeting on December 16, 2024, the Planning Board voted to submit the attached zoning amendment to the City Council. The proposed amendment to Section 235-6.3.4.f seeks to clarify the height and story requirements for basements. As currently written, a basement is considered a story when its ceiling height is more than four feet above the average finished grade. During a recent zoning review of a proposed single-family house, it became apparent that there was a way to circumvent the intent of the regulation using an exaggerated drop ceiling in a creative way for the basement level. The proposed change in wording eliminates this loophole.

In accordance with M.G.L., Chapter 40A, Section 5, all proposed zoning amendments received by the City Council shall be submitted to the Planning Board within 14 days for review and to schedule a public hearing. The City Council and the Planning Board are required to hold public hearings within 65 days. The Planning Board would welcome a joint public hearing with the City Council as has been the custom in the past and to help facilitate and enhance the discussion relative to this proposed use. After the hearing, the Planning Board has 21 days to submit a report with recommendations to the City Council. The City Council must wait until they receive a report from the Planning Board or wait for 21 days before holding a vote. Please forward the proposed amendments to us at your earliest convenience in order to begin the review process.

Thank you for your consideration. We look forward to discussing these important amendments with you.

Respectfully yours,

Gregory Sampson
Planning Board Chair

Attachment: Proposed Zoning Amendment dated December 16, 2024

cc: Shannon Phillips, City Solicitor
David Roache, Chair, Board of Appeals
Albert Talarico, Building Commissioner
Lori Massa, OPCD Director & City Planner
Members of the Planning Board

DRAFT January 13, 2024

Height and Story Specifications Zoning Amendment

Amend ARTICLE VI, Dimensional Regulations, SECTION 235-6.3 Dimensional Regulation Specifications, as follows.

Text that is removed is ~~crossed out~~ and additions are underlined.

4. Height and Story Specifications

f. A basement shall be deemed a story when:

- i. ~~its ceiling is~~ the underside of the floor joists of the floor above are four feet or more above the average finished grade, as measured by points at six foot intervals around the footprint of the building; or,
- ii. ~~its ceiling is~~ the underside of the floor joists of the floor above are more than four feet above the average grade at the front of the building.

Attachment: Zoning Amendment to City Council w.attachment (12399 : Zoning Amendment to change reference point in determining height of

CITY OF MELROSE

In City Council

January 21, 2025

AN ORDER

(ID # 12404)

Proposed Revision of Rule 38A of the Rules of Order for City Council All appointments (new appointments and reappointments) made by the Mayor and subject to the confirmation of the Council shall include a written statement of interest and/or resume from the candidate.

BE IT ORDERED

Proposed Revision of Rule 38A of the Rules of Order for City Council All appointments (new appointments and re-appointments) made by the Mayor and subject to the confirmation of the Council shall include a written statement of interest and/or resume from the candidate.

Order (ID # 12404)

Meeting of January 21, 2025

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date

CITY OF MELROSE

In City Council

January 21, 2025

AN ORDER

(ID # 12405)

Proposed Rules of Order Amendment for Rule38B RE: Appointments and Reappointments All appointees (new and re-appointed) of the Mayor subject to the confirmation of the Council, shall appear before the proper standing committee, to inform the committee's recommendations.

BE IT ORDERED

Proposed Rules of Order Amendment for Rule38B

RE: Appointments and Re-appointments

All appointees (new and re-appointed) of the Mayor subject to the confirmation of the Council, shall appear before the proper standing committee, to inform the committee's recommendations.

Order (ID # 12405)

Meeting of January 21, 2025

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date

CITY OF MELROSE*In City Council**January 21, 2025***AN ORDER****(ID # 12408)**

Appointment of Assistant City Clerk for a One Year Term City Clerk would like to select Linda Reed

BE IT ORDERED

Appointment of Assistant City Clerk for One Year Term that would renew each year the first Week of February thereafter. The City Clerk would love to appoint Linda Reed to the role.

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Order (ID # 12408)

Meeting of January 21, 2025

Date

Date

CITY OF MELROSE

In City Council

January 21, 2025

AN ORDER

(ID # 12327)

Renewal of the Inter-Municipal Veterans Service Agreement Among The City of Melrose, The Town of Wakefield and The Town Of Saugus

BE IT ORDERED

Renewal of the Inter-Municipal Veterans Service Agreement Among The City of Melrose, The Town of Wakefield and The Town Of Saugus

HISTORY:

01/06/25	City Council	ASSIGNED TO COMMITTEE
01/13/25	Appropriations and Oversight	OUGHT TO PASS

Order (ID # 12327)

Meeting of January 21, 2025

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date

INTER-MUNICIPAL AGREEMENT
AMONG THE CITY OF MELROSE, THE TOWN OF WAKEFIELD AND THE TOWN OF SAUGUS
REGARDING A VETERANS' SERVICES DISTRICT

THIS AGREEMENT dated as of this day of , 2024 ("Agreement") by and between the Town of Saugus, a Massachusetts municipal corporation having a usual place of business at Town Hall, 298 Central Street, Saugus, MA 01906 acting by and through its Town Manager ("Saugus"); the Town of Wakefield, a Massachusetts municipal corporation having a usual place of business at Town Hall, 11 Lafayette Street, Wakefield, MA 01880 acting by and through its Town Council ("Wakefield"); and the City of Melrose, a Massachusetts municipal corporation having a usual place of business at 562 Main Street, Melrose, MA 02176, acting by and through its Mayor, the Honorable Jennifer Grigoraitis, with the approval of its City Council ("Melrose").

WITNESSETH THAT:

WHEREAS Saugus, Wakefield and Melrose desire to share the benefits and costs associated with a Veterans' Services District; and

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

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

1. Veterans' Services District. During the Term of this Agreement, as defined below, Saugus, Wakefield and Melrose shall assume their respective shares of the costs associated with a Veterans' Services District ("District"). Specifically, the parties shall share the services of a Veterans' Services District Director ("District Director") attached hereto and incorporated herein by reference as Appendices A-E, inclusive, are documents describing the anticipated structure of the District.

2. Term. The term of this Agreement (the "Term") shall commence on the date of execution hereof, and shall expire on June 30, 2026, unless earlier terminated as set forth herein. On or before March 1st of the expiring contract year, the parties shall review their contractual relationship, the terms of which are set forth herein, to ensure that this Agreement continues to satisfy the needs and objectives of each community.

3. Identity of District Director. The parties shall share the services and costs of the newly hired District Director, Gayle-Jean Angelo or a successor hired through the standard personnel practice of Melrose.

4. Compensation. Melrose shall pay the salary and benefits of the District Director and the designated Veteran Services Officers (VSO) for Melrose, Saugus, and Wakefield ("each community"). Saugus and Wakefield shall each contribute their respective one-third (1/3) shares of the associated costs for the position of District Director, and 100% of the costs for their VSO in their respective communities (i.e. for each VSO the salary and Medicare costs). Saugus and Wakefield shall make these payments by paying to Melrose a variable sum, as required by the terms and conditions of this Agreement, each fiscal quarter during the Term, each payment to be due and payable within thirty (30) days after receipt of said invoice from Melrose. Such invoices will be sent out on or about 08/01, 11/01, 02/01 and 05/01 of each year during the Term of this Agreement. Melrose shall adjust the compensation it pays said positions as may be required to do in accordance with any standard personnel practices, its Employment Manual, and any additional requirements under the Law and shall give prompt written notice to Saugus and Wakefield of any such adjustment. Saugus and Wakefield shall adjust their quarterly payments accordingly.

In connection with this Agreement, Melrose, Saugus and Wakefield shall each separately employ an individual for the position of Veterans' Administrative Assistant who shall be employed to perform veterans-related services in their respective communities only. Said Veterans' Assistant shall be required to work a minimum of eighteen (18) hours in the employing community's veterans' services office on a weekly basis. The costs and benefits associated with employing this Veterans' Assistant shall be the sole responsibility of the community employing said individual.

5. Other Benefits. Melrose shall provide the District Director and the designated VSO for each community with all benefits to which they are entitled under standard personnel practices of the City of Melrose. All parties agree to grant the District Director and the designated VSOs in each community such vacation, sick days, personal days and other leave as set forth in the City of Melrose Employee Manual and standard personnel practices of Melrose. No party shall make any demand on the District Director or the VSOs or take any action with respect to the District Director or the VSOs that is in violation of their rights under such manual, Melrose standard personnel practices or applicable legislation.

6. Retirement, Unemployment and Workers' Compensation Benefits. The District Director will be a member of the Melrose Contributory Retirement System. Upon retirement, Saugus and Wakefield will be assessed a share of the cost of pension plans reflecting any

concurrent time the District Director spent working for Saugus and Wakefield hereunder pursuant to applicable Massachusetts General Laws. At the end of each fiscal year during the Term, Saugus and Wakefield shall reimburse Melrose for workers' compensation and unemployment costs, if any, associated with the employment of the District Director and their respective VSOs. Saugus and Wakefield shall also reimburse Melrose for its health insurance, life insurance, and Medicare costs associated with the District Director, said reimbursement to be equal to the proportion of Saugus and Wakefield's contribution to the total compensation package of the District Director.

7. Duties. The District Director shall perform the duties as required by the respective local laws and regulations of Melrose, Saugus and Wakefield. The District Director and the designated VSO for each community shall work primarily in the office spaces provided by Melrose, Saugus and Wakefield and shall maintain regular, public office hours in Saugus, Wakefield and Melrose, such office hours to be mutually agreed upon by the parties.

8. Indemnification. Saugus shall indemnify and hold harmless Melrose and Wakefield and each and all of their officials, officers, employees, agents, servants and representatives from and against any claim arising from or in connection with the performance by the District Director or their respective VSO of their duties in or for Saugus, including without limitation, any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission or intentional misconduct by the District Director or the VSO while in or performing services for Saugus.

Similarly, Melrose shall indemnify and hold harmless Saugus and Wakefield and each and all of their officials, officers, employees, agents, servants and representatives from and against any claim arising from or in connection with the performance by the District Director or their respective VSO of their duties in or for Melrose, including without limitation, any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission or intentional misconduct by the District Director or VSO while in or performing services for Melrose.

Similarly, Wakefield shall indemnify and hold harmless Saugus and Melrose and each and all of their officials, officers, employees, agents, servants and representatives from and against any claim arising from or in connection with the performance by the District Director or their respective VSO of their duties in or for Wakefield, including without limitation, any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission or intentional misconduct by the District Director or VSO while in or performing services for Wakefield.

Such indemnification shall include, without limitation, current payment of all costs of defense (including reasonable attorneys' fees, expert witness fees, court costs and related

expenses) as and when such costs become due and the amounts of any judgments, awards and/or settlements, provided that (a) the indemnifying party shall have the right to select counsel to defend against such claims, such counsel to be reasonably acceptable to the other parties and their insurers, if any, and to approve or reject any settlement with respect to which indemnification is sought; (b) each party shall cooperate with the others in all reasonable respects in connection with such defense; and (c) no party shall be responsible to pay any judgment, award or settlement to the extent occasioned by the negligence or intentional misconduct of any employee, agent, official or representative of any other party other than the District Director or the VSO. By entering into this Agreement, none of the parties has waived any governmental immunity or limitation of damages which may be extended to them by operation of law.

9. Termination. Participation in this Agreement may be terminated during the term as to any party effective at the commencement of the next fiscal year. For a party to terminate its participation in this Agreement, written notice of termination must be received by each other party on or before January 1 preceding the commencement of the next fiscal year on July 1. Any notice received after January 1 shall not terminate this Agreement as to that party until the second subsequent fiscal year. No such termination shall affect any obligation of indemnification that may have risen hereunder prior to such termination. The parties shall equitably adjust any payments made or due relating to the unexpired portion of the Term following such termination.

10. Assignment. No party shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of the other parties.

11. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and this Agreement shall be construed and enforced as if such invalid, illegal or unenforceable provision were not contained herein.

12. Waiver. The obligations and conditions set forth in this Agreement may be waived only by a writing signed by the party waiving such obligation or condition. Forbearance or indulgence by a party shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that party under this Agreement or applicable law. No waiver of any breach or default shall constitute or be deemed evidence of a waiver of any subsequent breach or default.

13. Amendment. This Agreement may be amended only by a writing signed by all parties duly authorized thereunto.

14. Governing Law. This Agreement shall be governed by and construed in accordance with the substantive laws of the Commonwealth of Massachusetts, without regard to the conflicts of laws provisions thereof.

15. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.

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

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

Scott Crabtree, Town Manager
Town Hall
298 Central Street
Saugus, MA 01906

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

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

Stephen P. Maio, Town Administrator
Town Hall
1 Lafayette Street
Wakefield, MA. 01880

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

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

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

With a copy to:

Shannon Phillips, City Solicitor
 Melrose City Hall
 562 Main Street
 Melrose, MA 02176

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

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

18. Financial Safeguards. Melrose shall maintain separate, accurate and comprehensive records of all services performed for each of the parties hereto. Melrose shall maintain accurate and comprehensive records of all costs incurred by or on account of the Veterans' Services District, and all reimbursements and contributions received from Saugus and Wakefield. On an annual basis, the parties' financial officers shall jointly review the accounts of the District Director and the District VSO to ensure accounting consistency and reliability.

19. Justification for District Formation per Massachusetts Department of Veterans' Services. The parties hereto rely upon the documents attached as Appendices B-E as constituting a rational basis for approval by the Massachusetts Secretary of Veterans' Services for the formation of a veterans' services district established in accordance with 108 CMR 12.02(2)(a) through 12.02(2)(f).

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

TOWN OF SAUGUS
By its Town Manager

TOWN OF WAKEFIELD
By its Town Council

CITY OF MELROSE
By its Mayor

Appendix A - MSW Shared Budget

VETERANS' SERVICES DISTRICT -FY25 ACTUAL SHARED BUDGET

Personnel	Name	Status	Salary	Accreditation Requirement (add 64 hrs)	Health Insurance	Life Insurance	Medicare	Total Comp
District VS Director	G.Angelo	FT	\$ 79,534.00	\$ -	\$2,000.00	\$ -	\$ 1,153.24	\$ 82,687.24
Melrose VSO	D. Goss	PT	\$ 26,292.24	\$ 1,797.76	\$ -	\$ -	\$ 407.31	\$ 28,497.31
Wakefield VSO	D. Mangan	PT	\$ 26,816.40	\$ 1,833.60	\$ -	\$ -	\$ 415.43	\$ 29,065.43
Saugus VSO	P. Cancelliere	PT	\$ 26,292.24	\$ 1,797.76	\$ -	\$ -	\$ 407.31	\$ 28,497.31
TOTALS			\$ 158,934.88	\$ 5,429.12	\$2,000.00	\$ -	\$ 2,383.28	\$ 168,747.28

Position	Hours	\$ per hour	Classification Grade	Classification Step
District VS Director	35	\$43.70	14	1
VSO Wakefield	18	\$28.65	9	5
VSO Saugus	18	\$28.09	9	1

City/Town	Amount Owed	% Contribution*
WAKEFIELD	\$ 56,625.08	33%
SAUGUS	\$ 56,056.96	33%
MELROSE	\$ 56,065.23	34%
TOTALS	\$ 168,747.28	100%

* Shared costs include VS Director only

Note: Melrose, Wakefield and Saugus are responsible for staffing their own VS Admin. Assistants.

FY25 Proposed Budget does not reflect the staffing changes in Melrose that took place in FY25.

Appendix B – District Formation Justification for DVS

District Name

Melrose Saugus Wakefield (MSW) Veterans' Services District

Municipalities

Melrose
Saugus
Wakefield

Municipality Populations (as of 2023)

Melrose	29,357
Saugus	28,630
Wakefield	27,810
Total	85,797

District Position Titles

District Veterans' Services Director
Veterans' Services Officer
Administrative Assistant

Number of Full-time Positions Required by Chapter 115

Director: 1 Full-Time
VSO: 1 Full-Time Equivalent
Clerical: 1 Full-Time Equivalent*

**District will have 3 part-time Admin. Assistants unique to each municipality to meet this requirement.*

**District will have 3 part-time VSOs unique to each municipality to meet this requirement.*

Office Locations

Director: 201 W Foster Street, Melrose, MA 02176
VSO: 201 W Foster Street, Melrose, MA 02176
VSO: 298 Central Street, Saugus, MA 01906
VSO: 30 Converse Street, Wakefield, MA 01880

Hours of Operation

Office should be staffed no less than 4 days per week at 6 hours per day for each location.

Appendix C – Mission Statement

Melrose Saugus Wakefield (MSW) Veterans' Services District

Mission Statement

*We will recon every avenue of
approach until we connect veterans
with the services they need.*

Appendix D – Goals and Objectives

Melrose Saugus Wakefield (MSW) Veterans' Services District

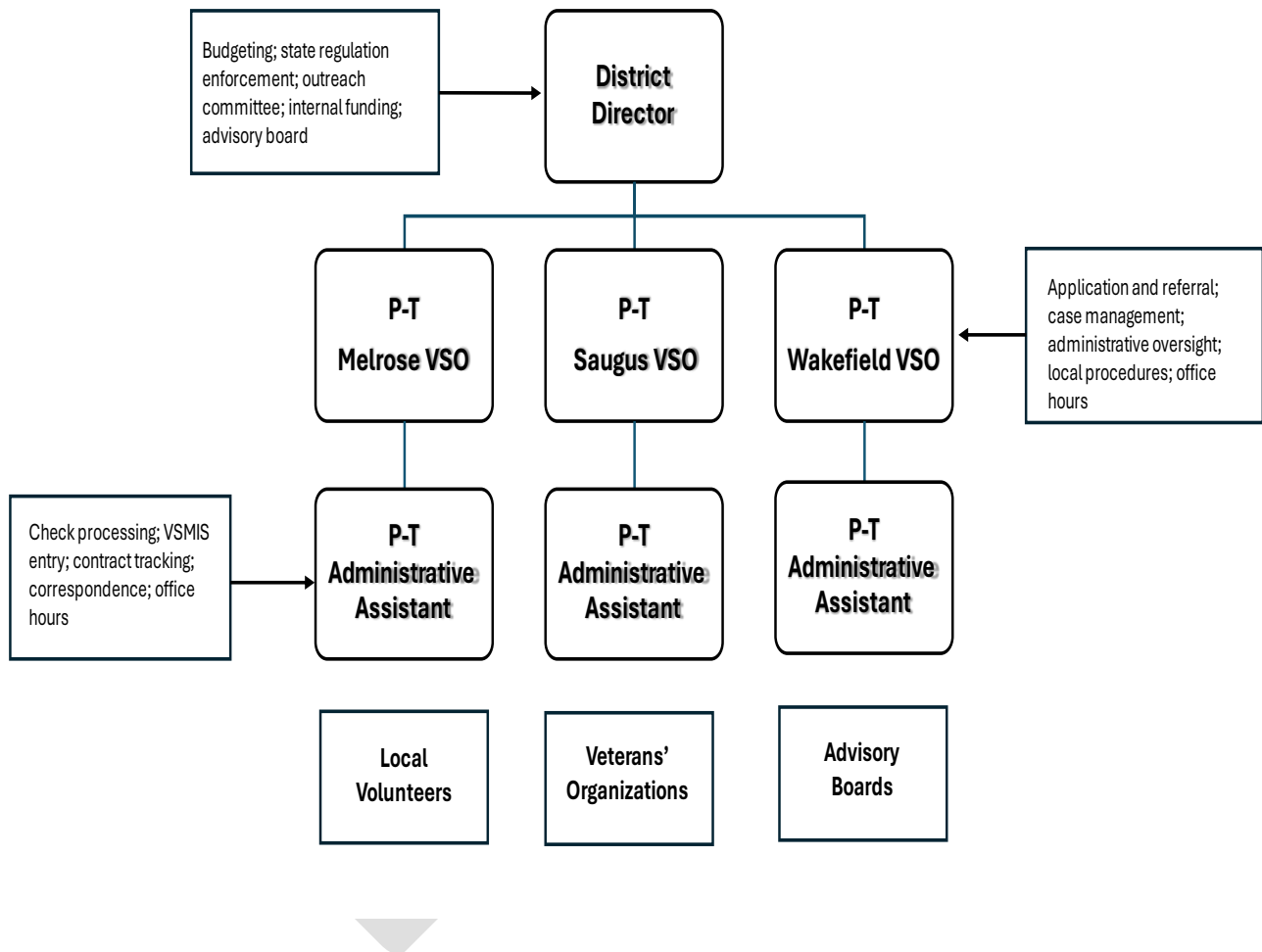
Goals and Objectives

- 1) To execute timely and accurate benefit delivery for all veterans seeking help from the Federal, State, and Local branches of government.
- 2) To provide dignity, compassion, respect, and privacy to all veterans seeking assistance.
- 3) To empower veterans through technology, information sharing, and networking that they might better assist themselves and their fellow veterans by connecting services to their needs.
- 4) To continue the fight against homelessness and joblessness within the veteran community.
- 5) To be honest and forthright with our veterans, researching the correct answer and providing results as quickly and accurately as possible.
- 6) To use the office as a base of operations, not a home, bringing services to veterans wherever they are and whenever they need assistance.

Appendix E – District Structure

MSW Veterans' Services District

Complete integration of the Veteran community; maximize local resources; open doors to Veterans



CITY OF MELROSE

In City Council

January 21, 2025

AN ORDER

(ID # 12329)

Transfer of the land and building previously used for the Beebe School, located at 263 West Foster Street in Melrose, MA, to the care, custody and control of the Mayor to be used for general municipal purposes.

BE IT ORDERED

Be it ordered that the land and building previously used for the Beebe School, located at 263 West Foster Street in Melrose, MA, is hereby transferred to the care, custody and control of the Mayor to be used for general municipal purposes as the Mayor deems reasonable and appropriate.

HISTORY:

01/06/25	City Council	ASSIGNED TO COMMITTEE
01/13/25	Appropriations and Oversight	OUGHT TO PASS

Order (ID # 12329)

Meeting of January 21, 2025

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

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: City Council President Leila Migliorelli
From: Mayor Jennifer Grigoraitis
Re: Vote on Transfer of Beebe School Property from the School Committee
Date: December 30, 2024

As you may know, in fiscal year 2003 after determining the Beebe School could no longer be operated as a Melrose Public School, the Melrose School Committee closed the Beebe Elementary School; the building and land used by the School has however remained designated as School property under the law, under School Committee control. Currently, the School Committee is allowing the community use of the Beebe School as a temporary library space for the City of Melrose Library Department to provide a browsing and circulation area and storage of library materials while the new library is under construction.

The Melrose School Committee has recently voted that the school land and buildings of the Beebe School, located at 263 West Foster Street, Melrose, MA are no longer needed for an educational purpose.

Pursuant to M.G.L. c. 40 § 15Aⁱ when a Board (here the School Committee) determines and votes that land in their control is no longer needed for the purpose for which it was acquired (in the case of the Beebe School this was for educational purposes) they must provide notice to the City Council of such determination. As such, School Committee Chair Margaret Driscoll has provided notice to the City Council in a letter attached to this Order dated December 30, 2024, that the School Committee has recently voted pursuant to M.G.L. c. 40 § 15A that the school land and buildings of the Beebe School, located at 263 West Foster Street, Melrose, MA are no longer needed for an educational purpose. The School Committee's vote conditioned the transfer of this property back to the City on the Library Department being allowed the continued use until the construction on the new Library is complete.

With the understanding that this space will be continued to be used a temporary library space while construction of the new library is underway, I am respectfully requesting pursuant to M.G.L. c. 40 § 15A that City Council, by a two thirds vote, transfer the Beebe School property to my care, custody, management and control to be used for general municipal purposes.

As was previously communicated in a press release in September of 2024 the Public Safety Facilities Advisory Committee (PSFAC) unanimously recommended the site of the Beebe School on West Foster Street as the best location for a new Melrose Police Department Headquarters. Details on that recommendation can be found here:

Attachment: Memo to the City Council Re Beebe School Property 12 30 24 (12329 : Transfer of Beebe School Land and Building)

<https://www.cityofmelrose.org/home/news/city-announces-plans-locate-new-police-station-beebe-school-site>

As you know, the bonding for the public safety project, including building a new police station, was approved by voters in a November 2023 debt exclusion ballot question.

Pursuant to M.G.L. c. 40 § 15A unless and until City Council votes to reassign the Beebe property it remains with the schools and unavailable for general municipal use; including as a potential site for the new Melrose Police Department headquarters.

I respectfully request you take this vote to complete this transfer accordingly and consider using the recommended vote language included with this Order.

Thank you for your prompt attention to this matter. City Solicitor Shannon Phillips will be at the relevant Committee meeting of City Council to answer any legal questions or concerns relative to this Order.

ⁱ M.G.L. c. 40 § 15A Transfer of land; procedure

Whenever a board or officer having charge of land, including land acquired for playground purposes pursuant to the provisions of section fourteen of chapter forty-five, but excluding land acquired for park purposes, constituting the whole or any part of an estate held by a city or town within its limits for a specific purpose shall determine that such land is no longer needed for such purpose, whether such land was acquired before or after the effective date of this section and whether acquired by eminent domain, purchase, gift, devise or otherwise, such board or officer shall forthwith give notice of such determination to the city council of the city or the board of selectmen of the town. At any time after the receipt of such notice, the city council of the city by a two thirds vote of all its members, in the case of a city having a city manager, with the approval of said city manager, and in the case of other cities, with the approval of the mayor, or the town by a two thirds vote at a regular or special town meeting, may transfer the care, custody, management and control of such land to the same or another board or officer of the city or town for another specific municipal purpose, any provision of general or special law to the contrary notwithstanding; provided, that no such transfer shall be valid if it is in violation of any term or condition of the title of the city or town to such land.

In any city or town which accepts the provisions of this paragraph, when land is being transferred for the purpose of constructing low and moderate income housing, the vote required of the city council or the town meeting shall be by a majority vote.



Melrose School Committee

MARGARET RAYMOND DRISCOLL, CHAIR,
Email: Mdriscoll@cityofmelrose.org

December 30, 2024

Dear City Council President Migliorelli:

Please allow this correspondence to notify the City Council that the Melrose School Committee voted pursuant to M.G.L. c. 40 § 15A that the school land and buildings of the Beebe School, located at 263 West Foster Street, Melrose, MA are no longer needed for an educational purpose.

As you know, the School Committee has allowed the Beebe School to be used as a temporary library space by the Melrose Public Library since the spring of 2022 while the new library construction is underway. The School Committee's recent vote conditioned the transfer of this property back to the City on the Library Department being allowed the use of this building until the construction on the new Library is complete.

Please contact me if you have any additional questions or concerns regarding this matter. Very truly yours,

Margaret Raymond Driscoll, Chair
Melrose School Committee

Cc: Mayor Jennifer Grigoraitis,
Adam Deleidi, Superintendent

January 6, 2025

Dear City Councilors,

I am writing on behalf of Beebe Neighbors United – a group of approximately 30 households near the Beebe School – regarding the proposed conversion into a police station. We have already spoken with some of you and we thank you for your willingness to engage with us on a topic that is very important to us and will have a significant impact on our neighborhood and the broader Melrose community.

We welcome the police as neighbors but are deeply concerned about our exclusion from the planning process. While there has been some recent movement from the City to engage us, we feel like the process has moved too far forward without proper engagement and consideration of those living around this property. At an abutters meeting in November, one of the architects categorized the plans for the police station as “baked” and we have observed work already underway.

The town's rapid, non-transparent handling of this project has eroded our trust and heightened our concerns about our neighborhood's future and the future for other public safety buildings in Melrose. Also greatly concerning is how few people in Melrose are aware of the project itself. Now that the School Committee has voted to release the Beebe school property back to the town, we ask the City Council to consider the below and refer the topic of the Beebe transfer to committee. We hope this leads to a more transparent discussion of our concerns and our constructive suggestions on the project.

For your reference about our involvement and concerns, attached, please find a copy of a letter that was sent to the Mayor's office and planning committee, outlining our concerns and recommendations on November 12th.

At this stage, our primary requests are as follows:

- 1. Scale (and Budget) Reduction:** To address both budgetary concerns and to make the building fit the character of the residential neighborhood, we propose a 20% reduction in the station's size. This reduction will align it with regional standards and decrease the current estimated spend, as the current plan already exceeds the budget. As you are aware, this is only phase 1 of a 3 phase plan to renovate the 4 public safety buildings. There have already been concerns expressed that the money may dissipate prior to phase 3.

Attachment: Letter from E Kowal (12329 : Transfer of Beebe School Land and Building)

2. **Aesthetic Commitment:** Further to the above, ensure that the design respects the needs of the existing, tight-knit neighborhood and the Beebe Estate's historic character.

3. **Geothermal Power:** Following the architect's recommendations, incorporate geothermal energy to minimize noise and operational costs, offering long-term savings.

Also attached, please find a letter (and visual) that is being sent to town officials and the architects this week - which more explicitly lays out not only our concerns about the design, but our solutions. As highlighted in that letter, this project provides Melrose a unique opportunity to showcase to the rest of Massachusetts how to tastefully and effectively incorporate a municipal building into a historic, residential neighborhood.

We look forward to continuing to partner with you and your committees to make sure that not only our voices are heard, but that we do not overspend on phase 1 of the project to the detriment of the remaining phases.

Thank you for your commitment to representing the voices of our community.

Sincerely,

Elizabeth Kowal on behalf of Beebe Neighbors United



CITY OF MELROSE

To: Melrose City Council
 From: Denise Gaffey, Project Manager
 Shannon Phillips, City Solicitor
 CC: Mayor Jen Grigoraitis
 Date: January 11, 2025

Re: Melrose Police Station Proposal for Beebe School Site

1. Background

On November 7, 2023, a 59% majority of Melrose voters approved a debt exclusion in the amount of \$130 million to fund three new/renovated fire stations and a new police station. Dore+Whittier of Newburyport is the project architect and VERTEX of Weymouth is the owner's project manager.

On June 3, 2024, the Melrose City Council approved the first bond appropriation for these projects, allowing the city to borrow an initial \$5.5 million to pay costs for the design and engineering of a new Melrose Highlands Fire Station and new Melrose Police Station in Phase 1 of the Public Safety Facilities project.

2. Stakeholder Engagement

The Mayor's Public Safety Facilities Advisory Committee (PSFAC) was created and convened in August, 2024¹ to advise the mayor and her administration on project design and public engagement for all four buildings in the Public Safety Facilities project. The committee, composed of City staff from planning, DPW, and emergency management, a city councilor, several members of the Melrose Police and Fire Departments including Police Chief Kevin Faller and Fire Chief John White, and Melrose residents with professional backgrounds in construction, architecture, and project management have met regularly since August to review and discuss various aspects of the project.² The PSFAC is advisory in nature, intended to provide advice and perspective to the administration on important project decisions, and is modeled in structure and scope after the Public Safety Building Committee which developed the ballot question for approval by the Council and the public.

¹ <https://www.cityofmelrose.org/home/news/mayor-grigoraitis-assembles-public-safety-facilities-advisory-committee>

² <https://www.cityofmelrose.org/node/81286/agenda>



CITY OF MELROSE

In September 2024, administration officials, project team members, and the PSFAC reviewed the benefits and drawbacks of two possible sites for the new Melrose Police Station: the former Ripley School on Lebanon Street or the former Beebe School on West Foster Street. After reviewing details for both sites and with the consensus of the PSFAC, the administration selected the Beebe School as the most optimal site for a new police station.³

Following the selection of the Beebe School site, the administration held a public forum with the Dore+Whittier team, Mayor Grigoraitis, city staff, and public safety leadership on September 25, 2024 to provide an update to the community and to respond to stakeholder questions or concerns.⁴ This general meeting was followed by an October 5, 2024 meeting of the neighbors of the Beebe School, Ward 3 Councilor Robb Stewart, Councilor-at-Large/Council PSFAC liaison Ward Hamilton, Mayor Grigoraitis, Chief Faller, and city staff. An additional forum was held for Beebe School neighbors on November 13, 2024, with a presentation and extensive question-and-answer segment with project staff from the City, Dore+Whittier, and VERTEX. The City also engaged with the Beebe Estate Board of Trustees, the Milano Senior Center, and the Fuller House apartment buildings as direct abutters to the site.⁵ The Mayor has also met individually with each City Councilor at least twice since the PSFAC convened to provide updates and answer questions.

At the request of several Beebe School neighbors, Mayor Grigoraitis appointed site abutter Elizabeth Kowal as a neighborhood representative on the PSFAC on November 15, 2024. The administration intends to select neighborhood representatives to join the PSFAC at each stage of the Public Safety Facilities project to ensure that each building project considers the feedback of neighborhood stakeholders and abutters. Project Manager Denise Gaffey maintains regular contact with an email list of 34 residents who live in close proximity to the Beebe school, participated in a neighborhood meeting, or have asked to be included in correspondence, and as recently as January 8, 2025, Denise Gaffey and Mayor Grigoraitis met with Elizabeth Kowal to discuss the project.

On January 6, 2025, Elizabeth Kowal submitted a letter on behalf of a group of neighborhood residents to the administration which included helpful design feedback about the current plans for the police station. After reviewing this letter, Mayor Grigoraitis directed project architects to prepare proposals in response to this feedback, including potential changes to façade materials, exterior building design in the context of the surrounding neighborhood, outdoor landscaping, and parking locations. The administration is committed to holding a community meeting in February 2025 to receive additional feedback on alternative building designs and to facilitate discussion between stakeholders and project staff.

³ <https://www.cityofmelrose.org/home/news/city-announces-plans-locate-new-police-station-beebe-school-site>

⁴ <https://www.cityofmelrose.org/mayor-jennifer-grigoraitis/public-safety-buildings-project/events/93731>

⁵ <https://www.cityofmelrose.org/mayor-jennifer-grigoraitis/public-safety-buildings-project/files/letter-support-congregational>



CITY OF MELROSE

3. Disposition of the Former Beebe and Ripley Schools

Beginning in November, the School Committee held multiple public meetings and took a series of votes related to the future use of the Beebe and Ripley School properties for educational purposes.

The Ripley School, located on Lebanon Street, is currently occupied by the SEEM Collaborative, a special education collaborative school serving Melrose and area students, under the terms of a lease ending in late 2026, for which SEEM pays the Melrose Public Schools approximately \$116,000 per year for use of the space. The Beebe School, located on West Foster Street, is the temporary location of the Melrose Public Library until the main library on West Emerson Street opens this year. Prior to temporarily housing the Library, the Beebe School was also a rental site for the SEEM collaborative until 2020, after which the building was vacant.

As former Melrose Public Schools (MPS) facilities, both the Ripley School and the Beebe School properties were subject to the care, custody and control of the School Committee. In a November 26, 2024 memorandum regarding the Beebe School which analyzed district enrollment trends, known costs of needed building improvements, and the district's anticipated needs, MPS Superintendent Adam Deleidi made the following recommendation to the School Committee:

[T]aking into account enrollment trends, cost, and current need, we believe that the Beebe building does not hold current educational value, and any future educational value is unpredictable at best... the cost associated with holding on to the building until then would have a negative impact on an already tight budget situation moving forward.

On December 10, 2024, the School Committee voted that the school land and buildings of the Beebe School were no longer needed for an educational purpose. Also on December 10, Superintendent Deleidi issued a memorandum regarding the disposition of the Ripley School recommending that the property is no longer needed for an educational purpose. On December 20, 2024, the School Committee voted to return the Ripley to City control at the end of the SEEM Collaborative's tenancy, which is anticipated to be on or after August 2026. In taking these votes, the School Committee has acknowledged that the former school sites no longer fulfill an educational purpose for Melrose students.

The Beebe School property is currently assessed at a value of approximately \$5.8 million by the City assessor, and the Ripley School property is assessed at a value of just over \$4.7 million. These assessments are inclusive of the land and structures on each site. Both sites are in UR-A zoned sections of City, which allows for multiple uses. If either property is not repurposed or redeveloped by the City, the City Council could opt to sell that property for private development.



CITY OF MELROSE

Even after the School Committee has taken the vote, and informed Council of the building no longer being needed for an education purpose, until and unless the City Council votes to reassign the property for a different purpose, the property remains with the schools and the Mayor cannot decide to use the property for any other purpose.

4. Public Safety Facilities Project Timeline

Phase 1 of the Public Safety Facilities projects, focusing on the Melrose police station and the Melrose Highlands fire station, is currently proceeding on-schedule. Schematic Design was completed in late 2024, and the project team is currently engaged in Design Development for the two projects. In August 2025, the projects will enter the Bidding & Negotiation phase with potential contractors, and Construction is set to begin in October 2025, with estimated project completion in April 2027.

Phase 2, concerned with the renovation of Central Fire, will begin with the delivery of Schematic Designs in July 2026, and the project is scheduled for completion in April 2029. Phase 3, the reconstruction of the East Side fire station, will begin with Schematic Design in March 2028 and the project will conclude in December 2030.

The phase plans and the proposed costs associated with each phase were presented to the City Council by the previous administration and the Public Safety Building Committee as part of the request for approval to seek a public vote on a debt exclusion, which the Council approved in 2023.

From: [Garipay, Mark](#)
To: [Cifuni, Tanji](#)
Cc: [Stewart, Robert](#)
Subject: Fwd: Tonight's meeting - Beebe School - police station
Date: Monday, January 13, 2025 5:55:21 PM

Tanji,
Can you please add this email to the order?

Sent from my iPhone

Begin forwarded message:

From: Frank Wright <fxwright@yahoo.com>
Date: January 13, 2025 at 5:50:18 PM EST
To: "Stewart, Robert" <rstewart@cityofmelrose.org>, Robb Stewart <robbstewart@comcast.net>, Mark Garipay <mark_garipay@ryder.com>, "Garipay, Mark" <mgaripay@cityofmelrose.org>
Subject: Tonight's meeting - Beebe School - police station

Robb and Mark - I planned to attend tonight's meeting but am now not feeling well so will likely not be there. I would appreciate if you will share that you heard from me and, as a Ward 3 and Beebe School neighborhood resident, I support the neighborhood group effort, including as relates to the design and size of the proposed building and look forward to the administration working with us to make sure that the building will work both for the police department and neighborhood. Feel free to call me if any questions. Much appreciated. Frank Wright

[Sent from Yahoo Mail for iPhone](#)

****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.****

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Attachment: Email from Frank Wright RE Beebe School (12329 : Transfer of Beebe School Land and Building)

CITY OF MELROSE*In City Council**January 21, 2025***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.

HISTORY:

12/16/24	City Council	ASSIGN TO COMMITTEE
01/13/25	Boards & Commission	RECOMMEND

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City 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

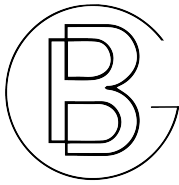
I respectfully request the Council's approval of the appointment of John Tozza to the Beebe Estate Board of Trustees. Mr. Tozza has been an active member of the Melrose community, and he currently resides in Saugus. Because of his residency status, I am waiving the residency requirement as laid out in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

Mr. Tozza served the community over several decades most notably 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' 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 statute/charter, Beebe building maintenance and repairs are managed by the Board. The Beebe Estate is not included in DPW collective bargaining agreements so outside vendors must be coordinated by the Board.

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

January 21, 2025

AN ORDER

(ID # 12330)

Reappointment of Lee Phalen, 102 Clifford Street, to the Board of Assessors for a three-year term; said term to expire on the last day of February, 2028.

BE IT ORDERED

Reappointment of Lee Phalen, 102 Clifford Street, to the Board of Assessors for a three-year term; said term to expire on the last day of February, 2028.

HISTORY:

01/06/25	City Council	ASSIGN TO COMMITTEE
01/13/25	Boards & Commission	RECOMMEND

Appointment/Reappointment (ID # 12330)

Meeting

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date

CITY OF MELROSE

In City Council

January 21, 2025

AN ORDER

(ID # 12331)

Appointment of Regina Gibbons, 358 Lebanon Street, to the Commission on Women

BE IT ORDERED

Appointment of Regina Gibbons, 358 Lebanon Street, to the Commission on Women for a three year term, said term to expire the last day of February, 2028.

HISTORY:

01/06/25	City Council	ASSIGN TO COMMITTEE
01/13/25	Boards & Commission	RECOMMEND

Appointment/Reappointment (ID # 12331)

Meeting

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date

REGINA GIBBONS

358 LEBANON STREET

MELROSE, MA 02176

Mayor Jen Grigoraitis
Melrose City Hall
562 Main Street
Melrose, Ma 02176

December 28, 2024

Dear Mayor Grigoraitis,

First, let me say that your vision for the future of this city inspires me.

When as an Elder in this community I might have given myself permission to assume the role of spectator rather than board member, your enthusiasm (and that of the team you have attracted) compel me to become a more active participant in life of this city.

I understand that there is a vacancy on the Melrose Commission on Women. May I offer my wisdom and expertise to you and to the board? As a seasoned health care provider and long-time advocate for women's health, I recognize the varied needs of women and girls across all the seasons of our lives *and* throughout our daily lives; responsibilities, victories, challenges, wins and losses.

Please consider me for appointment to the Commission on Women, that I may add my voice to this impressive sisterhood.

May the Returning Light of this season guide us safely through 2025 and beyond,



Regina Gibbons

Attachment: Regina Gibbons_Commission on Women_Redacted (12331 : Appointment of Regina Gibbons to the Commission on Women)

REGINA GIBBONS, MBA, M.Ac. Lic.Ac.**358 Lebanon, Melrose, MA****Employment****2020 – Present Ancient Wisdom & Integrative Care, Belmont & Malden, MA****Licensed Acupuncturist**

Clinician, owner and manager. Responsible for direct patient care, records and documentation. Provide specialized care treating anxiety disorders, chronic migraine pain, sleep, menstrual and mood disorders. Patient Care Plans emphasize health education, empowerment and home-care tools for sustained well-being based on our modern scientific understanding of Classical Chinese Medicine.

2004 – Present Tree of Life Tai Chi Center LLC, Watertown, MA**Certified Eight Active Ingredients of Tai Chi Instructor**

Offer group instruction in both the Eight Active Ingredients of Tai Chi based on *The Harvard Medical School Guide to Tai Chi (Wayne & Fuerst, 2013)*, and the Cheng Man-Ching Yang Style Tai Chi Form to all ages and abilities in community-based setting.

Past Employment**2014 – 2022 Tree of Life Tai Chi Center LLC, Somerville MA****Instructor: Eight Active Ingredients of Tai Chi Teacher Training Program**

Co-facilitated Tai Chi teacher training program, along with Peter M. Wayne, PhD and others based on the tai chi protocol outlined in *The Harvard Medical School Guide to Tai Chi (Wayne & Fuerst, 2013)*. Responsible for the development and presentation of both the foundational Traditional East Asian Medicine didactic content and a tutorial on small business insurance, taxation and regulations. Collaboratively responsible for imparting the embodied therapeutic principles of Tai Chi and Qi Gong to a diverse group of adult learners. Responsible for reviewing and evaluating trainees' sample teaching and written exams.

**2013 – 2020 Katherine A. Gallagher Integrative Therapies Program
Massachusetts General Hospital Cancer Center, Boston MA****Clinical Acupuncturist**

Provided direct acupuncture care to Hematology/Oncology patients as a member of a multidisciplinary team in various out-patient and in-patient settings, coordinating care with Oncology care teams. Responsible for maintaining accurate electronic medical records.

Past Employment - continued

2013 – 2020 **Katherine A. Gallagher Integrative Therapies Program
Massachusetts General Hospital Cancer Center, Boston MA**

Certified Eight Active Ingredients of Tai Chi Instructor

Offer group instruction in the Eight Active Ingredients of Tai Chi based on *The Harvard Medical School Guide to Tai Chi (Wayne & Fuerst, 2013)*, emphasizing stress management, proper alignment, flexibility and rehabilitation to cancer patients, cancer survivors and their respective caregivers.

2018 – 2019 **Movements Disorders Unit, Department of Neurology
Massachusetts General Hospital, Boston, MA**

Tai Chi Instructor: Mass General Parkinson Center Tai Chi and Speaker Series

Led monthly Tai Chi classes for a diverse group of people with Parkinson's Disease and their supportive partners as a part of any interactive educational lecture series presented by the Movements Disorders care team at Massachusetts General Hospital.

2000 – 2018 **Wellspring Medical Associate, Marblehead, MA**

Licensed Acupuncturist

Clinician, owner and manager. Responsible for direct patient care, records and documentation. Provided specialized care treating anxiety disorders, chronic migraine pain, sleep disorders, menstrual and mood disorders. Responsible for administrative, financial and marketing duties of clinic and for supervising student assistants.

2004 – 2015 **Town of Marblehead Council on Aging, Marblehead, MA**

Tai Chi Instructor

Offered instruction in the Eight Active Ingredients of Tai Chi based on *The Harvard Medical School Guide to Tai Chi (Wayne & Fuerst, 2013)* in community-based setting to adults 55 and over and their care-givers, emphasizing stress management, proper alignment, balance transfer, internal strength relaxed and efficient breathing.

2008 – 2013

**Massachusetts General Hospital
Community Health Associates, Revere, MA**Clinical Acupuncturist

Provided direct acupuncture care to an ethnically and culturally diverse patient population as part of a multidisciplinary team in an integrative clinic. Provided contemporaneous electronic medical records, allowing for seamless integration with Primary Care providers.

1983 – 2002

Regina Gibbons, MBA, E.A. Marblehead, MAAccountant and Business Consultant

Consulted with small business owners regarding proper financial statement preparation, tax reporting, compliance with State and Federal employment regulations. Assisted clients with financial and managerial decision-making. As Enrolled Agent was licensed to represent individual and corporate clients in proceedings before the Internal Revenue Service.

Education

2002 Master of Acupuncture, New England School of Acupuncture, Watertown, MA

2002 NCCAOM Approved Graduate Program/Chinese Herbology, White Pine Institute, Amherst, MA

2000 Diploma in Acupuncture, New England School of Acupuncture, Watertown, MA

1993 Master of Business Administration, Salem State College, Salem, MA

1979 Bachelor of Science/Business Administration, Cum Laude, Suffolk University, Boston, MA

Professional Certifications:

2011 Healing Community Trauma - Acupuncturists Without Borders

2003 Diplomate in Chinese Herbology - National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)

2000 Diplomate in Acupuncture - National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)

1999 Takayuki Koei Kuwahara, L. Ac. - Hari Style (Touching Needle) Acupuncture and Shonihari (Pediatric touching tools)

Tai Chi Research Contributions

Tai Chi Instructor for the follow Randomized Clinical Trials:

- 2018 – 2021 **Mindful Steps: Promoting Physical Activity**
National Institute of Health (NIH) Study (NCT03003780) based at Beth Israel Deaconess Medical Center (PI, Dr. Gloria Yeh) In-person mindful movement instruction as part of an existing web-based intervention to incorporate mind-body exercises to develop a multi-modal intervention to promote physical activity in patients with Chronic Obstructive Pulmonary Disease and Heart Failure.
- 2014 – 2018 **Long-term Exercise After Pulmonary Rehabilitation (LEAP)**
National Institute of Health (NIH) Study (NCT01998724) based at Beth Israel Deaconess Medical Center (PI, Dr. Gloria Yeh). Taught formal Tai Chi protocols in a clinical trial evaluating Tai Chi for individuals with Chronic Obstructive Pulmonary Disease.
- 2012 – 2017 **Breathing, Education, Awareness and Movement in Chronic Obstructive Pulmonary Disease (BEAM COPD)**
National Institute of Health (NIH) Study (NCT01551953) based at Beth Israel Deaconess Medical Center (PI, Dr. Gloria Yeh). Taught formal Tai Chi protocols in a clinical trial evaluating Tai Chi for individuals with Chronic Obstructive Pulmonary Disease.
- 2015 – 2016 **Healthcare Outcomes of Tai Chi in Senior Supportive Housing (Mi-WISH Study Mind body – Wellness in Supportive Housing)**
National Institute of Aging based at Hebrew Rehabilitation Center, Boston (PI: Lewis Lipsitz, MD)
Taught formal Tai Chi protocols in a clinical trial evaluating Tai Chi for frail elderly.
- 2011 – 2012 **Effects of Tai Chi on Frailty in Elderly Adults (TEACH)**
National Institute of Health (NIH) Study (NCT01126723) based at Hebrew Rehabilitation Center, Boston (PI: Lewis Lipsitz, MD)
Taught formal Tai Chi protocols in a clinical trial evaluating Tai Chi for frail elderly.
- 2009 – 2010 **Tai Chi for Osteopenic Women**
National Institute of Health (NIH) Study (NCT01039012) based at Beth Israel Deaconess Medical Center, Spaulding Rehabilitation Hospital, Harvard Medical School Osher Research Center (PI, Peter M. Wayne, PhD)
Taught formal Tai Chi protocols in a clinical trial evaluating Tai Chi for osteopenic women.
- 2005–2008 **Tai Chi Mind-Body Therapy for Chronic Heart Failure (NEXT-Heart)**
National Institute of Health (NIH) Study (NCT00110227) based at Beth Israel Deaconess Medical Center, Harvard Medical School Osher Research Center (PI, Dr. Gloria Yeh)
Taught formal Tai Chi protocols in a clinical trial evaluating Tai Chi for chronic heart failure.



City Council

Melrose City Hall
Melrose, MA 02176

ADOPTED

AGENDA ITEM (ID # 12342)

Meeting: 01/21/25 07:45 PM

Department: City Clerk

Category: Authorization

Prepared By: Tanji Cifuni

Initiator: Tanji Cifuni

Sponsors: At-Large Leila Migliorelli

DOC ID: 12342 B

Pursuant to M.G.L. chapter 41, section 19I, authorize the City Clerk to receive additional compensation for performing the services of Clerk of Committees.

Pursuant to M.G.L. chapter 41, section 19I, authorize the City Clerk to receive additional annual compensation beginning January 1, 2025 in the amount of \$4,000. This amount shall be paid in 52 weekly installments to compensate the City Clerk for the performance of additional services of the Clerk of Committees role, as set forth in City Code, and any other duties as Council or committee thereof may from time to time direct, until if and when such position is otherwise filled.

HISTORY:

01/06/25 City Council ASSIGNED TO COMMITTEE

Motion to Refer to Finance Committee made by President Migliorelli

01/13/25 Finance PASSED

Is it the Will of the Committee to Accept Pursuant to MGL Chapter 41, Section 191, authorize the City Clerk to receive an additional compensation for performing the services of Clerk of Committees?

Motion to accept made by President Migliorelli

Seconded by Councilor Vandiver

All were in Favor

Motion passes and the motion will to final vote by the Council on January 21st.

CITY OF MELROSE

In City Council

January 21, 2025

AN ORDER

(ID # 12328)

Acceptance of Massachusetts Department of Environmental Protection Recycling Dividend Program Grant in the amount of \$14,300

BE IT ORDERED

As a result of our annual application to the Massachusetts Department of Environmental Protection, the City of Melrose Department of Public Works Solid Waste and Recycling team is proud to report that we have qualified for and received an award of \$14,300. Congratulations and thank you go to Zack Laflamme.

We formally request acceptance of this grant award of \$14,300 from the Mass DEP for our Recycling Dividends Program. Funds will be deposited into our Solid Waste and Recycling Enterprise account that has been set up by the City Auditor. There is no cost or encumbrance required to enter into this agreement and there will be no effect on the Department of Public Works Operating Budget.

HISTORY:

01/06/25	City Council	ASSIGN TO COMMITTEE
01/13/25	Appropriations and Oversight	OUGHT TO PASS

Grant (ID # 12328)

Meeting of January 21, 2025

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Date

Date



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

100 Cambridge Street Suite 900 Boston, MA 02114 • 617-292-5500

Maura T. Healey
Governor

Kimberley Driscoll
Lieutenant Governor

Rebecca L. Tepper
Secretary

Bonnie Heiple
Commissioner

December 17, 2024

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

Dear Mayor Grigoraitis:

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the City of Melrose Recycling Dividends Program funds under the Sustainable Materials Recovery Program. The City of Melrose has earned 11 points and will receive \$14,300.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. This year, we are awarding more than \$4 million in SMRP funding to 285 municipalities and regional groups.

Recycling programs play a vital role in limiting our dependence on landfills and incinerators, reducing greenhouse gas emissions, and supporting economic activity in the Commonwealth. Recycling Dividend Program funds foster investment in local programs including recycling equipment, organics diversion, outreach and education, pilot programs, school recycling, toxics reduction, and more. Please refer to the [RDP Approved Expenses List](#) for more information. MassDEP has invested in developing nationally recognized tools to assist municipalities with reducing recycling contamination and improving public awareness of smart recycling practices. We encourage you to utilize the [Recycling IQ Kit](#) and [Recycle Smart MA](#) website and to consult with your MassDEP [Municipal Assistance Coordinator](#) for assistance in implementing these best practices.

To accept your grant award, please sign and return the attached RDP Contract via email to Cathy Doodnauth at Cathy.Doodnauth@mass.gov before **February 15, 2025**. After we receive your signed RDP contract, funds will be sent to your community. The receipt of grant funds is contingent upon the grantee being able to certify that it will comply with the Massachusetts General Laws, including G.L. c. 40A, § 3A, the MBTA Communities Act. Compliance with the MBTA Communities Act is determined by the Executive Office of Housing and Livable Communities.

Should you have any questions, please email Rachel Smith at Rachel.Smith@mass.gov. Thank you for your continued commitment to recycling and waste reduction in Massachusetts.

Sincerely,

Bonnie Heiple, Commissioner

SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL

**GRANT SCOPE OF WORK
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION (“MassDEP”)**

AND THE City of Melrose (“Grantee”)

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the Municipality a Sustainable Materials Recovery Program grant under the Recycling Dividends Program (“RDP”). The Municipality has earned a payment of \$14,300.

The Recycling Dividends Program provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling, and waste reduction. Municipalities receive payments according to the number of points their program earns based on the [2024 Details: Recycling Dividends Program](#) and number of residential households served as described below. RDP provides an incentive for municipalities to improve their recycling programs by implementing best practices and rewards communities with model recycling and waste reduction programs.

Duration of the Grant: The term of this Scope of Work shall be in effect until the municipality has expended all RDP funds and reported to MassDEP on use of funds.

RESPONSIBILITIES OF THE MUNICIPALITY

1. **Authority:** The Signatory of this Grant Scope of Work is authorized by the governing body of the Grantee to enter into this Grant Scope of Work on behalf of the Grantee and accept and utilize this Grant.
2. **Commonwealth Terms and Conditions:** The Grantee shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Grantee’s executed Master Agreement.
3. **Failure to Comply:** If, in the judgment of MassDEP, the Grantee fails to comply with any of its responsibilities as identified in the Grant Scope of Work, then, at the election of MassDEP, (a) the Grantee may be deemed ineligible to participate for what time remains of the grant period; and/or (b) title to all grant materials purchased with these grant funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Grantee not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years; and/or (d) the Grantee shall repay the grant funds to MassDEP within 90 days. MassDEP may provide written notice to the Grantee of any such failure to comply. Such notice may provide a time period and manner for the Grantee to cease or remedy the failure. Such notice from MassDEP of any such failure by the Grantee is not a precondition to MassDEP’s right to select options (a), (b), and/or (c) above. The Grantee shall follow the instructions of MassDEP regarding possession of the grant materials (e.g., collection container). The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Grantee shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. **Recycling in Practice:** The Grantee has established paper, bottle, and can recycling in all municipal buildings offices and meeting spaces, including schools. The Grantee shall continue such paper, bottle and can recycling during the term of the Grant.
5. **Notification of Buy Recycled Policy:** The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and distributes an annual notification of the Buy Recycled Policy, ordinance or by-law to all staff, department heads and employees with purchasing authority. This notice shall be sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator or Chief Purchasing Officer and highlights specific opportunities to buy recycled products, the benefits of buying recycled and encourages the purchase of these products. The Grantee shall continue to send an annual notification during the term of the Grant.
6. **RDP Payment Calculation:** MassDEP has calculated the RDP Payment using the table below which shows payment brackets based on the number of households served by the municipal solid waste program and the point value for each bracket. See [2024 Details: Recycling Dividends Program](#) guidance document for additional information on point value.

RDP Payment Brackets

# of Households that Receive Trash Service Provided by the Municipality	Point Value Basic Level 1-9 pts.	Point Value Advanced Level ≥ 10 pts. or RDP EJ Populations
0 - 1,999	\$245	\$350
2,000 - 4,999	\$420	\$600
5,000 - 7,499	\$770	\$1,100
7,500 - 9,499	\$910	\$1,300
9,500 - 12,499	\$1,260	\$1,800
12,500 - 16,999	\$2,100	\$3,000
17,000 - 24,999	\$2,450	\$3,500
25,000 - 31,999	\$2,800	\$4,000
32,000 - 99,999	\$4,550	\$6,500
100,000 +	\$7,000	\$10,000

7. **Program Criteria:** The Municipality, through its RDP application, certifies that all points earned are for programs that were in place between July 1, 2023 and June 30, 2024 and that these programs fully meet the performance standard set forth in the [2024 Details: Recycling Dividends Program](#) guidance document.
8. **Use of Funds:** RDP Payments shall be expended on activities and programs listed on the [Approved Spending Categories](#) for the Recycling Dividends Program and Regional Small Scale Initiative Funds, to enhance the performance of the Municipality's waste reduction programs. Use of a dedicated account is required. Funds may be carried over to future years and accumulated to fund a larger eligible expense or project. Planned use of funds shall be noted on the Annual RDP Spending Report. However, MassDEP may delay future RDP payments if municipality is not expending funds.
9. **Record Keeping:** The Municipality shall be responsible for keeping documentation (i.e., proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, number of items purchased and shipping costs if any) by calendar year, of how RDP funds were expended and the remaining balance of RDP funds. MassDEP may conduct record audits to ensure compliance with this Contract.
10. **Reporting:** The Grantee shall file an annual Recycling and Solid Waste survey and the RDP Spending Report by February 15th, via ReTRAC, for the duration of this grant. Failure to comply with these reporting requirements may jeopardize future grant awards.
11. **Environmental Compliance:** The Grantee understands receipt of a Grant from MassDEP does not in any way imply that the Grantee is in compliance with applicable environmental regulations. This Grant Scope of Work shall not be construed as, nor operate as, relieving the Grantee or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Grantee's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.
12. **Addendums:** Should MassDEP award additional grant funds, an addendum to the Grant Scope of Work shall be provided to the Grantee. The same terms and conditions apply to the addendum.

13. RDP Payment Calculation:

The Municipality's payment has been calculated as follows:
 (NET RDP POINTS EARNED) x (VALUE OF EACH POINT)

a. Bulky Items	0
b. Center for Hard to Recycle Materials	2
c. Curbside Recycling Regulation	1
d. Diversity, Equity, and Inclusion	0
e. Household Hazardous Waste	2
f. Organics	1
g. Recycling Center Access	1
h. Reuse Programs	2
i. Solid Waste Reduction	0
j. Textile Recovery Initiatives	1
k. Waste Prevention Outreach and Education	1
TOTAL RDP POINTS EARNED	11
POINT DEDUCTED DUE TO LATE SUBMISSION	N/A
NET RDP POINTS EARNED	11
VALUE OF EACH POINT	\$1,300
RDP PAYMENT AMOUNT	\$14,300

IN WITNESS WHEREOF, MassDEP and the Grantee hereby execute this Grant Scope of Work.

COMMONWEALTH OF MASSACHUSETTS

By: _____ (Date) _____
 John Fischer, Deputy Division Director, Solid Waste
 Department of Environmental Protection

City of Melrose

Municipal Official(s) Authorized to sign: **Mayor, Director DPW, Assist DPW Director, Admin Finance**
 VC6000192115

By: _____ (Date) _____
 (Signature)

 (Print Name) (Title)

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: jttroup@cityofmelrose.org**

To: Mayor Jennifer Grigoraitis
Melrose City Council

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

cc: Kerriann Golden, CFO/Auditor
Lauren Grymek, Chief of Staff
Elena Proakis Ellis, DPW Director
Zack Laflamme, Environmental Outreach Coordinator

Date: December 18, 2024

Re: Mass DEP Recycling Dividends Program Grant

As a result of our annual application to the Massachusetts Department of Environmental Protection, the City of Melrose Department of Public Works Solid Waste and Recycling team is proud to report that we have qualified for and received an award of \$14,300. Congratulations and thank you go to Zack Laflamme.

As part of the application process, the City of Melrose identifies all of the recycling initiatives that are part of our operation and available to the residents. These practices qualify us for points that are the criteria to determine the amount of the award available to the City. The maximum available is \$29,900. Every effort is being made to achieve that goal.

The City achieved points for our efforts toward Organics collection, a Re-Use program (ex. Zero Waste Days), Yard Waste operations, Household Hazardous Waste and CHaRM (Center for Hard to Recycle Materials) events, Outreach and Education efforts, Recycling Center Access (City Yard drop-off), and Textile diversion. Each point was worth \$1,300.

This award goes a long way to supplement our operating budget and is 100% dedicated to our recycling effort. The money is used to purchase needed supplies and educational materials, and to fund the services that drive recyclable materials out of the trash stream. The desired goal includes reduced costs on our curbside trash collection, less contamination in our recycling materials, and increased sustainability.

We formally request acceptance of this grant award of \$14,300 from the Mass DEP for our Recycling Dividends Program. Funds will be deposited into our Solid Waste and Recycling Enterprise Account that has been set up by the City Auditor. There is no cost or encumbrance required to enter into this agreement and there will be no effect on the Department of Public Works Operating Budget.

CITY OF MELROSE

In City Council

January 21, 2025

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.

HISTORY:

12/16/24	City Council	ASSIGNED TO COMMITTEE
01/13/25	Appropriations and Oversight	OUGHT TO PASS

Appropriation (ID # 12273)

Meeting of January 21, 2025

In the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City 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**January 21, 2025***AN ORDER****(ID # 12274)**

Renewal of Additional Victualler Licenses for 2025

BE IT ORDERED

Renewal of Additional Victualler Licenses for 2025

HISTORY:

12/16/24 City Council

ASSIGNED TO COMMITTEEIn the City Council
Ordained Roll Call

Passed January 21, 2025

Tanji Joy Cifuni, City Clerk

Leila B. Migliorelli, President
City Council

Jennifer Grigoraitis, Mayor

Order (ID # 12274)

Meeting of January 21, 2025

Date

Date

Restaurants

Starbucks
Melrose House of Pizza



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)

CITY OF MELROSE
OFFICE OF THE CITY CLERK

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.

Mary
Signature of Petitioner 1

9/23/24
Date of Signature

10/06/1979

Date of Birth

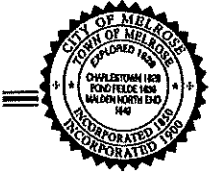
Signature of Petitioner 2

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

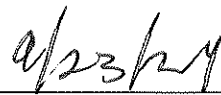
[Amended 6-15-1981 by Ord. No. 20718; 4-21-2009 by Ord. No. 09-125; 11-16-2020 by Ord. No. 2021-34; 12-20-2021 by Ord. No. 2022-56]

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.

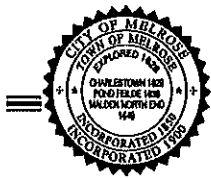
State law reference — Law of the commonwealth authorizing cities to grant licenses to common victuallers, innholders, etc., MGL c. 140, § 2, construed in *Liggett Drug Co. v. Board of License Commissioners*, 296 Mass. 41, 4 N.E. (2d) 268.

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)



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

Kristin Foote
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)

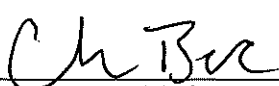


Kristin Foote
City Clerk

CITY OF MELROSE
OFFICE OF THE CITY CLERK

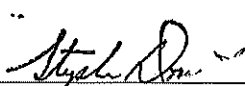
562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

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:			

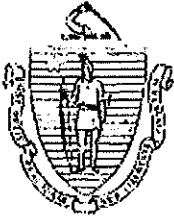
MELROSE FIRE DEPARTMENT 781-979-4405		Date Signed: 12/11/24 GIBSON	\$50 Fee Paid Yes/No
 Melrose Fire Captain Signature		Fire Captain Name Printed	
☐ Denied	☒ Approved	☐ Other	
Comments:			

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:		

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



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 Vic 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

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-12634604

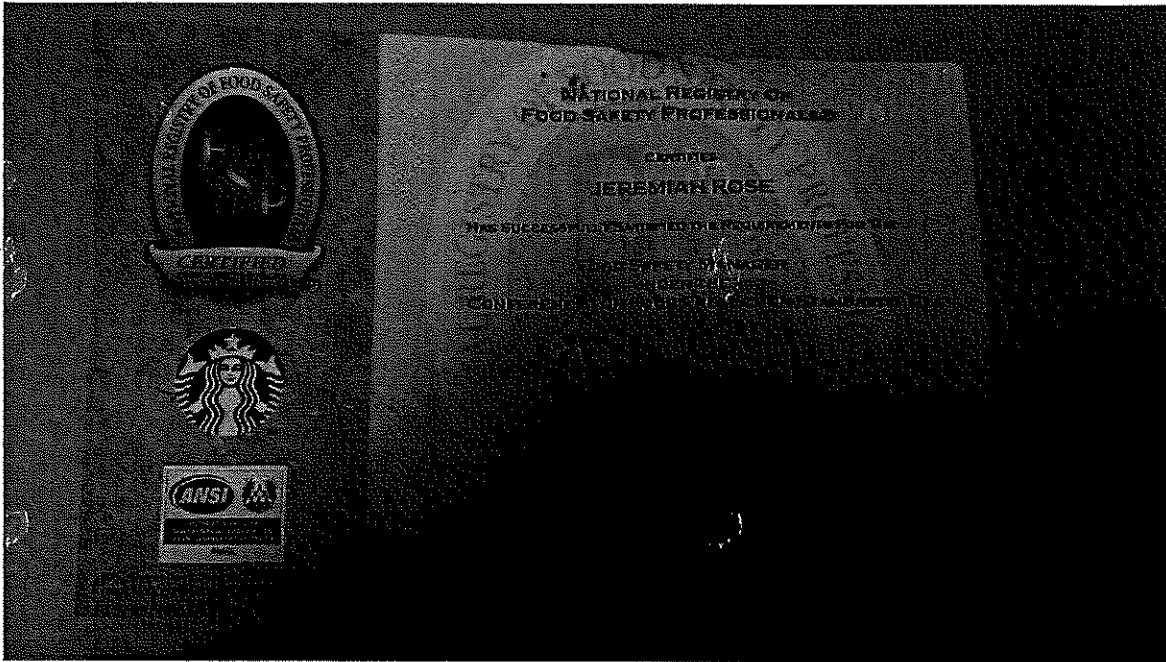
City Hall Systems Secure Payment Portal

© 2024 Copyright: City Hall Systems, Inc.

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



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.****

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 OF MELROSE
OFFICE OF THE CITY CLERK



Kristin Foote
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: <i>MELROSE HOUSE OF PIZZA</i>		Tax ID Number: <i>4 [REDACTED]</i>	
Business Address: <i>475 MAIN ST MELROSE MA 02176</i>		Business Phone Number: <i>781 665 2508</i>	
Owner's Name: <i>ROBERT MUSARAJ</i>		Owner's Cell Phone Number: <i>[REDACTED]</i>	
Residential Address of Owner: <i>29 MC COBA ST AP24 REVERE MA 02151</i>		Number of Employees: <i>4 (FOUR)</i>	
Email Address of Owner (required): <i>MUSARAJ, ROBERT @ G.MAIL.COM</i>			
24-hour Emergency Contact Name: <i>JANILDA ALLSHI</i>		Emergency Phone Number: <i>[REDACTED]</i>	
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:		<i>24 SEATS</i>	
Floor Space/ Square Feet:		<i>1900 SQUARE FEET</i>	

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

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
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562 Main Street
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City of Melrose Administrative Code General Legislation

ACKNOWLEDGEMENT OF RECEIPT OF MELROSE ORDINANCES

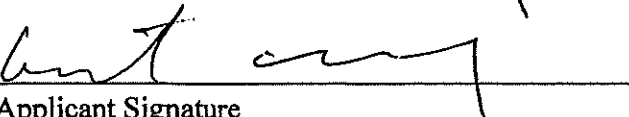
§ 152-12 Common victuallers and innholders

[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
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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 Victualer 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.

CITY OF MELROSE
OFFICE OF THE CITY CLERK



Kristin Foote
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**

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562 Main Street
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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: <u>12/6/24</u> <u>Christy Bolduc</u>	FOOD PERMIT EXP DATE: <u>12/31/24</u>
<u>Christy Bolduc</u> Health & Human Services Signature		<u>Christy Bolduc</u> Health & Human Services Name Printed	
☐ Denied		☒ Approved	☐ Other
Comments:			

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

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

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

TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours		Date Signed: <u>12/6/24</u> <u>Renee Oleksy</u>
<u>[Signature]</u> Treasurer Collector Signature		<u>Renee Oleksy</u> Treasurer Collector Name Printed
☐ Denied		☒ Approved
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 PIZZA

475 MAIN STREET
MELROSE, MA 02178

4991

63-7054/2113

948

DATE

12.5.24

CHECK ARMOR
MICRO PROTECTION

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 Victualer Renewals for 2025)

CITY OF MELROSE

CITY CLERK

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4116

TANJI CIFUNI
City Clerk

To: Mayor Jennifer Grigoraitis
From: Tanji Cifuni
Meeting Date: January 21, 2025
Subject: Common Victualler Renewals
Order #: (ID # 12332)

Common Victualler Renewal License for 2025

History:

01/06/25 City Council ASSIGNED TO COMMITTEE
01/13/25 Protection and License PLACE ON FILE

FINANCIAL IMPACT:

12/18/2024	Ernie's Lunch LLC		458 Franklin Street	Peter M Gandolfo	Janice P Gandolfo	12/31/2024	781-572-1170	781-662-5222	ernieslunch@gmail.com
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1/2/2025	Mother's Pizza		524 Franklin Street	William Kamouzis	Anastasia Kamouzis	12/31/2024	617-763-0006	781-665-2041	akamouzis51@gmail.com
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12/23/2024	Sushi Corner	Expires 9/27/27	18C Essex Street	Jiebo Zhu	-		617-680-1887	781-662-2349	jiebozhu666@gmail.com
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CITY OF MELROSE

CITY CLERK

TANJI CIFUNI
City Clerk

City Hall, 562 Main Street
 Melrose, MA 02176
 Telephone - 781-979-4116

To: Mayor Jennifer Grigoraitis
 From: Tanji Cifuni
 Meeting Date: January 21, 2025
 Subject: Second Hand Class 2 Auto License Renewal for 2024
 Order #: (ID # 12333)

Second Hand Class 2 Auto License Renewal for 2024

History:

01/06/25 City Council ASSIGNED TO COMMITTEE
 01/13/25 Protection and License PLACE ON FILE

FINANCIAL IMPACT:

12/30/2024	Dovales Enterprises, LLC DBA Certified Automotive Solutions	17 Upham Street	DBA expires 11/02/2027	Jaime I
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Attachment: Class II Used Car Dealer Renewal (12333 : Second Hand Class 2 Auto License Renewal for

CITY OF MELROSE

CITY CLERK

TANJI CIFUNI

City Clerk

City Hall, 562 Main Street

Melrose, MA 02176

Telephone - 781-979-4116

To: Mayor Jennifer Grigoraitis
From: Tanji Cifuni
Meeting Date: January 21, 2025
Subject: Gasoline and Storage renewal licenses for 2024
Order #: (ID # 12334)

Gasoline and Storage Renewal License for 2024 (late submittals)

History:

01/06/25 City Council ASSIGNED TO COMMITTEE

01/13/25 Protection and License PLACE ON FILE

FINANCIAL IMPACT:

2024 non renewal	\$160.00	Gasoline/ Petroleum	84- 2817329	USA Energy, Inc	870	Main Street	keep, store, and sell 2,000 gallons of gasoline and Maintain garage for storage of 2 motor vehicles with gasoline in tanks of same	617-959- 6836	617-953-6883	Edgard_fayad@hotmail.com	Edgard Fayad
2024 non renewal	\$397.00	Gasoline/ Petroleum	04- 2079391	Holcim- NER, Inc.	1831	Broadway	keep and store 207,550 gallons and 35,000 gals; 30,000 liquid asphalt, 5,000 latex to existing 172,550gals; #2 fuel oil, liquid asphalt.	781-760- 2090	339-206-7719	j.temple@holcim.com	c/o Jarrett Temple